

**City of Keene**  
**New Hampshire**

**HERITAGE COMMISSION**  
**MEETING MINUTES**

**Wednesday, April 13, 2022**

**4:00 PM**

**Council Chambers,  
City Hall**

**Members Present:**

Cauley Powell, Chair  
Councilor Gladys Johnsen  
Rose Carey  
Louise Zerba, Alternate  
Brian Lee (Arrived Late)

**Staff Present:**

Will Schoefmann, GIS Technician

**Members Not Present:**

Erin Benik  
Susan DeGidio, Vice Chair

**1) Call to Order**

Chair Powell called the meeting to order at 4:11 PM.

Hannah Landry, Allison Berkshire and Dan P were present as guests from Keene State College.

Mr. Schoefmann announced Ms. Zerba as a full member for the meeting.

**2) Minutes of Previous Meeting – February 9, 2022**

Ms. Carey made a motion to accept the minutes of February 9, 2022 as presented. Chair Powell seconded the motion, which passed unanimously.

**3) New CLG 2022 Grant Discussion**

Chair Powell stated the Division of Historical Resources (DHR) reviewed their LOI and provided feedback. Starting with the indigenous site, they are not interested in funding physical materials like site signage but are willing to consider funding for the event and honorariums for speakers and experts. She added that the project isn't a huge price and if they chose to pursue it independently outside of a CLG cycle, it would be feasible; however it doesn't make sense to move forward with the project under the grant at this time.

Chair Powell reported that the Mill project was well received but DHR wanted more information, so she connected with Ms. Carey to come up with a numbered value of the mills and get specific as a part of the application. Ms. Carey compiled information from a community wide survey that reflected the mills.

Chair Powell stated the recovering black history project was also well received and the DHR was excited about it. She went on to state that they can only move forward with one project so the commission now needs to vote on which project they want to submit, and then finish the larger application for a May submission.

Ms. Zerba asked about the Italian Neighborhood project. Chair Powell stated that project was in last year's cycle so they already have the money for that, they are just focused on the volunteer time to make the match. She added that for the Mill inventory she reached out to Preservation Company but they could not provide a quote without more information. For the recovering black history project she reached out to a couple academics and received two quotes, which were in the \$20,000 range.

Ms. Carey asked about the mill project and what that will consist of, such as the history or architecture of the mills. She added that the barn inventory was not an in-depth inventory, it was more looking at what was still existing and a bit of history. Chair Powell stated it will be for them to decide what they want it to consist of. There was short discussion about needing to find out the parameters are for a 100% covered inventory with regards to the grant.

Brian Lee arrived at 4:19 PM.

Chair Powell stated, with regards to the recovering black history project, there is already infrastructure in place and the commission's contribution would be doing research and looking at census and data records and other information that experts would then interpret and use to develop educational outreach materials. She added that for the above reasons the project is time sensitive and stated she is personally leaning towards choosing it for the grant because they can always go back to the mills project in another cycle. Ms. Carey stated she is inclined to choose that project as well because it's fresh and new and stated with the mill project they have quite a bit of documentation already and might be duplicating. Councilor Johnsen stated it would be a wonderful project and there's so much more they can do than Jonathan Daniels. Mr. Lee agreed and stated it's something people from all generations can benefit from.

Ms. Carey asked about the specifics that they'd be looking into with the recovering black history project. Chair Powell stated they would schedule a training with Jenna Carroll of the Cheshire County Historical Society who has already started a list with Jan Manwaring. The commission would join them in their efforts and pull certain items from records to enter raw data into a spreadsheet. She added that they will be partnering and supporting with this project but will have their own goals for the grant.

Ms. Carey made a motion for the commission to submit a formal application for the recovering black history project. Councilor Johnsen seconded the motion, which passed unanimously.

Councilor Johnsen stated she is very excited about this project. Chair Powell stated she hopes they can get other boards and committees in Keene on board as well.

#### 4) **Neighborhood Heritage Project Update**

Mr. Schoefmann stated the website submittal form is live. As a recap, he stated the intent of the project was to get a crowdsourced application that's map based for folks to do an initial submittal for the commission to gather data and information. He went on to state that as they've explored the project and understood the different roles that technology can play, they realized it wasn't going to be one application where you submit and see all the information. They want to use it to gather contact information and then if they have more information they can then curate and help that submittal process. He stated they can then have a showcased story map as the deliverable.

Mr. Schoefmann stated Chair Powell did a test run and you can see her submission. He mentioned that there's a back side of the application with a dashboard set up and there's currently limited information because they need to go in and make sure people are submitting appropriate information. He has a meeting with the consultant tomorrow to get familiarized with the dashboard side where they will manage all submissions. Right now the application does show a star with brief snippets of information so people can see what's going on. Mr. Schoefmann showed the group and explained that they enlarged the outline to include folks who lived near the Italian neighborhood area. He stated they got the consultant some historical maps and showed those to the group. He reminded them that they can add a story no matter what base map is pulled up. He also mentioned that the goal is to grab stories from people and create a story map.

Ms. Carey stated the NHDHR recognized the neighborhood of Island and Pearl Street and it was determined eligible by the National Park Service in 1978.

Chair Powell stated she did an interview with John DiBernardo and now needs to coordinate with Mr. Schoefmann on how best to get that information transferred. She inquired about being able to see photos and Mr. Schoefmann stated they will work on making that a feature.

Ms. Carey stated there are mills in the area and there may be pictures if they want to include those.

Mr. Lee asked, when someone submits a story, if their personal information is for internal use and Mr. Schoefmann yes, it will only be for internal use and what will show up on the main screen is the story and date, and possibly the attachment.

Chair Powell asked about story map development. Mr. Schoefmann stated there's an initial phase where they push the submittal form out and create awareness for the tool, gather information and

input that into the dashboard side for the people they interview. Then the second phase will be going through all of the information, and the final phase will be taking the quality information to the story map tour, which will be like a virtual walking tour.

Chair Powell asked if the story map piece is what they promised to deliver for the grant and Mr. Schoefmann stated he will double check on that.

There was short discussion about using video and audio, or one form of media only. There was mention of doing a YouTube. Chair Powell talked about the interview she did and reminded everyone that it's important to keep track of their hours and send them to Mr. Schoefmann for grant purposes. Mr. Schoefmann stated hours and date and times would be great if they have that information.

Mr. Lee asked if there's any releases for submittals. Mr. Schoefmann stated he will look into that and Chair Powell stated they could put a starred clause about permission to use photos and information.

Chair Powell asked for help on the draft website and Mr. Lee stated he is happy to help. She suggested doing a YouTube video tutorial on how to use the application and Mr. Lee stated they could even show a screen recording of someone completing it. He mentioned that the barn presentation was recorded and edited so he can put that on website as well.

Chair Powell suggested they create a working group for in between meetings. Short discussion ensued and Mr. Schoefmann stated the group will need to be 3 or less people. Chair Powell, Councilor Johnsen and Mr. Lee stated they would be involved in the working group.

#### **5) Section 106 Invitation**

Mr. Schoefmann stated there's a telecommunications towers on a college building, the science center specifically, that the commission needs to review. He stated they can provide any feedback to the applicant, which will then be sent to the state and the Planning Board. He added that their feedback does not bind the applicant.

Ms. Zerba suggested they hold the same conditions of screening as they did for the hospital site they reviewed in the past. Ms. Carey stated this one is a little different because the tower is located where it's not visible from the front of building, but will likely be visible on Blake Street. Mr. Schoefmann stated the back side of building is screened by the TDS building.

Chair Powell stated the goal is to minimize visibility of the tower, so maybe they could suggest colors/paint that closely matches the aesthetic of the rest of the building. Ms. Carey stated, for the equipment on the roof, if painted a sky color, are often nicer than if painted the color of the building. Chair Powell stated maybe side of the building equipment can be camouflaged and then the roof equipment can be the sky color. Mr. Schoefmann clarified that they suggest the roof

equipment would be painted a light grey color and the side be a red color that camouflages with the rest of the building.

Chair Powell made a motion to suggest that the applicant be mindful of the surroundings of the building and try to camouflage as appropriate the various equipment to the building, sky and trees that might be also placed there. Mr. Lee seconded the motion, which passed unanimously.

6) **Meeting Scheduling Discussion**

Chair Powell brought up meeting scheduling and asked to discuss the best time for the commission to meet. Councilor Johnsen stated she's usually at City Hall at 4:15 PM. There was general agreement that 4:30 PM works better.

Chair Powell made a motion to change the regular HC meeting time to 4:30pm. The motion was seconded by Ms. Carey and passed unanimously.

7) **Next Meeting – May 11, 2022**

8) **Adjournment**

There being no further business, Chair Powell adjourned the meeting at 5:06 PM.

Respectfully submitted by,  
Nicole Cullinane, Minute Taker

Reviewed and edited by,  
Will Schoefmann, Community Development Staff