



## **Heritage Commission**

**Wednesday, October 12, 2022, 4:30 PM**

2<sup>nd</sup> Floor Conference Room, City Hall  
3 Washington St, Keene, NH 03431

### **AGENDA**

- I. **Call to Order – Roll Call**
- II. **Minutes of Previous Meetings –**  
June 8 (never approved, approve with edits from July meeting)  
and September 14, 2022
- III. **Demolition Review Permits**
- IV. **2022 CLG Grant Update**
- V. **2021 CLG Neighborhood Heritage Project Update**
- VI. **Heritage Website Updates**
- VII. **Next Meeting – November 9, 2022**
- VIII. **Adjourn**

1 City of Keene  
2 New Hampshire

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4  
5 HERITAGE COMMISSION  
6 MEETING MINUTES  
7

Wednesday, June 8, 2022

4:30 PM

Council Chambers,  
City Hall

**Members Present:**

Cauley Powell, Chair  
Susan DeGidio, Vice Chair  
Councilor Gladys Johnsen  
Rose Carey  
Marilyn Huston  
Louise Zerba, Alternate

**Staff Present:**

Evan Clements, Planner  
Will Schoefmann, GIS Technician

**Members Not Present:**

Brian Lee

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9  
10 **1) Call to Order**

11  
12 Chair Powell called the meeting to order at 4:37 PM.

13  
14 Ms. DeGidio was present via Zoom.

15  
16 **2) Minutes of Previous Meeting – April 13, 2022**

17  
18 Ms. Huston mentioned an instance where Ms. Zerba's name was spelled incorrectly as Zebra  
19 instead of Zerba. She made a motion to accept the minutes of April 13, 2022 with that correction.  
20 Chair Powell seconded the motion, which passed unanimously.

21  
22 **3) 2022 Grant**

23  
24 Chair Powell reminded everyone that they decided to submit the 2022 CLG grant for the  
25 Recovering Black History Project in partnership with the Historical Society, Black Heritage Trail  
26 of NH, and the folks in Peterborough. She went on to state that the best way to have a  
27 competitive grant was to do a cash match and noted that they have the money in the budget but  
28 need to vote to approve the use of funds. She explained that they submitted a \$6,000 cash match  
29 for the \$16,000 grant, and will do \$5,000 of in-kind. Chair Powell stated the total of \$27,000  
30 would cover the academic consultant and the students who would be working with her to do

31 interpretation. Their volunteer time would be collecting data and building up a database, and she  
32 mentioned that they have a generous time frame in which to complete those tasks. Chair Powell  
33 noted that part of the project would include a kick off training with folks from the Historical  
34 Society on procedure and format for data collection.

35

36 Mr. Schoefmann showed the schedule and stated June is when they'll know if they are awarded  
37 or not.

38

39 Ms. Houston asked about the substance of what they'd be trying to collect and put together.  
40 Chair Powell stated the goal in the research phase is population data and identifying individuals  
41 and families and linking them to specific geographical locations. She added that the consultant  
42 will try to understand how neighborhoods developed and how people and communities shifted  
43 over time, as part of a larger effort in general to recognize that black communities and people of  
44 color have been a part of the narrative for a long time. Chair Powell stated the end of the project  
45 will include a large scale presentation event and the work will go towards developing education  
46 materials, as well as the development of a walking tour.

47

48 Chair Powell stated the Historic District has been working on the project for over a year now and  
49 are doing the entire Cheshire County; however, the commission would only be focusing on the  
50 area of Keene for the project.

51

52 Mr. Schoefmann stated commission members will be pulling source material as best they can  
53 and handing it over to consultants to contextualize it and piece together what the movement  
54 looks like, based on their expertise.

55

56 Councilor Johnsen mentioned that there are people at Keene State College that can help with the  
57 project and suggested a letter go out in coordination with the Mayor to invite others to come in  
58 with their ideas, etc. Chair Powell stated she likes the idea of getting more community  
59 involvement.

60

61 Chair Powell made a motion that the Heritage Commission expend \$6,000 cash match as part of  
62 funding from their cumulative budget for the 2022 CLG grant Recovering Black History Project.  
63 The motion was seconded by Councilor Johnsen and passed unanimously.

64

65

66 **4) Evan Clements**

67

68 Mr. Clements stated he will be taking over as staff liaison for the Historic District Commission  
69 (HDC) and is taking on one of their longer term projects. This project will include outreach  
70 among property owners in the district to make them aware that they own property there and that  
71 there are certain steps required before doing work on historic district properties. He went on to  
72 state that part of the outreach will be some form of trifold mailer, possibly initially to remind all  
73 owners of their responsibilities and provide general information about the district. He showed

74 everyone a draft he has been working on. Additionally, he stated the goal is that any time a  
75 property in the district changes ownership a welcome letter will be generated and sent to the new  
76 owner. This would include benefits of ownership in the district, protected investment, tourism,  
77 worker recruitment, economic investment, architectural significance, a link to the HDC's FAQ  
78 page, etc.

79  
80 Mr. Clements stated he left a panel blank on the trifold for the Heritage Commission and would  
81 appreciate their help adding details on the heritage of Keene. He stated the commission and HDC  
82 work hand in hand in many ways and would appreciate general feedback, whether that be  
83 information on the Heritage Commission and/or historic background on the city.

84  
85 Mr. Schoefmann stated it will be the Commission's pamphlet because the HDC is in need of  
86 funding to pay for the mailers since they have a very low budget. Mr. Clements added that, for  
87 the initial mailer, they will need funds; however, the HDC is working on a budget for the  
88 maintenance mailing for new owners. He stated they do not have an estimate on cost yet.

89  
90 Ms. Houston asked about the possibility of working with realtors to get the information out and  
91 help with cost. Mr. Schoefmann stated they could make the information available to realtors and  
92 Mr. Clements stated they will also put it on a website and on the 4<sup>th</sup> floor of City Hall. Mr.  
93 Schoefmann stated they would need to look at an outreach strategy and noted that he will do an  
94 estimate of owners in the district times the average postage.

95  
96 Ms. Houston asked about the boundaries of the district and they tested out the QR code on the  
97 draft trifold.

98  
99 Ms. Carey stated for several years the commission has been trying to define themselves  
100 differently from the HDC because most people don't know there is a difference. She added that  
101 that would be her one caution and expressed that she feels they need to talk more with the HDC  
102 so they can continue to define themselves and also help one another out. She suggested the  
103 wording on the trifold include what the HC is and what they do. Councilor Johnsen stated  
104 Councilor Greenwald has been in agreement with having a distinction between the two  
105 commissions and he is also a realtor, and suggested he might be a good person to talk with. Mr.  
106 Clements stated he understands their concerns but isn't sure the trifold is the best document to  
107 make the aforementioned distinction. He explained that the trifold will focus on the historic  
108 district and the Heritage Commission's purview is the entire City. He went on to state that it  
109 wouldn't be inappropriate to speak about the HC and what heritage means, but attempting to  
110 separate themselves from the HDC in the trifold would be difficult.

111  
112 Mr. Schoefmann stated the HC could be an angel donor. Ms. Carey agreed that might be the best  
113 way to go about it because putting their information in the pamphlet will link them with the  
114 HDC.

115

116 Chair Powell stated it seems a lot of people know the rules of ownership in the district and  
117 wondered if this document's purpose would be to hold them accountable, and if the City could  
118 use receiving the document as confirmation of knowledge of the rules. Mr. Clements stated the  
119 document will not be anything legal, it is more of a neighborly, gentle reminder and a welcome.  
120

121 Ms. Johnson asked if there's anything in property deeds that indicates they are in a historic  
122 district. Mr. Clements stated there is not because the overlay zone can change.  
123

124 Chair Powell wondered if they could create a working group between the two commissions and  
125 discuss the extent with which the HC would want to be involved. She suggested they table the  
126 discussion until they have a budget number for the mailings. Mr. Clements agreed that doing a  
127 joint meeting would be a great idea. General consensus was to hold the meeting towards the end  
128 of summer. Ms. Carey agreed and stated she would like to obtain Ms. Zerba's input before  
129 talking to the HDC. General consensus was to talk amongst themselves in July and then meet  
130 with the HDC afterwards.  
131

132

133

#### 133 **5) Neighborhood Heritage Project Update**

134

135 Mr. Schoefmann stated he has been working with their consultant and the working group and  
136 showed the group recent website updates. He reminded everyone that the website is a public  
137 application for collecting the history of the Italian Neighborhood for their ongoing CLG project.  
138 He pointed out the new addition of a pop up which he stated is general guidance on the project.  
139 He then went through the updated site making note of the opacity added to the area outside of the  
140 Italian Neighborhood, a color change to the "start a story" button, and the addition of guidance  
141 on the side bar that talks about how to go about adding a story point. Mr. Schoefmann pointed  
142 out the base map options, which include a basic topographic map, aerial imagery, street map,  
143 historic maps, and historic Sanborn maps. The Sanborn maps were included because they  
144 demonstrate developments over time periods. Mr. Schoefmann explained that these base maps  
145 are different ways for people to visualize the neighborhood.  
146

147

148 Chair Powell submitted a test point and Mr. Schoefmann stated it shows limited information  
149 because they need to be able to approve on the backend, to make sure submissions are  
150 appropriate before displaying fully. He reiterated that the goal of this tool is to collect contact  
151 information so they can follow up on submissions. In other words, this is a way for them to  
152 source information as the site acts as a glorified plain form. The next step will be to make sure  
153 they have photos, videos, etc. and they will then create a story map. He showed an example of  
154 the Russell Park story map, explaining that it is essentially a website that allows you to integrate  
155 different materials and media. He stated he is hopeful to have a YouTube video for this as well.  
156

157

158 Chair Powell and Mr. Schoefmann mentioned that there are 3 different types of story maps they  
159 can choose from and there was general consensus that they can wait to make that decision. They

158 also mentioned that the working group has created a landing page website for the commission  
159 outside of the City website and hope to show a draft of that at the next meeting.

160  
161 There was some concern over the timeline for the grant and short discussion regarding that.  
162 Chair Powell expressed concern on how they will go about their outreach efforts and noted that  
163 the grant requires they have that done by the end of July. Mr. Schoefmann suggested they could  
164 look into obtaining an extension if needed and stated he will work with Ms. Brunner to get some  
165 preliminary points added. They will then need to obtain the information that will be integrated  
166 into the story map.

167  
168 Ms. Houston wondered if they could present their final project to the Italian Club at some point  
169 and there was general agreement. Ms. Carey suggested inviting some of the Italian Club  
170 members to a meeting. Chair Powell suggested going to them instead, so the commission is  
171 doing the leg work.

172  
173 Mr. Schoefmann stated initial outreach will include social media and email with a bit of  
174 information on the project and the hyperlink to the application. Chair Powell suggested they link  
175 the website in that initial outreach as well. Mr. Schoefmann stated the application has sufficient  
176 information so they could go with that until the website is completed.

177  
178 Ms. Houston wondered if they would put any of this information on the trifold if they choose to  
179 participate in that. Chair Powell stated it is outside of the historic district so it could be an  
180 example of what the commission does. Mr. Clements mentioned if they wanted to see a flyer or  
181 mailer more specific to their Italian neighborhood project he is available for that as well.

182  
183 Chair Powell suggested everyone think about the best methods to reach the community and come  
184 prepared to discuss that at the next meeting in July. Mr. Schoefmann stated he will create a QR  
185 code for the application. Chair Powell suggested someone go to an Italian Club meeting with a  
186 laptop and sit with them and show them the application and maybe get some stories that way.

187  
188 6) **Next Meeting** – July 13, 2022

189  
190 7) **Adjournment**

191  
192 There being no further business, Chair Powell adjourned the meeting at 5:31 PM.

193  
194 Respectfully submitted by,  
195 Nicole Cullinane, Minute Taker

196  
197 Reviewed and edited by,  
198 Will Schoefmann, Community Development Staff

199

1 City of Keene  
2 New Hampshire

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5 HERITAGE COMMISSION  
6 MEETING MINUTES  
7

Wednesday, September 14, 2022

4:30 PM

Council Chambers,  
City Hall

**Members Present:**

Cauley Powell, Chair  
Susan DeGidio, Vice Chair  
Councilor Gladys Johnsen  
Rose Carey  
Marilyn Huston  
Brian Lee  
Louise Zerba, Alternate

**Staff Present:**

Will Schoefmann, GIS Technician

**Members Not Present:**

8  
9  
10 **1) Call to Order – Roll Call**

11  
12 Chair Powell called the meeting to order at 4:33 PM. Roll call was taken. Ms. DeGidio was  
13 present via zoom.

14  
15 **2) Minutes of Previous Meeting – July 13, 2022**

16  
17 Ms. Zerba suggested there be more direct identification in the minutes going forward and less  
18 use of “they” and “them.” She also noted that on line 71 it should read “sitting” instead of  
19 “siting.”

20  
21 There was short discussion on line 115 and the use of the word “natively.” Mr. Schoefmann  
22 stated he will re-watch the recording and add another word in parentheses if needed.

23  
24 Ms. Huston made a motion to accept the minutes of July 13, 2022 with the aforementioned  
25 corrections. Mr. Lee seconded the motion, which passed unanimously.

26  
27  
28 **3) 2022 CLG Grant Update – Mr. Schoefmann stated the grant has been allocated at the**  
29 **state level but it is part of the budget that needs to be approved by Governor and council,**  
30 **which will typically happen in December or January. He went on to state that in the**  
31 **meantime staff has received grant documents that show acceptance of the money and terms**

32 of the grant, which needs to be written in a memo and sent to City Council for approval.  
33 Once City Council approves, the City Manager will sign the agreements. The commission  
34 can't begin work until the Governor and City Council approval takes place. He added that  
35 between now and January they should update their consultant to make sure she knows what  
36 the timeline is. Chair Powell agreed and stated the consultant will need to coordinate with  
37 her graduate students as well.

38  
39 Mr. Schoefmann stated all CLG grants are now 3 year projects so essentially they have a  
40 default extension on this grant. Chair Powell clarified that for their 2022 grant, completion  
41 will be expected to happen in 2024. Mr. Schoefmann stated he believes that is now the case  
42 and stated their Italian Neighborhood Project was supposed to be wrapped up this month;  
43 however, September/August 2023 is now when it needs to be completed by.

44  
45 Chair Powell asked if they need to do a bidding process for the consultants. Mr.  
46 Schoefmann stated he does not believe so, but he will clarify with their purchasing agent.

47  
48 4) **2021 CLG Neighborhood Heritage Project Update** – Mr. Schoefmann stated Mr. Lee  
49 has done some edits to the website, which they are ready to roll out in conjunction with  
50 some press releases to introduce the map platform for collecting the stories. He added that  
51 the commission had also spoke about holding an event to coincide with the press releases  
52 and website launch.

53  
54 Chair Powell stated she spoke to Bob Mallat of the Italian Society and he is open to the  
55 idea of an event and felt it would make the most sense for the commission to present to the  
56 Italian Society's board or trustees first, and then to the broader membership community  
57 afterwards. Beyond that he offered up some key individuals that would have great  
58 information for the commission and the project.

59  
60 Chair Powell stated the Historical Society has a new exhibit about immigration in New  
61 Hampshire and reached out to her to see if the commission would want to present their  
62 heritage project findings in conjunction. The exhibit is up until around mid-December.

63  
64 Ms. Huston suggested, instead of doing a separate event, they do the presentation at the  
65 Historical Society exhibit with the video they have and invite the public and bring  
66 refreshments. Mr. Schoefmann stated some of the targeted interviews will be handy to help  
67 expand their material and suggested they invite the Italian Society to the Historical Society  
68 presentation, if that's how they decide to go about this. Councilor Johnsen stated she likes  
69 Ms. Huston's idea and stated it might even help with some of the disconnect between the  
70 Historical Society and the commission. She also added that the Historical Society might be  
71 interested in seeing the Urban Barn Inventory project. Ms. Carey wondered if they should  
72 do a preliminary presentation at the Historical Society and then present again after the  
73 exhibit has been wrapped up, and tie it in more specifically to people from the Italian club.



74 Chair Powell stated it will depend on the Italian Society's meeting schedule and  
75 willingness to host the commission.

76  
77 There was discussion about visuals to add to the Historical Society's display. Chair Powell  
78 stated she believes the display is modern photography so they would be bringing historical  
79 photos. Chair Powell suggested someone look through the Historical Society's photo  
80 database. Ms. Carey stated if the commission does a presentation to the Italian Society's  
81 board, they should mention that they are interested in obtaining photographs.

82  
83 Chair Powell summarized that they are entertaining the idea of pivoting away from a large  
84 event at the Italian Society and doing a more direct talk to the Italian Society and then an  
85 event in partnership with the Historical Society. There was general agreement from the  
86 commission.

87  
88 Mr. Schoefmann pulled up the "Finding Home in New Hampshire" website page and noted  
89 a presentation event on September 16, 2022 at the Toadstool Bookstore in Keene at  
90 6:00pm.

91  
92 With regards to the Historical Society presentation, there was discussion about walking  
93 through the story map in a structured way. Mr. Schoefmann suggested they do the  
94 presentation as their normal meeting in November. Chair Powell suggested they do it in  
95 December to make sure they have enough time and stated she will talk with the Historical  
96 Society about dates, specifically December 14th. Ms. Carey suggested they clarify how the  
97 Historical Society would like to be included in the commission's advertising.

98  
99 Chair Powell confirmed with Mr. Schoefmann that the event needs to be free and open to  
100 the public because it's under a CLG grant.

101  
102 There was discussion about the John DiBernardo interview and how it needs to be edited  
103 and Mr. Lee said he was willing to help with that. Chair Powell stated the conversation is  
104 transcribed and she highlighted things that she thought would go well with the story map.  
105 Mr. Schoefmann suggested they tie some of the interview points and photos into specific  
106 locations and add them to the story map. He mentioned adding the interview videos to the  
107 City of Keene's YouTube channel as an easy way to load them into the story map, and  
108 noted that he will work on figuring that piece out.

109  
110 Chair Powell added that Victor Dentino is another person that could potentially be filmed  
111 as well as Jim Sterling. Ms. Huston mentioned Bob Dilusio as a potential interview.

112  
113 Mr. Schoefmann stated outreach will include Instagram and Facebook posts and  
114 distribution to traditional media outlets like the Sentinel, as well as radio stations. There  
115 was general consensus about putting an article in the Monadnock Shopper News. Ms.  
116 Huston stated there is a lady, Marilyn Weir, who does special articles for the Shopper so

117 she might be a good person to contact. She also suggested Megan Pierce who works with  
118 the Union Leader. Chair Powell mentioned finding some ambassadors for the project as  
119 well. She stated she will look into pricing for placing articles in the Shopper.

120

121 5) **Heritage Website Updates** – Mr. Schoefmann brought up the website for the commission  
122 to see and noted the updates were mostly to the project page. Mr. Lee stated they  
123 rearranged the order of the page and added a few features to be clearer about what the  
124 project is, the scope, and the timeline. Chair Powell asked the commission to look over the  
125 website and send in any comments, especially on the Italian Neighborhood Project page.

126

127 6) **Next Meeting** – October 12, 2022

128

129 Chair Powell stated Molly Ellis will be joining the commission as a member soon.

130

131 Chair Powell mentioned she still intends to talk to Evan Clements about the joint HDC meeting  
132 and stated in general it sounds like a good idea to do this once per year. She asked the  
133 commission if they would rather the joint meeting be in place of one of the commission's regular  
134 meetings or in addition to their regular meetings. General consensus was to have it in place of a  
135 regular meeting and during the winter months when folks are less busy. Mr. Schoefmann stated it  
136 would be a full meeting so both the HDC and HC would need a quorum and the agenda would be  
137 set together.

138

139 Ms. DeGidio asked if demolition applications/permits could be put on the agenda for next  
140 meeting so she can go over those with the commission.

141

142 7) **Adjournment**

143

144 There being no further business, Chair Powell adjourned the meeting at 5:29 PM.

145

146 Respectfully submitted by,  
147 Nicole Cullinane, Minute Taker

148

149 Reviewed and edited by,  
150 Will Schoefmann, Community Development Staff

151