



## **Heritage Commission**

**Wednesday, September 14, 2022, 4:30 PM**

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

### **REVISED AGENDA**

- I. **Call to Order – Roll Call**
- II. **Minutes of Previous Meeting – July 13, 2022**
- III. **2022 CLG Grant Update**
- IV. **2021 CLG Neighborhood Heritage Project Update**
- V. **Heritage Website Updates**
- VI. **Next Meeting – October 12, 2022**
- VII. **Adjourn**

1 City of Keene  
2 New Hampshire

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4  
5 HERITAGE COMMISSION  
6 MEETING MINUTES  
7

Wednesday, July 13, 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:

William Schoefmann, GIS Technician

Members Not Present:

Erin Benik

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

10  
11 Chair Powell called the meeting to order at 4:35 PM. Roll call was taken.

12  
13 Ms. DeGidio was present via zoom.

14  
15 Chair Powell promoted Ms. Zerba to a voting member.

16  
17 **2) Minutes of Previous Meeting** – June 8, 2022

18  
19 Ms. Zerba stated she was noted as present in the minutes for last meeting; however, she was not  
20 present. Chair Powell stated there were a few instances where Ms. Huston and Ms. Carey were  
21 mixed up so the incorrect individuals were noted as making statements. Mr. Schoefmann stated  
22 he will go through and fix those names and they will approve the minutes at the next meeting.

23  
24 Ms. Huston arrived at 5:38 PM. Chair Powell had Ms. Zerba go back to being an alternate.

25  
26 **3) 2022 Grant Update**

27  
28 Chair Powell stated the Division of Historic Resources has granted them their CLG application  
29 for next year, so they can move forward with the Recovering Black History project. She  
30 mentioned that the projects has a future timeline so they don't quite need to put their focus on it

31 just yet. Mr. Schoefmann explained that the Division of Historic Resources still has to submit all  
32 projects through the Federal program and obtain approval from Governor and Council for the  
33 funding, which historically has taken some time.

34

35 Ms. Huston noted that she recently found out there were a number of black residents involved  
36 from the Revolution up to the 1950's and stated she would like to find out if they could get a  
37 marker for their graves, if they are buried in Keene, and work with Daughters of the American  
38 Revolution (DAR) to do so. Chair Powell thought it was a great idea and stated they'll have that  
39 information in 2023. She added that they will be doing trainings with the Historical Society and  
40 the folks there will be great resources.

41

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

43

44 Mr. Schoefmann stated they will be distributing information on how to access the online form  
45 via social media and email, and also have some Heritage Commission website updates to  
46 augment the instructions. He stated the Division of Historic Resources is looking for them to  
47 have the project completed by the end of August; however, they will likely be asking for an  
48 extension through around October. He explained that the idea is for them to have information  
49 and stories from the neighborhood that can be inputted into the app and then a story map created  
50 from that. More time will allow them to see out that last portion of the grant.

51

52 Ms. Huston stated Marconi Italian is not the official Italian Center, the Italian Society is the  
53 official one. She mentioned that she spoke with the president of the Italian Society who noted  
54 that they have a meeting in August. Ms. Huston encouraged them to attend the meeting and go  
55 over the project. She also obtained the name of a gentleman (Victor Dentino) who will have  
56 volumes of information for them and may be at the August meeting.

57

58 Chair Powell stated a lot of their success comes from scheduled events and gatherings and  
59 suggested they schedule a community event in the Italian neighborhood. She mentioned it could  
60 be a block party style event hosted in partnership with the Italian Society at the Italian Club,  
61 where the Commission would be set up to accept stories. Chair Powell suggested they contact the  
62 Italian Society before their August meeting to coordinate presenting at that meeting, and then  
63 possibly planning for an early September event. Mr. Schoefmann agreed with that timeline and  
64 stated the Division of Historic Resources wanted them to get the application into schools and this  
65 timeline could help them accomplish that, along with allowing time for this outreach to take  
66 place.

67

68 Councilor Johnsen arrived at 4:43pm.

69

70 Ms. Zerba asked if they would video the event. Chair Powell stated she envisioned more of  
71 people playing lawn games and enjoying food and the Commission sitting with laptops to either  
72 take stories or make connections for future stories. There was general agreement with this idea.

73

74 Mr. Schoefmann mentioned that the application will stay active for at least the next year,  
75 allowing for continued submissions and either staff or Commission members following up to  
76 obtain more information and updating the story map.

77

78 Councilor Johnsen suggested having some Italian based music at the event.

79

80 Ms. Carey stated they need to keep the budget in mind when planning this event. Mr.  
81 Schoefmann suggested talking to the Italian Society before going too far into budget discussion.

82

83 Chair Powell suggested they look into food trucks. Ms. DeGidio stated she would make cookies.  
84 Mr. Schoefmann suggested they could fund large servings of pasta or lasagna and mentioned  
85 they should ask the Italian Society what they think might entice people to attend the event. Ms.  
86 Huston stated she worked with the Greater Keene Chamber of Commerce in the past and  
87 coordinated food trucks and suggested reaching out to them.

88

89 Mr. Lee asked about time of day for the event. Chair Powell stated an afternoon event seems like  
90 a good time and suggested creating a working group. Mr. Lee, Ms. Huston, and Chair Powell  
91 decided to form the working group.

92

93 There was discussion with regards to a duration of 2 hours for the event and offering the  
94 recording of stories but also attempting to collect a lot of photos and brief anecdotes.

95

96 Councilor Johnsen suggested a lunch hour type of event. Mr. Schoefmann stated they could do a  
97 couple of events, one during lunch time and then another one at a later date in the afternoon.  
98 Chair Powell added it's important to find a middle ground with a partnership and make sure they  
99 aren't funding a party but rather funding an opportunity to register folks.

100

101 Ms. DeGidio asked for clarification on location of the event. Chair Powell stated she envisioned  
102 having it out on the lawn at the Italian Society.

103

104 Councilor Johnsen suggested connecting with Luca Paris, mentioning that he is Italian and is  
105 involved with the Chamber of Commerce.

106

## 107 **5) Heritage Website Update**

108

109 Mr. Schoefmann showed the Italian Neighborhood Community History landing site, which he  
110 stated is acting as a place holder while they get things situated with the project and application.  
111 Chair Powell explained that the website holds the Commission's projects and information  
112 collected and allows those things to continue to have life. She showed the projects landing page  
113 which she stated has information on different workshops and walking tours they've held. She  
114 noted that there are projects that still need to be incorporated into the website. Chair Powell  
115 explained that the Italian Neighborhood Project will be their first project that will natively be on

116 the website, noting that the application functions separately, and that all future projects will  
117 follow suit and be placed on the website to begin with.

118  
119 Mr. Schoefmann showed an example of the story map formatting that the Italian Neighborhood  
120 map will likely resemble. He added that the website is live but not publicized anywhere or linked  
121 to the city Heritage Commission page; however, it will be at some point. Mr. Schoefmann stated  
122 he will distribute the link to the group so they can peruse and send any thoughts to Chair Powell.  
123 Chair Powell stated Mr. Lee will be completing some updates for them on the website soon and  
124 they should be in a position to share the link publically. Mr. Schoefmann stated the website  
125 should be user friendly on mobile devices as well.

126  
127 There was short discussion about organizing the information that needs to be added to the  
128 website for past projects. The group decided it would be a good winter project.

129

130 **6) Pamphlet Discussion**

131

132 Chair Powell reminded the group that they are trying to decide how the Heritage Commission  
133 and Historic District Commission should discuss pamphlet content, whether that be a joint  
134 meeting or a couple of representatives in a smaller meeting. She passed out examples of the  
135 pamphlet Mr. Clements drafted and requested any feedback from the Commission.

136

137 Mr. Schoefmann added that the pamphlet is a reason to meet but there's always been a goal that  
138 the HC and HDC will meet at least once a year in general. Chair Powell asked if that joint  
139 meeting would replace a regular HC meeting and Mr. Schoefmann stated it could.

140

141 Ms. Carey wondered if they could discuss this after their aforementioned event since there will  
142 be a lot going on. Mr. Schoefmann stated they could invite the HDC to their August meeting and  
143 Ms. Carey suggested the meeting take place after September. There was general agreement.

144

145 Pamphlet Content Discussion: Chair Powell stated historically there have been concerns about  
146 the HDC and HC being confused so they need to discuss what the document does or doesn't do  
147 to encourage or discourage that line of thinking.

148

149 There was question on the audience the pamphlet will be geared towards. Mr. Schoefmann stated  
150 the pamphlet will be used as a resource for anyone interested in the Downtown Historic District,  
151 as well as a document that will be sent out to new owners in the district in a welcome "packet".

152

153 Ms. Zerba suggested they remove the terms "you" and "yours" to make it more generic and keep  
154 it as a general information piece to be more acceptable to people. Additionally, the overarching  
155 reasons why they have a district is important to have on there.

156

157 Mr. Lee asked what stage of design the pamphlet is in and Mr. Schoefmann stated it's in the  
158 early draft phase. Mr. Lee noted that it seems like there are a lot of words and suggested  
159 reviewing the content and removing what's unnecessary so there's less text.

160

161 Ms. Carey stated she's not particularly in favor of the Commission being listed in the pamphlet  
162 and explained that, as a commission, they've tried hard to separate themselves from the HDC  
163 and they don't want to send out a confusing message, as the two are different entities.

164

165 Chair Powell stated the title "Community Character and Heritage" is an example of confusing  
166 language. She suggested they propose a re-draft and asked Mr. Schoefmann if that would be  
167 appropriate. Mr. Schoefmann stated he thinks Mr. Clements would be okay with that. Ms. Zerba  
168 agreed that the language needs work.

169

170 There was brief discussion on funding the pamphlet/mailings. Mr. Schoefmann stated the HDC  
171 has no funding for the initial mailing but moving forward their staff will put in for regular  
172 funding. He was not certain on a quote yet but believes the mailing will cost less than \$500.00.

173

174 Chair Powell suggested they bring ideas to the joint meeting. Mr. Schoefmann stated Chair  
175 Powell, the Chair of the HDC and Mr. Clements can chat about how they want the joint meeting  
176 to be organized.

177

178 Ms. Zerba suggested they put HDC responsibilities into the brochure, similarly to how the HC  
179 did in theirs. Mr. Schoefmann stated he could send a digital copy of the HC's brochure to Mr.  
180 Clements and suggest he follow that example. Chair Powell agreed and stated she feels that's  
181 more along the lines of what the Commission is looking for.

182

183 Mr. Schoefmann stated if there's a section for resources in the pamphlet that might be a more  
184 appropriate place for the HC to show up, helping to distinguish them from the HDC. There was  
185 short discussion on the difference between the two and how to establish boundaries and balance  
186 the different purviews and interests.

187

188 There was general agreement to wait on budget discussion.

189

190 Ms. Carey mentioned getting churches involved with the Italian Society event. Chair Powell  
191 added that she is hopeful they can get Historical Society members to join them as well.

192

### 193 7) **Preservation Alliance Membership**

194

195 Mr. Schoefmann stated the Commission is currently a member of the Preservation Alliance and  
196 they are soliciting annual memberships. He asked for discussion on whether or not they want to  
197 continue with the membership and handed out the newsletter they receive as a benefit. Mr.  
198 Schoefmann went over the membership rates for everyone.

199

200 Chair Powell asked about digitizing the newsletters so everyone can receive them. Ms. Carey  
201 stated she gets them via email and can forward to everyone. There was general agreement to  
202 continue with the membership.

203

204 Chair Powell made motion to renew the Preservation Alliance membership at the \$50.00 Regular  
205 level. Ms. Carey seconded the motion, which passed unanimously.

206

207 **8) Next Meeting** – August 10, 2022

208

209 Mr. Schoefmann stated they will aim for after September for a joint meeting with the HDC.  
210 Chair Powell stated she will confirm with Mr. Clements.

211

212 **9) Adjournment**

213

214 There being no further business, Chair Powell adjourned the meeting at 5:37 PM.

215

216 Respectfully submitted by,  
217 Nicole Cullinane, Minute Taker

218

219 Reviewed and edited by,  
220 Will Schoefmann, Community Development Staff

221