



Heritage Commission

Wednesday, July 14, 2021, 4:00 PM

2nd Floor Conference Room, City Hall
3 Washington St, Keene, NH 03431

AGENDA

- I. **Call to Order – Roll Call**
- II. **Minutes of Previous Meeting – May 12, 2021**
- III. **New Member Introduction**
- IV. **Updates**
 - a. **CLG Grant FY 2022**
 - b. **LCHIP**
 - c. **Urban Barn Inventory Project Discussion**
 - d. **Other**
- V. **Continued Discussion on Neighborhood Heritage Project / Website**
 - a. **Review of Consultant Proposal**
- VI. **Next Meeting – September 8, 2021**
- VII. **Adjourn**

1 City of Keene
2 New Hampshire

3
4
5 HERITAGE COMMISSION
6 MEETING MINUTES
7

Wednesday, May 12, 2021

4:30 PM

Remotely via Zoom

Members Present:

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

Staff Present:

Tara Kessler, Senior Planner

Members Not Present:

Erin Benik

8
9
10 1) Call to Order – Roll Call
11

12 Chair Powell read a prepared statement explaining how the Emergency Order #12, pursuant to
13 Executive Order #2020-04 issued by the Governor of New Hampshire, waives certain provisions
14 of RSA 91-A (which regulates the operation of public body meetings) during the declared COVID-
15 19 State of Emergency.

16
17 Chair Powell called the meeting to order at 4:01 PM. Roll call was taken.
18

19 Tara Kessler informed the committee that Erin Benik would not be present. Chair Powell
20 appointed Louise Zebra as a full voting member for the meeting.
21
22

23 2) Minutes of Previous Meeting – March 10, 2021
24

25 Louise Zerba made a correction to the minutes, referring to the section on discussion about the
26 Italian neighborhood. The line stated that Butler Court “has” Italian families, and it should state
27 “had,” because it is now occupied by college students. Louise Zerba made a motion to approve
28 the minutes of March 10, 2021 with the aforementioned correction. Chair Powell seconded the
29 motion, which passed unanimously.
30
31

32 **3) Updates**

33 **A) NH Preservation Alliance Awards** – Ms. Kessler stated they submitted
34 nominations in all four categories for the NH Preservation Alliance Awards and 91 Court
35 Street was awarded in the category of rehabilitation. She informed the commission that
36 the award ceremony was later that day at 5pm and that invites were shared with the
37 Commission.

38
39 **B) CLG Grant FY 2022** – Ms. Kessler informed the committee that the CLG grant
40 had been awarded, pending the availability of federal funds. She reminded everyone that
41 the grant is for the web based portal where the public will be able to upload images,
42 stories, etc. to a specific point on the map.

43
44 **C) LCHIP & Conservation Moose Plate Grants** – Mrs. Kessler updated the
45 committee that there had been internal discussion about funds and a decision was made to
46 try for an LCHIP grant. She submitted a letter of intent and reported that they are
47 working on trying to find \$25,000 for the match component. That grant money would be
48 for developing a design/concept for the restoration of the capstones on the Stone Arch
49 Bridge. Ms. Kessler mentioned that they attempted to apply for a Moose Plate grant but
50 this project would not be eligible.

51
52 **D) Urban Barn Inventory Project Discussion** – Mrs. Kessler reported that Rose
53 Carey had done extensive work at the Historical Society and located all available
54 historical photos for the 200 properties the consultants requested information on. She
55 explained that the consultants would then add everything into their report and move
56 forward by narrowing the list down further to about 40 properties, for which they'll do a
57 formal inventory.

58
59 Rose Carey asked if there was going to be a formal presentation of the consultant's
60 findings to the public. Mrs. Kessler replied that they do plan to have a presentation and
61 mentioned the grant wanted them to send letters to the property owners as well. The City
62 of Keene will host but the consultants will deliver the presentation. She stated this will
63 likely occur in late summer. Ms. Carey added that she has some ideas for the presentation
64 and would love to be involved.

65
66 **E) Other** – There were no other updates.

67
68 **4) Historical Society of Cheshire County & NH Preservation Alliance Membership**

69
70 Mrs. Kessler stated that each year the commission elects to be a member of the NH
71 Preservation Alliance and the fee comes out of their annual budget. She asked the Commission
72 if they wanted to continue with that membership for the current year.

74 Additionally, Ms. Carey had brought to Tara's attention that the commission was not a member
75 of the Historical Society of Cheshire County. She asked if the commission wanted to become a
76 member and, if so, at what level. She suggested a contributing membership for \$100 per year,
77 and listed the other options as \$40 for individual and \$200 as another level. Chair Powell asked
78 if the commission had been a member of the Historical Society in the past and Mrs. Kessler
79 replied that she didn't believe they had but did not know.

80
81 Ms. Carey stated the benefits of joining would allow them to be more informed of the
82 Historical Society's projects, help solidify their collaboration, and would be a step towards
83 appreciating and creating a more congenial work relationship with them. Chair Powell agreed it
84 would be a positive move. Ms. Zerba added that she was in support of joining both groups.
85 Short discussion ensued about pricing level.

86
87 Rose Carey made a motion to direct staff to register the Keene Heritage Commission as a
88 member of the Historical Society of Cheshire County, at the \$100 level, and the NH
89 Preservation Alliance. Louise Zebra seconded the motion, which passed unanimously.

90
91 **5) Continued Discussion on Neighborhood Heritage Project/Website**

92
93 In light of the Commission receiving the CLG grant, Chair Powell encouraged them to begin
94 planning for the Neighborhood Heritage Project and website. She reminded everyone that they
95 had decided on the Italian neighborhood, but hadn't yet defined a geographical boundary for it.

96
97 Discussion ensued about the Italian neighborhood boundary with the Commission landing on a
98 starting point area consisting of both sides of Island Street, going across to Pearl Street and up
99 to West Street, including the Winchester Court area. Of note, these boundaries were only a
100 conversation and nothing definitive.

101
102 Ms. Zerba offered to speak to Timothy Carbone and/or Dennis Ditullio as sources of
103 information in the Italian neighborhood. Chair Powell suggested that the Commission approach
104 those individuals with the rough boundaries they identified and see if they agree with them or
105 have different recommendations. She also had a contact, Victor Dintino, who she stated she
106 would reach out to for information. Susan DeGidio stated she could reach out to Mary Ellen
107 Angelo, formerly Pellerin, thinking that she would have some information.

108
109 Ms. Carey asked if they wanted to keep in mind that Winchester Court and Butler Court are no
110 longer occupied by Italian families. Ms. Zebra replied that from a historical perspective it might
111 be nice to have that information for those areas.

112
113 Chair Powell brought up the Italian Society in Keene as a potential opportunity for gathering
114 information. Councilor Johnsen stated the Italian Society is still very active and have regular
115 meetings.

Chair Powell asked the Commission if they wanted to do outreach to the aforementioned individuals and simultaneously start looking at historical records for information. Mrs. Kessler replied that the consultants wouldn't begin work until July 1st at the earliest, and the one piece of information that would likely be most helpful for them to start work would be at least a broad area defining the Italian neighborhood. From there, she suggested they could define the boundary further as they collect information.

Mrs. Kessler also suggested that it would be smart to look for other consultants in addition to the one she received a quote from, that way they can compare costs. She stated that she'd continue to look for other options and could present on this at the July meeting.

Chair Powell added that as long as the grant agreement is in place at the next meeting then it sounded like a good plan to engage in discussions with multiple consultants.

Ms. Zerba stated it would be nice to have videos of people telling old stories of the neighborhood. Councilor Johnsen suggested having a panel of a few people and asking some basic questions. Ms. Carey added that they could have an event at the Italian club and film it.

Tara Kessler had to leave meeting at 4:40pm.

Chair Powell summarized their discussion, stating that the plan moving forward is to reach out to the aforementioned individuals in the community and have some conversations with them about their idea of the boundary for the Italian neighborhood. This would take place before the next meeting.

6) Next Meeting – July 14, 2021

Chair Powell reminded everyone of the next meeting on July 14, 2021 at 4:00pm.

7) Adjournment

There being no further business, Chair Powell adjourned the meeting at 4:46 PM.

Respectfully submitted by,
Nicole Cullinane, Minute Taker

Reviewed and edited by,
Tara Kessler, Senior Planner

Proposal For:
Crowdsourcing Application Development
Keene, NH



CGIS SOLUTIONS

CGIS SOLUTIONS

Prepared For:
City of Keene, NH
Tara Kessler, Senior Planner
February 2021

Project Overview

The City of Keene NH is in need of development and support services to aid in configuration of a customized crowdsourcing application for a public-facing mapping application.

As part of the ESRI Business Partner Program, CGIS Solutions specializes in database and web-mapping application development implementations and will support the City of Keene in the development of a map-based crowdsourcing application that can be used by the general public, as well as a back-end interface in the office.

Project Approach

CGIS Solutions has extensive experience in custom ArcGIS Server-based web application development and specifically database driven mobile applications. In the development of this customized application, CGIS Solutions will utilize it's CGIS-WorX platform, which allows unlimited users, and multi-editing environment, allowing public users to create profiles and upload and edit content into a secure cloud-hosted database and file system.



Task 1. CGIS-WorX Core Dashboard Deployment

CGIS Solutions secures the access point to all of a customer's applications through a single dashboard/portal. This dashboard/portal we call the CGIS-WorX platform. This platform will be used for the "back end" view and analysis into the public crowd-sourced data.

The CGIS-WorX platform has its own authentication, which is fully controllable by administrators. During deployment, we will work with the City and decide who should be administrators of the site. Administrators will have full control over adding/deleting and assigning permissions to other users within their organization. It should be noted CGIS Solutions does not limit the number of users the City can within their platform, as this is fully controlled by the City.

During this task we will set up and deploy the CGIS-WorX dashboard which will allow a blank "canvas" in which the subsequent tasks can deploy secure applications to, such as Task 2 below.

Task 2. Application Development- Crowdsourcing

CGIS Solutions has a robust applications for collecting data into a database via desktop and mobile devices. For this specific application, the City desires

to collect specific information related to stories, documents, images, audio and video recording for specific locations at specific locations in the Greater Keene area.

Some of the specific fields will be required by users during data upload, some of which may be:

- Date
- Time
- Location
- Notes
- User

It is inevitable the above fields will be expanded upon as needed as specific content categories are uncovered.

As users submit data and content, the City will be able to manage and approve/disapprove content before it is loaded into the public-facing application in Task 3.

As an end result, the City will be able to utilize all of the captured data in various formats, such as charts, graphs, or tabular format automatically. This type of information will be available in the CGIS-WorX for download at any time.

Task 3. Application Development- Public Facing Map App

The City would like to have an external map-based application for public consumption. For this task, CGIS Solutions will work with the City to create a public-facing web map that will functions similar to Esri ArcGIS Story Maps such as:

- Show the content locations
- Color code the locations by a decided upon values
- Show the users current location
- Allow different basemaps to be toggled on and off

It should also be noted this map can also utilize many of the City data layers hosted by the City servers, although the application itself will be hosted by CGIS Solutions. If the City prefers CGIS Solutions to host all data layers separately on our servers, we would be more than happy to do so.

Due to the fact the team has not completely outlined the scope of this task, we have provided a range in which we deem appropriate for this type of public

application development effort. This will allow the City some flexibility to utilize the funding for this project task as desired.

Disaster Recovery, Data Access, and Data Ownership

At CGIS Solutions, we take great pride in our disaster recovery, and overall security practices. With our hundreds of web-hosted clients predominately being utility districts (water, sewer and electric), most of our cloud-based applications are password protected and not open to the public due to sensitive data. For that reason, we back up our clients sites and data in a minimum of three separate locations daily. In the rare occasion where a customer needs to restore a backup due to a personnel error on their part, we are typically able to restore previous versions within hours of the request.

CGIS Solutions understands that any and all GIS and data recorded into the database is solely the property of the City, and at no time will CGIS Solutions utilize the data for any other purpose not previously approved by the City. Furthermore, any access to the data outside of the application interface will not be provided to anyone unless the City specifically requests.

CGIS Solutions also offers a number of ways the City can easily access the data, either live or in the form of backups. We can provide daily SQL dumps of the entire database, CSV files of individual tables, file geodatabase exports of any GIS data, or any number of formats into a location, such as an FTP site, of the City's liking. Often if the City does not have an FTP location available, we will supply one.

CGIS Solutions can also offer a web-based API in which the City can utilize to connect 3rd party systems directly if so desired. If a web-based API is not feasible, we also offer custom scripting services to allow data pulls directly from our hosted database.

In all cases, the City can rest assured that all data is safe, secure, and exclusively owned by the City.

Price

In an effort to keep projects cost low and allow flexibility to the City of Keene, CGIS Solutions will bill the City on an hourly basis. Any unused time associated with the total expected costs below will not be billed.

Task 1- CGIS-WorX Core Development- \$800-\$1300

Task 2- Application Development- Crowdsourcing- \$3,500-5,000

Task 3- Application Development- Public Facing Map App- \$1,500-\$2,500

First year of hosting- \$1200

Total projected cost of the project including first year of hosting: \$10,000

Additional hosting costs past the first year will be \$100 per month. Hosting costs will not accrue until the beta version of Task 2 has been release for testing.

*Project to be billed on a time and materials basis at a rate of \$80 per hour. All support including online or “virtual” support to be billed at ¼ hour increments. No major material costs are to be expected. Travel time and related travel expenses will not be billed unless travel is required by the City.

If the City decides to extend this contract, CGIS Solutions will honor the rate structure above for a period of two years from the date of acceptance.

Terms

All payments to CGIS Solutions must be paid within 30 days of invoice.

Contact Information

CGIS Solutions looks forward to working with the City of Keene on this important project. If there are any questions, please contact Ray Corson by email at ray@cgis-solutions.com, or by telephone at 207-956-0447 or 240-405-5542 (cell).

Accepted and agreed as of
February 14 ,2021

Accepted and agreed as of
_____,2021

CGIS Solutions

City of Keene

By: Ray Corson

By: _____

Name: Ray Corson, President

Name: