



## **Heritage Commission**

**Wednesday, April 8, 2026, 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. Approval of Previous Meeting Minutes – March 11, 2026**
- III. NH DHR Presentation on CLG Grants – Brandee Loughlin, Preservation Planning & Development Coordinator for NH DHR**
- IV. Demolition Review Committee – Review of Sub-committee Purpose & Membership Requirements**
- V. Downtown Video Project Updates**
- VI. US Semi-sesquicentennial 2026 Planning & Preparation Updates**
- VII. Staff Updates**
- VIII. New Business**
- IX. Next Meeting – Joint Heritage Commission & HDC Meeting – Wednesday, May 13<sup>th</sup> at 4:30 pm in Council Chambers**
- X. Adjourn**

City of Keene  
New Hampshire

HERITAGE COMMISSION  
MEETING MINUTES

Wednesday, March 11, 2026                      4:30 PM                      2<sup>nd</sup> Floor Conference Room,  
City Hall

**Members Present:**

Cauley Powell, Chair  
Rose Carey  
Marilyn Huston (arrived at 4:38 PM)  
Councilor Molly Ellis  
Louise Zerba  
Connie Joyce, Alternate

**Staff Present:**

Megan A. Fortson, AICP - Planner

**Members Not Present:**

Jill Bouchillon, Alternate  
Acacia Royce, Vice Chair  
Julie Emineth  
Kathy Halverson, Alternate

1) **Call to Order – Roll Call**

Chair Powell called the meeting to order at 4:32 PM. Roll call was conducted. Chair Powell stated that Connie Joyce is a voting member today.

2) **Approval of Previous Meeting Minutes – February 11, 2026**

Ms. Zerba made a motion to approve the meeting minutes of February 11, 2026. Councilor Ellis seconded the motion, which passed by unanimous vote.

3) **Joint Heritage Commission and Historic District Commission Meeting – Wednesday, May 13, 2026, at 4:30 PM in Council Chambers**

Chair Powell stated that the joint meeting with the Historic District Commission (HDC) will be at the HC’s normal meeting time in May. She continued that it will be an opportunity to talk about collaboration. They heard a bit about how the HDC has been collaborating with the Keene State College architecture class, so they can hear about how that continues to develop and share about all of the things the HC has been working on. She encourages HC members to brainstorm what they might want to be representing at that meeting. She expects it will be productive and positive to connect with their fellow committee members.

31 Chair Powell asked if Ms. Fortson had anything to add. Ms. Fortson replied that the meeting will  
32 be in Council Chambers, a larger space to accommodate the larger group.

33

34 **4) Downtown Video Project Updates**

35

36 Chair Powell asked if anyone had any updates to share. Ms. Zerba stated that she sent her 45-45  
37 Central Square information to Ms. Fortson, who said she was going to put it in the Google Drive.  
38 Ms. Fortson replied yes, it is now in the Google Drive. Ms. Zerba stated that there is more  
39 information she needs to get from the city directory, so she will add that to her list.

40

41 Chair Powell spoke of the work she has been doing with a spreadsheet, and how she will get the  
42 new spreadsheet in, hopefully with links so people can see the write-ups that correlate with each  
43 property, and they will have a better overview of what is missing or needs to be attended to. She  
44 continued that she thinks that it will mostly be the properties below Central Square.

45

46 Ms. Zerba stated that there are so many pieces to this project, and it would be nice to somehow  
47 label, number, or categorize them for the sake of clarity. Chair Powell replied that Ms. Carey,  
48 too, had talked with her about how things were a little unclear. She continued that she thus made  
49 a write-up about what she thinks they are doing with the project.

50

51 Marilyn Huston arrived at 4:38 PM.

52

53 Per Chair Powell's request, Ms. Fortson displayed the Google Drive on the screen so the group  
54 could see what Chair Powell wrote to clarify the downtown project elements: Narrative History,  
55 Photographs and Film, and Oral History. Discussion continued as HC members gave updates on  
56 the write-ups they have done and have been working on. Ms. Carey spoke about how she has  
57 pretty much finished write-ups for the east side of Main St – the Cheshire House, Kresge Block,  
58 Woolworths; that takes them down to the railroad tracks. She wants to do a write-up about the  
59 railroad. She has not started on the west side of Main St. She is not sure if the Latchis Theater  
60 Block was assigned to someone, but she thinks someone is covering the bank block.

61

62 Discussion continued about the blocks and which ones still need people assigned to them, and  
63 what assignments people already have. Chair Powell asked Ms. Fortson to re-send the Google  
64 Drive link to the group in case anyone needs it again. HC members clarified their assignments.  
65 Chair Powell stated that she thinks all of Central Square has been assigned, although not  
66 everything is in yet. Ms. Zerba stated that they need more pictures. Others agreed, and  
67 discussion continued about how even temporary/cell phone photos for now would be good.

68

69 Ms. Carey asked if they should include the clock on the west side of Main St. She gave some  
70 information about the clock's history, and discussion continued. HC members spoke in favor of  
71 including it as a second priority after the buildings.

72

73 Chair Powell returned the group's attention to the project overview and asked if others agree that  
74 what she wrote is aligned with what they are doing. She continued that they are working on  
75 collecting/writing these narrative histories, then doing these film components that are  
76 documenting the historic and the current, and then there is this secondary oral history project

77 with the videos, which Alina Nightingale was working on, that connects people's stories to the  
78 spaces. Those are the three "buckets" that they are generally feeding their work into right now.  
79 The projects that will be born of all that work include the social media content for the City,  
80 where the written components, photos, videos, and maybe some voiceover, can be sent out to 1)  
81 promote the HC and its work, and 2) promote the City's heritage, as is the HC's mission. They  
82 will update the HC's webpage and get all of this information onto it.

83  
84 Then, there is the Monadnock 250 event, and the ongoing Fact TV project, which would involve  
85 Ms. Nightingale's work and other filmed content, and historic photos if they can get those  
86 cleared. The written components would essentially be a script to go with the filmed content and  
87 historic photos. Other projects are the plaques or signage that might be born of the interesting  
88 things that the HC develops. Right now, the project feels big and a little amorphous, because it  
89 is, but they are working towards several different goals. They are checking boxes right now, and  
90 once they have a bunch of material to review, the best ways to use it will be evident, or at least,  
91 they will have numerous opportunities to do interesting things with it.

92  
93 Chair Powell asked if there were other thoughts on the downtown project. She continued that it  
94 seems like a lot, and it is, but she thinks they are in quite good shape. Timeline-wise, they are on  
95 track for being ready for Monadnock 250. They just need to continue to collect the written  
96 components and the photo components.

97  
98 Chair Powell asked if April is when the New Hampshire Division of Historic Resources (DHR)  
99 will come. Ms. Fortson replied yes, someone from DHR will come to next month's HC meeting  
100 and do an information session about their Certified Local Government Grants, in case the HC  
101 decides to pursue that. She continued that she thinks they will be opening another round of  
102 grants towards the end of the summer. Ms. Zerba asked if the signage would qualify for such a  
103 grant. Ms. Fortson replied that she does not know; they will need to get more information from  
104 the person from the DHR.

105  
106 Chair Powell stated that she is not sure if the HC should ask Asah Cramer to attend a meeting to  
107 talk with them about social media, or if they should do that offline sometime. Ms. Fortson  
108 replied that Ms. Cramer did attend before and have a discussion, so maybe when the HC has  
109 something a little more definitive – such as once the Monadnock 250 radio spots have been  
110 recorded – Ms. Cramer could do something similar for the City's social media with the photos.  
111 She continued that it would make more sense to bring Ms. Cramer in when the HC has  
112 something for her. Chair Powell suggested that at the next HC meeting, they think about it and  
113 pitch some concepts for that use. Ms. Fortson stated that the HC is creating the content, and it  
114 sounds like Alan Rumrill is going to do the recordings of it. She asked if that is correct.  
115 Discussion ensued about how that is an idea, but no one has talked with him about it yet, and the  
116 director of the Monadnock Media Group might want the radio hosts to read the content. They  
117 need clarity what the radio station wants before talking with Mr. Rumrill.

118  
119 Ms. Carey stated that as an update on the work with Ms. Nightingale, she and Ms. Nightingale  
120 have both been ill recently, so nothing has gone forward. Chair Powell asked if there is anything  
121 regarding Ms. Nightingale's project that the HC can weigh in on. Ms. Carey replied that her  
122 concern is that she herself has a lot on her plate right now and could use support from other HC

123 members to help her work with Ms. Nightingale. Discussion ensued. Ms. Carey spoke about  
124 how Ms. Nightingale is a joy to work with, does the work well and stays on target. They need to  
125 get more interviews scheduled for Ms. Nightingale and help her develop interview questions.  
126 Ms. Nightingale would benefit from interviewing a few people in a more casual way first, to gain  
127 more experience and comfort with interviews. She is in a mentoring role with Ms. Nightingale,  
128 as is Fact TV, and that is how the school describes it – it is like Ms. Nightingale has been hired  
129 for this job and she is getting school credit from learning how to do these kinds of interviews and  
130 filming and editing work. Discussion ensued about how the HC can support Ms. Carey and Ms.  
131 Nightingale. Noting that working with Ms. Nightingale will mostly be during school hours,  
132 which is not possible for some HC members, Chair Powell suggested they have some offline,  
133 one-on-one conversations to figure this out. She continued that hopefully Ms. Nightingale will  
134 be able to come to the next meeting, too. Discussion continued about how well Ms. Nightingale  
135 is doing and how much the HC appreciates her contributions.  
136

137 Councilor Ellis stated that something she wanted to bring up, which relates both to this  
138 conversation and the next agenda item, is that she talked with the Colonial Theater about their  
139 involvement in Monadnock 250, and the Colonial would be happy to show any shorts the HC has  
140 ready to go. She continued that, however, they have a plan that would not require any shorts, so  
141 it is fine if the HC wants to slow down with the filming and continue the work at whatever Ms.  
142 Nightingale’s pace is. The HC does not need to rush its video project; they can continue working  
143 on the write-ups. It would be good to build that body of content and then do the videos  
144 afterward. Ms. Carey replied that some of the video work has already happened. She continued  
145 that she is delighted to hear that the Colonial will accept shorts. That is encouraging to the  
146 project overall. Councilor Ellis replied that she just did not want the HC to feel any pressure.  
147 Ms. Carey replied that she thinks it actually gives good structure to what Ms. Nightingale is  
148 doing.  
149

150 Councilor Ellis asked if Ms. Carey has a sense of what Ms. Nightingale’s final video project goal  
151 is. Ms. Carey replied that she is not completely sure, but originally, it was to do the shorts and to  
152 develop at least one or two half-hour programs that could be aired on Fact TV – specifically,  
153 interviews. Discussion continued. Ms. Carey spoke about how Ms. Nightingale’s interview of  
154 Ms. Zerba was a great idea, and good practice for Ms. Nightingale, but noted that she did not  
155 have enough material, and thus the interview will need to be redone or expanded/edited.  
156

157 Chair Powell asked if the HC needs to somehow “sign off on” Ms. Nightingale’s work or give  
158 her feedback somehow, or if that is not necessary because it is Ms. Nightingale’s own project.  
159 Ms. Carey replied that she thinks the project is encapsulated within the HC’s work, but she does  
160 not think they need to sign off on it. She continued that the interviews are with people who are  
161 talking about their own lives and what they remember about Keene, so it is not as if Ms.  
162 Nightingale is doing research that needs to be checked for accuracy. Councilor Ellis stated that  
163 maybe the HC or Ms. Carey could write a letter of commendation for Ms. Nightingale at the end  
164 of her project, saying how helpful Ms. Nightingale’s work is and how she is a joy to work with.  
165 Ms. Carey replied that she does say that, because she meets with school staff at certain intervals  
166 to check in about the status of the project. Discussion continued about how the HC can submit  
167 something at the end of Ms. Nightingale’s work to express their appreciation.  
168

169 **5) US Sesqui-Centennial 2026 Planning & Preparation Updates**  
170

171 Councilor Ellis stated that the Colonial Theater will show a movie, which will probably be “An  
172 American Tail,” an animated movie about a family of mice who immigrate from Russia to the  
173 US, which is very thematic, and family friendly. Discussion ensued about the film.  
174

175 Councilor Ellis stated that the Monadnock 250 group pitched the idea of a kids’ bike parade,  
176 with a bike-decorating contest. After the parade, there will be a street festival, including a  
177 reading of the Declaration of Independence. A lot of things are in the works. This will all be  
178 taking place on July 4, 2026. A bus will shuttle people around as needed. Discussion ensued  
179 about the potential shuttle bus route.  
180

181 Councilor Ellis continued that the Monadnock Media Group, which owns My Keene Now and  
182 several radio stations, would like to do short ads/sponsorship opportunities for sponsors of  
183 Monadnock 250. The group has been using Ms. Carey’s beautiful write-ups. Each write-up will  
184 be used to create a 50-second recording, similar to Alan Rumrill’s “Monadnock Moments,” and  
185 the last few seconds will be a “Brought to you by…” announcement. She will email the director  
186 and ask if they want the radio hosts to be reading those, or if the Monadnock 250 group should  
187 find someone. Ms. Zerba asked who would be responsible for obtaining the sponsorships.  
188 Councilor Ellis replied Mayor Kahn.  
189

190 Chair Powell stated that the HC had discussed the possibility of their work having some  
191 crossover with Monadnock 250, and the building write-ups are maybe not the right fit, but Ms.  
192 Carey has stepped up with write-ups that could be used. Those are on the Google Drive if  
193 anyone wants to take a look or draft one. Councilor Ellis continued that she thinks there is a lot  
194 of overlap between what they have already been doing with their building writeups and what  
195 they are writing for the Monadnock 250 event. She just recast hers a little and made it a little  
196 more anecdotal about people rather than the building itself. If someone is already doing a  
197 building write-up, they might be able to just change a few lines and make it fit. Ms. Carey stated  
198 that they need 20 writeups and they currently have 18. Discussion continued. Councilor Ellis  
199 stated that she has written 2, and Ms. Carey has written the other 16, which she is very grateful  
200 for. Ms. Carey replied that she has one more in mind, too, so she does not think they need to ask  
201 other people to do it. She continued that they are more based around the July 4<sup>th</sup> theme,  
202 involving the Revolutionary War and some history of early Keene and the Native peoples who  
203 lived here. She also included the railroads a little bit.  
204

205 Chair Powell stated that as they are thinking about social media and what the HC can post – and  
206 they can check and see what Ms. Cramer thinks – utilizing these makes a lot of sense. They  
207 would be a good fit for something like an Instagram post, either as text and photos, or as  
208 recorded audio. There are multiple purposes and multiple uses of this work, as long as the radio  
209 does not have the ownership of it. Ms. Fortson replied that that is what she was trying to get at  
210 before – the question of whether the radio station owns the content once it airs. Councilor Ellis  
211 replied that she thinks that the text would still belong to the HC. She will double check to make  
212 sure the HC will retain the right to use the content. Discussion continued. Ms. Fortson spoke of  
213 how she can envision Ms. Cramer using the HC’s content on social media.  
214

215 Chair Powell stated that something she just thought of, which is not the HC's responsibility to  
216 solve, is the need to make sure that there is formal photography being done at the Monadnock  
217 250 festival to enter into the historical record, as this is a moment in Keene's history. Obviously,  
218 the Keene Sentinel will be at the Monadnock 250 festival and will document it. Discussion  
219 ensued about the importance of this, and the possibility of the HC considering hiring a  
220 photographer to shoot a bit, maybe a drone photographer, too. HC members spoke positively  
221 about having someone document this so there is an HC-sponsored collection of photos, as a  
222 special way to commemorate the event.

223

224 Chair Powell thanked Councilor Ellis for all of the impressive work she and the Monadnock 250  
225 group are doing. She continued that they are lucky to have her. Councilor Ellis thanked her and  
226 also expressed appreciation for all of the hard work Ms. Carey has been doing.

227

228 **6) Staff Updates**

229

230 Chair Powell asked Ms. Fortson if she had any updates. Ms. Fortson replied that there are no  
231 updates today.

232

233 **7) New Business**

234

235 Chair Powell asked if anyone had any new business. (No).

236

237 **8) Next Meeting – April 8, 2026**

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239 **9) Adjournment**

240

241 There being no further business, Chair adjourned the meeting at 5:23 PM.

242

243 Respectfully submitted by,  
244 Britta Reida, Minute Taker

245

246 Reviewed and edited by,  
247 Megan A. Fortson, AICP - Planner