



Heritage Commission

Wednesday, July 8, 2026, 4:30 PM
2nd Floor Conference Room, City Hall
3 Washington St, Keene, NH 03431

AGENDA

- I. Call to Order – Roll Call**
- II. Approval of Previous Meeting Minutes – June 10, 2026**
- III. Annual Report to City Council**
- IV. Downtown Video Project – Close out & next steps**
- V. Preservation Regional Roundtable Hosted by NHPA & NH DHR – Friday, July 10th from 10 am – 12 pm**
- VI. Monadnock 250 Celebration Recap**
- VII. 2026 Certified Local Government (CLG) Grant Round**
- VIII. Staff Updates**
- IX. New Business**
- X. Next Meeting – August 12, 2026**
- XI. Adjourn**

**City of Keene
New Hampshire**

**HERITAGE COMMISSION
MEETING MINUTES**

Wednesday, June 10, 2026

4:30 PM

**2nd Floor Conference Room,
City Hall**

Members Present:

Cauley Powell, Chair
Councilor Molly Ellis
Louise Zerba
Kathy Halverson, Alternate
Connie Joyce, Alternate

Staff Present:

Megan Fortson, Planner
Don Lussier, Public Works Director

Members Not Present:

Julie Emineth
Marilyn Huston
Acacia Johnston, Vice Chair
Rose Carey
Jill Bouchillon, Alternate

1. Call to Order – Roll Call

Chair Powell called the meeting to order at 4:30 PM. Roll call was conducted. Chair Powell asked alternate members Ms. Joyce and Ms. Halverson to be voting members today.

2. Approval of Previous Meeting Minutes

- A) Regular Meeting – April 8, 2026**
- B) Joint HDC-HC Meeting – May 13, 2026**

Ms. Zerba made a motion to approve the meeting minutes of April 8, 2026 and May 13, 2026. Ms. Halverson seconded the motion, which passed by unanimous vote.

3. Downtown Infrastructure Project Design Elements - Public Works Director

Chair Powell welcomed Public Works Director Don Lussier to the meeting. Mr. Lussier asked if the HC members have questions about the Downtown Infrastructure Project.

Chair Powell stated that the HC was curious about which elements have remained in the project. She continued that earlier in the process, the HC had been asked to give input into the design process. The HC’s feedback was well received, but since then, the costs have gone up and the budget has gone down, so they are not sure where things stand.

31
32 Mr. Lussier replied that last time, City Engineer Bryan Ruoff spoke with the HC about the project.
33 He continued that Mr. Ruoff is leading the charge on getting the project built. It has been through
34 the design process, and the City Council has approved it. He is not as familiar as Mr. Ruoff about
35 what the HC discussed last time, but he can say that 95% of what the HC talked about with Mr.
36 Ruoff at that time is still part of the project. Some changes were made for cost reductions. For
37 example, the plan had been to use lighted bollards at the crosswalks at Central Square, but those
38 lighted bollards turned out to be too expensive. They will have decorative metal posts instead. The
39 fountain was going to be replaced with a cast iron bowl type fountain, but that has been removed
40 from the project.

41
42 Chair Powell asked if the fountain will remain as is. Mr. Lussier replied yes that the fountain itself
43 will remain as is. He continued that the granite seat wall around it, with the Einbeck engraving,
44 will remain as is. The concrete apron around it will be changed. It will be decorative concrete with
45 some seating outside of the decorative concrete ring. The concrete and gravel walking paths
46 through the Square that they were talking about will stay the same as planned. There will be a
47 modest enlargement of the Square, as they had talked about.

48
49 Mr. Lussier continued that other changes are ones that most people will not even notice. For
50 example, the trash receptacles and new park benches were taken out of the contract, and the City
51 will do them in-house instead. The contractors that bid on the project use subcontractors to do
52 work that they do not want to do or do not have the skills to do in-house. Many items in a contract
53 are ones that are a pain for the contractor to do, so they charge accordingly. For example, the
54 contractor will charge more than double for installing a trash receptable because they do not want
55 to deal with it, and if they have to deal with it, they will make a lot of money doing it. Discussion
56 ensued about trash receptacles.

57
58 Chair Powell asked about the granite block benches that had been in early designs. Mr. Lussier
59 replied that there will still be some granite block seating in Railroad Square. He continued that
60 they had planned on having more traditional park benches like the ones in the downtown now, but
61 more of them. Rather than having the contractor install those, the City will do it in-house after the
62 contract is over. Ms. Zerba asked if the granite posts will still go around. Mr. Lussier replied yes
63 that they will reuse most of what is there, but because the Square is getting a little larger, they will
64 add a few more as well. He continued that the chain will be replaced in kind with what is there
65 today. For big patriotic holidays, the Fire Department puts flags behind each post. The project will
66 include installing a metal sleeve to the back of each post, for easier installation of flags. The
67 decorative lighting will be the same as it is today.

68
69 Chair Powell stated that there was an ambitious, history-focused design proposed for Railroad
70 Square. She continued that the HC members heard it is off the table. She asked if that is correct.
71 Mr. Lussier replied no, it was not removed. Discussion ensued. HC members said they heard it
72 was removed. Mr. Lussier stated that regarding elements that were removed, they had planned on
73 catenary lighting, which are the string lights across Railroad Square, and they removed that from
74 the contract. They will still install poles at the corners so the lighting can be installed later. A shade
75 structure that was planned for Railroad Square was removed, unfortunately. Regarding the inlay

76 railroad detail where they are trying to recreate the appearance of railroad tracks, that was debated,
77 and Council decided to keep it.

78
79 Councilor Ellis asked if they kept the iron arch on both sides. Mr. Lussier replied yes. Chair Powell
80 asked about the farmer's market structure. Mr. Lussier explained that is a separate project, and the
81 City got a grant for it. He continued that it is being funded by the Northern Borders Regional
82 Commission. That project is moving forward in tandem with the downtown project. Currently, it
83 is still in the design process, and hopefully it will be built next summer. It will be a timber frame
84 structure with solar on the roof.

85
86 Councilor Ellis asked if the posts for catenary lighting are on both Gilbo Ave. and Railroad Square
87 so the lighting can go across. Mr. Lussier replied that they are doing it in the railroad corridor. He
88 continued that the City owns one side, the transportation center, and they spoke with the owners
89 of Margarita's, who are amenable to the City attaching the lighting to their eaves. Thus, on that
90 side, they will just go from building to building. Councilor Ellis asked if there will also be posts
91 on the railroad side. Mr. Lussier replied yes that is where there will be posts with no lights on
92 them. He continued that they will attach lighting to it. They could not go all the way across Railroad
93 Square from one building to another; that would be too long. There will be some intermediate posts
94 that will be for future connections.

95
96 Chair Powell asked about the current pavers in Railroad Square that had been part of a previous
97 fundraising effort. Mr. Lussier replied that those will be used for the arches. He continued that the
98 contractor will carefully lift them up and save as many as possible without breaking them and
99 stockpile them. Then, they will be used to build the bases for the gateway arches. Chair Powell
100 replied that they are happy to hear that.

101
102 Ms. Joyce asked about the budget adjustment due to the changes. Mr. Lussier replied that from the
103 first bid to the second bid to the re-bid, the price dropped about \$2 million. He continued that the
104 City thought they had made cuts and found savings worth close to \$4 million, but when the actual
105 bid prices came in, it was about a \$2 million cut, so they still had some ground to make up. Every
106 year, the City does capital projects. Typically, those projects end with some unspent money. Thus,
107 Public Works staff, along with the Finance Director and the City Manager, looked at all the
108 construction projects that the City has done that had various amounts of funds left over, and got
109 Council approval to put those funds toward the Downtown Infrastructure Project. They also used
110 some funds from the unallocated fund balance. By doing it that way, it does not have additional
111 impact on property taxes. It is money that has already been raised for City purposes; it is not new
112 money.

113
114 Ms. Joyce asked where construction is starting. Mr. Lussier replied Central Square. Ms. Joyce
115 asked about tree removal. Mr. Lussier replied that only one tree in Central Square will be taken
116 down. He continued that it is a maple tree that needs to come down. There will be eight new trees
117 added to Central Square. Ms. Joyce stated that originally, 60 trees were going to be removed. Mr.
118 Lussier replied that that is the total, up and down Main St. He continued that overall, there will be
119 more trees added than are removed, with a net of about 45 new trees. Most of the ones being taken
120 down will be relocated, because they are in conflict with infrastructure. They will attempt to
121 relocate the healthy trees that have a 4-inch or smaller caliper. Ms. Zerba asked if there is money

122 in the budget for replacing the trees if they die. Mr. Lussier replied that they are warrantied for a
123 year by the contractor. After that, the cost is the City's.

124
125 Ms. Joyce asked what will happen to the granite taken out of the median. Mr. Lussier spoke about
126 how most of it will be reused in different areas of the project. He continued that there will be more
127 granite added to the project. Some of the granite will come out and will be broken due to being
128 pulled out, and it is hard to use those little stubs. They will use everything they can. The City pays
129 a different price if they are resetting granite they already have versus purchasing new granite, so
130 they want to reuse as much as possible.

131
132 Ms. Fortson asked what happens to the short pieces. Mr. Lussier replied that they go to the
133 Highway Division's stockpile, used for various purposes. He continued that for example, the
134 granite benches staff built, over by the farmer's market, were old curbs that they repurposed.

135
136 Chair Powell asked if anyone else had questions for Mr. Lussier. Hearing none, she continued that
137 she will say, in case Mr. Lussier had not heard already, that the Heritage Commission and the
138 Historic District Commission would be happy to, if an opportunity were to arise, champion
139 fundraising towards any elements that might be struggling, if there are grant opportunities related
140 to historical features or features that celebrate or reflect the historic nature of the downtown or the
141 culture of the community they are trying to perpetuate. It is about safety, community, and public
142 investment.

143
144 Ms. Joyce asked if the benches they plan to install in Central Square will be permanent or removed
145 seasonally. Mr. Lussier replied that it is a perpetual question he is learning to navigate. He spoke
146 about how the City wants the benches to be for sitting and resting, not lying down and loitering.
147 He spoke about how some of the current benches have to be removed in the winter so the sidewalks
148 can be plowed. The hope is that the new benches installed as part of the downtown project will not
149 be in the way of the plows and can thus be left there over the winter.

150
151 Ms. Joyce asked about something that Mr. Lussier replied is a different project, not part of the
152 Downtown Infrastructure Project. Discussion ensued. Chair Powell stated that it is also not in the
153 HC's purview.

154
155 Ms. Fortson asked if they will reuse any of the existing benches and trash receptacles. Mr. Lussier
156 replied yes, the benches, the barrels, and almost all of the lamp posts/street lighting. He continued
157 that anything that can be reused is getting reused.

158
159 Regarding another question, Mr. Lussier replied yes, the gazebo is staying. He continued that it is
160 an octagon, and the design called for opening it up so that the stairs encompassed three sides. They
161 are still planning to do that, but with City staff, instead of as part of the contract.

162
163 Chair Powell asked what the timeline is. Mr. Lussier replied that he has breaking news to share,
164 which the City has not even had a press release about, but they talked about it this morning at the
165 Coffee and Hard Hats meeting. He continued that the City has not done a hard schedule from their
166 contractor, Cassella Construction, but they expect that the middle of July is when they will
167 mobilize to the site and set up. The City found out that Liberty Utilities is requesting to come in

168 before them, to do the gas main replacement in advance. That is tentatively scheduled for July 6th.
169 He gave more information about the monthly Coffee and Hard Hats series, which will be informal
170 meetings where people can ask questions of the construction staff, the contractors, the project
171 manager, himself, and the project ombudsman, and hear updates on what has been done in the past
172 month and what is coming in the next month.

173

174 Chair Powell and the HC members thanked Mr. Lussier for the information.

175

176 **4. National Alliance of Preservation Commissions Membership**

177

178 Chair Powell stated that in a previous meeting, the HC passed a motion to use HC funds for the
179 National Alliance of Preservation Commissions membership. She continued that the price ended
180 up being different than what the HC had approved in the motion. They had approved \$100, and
181 the cost is \$150.

182

183 Ms. Zerba made a motion to approve \$150 for the membership to the National Alliance of
184 Preservation Commissions. Councilor Ellis seconded the motion, which passed by unanimous
185 vote.

186

187 **5. Downtown Video Project Updates**

188

189 Chair Powell stated that there is a letter for everyone to look at. She continued that they are
190 approaching the 250th celebration, which is the HC's deadline for the downtown video project,
191 inspired by what Councilor Haas said at the joint HC-HDC meeting. It made sense to have the
192 report to the City Council be a good touchstone to do so. Thus, this is a first draft of the letter/report
193 to the Council, which summarizes the downtown video project and what the HC has been doing.
194 She asked the HC members to read it and then give her feedback and let her know if there is
195 anything else they want her to include in it. She is getting feedback from Ms. Carey, too, since Ms.
196 Carey has been spearheading a lot of this project and could not be at today's meeting.

197

198 HC members thanked Chair Powell and expressed positive feedback. Chair Powell stated that this
199 month and next month will be winding this down. She continued that she hopes to have a final
200 letter for the next meeting for the HC to approve, and then they can send it to the City Council.
201 Then the HC can discuss what new projects to undertake. It sets them up for a lighter summer, in
202 case people are traveling. The July meeting will be low key, mostly focused on approving the
203 letter, and the next agenda item.

204

205 **6. Preservation Regional Roundtable Hosted by NHPA & NH DHR – Friday, July 10,**
206 **2026 from 10:00 AM to 2:00 PM**

207

208 Ms. Fortson stated that she has been in touch with people from both organizations, the New
209 Hampshire Preservation Alliance (NHPA) and the New Hampshire Department of Historic
210 Resources (NH DHR). She continued that they secured a spot for their event at Heberton Hall at
211 the Library. It will be Friday, July 10th, from 10:00 AM to 12:00 PM. The event format will be a
212 presentation followed by a question-and-answer session. She shared with the NHPA and NH DHR

213 the contact information for the Southwest Regional Planning Commission (SWRPC), because
214 SWRPC can invite other municipalities in the region to attend.

215
216 Ms. Fortson continued that Ms. Zerba had brought up potentially providing some sort of snack for
217 the event. Chair Powell asked if the HC is officially hosting the event. Ms. Fortson replied no, she
218 learned that City boards and committees can no longer host events to waive the room rental fees
219 at a City facility, but the Library is waiving the fees because it is a public event. Thus, the HC is
220 just invited to attend.

221
222 Discussion ensued about making/bringing snacks. Ms. Zerba stated that she will make something.
223 She asked if the HC could spend some of their budget to provide coffee from a local coffee shop.
224 Others agreed and discussion ensued about the needed quantity, potential price, and the logistics.

225
226 Chair Powell made a motion for the Heritage Commission to spend up to \$100 on coffee for the
227 Preservation Regional Roundtable event. Ms. Zerba seconded the motion.

228
229 Chair Powell stated that the HC can rely on the expertise of the establishment that is providing the
230 coffee to advise the HC on the quantity they will need, based on the number of people who have
231 registered for the event.

232
233 The motion passed unanimously.

234
235 Chair Powell asked Ms. Fortson to check with the NHDR and NH DHR to see if they are okay
236 with this.

237
238 Ms. Zerba asked who will pick up the coffee and bring it to Heberton Hall. Councilor Ellis replied
239 that she can do it. Discussion continued about the details of providing the coffee and related items
240 like cups and cream. Chair Powell stated that she is happy to help Councilor Ellis with the pick-
241 up trip. Ms. Fortson added that she can help, too.

242
243 Chair Powell stated that she hopes to attend the event, and hopes that other HC members can come,
244 too. She continued that it will be a good opportunity to think about future projects and talk with
245 other people who are interested in this kind of work. She encourages people to bring to the HC's
246 July meeting any ideas they have or passion projects they want to pitch to the group.

247
248 **7. Monadnock 250 Celebration**
249 **A. Photographer for Event**

250
251 Councilor Ellis stated that she forgot to get a photographer, but she is now working on it, in her
252 Monadnock 250 event planning capacity. She continued that she has a couple of people to ask.
253 The HC does not need to worry about it. Discussion ensued. Chair Powell stated that the HC had
254 talked about helping with the cost, which is hard to do when they do not know the dollar amount,
255 but they are grateful that Councilor Ellis is trying to find a photographer. She thanked Councilor
256 Ellis for the update and asked if she had anything else to share.

257

258 Councilor Ellis replied that the Monadnock 250 group is searching for volunteers, people who can
259 stand around and help give directions and information. She continued that there are two shifts, so
260 that volunteers will not need to be there all day. If anyone knows someone looking for volunteer
261 hours, they can let her know. Other than that, they are kind of set and just working on the last
262 minute details. She thinks it will be a great day. The parade starts at 11:00 AM, with the reading
263 of the Declaration of Independence before that at 10:45 AM. The festival is from 12:00 to 3:00
264 PM.
265

266 Ms. Joyce asked about the photos and histories. She asked if they were made up and if they are
267 being installed. Chair Powell replied no, the original notion was that this would all be happening
268 more in this area with the buildings the HC was working on, and it is in fact further down, because
269 they were not sure about construction. That ultimately derailed the notion, but the HC, via Ms.
270 Carey and Councilor Ellis, put together all these radio scripts and did all this other stuff. She hopes
271 the HC was helpful in some way and able to support the efforts of Monadnock 250. Councilor Ellis
272 replied yes, absolutely. Chair Powell stated that the HC hopes to use the photos for other things in
273 the future. She continued that they can find different ways to use them, and one way is to get the
274 HC's webpage updated with all of this information that they have pulled. That might be something
275 to talk about in the July meeting. While the immediate July 4th/Monadnock 250 event usage did
276 not pan out, the work is not for naught. Councilor Ellis stated that maybe sometime they could do
277 a walking tour or put it on a story map or do something with the materials. She continued that it is
278 definitely valuable.
279

280 Ms. Fortson stated that she wonders if they could piggyback on something like Art Walk that is
281 going on right now, when people are looking at buildings. Councilor Ellis replied that they can put
282 that on their radar for next year, to try it, to maybe approach some group to see if they can
283 collaborate in that way. Chair Powell replied yes, and do some more long-term thinking, because
284 the 250th is so big and covers so much, but if the HC could take the time to individually connect
285 with the business owners in these properties and get each person on board with displaying
286 something, it would be a great boon to the community. Ms. Zerba replied that it would be a good
287 idea to combine it with Art Walk. Chair Powell suggested they talk about this in July.
288

289 **8. Staff Updates**

290
291 Ms. Fortson stated that the Bicycle and Pedestrian Path Advisory Committee (BPPAC) is the
292 steering committee for updating the City's bicycle and pedestrian plan. She continued that there is
293 a survey live on the City's website, and she encourages HC members to fill it out by mid-July. The
294 survey findings will be part of the report and eventually used to help identify and prioritize areas
295 for pedestrian and bike infrastructure improvements. They are also doing biking/walking audits
296 around the city, focused on different populations, such as elderly people and people with mobility
297 issues. The City got an AARP grant for that. That work will probably go from mid-July through
298 October.
299

300 Chair Powell asked if Ms. Fortson knows how the traffic pattern will be impacted with the
301 construction for the Downtown Infrastructure Project. Ms. Fortson replied no, she does not have
302 that information. Chair Powell stated that the construction and associated road closures might
303 change people's travel patterns. Ms. Fortson replied that it is not so much about travel patterns, as

304 it is about how people travel right now, and it is not just focused on downtown. For example, many
305 college students have expressed concern over the traffic on West St. and the fact that there are so
306 few crossing opportunities. She gave more information about feedback the City got from a focus
307 group with Keene State College students, particularly in regard to a bridge that connects Martell
308 Court to the KSC athletic fields that has been closed for several years due to it being structurally
309 unsound. Discussion ensued.

310

311 **9. New Business**

312

313 Chair Powell asked if there was any new business. Hearing none, she continued that it is nice to
314 imagine a lighter summer for the HC. The HC used to meet every other month, and now they have
315 been meeting monthly for three or four years because they have been so busy. Maybe they can
316 take a break in August, depending on how their July meeting goes.

317

318 **10. Next Meeting – July 8, 2026**

319

320 **11. Adjournment**

321

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

323

324 Respectfully submitted by,
325 Britta Reida, Minute Taker

326

327 Reviewed and edited by,
328 Megan A. Fortson – AICP, Planner

July XX, 2026

Keene City Council
City Hall
3 Washington Street
Keene, NH 03431

Dear Honorable Mayor and City Council,

My name is Cauley Powell. I'm a fourteen-year resident of Keene and the chair of Keene's Heritage Commission, a body on which I've served for eight years. I'm writing today to share an update on the work of the Heritage Commission. Please consider this letter to be our annual report.

For the past year the Heritage Commission has been reflecting on the downtown district and considering ways to preserve and honor the legacy of Main Street. We were motivated by the upcoming downtown infrastructure project. Though the primary objective of the project is, naturally, infrastructure, we understood that in addition to modernizing the unseen components below our feet, the project would also necessarily lead to updates of the downtown surface level. How those changes would impact the culture, community, and story of Keene became our focus. We unpacked this in several ways. We determined that a historical review would help establish defining features of Keene's character. *How did we get where we are today?* We also determined a need to establish a record of our present moment. *How can we make resources to help the people who find themselves in our position in the decades and centuries to come?* Finally, we hoped to synthesize our findings. *What, ultimately, did we learn and wish to share about our small city?*

We began researching and cataloging information on the properties that line Central Square and the East and West sides of Main Street north of Gilbo Avenue and Railroad Street. We documented the history of the buildings, including dates of construction and architectural features. We also made efforts to note various occupants and uses, including the different business the buildings housed over the decades. Of course, we also sought out the human stories that bring color to the past. **INCLUDE EXAMPLES?**

There are several wonderful resources that supported our work, however many of them were published in the 20th century and we began to anecdotally discuss the features of modern Keene not included in our growing record. What could we do to document and capture the Keene of the 2000s? Our approach was to utilize video to capture the city as it is today. This filming, undertaken by volunteer Evan Barlow, serves multiple purposes. Not only does it reflect the general features of downtown, but it also captures many of the finer physical details of the buildings, some of which are relics of past uses. Think, for example, of the old Ashuelot Savings Bank signage, or the wear in the steps leading up to the church at the head of the square. The footage will forever be a time capsule of this moment, and we hope to continue filming as seasons shift and the various uses of our downtown spaces evolve.

Thus, the Heritage Commission has been building an evergreen collection of material about downtown Keene. This working collection is intended to serve as a tool and reference for current and future commission members as we take on new projects and return, as we often do, to the questions at the heart of our work: What makes Keene feel like Keene? How do we memorialize and honor the past while being mindful of the needs of our present? What features of our community reflect the city's historic character, and what do we need to do to protect them? It is our hope that the yeoman's work we've undertaken over the past year will serve us on future projects as we wrestle with these questions.

As this report nears its end, I'd like to take a moment to reflect on what I've taken away from our effort. I return, once again, to questions: What has strengthened our downtown? What has kept Main Street alive? Through the work of the Heritage Commission, I believe that the evidence paints a clear picture: The great constant in our community is that, in Keene, both then and now, your needs can be met on Main Street. The things that govern our lives can all be found there: City Hall, retail, dining, lodging, places of worship. The names and locations may have shifted, but what they offer remains consistent. Where once people shopped at Keene Food Mart, now they visit the Monadnock Food Co-op. The Five and Dime is gone, but Hannah Grimes, the clothing retailers, and the various sweets shops take up the mantle. You still go to downtown Keene to access your local government, to mail a letter, to see a live show or concert, to socialize, to protest, to come together and mourn. The way we utilize the space is not all that different from those who came before us (with the exception of a few trains and horse drawn carriages, of course). To me, that says a great deal about Keene's character.

Sincerely,

Cauley Powell
Chair, Keene Heritage Commission



NOMINATE A PROPERTY FOR OUR 2026 SEVEN TO SAVE LIST BY JULY 20TH

×



Preservation Regional Roundtable - Keene

Friday, July 10, 2026
10:00 AM – 12:00 PM
Keene Public Library (map)
Google Calendar · ICS

Join the N.H. Preservation Alliance and the N.H. Division of Historical Resources for a conversation about historic preservation in New Hampshire.

[VIEW EVENT →](#)

♥ 2 Likes [Share](#)

From: Loughlin, Brandee
Sent: Wednesday, July 1, 2026 12:41 PM
To: Megan Fortson
Subject: NHDHR Announces Opportunities for FY26 CLG Grant Funding Opportunities
Attachments: NHDHR CLG Grant Schedule FY26.pdf; FY 26 CLG Information Packet.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon, New Hampshire CLG Communities!

I am excited to announce the opening of our FY2026 CLG Grant round! Please find the full schedule attached to this email, as well as an information packet, which will also be covered in the Informational Sessions mentioned below.

Two Informational Sessions will be held in July: Monday, July 13th at 6:30 PM and Thursday, July 16th at noon.

These sessions are the same as the presentations from the last two years, and will cover various topics, including what types of grants are available, ideas to consider for projects, how to meet your match (if needed), typical timelines, etc. There will be plenty of opportunity for Q&A, as well. Attendance is not mandatory but is highly encouraged if you have not applied for a grant in a while (or ever), if you are new to your role as CLG contact in your community, and/or if you just want to hear about project ideas, refresher on the program, etc. The same information will be presented at both sessions.

[Link to July 13th 6:30 PM Meeting](#)

[Link to July 16th Noon Meeting](#)

As with all other years, you are required to submit a Letter of Intent as the first step in the process.

ALL Letters of Intent (Regular Grant and CAMP) are due by Friday, August 14th at noon.

[Link to FY26 Letter of Intent to apply for CLG Grant](#)

[Link to FY26 NAPC CAMP Application Form](#)

KEY INFORMATION ABOUT THE ONLINE FORMS WE ARE USING:

- Unfortunately, there is NOT a feature to receive a confirmation email. If you would like formal confirmation that I received your submittal, please email me and indicate which form(s) you submitted. I will do my best to respond to your email within 1 business day.
- If you would like a copy of your submittal, you MUST save and print the page(s) BEFORE you hit submit. There is no option to get a copy of your individual responses. For the Letter of Intent, you must save/print the first page before you hit “next” and then save/print the second page separately before you hit submit.

As always, please let me know if you have any questions or concerns. Please reach out by email and we can schedule a time to discuss.

Best,

Brandee Loughlin

Preservation Planning & Development Coordinator New Hampshire Division of Historical Resources 172 Pembroke Road

Concord, NH 03301



State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-3483 Fax: 603-271-3433
TDD Access: Relay NH 1-800-735-2964
nhdhr.dncr.nh.gov



**NH Division of Historical Resources
Certified Local Government
Program**

FY26 GRANT SCHEDULE

INFORMATION SESSIONS

- Monday, July 13th at 6:30 PM
- Thursday, July 16th at noon

LETTERS OF INTENT DUE

- **Friday, August 14th at noon**
 - Notices of Intent to Apply for FY26 are due. Letters of Intent are REQUIRED if you want to be invited to officially apply for a FY26 Grant.

CONVERSATION WITH DHR STAFF

- **Week of August 17-21**
 - Follow-up virtual meetings with DHR staff to discuss proposed application's strengths and weaknesses and how to make your application competitive

INVITATIONS TO APPLY

- **Friday, August 21st**
 - DHR will send invitations to apply following discussions with those that submitted Letters of Intent.

FULL APPLICATIONS DUE

- **Friday, October 16th at noon**
 - Full FY26 Applications due by noon (a separate email will be sent with instructions after Letters of Intent are received)

AWARD NOTIFICATIONS MADE

- **Friday, October 23rd**
 - Pending release of Federal funding, awards will be made and Grant Agreements will be sent for Grant Recipients to complete.

COMPLETED GRANT AGREEMENTS DUE

- **Friday, December 18th at noon**
 - Completed Grant Agreements are due by this day. If completed Grant Agreements are not received OR a request for extension is not submitted to and approved by DHR Staff, the project cannot move forward in the FY26 cycle.

THE NEW HAMPSHIRE DIVISION OF
HISTORICAL RESOURCES

┌
Certified Local Government Program
FY26 Grant Cycle

Information Packet

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Preservation Planning &
Development Coordinator

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FY25 CLG Grant Opportunities

**There are two opportunities for CLG communities to apply for funding.
Each community may apply for one or both of them.**

FY26 Regular CLG Grant: All communities interested in applying for a FY26 CLG Grant MUST submit a Letter of Intent. This is a very short form that is required to start the conversation with DHR Staff about potential projects. More information on eligible project activities are on the next slides and in the CLG Manual.

NAPC CAMP: This mini grant will cover the cost of *NAPC Commission Assistance and Mentoring Program (CAMP)* funding up to \$7,000. **A 40% matching share is required.** Please remember that matching shares do not have to be cash, and can take the form of volunteer time, value of space used in public buildings, etc. Upon approval by the NHDHR and receipt of Federal funds, a grant agreement will need to be executed. The cost of hosting a CAMP program will be reimbursed upon receipt of a paid invoice from NAPC. More information on this can be found on the NAPC website [here](#).

CLG Grant Opportunities Explained

- CLG Grants are one of the only sources of grant funding for local municipalities to aid in their survey, inventory, and other non-construction, preservation-related efforts.
- DHR oversees a special “pass-through” grant program from the National Park Service. Federal rules require us to give 10% of our federal funding to CLG communities through this program. This averages about \$60k-70k per year currently.
- Grants are given out ONLY to CLG communities each year, with a letter of intent process followed by formal applications and then final awards and execution of grant agreements.
- CLG communities can apply for grants for the following project types (shown by priority ranking):
 - Priority I Projects: Survey (100%), National Register (100%), Preservation Planning (60/40), Information and Education (60/40)
 - Priority II Projects: Pre-Development (60/40)
 - Priority III Projects: Development (50/50)

The New Hampshire Division of Historical Resources



CLG Grant Opportunities Explained

- CLG Grant Types and Priority Ranking
 - Priority I Projects:
 - Survey (100%), National Register (100% funded, no match required)
 - Examples: Town-wide survey, updated survey of local historic district, study of potential expansion of historic district or potential new historic district, survey and study of potential new National Register Historic District or individual properties, etc
 - Preservation Planning (40% match required)
 - Examples: Updated Master Plan chapter, Design Guidelines for historic districts (new or updated), audit/review/revision of existing historic district regulations or design guidelines by a preservation professional, etc
 - Information & Education (40% match required)
 - Examples: Workshops about varied topics (researching your historic building, repairing historic windows, identifying architectural styles), Developing Local Tours and associated mapping/designs, training and education for board members, volunteers, community members, etc,

CLG Grant Opportunities

- CLG Grant Types and Priority Ranking, Cont.

Please note that our funding requests regularly exceed the amount of funds we have available to grant (on average about \$60k-\$70k per year), and as such we have not awarded any Priority II or Priority III projects in nearly a decade.

- Priority II Projects:
 - Pre-Development (40% match required)
 - Architectural or engineering study or plans to support proposed physical development project of a town-owned historic building.
- Priority III Projects:
 - Development (50% match required)
 - Funds the actual, physical work as part of a development project of a town-owned building.
- “Mini Grants”
 - Host NAPC CAMP for your community (or several communities)

The Match Math

- How does the match work?
 - 40% Match Example: You request \$1,000. You must supply 40% of the requested amount as a match (\$400). Your total project cost will be \$1400 (or more if you manage to get a higher match).
- What counts as a match?
 - Cash
 - Staff time, calculated at their hourly rate
 - Volunteer time (includes Board/Commission members, etc). The current rate is \$33.49/hour
 - Value of donated goods/services/spaces. Example: Use of Town Auditorium vs renting private space.
- How to quantify a match?
 - Matches must be carefully documented, including the names of volunteers, hours worked, cost equivalency justifications, etc

Key Information about CLG Form for Letter of Intent

- Unfortunately, there is NOT a feature to receive a confirmation email. If you would like formal confirmation that I received your submittal, please email me and indicate which form(s) you submitted. I will do my best to respond to your email within 1 business day.
- If you would like a copy of your submittal, you MUST save and print the page(s) BEFORE you hit submit. There is no option to get a copy of your individual responses.
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