

City of Keene
New Hampshire

HERITAGE COMMISSION
MEETING MINUTES

Wednesday, November 8, 2023

4:30 PM

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

Members Present:

Molly Ellis, Vice Chair
Brian Lee
Julie Emineth
Rose Carey, Alternate
Louise Zerba, Alternate (Voting)

Staff Present:

Evan Clements, Planner

Members Not Present:

Cauley Powell, Chair
Marilyn Huston
Susan DeGidio, Alternate

1) Call to Order – Roll Call

Vice Chair Ellis called the meeting to order at 4:30 PM and roll call ensued.

2) Approval of Previous Meeting’s Minutes – September 13, 2023 Workshop & Regular Meeting

A motion by Ms. Zerba to approve the September 13, 2023 meeting minutes was duly seconded by Ms. Carey and the motion carried unanimously.

3) 2024 Meeting Schedule

A motion by Ms. Zerba to approve the 2024 meeting schedule was duly seconded by Ms. Carey and the motion carried unanimously.

4) Demolition Review Committee

Mr. Clements recalled that Ms. DeGidio had been handling the demolition review, though it is meant to be a three-member subcommittee of the Heritage Commission. However, there was some difficulty with remote participation for Ms. DeGidio that could lead her to choose not to continue on the Commission. This subcommittee would not require tremendous work and is only active when demolition is proposed to a building more than 50 years old. Demolitions are reviewed for historic and heritage character. Usually, Ms. DeGidio would visit the property and

take photos, but Mr. Clements was unsure if she reviewed property deeds. Ms. DeGidio had signed off on approximately 90% of demolitions because they were very simple. Once a demolition is proposed, the process is slowed to allow the City time to review. Mr. Clements mentioned that some of this work could be conducted via email as three members do not constitute a quorum. Ms. Emineth, Ms. Carey, and Ms. Ellis volunteered. Others interested should contact Mr. Clement's via email. He would share further details with the volunteers.

5) **2021 CLG – Italian Neighborhood Heritage Project**

The website is nearly complete, and Mr. Schoefmann is still working on it. From the State of NH's perspective, the grant application had been closed. Mr. Schoefmann's plan is to send the website to the State and there would be a preview for the Commission.

6) **2022 CLG – Recovering Black History in Keene Project**

Mr. Clement's sent everyone a link to the Google Doc. At this point, the research needed to be delegated. Some categories seemed easier, while others seemed more time consuming; some parts might be best handled in teams of Commissioners, like going through City Clerk records during regular business hours. Keene's Assessing Department might also be helpful. Many other records could be found online. Mr. Clements said that the Historical Society had identified 124 individuals (from 1850–1920) in Keene and the Commission would review all the different document types to learn about these individuals; Mr. Clements did not yet have access to this list and would request it. The Commission is generating raw data points for the Historical Society. Commissioners would fill out forms about these individuals and Ms. Carroll at the Historical Society would filter that data. If Commissioners cannot upload data through the form, they could email it directly to Mr. Clements, who would get them to the Historical Society.

Discussion ensued on how the research categories could be divided amongst the Commissioners. Ms. Carroll at the Historical Society could likely help advise on this research. The Deputy City Clerk, Bill Dow, could also help with gathering the City records, which might be paper files; Mr. Clements would consult with Mr. Dow. Mr. Clements would get the full list of categories and share them with the Commission via email to start dividing the tasks.

7) **Staff Updates**

Mr. Clements said he was still awaiting a time to meet with Kabria and her team. Mr. Clement's would follow-up and share details with the Commission.

8) **New Business**

None presented.

9) **Next Meeting – December 13, 2023**

The Commission might decide to cancel the December meeting as it gets closer. If the meeting is canceled, Mr. Clements would email answers to some of the questions posed at this meeting. Commissioners should not “reply-all” to any emails, which essentially constitutes a quorum.

10) Adjournment

There being no further business, Vice Chair Ellis adjourned the meeting at 5:05 PM.

Respectfully submitted by,
Katryna Kibler, Minute Taker
November 13, 2023

Reviewed and edited by,
Evan J. Clements, AICP - Planner