

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**September 3, 2020 2020 – DRAFT**

The regular monthly meeting of the Heritage Commission was held on September 3, 2020, via Zoom, at 4:32 p.m.

Attendees: Chair Richard Jaques, Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Bob Johnson, Bryant Tolles, and Alternate Mike Dunn.

Absent: Rich Woodfin

Staff: Heather Shank, City Planner

Lisa Fellows-Weaver, Administrative Specialist

Guests: Nadine Miller from the NH Division of Historical Resources

**Call to Order**

The meeting was called to order by Chair Jaques at 4:32 p.m. at which time Mr. Jaques read the following statement:

As Chair of the Concord NH Heritage Commission, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Commission is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, we have provided public notice of the necessary information for accessing the meeting, and instructions are provided on the City of Concord's website at: [www.concordnh.gov/planning](http://www.concordnh.gov/planning)

**With Regard to providing public access to the meeting;**

We are utilizing the Zoom platform for this electronic meeting. All members of the Commission have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through visiting the following website address: <https://zoom.us/j/181542776>.

If you do not have website access, you may dial the following phone number 929-205-6099 and enter the webinar id 181 54 2776.

For those calling in who want to provide public testimony, *via* the website, you may click on the chat icon to ask, or click "raise hand" to be recognized as authorized by the Chair. For participants, dialing in on a phone, you may dial \*9 to alert the Chair that you want to testify. Please note that testimony only applies to public hearings, and public participation may not be authorized in a public meeting which is not a public hearing.

**With Regard to providing the public with a way to alert us about access problems;**

If anybody has a problem, please call 603-225-8515 or send an email to: [planning@concordnh.gov](mailto:planning@concordnh.gov).

**With Regard to adjourning the meeting if the public is unable to access the meeting;**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

With that, let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

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**1. Call to Order and Seating of Alternates**

Mr. Spain made a motion to seat Alternate Member Dunn to the Commission for this meeting. Seconded by Mr. Tolles.

With a roll call vote, the motion passed unanimously, as follows:

Mr. Jaques – in favor  
Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Mr. Johnson – in favor  
Mr. Dunn – in favor  
Councilor Kretovic – in favor

**2. Approval of Minutes**

Councilor Kretovic moved to approve the minutes of August 6, 2020, as amended. Seconded by Mr. Tolles.

With a roll call vote, the motion passed unanimously, as follows:

Mr. Jaques – in favor  
Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Mr. Johnson – in favor  
Mr. Dunn – in favor  
Councilor Kretovic h – in favor

**3. New Business**

**a. DHR Architecture Presentation - Nadine Miller**

Nadine Miller, Deputy State Historic Preservation Officer of the NH Division of Historical Resources gave a PowerPoint presentation illustrating the various styles of NH architecture throughout the centuries. Styles of housing were shown as well as intricate details of architecture that have changed over the eras.

Members thanked Ms. Miller for attending the meeting and for her presentation stating that it was an excellent presentation of the context of New England Architecture. A more detailed presentation will be emailed by Ms. Miller.

**b. Other ~ Grant Opportunities**

Ms. Miller reminded the Commission that the grant opportunity is coming up and she encouraged the Commission for a submittal. Ms. Shank stated that the Historic Resources Master Plan needs to be updated. Discussion ensued as to other ideas and options for a competitive grant.

**4. Demolition Review Committee – Jim Spain**

Mr. Spain stated that no new Demolition Review applications were received.

Mr. Spain stated that there has been some work done to the Kimball Jenkins Estate roof. As the work commenced additional damage was noted with the rafters. Instead of using new timbers to replace the rotted rafters, the company used materials from the demolition of the railroad demolition project. These timbers were the correct period and matched the Kimball Jenkins estate roof.

Mr. Spain noted that the demolition of the Sanel Auto Supply building on Manchester Street has begun.

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**5. Heritage Sign Program – Carol Brooks**

Ms. Brooks stated that no applications have been submitted.

**6. Planning Board Update – Rich Woodfin**

Mr. Woodfin was not in attendance.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic stated the Mayor has formed the Gas Holder House Sub-Committee. The Sub-Committee, chaired by Councilor Champlin, also consists of Councilor Todd, Councilor Kennison, and Councilor Warner. In September, City Council will address a resolution authorizing \$15,500 to come out of the economic reserve funds as well as accepting a grant donation in the amount of \$4500 from the NH Preservation Alliance to look into options for the gas holder building. The Sub-Committee is hoping to find out some options for the building. She added that discussions are still open with Liberty Utilities.

**8. Old Business**

**a. Abbott Village**

Ms. Shank stated that the legal action has been dropped. The next step is for the applicant to submit a subdivision application. Ms. Brook asked if there has been any mention of the granite posts. Ms. Shank stated that there has been no mention of the posts and the developer has stated that he does not know where they are. She added that the granite posts were not a condition of the Planning Board approval.

**b. Demolition Delay Ordinance**

No new meetings have been held or scheduled.

**c. Historic Photo Repository – Rich Woodfin**

Mr. Woodfin was not in attendance.

**d. Monuments & Granite Markers – Jim Spain**

A list of monuments created by the former Commission chair was provided along with a map noting the locations of the monuments. Mr. Spain stated that he will continue to update the list.

Mr. Spain stated that he has been made aware that there may be another monument on the island in Penacook from 1920. In addition, he is also still planning to visit the storage area for artifacts; however, this has been delayed due to Covid-19. Ms. Shank suggested a write up be submitted for the City Manager's newsletter asking the public for assistance or information in locating additional monuments.

**9. Any other business to come before the Commission**

**a.** Correspondence – no new correspondence

**b.** Attendance - Next meeting is October 1, 2020.

**10. Adjournment**

There being no further business to come before the Commission, Mr. Spain motioned to adjourn the meeting. Mr. Dunn seconded the motion. The motion passed unanimously at 5:42 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist