

HERITAGE COMMISSION  
Meeting Minutes  
January 5, 2012

The Heritage Commission held its regular monthly meeting in the City Council Chambers, at 37 Green Street, Concord, New Hampshire, on Thursday, January 5, 2012, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

Chairperson Donovan called the meeting to order at 4:31 p.m.

Present at the meeting were Chairperson Donovan, Members Elizabeth Durfee Hengen, Carol Brooks, Marilyn Fraser, Robert V. Johnson II, and Dr. Bryant Tolles. City Planner Gloria McPherson and Administrative Specialist Donna Muir were also present.

Chairperson Donovan elevated the alternate members to full member status for the meeting.

2. Minutes of the December 1, 2011 meeting:

The Commission considered the minutes of the December 1, 2011, Heritage Commission meeting. A motion was made by Ms. Brooks to accept the minutes as presented and seconded by Ms. Fraser. Motion carried unanimously.

3. New Business:

*a. City's plans for 10 Prince Street*

Chairperson Donovan invited Matthew Walsh, the City's Assistant for Special Projects, to talk with the Heritage Commission regarding the City's plans for the 10 Prince Street property. Mr. Walsh stated that the City recently purchased the late 19<sup>th</sup> century New Englander, which consists of approximately 3,000 square feet including the basement. He provided the Commission with a spreadsheet outlining the various options that the City Council will consider at their February 2012 meeting. Mr. Walsh explained that the building was in less than desirable shape, and there is nothing unique about the building, which is surrounded by parking lots. Mr. Walsh described for the Commission how the sale of the property to the City came about and how this purchase fits into the City's long-term plan for the future of the City Hall Complex.

Mr. Walsh stated that he would be applying for a demolition permit and that the City would be preparing a request for proposal to have the building moved from the site, if anyone was interested in saving and moving it.

The Commission expressed concern as to what would happen to the area around the property, as it is sandwiched between two historically different areas, and it was generally agreed that the residential edge of North Spring Street should be kept intact as a buffer to the residential area west of the municipal complex. Mr. Walsh agreed that this was important.

*b. Election of Officers*

Chairperson Donovan turned the meeting over to Ms. McPherson to proceed with the nominations for the Chair of the Heritage Commission. Ms. McPherson opened the floor for nominations. Ms. Hengen nominated Phil Donovan for another term as Chair, and Ms. Brooks seconded the nomination. As there were no further nominations, Mr. Johnson moved that the nominations be closed and that the City Planner be instructed to cast one ballot for Phil Donovan for Chair. Ms. Brooks seconded the motion. Ms. Hengen stated that Mr. Donovan has done a terrific job in the past four or five years as Chair of the Commission. She stated that he stays on top of the issues and works well with the Commission members, colleagues, as well as the public. The motion carried unanimously. Ms. McPherson then turned the meeting back over to Chairperson Donovan.

Chairperson Donovan opened the floor to receive nominations for the position of Vice Chair of the Heritage Commission. Ms. Fraser nominated Fred Richards for another term as Vice Chair, and Ms. Brooks seconded the nomination. As there were no further nominations, Mr. Johnson moved that the nominations be closed and that Chairperson Donovan be instructed to cast one ballot for Mr. Richards for Vice Chair. Ms. Brooks seconded the motion. As Mr. Richards was not present, the Chair stated that Mr. Richards has expressed his interest in continuing as the Vice Chair. The motion carried unanimously.

*c. Referral to the Planning Division from City Council regarding Councilor Shurtleff's request for a zoning change, Residential Open Space (RO) to Historic District (HI), for the area of Stickney Hill Road, beginning at Millstone Drive and traveling westerly to the Hopkinton town line*

The Chair stated that Councilor Shurtleff was unable to attend this evening's meeting, which would make discussion more difficult, as this referral has raised a number of issues and questions. He stated that there has been lots of activity in the Stickney Hill area with a barn easement being placed on one property and a proposed conservation easement under agreement on another property.

The Commission agreed that there were a lot of questions that needed to be answered, and wondered if the referral might be premature. Some of the discussion centered on the need for public education and conversations with the property owners in the area of Stickney Hill. It was noted that some of the property owners were not happy that they found out about the proposed historic district through the newspaper. There were also discussions as to other avenues that could be looked into, such as Neighborhood Heritage Districts, which would help protect the areas' historic character, as well as its agricultural character.

Ms. McPherson stated that she is working with the City's Code Enforcement Division to develop a list of questions to discuss with Councilor Shurtleff before a response from Community Development is provided to the City Council regarding this referral. The Heritage Commission stated that they are very interested in creating some sort of protection for the area and want to be involved as a historic district would come under the Commission's purview.

*d. CLG Grant for 19<sup>th</sup> Century Manufacturing Facilities – South Main Street Project – Selection of Grant Consultant*

Chairperson Donovan stated that a meeting was held with members of the Heritage Commission, Planning Division staff, the grant consultant, and staff of the NH Division of Historical Resources. He reported that discussion at the meeting included the scope of work, schedules, and the format for the final product.

- e. National Register Determination of Eligibility – NH Department of Employment Security, 32-34 South Main Street*

Chairperson Donovan stated that the Employment Security building on South Main Street has been determined eligible for placement on the National Register.

- f. Consideration of the NHDHR Project Review of 94 Manchester Street – Construction of additions to Team Kia*

Chairperson Donovan explained that this item was provided for information only and that no further action by the Commission was necessary.

- g. Consideration of the NHDHR Project Review of 212 Fisherville Road – Demolition of House and Garage*

Chairperson Donovan explained that this item was provided for information only and that no further action by the Commission was necessary.

4. Old Business:

- a. Heritage Commission Sign Program*

Ms. Brooks stated that there is another workshop scheduled for January 18<sup>th</sup> from 4:30 p.m. to 6:30 p.m. She stated that the workshop would not be open to the public as the workshop would be limited to some of the 22 individuals who have been on the waiting list from previous workshops.

Ms. Brooks stated that Concord Community TV (CCTV) is hosting their annual telethon on April 15<sup>th</sup> and she was asked if the Heritage Commission would like to be part of the telethon. There are two parts of the telethon – one section for nonprofits and another section for government entities. The purpose of the telethon is to provide information to the viewers about various programs within the City.

Ms. Brooks stated that she would like to do a presentation regarding the Heritage Sign Program, possibly including some sign owners discussing their experience in obtaining a sign for their property. The Commission all agreed that it would be beneficial to highlight the sign program during the telethon.

The Commission discussed whether there would be enough time to prepare a separate presentation regarding the Heritage Commission. Ms. Hengen suggested that depending on the amount of time allotted for the presentation, a presentation on the barn easements may also be appropriate. The Commission agreed that the barn easement program is something of interest to the public and would be a good possibility either this year or in the future, and that Ms. Brooks would follow up with CCTV to

see how much time would be allotted for the possibility of showcasing more than just the sign program.

*b. Isaac Hill Monument*

Mr. Johnson stated that he has continued to speak with Sarah of Perry Monuments regarding the Isaac Hill monument. He said that it cost Perry Monuments \$400 to have the base of the monument cut. The Chair explained to Mr. Johnson, who was not in attendance at the previous Heritage Commission meeting, that Mr. McConaha had done some additional research regarding the placement of the monument, and that the Commission agreed that the monument and an interpretive marker be installed in the alcove at the entrance to Eagle Square. The Chair reported that he had forwarded this information to Carlos Baia, the Deputy City Manager, who stated that an official request for placing the monument from the Heritage Commission to the City would be necessary.

5. Any other business to come before the Commission.

*a. Heritage Commission membership*

The Commission discussed vacancies on the Commission, reappointments, which are made by the City Manager, and updating of Commission members' contact information.

There being no further business to come before the Commission, a motion was made by Councilor Shurtleff and seconded by Dr. Tolles to adjourn the meeting. The motion carried and the meeting adjourned at 5:39 p.m.

A TRUE RECORD ATTEST:

Donna Muir  
Administrative Specialist