

**HERITAGE COMMISSION**  
**Meeting Minutes**  
June 7, 2012

The Heritage Commission held its regular monthly meeting in the Second Floor Conference Room in City Hall, 41 Green Street, Concord, New Hampshire, on Thursday, June 7, 2012, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

The Chair called the meeting to order at 4:30 p.m.

Present at the meeting were Chair Phil Donovan, Members Dr. Bryant Tolles, Robert V. Johnson II, Carol Durgy Brooks, Marilyn Fraser, James McConaha, Frederick Richards, Elizabeth Durfee Hengen, and City Councilor Steve Shurtleff. City Planner Gloria McPherson and Administrative Specialist Donna Muir were also present.

City Engineer Ed Roberge, Engineering Division Project Manager Jeff Warner, and retired State Architectural Historian James Garvin were present.

2. Minutes of the May 3, 2012 meeting:

The Commission considered the minutes of the May 3, 2012, Heritage Commission meeting. The Chair thanked Mr. McConaha for a great job in preparing the minutes.

A motion was made by Mr. Johnson to accept the minutes as written, and seconded by Mr. Shurtleff. Motion carried unanimously.

3. New Business:

*a. Ed Roberge, City Engineer – presentation regarding the Sewall Falls Bridge*

Mr. Roberge stated that the City's Engineering Division is in the final design process regarding the Sewall Falls Bridge. In 2010, the City Council approved maintaining the existing structure and building a new one-lane bridge to the north of the existing bridge.

Mr. Roberge explained that the NH Department of Transportation never conducted a structural analysis of the Sewall Falls Bridge, and the City hired Clough Harbour Associates (CHA) to prepare an analysis. CHA found that the existing bridge could be rehabilitated to a one-lane bridge; however, it would not be feasible to include a sidewalk without significant replacement of the existing truss steel.

Mr. Roberge discussed the various options available:

1. Use the existing plan, which includes adding a sidewalk on the new bridge structure and not the existing truss bridge.
2. Keep the existing bridge for use by pedestrians and build a new two-lane bridge with shoulders and sidewalks for vehicular and pedestrian traffic.
3. Cut the existing bridge in two, separating the trusses to widen it to 2 lanes plus an interior sidewalk, and replacing the overhead members with longer ones to connect the two sides, which would maintain the appearance, though not the structural integrity, of the trusses.
4. Demolish the existing bridge and build a new two-lane bridge, using the trusses from the existing bridge as a façade.
5. Record and document the bridge and remove it from the site.

Mr. Garvin reported that he worked on this project while he was the State Architectural Historian. He explained that when federal funding is involved, additional rules apply. He stated that part of these rules require that everything possible must be done to maintain the integrity of the bridge. He also explained that the working trusses must be maintained as working trusses.

Mr. Roberge stated that there was no decision being asked of the Heritage Commission at this point, and that he would return with additional information to the next Heritage Commission meeting.

*b. Concord's 250<sup>th</sup> Birthday Celebration – presentation by Brent Todd*

The Chair stated that the 250<sup>th</sup> birthday celebration is still a couple of years away but he wants to keep the item on the agenda so that it stays on the Heritage Commission's radar.

*c. The South Main Street 19<sup>th</sup> Century Manufacturing Facilities CLG Grant Project*

The Chair stated that the final surveys have been completed on this grant; however, the public education component of the grant remains. He explained that in the past a public forum was held to complete the grant requirements. A suggestion was made that outreach to building owners, to share the information about their surveyed properties, could be an additional part of the education component. The Chair will speak with the grant consultant, Lisa Mausolf, to discuss the education component.

*d. Discussion of Community Planning Grant Application*

The Chair reported that he and Mr. Richards attended the forum for the Community Planning Grants, as the Heritage Commission had spoke about applying for a grant to implement the Neighborhood Heritage Districts. The Commission discussed going forward with an application for the grant, but Ms. McPherson stated that the deadline to obtain City Council approval for the Neighborhood Heritage Districts grant has passed.

Ms. McPherson stated that the City Planning Division is applying for a Community Planning Grant to develop architectural and sign standards for the historic downtown area. She asked if the Heritage Commission would be interested in writing a letter of support for the grant. The

Heritage Commission decided that it would be appropriate for the Heritage Commission to write a letter supporting the grant application.

*e. Stickney Hill Road Neighborhood Heritage District.*

The Chair reported that he, Mr. McConaha, and Ms. Hengen met with the neighbors at Stickney Hill Road. He stated that the neighbors were very receptive, with the exception of one of the property owners on Stickney Hill who had concerns. He noted that most of the concerns were due to either a lack of information or misinformation.

The Commission members outlined the requirements for National and State Register listing, barn preservation easements, and neighborhood heritage districts, as well as provided the neighbors with resources for historic maintenance of their properties.

The neighbors expressed interest in having a meeting amongst themselves to talk about what they want to preserve in the neighborhood's character.

*f. Isaac Hill Monument – process for public records and Right-to-Know requirements*

Ms. McPherson stated that there was some confusion surrounding the Isaac Hill plaque, as email conversations regarding the wording for the plaque were not shared with Planning Division staff. Ms. McPherson stated that in addition to the importance of keeping the Planning Division informed, the requirements of the state's Right-to-Know laws stipulate that sequential email conversation among board and committee members may constitute a meeting, and a record of those meeting must be kept as they are part of the public record.

The Chair explained that this was something that the Commission members know; however, a reminder is needed every so often. He reminded the Commission to be sure to copy Ms. Muir on emails pertaining to the Heritage Commission, as she is the "keeper of the records for the Heritage Commission."

*g. Bindery Documentation*

Ms. McPherson stated that she received a phone call from Opeechee Construction regarding the schedule for the abatement and demolition of the Bindery Building. She asked the Commission if the documentation was completed.

Mr. McConaha reported that all the photo documentation for the Bindery building has been completed, with the exception of the part of the building at which Tom Ives' business is still located. Once that portion of the building has been emptied, Mr. McConaha stated that the photographers will finish filming.

Ms. McPherson will pass that information along to Opeechee.

4. Old Business

*a. Demolition Review Committee Report*

Mr. Richards stated that he still needs to talk with Matt Cashman, Concord School District's Facilities and Planning Director, regarding the house on Rumford Street that the School District recently purchased.

*b. Heritage Sign Program*

Ms. Brooks reported that another sign workshop was held on May 30<sup>th</sup>, with five people in attendance. She explained the Sign Committee has decided to review how they should move forward and to perhaps find other ways to educate people regarding the research of their property.

Ms. Brooks stated that CCTV had provided a video of the program she did regarding the Heritage Sign Program, which the Heritage Committee viewed. She reported that CCTV would be airing the program off and on throughout the year.

There being no further business to come before the Commission, a motion was made by Mr. Johnson and seconded by Ms. Brooks to adjourn the meeting. The motion carried and the meeting adjourned at 6:11 p.m.

A TRUE RECORD ATTEST:

Gloria McPherson  
City Planner

Gm/djm