

HERITAGE COMMISSION
Meeting Minutes
December 7, 2017

The Heritage Commission held its regular monthly meeting at City Hall, 41 Green Street, Concord, New Hampshire, on Thursday, December 7, 2017 at 4:30 p.m.

1. Call to Order and Seating of Alternates

Chairman Donovan called the meeting to order at 4:30 p.m.

Present at the meeting were Chair Phil Donovan, Vice-Chair Frederick Richards, members Robert Johnson, Richard Woodfin, Bryant Tolles, Jr., Richard Jaques, and Carol Durgy Brooks. City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance.

2. Approval of Minutes of November 2, 2017

Mr. Jaques moved to approve the November 2, 2017 minutes with minor edits. Ms. Brooks seconded the motion. The motion passed 6/0/1. Mr. Woodfin abstained as he was not at the meeting.

3. New Business

a. Demolition Delay Ordinance

Code Administrator Mike Santa was present to participate in the discussion. Ms. Shank handed out the original draft of the Demolition Delay Ordinance, which was written in 2015 by Zoning Administrator Craig Walker, and a revised draft, which were a result of a recent discussion with Mr. Donovan, Mr. Richards, and Mr. Walker.

The Commission reviewed the proposed changes and discussed how broad the Commission's mission should be interpreted in terms of features in the landscape that it can review. Ms. Shank will check the RSAs for reference.

The procedure of permitting and notifications was discussed. Ms. Shank explained the time frame for notifications of public hearings for proposed demolitions. The time frame for posting signage was also discussed and members suggested that the time frame be changed as they felt that 48 hours was not ample time. Mr. Johnson suggested that abutters be notified for demolitions. Ms. Shank noted that the RSAs require that the property be posted for notification, not that abutters be notified. At this time, there were no changes made to notify abutters.

Ms. Shank will amend the document accordingly and present the final draft for the next meeting.

4. Demolition Review

a. Committee Report

Mr. Richards provided a brief update regarding the South Street demolition. He explained that the house and barn were attached and after an assessment of the property, there were serious structural issues. He added that there were no other requests to review.

5. Follow up Items

a. Inventory of Historic Granite Markers – Continuing Project

Mr. Donovan stated that he will continue to work on the inventory project.

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b. Social Media –Follow up from Mr. Woodfin - Flicker

Mr. Woodfin stated that he is continuing to work on this project.

c. Website Updates

A brief explanation was given regarding changes and upgrades to the website. Members were asked to look at the website and to look at other towns for Heritage Commission pages and bring some ideas. A work session was scheduled for January 24, 2017.

d. Sewall's Falls Bridge MOU – Durgin Garage Panels

Ms. Shank stated that Mr. Roberge is leaving the City and encouraged the Commission to follow up with the MOU for the Sewall's Falls Bridge pertaining to the Durgin Garage project for historic sign panels. She added that Ms. Hengen and Mr. Walsh may attend the January meeting to continue discussions.

6. Review of Correspondence

All correspondence was distributed and reviewed. No action was required.

7. Any other business to come before the Commission

a. New Chair and Membership

A discussion was held regarding the number of members for the Commission and the terms. Ms. Shank will check with the City Solicitor's office regarding the number of members and if the Planning Board member and Council Members are included in the count.

Mr. Woodfin stated that he has suggested Jim Spain as a new member and Mr. Spain has met with the City Manager.

Members' terms that are expiring as of December 31, 2017 are Mr. Johnson and Mr. Jaques. Mr. Jaques stated that he would like to be re-appointed to the Commission for another three year term.

A discussion was held regarding chairman responsibilities. Mr. Johnson moved to nominate Mr. Jaques as *pro-tem* chair for *January* 2018. Ms. Brooks seconded the motion. Mr. Jaques agreed to accept the nomination of *pro-tem* chair for January. The motion passed 6/0/1. Mr. Jaques abstained.

8. Adjournment

There being no further business to come before the Commission, Chairman Donovan adjourned the meeting at 6:05 p.m. The Commission thanked Mr. Donovan and Mr. Richards for their many years of service to this Heritage Commission.

Respectfully Submitted,
Lisa Fellows-Weaver Administrative Specialist