

## **HERITAGE COMMISSION**

### **Meeting Minutes**

**February 1, 2018**

The Heritage Commission held its regular monthly meeting at City Hall, 41 Green Street, Concord, New Hampshire, on Thursday, February 1, 2018 at 4:30 p.m.

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

Pro-Tem Chairman Jaques called the meeting to order at 4:30 p.m.

Present at the meeting were Pro-tem Chair Richard Jaques, members Jim Spain, Robert Johnson, Richard Woodfin, Bryant Tolles, Jr., Carol Durgy Brooks, and alternate Sarah Galligan. Staff present included City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver.

A discussion was held regarding alternate members being sat for councilor seats. It was determined that alternates cannot be sat for councilors. For this meeting the voting designation is as follows:

Richard Jaques, Jim Spain, Robert Johnson, Richard Woodfin, Bryant Tolles, Jr., and Carol Durgy Brooks.

#### **Non-Public Session**

Mr. Woodfin made a motion, second by Ms. Brooks, to enter into a non-public session, to meet with legal council, per RSA 91-A:3,II(1). The motion passed by a unanimous vote at 4:32 p.m.

Mr. Woodfin made a motion, second by Mr. Johnson, to come out of non-public session at 5:37 p.m. The motion passed unanimously.

Mr. Woodfin made a motion, second by Mr. Johnson, to seal the minutes of the non-public session, per RSA 91-A:5, IV. The motion passed unanimously.

#### **2. Election of Officers: Heritage Commission and Demo Review Committee**

A discussion was held regarding the officers. Mr. Jaques stated that he thought the motion in December was to make him Chair pro- tem for January, not permanent Chair as the minutes indicated. Other members had a similar recollection. Since the January meeting was cancelled due to inclement weather, Mr. Jaques stated that he would conduct the February meeting and offered to continue as Chair for the year, if there were no others interested, noting his time constraints.

Mr. Johnson made a motion nominating Mr. Jaques for Chairman through December 2018, second by Mr. Woodfin. With no other nominations, the motion passed 5/0/1. Mr. Jaques abstained.

Mr. Johnson made a motion nominating Mr. Spain for vice-chair through 2018, second by Ms. Brooks. With no other nominations, the motion passed 5/0/1. Mr. Spain abstained.

Ms. Galligan left at 5:55 p.m.

Additional discussion was held regarding the officers for the Demolition Review Committee. Mr. Woodfin made a motion nominating Mr. Johnson for Chairman for the Demolition Review Committee through December 2018, second by Mr. Tolles. With no other nominations, the motion passed unanimously.

#### **3. Approval of Minutes**

##### ***December 7, 2017 – Regular Meeting***

Mr. Johnson moved to approve the December 7, 2017 minutes, as amended. Mr. Woodfin seconded the motion. The motion passed 5/0/1. Mr. Spain abstained as he was not a member of the Commission at this time.

## HERITAGE COMMISSION

### Meeting Minutes

February 1, 2018

#### *January 24, 2018 – Special Meeting to discuss the website*

Ms. Brooks asked for the minutes to clarify discussion pertaining to the sign program. Mr. Spain moved to approve the January 24, 2018 work session minutes, as amended. Mr. Woodfin seconded the motion. The motion passed 4/0/2. Mr. Jaques and Mr. Johnson abstained as they were not at the meeting.

#### **4. New Business**

##### ***a. Northern Pass***

Mr. Johnson noted the Commission's prior decision to not provide comments relative to Northern Pass activities. Based on the recent request from Legal to provide input, and the denial of the SEC the Commission, he suggested they amend that decision. The group concurred. Mr. Johnson made a motion that the Heritage Commission objects to the Northern Pass proposal and the Commission will submit any necessary items to the State of NH, and Federal Government in opposition to Northern Pass. Ms. Brooks seconded the motion. The motion passed unanimously.

##### ***b. Demolition Delay Ordinance***

This item was postponed to March 1, 2018.

#### **5. Demolition Review Committee**

##### ***a. Report***

Mr. Johnson stated that there was nothing new to report.

##### ***b. Commission Members***

Members of the Demolition Review Committee are as follows:

Chair Bob Johnson, Vice-Chair Jim Spain, Member Bryant Tolles, Alternate Rick Jaques, and Alternate Rich Woodfin

#### **6. Follow-Up Items**

- a. Inventory of Historic Granite Markers*** – Members suggested removing this item from the agenda until an update is received from Phil Donovan.

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

Mr. Woodfin provided an update to the Commission regarding the Flicker website and pictures. He stated that he created a Facebook group in the anticipation of finishing the photography items. Staff will research the City policy regarding Facebook and look into having a link to the Flicker site.

##### ***c. Website Update***

Ms. Brooks requested that the vendor present a preliminary example of the updated website to the Commission prior to the site going live. Ms. Shank explained that the vendor would not be providing any type of presentation. Discussion ensued, and staff noted that the materials on the website could be amended after the launch.

- d. Durgin Garage Historic Sign Panels*** – Matt Walsh and Liz Hengen (March 1, 2018)

Ms. Shank stated that Matt Walsh is currently researching if anything can be installed on the walls of the new stairwell. She stated that Mr. Walsh and Ms. Hengen may meet with the Commission next month.

## **HERITAGE COMMISSION**

### **Meeting Minutes**

**February 1, 2018**

#### **7. Review of Correspondence**

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

#### **8. Adjournment**

There being no further business to come before the Commission, Mr. Woodfin motioned to adjourn the meeting at 6:43 p.m. Ms. Brooks seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist