

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**December 6, 2018**

The Heritage Commission held its regular monthly meeting at City Hall, 41 Green Street, Concord, New Hampshire, on Thursday, December 6, 2018 at 4:30 p.m.

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

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

Present at the meeting were Chair Richard Jaques, Vice Chair Jim Spain, Councilor Allan Herschlag, Members Rich Woodfin, Robert Johnson II, Bryant Tolles, Carol Durgy Brooks, and Alternate Sarah Galligan. Staff present included City Planner Heather Shank, and Administrative Specialist Lisa Fellows-Weaver.

**2. New Business**

**Historic Photo Repository**

Library Director Todd Fabian met with the Commission along with Library staff Ashley Miller and Robin Bailey to discuss whether the Library could house a combined repository holding both Heritage Commission and Library resources. Ms. Shank stated that they were invited to meet with the Commission to discuss alternative means for archiving historic photos among other resources.

Mr. Woodfin explained the current repository of photos consists of about 100 homes and buildings throughout the City that have been demolished. Ms. Shank stated that there are many different resources and surveys that include photos yet they are not well organized and are not currently accessible in the same location and/or form. Ms. Miller explained that they have a lot of photos digitally, and a volunteer scans photos as needed; however, there is not a publicly accessible database at this time.

Members agreed that the materials should be accessible to the public and hopefully organized in logical categories. Ms. Shank questioned whether a consultant should be hired to develop a database. It was suggested that a recommendation or request be made to Council. Mr. Fabian stated that he will speak with IT to see what is necessary to begin. He requested that a list of documents be made. Ms. Shank noted that providing the digital photos to Library staff that Heritage currently has would be an easy first step, though the photos would not be publicly available at this time. Mr. Fabian agreed.

Ms. Brooks noted that valuable information and photos are submitted to the City through the Heritage Sign Program. It would be appropriate to add the information to the site as well. She also noted that there are links on the City's website to access historic materials on the Library's site. A discussion was held regarding the content of sign applications and possible privacy issues posting pictures online that residents have submitted. Ms. Brooks explained that typically pictures are only showing the exterior of the house, so there would not be concerns about interior pictures being posted or privacy issues.

Mr. Johnson noted that the Commission also has photos that members have taken of structures that have gone through the demolition review process and either been demolished or are proposed to be demolished. These should also be similarly stored and publicly available as well.

Mr. Fabian stated that he will look at what is available now in terms of databases or file organization. He will also check with IT to see how to move forward and what can be done now with the website. He plans to report back to the Commission. Mr. Woodfin will forward the Flickr site information to Mr. Fabian.

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**3. Approval of Minutes**

Mr. Spain moved to approve the November 1, 2018 minutes. Mr. Woodfin seconded the motion. The motion passed; 6/0/1. Ms. Brooks abstained as she was not at the meeting.

**4. Demolition Review Committee Report**

Mr. Johnson stated that there were no new applications received for the month of November and nothing new to report to the Commission.

**5. Follow up Items**

**a. CLG Grant Letter of Intent**

Ms. Shank reviewed the content of the letter of intent submitted to the New Hampshire Division of Historical Resources for the upcoming grant funding. The letter described the Commission's desire to hire a consultant to help identify areas of the City that may be considered to be of significant character. She noted that DHR staff will send examples of similar studies that were conducted by other NH communities to assist with the RFP but that she had not received that information yet.

**b. Sewalls Falls MOU**

Ms. Shank summarized a meeting with City Engineer David Cedarholm, Liz Hengen, and McFarland Johnson to discuss the scope of work and design costs. She stated that Mr. Cedarholm expressed concern with project management as he has limited time to oversee this project. McFarland will be providing a quote to the Commission for the design, fabrication, installation, and project management. Ms. Hengen will provide estimates for the cost of generating content for the sign.

Ms. Shank stated that the concept they discussed was for a podium style sign that would be shaped either as a basic rectangle, or fabricated with some type of train outline feature. Ms. Brooks asked about the concept discussed months ago to have a clear sign with an image engraved as one is looking at the site. Ms. Shank noted that it was difficult to get a sense of how that option would work because it could be very costly. She suggested that the Commission follow up with asking about more creative options once the initial quote is received. Mr. Spain suggested that if a train image is used, it should reflect something that is specific to Concord.

This item was continued to next month awaiting the estimates.

**c. New Book – Economics of Historic Preservation**

Ms. Shank stated that the **Economics of Historic Preservation** book has been received and was passed around for review. She explained that the book was ordered based on conversations that were held when Nadine Miller attended the Commission's meeting. The book was a recommendation by Ms. Miller relative to historic preservation. She suggested that members could borrow the book and return it when through.

**d. Commission Appointments**

Ms. Weaver noted that Mr. Johnson's appointment is expiring. All other members' terms do not expire this year. Mr. Johnson confirmed that he would stay on the Commission for another term.

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6. **Review of Correspondence** - No action was necessary for new correspondence.
7. **Old Business**
  - a. **Alternate Members Update – Chairman Jaques**

This item was continued to the next meeting.
  - b. **Website**

Ms. Shank stated that staff is still working on the site.
  - c. **Demolition Delay Ordinance**

A work session was scheduled for February 12, 2019, at 4 p.m. to work on the ordinance. Members will forward their suggested comments and revisions to staff prior to the meeting. Staff will email each member's materials to members.
8. **Any other business to come before the Commission**
  - a. **Election of Officers for 2019** – This Commission will elect officers at the January 3<sup>rd</sup> meeting.
  - b. **Follow-up Letter to Liberty Utilities**

Mr. Spain suggested that staff follow up with Liberty Utilities to reschedule to January, since there was no one present tonight.
  - c. **St. Peters Church Progress**

Mr. Spain asked for an update as to the status of St. Peters. Ms. Shank replied that nothing is progressing at this time.
  - d. **Ruddy Property - 26 Centre Street**

Mr. Spain asked the status of the property at 26 Centre Street. Concern was expressed as to the safety of the structure. Mr. Spain noted that the windows have been removed and the house is now open to the elements. Ms. Shank stated that there are some folks that would like to see the structure torn down and others that would like to see it repaired.
  - e. **Attendance – January 3, 2019**

All members indicated that they will be at the next meeting, January 3, 2019.

**Adjournment**

There being no further business to come before the Commission, Ms. Brooks motioned to adjourn the meeting at 6:00 p.m. Mr. Spain seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist