

## HERITAGE COMMISSION

### Meeting Minutes

June 4, 2020

The regular monthly meeting of the Heritage Commission was held on June 4, 2020, via Zoom, at 4:33 p.m.

Attendees: Present at the meeting were Chair Richard Jaques, Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Bob Johnson, and Alternate Mike Dunn. Rich Woodfin arrived at 4:44 p.m.

Absent: Bryant Tolles

Staff: Heather Shank, City Planner  
Lisa Fellows-Weaver, Administrative Specialist

Guests: Mayor Jim Bouley, Councilor Brent Todd, Councilor Byron Champlin, Liz Hengen, and Frank Lemay

#### **Call to Order**

The meeting was called to order by Chair Jaques at 4:34 p.m. at which time Mr. Jaques read the following statement:

As Chair of the Concord NH Heritage Commission, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Commission is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, we have provided public notice of the necessary information for accessing the meeting, and instructions are provided on the City of Concord's website at: [www.concordnh.gov/planning](http://www.concordnh.gov/planning)

#### **With Regard to providing public access to the meeting;**

We are utilizing the Zoom platform for this electronic meeting. All members of the Commission have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through visiting the following website address: <https://zoom.us/j/181542776>.

If you do not have website access, you may dial the following phone number 929-205-6099 and enter the webinar id 181 54 2776.

For those calling in who want to provide public testimony, *via* the website, you may click on the chat icon to ask, or click "raise hand" to be recognized as authorized by the Chair. For participants, dialing in on a phone, you may dial \*9 to alert the Chair that you want to testify. Please note that testimony only applies to public hearings, and public participation may not be authorized in a public meeting which is not a public hearing.

#### **With Regard to providing the public with a way to alert us about access problems;**

If anybody has a problem, please call 603-225-8515 or send an email to: [planning@concordnh.gov](mailto:planning@concordnh.gov).

#### **With Regard to adjourning the meeting if the public is unable to access the meeting;**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

With that, let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**June 4, 2020**

**Reminder for the public:**

If you have a question or any trouble accessing this meeting please call the planning dept. at 603-225-8515 or send an email to: [planning@concordnh.gov](mailto:planning@concordnh.gov)

For those calling in who want to provide public testimony, *via* the website, you may click on the chat icon to ask, or click “raise hand” to be recognized as authorized by the Chair. For participants, dialing in on a phone, you may dial \*9 to alert the Chair that you want to testify. Please note that testimony only applies to public hearings, and public participation may not be authorized in a public meeting which is not a public hearing.

**Reminder to Commission members:**

- Please mute yourself when not speaking.
- Please raise your hand in the participants section of your Zoom screen.
  - Also, if viewing in gallery view, wave your hand in front of the camera to make sure you are heard.
- In your zoom screen, change your view in the upper right corner from speaker view to gallery view to see all panelists.

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

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

Mr. Spain made a motion to seat Alternate member Dunn to the Commission for this meeting. Seconded by Ms. Brooks.

With a roll call vote, the motion passed unanimously, as follows:

Mr. Jaques – in favor  
Mr. Spain – in favor  
Mr. Johnson – in favor  
Ms. Brooks – in favor  
Mr. Dunn – in favor  
Councilor Kretovic – in favor

**2. Approval of Minutes**

Councilor Kretovic moved to approve the minutes of May 7, 2020, as written. Mr. Spain seconded the motion. With a roll call vote, the motion passed, as follows:

Mr. Jaques – in favor  
Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Dunn – in favor  
Councilor Kretovic – in favor  
Mr. Johnson abstained as he did not attend the May 7, 2020 meeting.

**3. Ad-hoc Committee**

**Ad-hoc Committee Members include:** Mayor Jim Bouley, Councilor Jennifer Kretovic, Councilor Brent Todd, Elizabeth Durfee Hengen, Planning Board Chair Rich Woodfin; Heritage Commission Chair

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**June 4, 2020**

Rick Jaques, Jennifer Goodman from the NH Preservation Alliance, and Frank Lemay from Milestone Engineering.

Councilor Byron Champlin was the spokesperson for the Ad-hoc Committee.

Councilor Champlin stated that the Ad-hoc Committee began meeting in the fall of 2019, prompted by a number of issues that were either being discussed or presented to the Planning Board and/or Heritage Commission during that time. Some of those topics were the future of the Abbott House and Norris House, and the demolition of the Ruddy House.

Councilor Champlin stated that the Committee has spoken to developers as well as staff in order to develop a plan and action steps for the City with the intention of creating a heritage culture in Concord. He reviewed the plan describing three phases, ranked in prioritization that included goals and strategies and execution ideas for Phase I. Phase II included the promotion of the existing heritage inventory data base and exploring the option of establishing a neighborhood heritage districts in the City. This phase would also include the rewrite of the Master Plan. Phase III involved training for Heritage Commission members and included exploring educational and media opportunities. He noted that there may be grant funding for some of the recommendations provided.

Mr. Woodfin arrived at 4:44 p.m.

Councilor Champlin stated that the members of the Ad-hoc Committee are interested in attending a Heritage Commission meeting to talk about the execution of the phases.

Ms. Shank stated that there is funding included in the budget for the Master Plan update. She explained that there is a possibility of getting CLG grant funding for updating the historic district section of the master plan.

Councilor Champlin thanked all of the Ad-Hoc Committee members and thanked the Heritage Commission for the time to present.

**4. New Business**

There was no new business to be address at the meeting.

**5. Demolition Review Committee – Bob Johnson**

Mr. Spain stated that the Demolition Review Committee did have a meeting/site walk; minutes were previously provided to staff. Mr. Spain stated that the meeting occurred at the B & M Railroad Buildings located at 291 South Main Street and Langdon Ave. Mr. Jaques, Mr. Woodfin, and he attended the site walk. They walked the property and all necessary safety measures were taken due to the deterioration of the building as well as COVID-19.

Mr. Woodfin stated that he did photograph the buildings and the pictures have been updated to the gallery. He noted that the site was previously photographed in 2008; it is shocking to see the amount of deterioration over the last 10 years.

**6. Heritage Sign Program – Carol Brooks**

Ms. Brooks stated that no applications have been submitted; however, there have been several inquiries, which she has addressed.

**7. Planning Board Update – Rich Woodfin**

Mr. Woodfin stated that there is nothing new to update relative to the Planning Board for this month.

## HERITAGE COMMISSION

### Meeting Minutes

June 4, 2020

#### 8. Council Update – Councilor Kretovic

Councilor Kretovic stated that Council has been focusing on the budget and the year ahead noting the many challenges presented by COVID-19. She also reiterated the upcoming Master Plan changes and the fact that the heritage section will be an important section.

#### 9. Old Business

##### a. Abbott Village

Ms. Shank stated that there is nothing new to report; the applicant has not submitted any new information of applications.

##### b. Demolition Delay Ordinance

No new meetings have been held or scheduled.

##### c. Historic Photo Repository – Rich Woodfin

No new information is available.

##### d. Monuments & Granite Markers – Jim Spain

Mr. Spain stated that the project is ongoing.

#### 10. Any other business to come before the Commission

a. Correspondence - no new correspondence

b. Attendance - Next meeting is July 2, 2020.

#### Adjournment

There being no further business to come before the Commission, Ms. Brooks, motioned to adjourn the meeting. Mr. Spain seconded the motion. The motion passed unanimously at 4:58 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist