

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**July 2, 2020**

The regular monthly meeting of the Heritage Commission was held on July 2, 2020, via Zoom, at 4:30 p.m.

Attendees: Present at the meeting were Chair Richard Jaques, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Bob Johnson, Bryant Tolles, and Alternate Mike Dunn. Rich Woodfin arrived at 4:40 p.m.

Absent: Vice-Chair Jim Spain,

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

Guests: Councilor Byron Champlin

**Call to Order**

The meeting was called to order by Chair Jaques at 4:30 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**  
**July 2, 2020**

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

Councilor Kretovic 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. Johnson – in favor  
Ms. Brooks – in favor  
Mr. Dunn – in favor  
Mr. Tolles – in favor  
Councilor Kretovic – in favor

**2. Approval of Minutes**

Ms. Brooks moved to approve the minutes of June 4, 2020, as amended. Mr. Tolles seconded the motion. With a roll call vote, the motion passed unanimously, as follows:

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

**3. New Business**

**a. Jean Schwab, Grant Application for NH Department of Military Affairs and Veterans Services**

Jean Schwab met with the Commission to request support for a grant application for the NH Department of Military Affairs and Veterans Services. She explained that the application is to the Conservation (Moose) License Plate Grant Program being submitted to the NH Division of Historical Resources for work that will include the restoration of a historic Civil War-era cannon and caisson. She stated that the cannon and caisson parts were found stored in “The Arsenal” on the NH Army National Guard (NHARNG) State Military Reservation property. Photos, believed to be from the 1940’s, were provided showing the cannons. She stated that once the cannon has been restored it will be displayed in the Arsenal building, which will be renovated, and used as a meeting area and museum space. The restored cannon is planned to be situated in the main room, and would be a beautiful piece of history for the NHARNG community and the public to enjoy. She added that this is an important historical project and requested the Commission support the project with a letter for the grant application.

Mr. Jaques made a motion to send a letter in support of the grant application for the NH Department of Military Affairs and Veterans Services for the restoration of the cannon and caisson parts. Ms. Brooks seconded the motion. With a roll call vote, the motion passed unanimously, as follows:

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

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**July 2, 2020**

**b. Federal Laws Books – Sign out**

Ms. Shank explained that the office received two copies of federal preservation statutes, most likely as a part of the Commission's CLG affiliation. The books are available for sign out by members.

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

Nothing new to report.

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

Ms. Brooks stated that no applications have been submitted; however, she has continued dialogues with a few interested parties.

Dr. Tolles asked how the sign program gets promoted. Ms. Brooks explained that the City's website includes the application and resource materials. There have been workshops in the past; however, the results have not been highly productive due to the amount of work involved in documentation. She suggested placing an advertisement in the Concord Insider or find other ways to incorporate the sign application to help it become a more active program. Ms. Shank suggested adding any information piece to the City Manager's weekly newsletter and adding a statement to the City Facebook page to spread the information. Councilor Kretovic added that the sign program was periodically supported by the Chamber of Commerce, Intown Concord, and the Concord Public Library for special events and workshops that occurred over the years.

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

Mr. Woodfin mentioned a potential development coming to Storrs Street and an ordinance changes due to the project.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic stated that Council had been focusing on the budget, which passed in June.

**8. Ad-hoc Committee Update**

An update was provided by Mr. Jaques. He explained that the Committee has been working on ways to save the City's historical buildings. The Committee is planning to attend the next Heritage Commission meeting in August.

Ms. Brooks requested that any notes from the Committee's meetings be shared to the Heritage Commission members prior to the next meeting.

**9. Old Business**

**a. Abbott Village**

Ms. Shank asked if the Commission would like to keep this item on the agenda. At this time, there is no new information. She explained that the original intent was to make sure the property owner was going to meet the conditions of approval and follow through on the renovations of the house. At this time, the applicant has completed the items per the recommendation of the preservationist. She stated that the applicant is now planning to subdivide; however, nothing has been provided to the Planning Board. She added that there is nothing further proposed to be done to the interior of the house.

Ms. Brooks asked what the Planning Board has done to confirm the final condition of the house and the issuance of CO's should the property be subdivided. What are the plans and the conditions in order to maintain the house? She requested that the item remain on the

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**July 2, 2020**

Commission's agenda until the Planning Board has issued an approval and all of the conditions are met. In addition, she asked if there have been any conditions included in any documentation to maintain the house.

Mr. Jaques agreed to leave the Abbott House on the agenda and the Planning Board representative will continue to update the Commission accordingly.

Mr. Woodfin added that it will get to a point where the charge is complete and the applicant will submit their plans for subdivision or maintenance and go forward. The Planning Board's only hold was that no more building permits could be issued until the work was completed.

Ms. Brooks asked if it has been certified that everything is completed. Mr. Woodfin replied yes; it was addressed at a Planning Board meeting when Mr. Bedard indicated that everything was done. Ms. Brooks asked about the granite posts as the original developer had indicated at the Heritage Commission meeting years ago that he had them and would be installing them. Mr. Woodfin stated that the current owner indicated that the posts location is unknown.

Ms. Shank stated that the exterior renovations and the roof were the items that were able to be addressed. She added that it was intended to have a deed restriction for the house in that it would need to be maintained. Mr. Woodfin added that the City Solicitor did not approve any additional restrictions for either the interior or exterior. Ms. Shank noted that the staff has tried to reach out to the applicant over the past few weeks to get a status report and no response has been received to date.

**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 was not in attendance; however, nothing new was recently provided.

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

**a. Correspondence** - no new correspondence

**b. Attendance** - Next meeting is August 6, 2020.

**Adjournment**

There being no further business to come before the Commission, Mr. Tolles motioned to adjourn the meeting. Mr. Woodfin seconded the motion. The motion passed unanimously at 5:21 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist