

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**May 6, 2021**

The regular monthly meeting of the Heritage Commission was held on May 6, 2021, via Zoom, at 4:32 p.m.

Attendees: Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Dr. Bryant Tolles Jr. and Alternate Mike Dunn. Chair Richard Jaques arrived at 4:37 p.m.

Absent: Bob Johnson

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

Mr. Spain read the following statement into the record:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Heritage 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.

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.

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

The meeting was called to order by Vice Chair Spain at 4:34 p.m.

Ms. Brooks made a motion to seat Alternate Member Dunn to the Commission for this meeting. Seconded by Councilor Kretovic.

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

Mr. Jaques – in favor

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Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Councilor Kretovic – in favor

**2. Approval of Minutes**

Mr. Tolles made a motion to approve the minutes of April 1, 2021, as written. Seconded by Councilor Kretovic.

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

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

*Chair Jaques arrived at 4:37 and resumed as Chair.*

**3. New Business**

**a. Jonathan Hanson, Dept of Corrections, Repair or remove chimneys from Concord Probations and Parole office at 312-314 N. State St.**

Mr. Hanson met with the Commission to discuss repairs to the chimneys at the Concord Probations and Parole office. He stated that the building is a historical resource and has a NH Division of Historic Resources inventory number. The building was part of one of the last farms in the State along the river corridor.

Mr. Hanson stated that he is hoping to obtain the necessary funds for the improvements. He described the land noting that there are 450 acres and gave an overview of the existing structure. He is concerned that they may lose a chimney; it is braced and has been for 50 years. There are signs of crumbling and it is in rough shape. The chimneys are not being used. If the chimneys should need to be removed, they will be rebuilt. Mr. Hanson stated that one estimate he received for the staging alone was over \$6,000. There is also a plan to repair the siding over the next 4-5 years. The interior is intact and there are many unique qualities like a summer kitchen. He stated that he would keep the Commission informed as the project moves forward.

Members thanked Mr. Hanson for bringing this to the Commission.

**b. Interpretive Panel – David Cedarholm**

Mr. Cedarholm, City Engineer, met with the Commission to discuss the interpretive panel installed at the pocket park at Pleasant Street Extension.

Mr. Cedarholm reviewed a handout in response to questions and comments that were expressed by members relative to the panel. He addressed the cost of the project and how the project was constructed. He explained that the project was originally a Memorandum of Agreement (MOA) established to not exceed \$20,000. The final cost was \$19,913. The breakdown was noted as follows:

Content and Layout by Ms. Hengen \$11,600  
Graphic Designs by McFarland Johnson \$4,800  
Production and Installation by Advantage Signs \$3,513

Mr. Cedarholm stated that no additional funding was available to purchase a larger panel or for a larger pedestal that could support the panel at an angled orientation.

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In addition, there were problems with the original location. Placing the panel in between the pocket park and Storrs Street sidewalk conflicted with the signal cabinet and underground utilities. He noted that pedestrian and vehicles on Storrs Street would be looking at the back of the panel in this location, which is blank. Additional constraints prohibited other locations in the area due to the obstruction of snow storage and plowing. The current placement is less likely to be hit by vehicles.

With respect to the former train station, Mr. Cedarholm shared the 1914 Sanborn Fire Insurance Map and stated that the train station was located to the south east of the Storrs Street and Pleasant Street Ext intersection. If facing the panel, a person would only need to turn slightly to the southeast to get an accurate idea of where the train station was located.

Mr. Cedarholm stated that another question was relative to the language on the panel referencing the station as being in front of the reader. He stated that the text of the sign cannot be changed; however, the reader only needs to look at the included aerial image, which orients the reader as to where the former railroad station was located relative to the pocket park. He mentioned that this is the first of what he hopes to be a number of panels honoring the railroad history in the City. He added that the panel will eventually need to be replaced, and at that time the verbiage can be addressed.

Chair Jaques asked if it would be possible to add an additional panel piece with epoxy over this section of the sign. Mr. Cedarholm replied that he asked the sign company if this was a viable option and they explained that it may last a while but overall recommended against it.

Chair Jaques noted that the original proposed location for the panel was to be in the stairwell of the parking garage. He commented that this is a much better location; although the placement is different, it was not an easy issue to address due to safety and other factors.

Members thanked Mr. Cedarholm for attending the meeting and addressing these items.

**4. Demolition Review Committee – Jim Spain**

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

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

Ms. Brooks stated that no new applications have been submitted, no new inquiries, or any responses from interested parties.

**6. Planning Board Update**

Ms. Shank stated that there was no new information to report.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic stated that the MOU with Liberty Utilities and the NH Preservation Alliance has been approved by the City Manager. This will allow for the shoring up of the preservation of the gas holder building.

**8. Old Business**

- **Abbott Village - Heather Shank**

Ms. Shank stated that there was nothing new to report.

- **Demolition Delay Ordinance - Jim Spain**

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

- **Historic Photo Repository**

Mr. Spain stated that he would follow up with Mr. Woodfin.

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- **Monuments & Granite Markers - Jim Spain**

Mr. Spain stated that he is still receiving calls about the markers and monuments as a result of the Concord Monitor article. Chair Jaques added that he too has received some calls as a result of the article.

Mr. Spain noted the recent sale of the stable building for the Abbott Downing Group and asked if there could be anyway to look inside for any artifacts. Councilor Kretovic stated that the building was sold to the School District and at this time, there is no access allowed until a review of the building and asbestos is completed. She added that nothing should be inside the building as the City did have access at one point to remove any items. It was noted that this is a good path for the City to get the Concord Coaches back to Concord as they are not protected in their current location at the Hopkinton Fair Grounds.

Chair Jaques stated that the Penacook Historical Society was contacted by Abbott Downing regarding the possibility of storing the coaches in the Rolfe Barn. He stated that it would be great to be able to see these coaches on display; it has been a very long time.

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

- a.* Correspondence – Information was previously shared regarding an upcoming webinar presented by the NH Division of Historical Resources.
- b.* CLG Grants webinar information was previously shared.
- c.* Attendance - Next meeting is June 3 and July 1, 2021.
- d.* Other – In person Meetings

Chair Jaques asked if there has been an update regarding allowing in person meetings. Councilor Kretovic stated that City Council has discussed this. She stated that the mask mandate is in effect through June 1. The majority of Councilors prefer to stay remote at this time and do not want to rush back to having in person meetings.

Chair Jaques asked if Commission members could receive laptops or iPads to access the meetings similar to other City committees. Councilor Kretovic explained that Councilors meeting materials are posted to a specific software that allows them the ability to access the materials by hyperlinks. She stated that Councilors understand the struggles; however, to have equipment for all committees would be a considerable expense to the taxpayers. Councilors and are respectful of the burdens that people have faced with the pandemic and are being cautious with the expenditures and the budget.

Ms. Shank added that since the pandemic began, most Planning Board and Architectural Design Review Committee members have been using their own personal computers since they are home. The iPads are used for in person meetings to eliminate the need to print large packets of application materials for Planning Board and ADR members.

**10. Adjournment**

There being no further business to come before the Commission, Councilor Kretovic motioned to adjourn the meeting, seconded by Mr. Tolles. The motion passed unanimously at 5:25 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist