

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 7, 2022**

The Heritage Commission held its regular monthly meeting at Council Chambers, 37 Green Street, Concord, New Hampshire, on Thursday, April 7, 2022.

Attendees: Chair Richard Jaques, Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Dr. Bryant Tolles Jr., and Alternate Althea Barton,

Absent: Alternate Mike Dunn

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

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

The meeting was called to order by Chair Jaques at 4:30 p.m.

Chairman Jaques made a motion to seat Alternate Member Barton to the Commission for this meeting. Mr. Spain seconded the motion. The motion passed unanimously.

**2. Approval of Minutes**

Councilor Kretovic moved to approve the minutes of March 3, 2022, as written. Mr. Spain seconded the motion. The motion passed; Ms. Brooks abstained as she was not at the meeting.

**3. New Business**

There was no new business to come before the Commission.

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

Mr. Spain stated that there has been some new activity over the past month for the Demolition Review Committee (DRC). He reported that an application was submitted for the former NH State Employment Security Building at 32 & 34 South Main Street; original structure known as the St. Mary's School for Girls.

DRC members toured the interior and exterior of the property. Mr. Dunn photographed the property for the ongoing cataloging project of demolished City buildings. The photographs will be added to the Heritage Commission's website page currently being updated. Mr. Spain stated that the interior had been gutted due to asbestos removal. The Committee agreed unanimously to approve the demolition.

A discussion was held regarding the processes of the Demolition Review Committee relative noticing, and postings of site walks. The public hearing process was explained and how the DRC comes to their decisions for demolition. Mr. Jaques added that the DRC will either approve demolition based on their findings, request a hearing, or can choose to delay and discuss to approve and recommend demolition or delay to a public hearing.

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

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

Ms. Brooks stated that no new applications have been submitted and there have been no inquiries.

Ms. Brooks provided an overview of the sign program and application process. A general discussion was held noting the signs throughout the City and the information that is available on the website. It was suggested that the sign program be publicized on the City's Facebook page and in the City Manager's Newsletter.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 7, 2022**

**6. Planning Board Update**

Ms. Shank stated that there have not been any projects before the Planning Board with historic resources.

Ms. Shank did state that the recent subdivision application on Abbott Road was approved by the Planning Board with condition. Ms. Barton asked if there has been an application submitted for demolition. Ms. Shank replied not to date; the project is moving forward and the demo process can begin at any time. She added that the intention is to demo the house. Councilor Kretovic added that the plan for the barn is to be sold.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic stated that the Demolition Delay Ordinance passed at the March Council meeting. She noted that the Mayor asked that the Heritage Commission to be more proactive and try to save City properties before they come to demo review. It was suggested that the Commission work to establish important buildings in each neighborhood/district/ward that should be considered to be saved; a top 10 to save. This action would allow efforts to become more proactive.

Councilor Kretovic stated that this could mirror the NH Preservation Alliance’s “7 to Save”. They suggested calling it “The Magnificent 10.”

Members discussed what the purpose of the program would be. Ms. Barton asked if the purpose would be to highlight preservation and/or the historic resources such as Kimball Jenkins. Councilor Kretovic noted that the City never made it known that the Gas Holder building was important, so the utility company was not aware of the community concern until they received pushback from the plan to demolish. The list would help to highlight other resources in the City that are important and should be recognized, or potentially kept from demolition.

Ms. Brook asked if there would be any effects on the demo permit process.

Councilor Kretovic requested members have two addresses of buildings they would want saved for the next meeting.

Members were encouraged to hear that Council wanted them to be more proactive, as this had not been their impression previously.

**8. Old Business**

- **Gas Holder Building**

Ms. Barton provided an update on the continued work for the Gas Holder. She stated that work continues with the structural steel work being done. The work will be ongoing for the next few weeks.

- **Demolition Delay Ordinance**

Chair Jaques stated that the passing of the ordinance was a long time coming. He thanked members and staff for all the work that was put into getting the ordinance passed through Council. He noted that there is still more work to be done.

This item will be removed from the agenda.

- **Historic Photo Repository**

Councilor Kretovic stated that the repository was approved and she is targeting May 1 as the go live date. She will add the Gas Holder video done by Ms. Barton. Ms. Brooks suggested that

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 7, 2022**

pictures of the Magnificent 10 be incorporated as they have been categorized for the Repository.

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

Mr. Spain stated that he and Mr. Dunn will resume visits very soon. They will start off with visiting property that was civil war training grounds. They will document and photograph the property over the next few weeks.

Mr. Spain referenced the former stables purchased by the City and requested there be a small group allowed to visit the property and interior of the building as he believes that there may be historical items that belong to the City inside. Councilor Kretovic stated that the process of ownership has not been finalized to date.

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

*a. Correspondence*

- U.S. Cellular – 136 North Main Street

Ms. Shank distributed correspondence relative to the proposal for rooftop antennas at 136 N. Main Street. She stated that the applicant is required to send out the notice due to potential effects to historic properties to seek input if there will be any effect. Materials included a map of the area and renderings of the existing structure as well as renderings from other areas along Main Street that may provide some view or visual effects. She stated that if there are any concerns the Commission can provide comment.

After review, members did not see any potential visual effects and chose not to comment.

*b. Other*

- American Rescue Plan Act Resources (ARPA)

Ms. Barton stated that she spoke to the City Manager regarding the Build Back Springfield idea and funding options. She explained that the City has received ARPA funds and at this time, the funds have already been appropriated. There is the possibility of creating a fund similar to the Conservation Commission's land fund and the Commission could send an inquiry to City Council. She will look for other examples of how it is done elsewhere.

Councilor Kretovic explained how Mainstreet Concord encouraged historic preservation of the downtown district. The Capital Regional Development Council facilitated low interest loans for improvements of the City's historic buildings. Several local banks provided loans at below prime rates. That mission changed the City and increased the value of the downtown. Discussion ensued relative to the potential of CDBG and other grant funds being available. Ms. Barton stated that she would write up a proposal and send to Chair Jaques for review for an upcoming Commission meeting.

**10. Adjournment**

There being no further business to come before the Commission, Ms. Brooks made a motion to adjourn at 6:00 p.m. Councilor Kretovic seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist