

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**May 4, 2023**

The Heritage Commission held its regular monthly meeting at Council Chambers, 37 Green Street, Concord, New Hampshire, on Thursday, May 4<sup>th</sup>, 2023.

Attendees: Chairman Richard Jaques, Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Mike Dunn and Carol Durgy Brooks

Absent: Dr. Bryant Tolles Jr. and Alternate Althea Barton

Staff: Heather Shank, City Planner  
Alicen Twardosky, Administrative Specialist  
Tracey Hutton, Zoning Administrator

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

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

**2. Approval of Minutes**

Vice Chair Spain made a motion to approve the minutes from April 6, 2023 with the amendment that Ms. Brooks was not in attendance. Mr. Dunn seconded the motion. All in favor. The motion passed unanimously.

**3. New Business**

a. Tracey Hutton – Demolition Review Ordinance

Ms. Hutton stated that her intent in implementing the ordinance is to maintain consistency with the process. Demo permits are submitted to Rose Fife. A letter is then sent to the applicant for sign-off. A copy of this letter goes to Ms. Hutton. She then starts the process, i.e. notifying the Demo Review Committee. When the Committee schedules a public hearing, Ms. Hutton places an 8x11 laminated sign on the structure proposed to be demolished for notification. Members noted that a larger wood sign used to be posted on the property which had better visibility and provided better notification to abutters and community members passing by. Ms. Hutton said she hasn't seen this and doesn't know where it is. Vice Chair Spain will reach out to the former Zoning Administrator, Craig Walker, to see if he knows where the larger plywood sign is and how it was posted. The City's public information officer is now also noticing the demolition review public hearings in the City Manager's Newsletter to increase awareness of demolitions.

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

- a. 16 Dunbarton Road (St. Paul's) did not get approved by the Demolition Committee but the application has been finalized. No one from the public showed to the meeting. It will be demolished after the 90-day waiting period. The Committee is concerned about demolition of the fence, original to Dunbarton Road, and asked them to move it or preserve parts of it. They also requested the opportunity to take pictures of the building's interior before it is demolished.
- b. St. John's, Christ the King, site was visited about a week ago. They are requesting to demolish the current food pantry building to build a kitchen that is estimated to feed 6,000 meals per month. The Commission feels any details that would have been worth preserving have been lost in prior changes. The Demolition Review Board is not against this property renovation.
- c. 294 South Street is the most recent application. The request is to tear down the house, not the barn. Vice Chair Spain will coordinate an on-site meeting for the beginning of next week.

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

Ms. Brooks stated that the two people she has been working with answering questions are still working but asking less questions. She has not been given a date of completion at this time.

**6. Planning Board Update – Heather Shank**

Ms. Shank shared that a project is upcoming at 103 Old Loudon Road that may involve a demolition. No application has been submitted yet to Planning. The ZBA has granted variances needed. The property owner informed Ms. Shank that the building is on the National Register and asked questions regarding demolition. Ms. Shank clarified that being on the National Register does not prevent an owner from demolishing a property, it only raises awareness of the property and may qualify a property for certain funds if any are available. She also noted that the State only has authorization with regard to historic properties where state funds are being requested for a project.

**7. Council Update – Councilor Kretovic**

Elizabeth Gurley Flynn’s historic marker was placed last week. Councilor Kretovic shared public comments that have been shared regarding the sign.

**8. Old Business**

a. Magnificent Ten

Chairman Jaques sent out the survey today to consider one the next three Thursdays (May 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>) for a possible meeting date.

b. Gas Holder Building

Councilor Kretovic told the Commission that the National Historic Society, working with Althea Barton, put on a fantastic presentation.

c. Website – Councilor Kretovic

Mr. Dunn reached out to Councilor Kretovic to help with updating and posting to the website.

d. Monuments & Granite Markers – Jim Spain

i. Eastman Clock: This clock was dedicated in 1924. Next year is the 100-year anniversary. The clock is in disrepair. Vice Chair Spain emailed the Commission members his conversation with David Gill, the City’s Parks & Recreation Director, regarding this restoration project. Mr. Gill is seeking a grant to repair the clock. It will go before Council at their June meeting. Phil D’Avanza will provide a written estimate to fix the clock with LED backlighting (using solar panels possibly rather than running electricity) and install new clock works on all four sides.

ii. Mr. Dunn is considering doing a repository section on the website to identify and encourage citizens to submit their own pictures and increase interest. He is considering using Facebook as his platform.

iii. The benches are still at the Boys & Girls Club site. They have caution tape around them.

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

• **Correspondence**

There is nothing new to report at this time.

• **Attendance**

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All present will be here next month.

Councilor Kretovic stated that budget meetings will be resuming in Council Chambers in June. Heritage Commission meetings will need to relocate.

- **Right to Know Public Information Meeting**

Ms. Shank reminded Commission members of the meeting Tuesday, May 9<sup>th</sup>.

**10. Adjournment**

With no other business to address, Ms. Brooks motioned, seconded by Vice-Chair Spain, to adjourn the meeting. All in favor. Motion passed unanimously at 5:16 p.m.

Respectfully Submitted,  
Alicen Twardosky  
Administrative Specialist II

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