

HERITAGE COMMISSION
MINUTES
December 7, 2006

The Heritage Commission held its regular monthly meeting in the City Council Chambers at 37 Green Street, Concord NH on Thursday, December 7, 2006 at 4:30 PM.

The meeting was called to order at 4:38 PM by Chairperson McConaha.

Present at the meeting were Chairperson McConaha, Vice Chairperson Philip Donovan, Robert V. Johnson II, Carol Durgy Brooks, Dr. Douglas Black and member-in-training Colin Curley. Doug Woodward, City Planner and Denise Taschereau, Administrative Specialist were also present.

1. The Commission considered the minutes of November 2, 2006. A motion to approve the minutes was made by Mr. Johnson and seconded by Ms. Brooks. The motion passed unanimously.

Chairperson McConaha asked if any commission member would like to add anything to the agenda.

Mr. Johnson responded that he would like to know the status of the barn in West Concord. He would also make sure that the commission has adequate time to review the Master Plan.

Chairperson McConaha acknowledged Mr. Johnson's request.

2a. Update on City Hall Reorganization / Staffing Changes: Mr. Woodward stated that the reorganization that is occurring at City Hall will not affect the Heritage Commission. The Community Development Department will be eliminated, but the four divisions that had been part of the Community Development Department will remain. These divisions are Planning, Engineering, Code Administration and Business Development. The directors for each of these divisions will report to the newly created position of Deputy City Manager – Development. The Community Development Director position has been eliminated. Roger Hawk will leave his position as Community Development Director by the end of the year. The Heritage Commission will still be tied to the Planning Division. In the upcoming budget preparations, money will need to be appropriated for the administrative support for the Heritage Commission. There are no plans at this time to hire a neighborhood planner.

Next, there was some discussion regarding the Heritage Commission Trust Fund and the operating budget.

Ms. Brooks asked if the money from the Heritage Sign Program goes into the trust fund. How does the commission use that money? Does it require City Council approval?

Mr. Woodward responded that unless the money is appropriated in advance, the commission would need to get council approval.

Chairperson McConaha stated that each year, the Heritage Commission is appropriated money. The money remaining at the end of the year goes into the trust fund.

Mr. Woodward stated that the Heritage Commission is appropriated money in the budget to conduct studies. The amount used to be \$1,000, but he believes the amount was reduced to \$800 per year.

Mr. Johnson requested from Mr. Woodward that the commission receive a report of the trust fund with line items from the City Treasurer.

Mr. Woodward stated that the money left in the Heritage Concord Inc. account should have been transferred into the trust fund.

Chairperson McConaha responded that he did not believe that the transfer had occurred yet. The amount to be transferred is approximately \$5,000. The original amount was approximately \$7,000. \$2,000 had been donated to the Concord Historical Society.

Chairperson McConaha asked Mr. Woodward for an update on the staffing of the Planning Division.

Mr. Woodward responded that the division has himself, the City Planner, Steve Henninger, Assistant City Planner, and Becky Hebert, who replaced Bob Pollack when he retired. Becky will working approximately 2/3 of the time with Planning Board items and 1/3 of the time on Conservation Commission items. Janice Hill is the new hire would will be handling the grants.

2b. Demolition Review Committee Report: No report given.

2c. Master Plan Subcommittee Report: Chairperson McConaha explained the sequence of events involved with the Master Plan. The commission might want to consider publishing the Heritage Commission section of the Master Plan as a separate document. The entire Master Plan will go to Planning Board in early 2007, with a public hearing to follow.

Chairperson McConaha asked if the public hearings would generate revisions.

Mr. Woodward responded that it is possible that the Planning Board would revise the Master Plan after public comments. It is also possible that the Heritage Commission would need to revise their chapter, if requested by the Planning Board.

Chairperson McConaha suggested that money be budgeted to produce a brochure of the Heritage Commission.

3c. Heritage Sign Program Report: Ms. Brooks stated that a tripod sign stand is needed to display the Heritage Signs.

Mr. Woodward suggested that the sign be placed in the lobby of City Hall.

Chairperson McConaha suggested that the sign be placed in City Council Chambers.

Ms. Brooks commented that the sign needs to be in a location in which it can be seen by the public.

Dr. Black asked if a downtown storefront would display the sign.

Mr. Woodward suggested the pathway in Bicentennial Square.

Chairperson McConaha stated that Heritage Sign Committee will work on the location of the display sign.

Ms. Brooks stated that the second Heritage Sign has been approved. This sign went with the original research information.

3d. Commission Procedural Rules Amendment: No report given.

3e. Sewalls Falls Bridge Committee Report: No report given.

4. Dates, conferences, correspondence: None.

5. Other Business: There was some discussion of the Spofford Farm barn in West Concord. The new owner will have it removed.

Chairperson McConaha stated that the Capital Views books and the Birdseye still need a permanent home.

Mr. Woodward stated that storage at City Hall is a big issue. All departments are running out of storage space.

Mr. Woodward asked if anyone remember completing a questionnaire from the U.S. Department of the Interior on behalf of the commission.

Chairperson McConaha responded that he believed it was Jill or Joia who had completed the survey in the past.

Mr. Woodward responded that he will look in the files to locate the questionnaires from previous years. This will assist him in the completed the new questionnaire.

Chairperson McConaha stated that 1 year ago, he announced that 2006 would be his last year as chairperson. He asked that the commission members consider a new chairperson since the elections will be held in January.

Ms. Brooks asked if the commission could receive an updated member list that included members, alternates and terms.

A motion to adjourn was made by Ms. Brooks, seconded by Mr. Shurtleff. The motion passed unanimously. The meeting adjourned at 5:25 PM.