

HERITAGE COMMISSION
Meeting Minutes
October 3, 2013

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, October 3, 2013, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

The Chair called the meeting to order at 4:35 p.m.

Present at the meeting were Chair Phil Donovan, and Members Marilyn Fraser, Stephen Shurtleff, Richard Jaques, Dr. Bryant Tolles, Robert Johnson and Frederick Richards. City Planner Gloria McPherson and Administrative Specialist Patricia Murray were also present.

2. Approval of Minutes of the August 11, 2013 meetings:

The Commission considered the minutes of the September 5, 2013 Heritage Commission meeting.

Mr. Richards moved to approve the September 5, 2013 Minutes. Ms. Fraser seconded the motion and the motion passed unanimously.

3. New Business

a. Update on the 2013 CLG Grant:

Ms. McPherson updated the Commission. The RFP has been sent out and proposals are due on October 16. When the package of proposals and other information from the Purchasing Department is available in the Planning Division, which should be around the 17th, Ms. Murray will e-mail Chair Donovan to pick it up. Mr. Donovan, Mr. Richards and Mr. Jaques had all expressed interest in the past about selecting the consultant. Mr. Donovan will coordinate.

b. Update on the Concord gas holder building

Ms. McPherson invited Deb Hale of Liberty Utilities to join the meeting to discuss the intentions for the Gas Holder building. Ms. Hale stated that Liberty has every intention to repair the roof. They are in the process of interviewing contractors and the plan is to fix the roof to get through winter. They want this done before snow starts. They are also planning on having the soundness of the structure checked out. Ms. Hale stated Phase 1 is to see what they have, Phase 2 is to look at the structure of the roof and Phase 3 is to look at the cupola. She will keep the Commission updated.

Mr. Johnson asked when the last real structural inspection was and what the plans are for the future with the building. Ms. Hale reported that she did not know the structural piece and could get back to the Commission. She stated that they may look at donation down the road once they find out about the building's soundness. They do not want to reach the point of having to tear the building down. Preservation is their number one goal. Chair Donovan thanked Ms. Hale for coming and exchanged contact information so that Ms. Hale could contact him directly in the future.

The Commission discussed the letter that Chair Donovan, Ms. Brooks and Mr. Richards drafted for Liberty Utilities. Councilor Shurtleff stated the letter is now a moot point since Ms. Hale was present to discuss issues. He suggested changing the letter to a thank you for coming, etc. letter. Mr. Johnson suggested just changing the first paragraph. Chair Donovan will rework the letter and run it by the Planning staff and then send it to Liberty.

c. Update on Planning Division

Ms. McPherson confirmed that her last day with the City will be October 11th. She also stated that Steve Henninger will be the Planning Division staff member assigned to Heritage Commission.

4. Regular business

a. Demolition Review – Committee Report

Nothing new to report.

b. Heritage Sign Program

Nothing new to report.

c. Grant Funding Work Group

Nothing new to report.

d. Update on Demolition Permit funding

Chair Donovan will follow up with Mike Santa.

5. Informational Items

None this month.

6. Any other business to come before the Commission

Chair Donovan expressed his and the Commission's gratitude to Gloria for her service to the City.

There being no further business to come before the Commission, Dr. Tolles moved to adjourn the meeting. Ms. Fraser seconded the motion and it passed unanimously.

Adjournment at 5:05 pm.

Respectfully Submitted,

Patricia Murray
Administrative Specialist