

HERITAGE COMMISSION
Meeting Minutes
November 3, 2016

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 6, 2016 at 4:30 p.m.

1. Call to Order and Seating of Alternates

Chairman Donovan called the meeting to order at 4:35 p.m.

Present at the meeting were Chair Phil Donovan, and members Robert Johnson, Richard Jaques, and Carol Durgy Brooks. Acting City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance.

2. Approval of Minutes of October 6, 2016

Mr. Johnson moved to approve the October 6, 2016 minutes, as written. Mr. Jaques seconded the motion, and the motion was unanimously approved.

3. New Business

a. CLG Grant RFP – Consultant Selection Committee

Ms. Shank explained that the RFP has been finalized and Council will be accepting the funds at their November 14 meeting. She will issue the RFP the following day. The deadline for submissions is December 23. She stated that consultant committee needs to be created to review the RFP's. Mr. Donovan offered to assist in the review of the RFP's along with Mr. Jaques, Mr. Johnson, and Mr. Richards. Date to be determined.

b. Section 106 Notice – Telecommunications Device at 2 Pillsbury Street

A discussion was held regarding Section 1.06 notices. The information for the replacement of antennas at 2 Pillsbury St. was reviewed. The Commission agreed that there was no action necessary.

The Commission requested that all communications related to Section 1.06 be reviewed at a meeting.

4. Regular Business

a. Demolition Review – Committee Report

Mr. Donovan provided an overview of the activities of the Demolition Review Committee (DRC) over the past month. He mentioned a demolition project on Canterbury Rd and Pembroke Rd., which abut the park. In addition, he noted that there will be some activity at the former Dame School, which is being demolished as part of a new project proposing a community center. He mentioned that the neighboring home was previously rented and has been vacant for some time now and is also slated for demolition as part of the community center project.

5. Informational Items/Other

a. Photographic Documentation Project

Mr. Donovan provided an update regarding the photographic documentation project. He stated that he and Mr. Richards have communicated about getting pictures of demolitions scanned to begin the project. He stated that he will continue to work on this project.

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b. Demo Permits

Ms. Shank noted that an update was provided to the Development Team for revisions to an ongoing project. Mr. Johnson stated that he is continuing to work on updating the DRC application; however, he does have some concerns. Discussion ensued regarding transferring permits to a new owner as well as if there is a time limit on the permits. Also noted was at what degree of change of a proposed plan would require a new permit. Ms. Shank stated that she would follow up with Craig Walker with regard to the permit process.

c. Member Appointments

A discussion was held regarding the appointment process for members. Staff will check into this process and will update the board at the next meeting.

There being no further business to come before the commission, on a motion made by Mr. Jaques, seconded by Ms. Brooks, Chairman Donovan adjourned the meeting at 5:11 p.m.

Respectfully Submitted,
Lisa Fellows-Weaver
Administrative Specialist