

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**December 1, 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, November 3, 2016 at 4:30 p.m.

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

Chairman Donovan called the meeting to order at 4:33 p.m.

Present at the meeting were Chair Phil Donovan, and members Robert Johnson, Richard Jaques, Richard Woodfin, Bryant Tolles, Jr. and Carol Durgy Brooks. Acting City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance. Vice-Chair Frederick Richards arrived later in the meeting.

***2. Approval of Minutes of November 3, 2016***

**Mr. Jaques moved to approve the November 3, 2016 minutes, as written. Mr. Woodfin seconded the motion, and the motion was unanimously approved.**

***3. New Business***

- a. Public Hearing for an application by Liberty Utilities for all properties located on North Main Street in the Historic District, requesting a Certificate of Approval to replace existing gas services and move gas meters from inside homes to outside, in conjunction with a natural gas main replacement project on North Main Street.

Mr. Donovan opened the public hearing for Liberty Utilities. He stated that a few Commission members were able to do a site walk of this area of the district for the purpose of looking at the locations where the meters would be upgraded and the specific locations of the meters. He explained that there were no issues for the majority of the homes where the meters are being installed; however, there were three houses where the meters will be visible.

Ryan Glennon was present representing Liberty Utilities. He provided an overview of the project noting that the replacements are to upgrade the meters, which will then bring everything up to code. He added that the existing gas lines are original lines from the late 1800's to early 1900's. Mr. Glennon stated that the meters will be on the sides of the houses if possible, not on the front. He added that it is easier for the meters to be outside for accessibility and shut offs due to emergencies.

Pictures of the meters were provided and reviewed by the Commission. It is noted that the meters are similar in size to electric meters.

General discussion ensued and the Commission expressed concern with the meters being visible within the district. It was suggested that shrubbery be added to conceal the meters specific to the three homes where the meter cannot be installed on the site.

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Eric Steinhouser, 11 Horseshoe Pond Lane, commented that he understands the concept and would prefer that the meter be outside. He added that he feels that Liberty Utilities will be doing whatever they can to preserve the area and shield the meters when possible.

With no further comment, Mr. Donovan closed the public hearing.

Members continued to discuss the option to require shrubbery in some or all instances. Ms. Shank, who attended the site walk, explained that each house was looked at thoroughly and it appeared that the location of the meter would only be visible at one specific house.

Mr. Glennon stated that it is their intent to work with the homeowners throughout the replacement process.

On a motion made by Ms. Brooks, and seconded by Mr. Woodfin, the Commission voted unanimously to **grant approval** of the application provided that where at all possible installation of the meters be on the sides of the houses, and where not possible, the meters should be screened with vegetation if possible, so as not to be visible from the street.;

b. Historic District Meeting

Ms. Joan Woodhead, director of Pierce Manse, met with the Commission along with Mr. Steinhauser, homeowner within the district. Mr. Steinhauser explained that the Kimball Jenkins Estate hosted a forum to provide a presentation of the goals for North Main Street, which was attended by interested parties to improve the area. Mr. Steinhauser stated that many home owners were not aware of the meeting, or were not in attendance. He stated that discussions were held regarding how to make the area a more prominent place. Topics discussed were road improvements, better lighting, adding signage, adding coffee shops, adding something to the existing vacant Irving site, as well as to add a kiosk to the small area near the bank. Parking was also discussed and the fact that the area is very limited for parking. Mr. Steinhauser stated that interesting ideas were offered; however, he does not feel it is a good area to become a business district; it's a neighborhood.

Ms. Woodhead stated that the focus of this area should stay on the two historic structures, the Kimball Jenkins Estate and the Pierce Manse, as they are the anchors of the neighborhood. She stated that the goal of the meeting is to raise awareness. She suggested adding signage on the highways and signs in front of the historic homes noting specifics of the structure. She stated that the goal is to make the district more important and advertise its importance.

Ms. Shank stated that the area does not necessarily need to generate commercial activity. She suggested that people could be attracted to the area via existing and possible future walking and bike paths. Mr. Steinhauser described the recreational activity that is occurring in the area.

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Ms. Brooks shared information about the Heritage Sign program, as well as a past walking tour program and brochure that took used to take place in the Historic District. Mr. Donovan stressed the importance of keeping the Heritage Commission in the loop on the discussions, as they are a good resource and could provide assistance. He noted that any improvements with regard to lighting, signage, or other visible exterior development or modification would be required to come before the Heritage Commission.

Mr. Donovan thanked both Ms. Woodhead and Mr. Steinhauser for coming in to meet with the Commission.

Mr. Tolles left the meeting at 5:32

c. Gas Holder grant update

Ms. Shank stated that the RFP has been finalized, posted and sent out to agencies. She reminded the Commission that the deadline for submissions is December 23. Mr. Donovan stated that there is a subcommittee already established that will assist in the review of the RFP's with hopes of presenting at the January meeting.

***4. Regular Business***

***a. Demolition Review – Committee Report***

Mr. Richards provided an overview of the activities of the Demolition Review Committee (DRC) over the past month. He mentioned a demolition project on Mountain Rd., which is an old barn. He stated that he will be meeting with the owners to address the situation and look at possible alternatives to save the barn.

Additional discussion was held regarding the procedures of providing demolition applications and materials to the members for review. Mr. Richards stated that he will forward the information to the members via email.

***5. Informational Items***

Mr. Donovan shared that the former Everett property on Pleasant Street has been purchased by Concord Ortho with the intention to utilize the parcel for a medical facility.

Ms. Shank provided follow up to the Commission's questions from the November meeting. She stated that permits expire after 2 years from when the permit is issued; it is not transferable. She also stated that a new demolition permit was issued to the Break A Day property off of Loudon Rd. She stated that the City does not regulate a partial demo permit; however, if an applicant was changing the proposal from a partial demo to a full demo then a new permit would be required.

Ms. Shank stated that all reappointments of member are being addressed.

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There being no further business to come before the commission, on a motion made by Ms. Brooks, seconded by Mr. Jaques, Chairman Donovan adjourned the meeting at 5:50 p.m.

Respectfully Submitted,  
Lisa Fellows-Weaver,  
Administrative Specialist