

HERITAGE COMMISSION

Meeting Minutes

September 4, 2025

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, September 4, 2025.

Members: Althea Barton, Carol Durgy Brooks, Michael Dunn, Councilor Jennifer Kretovic, Vice-Chair Jim Spain, and Dr. Bryant Tolles, Jr.

Absent: Chair Richard Jaques

Staff: AnneMarie Skinner, City Planner
Krista Tremblay, Administrative Technician III

1. Call to Order

The meeting was called to order by Vice-Chair Spain at 4:30 p.m.

2. Minutes – Approve meeting minutes of August 7, 2025.

Member Durgy Brooks moved, seconded by Member Dunn, to accept the minutes from August 7, 2025, as written. All in favor. The motion passed unanimously.

3. New Business

Member Durgy Brooks handed out the 2025 Statewide Preservation Conference & Seven to Save to the members of the Committee (see printout at the end of the meeting minutes). Member Durgy Brooks asked if there is any money budgeted to have a member or two to attend.

Ms. Skinner stated there is no money in the budget.

Member Barton asked if there is a heritage fund.

Ms. Skinner stated there has not been anything appropriated into the budget.

Councilor Kretovic stated you have to put it in the budget as a request. Councilor Kretovic stated it would be difficult to get that approved for October 2, 2025, because the agenda is already released for the Council meeting this coming Monday. This would need Council approval.

Member Durgy Brooks noted it used to be in the Commission's yearly budget. Member Durgy Brooks asked if the Commission can vote to have a certain number of dollars reserved to send a Commission member or two to an event like this.

Councilor Kretovic stated the Commission can make a recommendation to the City Manager to include in the budget for the Heritage Commission participation for one or two people to attend. That would be included in the budget and Council will review.

Member Durgy Brooks seconded the motion.

Ms. Skinner stated that will not be until the next budget cycle.

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Member Durgy Brooks stated she made a second to a motion.

Councilor Kretovic stated she did not make a motion. Councilor Kretovic made a motion to recommend to the City Manager to include into the budget for FY2027 to have monies appropriated for two to three members to participate in any program that has to do heritage-related professional development.

Discussion

Member Barton stated the Heritage Commission members are members of the Preservation Alliance and this year the tickets start at \$75 for members for this particular event.

Member Durgy Brooks was suggesting to allow for two people to attend.

Vice-Chair Spain noted there is a motion and a second to the motion.

Member Barton asked if it would make sense to request a round number instead of specifically for this conference because we do not know how much this will cost next year. Member Barton asked if it would be possible to request \$400, which would be for anything like this over the course of the year.

Ms. Skinner stated it would be called professional development.

Councilor Kretovic stated you could do it as a budget line item and there is the heritage fund where the dollars can come out of and there will be no impact to the tax base. Councilor Kretovic stated it would be all inclusive in the request to the City Manager. Councilor Kretovic noted you could say \$1000. If it ends up being under \$1,000 then there is an accounting later on in the consent agenda.

Member Barton asked if you make the request for the following year.

Councilor Kretovic answered correct.

Member Barton noted this conference is biannual and there will not be one next year. There will be one the following year. Member Barton stated there are other conferences.

Member Durgy Brooks asked the Commission if \$400 a year would be enough for two people to attend an event.

Vice-Chair Spain stated \$400 for a couple people sounds reasonable.

Member Barton made an amendment to the motion made by Councilor Kretovic to include \$400.

Councilor Kretovic accepted Member Barton's amendment.

Member Durgy Brooks seconded the motion again. All in favor. The motion passed unanimously.

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4. Old/Continuing Business

a. Property Recognition

Chair Jaques is not present to update on this agenda item.

b. Airport Terminal

There is nothing to report on this agenda item.

c. Monuments and Granite Markers

Vice-Chair Spain has nothing to report on this agenda item.

d. CSX Tower

Vice-Chair Spain stated there was a fire. CSX did show up and they demolished what was left of the structure.

e. Old Penacook Library deed restriction

Member Barton heard from Matt Walsh that the property is on the market for \$330,000 and there is language in the listing that talks about the historic and architectural aspects. The purchase has to be approved by the City. It does not mention a deed restriction. Member Barton stated she was told by Mr. Walsh that will be a part of the process. They also will attach a number of documents to the listing for the building.

5. Demolition permit review ordinance update

Ms. Skinner stated City Council passed the amendment. There is no longer a Demolition Review Committee. The review will be done by the Heritage Commission. When there is a permit application that comes in it will be noticed to the public for the next meeting date for public hearing. The site will be posted with the sign. A site visit can be coordinated.

Member Barton asked about coordinating the site visit and asked the process.

Ms. Skinner will contact the property owner. The hearing will be at Council Chambers. Ms. Skinner noted for the site visit to limit it to two people so it is not a meeting. Ms. Skinner noted there is something in the ordinance about taking pictures.

6. Heritage Sign Program Review Committee update

Member Durgy Brooks stated there is a workshop on September 9th with room for 10 people to attend. It starts at 5:30 p.m. and ends at 7:30 p.m.

Member Barton asked how many people have signed up to attend.

Member Durgy Brooks stated right now there are three people.

7. Planning Board

There is nothing to report on this agenda item.

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8. City Council

There is nothing to report on this agenda item.

9. Other Business

- Vice-Chair Spain stated he documented the Concord Group with pictures for the Heritage website.
- Vice-Chair Spain toured the stable by Concord High School and took pictures.
- Member Barton noted last month's meeting about the request for comment about the antennae at Concord Hospital. Member Barton stated we all thought it was the hospital, and it is a modern building and what kind of impact on historic properties could there be. Member Barton went into the master plan and that area is an eligible historic district the same way the airport is an eligible historic district. These have been determined eligible for listing on the National Register by the State Historic Preservation Office. Member Barton stated that is why they received paperwork as part of the section 106 process. Member Barton suggested having an educational piece as part of the Heritage Commission meeting.

Member Durgy Brooks liked Member Barton's idea to have an agenda item to review studies that have been done.

Adjournment

Member Durgy Brooks moved, seconded by Councilor Kretovic, to adjourn the meeting at 5:12 p.m. All in favor. The motion passed unanimously.

Respectfully Submitted,

Krista Tremblay

Krista Tremblay

Administrative Technician III