

HERITAGE COMMISSION
Meeting Minutes
January 8, 2026

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, January 8, 2026.

Members: Vice-Chair Althea Barton, Carol Durgy Brooks, Chair Richard Jaques, Councilor Aislinn Kalob, Jim Spain, and Dr. Bryant Tolles, Jr.

Absent: Michael Dunn

Staff: Matt Walsh, Deputy City Manager – Community Development
Krista Tremblay, Administrative Technician III

1. Call to Order

The meeting was called to order by Chair Jaques at 4:30 p.m.

2. Minutes – Approve Heritage Commission meeting minutes from December 4, 2025

Durgy-Brooks moved, seconded by Chair Jaques to table the Heritage Commission minutes from December 4, 2025 to next month. All in favor. The motion passed. Member Barton abstained.

3. New Business

a. Elect Chair and Vice-Chair

Member Jaques stated he has decided to stay on as Chair if the Commission they would like to elect him.

Vice-Chair Spain made a motion to nominate and approve Member Jaques as Chair of the Heritage Commission for 2026.

Discussion

Member Barton asked if they would open the floor to other nominations.

Member Jaques asked if there is another nomination and with none called for a second to the motion on the table.

Member Tolles Jr. seconded. All in favor. The motion passed with 5 votes (Durgy Brooks, Barton, Kalob, Spain and Tolles Jr.). Member Jaques did not vote.

Chair Jaques stated Member Spain has been here for several years and been a Vice-Chair. Now with the Demolition Review being no longer they can take it all as a group.

Member Durgy Brooks nominated Member Barton for Vice-Chair in recognition of her interests in the Heritage Commission and its work.

Chair Jaques nominated Member Spain for Vice-Chair as they have worked well together.

Chair Jaques called for a second.

Member Tolles Jr. and Councilor Kalob both seconded.

Chair Jaques called for a second on the nomination for Member Barton.

Councilor Kalob and Member Tolles Jr. both seconded.

Chair Jaques called for all of those in favor for Member Barton to be Vice-Chair with a vote of 3 in favor (Durgy Brooks, Kalob and Tolles Jr.) and Chair Jaques called for all of those in favor of Member Spain to be Vice-Chair with a vote of 1 in favor (Jaques). Member Barton is the Vice-Chair for 2026.

4. Old/Continuing Business

a. Property Recognition

Chair Jaques noted the property recognition has been put off but with the master plan coming along with the 250th. Chair Jaques suggested to put this on the back burner. Chair Jaques would like to have a committee with various professionals to aid in any questioning for thoughts on the master plan.

Mr. Walsh stated it is the Planning Boards responsibility to do the master plan and the RFP is out on the street. It includes discussion on public participation and a community survey. Then move on to writing the chapters. There will be a dozen chapters in the master plan. The Planning Board will look to the Heritage Commission for guidance. Mr. Walsh noted there are some 65 boards and commissions in the city. The Planning Board will have to figure out how to put the chapters together with all of those boards or commissions.

Chair Jaques would like to limit how they discuss these things so they are not expected to have a quick turnaround.

Member Durgy Brooks stated she does not think the Heritage Commission needs to wait for something to start. Member Durgy Brooks noted they have the chapters of the old master plan that can be a starting point for discussion. They can take a portion of that and have an agenda item at each meeting on the master plan.

Councilor Kalob stated as they go into the master plan in the next couple years it will be what they make of it. Councilor Kalob noted the concept of a subcommittee would allow for them to dive into that work a little deeper to look at the last master plan to evaluate what accomplishments were made. Councilor Kalob like the idea of having an agenda item for the commission to tie into as a whole.

Member Durgy Brooks stated her concern with talking about the track Mr. Walsh is talking about is it is a process that will have its own input and then come back with what do you think.

Member Durgy Brooks noted they can anticipate what may be asked and looking at what they have examined over the years for the future. Member Durgy Brooks suggested to do it as a group without going on the parameters of the members of the group and doing in manageable pieces at meetings.

Member Barton stated this is a great conservation. Member Barton sees the benefit of it both ways of doing something within our regular meeting and also in having a subcommittee. Member Barton noted doing something in the regular meeting topic by topic is a great way for Heritage Commission members to refresh the memories about the master plan to get ready for future discussions. Member Barton noted the meetings are an hour long and they also have Demolition Review that will not allow to dig deep enough. Member Barton suggested to have one section for discussion for Heritage meeting and then have a subcommittee. Member Barton made a motion that the Heritage Commission form a master plan subcommittee and volunteer to be the Chair.

Discussion

Chair Jaques asked if they will report back monthly to the Heritage Commission.

Member Barton stated anyone else can be a member and they would seek other members of the community to join. The charge of the subcommittee is to go through our section of the master plan topic by topic.

Chair Jaques stated these meetings will need to be noticed 72 hours before the meeting and there will need to be minutes turned in five business days.

Member Durgy Brooks noted when they created the sign review committee they had to take a special vote to do that and asked if need to create the special subcommittee. Member Durgy Brooks made a motion to create a subcommittee.

Chair Jaques noted there was not a second to the motion made by Member Barton to form a master plan subcommittee and volunteer to be the Chair. Chair Jaques called for a second.

Member Durgy Brooks seconded.

Chair Jaques called all in favor, there was no vote at that time and discussion continued.

Mr. Walsh noted it is the Planning Board responsible for the master plan and there will need to be collaboration on how they will do individual chapters.

Member Durgy Brooks stated they need to have discussions now to look at where they have been and where they want to go.

Chair Jaques wanted to have it in their tool box for when they are ready.

Mr. Walsh noted since 2008 there is discussion for historic resources accomplishments. If you do not know where you have been. Then, you do not know where you are going. Looking at properties for preservation.

Councilor Kalob asked if they have the subcommittee meetings and they want to share the work.

Chair Jaques noted any work will come to the Heritage Commission.

Mr. Walsh stated at some point the Planning Board will be ready. The subcommittee needs to work with the Heritage Commission. Mr. Walsh noted not all of the chapters will be written all at once. First will be the resource chapters. The historic resources and natural resources will be at the beginning because they will feed into infrastructure, land use and structure.

Member Barton is in agreement with that and not imaging a subcommittee that goes off on its own publishing things. Member Barton noted there may have been properties listed since 2008 and they will gather all of that information. Member Barton appreciates basing things with the resource chapters and then using the data and inventory to say this impacts economic development. Member Barton noted they are not talking about us or the subcommittee re-writing it then pushing it on the Planning Board that is not the process she envisions.

Mr. Walsh stated everyone is envisioning it will be collaborative. Mr. Walsh noted if the commission wants to form a subcommittee to start working on it, gathering these things and talking about it that is fine.

Chair Jaques called for a vote for the motion on the table.

Member Barton stated she made the motion to form the subcommittee and asked if there needs to be a few words about what the subcommittee will be doing.

Chair Jaques thinks it is obvious to us.

Mr. Walsh noted for the purpose of the meeting minutes to say they formed a subcommittee to start preparing for the upcoming master plan to review the existing historic resources chapters, look at what has occurred over the last twenty years and start thinking of important resources that needs to be talked about. Properties that may have been listed over the last twenty years. Once you vote and create the subcommittee when they meet they will need to post the agenda and meeting minutes.

Member Durgy Brooks requested to add that the subcommittee with its work reports back to the Heritage Commission at the next monthly meeting.

Chair Jaques called for a vote. The motion passed unanimously.

b. Monuments and Granite Markers

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

c. Old Penacook Library deed restriction per [City Resolution #9518](#)

Mr. Walsh stated they have been marketing it for a while. There is a buyer that is talking about renovating it into a duplex. There are no problems with deed restrictions about façade and making sure the building is preserved in perpetuity. There will be deed restrictions requiring the payment of property taxes in perpetuity in case it is sold to a tax-exempt entity.

Member Barton stated she is aware the time is short now and noted the Penacook Historical Society has never documented the building.

Mr. Walsh is happy to arrange and also make sure the special door on the second floor is retained.

d. Review [Section VIII Historic Resources of the Master Plan 2030](#)

- Architectural surveys, pdf pages 11 (bottom) and 12
- Exhibit VIII-1 Historic Resources, pdf page 19

Chair Jaques asked if anyone has had a chance to look through the master plan.

Member Barton had suggested this as a way to do what they have been talking about doing. Member Barton proposed that we drop this and plan to start with the first section at the next meeting. Member Barton asked that the Chair provide the information on what they should be reading for the next meeting.

Chair Jaques will send out the beginning.

5. Heritage Sign Program Review Committee update

Member Durgy Brooks stated there were no new sign applications submitted. There was no meeting yesterday.

6. Planning Board

Mr. Walsh stated the Phenix Hall project will go back to Planning Board in February.

7. City Council

Councilor Kalob stated the City Council agenda is out for the meeting on January 12th. The City Manager proposed a member, Randall Cotton, for Heritage Commission. They will be voting on that.

Chair Jaques asked if he will be a member or alternate.

Councilor Kalob stated he will be an alternate member.

8. Other Business

Mr. Walsh stated part of the duties of the Heritage Commission they are responsible for the historic

district and there is a building modification that might come before the board in February for a solar array. Mr. Walsh noted those applications are rare.

Member Barton asked if there is a way to have a training session from staff for DHR. Member Barton would like to refresh their memories.

Mr. Walsh stated they will be prepared to give a tutorial on what your responsibilities are and what you are to do before you look at the application.

Chair Jaques noted what are determination.

Mr. Walsh stated what the determination is and the responsibilities.

Member Durgy Brooks noted in the past there was a criteria for the historic district regulations.

Mr. Walsh will get that to the commission in advance.

Member Barton asked for the same for Demolition Review and what is the process.

9. Adjourn

Adjournment

Member Durgy Brooks moved, seconded by Member Tolles Jr., to adjourn the meeting at 5:22 p.m. All in favor. The motion passed unanimously.

Respectfully Submitted,

Krista Tremblay

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Administrative Technician III