

HERITAGE COMMISSION
Meeting Minutes
February 5, 2026

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, February 5, 2026.

Members: Vice-Chair Althea Barton, Carol Durgy Brooks, Chair Richard Jaques, Councilor Aislinn Kalob, Michael Dunn and Dr. Bryant Tolles, Jr. and Alternate Member Randall Cotton

Absent: Jim Spain

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 4:31 p.m.

2. Welcome new member Randall Cotton – Mr. Jaques welcomed Mr. Cotton to the Commission. Members the Commission introduced themselves, and Mr. Cotton provided an overview of himself and his experience working in the field of historic building preservation and restoration.

3. Minutes – Approve Heritage Commission meeting minutes from December 4, 2025 and January 8, 2026. Member Durgy Brooks moved, seconded by Councilor Kalob, to accept the Heritage Commission minutes from December 4, 2025, with two-word changes. All in favor. The motion passed. Vice-Chair Barton and Councilor Kalob abstained as they were not present at the meeting.

Member Durgy Brooks moved, seconded by Member Tolles Jr, to accept the Heritage Commission minutes from January 8, 2025, with a change to the wording of one sentence. All in favor. The motion passed.

4. New Business

a. Heritage Commission Information & Ordinances (provided for review and future discussion at March 5, 2026 meeting)

Chair Jaques stated They will not read through all of the ordinances or the links in blue. Chair Jaques noted these are for reference to read at home. Chair Jaques explained each of the items listed below.

- i. 30-3-11 of Code of Ordinances establishes the Heritage Commission and its associated duties;
- ii. 28-3-4 of Code of Ordinances establishes the Historic Overlay Zoning District, which encompasses the Historic District. A map of Historic Overlay District was also provided to the Commission.
- iii. 28-9-5 of Code of Ordinances establishes processes and procedures for decisions by Heritage Commission pertaining to applications for building improvements within the Historic District;

- iv. Article 26-9 is the Demolition Review Ordinance, and establishes the processes and procedures for reviewing demolition applications for eligible structures.

Additionally, the Commission was provided with documentation pertaining to the Heritage Fund. The fund, which was established in 2001, had a balance of \$30,894.67 as of December 31, 2025 as reported by the City Treasurer. Appropriations for the fund must be approved by City Council.

The Commission was also provided Bylaws for the Historic District Commission. In accordance with State Law, the Heritage Commission serves as the Historic District Commission. Mr. Walsh noted that in the event of any conflicting provisions between the Bylaws and Article 28-3-4 or 28-9-5 of the Code of Ordinances, the Code of Ordinances would be the regulations to follow.

- b. Orientation Offer from Liz Hengen (Althea Barton)

Chair Jaques reported that Member Barton has had discussions with Liz Hengen, a local historic preservation consultant, about conducting training / orientation for the Commission. He asked Vice-Chair Barton to further elaborate on her conversations with Ms. Hengen.

Vice-Chair Barton stated that during the Commission's December meeting, she suggested that copies of pertinent rules, regulations and ordinances be provided to the Commission's members in order to provide a refresher for existing members, as well as to assist new members with understanding the Commission's responsibilities and processes. Additionally, she suggested that a training for the Commission might be helpful. As such, she contacted Ms. Hengen about facilitating some training regarding the Historic District and other duties of the Commission. Ms. Hengen has indicated a willingness to assist.

Chair Jaques asked if there was a preferred date or time for the training session.

Vice-Chair Barton stated Ms. Hengen is not available next month but she is available April 2nd.

Chair Jaques asked for Member Barton to let Ms. Hengen know that a training session on April 2nd would work for the Commission.

- c. Master Plan Subcommittee Update (Althea Barton)

Chair Jaques asked if Member Barton has an update for the Master Plan Subcommittee.

Vice-Chair Barton has nothing to present and thanked the Commission for establishing the subcommittee. Member Barton has been giving it some thought and looking through the master plan. Vice-Chair Barton's suggestion is to start small to make sure they dovetail with the Planning Board, staff and other efforts that will be going on. Vice-Chair Barton stated she envisions the committee to start by reviewing the document together and then looking at it section by section. Vice-Chair Barton noted they will see what needs to be updated what might be added or any other thoughts. Vice-Chair Barton invited three members of the Heritage Commission to join the subcommittee if they are willing. Vice-Chair Barton asked Member Tolles Jr. Vice-Chair Barton stated they will meet once a month on the third Tuesday at noon at

City Hall. Vice-Chair Barton invited Councilor Kalob and Member Durgy Brooks. Vice-Chair Barton noted there will be other members of the public but she does not know who's those will be yet. It will be a public noticed meeting and other Heritage Commission members can attend. Vice-Chair Barton asked staff to provide 5-7 copies.

Mr. Walsh asked if she is looking for the Historic Resources Chapter of the 2030 Master Plan or the entire document.

Vice-Chair Barton stated the entire document.

Chair Jaques asked if the first meeting is February 17th.

Vice-Chair Barton responded yes.

Mr. Walsh noted the subcommittee has 4 members (Barton, Durgy-Brooks, Kalob, and Tolles). This number constitutes a quorum of the Heritage Commission. As such, all meetings must be properly noticed . Mr. Walsh asked Vice-Chair Barton to send the agenda to staff so that it can be posted at least 72 hours before the meeting date at City Hall and Library. Mr. Walsh asked if the subcommittee will take their own minutes. Vice-Chair Barton responded that the subcommittee will take their own minutes and provide to staff no later than 5 days after the meeting per the State's Right-to-Know law. Subcommittee minutes will also be included in agenda packets for all regular Heritage Commission meetings going forward, as applicable.

Mr. Walsh also requested that Vice Chair Barton communicate with staff about changes to subcommittee meeting schedules, or cancellations so that public notices and meeting room reservations can be updated as necessary.

Chair Jaques requested that review of the Historic Resources Chapter of the 2030 Master Plan be included on the agenda of the Commission's next meeting.

5. Old/Continuing Business

a. Monuments and Granite Markers

Member Spain is absent and there is nothing to report on this agenda.

6. Heritage Sign Program Review Committee update

Member Durgy Brooks there was no meeting this month because there were no applications.

7. Planning Board

Mr. Walsh stated the Phenix Hall will be on the agenda for the February 18th Planning Board meeting.

8. City Council

Councilor Kalob noted that the City Council will be meeting in February to set their goals and priorities for the upcoming 2-year term. She encouraged the Commission to provide whatever ideas it may have to her for the City Council's consideration.

9. Other Business

a. Discuss agenda items for next meeting on March 5, 2025

i. Discussion of Committee Information & Ordinances

Vice-Chair Barton asked for update on this agenda item.

Mr. Walsh stated this was put on the agenda based upon the Commission's discussions at its December meeting. He noted that this item was essentially covered earlier in the meeting, and noted arrangements Vice-Chair to invite Liz Hengen to attend the Commission's April 2nd meeting.

Chair Jaques stated he skipped over it because last week we had talked not knowing what Vice-Chair Barton was going to say. Chair Jaques wanted to make sure it was covered.

Vice-Chair Barton asked if they thought Ms. Hengen could not make it then they would have another form of orientation.

Chair Jaques responded yes.

ii. 210 Bog Road Demolition Review (information attached)

Chair Jaques reported that 210 Bog Road is the former Camp Spaulding facility. Due to noticing requirements set forth in the Demolition Review Ordinance, the Commission was unable to review the application this evening. He noted that the Commission has 45 days to review the application from date of receipt (January 19th). Therefore, the Commission must hold a public hearing to review no later than March 4, 2026. The Commission's next meeting is scheduled for March 5, 2026, which is beyond the 45-day timeframe. After discussion, the Commission voted to change their March regular meeting to March 2nd at 4:30 pm at 37 Green St at Council Chambers.

Discussion ensued. Mr. Walsh reported that Camp Spaulding has been sold to NHSCOT and they are building their headquarters here in Concord. NHSCOT has secured conditional permits and approvals from the Planning Board. Construction will likely begin this spring or summer. Mr. Walsh reported that NHSCOT desires to raze the former nurses building, pool house and old rope course. Mr. Walsh noted the old nurses building is more than 500SF and greater than 50 years of age, and therefore is subject to demolition review.

Vice-Chair Barton noted in the demolition review ordinance it states the Heritage Commission may coordinate with the owner to conduct a publicly noticed site visit including the interior of the building with the permission of the property owner, preferably during daylight hours within 45 calendar days of the filing (including the date of the filing). Vice-Chair Barton expressed her desire to visit the subject building prior to the Commission's March 2, 2026 public hearing on the application.

Mr. Walsh stated he would contact the property owner to arrange a site visit of the subject

building for those members of the Commission who are interested in attending. He also stated he would inform the applicant of the March 2, 2026 public hearing on the application.

iii. Other Business:

A discussion ensued about quorums. Mr. Walsh reminded those present that the Commission consists of seven full members and up to five alternate members based on the ordinance. Quorum for the Commission is 4 members. If any of the seven regular members cannot attend then Mr. Cotton, as the Commission's sole alternate at present, can be called upon by the Chair to sit in on that meeting and participate. He also explained that alternate members may participate in all meetings, but no vote unless they are sitting temporarily as a regular member in order to achieve quorum.

Adjournment

Member Durgy Brooks moved, seconded by Member Tolles Jr., to adjourn the meeting at 5:36 p.m. All in favor. The motion passed unanimously.

Respectfully Submitted,

Krista Tremblay

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Administrative Technician III