

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 1, 2021 - DRAFT**

The regular monthly meeting of the Heritage Commission was held on February 4, 2021, via Zoom, at 4:43 p.m.

Attendees: Chair Richard Jaques, Vice-Chair Jim Spain, Councilor Jennifer Kretovic, Members Carol Durgy Brooks, Bob Johnson, and Dr. Bryant Tolles Jr.

Absent: Planning Board Chairman Rich Woodfin and Alternate Mike Dunn.

Staff: Heather Shank, City Planner  
Lisa Fellows-Weaver, Administrative Specialist

Ms. Weaver read the following statement into the record:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Heritage Commission is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, we have provided public notice of the necessary information for accessing the meeting, and instructions are provided on the City of Concord's website at: [www.concordnh.gov/planning](http://www.concordnh.gov/planning)

**With Regard to providing public access to the meeting;**

We are utilizing the Zoom platform for this electronic meeting. All members of the Commission have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through visiting the following website address: <https://zoom.us/j/181542776>.

If you do not have website access, you may dial the following phone number 929-205-6099 and enter the webinar id 181 54 2776.

For those calling in who want to provide public testimony, via the website, you may click on the chat icon to ask, or click "raise hand" to be recognized as authorized by the Chair. For participants, dialing in on a phone, you may dial \*9 to alert the Chair that you want to testify. Please note that testimony only applies to public hearings, and public participation may not be authorized in a public meeting which is not a public hearing.

**With Regard to providing the public with a way to alert us about access problems;**

If anybody has a problem, please call 603-225-8515 or send an email to: [planning@concordnh.gov](mailto:planning@concordnh.gov).

**With Regard to adjourning the meeting if the public is unable to access the meeting;**

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

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

The meeting was called to order by Chair Richard Jaques at 4:45 p.m.

No action was required for seating of alternate members.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 1, 2021 - DRAFT**

**2. Approval of Minutes**

Mr. Johnson made a motion to approve the minutes of February 4, 2021. Seconded by Councilor Kretovic. Ms. Brooks asked to discuss her revisions to the minutes, which were previously shared with the Commission. Mr. Johnson amended the motion to approve the minutes of February 4, 2021, with revisions submitted by Ms. Brooks. Seconded by Ms. Brooks.

With a roll call vote, the motion passed unanimously, as follows:

Mr. Jaques – in favor  
Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Mr. Johnson – in favor  
Councilor Kretovic – in favor

Councilor Kretovic made a motion to approve the minutes of March 4, 2021, as written. Seconded by Mr. Johnson.

With a roll call vote, the motion passed unanimously, as follows:

Mr. Jaques – in favor  
Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Mr. Johnson – in favor  
Councilor Kretovic – in favor

**3. New Business**

There was no new business to be addressed.

**4. Demolition Review Committee – Jim Spain**

Mr. Spain stated that there was nothing new to report.

**5. Heritage Sign Program – Carol Brooks**

Ms. Brooks stated that no new applications have been submitted and there have been no new inquiries.

**6. Planning Board Update – Rich Woodfin**

Mr. Woodfin was not present. Ms. Shank stated that there was no new information to report.

Mr. Jaques asked about a new Planning Board representative to the Heritage Commission as Mr. Woodfin indicated that he would be resigning. Ms. Shank stated that this item has been mentioned at the past two Planning Board meetings and a Planning Board member did attend last month's Heritage Commission meeting; however, no one has come forward yet.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic stated that she did speak with City Manager Tom Aspell relative to the interpretive panel. He is aware of the issues. The Engineering Department is following up with the company that installed the sign.

**8. Old Business**

• **Interpretive Panel**

Mr. Jaques stated that he has not had time to visit the site and look at the panel. He requested that any discussions be postponed to the May meeting.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 1, 2021 - DRAFT**

- **Abbott Village - Heather Shank**

Ms. Shank stated that there was nothing new to report.

- **Demolition Delay Ordinance - Jim Spain**

Mr. Spain stated that there was nothing new to report.

- **Historic Photo Repository - Rich Woodfin**

Mr. Woodfin was not present. Mr. Spain noted that people had called him looking for pictures after not being able to find anything on the City site. He asked staff to look into how to make pictures publicly accessible in a central location. Ms. Weaver stated that she has been working to find a permanent access and storage location for the Heritage Commission's pictures currently residing on the Flickr site. She has reached out to the NH Historical Society who suggested the Commission could donate the pictures to them. She also mentioned contacting the Concord Library Director and the State Library for other options.

Councilor Kretovic suggested contacting the Concord Historical Society who are currently working to revamp their website.

- **Monuments & Granite Markers - Jim Spain**

Mr. Spain stated that as a result of the article in the City Manager's Newsletter, he has still been receiving calls about the markers and monuments.

- **DHR Subscription Update – Jim Spain**

Mr. Spain stated that he received the information from Ms. Shank but hasn't utilized the tool yet. He can give an update next month.

**9. Any other business to come before the Commission**

**a. Correspondence - no new correspondence**

**b.** Mr. Johnson requested that the budget be added to next month's agenda. He requested that the past two years expenditures be provided to the Commission for review along with what has been approved. Mr. Jaques stated that he believes the budget is \$200 which includes supplies and membership dues. Staff noted that this information can be provided at the next meeting.

**c.** Ms. Shank requested that if members wish to add items to the Commission's agenda, they contact the Chair at least a week prior to the meeting. Mr. Jaques stated that he will determine if the item will be added to the agenda and then contact Staff to add the item.

**10. Adjournment**

There being no further business to come before the Commission, Ms. Brooks motioned to adjourn the meeting. Mr. Tolles seconded the motion. The motion passed unanimously at 5:05 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist