

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**November 5, 2020**

The regular monthly meeting of the Heritage Commission was held on November 5, 2020, via Zoom, at 4:32 p.m.

Attendees: Vice-Chair Jim Spain, Planning Board Chairman Rich Woodfin, Members Carol Durgy Brooks, Bob Johnson, Bryant Tolles, and Alternate Mike Dunn.

Absent: Chair Richard Jaques, and Councilor Jennifer Kretovic,

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

**Call to Order**

The meeting was called to order by Vice-Chair Spain at 4:32 p.m. at which time Mr. Spain read the following statement:

As Chair of the Concord NH Heritage Commission, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this 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.

With that, let's start the meeting by taking a Roll Call attendance. 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**

Mr. Spain made a motion to seat Alternate Member Dunn to the Commission for this meeting. Seconded by Ms. Brooks.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**November 5, 2020**

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

Mr. Spain – in favor  
Mr. Woodfin – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Mr. Johnson – in favor  
Mr. Dunn – in favor

**2. Approval of Minutes**

Mr. Johnson moved to approve the minutes of September 3, 2020, as written. Seconded by Ms. Brooks.

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

Mr. Spain – in favor  
Ms. Brooks – in favor  
Mr. Tolles – in favor  
Mr. Johnson – in favor  
Mr. Dunn – in favor  
Mr. Woodfin abstained as he did not attend the September meeting.

**3. New Business**

There was no new business to address.

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

Mr. Spain stated that there were two new demolition applications submitted; a property on Hall Street and another on Elmwood Ave. Members of the Committee viewed the two properties independently and deemed the structures to be unsafe. It was a unanimous decision from the Committee members to support the demolition. The permit was signed off.

**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 stated that the Planning Board approved the issuance of 12 Certificate of Occupancies to Abbott Village as part of Phase 5.

Mr. Johnson asked if the project is now before the Planning Board. Mr. Woodfin replied that what will be coming before the Planning Board is the request for the redevelopment of additional condominiums. He referenced the conditions for the Abbott House which were required by the Planning Board as recommended by a third party, Steve Bedard. The developer has completed the recommendations as noted in Mr. Bedard's report. It is up to the developer at this time to come back to the Planning Board with a plan.

Mr. Johnson asked if there is an opportunity for the Heritage Commission to comment. Mr. Woodfin replied when a workable plan is received, the Heritage Commission would be able to review and provide comment.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic was not in attendance.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**November 5, 2020**

**8. Old Business**

**a. Abbott Village**

Ms. Shank stated that the Zoning Board of Adjustment denied the applicant's request for variances. She stated that she is unsure as to what the applicant will do now.

Mr. Johnson stated that he is concerned with the process and lack of communication between the Heritage Commission and other Board's in the City. He stated that the Commission needs to be involved with the process and informed of upcoming projects that potentially have an impact to historic properties, hold a historic interest, or be a certain age. Although he is unsure how to facilitate the involvement, the Commission should at least be made aware of the projects.

Ms. Brooks suggested adding a checklist for the ZBA and PB if there project for a building noted of a certain age or may be of historic interest or value.

Ms. Shank explained the Planning Board's procedures and noted that there is a Planning Board representative on the Commission who does provide a report for the Board. She is not sure as to the ZBA procedures; however, did explain that the agendas are available on line for review. She explained that this request of the Commission may require a change to the process and should be addressed with the Division Head and Deputy City Manager. She added that the recent application for Abbott Village was addressed by the Solicitor's Office and the attorneys for the Association and developer.

Discussion ensued regarding adding a page to the Planning Board and Zoning Board applications relative to the potential of historic values or interest. Ms. Shank explained that this is covered in the current Planning Board application. Mr. Johnson suggested that the application page be sent to the Heritage Commission Chair and addressed further with the Commission, if deemed applicable.

Mr. Spain suggested that members continue to think of options/alternatives for this matter.

**b. Demolition Delay Ordinance**

Mr. Spain stated that there have been no new meetings. A brief discussion was held relative to the potential of scheduling future meetings on site.

**c. Historic Photo Repository – Rich Woodfin**

Mr. Woodfin stated that the site has been updated with a few pictures of the railroad.

**d. Monuments & Granite Markers – Jim Spain**

Mr. Spain stated that he and Mr. Dunn are planning to visit a few sites.

Mr. Spain stated that he is planning to submit a write up for submission in the Manager's newsletter asking the public for assistance or information in locating additional monuments.

Ms. Shank updated the Commission on the Railroad sign, which is to be installed by the end of the year.

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

**a. Correspondence – Conversation on the Iconic and Endangered Gasholder Building**

Mr. Johnson asked if the Commission sent a letter to Council with the Commission's position on the Gas Holder building. Mr. Woodfin stated he didn't recall an actual letter being submitted.

**b. Attendance - Next meeting is December 3, 2020.**

## **HERITAGE COMMISSION**

### **Meeting Minutes**

**November 5, 2020**

#### **10. Adjournment**

There being no further business to come before the Commission, Ms. Brooks motioned to adjourn the meeting. Mr. Dunn seconded the motion. The motion passed unanimously at 5:26 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist