

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**June 3, 2021 - DRAFT**

The regular monthly meeting of the Heritage Commission was held on June 3, 2021, via Zoom, at 4:32 p.m.

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

Absent: Chair Richard Jaques

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

Mr. Spain 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 Vice Chair Spain at 4:34 p.m.

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

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

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

**Approval of Minutes**

Councilor Kretovic made a motion to approve the minutes of May 6, 2021, as amended with edits that do not alter the content of the meeting. Seconded by Ms. Brooks.

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

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

**3. New Business**

Ms. Shank informed the Commission that the Governors order will expire on June 11 and live meetings should resume in July.

**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 no new inquiries.

**6. Planning Board Update**

Ms. Shank stated that there was no new information to report.

Mr. Johnson spoke to legal notices published in the Concord Monitor by either the Zoning Board of Adjustment, Planning Board or the Heritage Commission. He explained that the notice is for the purpose of letting you know that something that will happen at a location within the City. He stated that the recent notices do not appear to list map and lot numbers and street addresses. By not providing the address the reader will not understand the notice. He stated that he would be mentioning this to the Legislature.

Ms. Shank responded that properties and street addresses are listed in legal notices for the Planning Board and Zoning Board. She explained that the City's lot numbers are currently in the process of being updated. The legal notices provide the best and most accurate information that is available as to the location of the property in question and also include the City's Zoning Districts.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic stated that she does not have anything to report as the City Council has not held a Council meeting, they have been working on the budget for the past few weeks.

**8. Old Business**

• **Abbott Village - Heather Shank**

Ms. Shank stated that it is her understanding the Abbott Village project is continuing to move forward and they are getting close to getting the certificate of occupancies for the remaining

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units and the house. She added that they will not need to return to the Planning Board. Mr. Johnson stated that he would like to schedule a site visit to view the interior of the house and would reach out to the owner. Other members were receptive to his idea.

• **Demolition Delay Ordinance - Jim Spain**

Mr. Spain stated that there has not been any progress. Ms. Brooks stated that there is still work to be done. Mr. Johnson stated that they group was making progress prior to the pandemic. He stated that he is reluctant to put in any more effort unless there is some evidence from City Council and Administration that there is a willingness to entertain some modifications in the ordinance. He added that there has been a sense that the Committee's work is up against a wall and fighting the tide. He stated that he is not looking for any assurances from Council or Administration but is looking for some type of a welcome sign and he does not see it.

Councilor Kretovic stated that the Commission can take their suggestions to Ms. Shank, who will have the City Solicitor review for City Council. That is the policy and is how any Committee would submit zoning changes to Council.

Mr. Johnson stated that he is not asking to be educated on the process. He wants to know if Council supports any changes. He also stated that the Councilor's comments were not helpful.

Mr. Johnson left the meeting at 4:59 p.m.

• **Historic Photo Repository**

Mr. Spain stated that he does not have anything new to report.

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

Mr. Spain stated that he is still receiving calls about the markers and monuments as a result of the Concord Monitor article.

Mr. Spain stated that he has been contacted by Isaiah Kanoy regarding volunteering for restoration work and cleaning monuments. He asked about the process for volunteers. Ms. Shank replied that she would look into this and see who can address the request.

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

- a.* Correspondence – Information was previously shared regarding an upcoming webinar presented by the NH Division of Historical Resources.
- b.* Attendance - Next meeting is July 1, 2021.

**10. Adjournment**

There being no further business to come before the Commission, Ms. Brooks motioned to adjourn the meeting, seconded by Mr. Tolles. The motion passed unanimously at 4:59 p.m. by a roll call vote.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist