

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**October 7, 2021**

The Heritage Commission held its regular monthly meeting at Council Chambers, 37 Green Street, Concord, New Hampshire, on Thursday, October 7, 2021.

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

Staff: Heather Shank, City Planner

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

The meeting was called to order by Vice-Chair Spain at 4:35 p.m.

Vice Chair Spain made a motion to seat Alternate Member Dunn to the Commission for this meeting. Ms. Brooks seconded the motion. The motion passed unanimously.

**2. Approval of Minutes**

Vice Chair Spain moved to approve the minutes of September 7, 2021, as written. Dr. Tolles seconded the motion. Chair Rick and Carol abstained, as they were not present at the September meeting. The motion passed; 4/0.

**3. New Business**

There was no new business.

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

Mr. Spain summarized that 246 Sheep Davis Road and 151 Oak Hill Road were reviewed last month and had no historical significance or value. Mr. Spain signed off on the demolition permits last month.

Mr. Spain reported that 3 Thorndike Street was reviewed. Members agreed that it did not have any historical significance. Mr. Spain signed off on the demolition permit.

**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 reported that Stickney Ave. had submitted a subdivision application showing all structures on the site redeveloped into housing. The application cannot proceed until the City discontinues a portion of the right of way.

**7. Council Update – Councilor Kretovic**

Councilor Kretovic gave an update on rehabilitation of the Gas Holder building. Next steps will involve coming up with a plan for the site, recognizing that several important developments are proposed in the south end. A master plan would be an important document to help plan the site.

**8. Old Business**

- **Abbott Village - Heather Shank**

Chair Jacques offered to reach out to Jason Garland to schedule a visit of Commission members to see the progress of the house.

- **Demolition Delay Ordinance - Jim Spain**

Vice Chair Spain asked whether the group wanted to start meeting again. Chair Jacques suggested focusing on a few items and not changing too much so that it will be easier to get

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something passed. He noted that the Commission can go back to Council with additional changes later.

Ms. Brooks pointed out that the original issues they were trying to solve pertained to the order and timing of actions that were required. To be more productive, she suggested members go back to review what had already been done in the past before meeting again. Mr. Dunn suggested the group share a copy of the latest draft so everyone is working from the same document. Ms. Brooks offered to send out the last version the group had worked with. Ms. Shank offered to send the last draft she worked on, which includes a table with a timeline of the existing process. Chair Jacques felt that would be helpful.

Councilor Kretovic asked what is the ultimate goal. Chair Jacques noted that agreeing on the final goal has been part of the problem to completing a draft. Councilor Kretovic suggested getting a list of applications for how many applications had been made over the past 5 years to get a better understanding of how many buildings are coming down.

Vice Chair Spain noted that work session dates can be determined at the next Heritage Commission meeting or through email.

- **Historic Photo Repository**

Mr. Dunn asked how long this photo project has been going on and how did it start. Chair Jacques summarized that it resulted from past member Rich Woodfin taking pictures of historic properties and properties that were to be demolished. Mr. Dunn shared that the library resources were not easy to utilize. He noted that it would be ideal if the materials could be organized and made easily accessible for students and others. Mr. Dunn asked if he could reach out to someone in IT with the City to discuss options. Ms. Shank offered to make introductions. He will continue to work on this item.

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

Mr. Spain and Mr. Dunn are going on a site walk through the Civil War training field within the week. Mr. Spain also asked about access to the old stables and being able to inventory what is there. Councilor Kretovic stated that the City Manager planned to attend a visit with members of the Commission. Mr. Spain also shared that they would be searching for a plaque around Hannah Dustin.

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

- a.* Correspondence - there was no new correspondence.
- b.* Attendance - Next meeting is November 4, 2021.

**10. Adjournment**

There being no further business to come before the Commission, Ms. Brooks motioned to adjourn the meeting at 5:56 p.m. Mr. Spain seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Heather Shank  
City Planner