

HERITAGE COMMISSION
Meeting Minutes
July 11, 2013

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, July 11, 2013, at 4:30 p.m.

1. Call to Order and Seating of Alternates:

The Chair called the meeting to order at 4:36 p.m.

Present at the meeting were Chair Phil Donovan, and Members Fred Richards, Marilyn Fraser, Richard Jaques, Robert Johnson, Carol Durgy Brooks, John Regan and Dr. Bryant Tolles. City Planner Gloria McPherson and Administrative Assistant Shirley Cuddy were also present.

2. Approval of Minutes of the May 2 and June 6, 2013 meetings:

Dr. Tolles moved to approve the May 2 and June 6, 2013 Minutes. Mr. Richards seconded the motion and the motion passed unanimously.

3. New Business

a. Update on the 2013 CLG Grant:

Ms. McPherson stated that the City received the full amount requested, which was \$12,200.00. She received the paperwork from DHR to accept the grant, and filled it out. The next steps will be to meet with Nadine Peterson and Deb Gagne and finalize the scope of work and timeline so that the RFP can be completed.

Mr. Donovan, Mr. Richards, Mr. Johnson and Mr. Jacques all expressed an interest in being involved in working on the Scope, timeline and RFP. Ms. McPherson said she would schedule a meeting in the next couple weeks and email them.

b. Discussion regarding the Concord gas holder building

Chair Donovan stated that he got in touch with Liz Hengen regarding the hole in the roof of the gas holder building. The building is now open to the weather. The Preservation Alliance noticed an article in the Monitor along with a quote from Ms. Hengen. The Preservation Alliance will contact the owner of the building. Mr. Richards asked if the owner was Liberty Utilities and Chair Donovan stated that the contact people were John Sanabria and Cedrick Dustin from Liberty Utilities.

It was decided that Mr. Richards would be the point person for the gas holder building issue as he knows people at the Preservation Alliance. The Preservation Alliance is interested in putting the gas holder building on their Seven to Save List.

c. Certified Local Government Annual Report

Ms. McPherson informed the Commission that Certified Local Governments were being asked to submit an Annual Report. She thought it was the first time this was being required. Mr. Richards said that this has never been done before. Mr. Donovan suggested that this was something that should probably be done by staff. Ms. McPherson said she would start the report and bring any questions to the next Commission meeting.

4. Regular business

a. Demolition Review – Committee Report

Nothing to report.

b. Heritage Sign Program

Ms. Durgy Brooks stated that a Heritage Sign application was incomplete and she told the applicant that it needed to be completed and forwarded along with a \$10.00 check. She said she understands that the Planning Administrative Assistant position is being filled and is hoping that there will be continuity with the new person handling the Heritage Sign applications, as she had put together information for Donna Muir regarding the application process. Ms. Durgy Brooks also stated that it would be helpful if the new Heritage Commission website had links to the City Library to access historical documents. Currently there are only agendas and minutes available at the Commission website.

Ms. McPherson stated that all the information and links that were there before the website upgrade were still there, but the Heritage Commission informational page is accessed through the Planning Division page. The page Ms. Durgy Brooks was accessing was maintained through the City Clerk's office, like all the other Board and Commission pages, and was strictly for information on membership, agendas and minutes.

c. Grant Funding Work Group

Mr. Donovan had nothing new to report.

5. Informational Items

None this month.

6. Any other business to come before the Commission

Chair Donovan stated that Heritage Commission members should reply by e-mail to Ms. McPherson as to whether they will or will not be able to attend the monthly meeting.

Chair Donovan stated that there will be enough people and a quorum for August, so the August meeting will press on.

Dr. Tolles moved to adjourn the meeting. Mr. Richards seconded the motion and it passed unanimously.

Adjournment at 5:17 pm.