HERITAGE COMMISSION
Meeting Minutes draft
January 7, 2016

The Heritage Commission held its regular monthly meeting in the City Council Chambers, City Hall Annex, 37 Green Street, Concord, New Hampshire, on Thursday, January 7, 2016, 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 Carol Brooks, Richard Jaques, Dr. Bryant Tolles, Rich Woodfin, and Fred Richards. City Planner Nancy Larson and Planning Division Administrative Specialist Kate Kindel were also present.

2. Approval of Minutes of December 3, 2015:

Mr. Donovan moved to approve the December 3, 2015 minutes as written. Mr. Jacques made a motion to approve the minutes with edits, and Ms. Brooks seconded the motion. Ms. Brooks made a suggestion that Item #4b be changed into two subsections: "b1. No new Heritage Sign applications," and "b2. Concord 250 Heritage Sign applications." She noted that the 250 Sign Program ended on November 17, 2015, and no additional applications were accepted after that date. Ms. Brooks also asked that "15 applications" be changed to "16 applications." Chairman Donovan requested that the word "documented" in 4a. be changed to "photo documented." The motion passed unanimously.

Ms. Larson introduced Kate Kindel, who is a temporary filling in until a permanent Administrative Specialist is hired. The posting for the permanent position was made over a week ago, and there are currently 90 applicants.

3. New Business

a. Liz Hengen to discuss the proposed Main Street signage

Ms. Hengen described the signage as six "interpretive kiosks" for pedestrians that will be placed along Main Street as part of the ongoing re-design project. One side will have a "way-finding map," while the reverse side will contain historical information. The panels on each kiosk will periodically be changed, in order to maintain interest, and there will be four large kiosks (with up to 750 words and three images) and two smaller ones. Topics are varied: Government, Urban Planning, Industry, Transportation, Architecture, Famous Residents, and Arts and Culture and will be pertinent to each location. Graphics and photographs will be included. She stressed that citizen input for future kiosk topics will be welcomed. The first group of panels will be erected early this spring, and will be constructed by Advantage Signs. Appearance, such as color, style, and lighting were discussed. Ms. Hengen affirmed that the kiosks will definitely reflect the new contemporary style of the streetscape. Ms. Larson volunteered to check with the Clerk's office, and possibly bring the color palette to the next meeting. Mr. Woodfin suggested that the full information from each former plaque be posted to the City's website.

DRAFT

Ms. Hengen expressed interest in an update for Agenda item 5a, Status of Gasholder building and roof repairs, and Chairman Donovan used his discretion and moved this item up on the agenda as item 4a. Commission members offered no objection.

4. Informational Items

a. Status of the Gasholder building roof repairs.

Chair Donovan reported that not much "forward movement" had occurred. He said that the Mayor needs to speak with Liberty Utilities, and asked if some members of the Commission could put together a working group to help him with the process, as there is some indication that Liberty may sell the property. Mr. Jacques and Dr. Tolles agreed to be involved, they should plan to all get together in a week or so; the Preservation Alliance may also assist. There was some discussion as to whether some liabilities might be mitigated. Other professionals who might also aid the process: business owner, land developer, land use attorney, structural engineer, and/or historical architect. Jim Garvin was mentioned. Feedback to the Mayor and the public is necessary.

b. CLG Grant follow-up; identify areas for continued carriage house study.

Ms. Larson reported that she had a call into Nadine Peterson, NH Division of Historical Resources. Mr. Richards commented that the Master Plan needs to be reviewed; perhaps a National Register nomination as a "Historic District"? Ms. Larson said that the impact on homeowners must be considered, and Mr. Richards noted that they could earn a National Tax Credit. Ms. Larson will make copies of the Master Plan to bring to the next meeting. The next CLG grant deadline was discussed and thought to take place either in March or May, so some lead time for Council approval to accept any grant funds will be required.

c. Abbott Village pillars follow-up

Ms. Larson reported that the granite posts still cannot be located; moreover, progress is slow. A new granite fence must be installed in accordance with the approved site plan. Ms. Larson informed the developer, North and South developers, that the granite must look historically authentic, matching the few remaining posts on site, (along North State Street).

5. Regular business

a. Demolition Review – Committee Report

Mr. Richards reported that the house on Prince Street owned by the City has been demolished.

b. Heritage Sign Program

Ms. Brooks reiterated the process whereby interested parties can access the application on the City's website. The "250" program has ended, and been deleted from the City's website. Two applicants who submitted after deadline will be notified, and their checks returned by Ms. Brooks. The Concord 250 signs have been completed and delivered. There is one new application for the regular sign, which will be re-emailed to the Committee, as the original scan was not complete. Dr. Tolles, Mr. Jacques, and Mr. Richards have volunteered to join the Heritage Sign Committee. Ms. Brooks was thanked for all her hard work with Concord 250 sign committee.

DRAFT

c. Update on Demolition Permit funding

How can money be released from the Heritage Trust Fund to pay for photo documentation? Also, Demolition Ordinance Changes have to be placed on the City Council Agenda. Ms. Larson will meet with Craig Walker, Zoning Administrator next week. Mr. Richards will provide necessary information re: necessary format; this can be combined with what Chairman Donovan has already learned. Ms. Larson will check with the City's Purchasing Agent if a special account needs to be set up, and Chair Donovan stated that the bid can be done as a group, rather than individually. Mr. Woodfin suggested that negotiating a 2-year-contract with a budget of $2000 might be reasonable. Ms. Larson stated that she does not want to go to Council to request permission to draw from the Trust Fund without having an idea of cost and scope of work. Mr. Richards will provide a Scope of Work. After receiving the estimates, Ms. Larson will meet with Doug Ross, the Purchasing Agent.

d. Doyen Park Monument

Mr. Woodfin suggested that this item be removed from the Agenda, as there has been no movement for some time by the Councilor who referred the item to the Heritage Commission.

6. Other business

Chairman Donovan explained that the election of a new committee chairman and vice-chairman will be placed on the February agenda, though in the past, this was traditionally done in January.

There being no further business to come before the Commission, Chairman Donovan adjourned the meeting at 6:00 pm.

Respectfully Submitted,
Nancy Larson
City Planner

DRAFT