

HERITAGE COMMISSION
Meeting Minutes
June 2, 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, May 5, 2016 at 4:30 p.m.

1. Call to Order and Seating of Alternates:

The Chair called the meeting to order at 4:32 p.m.

Present at the meeting were Chair Phil Donovan, and members Fred Richards, Richard Woodfin, Richard Jaques, and Dr. Bryant F. Tolles, Jr. City Planner Nancy Larson and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance.

2. Approval of Minutes of May 5, 2016:

Mr. Jaques moved to approve the May 5, minutes, as written. Mr. Woodfin seconded the motion, and the Committee unanimously approved.

3. New Business

a. CLG Grant ~ Follow Up

Ms. Larson provided an overview of the status of the CLG Grant. She explained the CLG grant has been granted and at this time she is waiting to hear from DHR to see if they have received funding from the feds, anticipated to be in within the next few weeks.

b. Review of draft RFP for CLG Grant for review and approval

Ms. Larson stated that she is hoping to have a draft for next month for the commission to review.

c. Review of proposals and selection of a consultant to begin cataloguing and indexing photographs of 25 buildings taken by a member of the Demolition Delay Committee prior to demolition.

Ms. Larson stated that the Heritage Commission Trust Fund includes \$5,000 appropriated from the 5 C-E Conservation Fund, approved by Council; to be used for hiring of a consultant to begin cataloguing and indexing existing photographs of approximately 25 buildings and to take photographs of interiors and exteriors of any buildings that would be coming before the Demolition Delay Committee.

A lengthy discussion was held as members discussed moving forward with the project and to the extent of the project. It was noted that some buildings could be more valuable than others, which would increase the cost due to the total count of pictures. Mr. Woodfin explained some

photography websites that are available such as Flickr, Facebook, and Shutterfly for posting to and he offered to assist staff with this project.

Discussion ensued as to the cost of the complexity of the project, which would determine the processing cost.

Additional discussion was held regarding creation of a system to improve documentation. Mr. Richards stated that he will provide additional information either as pictures and/or summaries of city structures that have been demolished and some that may be within the upcoming year. Mr. Donovan offered to assist Mr. Richards.

Ms. Larson appreciated the offer from Mr. Woodfin. She stated that she will talk to the City of Concord Solicitor as well as the city's purchasing agent in order to pursue the process.

4. Regular Business

a. Demolition Review Committee - Report

A brief discussion was held regarding the former AutoServ building on Manchester Street. Mr. Richards indicated that a portion of the building was 50 years old; however, the Demolition Review Committee (DRC) does not feel that there was anything of significance with the structure. He added that the DRC reviewed the demolition permit application and has signed off.

Dr. Tolles asked about the Beede House in Penacook. Mr. Richards noted that the DRC has signed off on the permit.

Additional discussion was held regarding the Beede House. Mr. Jaques stated that the Legion did know that there was a problem; a new architect has been hired who will be work with the neighbors and abutters.

With regard to the Demolition Delay Ordinance, Mr. Donovan stated that the committee is working on the ordinance for the City Solicitors.

There being no further business to come before the commission, on a motion made by Mr. Woodfin and seconded by Mr. Jaques, Chairman Donovan adjourned the meeting at 5:31 p.m.

Respectfully Submitted,

Lisa Fellows-Weaver
Administrative Specialist