

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**March 6, 2025**

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, March 6, 2025. (Note: The January and February meetings were canceled.)

Members: Althea Barton, Carol Durgy Brooks, Michael Dunn, Chair Richard Jaques, Councilor Jennifer Kretovic, Vice-Chair Jim Spain, and Dr. Bryant Tolles, Jr.

Absent: None

Staff: AnneMarie Skinner, City Planner  
Krista Tremblay, Administrative Technician III

1. Call to Order

The meeting was called to order by Chair Jaques at 4:32 p.m.

2. Minutes – Approve meeting minutes of December 5, 2024 and January 15, 2025.

Ms. Durgy-Brooks moved, seconded by Councilor Kretovic, to accept the minutes from December 5, 2024, with two corrections. All in favor. The motion passed unanimously.

Councilor Kretovic moved, seconded by Vice-Chair Spain, to accept the minutes from January 15, 2025, as written. All in favor. The motion passed unanimously.

3. New Business

a. Elect Chair and Vice-Chair for 2025

Jim Spain made a motion to nominate Member Jaques as the Chair for the calendar year 2025. Member Durgy-Brooks seconded. All in favor. The motion passed unanimously.

Chair Jaques made a motion to nominate Member Spain as the Vice-Chair for the calendar year 2025. Councilor Kretovic seconded. All in favor. The motion passed unanimously.

4. Old/Continuing Business

a. Property Recognition

Chair Jaques handed out the latest draft of the property recognition program document for the Heritage Commission to review. Chair Jaques stated the document has contact information for the City. Chair Jaques also noted there is an example of the award on the last page. Chair Jaques stated the only thing that was edited was the application. Chair Jaques noted the date change of April 3<sup>rd</sup> as the application submittal deadline, which does not give a lot of time. They can go with this plan and get nominations of interested parties and then have the award presentation in May. Chair Jaques noted there is an alternative to wait until next year and roll out the program in the fall. This will give time to figure out how to post on Facebook.

Councilor Kretovic stated they can also talk to the Concord Monitor and have them post on their Facebook page.

Chair Jaques noted they need to have a discussion with Concord Historical Society.

Member Dunn voted for next year to have more time to prepare.

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Vice-Chair Spain agreed.

Member Barton stated they need more time.

The Heritage Commission was all in agreement to continue to work on finalizing the program and start the process in August 2025.

b. Airport Terminal

Ms. Skinner has nothing to report on this agenda item.

c. Monuments and Granite Markers

Vice-Chair Spain stated one thing he has been focusing on is the Boudreau Square in Penacook and that the cannon is missing. Vice-Chair Spain noted there was also a pile of cannon balls.

Member Dunn noted the cannon is waist high.

Chair Jaques made mention of a rumor that someone was given access to the cannon and it was taken to the Weirs.

d. CSX Tower

Vice-Chair Spain stated when they last met a couple months ago the Preservation Alliance had been notified of the status of the site. Vice-Chair Spain noted that he commented that he would not reach out to CSX again.

e. Review of revised website paragraph under Concord's history

Member Barton stated this has been on her plate for two months and it is challenging. Member Barton would like to bring it back to the Heritage Commission or have the DEIJB Committee should look at it.

Councilor Kretovic stated it is off the radar of City Council. It has been removed from the City budget. There is no rush to get anywhere with it unless the group wants to have it on their Heritage Commission website. Councilor Kretovic stated there is a timeline on the Concord Historical Society website.

Member Barton stated the Heritage Commission website already has a really good paragraph or two with an explanation on responsibilities of the Heritage Commission. Member Barton noted they are not a historical society.

Member Durgy-Brooks suggested to make sure the proper sources are on the Heritage Commission website for reference to direct people to the history of Concord.

Chair Jaques stated depending on who is telling the story, the history of Concord or Penacook could differ.

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Member Barton agreed.

Dr. Tolles Jr. arrived at 5:07 p.m.

Chair Jaques asked to have agenda item removed for future meetings.

- f. Old Penacook Library deed restriction discussion  
Ms. Skinner has nothing to report on this agenda item.

Member Barton suggested hiring an appraiser to perform a historic assessment of the building's history.

- 5. Demolition Review – ordinance amendment  
Vice-Chair Spain stated there are no new applications.

Ms. Skinner stated that the ordinance for demolition is in the building code in title 3 and it is not in the zoning code. Ms. Skinner stated David Hall, the code administrator, proposed a change to specifically exempt manufactured housing. Ms. Skinner thought it would be a good time to make the process easier. Ms. Skinner suggested eliminating the Demolition Review Committee and having those duties assumed by the Heritage Commission because they already meet every month on a regular schedule. The Heritage Commission would hold the public hearing and eliminate the first step of deciding if it is significant or not and the second step of deciding whether or not to hold a public hearing. Whenever there is a demolition permit that requires demolition review, it would go straight to a public hearing.

Chair Jaques noted the Demolition Review Committee is not brought up anywhere in the State of New Hampshire regulations, so it not based on any state law. Chair Jaques stated he has been on the committee a long time and it does not work. Chair Jaques noted this will have to be approved by City Council.

Ms. Skinner stated it is an ordinance change and it will go to City Council.

Chair Jaques stated he can go to City Council to speak to the changes made in the ordinance.

Vice-Chair Spain stated they recently met several different times at the same properties, had public meetings and public hearings, and the current process was defying logic.

Ms. Skinner stated the proposed process change makes it easier. If someone applies for a demolition permit she will notify the Heritage Commission. It then will be a public hearing at the next Heritage Commission meeting. The Heritage Commission can request a site visit, and Ms. Skinner will work with the owner to schedule and post the required public notice for the site visit.

The Heritage Commission asked for the following changes to the draft:

- 1. Keep the requirement to post the site with the sandwich board sign with the public hearing date and time;

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2. Regarding the allowance for photographing the site, delete the portion “no other member of the Heritage Commission” so that there is not a limit to the number of members who can participate in the photography session.
3. Suggest daylight hours for the site visit.

Ms. Skinner will make the changes.

6. Heritage Sign Review Committee update

Ms. Durgy-Brooks stated there was a sign application for 11 Auburn St that was approved.

7. Planning Board

Ms. Skinner has nothing to report on this agenda item.

8. City Council

Councilor Kretovic has nothing to report on this agenda item.

9. Other Business

- Member Barton noted on the Heritage Commission website page there used to be a link to go to the guidelines for reviewing requests for certificates of approval in the historic district.

Ms. Skinner stated those guidelines were codified and made part of the zoning ordinance.

Member Barton stated the last time she checked the link was broken. Member Barton asked Ms. Skinner to check the link. Member Barton stated Liz Hengen, an architectural consultant, said when they set that up they were using the secretary of interior standards as the guidelines, noting that they decided not to write separate guidelines and use the secretary of interior standards as guidelines. Member Barton asked if Ms. Skinner has guidelines already in the ordinance or if they make decisions on certificates of approval using the standards from the secretary of interior.

Ms. Skinner stated the standards for review are in Section 28-9-5(c)(1-6) *Standards for Review of Applications* of the Zoning Ordinance, and then read them out loud as follows:

*28-9-5(c) Standards for Review of Applications. In reviewing an application, the Heritage Commission shall take into account the purposes of the District, and give consideration to the following: (1) The historical and architectural significance of the building or structure and its setting; (2) The general compatibility of the proposed exterior modifications including design, scale, arrangement, textures, colors, and materials in relationship to the existing building or structure and its setting, and to the HI District as a whole; (3) The general size and scale of proposed new construction in relationship to the existing surroundings, including such factors as the building height and mass, orientation to adjacent streets, type of roof, fenestration, materials, colors, and architectural details; (4) The design, scale, arrangement, textures, colors, and material of site features and improvements including yards, parking lots, driveways, walkways, signs, and landscaping as they affect the setting for a building or structure and the character of*

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*the HI District; (5) Where the application involves a partial demolition, the extent to which such demolition will diminish the historical and architectural significance and disrupt the integrity of the design of the overall structure; and (6) Where the application involves a complete demolition, the structural condition of the building, the extent to which it is a contributing element to the historical and architectural significance of the HI District, and the foreseeable or reasonable uses for the building within the context of the permitted uses in the HI District.*

Member Barton asked if that includes renovations, changing windows, or new construction?

Ms. Skinner stated that is for prior to the issuance of a permit within the Historic District for any construction or activity which will affect the appearance of a building, structure, or site and that is or will be visible from a street or interstate highway.

Ms. Skinner stated it is Section 28-9-5 from the Zoning Ordinance.

- Member Barton wanted to bring up the future police station on Bouton St. Member Barton wanted to note and praise the City for language in the request for proposals that was sent out to hire a contractor to work on design on the building. It specifies the City is prioritizing adaptive reuse that maintains the architectural integrity of the façade while creating unique, practical, efficient, and organized spaces on a limited budget.

### **Adjournment**

Member Durgy-Brooks moved, seconded by Vice-Chair Spain, to adjourn the meeting at 6:01 p.m. All in favor. The motion passed unanimously.

Respectfully Submitted,

*Krista Tremblay*

Krista Tremblay

Administrative Technician III