

**HERITAGE COMMISSION**  
**Work Session Meeting Minutes**  
**January 24, 2018**

The Heritage Commission held a work session at City Hall, 41 Green Street, Concord, New Hampshire, on Wednesday, January 24, 2018, at 4:30 p.m.

The work session was called to order at 4:30 p.m.

Present at the meeting were Richard Woodfin, Bryant Tolles, Jr., Carol Durgy Brooks, Jim Spain, Sara Galligan. Former member Liz Hengen, City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance.

*Website Updates*

The purpose of the work session was to discuss how the Commission would like to update their website pages, and new pages they would like to be added. Topics of concern included the ease of finding information pertaining to the sign program; clarifying the guidelines and applications including making it easier to find the guidelines and applications; adding the documentation that is created as part of sign applications including a summary of approved signs to date with photos to that page; adding a page to acknowledge the Demolition Review Committee and including information about that process; adding a page to share online resources; and better organizing all the surveys on the website, as well as the numerous surveys that are not currently accessible online. The Committee also discussed getting a link on the Demolition Review Committee page to the Flickr account with the photo documentation of structures that had been removed.

Staff will develop the pages based on the discussions held, and look into the link to the Flickr account.

**Adjournment**

The meeting adjourned at 6:00 p.m.

Respectfully Submitted,  
Lisa Fellows-Weaver  
Administrative Specialist