

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 6, 2017**

The Heritage Commission held its regular monthly meeting at City Hall, 41 Green Street, Concord, New Hampshire, on Thursday, April 6, 2017 at 4:30 p.m.

***1. Call to Order and Seating of Alternates***

Chairman Donovan called the meeting to order at 4:38 p.m.

Present at the meeting were Chair Phil Donovan, Vice-Chair Frederick Richards, members Robert Johnson, Rich Woodfin, Bryant Tolles, Jr., Richard Jaques, and Carol Durgin-Brooks. City Planner Heather Shank and Planning Division Administrative Specialist Lisa Fellows-Weaver were also in attendance.

***2. Approval of Minutes of March 2, 2017***

Mr. Jaques moved to approve the March 2, 2017 minutes, as written. Mr. Woodfin seconded the motion, and the motion passed; 5/0/2. Mr. Johnson and Ms. Brooks abstained as they were not at the meeting.

***3. New Business***

**a. Pleasant Street Re-zoning Request**

Mr. Woodfin recused himself for this discussion since he is on the Planning Board.

Ms. Shank provided an overview of the request received from GJC Associates, property owner of 297 Pleasant Street, to re-zone the Medium Density Residential District on Pleasant Street to an Institutional District. A memorandum was provided to the members summarizing the request as well as the zoning and planning history of the area. She explained that she is looking for the Commission to provide a recommendation pertaining to the value of historic resources within the area or the corridor as an historic rural gateway to the City.

Lengthy discussion ensued as the members discussed the position of the Commission and how an analysis should be made. Members asked for additional information including documentation pertaining to an architectural survey of the City that was conducted by Elizabeth Durfee Hengen, the Historic District chapter of the Master Plan, tax assessment records, and a barn survey that was conducted several years ago. Ms. Shank agreed to locate the documents and provide them to the Commission.

Others noted that the purpose for the change is to add a business within the health industry, which was noted as a growing and thriving business. Mr. Donovan noted that the Commission's role is to evaluate the corridor from a historic resources perspective, not make an evaluation based on economic development opportunities.

Ms. Shank gave a brief summary of her research on the subject area. She noted that the subject area had been discussed many times over the past few decades, most recently in 2000 when the last major revision of the Zoning Ordinance occurred. She stated that the Planning Department had consistently supported the area as Institutional up until the 2000 update of the Zoning Map and subsequent revision of the Master Plan, which recommended the area as Medium Density Residential.

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 6, 2017**

In addition to requesting input from the Heritage Commission, she stated that she will also be requesting input from TPAC and the Conservation Commission.

Mr. Richards stated that he will gather the property assessment cards and maps of each parcel in the district and forward to staff to forward to members via email.

This item was continued to the May 3<sup>rd</sup> meeting. Mr. Woodfin returned to the Commission.

**4. Regular Business**

**a. Demolition Review – Committee Report**

Mr. Richards reported that the Beede House received their approvals for all variances at the April 5 Zoning Board of Adjustment meeting. There were no other activities of the Demolition Review Committee (DRC) over the past month.

**5. Informational Items/Follow up Items**

**a. Inventory of Historic Granite Markers – Follow Up**

As a follow up from last month's meeting a brochure of the City's Historic Markers was located and distributed for review. A discussion was held regarding the possibility of geotagging the markers and adding them to the City's website. The Commission would like to have additional pictures and information for more markers. Mr. Jaques explained that one monument was moved from Penacook into Canterbury. He will provide pictures of this marker and will send to staff. Mr. Donovan stated that it is important to keep the inventory updated and would like to keep this item on the agenda as a continued project.

**b. Walking Tour Guide Illustrating and Mapping**

In addition to last month's discussions a walking tour brochure was located that was produced by the Chamber of Commerce in 1996. Mr. Donovan noted that this brochure should be shared with the Kimball Jenkins Estate for reference.

A variety of other historical brochures and materials were distributed to members for review.

**c. Social Media –Follow up**

Ms. Weaver provided the Commission with a follow up relative to various items of Social Media, specific to a Facebook page and Flickr accounts. She explained that with Facebook one option is to have a Facebook Page for the Commission, which would be open to the public and must be monitored daily. Another option would be to create a group page, which is more along the lines of a discussion page and could be monitored more easily. Each of these Facebook pages requires an administrator. However, the group page could be set up to require a person to request to join the group. This is the only way a person could see what is on the page, but it would minimize the need for monitoring even further. Also, the administrator for this group page can reject requests to join if needed, and would also see every

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**April 6, 2017**

comment/post prior to it being published. The administrator could decide what is appropriate material to publish, or could reject posts.

If we want to link the Flickr site to the City Heritage Commission page for access to the pictures, we could put in a request with the IT Department to do that. An administrator is still needed to monitor the Flickr page.

A lengthy discussion ensued regarding Social Media pages and the necessary monitoring as well as what the overall goal is for the Commission. The Commission wants to minimize monitoring responsibilities at this time. In addition, the Social Media Policy for the City needs to be reviewed.

In regards to Flickr, the general goal of the Commission is to create a repository for pictures of buildings that no longer exist, and again not take on a role of monitoring. At this time, Mr. Woodfin will review the restrictions of Flickr and report back to the Commission next month, at which time the Commission will further discuss linking the pictures to the City Heritage Commission website page and how to let the public know that the pictures exist as a resource. It was also suggested that the NH Historical Society be contacted for collaborative efforts.

**6. *Review of Correspondence***

All correspondence was distributed and reviewed. No actions were required.

**7. *Adjournment***

There being no further business to come before the commission, on a motion made by Ms. Brooks and seconded by Mr. Tolles, Chairman Donovan adjourned the meeting at 6:30 p.m.

Respectfully Submitted,  
Lisa Fellows-Weaver,  
Administrative Specialist