



CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Concord Heritage Commission

DATE: February 22, 2016

SUBJECT: Resolution Affirming the Expenditure of up to \$5,000 from the Conservation Trust Fund 5 C-E

Recommendation:

Adopt the proposed Consent Resolution affirming the appropriation of \$5,000 from the 5 C-E Conservation Fund for the hiring of a consultant to begin cataloguing and indexing photographs of 25 buildings taken prior to demolition by a member of the Demolition Delay Committee.

Background:

On December 17, 2001, City Council amended the Code of Ordinances to establish a Heritage Fund (5 C-E Conservation Fund). The purpose of the 5 C-E Conservation Fund is to provide trust funds to the Heritage Commission. In accordance with RSA 674:44-b, a heritage commission has the authority to receive gifts of money and property, both real and personal, in the name of the city, subject to the approval of the city council. General Funds appropriated by the City Council for the use of the Commission pursuant to the budget process and not spent or encumbered in the fiscal year of the appropriation and any gift of money received pursuant to RSA 674:44-b shall be placed in the fund and may be expended by the Commission in accordance with the provisions of RSA 674:44-d. RSA 674:44-d states that money may be expended from the fund by the Heritage Commission without further approval of the local legislative body. Pursuant to RSA 674:44-b, the Heritage Commission shall have authority to survey and inventory all cultural resources and hire consultants and contractors as needed.

The goal of the Heritage Commission is to preserve, enhance, and promote the significant historic, cultural, and architectural resources of Concord. The Heritage Commission also acts in an advisory role regarding the identification, protection, and preservation of local historical resources, and works as a liaison between the local government, individuals, and organizations concerned with historic preservation. The Commission is responsible for reviewing all requests for demolition permits for buildings greater than 500 square feet, more than 50 years old, and visible from the adjacent public right-of-way or public lands.

The Demolition Delay Committee is a subcommittee of the Heritage Commission and is comprised of 3 members of the Heritage Commission. It is responsible for reviewing all requests

for demolition permits for buildings greater than 500 square feet, more than 50 years old, and visible from the adjacent public right-of-way or public lands. The Committee determines whether or not the physical features (exterior and interior) of the building are worth photo-documenting prior to demolition. Photo-documenting is currently performed by a member of the Subcommittee who uses his or her camera to take the photos, but the process has never been formalized. There is no indexing of these photos and they are not accessible by the public or protected in any way.

Discussion:

The Heritage Commission requests affirmation of the transfer to the Heritage Commission’s budget from the Trust Fund. The appropriation of \$5,000 from the 5 C-E Conservation Fund for the hiring of a consultant will enable the Commission to begin cataloguing and indexing existing photographs of 25 buildings taken prior to demolition by a member of the Demolition Delay Committee.

The complexity of a property would determine the cost to document it. Other factors include whether documentation is purely photographic or there is text to accompany it (i.e., descriptive and/or historical information) and whether documentation extends to the interior. The final product could be a simple 1-2 page report - or perhaps a form filled out by the consultant - accompanied by the images.

Following are four basic scenarios with estimated costs:

Scenarios	Baseline Documentation	Cost	Additional cost to add a primary outbuilding, such as a barn	Total Cost (with option)
Scenario 1:	Photo documentation of a building (exterior only).	\$200	\$50	Total \$250
Scenario 2:	Photo documentation of a building (exterior only), plus a very basic description & history.	\$400	\$75	Total \$475
Scenario 3:	Photo documentation of a building’s exterior and key interior features.	\$250	\$75	Total \$325
Scenario 4:	Photo documentation of a building’s exterior and key interior features, plus a very basic description & history.	\$450	\$75	Total \$525

It is the desire of the Heritage Commission to use some of the money (approximately \$2,600) available in the Trust Fund to hire a consultant to begin identifying and organizing the existing photos and indexing them in such a way to make them searchable and available to the public. It is the goal to place them in the Concord Room at the Library and, if possible, create a link on the City's website to the files. In addition to using the funds to catalogue existing photos, the Heritage Commission also wishes to use the remaining portion of the \$5,000 (approximately \$2,400) to photo-document approximately eight (8) buildings they estimate will come before them for demolition during the next year.

Pursuant to the City's purchasing ordinance, the Heritage Commission would be required to receive three (3) quotes before moving forward with the project.

Cc: File