

**HERITAGE COMMISSION**  
**Meeting Minutes**  
**October 2, 2025**

The Heritage Commission held its regular monthly meeting in Council Chambers at 37 Green St, on Thursday, October 2, 2025.

Members: Michael Dunn, Chair Richard Jaques, Vice-Chair Jim Spain, and Dr. Bryant Tolles, Jr.

Absent: Althea Barton, Carol Durgy Brooks, and Councilor Jennifer Kretovic

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

1. Call to Order

The meeting was called to order by Chair Jaques at 4:36 p.m.

2. Minutes – Approve Heritage Commission meeting minutes from September 4, 2025 and Demolition Review Committee from May 1, 2025 and May 8, 2025.

Vice-Chair Spain moved, seconded by Member Tolles Jr., to accept the Heritage Commission minutes from September 4, 2025, as written. All in favor. The motion passed unanimously.

Member Vice-Chair Spain moved, seconded by Member Dunn, to accept the Demolition Review Commission minutes from both May 1, 2025, and May 8, 2025, as written. All in favor. The motion passed unanimously.

3. New Business

a. Review Section VIII Historic Resources of the Master Plan 2030

- Architectural surveys, pdf pages 11 (bottom) and 12
- Exhibit VIII-1 Historic Resources, pdf page 19

Ms. Skinner stated Member Barton asked for this item to be added to the agenda and is not present at the meeting. The group felt it was best to not discuss without Member Barton, but to keep it on the agenda for next month.

- b. Provide a recommendation to the City Manager regarding Randall Cotton's request to be appointed to the Heritage Commission as an alternate member

The Heritage Commission does not know Randall Cotton; therefore, they have no recommendation.

4. Old/Continuing Business

a. Property Recognition

Chair Jaques stated this will go forward after the first of the year.

b. Airport Terminal

Chair Jaques asked for this agenda item to be removed from the agenda seeing no forward movement with the project.

c. Monuments and Granite Markers

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Vice-Chair Spain stated noted the picture that was in the agenda, pointing out in the picture in the middle there is a marker for a building if it was from the Civil War. Vice-Chair Spain noted in Gettysburg they have witness trees that were there during the Civil War. Vice-Chair Spain was thinking of the various trees in the Historic District in Concord and suggested placement of a plaque with a little bit of history for that particular historic tree.

Chair Jaques asked to have this added to next month's agenda for further discussion by the group.

d. CSX Tower

Vice-Chair Spain stated this needs to be removed from the agenda because of the fire and demolition, and there is nothing left.

Chair Jaques agreed.

e. Old Penacook Library deed restriction

Ms. Skinner stated it is on the market.

Chair Jaques asked if there is any restriction on the deed.

Ms. Skinner stated the deed restriction is part of the deed that is recorded as part of the closing.

5. Heritage Sign Program Review Committee update

There was nothing to discuss on this agenda item.

6. Planning Board

There was nothing to discuss on this agenda item.

7. City Council

There was nothing to discuss on this agenda item.

8. Other Business

Chair Jaques stated he received an email from Beth Fenstermacher asking for feedback on the group's meeting space. Chair Jaques will send the link to the Commission to complete the survey.

The Heritage Commission thanked Ms. Skinner for all she has done for the Commission.

### Adjournment

Vice-Chair Spain moved, seconded by Member Tolles Jr., to adjourn the meeting at 4:59 p.m. All in favor. The motion passed unanimously.

Respectfully Submitted,

*Krista Tremblay*

Krista Tremblay, Administrative Technician III



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CIVIL WAR  
BUILDING  
JULY 1863

EST. 1812  
THE BENNER HOUSE