LEBANON HERITAGE COMMISSION
JULY 14, 2021 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

1. Call to Order

A. Review of in-person meeting protocol

2. Approval of Minutes

A. June 9, 2021

3. Public Review

A. None

4. Study Items

A. Dana House - camera, survey, storyboard, lead and asbestos abatement

B. Special Projects - kiosk, landmark designations

C. Master Plan Priorities - communications

D. Education - National Register 101

5. Other Business

A. CLG 2020 Project

B. Rules of Decorum

C. Membership and bylaws updates

6. Open to the Public

7. Future Agenda Items

A. Soldier's Memorial sculpture rehab

8. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

Agenda
Heritage Commission
July 14, 2021

Agenda Item #5B
Other Business

Rules of Decorum

DRAFT

LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, June 9, 2021
LebanonNH.gov/Live
7:00 pm

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Raymond Book (Alt.), Devin Wilkie (City Council Representative), Doug Boisvert and Jeremy Rutter (Planning Board Rep.)

MEMBERS ABSENT: Bruce Bronner (Alt. Council Rep), Linda Cole

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Nicole Burley (Historical Society), Kristina Hebert

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1. CALL TO ORDER

A. Review of meeting procedures and NH RSA 91-A "Right-to Know" requirements

Chair Hains called the meeting to order at 7:00 PM. Ms. Owens reviewed the procedures for a remote meeting. A Roll Call vote was taken and all those attending the meeting remotely are listed above.

2. APPROVAL OF MINUTES: May 12, 2021

Page 2, Lines 20 & 21- change to read "...to narrate the video using Ms. Book's monologue. The Commission also intends to draft a public survey regarding possible uses for the Dana House."
Page 2, Line 34- " two quotes (both to include various approaches, such as encapsulation vs. a full-gutting) for the cost of lead and asbestos abatement...."

Ms. Book MOVED to approve the May 12, 2021 minutes as amended. Seconded by Mr. Boisvert.

Roll Call Vote
Chair Hains, Ms. Book, Mr. Boisvert, Mr. Rutter and Mr. Wilkie all voting Yea.
None voting Nay.
****The MOTION was approved (5-0)***

3. PUBLIC REVIEW

A. None

4. STUDY ITEMS

A. Dana House – Camera, survey, storyboard, lead and asbestos abatement

The meeting planned for last week was cancelled but will be rescheduled in the near future. Mr. Wilkie reported that the Arts & Culture Commission discussed the proposed 3-D camera purchase at their last meeting; they are not interested in sharing the cost of the camera at this time. Since the Heritage Commission has already voted to fund the camera purchase in its entirety (see the April 14, 2021 minutes), Chair Hains suggested that the Commission purchase the camera and plan to store it at the Dana House. After a brief discussion, it was decided that the camera would be more secure and accessible if it were stored in the Planning Office. Ms. Owen agreed. Although she is stepping back from the

Commission, Chair Hains volunteered to record the Dana House once the 3-D camera has been acquired. Ms. Hebert inquired as to when the structural capacity of the Dana House was last evaluated and suggested that this information would be useful when considering future uses for the building. Ms. Owens responded that, during a recent walk-through of the Dana House, a City building inspector recommended that an up-to-date structural evaluation of the building be obtained. Ms. Owens also reported that the City Manager's office is in discussions with the School Board to take over the Seminary Hill school property. The recreation department, as well as other city offices, would potentially be relocated to the Seminary Hill School. This would put the Dana House in the public's path of travel , with the auditorium and nearby “pocket park”, and greatly increase its visibility.

B. Special Projects- kiosk, landmark designations

In recognition of the upcoming tunnel opening, it was suggested that the mall kiosk be updated to include old pictures of the tunnel. Ms. Owens also suggested reaching out to the Friends of the Northern Rail Trail for kiosk content, in recognition of the rail trail's upcoming 25th anniversary. Mr. Wilkie stated that the “intent to submit” forms for the tunnel art installations, which will be presented at the July 8th opening, are due by end of day on June 14th. Chair Hains discussed the street study binders which would be very helpful when researching possible landmark designations. She suggested that these binders be scanned for digital storage as soon as possible. Ms. Owens explained the ongoing landmark designation program for new members and guests. Properties can be located anywhere in the city and the designation does not have to be based solely on architecture; it can also be centered around significant people or events. A landmark designation does require the current property owner's permission but does not carry any regulatory commitment. Submissions for potential landmark designations require photographs and a short description of the property. Mr. Rutter asked if Ms. Owens had any follow-up information regarding the replacements of the City Hall bell tower finials. She reported that the finials are going to be replaced in-kind.

C. Master Plan priorities- communications

Chair Hains presented an overview of the graph that she created with Ms. Owens to illustrate the Master Plan priorities and goals. This year's projects included: publishing monthly articles, updating the mall kiosk regularly and a study of the history of trees in Lebanon. As new members join the Commission, people will be needed to work on these projects. Ms. Owens stressed the importance of education and outreach regarding projects that are suggested in the Master Plan, such as the current CLG project and the proposed West Lebanon Historic district.

D. Education

Ms. Owens addressed the suggestion of more intentional education for future Commission members. This would provide members with baseline knowledge of topics such as : an overview of city government, the role of the Heritage Commission, an explanation of historic districts and the National Registry and basic architectural terms. Presentations will be a standing item on the agenda and can be given by Staff or Commission members.

5. Other Business

A. GLC 2020 project update- draft area form

Chair Hains provided a summary of the current CLG project for new members and guests. Ms. Owens shared that other communities have found updating their historic districts, and educating the public on the importance of historic preservation, to have a positive impact on economic growth and revitalization. She thanked the members for their input on the current draft of the project; comments can be submitted until June 16th.

B. In-Person Meetings

As of July 1st, the State is requiring a return to in-person meetings. The public will still be able to join meetings remotely but a quorum of board members must be physically present. If a member is unable to attend, a reason must be provided at the beginning of the meeting. At present, masks are still required inside City Hall.

C. Membership transitions

Ms. Owens told the members that Mr. Wilkie had volunteered to act as the liaison to the Arts & Culture Commission.

Ms. Book MOVED that Mr. Devin Wilkie be appointed as the Heritage Commission liaison to the Arts & Culture Commission.
Seconded by Mr. Rutter.

Roll Call Vote
Chair Hains, Ms. Book, Mr. Rutter, Mr. Wilkie and Mr. Boisvert all voting Yea. None voting Nay.
****The MOTION was approved (5-0).***

There are currently two active applications for city historian. These go to the city clerk's office for review and then are assigned to city counselors to be interviewed. Ms. Owens pointed out that there may not be enough members to form a quorum for a July meeting. Current by-laws state that the Heritage Commission must have a minimum of 7 members. Ms. Owens suggested that the by-laws could be changed to reduce the minimum membership to 5. This would reduce the number of members needed to reach a quorum and allow the Commission to continue to meet while it recruits new membership.

Mr. Boisvert MOVED to reduce the required number of members on the Heritage Commission from 7 to 5.
Seconded by Mr. Rutter.

Roll Call Vote
Chair Hains, Ms. Book, Mr. Rutter, Mr. Wilkie and Mr. Boisvert all voting Yea.
None voting Nay.

****The MOTION was approved (5-0).***

If the City Council is unable to enact this change to the by-laws before July 14th, there may not be a Heritage Commission meeting next month. Since this is Chair Hains' last meeting, the Commission needs to appoint a Chair and/or Vice Chair to run future meetings.

Chair Hains MOVED to nominate Doug Boisvert for Vice Chair of the Heritage Commission.
Seconded by Ms. Book.

Roll Call Vote
Chair Hains, Ms. Book, Mr. Rutter, Mr. Wilkie and Mr. Boisvert all voting Yea.
None voting Nay.
****The MOTION was approved (5-0).***

Ms. Owens acknowledged that the Commission is saying goodbye to Chair Hains, Ms. Cole and Mr. and Mrs. Book tonight. Chair Hains thanked Mr. and Mrs. Book for their years of service to the Heritage Commission and the Dana House project. She also gave thanks to Ms. Cole for her contributions during her years of service. Chair Hains praised Ms. Owens for being an essential resource to Commission members. While she will no longer serve as Chair or a full-time member, Ms. Hains will continue to work on the Dana House and other projects.

6. Open to the Public

7. Future Agenda Items
A. Soldier's Memorial Sculpture rehab

8. ADJOURNMENT

Ms. Hains MOVED to adjourn the meeting at 8:40PM.
Seconded by Mr. Rutter.

Roll Call Vote
Ms. Book, Mr. Wilkie, Chair Hains, Mr. Boisvert and Mr. Rutter all voting Yea.
None voted Nay.
**** The MOTION was unanimously approved (5-0).***

Respectfully submitted,
Megan Castillo
Recording Secretary

Agenda
Heritage Commission
July 14, 2021

Agenda Item #5B
Other Business

Rules of Decorum

LEBANON BOARDS, COMMITTEES, AND COMMISSIONS

RULES OF DECORUM AND COMMITMENT TO CIVIL BEHAVIOR

It is acknowledged that:

1. Civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making.
2. Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
3. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior.
4. Demonstrations in support or opposition to a speaker or idea are not permitted by members of the Board. The Chairman is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

To maintain a cohesive, productive working environment, the members of the Lebanon Boards, Committees, and Commissions commit to:

1. Supporting the Board's mission.
2. Showing respect to each other as appointed members and staff representatives to the Board.
3. Promoting civility during Board meetings and tolerating nothing less.
4. Demonstrating reflective listening and not displaying negative body language (for example eye rolling, pencil tapping, shrugging of one's shoulders, hand gestures, etc.)
5. Allowing uninterrupted speech by those recognized as "having the floor" and refraining from speaking until recognized by the Chair.
6. Bringing appropriate committee-related concerns, issues, and conflicts to the Board for discussion.
7. Offering alternative solution(s) when addressing a problem or issue.
8. Maintaining the confidentiality of material discussed during closed Board meetings.

PLEDGE OF CIVILITY

The manner in which we govern ourselves is often as important as the positions we take. The City's collective decisions will be better and truer to our mission when differing views have had the opportunity to be fully vetted and considered. All those who appear before the City's boards, committees, and commissions have the right to be treated with respect, courtesy, and openness. We value all input.

Accordingly, we commit to conduct ourselves at all times with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.