



**LEBANON HERITAGE COMMISSION
AUGUST 11, 2021 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. June 9, 2021
 - 3. Public Review**
 - A. None
 - 4. Study Items**
 - A. Dana House
 - B. Special Projects
 - C. Master Plan Priorities
 - D. Education
 - 5. Other Business**
 - A. Membership Updates
 - B. CLG 2020 Project Update - Final Form and Report (Heritage/Public Review)
 - C. Enfield Telecom Tower
 - D. Paper vs. Electronic Packets
 - 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
August 11, 2021**

**Agenda Item #2A
Approval of Minutes**

June 9, 2021

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

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
August 11, 2021**

**Agenda Item #5B
Other Business**

CLG 2020 Project Update - Final Form and Report



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

July 29, 2021

NAME
STREET
CITY, STATE, ZIP

Re: Property situated at xxx

Dear Property Owner,

We are writing to you because your property, referenced above, is located within or adjacent to the Colburn Park Historic District, which is listed on the National Register of Historic Places. This letter is to update you about a City of Lebanon project that seeks to refresh the now 24-year old information about properties in the historic district.

The Lebanon Heritage Commission and the Lebanon Planning and Development Department received a state grant for this project, through the Certified Local Government (CLG) program (<https://lebanonnh.gov/DocumentCenter/View/706/Smart-and-Creative-Certified-Local-Government-?bidId=>). The City hired Historic Preservation Consultant, Lyssa Papazian to implement the grant, which runs from September 2020 to September 2021. Ms. Papazian has completed field walks of the district and its border areas, reviewed building permits, consulted with the Heritage Commission, Historical Society and NH Division of Historical Resources (DHR), and conducted in-depth literature reviews of properties.

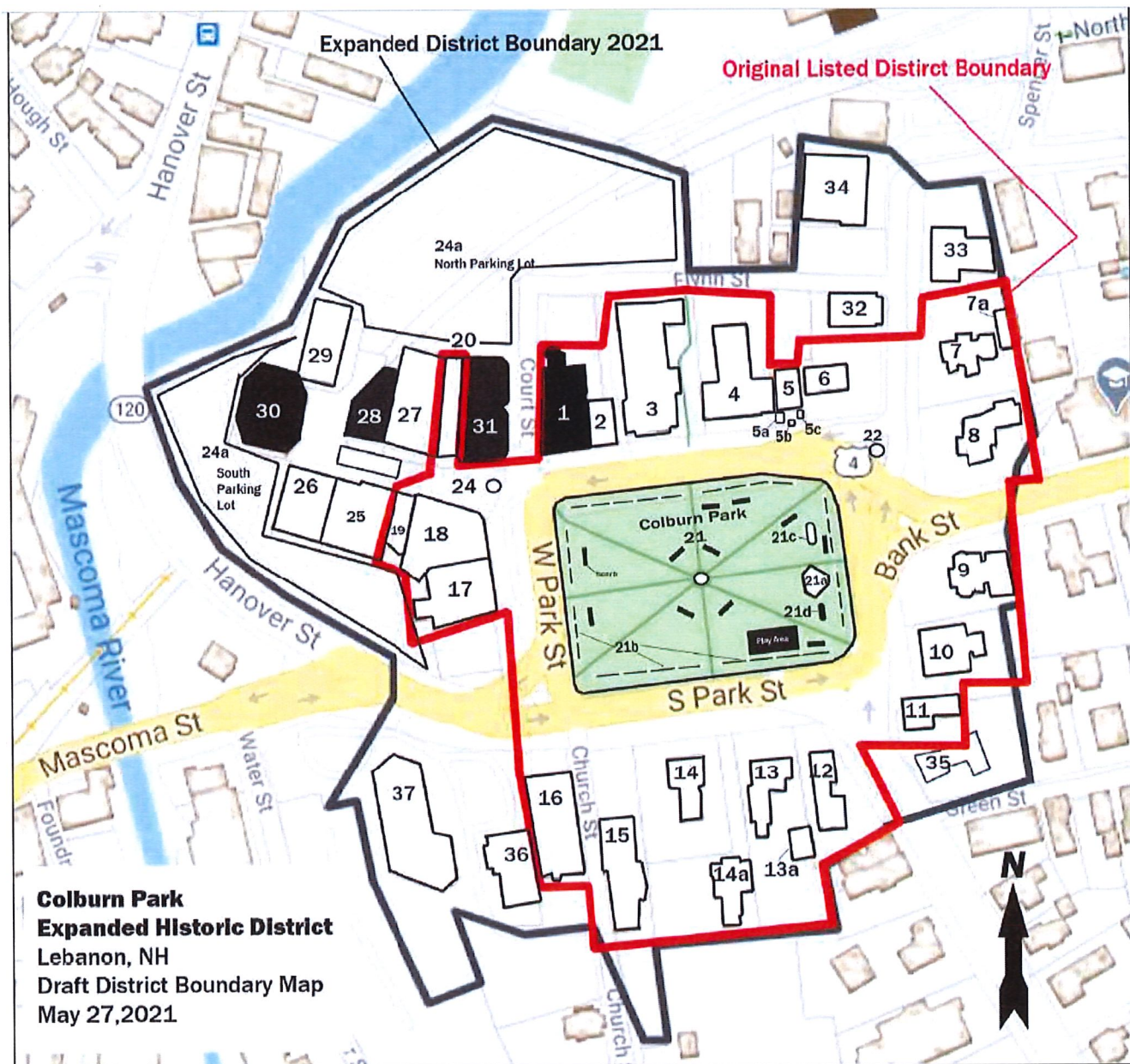
In addition to updating documentation and photographs from the original historic district nomination (<https://lebanonnh.gov/1201/Colburn-Park-Historic-District>), the project has two other goals. One is to evaluate the National Register historic district boundaries (see enclosed image) to see if they are still appropriate or should add additional properties. The second goal is to support preservation of the historic integrity of individual properties and the district as a whole by creating an updated reference for the City and citizens to apply to rehabilitation and development projects, as there are numerous benefits to maintaining the integrity of historic properties and to having an active National Register district (https://www.nh.gov/nhdhr/programs/nr_benefits.htm). *Please note that this CLG project does not carry regulatory implications. While another project may be pursued in the future to review the City's [local] Historic District Overlay, a regulatory provision of our Zoning Ordinance, the local overlay is administered separately from the Colburn Park Historic District that this CLG project focuses on.*

The products of the CLG project include an updated, detailed survey of the district and a report with recommendations about expanding, contracting or re-affirming the district boundaries. Ms. Papazian will provide the draft products and a public presentation to the Heritage Commission at their upcoming meeting on August 11th, at 7pm, in City Hall. To hear the presentation, you can join the meeting in-person, by computer or by phone. Visit <https://lebanonnh.gov/1359/Lebanon-Live-Meetings> for related meeting details. At the meeting, you will have a chance to comment on the project and envisioned next steps. For example, owners of properties in proposed expansion areas can indicate if they are willing to be included in a boundary expansion. If you are unable attend the meeting, you can submit written comments to us.

To contact us, write to or call Rebecca Owens or David Brooks in the Lebanon Planning and Development Department (rebecca.owens@lebanonnh.gov, davidbrooks@lebanonnh.gov, or (603) 448-1457).

Sincerely,

Rebecca Owens, Associate Planner
Staff liaison to Lebanon Heritage Commission



Expanded Colburn Park Historic District, Draft National Register district map.
Original boundaries are indicated in red and expanded boundaries in black.

**Agenda
Heritage Commission
August 11, 2021**

**Agenda Item #5C
Other Business**

Enfield Telecom Tower



FYI

500A Washington Street, Quincy, MA 02169

July 15, 2021

Enfield Heritage Commission
Attn: Meredith C. Smith
P.O. Box 373
Enfield, NH 03748

Re: Invitation to Comment
TCNS Notification ID# 233355
Site Name: Enfield Center; Site #: VT-NH-0212A
U.S. Route 4, Enfield, NH 03748

Dear Ms. Smith,

Vertex Tower Assets, LLC proposes to construct a wireless facility off U.S. Route 4 (Mascoma Valley Road) in Enfield, New Hampshire (Assessor's ID 14-11-A, 14-11-B, and 14-33). A portion of the Area of Potential Effect is extends into the City of Lebanon. This notice is provided pursuant to the Nationwide Programmatic Agreement for the Review of Effects on Historic Properties for Certain Undertakings Approved by the Federal Communications Commission (47 C.F.R. pt.1 app. C § V(C)). A notice was published in a local newspaper to inform the public, in addition to any requirements that are part of the zoning and permitting process.

Please note that we are requesting your review of the attached information as part of the Section 106 process only and not as part of the local zoning process. We are only seeking comments related to the proposed project's potential effects on historic properties. Enclosed is a copy of the USGS topographic quadrangle map and Aerial map with the proposed location of the work highlighted. In addition, we have provided a Project Summary Form if you require a more detailed description of the project.

Consistent with the timelines outlined in the Nationwide Programmatic Agreement and FCC-USET Best Practices Agreement, we respectfully request that you please respond within 30 days of receipt of this letter with an opinion of interest or no interest. To submit any additional comments regarding potential effects to historic properties, please contact me at Lucas Environmental, LLC, 500A Washington Street, Quincy, MA 02169 or via telephone at 617.405.4140 and reference the Site # in all correspondence. Please do not hesitate to contact me if you have any questions or concerns about the proposed project.

Thank you for your consideration and assistance during this review.

Sincerely,
LUCAS ENVIRONMENTAL, LLC

Christopher M. Lucas
Christopher M. Lucas, Principal & Manager, PWS, CWS, RPSS
Environmental Consultant/Wetland & Soil Scientist
T: 617.405.4140; F: 617.405.4465; E-mail: cml@lucasenvironmental.net

Enclosures: Project Summary Form; Figures

Invitation to Comment
Site #: VT-NH-0212A

U.S. Route 4
Enfield, New Hampshire



11/17/13

500A Washington Street, Quincy, MA 02169

cc: Enfield Land Use & Community Dev., Rob Taylor, Administrator, P.O. Box 373, Enfield, NH 03748
Enfield Heritage Commission, Meredith C. Smith, P.O. Box 373, Enfield, NH 03748
Enfield Town Historian, Marjorie Carr, Enfield Public Library, 23 Main Street, Enfield, NH 03748
Enfield Historical Society, John Carr, President, P.O. Box 612, Enfield, NH 03748
NH Historical Society, Attn: William H. Dunlap, President, 30 Park Street, Concord, NH, 03301
City of Lebanon Planning & Development, David Brooks, Director, 51 North Park Street, Lebanon, NH 03766
City of Lebanon Heritage Commission, Douglas Boisvert, Chair, 51 North Park Street, Lebanon, NH 03766
Lebanon Historical Society, Fran Hanchett, P.O. Box 18, Lebanon, NH 03766
Vertex Tower Assets, LLC – Stephen Kelleher (electronic copy)
ProTerra Design Group, LLC – Tom Johnson, (electronic copy)



500A Washington Street, Quincy, MA 02169

PROJECT SUMMARY FORM

Site ID: Enfield Center VT-NH-0212A	Site Address: U.S. Route 4 Enfield, NH 03748	Site Type (choose one): ☒ Raw Land ☐ Tower Colocation ☐ Other Colocation ☐ Tower Replacement
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Site Location

Latitude: 43° 38' 58.84" N
Longitude: 72° 09' 34.13" W

Existing Conditions

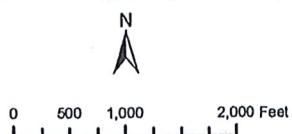
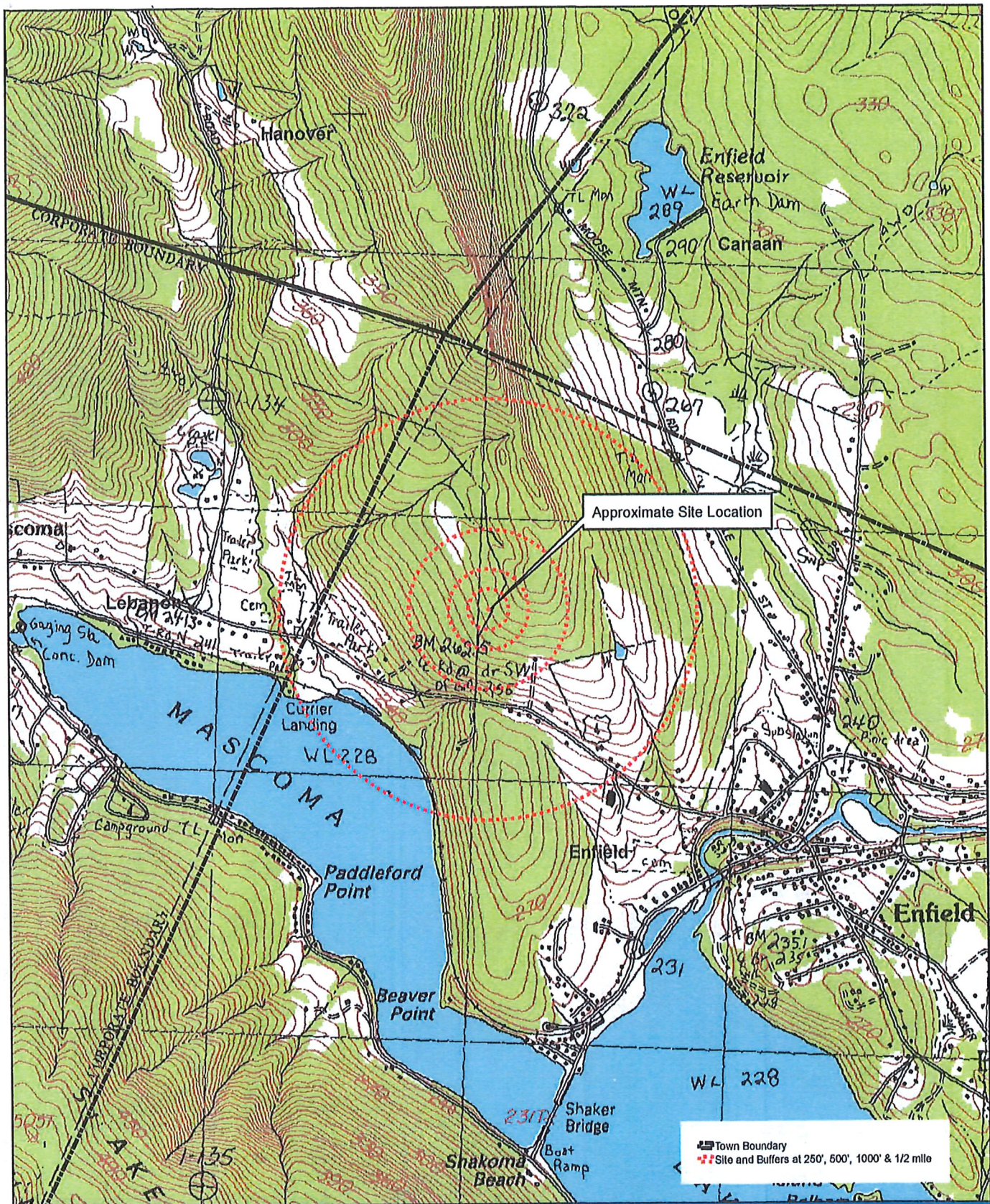
The proposed location for a new telecommunications facility is located in the east-central portion of an approximate 66.1-acre parcel identified as Assessor's ID 14-11-A and 14-11-B, located on U.S. Route 4 (Mascoma Valley Road) in Enfield, New Hampshire. The parcels consist of primarily forested land with an agricultural field, an existing gravel driveway, and an existing Granite State Electric Co. 80-foot wide R.O.W. The site is bounded to the south by U.S. Route 4, and by forested land to the west, north, and east.

Project Description

The proposed facility will consist of panel antennas to be mounted onto the top of a proposed 190-foot tall galvanized steel self-support lattice tower on a concrete foundation (191-foot total height) with an optional lightning rod and a maximum total height of 197 feet. Associated telecommunications equipment will be located outside at the base of the structure within a 50-foot by 72-foot compound surrounded by a six-foot tall chain link fence with barbed wire within a 75-foot by 75-foot lease area. Lease areas for future equipment shelters will be located within the fenced compound. The proposed facility will be accessed from U.S. Route 4 via existing and proposed 12-foot wide gravel driveway to the tower and compound, primarily utilizing an existing private common driveway and gravel drive to be upgraded. The access will cross additional Parcels 14-11-B and 14-33 on the existing access drive. Utilities are proposed from existing utilities at U.S. Route 4 via new utility poles to be installed along a 10-foot wide utility easement located primarily along the proposed access drive, except where the access drive crosses Parcel 14-33 at which point the utility easement diverges south from the access drive to Route 4.

Ground Disturbance

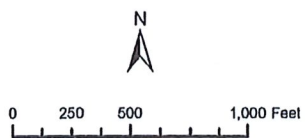
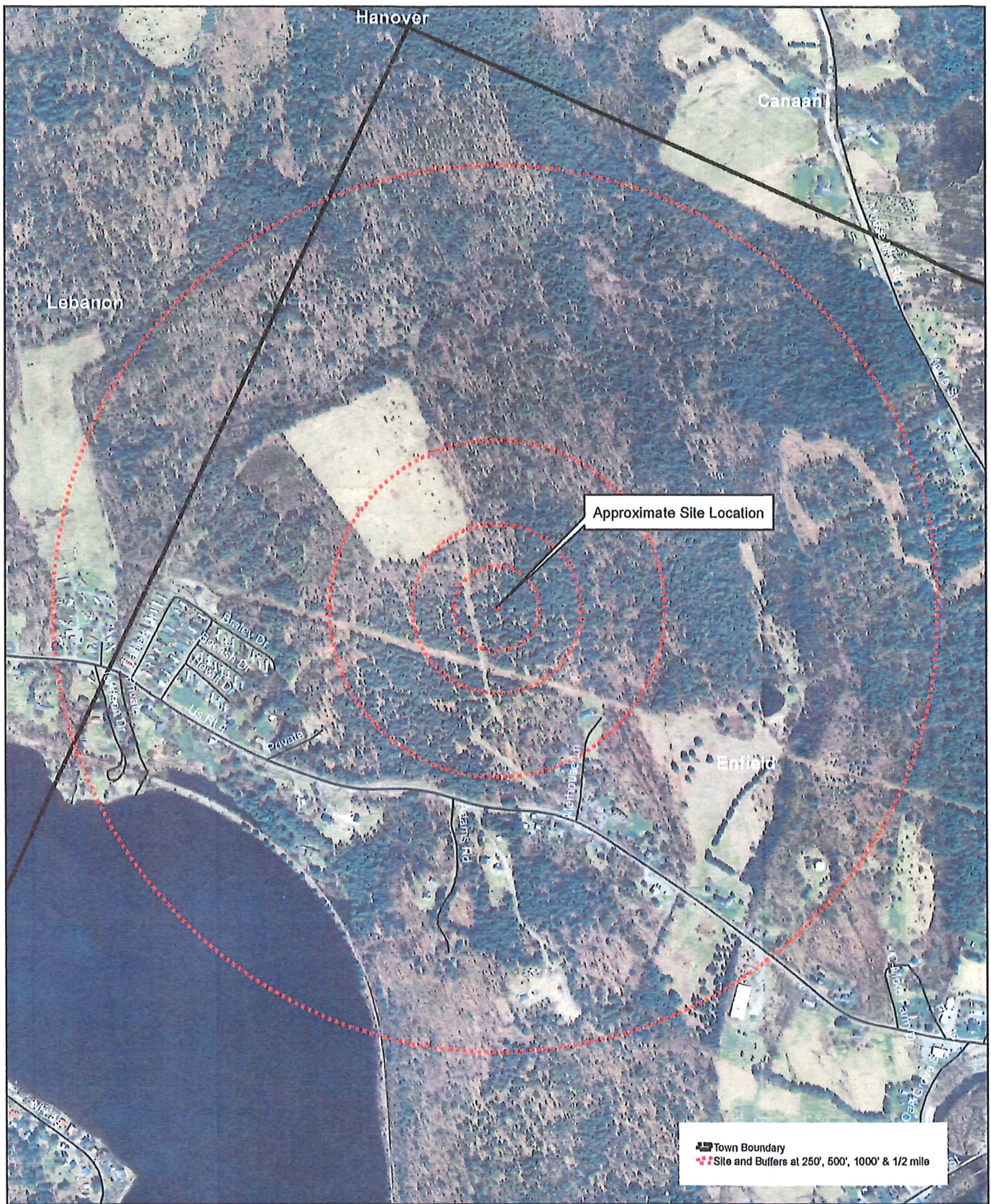
Ground disturbance and tree clearing will be required for the planned telecommunications tower, associated equipment, fencing, and utilities.



USGS Map
Telecommunications Facility
US Route 4
Enfield, NH

FIGURE 1





Aerial Map
Telecommunications Facility
US Route 4
Enfield, NH

FIGURE 2

