

FINAL

**LEBANON HERITAGE COMMISSION
REGULAR MEETING
MINUTES
COUNCIL CHAMBERS, CITY HALL or
REMOTE VIA VIRTUAL PLATFORM
WEDNESDAY, FEBRUARY 9, 2022
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Doug Boisvert (Vice Chair), Jeremy Rutter (Planning Board Rep.), Matthew Smith, Nicole Ford Burley (City Historian), and Devin Wilkie (City Council Representative)

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Barbara Slaiby

1. CALL TO ORDER

Vice Chair Boisvert called the meeting to order at 6:54 PM.

2. ELECTION OF OFFICERS

A. Chair and Vice Chair

Mr. Rutter nominated Mr. Smith for the position of Chair. Mr. Smith declined the nomination.

Ms. Ford Burley nominated Mr. Boisvert for the position of Chair. Mr. Boisvert accepted the nomination.

Ms. Ford Burley MOVED to nominate Mr. Boisvert for the position of Chair. Seconded by Mr. Rutter.

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

Ms. Ford Burley nominated herself for the position of Vice Chair. Mr. Smith Seconded.

Ms. Ford Burley MOVED to nominate herself for the position of Vice Chair. Seconded by Mr. Smith.

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

3. APPROVAL OF MINUTES: January 12, 2021

Amendments to the Minutes:

Page 2, line 12- change "pursing" to "pursuing"

Page 2, line 37- insert a space between "C." and "City/Development"

Page 2, line 46- change "Robert Levitt" to "Robert Hayes Leavitt"

Mr. Rutter MOVED to approve the January 12, 2022 minutes as amended. .

Seconded by Mr. Wilkie.

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

4. PUBLIC REVIEW**A. None****5. STUDY ITEMS****A. SPECIAL PROJECTS**

Ms. Owens gave a brief review of the historic district discussion from the last meeting. At that time, the Members agreed that they would like to move forward with Phase 2 of the Colburn Park District Expansion. The next step in the process is submitting the CLG grant application, which is due in March. Ms. Owens noted that there was also some interest from members in the creation of additional historic districts; Maple Street and Crafts Avenue were two potential districts suggested by Ms. Papazian in her report. Next, Ms. Owens asked for a volunteer (s) to research properties for the purpose of landmark designation. She suggested reviewing the recent area forms received from the State; these are mostly from the High Street/ Hanover Street neighborhoods. Mr. Rutter and Mr. Wilkie agreed to review a list of properties for potential landmark designations.

Ms. Slaiby presented her idea for an Oral History project in Lebanon. She worked with the Hartford Historical Society on a similar project and has purchased a digital recorder. Ms. Slaiby feels that people will be more likely to participate if the project is sanctioned by the City/ Heritage Commission. She has spoken to the Lebanon Library about storing the finished interviews, transcripts and possibly photographs. Ms. Owens requested that Ms. Slaiby write up a brief synopsis of the project and a list of potential interview subjects. Once the synopsis has been submitted, the Heritage Commission can make a motion to support the project. Mr. Wilkie noted that one of the Master Plan priorities for the Commission is the collection of oral histories. Art Pease, a former Lebanon history teacher and local historian, was suggested both as a potential interview subject and a resource for the project. Mr. Pease will attend the March Heritage Commission meeting.

B. DANA HOUSE

No updates at this time.

C. EDUCATION

Ms. Owens is working on formatting the historic photo gallery. The current version cannot be edited by the recipients when shared. The educational presentation for the evening focused on the process of regulatory review within the historic district. Creating a local historic district is meant to protect the “historic character of buildings, streetscapes and neighborhoods from inappropriate alterations and incompatible new construction, as well as outright demolition. Local historic districts are about guiding change and preserving community character as an area grows and evolves.....”. Ms. Owens shared a FAQ sheet which addressed the benefits and concerns of living in a historic district; she suggested posting a link to this information on the website so that it is easily accessible to the public. Ms. Owens reviewed the Zoning ordinance as it pertains to the historic district and explained when a Certificate of Approval from the Commission is required. Examples include: proposed demolition, changing doors/windows or exterior steps and re-roofing. The COA form can be found on the Heritage Commission website. Ms. Owens shared some past applications to help illustrate the process for new members who have not yet experienced a regulatory review.

D. MASTER PLAN PRIORITIES

The process of updating the Master Plan will start with natural resources and housing. The Heritage Commission's priorities will be updated at a later time.

6. OTHER BUSINESS**A. 2022 GRANTS (CLG notice)**

Ms. Owens informed the Commission that the State is offering two new CLG mini-grants. The first is a grant to cover the cost of the National Alliance of Preservation Commission membership for the

community and requires no matching funds to apply. The Members agreed to apply for this grant. The next grant to consider would provide funds to send up to 2 members to the National Alliance of Preservation's annual conference, to be held in Cincinnati, OH this July. Some travel expenses will also be eligible for reimbursement. Ms. Owens requested that any members interested in attending this conference please let her know by tomorrow. Lastly, there are grants available for the Commission Assistance and Mentoring Program (CAMP). The CAMP grants cover 1 or 2 day workshops, offered online or in-person and available in 3 different formats. The "Core CAMP" offers expert guidance on the basics of being a Heritage Commission or Historic District. Topics include: procedures, guidelines, legal basics, identifying and designating historic resources, hands-on design review and gaining community support. A second option allows the Commission to design a custom CAMP by picking up to 5 topics from the menu. The third option is a 1 to 3 hour session with an expert discussing a specific project. Ms. Owens suggested the review/revision of current zoning ordinances and the Dana House restoration vision as suitable topics for this format. Members agreed that the custom CAMP would be the most appropriate. Ms. Owens will submit the application and keep the Commission updated. The application deadline for the CLG grant for Phase 2 of the Colburn Park Historic District expansion is in March.

B. BUDGET

Ms. Owens reported that the available Heritage Commission funds currently total \$30,759.65. She explained that the budget is broken down into three sections: Undesignated, or general Heritage Commission funds, which can be used for projects, events, grant matches and purchases; as an example, the last expenditure was the purchase of a glass display case for the Dana House. Typically, the Commission requests a few hundred dollars from the City during each budget season to add to this account. The Capital Reserve Fund, approved by the City Council in 2020, started with a balance of \$50K. A large portion of this fund was used to finance the re-roofing of the Dana House. This money may also be used when applying for grants that require a more substantial matching of funds, such as the LCHIP. Lastly, under the stewardship of the City, there is \$25K in Leavitt funds which are to be used for the restoration of the Dana House. These funds are not to be used for general maintenance and their distribution will be decided in conjunction with the Historical Society.

C. MT. FINN

A community member inquired as to whether or not the Commission had information about "Mt. Finn" or "Mt. Finnish" being demolished for the Pike Industries stone quarry. Ms. Ford Burley reported that her attempts to research this topic have been unsuccessful.

D. HANOVER ST. AREA FORM per NHDOT I89 EXIT 18 PROJECT

The DHR reviewed the Area Form and concluded that the Hanover St. neighborhood does qualify for the National Register as a historic district. The "vernacular architecture" and the community it represents were the two qualifying factors. This neighborhood was originally a French-Canadian community and home to the City's mill workers.

Ms. Ford Burley asked for follow-up regarding the sign on the Mall mentioned at the last meeting. The sign references indigenous people and contains a quote by Robert Leavitt. Ms. Owens reported that she did reach out to the Parks and Recreation department. If residents have specific concerns regarding the sign, they should contact Parks and Rec directly.

7. OPEN TO THE PUBLIC: No one came forward.

8. FUTURE AGENDA ITEMS

A. DPW PROJECTS

B. COLBURN PARK POLLINATOR GARDEN

9. ADJOURNMENT

*Mr. Wilkie MOVED to adjourn the meeting at 8:40 PM.
Seconded by Mr. Rutter.
* The MOTION was unanimously approved (5-0).*

Respectfully submitted,
Megan Castillo
Recording Secretary