



**LEBANON HERITAGE COMMISSION
DECEMBER 9, 2020 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
 - 2. Approval of Minutes**
 - A. November 12, 2020
 - 3. Public Review**
 - A. None
 - 4. Study Items**
 - A. None
 - 5. Other Business**
 - A. Dana House Working Group
 - Budget Status
 - 501c3 Update
 - B. Special Projects
 - Mall Kiosk Updates for 2021
 - 2021 Outreach & Event Planning
 - C. Colburn Park Historic District National Register Update - Project Status
 - D. 2021 Priorities Planning
 - E. Arts & Culture Representative
 - F. Review 2021 Meeting Calendar
 - 6. Open to the Public**
 - 7. Future Agenda Items**
 - A. None
 - 8. Adjournment**

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

**Agenda
Heritage Commission
December 9, 2020**

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

NOVEMBER 12, 2020

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
THURSDAY, NOVEMBER 12, 2020
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Linda Cole, Doug Boisvert
and Raymond Book (Alt.)

MEMBERS ABSENT: Karen Zook (City Council Rep.), Bruce Bronner (Alt. Council Rep),
(Fran Hanchett

STAFF PRESENT: David Brooks (Director of Planning and Zoning)
Rebecca Owens (Associate Planner)

1. CALL TO ORDER:

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

Ms. Hains called the meeting to order at 7:06 PM. She informed the Commission members that Mr. Welsch has decided to step down from his role as Chair due to personal reasons. Ms. Hains will act as Chair for the remainder of the year; an election will be held in January. She suggested that part of the next meeting be spent revisiting Chair Welsch's 15-years of service to the Commission and invited members to share stories of his contributions at that time. Mr. Boisvert has been sworn in at City Hall and is able to vote at this meeting; Mr. Book is attending as an alternate and will not be voting tonight.

Ms. Owens reviewed the procedures for a remote meeting. A Roll Call was taken and all those attending the meeting remotely are listed above.

2. APPROVAL OF MINUTES: October 14, 2020

*Ms. Book MOVED to approve the October 14, 2020 Minutes as written .
Seconded by Ms. Cole.*

Roll Call Vote:

Ms. Cole, Ms. Book and Mr. Boisvert all voting Yea.

None voting Nay.

Chair Hains abstained.

**The MOTION was approved (3-1-0)*

3. PUBLIC REVIEW - None

4. OTHER BUSINESS

A. Dana House Working Group

Chair Hains reports no updates since the last meeting. Mr. Nathan Giles has joined the Dana House working group, but will not be attending regular Commission meetings. Chair Hains suggested that she and Ms. Book meet to discuss the next steps for the DHWG. Ms. Owens reported that the City received an invitation to join the New Hampshire Preservation Alliance. This is an organization that provides small grants for assessments, which would help develop a business and programming plan for Dana House. Having a business plan in place is a requirement for receiving other funding, such as an LCHIP grant. Ms. Owens will speak with Mr. Brooks about the cost of membership, but she believes it is both affordable and worthwhile for the City to join the Preservation Alliance.

B. Special Projects Working Group

City Council awarded the plaques for 9 Seminary Hill and the James Wood House at its October meeting. Ms. Owens reports that she will be mailing the plaques to the property owners in the near future. There are approximately eight plaques still available. Chair Hains stated that this group was originally created to address miscellaneous projects, but is not currently meeting.

C. Fountain Working Group

There are currently no members on the Fountain Working Group. Ms. Owens reports that City administration is considering whether or not the FWG should fall under the jurisdiction of another City board or group. She noted that the fountains fall under the Arts & Culture chapter of the Master Plan. Chair Hains stated that she has spoken with City administration and, while nothing has been decided yet, the Heritage Commission will retain an interest in the FWG.

D. CLG 2020 Project Update- Quarterly Report

Since her update at the last meeting, Ms. Papazian has submitted a draft of the updated historic district to the NH Division of Historic Resources for review. Her report, which focuses on updating the documentation of the current Colburn Park Historic District to current federal standards, is approximately fifty-percent complete.

E. CLG 2021 Letter of Intent to Apply

Ms. Owens stated that traditionally, the City applies every other year for a study grant. However, the State also has "Brick and Mortar" funding available. Funding for "Brick and Mortar" grants requires a 60/40 split of expenses between state and local governments. Ms. Owens submitted an inquiry to the State regarding the feasibility of applying for "Brick and Mortar" funding to update the lamp posts throughout the city. The current lamp posts do not match the historic district aesthetic. Ms. Owens learned that DPW has submitted a request to update the streetlights, which could coincide with replacing the lamp posts. She has not yet received a response from the State, but letters of intent are due on November 15th. Chair Hains asked about the possibility of applying for a project relating to Dana House, but Ms. Owens stated that projects relating to Dana House will require an established business plan and cost estimates in order to receive funding. Chair Hains then suggested applying for a study grant to reassess the Westboro Rail Yard property, citing that the last one was done 15 years ago. Ms. Book suggested revisiting the idea of creating a "pocket park" at 3 Seminary Hill. Ms. Owens will discuss these ideas with Mr. Brooks and then reach out to Chair Hains and the Commission. The City may decide to wait until next year to apply, which could improve its chances of receiving funding. Ms. Owens suggested that members of the Commission may be interested in attending a meeting of the newly formed West Lebanon Revitalization Committee. Chair Hains proposed a joint meeting of the two groups, to discuss their ideas and visions for projects such as Dana House, 3 Seminary Hill and Westboro Yard. Ms. Owens will work to facilitate this joint meeting in the near future.

F. Debrief of NH Land Use & Value- Preservation's Role

Ms. Owens presented briefly on a series of webinars, sponsored by the NH Finance Authority and other state groups, geared towards planners, administrators, tax assessors and residents. "Strong Towns", an independent 501(c)(3) interest group worked with a consultant company called Urban 3, which specializes in the economic analysis of land use. They study how land value is being captured in a community by comparing the infrastructure costs to the tax valuations and other revenue being generated. They discovered that, particularly in New England towns, some of the greatest value comes from well-preserved historic down towns, rather than new developments. Significant emphasis was placed on the

1 preservation of quality architecture and character, which is not only nostalgic but also important for
2 economic development.

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4 **5. PUBLIC COMMENT: None**

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6 **6. Future Agenda Items:**

7 Chair Hains offered some suggestions for programming in 2021, including celebrating Women's Month
8 (March) and Indigenous Peoples' Day (October). She asked the members to brainstorm other ideas for
9 future activities and be ready to discuss them at the next meeting. Ms. Owens stated that she will bring
10 the status of implementation of master plan items in the Heritage Commission chapter to the next meeting
11 for its annual review.

12
13 Chair Hains asked Mr. Brooks for an update on the status of the proposed 501(c)(3) collaboration
14 between the Heritage and Arts & Culture Commissions. Mr. Brooks reported that the Arts & Culture has
15 secured a consultant to help them set up their 501(c)(3) and is moving forward in the process. This
16 consultant had some concerns around the feasibility of setting up one 501(c)(3) for two groups with
17 differing goals and responsibilities. Mr. Brooks reminded the Commission that the Historical Society is
18 already an established 501(c)(3), so there is the possibility that the Heritage Commission could
19 collaborate with them for projects/fundraising. He also noted that the consultant fees being paid by the
20 Arts & Culture Commission are very reasonable, so the Heritage Commission could pursue setting up
21 their own 501(c)(3). This would require establishing a board of directors, holding annual meetings and
22 significant paperwork and reporting responsibilities. Chair Hains feels that having a 501(c)(3) for the
23 Heritage Commission would be very beneficial in fundraising for projects such as the Dana House. The
24 Members agreed that it would be worthwhile to investigate exactly what the process entails. Mr. Brooks
25 agreed to ask the 501(c)(3) consultant to attend a future Heritage Commission meeting, to explain the
26 process and answer questions.

27
28 **7. ADJOURNMENT**

29 *Ms. Book MOVED to adjourn the meeting at 8:05 pm.*

30 *Seconded by Ms. Cole.*

31
32 *Roll Call Vote:*

33 *Chair Hains, Ms. Book, Ms. Cole, and Mr. Boisvert all voting Yea.*

34 *None voted Nay.*

35 ** The MOTION was unanimously approved (4-0)*

36
37 Respectfully submitted,

38 Megan Castillo

39 Recording Secretary

**Agenda
Heritage Commission
December 9, 2020**

**Agenda Item #5F
Other Business**

2021 Meeting Calendar

**Meeting Schedule
Lebanon Heritage Commission
2021**

Meeting Date	Cutoff
January 13, 2021	December 29, 2020
February 10, 2021	January 26, 2021
March 10, 2021	February 23, 2021
April 14, 2021	March 30, 2021
May 12, 2021	April 27, 2021
June 9, 2021	May 25, 2021
July 14, 2021	June 29, 2021
August 11, 2021	July 27, 2021
September 8, 2021	August 24, 2021
October 13, 2021	September 28, 2021
November 10, 2021	October 26, 2021
December 8, 2021	November 23, 2021

Note: All meetings begin at 7:00pm unless otherwise noted on the meeting agenda. All Heritage Commission meetings are the 2nd Wednesday of the month. Cutoffs for applications shall be made no later than 12:00pm (noon) of the 15th calendar day prior to a regularly scheduled meeting of the Heritage Commission. Unless indicated.