



**LEBANON HERITAGE COMMISSION  
DECEMBER 14, 2022 - 6:00 PM  
MEETING ROOM 1, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
  - 2. Approval of Minutes**
    - A. October 12, 2022
    - B. November 9, 2022
  - 3. Public Review**
    - A. None
  - 4. Study Items**
    - A. Special Projects
      - Historic Districts
      - Landmark designations - awards, kiosk, map, outreach
      - Oral History - JAM project - Lebanon's Native and Indigenous Past
    - B. Dana House
    - C. Education
      - CLG workshops
  - 5. Other Business**
    - A. Historic Marker and Interpretive Signage
    - B. DPW projects/GAR next steps
  - 6. Open to the Public**
  - 7. Future Agenda Items**
    - A. NHDHR Request for Project Review - Lebanon Rest Area follow-up
    - B. Conservation Commission coordination
    - C. Update to History of Lebanon webpage
    - D. Historical Society coordination
    - E. February West Lebanon focused meeting
  - 8. Adjournment**

The order of agenda items is subject to change.

**Lebanon Heritage Commission Agenda**  
**December 14, 2022**

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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](https://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.

**DRAFT**

**LEBANON HERITAGE COMMISSION  
REGULAR MEETING  
MINUTES  
COUNCIL CHAMBERS, CITY HALL or  
REMOTE VIA VIRTUAL PLATFORM  
WEDNESDAY, October 12th, 2022  
LebanonNH.gov/Live  
6:00 pm**

**MEMBERS PRESENT:** Nicole Ford Burley (Vice +Chair and City Historian),  
Jeremy Rutter (Planning Board Rep.), Noel Figart, Matt  
Smith, Devin Wilkie (City Council Rep.)

**MEMBERS ABSENT:** Karen Zook (Alt. Council Rep)

**STAFF PRESENT:** Rebecca Owens (Associate Planner)

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1 **1. CALL TO ORDER:** Vice Chair Ford Burley called the meeting to order at 6:00 PM.

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3 **2. APPROVAL OF MINUTES:** September 14th, 2022

4  
5 *Mr. Rutter MOVED to approve the September 14th, 2022 minutes.*  
6 *Seconded by Vice Chair Ford Burley.*

7  
8 *\*The MOTION was approved (5-0)*

9  
10 **3. PUBLIC REVIEW:** None

11  
12 **4. STUDY ITEMS:**

13  
14 **A. SPECIAL PROJECTS-**

15  
16 **Mall Kiosk-**Vice Chair Ford Burley and Mr. Smith indicated that they can work together on content for  
17 an updated display, focusing on Lebanon Historic Landmarks. Ms. Figart offered to provide graphics  
18 assistance.

19  
20 **Historic Districts-**None

21  
22 **Landmark Designation-**

23 Mr. Smith provided a spreadsheet summarizing the landmark property inventory findings to date, using  
24 data provided by Mr. Rutter. Ms. Owens still intends to draft a property owner reminder letter to increase  
25 awareness of the program and opportunities to display the plaques and to review other communities'  
26 program language for ideas.

27  
28 Members believe that updating the program purpose, the “why” for accepting and promoting landmark  
29 designations, would be helpful to increasing the program’s participation including as relates to plaque  
30 display rates. For example, could sense of place be highlighted. Also, they asked what the future holds for  
31 the program, as the number of eligible properties draws down; is there a goal to add a certain number of  
32 new designations each year, or to cap and complete the program? Mr. Wilkie noted that there should be  
33 fewer new designations over the years as the program reaches saturation. Members liked a group idea to

1 add properties to an online map, which Vice Chair Burley showed a draft of, and which Ms. Owens  
2 compared to Rochester, NH's storymap. Future designation candidates should include properties that are  
3 National Register contributing and which as noted in eligible districts like Crafts Ave. and Maple St.  
4

5 **Oral History**-Ms. Owens reviewed if JAM (CATV) has any Lebanon history-related videos in its  
6 archives to avoid duplication of effort with the potential new pre-colonial history project and did not find  
7 any although there is a nice series about other Lebanon history that CATV produced with the Historical  
8 Society.  
9

#### 10 **B. DANA HOUSE-**

11 Members expressed interest in inviting DPW staff to a meeting to better understand their project  
12 budgeting and plans for 2023 and beyond. They also recommended, per the City's lease terms, for staff to  
13 contact SAU88 to see if they have interest in providing a representative for Dana House project  
14 collaboration. Ms. Owens was emailed by a member of the community who thinks that blacksmithing  
15 would be a suitable activity as part of the site's reuse.  
16

#### 17 **C. EDUCATION-**

18 Members discussed the Commission's funding award from the National Preservation Alliance to conduct  
19 two CAMP mentor trainings, a "core" open to all NH Certified Local Government (CLG) communities  
20 either in-person, remote, or hybrid, and a 1-2 day "custom" workshop for Lebanon. They reviewed the  
21 CAMP menu which included design guidance for historic properties, preservation strategies, economic  
22 incentives, legal and ethical training, public engagement strategies, and additional opportunities.  
23

### 24 **5. OTHER BUSINESS:**

#### 25 **A. Lebanon Woolen Mill DHR inquiry-**

26 This agenda item title was incorrect and should have identified 2 Mascoma St. NHDHR asked if the  
27 Heritage Commission has comments on cultural resource findings that the developer provided as due  
28 diligence. Members asked staff to relay a recommendation for someone to be present during site  
29 excavations who can report when intact items are surfaced, if any—in addition to similar matters of  
30 interest.  
31  
32

33 **B. Historic Marker and Interpretive Signage-** Ms. Owens said that she can provide a volunteer  
34 with content sources to start drafting signage language for Westboro. Local banks and businesses may be  
35 interested in helping to fund signage there or elsewhere. Members asked whether the 1 Foundry St  
36 development will include any interpretive signage; the owner apparently wishes to preserve the existing  
37 pedestrian bridge (built in 1904s) to the neighboring mill property although Vice Chair Burley expressed  
38 that it is more of a curiosity than functional feature and could not be used because they do not own it all.  
39 Follow-up needs for the signage effort include adding landmark properties to the map, adding kiosks to  
40 the map, looking for other community examples, and incorporating Lebanon postcard and gallery photos  
41 to the map.  
42

43 Vice Chair Burley shared that she was contacted by a UVM student who is doing a survey of large  
44 agricultural barns. She will share her findings and there may be preservation money to support projects. It  
45 could be of interest to do a LebNews about local agriculture history that features the barn findings.  
46

#### 47 **6. OPEN TO THE PUBLIC:** None 48

**7. FUTURE AGENDA ITEMS:**

**A. DPW projects/GAR follow-up- None**

**8. ADJOURNMENT:**

*Mr. Rutter MOVED to adjourn the meeting at 7:39 PM.*

*Seconded by Mr. Wilkie.*

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

Respectfully submitted,

Rebecca Owens

**DRAFT**

**LEBANON HERITAGE COMMISSION  
CITY COUNCIL CHAMBERS, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
6:00 PM, WEDNESDAY NOVEMBER 9, 2022**

**MEMBERS PRESENT:** Nicole Ford Burley (Vice Chair and City Historian), Jeremy Rutter (Planning Board Rep.), Noel Figart, Matt Smith

**MEMBERS ABSENT:** Devin Wilkie (City Council Rep.), Karen Zook (Alt. Council Rep)

**STAFF PRESENT:** Rebecca Owens (Associate Planner)

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**1) CALL TO ORDER:** Vice Chair Ford Burley called the meeting to order at 6:00 PM.

**2) APPROVAL OF MINUTES**

A. October 12, 2022

There were no minutes to approve at this time.

**3) PUBLIC REVIEW**

Ms. Owens explained that she received an email from the DOT regarding the Lebanon rest stop on Route 89. This is National Register eligible. There is a request for a project review for an updated truck testing area by the State. The building and parking will not be impacted, but the area for the weigh station is being proposed for this project, including increasing the paving area and removal of some trees. There is a meeting for this topic and the Commission is invited to participate.

Mr. Smith noted that his main concerns would be how this might impact neighbors or the landscape of the area.

The Commission agreed to review this item and email Ms. Owens with any comments.

Ms. Owens stated that the Densmore Brickyard has a conceptual application for over 500 residential units. The proposal is still open to many options for the project. Vice Chair Ford Burley noted that the brickyard was active for well over 100 years. The historic kilns are still on site.

Ms. Owens noted that the Lebanon Opera House is considering submitting an application for a building permit for City Hall. The Heritage Commission will need to review this proposal for a certificate of approval. The group would like to replace one of the planters with an ADA ramp on the east side of the building. Vice Chair Ford Burley discouraged the proposed arch.

**4) STUDY ITEMS**

A. Special Projects

- Historic Districts

Ms. Owens stated that the scope of work has been pushed back by approximately a month but will continue to move forward.

- Landmark Designations

- Walking Tour/Online Map options

The group discussed updates to the online map.

- Kiosk

Mr. Smith stated that he has some time for this item, if given direction.

- Oral History
  - JAM (CATV) indigenous history project

Vice Chair Ford Burley stated that the City Manager is supportive of producing a video for this project and is willing to put some budget toward it. She spoke with JAM regarding a video on Lebanon's native indigenous history. There are approximately a half dozen tribes in the Upper Valley area. Ms. Owens stated that she hopes to have a cost estimate from JAM soon and produce a product in time for Indigenous People's month next year.

Vice Chair Ford Burley noted that work on updating the History of Lebanon webpage is underway. Her group is working through what will be included. Ms. Owens noted that the Conservation Commission's Open Space plan may be useful for this project.

#### B. Dana House

There were no updates at this time.

#### C. Education

- CLG Workshops

Ms. Owens stated that she would work on the application for this. There are two potential trainings available to the Commission. Commission Assistance and Mentoring Program (CAMP) training is led by qualified historian professionals. The other type of training is a more custom one for the group. Mr. Smith stated that he believes the community engagement training could be a good one to pursue.

### 5) OTHER BUSINESS

#### A. Historic Markers and Interpretative Signage

- Westboro

Ms. Owens stated that the final design for the trail at Westboro is almost complete. She would like to work with Mr. Smith regarding signage for this area.

Vice Chair Ford Burley noted that Devin Wilkie used her notes in order to make a quarterly report to the City Counsel.

#### B. Update to History of Lebanon webpage

*This item was previously discussed.*

#### C. Upcoming Lebanon Times articles – clock tower history and GAR statues

Vice Chair Ford Burley stated that the Lebanon Times will include a piece regarding the GAR statues and would like to update on the Moose Plate application, but an update may not be available in time. She will use the completed assessments to inform the GAR statues piece. A clock tower history piece is also being drafted, and Vice Chair Ford Burley stated that she submitted some pictures and documentation for that.

Ms. Owens noted that she was also contacted regarding a piece on the Heritage Commission and submitted some information.

Mr. Rutter asked about the Commission revising its portion of the Master Plan. Ms. Owens noted that 2024 is the year to update the Historic Resources section. The Commission could start reviewing this section at any time, in order to be prepared for this update.

### 6) OPEN TO PUBLIC

### 7) FUTURE AGENDA ITEMS & FOLLOW-UP NEEDS:

#### A. DPW Projects/GAR follow-up

#### B. Conservation Commission coordination

Vice Chair Ford Burley stated that coordination with the Conservation Commission may occur during the signage conversation at Westboro. This should lead to more organic coordination in the future.

C. Historical Society coordination

Vice Chair Ford Burley stated that she would like to organize a meet-and-greet at some point in the future with the Historical Society.

Vice Chair Ford Burley noted that an exhibition, such as one for wallpaper, may be staged in the Carter House. A working plan for getting people into the Carter House and seeing the Historical Society collection is also being considered. The Carter House is managed by the Trustees, who are largely not local. The group discussed some control and resources for this building by the Historical Society.

**7) ADJOURNMENT:**

*A Motion was made by Mr. Smith to adjourn the meeting.*

*Seconded by Ms. Figart.*

*\*The vote on the MOTION was approved (4-0-0).*

**The meeting was adjourned at 7:42 PM.**

Respectfully submitted,  
Kristan Patenaude, Recording Secretary