

FINAL

**LEBANON HERITAGE COMMISSION
MEETING ROOM 3, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, WEDNESDAY APRIL 12, 2023**

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

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Nate Reichert (Director of Planning & Development / Zoning Administrator)

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:02pm.

2. APPROVAL OF MINUTES – March 08, 2023

Amendments: Page 1, Line 30: Scott “Williams” was corrected to Scott “Newman”

A MOTION was made by Mr. Rutter to approve the March 08, 2023 Meeting Minutes as amended. The Motion was seconded by Chair Ford Burley.

**** The Vote on the Motion was approved (3-0 with Councilman Wilkie abstaining).***

3. PUBLIC REVIEW

None

4. STUDY ITEMS

A. Special Projects

- **Historic Districts** – no updates
- **Landmark Designations** – no updates
- **Oral History – JAM project – Lebanon’s Native and Indigenous Past**
Chair Ford Burley said she has not had any updates since last meeting.

B. Dana House

No updates – Chair Ford Burley said budget discussions with COL Public Works Department are ongoing.

C. Education

- **NAPC CAMP Training Highlights and Next Steps**
Chair Ford Burley said three members of the Heritage Commission attended the CAMP training on March 31 2023. The members discussed items of interest and action items/take-aways from the meeting.

Items of Interest:

- a. Dedicated application for development/redevelopment of historic properties
- b. Formalized application for approval from Heritage Commission
- c. Details of application submissions
- d. Much focus at CAMP meeting was on properties that surround Historic Districts
- e. Historic Renovation Awards
- f. Homeowner Handbook
- g. Events to publicize historic renovations: house tours, house fairs/expos with other communities

Action Items/Take-Aways:

- a. Applications should submit detailed, compliant applications for review from the Heritage Commission to help facilitate approval process.
- b. Heritage Commission members should review the guidelines for the application and bring feedback to future meeting. Commission members should fill out its own application as an exercise.
- c. Establish an award for homeowners that do excellent historic renovations of their properties
- d. Create a Homeowner Handbook – good practices for taking care of an old home

Chair Ford Burley noted that there is funding for another CAMP training. She said she did not know if there was a deadline for holding a second meeting. Mr. Reichert said he would find out if there is a deadline.

- **Lebanon Book Update**

Chair Ford Burley said she submitted the book to the publisher on April 2, 2023 and is awaiting feedback from the publisher. She said the publish date is September 4, 2023, and that the book will be 128 pages and will be priced \$25.99. She said she did not know how many copies will be published.

5. OTHER BUSINESS

A. West Lebanon Update

Mr. Reichert noted that the West Lebanon Revitalization Committee held its first meeting on April 11, 2023 at the Kilton Library. He said Deputy City Manager David Brooks presided. He said the Committee is petitioning the City Council to amend the by-laws that require business leaders to participate for this committee so more residents can join. He said many open and ongoing West Lebanon-based projects were discussed, including the establishment of a West Lebanon Historic District and how to engage the community in the discussion about the future of Dana House.

B. Lebanon Master Plan, Chapter 11 (Heritage) Implementation

Chair Ford Burley said the Commission members were asked to review Sections C4-D4 of the 2012 Master Plan and discuss what the goals for the Commission were, what is the status of these goals, have goals changed, etc. Mr. Reichert said these sections of the Master Plan are slated for review by the Planning Board by April 2024, but, if the

Heritage Commission presents specific changes to the Master Plan before that time, the Planning Board would be receptive to them.

The members discussed what the plan outlined in the areas of Education, Downtown Revitalization, and Protecting Historic Resources.

Mr. Smith noted that Lebanon's three sites on the National Register of Historic Places (Colburn Park; the Stone Arch on Glen Road; and Spring Hill Farm on Rte 120) are indicated on the GIS Map on the City's website. The members discussed other ways to better utilize the GIS Map. Mr. Reichert suggested that Mark Goodwin, the City's GIS Administrator, could attend a future meeting to review the features and uses of the current and proposed software.

Chair Ford Burley suggested the Commission members continue to review the Master Plan pertaining to historic/heritage concerns in chunks over the next 12-18 months. Mr. Rutter suggested members review the next section and plan to discuss at the Heritage Commission's June 2023 meeting.

C. NHDOT/DHR Exit 18 Rest Area & Mechanic Street/Mascoma Street/High Street Mitigation Updates

Chair Ford Burley said the Historical Society is accepting the scale from the Weigh Station into its collection. She said the NHDOT will deliver it at a date to be determined. Mr. Reichert said that discussions about the Mechanic Street/Mascoma Street/High Street (also known as "Jones Crossing") mitigation are ongoing.

D. Historic Marker and Interpretive Signage – Questions for 4/24 NPS meeting

Chair Ford Burley said the NPS has made resources available to the City, but it is unclear what the City's needs are. Mr. Reichert said he needed to be briefed by Planning Department staff regarding what questions should be brought up at the April 24, 2023 meeting.

Councilman Wilkie asked Chair Ford Burley about the quarterly update for the Heritage Commission to the City Council. The members agreed Chair Ford Burley should speak about the CAMP training and the Historic Landmark Plaques program.

Councilman Wilkie suggested a member of the Heritage Commission should attend the next West Lebanon Revitalization meeting (slated for April 17, 2023) to ask if any members could help identify sites in West Lebanon for historic designation. Mr. Reichert said he would ask Deputy City Manager David Brooks to add it to the agenda. Councilman Wilkie also suggested that a member of that Committee could be invited to participate on the Heritage Commission as well.

Chair Ford Burley noted that she is overdue to provide a draft of the Indigenous History of Lebanon to the DEI for review.

6. OPEN TO THE PUBLIC

No members of the public were present

7. FUTURE AGENDA ITEMS

A. Historical Society Coordination

B. Lebanon HC Design Guidelines Review and Update

C. Future & Intended Use of Dana House

D. Review & Update Guidelines for Application for Historic Renovation

E. Presentation by Mark Goodwin on GIS Map Software and Features

8. ADJOURNMENT

A MOTION was made by Mr. Rutter to adjourn the meeting at 8:00pm. The Motion was seconded by Councilman Wilkie.

** The vote on the Motion was approved 4-0.*

The meeting was adjourned at 8:00pm.

Respectfully Submitted,
Paula Roux
Recording Secretary