

FINAL

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, DECEMBER 9, 2020
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Linda Cole, Fran Hanchett, Doug Boisvert

MEMBERS ABSENT: Karen Zook (City Council Rep.), Bruce Bronner (Alt. Council Rep.), Raymond Book (Alt. Member)

STAFF PRESENT: Rebecca Owens (Associate Planner)

1. CALL TO ORDER: - Chair Hains called the meeting to order at 7:00 PM.

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

Ms. Owens reviewed the procedures for a remote meeting and attendance was taken by roll call. All those attending remotely are listed above.

2. APPROVAL OF MINUTES: November 12, 2020

Amendments to minutes:

Page 1, line 30: change “ Giles” to read “Gile”

Ms. Book MOVED to approve the November 12, 2020 Minutes as amended.

Seconded by Ms. Cole.

Roll Call Vote:

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

None voting Nay. Ms. Hanchett abstained.

**The MOTION was approved (4-0-1)*

3. PUBLIC REVIEW: None

4. REVIEW 2021 MEETING CALENDAR

Ms. Owens asked the members if anyone had any comments or concerns regarding the 2021 Heritage Commission meeting schedule. No issues were noted at this time.

5. OTHER BUSINESS:

A. DANA HOUSE

1. 501(c)(3) Update

Since there were new members in attendance, Chair Hains recapped the previous discussions regarding establishing a 501(c)(3) for the Heritage Commission. On November 24th, Chair Hains, Ms. Owens and Mr. Brooks met with Ms. Lauren Whittlesey, the consultant who recently helped the Arts & Culture Commission establish their 501(c)(3). Chair Hains reported that the administrative responsibilities of starting and maintaining a 501(c)(3) would require an active, volunteer Board of Directors. There is some concern that the Commission's current membership may not be able to support these additional needs. Ms. Owens reiterated the possibility of using a volunteer fiscal agent or the City itself when accepting donations for the Heritage Commission's projects; each option has pros and cons, such as the need for the City Council to approve the acceptance of any funds donated directly through the City of Lebanon. Another concern is the need to have a clear, stated purpose which translates into a targeted donor campaign. In regard to the Dana House project, this means developing a business plan. Ms. Owens reported that the City has submitted a membership application to the New Hampshire Preservation

Alliance, who could provide technical assistance in creating a sustainable business plan. Chair Hains stated that after the meeting with Ms. Whittlesey, the development of a 501(c)(3) does not seem feasible at this time, but may be revisited in the future.

2. Budget Update

Ms. Owens provided an overview of the budget, which is broken into four parts. The general Heritage Commission budget is funded only by annual requests for specific projects or events. Ms. Owens is waiting for a response from the finance department regarding the balance in this account, but she believes it to be nominal. The other three parts of the budget relate to the Dana House. First, the annual Capital Improvement Projects budget which is being reviewed by the City Council this week. In 2021, \$3500 has been provided for repair and maintenance. This money is managed by DPW and no major repairs are expected. Next are the remaining funds from a \$25,000 donation made by Mr. Robert Leavitt. A portion of this money was used for the Dana House re-roofing project, while the remaining funds have been earmarked for the future activation of the Dana House. Lastly, the approved Capital Reserve Fund for the Dana House has been allotted \$10,000 for 2021. This can be used for matching grant funds, unexpected; repairs, etc.. Ms. Hanchett expressed surprise that funds from the Leavitt donation had been allocated without the knowledge of the Historical Society. Ms. Owens promised to look into the issue and be in touch.

3. Working Group

Currently the Dana House working group (DHWG) consists of Ms. Rebecca Book, Mr. Nathan Gile, Chair Mimi Hains and Ms. Rebecca Owens. Chair Hains suggested looking at possible dates for a January meeting and Ms. Owens offered to help facilitate via phone or MS Teams. Ms. Owens reminded the members that the expectation as a working group is to discuss research and ideas, then present them to the full Commission so decisions can be made as a whole.

B. SPECIAL PROJECTS WORKING GROUP

1. MALL KIOSK UPDATES 2021

Ms. Book explained for new members in attendance that the kiosk is located in front of the entrance to Salt Hill Pub. One side of the kiosk is dedicated to the Heritage Commission and used to display information about the history of Lebanon. Past displays have included the Dana House, city fountains and the Tunnel Project. Ideally, the display is changed every 6 months. Mr. Book has a large collection of antique post cards, which can be reproduced and used in the kiosk to compare the past, present and future of Lebanon. Ms. Owens suggested the Tunnel re-opening, projected for June, as a possible kiosk topic for the start of 2021. Other ideas were the information from the current CLG project, which will be available in the summer, cemeteries, bridges and mills. Ms. Book stated that volunteers would be needed to work on these displays. Ms. Owens suggested adding previous kiosk displays to the City's website so they can be accessed by the public.

2. 2021 OUTREACH & EVENT PLANNING

Ms. Owen spoke to Mr. Gile on the telephone this evening to discuss his goals for the DHWG. He suggested a "historic passport" program, which would encourage people to visit significant places in the City- Dana House, Kilton Library, the Soldier's Memorial, etc.. A similar program existed years ago and was successful; Chair Hains suggested updating the program to include the use of mobile devices, in addition to the original paper "passport". Ms. Book will discuss ideas for this program with Mr. Gile and it will be added to the agenda for a future meeting. Chair Hains presented the idea of creating a "story map" for the City. This is an integrated topographic map that can be programmed to show various points of interest such as historical landmarks and fountains. The information can be updated or changed as needed and allows people to take a virtual walking tour of the city. This tool could potentially be a

1 collaboration between the Heritage Commission and the Historical Society. Chair Hains moved on to the
2 topic of possible events for 2021. She suggested celebrating the women of Lebanon and West Lebanon in
3 March; and focusing on veterans in November. Ms. Book offered to submit a list of topics traditionally
4 focused on during each month to Ms. Owens and Chair Hains for future reference. Though it may not be
5 possible to host in-person events during the first half of 2021, Ms. Owens encouraged the members to
6 seek out other opportunities to engage the public. Live stream events, letters to the editor and
7 submissions to the Lebanon News, LebTimes and Image magazine were a few suggestions. Ms. Cole
8 remembered that Mr. Welsch had been in contact with the Senior Center regarding a presentation for its
9 members and she suggested that as a possibility once the Senior Center is able to re-open. Mr. Boisvert
10 suggested celebrating the history of farms in Lebanon and named Mr. Bruce Townsend as a resource.
11 Event planning will be revisited in January, with the goal of making the Commission visible every month.
12

13 **C. Colburn Park Historic District National Register Update- Project Status**

14 Ms. Owens will have an update from Ms. Papazian for the January meeting.
15

16 **D. 2021 PRIORITIES PLANNING**

17 In addition to its regulatory role, the Commission's goal is to address the outcomes stated in the City's
18 Master Plan (Chapter 11). These cover everything from restoring and activating the Dana House to
19 public education and creating awareness of Lebanon's historic resources. The current CLG Grant project
20 is going to provide valuable insight into the needs of historic districts and which aspects of historic
21 preservation should be applied to projects. This will help create a template for a future West Lebanon
22 Historic District. The Arts & Culture Commission and the West Lebanon Revitalization Committee both
23 provide opportunities for collaboration. The West Lebanon Revitalization Committee does not have an
24 official representative from the Heritage Commission but their meetings are open to the public.
25

26 **E. ARTS & CULTURE REPRESENTATIVE**

27 Chair Hains announced that she is considering joining the Arts & Culture Commission as a representative
28 from the Heritage Commission, barring any schedule conflicts.
29

30 **6. PUBLIC COMMENT - NONE**

31 **7. FUTURE AGENDA ITEMS**

32 Ms. Hanchett reported that Mr. Peter Decato is interested in having his building, the former convent,
33 recognized as a landmark property. She added that this building (across from U-Haul) is currently for
34 sale, so it may be prudent to do this sooner rather than later.
35
36

1
2 Ms. Owens suggested that, though it does not affect a property's tax valuation, it might be possible to
3 have the city assessor add a footnote to the property record when a building receives a historic landmark
4 designation. She also offered to give a presentation on historic tax credit opportunities at a future
5 meeting.

6
7 In conclusion, Chair Hains opened the floor to stories recognizing the contributions of former long-time
8 members including Mr. Welsch and Ms. Peck. Ms. Book described former Chair Welsch as a visionary
9 and shared that in September, he was awarded the DAR Excellence in Historic Preservation Award. Ms.
10 Cole credited Mr. Welsch with the revitalization of the former Historic District Commission and its
11 elevation to the Heritage Commission.

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13 **8. ADJOURNMENT:**

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15 ***Ms. Book MOVED to adjourn the meeting at 8:37 PM.***

16 ***Seconded by Ms. Cole.***

17
18 ***Roll Call Vote:***

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

20 ***None voted Nay.***

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

22
23 Respectfully submitted,

24 Megan Castillo

25 Recording Secretary

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