

FINAL

LEBANON HERITAGE COMMISSION MEETING ROOM 3, CITY HALL OR REMOTE VIA VIRTUAL PLATFORM 6:00PM, WEDNESDAY SEPTEMBER 13, 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 6:01pm.

2. APPROVAL OF MINUTES – August 9, 2023

Amendments: Page 2, Line 7: change “statue” to “statute”
Page 2, Line 9: add “as” before “historic” and “on” after “based”
Page 2, Line 33: move “once it is stabilized” to the end of the sentence
Page 3, Line 8: change “wrote” to “had rewritten”

A MOTION was made by Mr. Rutter to approve the August 9, 2023 Meeting Minutes as amended. The Motion was seconded by Mr. Wilkie.

**** The Vote on the Motion was approved (4-0).***

3. PUBLIC REVIEW

A. None

4. STUDY ITEMS

A. Special Projects

- **Historic Districts – Lebanon Fire Station**

Mr. Reichert said he had a meeting with Lebanon Fire Chief Wheatley to discuss the renovation project that is planned for the Lebanon Fire Station. He said Chief Wheatley will attend the next Heritage Commission meeting in October to give an overview of the project and discuss any possible historic impacts. Mr. Reichert said the project is a tear-down/rebuild, and there is the possibility that the City may receive federal funding for some of the project. He said if the City is eligible for federal resources, it may mean that a full historic review at the federal level may be required.

- **Landmark Designations**

Chair Ford Burley said she has been contacted by a third homeowner that is requesting a plaque for his residence:

- 10 Great Brook Rd – property was built in 1786

Mr. Reichert said there are 7 plaques currently in the City's inventory. Chair Ford Burley said each plaque costs \$225, which includes shipping and a 20% discount if up to 24 plaques are ordered as a bulk order. Mr. Reichert said the Commission will probably not need to order more for this year, but he could ask if a line item can be added to the 2025 budget for plaques.

Chair Ford Burley said Mr. Wilkie had reviewed and edited the draft landmark designation outreach letter that was added to the shared folder that Commission members are using as a repository for reference materials and documents. The group reviewed the letter and agreed to accept Mr. Wilkie's edits with no further review by the Commission.

A MOTION was made by Mr. Smith to accept the landmark designation outreach letter as revised by Mr. Wilkie and to mail it to appropriate residents. The Motion was seconded by Mr. Wilkie.

**** The Vote on the Motion was approved (4-0).***

- **Oral History – JAM project – Lebanon's Native and Indigenous Past**
No update

B. Dana House

The group reviewed photos, which were included in the meeting's agenda packet, of the work done by the DPW to improve the landscaping and drainage at Dana House. Mr. Reichert said a tree that was in danger of falling into the parking lot was removed. He noted some daffodils were growing around Dana House and he asked if they were historic plants. Chair Ford Burley said the landscape was modeled on historic gardens and should be preserved if possible.

The group discussed historic properties in other communities that have been renovated into short-term and long-term residences, and whether that could be a possibility for Dana House. The members agreed a lot of work would have to be done to Dana House to make it livable.

C. Education

- **CAMP Training**
No update
- **Cultural Heritage Emergency Preparedness Conference**
Chair Ford Burley and Mr. Reichert said they attended the conference and gave an overview of the presentations. Chair Ford Burley said about 100 people attended and they discussed the resources available to safeguard cultural resources. She suggested a master disaster-preparedness plan could be developed for historically significant sites in Lebanon.

Mr. Reichert said the Commission should endeavor to accomplish the following:

1. Identify the sites in Lebanon that should be included in a disaster-preparedness plan
2. Work with Lebanon first responders to develop a disaster-preparedness plan

Mr. Reichert said the Commission could speak with Fire Chief Wheatley at the October Heritage Commission meeting about developing a plan. He said there are a lot of resources outside the City and at the national level to help communities like Lebanon prepare for and recover from disasters. He said there also is training available if Commission members are interested. Chair Ford Burley said it would also be a good idea to get an inventory of historic items and where they are located prior to developing the plan.

5. OTHER BUSINESS

A. Lebanon Book Publication & Events

Chair Ford Burley said the book launch last weekend was very successful and 115 books were sold. She said a copy is available to be kept at City Hall. She said copies will be sold at the Lebanon Library.

B. Lebanon Covered Bridges Presentation

Chair Ford Burley said the Lebanon Historical Society will host a talk on Lebanon's Covered Bridges on October 28 at 1pm at the Kilton Library.

6. OPEN TO THE PUBLIC

No members of the public were present.

7. FUTURE AGENDA ITEMS

- A. Lebanon Master Plan, Chapter 11 (Heritage) Implementation**
- B. Lebanon HC Design Guidelines Review and Update**
- C. High School Coordination**

8. ADJOURNMENT

A MOTION was made by Mr. Smith to adjourn the meeting at 7:04pm. The Motion was seconded by Mr. Wilkie.

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

The meeting was adjourned at 7:04pm.

Respectfully Submitted,
Paula Roux
Recording Secretary