



LEBANON ARTS & CULTURE COMMISSION
MARCH 26, 2024 - 6:30 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

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- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. Approval of Minutes 1-23-24
 - 3. Other Business**
 - A. Tunnel Art Call for Artist Draft
 - B. Connecting and Supporting Arts in the Upper Valley
 - C. Recruiting Board Members
 - D. Sidewalk Poetry Contest (April 1st - May 31) - Devin has judges lined up Deming Holleran and Jon Escher
 - 4. Committee Reports**
 - A. DEI (D.Wilkie) - DEI is interested in seeking artists to contribute to a DEI piece for the tunnel.
 - B. Heritage (D.Wilkie) - Is seeking out the possibility of someone doing a tunnel piece that focuses on the history of Lebanon.
 - C. EDC - Invited Rep.
 - D. Arts Organizations Update (Anyone in attendance)
 - 5. Open to the Public**
 - 6. Adjournment**

The order of agenda items is subject to change.

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 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

**CITY OF LEBANON
ARTS & CULTURE COMMISSION
MINUTES January 23, 2024
City Hall Council Chambers & LebanonNH.gov/Live
6:30PM**

MEMBERS PRESENT: (6/7) **Jessica Giordani** (Chair; Citizen Rep Ward 2)
 Nick Gaffney (Vice Chair; Arts Org. Rep)
 Devin Wilkie (City Council, Heritage Commission & DEI Rep)
 Brian Cook (Arts Org. Rep-LOH)
 Ben Van Vliet (Arts Org. Rep-UVMC)
 Clare Geno (Citizen Rep)

MEMBERS ABSENT: (1/7) **Linda Copp** (Citizen Rep Ward 2)

STAFF PRESENT: (3) **Kristine Flythe** (Program Coordinator, Leb. Rec)
 Paul Coats (Director, Leb. Rec.)-Remote
 Shaun Mulholland (City Manager)

1
2 **1. CALL TO ORDER**

3
4 Chair Giordani called the meeting to order at 6:33 PM.
5

6 **2. APPROVAL OF MINUTES October 24, 2023**

7
8 *Nick Gaffney MOVED to approve the October 24, 2023, as presented in the packet.*
9 *Seconded by Devin Wilkie.*

10
11 **The Motion was unanimously approved.*
12

13 **3. OTHER BUSINESS**

14
15 **A. WELCOME NEW ALTERNATE BOARD MEMBER CLAIRE GENO**

16
17 Claire Geno introduced herself to the Board. She is relatively new to the Lebanon area and is passionate
18 about the arts. She lives in Ward 2.
19

20 **B. ETHICS TRAINING (City Manager Mulholland)**

21
22 The City Council's ethics policy, CC108 is located on the City's transparency webpage. Shaun reviewed
23 the highlights of the policy with the members. While the policy is more significant for Boards involved
24 in enforcing City codes, such as the Planning and Zoning Board, it still has important guidelines for Arts
25 and Culture. It is not to be confused with the ADM 108 policy, which pertains to City employees and
26 appointees.
27

28 The policy started in 2012 and was updated in 2021. It states that members of boards and commissions
29 are not allowed to vote on decisions where that decision would benefit the individual in any way that is
30 personal and pecuniary. Individuals are required to recuse themselves in any situation where there is
31 potential for personal gain. Individuals are required to disclose any conflicts of interest.
32

1 Whenever there is a quorum of this body, including emails that are emailed between a quorum of this
2 committee. There also cannot be serial emails. Subcommittees have to be done in public with an
3 opportunity for the public to participate. All meetings are required to have an online component.
4

5 The 91A rules are taken seriously and are transparent. Documents that are shared between members are
6 public documents. Some communication can be shared, such as a cancelled meeting. That is acceptable
7 but the emails cannot be substantive.
8

9 If there is a conflict of interest a member can be recused, stating pecuniary or personal interests. In that
10 situation, a member can speak as a member of the public. Members are asked to go online to review the
11 policy. If there are any complaints stating conflict of interest and the public complains, it goes before the
12 City Council. If an individual does not ask to be recused, any other member or someone from the public
13 can ask for a vote if a conflict is perceived. The Commission votes on it but that does not require recusal,
14 but it goes on record as a conflict.
15

16 This has a lot more to do with other boards and commissions because this group is brought together
17 because they have knowledge and abilities that serve the Arts in Lebanon. These members were brought
18 in for a reason, to provide a springboard for Arts activities.
19

20 Members are asked to sign a document saying the policy has been reviewed with each member. As yet
21 there have not been any past activities or situations that are noted to be a concern, including any
22 commissions paid to artists.
23

24 **C. 2024 PROJECTS**

25 • **Finalize Master Plan – TIFF funds (Paul Coats)**

26 A Master Plan for the tunnel art was generated last year. That plan has not been fully vetted because it
27 includes a public graffiti wall on a wall that is not owned by the City. Staff are still seeking permission
28 from the owners and the City Manager. There may be some people who are concerned that the graffiti
29 wall could be a public nuisance.
30

31 There is a need to fill the tunnel walls. Right now, there is room for about 25 pieces and there are only 4
32 pieces in the tunnel. There are about 21 sections of 25 feet available. The City Manager is committed to
33 public art and agrees it is a good idea to make the tunnel an attractive venue.
34

35 Because downtown Lebanon is part of a TIFF District, there is a funding mechanism that allows for the
36 creating of public infrastructure that generates economic growth. Creation of public art is part of the
37 betterment to enhance Lebanon and provide financial incentives for further development of the City. That
38 means TIFF funds will be available for enhancing and developing public art. If there is a \$3000
39 commission per artwork, there is potentially \$65,000 to invest in the rest of the tunnel. It allows room to
40 dive deeper into other public art projects that require money for other areas. More sidewalk poetry, things
41 go West Leb, and parks are coming in the near future. That means there is a lot to consider.
42

43 It may be possible for an artist to use more than 25 feet and allow for some flexibility. Moving sooner
44 rather than later is important to get things moving and get the call out. There is not a time constraint that
45 things have to be done this year.
46

47 There may be inspiration from other boards such as the Historical Society and the Heritage Commission.
48 It may also be a good idea to consider different media and time frames, so everything does not need to be
49 replaced at the same time. Replacement has to be taken into consideration and how long art pieces are up.
50 There may be different times that each piece should be on display and the longevity of the work. There is
51 potential for light displays or electronic image projects as there is electricity in the tunnel. One challenge
52 is filling the 8-foot space under the sculptures currently on display.
53
54

1 The members will have many things to consider and discuss before the next call for art and artists. It
2 could reflect more diversity and may have a more regional span. Members were asked to come forward
3 with ideas or a plan for the February meeting. The selection process may be different this time, less of an
4 actual judging. It could be that some members of this commission make the decisions. Or there could be
5 a more rolling submission process. The members discussed how others could be included in the decision-
6 making process for selecting pieces. Perhaps a rubric of qualities could be used to evaluate each
7 submission.

8
9 The members reviewed other regional areas and determined that the commission paid is a reasonable
10 amount and comparable to other communities. There is potential to have more types of art than just
11 murals. The members want to consider a total budget and to determine what to spend up to that amount
12 of the approved budget. Getting a handle of that budget would help before they get started on the next set
13 of proposals.

14
15 • **Prepare for Poetry Contest**

16 Nothing has begun yet as this is the time to start. Everything that is in place from prior years can be used
17 again. New judges will likely be needed. It is hoped to have everything finalized in March to present in
18 April during poetry month.

19
20 • **Prepare a Spring Call for Artists**

21 This is covered in the conversation about the TIFF funds.

22
23 • **Continue to Promote, Connect and Support Arts and Artists in the Upper Valley**

24 Many of these energies will be connected to existing arts programs in Lebanon and the outreach to the
25 call for artists for the TIFF work. Many arts organizations are celebrating major anniversaries that could
26 be celebrated together to reflect the magnitude of the arts in Lebanon. Social media will continue to be a
27 useful way to promote the arts.

28
29 **4. COMMITTEE REPORTS**

30
31 **A. EDC (Vacant Seat) – Thank you Bill Dunn for your previous work, drive, and joy for A&C!**

32
33 Bill Dunn is no longer with A & C. They will look for a new member of EDC to join this commission.
34 The EDC will be contacted to see if someone would like to join A & C.

35
36 **B. DEI, Heritage, Council (Devin Wilkie)**

37
38 Devin has been absent from these groups for a number of reasons. Looking to these groups to get some
39 collaboration for public art, specifically for the tunnel is on Devin's radar. He will reach out to both again
40 to see if there is any interest in public art.

41
42 **C. Arts Representatives**

43
44 • **Linda Copp – Lebanon Ballet School**

45 Not present tonight.

46
47 • **Ben Van Vliet – UVMC**

48 UVMC is looking forward to their 30th anniversary. They are continuing to partner with Kilton Library to
49 bring music to the public; it has been well received. They have music with the Rec Department coming up
50 this summer.

51
52 • **Brian Cook – LOH**

1 Brian Cook said LOH is excited about the repairs of LOH and the lobby is spectacular. The Opening Event
2 is February 7 with a full weekend of events throughout the weekend. There are a number of exciting events
3 coming up at the Opera House.
4

5 Paul asked if suggestions of people to replace the representative from Ward 1. Members will check
6 around.
7

8 **5. OPEN TO THE PUBLIC**
9

10 No comments
11

12 **6. ADJOURNMENT**
13

14 *Chair Giordani Adjourned the meeting at 7:43 PM.*
15

16 Respectfully submitted,
17 Linda Billings
18 Recording Secretary

CALL FOR ARTISTS

Downtown Lebanon, NH Tunnel

Public Art Mural

Invitation

The Lebanon, NH Arts and Culture Commission, also known as Lebanon Artways, is looking for artists to design and create public art in the Downtown Lebanon Tunnel. The tunnel serves as a connection between the Mascoma River Greenway, and Northern Rail Trail. The Tunnel is located beneath Hanover Street and the Lebanon Mall, with entrances near Goss Logan Insurance (western entrance) and the Ledyard Charter School (eastern entrance).

Design Challenge

Individual artists or teams of artists are encouraged to apply, as are artists who live in or near the Upper Valley, surrounding communities and beyond.. We are open to a variety of themes, including those related to Lebanon's history, geography, natural environment, and recreational activities.

The tunnel is 350 feet long and the walls are generally 18 feet in height. Installations and murals can be on the walls within the tunnel, apart from the granite stones on the eastern end. Artwork should exist within the physical structure of the tunnel and should be a minimum of 25 feet wide. (Exceptions may be made if a specific proposal calls for this consideration.)

Artists (and teams of artists) should tour the tunnel prior to submission. We ask that any questions be sent to Kristine.Flythe@LebanonNh.gov. Following their self-tour, artists may complete an online Intent-to-Submit form. Submissions will be accepted on a rolling basis, but artists are encouraged to consider a timeline with installation dates in the summer and early-fall of 2024. Finished artwork will be owned by the City of Lebanon. The murals should be made with materials/paints to withstand outdoor public display and consideration of the four variable seasons of New England weather and should be able to survive approximately 10 years. They are not expected to be permanent, and the City of Lebanon reserves the right to remove and or paint over the artwork at any time. Any modifications to finished artwork will happen in consultation with the artist.

JURIED PROCESS

Artist's will then submit sketches, scale models, or other methods of displaying mock-ups of their proposed designs with a list of materials needed for the mural, painting/construction time estimates, a description of the painting/installation processes, and estimated size of the finished piece.

This will then be presented to the public and the Arts & Culture Commission during their next scheduled Arts & Culture meeting.. The Arts& Culture Commission will then vote to recommend submissions to be considered with final approval from the City Manager's office

Juried winners will be eligible for technical assistance from the City of Lebanon regarding the facilities and features of the tunnel. However, winning artists/teams are expected to be the primary creators of their winning designs.

Winners Receive

- An award stipend of no less than \$2000, plus potential added reimbursement for materials & installation expenses, depending on the scale and scope of the project.
- Technical assistance as noted above.

- Exposure in a scenic, well-traveled, pedestrian tunnel.
- A plaque at the Tunnel identifying the artist(s), year installed, and description of the work.
- Inclusion in on-line promotions.
- Active engagement with social media audience.
- Regular press releases to local and regional media outlets.
- Recognition at an Unveiling Celebration.