

**FINAL**

**LEBANON HERITAGE COMMISSION  
COUNCIL CHAMBERS, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
6:00PM, WEDNESDAY FEBRUARY 14, 2024**

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

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

**STAFF PRESENT:** City Manager Shaun Mulholland, Catheryn Hembree (Associate Planner, Planning Department), Jim Wheatley (Fire Chief), Jeff Libby (Asst. Fire Chief); Rod Finley (City Engineer)

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**1. CALL TO ORDER**

Chair Ford Burley called the meeting to order at 6:00pm. Ms. Hembree reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

Chair Ford Burley said the group will discuss items out of the order that was published on the agenda for this meeting.

**4. Study Item**

**F. Ethics Training with the City Manager**

City Manager Mulholland reviewed the details, procedures, and definitions of the City Ethics Policy as it applies to the Heritage Commission. He encouraged Commission members to contact him if they have any questions.

**2. APPROVAL OF MINUTES – January 10, 2024**

Amendments: Page 2 Lines 2 & 7: Correct to read "250 Meriden Road"  
Page 3 Line 25: Change "Greeway" to "Greenway"  
Page 4 Line 31: Change "waking" to "walking"  
Page 4 Line 37: Add "she" before "Said"

***A MOTION was made by Jeremy Rutter to approve the January 10, 2024 Meeting Minutes as amended. The Motion was seconded by Matt Smith.***

***\* The Vote on the Motion was approved (3-0).***

**3. Public Review**

**A. City of Lebanon: Request for Certificate of Approval pursuant to Article IV, Section 408 Historic District of the Zoning Ordinance to demo the current fire**

**station and rebuild. The property is located at 12 South Park Street, Tax Map 91, Lot 253, Lebanon, NH in the LD zone. HC2024-01**

Lebanon Fire Chief Jim Wheatley, Assistant Fire Chief Jeff Libby, and Mr. John Adams of the Lavallee Brensinger Architect firm were present to discuss the fire station project.

Chief Wheatley explained that the training tower is for rope rescue, repelling and ladder rescue training. Mr. Adams said the training tower's elevated roof allows access to the main roof for maintenance.

Chief Wheatley said they worked with the architect to create a design that was similar to the existing fire station's look/feel and was in keeping with the other historic buildings around the green. The group discussed the metal screening that will be located on the roof. Mr. Adams explained the screening provides cover for the HVAC system equipment.

Chief Wheatley said the granite monument in front of the current fire station and the stone engraved with years will be incorporated into the new fire station in some way. He also said the antenna on the current fire station, which is a critical piece of infrastructure for public safety for the City, will also be installed on the new station.

***A MOTION was made by Matthew Smith that the Lebanon Heritage Commission endorses the design plan and grants a Certificate of Approval for the proposed Lebanon Fire Station project as presented, with the recommendation that the signage, years, and block lettering currently on the fire station are included in the new design; and with the requirement that the granite monument currently on the property would remain on the property. The Motion was seconded by Jeremy Rutter.***

***\* The vote on the Motion was approved (3-0).***

#### **4. Study Items**

##### **A. West Lebanon Streetscape Project - State of NH Request for Project Review West Lebanon Revitalization/ Lebanon, NH ([lebanonnh.gov](http://lebanonnh.gov))**

City Engineer Rod Finley gave an overview of the status of the West Lebanon Streetscape project. He noted there are some drainage issues on Tracy Street that need to be addressed. He said there will be right-of-way work on Main Street and a roundabout at the intersection of Bridge and Dana Streets will be constructed. He said no buildings will be demolished and very little parking lot property will be used for the planned improvements. The group discussed the types and number of trees and greenery that would be added as part of the streetscape plan.

Mr. Finley said two-way traffic would be maintained throughout the construction. He said City Manager Mulholland is suggesting a Traffic Czar to act as communication liaison during construction. He said he believes the project will go to bid in December of 2024 with construction to commence in 2025.

The Commission members said that the West Lebanon streetscape plans will be a benefit to the area because they will increase the walkability and general enjoyment of the area.

### **B. Mechanic St./High St. roundabout: Final comments on the Memorandum of Agreement**

Mr. Finley gave an overview of the High Street roundabout project. He said the roundabout is located at the intersection of High Street, Mechanic Street, and Mascoma Street in Lebanon. Chair Ford Burley said the intersection was historically known as Jones Crossing.

The group discussed how the design will accommodate the rail trail that intersects the roundabout and the stone wall on the adjacent hair salon property. The group discussed the “interpretative panel” item that was included in the plan. Chair Ford Burley said it might be good to have information about the history of Jones Crossing on the sign. Mr. Finley said construction of the roundabout is scheduled for 2025.

The Commission members said their final comments on the Memoranda of Agreement were to narrow the focus of the messaging and use of the Interpretative Panel; specifically to include information about Jones Crossing and the history and cultural importance of the residential side of the surrounding neighborhood.

### **E. Landmark 2024 Designations**

Chair Ford Burley said she wrote four draft nominations for:

- 10 Great Brook Road
- 250 Meriden Road
- 44 Bank Street
- Rogers House

The group agreed on these properties as the list of potential designees for 2024. Chair Ford Burley suggested the letters get mailed to the property owners as soon as possible to give them the option to add to the history of the property or to opt out of the landmark designation process. She confirmed with Ms. Hembree that the final designations could be given to the City Council in time for its final approval at the March 21 meeting.

### **D. CAMP Training Sessions**

Chair Ford Burley confirmed the CAMP training would be held at the end of May 2024. The group discussed the session content and selected the following sessions:

- 4 – Design Review Exercise
- 9 – Preservation Planning
- 11 – Preservation Incentives and Benefits
- 13 – Resources of the Recent Past

***A MOTION was made by Matt Smith to extend the meeting by 15 minutes. The Motion was seconded by Jeremy Rutter.***

***\* The vote on the Motion was approved (3-0).***

### **C. Mural depicting Lebanon History**

Ms. Hembree said Lebanon Recreation, Parks & Arts Director Paul Coats asked a representative of the Heritage Commission to attend the next Arts & Culture Commission meeting (planned for February 27 at 6:30pm) to reserve a portion of the mural in the tunnel.

The group discussed funding and whether an artist might be available to complete the project. Chair Ford Burley said she would like to collaborate with the Arts & Culture Commission because that group has more experience with the process.

The group discussed several ideas and agreed upon “The History of Transportation in Lebanon” that represents how the development of the different modes of transportation (indigenous peoples’ modes of travel, railroad, airport, interstate) affected the Lebanon population through various periods of history.

Chair Ford Burley said she would ask Devon Wilkie, who is on the Arts & Culture Commission, to present the Heritage Commission’s idea for the mural at the next Arts & Culture Committee meeting. Mr. Rutter said he would also attend the meeting.

## **5. Other Business**

### **A. Standing Reports from other Commissions/Boards**

Chair Ford Burley said she and Ms. Hembree met with GIS Coordinator Mark Goodwin about the GIS mapping. She said Mr. Goodwin said he would update the GIS map with landmark designated properties. She said he also suggested creating a Story Map, which is an interactive map webpage, of areas of Lebanon, such as the Colburn Park Historic District.

## **6. Open to the Public**

No members of the public spoke.

## **7. Future Agenda Items**

### **A. 79 Hanover Street Presentation**

Chair Ford Burley said the owner of this property was given a landmark designation but did not know he was receiving it (had not received the letter in advance). She said he did not want to display the designation until he had shared the history he had on the building. She said he would come to the next meeting to share the history.

Ms. Hembree asked the group to think of historic names for the pocket parks located beside the tunnel and on Bridge Street.

## **8. Adjournment**

***A MOTION was made by Jeremy Rutter to adjourn the meeting at 8:15pm. The Motion was seconded by Matt Smith.***

***\* The vote on the Motion was approved (3-0).***

The meeting adjourned at 8:15pm.

Respectfully Submitted,  
Paula Roux  
Recording Secretary