



**LEBANON HERITAGE COMMISSION
FEBRUARY 10, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
 - 2. Approval of Minutes**
 - A. January 13, 2021
 - 3. Public Review**
 - A. None
 - 4. Study Items**
 - A. Dana House Working Group
 - B. Special Projects
 - C. Master Plan Priorities
 - 5. Other Business**
 - A. Black History Month 2021 Recognition
 - B. CLG 2020 Project Update
 - C. NHDOT notice on guardrail projects
 - 6. Open to the Public**
 - 7. Future Agenda Items**
 - A. 57 School Street Historic Landmark Designation
 - 8. Adjournment**

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

**Agenda
Heritage Commission
February 10, 2021**

**Agenda Item #2A
Approval of Minutes**

January 13, 2021

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, JANUARY 13, 2021
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Linda Cole, Doug Boisvert, Raymond Book (Alt. Member)

MEMBERS ABSENT: Karen Zook (City Council Rep.), Bruce Bronner (Alt. Council Rep.), Fran Hanchett

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Everett Hammond (Associate Director of Public Works)
“Billy” (community member)

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.

B. Election of Officers- Chair and Vice Chair

Ms. Book nominated Ms. Hains for the position of Chair. Ms. Hains accepted the nomination. There were no other nominations.

Ms. Book MOVED to nominate Ms. Hains for the position of Chair. Seconded by Mr. Book.

Roll Call Vote:

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

None voting Nay.

Ms. Hains abstained.

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

No nominations for Vice Chair were made, so the position will remain vacant at this time.

2. APPROVAL OF MINUTES: December 9, 2020

Amendments to minutes:

Page 2, line 16: change “with” to “without”

Page 2, lines 38 – 49: remove, duplicate paragraph

Ms. Hains MOVED to approve the December 9, 2020 Minutes as amended.

Seconded by Ms. Book.

Roll Call Vote:

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

None voting Nay.

Mr. Book abstained.

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

3. PUBLIC REVIEW:

A. City of Lebanon: Request for Certificate of Approval pursuant to Article IV, Section 408.4 of the Zoning Ordinance to replace some components of the existing external stairs on the NW corner of Lebanon City Hall with galvanized metal materials, including on the stair stringers and treads and to refinish the existing railings. The property is located at 51 North Park Street, Tax Map 91, Lot 246, Lebanon, NH in the LD zone. HC2021-01.

Mr. Hammond presented the request, noting that the stairs were installed 20 years ago and have begun to rot. The plan for replacement focuses on longevity, increasing the life span of the stairs to between 50 and 75 years. The current treads will be replaced with galvanized metal grates, featuring a slip resistant GALVAGRIT coating. The galvanized stringers can be painted black to match the existing handrails and uprights, which are not being replaced. Ms. Hains asked if, in order to be ADA compliant, the nose of the stairs are required to be distinct in color from the treads. Mr. Hammond was unsure, but promised to find out.

Ms. Book MOVED that the Lebanon Heritage Commission approve the proposed rehabilitation of the external stairs on the northwest corner of City Hall, at 51 North Park Street, with recommended amendments to include assurance that components visible from the street are painted black to match the existing black components including: stringers, handrails and uprights. Seconded by Mr. Book.

Roll Call vote:

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

None voting Nay.

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

4. STUDY ITEMS

A. DANA HOUSE WORKING GROUP

A meeting is planned for January. Discussion topics include goals for 2021 and developing a vision for the Dana House moving forward. Ms. Hains reported that there is one spot left for a commission member on the DHWG; Ms. Cole agreed to join and plans to attend the next meeting. Community members are also invited to join the DHWG.

Ms. Book MOVED to officially establish the Dana House Working Group, with membership to include Chair Hains, Ms. Book, Ms. Cole, Ms. Owens and Mr. Giles. Seconded by Ms. Cole.

Roll Call Vote:

Chair Hains, Ms. Cole, Ms. Book, Mr. Book and Mr. Boisvert all voting Yea. None voting Nay.

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

B. SPECIAL PROJECTS

1. MALL KIOSK UPDATES FOR 2021

Ms. Book presented a project she and Mr. Book researched for the kiosk entitled, "What Came Before the Lebanon Rail Trail?". Featuring 8 historical postcards from Mr. Book's collection, the project focuses on the history of the rail bed, tunnels and bridges. Ms. Book wrote up a paragraph containing interesting historical facts and stories for each postcard. The project will be laminated and displayed on the kiosk. Approximately every six months, they plan to research a new topic and create similar presentations. Mr. Book suggested that a future display could focus on the history of the Lebanon Library, including its upcoming renovations.

2. 2021 OUTREACH & EVENT PLANNING

Ms. Book presented a list of possible themes that could be celebrated each month. Chair Hains suggested picking a topic for each month, interviewing a Lebanon resident and then sharing this interview via Facebook, newspapers, LebNews, etc.. Ms. Owens suggested that students and/or schools could also be invited to participate. The members reviewed the list and discussed which topics would be most relevant to celebrate during each month of the year, placing an emphasis on history and preservation. Selections included: Civil Rights Day, Random Acts of Kindness in the Community, Women's History, Library Month and the Lebanon Opera House. A complete list of the topics chosen for each month of 2021 will be published, along with a request for Lebanon residents to submit relevant stories, photos or information to the Commission.

5. OTHER BUSINESS**A. CLG 2020 PROJECT UPDATE**

Chair Hains reported that the Mascoma Bank building will not be listed as a contributing structure in the National Historic Registry. Significant alterations to the fabric of the building over the years have made it ineligible. She suggested that, in the future, when projects are reviewed it will be important to consider how a project might affect a building's eligibility for the historical registry. Ms. Owens stated the City was pleased to move the fire station forward as a contributing structure. A draft of the project will be shared with the Commission in the coming weeks.

B. 57 SCHOOL ST. HISTORIC LANDMARK DESIGNATION

A potential new owner expressed interest in rehabilitating the property and obtaining a historic landmark designation for possible tax credits. Ms. Owens reports that his property is not located in the economic revitalization zone for tax credits or deferrals. However, property owners from outside of the zone can apply for tax incentives. This will require some information regarding the historical significance of the building. Mr. Book offered to research this property.

C. UPDATE ON WEST LEBANON VISION/WESTBORO

Ms. Owens explained that the advisory committee has a one-year term to present recommendations to City Council regarding West Lebanon revitalization and Westboro. Their first meeting has been held and the minutes include an update from the City Manager on the status of Westboro, as well as an update from Mr. Brooks on the West Lebanon Streetscape project. The committee will include a couple working groups. Ms. Owens reiterated that the committee meetings are open for public attendance.

D. 2021 PRIORITIES PLANNING

The City's Master Plan (Chapter 11) contains strategies and actions for the Heritage Commission which are reviewed yearly. Chair Hains and Ms. Owens lead the Commission members through a discussion of which items to focus on throughout 2021. Highlights included: finalizing the vision for the Dana House and getting citizens more involved; recruiting new commission members and revisiting the idea of creating a 501(c)(3) for fundraising; seeking grant money for historical restoration and preservation, including a NH Preservation Alliance grant and using the completed CLG project as a guide for the creation of future historic districts, such as West Lebanon. Ms. Hains will email a summary of the presented ideas to the Commission members, who are asked to pick 5 items they feel should be prioritized in 2021.

6. PUBLIC COMMENT – NONE**7. FUTURE AGENDA ITEMS****8. ADJOURNMENT:**

- 1
- 2 ***Ms. Cole MOVED to adjourn the meeting at 8:54 PM.***
- 3 ***Seconded by Ms. Book.***
- 4 ***Roll Call Vote:***
- 5 ***Chair Hains, Ms. Book, Ms. Cole, Ms. Hanchett and Mr. Boisvert all voting Yea.***
- 6 ***None voted Nay.***
- 7 **** The MOTION was unanimously approved (5-0)***
- 8
- 9 Respectfully submitted,
- 10 Megan Castillo
- 11 Recording Secretary

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