



LEBANON ARTS & CULTURE COMMISSION
DECEMBER 17, 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 11-19-2024
 - 3. Other Business**
 - A. Meeting frequency
 - B. 2025 Public Art
 - C. 2025 Initiatives
 - 1. Strategic Plan Updates:**
 - Throughout January and February, please work closely with your respective boards/committees/commissions to update the strategic plan in the Miro Board 2026-2028 in RED. Finalized strategic plan updates must be submitted by March 21, 2025. Work sessions will be held in April with final approval in early May 2025.
 - 2. Budget Preparations:**
 - Initial Capital budget discussions will commence in March, with detailed reviews scheduled across multiple City Council sessions in April and May. This will be a collaborative effort to ensure that all departments and committees align with the city's overall goals and financial forecasts for 2025.
 - 3. Submission of Proposals:**
 - All strategic objective status updates and any new or modifications proposed to the action items or strategic objectives must be submitted by March 21, 2025 to allow ample time for review and adjustments before final approval sessions later in the year.
 - All proposed operating budgets are due by July 25, 2025.
 - 4. Committee Reports**
 - A. City Council, DEI, Heritage
 - B. AVA, UVMC, LOH Updates
 - 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 October 22, 2024
City Hall Council Chambers & LebanonNH.gov/Live
6:30PM**

MEMBERS PRESENT: (6/7) **Jessica Giordani** (Chair; Citizen Rep Ward 2)
 Devin Wilkie (City Council, Heritage Commission & DEI Rep)
 Ben Van Vliet (Arts Org. Rep-UVMC)
 Nick Gaffney (Vice Chair; Citizen Rep Ward 3,)
 Brian Cook (Arts Org. Rep-LOH)
 Stevens Blanchard (Ward 1 Citizen Rep)

MEMBERS ABSENT: (1/7) **Claire Geno** (Alternate)

STAFF PRESENT: (1) **Kristine Flythe** (Program Coordinator, Leb. Rec)

1
2 Kristine Flythe gave the RSA 91-A announcement.

3
4 **1. CALL TO ORDER**

5
6 Chair Giordani called the meeting to order at 6:34 PM.

7
8 **2. APPROVAL OF MINUTES September 24, 2024**

9
10 *Devin Wilkie MOVED to approve the September 24, 2024, Minutes, as presented in the packet.*
11 *Seconded by Ben Van Vliet.*

12
13 **The Motion was approved (3-0-3).*
14 *Nick Gaffney, Brian Cook, and Stevens Blanchard abstained because they did not attend the meeting.*

15
16 **3. OTHER BUSINESS**

17
18 **A. ROUNABOUT ARTWORK**

19
20 A roundabout is going in at the junction of Mechanic, High, and Mascoma Street. Artwork is being
21 proposed by Michael Kraatz and Andrew Garthwaite who have past experiences with the tunnel and the
22 fountain in front of Three Tomatoes. They would like to attend the November meeting to propose three
23 artwork concepts. Paul Coates is asking if Arts and Culture would be able to find funds to pay the artists
24 if the design work is approved. The project would begin in 2025. The members discussed the importance
25 of clear views for traffic and how that impacts the public art options, as well as the City's Public Art
26 Policy. The members also discussed the roundabout that is being installed near Dartmouth Hitchcock.
27 The members are giving consideration to how the remaining budget could be allocated and spent. Some
28 contributions may be made to enhance events that happen before the end of the year.

29
30 **B. POETRY STAMPS**

31
32 A quote for the new poetry stamps will come by the end of this week. Staff have confirmation that all 12
33 poem stamps can be put in with the next sidewalk improvements. This will include the High Street
34 roundabout, Main Street in West Lebanon, and the Kilton Library Plaza. They will be stamped in the

1 traditional concrete color. After all the poems are installed, they would like to put together a small map to
2 direct people to see all the poems across the City.

3 4 **C. FULL MOON FIESTA ICE SCULPTURE**

5
6 The artist has reached out to see if Lebanon is interested in participating again on January 11, 2025. The
7 artist would create a sculpture in Lebanon. Last year the fee was \$600. The sculpture lasted a long-time
8 last year. The work that was done last year was beautiful and well received with some participation and
9 observation of the artwork being created. It would likely be done in conjunction with another outdoor
10 event at Storrs Hill Ski Area. It was a good way to incorporate public art with outdoor recreation in the
11 community.

12
13 The discussion of the ice sculpture brought forth a discussion of the Winter Festivals that begin December
14 7, with 'Tis the Season' and the tree lighting in Colburn Park. The local arts organizations will have a
15 presence in Colburn Park as well as crafts, arts and vendors. AVA will have artists' work on display and
16 for sale. There will be carriage rides. The members discussed having an ice sculpture created in the park
17 as well. They discussed how to make caroling more prominent in the celebration, so it is heard
18 throughout the park. They will try to encourage people to go look at the tunnel art but will not
19 incorporate the holiday events with an event to promote the tunnel art.

20 21 **D. REMAINING BUDGET IDEAS**

22
23 Some members thought having one of Thomas Dambo's trolls would be fun. It would look great in
24 Boston Lot.

25
26 The members discussed the small park area along the Connecticut River in West Lebanon. Using River
27 Park for more events is something to consider for the future. It is a nice place to eat lunch and watch the
28 sun set. Food trucks could be encouraged to park down there, and tables could be set up. There is a lot of
29 potential there, but the City is still negotiating with the State regarding the land.

30
31 There is around \$4800 remaining in the budget, after the poetry stamps. The mural artists received
32 \$2500, but design work for the roundabout should be less than actual artwork. The Commission has until
33 December to finalize how they will spend the remaining budget. The members hope to vote on things at
34 the November meeting. All the tunnel art will be funded by the TIFF.

35
36 Members were reminded about the indoor market in the Powerhouse Mall. It starts November 7,
37 continuing every other Thursday until Christmas. The AVA holiday exhibition will have things on sale at
38 the gallery beginning the day after Thanksgiving. There will be many kinds of wares, crafts, and artwork
39 on sale. The grand AVA event will be December 7.

40 41 **E. TUNNEL ART**

42
43 The Heritage mural with the train and associated artwork is almost done. It has been interesting to watch
44 the artists produce tunnel art. The Heritage mural has changed a few times as it is being created and put
45 on the wall. When it is finished it will be signed and they will know it is complete. Who knew mural art
46 is dynamic art?

47
48 The middle school teacher said the student work is being gathered. It is all coming together.

49
50 The wall by the Cave does not look like it will have a mural or any color any time soon. The City needs
51 to access that area.

52 53 **4. COMMITTEE REPORTS**

1 There are no updates from Heritage and DEI. There is an annual vigil recognizing people who have lost
2 their lives due to homelessness. They are incorporating artists and this year it will be held in the Listen
3 Community Center in White River. It is a call to action.

4
5 Listen and the Upper Valley Haven will be making the holiday meal together this year. It is going to be a
6 sit-down dinner at Listen. On a related note, the emergency winter shelter is hoping to open December
7 16.

8
9 Paul Coates joined the meeting, and the members continued to discuss the roundabout artwork.
10 Ultimately the City Manager approves what will be installed. They plan to pay for the design work if a
11 design is approved. One suggestion was to make an electronic unveiling of the design options and seek
12 input. It has to be handled carefully so people understand it is not a discussion about whether or not to
13 have a roundabout. It only pertains to the aesthetic execution of the roundabout.

14
15 The meetings for the next two months are moved to the third week of the month due to the holidays.
16 They will be November 19 and December 17.

17
18 **5. OPEN TO THE PUBLIC.**

19
20 No comments.

21
22 **6. ADJOURNMENT**

23
24 ***Chair Giordani Adjourned the meeting at 7:27 PM.***

25
26 Respectfully submitted,
27 Linda Billings
28 Recording Secretary

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
			HOLIDAY	Work with Bds/ Comms on Strategic Plan Update 1. Add/Modify Strategic Obj 2. Add/Modify Task Items 3. Update Current State 4. Update outcomes		
5	6	7	8	9	10	11
			City Council Meeting Work Session of Final Zoning Amendments			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	HOLIDAY		City Council Meeting Public Hearing for Final Zoning Amendments			
26	27	28	29	30	31	1
	Planning Board meets to prepare preliminary CIP Project List for ensuing six-year fiscal period		City Council Agenda Request Form available at: https://LebanonNH.gov/AgendaRequest Meeting Agendas, Minutes, Media - LebanonNH.gov/Agendas			

February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5 City Council Meeting	6	7	8
9	10	11	12	13	14	15
16	17 HOLIDAY	18	19 City Council Meeting	20	21	22
23	24	25	26	27 Community Conversation with Councilors at Kilton	28 DUE Draft Strategic Plan Updates 1. Add/Modify Strategic Objectives 2. Add/Modify Task Items 3. Update Current State 4. Update outcomes	1

March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5 City Council Meeting	6	7	8
9	10	11 Municipal Election	12	13 Canvass of the Vote	14	15
16	17	18	19 City Council Meeting	20	21 FINALIZED Strategic Plan Updates 1. Final Strategic Objectives 2. Final Task Items 3. Final Current State 4. Final Outcomes	22
23	24	25	26 City Council Organizational Meeting	27 New Board Member On Boarding	28 Planning & Development Dept distributes Capital Budget Form, Guidelines and Instructions to city depts and SAU88	29

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2 City Council Meeting	3	4	5
6	7	8	9	10	11	12
13	14	15	16 City Council Meeting	17	18	19
20	21	22 Strategic Plan Work Session	23	24 Strategic Plan Work Session	25	26
27	28	29	30	1	2	3

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7 City Council Meeting	8	9	10
11	12	13	14 City Council Special Mtg Financial Outlook Budget / Approval of Strategic Plan Updates	15 Budget Guidance Issued by Finance Department (see dept liaison for specific dept budget process and deadlines)	16 City Depts identify proposed new CIP items and other capital items and submit to Planning & Development Dept	17
18	19	20	21 City Council Meeting	22	23	24
25	26 HOLIDAY	27	28	29 Community Conversation with Councilors in Council Chambers	30	31

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 City Council Meeting	5	6	7
8	9 Planning & Development, Finance, City Manager analyze CIP proposed items and prepare DRAFT CIP	10	11	12	13	14
15	16	17	18 City Council Meeting	19	20	21
22	23	24	25	26 New Board Member On Boarding	27	28
29	30 Initial Presentation of Potential Zoning Amendments to Planning Board	1	2	3	4	5

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2 City Council Meeting	3	4 HOLIDAY	5
6	7	8	9	10	11	12
13	14 DRAFT CIP Submitted from the City Manager to the Planning Board	15	16 City Council Meeting	17	18	19
20	21	22	23	24	25 2026 Operating Budget Due From Departments to Finance	26
27	28 Planning Board reviews and adopts the CIP and submits first-year budget recommendations to City Council through the City Manager	29	30	31	1	2

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6 City Council Meeting	7	8	9
10	11	12	13	14	15	16
17	18	19	20 City Council Meeting	21	22	23
24	25 Planning Board reviews and adopts the CIP and submits first-year budget recommendations to City Council through the City Manager	26	27	28 Community Conversation with Councilors at Kilton	29	30

September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 HOLIDAY	2	3 City Council Meeting	4	5	6
7	8	9	10	11	12	13
14	15	16	17 City Council Meeting	18	19	20
21	22 Final Proposed Zoning Amendments Presentation to Planning Board	23	24	25 New Board Member On Boarding	26	27
28	29	30	1	2	3	4

October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 City Council Meeting Presentation (Kick-off) of Draft Zoning Amendments	2 Community Conversation with Councilors in Council Chambers	3	4
5	6	7	8	9	10	11
12	13	14	15 Capital Improvement Project (CIP) Presentation at City Council Meeting	16	17	18
19	20	21	22	23	24	25
26	27 Planning Board Review Zoning Amendments and Comment to City Council	28	29	30	31	1

November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
	Zoning Board Review of Zoning Amendments and Comment to City Council	Budget Work Session	City Council Meeting DRAFT Charter Amendments Presented	Budget Work Session		
9	10	11	12	13	14	15
		HOLIDAY	Budget Work Session	<u>Budget Work Session</u> Conservation Commission Review of Zoning Amendments and Comment to Council		
16	17	18	19	20	21	22
		Budget Work Session	City Council Meeting Charter Amendments Public Hearing	Budget Work Session Charter Amendments Sent to State Agencies		
23	24	25	26	27	28	29
	Planning Board Review Zoning Amendments and Comment to City Council			HOLIDAY	HOLIDAY	

December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3 City Council Meeting 2025 Budget Public Input	4	5	6
7	8	9	10	11	12	13
14	15	16	17 Public Hearing for 2026 Budget City Council Meeting	18	19	20
21	22	23	24 HOLIDAY	25 HOLIDAY	26	27
28	29	30	31	1	2	3