

FINAL

**LEBANON HERITAGE COMMISSION
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
WEDNESDAY JANUARY 08, 2025 6:00 PM**

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

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

STAFF PRESENT: Catheryn Hembree (Associate Planner, Planning Department), Rich Adams (Custodian)

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.

2. ELECTION OF OFFICERS

A MOTION was made by Jeremy Rutter to nominate Nicole Ford Burley as Chair of the Heritage Commission. The MOTION was seconded by Devin Wilkie.

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

A MOTION was made by Nicole Ford Burley to nominate Matthew Smith as Vice Chair of the Heritage Commission. The MOTION was seconded by Jeremy Rutter.

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

3. APPROVAL OF MINUTES – December 11, 2024

Ms. Hembree noted that edits to the minutes for the November 13, 2024 meeting had not yet been made to the December 11, 2024 draft minutes. She reminded the group that these edits had not been captured by the recording due to technical difficulties at the December 11, 2024 meeting.

A MOTION was made by Devin Wilkie to provisionally approve the December 11, 2024 Meeting Minutes, to include the amendments to the November 13, 2024 Meeting Minutes as proposed. The MOTION was seconded by Matt Smith.

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

4. PUBLIC REVIEW

None

5. STUDY ITEMS

Chair Ford Burley said the group would discuss Study Item C first, which is out of the order of the agenda for the meeting.

C. Dana House Archive Display Case in City Hall

Mr. Adams said the Dana House has been decommissioned and no longer has an active security system or electricity. Chair Ford Burley said, on January 18 at 11am, a group will be removing the artifacts that are too delicate to remain in the Dana House structure and move them to the Carter House attic. She said the priority would be papers and artifacts that are susceptible to mold.

The group discussed which artifacts/items would be displayed in the City Hall display case. The group also discussed alternate storage possibilities for items that will not be in the display case.

Chair Ford Burley reviewed her draft of the historic district expansion presentation to the National Register that will be presented to the City Council for approval at its meeting on February 5. The group discussed whether the Fire Station structure should be included as a “contributing” structure, even though it has been torn down, and decided it should not be included.

A. Landmark Properties

Chair Ford Burley said she did not have any 2025 candidates yet. Ms. Hembree said she has not ordered the plaques yet. Mr. Smith suggested they table this discussion until the February meeting and asked each member to bring the names of two possible candidates. Mr. Rutter suggested that the City’s new cottage development at Barrows Street could potentially be awarded a plaque as the first of its kind as “history being made.”

B. Strategic Plan Items

Ms. Hembree shared the parts of the Strategic Plan that are relevant to the Heritage Commission. She noted that the Commission did accomplish the objective to create more public art with the installation of the History of Transportation in Lebanon mural art in the Tunnel last year.

She suggested the Commission members endeavor to update the Cultural Resources chapter of the City’s Master Plan over the next 12-18 months. She said other commissions have had each member take a section of the chapter and review/revise as

needed and then share revision ideas with the rest of the group. The group discussed the possibility of adding photos to the Cultural Resources chapter.

The group discussed the status of the Soldiers Memorial Building and ways it can be more usable and accessible to the public.

Ms. Hembree said she would create a Word document of the relevant Master Plan chapters and share it with the members.

At 6:57pm, Devin Wilkie left the meeting.

The group discussed the project at the former Woolen Mill complex in Lebanon, which was being discussed by the City Council at its upcoming meeting. Mr. Smith said the complex is a historic property that is being preserved and renovated largely because of the tax abatement offered by the City. He said the City Council discussion would be about whether the abatement tax relief incentive might be rescinded for that project. Chair Ford Burley said she plans to attend and speak during the public comment portion of the meeting as the City Historian. The group suggested Mr. Smith also speak on behalf of the Heritage Commission.

A MOTION was made by Nicole Ford Burley to authorize Vice Chair Matt Smith to speak on behalf of the Heritage Commission in favor of continuing the Community Revitalization Tax Relief (79-E) for the Lebanon Woolen Mill Complex project at the January 08, 2025 City Council Meeting. The MOTION was seconded by Jeremy Rutter.

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

6. OTHER BUSINESS

7. OPEN TO THE PUBLIC

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Chair Ford Burley adjourned the meeting at 7:11pm

Respectfully Submitted,
Paula Roux
Recording Secretary