

FINAL

**CITY OF LEBANON
ARTS & CULTURE COMMISSION
MINUTES October 28, 2025
City Hall Council Chambers & LebanonNH.gov/Live
6:30PM**

MEMBERS PRESENT: (3/5) **Nick Gaffney** (Chair; Citizen Rep Ward 3,)
 Stevens Blanchard (Ward 1 Citizen Rep)
 Devin Wilkie (City Council, Heritage Commission)

MEMBERS ABSENT: (2/5) **Claire Geno** (AVA Arts Org. Rep)
 Lucas Mendelsohn (Vice Chair; LOH Arts Org. Rep)

STAFF PRESENT: (1) **Kristine Flythe** (Program Coordinator, Leb. Rec)
 Paul Coats (Director Recreation, Arts and Parks)

Kristine Flythe gave the RSA 91-A announcement.

1. CALL TO ORDER

Chair Nick Gaffney called the meeting to order at 6:50 PM.

2. APPROVAL OF MINUTES

A. September 23, 2025

*Chair Nick Gaffney **MOVED** to approve the September 23, 2025, Minutes, as presented in the October 28, 2025, packet with a spelling correction.*

Second by Stevens Blanchard.

**The Motion was approved (3-0).*

3. OTHER BUSINESS

A. Poetry Stamping

The winners from the 2024 poetry contest will be stamped in front of Kilton Library this week. As DPW is able to additional concrete work, the poem stamps will be installed when new concrete is poured. There have been two poetry contests and one public domain poetry contest to choose poems for stamping.

B. Tunnel Art

Allison Zito is working on the extension of their mural. The first mural is of the finches and will be finished within the next few weeks. They are getting quotes for signs for each mural. It would take around \$616 for the signs for the murals.

*Nick Gaffney **MOVED** to approve the \$616 funds for the signs in the tunnel.
Second by Stevens Blanchard.*

****The Motion was approved (3-0).***

The last mural on the right will be finished and installed soon, and the Middle School just needs to get their pieces up and then the murals are complete. The tunnel looks very nice.

C. End of Year Report

On November 5, 2025, a quarterly report is required for the City Council. Chair Gaffney will look at the minutes to generate the report, and he asked everyone to let him know if there is anything to emphasize or highlight. The report can be written or presented in person, and it will likely be a written report.

D. Membership Recruitment

The Commission is looking for new members. Over the years several people have served and there are open spaces on the commission. There are currently 5 members with room for 2 alternates for a total of 7 members. The ward requirement was eliminated by the City Council. Two members of the community attended tonight's meeting to observe the meeting. The visitors were told about the form to complete to request appointment as a new member. It is sent to the City Council for approval of the appointment.

Kristine Flythe is leaving the commission as she is leaving employment with the City and has accepted a new position in New Boston. She has been with the City for the last 15 years. Kristine's position will be replaced.

E. Budget

Tis the Season is coming up on December 6 and they will hold the standard event in Colburn Park. Last year the commission provided an ice sculpture, and the artist is willing to come back again this year. The cost ranges from \$750 for one block of ice, \$1000 for two blocks of ice, and \$1250 for three blocks of ice.

Arts and Culture could also pay for musicians for the Winter Markets that will be held at the Powerhouse Mall in December. The cost would be \$600 for the four events. The first market is next week and runs through December. The members discussed the stipends that are provided to musicians during the farmers markets and possible ways to increase stipends in the future.

Right now, \$5634.00 remains in the budget.

***Nick Gaffney Moved to pay \$600 for the musicians at the farmers market and \$1000 for two ice sculptures for the season festival.
Second by Stevens Blanchard.***

****The Motion was approved (3-0).***

That leaves a little over \$4000 remaining in the budget. The remaining expenses for the Tunnel Art come out of the City Manager's budget, not the Arts Commission budget.

In previous years there has been an expense for poetry stamps, and that was not spent this year. It would be better if anything that is supported this year is not a perpetuating commitment. If there are other ways that the arts can be supported this year, the members will bring forth some ideas before the end of the year.

One thought for spending the budget is to improve the bulletin board in Colburn Park, eliminating the bulletin board and perhaps it could become a way-finding fixture. Arts walk might be developed and printed and put in that area. There could be an art walk for Lebanon and an art walk for West Lebanon. It would be lasting and would not require continued annual support.

The next meeting date in November is scheduled for November 18 due to the holiday, but this may need to be revised. A new date may be determined. The December meeting is now scheduled for December 16, 2025.

Last year Gingerbread House making was sponsored during Tis the Season. They won't be using the same company but hope to do something similar. Plans are still to come.

Devin Wilkie Moved that the Arts and Culture Commission authorizes the Arts and Recreation Department to spend up to \$2000 of the commission appropriated funds for upcoming seasonal events in 2025.

Second by Nick Gaffney.

****The Motion was approved (3-0).***

4. COMMITTEE REPORTS

A. Arts Organization Updates: LOH, AVA, UVMC, and others present

Halloween fun fest is Friday. The fountain covers that AVA painted are installed in Coburn Park. There was a ribbon cutting for the little free craft library that is in front of the Lebanon library. Craft materials can be taken or left there.

B. City Council, DEI, Heritage and others present

No updates.

5. OPEN TO THE PUBLIC.

No comments.

6. ADJOURNMENT

Nick Gaffney Adjourned the meeting at 7:35 PM.

Respectfully submitted,
Linda Billings
Recording Secretary