



**LEBANON HERITAGE COMMISSION
JANUARY 14, 2026 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please join live via Microsoft Teams or call 929-229-5356 (access code: 403 327 197#). If you have trouble accessing this meeting, please [Catheryn Hembree](#)

2. Election of Officers

- A. Chair and Vice Chair

3. Approval of Minutes

- A. December 10, 2025

4. Public Review

- A. None

5. Study Items

- A. Annual calendar of Action Items
B. 4th Grade History Curriculum
C. Soldiers Memorial 2026 opening schedule
D. Dana House

6. Other Business

7. Open to the Public

8. Future Agenda Items

9. Adjournment

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public who 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

**LEBANON HERITAGE COMMISSION
MEETING ROOM ONE, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE
WEDNESDAY DECEMBER 10, 2025 6:00 PM**

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Brian Ware, Nicole Dittrich, Wes Achord (Planning Board Representative)

MEMBERS ABSENT: Karen Zook (Alt. Council Rep)

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

1 **1. CALL TO ORDER**

2 Acting Chair Smith called the meeting to order at 6:02pm. Ms. Hembree reviewed the City's
3 meeting in-person and REMOTE attendance policies and procedures.

4
5 Chair: Clare Geno has had to permanently step down from Heritage.

6
7 **2. APPROVAL OF MINUTES – November 12, 2025**

8
9 *A MOTION was made by Brian Ware to approve the November 12, 2025 Meeting Minutes as*
10 *presented. The MOTION was seconded by Matt Smith.*

11
12 ** The MOTION was approved (4-0 with Ford Burley abstaining).*

13
14 **3. PUBLIC REVIEW - None**

15
16 **4. STUDY ITEMS**

17
18 **A. 4th Grade Local History Program**

19 Mr. Smith said he did speak briefly with a fourth-grade teacher in the district. He said they are
20 interested in including local history, but a program has yet to be developed. Ms. Dittrich said she
21 spoke with the district superintendent, who said the district is looking into adopting a new social
22 studies curriculum district-wide, which is a two-year process. She said Superintendent Allen said
23 they are not overly interested in adopting anything new while looking into new curriculum. Ms.
24 Dittrich suggested they could develop a program and present at a PTA meeting.

25
26 Mr. Smith said historical information could be displayed on a kiosk. Chair Ford Burley said the
27 development of the social studies program could be a good opportunity to add some New
28 Hampshire history. Ms. Dittrich suggested a presentation that is supplemental to the social
29 studies program could be given. Mr. Smith said they could get some high school students

1 involved to foster interest and engagement with the next generation. Mr. Achord suggested the
2 annual walking tour (which includes a trip to Soldiers Memorial Building) could be a good time
3 for a presentation (for example, hold a presentation about local history day before the trip). The
4 group discussed the idea of having a scavenger hunt (perhaps in cooperation with the libraries)
5 that brings kids to key areas of the City as a way to teach Lebanon/NH history. The group
6 discussed existing Historical Society information/resources (video, books, other materials) that
7 might be available.

8
9 Mr. Smith and Ms. Dittrich said they would be willing to meet with fourth grade teachers /
10 administration to discuss these ideas. Chair Ford Burley said she would make a list of existing
11 resources and bring it to the next meeting (which she said could also be shared on the City's
12 website). The group discussed whether a drone could be used to take aerial images of the City.

13
14 Chair Ford Burley asked members to continue to talk with the teachers/school officials
15 mentioned and think about what areas of the City should be prioritized to be included in the
16 presentation.

17
18 Ms. Hembree noted that the company that makes the plaques that the Commission gives to
19 Landmark properties has closed. She said she found another company that makes the same
20 plaques, but they are significantly more expensive (\$400).

21 22 **B. 250th Anniversary**

23
24 Ms. Hembree said she has not spoken with Director Coats of the Recreation, Parks, & Arts
25 Department about plans for the celebration. She said she would check in with him before the
26 next meeting. Chair Ford Burley said she would also talk to members of the Historical Society.

27
28 The group discussed possible plans to celebrate the 250th anniversary in the City, particularly for
29 the 4th of July.

30 31 **C. Master Plan - Vote to Move to Planning Board**

32
33 Ms. Hembree said if the Historic Resources chapter of the Master Plan gets approved at this
34 meeting, it can be on the January 26, 2026 Planning Board meeting agenda.

35
36 The group said the draft is in pretty good shape with some definitive action items. They said the
37 content is very good and it is a good document.

38
39 *A MOTION was made by Nicole Dittrich that the Heritage Commission approves the revised*
40 *Historic Resource Chapter of the Lebanon Master Plan as presented in the December 10, 2025*
41 *Heritage Commission meeting and recommends it be submitted to the Lebanon Planning*
42 *Board. The MOTION was seconded by Brian Ware.*

43
44 ** The MOTION was approved (4-0 with Achord abstaining).*

45

1 **5. OTHER BUSINESS**

2
3 Chair Ford Burley said the Joint City/School Task Force met and continues to discuss a land
4 swap of the land where the Dana House is located (owned by the SAU88) with the adjacent land
5 where a shed is located (owned by the City). She said the Boys & Girls Club has proposed
6 building a childcare facility on land adjacent to the SAU Building, and the Dana House land
7 swap may become part of that proposal. She said the Boys & Girls Club proposal will be more
8 defined at the January City/School Task Force meeting, so it may progress quickly. Chair Ford
9 Burley said she will continue to keep the Commission apprised of Dana House developments.

10
11 Chair Ford Burley said there are plans being developed to protect the stone arch overpass (under
12 the railway), in anticipation of the expected increased traffic on Glen Road that will result from
13 the Dry Bridge reconstruction project next year.

14
15 Ms. Hembree said she would give the Heritage Commission an update on the Dry Bridge project
16 timeline and the Jones Crossing roundabout project timeline at the next meeting.

17
18 The group discussed the budget and budget meetings, particularly about the discussions related
19 to funding for services to the Dana House (electrical, dehumidifiers, etc.). The group discussed
20 possible renovations and upgrades to the Soldiers Memorial Building.

21
22 Ms. Dittrich suggested the Master Plan action items should be added to Heritage Meeting
23 agendas.

24
25 **6. OPEN TO THE PUBLIC – None**

26
27 **7. FUTURE AGENDA ITEMS**

28 Master Plan Action Items – Barn Tax Incentive

29
30 **8. ADJOURNMENT**

31
32 Chair Ford Burley adjourned the meeting at 7:16pm.

33
34 Respectfully Submitted,

35 Paula Roux

36 Recording Secretary

Annual Calendar of Action Items:

Attached is the Outcomes and Strategies from the soon to be adopted master plan chapter.

Outcomes & Strategies

Outcome 1 – Protect Lebanon’s historic resources as the City continues to grow and develop

Strategies:

1. Encourage residents to cooperate in preserving Lebanon's cultural heritage by identifying and adequately protecting historic resources.
2. Seek donations and grant money to develop and restore areas of historic interest, including Land and Community Heritage Investment Program (LCHIP) and Moose Plate grants.
3. Continue to participate in state preservation incentive programs like the RSA 79-D, Barn Tax Incentive and 79-E, Community Revitalization Tax Incentive programs.
4. Continue to conduct surveys and studies of historic resources to assist with identifying and understanding important historic buildings and structures.
5. Support adaptive reuse of historic buildings and sites.
6. Explore opportunities for new historic districts, including the neighborhood between School and Bank Streets, Crafts Avenue, and Maple Street.
7. Support efforts to extend the Northern Rail Trail/Mascoma River Greenway from downtown Lebanon to West Lebanon.
8. Encourage adaptive reuse on Main Street in West Lebanon and promote the preservation of the neighborhood's historic character.
9. Support the preservation of historic landscapes and natural resources.

Actions:

1. Conduct oral history projects with long-time residents who wish to share their knowledge and experience.
2. Continue to recognize historic structures through the Historic Landmark Designation Program.
3. Work with property owners to nominate buildings and sites to the State and National Register of Historic Places.
4. Establish preservation awards for property owners who demonstrate excellent historic preservation practices.
5. Promote conservation and preservation easements of sites with historic value in collaboration with interested land owners.
6. Promote RSA 79 D, Historic Barn Tax Incentive, and RSA 79 E, Downtown Tax Incentive, to property owners.
7. Designate scenic and/or historic roads and identify them with signage.
8. Foster increased communication between City departments and the Heritage Commission to facilitate preservation, including notice of permitted activities affecting historic resources.
9. Support infill development, both to promote preservation of abandoned or underutilized lots and buildings as well as to preserve Lebanon's historic natural resources.

Outcome 2 – Foster greater awareness of and appreciation for the benefits and opportunities created by Lebanon’s historic resources

Strategies:

1. Utilize the Soldiers' Memorial Building, Carter House, and other historic buildings for educational outreach purposes, while ensuring their careful preservation.
2. Foster community appreciation and engagement through public education strategies such as brochures, walking tours, oral history projects, artworks, and displays in public buildings.
3. Support the City Historian with outreach, engagement with local schools, and other public history initiatives.
4. Recognize and promote the economic potential of historic resources.
5. Promote history tourism through historic walking tours, heritage festivals, signage, and other initiatives.
6. Continue developing interpretive educational materials about the City's history.
7. Continue to encourage engagement with the rivers, rail trails, and their contributions to Lebanon's history.

Actions:

1. Develop a plan for ADA access for all City-owned historic properties whenever feasible.
2. Develop a financial and administrative plan to support and promote the Soldiers' Memorial as a museum and centerpiece of the Colburn Park Historic District.
3. Produce articles and publications on Lebanon's history to educate and inform the public.
4. Improve the Heritage Commission and historic resources pages on the City of Lebanon website, and promote the studies, surveys, and other resources hosted on the site.
5. Produce online interpretive materials like StoryMaps, virtual tours, and guides to share and promote the City's history.
6. Create an updated walking tour of the Colburn Park Historic District with paper and digital guides.
7. Create and install interpretative panels and historic markers identifying historic resources and Historic Districts.
8. Pursue the approval and installation of NH Historical Highway Markers.
9. Engage with Lebanon schools to help educate students about the City's history and historic resources, and involve students in heritage projects.
10. Create a resource guide for owners of historic properties to assist with preservation, restoration, and maintenance of their property.
11. Develop and execute a plan to preserve and utilize the Dana House.

Soldiers Memorial Open House Dates 2026:

Feb 16th: Presidents Day

May 25th: Memorial Day

July 4th: Independence Day

November 11th: Veterans Day

Farmers Market: Thursdays, May 14 – September 24

LebFest: September 20th