

FINAL

**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)

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**1. CALL TO ORDER**

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

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

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

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

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

**3. PUBLIC REVIEW - None**

**4. STUDY ITEMS**

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

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

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

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

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

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

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

## **B. 250th Anniversary**

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

The group discussed possible plans to celebrate the 250<sup>th</sup> anniversary in the City, particularly for the 4<sup>th</sup> of July.

## **C. Master Plan - Vote to Move to Planning Board**

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

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

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

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

## **5. OTHER BUSINESS**

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

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

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

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

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

## **6. OPEN TO THE PUBLIC – None**

## **7. FUTURE AGENDA ITEMS**

Master Plan Action Items – Barn Tax Incentive

## **8. ADJOURNMENT**

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

Respectfully Submitted,  
Paula Roux  
Recording Secretary