

FINAL

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

MEMBERS PRESENT: Nicole Ford Burley (Chair and City Historian), Matt Smith (Vice Chair), Brian Ware, Nicole Dittrich,

MEMBERS ABSENT: Wes Achord (Planning Board Representative), Karen Zook (Alt. Council Rep)

STAFF PRESENT: Tim Corwin (Deputy Planning Director)

1. CALL TO ORDER

Chair Ford Burley called the meeting to order at 6:03pm. Mr. Corwin reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

Chair Ford Burley said Ms. Roxanne Benzel (who was attending as a member of the public for this meeting) has applied to become a new member of the Heritage Commission and may be a new member at the next meeting.

2. ELECTION OF OFFICERS - Chair and Vice Chair

A MOTION was made by Matt Smith to nominate Nicole Ford Burley as the Chair of the Lebanon Heritage Commission. The MOTION was seconded by Brian Ware.

** The MOTION was approved (4-0).*

A MOTION was made by Nicole Ford Burley to nominate Matt Smith as the Vice Chair of the Lebanon Heritage Commission. The MOTION was seconded by Nicole Dittrich.

** The MOTION was approved (3-0 Smith abstaining).*

3. APPROVAL OF MINUTES – December 10, 2025

A MOTION was made by Brian Ware to approve the December 10, 2025 Meeting Minutes as presented. The MOTION was seconded by Matt Smith.

* ***The MOTION was approved (4-0).***

4. PUBLIC REVIEW - None

Mr. Corwin said an application will be coming to a future meeting of the Heritage Commission by a developer with a design for a residential development that is within the pattern zone regulations program. The group discussed the program regulations and whether the project will be considered a subdivision. The group also discussed establishing a checklist for design characteristics for pattern zone projects that the Commission could evaluate. Mr. Corwin said he would send some design elements documents to the group.

5. STUDY ITEMS

A. Annual Calendar of Action Items (from the Master Plan)

RSA 79D: Barn Tax Incentive

Chair Ford Burley noted that the *RSA 79D: Barn Tax Incentive Program* has a deadline of April 15, 2026 for barn owners to submit applications. The group discussed resources, including a list of historic barns and their owners and an application that is accessible online, that are available to help owners take advantage of this incentive. The group discussed a targeted mail outreach to the people on the list and if they could finalize a mailing by the February Heritage Commission meeting. Mr. Smith said he would obtain a list and Ms. Dittrich said she would compose a flyer for the mailing. Chair Ford Burley said she would contact Ms. Hembree (Associate City Planner) about the plans.

The group discussed how it may not be possible to have a program in place in time for the April 2026 deadline. Mr. Corwin said Staff could help research more information about the program and the owners who may qualify. They discussed including the idea in the City Manager's weekly email, and other ways to publicize the incentive.

Chair Ford Burley suggested this item be included as an item for December in the Calendar of Action Items. Ms. Dittrich said she discovered online that five Lebanon residents were currently taking advantage of the Barn Tax Incentive. The group suggested that Staff may have information about those residents already receiving the tax break.

Landmark Designations

Referring to the timeline of action items, Mr. Smith noted that Landmark Designation plaques have been typically awarded in the spring (March). He said they have been waiting for a homeowner to request for consideration, rather than considering it an annual program. Chair Ford Burley suggested they establish a time in the calendar for a discussion about the Landmark Designations. Mr. Smith suggested the group discuss awarding the plaques later in the year than in March. The group discussed outreach/education for this program.

Heritage Commission Website Page

Mr. Corwin said Ms. Hembree could help update/improve the website page. Mr. Smith suggested the Commission add this to the April meeting agenda and discuss the page during the meeting.

Historic District Highway Signs

Chair Ford Burley asked the group to think of areas in Lebanon where such a sign could be added (there currently are none). The group suggested:

- Stone Arch Bridge on Glen Rd in West Lebanon
- Mill District in Lebanon
- Westboro Rail Yard

The group discussed a plan to be ready to apply for these signs when the applications' acceptance period is opened again.

B. 4th grade History Curriculum

Mr. Smith said this should be a standing agenda item as **Public School Engagement** and the Commission should discuss it at each meeting. Ms. Dittrich said it would be easier for teachers if the Commission created a program and presented it rather than for teachers to have to create a program or add the information to the current curriculum. The group discussed what information could be included in a program. Ms. Dittrich suggested a separate meeting to plan content for a program.

C. Soldiers Memorial 2026 Opening Schedule

Chair Ford Burley said Presidents Day (Feb 16), Memorial Day, Independence Day, and Veterans Day have been confirmed for Open House sessions at the Soldiers Memorial Building. She suggested other Open Houses could be held once per month during the Farmers Market on Thursdays. The group discussed whether a ramp could be added to make the building more accessible and discussed whether "Moose License Plate" grant funds could be used to add a ramp. Mr. Ware suggested that the Boy Scout candidates could discuss their inventory project during these Open Houses.

D. Dana House

Chair Ford Burley said discussions about the 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) continue. She said the next step is to survey the entire area, which may be included in the Boys & Girls Club Daycare project proposal plans. She noted the deadline is December 15 for the land swap item to be on the March 2027 ballot (which will be required by the School Board).

6. OTHER BUSINESS

Chair Ford Burley said she spoke with Lebanon Recreation, Arts, and Parks Director Paul Coats and learned that the City Council defunded the 250th Anniversary fund in the budget (which was mostly going to be for fireworks). She said Mr. Coats would be happy to establish a committee with members of the Heritage Commission, Historical Society, Arts & Culture Committee, and other businesses to develop a plan to celebrate. Mr. Ware said he would join the committee and Mr. Smith said he might be able to join as well. Ms. Benzel said she would also join the

committee. Ms. Benzel suggested a dog parade and other events in downtown Lebanon. Chair Ford Burley said she would add this item to the next meeting's agenda.

7. OPEN TO THE PUBLIC – None

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Chair Ford Burley adjourned the meeting at 7:29pm.

Respectfully Submitted,
Paula Roux
Recording Secretary