



**LEBANON ARTS & CULTURE COMMISSION**  
**APRIL 27, 2021 - 6:30 PM**  
**REMOTE VIA MICROSOFT TEAMS**  
**LEBANONNH.GOV/LIVE**

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**1. Call to Order**

- A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements

**2. Approval of Minutes**

- A. March 23, 2021 Minutes

**3. Other Business**

- A. Mural Project on PetSmart (Brought forward by Dan Hester WSD Development and connected via David Brooks from planning)
- B. LOH Festival Update (J.Giordani)
- C. Ped-Bike Committee Ideas (B. Van Vliet)
- Light Pole Banner ideas?
- D. Planning and Goals for 2021 updates:
- Logo Use (All)
  - Article by Susan Apel for Graffiti Park (B.Foster)
  - West Leb. Rev. Efforts (B.Dunn)
  - Public Art Policy (K.Zook)
- E. Sidewalk Poetry Project (B.Foster)
- F. Rainworks (B.Dunn)
- G. Tunnel Project Updates (P.Coats)
- H. Fundraising (D.Wilkie)
- I. Coalition Building (N.Gaffney)
- J. Fountains (K.Flythe)
- K. Lebanon Mall Kiosk & Heritage Committee (J.Giordani)
- L. Meeting Format (J.Giordani)
- Continue to meet fully remote
  - Allow for in-person for those who want to, and remote for those who prefer to.

**4. Committee Reports**

**5. Open to the Public**

**6. Adjournment**

**The order of agenda items is subject to change.**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to [LebanonNH.gov/Live](https://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 Microsoft Teams software or by phone. Please visit [LebanonNH.gov/Live](https://LebanonNH.gov/Live) for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LEBANONNH.GOV)

1 **DRAFT**2 **CITY OF LEBANON**  
3 **ARTS & CULTURE COMMISSION**  
4 **MINUTES, March 23, 2021**  
5 **REMOTE VIA MICROSOFT TEAMS**  
6 **LebanonNH.gov/Live**  
7 **6:30PM**  
89 **MEMBERS PRESENT (9/10):** Jessica Giordani (Chair; Citizen Rep. Ward 3)  
10 Bill Dunn (EDC Rep.)  
11 Devin Wilkie (Citizen Rep., Ward 2)  
12 Rebecca Foster (Citizen Rep., Ward 1)  
13 Nick Gaffney (Arts Org. Rep.-AVA Gallery)  
14 Karen Zook (City Council Rep.)  
15 Ben Van Vliet (Arts Org. Rep.-UVMC)  
16 Joe Clifford (Vice Chair; Arts Org. Rep.-LOH)  
17 Mimi Hains (Heritage Commission Rep.)  
1819 **MEMBERS ABSENT: (1/10)** Sherry Fiore (Alt.)  
20  
2122 **STAFF PRESENT: (2/2)** Kristine Flythe (Program Coordinator, Leb. Rec),  
23 Paul Coats (Director, Leb. Rec.)  
24  
25 -----  
2627 **1. CALL TO ORDER:** Chair Giordani called the meeting to order at 6:32pm  
2829 A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.  
30  
3132 **2. APPROVAL OF MINUTES:** February 23, 2021  
3334 Chair Giordani opened review and discussion of the February 23, 2021 meeting. Taking  
35 any corrections or discussion.  
3637 Mr. Van Vliet: With this style of minutes can we add a colon to separate speaking members  
38 from the text so it is easier to read.  
3940 Ms. Foster: Page 7 line 21 it should be St. Paul and not St. Louis.  
4142 Hearing no further corrections Chair Giordani opened for a Motion to approve the minutes  
43 as corrected. ***MOTION to Approve and Accept the minutes for the February 23, 2021***  
44 ***was made by Mr. Gaffney to approve the February 23, 2021 minutes as presented.***  
45 ***Seconded by Mr. Wilkie.***  
4647 ***Roll Call Vote: Members voting in favor included: Mr. Wilkie, Mr. Van Vliet, Ms.***  
48 ***Foster, Mr. Dunn, Councilor Zook, Mr. Gaffney, Chair Giordani.***  
4950 ***\*The Motion was approved (7/0) and recorded by Mrs. Flythe.***  
51  
5253 **3. OTHER BUSINESS:**  
54

55 A. Welcome to Lebanon Training (K.Flythe)

1 Mrs. Flythe is following up to confirm all members complete the Welcome to Lebanon  
2 Training. Noting the only missing members is Mr. Gaffney, Ms. Hains, and Ms. Fiore.  
3 Signed off are Mr. Wilkie, Chair Giordani, Ms. Foster, Mr. Van Vliet, Mr. Clifford. Mr. Dunn  
4 is signed up for training at the next council meeting, and Councilor Zook completed as a  
5 member of the council.  
6

7 B. Funding Request - Lebanon Opera House (J.Clifford)

8 Mr. Clifford: LOH is presenting an outdoor Arts Festival August 13-15 having a stage setup  
9 behind city hall, on the green and on the Lebanon Mall. Requesting support from the Arts  
10 & Culture Commission. Sharing that financial sponsorship is great but that is not the only  
11 way for the commission to be involved and this festival would be a great way to leverage  
12 the festival to bring awareness to the arts commission. Being on the commission he would  
13 report back to the commission on progress.  
14

15 Chair Giordani: Opened the request up for discussion.  
16

17 Mr. Dunn, Mr. Van Vliet, Ms. Foster: expressed full support for the event.  
18

19 Chair Giordani: Arts & Culture needs to look at the budget and projects for the year and  
20 determine where our budget will go towards. Various projects such as poetry project, rain  
21 works, and smaller projects as they come in and will look to make a decision for April.  
22

23 Councilor Zook: Shared this request is the first ask in this nature. The focus has been  
24 internal projects.  
25

26 Mr. Clifford: Shared he was unaware of the proper protocol/procedure for asking for  
27 financial support and strongly feels this is and will be an important event for Arts & Culture  
28 to be involved with. In addition as to the process we have AVA, UMVC, and LOH here it  
29 would be something that would come up and as long as we have a process to vet and  
30 how we can best be involved and supportive as Arts & Culture.  
31

32 Chair Giordani: Provided that this is parallel to the Arts policy that is being developed. This  
33 request is helping to guide the conversation on how do we process these requests as if  
34 we are to get future requests from music center or ballet school in the future. Having a  
35 process will allow us to know next steps.  
36

37 Mrs. Flythe: Provided that Recreation would be able to provide social media and web  
38 support for marketing for Arts & Culture Commission.  
39

40 Mr. Coats: Shared the Friends of Lebanon Recreation could be open to a viable  
41 partnership in lieu of another new non-profit group. This is one of the key reasons on why  
42 the Friends group exists and they are to enhance recreation opportunities in Lebanon  
43 and just having a Arts & Culture commission member present at a meeting and someone  
44 to assists with the treasury side of things when and if that time comes. The Friends group  
45 are here for these types of partnerships in order to make the projects happen such as the  
46 skatepark, playground, etc.  
47

48 Councilor Zook: Proposed that a point person for future conversations to keep connected  
49 with Mr. Clifford and the festival.  
50

51 Chair Giordani: Accepted being the point person for this task and will have more  
52 information at the April meeting.  
53

54 C. Ped-Bike committee ideas (B.Van Vliet)

1 Mr. Van Vliet: Shared he would like to spend more time on branding/logo ideas and  
2 something that is more memorable and commemorative.

3  
4 Mr. Coats: Shared that the light pole banners have been tasked to the Arts Commission  
5 and the look of what they will have on them. This could be a great option for Lebanon  
6 ArtWays with a logo and design.

7  
8 Mr. Van Vliet: Updated the commission on an idea for branding and the use of Rainworks.  
9 Take the Lebanon ArtWays logo and placing that in 4 different locations around  
10 Lebanon/West Lebanon and making it a sort of scavenger hunt to find them. Included  
11 with the logo would be a word and all the single words could come together to make a  
12 phrase and when solved those that have it right could be entered into win a prize. Have  
13 this project ready to go out in May, use a press release and additional social media to  
14 launch into the community. More thought will go into taking this idea and putting it into  
15 action on where will it go, testing the rainworks, what word or phrase will be used, and  
16 thoughts on prizes.

17  
18 D. Planning and Goals for 2021 updates

19 Chair Giordani: Has anyone shared new logo use in social/printed media? No specific  
20 updates but Chair Giordani shared she is working with the city Webmaster to follow  
21 procedure for Instagram for Lebanon ArtWays.

22  
23 Chair Giordani: Are there any West Lebanon Revitalization efforts updates for Arts &  
24 Culture to know?

25 Ms. Foster shared a quick summary of the agenda.

26 Mr. Dunn shared he will have more updates at the next meeting for Arts & Culture.

27  
28 Chair Giordani: Update the commission on the Public Art Policy in progress with the city  
29 manager and he has requested feedback from the Arts & Culture Commission to help  
30 refine the policy. In addition Councilor Zook will be the point person on the Arts & Culture  
31 policy moving forward. Mr. Coats and Mrs. Flythe will provide edits/additions for the  
32 Graffiti park.

33  
34 E. Sidewalk Poetry Project/Rainworks/Branding Unveiling (B.Dunn)

35 Ms. Foster and Mr. Dunn presented a plan of action and timeline for rainworks and  
36 chalking sidewalk project as well as requested funds to start an initial meeting with the  
37 City of St. Paul for the sidewalk poetry project and overall all pieces to consider. In addition  
38 to determine best use rainworks versus chalk, location, and a concise message for the  
39 short term project. As far as the long term project for sidewalk poetry it was presented  
40 and requested the Arts Commission invest in a consultation with St. Paul to get a good  
41 understanding of the project and this preliminary information.

42  
43 Mr. Coats provided that Recreation will do whatever is needed to make this happen.

44  
45 **Councilor Zook made a MOTION to engage the city of St. Paul for a 60 minute**  
46 **consultation for \$150 dollars to touch upon 1) Consultation on conceptual**  
47 **grounding of Sidewalk Poetry, 2) Discussion of collaborative model of nonprofit**  
48 **and city government, 3) Overview of Sidewalk Poetry Contest and process, 4)**  
49 **Discussion of fabrication of poetry stamps and stamping process, 5) Technical**  
50 **consultation on stamping poems to ensure success. Seconded by Mr. Gaffney.**

51  
52 **Roll Call Vote: Members voting in favor included: Mr. Gaffney, Councilor Zook, Ms.**  
53 **Hains, Vice Chair Clifford, Mr. Dunn, Ms. Foster, Mr. Van Vliet, Mr. Wilkie, Chair**  
54 **Giordani.**

**\*The Motion was approved (9/0) and recorded by Mrs. Flythe.**

Ms. Foster: Would setup the consultation and work with Recreation staff on payment and including staff on the meeting.

F. Tunnel Project Updates (J.Giordani)

Chair Giordani: Shared there is a tentative date for the option of July 8<sup>th</sup>. The latest plan is to prepare an RFP to be modeled after the MRG Juried art process. The tunnel is a huge space and essentially a big empty tube and a dynamic art space. Having those proposals that come in on opening day would involved the community and engage everyone in the process. Mr. Gaffney is working on the RFP.

G. Fundraising (D.Wilkie) - No Updates

H. Coalition Building (N.Gaffney) - No Updates

I. Art to Transform Safford Street Underpass (J.Clifford)

Mr. Clifford wanted to share the work that is happening in South Royalton and the concept of all various art coming together and the inspiration of it.

**4. COMMITTEE REPORTS:**

None

**5. OPEN TO THE PUBLIC:**

A. Councilor Zook: Shared a City Council update that it was moved for the fountains to be moved into the Arts & Culture Commission.

B. Mr. Coats: Shared the Shuffle on July 31 can also be an opportunity for Lebanon ArtWays to make a splash.

**6. ADJOURNMENT:**

**A MOTION by Mr. Wilkie to Adjourn the meeting was made.  
Seconded by Councilor Zook.**

Chair Giordani move to vote.

**Roll Call Vote: Members voting in favor to adjourn Mr. Gaffney, Councilor Zook, Ms. Hains, Vice Chair Clifford, Mr. Dunn, Ms. Foster, Mr. Van Vliet, Mr. Wilkie, Chair Giordani.**

**\*The Motion was approved (9/0) and recorded by Mrs. Flythe.**

The meeting was adjourned at 8:16pm.

Respectfully submitted,  
Kristine Flythe  
Program Coordinator  
Recreation & Parks Department