

**FINAL**

**CITY OF LEBANON  
ARTS & CULTURE COMMISSION  
MINUTES, March 23, 2021  
REMOTE VIA MICROSOFT TEAMS  
LebanonNH.gov/Live  
6:30PM**

**MEMBERS PRESENT (9/10):** Jessica Giordani (Chair; Citizen Rep. Ward 3)  
Bill Dunn (EDC Rep.)  
Devin Wilkie (Citizen Rep., Ward 2)  
Rebecca Foster (Citizen Rep., Ward 1)  
Nick Gaffney (Arts Org. Rep.-AVA Gallery)  
Karen Zook (City Council Rep.)  
Ben Van Vliet (Arts Org. Rep.-UVMC)  
Joe Clifford (Vice Chair; Arts Org. Rep.-LOH)  
Mimi Hains (Heritage Commission Rep.)

**MEMBERS ABSENT: (1/10)** Sherry Fiore (Alt.)

**STAFF PRESENT: (2/2)** Kristine Flythe (Program Coordinator, Leb. Rec),  
Paul Coats (Director, Leb. Rec.)

---

**1. CALL TO ORDER:** Chair Giordani called the meeting to order at 6:32pm

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

**2. APPROVAL OF MINUTES:** February 23, 2021

Chair Giordani opened review and discussion of the February 23, 2021 meeting. Taking any corrections or discussion.

Mr. Van Vliet: With this style of minutes can we add a colon to separate speaking members from the text so it is easier to read.

Ms. Foster: Page 7 line 21 it should be St. Paul and not St. Louis.

Hearing no further corrections Chair Giordani opened for a Motion to approve the minutes as corrected. ***MOTION to Approve and Accept the minutes for the February 23, 2021 was made by Mr. Gaffney to approve the February 23, 2021 minutes as presented. Seconded by Mr. Wilkie.***

***Roll Call Vote: Members voting in favor included: Mr. Wilkie, Mr. Van Vliet, Ms. Foster, Mr. Dunn, Councilor Zook, Mr. Gaffney, Chair Giordani.***

***\*The Motion was approved (7/0) and recorded by Mrs. Flythe.***

**3. OTHER BUSINESS:**

A. Welcome to Lebanon Training (K.Flythe)

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

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

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

Chair Giordani: Opened the request up for discussion.

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Planning and Goals for 2021 updates

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

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

Ms. Foster shared a quick summary of the agenda.

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

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

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

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

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

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

**Roll Call Vote: Members voting in favor included: 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.**

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