FINAL

LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, May 12, 2021
LebanonNH.gov/Live
7:00 pm

MEMBERS PRESENT: Mimi Hains (Chair), Rebecca Book, Devin Wilkie (City Council Representative), Linda Cole, Doug Boisvert and Jeremy Rutter (Planning Board Rep.)

MEMBERS ABSENT: Bruce Bronner (Alt. Council Rep), Fran Hanchett (City Historian), Raymond Book (Alt. Member)

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Nicole Burley (Historical Society)

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1. CALL TO ORDER

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

Chair Hains called the meeting to order at 7:00 PM. Ms. Owens reviewed the procedures for a remote meeting. A Roll Call vote was taken and all those attending the meeting remotely are listed above.

2. APPROVAL OF MINUTES: April 14, 2021
Page 3, Line 11- add "Another amendment to consider for the zoning requirements would be to clarify which building facades are covered."
Page 4, Line 38- change to read, "....there is a property at 3 School Street...."

Chair Hains MOVED to approve the April 14, 2021 minutes as amended. Seconded by Ms. Book.

Roll Call Vote
Chair Hains, Ms. Book, Mr. Boisvert and Mr. Wilkie all voting Yea.
None voting Nay.
Mr. Rutter and Ms. Cole abstained.
****The MOTION was approved (4-0-2)***

3. PUBLIC REVIEW
A. None

4. STUDY ITEMS

A. Dana House
A meeting was held on Monday, May 10, 2021. Among the topics discussed was the proposed purchase of a 3-D video camera and tripod. Chair Hains reported that she received an email from Mr. Paul Coates, who shared that the Arts & Culture Commission briefly discussed the suggestion of purchasing a 3-D video camera in conjunction with the Heritage Commission. However, the members were unclear how the video camera would be beneficial to their projects and what the exact cost would be to the Arts & Culture Commission. Chair Hains suggested that a 3-D video camera would be ideal for promoting City events such as July 4th in Colburn Park and the Tunnel Opening; it would also make 360- degree virtual tours of historic sites like the Dana House possible. Mr. Wilkie suggested that the Heritage Commission write up a comprehensive proposal for the shared purchase of the camera including cost, ownership

details and the vision for its use, for submission to the Arts & Culture Commission. He explained that the Arts Commission is currently considering funding for several projects, including the purchase of art for the Tunnel. Chair Hains believes that the combined cost of the video camera and tripod will be approximately $330. The members agreed to submit a formal proposal of the shared purchase to the Arts Commission.

Ms. Book MOVED that the Heritage Commission move forward with the purchase of a 3-D video camera and tripod, at the cost of $165, contingent on the acceptance of a cost-sharing agreement by the Arts & Culture Commission.
Seconded by Ms. Cole.

Roll Call Vote
Chair Hains, Ms. Book, Ms. Cole, Mr. Boisvert, Mr. Rutter and Mr. Wilkie all voting Yea.
None voting Nay.
******The MOTION was approved (6-0).***

Chair Hains stated that she is pleased with the work being done on developing a vision for the future of the Dana House. Ms. Book has written a short monologue which will be combined with an interactive video to help increase awareness of the Dana House and its history in the community. Local author Willem Lang is being recruited to narrate the video using Ms. Book's monologue. The Commission also intends to draft a public survey regarding possible uses of the Dana House. Ms. Owens reported that she visited the Dana House with a lead-certified building inspector, who confirmed that the house contains significant amounts of lead in the trim, paint and walls. Asbestos is also present in the kitchen tiles. An abatement plan is required before any work can be done to the interior of the house and will need to be created by an outside vendor, such as Catamount Abatement. Once a plan has been created, a lead-certified professional will need to be hired to carry it out and complete the work. The abatement plan (full-gutting, encapsulation, etc.) will be somewhat dependent on the future plans for the Dana House and will provide insight into the safest options. Ms. Book remarked that preserving footage of the Dana House as it is today, prior to any alterations to the interior, is an excellent example of how the purchase of a 3-D video camera could be useful. Ms. Owens stated that the Commission would need to express interest in obtaining quotes for lead abatement before she could approach Public Works or City Council with the request. Financing for the abatement would come from the Capital Reserve Fund.

Ms. Cole made a motion to request that the City obtain two quotes (both to include various approaches, such as encapsulation vs. a full- gutting) for the cost of lead and asbestos abatement in the Dana House. Seconded by Ms. Book.

Roll Call Vote
Chair Hains, Ms. Book, Ms. Cole, Mr. Boisvert, Mr. Rutter and Mr. Wilkie all voting Yea.
None voting Nay.
****The MOTION was approved (6-0).***

B. Special Projects (articles, Mall Kiosk)
Chair Hains reported that she did not write an article on the trees of Lebanon, partly due to a lack of resources. She revisited the plan for monthly public outreach articles, specifically addressing the time commitment required, and opened the topic to a round table discussion. The consensus was that the members do not currently have time to commit to publishing a piece monthly. Chair Hains suggested that a collaboration between the Historical Society and the Heritage Commission might make the project more feasible. Ms. Burley agreed to present the idea to the other members of the Historical Society.
Ms. Owens reported that the Arts & Culture Commission agreed that the Mall Kiosk could use a face lift. She is unsure how they will prioritize this project. For the next 6 months, the Kiosk content will be dedicated to the Tunnel, in anticipation of its opening in July. Suggestions were pictures, construction updates and a call for artist submissions for a planned installation in the tunnel; an artist will be chosen at the opening on July 8th.

5. Other Business

A. City Hall Bell Tower/Finials

Ms. Owens explained that the four "urn-like" sculptures on the clock tower of City Hall are called finials. These are considered a historically significant aspect of the architecture. Currently two of them are missing and two are damaged. The renovations taking place at City Hall include an "in kind" replacement of the finials. Ms. Owens will follow up with more details at a future meeting.

B. In-Person Meetings

The earliest that in-person meetings will be considered is July. The City will wait for updated guidance from the State on this topic.

C. Membership

Ms. Book announced that she will be leaving the Commission in June; Mr. Book will also be retiring as an alternate member at that time. Chair Hains thanked Ms. Book for her years of service to the Commission and the Dana House. Chair Hains let the members know that, over the next two months, she will be looking for an interim Chair to take her place due to changing personal circumstances and health concerns. She opened a discussion regarding: recruiting new membership, training that could be provided to new members and the minimum level of commitment that is required to join the Commission. Ms. Owens suggested that a standing agenda item every month could be an educational presentation. She also noted that the Commission could discuss changing their meeting time if it was helpful in recruiting potential members. Ms. Cole has decided not to continue as a member of the Commission when her term is up next year. In addition, Ms. Hanchett has stepped down as City Historian but will continue her work with the Historical Society.

6. Open to the Public

7. Future Agenda Items
A. Master Plan Check-In
B. Passports Program
C. CLG Project Updates

8. ADJOURNMENT

Ms. Book MOVED to adjourn the meeting at 8:52 PM.
Seconded by Ms. Cole.

Roll Call Vote
Ms. Book, Mr. Wilkie, Chair Hains, Mr. Boisvert, Ms. Cole and Mr. Rutter all voting Yea.
None voted Nay.
**** The MOTION was unanimously approved (6-0).***

Respectfully submitted,
Megan Castillo
Recording Secretary