



LEBANON ARTS & CULTURE COMMISSION
REGULAR MEETING AGENDA
Remote Via Microsoft Teams
LebanonNH.gov/Live
Tuesday, June 23, 2020
6:30pm

1. CALL TO ORDER:

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

2. APPROVAL OF MINUTES:

A. FEBRUARY 25, 2020

Documents:

[2020-06-23_Arts_Culture_Item 2a_2020-02-25 Mins.pdf](#)

3. OTHER BUSINESS:

- A. Discussion Re: Friends of the ACC
- B. Discussion Re: Public Art
 - 1. Graffiti Art in the Skate Park.
 - 2. Electric Vehicle Charging Station
 - 3. Downtown Tunnel
 - 4. Mascoma/Mechanic/High Sts Roundabout
- C. Discussion Re: Planning & Goals for the remainder of 2020

4. COMMITTEE REPORTS:

- A. Exploratory Funding and Processing: (K. Zook, R. Welsch, S. Fiore, B. Van Vliet)
- B. Civic Art: (J. Giordani, S. Fiore, B. Dunn)
- C. Programming: (K. Zook, D. Wilkie, R. Foster)
- D. Publicity/Marketing: (J. Clifford, J. Giordani, R. Foster)
- E. Data Collection: (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch, B. Van Vliet)

5. OPEN DISCUSSION:

6. ADJOURNMENT

PUBLIC PARTICIPATION NOTICE: 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 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. For full details, please visit [LebanonNH.gov/Live](https://lebanonnh.gov/Live), or call the Planning & Development Department at 603-448-1457.

NOTE: City Hall is temporarily closed to the public in order to help prevent of the spread of Novel Coronavirus COVID-19. City operations will continue during this time, but in-person transactions will be limited to those of a critical nature. If you have any questions or would like to view the files for the application identified above, please contact the Planning & Development Department by sending an e-mail to planning@lebanonnh.gov, or by calling 603-448-1457. The application materials will also be posted to the City's website on or around June 16, 2020 at <https://lebanonnh.gov/agendacenter>.

THE ORDER OF AGENDA ITEMS IS SUBJECT TO CHANGE.

**AGENDA
ARTS & CULTURE COMMISSION
JUNE 23, 2020**

**AGENDA ITEM #2A
APPROVAL OF MINUTES**

FEBRUARY 25, 2020

1 DRAFT

2
3 **CITY OF LEBANON**
4 **ARTS & CULTURE COMMISSION**
5 **MINUTES, FEBRUARY 25, 2020**
6 **20 WEST PARK STREET, LEBANON, NH**
7 **3RD FLOOR – ROOM 385**
8 **6:30PM**
9

10 **MEMBERS PRESENT:** Jessica Giordani (Chair), Ben Van Vliet (Arts Org. Rep.; UVMC),
11 Robert Welsch (Heritage Commission), Karen Zook (City Council Rep.),
12 Bill Dunn (EVEC Rep.), Nick Gaffney (Arts Org. Rep; AVA Gallery),
13 Devin Wilkie (Citizen Rep., Ward 2), Rebecca Foster (Citizen Rep., Ward
14 1), and Sherry Fiore (Alt.)

15
16 **MEMBERS ABSENT:** Joe Clifford (Vice Chair)

17
18 **TIF ADVISORY BOARD** George Sykes (City Council Rep.), Victoria Smith, Tracy Hutchins (UV
19 **MEMBERS PRESENT:** Business Alliance Rep.), Barry Schuster (Chair)

20
21 **STAFF PRESENT:** Shaun Mulholland, City Manager; David Brooks, Planning &
22 Development Director
23
24

25
26 **1. CALL TO ORDER:** Chair Giordani called the meeting to order at 6:30pm

27
28 **2. APPROVAL OF MINUTES:** January 28, 2020

29
30 *Mr. Wilkie moved to approve the January 28, 2020 Minutes as presented.*

31 *Seconded by Mr. Van Vliet.*

32 *The MOTION passed unanimously (8-0).*
33

34 **3. OTHER BUSINESS:**

35
36 **A. Discussion Re:** TIF Advisory Committee: Meet and Greet with Arts & Culture Commission

37
38 Ms. Fiore arrived at 6:35pm. Chair Giordani announced that Ms. Fiore would sit for Vice Chair Clifford
39 for the meeting.
40

41 Following introductions, City Manager Mulholland gave an overview of the concept of Tax Increment
42 Financing (TIF) and noted that the City has created two TIF Districts, one in Downtown Lebanon and one
43 adjacent to the airport. He mentioned that the Downtown TIF District is projected to begin generating a
44 positive increment after April 1, 2020. There was a brief discussion about the extent of the Downtown TIF
45 District and about examples of how an increment would be created from different development projects. It
46 was suggested that the City investigate the creation of a TIF District for West Lebanon.
47

48 City Manager Mulholland noted that the TIF Advisory Board will have a role in deciding how and when to
49 spend TIF revenues and suggested that the Advisory Board and the Commission should be collaborating
50 on potential projects. City Manager Mulholland noted that the 2016 Downtown Visioning Study is the
51 guiding document for downtown improvements at this point. Mr. Van Vliet noted that the Commission
52 should thinking about where arts can be incorporated into downtown infrastructure projects, such as the
53 tunnel restoration and the roundabout at the intersection of Mascoma/Mechanic/High Streets. Mr. Schuster
54 suggested that the Commission members keep their eyes open for potential projects as they travel within
55 the TIF District.
56

1 Mr. Sykes mentioned that arts could be incorporated into the electric vehicle charging station proposed for
2 Taylor Street such as with a kiosk highlighting downtown businesses and organizations or decoration of
3 the screening around the transformers. Mr. Van Vliet noted that the City should consider the capacity for
4 people to be downtown as additional growth may drive the need for more parking, more restaurants, and
5 more things to do.

6
7 **B. Discussion Re: Friends of the ACC**

8
9 Mr. Brooks mentioned that he had received an updated proposal from Lauren Whittlesey, a local consultant
10 for non-profits, to complete and process the state and federal paperwork for the Commission to achieve
11 501(c)3 status. He had also spoken with a local attorney identified by Heritage Commission Vice-Chair
12 Mimi Haines who also indicated that he was capable of preparing the non-profit paperwork. After a brief
13 discussion of potential costs and availability, the Commission agreed to move forward with retaining Ms.
14 Whittlesey for the project. Mr. Welsch recommended verifying that City funds could be used to pay for the
15 effort to obtain non-profit status.

16
17 **C. Discussion Re: ACC Logo or Brand**

18
19 There was no discussion.

20
21 **D. Discussion Re: Tunnel Discussion**

22
23 City Manager Mulholland provided an update on the status of the reconstruction project and noted that
24 major work is expected to be complete by Fall 2020 with final plantings and improvements completed in
25 Spring 2021. He mentioned that the Commission should be thinking about how it wants to see the space
26 used, including a grand opening event in Summer 2021. He mentioned that DPW will be responsible for
27 lighting and general maintenance of the tunnel and that the Recreation Department will be responsible for
28 programming with input from the Commission, as appropriate. It was noted that the Commission's
29 recommendations on lighting, sound, and projection inside the tunnel from Summer 2019 were not included
30 in the overall budget for the tunnel rehabilitation project. City Manager Mulholland noted that department
31 operating budget ideas are due by July.

32
33 **E. Discussion Re: Master Plan – 2020 project ideas**

34
35 Mr. Brooks noted that the Commission should be considering what actions and strategies from the
36 Community Design and Civic Art Chapter of the Master Plan it would like to work on for the coming year.
37 Also, if any of the Commission's goals call for a capital project, those ideas were needed by the end of
38 March for inclusion in the annual capital budget process.

39
40 **4. COMMITTEE REPORTS:**

41
42 **A. Exploratory Funding and Processing:** (K. Zook, R. Welsch, S. Fiore, B. Van Vliet): None

43 **B. Civic Art:** (J. Giordani, S. Fiore, B. Dunn): None

44 **C. Programming:** (K. Zook, D. Wilkie, R. Foster):

45
46 Ms. Zook noted that the Programming Committee had met to prepare a draft calendar of events. She will
47 forward the draft calendar to Mr. Brooks for distribution to the Commission. Potential event ideas to work
48 on included a graffiti wall in the Spring, arts demonstrations in Colburn Park during the Farmers Market, a
49 chalk painting event in West Lebanon in the Summer, an Arts Market in late Summer, development of
50 Poetry Panels for sidewalks, the fountain cover decoration project in October, and the annual 'Tis the
51 Season event in December.

52
53 There was discussion about aligning the chalk painting event with a Mascoma Bank cookout in West
54 Lebanon and whether the chalk painting should occur in the parking lot or in a closed-off City street.

1 Ms. Zook noted that the fountain cover panels are expected to be delivered directly to AVA Gallery in May
2 rather than to DPW for storage. Mr. Gaffney recalled that some of the panels may need to be refurbished
3 prior to next year's decoration and installation.

4
5 Ms. Foster noted that she would be meeting with David Clem about potential using the River Park site for
6 the Arts Market. Ms. Zook suggested that Chair Giordani could be capable of planning the event as she
7 already manages the Farmers Market. Mr. Gaffney suggested that there is demand for an event like this,
8 but the call to artists should be issued soon and the event should not compete with the Sunapee arts market
9 event.

10
11 Ms. Zook noted that the Commission should coordinate with the Recreation Department on potential events
12 associated with the End of Summer Celebration.

13
14 **D. Publicity/Marketing:** (J. Clifford, J. Giordani, R. Foster): None

15 **E. Data Collection:** (D. Wilkie, K. Geurkink-private citizen, R. Welsch, B. Van Vliet): None

16
17 **5. OPEN DISCUSSION:**

18
19 Chair Giordani asked that the Mascoma/Mechanic/High Streets roundabout and the electric vehicle
20 charging station kiosk projects be added to the Commission's agenda as regular items along with the Tunnel
21 discussion.

22
23 Mr. Welsch noted that the Heritage Commission had hosted a Black History Month commemoration event
24 at the Kilton Library that was well-attended and well-received.

25
26 Mr. Wilkie summarized a recent meeting with the City's webmaster about creating an online calendar to
27 which local arts organizations could submit events for promotion. It was noted that such a calendar seemed
28 possible, but the City would require the ability to reject inappropriate submissions and it will need to be
29 clear that inclusion of an event on the calendar does not constitute endorsement of any organization or event
30 by the City. It was also suggested that the Commission develop basic criteria for submissions. Mr. Wilkie
31 suggested some potential minimum criteria for consideration and will forward the list to Mr. Brooks for
32 distribution to the Commission.

33
34 Mr. Dunn mentioned that the Commission should always be prepared to promote arts in the community.
35 He noted that AVA Gallery's 30th anniversary in Lebanon was coming up on March 16, 2020 and suggested
36 that the Commission take the opportunity to award a Certificate of Appreciation that would highlight both
37 AVA and the Commission. Ms. Zook mentioned that she would arrange for a proclamation by the City
38 Council at an upcoming meeting.

39
40 **6. ADJOURNMENT:**

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42 *Mr. Wilkie moved to adjourn the meeting at 8:03pm.*

43 *Seconded by Mr. Welsch.*

44 *The MOTION passed unanimously (9-0).*

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46
47 Respectfully submitted,

48 David Brooks, Director of Planning & Zoning