



**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
West Meeting Room, City Hall
Wednesday, November 13, 2019
7:00pm**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. OCTOBER 9, 2019

Documents:

[Heritage_Item 2_10.9.19 Mins.pdf](#)

3. PUBLIC REVIEW:

4. STUDY ITEMS:

A. DANA HOUSE WORKING GROUP

- i. Visit to Webster Cottage
- ii. NH Preservation Alliance – Grant

B. SPECIAL PROJECTS WORKING GROUP

C. FOUNTAIN WORKING GROUP

- i. Glenwood Cemetery Fountain MOU with City

5. OTHER BUSINESS:

- A.** CLG Annual Report
- B.** CLG Fall 2019 application
- C.** Arts & Culture Commission - 501c3 collaboration
- D.** Education and Outreach - Social Media, February - Black History Month
- E.** 2020 Heritage Commission Meeting Schedule

Documents:

[Heritage_Item 5e_2020 Mtg Schedule.pdf](#)

6. PUBLIC COMMENT:

7. FUTURE AGENDA ITEMS:

- i. West Lebanon Historic District

8. ADJOURNMENT:

Any person with a hearing disability who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), **please contact the Planning Office at 603-448-1457 at least 72 hours in advance so the City can make any necessary arrangements. For more information about what is happening with these applications and in the City, please visit our website at www.lebanonnh.gov**

**AGENDA
HERITAGE COMMISSION
NOVEMBER 13, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

OCTOBER 9, 2019

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
WEST MEETING ROOM, CITY HALL
WEDNESDAY, OCTOBER 9, 2019
7:00 PM**

MEMBERS PRESENT: Robert Welsch (Chair), Lindamae Peck, Rebecca Book, Gregory Schwarz (Planning Board Rep.), Linda Cole, Raymond Book (Alt.)

MEMBERS ABSENT: Edward Ashley (Alt. & City Historian), Bruce Bronner (Alt. Council Representative), Karen Zook (City Council), Mimi Hains (Vice Chair)

STAFF PRESENT: Rebecca Owens (Associate Planner)

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- 1 **1. CALL TO ORDER: Chair Welsch called the meeting to order at 7:00 PM.**
2 • Chair Welsch appointed Mr. Book as a voting member for the evening.
3 **2. APPROVAL OF MINUTES:** September 11, 2019
4
5 *Ms. Book MOVED to approve the minutes of September 11, 2019 Heritage Commission as written.*
6 *Seconded by Mr. Schwarz.*
7 **The Vote on the MOTION passed (6-0).*
8
9 **Ms. Peck arrived at 7:05pm.**
10
11 **3. PUBLIC REVIEW:**
12
13 **A. STUDY ITEMS- None**
14 **B. DANA HOUSE WORKING GROUP**
15 i. NH Preservation Alliance Grant
16 Ms. Owens reported that these grants can be up to \$5,000 and are oriented towards assessment. The
17 project team is required to include certain professionals, such as an architect who specializes in historic
18 preservation. A business plan, including budget and cost-estimation must be submitted. Applications are
19 accepted on a rolling basis, so an application for the Dana House could be submitted before the end of the
20 year. There will be a vote, on December 18th, by City Council on the Special Reserve Fund for Dana
21 House. If approved, this could be used as matching funds for grants.
22
23 *Ms. Book MOVED that the Heritage Commission apply for a NH Preservation Alliance Grant.*
24 *Seconded by Ms. Peck.*
25 **The Vote on the MOTION passed (6-0)*
26
27 Ms. Owens also reported that, since the site visit on September 18th, the LCHIP committee has inquired
28 about any updates in the of scope in the project. There has only been a minor change in materials. Chair
29 Welsch stated that he thought the site visit went well, but that one committee member did voice a concern
30 about house museums not being particularly effective. Ms. Book commented that there are several
31 successful house museums in the area and offered to make a list. Ms. Owens suggested picking three

1 local, comparable house museums and doing some research that can be submitted as a supplement to the
2 LCHIP application.

3
4 Ms. Owens reminded the members that the SAU gave permission for the Commission to apply for the
5 LCHIP grant and inquired about sending a letter of thanks as a goodwill gesture. Chair Welsch proposed
6 drafting a letter of thanks to the SAU and sending it to Ms. Owens, to be printed on City letterhead.
7

8 **C. SPECIAL PROJECTS WORKING GROUP- No Report**

9
10 **D. FOUNTAIN WORKING GROUP**

11 i. Glenwood Fountain coordination: short-term and long-term
12 Ms. Peck reported that the first concrete pour, to reestablish the basin, took place last Friday. The
13 fountain and its plumbing will be placed tomorrow, although it will not be operational until next Spring.
14 The final concrete work will be done next week. Finally, a permanent wooden cover will be created
15 before the end of the year. Chair Welsch expressed concern about the safety of the fountain over the
16 winter and stated that he feels it should be covered by the City's insurance policy as soon as possible.
17 Ms. Peck agreed, but asked that the Fountain Working Group be allowed to retain control of the project
18 until the fountain is fully operational; this includes hosting a public event next Spring. Ms. Owens
19 proposed drafting a Memorandum of agreement, with certain contingencies, regarding transferring
20 ownership to the City and getting the fountain insured. She plans to have this ready to present at the
21 November meeting. The Fountain Working Group plans to pick up their figurine, after notifying Jim
22 Donison, so that DPW can place the Logan fountain parts in storage until an appropriate place to erect
23 them has been identified.
24

25 **4. OTHER BUSINESS**

26 **A. CLG Fall 2019 Application**

27 This item will be on the agenda for the next meeting. Chair Welsch asked for project suggestions.
28 His recommendation is to get Lucky's Garage and the Mascoma Bank building, both of which are
29 more than 50 years old, added as contributing members of the Historic District. Ms. Owens asked
30 what research/resources would be needed to create a Historic District in West Lebanon. She
31 suggested bringing this up at the Charette on October 18th and 19th, as a public engagement exercise.
32 This could help build public support for a new historic district, which could be documented in a CLG
33 grant application. The idea of the Charette is to identify projects that would help make West Lebanon
34 more accessible and a more desirable place to spend time.
35

36 Ms. Owens stated that the CLG report is due by October 31st. She asked for updates on training,
37 workshops or events that members have attended. These will be submitted in the report to
38 demonstrate member engagement.
39

40 **B. Arts & Culture Commission- 501(c)(3) collaboration**

41 No new report. The Arts & Culture Commission has contacted a consultant regarding the creation
42 of a 501(c)(3).
43

44 **C. Education and Outreach- Social Media, February- Black History Month**

45 No report. Chair Welsch plans to contact a possible speaker for an event at Kilton Library.
46

47 **D. Quarterly Report to Council**

1 Chair Welsch presented to the Council. He will send the report to Ms. Owens, who will
2 distribute it.

3

4 **5. PUBLIC COMMENT:** None

5

6 **6. FUTURE AGENDA ITEMS:**

7 i. West Lebanon Visioning Charrette- debrief

8 ii. National Register of Historic Places- Colburn Park Historic District update

9 iii. West Lebanon Historic District

10

11 **7. ADJOURNMENT**

12

13 *A MOTION was made by Ms. Peck to adjourn the meeting at 8:40 PM.*

14 *The MOTION was seconded by Mr. Book.*

15 ** The Vote on the MOTION passed (6-0).*

16

17 Respectfully submitted,

18 Megan Castillo

19 Recording Secretary

**AGENDA
HERITAGE COMMISSION
NOVEMBER 13, 2019**

**AGENDA ITEM #5E
OTHER BUSINESS**

**2020
HERITAGE COMMISSION
MEETING SCHEDULE**

**MEETING SCHEDULE
LEBANON HERITAGE COMMISSION
2020**

MEETING DATE	CUTOFF
JANUARY 8, 2020	DECEMBER 23, 2019
FEBRUARY 12, 2020	JANUARY 28, 2020
MARCH 11, 2020	FEBRUARY 25, 2020
APRIL 8, 2020	MARCH 25, 2020
MAY 13, 2020	APRIL 28, 2020
JUNE 10, 2020	MAY 26, 2020
JULY 8, 2020	JUNE 23, 2020
AUGUST 12, 2020	JULY 28, 2020
SEPTEMBER 9, 2020	AUGUST 25, 2020
OCTOBER 14, 2020	SEPTEMBER 29, 2020
*NOVEMBER 12, 2020	OCTOBER 28, 2020
DECEMBER 9, 2020	NOVEMBER 24, 2020

Note: All meetings begin at 7:00pm unless otherwise noted on the meeting agenda. All Heritage Commission meetings are the 2nd Wednesday of the month. Cutoffs for applications shall be made no later than 12:00pm (noon) of the 15th calendar day prior to a regularly scheduled meeting of the Heritage Commission. Unless indicated.

Note: The November normal meeting date would fall on Veterans Day, so we are proposing Thursday, the 12th for the Commission to vote on

Note: The cutoff in December is one day earlier, as the normal cut off falls on Christmas Eve