

FINAL

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

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

MEMBERS ABSENT: Joe Clifford (Vice Chair)

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

STAFF PRESENT: Shaun Mulholland, City Manager; David Brooks, Planning & Development Director

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

2. APPROVAL OF MINUTES: January 28, 2020

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

Seconded by Mr. Van Vliet.

The MOTION passed unanimously (8-0).

3. OTHER BUSINESS:

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

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

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

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

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

B. Discussion Re: Friends of the ACC

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

C. Discussion Re: ACC Logo or Brand

There was no discussion.

D. Discussion Re: Tunnel Discussion

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

E. Discussion Re: Master Plan – 2020 project ideas

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

4. COMMITTEE REPORTS:

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

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

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

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

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

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

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

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

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

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

5. OPEN DISCUSSION:

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

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

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

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

6. ADJOURNMENT:

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

Seconded by Mr. Welsch.

The MOTION passed unanimously (9-0).

Respectfully submitted,
David Brooks, Director of Planning & Zoning