



**LEBANON HERITAGE COMMISSION  
CANCELLED  
REGULAR MEETING AGENDA  
East Meeting Room, City Hall  
Wednesday, January 9, 2019  
7:00pm  
REVISED 12/28/2018**

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1. **CALL TO ORDER:**
2. **ELECTION OF OFFICERS:**  
Chair & Vice Chair
3. **APPROVAL OF MINUTES:**
  - A. **DECEMBER 12, 2018**  
  
Documents:  
  
[Heritage\\_Item 2\\_12.12.18 Mins.pdf](#)
4. **REGULATORY REVIEW:**
  - A. **NO APPLICATIONS RECEIVED FOR JANUARY**
5. **FOUNTAIN WORKING GROUP REPORT:**
  - A. **DISCUSSION - FUTURE OF FOUNTAIN WORKING GROUP ASSETS AND MEMBERSHIP**
6. **DANA HOUSE WORKING GROUP REPORT:**
  - A. **PUBLIC WORKS COORDINATION – DEBRIEF OF 12/27 STAFF MEETING**
  - B. **DANA HOUSE ACTION PLAN – CURRENT VERSION REVIEW**
  - C. **PUBLIC ENGAGEMENT SURVEY**
  - D. **SAU88 VENUE & PRESENTATION OUTLINE FOR COMMUNITY OPEN HOUSE**
7. **SPECIAL PROJECTS WORKING GROUP**
8. **STUDY ITEMS:**
  - A. **MILLS OF LEBANON – SUMMARY OF PRIORITIES**
9. **OTHER BUSINESS/FUTURE AGENDAS:**
  - A. **CEMETERY MAINTENANCE OF HEADSTONES**

B. EDUCATION AND OUTREACH

C. ARTS & CULTURE COMMISSION

D. PECK HOMESTEAD LANDMARK DESIGNATION – EVENT TO AWARD  
MEDALLION

10. OPEN DISCUSSION:

11. 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](http://www.lebanonnh.gov)

**AGENDA  
HERITAGE COMMISSION  
JANUARY 9, 2019**

**AGENDA ITEM #3  
APPROVAL OF MINUTES**

**DECEMBER 12, 2018**

**CITY OF LEBANON  
HERITAGE COMMISSION  
Wednesday, December 12, 2018  
EAST MEETING ROOM, CITY HALL**

- 1 **MEMBERS PRESENT:** Lindamae Peck (Vice Chair), Rebecca Book, Linda Cole,  
2 Raymond Book (Alt.), Karen Zook (City Council),  
3  
4 **MEMBERS ABSENT:** Robert Welsch (Chair), Gregory Schwarz (Planning Board Rep.),  
5 Joshua Lascell, Edward Ashe (Alt. & City Historian), Bruce  
6 Bonner (Alt. Council Representative).  
7  
8 **STAFF PRESENT:** Rebecca Owens (Associate Planner)  
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- 10 1. **CALL TO ORDER: Lindamae Peck (Vice Chair) called the meeting to order at 7:04 PM**  
11 Raymond Book was assigned regular membership duties in the absence of Joshua Lascell.  
12  
13 2. **Approval of Minutes: November 14, 2018**  
14 **Amendment: Page 2, line 10: Change “since” to “once”**  
15  
16 *Moved by Ms. Book to approve the minutes of the Lebanon Heritage Commission meeting of*  
17 *November 14, 2018 as amended. Seconded by Ms. Cole.*  
18 *\*The vote was unanimous in favor, 5-0.*  
19  
20 3. **Regulatory Review: No applications received for December**  
21 Ms. Owens informed the Commission that the Historical Society would be using the Colburn Park  
22 Bandstand space, where the Chamber of Commerce office was located, and described what the space  
23 would look like.  
24  
25 4. **Fountain Working Group Report:**  
26 Ms. Peck informed the Commission about the following:  
27
  - 28 • The Heritage Commission will not be receiving any funds from the Dwinell Charitable Trust.  
29 No explanation, other than there are more worthy projects than funding available, was given.
  - 30 • On a sad note: Ms. Peck said the Glenwood Cemetery Fountain was to be the last project that  
31 she, Priscilla Gosselin and Lorraine Morrison were going to do. She spoke about the many  
32 projects the Fountain Working Group has undertaken over the last 20 years (1998-2018). They  
33 were all in agreement that they would retire after the Glenwood Cemetery Fountain was  
34 completed, and since they do not have money to complete this project, they would be retiring  
35 now. She said the Heritage Commission should make a recommendation to the City Council  
36 about what to do with the funds donated specifically in association to Glenwood Cemetery  
37 Fountain. These funds reside with the Rotary Club, because the Rotary Club was the Fountain  
38 Working Groups fiscal agent. There would also be a need to contact the donors and ask them if  
39 they want their money back or ask them if they would allow the City to apply their donations to  
40 a fountain in another location. If the decision is to delay action, for a month or so, in case some  
41 funding source becomes available, the Fountain Working Group would take the Glenwood  
42 Fountain project to its completion. However, it is probably best to take action now and take  
43 what remains of fundraising activity and coordinating whatever needs to be coordinated with the  
44 donors and the Rotary Club. A list of donors would be provided.

1 Ms. Book suggested that conversation be put on hold until the January meeting, when more  
2 members are present.

3  
4 *Ms. Book MOVED that the Commission expresses their deepest appreciation to Ms. Pricilla Gosselin,*  
5 *Ms. Lindamae Peck and Ms. Lorraine Morrison for their work on fountains for the City of Lebanon.*  
6 *The Commission recommends that a letter of appreciation be sent (by the City and the Heritage*  
7 *Commission).*

8 *The MOTIONS was seconded by Ms. Cole.*

9 *\*The vote on the MOTION was unanimous by quorum (5-0).*

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11 **5. Dana House Working Group Report:**

12 **A. Dana House Action Plan – current version review**

13 Ms. Owens handed out the collective effort draft updated version (#4) of the Dana House Action Plan to  
14 the Commission.

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16 Ms. Book said the Dana House Action Plan needs to be finalized so it can go to Shelley Hadfield next,  
17 and then to the Department of Historic Resources (DHR) for another review, which is necessary in order  
18 for the Commission to get funding.

19  
20 The Commission spent most of the meeting reviewing the Action Plans step-by-step list of what needs to  
21 be done. Their discussion focused on some of the edits the Commission felt needed to be made regarding  
22 the exterior/interior of the building, the site plan, potential uses of the property, security options, and  
23 benefits of the property to the City of Lebanon and the Dana House relationship to West Lebanon. They  
24 also discussed funding sources and potential grants. Ms. Owens will make the suggested changes to the  
25 Dana House Action Plan and will bring back to the Commission at their January 2019 meeting for another  
26 review.

27  
28 The Commission also discussed the letter that Chair Welsch sent Ms. Hadfield.

29  
30 **B. Public Engagement Survey**

31 Ms. Owens will develop some questions for public survey and bring a draft back to the Commission at  
32 their meeting January 2019 for their review. The focus would be to launch this survey in February 2019,  
33 which would come from the City's News Alerts.

34  
35 **C. SAU 88 Venue & Presentation Outline for Community Open House**

36 Ms. Owens said she spoke with the School District and the Heritage Commission can reserve the  
37 auditorium or another room at their Seminary Hill School District Building. Ms. Owens will do a site  
38 visit. The Commission discussed other possible site locations but determined that the SAU #88  
39 Auditorium would most likely be the best place to have this event, which would take place in March.

40  
41 Ms. Owens said if the Commission can get a survey launched in February, the results of the survey can be  
42 presented at the March event. Major stakeholders (invitees) for this event would be the school, City  
43 officials, the Heritage Commission, DHR and the public. Further discussion took place regarding who  
44 else should be invited to this event.

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46 **6. Special Projects Working Group:** Not discussed, as Dana House was the priority for this  
47 meeting.

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49 **7. Study Items**

50 **A. Mills of Lebanon – Summary of Priorities –** Not discussed.

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**8. Other Business/Future Agendas:**

**A. Education and Outreach:** Not discussed.

**B. Arts & Culture Commission:** Ms. Peck asked if anyone from the Commission was interested in occupying a seat on this Commission. This will be left on the agenda for the January 2019 meeting.

**C. Peck Homestead Landmark Designation – Event to Award Medallion:** They are just waiting to hear back from Alice Peck Day Hospital to piggy back with the Award Designation.

**D. Minute Changes:** Ms. Owens had sent around a letter to the Commission regarding minute changes.

**9. Open Discussion**

The Commission reviewed Chair Welsch’s letter to Ms. Hadfield that Ms. Owens’s handed out.

The Commission also discussed:

- Focusing on an era, or eras, of the Dana House, its architecture, and the history of settlement in this area.
- Developing a possible sisterhood with West Lebanon and the benefits that would come from that historical connection.
- Outreach/Programming Plan to attract visitors.
- Signage.
- Benefits of repairing Dana House and extending the hours and days the Dana House would be open to the public.
- July 4<sup>th</sup> activities/Annual Founders Day Celebration by local businesses and how Dana House could be part of these celebrations.
- The development of a possible West Lebanon Historic District and looking at a potential CLG grant to fund this project.

**10. ADJOURNMENT:**

*A MOTION was made by Karen Zook to adjourn the meeting at 8:50 p.m. Seconded by Mr. Book.*

*\* The vote on the MOTION was unanimous in favor (5-0).*

Respectfully submitted,  
Dona E. Gibson  
Recording Secretary