



**LEBANON HERITAGE COMMISSION  
REGULAR MEETING AGENDA  
Remote Via Microsoft Teams  
[LebanonNH.gov/Live](https://LebanonNH.gov/Live)  
Wednesday, June 10, 2020  
7:00pm**

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1. **CALL TO ORDER:**
  - A. Review of meeting procedures and NH RSA 91-A “Right-to-Know” requirements
2. **APPROVAL OF MINUTES:**
  - A. **FEBRUARY 12, 2020**  
  
**Documents:**  
  
[2020-06-10\\_Heritage\\_Item 2\\_2020-02-12 Mins.pdf](#)
3. **PUBLIC REVIEW:**
4. **STUDY ITEMS:**
  - A. DANA HOUSE WORKING GROUP
  - B. SPECIAL PROJECTS WORKING GROUP
  - C. FOUNTAIN WORKING GROUP
5. **OTHER BUSINESS:**
  - A. Lebanon Historical Landmarks – Next Steps for 2 New Properties
  - B. Education and Outreach
  - C. Arts & Culture Commission
6. **PUBLIC COMMENT:**
7. **FUTURE AGENDA ITEMS:**
8. **ADJOURNMENT:**

**MEETING LOCATION:** 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](https://LebanonNH.gov/Live) where you will find instructions on how to enter the meeting. Please visit [LebanonNH.gov/Live](https://LebanonNH.gov/Live) for full details.

**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, please contact the Planning & Development Department by sending an e-mail to [planning@lebanonnh.gov](mailto:planning@lebanonnh.gov), or by calling 603-448-1457. The agenda materials will also be posted to the City's website on or around June 3, 2020 at <https://lebanonnh.gov/agendacenter>.



**AGENDA  
HERITAGE COMMISSION  
JUNE 10, 2020**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**FEBRUARY 12, 2020**

DRAFT

**LEBANON HERITAGE COMMISSION  
REGULAR MEETING AGENDA  
20 WEST PARK STREET, LEBANON, NH  
WEDNESDAY, FEBRUARY 12, 2020  
7:00 pm**

**MEMBERS PRESENT:** Robert Welsch (Chair), Mimi Hains (Vice Chair), Lindamae Peck, Rebecca Book, Gregory Schwarz (Planning Board Rep.), Raymond Book (Alt.), Linda Cole, Karen Zook (City Council Rep.)

**MEMBERS ABSENT:** Edward Ashe (City Historian and Alt.), Bruce Bronner (Alt. Council Rep.)

**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

3 2. **ELECTION OF OFFICERS:** Chair and Vice Chair

4

5 Ms. Owens presided over the election of officers for the Heritage Commission and explained this is an  
6 annual process and voting would be via paper ballot. Ms. Owens read the votes aloud.

7

8 *Ms. Peck nominated Mr. Welsch as Chair of the Heritage Commission. (1 year term)*

9 *\*The Vote on the nomination was approved (6-1).*

10

11 *Chair Welsch nominated Ms. Hains as Vice Chair to the Heritage Commission. (1 year term)*

12 *\*The Vote on the nomination was unanimously approved, (7-0).*

13

14 3. **APPROVAL OF MINUTES:**

15 Amendments:

16 Page 1: lines 32 and 33; change to read, "Ms. Peck suggested that she consult the Lebanon Historical  
17 Society's annual reports for information on specific properties."

18

19 *A MOTION was made by Chair Welsch to approve the February 12, 2020 Minutes as amended above.*

20 *There was no second.*

21 *\*The MOTION was approved (6-0-1). Ms. Zook abstained.*

22

23 4. **PUBLIC REVIEW:** None

24

25 5. **STUDY ITEMS:**

26

27 **A. DANA HOUSE WORKING GROUP**

28 i. Capital Reserve Fund

29 Chair Welsch reported that the City Council has approved a Capital Reserve Fund for the Dana House.

30 This will make it possible for work to start on the roof this Spring. DPW included a line item in their

31 budget for the repair of the bulkhead, so that project will not require funds from the Capital Reserve. Ms.

32 Owens stated that feedback from the LCHIP program suggests that a consultant-led interpretation study

33 and solid programming plan will need to be outlined before grant money can be secured for physical

34 improvements to Dana House. A clear record of work that has already been completed should also be

35 included in future grant applications. This would help to illustrate the City's continued investment in the

1 Dana House. Chair Welsch requested, that in the future, the Commission be allowed to review grant  
2 applications before they are submitted. This would allow them to correct errors and add relevant  
3 information that may have been missed.

4  
5 **B. SPECIAL PROJECTS WORKING GROUP:**

6 No report. Chair Welsch used this time to discuss the upcoming Black History Month Event.  
7

8 **C. FOUNTAIN WORKING GROUP:**

9  
10 i. Glenwood Cemetery Fountain

11 Ms. Peck reports that the Fountain Working Group is preparing for warmer weather and the presentation  
12 of the Fountain. A solar panel and conduit have been donated. In addition, a recycling pump, battery,  
13 timer and filter have been ordered. The pump is equipped with a sensor, and will shut itself off if the  
14 water level drops too low. A timer will be set to ensure that the Fountain does not run at night. All of the  
15 controls for the Fountain have been designed to fit into a single module, which will sit in an underground  
16 chamber. This module can be disconnected and removed, which will simplify the winterization process.  
17 There is some finish work needed on the concrete, which is temperature dependent and will be completed  
18 by volunteers this Spring. The Working Group is currently collaborating with DPW to design and create  
19 a functional fountain cover. The plan is to have this completed before the Fountain is formally turned  
20 over to the City. Originally, the plan was to recognize significant donors with bronze plaques. Ms. Peck  
21 reported that these are quite expensive, at \$700 to \$1, 000 each, and would be subject to theft and/or  
22 vandalism when the Fountain is uncovered. Engraved granite blocks, which could be epoxied to the basin  
23 surround, are being considered instead. Ms. Owens suggested that laser-etched metal plates could be  
24 another alternative.

25  
26 **6. OTHER BUSINESS**

27  
28 **A. Quarterly Report to City Council (attached)**The Report has been sent to City Council  
29 representatives and will be presented by Chair Welsch on April 15, 2020.

30  
31 **B. Education and Outreach- February- Black History Month**

32 A Black History Month event is planned for February 22, 2020 at Kilton Library. Michelle Arnosky  
33 Sherburne, a journalist from Bradford, VT, has been invited to speak about her book, "Slavery and the  
34 Underground Railroad in New Hampshire". Ms. Sherburne was instrumental in the Historical Society's  
35 acquisition of the Wood Diary, which is referenced in the book. Her appearance at the Event requires a  
36 \$150 honorarium. Ms. Owens reported that the Library has offered to share this expense. Rashauna  
37 Johnson, an Associate Professor of History at Dartmouth College, has also been invited to speak at the  
38 event. Professor Johnson is the author of the award-winning book, " Slavery's Metropolis: Unfree Labor  
39 in New Orleans during the Age of Revolutions". Chair Welsch hopes to confirm her participation in the  
40 event this week. The Event is planned to run for approximately two-hours and tentatively includes: Chair  
41 Welsch speaking about 3 Underground Properties in Lebanon; Ms. Hanchett presenting her research on  
42 Thomas Pennick; authors Michelle Sherburne and Professor Johnson; and the City's Diversity  
43 Intern, who will speak to her recent work with high school students. Ms. Zook suggested  
44 including a Panel Q&A at the end, rather than stopping for questions between each Speaker.  
45 Ms. Owens recognized Celeste Pfeiffer, Librarian, for helping with outreach for this event. Chair  
46 Welsch proposed allocating \$75 for Ms. Sherburne's honorarium, \$200 for Professor Johnson,  
47 and \$50 for refreshments.

48  
49 ***A MOTION by Ms. Book to approve the allocation of \$325 for the Black History Event on***  
50 ***February 22, 2020. Seconded by Ms. Hains. \* The MOTION was approved (7-0).***

1  
2 The list of speakers will be finalized by Friday, February 14<sup>th</sup>. A flyer will be sent to the Valley  
3 News and ListServ.  
4

5 **C. CLG 2020 application**

6 Ms. Owens reported that at least one consultant quote is now required prior to submitting a  
7 proposal. The consultant reached out to the Division of Historical Resources and gained  
8 valuable insight as to the scope of work they are looking for in a grant proposal. This  
9 application would cover the first-phase of a two-part project. The initial phase would involve  
10 updating the descriptions for all twenty-one of the Colburn Park Historic District structures to  
11 current National Park Service standards. The Historic District was originally approved in 1986.  
12 In addition, there are five structures that are now eligible to be added as contributing members to  
13 the Historic District, meaning that they are at least fifty years old. These are the Fire  
14 Station, the Mascoma Bank building, Post Office, Lucky's Garage, and the Park Bandstand. This will  
15 require significant research and photographs. One possible application for this information would be the  
16 creation of a "cheat sheet" for land use decision makers, such as the Planning Board. This would include  
17 defining characteristics for each property, and could be used as a reference for design and character. The  
18 estimated project cost is \$21, 946 and the City Manager has signed off on the grant request.  
19

20 **D. Arts & Culture Commission- 501(c)(3) collaboration**

21 Ms. Hains spoke with an attorney, Pat Hayes, re: the creation of a 501(c)(3). From this conversation, it  
22 seems as if \$500 will not be sufficient to cover the legal costs involved. In addition, it will require a large  
23 investment of time to accomplish. Ms. Hains stated that the next step should be to contact the City  
24 Attorneys, who can answer the ethical questions surrounding the creation of a 501(c)(3). Ms. Peck  
25 suggested identifying potential donors to cover the legal fees for this project. Chair Welsch asked that a  
26 solid estimate for this project be obtained from an attorney before potential donors are contacted.  
27

28 **7. PUBLIC COMMENT: NONE**

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30 **8. FUTURE AGENDA ITEMS:**

- 31 i. West Lebanon Historic District  
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33 **9. ADJOURNMENT:**

34  
35 *A MOTION was made by Ms. Hains to adjourn the meeting at 8:55 PM.*

36 *Seconded by Ms. Cole.*

37 *\* The Vote on the MOTION was unanimous in favor, (7-0).*  
38

39 Respectfully submitted,  
40 Megan Castillo  
41 Recording Secretary