



**Lebanon Heritage Commission
Regular Meeting Agenda
Remote Via Microsoft Teams
[LebanonNH.gov/Live](https://lebanonnh.gov/live)
Wednesday, August 12, 2020
7:00pm**

1. CALL TO ORDER:

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

2. APPROVAL OF MINUTES:

A. JULY 8, 2020

Documents:

[2020-08-12_Heritage_Item 2.Pdf](#)

3. WELCOME TO THE NEW CITY HISTORIAN: FRAN HANCHETT

4. PUBLIC REVIEW:

None

5. STUDY ITEMS:

- A. DANA HOUSE WORKING GROUP
- B. SPECIAL PROJECTS WORKING GROUP
- C. FOUNTAIN WORKING GROUP

6. OTHER BUSINESS:

- A. Lebanon Historical Landmarks Update
- B. CLG Grant Update
- C. Education and Outreach
- D. Arts & Culture Commission
- E. Report on seminar by Chair Welsch: NAPC Forum 2020 - Preservation Coast to Coast
- F. Membership

7. PUBLIC COMMENT:

8. FUTURE AGENDA ITEMS:

9. 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, or by calling 603-448-1457. The agenda materials will also be posted to the City's website on or around August 6, 2020 at <https://lebanonnh.gov/agendacenter>.

**Agenda
Heritage Commission
August 12, 2020**

**Agenda Item #2A
Approval of Minutes**

July 8, 2020

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
REMOTE VIA MICROSOFT TEAMS
WEDNESDAY, JULY 8, 2020
LebanonNH.gov/Live
7:00 pm**

MEMBERS PRESENT: Robert Welsch (Chair), Mimi Hains (Vice Chair), Rebecca Book, Raymond Book (Alt.), Linda Cole
MEMBERS ABSENT: Karen Zook (City Council Rep.), Bruce Bronner (Alt. Council Rep.)
STAFF PRESENT: David Brooks (Director of Planning and Zoning)
GUESTS: Patrick McCarthy (Cemetery Sexton)
Fran Hanchett (President, Lebanon Historical Society)

1
2 **1. CALL TO ORDER:** - Chair Welsch called the meeting to order at 7PM.

3
4 **A. Review of meeting procedures and NH RSA 91-A “Right-to Know” requirements**

5 Mr. Brooks reviewed the procedures for a remote meeting and attendance was taken by roll call. All
6 those attending remotely are listed above.

7
8 In order to have a quorum, Mr. Book was given voting privileges for this meeting, in the absence of
9 Karen Zook.

10
11 **2. APPROVAL OF MINUTES:** June 10, 2020

12
13 *Ms. Book MOVED to approve the June 10, 2020 Minutes as written and presented in the July 8,*
14 *2020 agenda packet.*

15 *Seconded by Ms. Cole.*

16
17 *Roll Call Vote:*

18 *Chair Welsch, Ms. Cole, Ms. Book, Mr. Book and Ms. Hains all voting Yea.*

19 *None voting Nay.*

20 **The MOTION was unanimously approved (5-0)*

21
22 **3. PUBLIC REVIEW:** NONE

23
24 **4. STUDY ITEMS:**

25 **A. DANA HOUSE WORKING GROUP**

26 Chair Welsch told the members that he plans to wait for approval from the State before opening Dana
27 House to the public, which may not happen this summer. The members agreed that while it would be
28 disappointing not to open the Dana House this year, this is the safest course of action to avoid spreading
29 COVID-19.

30
31 **B. SPECIAL PROJECTS WORKING GROUP**

32 Ms. Hains stated that she is developing project guidelines to be used by the City and Heritage
33 Commission. She will present them to the Commission at a later date.

34
35 **C. FOUNTAIN WORKING GROUP**

1 The Glenwood Fountain is operational. The official presentation of the Fountain to the City will happen
2 at a public event in the future. No date has been set at this time. Chair Welsch discussed the need to find
3 new members for the FWG, because Ms. Peck and Priscilla are ending their service with the completion
4 of the Glenwood Fountain. He suggested that Mr. McCarthy be named as a liaison between the City and
5 the FWG, since he currently oversees the maintenance of the fountains. Mr. McCarthy is also supervising
6 the installation of a second fountain, using the Logan Family pieces, in Glenwood Cemetery. Chair
7 Welsch stated that he feels it is important to have a City liaison to the FWG, so that there can be clear
8 communication during future projects.

9
10 **Ms. Hains MOVED that Mr. Patrick McCarthy be named as the City liaison to the Fountain**
11 **Working Group once the Glenwood Fountain has officially been turned over to the City.**
12 **Seconded by Ms. Book.**

13
14 **Roll Call Vote:**

15 **Chair Welsch, Ms. Cole, Ms. Book, Mr. Book and Ms. Hains all voting Yea.**

16 **None voted Nay.**

17 ***The MOTION was unanimously approved (5-0)**

18 19 **D. NEW MEMBERSHIP**

20 Chair Welsch reported that Mr. Doug Boisvert has applied for membership on the Heritage Commission
21 and the application has been sent to City Council. Chair Welsch asked that Mr. Boisvert be
22 recommended for one of the open membership slots on the Commission. Ms. Book recommended Mr.
23 Boisvert for full membership on the Heritage Commission; no vote was taken. The role of City Historian
24 has been vacant since the retirement of Mr. Edward Ashe last Fall. Chair Welsch stated that he would
25 like to recommend Ms. Hanchett for the position, who will be appointed by City Council.

26
27 **Ms. Book MOVED to recommend Ms. Fran Hanchett for the position of City Historian.**

28 **Seconded by Ms. Hains.**

29 ***No vote was taken**

30
31 Chair Welsch stated that Mr. Nathan Giles has also expressed interest in becoming a member of the
32 Commission. Mr. Giles is a former Chair of the Dana House committee, who moved away briefly but is
33 now a resident of West Lebanon. Unfortunately, he has a conflict on Wednesday evenings and would be
34 unable to attend regular meetings. Chair Welsch suggested that Mr. Giles be approved as a member of
35 the Dana House Working Group, who would not attend the regular monthly meetings.

36
37 **Ms. Book MOVED to approve Nathan Giles as a member of the Heritage Commission, who will**
38 **serve as a member of the Dana House Working Group but not attend regular monthly meetings.**

39 **Seconded by Ms. Hains.**

40
41 **Roll Call Vote:**

42 **Chair Welsch, Ms. Cole, Ms. Hains, Ms. Book and Mr. Book all voting Yea.**

43 **None voted Nay.**

44 ***The MOTION was unanimously approved (5-0)**

45
46 The Planning Board representative slot on the Commission is still open as well. Chair Welsch would like
47 to reach out to the members of the Planning Board to see if there is any interest in joining the Heritage
48 Commission. The members agreed that this would be a good next step.

49 50 **5. OTHER BUSINESS:**

51 **A. Lebanon Historical Landmarks- Presentation by Chair Welsch on 2 properties and write-up**
52 **on Seminary Hill Dunkin Donuts**

1 Chair Welsch is still working on the write-ups for 9 Seminary Hill and the Wood House on Meriden
2 Road. He plans to present these at the meeting next month. He reported receiving an email from Ms.
3 Laurel Stavis, a member of the Planning Board, expressing an interest in including the Seminary Hill
4 Dunkin Donuts on the list of historic properties. Ms. Hains volunteered to research this property and
5 prepare a brief write-up for next month. The presentation of plaques for these properties will not take
6 place at this time, due to the concern of spreading COVID-19.
7

8 **B. CLG Grant Update**

9 The grant is still in process and needs to go through Governor and Council. This may happen by the end
10 of the month. Chair Welsch offered his assistance to Mr. Brooks in putting together a request for
11 qualifications for potential consultants on this project.
12

13 **C. Education and Outreach- NONE**
14

15 **D. Arts and Culture Commission**

16 The Commission met virtually in June. They are currently working on the Tunnel project and a mural
17 project near the skate park.
18

19 Chair Welsch concluded his agenda and asked if the members had any more topics for discussion. Ms.
20 Hains reported that she has decided to pause her Company for the remainder of 2020 and focus on
21 community work. This will make her more available for projects for the City and Historical Society.
22

23 **6. PUBLIC COMMENT - NONE**
24

25 **7. FUTURE AGENDA ITEMS:**

26 A. Possibilities for extending the historic district.
27

28 **ADJOURNMENT:**

29
30 ***Ms. Book MOVED to adjourn the meeting at 7:54 pm.***

31 ***Seconded by Ms. Cole.***
32

33 ***Roll Call Vote:***

34 ***Chair Welsch, Ms. Book, Ms. Cole and Mr. Book all voting Yea.***

35 ***None voted Nay.***

36 **** The MOTION was unanimously approved (5-0)***
37

38 Respectfully submitted,

39 Megan Castillo

40 Recording Secretary
41