



**LEBANON ARTS & CULTURE COMMISSION  
REGULAR MEETING AGENDA  
West Meeting Room, City Hall  
Tuesday, September 24, 2019  
6:30pm**

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**1. CALL TO ORDER:**

**2. APPROVAL OF MINUTES:**

**A. AUGUST 27, 2019**

**Documents:**

[Arts\\_Item 2\\_9.24.19 Mins.pdf](#)

**3. OTHER BUSINESS:**

**A. Discussion Re: Fountain Cover Project**

- i. Painting and Logistics
- ii. Sponsors
- iii. Community Event

**B. Discussion Re: 'Tis the Season December (December 7)**

**C. Discussion Re: Friends of the ACC**

**D. Discussion Re: Spring Project**

**4. COMMITTEE REPORTS:**

**A. Exploratory Funding and Processing:** (K. Zook, R. Welsch, S. Fiore, B. Van Vliet)

**B. Civic Art:** (J. Giordani, S. Fiore, B. Dunn)

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

**D. Publicity/Marketing:** (J. Clifford, J. Giordani, A. Dingley, R. Foster)

**E. Data Collection:** (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch, B. Van Vliet)

**5. OPEN DISCUSSION:**

**6. ADJOURNMENT**

The public may appear in person or by agent or counsel and provide testimony stating the reasons why any request before the Board should or should not be granted. Persons with questions or interested in reviewing the application and meeting materials are invited to visit the Planning Department open Monday - Friday, 8:00AM to 4:30PM, located in City Hall, 51 North Park Street, Lebanon, NH. The application and meeting materials are also posted to the City's website the Thursday prior to the meeting at [LebanonNH.gov/agendacenter](http://LebanonNH.gov/agendacenter). For questions concerning the above-referenced

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hearings or any other item on the agenda, please contact the Planning Department at 603-448-1524.

*Any person with a disability who wishes to attend this public meeting and needs additional accommodations, including 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 ADA coordinator at City Hall by calling 603-448-1457 at least 72 hours in advance so that necessary arrangements can be made.*

**THE ORDER OF AGENDA ITEMS IS SUBJECT TO CHANGE.**

**AGENDA  
ARTS & CULTURE COMMISSION  
SEPTEMBER 24, 2019**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**AUGUST 27, 2019**

DRAFT

**CITY OF LEBANON  
ARTS & CULTURE COMMISSION  
MINUTES, August 27, 2019  
City Hall – West Meeting Room  
6:30 PM**

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

**MEMBERS ABSENT:** Joe Clifford (Vice Chair)

**STAFF PRESENT:** David Brooks, Planning & Zoning Director

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**1. CALL TO ORDER: Chair Giordani called the meeting to order at 6:31 p.m.**

- Ms. Sherry Fiore was appointed to sit in for Mr. Clifford.
- It was noted again that Amy Dingley resigned from the Commission unexpectedly last month.

**2. APPROVAL OF MINUTES: July 23, 2019**

Amendments: Page 1, line 22: Change “protype” to “prototype”

***Councilor Zook Moved to approve the July 23, 2019 Minutes as presented in the August 27, 2019 Arts & Culture Commission agenda packet and as amended above.***

***Seconded by Mr. Rob Welsch.***

***\*The Vote on the MOTION passed (7-0).***

**3. OTHER BUSINESS:**

**A. DISCUSSION RE: FOUNTAIN COVER PROJECT:**

Chair Giordani informed the Commission that this is the first direct action project for the community. However, the schools would not be available to help out with this project due to the planning time-frame but the AVA Gallery’s after school camp program had an interest in painting the covers. She will be in touch with with them on the time-line and details, including supplies they may need for the project.

Mr. Brooks informed the Commission that the covers are stored in the maintenance building at the School Street Cemetery but would probably need some refurbishing before painting. He will speak with the DPW to get some more details.

Mr. Bill Dunn requested that he be part of Civic Art Working Group.

The Commission also discussed the following:

- The opportunity for the Fountain Cover project to become an Annual Event.
- Since there are 12 panels to be painted, and \$100 will be requested for each sponsorship panel, this would provide \$1,200 for the supplies that would be needed. Chair Giordani will speak with Chrissy Flythe, from the Friends of the Recreation and Park Department to see if they would be willing to hold onto the funds for the time being.

- 1 • Councilor Zook will prepare an “Ask Letter” that can be handed out when marketing this project  
2 to businesses.
- 3 • Mr. Welsch would like to market this event to some businesses.
- 4 • Adding the dynamic content of the Fountain Project to the Arts & Culture Commission website  
5 and publish it in the VNews.
- 6 • Present an outline of the project for the Chamber of Commerce to put in their newsletter or an  
7 email blast. Their next meeting will be on September 12<sup>th</sup> at the Haven. Mr. Ben Van Vliet  
8 offered to presenting the project to the Chamber of Commerce.
- 9 • Taking pictures of the finished fountain panels before the snow flies that can be used for local  
10 outreach.
- 11 • Mr. Brooks assumed that panels could be installed on November 1, 2019, which initiated a  
12 conversation about holding an unveiling party on Friday, November 1<sup>st</sup> or in conjunction with the  
13 City’s Halloween festivities. He will check with the DPW to see if the fountain panels can be put  
14 up by October 27, 2019.
- 15 • Mr. Brooks will be the point person who will keep track of what businesses have been contacted  
16 so as not to duplicate marketing efforts. He asked Commission members to contact him before  
17 they go to any businesses so he can notify them if a particular business has already contacted.
- 18 • The opportunity for sponsorship roles on this project and how each sponsors logo might be  
19 incorporated into the design. It was suggested that rather than having logos on the fountain  
20 panels, they be embossed and placed beside the panels noting who has contributed to the project,  
21 as it is important that sponsors be recognized.
- 22 • How the children painting the panels could be honored, such as presenting them with buttons  
23 and/or certificates of recognition.

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25 Chair Giordani said the Commission should button up the details outside of this meeting of what the  
26 sponsorship benefit to the sponsors will be: this information will go into the Ask Letter. This week, each  
27 member should send an email to David letting him know who they are planning to reach to. Mr. Brooks  
28 will distribute the Ask Letter from Karen to all Commission members. Right to Know Laws were  
29 discussed.

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31 **B. DISCUSSION RE: ‘TIS THE SEASON DECEMBER EVENT PLANNING:**

32 Chair Giordani informed the Commission that this annual tree lighting event will be taking place on  
33 December 7, 2019. She will be in touch with the Recreation Department to see if the Arts & Culture  
34 Commission can collaborate with them in planning the festivities. She suggested having the Farmers  
35 Market participate; having vendors outside; placing art in store front windows (especially the Shoetorium  
36 building); and having carolers and possibly the Revels walking throughout the Downtown area. She  
37 asked the Commission to start brainstorming on this event.

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39 **C. DISCUSSION RE: 5-10 YEAR VISION FOR THE ARTS IN LEBANON**

40 The Commission started to discuss their 5-10 year vision for the Arts in Lebanon. Some of their  
41 comments were:

- 42 • In thinking about the vision for the Arts in Lebanon, it would be helpful to know where the  
43 Commission sees their efforts in leading us to our goals and funding in the City in 5-10 years  
44 from now, such as determining what kinds of programming, Civic Art, etc.
- 45 • Keep the Tunnel Project rotating on events.

- 1 • Outside of activities, the Commission should start thinking about what it wants to accomplish and  
2 how to we get there.
- 3 • Always have the ACC at the table for any major event, building or development project.
- 4 • Start thinking about getting a percentage of the funds for every project that goes up. This would  
5 need the City Councils approval. It would also help in providing the Commission funds for  
6 projects.
- 7 • Having Lebanon be the place people talk about for Arts in NH, being leaders in the community,  
8 and having the arts ingrained in all facets of West Lebanon and Lebanon (i.e., keeping the City's  
9 Art not only historical, but also having the theme that Art is for Everyone.)

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11 **4. COMMITTEE REPORTS:**

12 **A. Exploratory Funding and Processing:** (K. Zook, R. Welsch, S. Fiore, B. Van Vliet). Mr. Ben Van Vliet  
13 requested to be part of this working group.

- 14 • Mr. Welsch informed the Commission that he could not find an attorney in the area who would set-  
15 up a 501(c)(3). He was informed that the NH Center for Non-Profits might be able to help with  
16 this. Councilor Zook also knows a person who specifically helps in setting up non-profits and will  
17 put him in touch with her.

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19 **B. Civic Art: (J. Giordani, S. Fiore, B. Dunn):** Bill Dunn requested being part of this working group.  
20 **No Report.**

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

- 23 • Mr. Wilkie reviewed and handed out a sheet with the names of important contacts and other arts-  
24 focused groups in Lebanon that the Commission can collaborate with to maximizing events with  
25 both areas of the City. He also spoke about setting up a Google Calendar on the City's website.
- 26 • Mr. Brooks said that he met with Melonie. They are trying to make all websites more dynamic in  
27 pushing out information and he will put Mr. Wilkie in touch with her.

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29 **D. Publicity/Marketing: (J. Clifford, J. Giordani, R. Foster):** **No Report.**

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31 **E. Data Collection: (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch):** **No Report.**

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33 **5. OPEN DISCUSSION: None**

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35 **6. ADJOURNMENT:**

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37 ***Mr. Devin Wilkie MOVED for adjournment.***

38 ***Seconded by Councilor Zook.***

39 ***\*The Vote on the MOTION passed unanimously (7-0).***

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41 **The meeting was adjourned at 7:47 pm.**

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43 Respectfully submitted,

44 Dona E. Gibson

45 Recording Secretary

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