



**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
West Meeting Room, City Hall
Wednesday, October 9, 2019
7:00pm**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. SEPTEMBER 11, 2019

Documents:

[Heritage_Item 2_9.11.19 Mins.pdf](#)

3. PUBLIC REVIEW:

A. STUDY ITEMS

B. DANA HOUSE WORKING GROUP

- i. NH Preservation Alliance – Grant

C. SPECIAL PROJECTS WORKING GROUP

D. FOUNTAIN WORKING GROUP

- i. Glenwood Fountain coordination: short-term and long-term

4. OTHER BUSINESS:

A. CLG Fall 2019 application

B. Arts & Culture Commission - 501c3 collaboration

C. Education and Outreach - Social Media, February - Black History Month

D. Quarterly Report to Council

5. PUBLIC COMMENT:

6. FUTURE AGENDA ITEMS:

- i. West Lebanon Visioning Charrette – debrief
- ii. National Register of Historic Places - Colburn Park Historic District update
- iii. West Lebanon Historic District

7. 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

**AGENDA
HERITAGE COMMISSION
OCTOBER 9, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

SEPTEMBER 11, 2019

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
WEST MEETING ROOM, CITY HALL
WEDNESDAY, SEPTEMBER 11, 2019
7:00 PM**

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

MEMBERS ABSENT: Edward Ashe (Alt. & City Historian), Bruce Bronner (Alt. Council Representative), Karen Zook (City Council)

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Jim Donison (Director of Public Works), Patrick McCarthy (Cemetery Sexton), Fran Hanchette (Cemetery Trustee), David Muzzy (Cemetery Trustee)

1 **1. CALL TO ORDER: Chair Welsch called the meeting to order at 7:00 PM.**

- 2 • Chair Welsch acknowledged the 18th anniversary of the September 11th terrorist attacks and
3 asked everyone present to pause and remember the significance of those events.
4

5 **2. APPROVAL OF MINUTES: August 14, 2019**

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7 *Ms. Cole MOVED to approve the minutes of July 10, 2019 Heritage Commission as written.*

8 *Seconded by Ms. Hains.*

9 **The Vote on the MOTION passed (6-0).*
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11 **3. PUBLIC REVIEW:**

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13 **A. STUDY ITEMS- None**

14 **B. DANA HOUSE WORKING GROUP**

- 15 i. NH Preservation Alliance Grant- Ms. Owens will discuss this at next month's meeting.
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17 ii. NH Humanities- Community Project Grant-

18 Requires a 501(c)(3) in order to apply. Chair Welsch has made several attempts to ascertain the legal
19 costs associated with this, but has been unsuccessful in locating an attorney who handles the setup of
20 Nonprofits. The hope had been to secure a grant for a Black History Month project.
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22 iii. June 12th Public Event

23 Ms. Book asked that a more detailed description of the event be recorded. Ms. Hains was the event
24 photographer, while Chair Welsch provided introductions and sat with the tri-fold display. This display
25 showed the architectural progression of the Dana House and included a timeline, which showed that the
26 house predates Dartmouth College. Ms. Cole was a docent outside, while Ms. Book was the docent
27 inside the house.

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C. SPECIAL PROJECTS WORKING GROUP

Ms. Hains was scheduled to meet with Frank Jay Barrett, an architect working on multiple city projects. Unfortunately, Mr. Barrett missed the meeting. Ms. Hains will attempt to reschedule.

D. FOUNTAIN WORKING GROUP

- i. Glenwood Fountain & DPW/Cemetery Board of Trustees Coordination for Siting of Proposed Columbaria

Chair Welsch introduced the guests from the Cemetery Board of Trustees and welcomed them to the meeting. He stated that he felt it was important for the Commission and the Cemetery Board to be acquainted, as cemeteries are an important part of historical aspect of our Heritage. He also expressed the Commission's concern regarding the proposed Columbaria in Glenwood Cemetery. Chair Welsch invited Mr. McCarthy to speak about his work and the future plans for the cemeteries. Mr. McCarthy stated that he was originally a member of the cemetery task force and then helped to advise the Cemetery Board during its formation. In the last two months, Mr. McCarthy reported that 85% of the tasks that were prioritized by the Board have been completed. These include: the demolition and replacement of a shed in Valley Cemetery, roof repairs in School St. Cemetery and fence repairs in multiple locations. Additionally, the road leading to the Glenwood fountain has been resurfaced and soil tests have also been conducted in all currently active cemeteries. According to Mr. McCarthy, a compost product being produced by the Lebanon landfill will hopefully help reduce the costs associated with filling in graves. A sample is currently being analyzed and will need to be approved before it can be utilized in the cemeteries. Regarding the Columbaria, Mr. McCarthy advised the Commission that the proposal has not yet been presented to the Cemetery Board. Per Mr. Donison, there is currently no funding allocated for Columbaria in Glenwood Cemetery in the 2020 budget. Both Mr. McCarthy and Mr. Donison stated that the fountain would remain the focal point of the cemetery, while the Columbaria would be installed on the periphery. Mr. Donison made it clear that once a more conceptual plan for the Columbaria has been created, it will be presented to the Heritage Commission so they can be part of the discussion. Chair Welsch provided some background on the Fountain Working Group, whose original mission was the restoration of fountains around the city. Historically, Lebanon is a "City of Fountains" and the Commission feels strongly that the fountains remain visible.

Mr. McCarthy requested an update on the status of the Glenwood fountain, citing some concerns regarding lack of communication between the Fountain Working Group and the Cemetery Board. Chair Welsch reminded Mr. McCarthy that the work on the Glenwood fountain pre-dated both the creation of the Cemetery Board and the installation of Mr. McCarthy as Sexton, then called on Ms. Peck to provide an update. Ms. Peck began by clarifying that the Fountain Working Group wants the Glenwood fountain to have 360-degrees of visibility, not reduced lines of sight. The Group remains adamantly opposed to the placement of Columbaria around the base of the fountain. In addition, the planning of the Working Group was based on the assumption that the pump system would have a float. This would allow the fountain basin to refill automatically, rather than having to be filled manually. Mr. McCarthy responded that it was the contractor working on the fountain installation, and not DPW, who provided the specifications for the fountain pump. Since the pump system specified did not include a float, DPW installed above-ground spigots nearby as a water source. Mr. McCarthy and his crew have agreed to monitor the water-level of the fountain, and refill it, as necessary. Ms. Owens suggested that Mr. McCarthy, the contractor installing the pump, and the Working Group should meet in person to discuss a maintenance agreement for the fountain. Mr. Donison inquired as to the projected time frame for completion of the fountain installation. Ms. Peck responded that, unfortunately, the fountain will not be

1 operational this Fall. The expectation is that the concrete work will be completed and the fountain erected
2 before winter; but water will not flow until next spring. Mr. Donison inquired as to what needs to be
3 done to winterize the fountain once erected. A cover is needed to protect the fountain and it is the
4 responsibility of the Working Group to acquire an appropriate cover. Mr. McCarthy advised that he
5 prefers a hard cover versus a canvas cover to protect the fountain from falling branches, etc.. At this
6 point, DPW does not have time to fabricate a cover before winter. Mr. Donison recommends that, if the
7 fountain cannot be erected and covered appropriately this Fall, installation should be postponed until
8 Spring. DPW will take measurements of the fountain and come up with possible solutions for winter
9 storage. There was also discussion about when the City will assume ownership of the fountain. While it
10 is owned by the Fountain Working Group, the fountain is not covered by insurance. Once it is
11 determined whether or not the fountain can be erected before winter, the Commission will approach City
12 Council regarding when the City will officially take responsibility of the fountain. Chair Welsch thanked
13 the guests for attending the meeting and explained that his goal is to foster more effective communication
14 between the Commission and the Cemetery Board.

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16 Mr. Donison asked for the Commission's input on the work being done to the roof and chimney cap on
17 City Hall. Ms. Owens stated that the only trigger for needing a review by the Heritage Commission
18 would be if the actual form of the roof was changing. Chair Welsch explained that the Commission aims
19 to keep things looking as authentic as possible, while also being energy and cost-efficient. A sketch of
20 the proposed chimney cap will be sent to Ms. Owens and Ms. Hains for review.

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22 **4. OTHER BUSINESS**

23 **A. CLG Fall 2019 Application:** This item will be added to next month's agenda.

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25 **B. West Lebanon Visioning Charrette- Kick-off Meeting Sept. 19th:**

26 There will not be a Kick-off meeting. Instead, a survey will be sent out next week. The charrette will
27 take place on October 18th and 19th, and is open to the public.

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29 **C. Mall Kiosk Update:**

30 Ms. Owens shared new and updated kiosk slides to get feedback from the members. Topics included:
31 Dana House, the proposed West Lebanon Historic District, the Fountains and the Fire of 1964.

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

34 Chair Welsch would still like to see Arts & Culture take the lead on establishing the 501(c)(3).

35 Ms. Hains and Ms. Zook have not yet had a chance to meet and discuss this process. Ms. Peck explained
36 that her hesitation around the creation of a 501(c)(3) stemmed from concern about how the City's
37 procurement requirements would affect the donation of labor and materials. These make up the majority
38 of donations received by the Fountain Working Group, and can be difficult to accept when there are
39 preferred vendors and equipment requirements to consider. It was not her intent to imply that the
40 Fountain Working Group has ever engaged in the improper use of fund or donations.

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42 **E. Education and Outreach- Social Media, February- Black History Month:**

43 Chair Welsch proposed the idea of a presentation at Kilton Library focusing on Lebanon's significant
44 connection to Black History. The census confirms that there were freed slaves living in Lebanon as early
45 as 1790. The Thomas Pennick house was owned by a black soldier who came to Lebanon after fighting
46 in the Civil War. In addition, the Wood House and a house on Seminary Hill Road are both known to
47 have been stops on the Underground Railroad. Chair Welsch suggested 2 or 3 speakers, an honorarium

1 and some refreshments; the total cost could be \$500- \$1,000. Ms. Owens will put this on the agenda for
2 next month.

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4 Ms. Owens reports that she met with the Webmaster with regards to social media communication and the
5 rules are complex. She is waiting for the final word from the Webmaster and the Commission will defer
6 to that decision. As a reminder, all media contacts should be reported to Staff (Ms. Owens); including
7 those involving side projects and working groups. Ms. Owens will send the written media relations
8 policy to all Commission members.

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10 **5. PUBLIC COMMENT:** None

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12 **6. FUTURE AGENDA ITEMS:**

- 13 i. National Register of Historic Places- Colburn Park Historic District Update
14 ii. West Lebanon Historic District

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16 **7. ADJOURNMENT**

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18 *A MOTION was made by Ms. Hains to adjourn the meeting at 9:09 PM.*

19 *The MOTION was seconded by Ms. Cole.*

20 ** The Vote on the MOTION passed (6-0).*

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22 Respectfully submitted,
23 Megan Castillo
24 Recording Secretary