



**LEBANON ARTS & CULTURE COMMISSION  
REGULAR MEETING AGENDA  
Council Chambers, City Hall  
Tuesday, October 22, 2019  
6:30pm**

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**1. CALL TO ORDER:**

**2. APPROVAL OF MINUTES:**

**A. SEPTEMBER 24, 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: ACC Logo or Brand**

**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, R. Foster)

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

**5. OPEN DISCUSSION:**

**A. 2020 ARTS & CULTURE COMMISSION MEETING SCHEDULE**

**Documents:**

[Arts\\_Item 5\\_2020 Arts Schedule.pdf](#)

## 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 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  
OCTOBER 22, 2019**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**SEPTEMBER 24, 2019**

DRAFT

**CITY OF LEBANON  
ARTS & CULTURE COMMISSION  
MINUTES, September 24, 2019  
City Hall – West Meeting Room  
6:30 PM**

**MEMBERS PRESENT:** Jessica Giordani (Chair), Ben Van Vliet (Arts Org. Rep.; UVMC), Robert Welsch (Heritage Commission), Karen Zook (City Council Rep.), Bill Dunn (EVEC Rep.), Joe Clifford (Vice Chair), Nick Gaffney (Arts Org. Rep; AVA Gallery), Sherry Fiore (Alt.)

**MEMBERS ABSENT:** Devin Wilkie (Citizen Rep., Ward 2), Rebecca Foster (Citizen Rep., Ward 1)

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

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2 **1. CALL TO ORDER:** *Chair Giordani called the meeting to order at 6:40 p.m.*

3 • Chair Giordani welcomed Mr. Nick Gaffney to the Commission.

4

5 **2. APPROVAL OF MINUTES: August 27, 2019**

6 Amendments: Page 1, line 32: Change “Chrissy” to “Krissy”; Page 2, line 8: Change “presenting” to  
7 “present”

8

9 *Mr. Clifford Moved to approve the August 27, 2019 Minutes as presented in the August 27, 2019 Arts &  
10 Culture Commission agenda packet as amended above.*

11 *Seconded by Councilor Zook.*

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

13

14 **3. OTHER BUSINESS:**

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

17 Chair Giordani reported that she has spoken with Karl Neubauer of AVA Gallery. He will be  
18 overseeing the painting of the fountain covers by the middle school artists in AVA’s after school  
19 program. Twenty-four panels have been successfully delivered to AVA and painting is in  
20 progress. Once completed, these panels will cover the fountain located in Colburn Park, as well  
21 as the fountain in front of Lucky’s. Councilor Zook praised DPW for their support of this project.

22

23 An ‘Ask Letter’ and donation form, created by Councilor Zook, has been emailed to Commission  
24 members for use when contacting potential sponsors. The cost of sponsorship is \$100 per panel,  
25 with donations being made directly to AVA and earmarked for the fountain project. Mr. Brooks  
26 is keeping a master list of businesses and individuals that are being contacted, to avoid duplicate  
27 requests. He reported that at least three panels have been sponsored so far. Mr. Dunn informed the  
28 Commission that Mascoma Bank has committed to sponsoring one panel and has offered to make  
29 a larger donation. Since the goal of this initial project was community outreach, he felt it might  
30 be appropriate to wait and give others a chance to participate. The members agreed that it was  
31 important to extend their reach as deeply as possible for this initial project. However, as the project  
32 nears completion, Mascoma Bank could sponsor any remaining panels to make the campaign a success.  
33 Mr. Dunn asked to be notified as to how many additional panels may need sponsorship, so that he can

1 communicate that to the Bank. Mr. Van Vliet stated he reached out to the Chamber of Commerce and  
2 wrote an email for them to distribute via their master list. Since attachments are sometimes problematic  
3 in mass emails, Mr. Van Vliet suggested that it might be easier to post the donation information on the  
4 City's website. Mr. Brooks will find out if that is allowed and report back. Chair Giordani stated that  
5 Mr. Wilkie is working with the IT department to set up the Commission's City's website, so that donors  
6 can be recognized. Councilor Zook reminded the members that AVA needs to be recognized as providing  
7 all of the labor for this project.

8  
9 Chair Giordani spoke with the Recreation Department, and they are happy to have the unveiling of the  
10 fountain covers be part of the community Halloween event downtown. She suggested a presentation of  
11 the fountain take place in Colburn Park at 6pm on October 31<sup>st</sup>. Buttons and certificates will be handed  
12 out to the kids involved in the inaugural year of this project. Ms. Geurkink offered to create the buttons  
13 and some other takeaways for the event. While there are lights in Colburn Park, Mr. Van Vliet suggested  
14 that pictures of the covers and the artists who created them be taken in daylight. Mr. Gaffney, who is a  
15 photographer, volunteered to take the pictures on an afternoon prior to the Halloween event.

16  
17 **B. Discussion Re: 'Tis the Season (December 7)**

18 Chair Giordani stated that most of the discussion around this event will occur at the October meeting.  
19 She encouraged the working groups to bring some ideas to that meeting. The event is set for December  
20 7<sup>th</sup> and will include a tree lighting, as well as Open Houses at AVA and UVMC. Mr. Van Vliet suggested  
21 the creation of a symbol or logo for the Commission, to help spread awareness of its existence. This  
22 could also be a public outreach opportunity, with the Commission asking for submissions from local  
23 artists. Chair Giordani suggested that members think about what they would like to see incorporated into  
24 a logo and what parameters should be set for submissions, so there can be further discussion at the  
25 October meeting.

26  
27 **C. Discussion Re: Friends of the ACC**

28 Councilor Zook informed the Commission that there is a non-profit consultant in the community who has  
29 helped put together some of the initial paperwork for the creation of a 501(c)(3). This would allow the  
30 Arts & Culture Commission to accept donations without needing a separate fiscal agent. The consultant  
31 has submitted a quote to Mr. Brooks, who discussed it with the City Manager's office. It was suggested  
32 that the Commission attempt to obtain a second quote from another source, to demonstrate competition.

33  
34 **D. Discussion Re: Spring Project**

35 Chair Giordani proposed the idea of a Spring project focusing on poetry. She was inspired by an annual  
36 "Call for Poetry" that occurs in St. Paul, MN. Currently in its tenth year, the citizens of St. Paul are  
37 invited to submit short pieces of poetry. Winning submissions are chosen by a committee and then  
38 stamped into new or repaired sidewalks throughout the city. Currently, every citizen in St. Paul resides  
39 less than a ten minute walk from a piece of poetry written by a fellow community member. Chair  
40 Giordani has reached out to the Art group in St. Paul asking for details regarding the logistics of building  
41 the letter presses, etc.. She suggested that this might be a good project to spearhead with West Lebanon,  
42 where there are currently several construction projects. Questions were raised regarding the longevity of  
43 the poems and caring for the printed surfaces during the winter. Chair Giordani agreed to ask the group in  
44 St. Paul how they handle this, since they also deal with significant winter weather. Councilor Zook stated  
45 that a committee to evaluate submissions will need to be formed before spring. While this would  
46 primarily be comprised of people from Lebanon, she suggested also reaching out to Dartmouth College  
47 faculty. Mr. Brooks mentioned that there are zoning ordinances regarding "signs", and since the

1 sidewalks are in the public right-of-way these will need to be considered. Mr. Dunn suggested that  
2 elements of this poetry project could be incorporated into the new Lebanon Tunnel.

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4 **4. COMMITTEE REPORTS:**

- 5 **A. Exploratory Funding and Processing: (K. Zook, R. Welsch, S. Fiore, B. Van Vliet): **No Report****
- 6 **B. Civic Art: (J. Giordani, S. Fiore, B. Dunn): **No Report.****
- 7 **C. Programming: (R. Foster, K. Zook, D. Wilkie): **No Report****
- 8 **D. Publicity/Marketing: (J. Clifford, J. Giordani, R. Foster): **No Report.****

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

11 Ms. Geurkink reported that she has done some work on the Master Plan. The subcommittee is still  
12 waiting for some more direction from the Commission as a whole. She suggested collecting data at  
13 community events, such as the Farmers’ Market. Chair Giordani suggested that the December  
14 7<sup>th</sup> event might be a good opportunity to mobilize volunteers to take head counts and conduct a short  
15 quiz. The Commission needs to discuss what it is hoping to learn and what information needs to be  
16 gathered.

17  
18 **5. OPEN DISCUSSION:**

- 19 • Mr. Brooks reported that he had a meeting with the City Manager, who wants to set up accounts  
20 for the various City boards and Commissions. There will be two line-items: Other purchase  
21 services and office supplies. Mr. Brooks proposed asking for \$5K in each of those accounts and  
22 asked for input from the other members. He is unsure if those accounts will be non-lapsing or  
23 calendar year. The proposed budgets will be sent to City Council in December.
- 24 • Mr. Brooks met with business owners on the Mall who are interested in contributing towards the  
25 installation of a bike rack. An artist from Northampton, MA has been located to create a welded  
26 steel bike rack in the shape of “03766”. The plan is to eventually install a similar rack in West  
27 Lebanon, in the shape of “03748”.
- 28 • The West Lebanon Planning Charette is being held October 18<sup>th</sup> and 19<sup>th</sup> and is open to everyone,  
29 regardless of residency. There will be a walking tour of West Lebanon, discussion about the  
30 survey results, and a general gathering of ideas regarding how to reinvent West Lebanon’s image.  
31 Mr. Brooks requested that everyone take the survey, which can be found on the City’s website.
- 32 • A Benefactor located in Pennsylvania has amassed a collection of works by local artist, Gary  
33 Hamel and is considering donating them to the City. Many of these works depict local scenes  
34 and, if received, could be installed in public spaces. There is no concrete plan at this time for the  
35 transportation or storage of this art collection.

36  
37 **6. ADJOURNMENT:**

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39 ***Mr. Welsch MOVED for adjournment at 7:50pm. Seconded by Councilor Zook.***  
40 ***\*The Vote on the MOTION passed unanimously (7-0).***

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42 **The meeting was adjourned at 7:50 pm.**

43  
44 Respectfully submitted,  
45 Megan L. Castillo  
46 Recording Secretary

**AGENDA  
ARTS & CULTURE COMMISSION  
OCTOBER 22, 2019**

**AGENDA ITEM #5A  
OPEN DISCUSSION**

**2020 ARTS & CULTURE  
COMMISSION  
MEETING SCHEDULE**

**MEETING SCHEDULE  
ARTS & CULTURE MEETING SCHEDULE  
2020**

<b>MEETING DATE</b>
JANUARY 28, 2020
FEBRUARY 25, 2020
MARCH 24, 2020
APRIL 28, 2020
MAY 26, 2020
JUNE 23, 2020
JULY 28, 2020
AUGUST 25, 2020
SEPTEMBER 22, 2020
OCTOBER 27, 2020
NOVEMBER 24, 2020
DECEMBER 22, 2020

Note: All meetings begin at 6:30pm unless otherwise noted on the meeting agenda.  
Note: All meetings will be held in the West Meeting Room of City Hall, unless otherwise noted on the meeting agenda.