

**AGENDA
HERITAGE COMMISSION
JUNE 5, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

MAY 8, 2019

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
EAST MEETING ROOM, CITY HALL
WEDNESDAY, MAY 8, 2019
7:00 pm**

MEMBERS PRESENT: Joshua Lascell (Vice Chair), Lindamae Peck, Linda Cole, Rebecca Book, Gregory Schwarz (Planning Board Rep.), Karen Zook (City Council Rep.), Raymond Book (Alt.), Morgan Swan (Alt.)

MEMBERS ABSENT: Robert Welsch (Chair), Edward Ashley (City Historian and Alt.), Bruce Bronner (Alt. Council Rep.)

STAFF PRESENT: Rebecca Owens (Associate Planner)

GUESTS: Greg Thibodeau (Representing Willis House Partnership, LLC)
Mimi Hains (Architect/ Designer)

1
2 1. **CALL TO ORDER:** Vice Chair Lascell call the meeting to order at 7:00 pm.

3
4 2. **APPROVAL OF MINUTES:**

5
6 *A MOTION was made by Ms. Cole to approve the minutes of the March 13, 2019 meeting as*
7 *amended. Seconded by Mr. Schwarz.*

8 **The Vote on the MOTION was unanimous in favor (6-0).*
9

10 Clarifications: *Page 2, Line 43:* Edit sentence to read; “Although a Cherub, purchased during the
11 Colburn Park Fountain Project, is available for incorporation with the Glenwood Cemetery Fountain,
12 the Working Group feels.” *Page 2, Line 11:* change “Twin Pines Housing Trust” to “Twin Pines
13 Housing.”

14
15 *A MOTION was made by Ms. Book to approve the April 10, 2019 minutes as written. Seconded by*
16 *Ms. Cole.*

17 **The Voted on the MOTION was unanimous in favor (6-0).*
18

19 **Mr. Swan arrived at 7:15 pm**

20
21 3. **PUBLIC HEARING: None**

22
23 **A. WILLIS HOUSE PARTNERSHIP, LLC:** Request for Certificate of Approval pursuant to
24 Article IV, Section 408.4 of the Zoning Ordinance to install a photovoltaic (solar) energy . system
25 on a portion of the roof on the rear addition of the Willis House property located at 2 South Park
26 Street, Tax Map 92, Lot 7, Lebanon, NH in the PB zone. #HC2019-01

27
28 Mr. Thibodeau presented on this topic, referencing the materials packet that was sent to Commission
29 Members for review. The proposed forty panel unit will offset twelve kilowatts annually, without
30 affecting the exterior of the building. Mr. Thibodeau emphasized that the panels will be on the rear
31 section of the roof, and are not elevated, so they will not be visible from the street or sidewalks. Mr.
32 Lascell asked if there were questions or concerns from Commission Members; none were raised.
33

1 *Ms. Book made a MOTION to approve the Certificate of Approval for the Willis House*
2 *Partnership, LLC. solar panel project. Mr. Schwarz seconded the MOTION.*
3 **The Vote on the MOTION was unanimous in favor (6-0).*
4

5 **4. PUBLIC REVIEW: No members of the public present.**

6
7 **A. STUDY ITEMS:**

8
9 I. Master Plan Implementation Reporting Update:

10 Mr. Lascell reported that he has submitted 5 of the 15 items via the web- based Form. He informed the
11 Members that he will most likely be stepping down from the Heritage Commission in the near future, due
12 to his likely relocation outside of Lebanon. Chair Welsch is aware of the outstanding pieces of this
13 project, and will lead future discussions; such as finding additional synergies between the Master Plan and
14 the work of the Heritage Commission.
15

16 **B. DANA HOUSE WORKING GROUP:**

17
18 I. Reroofing and Bulkhead Project:

19 Ms. Owens received an email from the Director of Public Works stating that the Annex roofing and
20 Bulkhead projects are still slated for this summer. There has been significant progress regarding repairs
21 to the original house roof. Since the last meeting, a contract was finalized with Jay Barrett (architect) for
22 a two-phase project. The first phase, required apply for an LCHIP grant, involves developing a cost
23 estimate and specifications for the reroofing project- including structural support and moisture control.
24 Mr. Barrett has nearly completed this first phase. The second phase of the project is contingent on the
25 receipt of LCHIP and/or Moose Funds.
26

27 II. June 12th Public Event- presentation, display and interview content and promotion

28 Ms. Owens suggested the idea of incorporating a fundraiser into this event. Collecting door contributions
29 and Community pledges were discussed as possibilities. This would show public support for the Dana
30 House project, rather than relying solely on Grant money. Ms. Hains offered to draft a fundraising plan
31 and email it to the Commission Members for consideration.
32

33 Ms. Book asked for ideas for the display table at the event. Suggestions were post cards, photographs
34 and household items - such a Loom and a Lamp- from the Dana House era. Ms. Owens suggested
35 coordinating a time to access the Dana House for cleaning and organizing display items before the event.
36 The itinerary for the Event was discussed and drafts of the signs/flyers for the event were passed around
37 for review.
38

39 Ms. Zook suggested having a table at the Lebanon Farmers' Market on June 6th to promote the event.
40 Information about the event is also being distributed through the West Lebanon ListServe.
41

42 III. Dana House Action Plan- review of current draft for LCHIP: No report.

43
44 IV. LCHIP grant preparation:

45 Ms. Owens stated that, for the purposes of the LCHIP application, it is not necessary to have the cost
46 estimate and project specifications finalized. Using a ballpark estimate that may result in a contingency
47 fund is permissible. The current estimate, including the cedar shingles, is \$50,000. If funding is granted,
48 the cost and specifications will be finalized before being submitted to qualified contractors for bidding.
49

50 A Letter of Intent to apply for an LCHIP grant is due in 10 days; application is due June 28, 2019. Grant
51 monies will be awarded at the end of the year. Ms. Owens will be working on the grant preparation with

1 Shelley Hadfield and Chair Welsch will review the final application. Drafts will be shared with the
2 Commission members as they become available.

3
4 V. Education:

5 Ms. Book reported that she has been in touch with Melissa Allen, a fourth grade teacher at Mount
6 Lebanon, regarding being a Liason to the Dana House Working Group. The goal of this partnership is to
7 make local teachers aware that the Dana House is available for tours and as a resource for teaching
8 American, as well as New Hampshire history. Ms. Allen would also assist the Working Group with
9 developing an appropriate curriculum for students visiting the Dana House.

10
11 **C. SPECIAL PROJECTS WORKING GROUP:**

12
13 I. 127 Mascoma St. (Peck Homestead) Landmark Designation- City Council June 19th

14 The plaque will be presented on June 19, 2019 and a Representative from the Peck Homestead will be
15 present. Members of the Heritage Commission are invited to attend as well; Ms. Owens will confirm the
16 time.

17
18 **D. FOUNTAIN WORKING GROUP:**

19
20 I. Glenwood Fountain

21 Ms. Peck reported that there have been some changes in the plan to rebuild the fountain. While working
22 on an estimate for a custom pedestal, a professional evaluation of the Logan Fountain pieces determined
23 them to be one bowl and one basin. Originally, the pieces were believed to be two bowls; and the plan
24 was to purchase a custom pedestal to support the lower bowl and raise the Fountain to an appropriate
25 height. This plan involved using the existing concrete basin, which is in need of repair. It is unclear
26 whether or not the Logan basin is strong enough to be raised off the ground, with only a center support,
27 and filled with water. However, the creation of a pedestal for the Logan basin would entail sending the
28 Fountain pieces to Alabama and is estimated to cost approximately \$11,000, with shipping. Ms. Peck
29 noted that this is cost prohibitive and that shipping the Fountain pieces would require approval from the
30 City. With this in mind, the Working Group is currently researching estimates for repair of the existing
31 concrete basin and purchase of a new, eight-foot fountain. Once they have a firm estimate for the
32 concrete repair, they will know if their budget will support a fountain purchase. If not, the fountain will be
33 reimagined using the Logan pieces. Once a new plan has been formulated, the Working Group will
34 present it to the Heritage Commission for approval.

35
36 **5. OTHER BUSINESS:**

37 A. Mall Kiosk Update

38 A flyer promoting the Dana House event will be placed in the Kiosk. Ms. Owens states that
39 she has acquired thicker paper that will not require lamination when being posted in the Kiosk.

40
41 The coating on the Mall Fountain, which was applied in 2015, is damaged. One thought is that water
42 should not have been allowed to sit in the basin all winter. This damage will be researched, so that
43 a similar mistake is not made with the concrete basin in the Glenwood Fountain.

44
45 B. Heritage Contact Form Inquiry

46 According to Ms. Owens, the webpage is up and running. Ms. Hains successfully reached out
47 to the Commission via the Contact Form.

48
49 C. Arts & Culture Commission

50 Ms. Zook reports that there has been one meeting, which was primarily administrative business.
51 The City Manager will be in attendance at the next meeting, to discuss the High Street roundabout.

52

1 D. Education and Outreach- VNews: FWG, Dana House, Rogers House: No report

2
3 E. OTHER

4 The Lebanon Tunnel Project page has been updated following the City Council presentation
5 and Community event at the beginning of May. All of the presentations and 3-D visualizations
6 have been uploaded.

7
8 On April 22nd, the Planning Board had its first look at the proposed design guidelines for the Downtown
9 Lebanon area. Changes are centered around implementing the Vision Study and include some
10 amendments to Zoning Ordinances. Goody Clancy, an architectural Firm from Boston, is consulting.
11 The guidelines encourage referencing historic guidelines, even in contemporary buildings, to incorporate
12 similar elements.

13
14 Ms. Owens reported that an application for funding as been submitted. A meeting with stakeholders
15 would potentially occur in October or November. A walking tour of West Lebanon, with over 30
16 participants, took place in early April. A survey was given at the end to help determine what questions
17 should be asked at the Charrette.

18
19 **6. PUBLIC COMMENT:** None

20
21 **7. FUTURE AGENDA ITEMS:**

- 22 • Mall Fountain Cover
- 23 • Mills of Lebanon- Summary of Priorities
- 24 • Guest: fundraising strategies for Dana House
- 25 • Guest: barn rehabilitation incentives
- 26 • West Lebanon Planning Charrette
- 27 • West Lebanon Historic District
- 28 • City Hall Renovations & Finals
- 29 • CLG Fall 2019 application
- 30 • National Register of Historic Places- Colburn Park Historic District Update

31
32 **8. ADJOURNMENT**

33 *A MOTION to adjourn the meeting was made by Mr. Cole. Seconded by Mr. Schwarz. *The*
34 *VOTE on the MOTION was unanimous in favor (6-0).*

35
36 Respectfully submitted,
37 Megan Castillo
38 Recording Secretary
39