

**AGENDA
ARTS & CULTURE COMMISSION
JUNE 25, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

MAY 21, 2019

DRAFT

**CITY OF LEBANON
ARTS & CULTURE COMMISSION
MINUTES, MAY 21, 2019
City Hall – West Meeting Room
6:30 p.m.**

MEMBERS PRESENT: Jessica Giordani (Chair), Joe Clifford (Vice Chair), Amy Dingley (Arts Org. Rep.), Rebecca Foster (Citizen Rep., Ward 1), Devin Wilkie (Citizen Rep, Ward 2) Robert Welsch (Heritage Commission), Karen Zook (City Council Rep.), Sherry Fiore (Alt.)

MEMBERS ABSENT: Ben Van Vliet (Arts Org. Rep., Ward 1)

STAFF PRESENT: David Brooks, Planning & Zoning Director

GUEST: Katrine Geurkink (potential candidate for Commission membership)

1
2 **1. CALL TO ORDER:** Chair Giordani called the meeting to order at 6:30 pm.

3
4 **2. APPROVAL OF MINUTES:** April 16, 2019
5 Amendments: Page 1, line 28: Change “reminder” to “remainder”

6
7 *Mr. Welsch Moved to approve the April 16, 2019 Minutes as amended above. Seconded by Mr. Clifford.*
8 **The Vote on the MOTION passed (7-0). Councilor Zook was not present for this vote.*

9
10 **3. OTHER BUSINESS:** The discussion items listed below were taken out of order from the planned agenda
11 to allow Mr. Mulholland to speak about the City’s Tunnel Project.

12
13 **A. Discussion** of expectations for the Arts and Culture Commission regarding the City’s Tunnel
14 Project.

15
16 Mr. Mulholland explained that the City is working on the finalized details of the Tunnel Project. The work will
17 begin sometime in the Spring of 2020 and is expected to be complete by August of 2010. He noted there would
18 be a significant amount of surface space (walls and ceilings), which presents a lot of opportunities for potential
19 artwork and that both wifi and music capabilities are being planned. While there are currently no plans to put
20 any artwork in the tunnel, the thought is to allow this to occur and asked the Commission to think about things
21 they would need in order to make this happen, such as where the best places would be for electrical hookups
22 (e.g., heights and locations for adding wifi, video and music). He noted there will be video cameras in the
23 tunnel for the purpose of security. The Tunnel Project is only one of several opportunities available to the
24 Commission.

25
26 **Ms. Fiore arrived at 6:45 PM.**

27
28 The Commission and Mr. Mulholland discussed the City’s budgeting process regarding what would be
29 considered a Capital Expense or an Operating Budget, noting the Commission still has time to come up with a
30 budget for Capital Expenses (up to \$50K) and the Operating Budget guidelines would be coming out within the
31 next four weeks. For the Tunnel Project, if the Commission has any urgent needs, he would need to know now
32 so they could be included in the final tunnel design - at no cost to the Commission.

1 The Commission discussed water fountains and their possible placement location(s); hardscaping opportunities
2 such as sculptures, and; landscaping opportunities. Mr. Mulholland said it was important for the Commission to
3 get the tunnel infrastructure completed first and then start thinking about the Mall, the round-a-bouts, potential
4 West Lebanon projects, and all the other functions that they have been tasked to do according to their Charter.
5

6 Mr. Brooks will provide Commission members with a copy of the most updated tunnel rendition plans for their
7 review. This will help when they are thinking about technical needs as well as permanent/temporary
8 installations that would be required for electricity, electrical outlets, lighting, lighting displays, staging, and
9 audio/video capabilities.
10

11 At the Commission's request, Mr. Brooks will reach out to DPW to organize a walk-through of the tunnel, so
12 they have an idea of what they are working with.
13

14 Mr. Mulholland stressed the need, or a mechanism, for the purpose of deciding how artwork would be managed
15 throughout the City and how changes over time would be managed, noting that the Commission is only an
16 Advisory Board to the City Council. A discussion took place regarding who would/should have the authority to
17 make those decisions and the need to do some exploratory work on how other communities have established
18 their policies regarding the management of Arts/Culture (e.g., through Art Districts and non-profit entities).
19

20 The Commission discussed different ideas for the tunnel. Mr. Brooks will forward the deadline for changes in
21 the Tunnel Design Project to the Commission, so they have a timeline to work with.
22

23 **B. Master Plan Implementation:** Discussion of prioritization of selected Strategies and Actions by Ms.
24 Zook and Mr. Welsch.
25

26 Mr. Welsch presented and explained what he has identified as five (5) Outcomes & Strategies (items: #2, #3,
27 #4, #5, and #8) and five (5) Action Items (#1, #2, #3, #7 and #14) as identified in Chapter 12 of the City's
28 Master Plan for the Commission's review. He suggested that Working Groups be formed to work on items the
29 Commission deemed as priorities and to update and identify what has already happened. He noted that Fran
30 Hanchett (President Historical Society) has signed a contract with the City to take over the Welcome Center
31 under the main stage in Colburn Park from the Recreation Department.
32

33 Mr. Brooks informed the Commission about what they should be working on:

- 34 1. Help with the Implementation of Chapter 12.
- 35 2. Looking at which Actions/Strategies & Outcomes they would like to focus on as priorities and identify
36 what has already been done.
37

38 Commission members also discussed the need to think about and incorporate the voice of West Lebanon into
39 conversations regarding any updates/revisions to the City's Master Plan and Visioning Study process.
40

41 **4. OPEN DISCUSSION:**
42

43 **Councilor Zook arrived at 7:38 PM.**
44

45 **A. Discussion Re: How to govern the ACC**
46

1 Chair Giordani suggested that the Commission, in order to establish and identify their focus on the 40 items
2 listed in both the Outcomes/Strategies and Action Items in Chapter 12 of the City's Master Plan, that Working
3 Groups be formed. After some lengthy discussions took place regarding what the **Working Groups** should be
4 and what their responsibilities would entail, it was agreed that the following be established:

- 5
- 6 1. Exploratory Funding and Processing: Councilor Zook, Robert Welsch, Sherry Fiore. Chair Giordani
7 will reach out to Sean Fleming (Library Director) to see if he would be interested in participating with
8 this group.
- 9
- 10 2. Civic Art: Chair Giordani, Sherry Fiore, possibly AVA Art Gallery.
- 11
- 12 3. Programming: Amy Dingley, Rebecca Foster.
- 13
- 14 4. Publicity/Marketing: Joe Clifford, Chair Giordani, Amy Dingley, Rebecca Foster.
- 15
- 16 5. Data Collection: Devin Wilkie, Katrina Geurkink (private citizen), Robert Welsch.
- 17

18 **For Monthly Agenda:** The Working Groups listed above **will be placed on each monthly agenda** to report on
19 their updates.

20

21 A Motion will be made at the next meeting (June) to formalize the establishment of these Working Groups.

22

23 Chair Giordani said an email will be sent to Commission members detailing the Working Groups and each
24 groups membership.

25

26 Mr. Welsch said that the Commission will be giving Quarterly Reports to the City Council. (Quarterly Reports
27 take place on the 1st Wednesday of the Month for January, April, July and October. However, due to the July
28 4th Holiday, the Commissions will give their first report at the July 10, 2019 City Council meeting.)

29

30 **5. OTHER BUSINESS:**

31 Councilor Zook informed the Commission about the Rebel's engagement and asked them to consider ways to
32 encourage and support them.

33

34 **6. ADJOURNMENT:**

35

36 *Devin Wilkie MOVED for adjournment at 8:00 pm.*

37 *Seconded by Joe Clifford.*

38 **The MOTION passed (9-0).*

39

40 **The meeting was adjourned at 8:00 pm.**

41

42 Respectfully submitted,

43 Dona E. Gibson

44 Recording Secretary

45

46