

AGENDA
HERITAGE COMMISSION
JULY 10, 2019

AGENDA ITEM #3
APPROVAL OF MINUTES

JUNE 5, 2019

DRAFT

**CITY OF LEBANON
HERITAGE COMMISSION
Minutes, Wednesday, June 5, 2019
Dana House, 3 Elm Street West, West Lebanon
6:00 p.m.**

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

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

STAFF PRESENT: Rebecca Owens (Associate Planner), Shaun Mulholland (City Manager)

GUEST: Clifton Below, Mimi Hains

1
2 **I. CALL TO ORDER**

3
4 The meeting was called to order at 6:05 PM by Chair Welsch.

5
6 **II. APPROVAL OF MINUTES: MAY 8, 2019**

7
8 *Ms. Cole MOVED to approve the minutes of the May 8, 2019 Heritage Commission as amended.*
9 *Seconded by Mr. Schwarz.*

10 Amendments: Page 4 Line 28 Remove finials and Add finals. Page 4 Line 33 Remove Mr. and Add Ms.
11 **The MOTION passed (4-0-1.) Mr. Welsch abstained.*

12
13 Raymond Book was appointed a voting member of the Commission tonight.

14
15 **III. PUBLIC HEARING**

- 16
17 **A. CITY OF LEBANON:** Request for Certificate of Approval pursuant to Article IV, Section
18 408.4 of the Zoning Ordinance to refurbish windows, remove Lebanon Opera House smoke
19 vent on the rooftop, and install a roof for weather protection over the rear (north) basement
20 entrance of City Hall. The property is located at 51 North Park Street, Tax Map 91, Lot 246,
21 Lebanon, NH in the CBD zone. #HC2019-02

22
23 Mr. Jason LaCombe, architect, was introduced and presented the proposed renovations and the scope of the
24 project to refurbish windows, remove Lebanon Opera House smoke vent on the rooftop, and install a roof
25 for weather protection over the rear (north) basement entrance of City Hall. He showed an example of the
26 windows that are suggested to be used. The project started as an interior renovation, progressed to energy
27 efficiency and now includes the replacement of windows in parts of the building that are being renovated.
28 The South side of the building, on the green, would have all new windows. Windows on the East side of
29 the building, including the Council Chambers would be replaced. The Opera House area of the building
30 would not have replaced windows; however, the lower section of windows on that building side would be
31 replaced. None of the windows on the North side would be replaced. On the West Side, all the windows
32 on the upper level would be replaced, but not the windows by the restrooms. The area on the level of the

1 City Clerk would be replaced. He said retrofitting the existing windows was investigated, but that does not
2 yield the same energy efficiency, requires removing the windows and taking them to the window factory
3 and there is asbestos in the sealants and the glazing on the windows. This led to a decision to replace the
4 windows, even though most of the windows are in reasonably good condition. The inside trim would be
5 retained. The windows would have the same appearance as the existing windows, with a simulated divided
6 light. The sample he showed was a replacement window that is aluminum clad on the outside and has a
7 wood interior, made by Marvin Windows. A dark stain would be used on the inside wood and the windows
8 would be double pain insulated glass with an increased R value. One of the goals of the project was to
9 provide more ventilation in the building and give staff the ability to open the windows. There would be
10 screens on the bottom portion of the windows that would open. The existing storms would be removed and
11 not replaced. The window has a 20-year warranty on the glass and the aluminum clad outside. They are
12 tip out windows for cleaning, but due to the size that may not be useful.
13

14 There was consideration and investigation of what it would take to retro-fit each of the windows. It is a
15 very expensive project, a scheduling challenge and does not yield the same energy efficiency. Once
16 asbestos was discovered, retro-fit windows were no longer considered. The members discussed the option
17 to put a fixed storm over the existing windows. This would preserve the current windows that still have
18 life to them and maintain the heritage. The windows would not be operable.
19

20 The consultant chose Marvin windows because there is trust in the product and the company. Marvin has
21 a history of making the heritage look at a good price point. There will be a performance-based specification
22 on the bid and the contract will be bid by other manufacturers. The use of PVC on the outside frame would
23 be visually appropriate and durable. This would replace the wood trim that is currently in need of repair.
24 While this is not preservation quality, it would have the heritage appearance.
25

26 On top of the building, above the stage of the Opera House is a smoke vent. The proposal is to remove the
27 nonfunctioning old unit, as there are two functioning smoke vents that meet code. It would be removed,
28 and the roof would be insulated and roofed over. This would increase the energy efficiency of the building.
29

30 On the exterior, there is a band of precast concrete that goes around the building. The vertical joints on that
31 concrete have failed and all the joints would be sealed.
32

33 On the North side of the building, the existing stairwell would be covered. The members thought the design
34 was industrial, utilitarian, and did not have an aesthetic appearance. An overhang was suggested with more
35 transparency. The members discussed changing the appearance to something similar to the Rogers House
36 doorway.
37

38 ***Ms. Peck MOVED to accept the application as complete.***

39 ***Seconded by Ms. Book.***

40 ****The MOTION passed unanimously (6-0).***
41

42 ***Ms. Peck MOVED to defer action on the proposed window treatment until alternative approaches have
43 been considered, presented to the Commission, and the cost evaluated.***

44 ***Seconded by Ms. Cole.***

45 ****The MOTION failed (1-5).***
46

47 ***Chair Welsch MOVED to approve the application as proposed for the windows.***

48 ***Seconded by Ms. Cole.***

49 ****The MOTION passed (5-1).***
50

51 ***Ms. Book MOVED to approve the removal of the Opera House roof vent and fix the roof as proposed.***

1 *Seconded by Ms. Peck.*

2 **The MOTION passed (6-0).*

3 *Ms. Cole MOVED to approve the concept of the cover of the rear exterior stairwell and recommend a*
4 *design that is more integrated with the building.*

5 *Seconded by Ms. Peck.*

6 **The MOTION passed 6-0.*

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8 **IV. DANA HOUSE WORKING GROUP REPORT:**

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10 **A. June 12th Public Event – presentation, display and interview content**

11
12 Ms. Book summarized the artifacts, displays and information that will be available at the Dana House
13 tour. There will be a power point presentation at Kilton Library describing the house and what the goals
14 of the Commission are for the Dana House. The tour of Dana House will be from 4:30-5:30 and the
15 presentation at Kilton Library will be at 6:00.

16
17 **B. Dana House Action Plan – addressing hazardous materials, projects beyond roof**

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19 The lead abatement was discussed, and other hazardous materials will be addressed in the future.

20
21 **C. LCHIP grant preparation – Motion to approve Leavitt funds for local match**

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23 The new roof is estimated to be \$50,000 and requires a local match of funds. It is recommended to make
24 improvements to the outside and structure of the building and to do the interior improvements and
25 interpretation projects after that. There is concern about the lead paint abatement. If the Leavitt funds are
26 used for the match, the City indicates there will be funds in the future, to do some of the work that would
27 normally have been used for the purposes that Mr. Leavitt prescribed.

28
29 *Ms. Book MOVED to use \$10,000 of the Leavitt Funds to be used toward the match of the current*
30 *LCHIP grant for the roof repairs of Dana House.*

31 *Seconded by Ms. Cole*

32 **The MOTION passed 6-0.*

33
34 Ms. Owens discussed a license subscription to EMMIT, an online access to the State Archives, historical
35 and heritage documents. The City has a license for three users. One user could be a member of the
36 Commission. A third user to be used in the library was also proposed. The new member, Mimi Hains,
37 will be the first user of the subscription from the Commission. She will provide information to other
38 members who request information.

39
40 **V. FOUNTAIN WORKING GROUP REPORT:**

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42 The group has determined that there is enough money to complete the concrete foundation and purchase a
43 new fountain of a suitable size, with a graceful pedestal. The fountain will be about 8 feet tall and will be
44 multi-directional. The work on the concrete basin will be done over the summer and there is an 8 week or
45 longer delivery time for the fountain. The hope is to have the fountain operating by the end of summer.
46 The money that has been raised will be used for a cover for the fountain during the winter.

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48 **VI. SPECIAL PROJECTS WORKING GROUP:** no discussion

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50 **VII. STUDY ITEMS:** no discussion

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VIII. OTHER BUSINESS/FUTURE AGENDAS: no discussion

IX. OPEN DISCUSSION: no discussion

X. ADJOURNMENT:

Ms. Book MOVED for adjournment.

Seconded by Ms. Peck.

**The MOTION passed unanimously, (6-0).*

The meeting was adjourned at 8:25 PM.

Respectfully Submitted,

Linda Billings

Recording Secretary