

**AGENDA
ARTS & CULTURE COMMISSION
JULY 23, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

JUNE 25, 2019

DRAFT

CITY OF LEBANON
ARTS & CULTURE COMMISSION
MINUTES, JUNE 25, 2019
City Hall – West Meeting Room
6:30 PM

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

MEMBERS ABSENT: Amy Dingley (Arts Org. Rep.)

STAFF PRESENT: David Brooks, Planning & Zoning Director

GUEST: Katrina Geurkink (Data Collection Subcommittee)

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1. CALL TO ORDER: Chair Giordani called the meeting to order at 6:33 p.m.

2. APPROVAL OF MINUTES: May 21, 2019

Amendments: Page 1, line 17: Change “2010: to “2020”; Page 3, line 31: Change “Rebel’s” to Revel’s.”

Robert Welsch Moved to approve the May 21, 2019 Minutes as presented in the June 25, 2019 Arts & Culture Commission agenda packet and amended above.

Seconded by Devin Wilkie.

**The Vote on the MOTION passed (7-0). Karen Zook was not present for this vote.*

Robert Welsch Moved to approve the June 24, 2019 Special Meeting – Site Walk Minutes as written by David Brooks.

Seconded by Joe Clifford.

**The Vote on the MOTION passed (7-0). Karen Zook was not present for this vote.*

3. OTHER BUSINESS:

A. Discussion: Review of the Tunnel Site walk and ways the Arts & Culture Commission can be involved.

Joe Clifford said that the City Manager is very interested in the infrastructure pieces right now such as wifi, sound and lights because these would be hard to retrofit later. He felt that it was in the Commission’s best interest to have people who are trained in sound and lighting to get down there and take a look at the tunnel space in the next couple of weeks to give the Commission a sense of what is needed (i.e., how music could be staged).

The Commission discussed what their infrastructure priorities should be for the tunnel as follows:

- Special attention needs to be given to sound, the speaker infrastructure and making sure the wiring is in place for these and where these would be located. It was suggested that the whole tunnel should be thought of as a sound space, not just coming off the stage.

- 1 • Having the Lebanon Opera House staff do a walk through the tunnel and advise the Commission
2 on what they feel is needed for lighting and sound.
- 3 • The need for professional lighting and sound designers to be part of the planning process.
- 4 • Lighting and outlets, with possibly a motion sensor for the lights.
- 5 • A projector system setup is needed.
- 6 • Make sure Power Systems are in place.
- 7 • Use wall spaces for murals and retain the natural stone wall and enhance it with lighting
- 8 • Vinyl-style covering to block the chain link fence area located toward the north side of the tunnel
9 It might be an interesting way to utilize that space, through a municipal and public partnership, to
10 get local organizations to donate to the Arts. This area could be used as a sponsor wall for the
11 businesses and organizations that are supporting the Arts in that space.

12
13 A discussion took place about different ways the Commission could raise public awareness such as
14 having a large opening event.

15
16 David Brooks informed the Commission that construction has been pushed off until 2020 and thought
17 plans would be finalized this fall, the paperwork would be completed over the winter and construction
18 would start in the spring. He did not feel it would more than a one-season construction period and the
19 tunnel should be open by late fall of 2020. He has not had the opportunity to speak with Paul Coats from
20 the Recreation Department yet, noting that this will be a big deal for them as well because of the linked
21 connector from the Greenway to the Rail Trail.

22
23 **Karen Zook arrived at 6:50 PM.**

24
25 Joe Clifford said that for the HVAC side of the tunnel the engineer's drawings were looking at intricate
26 metal work that would be a beautiful way to provide the ventilation. What he loved about the idea is that
27 the City could partner up with Hypertherm because the cutting tools they have can do those kinds of
28 designs.

29
30 David Brooks said the Planning Staff has been in touch with VHB and they have been in touch with
31 Planning and Recreation to do some wayfinding around the tunnel to help people connect from the
32 Greenway to the Rail Trail. VHB's semifinal plans are anticipated by the middle of July and if the
33 Commission makes a motion tonight about certain things they may need, he will make sure this gets
34 relayed to VHB and the City Manager's office. He explained CIP process and what was included in the
35 cost of tunnel and the budget contingency, noting that if the Commission makes a recommendation for
36 experts to come in and give advice on wiring for sound, power, projection, etc., now is the time to make
37 the proposals for funds. Ideally, any proposal for funds needs to be refined by the end of August.

38
39 Ben Van Vliet said he was uncertain about what level of project this is (e.g., if the Commission is talking
40 about the whole thing that needs a line item, or if it is something where a couple of knowledgeable people
41 could walk through in an hour and give the Commission what they need). He said Joe has offered to
42 connect his staff and recommended that the Commission start there, get them in as soon as possible, and
43 then they can make their suggestions to Commission as to whether time or money would be involved.

44
45 Joe Clifford suggested that another casual tunnel walk-through with his staff take place in July to look at
46 the space through a professional lens and then overlay that conversation with what is already being

1 planned (e.g., cable for networking, surveillance and closed circuit TV.) If those things are in place, the
2 speaker wires and electrical to amplifiers could be run through those. Down the line, it may be necessary
3 to bring in an expert to advise the Commission on the equipment installation.
4

5 Chair Giordani said that the Commission is not deciding whether or not the tunnel needs wiring – the
6 wiring will be there. Having the lighting and sound professionals walk through will give the Commission
7 the technical recommendations needed to pass on.
8

9 David Brooks suggested the Motion say that in order to facilitate the use of the tunnel space for the Arts,
10 the wiring for power, sound, and projection is built into the design so it can be part of the construction.
11 The Commission is prepared to help get professionals in the tunnel who can advise on this.
12

13 Further discussion took place what should be included in the Motion and then the Commission took the
14 following action:
15

16 *Devin Wilkie MOVED that the Arts & Culture Commission support the recommendations that will be*
17 *made upon completion of a walk through by Lebanon Opera House staff regarding lighting and sound*
18 *recommendations to be considered in the Tunnel Project.*

19 *Seconded by Bill Dunn.*
20

21 Mr. Brooks said that projection was mentioned.
22

23 *Devin Wilkie amended the Motion to include projection setup.*

24 *The amendment was seconded by Karen Zook.*
25

26 *The Vote on the Motion was unanimous (7-0).*

27 *The Vote on the amendment to the Motion was unanimous (7-0).*
28

29 **B. Master Plan Implementation:** Discussion of Chapter 12 and how the Arts & Culture
30 Commission can help. What actions, strategies & outcomes they would like to focus on as
31 priorities and identify what has been done.
32

33 Councilor Zook updated the Commission about discussions regarding Chapter 12 of the City's Master
34 Plan. What is being done now is the framework for the Planning Department and the Arts & Culture
35 Commission.
36

37 David Brooks presented the history of the City's Master Plan implementation and strategies as it pertains
38 to the vision for the City (e.g. what are we going to do for the next 5-7 years).
39

40 **4. COMMITTEE REPORTS:**

41 A. Exploratory Funding and Processing: (K. Zook, R. Welsch, S. Fiore). **No report.**

42 B. Civic Art: (J. Giordani, S. Fiore). **No report.**

43 C. Programming: (A. Dingley, R. Foster).

44 Rebecca Foster said they met and had a discussion about how to get started, what the objective of programming
45 is, and how to start communicating to the public.
46

47 Mr. Brooks informed the Commission that they have their own webpage on the City's web site and explained

1 how this could be used as a tool for public communications. Other suggestions included using the Valley News
2 and collaborating with Sean Fleming, Director of the Lebanon Libraries.

3
4 D. Publicity/Marketing: (J. Clifford, J. Giordani, A. Dingley, R. Foster). **No report.**

5
6 E. Data Collection: (D. Wilkie, Katrina Geurkink-private citizen, R. Welsch).
7 Devin Wilkie said they met to define their purpose as a working group and to what extent they should be
8 working proactively to pull data for feedback to the Commission as a whole and to what extent they
9 should be working reactively collecting data as it is needed for other working groups, with a baseline for
10 qualitative data possibly being 2019-2020.

11
12 Rebecca Foster said that Lisa Burk-McCly (NH State Council on the Arts) has offered to an speak to this
13 group regarding possible funding from the State for educational activities.

14
15 Chair Giordani said that the Commission will also be needing to focus on things that will be presented to
16 the City Council.

17
18 The Commission discussed the different types of data that should be collected which would have the
19 highest impact on the work being done by the Commission.

20
21 Chair Giordani requested each working group come up with a small set of questions (3-4 bullet points) to
22 bring back to the Commission at the July meeting for discussion.

23
24 **5. OPEN DISCUSSION:**

25 Mr. Brooks announced there would be an APA (American Planning Association) presentation on Friday,
26 July 19, 2019, 1:00-2:30 PM, titled Incorporating Arts in Urban and Site Design. If anyone is interested,
27 they should let him know.

28
29 **6. ADJOURNMENT:**

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31 *Devin Wilkie MOVED for adjournment.*

32 *Seconded by Robert Welsch.*

33 **The Vote on the MOTION passed unanimously (7-0).*

34
35 **The meeting was adjourned at 7:45 pm.**

36
37 Respectfully submitted,

38 Dona E. Gibson

39 Recording Secretary