

**AGENDA  
HERITAGE COMMISSION  
AUGUST 14, 2019**

**AGENDA ITEM #2  
APPROVAL OF MINUTES**

**JULY 10, 2019**

DRAFT

**CITY OF LEBANON  
HERITAGE COMMISSION  
Minutes, Wednesday, July 10, 2019  
West Meeting Room, City Hall  
7:00 p.m.**

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

**MEMBERS ABSENT:** Edward Ashley (Alt. & City Historian), Karen Zook (City Council), Bruce Bronner (Alt. Council Representative)

**STAFF PRESENT:** Rebecca Owens (Associate Planner), Tad Montgomery (Energy & Facilities Manager)

**GUESTS:** Kim Quirk (ReVision Energy)

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1  
2 **I. CALL TO ORDER**

3  
4 The meeting was called to order at 7:01 PM by Chair Welsch.

5  
6 Raymond Book was appointed a voting member of the Commission for the meeting.

7  
8 **II. ELECTION OF OFFICERS: VICE CHAIR**

9  
10 Raymond Book nominated Mimi Hains for the position of Vice Chair.

11 \* The Nomination was approved 5-0-1. Ms. Hains abstained.

12  
13 **III. APPROVAL OF MINUTES**

14  
15 *Ms. Book MOVED to approve the minutes of the June 5, 2019 Heritage Commission as amended.*  
16 *Seconded by Ms. Cole.*

17 Amendments: Page 1 Line 10 Remove 'finals' and Add 'finals'; Remove 'finals' and Add 'finals'. Page  
18 2 Line 4 Remove 'pain' and Add 'pane'.

19 \**The MOTION passed (6-0).*

20  
21 **IV. PUBLIC HEARING**

22  
23 **A. CITY OF LEBANON:** Request for Certificate of Approval pursuant to Article IV, Section  
24 408.4 of the Zoning Ordinance to install a photovoltaic (solar) energy system on the roof of  
25 City Hall. The property is located at 51 North Park Street, Tax Map 91, Lot 246, Lebanon, NH  
26 in the CBD zone. #HC2019-03

27  
28 Ms. Quirk presented information about the application. ReVision Energy has entered into a solar project  
29 with the City to install solar panels on City Hall. Because the building is in the Historic District, they are  
30 seeking permission from the Commission. The building will have minor reconstruction. The panels will  
31 not be seen from the ground, the green or the sidewalk. There will be a 4-foot setback from the parapet  
32 wall. Wiring will be on the back side of the building, with approximately 1-inch conduit. The Commission

1 is in support of improving the building for energy efficiency and functionality, without changing the  
2 character of the building to any substantial degree. They discussed the amount of energy that will be  
3 produced during the winter, which is only about 15% of the annual production.  
4

5 **Rebecca Book MOVED that the application is complete.**

6 **Secoded by Mr. Schwarz.**

7 **\*The MOTION passed (6-0).**  
8

9 **Mr. Schwarz MOVED to approve the application as submitted.**

10 **Secoded by Mr. Book.**

11 The Commission recommended making the conduit discreet.

12 **\*The MOTION passed (6-0).**  
13

14 Mr. Montgomery discussed the solar charging station for vehicles that ReVision is willing to install at no  
15 charge. It would be for fleet charging and will be located on the back of the building.  
16

17 **Mr. Schwarz MOVED that the Heritage Commission is supportive of an electric vehicle charging station**  
18 **being affixed to the Western façade of City Hall.**

19 **Secoded by Ms. Hains.**

20 **\*The MOTION passed (5-0-1). Ms. Book abstained.**  
21

## 22 **V. PUBLIC REVIEW**

### 23 **A. STUDY ITEMS-not discussed.**

### 24 **B. DANA HOUSE WORKING GROUP**

#### 25 **i. Reroofing and Bulkhead Projects**

26 The expense for the reroofing, with the asphalt and the cedar shakes, came in at a higher rate than  
27 anticipated. The members discussed the need to have the bulkhead repaired as soon as possible. The Chair  
28 will contact the City Manager to ask about the timeline for getting the work done.  
29  
30

#### 31 **ii. June 12<sup>th</sup> Public Event – summary**

32 The event included participants from Twin Pines Housing and helped raise awareness that the Dana House  
33 is part of the community, not an entity outside the neighborhood. The event was very successful, including  
34 the discussion at the Library and the tours within the house.  
35  
36

#### 37 **iii. Dana House Action Plan - review of current draft for LCHIP**

38 Chair Welsch discussed the need for more communication between the grant writers and the Commission.  
39 In the future they want to see the grant application before it is submitted. He highlighted two issues, the  
40 proposal should have been reviewed before it was submitted. Second, they should have been in the loop  
41 while it was being written in order to provide ongoing feedback.  
42

43 **Linda Cole MOVED that the Commission has the opportunity to review grant proposals in a timely**  
44 **manner, to provide recommendations before grants are submitted.**

45 **Secoded by Ms. Hains.**

46 **\*The MOTION passed (6-0).**  
47

48 The Commission discussed initiating a checklist to do field research for the Dana House business plan. The  
49 goal is to provide analytical information and details to measure accessibility, and outreach programming  
50 for the public. The members will visit several museums and heritage houses. They are interested in

1 understanding the problems other museums have faced and how the problems were solved. They will look  
2 for similarities and differences between the other properties and the Dana House. They hope to visit 5  
3 places in NH and a few in VT. The Seven to Save buildings that are currently being addressed by the  
4 Preservation Alliance are similar to the Dana House and will be reviewed by the Commission members.

- 5  
6 iv. LCHIP grant  
7 – addressing hazardous materials, projects beyond roof  
8

9 **C. SPECIAL PROJECTS WORKING GROUP**

- 10 i. Chair Welsch appointed Mimi Hains to spear head the Special Projects Working Group.  
11

12 **D. FOUNTAIN WORKING GROUP**

- 13 i. Glenwood Fountain  
14 Water has been restored to the fountain. A new fountain has been purchased and will be  
15 installed by Public Works. Cleanup and concrete work will be done in the meantime.  
16

17 **VI. OTHER BUSINESS**

18 **A. Mall Kiosk Update**

19 Rebecca Owens has been taking responsibility for maintaining the Kiosk. Due to other  
20 projects, she has not been able to change the kiosk recently.  
21

22 **B. Arts & Culture Commission**

23 Ms. Hains will be the liaison with the Arts & Culture Commission related to the 501C-3  
24 corporation. They hope to set up two accounts with the corporation and both Commissions  
25 will be involved. It has to be separate from the City, but it can be attached to City projects.  
26

27 **C. Education and Outreach**

28 The June 12<sup>th</sup> event was a successful education and outreach event. Ms. Owens has started an  
29 email list of people who signed up at the event. Ms. Owens presented comments from the  
30 public from the event to demonstrate public involvement.  
31

32 A cash match will be required for the LCHIP grant. The Commission has pledged \$10,000 for the roof  
33 work and additional funds will have to be raised.  
34

35 As an aside, Ms. Hains asked if some of the windows that are being taken out of City Hall could be  
36 preserved. There could be a use for the windows, such as display purposes. She asked about the house that  
37 is being demolished near the Dana House and if there is any value for saving some of the architectural  
38 features.  
39

40 The Chair informed the members that the Thomas Pennick house is going to be offered for sale. The  
41 developer intends to tear down the building. It is significant because it represents Black History in Lebanon,  
42 as the farm was owned and operated by the first black person who lived in Lebanon. The Commission  
43 would like to see if there is a way to call attention to the historical value of the house and a way to protect  
44 the historical importance of the building.  
45

46 Ms. Hains will work on a Facebook and Instant Message account for the Heritage Commission.  
47

48 **VII. PUBLIC COMMENT**

49  
50 **VIII. STUDY ITEMS:** no discussion  
51

- 1 **VIII. FUTURE AGENDA ITEMS**  
2 i. Master Plan Implementation Reporting Update  
3 ii. Mall fountain cover  
4 iii. Mills of Lebanon – Summary of Priorities  
5 iv. Guest: fundraising strategies for the Dana House  
6 v. Guest: barn rehabilitation incentives  
7 vi. West Lebanon Planning Charrette  
8 vii. West Lebanon Historic District  
9 viii. CLG Fall 2019 application  
10 ix. National Register of Historic Places - Colburn Park Historic District update  
11

12 **IX. ADJOURNMENT:** no discussion  
13

14 ***Ms. Cole MOVED for adjournment.***

15 ***Seconded by Ms. Book.***

16 ***\*The MOTION passed unanimously, (6-0).***  
17

18 The meeting was adjourned at 8:47 PM.  
19

20 *Respectfully Submitted,*

21 *Linda Billings*

22 *Recording Secretary*