

**AGENDA
HERITAGE COMMISSION
SEPTEMBER 11, 2019**

**AGENDA ITEM #2
APPROVAL OF MINUTES**

AUGUST 14, 2019

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
EAST MEETING ROOM, CITY HALL
WEDNESDAY, AUGUST 14, 2019
7:00 PM**

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

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

STAFF PRESENT: Rebecca Owens (Associate Planner)

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- 1 **1. CALL TO ORDER:** Chair Welsch called the meeting to order at 7:00 PM.
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3 **2. APPROVAL OF MINUTES:** July 10, 2019
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5 *Mr. Schwarz MOVED to approve the minutes of July 10, 2019 Heritage Commission as amended.*
6 *Seconded by Ms. Book.*
7 Amendments: Remove Ms. Peck from “Members Present” and add her to “Members Absent”; Page 3,
8 Lines 40 & 41 strike the sentence reading, “The developer intends to tear down the building.”
9
10 **The MOTION passed (6-0-1). Ms. Peck abstained.*
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12 **3. PUBLIC REVIEW:**
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14 **A. STUDY ITEMS:** None
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16 **B. DANA HOUSE WORKING GROUP**
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18 i. Reroofing and Bulkhead projects:
19 Chair Welsch reported on a meeting with the Director of Public Works, Jim Donison, regarding the Dana
20 House projects. Work on the bulkhead has not been begun and it is unclear whether or not this project
21 will be completed before winter. Availability of funds may be affecting the timeline of the bulkhead
22 project; however, if it is not completed this year, it will be done next summer. The reroofing project will
23 not begin until sometime next spring. Ms. Hains brought to the members’ attention that there are
24 upcoming changes to New Hampshire building codes, which will take effect in September. These
25 changes should not affect current projects, such as the reroofing and bulkhead, which have already been
26 approved. Ms. Owens agreed to keep the Commission apprised of any updates her office receives
27 concerning the new building codes.
28
29 ii. June 12th Public Event- summary
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1 iii. Dana House Action Plan- review of current draft for LCHIP

2 The LCHIP grant application has been submitted, but no response is expected for 2-3 months. Ms.
3 Owens reported that she is still working with the Capital Reserve fund to secure a grant match. In the
4 event that no grant funds are received, the City will fund the reroofing project.

5
6 **C. SPECIAL PROJECTS WORKING GROUP**
7

8 Ms. Hains reported that she met with Matt Hall to discuss applying for a 501(c)(3) to help with
9 fundraising. He advised that while this is a good idea, it requires additional administrative
10 responsibilities which can be time consuming. It is important to be realistic about who will be handling
11 these extra tasks and may require an accountant to properly document the donations. Separate accounts
12 can be set up for Arts & Culture, Heritage, and Historical Society. Once established, a 501(c)(3) can be
13 used as a vehicle to attract tax- deductible donations and would allow for on-going passive fundraising.
14 When applying for grants, an established 501(c)(3) helps to demonstrate a group's fiscal responsibility
15 and viability. Ms. Hains plans to meet with Councilor Zook, who has experience with these matters.
16 Chair Welsch asked to be kept in the loop about their meetings. Ms. Peck believes that volunteer groups
17 should be fully informed regarding the implications of utilizing a 501(c)(3); including how it affects their
18 financial and oversight independence. Ms. Hains stated that, while a 501(c)(3) does come with "strings
19 attached", it also helps create transparency and accountability. Chair Welsch and Ms. Hains plan to
20 consult with Friends of Lebanon Recreation, who have an established 501(c)(3).
21

22 **D. FOUNTAIN WORKING GROUP**
23

24 i. Glenwood Fountain

25 The fountain arrived earlier than expected and is at the cemetery being protected. It could be
26 installed and fully functional as early as October. There has been a generous donation of
27 supplies, as well as plumbing and electrical work. At this time, the donors wish to remain
28 anonymous. Once Ms. Peck is given permission to reveal the donors, they will receive a letter of
29 thanks from the Heritage Commission. The concrete work on the basin is ready to begin and will require
30 several stages of curing before the fountain can be installed. A progress update will be given at the
31 September meeting. Ms. Peck reports that she recently learned of a proposal by the Department of Public
32 Works to install 5-ft tall vaults, used to hold urns, around the fountain. This would drastically reduce
33 visibility of the fountain, which is 8-ft tall. The intention of the Fountain Working Group was that the
34 fountain be fully visible and an aesthetic highlight of the cemetery. In addition, DPW has decided to
35 install an above-ground spigot near the fountain, rather than directly supplying water to the fountain
36 basin. This requires the fountain to be filled manually. The original plan was to run water directly to the
37 basin, which would be regulated with a float, so that the recycling pump would never run dry. Chair
38 Welsch volunteered to contact Jim Donison and address these concerns.
39

40 ii. Mall Fountain cover

41 Cost and design of the cover have not been finalized. A donor has come forward but it is
42 uncertain whether or not he is willing to cover the entire cost of the cover. Ms. Peck reiterated the
43 Fountain Working Group's suggestion that a minimum donation of \$2,000 be required in order for a
44 donor to be recognized by having their name engraved on the fountain surround. It was also suggested
45 that the donor cover the cost of the granite engraving. Ms. Owens stated that she does not yet have an
46 estimate for the cost of the engraving. It was suggested that \$5,000 might be a more appropriate
47 donation, if the donor wishes to have his name engraved.
48

1 Ms. Peck reported that the Fountain Working Group will sell the cherub, originally purchased for the
2 Colburn Park Fountain, and use the proceeds to correct an engraving error on the Mall Fountain. The
3 name of the donor *One Court Street Associates* was incorrectly engraved as *One Court Street Association*.
4 As the company who did the original engraving is no longer in business, a new company will need to be
5 located to complete this project.

6
7 **4. OTHER BUSINESS**

8
9 **A. Quarterly Report:** Chair Welsch's Quarterly Report to the City Council was included in the
10 meeting packets for review. It is also available online.

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12 **B. Mall Kiosk Update:** No Report.

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14 **C. Arts & Culture Commission – 501(c)(3) collaboration:**

15 The Commission was formed recently and is still taking shape; the next meeting is in two weeks.
16 The final design for the tunnel project will be done this Fall and work is slated to begin next
17 summer. Completion may take two years and the finished product will include: artwork,
18 pedestrian and bike areas, and performance space. There will be surveillance in place to deter
19 vandalism.

20
21 **D. Education and Outreach:**

22 Ms. Hains announced that she has created a Facebook account for the Heritage Commission but
23 has not yet published the Page. A banner, address and page content would need to be agreed on
24 by the members. Ms. Owens expressed concern regarding whether or not a Facebook page is
25 permissible under the City's Media Policy. She requested that Ms. Hains write a brief
26 description of her plan to create a Facebook page, so that it can be reviewed by the City
27 Manager's office. Ms. Owens stated that any time information is released to the media, City
28 Staff must be notified. Chair Welsch would like to have a more in depth discussion on this topic
29 at the next meeting.

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31 **5. PUBLIC COMMENT:** None

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33 **6. FUTURE AGENDA ITEMS:**

- 34
- 35 • Master Plan Implementation Reporting Update
 - 36 • Mills of Lebanon- Summary of Priorities
 - 37 • West Lebanon Historic District: This proposed historic district would include South Maple
38 Street, Dana House and Seminary Hill. The consultant work has been completed but more public
39 feedback is needed before moving forward. Property owners in these areas may be concerned
40 about the regulatory reviews required in a historic district. Ms. Owens commented that the City
41 is moving forward with a West Lebanon visioning study and this might provide an opportunity
42 for the Commission to join in on public discussions. Chair Welsch suggested reaching out to the
43 Councilors from West Lebanon to help garner support for the historic district.
 - 44 • CLG Fall 2019 application: Chair Welsch proposed a study which would lead to the application
45 for National Registry status for Lucky's Garage and the Mascoma Bank building. The study
46 would also include background research on 2 or 3 properties in the Mall, which will be applying
47 for National Register status in the future. The proposed West Lebanon Historic District could

1 also be used to apply for a grant. Ms. Owens recommended that September's meeting agenda
2 include deciding which project will apply for a CLG grant this Fall.

- 3
- 4 • National Register of Historic Places- Colburn Park Historic District update: Lucky's Garage and
5 the Mascoma Bank building are both in the National Register footprint, but are not contributing
6 members of the historic district. Both buildings have turned 50 years and could now be
7 contributing members. Over the next couple of years, Chair Welsch would like to
8 begin applying for grant money to add these two properties to the historic district. Over the next
9 decade, the goal is to add-in qualified properties and extend the historic district down the Mall to
10 Village Pizza.

11

12 7. ADJOURNMENT

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14 *A MOTION was made by Ms. Hains to adjourn the meeting at 9:15 PM.*

15 *The MOTION was seconded by Ms. Peck.*

16 ** The vote on the MOTION passed (7-0).*

17

18 Respectfully submitted,

19 Megan Castillo

20 Recording Secretary