

**AGENDA
HERITAGE COMMISSION
FEBRUARY 12, 2020**

**AGENDA ITEM #3
APPROVAL OF MINUTES**

DECEMBER 11, 2019

DRAFT

**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
EAST MEETING ROOM, CITY HALL
WEDNESDAY, DECEMBER 11, 2019
7:00 pm**

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

MEMBERS ABSENT: Edward Ashe (City Historian and Alt.), Bruce Bronner (Alt. Council Rep.), Karen Zook (City Council Rep.)

STAFF PRESENT: Rebecca Owens (Associate Planner)

1 **1. CALL TO ORDER:** Chair Welsch called the meeting to order at 7:00 PM.

2
3 Ms. Owens thanked the members for their service and Chair Welsch expressed his appreciation for
4 the pizza night provided by the City.

5
6 **2. APPROVAL OF MINUTES:**

7 Amendments:

8 Remove Ms. Hains from the “Members Absent” list and add her to “Members Present”

9 Page 2, line 1, replace “tours” with “houses”

10
11 *A MOTION was made by Ms. Book to approve the November 13, 2019 Minutes as amended above.*

12 *Seconded by Ms. Cole.*

13 **The MOTION was approved (5-0).*

14
15 **3. STUDY ITEMS:**

16
17 **A. DANA HOUSE WORKING GROUP**

18
19 Chair Welsch announced that the Dana House did not receive the LCHIP grant. However, he has
20 spoken to the City Manager and a Capital Reserve fund for the Heritage Commission has been
21 included in the City budget. This would help provide funding for larger projects, such as the Dana
22 House roof. The budget is pending approval by the City Council on December 18th. Ms. Owens
23 stated that the Dana House roof could likely be postponed another year, which would allow the
24 Grant application to be refined. She informed the members that the Department of Public Works
25 has just finished editing the “Request for Proposals”, which will be released to the public, on the
26 roof project.

27
28 **B. SPECIAL PROJECT WORKING GROUP:**

29
30 Ms. Hains presented the idea of creating a map of downtown Lebanon, which would include pictures of
31 architectural landmarks. This would help to familiarize the public with historical properties. She would
32 gift this map to the City sometime in 2020. Ms. Peck suggested that she contact the Historical Society,
33 specifically Ed Ashe, for information on specific properties.

34
35 **C. FOUNTAIN WORKING GROUP:**

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2 i. Glenwood Cemetery Fountain
3

4 Ms. Peck reported that some cosmetic cement work and other finishing touches- including the installation
5 of the recycling pump- will be completed in the spring. Over the next month, a permanent cover will be
6 erected to protect the fountain during the winter. The solar power source for the fountain is still being
7 researched, but there is a \$250 donation available. Chair Welsch requested that the Fountain Working
8 Group consult Clifton Below, Chair of the Lebanon Energy Advisory Committee, regarding the ideal
9 method of providing solar power to the fountain. Contrary to previous reports, Ms. Peck stated that
10 Carroll Concrete donated all of the resources relating to the concrete pours including the cost of the truck
11 and driver. Ferguson's and Carroll Concrete will be recognized as corporate sponsors, with plaques
12 installed on the fountain. There will be a public event in the spring to unveil the fountain and
13 acknowledge donors. Chair Welsch added that the fountain will be legally turned over to the City at a
14 Council meeting. Ms. Owens reported that the finance department has received some of the
15 documentation necessary to insure the fountain. She stressed the importance of documenting project
16 expenses and expenditures in the future. Once the fountain is fully functional, all necessary technical
17 manuals (recycling pump, solar power source, etc.) will need to be provided to the City. Ms. Peck
18 informed the members that, after covering the expenses for the cemetery fountain, the Working Group
19 hopes to be able to contribute funds towards the purchase of a cover for the Mall fountain. One idea is a
20 translucent cover with lights inside, which would run on a timer, allowing the fountain to be illuminated
21 year-round.
22

23 **4. OTHER BUSINESS:**

24 **A. CLG Letter of Intent to Apply**
25

26 Ms. Owens reported that the Letter of Intent has been submitted. It states that a range of projects are
27 possible, depending on the funding that is made available. These include adding newly eligible buildings
28 to the historic district, updating descriptions of the buildings currently in the historic district, and
29 expanding the boundaries of the historic district. Newly eligible buildings to be added include Lucky's,
30 the Fire Station, the Park bandstand, the Mascoma Bank building and Postal Service office. Ideas for
31 expansion include the Campbell Street area, with buildings such as the Senior Center, dental office and
32 CCBA. Expanding the historic district would require approval by City Council and Federal recognition.
33 The grant request is for \$20,000 and Ms. Owens will prepare the application in January. Chair Welsch
34 offered assistance with gathering documents and contacting potential consultants during this process.
35

36 **B. Arts & Culture Commission- 501(c)(3) collaboration**
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38 Ms. Hains reported difficulty connecting with people to discuss this matter. The Arts & Culture
39 Commission is newly formed and still getting established. Chair Welsch stated that he will find out who
40 has been assigned as the point person for this project at the next Arts & Culture meeting. Ms. Peck
41 inquired as to whether or not this project requires City Council approval, since it involves the acceptance
42 of money for Civic projects. Chair Welsch will reach out to the City Manager regarding this issue. Ms.
43 Owens suggested that it may be possible to get assistance from the City Attorneys, since the creation of a
44 501(c)(3) would be allow projects to be self-funded rather than using taxpayer funds.
45

46 **C. Education and Outreach- Social Media, February- Black History Month**
47

48 Chair Welsch met with Celeste Pfeiffer, who is the point person for Black History Month at the Lebanon
49 Library, and Brianna, a Dartmouth student currently working as the City's Diversity Intern. He would
50 like Brianna to extend invitations to Dartmouth faculty to speak at the Black History Month event.

1 Celeste has reserved the community room at the Library every weekend in February. The focus of the
2 event will be the Underground Railroad. More planning will be done in January. Ms. Hains stated that
3 she has a digitized version of the Wood Diary, which contains an entry referring to assisting a runaway
4 slave. She will be uploading it onto the Cloud and then giving Chair Welsch a copy on CD. Chair Welsch
5 shared that he believes the Wood House may have burned down. He will contact the Fire Chief to
6 confirm.

7
8 Ms. Hains presented the idea for a project on the “Women of Lebanon”, which she would begin in 2020.
9 She would like to focus on the accomplishments of women and female property ownership. Chair
10 Welsch stated that he would like the Commission to meet in January. Ms. Owens suggested a limited
11 agenda for that meeting, focusing mainly on the CLG grant and Black History Month.

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13 **5. PUBLIC COMMENT: NONE**

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15 **6. FUTURE AGENDA ITEMS:**

- 16 i. West Lebanon Historic District

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18 This will be discussed at a future date. Chair Welsch reiterated the idea that the goals for the
19 historic districts should be parallel.

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21 **7. ADJOURNMENT:**

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23 *A MOTION was made by Ms. Peck to adjourn the meeting at 8:37 PM.*

24 *Seconded by Ms. Hains.*

25 ** The vote on the MOTION was unanimous in favor, (5-0).*

26
27 Respectfully submitted,

28 Megan Castillo

29 Recording Secretary