



**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
East Meeting Room, City Hall
Wednesday, March 13, 2019
7:00pm**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. FEBRUARY 13, 2019

Documents:

[02-13-2019 Heritage Draft Minutes.docx](#)

3. PUBLIC HEARINGS:

4. PUBLIC REVIEW

A. STUDY ITEMS

- i. Master Plan Implementation: Identify 15 Actions/Strategies for Status Reports

B. DANA HOUSE WORKING GROUP

- i. Public Works coordination – reroofing specifications & cost quote
- ii. Dana House Action Plan – prior consultant recommendations for programming
- iii. Public Engagement Survey
- iv. SAU88 Venue & Presentation Outline for Community Open House

C. SPECIAL PROJECTS WORKING GROUP

D. FOUNTAIN WORKING GROUP

5. OTHER BUSINESS:

A. MALL TUNNEL PRELIMINARY DESIGN

B. ARTS & CULTURE COMMISSION

C. EDUCATION AND OUTREACH

6. PUBLIC COMMENT

7. FUTURE AGENDA ITEMS

- i. National Register of Historic Places - newly eligible contributing structures in Colburn Park Historic District
- ii. Mills of Lebanon – Summary of Priorities & Mall Kiosk Update
- iii. Peck Homestead Landmark Designation – Event to Award Medallion

8. **ADJOURNMENT:**

Any person with a hearing disability who wishes to attend this public meeting and needs the services of either a sign language interpreter or special equipment (FM system), **please contact the Planning Office at 603-448-1457 at least 72 hours in advance so the City can make any necessary arrangements. For more information** about what is happening with these applications and in the City, please visit our website at www.lebanonnh.gov

DRAFT

**CITY OF LEBANON
HERITAGE COMMISSION
Wednesday, February 13, 2019
Lebanon Senior Center, 10 Campbell Street**

1 **MEMBERS PRESENT:** Robert Welsch (Chair), Lindamae Peck, Rebecca Book, Joshua Lascell,
2 Karen Zook (City Council Rep.), Gregory Schwarz (Planning Board
3 Rep.), Raymond Book (Alt.)
4

5 **MEMBERS ABSENT:** Linda Cole, Edward Ashy (Alt. & City Historian), Bruce Bonner (Alt.
6 Council Representative)
7

8 **STAFF PRESENT:** Rebecca Owens (Associate Planner)
9

10 **1. CALL TO ORDER:** Chair Welsch called the meeting to order at 7:00 PM.
11

12 **2. ELECTION OF OFFICERS:**
13

14 *Moved by Ms. Peck to nominate Robert Welsch to serve as Chair of the Heritage Commission.*
15 *Seconded by Mr. Book. Moved by Ms. Peck to close the nominations. Seconded by Ms. Book.*

16 **The vote was 6-0 in favor of the motion to nominate Robert Welsch to serve as Chair of the Heritage*
17 *Commission.*
18

19 *Moved by Chair Welsch to nominate Joshua Lascell to serve as Vice Chair of the Heritage*
20 *Commission. Seconded by Ms. Book. Moved by Chair Welsch to close the nominations. Seconded by*
21 *Ms. Book.*

22 **The vote was 6-0 in favor of the motion to nominate Joshua Lascell to serve as Vice Chair of the*
23 *Heritage Commission.*
24

25 **3. APPROVAL OF MINUTES:** December 12, 2018
26

27 Amendments: Page 1, line 27: change “Heritage Commission” to “Fountain Working Group”.
28

29 **The Commission voted 5-0-1 to approve the December 12, 2018 minutes as presented in the agenda*
30 *packet, and as amended, with Vice Chair Lascell abstaining.*
31

32 **4. PUBLIC HEARING:** *no applications received*
33

34 *Mr. Schwarz arrived at 7:06 PM.*
35

36 **5. PUBLIC REVIEW:**
37

38 **A. Fountain Working Group Report:**
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40 **i. Review of Fountain Working Group contributions & status:**
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42 Ms. Peck informed the Commission that an anonymous donation sufficient to complete the Glenwood
43 Cemetery fountain has been received. The Fountain Working Group will continue on until the Glenwood
44 fountain is complete, which will hopefully be this summer. Work will be undertaken as soon as access to
45 running water is secured and the weather is favorable. Arrangements have been made to operate the

1 fountain using solar power. Electricity will be handled by the Fountain Working Group; water access will
2 be secured by the Department of Public Works.

3
4 Chair Welsch noted that the Commission is available to provide financial assistance to help complete the
5 project.

6
7 Ms. Peck stated that the \$15,000 anonymous donation will be held in escrow by the Rotary, which will
8 provide reimbursement to the Fountain Working Group upon presentation of receipts for expenses.

9
10 Ms. Owens read aloud a letter from Karen Courier of West Lebanon, written on behalf of the Logan
11 family, to the Heritage Commission, dated January 31, 2019, sharing the news of an anonymous donor for
12 completion of the Glenwood Cemetery fountain.

13
14 The Commission discussed writing a letter to the editor of the Valley News to express thanks to the
15 anonymous donor for the donation. Before doing so, Ms. Peck will first check with Priscilla Gosselin of
16 the Fountain Working Group to confirm that that the anonymous donor would be comfortable with a
17 public expression of thanks by the Heritage Commission.

18
19 **B. Dana House Working Group Report**

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21 Ms. Peck reviewed all of the prior reports of Robert Leavitt and various consultants that have been
22 prepared for the Dana House and presented a summary regarding the same. Ms. Owens noted that the
23 purpose of Ms. Peck's review is to verify that the priorities outlined in the current plan for Dana House
24 align with the recommendations of earlier reports.

25
26 Discussion ensued regarding Ms. Peck's summary of the prior Dana House reports, and what "story"
27 should be told about the Dana House. Ms. Peck noted one of the outcomes of her review was to identify
28 which questions have been raised in the various reports that have not yet been answered, and to
29 understand what is still unknown about the Dana House. She suggested that once the unknowns are
30 compiled, the Commission should decide what unknowns need to be answered before determining what
31 "story" can and should be told about the Dana House.

32
33 The Commission discussed how the unknowns can be incorporated into part the Dana House story; this
34 would frame the story as an ongoing quest for understanding, and help to make the presentation of the
35 Dana House to the public more interactive.

36
37 Ms. Peck will complete the presentation of her summary at next month's meeting.

38
39 Prior to the March meeting, Chair Welsch, Ms. Book, and Ms. Peck will meet as the Dana House
40 Working Group to discuss the Dana House open house to be held in the spring.

41
42 Chair Welsch noted that Shelly Hadfield will prepare the LCHIP grant application for the Dana House.
43 The goal of the LCHIP grant application may be to obtain funding to secure the shell of Dana House, if
44 that funding can't be obtained from the City.

45
46 Chair Welsch discussed his idea of creating a West Lebanon Historic District, the model for which is the
47 Lebanon Mall which is a local historic district, but not a national historic district. Chair Welsch views
48 Dana House as essential to the formation of a West Lebanon Historic District, and discussed other
49 buildings/properties that could be included. Chair Welsch would like to have a proposal ready for the City
50 Council within the next year to establish a West Lebanon Historic District.

1
2 Chair Welsch also discussed obtaining funding within the next 5 years to study structures within the
3 existing national historic district which will become eligible to be considered contributing structures.

4
5 **i. Public Works coordination – debrief of 12/27 staff meeting:**

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7 Ms. Owens met with the Department of Public Works in December about replacing the roof of the Dana
8 House. DPW will break the project will be in two phases: 1) hire a consultant to develop construction
9 specifications; and 2) hire a contractor to perform the work.

10
11 **ii. Dana House Action Plan – current version review: *not discussed***

12
13 **iii. Public Engagement Survey: *not discussed***

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15 **iv. SAU88 Venue & Presentation Outline for Community Open House: *not discussed***

16
17 **C. Special Projects Working Group**

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19 **i. Peck Homestead Landmark Designation – Event to Award Medallion**

20
21 Chair Welsch contacted Peter Glenshaw of Alice Peck Day Hospital, but has not yet heard back. Chair
22 Welsch will follow up with Mr. Glenshaw.

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24 **D. Study Items:**

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26 **i. Master Plan Implementation Status Reporting Responsibilities:**

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28 Ms. Owens discussed the Heritage Commission’s role in implementing Chapter 11 of the Master Plan
29 (“Historic Resources”) and how the implementation of Chapter 11 should be reported. Ms. Owens
30 reviewed the Master Plan implementation reporting process outlined in a February 7, 2019 memo to the
31 various City boards, commissions, and committees, included with the agenda packet.

32
33 Chair Welsch and Vice Chair Lascell agreed to serve as the leads in reporting the implementation of
34 Chapter 11, and will attend one of the training sessions to be held by Planning Department staff on
35 February 28th and March 7th.

36
37 **6. OTHER BUSINESS:**

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39 Chair Welsch encouraged the Commission members to attend the New Hampshire Municipal Association
40 “2019 Local Officials Workshop” to be held on May 8, 2019 at the River Valley Community College.

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42 **A. Arts & Culture Commission – Appoint Heritage Representative:**

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44 Councilor Zook discussed the new Arts & Culture Commission, which includes a seat for a Heritage
45 Commission representative. Chair Welsch expressed a desire to serve as the Heritage Commission’s
46 representative on the Arts & Culture Commission.

47
48 ***Moved by Ms. Book to nominate Robert Welsch to serve as the Heritage Commission representative***
49 ***on the Arts & Culture Commission. Seconded by Ms. Peck.***

50 ****The vote was 6-0-1, with Councilor Zook abstaining.***

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52 **B. Education and Outreach: *not discussed***

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7. PUBLIC COMMENT: *none*

8. FUTURE AGENDA ITEM:

i. Mills of Lebanon – Summary of Priorities & Mall Kiosk Update: *not discussed*

Additional discussion ensued regarding the idea of creating a West Lebanon historic district, and how this could be coordinated with the public engagement efforts that will be required for the Dana House project.

9. ADJOURNMENT:

*Moved by Mr. Schwarz to adjourn the meeting at 8:59 p.m. Seconded by Mr. Book.
* The vote on the motion was unanimous in favor, 7-0.*

Respectfully submitted,
Tim Corwin
Recording Secretary