



**LEBANON HERITAGE COMMISSION
REGULAR MEETING AGENDA
East Meeting Room, City Hall
Wednesday, August 14, 2019
7:00pm**

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

A. JULY 10, 2019

Documents:

[Heritage_Item 2_7.10.19 Mins.pdf](#)

3. PUBLIC REVIEW:

A. STUDY ITEMS

B. DANA HOUSE WORKING GROUP

- i. Reroofing and Bulkhead projects
- ii. June 12th Public Event – summary
- iii. Dana House Action Plan - review of current draft for LCHIP

C. SPECIAL PROJECTS WORKING GROUP

D. FOUNTAIN WORKING GROUP

- i. Glenwood Fountain
- ii. Mall fountain cover

4. OTHER BUSINESS:

A. Quarterly Report

B. Mall Kiosk Update

C. Arts & Culture Commission - 501c3 collaboration

D. Education and Outreach

Documents:

[Heritage_Item 4a_Quarterly Report.pdf](#)

5. PUBLIC COMMENT:

6. FUTURE AGENDA ITEMS:

- i. Master Plan Implementation Reporting Update
- ii. Mills of Lebanon – Summary of Priorities
- iii. West Lebanon Historic District
- iv. CLG Fall 2019 application
- v. National Register of Historic Places - Colburn Park Historic District update

7. 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**

**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)

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 12th 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 12th 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*

**AGENDA
HERITAGE COMMISSION
AUGUST 14, 2019**

**AGENDA ITEM #4A
OTHER BUSINESS**

QUARTERLY REPORT

Lebanon Heritage Commission

Quarterly Report to Lebanon City Council for July 2019

Robert L. Welsch, Chair

This quarter the Commission has been focused more intently on plans for restoration of Dana House. We have lost two of our members (VC Joshua Lascell and alternate member Morgan Swan. But I am pleased to report that we have added one new member Mimi Hains, who is currently serving as VC).

The major work of the past quarter has focused primarily on Dana House, so I will begin there, although both the Fountain Working Group and the Special Projects Working Group have been active this quarter. We have no active grants from NH Division of Historic Resources this year as we have decided to submit an application for LCHIP to help with repairs on Dana House this year instead.

Regulatory Matters

All of the regulatory matters in the Historic District that we have dealt with concern the planned repairs to City Hall. We approved the redesign of the window replacements and more recently a variety of minor changes allowing for solar power on the roof.

Dana House Working Group

- A. The highlight of the quarter was the June 12 event in West Lebanon. We held an open house for about 50 residents in Dana House in the afternoon, followed at Kilton Library with a presentation by Lyssa Papazian on the History of South Maple Street, which she did as part of the Twin Pines Projects. Then Rob Welsch gave a Power Point presentation on our plans for restoring Dana House. Both events were very well attended and generated considerable interest among members of the West Lebanon village community.
- B. At both presentations we announced the Commission's plans to develop a West Lebanon Historic District that would include part of the south end of Maple Street along with Dana House and the Seminary Hill School. We are at the very earliest stage of developing this project, but it has given us a chance to present some ideas to the community, so we can follow up at later events and over the next year.
- C. We have submitted an application for LCHIP funding to complete reroofing of the Dana House (erected in 1765 and 1792) and Dana House annex (erected 1987). Shelly Hadfield and Planning Office Staff have helped us with this submission.

Special Projects Working Group

- A. We awarded the Landmark Property Medallion to Alice Peck Day Hospital for the Solon Peck Homestead building last month at City Hall. We had approved the Landmark status last year, but were trying to arrange a suitable time for the presentation.
- B. Ms. Hains is spearheading an effort to establish a 501(c) (3) that could be used for projects involving either Lebanon Heritage or the Arts and Culture Commissions. This would be the same 501(c) (3) that could serve as a vehicle for accepting funding gifts to support either Heritage or Arts and Culture projects, allowing donors to receive tax deductions. This 501(c) (3) group would be something like a private friends of Arts, Culture, and Heritage group, separate from the City .

Fountain Working Group

The Work this quarter had concerned the Glenwood Cemetery Fountain, currently under construction.

- a. Priscilla Goslin and her son removed debris from the concrete basin.
- b. Work on restoring or repairing the concrete basin will proceed this Summer
- c. Lebanon DPW has restored water to the fountain site.
- d. The working group decided to purchase a fountain of suitable size for this cemetery site once they learned that the original fountain had no cherubs in it. The plan is to deliver it to the Cemetery in care of DPW
- e. There will be a celebration of the Glenwood Cemetery Fountain to be held in late Summer or early Fall or whenever the concrete work on the basin is complete.

Arts and Culture Commission

The chair is Heritage Commission's representative on the Arts and Culture Commission. We have begun planning for the restored downtown tunnel project and the Heritage representative also serves on the Data Collection Working Group, which has met on two occasions, and the Fundraising working group, which will meet soon.