**LISBON HISTORIC PRESERVATION COMMISSION
Minutes of Meeting
December 16, 2021**

The meeting was called to order by Chair Rebecca Hess at 4:32 p.m. at City Hall. Present: Rebecca Hess, Marianne Zahorik, and Ann Opatz. Late arrival: Marc Mohn. Absent: Amelia Kibbie. Guest: John Bardsley, City Council Liaison.

Moved by Zahorik, seconded by Hess, to approve the agenda. The motion passed on a voice vote of 3-0.

Moved by Hess, seconded by Zahorik, to approve the minutes of the November meeting. The motion passed on a voice vote of 3-0.

(Mohn arrived 4:40 p.m.)

Volunteer Hours: Commissioners reported their hours for the month of November.

Review and Recommendation Regarding Bi-State Masonry Invoices for Phase I Repairs to History Center and Library Buildings: No action taken since the final invoices have not been received.

Review and approval of annual subscription fees for WIX, Zoom, and NAPC: Moved by Opatz, seconded by Zahorik, to reimburse Hess for NAPC annual membership ($50.00) and 2022 Zoom subscription fee ($160.39). The motion passed on a voice vote of 4-0. Moved by Zahorik, seconded by Mohn, to authorize the City to renew WIX website ($165.36 and $14.95 for domain name). The motion passed on a voice vote of 4-0.

Save Our Buildings, Save Ourselves Video Project: The video would be shown to the Council at the time LHPC makes its FY 22 budget request (January or February). Kibbie and Opatz are working on a press release for The Sun regarding the purpose and production of the video.

Fiscal Year 2022 Budget Preparation (Operating Budget and Downtown Reinvestment Grant Program Budget): No discussion took place because information about FY 22 budget planning has not been received from the City. Moved by Hess, seconded by Zahorik, to recommend that the City continue offering the Downtown Reinvestment Grant Program during FY 22 at the current funding level of $20,000. The motion passed on a voice vote of 4-0.

Meyers Farmstead Historic District: Hess continues to seek a preservation architect to write a preservation plan for the Meyers barns. Work to stabilize the barns is underway. Lengthy discussion followed regarding the city’s plans for developing the Nature Park and Sports Complex, including the creation of a working group to plan and oversee the development of the park. Frustration was expressed over the City not sharing the planning documents for these projects. Bardsley reported that a public hearing on the projects will take place in January 2022.

Update on History Center Building Rehabilitation: Phase I: Phase I has been completed. Citing liability concerns, the city engineer has advised the city to level the cement where the sidewalk meets the entryway to the building rather than install a walk-off pad. A hand railing will also be installed. Phase II: Quotes are due December 17, 2021.

Update on Library Building Rehabilitation: Phase I: BSM has returned to seal the parapet capstones along the west wall of the library building and community center, and the front of the library. Phase II: Quotes are due December 17, 2021.

Update on Comprehensive Plan: The date for the public presentation of the new comprehensive plan has not yet been set.

Update on Grout Museum Oral Histories: Zahorik has the name of the person at the Grout Museum who heads up this program and will contact that person to ask for more details on this video project.

Items for Continuing Consideration: These items will be discussed in connection with setting goals for 2022.

Other Business: Opatz reported that she completed the “Social Media Strategies for Historic Preservation Commissions” webinar hosted by the National Alliance of Preservation Commissions on December 10. She also urged LHPC members to invite their friends to join the LHPC Facebook group, noting that no new members have been added to the group in recent weeks.

The meeting adjourned at 6:15 p.m.

Submitted: Ann Opatz, Secretary

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Rebecca Hess, Chair