



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
AUGUST 17, 2021 - 7:00 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. June 22, 2021
 - B. July 27, 2021
 - 3. Old Business**
 - A. Block party event /banners
 - B. Lease area update
 - C. Westboro property - recommended improvements
 - D. Discussion: West Lebanon fire station
 - 4. New Business**
 - A. Discussion: Seminary Hill school update
 - 5. Other Business**
 - 6. Adjournment**

The order of agenda items is subject to change.

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please visit LebanonNH.gov/Live for full details.

Agenda
West Lebanon Revitalization Advisory Committee
August 17, 2021

Agenda Item #2A
Approval of Minutes

June 22, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, JUNE 22, 2021
5 Lebanon City Hall – Meeting Room 1
6 7:00PM
7

8 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair);
9 Gregorio Amaro; Kevin Purcell (Economic Development
10 Commission Rep.); Lauren Groves;

11 MEMBERS ABSENT: Dean Cashman; Graziella Parati; Laurel Stavis (Planning Board
12 Rep.);

13 STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City
14 Manager
15
16
17

18 -----
19
20 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 7:00 pm.

21
22 2. **APPROVAL OF MINUTES:**

23 A. June 8, 2021

24
25
26 *A MOTION by Mr. Clem to approve the June 8, 2021 Minutes as presented.*
27 *Seconded by Mr. Purcell.*

28
29 **The Motion was approved (5-0)*

30
31 3. **OLD BUSINESS:**

32
33 A. **Update on Westboro bidding and lease request**

34
35 Mr. Brooks noted that about a dozen contractors attended the mandatory site walk for NHDOT's
36 bid request for demolition of the Westboro structures. The bid opening had been delayed by a
37 week. City Manager Mulholland noted that he has submitted multiple requests for meetings with
38 NHDOT to discuss the proposed lease area and DOT is still communicating with the railroad
39 company before scheduling the meeting.
40

41 B. **Update on potential West Lebanon TIF District**

42
43 City Manager Mulholland expressed his reservations about the creation of a TIF district for West
44 Lebanon. He suggested there was not yet an identified public improvement that would facilitate
45 new development and that would warrant a district. There was discussion that no tools that could
46 potentially benefit West Lebanon should be taken off the table without further evaluation. It was
47 noted that the final decision on whether to study or create a district was up to the City Council.
48

49 C. **Update on Capital Spending v. Tax Revenue**

50
51 City Manager Mulholland noted that the City prepares a single budget and that tax rates are based
52 on the valuation of the entire City. He felt that trying to study smaller portions of the City could
53 lead to more problems. He noted that the City is spending capital funds in West Lebanon including
54 a new bridge on South Main Street and a new West Lebanon Fire Station facility.
55

56 D. **Update on West Lebanon Zoning**

1
2 Mr. Brooks noted that the Planning Department would review the recent zoning amendments for
3 downtown for potential application in West Lebanon and that any proposed amendments would
4 follow the annual review and adoption process. He noted that some past efforts to amend zoning
5 were intended to apply to all of the Central Business zone, but some community members did not
6 want any changes in West Lebanon prior to a visioning session. It was suggested that zoning
7 amendments that enable greater density could help make the numbers work for redevelopment
8 in West Lebanon.

9
10 **E. Update on striping in West Lebanon**

11
12 Mr. Brooks noted that errors in the restriping of parking spaces along Main Street had been
13 pointed out and that DPW would see that they were corrected.

14
15 **F. Update on VHB for Streetscape and River Trail**

16
17 Mr. Brooks noted that VHB was preparing preliminary design concepts for transportation and
18 streetscaping along Main Street based on a field survey and communication with NHDOT about
19 traffic projections. In addition, an engineer had recently completed a site walk along the sewer
20 interceptor as a potential alignment for a river trail and would be preparing a feasibility study report
21 including concept designs, cross-sections, and cost estimates. Preliminary plans for both projects
22 are expected to be ready for review and discussion at one of the July meetings.

23
24 **G. Discussion re: Finances**

25
26 Mr. Brooks summarized that approximately \$250,000 remains from prior appropriations for West
27 Lebanon capital improvements and that the Planning Department is requesting additional funds
28 to facilitate implementation of components of the streetscape study, the river trail study, or other
29 improvements. He noted that placeholder requests have been submitted pending completion of
30 more detailed cost estimates. He also summarized that operating funds from the Planning
31 Department are available for printing and marketing, executing the block party, or funding the
32 pop-up pilot project proposed by the UVLSRPC.

33
34 **4. NEW BUSINESS:**

35
36 **A. Discussion re: Possible collaboration with the Economic Development Commission**

37
38 Chair Winny has been communicating with Bill Dunn, Chair of the Economic Development
39 Commission, about a possible joint meeting of the two bodies and coordination on redevelopment
40 opportunities in West Lebanon in particular.

41
42 **B. Update on marketing project**

43
44 Mr. Amaro provided an update on communications with the Library Director for hosting a block
45 party event at Kilton and installing marketing posters at the library. There was discussion about
46 confirming a date that doesn't conflict with other planned events.

47
48 **5. OTHER BUSINESS:**

49
50 No discussion

51
52 **6. ADJOURNMENT:**

53
54 **A MOTION by Mr. Clem to adjourn the meeting.**
55 **Seconded by Mr. Purcell.**

1
2
3
4
5
6
7
8
9

***The Motion was approved (5-0)**

The meeting was adjourned at 8:30pm.

Respectfully submitted,
David Brooks
Planning & Development Director

Agenda
West Lebanon Revitalization Advisory Committee
August 17, 2021

Agenda Item #2B
Approval of Minutes

July 27, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, JULY 27, 2021
5 Lebanon City Hall – Meeting Room 1
6 7:00PM
7

8 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair);
9 Gregorio Amaro; Kevin Purcell (Economic Development
10 Commission Rep.); Lauren Groves;

11
12 MEMBERS ABSENT: Dean Cashman; Graziella Parati; Laurel Stavis (Planning Board
13 Rep.);

14
15 STAFF PRESENT: David Brooks, Planning & Zoning Director;
16

17 -----
18
19 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 7:00 pm.
20

21 2. **APPROVAL OF MINUTES:**
22

23 A. None
24

25 3. **NEW BUSINESS:**
26

27 A. **Main Street Streetscape Conceptual Design - VHB**
28

29 Geoffrey Morrison-Logan and Greg Bakos from VHB summarized the 2019 design charrette
30 process and introduced preliminary conceptual streetscape designs for Main Street. The
31 conceptual plan depicts minor alignment and landscaping changes along the corridor, enhanced
32 pedestrian improvements at the Main St./Tracy St. intersection, and a proposed roundabout at
33 the Main St./Bridge St. intersection. The discussion included the width of the roadway and
34 sidewalks, and the availability of space for new landscaping, the impact of changes on on-street
35 parking, the cost and feasibility of burying power lines, and ensuring that emergency vehicles can
36 negotiate the roundabout. It was noted that the City needs refined cost estimates for capital
37 budgeting. There was discussion about providing bicycle facilities on Main Street versus utilizing
38 parallel routes on lower volume streets. There was also discussion about working with the RPC
39 to temporarily implement some of the improvements on a trial basis.
40

41 B. **River Trail Feasibility Study - VHB**
42

43 Greg Bakos from VHB reviewed the proposed River Trail Feasibility Study. The current conditions
44 north and south of the rail bridge can facilitate a multi-use path relatively easily. The main technical
45 challenge is the segment under the bridge. Mr. Bakos discussed two different ways the path could
46 be designed and constructed under the bridge. He noted that vertical clearance of 10 feet is more
47 than adequate. The concept design shows the trail passing through the area where the Westboro
48 buildings will be demolished and connecting to South Main Street. The committee suggested
49 continuing the trail along the river instead and noted that South Main Street is a difficult roadway
50 for pedestrians and bicyclists. It was noted that the trail will still need to connect to the Westboro
51 Yard area, where parking and other public improvements are envisioned once the buildings are
52 down. It was noted there are 20 separate properties between Westboro and Romano Place that
53 would have to be negotiated with for public trail access. There was discussion about connecting
54 the proposed riverfront trail to the segment of existing path in Bridge Park that passes underneath
55 Bridge Street continuing north as part of other improvements to Bridge Park.
56

C. Discussion: West Lebanon Fire Station

Chair Winny noted some of the recent discussions about possibly relocating the West Lebanon fire station to Maple Street and what should be done with the existing fire station. There was discussion about separating the decision of whether to purchase 38 Maple Street from whether to relocate the fire station and questions about whether the property could be used for a purpose other than a fire station.

D. Westboro Update

Mr. Brooks noted that NHDOT expects the proposed contract to be presented to Governor & Executive Council for approval in August. Following approval, the contractor should be able to get started and the project is still on schedule for completion in November.

E. Lease Area Update

Mr. Brooks noted the City Manager has a meeting scheduled with NHDOT this week to discuss the pending lease area request.

F. Priorities for Designing/Implementing Westboro River Trail

There was discussion about whether it was possible to begin design work for the trail project. It was noted that design work is already underway for the Westboro segment by VHB, but that the City still does not have lease control or permission to build on the Westboro property. Also, there are numerous unknowns, including the status of paper streets west of Crafts Avenue, the future of the Twin State gravel pit property, the potential future of rails with trails policies, and others issues that make implementation hard to predict.

G. Recommendations/Priorities/Remaining Committee Work

Chair Winny mentioned several discussion items he would still like to bring before the committee, including zoning amendments and Bridge Park improvements. Mr. Brooks reviewed the committee's purpose and charge and recommended that the committee start compiling a list of the ideas and recommendations it wants to make to the City Council by the end of the year and start prioritizing the work it wants to see happen. It was suggested that the committee should strive for at least one marquis project demonstrating active change and improvement.

H. Block Party Event

Mr. Amaro shared revised designs for banners and noted that the Library Director is open to displaying them in Kilton Library. He will continue to research printing costs and communicate with the Planning Department. There was discussion about planning for late September and trying to coordinate a date with the demolition work and other activities.

4. OTHER BUSINESS:

Mr. Clem left the meeting at 9:01pm. The meeting ended for lack of a quorum.

5. ADJOURNMENT:

Respectfully submitted,
David Brooks
Planning & Development Director