



**WEST LEBANON REVITALIZATION ADVISORY  
COMMITTEE  
NOVEMBER 16, 2021 - 7:00 PM  
MEETING ROOM 1, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
  - 2. Approval of Minutes**
    - A. October 19, 2021
    - B. October 26, 2021
  - 3. Old Business**
    - A. Committee Recommendations/Priorities
  - 4. New Business**
  - 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](https://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](https://LebanonNH.gov/Live) for full details.

**Agenda**  
**West Lebanon Revitalization Advisory Committee**  
**November 16, 2021**

**Agenda Item #2A**  
**Approval of Minutes**

**October 19, 2021**

DRAFT

**CITY OF LEBANON  
WEST LEBANON REVITALIZATION ADVISORY COMMITTEE  
MINUTES, OCTOBER 19, 2021  
LEBANON CITY HALL – MEETING ROOM 1  
7:00 PM**

**MEMBERS PRESENT:** Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair); Gregorio Amaro; Kevin Purcell (Economic Development Commission Rep.); Laurel Stavis (Planning Board Rep.); Dean Cashman

**MEMBERS ABSENT:** Graziella Parati; Lauren Groves

**STAFF PRESENT:** David Brooks, Planning & Zoning Director

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1  
2 **1. CALL TO ORDER:** Chair Winny called the meeting to order at 7:05 pm.  
3

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

6 A. September 14, 2021  
7

8 *A MOTION by Mr. Clem to approve the September 14, 2021 Minutes as presented.*  
9 *Seconded by Mr. Purcell.*  
10

11 *\*The Motion was approved (6-0)*  
12

13 **3. OLD BUSINESS:**  
14

15 A. **Block Party Event**  
16

17 The committee discussed the upcoming block party event scheduled for October 23rd. There was  
18 confirmation on food vendors and live music and discussion on when to have the band playing to allow  
19 time for speakers. The committee agreed on arriving at 10am to set up and 12pm-2pm for the event.  
20 There was discussion on what to do with a potential over-abundance of apples for the cider press. The  
21 committee considered donating excess apples to the Upper Valley Haven.  
22

23 There was discussion on marketing and advertising in the final days prior to the event, including  
24 distribution of posters to companies and postcards to residences. There was confirmation on the radius  
25 the advertisements have reached thus far and what marketing steps can follow as a last minute reach.  
26 There was discussion on placing sandwich boards in front of the Kilton Library and confirmation on  
27 utilizing Mascoma Bank's parking lot for the event.  
28  
29  
30

31 The committee received word that Senator Hassan's office will be sending a letter from the senator, as she  
32 will be unable to attend. This topic opened discussion for which parties will be speaking during the  
33 event. The committee discussed what exactly will be announced at this event, including the update on the  
34 Westboro demolition and what avenues that will create for the community. The committee shared  
35 historic photos to potentially be used at the event.

36  
37 The committee discussed representatives from boards and committees that will or will not be in  
38 attendance. Various tables and groups that will be involved are discussed and confirmed, noting that  
39 businesses have been invited and notification has been appropriately posted on essential platforms.

#### 40 41 **B. Update on Westboro Demolition**

42  
43 The committee briefly discussed that the demolition is making progress. The smoke stack is down, the  
44 sand house is down, and the remediation of asbestos on the roundhouse building is being done. Concerns  
45 on setting aside clean bricks were presented as many of the bricks are unclean and may not be reusable.

#### 46 47 **C. Recommended Improvements for Westboro Property**

48  
49 The committee was presented with an aerial image of the lease parcels with conceptual improvements  
50 prepared by Architect Dan Winny. There was discussion on the capabilities of certain parcels as well as  
51 the shortcomings. The land will have ADA (Americans with Disabilities Act) conforming access. Other  
52 considerations discussed include the general infrastructure of the parcels, the water/dam plans, and access  
53 to the water.

54  
55 There was discussion on how to present this demolition and revitalization project in a positive,  
56 progressive light and to ensure the plans and announcement do not come across as daunting.

#### 57 58 **D. West Lebanon Fire Station Property**

59  
60 No discussion at this time.

### 61 62 **4. NEW BUSINESS:**

#### 63 64 **A. Discussion: Proposed roundabout at Main St./Bridge St. Intersection**

65  
66 Mr. Brooks mentioned the capacity analysis and summarized that the proposed roundabout works better  
67 than the existing signal. Twenty years out, the roundabout is projected to continue to work as well or  
68 better than a signalized intersection, but both would ultimately fail based on continued growth in traffic.  
69 The decision to not get into the weeds of this proposal at the block party was upheld.

### 70 71 **5. OTHER BUSINESS:**

Ms. Stavis brought up the topic of the cessation of the committee and requested the discussion of such be put on the agenda.

**6. ADJOURNMENT:**

**A MOTION by Mr. Clem to adjourn the meeting.**

**Seconded by Mr. Amaro.**

**\*The Motion was approved (6-0)**

The meeting was adjourned at 8:58 pm.

Respectfully submitted,

Megan Mraz

**Agenda**  
**West Lebanon Revitalization Advisory Committee**  
**November 16, 2021**

**Agenda Item #2B**  
**Approval of Minutes**

**October 26, 2021**

1 DRAFT

2  
3 CITY OF LEBANON  
4 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE  
5 MINUTES, OCTOBER 26, 2021  
6 LEBANON CITY HALL – MEETING ROOM 1  
7 7:00 PM  
8  
9

10 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair);  
11 Gregoria Amaro; Kevin Purcell (Economic Development Commission  
12 Rep.); Laurel Stavis (Planning Board Rep.); Dean Cashman; Lauren  
13 Groves  
14

15 MEMBERS ABSENT: Graziella Parati  
16

17 STAFF PRESENT: David Brooks, Planning & Zoning Director  
18

19 -----  
20  
21 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 7:01 pm.  
22

23 2. **APPROVAL OF MINUTES:**  
24

25 A. No minutes.  
26

27 3. **OLD BUSINESS:**  
28

29 A. **Block Party Event Recap**  
30

31 The committee voiced their satisfaction with the outcome of the block party and the attendance. The  
32 pizza vendor was said to have sold 380 pieces of pizza which gave an approximation of how many were  
33 actually at the event. Attendees had many questions on the Westboro Yard project, the timeframe of it,  
34 how to help or contribute, and several noted that they were completely unaware that such a plan was in  
35 existence. The committee generally agreed that the advertisement in the Valley News was the most  
36 successful form of outreach for this event and discussed utilizing the same method for future information.  
37

38 At the block party, there was a contact list compiled which consisted of names and mailing addresses for  
39 those who wished to receive future information. Mr. Clem stated he is overdue on following up with  
40 people and wanted to know the standing of said mailing list. Mr. Amaro expressed his hesitancy to  
41 circulate the contact list noting that many of those signees were explicit on what would be done with their  
42 information. Mr. Clem explained he was under the impression that the voluntary contact list would be a  
43 public, shared information sheet for conveyance of information to those interested.  
44

45 Discussion continued on whether or not the list should be circulated to the committee. Those in favor  
46 articulated reasons for sharing that included the community members who voluntarily signed up gave  
47 consent and wanted to be informed and would be expecting to receive updates and information related to  
48 the project.  
49

50 A MOTION by Mr. Clem for the list to be sent around to the entire committee.  
51 Seconded by Mr. Purcell.  
52

The committee further discussed the topic as a motion. Mr. Clem reiterated his stance that the list gathered at the block party event should be circulated to the whole committee to be used for information pertinent to the improvement and revitalization of West Lebanon. Mr. Amaro voiced that he is asking for another step to communicate to those who signed up. Mr. Purcell strongly articulated the need for moving onto the next step and withholding the list will cause a setback. The discussion concluded with the notion that opting out is more powerful than opting in; therefore, giving residents the ability to unsubscribe would be most effective for all parties.

**Roll Call Vote:**

**Members voting in favor included: Mr. Clem, Mr. Purcell, Chair Winny, Mr. Cashman, Ms. Groves, Ms. Stavis.**

**Members voting in opposition included: Mr. Amaro.**

**\*The motion was approved (6-1)**

**B. Committee Recommendations/Priorities**

There was discussion on the next steps as the committee is set to sunset in December. The current belief is that some kind of structure should remain in place to keep tabs on revitalization projects, as well as keep the current ones progressing. The committee agreed that keeping a group of some sort may reduce the sense of urgency as opposed to planning for the disbanding of the committee. Mr. Brooks explained that municipal government regulations and requirements can be cumbersome and there is the option of creating a group independent of the City. Examples included the various groups within the city know as Friends of \*respective group name\*.

Reasons for continuing a group were discussed including recommendations on the Westboro Yard, the empty lot on Seminary Hill, streetscape improvements, potential development of parallel roads connecting to Main Street, and to the assist the city administration. In short, a group of this nature would help prioritize where the city should be putting its resources. The general consensus was that the committee should be continued in some way and the logistics will be worked out in the coming week.

The committee discussed other general topics including plans for the greenway. Mr. Clem met with the National Parks committee last week and informed the West Lebanon Revitalization Advisory Committee that a rough plan for the greenway section can be expected by November of 2021. The discussion of the greenway opened conversations about the rail trail and the pros and cons. There was discussion on whether or not West Lebanon and White River Junction could collaborate to make the railway bridge a legal and safe walking bridge as many people already use it as one.

The committee continued to talk about planning and zoning. The empty lot at 3 Seminary Hill and what kind of building would be appropriate in that lot was discussed. The committee also discussed bike paths and lanes as many residents have voiced concerns on the safety, or lack thereof, of riding on the road. Options for improvement included reducing the width of the travel lane to create a wider shoulder for bikes as well as creating an entirely separate bike path.

The committee wrapped up the meeting by discussing future meetings prior to the sunsetting of the current West Lebanon Revitalization Advisory Committee. The next meeting was agreed to be held on November 16<sup>th</sup> due to availability of members and need for a quorum.

**4. OTHER BUSINESS:**

No discussion.

**5. ADJOURNMENT:**

105  
106 **A MOTION by Mr. Clem to adjourn the meeting.**  
107 **Seconded by Ms. Groves.**  
108 **\*The Motion was approved (7-0)**  
109  
110 The meeting was adjourned at 8:47 pm.  
111  
112  
113 Respectfully submitted,  
114 Megan Mraz