



LEBANON ECONOMIC DEVELOPMENT COMMISSION
DECEMBER 8, 2021 - 4:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. October 27, 2021
 - 3. New Business**
 - A. Business Retention and Home-Grown Success
 - B. Setting Goals for 2022
 - 4. Future Agenda Items**
 - A. Inventory Opportunities/Determine What's Missing
 - B. Apply Success of Lebanon Downtown District Elsewhere
 - C. Think Regionally
 - D. Creation of subcommittees
 - 5. Next Meeting Date**
 - A. January 26, 2022 (will be Joint Meeting with Downtown Lebanon TIF Advisory Board)
 - 6. Other Business**
 - 7. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that 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 note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

**Agenda
Economic Development Commission
December 8, 2021**

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

October 27, 2021

DRAFT

**ECONOMIC DEVELOPMENT COMMISSION
WEDNESDAY, OCTOBER 27, 2021 – 4:00PM
City Hall – Council Chambers
51 North Park Street, Lebanon**

MINUTES

MEMBERS PRESENT: William Dunn (Chair), Dan Nash, Johanna Cicotte [4:02pm], David Newlove, Councilor Karen Liot Hill (Vice Chair) [4:04pm], Kevin Purcell, Chip Brown

MEMBERS ABSENT: Andrew Key; Councilor Doug Whittlesey

STAFF PRESENT: Planning and Development Director David Brooks; City Manager Shaun Mulholland; Tracy Hutchins, UVBA

1. CALL TO ORDER:

- The October 27, 2021 Economic Development Commission meeting was called to order at 4:01 PM

2. APPROVAL OF MINUTES:

- A. September 22, 2021

Motion by Dan Nash to approve the minutes of September 22, 2021 as presented.

Second by David Newlove.

** The Vote on the MOTION was approved (5-0).*

3. NEW BUSINESS:

- A. Discussion: Set Meeting Time/Date for Combined November/December Meeting – The Commission agreed to combine the November and December meetings and meet on December 8, 2021.

Johanna Cicotte entered the meeting 4:02 pm.

- B. Business Retention & Home-Grown Success – Tracy Hutchins, Upper Valley Business Alliance, explained that the group has worked with the UNH Cooperative Extension in the past. She has reached out to Charlie French, who is willing to work with the City on how to retain businesses and reach out regarding their concerns.

Councilor Karen Liot Hill entered the meeting at 4:04 pm.

5. OTHER BUSINESS:

- A. NH Employment Security – September 2021 Report (the Commission took up this agenda item at this time) – David Brooks explained that this report uses the census data and puts together a snapshot of the region and individual towns. The report shows that Lebanon has over 15,000 people commuting from outside the City, 3,300 people live and work in the City, and 3,700 people live in the City and work outside of it. Many commuting into the City come from the south/southeast, and those who work outside the City go to the north.

Bill Dunn explained that the report shows there being 2.63 jobs in Lebanon for every working resident in Lebanon.

Mr. Brooks noted that Lebanon appears to be the job center. Mr. Dunn stated that Lebanon needs to determine how to keep jobs in the City and create more opportunities.

Karen Liot Hill stated that there should be some regional thinking as part of this report and that shareholders can be identified.

The Commission discussed the housing shortage in the City.

Johanna Cicotte expressed concern over how much the Commission gets done at each meeting. She would like for there to be more directed tasks to move progress forward.

Ms. Liot Hill stated that the private sector is run differently from the City. She stated that many of the proposed projects take time to complete. Mr. Purcell agreed and noted that the Spencer Street project was a great accomplishment for the group. Mr. Dunn noted that each Commissioner has his/her own concepts to strive for. Having these conversations is important to flesh those out. Ms. Liot Hill noted that one of the Commission's main purposes is to advise the City Council.

The group discussed the West Lebanon Revitalization Advisory Committee's recent Block Party. This was a well-attended event, and some actionable items came out of it. Mr. Dunn noted that three of the four Westboro Rail Yard buildings have been demolished. The project should be completed in approximately three weeks.

Mr. Brooks explained that, if consensus is obtained from DOT, the City will have control of the area from Bridge Street to South Main Street, along the riverfront. There is a proposal for Main Street in West Lebanon that would include streetscape improvements, while not impacting parking. There is also a proposal to improve the Bridge Street and Main Street intersection.

Chet Clem stated that there is interest in connecting the downtown area with the waterfront. It will be important to determine those that could be involved with facilitating actionable improvements and building collaborative partnerships.

Mr. Liot Hill noted that, if a centralized Fire Station is eventually built, a good conversation topic for the EDC will be what could be done with the West Lebanon Fire Station.

Mr. Nash expressed concern regarding some of the proposed zoning changes. He noted some discrepancies between the site plan regulations and zoning ordinances.

4. FUTURE AGENDA ITEMS:

- A. Inventory Opportunities/Determine What's Missing
- B. Apply Success of Lebanon Downtown District Elsewhere
- C. Think Regionally

Ms. Liot Hill suggested that the Commission discuss possible subcommittees for additional action items at its next meeting.

5. NEXT MEETING DATE: December 8, 2021

6. OTHER BUSINESS: None.

7. ADJOURNMENT.

Motion by Dan Nash to adjourn.

Second by David Newlove.

** The Vote on the MOTION was approved (7-0).*

Meeting adjourned at 5:01 PM.

Respectfully submitted,

Kristan Patenaude