WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
APRIL 17, 2023 - 5:30 PM
KILTON LIBRARY, CONFERENCE ROOM OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

---

1. Call to Order

A. The April 17, 2023 West Lebanon Revitalization Advisory Committee is hereby called to order.

2. Approval of Minutes

A. April 3, 2023

3. New Business

A. Review and Discuss Priorities and Recommendations from prior Revitalization Committee and other prior studies

4. Future Agenda Items

5. Next Meeting Date

A. May 15, 2023

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.

DRAFT

WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
REGULAR MEETING MINUTES
KILTON LIBRARY – CONFERENCE ROOM OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 3, 2023
5:30 PM

MEMBERS PRESENT: **Councilor Chris Simon, Laurel Stavis, Kim Chewning, James Mashal, Jim Winny (alternate)**

MEMBERS ABSENT: **None**

STAFF PRESENT: **David Brooks (Deputy City Manager), Nate Reichert (Director of Planning & Development)**

---

1. CALL TO ORDER – David Brooks called the meeting to order at 5:30 PM.

A. The April 3, 2023 West Lebanon Revitalization Advisory Committee is hereby called to order.

2. APPROVAL OF MINUTES: None

3. NEW BUSINESS

A. Election of Chair and Vice Chair

Mr. Winny MOVED to nominate Councilor Chris Simon as Chair. There were no additional nominations.
**** The Vote on the MOTION was approved (4-0-1).***

Chair Simon MOVED to nominate Jim Winny as Vice Chair.

Discussion:

The group discussed the composition of the Committee. A change in the composition would need to be approved through the City Council. Ms. Chewning stated that she would like to change the composition of the Committee, in order to have a full slate of members, to allow for the Committee to include business owners and/or residents, instead of only business owners. Chair Simon agreed. Mr. Brooks stated that he would initiate this process.

The Committee agreed to leave the vote for Councilor Simon as Chair Pro Tem at this time, until composition of the group is fully defined.

The Committee agreed not to vote on the Vice Chair position at this time.

B. Establishment of Regular Meeting Schedule

The Committee agreed to meet on the third Monday of each month at 5:30pm at Kilton Library.

C. Update on status of active West Lebanon projects

Mr. Brooks gave an update on West Lebanon projects. The first is the South Main Street "Dry Bridge" project. City Engineers have been pushing for an early Environmental Protection Act decision, in order to move this project forward. NH DOT rejected the early submission materials, as they are waiting on a ruling regarding the northern long eared bat by the US Fish & Wildlife Service. This species was listed as threatened, but is now listed as endangered. Many other projects in the State are also awaiting this ruling, and it may cause projects to have to resubmit their documents. This project may be pushed out to fall 2024.

Mr. Brooks stated that the West Lebanon Main Street streetscape project was approved as a capital project in December. The City has appropriated a portion of the funds and was successful in getting a direct congressional appropriation. The project is in the final design process with the City consultant. A City Engineer is doing the drainage analysis on this project. Construction for the project will most likely occur in 2025. The Committee discussed that it would like to be included in approving the final design of this project.

Mr. Brooks explained that the multiuse path within Westboro is the next project. This has approximately a 90% final design. This project is in the 2023 CIP but does not have current funding. The City is waiting for control of the land in order to move this forward.

Regarding the Westboro Yard acquisition, Mr. Brooks stated that he, the City Manager, and the Mayor had a call with members of NHDOT regarding the survey results and the sections of land the City would like to acquire. This would be one of the inputs into the Purchase & Sale agreement. The State will pay to have a section of fence reinstalled and the City will be responsible for the remaining fencing to physically separate these two spaces. The P&S agreement will be drafted so that the State will take responsibility for the existing groundwater permit, as the State will likely continue to pursue rail and industrial uses on their side of the property, while the City will pursue active and passive recreation uses.

There was conversation regarding the City's relationship with DOT. The City government has to work with DOT on many projects and pressing them on one issue will not benefit the long-term relationship between the two.

Eric Endrulat and Nate Reichert exited the meeting.

Regarding the Main Street property acquisition project, Mr. Brooks explained that the City is pursuing acquisition of 14, 28, and 30 Main Street. Phase I and II environmental site assessments are underway. A closing date is tentatively set for the end of May.

Ms. Stavis asked for comment regarding the recent article about the fire station. Mr. Brooks explained that the City has a documented need for a fire station on both sides of the City. Chair Simon stated that response times will be discussed before the City Council at its upcoming meeting. Ms. Chewning stated that some statements that preceded the article were disappointing in that they seemed to pit the people of West Lebanon against those who serve them. She asked the City Manager if this Committee could get involved with understanding the West Lebanon fire station issues. Mr. Brooks explained that the Council wants to see a presentation regarding the response times from a single, central station compared with two separate stations. Chair Simon stated that the Committee could also consider what it wants to see in this area and present these ideas to the Council. The Committee discussed familiarizing itself with this area on foot.

Mr. Brooks discussed the Greenway extension project to Riverside Community Park. The City's engineering firm has designed a way to get off the rail corridor and remain 15' off the center of the tracks in this area, as required by NHDOT. Formal abandonment of that section of track will be sought in order to create this extension. CMAQ grants have been submitted for this project.

Mr. Brooks discussed the Mack Ave project and the Estabrook Cir//Maple St. project, dealing mostly with drainage.

Ms. Chewning asked about the potential trail along Route 12A to the back of the businesses in that area. Mr. Brooks explained that the property owners are free to build a path in this area, and the City does not necessarily need to be involved. The City's ability to require this path to be remade is questionable based on the Planning Board's prior decisions.

4. FUTURE AGENDA ITEMS

The Committee discussed its charge. One of the charges is to assist the Planning Department with the update to the West Lebanon Chapter of the Master Plan.

5. NEXT MEETING DATE

The Committee agreed to meet again in two weeks.

6. OTHER BUSINESS

7. ADJOURNMENT:

Mr. Mashal MOVED to adjourn. SECONDED by Ms. Chewning.
**** The Vote on the MOTION was approved (5-0-0).***

The meeting was adjourned at 7:11 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary