



WEST LEBANON REVITALIZATION ADVISORY COMMITTEE

AUGUST 1, 2023 - 5:30 PM

**KILTON LIBRARY, COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. The August 1, 2023 West Lebanon Revitalization Advisory Committee is hereby called to order.

2. Approval of Minutes

- A.
- June 19, 2023
 - July 17, 2023

3. Old Business (10 Minutes)

- A. Updates on Main Street Streetscape Project
B. Updates on 'Dry Bridge' Replacement Project
C. Updates on Westboro Yard Lease
D. Updates on West Lebanon Beautification Project and Street Painting

4. New Business

- A. Recap of June 30th Meeting with Executive Councilor Cinde Warmington
B. Discussion of Potential Future Uses of 14, 28 and 30 Main Street Parcels

5. Future Agenda Items

6. Next Meeting Date

- A. August 21, 2023

7. Other Business

8. 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](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 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 – COMMUNITY ROOM OR
Remote Via Virtual Platform
LebanonNH.gov/Live
June 19, 2023
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, Kim Chewning [5:34pm],
James Mashal (remote) [5:34pm], Andrew Faunce, Erik Endrulat,
Jim Winny

STAFF PRESENT: David Brooks (Deputy City Manager)

1 **1. CALL TO ORDER – The meeting was called to order at 5:30 PM.**

2
3 **A. The June 19, 2023 West Lebanon Revitalization Advisory Committee meeting is**
4 **hereby called to order.**

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

7
8 **A. May 15, 2023**

9
10 *Ms. Stavis MOVED to approve the meeting minutes of May 15, 2023, as amended.*
11 *SECONDED by Mr. Endrulat.*

12
13 *Amendments:*

14 *Page 2, Line 10: Change “Chair Smith” to “Chair Simon.”*

15
16 ** The Vote on the MOTION was approved (5-0-0).*

17 **3. OLD BUSINESS**

18
19 **A. Updates on Main Street Streetscape Project**

20
21 Mr. Brooks stated that there was no update at this time.

22
23 **B. Updates on "Dry Bridge" Replacement Project**

24
25 Mr. Brooks stated that the City has received the NEPA permit. The full and final design process
26 should take 6-8 months.

27
28 **C. Updates on Westboro Yard Lease**

29

1 Mr. Brooks stated that staff continues to have regular communication with DOT on this project.
2 The DOT has reviewed the multi-use path plans and they have agreed that permitting can be
3 pursued by the City at this time. DOT would like a physical separation or barrier from vehicle
4 traffic adjacent to the path. The draft purchase & sale agreement and the environmental site
5 assessment are being reviewed by DOT at this time.

6 7 **D. Updates on West Lebanon Beautification Project and Street Painting**

8
9 Ms. Chewning stated that all of the flowers have been planted. A contract is in place for watering
10 and volunteers are being sought for maintenance of the flowers. The maintenance will be run by
11 the West Lebanon Civic Group. The signs for the business that sponsored the flowers are not yet
12 installed but will likely be delivered next week. Mr. Brooks noted that the City has collected
13 \$5,609 in donations toward this project at this time.

14
15 Chair Simon noted that Councilor Cinde Warmington will join those interested on June 30, 2023,
16 at 10am for a walk of West Lebanon.

17 18 **4. NEW BUSINESS**

19 20 **A. Discussion of Process for Determining Future Use of 14, 28, and 30 Main Street** 21 **Parcels (45 Minutes)**

22
23 Chair Simon noted that the City's purchase & sale agreement is complete for 14, 28, and 30
24 Main Street. The Committee has been asked to discuss future uses the City might like to see at
25 these locations. Mr. Mashal noted that a potential option could be a location for a Fire Station.

26
27 Mr. Brooks explained that 14 Main Street is currently a consignment shop. There are also two
28 residential units in this building, one is occupied, and one is unoccupied. The building at 28
29 Main Street is a sewing and vacuum machine store. This building also has two residential units
30 in it, one is occupied, and one is not occupied. The third building is 30 Main Street. The owner
31 of the buildings reached out to the City at the end of 2022 with an invitation for the City to
32 purchase the lots. The City Council took action on February 1st to authorize the City Manager to
33 pursue this acquisition, subject to all regular due diligence, title work, environmental studies, etc.
34 Phase 1 and 2 environmental site assessments were completed, and there have been a variety of
35 inspections of the property. The closing occurred on May 31st. There are questions of whether
36 the City wants to hold the real estate for a public purpose or if the City should sell these
37 properties to a developer. It has also been made clear that the City needs a Fire Station and that
38 this is a potential site. If this is not going to become a public facility, the City would like to turn
39 this property over to a third party as soon as possible, as the City's costs will exceed its revenues
40 in the short term for this property. The City Council would like for this Committee to have
41 conversations with the community regarding options for this property. The goal is to make a
42 decision by December 31st.

43
44 There was discussion regarding the existing tenants in these buildings and the options being
45 offered to them. Mr. Brooks described the existing and proposed lease arrangements with the
46 different tenants and noted that these buildings will likely need to be demolished in the future,

1 and so the City is hesitant to make significant investments in upgrades and improvements at this
2 time.

3
4 There was discussion regarding how a Fire Station could be an option on this site. Mr. Brooks
5 noted that a public safety facility study was completed in 2018. It is unclear if purchasing
6 additional land adjoining the existing Fire Station was considered. Mr. Winny stated that the site
7 of the existing Fire Station is not sufficient for many reasons. He would like to see the square
8 footage the study recommended for a Fire Station. This could be superimposed on the lots for
9 review during a public discussion.

10
11 There was a question regarding if the City has an appetite for acquisition of additional properties
12 along this block. It was noted that this should be addressed to the City Manager.

13
14 Ms. Chewning stated that she would like to make sure that all current business owners are
15 reached out to, in order to be part of this process.

16
17 There was discussion regarding creating an RFI of RFP for this project, in order to hear options
18 from potential developers.

19
20 The Committee discussed potentially having two meetings in July, depending on when
21 information becomes available to discuss with the public.

22 23 **B. Discussion of Potential Collaboration with the Heritage Commission (15 Minutes)**

24
25 Matt Smith, Heritage Commission, explained that the Commission has interest in collaborating
26 and supporting the West Lebanon Committee in its process. The Heritage Commission is
27 responsible for protecting the historical resources in the City. Currently, 96 sites in the City have
28 Heritage Commission plaques, but only 16 are within West Lebanon. The Commission would
29 like to consider how to get more recognition in West Lebanon and how this could help the
30 Committee. There is currently only one Historic District in Lebanon. This designation requires
31 certificates of approval prior to changes of buildings. The Commission does not currently have
32 any representation from West Lebanon and the Commission would like to hear from those
33 interested.

34
35 There was a discussion regarding the Dana House.

36 37 **C. Presentation from Lyme Properties RE: River Park Update**

38
39 Chet Clem gave a presentation and update on Lyme Properties. There was discussion regarding
40 creating a TIF District in West Lebanon.

41 42 **5. FUTURE AGENDA ITEMS**

43
44 The Committee agreed to continue conversation regarding a TIF District in West Lebanon.

45 46 **6. NEXT MEETING DATE**

A. July 17, 2023 - Tour of West Lebanon Fire Station with Chief Wheatley

7. OTHER BUSINESS

None at this time.

8. ADJOURNMENT:

Ms. Stavis MOVED to adjourn the meeting. SECONDED by Mr. Endrulat.

** The Vote on the MOTION was approved (6-0-0).*

The meeting was adjourned at 7:32 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary

DRAFT

**WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
REGULAR MEETING MINUTES
WEST LEBANON FIRE STATION
63 MAIN STREET, WEST LEBANON
July 17, 2023
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, Kim Chewning, James Mashal, Jim Winny, Andrew Faunce

MEMBERS ABSENT: Erik Endrulat

STAFF PRESENT: David Brooks (Deputy City Manager), Nate Reichert (Planning & Development Director), Jim Wheatley (Fire Chief)

1. CALL TO ORDER: The July 17, 2023 West Lebanon Revitalization Advisory Committee is hereby called to order.

Councilor Simon called the meeting to order at 5:35 PM.

2. APPROVAL OF MINUTES:

None

3. NEW BUSINESS:

Mr. Brooks gave brief status updates regarding the Main Street Improvements project including the acquisition of property for the proposed roundabout, the Main Street beautification effort, the Westboro Yard acquisition process, the multi-use path design, and reconstruction of pathways along Route 12-A properties.

A. Tour of West Lebanon Fire Station Facility

Fire Chief Jim Wheatley discussed the history of the West Lebanon Fire Station and provided an overview of current Fire Department operations and statistics. Chief Wheatley discussed health and safety issues for firefighters and provided a tour of the station, including viewing the main operations and vehicle area, the dispatch center, the basement furnace and mechanical room, and second floor staff living and meeting rooms.

Chief Wheatley discussed the department's operations, and the need for both additional firefighters and expanded facilities. He referenced the Public Safety Facility Study completed in 2019, which outlined the current conditions and future needs of the Fire Department for both stations. Chief Wheatley also reviewed 'heat mapping' depicting response times to emergency calls and the recommendations of the NFPA for identifying potential locations for replacement fire stations. He summarized that the data suggests that a replacement station for

1 West Lebanon should be in the same vicinity as the current station in order to continue to
2 respond to local emergency calls within reasonable times.
3

4 **4. FUTURE AGENDA ITEMS:**

5
6 None
7

8 **5. NEXT MEETING DATES:**

9
10 **A. August 1, 2023**

11 **B. August 21, 2023**
12

13 **6. OTHER BUSINESS:**

14
15 None
16

17 **7. ADJOURNMENT:**

18
19 ***Mr. Mashal MOVED to adjourn. SECONDED by Ms. Stavis.***

**** The Vote on the MOTION was unanimous.***

20
21 **The meeting was adjourned at 7:05 PM.**
22

23 Respectfully submitted,

24 David Brooks

25 Deputy City Manager