

FINAL

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

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

2. APPROVAL OF MINUTES:

A. May 15, 2023

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

Amendments:

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

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

3. OLD BUSINESS

A. Updates on Main Street Streetscape Project

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

B. Updates on "Dry Bridge" Replacement Project

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

C. Updates on Westboro Yard Lease

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

D. Updates on West Lebanon Beautification Project and Street Painting

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

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

4. NEW BUSINESS

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

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

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

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

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

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

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

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

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

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

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

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

There was a discussion regarding the Dana House.

C. Presentation from Lyme Properties RE: River Park Update

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

5. FUTURE AGENDA ITEMS

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

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