



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
SEPTEMBER 18, 2023 - 5:30 PM
KILTON LIBRARY, COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. The September 18, 2023 West Lebanon Revitalization Advisory Committee meeting is hereby called to order.

2. Approval of Minutes

- A. August 21, 2023

3. Old Business

- A. West Lebanon project updates and discussion
1. Westboro Yard - City Project Leader David Brooks/Paula Maville
 - a. Discussion with City Manager Shaun Mulholland
 2. Main Street Streetscape Project – City Project Leader Rod Finley
 3. 'Dry Bridge' Replacement Project - City Project Leader Brian Vincent
 4. West Lebanon Beautification Project and Street Painting – Councillor Simon and Kim Chewning
- B. Discussion of Potential Future Uses of 14, 28 and 30 Main Street Parcels
1. Community Engagement
 - a. Laurel Stavis Draft Survey Discussion

4. New Business

5. Future Agenda Items

6. Next Meeting Date

- A. October 16, 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 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
August 21, 2023
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, Kim Chewning, James Mashal, Andrew Faunce, Erik Endrulat

MEMBERS ABSENT: Jim Winny

STAFF PRESENT: Nate Reichert (Director of Planning & Development)

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

2
3 **A. The August 21, 2023 West Lebanon Revitalization Advisory Committee meeting is**
4 **hereby called to order.**

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

7
8 **A. August 1, 2023**

9
10 *Mr. Endrulat MOVED to approve the meeting minutes of August 1, 2023, as presented.*
11 *SECONDED by Ms. Stavis.*

12
** The Vote on the MOTION was approved (6-0-0).*

13 **3. OLD BUSINESS**

14 **A. Updates on Main Street Streetscape Project**

15 **1. Presentation by City Engineer Rod Finley (In Person) and Greg Bakos - VHB (Online)**

16 Mr. Bakos explained that the VHB contract has been executed with the City. Surveyors will
17 focus first on expanding the coverage to allow for a drainage analysis and determining the right
18 of way boundaries in order to determine property impacts. Abutters on the four corners of the
19 intersection that will be impacted will be addressed. Appraisals will likely be needed for two of
20 the parcels. Educated offers will be made to the other two parcels. Temporary impacts are being
21 considered for the entire area of the project. Parcel 72-14 goes well into the roadway, and this
22 will need to be adjusted. There are a few areas where the existing sidewalk appears to be outside
23 of the right of way, and this will also need to be addressed. A concept for this project continues
24 to be considered, but a final design will require the survey items to be completed. Public
25 engagement is proposed, once revised plans are in hand. This could be undertaken in conjunction
26 with a Committee meeting.

B. Discussion of Potential Future Uses of 14, 28 and 30 Main Street Parcels

1. Scope of Work for Report to City Council - summary by Kim Chewning and Councilor Simon

Ms. Chewning explained that the City Council is seeking a recommendation from the Committee for how the people of West Lebanon would like to use the three properties purchased, with the knowledge that the intention is to upgrade this area of West Lebanon.

Ms. Stavis asked what type of tools and budget are available to the Committee to complete this task. Ms. Chewning stated that the former West Lebanon Committee spent a lot of time trying to answer this question, including hosting events.

Ms. Chewning explained that the proposed schedule for this would be to have a survey sent out to the public in September, for this information to be reviewed in October along with inviting the public to a Committee meeting in October, and then to meet and consider a recommendation to the City Council in November.

The Committee discussed creating a draft survey. The survey will be ready for the Committee to review at its next meeting.

Sarah Riley, Chair of the Conservation Commission, stated that she is not a resident of West Lebanon, but would like to see information on the stream in this area considered. This area has a waterway under Church Street West and potentially other properties. She asked that the City consider daylighting the stream, meaning bringing it back to the surface from under the pavement. Mr. Finley explained that a drainage study is proposed that will include this stream. This item has been added to this scope of the overall project.

2. Technical and Engineering Review - Q & A with Rod Finley and Greg Bakos

This item was addressed within other topics of discussion.

C. Updates on 'Dry Bridge' Replacement Project - Project Lead – Brian Vincent

1. Summary by Nate Reichert

Mr. Finley stated that he believes the MEPA process has been approved. The final design contract was authorized last week, and final design has initiated.

Ms. Stavis explained that the City has a large communications challenge to everyone in Lebanon regarding construction and roadwork that may be occurring in West Lebanon.

D. Updates on Westboro Yard, Project Lead - David Brooks/Paula Maville

1. Summary by Nate Reichert

Mr. Reichert explained that, as of August 1st, a revised plan for a lot line change has been submitted to the State. All communication points so far have been well received from the State.

E. Updates on West Lebanon Beautification Project and Street Painting - Kim Chewning
1. Summary by Kim Chewning

There were no updates at this time.

4. NEW BUSINESS

None at this time.

5. FUTURE AGENDA ITEMS

As discussed during the meeting.

6. NEXT MEETING DATE

A. September 18, 2023

7. OTHER BUSINESS

The Committee discussed the layout and potential technical aspects of the 14, 28 and 30 Main Street parcels.

8. ADJOURNMENT:

***Ms. Chewning MOVED to adjourn the meeting. SECONDED by Mr. Endrulat.
* The Vote on the MOTION was approved (6-0-0).***

The meeting was adjourned at 6:47 PM.

Respectfully submitted,
Kristan Patenaude
Recording Secretary

DRAFT Text for Survey Landing Page (Laurel Stavis):

Big changes are coming to downtown West Lebanon. The culmination of years of planning and community input, these projects will revitalize Main Street, create new commercial and residential opportunities, improve traffic flow, and open up parts of the Westboro Railyard for public use.

The West Lebanon Revitalization Advisory Committee (WLRAC) asks for your input on one of the key projects yet to take shape: use of the properties at 14, 28 and 30 Main Street recently purchased by the City. Based on previous studies WLRAC members recommend that these properties be converted to mixed use commercial and residential development.

We now seek your input on what kinds of activities you would like to see at those locations by filling out the survey ([link here](#)).

You may also have read that there is interest in relocating the West Lebanon fire station to where these properties now stand. We want your views on that use as well.

More details about the exciting changes coming to West Leb will be detailed on the City's website soon. Meeting dates for the WLRAC are also posted by the City. We invite you to attend either in person at Kilton Library or on line.

Thank you for sharing your views. They are key to guiding us as we work together to make downtown West Lebanon the exciting and appealing place its residents deserve.

DRAFT Survey Questions (Andrew Faunce)

Social and economic revitalization and public safety are related but unique interests. Repurposing three adjoining properties at 14, 28, and 30 Main St can create new in-town housing over street level retail to meet the needs of the community and to catalyze future development of this kind. While a new fire station will not help to revitalize the downtown, a modernized station is crucial to public safety in town and elsewhere in West Lebanon.

A. What choice do you recommend for these three parcels? (select one)

1. Mixed Use Development: Combine two or more of the lots and partner with a developer to create a block of residential units above street level retail. This choice is supported by the master plan and is responsive to recent community input citing the need for more reasons to come to Main street and places to live in town.

2. Public Safety: Relocate and update the West Lebanon fire station. This choice addresses a significant public safety need of a properly equipped fire and emergency services station centrally located to service all of West Lebanon.

1. Neither: I'd like to see these properties used for...
(please briefly describe)

B. *This question is asked conditional to a 1 or 2 choice of response for question A.*

- (1 or 2) Given the benefits of both proposed options, do you encourage the WLRAC to engage with City planners to promote alternatives to achieve both objectives in part or in full? (y/n)

C. To improve the viability of any development project, would you support combining 14, 28, and 30 Main St to create one contiguous parcel? This choice would eliminate access to Church St West directly from Main St and result in a dead end of Church St West. (y/n)

Comments.

My edits suggest my interest/concern that we:

- present a visual to help residents understand what we are presenting/asking. (diagram)
- present context within each option we are asking them to consider. (questions A1, A2)
- elevate this exercise from a zero-sum game of promoting one choice over the other (question B)
- leverage the opportunity to invite citizen support for working harder to promote solutions to advance both desired / needed options. (question B)

eg: possible use of the underutilized Seminary Hill School (SAU) lot "as is" for co-locating the Fire Station around existing structures or with the intent of swapping Dana House and Fire Station locations directly (seemingly increasing utility for both.) We haven't laid the groundwork yet, so this (or any other) alternative can't be introduced explicitly.

I have presumed that the surveying instrument can handle a graphic and presenting questions based on prior question responses (question B)

I have omitted reference to a potential mixed use project at the existing Fire Station site. That lot seems too small to pin hopes on that possibility.

I think it could be helpful and politic to review these plans and/or sample the survey with the aid of both the WLRAC and the citizen group of like purpose. (I think more linkage is helpful overall. Could spot pitfalls we don't perceive. Work with, rather than inadvertently at cross-purposes.)

Draft Survey Questions (Jim Winny)

For survey questions I don't think we need many. In a perfect world we would have a couple of images for the first two questions to help make the questions clearer. I would suggest:

1. Do you feel that a partnership with a developer for a mixed use project with retail or restaurant on the ground floor and residential above is the best use for the properties recently purchased by the City?
2. Should the City consider closing the portion of Church st between the properties, making the remainder of Church St a dead end.
3. Should the City use the purchased properties to build a new fire station and use the current fire station as a site for a smaller mixed use project?
4. Is there another use you would like to see for these properties besides the proposal by WLRAC? Please be as specific as possible.

There are other ways to format the questions, but from my end those are the main ones.