**FINAL**

**WEST LEBANON REVITALIZATION ADVISORY COMMITTEE**
**REGULAR MEETING MINUTES**
**CITY HALL COUNCIL CHAMBERS OR**
**Remote Via Virtual Platform**
**LebanonNH.gov/Live**
**November 20, 2023**
**5:30 PM**

**MEMBERS PRESENT:** **Councilor Chris Simon, Laurel Stavis, Kim Chewning, Erik Endrulat, Andrew Faunce, Jim Winny, James Mashal (remote)**

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

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**1. CALL TO ORDER – The meeting was called to order at 5:35 PM.**

**A. The November 20, 2023 West Lebanon Revitalization Advisory Committee meeting is hereby called to order.**

**2. APPROVAL OF MINUTES**

***Ms. Stavis MOVED to approve the meeting minutes of October 30, 2023, as amended. SECONDED by Mr. Faunce.***

***AMENDMENTS:***
***Line 24: Change "BHB" to "VHB"***

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

**3. OLD BUSINESS**

**A. Westboro Yard Update and Discussion**

Mr. Brooks explained that there is an agreement, in principal, regarding the proposed boundary lines. The multiuse path design is being considered. Environmental testing is being completed.

*James Mashal joined the meeting.*

**B. Main Street Streetscape Project Update and Discussion**

Mr. Brooks stated that a site walk occurred in early October. VHB Consulting is putting together the final base survey plans which should be submitted to the City any day now.

**C. 'Dry Bridge' Replacement Project Update and Discussion**

Mr. Brooks stated that there is an agreement with the railroad to review the plans and the City is working on an access agreement with the railroad to complete items within the right of way. This project is in final design for 2025/2026 construction.

**D. Review and discuss results of Future Use Survey, Discussion, and possible action on recommendation to City Council on Future Uses of 14, 28 and 30 Main Street Parcels**

Mr. Mashal stated that the survey found that a majority of people supported mixed use for the site. There was a much higher proportion of West Lebanon residents that supported a Fire Station than the general population.

The Committee discussed the stream daylighting. It was noted that VHB will explore through this process if DES will require the area to be left open. Recommendations for next steps will be brought to the City for consideration. Ms. Stavis thanked Sarah Riley of the Conservation Commission for bringing this consideration forward. Ms. Chewning stated that it will be important for citizens and those interested in this process to continue attending meetings after this Committee makes its recommendation, including attending City Council meetings, to follow items such as this.

Barry Macinnes, Winter Street West, and owner of two businesses on Church Street West, stated that many of the companies in this area have been in operation for several decades and are opposed to making Church Street West a dead-end street. This is due to reasons such as access, parking, and to keep things as they have been historically. Ms. Chewning noted that, depending on the direction people access these stores from, dead ending the street may not have as much of an impact. Mr. Macinnes stated that he believes it would impact the businesses and would change the dynamics of West Lebanon. Chair Simon noted that it is unclear what the RFP will come back with for possible uses within this project.

Mr. Reichert reviewed some of the summary theme items that he has heard from the Committee which could be made into a motion for recommendation, including that the property should be converted to a mixed-use building including commercial use on the first floor and apartments on the upper floors, that the property should be unified into one parcel, that the Church Street public right of way should be abandoned thereby creating a contiguous connection on the Main Street frontage, dead ending Church Street on the backside, that the intermittent stream at the rear of the property should be daylighted to the maximum extent possible to create a positive environmental impact, and that the area in the rear of 30 Main Street should be used in such a way to include a recreational pocket park area.

Ms. Stavis stated that she believes the Committee’s charge to was get a sense of where the community wants this project to go, and she does not see this represented within the document.

Mr. Mashal suggested amending the language of the first paragraph to read, “upon the request of the Lebanon City Council, the West Lebanon Revitalization Advisory Committee was charged with exploring options for making recommendations and seeking the community’s input regarding the properties at 14, 28, and 30 Main Street in West Lebanon concerning the disposition of said properties based upon West Lebanon community preferences." The Committee agreed.

The Committee discussed other items and language to include in the motion.

City Manager Mulholland explained that once the City Council makes a decision, that will be the policy that the City carries forward for this project. Any items that the Committee would like to see within the RFP should be included in the motion at this time.

Mr. Brooks explained that the EDC and Downtown TIF Committees put together the RFP for 20 Spencer Street. It speaks in generalities and puts out certain themes that the groups wanted to see.

The Committee agreed to continue to work on language for a proposed RFP to include with a recommendation to the City Council. The Committee agreed to meet on December 4th at 5:30pm at City Hall to continue to work on this language.

***Mr. Winny MOVED to continue this discussion to December 4, 2023, at 5:30pm, at City Hall, as part of a special meeting. SECONDED by Mr. Faunce.***
**** The Vote on the MOTION was approved (7-0-0).***

**4. NEXT MEETING DATE**

**A. December 18, 2023 [and December 4, 2023, as discussed during the meeting]**

**5. OTHER BUSINESS**

Chair Simon explained that he put forth a request for the City Council to discuss a potential TIF District for Main Street West Lebanon. If approved, this would then be further discussed by the Committee.

The Committee completed an ethics training with City Manager Mulholland.

**6. ADJOURNMENT:**

***Ms. Stavis MOVED to adjourn the meeting. SECONDED by Mr. Faunce.***
**** The Vote on the MOTION was approved (7-0-0).***

**The meeting was adjourned at 7:06 PM.**

Respectfully submitted,
Kristan Patenaude
Recording Secretary