



**LEBANON ECONOMIC DEVELOPMENT COMMISSION
MAY 22, 2024 - 4:00 PM
JOINT MEETING WITH WEST LEBANON
REVITALIZATION ADVISORY COMMITTEE
KILTON LIBRARY COMMUNITY ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. The May 22, 2024, Joint Economic Development Commission and West Lebanon Revitalization Advisory Committee meeting is hereby called to order.

2. Approval of Minutes

- A. April 15, 2024 - West Lebanon Revitalization Advisory Committee
B. April 24, 2024 - Economic Development Commission

3. New Business

- A. Discuss Process for Considering potential TIF District for the Main Street Area of West Lebanon

4. Future Agenda Items

5. Next Meeting Date

- A. Wednesday, June 26, 2024

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
SPECIAL MEETING MINUTES
CITY HALL COUNCIL CHAMBERS OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 15, 2024
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Dan Nash, Erik Endrulat, Kim Chewning,
Andrew Faunce, James Mashal

MEMBERS ABSENT: Laurel Stavis, 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 **2. ELECTION OF OFFICERS – *This item was tabled until later in the meeting.***

4 **3. APPROVAL OF MINUTES:**

5
6 **A. February 20, 2024 (no need to approve, no quorum meeting, provided for**
7 **informational purposes**

8
9 **B. March 27, 2024**

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11 ***Mr. Nash MOVED to approve the meeting minutes of March 27, 2024, as presented.***

12 ***SECONDED by Mr. Faunce.***

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

14
15 **4. NEW BUSINESS**

16
17 **A. West Lebanon TIFF – Public Purpose Discussion and possible recommendations**

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19 There was discussion regarding potential events and fundraising opportunities for West Lebanon
20 and for Bridge Street Park.

21
22 The Committee agreed with allowing an open letter of support for the Lebanon Arts &
23 Recreation group.

24
25 ***Mr. Mashal MOVED to allow the Chair to sign an open letter of support for solicitation for***
26 ***the Friends of the Lebanon Arts & Recreation group to use the Committee's overwhelming***
27 ***support for the project of rebuilding the playground at Civic Park. SECONDED by Mr.***
28 ***Faunce.***

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

The Committee discussed the theme for the West Lebanon revitalization and potential ways to continue pushing this theme forward.

Ms. Chewning suggested that the Committee consider recommending moving the River Park project forward to the City Council. Chair Simon agreed that this is an integral part of the revitalization of West Lebanon.

Mr. Nash stated that he plans to speak against revoking the building permit for River Park. The Committee could consider supporting the repeal of this revocation. Ms. Chewning also suggested inviting the developers to a future Committee meeting to discuss the proposed project and items the Committee is interested in.

The Committee discussed the purpose of a potential West Lebanon TIFF and agreed to continue to discuss this at a future meeting.

5. ELECTION OF OFFICERS

A. Chair and Vice Chair

Mr. Mashal MOVED to nominate Chris Simon as Chair of the West Lebanon Revitalization Advisory Committee. SECONDED by Mr. Faunce.

**** The Vote on the MOTION was approved (5-0-1, with Chair Simon abstaining).***

6. OTHER BUSINESS

None at this time.

7. OLD BUSINESS – *These items were not directly addressed at this time.*

A. Westboro Yard Update and Discussion

B. Main Street Streetscape Project Update and Discussion

C. 'Dry Bridge' Replacement Project Update and Discussion

8. NEXT MEETING DATE

A. Possible joint meeting with EDC, April 24th at City Hall

B. Regular meeting April 20th at Kilton Library

9. ADJOURNMENT:

The meeting was adjourned at 6:33 PM.

Respectfully submitted,

Kristan Patenaude

Recording Secretary

DRAFT

ECONOMIC DEVELOPMENT COMMISSION
WEDNESDAY, APRIL 24, 2024 – 4:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES

EDC MEMBERS PRESENT: David Newlove (Chair), Dan Nash, Chip Brown, Andrew Key, Councilor Karen Liot Hill (Vice Chair), Tracy Hutchins (Upper Valley Business Alliance, remote)

EDC MEMBERS ABSENT: Councilor Doug Whittlesey, Kevin Purcell

STAFF PRESENT: Deputy City Manager David Brooks, City Manager Shaun Mulholland

1. CALL TO ORDER:

- The April 24, 2024 Economic Development Commission meeting was called to order at 4:05 PM.

2. APPROVAL OF MINUTES:

- A. March 27, 2024 (Joint Economic Development Commission and West Lebanon Revitalization Advisory Committee)

Motion by Dan Nash to approve the minutes of March 27, 2024, as presented.

Second by Chip Brown.

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

3. NEW BUSINESS:

- A. Update on 20 Spencer Street

Mr. Brooks explained that on March 6th the City Council authorized the City Manager to negotiate with Jake Tamposi regarding a project on this site. The Tamposi project proposal is linked on the City's website. Negotiations have been ongoing and a field survey of topography on the site has been completed. Approximately 15-20% of the site is below the base flood elevation and the rest is above. The City will partner with Tamposi to pursue a conditional letter of map revision for the portion below base flood elevation. HUD requires that all portions of the project site be above the base flood elevation. Conversations with the City's environmental consultant have been had regarding the status of the property. The activity and use restriction for the site has been lifted. There is an ongoing expectation that the groundwater of the site will continue to be monitored twice a year, as elevated arsenic continues to be a concern but should not inhibit redevelopment of the site. The project will be on City water, sewer, and storm drainage. Additional wells could be added to the site, if needed.

David Newlove asked if parking will need to be under the proposed building due to the floodplain issue. Mr. Brooks explained that the Tamposi proposal does not include parking under the building. The western portion of the site is above base flood elevation and so construction should be possible in that area, but groundwater is relatively shallow and may limit extensive excavation on the site.

Mr. Brooks explained that he has made introductions between Tamposi and art organizations in the City and the Lebanon Housing Authority. The development and option agreements are being worked through at this time. Construction is not expected to start before next spring.

B. Strategic Plan Review and Update

The Commission reviewed the updated Economic Vitality section of the Strategic Plan.

Councilor Liot Hill suggested adding Housing as a Strategic Objective in this section. Mr. Brown agreed. Mr. Brooks noted that there is a separate section dedicated to Housing & Neighborhoods that the EDC is mentioned in. The Vision statement also speaks to housing. This section of the Strategic Plan will be taken up by the Council tomorrow evening at a work session. Councilor Liot Hill stated that she would bring up her suggestion at that time.

C. Discuss potential TIF District for the Main Street Area of West Lebanon

Mr. Brooks explained that the Commission recently met with the West Lebanon Revitalization Advisory Committee to discuss the background of what a TIF District involves. The Commission can now discuss what it wants to see happen in West Lebanon and if a TIF District is the best way to achieve those goals. The West Lebanon Revitalization Committee will also be working to answer these questions from their end. The two groups will meet for another joint meeting to compare these thoughts.

Councilor Liot Hill stated that the Commission already has a lot of background regarding what West Lebanon wants and a list of priorities were suggested by the original WLRAC to the City Council on January 19, 2022. This list of prioritized items included Westboro Yard, completing the Greenway, streetscape improvements, Bridge Street Park, fostering a sense of place, zoning changes & economic development, pursuing a TIF District, Seminary Hill School, West Lebanon Fire Station redevelopment, 3 Seminary Hill, and the streetscape roundabout. The Commission should be respectful of the work that has already been done.

Regarding Westboro Waterfront Park and the City's acquisition of a portion of the Westboro Yard property, Mr. Brooks stated that the City is waiting for alternate proposals on environmental liability to be proposed by NHDOT. There is a groundwater management plan already in place for all of Westboro Yard and NHDOT has agreed to retain responsibility for that Plan. However, there is concern regarding what could be found on the site at some point in the future and the State has so far declined to maintain responsibility for any possible scenario. The next meeting on this topic is May 15th. City Manager Mulholland stated that the dry bridge project is expected to begin in 2025 and it would be nice to be able to link that project with the construction of recreational facilities, if possible. The City is responsible for any future contaminants found on the Bridge Street Park site.

The Commission discussed including redevelopment of the Main Street properties on the priority list.

Regarding zoning amendments for the West Lebanon Central Business District (CBD), it was noted that there was pushback to proposed adjustments to the CBD in the past, but some changes have already been adopted since 2022.

The Commission discussed making a redline document to then share with the West Lebanon Revitalization Advisory Committee at the next joint meeting.

Mr. Brown exited the meeting. The Commission no longer had a quorum and the meeting ended.

4. FUTURE AGENDA ITEMS:

- A. Master Plan, Chapter 6, Economic Development, Review and Update

This item was not addressed at this time.

5. NEXT MEETING DATE:

- A. Wednesday, May 22, 2024

6. OTHER BUSINESS

None at this time.

7. ADJOURNMENT.

The EDC meeting adjourned at 5:20 PM.

Respectfully submitted,
Kristan Patenaude

Agenda

Lebanon City Council

February 7, 2024

9. Old Business:

9.B – Discuss and issue directives regarding the determination of the feasibility of a TIF District in West Lebanon

Background

Municipalities in New Hampshire are permitted to create Tax Increment Finance Districts pursuant to RSA Chapter 162-K entitled Municipal Economic Development and Revitalization Districts. The City Council has the authority to create TIF districts with limitations identified in the RSAs. The City presently has two TIF districts: the Downtown TIF District and the Airport-Tech Park TIF District. The Council discussed the concept of a TIF district in West Lebanon at its meeting on January 17, 2024. This agenda item is a result of that conceptual discussion.

The provisions of RSA 162-K:6, 9, and 10 outline the procedures to establish a TIF district. The steps necessary to meet the requirements of the statute necessitate that a thorough feasibility study be conducted first. This involves two phases:

Phase I – The following questions should be answered before moving to the **Phase II** analysis.

1. What is the purpose of the TIF district?
2. What are its objectives?
3. How and why is TIF the most effective option to address this objective(s)?
4. What is the geographical area of the TIF district?
5. Will the TIF district share any portion of the captured tax increment with the School District, the General Fund and/or the County, especially if there are additional residential structures created in the TIF district?

Phase II – The following questions will need to be answered before a TIF district can be created.

6. What are the answers to the following requirements from RSA 162-K:6? The development program shall contain a complete statement as to the public facilities to be constructed within the district, the open space to be created, the environmental controls to be applied, the proposed reuse of private property, and the proposed operations of the district after the capital improvements within the district have been completed.
7. What are the answers to the following requirements from RSA 162-K:9? A tax increment financing plan shall contain a statement of objectives of a municipality for improvement of a development district. Such plan shall be incorporated into the development program for the district. It shall contain estimates of the following: cost of the development program; sources of revenues to finance those costs including estimates of tax increments; amount of bonded indebtedness to be incurred; and the duration of the program's existence. The plan shall also contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the district is located.
8. What are the fiscal and economic implications of the proposed TIF district (RSA 162-K:9, III)?

The process to create the Downtown TIF District involved economic analysis developed by the consulting firm Applied Economic Research (AER) in 2017. The cost at that time was \$35,000. The Phase II analysis will require the development of an RFP and a subsequent contract with a

firm to conduct the analysis necessary to finish the feasibility study before a TIF district can be considered by the City Council. The Phase I analysis should be conducted through a joint effort of the City Manager, the West Lebanon Revitalization Advisory Committee, and the Economic Development Commission. The Phase I analysis and recommendations of the City Manager, WLRAC and EDC should be presented to the City Council before directives are issued to conduct Phase II. There are no funds presently appropriated for the Phase II process. This would need to be considered in the 2025 Budget if it is determined that a TIF District is necessary after the Phase I analysis.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby directs the City Manager, the West Lebanon Revitalization Advisory Committee, and the Economic Development Commission to work collaboratively to conduct the Phase I analysis as detailed above, receive stakeholder input, and produce a report back to the City Council no later than October 31st, 2024.

Included In This Section:

1. NH RSA 162-K [Chapter 162-K MUNICIPAL ECONOMIC DEVELOPMENT AND REVITALIZATION DISTRICTS \(state.nh.us\)](https://www.state.nh.us/leg/legist/Chapter_162-K_Municipal_Economic_Development_and_Revitalization_Districts.html)
2. Government Finance Officers Association (GFOA) Best Practices-Creation, Implementation and Evaluation of Tax Increment Financing [Creation, Implementation, and Evaluation of Tax Increment Financing \(gfoa.org\)](https://www.gfoa.org/best-practices-creation-implementation-and-evaluation-of-tax-increment-financing)

To: Lebanon City Council
From: West Lebanon Revitalization Advisory Committee

Priorities & Recommendations for West Lebanon

Members of the Lebanon City Council,

This memo serves as a high-level overview of the top priorities for West Lebanon in 2022 as identified by the West Lebanon Revitalization Advisory Committee. A more holistic look at what the Committee is advocating for in West Lebanon, as informed by previous studies and the Committee's work, is attached in the "Action Plan For West Leb."

Recognizing that this document is a lot to digest, we provide these High/Medium/Low Priorities for your immediate consideration to advance ongoing planning efforts.

This work continues, and the Committee suggests that the WLRAC continue with a smaller membership to continue to advise on these efforts and the West Lebanon chapter of the Master Plan with the structure and influence of a city board. We also suggest the formation of a Citizen's committee to work with the WLRAC and further develop community and citizen engagement, while providing flexibility to advance projects and activities independently.

The members of WLRAC, and the citizens of West Lebanon, wish to thank the City Council for establishing this initiative and supporting its activities over the past year. We look forward to continuing our work in partnership with the Council, our State delegation, residents, and all those interested in making West Lebanon a thriving downtown village.

HIGH PRIORITIES

These are projects that should be the main focus of City efforts. However, there are factors that may dictate how aggressively each should be pursued depending on results of various processes at the State and Local level.

1. Westboro Yard

- 1.1 Advance landscape design of Westboro Waterfront Park simultaneously to securing land-control of Westboro Yard from NHDOT, so there are bid~~d~~able documents for securing future funding.
- 1.2 Complete contamination testing as required to determine which uses are safe/appropriate.

1A. Redevelopment of Main Street Properties

- 1A.1 Continue to seek a developer/partner through the Request for Proposals (RFP; issued March 1, 2024) as a potential public/private development opportunity for 14, 28, and 30 Main Street.

2. Greenway

- 2.1 Advance design of the West Lebanon Greenway to connect from the Mascoma River Greenway to the Boston Lot via Westboro Yard, River Park, and Wilder Dam.
- 2.2 Facilitate a meeting with Governor Sununu & NHDOT Commissioner ~~Cass Sheehan~~ on opportunities for transportation modernization, public recreational improvements, downtown revitalization, and economic development in West Lebanon with a focus on Westboro land control and "Rail-With-Trail" connections and coexistence.

- 2.3 Intervene in Wilder Dam FERC relicensing process and request that recreational improvements for West Lebanon be included in the new operating license in the form of Greenway connectivity and maintenance in the form of an increase in % of operating revenue.

3. Streetscape Improvements

- 3.1 Segment Streetscape project to execute overdue Main St. improvements ASAP and independently from Roundabout- which requires additional consideration and is a lower investment priority than the Greenway and Westboro.
- 3.2 Initiate outreach to business and property owners regarding plan developed by VHB.

MEDIUM PRIORITIES

Important projects that can and should be advanced in 2022

4. Bridge Street Park

- 4.1 Improve Bridge Street Park as a highly visible gateway to West Lebanon, a prominent (and now funded by a local business!) signage opportunity, and "model home" example of the West Lebanon Greenway and Westboro Park improvements to come when land control and design are completed and funding secured.
- 4.2 Consider naming Bridge Street park after a historical/prominent West Lebanon resident.

5. Foster a Sense of Place

- 5.1 Utilize Kilton Library backyard to facilitate community events and gatherings akin to programming done in Downtown Lebanon, as the Block Party proved was possible and popular.
- 5.2 Expand decorations and lights on Main Street and Kilton Library
- 5.3 Work with Arts & Culture and Rec on public art, performances etc.

6. Zoning Changes & Economic Development

- 6.1 Adjust the West Lebanon Central Business District to the same base dimensional requirements as the Downtown Lebanon District, creating equity between zones and encouraging investment, and advance the zoning map changes (as shown in 2030 FLUM) to facilitate desired mixed-use investment and public/alternative transportation benefits.
- 6.2 Collaborate with Economic Development Commission on improving processes to facilitate smart growth and investment in West Lebanon, and continue to advance policy changes accordingly
- 6.3 Pursue TIF district, 79-E, and other planning tools to encourage development/reinvestment in West Lebanon.

LOW PRIORITIES

These are items which may be important but are not ready for significant investment at this point. They will likely be worthy of more time/resources in the future

7. Seminary Hill School

- 7.1 Continue to pursue transfer of school to City and move Rec Arts & Parks, possible community center and other uses.

8. West Lebanon Fire Station Redevelopment

- 8.1 As one of the only undeveloped, city owned properties this is an opportunity for a public/private partnership, obviously only available if/when the LFD relocates

9. 3 Seminary Hill

- 9.1 Another opportunity for public/private partnership, though commercial realtors suggested that this would be more of a 'follower' in the redevelopment rather than a first step. WLRAC agrees with this assessment

10. Streetscape Roundabout

- 10.1 There is mixed feedback on the roundabout suggestion for the Main St./Bridge Sts intersection. It should be broken out from the rest of the streetscape and needs further discussion with residents and analysis of the costs and benefits.