



**WEST LEBANON REVITALIZATION
ADVISORY COMMITTEE
TUESDAY, FEBRUARY 23, 2021 - 05:30
PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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- 1. Call to Order**
 - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
 - 2. Approval of Minutes**
 - A. February 9, 2021
 - 3. Old Business**
 - A. Review of potential outreach questions
 - B. Review of concept parking sketch
 - 4. New Business**
 - A. Process for developing a vision statement
 - 5. Other Business**
 - A. Discussion of subcommittee structure
 - 6. Adjournment**

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

Agenda
West Lebanon Revitalization Advisory Committee
February 23, 2021

Agenda Item #2A
Approval of Minutes

February 9, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, FEBRUARY 9, 2021
5 REMOTE VIA MICROSOFT TEAMS
6 LebanonNH.gov/Live
7 5:30PM
8

9 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice Chair);
10 Chris Lin; Dean Cashman; Graziella Parati; Gregorio Amaro;
11 Kevin Purcell (Economic Development Commission Rep.); Laurel
12 Stavis (Planning Board Rep.); Lauren Groves;

13
14 STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City
15 Manager
16

17 -----
18
19 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 5:32 pm
20

21 A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
22

23 Mr. Brooks shared the State directive and participation details for the online meeting in Microsoft
24 Teams. All speakers identified themselves.
25

26 2. **APPROVAL OF MINUTES:**
27

28 A. January 26, 2021
29

30 ***A MOTION by Mr. Lin to approve the January 26, 2021 Minutes as presented.***
31 ***Seconded by Mr. Clem.***
32

33 ***Roll Call Vote:***

34 ***Members voting in favor included: Mr. Clem, Mr. Lin, Ms. Parati, Mr. Amaro, Ms. Groves,***
35 ***Chair Winny.***

36 ****The Motion was approved (6-0)***
37

38 3. **NEW BUSINESS:**
39

40 A. **Discussion of Trail Network Expansion Concept**
41

42 Mr. Clem shared a presentation regarding a West Lebanon Greenway project outlining
43 possibilities for connectivity from the end of the Mascoma River Greenway (MRG) through Twin
44 State Sand & Gravel, Westboro, and River Park and continuing north. The recent 2020 MRG
45 survey results found that connecting to West Lebanon, Boston Lot, and Landmark Lands was
46 highly desired. He noted there are many potential partners and funding should be sought from
47 local, state, and federal programs, grants, as well as the Wilder Dam relicensing.
48

49 Chair Winny inquired about the use of the Seminary Hill Road sidewalk alignment until other
50 options can be developed. Mr. Brooks provided an update on the status of the Twin State/Iron
51 Horse development.
52

53 It was noted that passing under the railroad bridge over the CT river may be an impediment to
54 connections through Westboro, but the existing sewer easement alignment could be used for trail
55 purposes. North of Bridge Street there are possibilities to use "paper streets" west of Crafts
56 Avenue. North of River Park, there are a few parcel before the Wilder Dam, where a trail could

1 cross Route 10 to provide access into Boston Lot and the Landmark Lands. Mr. Clem noted they
2 will continue to seek immediate options while pursuing preferred options. He noted that there are
3 opportunities to integrate trails and projects with both Hartford, VT and Hanover NH.

4
5 Mr. Mulholland described efforts underway to connect the MRG to Mascoma Street Extension.
6 He noted efforts to create conceptual plans for a Westboro trail segment and intends add the
7 sewer line easement as part of the lease discussions with NHDOT. Mr. Brooks noted the multi-
8 modal/complete streets plan will help lay the ground work and rationale for complete connectivity
9 as part of grant applications. It will also be an opportunity for additional outreach and engagement.

10
11 Mr. Mulholland noted that the Committee needs to help decide how the Westboro leasehold
12 should be used. Input is needed and the committee should communicate with the Recreation
13 Department.

14
15 Mr. Lin left the meeting at 6:16pm

16
17 Mr. Mulholland noted that the State has agreed to sell or lease the property to the City. The City
18 will need more detailed engineering designs to address opposition to passing under the railroad
19 bridge. Funding opportunities will arise and the City needs to be ready to apply. The Committee
20 could be instrumental in providing political push when the time comes.

21
22 Chair Winny recommended that the Westboro subcommittee meet with Recreation Director Paul
23 Coats to identify options for the Westboro property. Mr. Amaro mentioned the difficulties
24 encountered by other communities and how they were overcome. He noted that it takes time and
25 patience, but the Committee should not be stopped by challenges.

26
27 Mr. Purcell arrived at 6:22pm

28
29 There was discussion of taking steps to designate routes from the current end of the MRG to get
30 to West Lebanon Village and highlight businesses and destinations along the way.

31 32 **B. Review of draft outreach questions to property owners**

33
34 Mr. Purcell provided a brief overview of the Economic Vitality Exchange Committee (EVEC)
35 business visitation program and the questions they asked. There was discussion about asking
36 business owners about their clients and patrons and who their market is. What do those
37 businesses need and what would they like to see as complementary businesses?

38
39 Chair Winny spoke with a commercial realtor who indicated the Westboro railyard is a significant
40 turn-off and there is continuing demand for auto-related uses. It was noted that getting Westboro
41 cleaned up will be a great start.

42
43 Mr. Cashman arrived at 6:38pm

44
45 Mr. Purcell offered to reach out to a few owners to get feedback. He mentioned past conversations
46 about recruitment efforts and felt City participation would be helpful to show a unified approach.
47 Chair Winny asked the Outreach group to generate additional questions and suggest ways to
48 divide up business calls and visitations.

49 50 **C. Review of Draft Property Owner Letter regarding Potential Parking Connections**

51
52 There was a brief discussion of the draft letter and map. Chair Winny suggested inviting owners
53 to a meeting in March. Mr. Mulholland suggested the committee should have a proposal for how
54 the project will work, how land ownership or easements will work, who will build and maintain the
55 improvements, and where the funding would come from. If it will be a City project, they need to

1 plan for funding, such as the capital improvement program. The Committee should be able to
2 articulate the benefit to the property owners and West Lebanon Village overall.

3
4 Architect Dan Winny suggested having a sense of how the layout could work, how many spaces
5 could be achieved, and how they comply with regulatory requirements. He offered to prepare an
6 initial concept of a parking layout.

7
8 Mr. Amaro felt they should communicate and engage the property owners and the community to
9 get them on board with revitalization before approaching them about a specific project.

10
11 Ms. Stavis arrived at 6:58pm

12
13 There was discussion about using an existing parking lot as a test case of the demand for
14 additional public parking before pursuing a capital project to build more parking. Chair Winny
15 suggested holding off on the property owner letter until a concept sketch can be prepared by Mr.
16 Winny.

17 18 **4. OTHER BUSINESS:**

19 20 **A. Committee Reports:**

- 21 • **Westboro (Clem, Lin, Groves, Stavis)**

22
23 Chair Winny assigned the committee to generate ideas for the future use of the Westboro land.
24 Mr. Brooks will arrange a meeting with Recreation Director Paul Coats and the subcommittee
25 members before the next meeting.

- 26
- 27 • **Business Outreach (Clem, Lin, Cashman, Purcell);**
- 28 • **Community Outreach (Amaro, Parati, Winny);**
- 29

30 Chair Winny suggested starting citizen outreach in addition to business outreach. Mr. Amaro and
31 Ms. Parati expressed interest in community outreach efforts. Mr. Amaro suggested a social media
32 presence with a logo or brand to help build identity. Mr. Brooks will review sign-in sheets from the
33 West Lebanon Charrette for names and contact information.

34
35 Mr. Brooks noted he will be updating the actions and strategies list from the West Lebanon chapter
36 of Master Plan for the Committee to review in order to prioritize efforts and potential capital
37 projects for inclusion in capital improvement program. Mr. Brooks provided a brief update on the
38 status of the Streetscape Study and will work with the consultant to bring early concept plans
39 forward to the Committee for review.

40
41 There was discussion of Right-To-Know requirements for subcommittee meetings and
42 conversations between meetings. Mr. Mulholland noted that subcommittees are subject to RSA
43 91-A requirements, with notice, posting, public access, and minutes required. If members agree
44 to meet to work on a project between meetings, they are not subject to Right-To-Know
45 requirements.

46
47 Mr. Winny mentioned some questions that could be used to develop a vision. Chair Winny
48 suggested discussing them at a separate meeting.

49 50 **5. ADJOURNMENT:**

51
52 **A MOTION by Mr. Clem to adjourn the meeting.**

53 **Seconded by Ms. Groves**

54
55 **Roll Call Vote:**

Members voting in favor included: Mr. Clem, Mr. Cashman, Ms. Parati, Mr. Amaro, Ms. Stavis, Ms. Groves, Mr. Purcell, Chair Winny.
***The Motion was approved (8-0)**

The meeting was adjourned at 7:28 pm.

Respectfully submitted,
David Brooks
Planning & Zoning Director

Agenda
West Lebanon Revitalization Advisory Committee
February 23, 2021

Agenda Item #3A
Old Business

**Review of potential
outreach questions**

Potential Outreach/Survey Questions for West Lebanon Business Owners:

1. What do you call the downtown West Lebanon business district? (West Lebanon Village? Old West Leb? Westboro?)
2. Why did you locate your business here?
3. What do you like about downtown West Lebanon?
4. What do you NOT like about downtown West Lebanon?
5. Will you extend your lease when it renews?
6. Do you believe you have enough parking to satisfy the needs of your business?
7. What is one thing the City of Lebanon could do in downtown West Lebanon to help your business?
8. What do you think the City of Lebanon is not doing that would help you and your business?
9. Are there operating expenses that are unusually high compared to other locations?
10. Are you happy with the availability of labor in this market?
11. Would you be interested in participating in a planning group for the West Lebanon Business District/Main Street organized by the Lebanon Planning Department?
12. Would you be interested in participating in a civic/business group that works to improve downtown West Lebanon?
13. If there is a single most difficult hurdle to your business in West Lebanon, what is it?
14. Can the City of Lebanon help you overcome it or minimize it?
15. What types of businesses do you feel West Lebanon needs?
16. What are the missing services you feel would be well supported by the community if they were added to the downtown?
17. If the City is able to secure control of the Westboro Yard parcel, what would you like to see happen with the waterfront?
18. Are you aware of the Community Revitalization Tax Relief Incentive (RSA 79-E) Program that incentivizes property improvements by providing tax breaks?
19. Are you aware that downtown West Leb is a Economic Revitalization Zone, intended to encourage retention and growth of existing businesses and the reuse of existing buildings?

Sign In Sheet

West Lebanon Village Charrette
Stakeholders Meeting

Name	Ward or Street of Residence (or City, if not a Lebanon resident)	Email
Brian Ware	29 Crafts Ave W, Lebanon	Brian.Ware@hco.com
Kathy Kelly	25 Willowood Dr, W. Lebanon	lkelly@swcncil.com
Marian Steiner	Chalston Mt Steiner & Associates, Inc	
Richard Abel	28 Apple Blossom Dr, W. Lebanon	bernabel@go1.com
Linda Seccord	10 Mountain Way, W. Lebanon	linda.seccord@att.net
Bill Seccord	" "	wseccord@live.com
Kristine Flythe	Rec.	kristine.flythe@lebanonnh.gov
Lorraine (Katie) Kelly	25 Windward Dr. 03784	LTOMPKINSKELLY@gmail.com
Tom Martz	20 Pinewood Village 03784	tommartz1949@hotmail.com
Curt Jacques	12 Railroad Ave	
Tim Eckers	12 Railroad Ave	
Judith Bush	14 Mack Ave W. Lebanon	bush@together.net
Phil Bush	" "	phil.bush@gmail.com

Sign In Sheet

West Lebanon Village Charrette Stakeholders Meeting

Name	Ward or Street of Residence (or City, if not a Lebanon resident)	Email
Kathie Romano	13 Apple Blossom Dr. W. Leb	kathieromano@gmail.com
Paul Anft	27 Hitchcock Ave	paugatti@comcast.net
Beth Long - Twin Pines	WRS	bethlong@phtrist.org
Bill Dunn	10 Abbott St	
Chap Crawford	30 Main St	ChapCrawford@aol.com
Brian Mollor	89 Main Street	bmollor177@gmail.com
Sean Fleming	City Lib Library	
Katy + Jan Chaffin	21 Higdon Ave.	jchaffin@qmail.com
Barbara Hyndai	115 Seminary Hill, W. Leb	bphirai@aol.com
John D. Chaffin	7 Dorset Pl.	
Beth Foster	85 Maple St, W. Leb. NH	bethfoster@earthlink.net
Susan "Posie" Greenstein	24 Wildwood Dr. W. Leb.	greenstein@kingcom.com
Dick Hecker	Portsmouth Rail Trail	delmarch@comcast.net

West Lebanon Village Charrette Stakeholders Meeting

Page 11 of 17

Sign In Sheet

West Lebanon Village Charrette
Day 1 – Public Meeting

Name	Ward or Street of Residence (or City, if not a Lebanon resident)	Email
Debra Book	1	debook@gmail.com
Deborah Book	1	bookdvh@gmail.com
James Winn	1	jwinn@gmail.com
David Clem	1	dclem@jonesproperties.com
Phil Rost	1	philiprbush@gmail.com
Dan Winn	3	dandanielwinn.com
Ron Berthasavage	1	ron.berthasavage@gmail.com
Stephen Clavell? Agana Park	2	agana.park@gmail.com
Barbara Hinni	1	

West Lebanon Village Charrette
Day 1 - ~~Open House~~ 10/1/8
Lebanon

Page 13 of 17

West Lebanon Village Charrette Day 2 – Open House

Page 14 of 17

West Lebanon Village Charrette Day 2 – Open House

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Agenda
West Lebanon Revitalization Advisory Committee
February 23, 2021

Agenda Item #3B
Old Business

**Review of concept
parking sketch**

