



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
NOVEMBER 18, 2024 - 5:30 PM
KILTON LIBRARY, CONFERENCE ROOM OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 862 667 431#). If you have trouble accessing this meeting, please [email nathan.reichert@lebanonnh.gov](mailto:nathan.reichert@lebanonnh.gov).

2. Approval of Minutes

- A. October 21, 2024

3. New Business

- A. Review and Discuss: Strategic Plan, Master Plan and West Lebanon studies
[Strategic Plan Website Page](#)
[Chapter 12 of the Master Plan](#)
[Action Plan for West Lebanon](#)
[Link to Strategic Plan 2024-2027](#)
[Link to West Lebanon Village Charrette Report](#)

4. Other Business

- A. Review of the 2025 Meeting Calendar

5. Adjournment

6. Study Items

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
MEETING MINUTES
KILTON LIBRARY CONFERENCE ROOM OR
Remote Via Virtual Platform
LebanonNH.gov/Live
October 21, 2024
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, James Mashal, Dan Nash,
Andrew Faunce, Erik Endrulat

MEMBERS ABSENT: Kim Chewning, Jim Winny

STAFF PRESENT: Nate Reichert (Director of Planning & Development); Brian
Vincent (City Engineer); Rod Finley (City Engineer)

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

2
3 **2. APPROVAL OF MINUTES:**

4
5 **A. August 19, 2024**

6
7 *Mr. Nash MOVED to approve the meeting minutes of August 19, 2024, as amended.*
8 *SECONDED by Mr. Mashal.*

9
10 **AMENDMENTS:**

11
12 *Page 2, Line 31: add, “is Brian Vincent, City Engineer, who will be invited to make a report at*
13 *a future meeting.”*

14
15 *Page 2, Line 20: change to Chair Simon.*

16
17 ** The Vote on the MOTION was approved (6-0-0).*

18
19 **3. STUDY ITEMS**

20
21 **A. Discussion with City of Lebanon Engineers, Brian Vincent and Rod Finley: West**
22 **Lebanon Dry Bridge, Main Street, Westboro Yard**

23
24 Brian Vincent stated that the West Lebanon Main Street Bridge is in dire need of
25 replacement. This project has funding from the federal government, with participation from the
26 State of New Hampshire, and the City. The bridge is currently in final design. There are some
27 temporary impacts proposed to abutters, with permanent impacts to one abutter. The intention is
28 to have all permits in place by March 2025, in order to go out to bid. The project is estimated to
29 take 28 months to complete. The railroad is proposed to be closed temporarily during the project.

1 Construction for this project will cost approximately \$16M and an appropriation was just
2 requested for approximately \$4M.

3
4 There was concern expressed regarding fire equipment and personnel being able to access the
5 Plainfield Road area during construction. Mr. Vincent stated that an access road will be built that
6 could be used. Chair Simon stated that there will be responders ready to access these areas, but
7 he will also present these concerns to the Fire Chief.

8
9 It was noted that this construction may put a crimp on the transportation going down Main
10 Street. There was concern expressed for the businesses in this area. Chair Simon stated that this
11 was also expressed at a City Council meeting. Communication from the City is being sent to the
12 community members on this concern. There was a suggestion regarding offering low-interest
13 loans for business along Main Street. Chair Simon stated that he would suggest this to the City
14 Manager's Office.

15
16 Mr. Reichert suggested that the Committee next be updated on this item around February or
17 March. Ms. Stavis stated that the Committee should discuss this further and make its own
18 determination as time goes on.

19
20 Rod Finley, City Engineer, stated that Staff has worked to draft a handout regarding how the
21 West Lebanon Main Street project is moving forward. The MEPA Environmental Review
22 document has been submitted and is out for public comment. Three easements or takings will be
23 needed for the proposed roundabout and discussions have been had with those landowners. There
24 has been a suggestion to extend the buses down Church Street, making Tracy Street one way
25 towards Main Street, and staging all the buses on Tracy Street during the project. The project is
26 currently on schedule for a February bid and an April start. The intention is for the project to be
27 completed around next Thanksgiving.

28
29 There was a question regarding staging for the project. Mr. Finley stated that a lot of staging will
30 take place in the parking area that the City owns adjacent to Church Street. Materials will likely
31 be stored at the Pine Tree Cemetery Rd. stockpile area.

32
33 Mr. Finley explained that there are ideas for the center island of the roundabout including a
34 veteran's statue, a pine tree, or other landscaping.

35
36 Chair Simon stated that he would like to see information on the project printed in a large scale
37 and posted in the parking area along Main Street in order to inform people. There was a
38 suggestion that information materials could also be provided to business owners to potentially
39 post in their storefronts, or in vacant storefronts along the street. Mr. Finley stated that he has
40 personally met with every business owner along the corridor and almost all were on board with
41 the project.

42 **B. Review and Discuss: Strategic Plan, Master Plan and West Lebanon studies**

43
44
45 The Committee reviewed the Action Plan that was drafted by previously Committee members.
46 Ms. Stavis stated that this was previously presented to and accepted by the City Council. She

1 suggested that it could thus be slotted in to fulfill the chapter of the Master Plan as a vision for
2 Downtown West Lebanon. This could be done in order to not duplicate efforts.

3
4 Mr. Nash stated that, regarding TIF, he would like the Committee to consider a parking lot for
5 additional parking, such as the Mascoma Street parking lot. Another consideration would be the
6 drainage from Maple Street to Main Street.

7
8 *Ms. Stavis exited the meeting at 6:15pm.*
9

10 Mr. Mashal suggested that the item to rezone the area of State Line Sports should likely be
11 removed, as there was much opposition to it.

12
13 Mr. Reichert stated that Staff would start placing Strategic Plan items on the Committee's
14 agenda starting in November, or December.

15
16 There was discussion regarding what may be done with the Iron Horse property into the future.

17
18 The Committee agreed to continue to discuss these documents at future meetings.
19

20 **4. NEW BUSINESS**

21
22 None at this time.
23

24 **5. OTHER BUSINESS**

25
26 **A. Future Agenda Item Requests from the Committee**
27

28 As discussed during the meeting.
29

30 **6. ADJOURNMENT:**

31
32 ***Mr. Nash MOVED to adjourn the meeting at 6:38pm. SECONDED by Mr. Mashal.***

33 **** The Vote on the MOTION was approved (5-0-0).***
34

35 Respectfully submitted,

36 Kristan Patenaude

37 Recording Secretary

Meeting Schedule
West Lebanon Revitalization Advisory Committee Meeting Schedule
2025

Meeting Date
*January 21, 2025
*February 18, 2025
March 17, 2025
April 21, 2025
May 19, 2025
June 16, 2025
July 21, 2025
August 18, 2025
September 15, 2025
October 20, 2025
November 17, 2025
December 15, 2025

Note: All meetings begin at 5:30 PM unless otherwise noted on the meeting agenda.

Note: Meetings are on the 3rd Monday of the month, note meetings with * have a different date, due to holidays or a scheduling conflict.