

FINAL

**CITY OF LEBANON
WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
MINUTES, FEBRUARY 9, 2021
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
5:30PM**

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

STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City Manager

1. CALL TO ORDER: Chair Winny called the meeting to order at 5:32 pm

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

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

2. APPROVAL OF MINUTES:

A. January 26, 2021

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

Roll Call Vote:

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

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

3. NEW BUSINESS:

A. Discussion of Trail Network Expansion Concept

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

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

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

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

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

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

Mr. Lin left the meeting at 6:16pm

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

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

Mr. Purcell arrived at 6:22pm

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

B. Review of draft outreach questions to property owners

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

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

Mr. Cashman arrived at 6:38pm

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

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

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

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

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

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

Ms. Stavis arrived at 6:58pm

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

4. OTHER BUSINESS:

A. Committee Reports:

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

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

- **Business Outreach (Clem, Lin, Cashman, Purcell);**
- **Community Outreach (Amaro, Parati, Winny);**

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

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

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

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

5. ADJOURNMENT:

***A MOTION by Mr. Clem to adjourn the meeting.
Seconded by Ms. Groves***

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