



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
JUNE 16, 2025 - 5:30 PM
KILTON LIBRARY, COMMUNITY 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: 545 783 13#). If you have trouble accessing this meeting, please email [Nate Reichert](#).

2. Approval of Minutes

- A. April 21, 2025 Site walk
- B. April 21, 2025
- C. May 19, 2025

3. New Business

- A. Discussion: Conceptualize and set a date for an informational session for local business owners to answer questions and solicit input on how to navigate the upcoming Main Street improvements.
- B. Discussion: Develop a community engagement plan to send to Sue Cagle for consultation.
- C. Discussion: Ways to revise the WLRAC Committee's page on the City's website to improve access to materials and timelines.

4. Other Business

- A. Discuss meeting location for August 18, 2025

5. Adjournment

Meetings are open for in-person and remote attendance. Members of the public who 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT - Minutes

**CITY OF LEBANON
WEST LEBANON REVITALIZATION ADVISORY COMMITTEE**

April 21, 2025

A “walk about” West Lebanon’s Main Street with Andrew Dorsett- Housing Finance
Director Department of Business and Economic Affairs – Site Walk

MEMBERS PRESENT: Council Chris Simon (Chair), Andrew Faunce, Dan Nash, Laurel
Stavis

MEMBERS ABSENT: Kim Chewning, James Mashal, Erik Endrulat

OTHERS PRESENT: Andrew Dorsett (Housing Finance Director/Department of
Business and Economic Affairs

STAFF PRESENT: Nate Reichert (Director of Planning and Development)

The group initiated the site walk at 4:30 pm. The group walked south from the Kilton Library to Seminary Hill and back to Kilton Library. The group observed existing buildings and talked about the city-owned buildings on Main Street. Laurel Stavis made the motion to adjourn the meeting, and Andrew Faunce seconded the motion. The meeting adjourned at approximately 5:28 pm.

Respectfully submitted,
Nate Reichert
Director of Planning and Development

DRAFT

**WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
MEETING MINUTES
KILTON LIBRARY COMMUNITY ROOM OR
Remote Via Virtual Platform
LebanonNH.gov/Live
April 21, 2025
5:30 PM**

MEMBERS PRESENT: Councilor Chris Simon, Laurel Stavis, Emmett Frank, Dan Nash,
Andrew Faunce, Erik Endrulat,

MEMBERS ABSENT: Jim Winny, Kim Chewning, James Mashal

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 *Ms. Stavis MOVED to adjourn the walking tour which began at 4:30pm. SECONDED by Mr.*
4 *Faunce.*

5 ** The Vote on the MOTION was approved (4-0-1 with Mr. Frank abstaining).*

6
7 *Mr. Endrulat joined the meeting at 5:32pm.*

8
9 **3. APPROVAL OF MINUTES:** - *The Committee addressed this item at this time.*

10 **A. March 17, 2025**

11
12 *Mr. Nash MOVED to table the meeting minutes of March 17, 2025. SECONDED by Ms.*
13 *Stavis.*

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

15
16 **4. NEW BUSINESS**

17
18 **A. Discussion with Paul Coats - Director of Recreation, Arts and Parks for the City of**
19 **Lebanon - *The Committee addressed this item at this time.***

20
21 Paul Coats explained that there is a new playground at Civic Park being constructed. This is a
22 \$270,000 project, of which the City has funded approximately \$175,000 through various means.
23 There is another project to extend the Greenway. The hope is for it to eventually reach
24 Downtown West Lebanon. Investments are also being made at Riverside Park.

25
26 There was discussion regarding starting a farmer's market in the West Lebanon area. Mr. Coats
27 expressed some apprehension to start up a farmer's market without a clear demand to do so.
28 There is interest in making sure the Winter Market continues to be successful.

29
30 Ms. Stavis noted that this Committee is dedicated to the revitalization of West Lebanon, and she
31 suggested staff have conversations regarding which activities may be pursued into the future.

1 Chair Simon agreed that there seem to be many great one-time events but not activities that carry
2 forward. The Committee is looking to find a hook to continually engage the community.

3
4 Chair Simon asked about a naming for Bridge Street Park. Mr. Coats stated that there are some
5 criteria for naming spaces, but this is a good idea.

6
7 Mr. Coats noted that for 2026, the 250th anniversary of the country's founding, the City is
8 considering a block party on Bridge Street. This could stretch a 4th of July celebration from
9 White River Junction to Lebanon. Ms. Stavis stated that it would be great to see the activity in
10 White River Junction bleed over into West Lebanon.

11
12 B. Discussion with Andrew Dorsett - Housing Finance Director Department of Business and
13 Economic Affairs

14
15 Andrew Dorsett, Housing Finance Director Department of Business and Economic Affairs,
16 explained that there was a housing needs assessment completed in 2023. It determined that there
17 are approximately 23,670 units of housing deficit in New Hampshire, across all geographic
18 areas. The demand is so high that significant developments are being seen. The projected need
19 for 2040 for the State is 88,364 units. This does not take into consideration short-term rentals,
20 which would increase the number to approximately 102,000-111,000. From this data, the
21 InvestNH program was created. The program received \$100M in ARPA funds, with a focus on
22 affordable housing. This funding was broken into four programs: a Capital Grant Program, a
23 Municipal Per Unit Grants program, a Demolition Grants program, and a Housing Opportunity
24 Program. The goal for these programs was to impact 1,500 units but, to date, it has helped 4,657
25 units in NH, 2,780 of which are considered affordable.

26
27 Mr. Dorsett explained that the InvestNH program now looks to provide grants and loan to
28 municipalities and to housing developers to accelerate the approval of affordable, workforce, and
29 other types of housing. The State has allocated \$10M to be distributed to eligible municipalities
30 and housing developers to increase affordable housing opportunities in NH.

31
32 Mr. Dorsett reviewed the Housing Champion Program, which is a \$5M grant program
33 established to enable communities designated as Housing Champions to access additional
34 funding opportunities to support the development of affordable housing. 18 communities were
35 designated in round 1 and a second round of applications will open in April.

36
37 Ms. Stavis stated that she continues to champion a bill for a Partners in Housing program that
38 works with Business and Economic Affairs to fund a program which would help developers
39 pencil out affordable housing programs on municipally owned and county owned land. This
40 could potentially lower costs for developers through lowering the cost of the land through
41 expedited planning, and through low interest loans or grants. The bill is currently with the
42 Senate.

43
44 The Committee discussed items that should be discussed with the City Council in order to keep
45 moving certain projects forward.

1 **2. ELECTION OF OFFICERS**

2 **A. Chair and Vice Chair**

3
4 Chair Simon stated that the Mayor has reassigned him to the Economic Development
5 Committee. Ms. Stavis will be stepping into the City Council representative seat for the
6 Committee. He noted that a Temporary Chair could be elected until a permanent chair can be
7 determined.

8
9 ***Ms. Stavis MOVED to nominate Emmett Frank as Temporary Chair of the West Lebanon***
10 ***Revitalization Committee. SECONDED by Mr. Faunce.***

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

12
13 The Committee thanked Mr. Simon for his efforts in chairing the Committee.

14
15 **5. OTHER BUSINESS**

16
17 None at this time.

18
19 **6. ADJOURNMENT:**

20
21 ***Mr. Nash MOVED to adjourn the meeting at 6:55pm. SECONDED by Mr. Simon.***

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

23
24 Respectfully submitted,

25 Kristan Patenaude

26 Recording Secretary

DRAFT

**WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
MEETING MINUTES
KILTON LIBRARY COMMUNITY ROOM OR
Remote Via Virtual Platform
LebanonNH.gov/Live
May 19, 2025
5:30 PM**

MEMBERS PRESENT: Emmett Frank, Dan Nash, Andrew Faunce

MEMBERS ABSENT: Kim Chewning, James Mashal, Erik Endrulat, Laurel Stavis

STAFF PRESENT: Nate Reichert (Director of Planning & Development)

1 **1. CALL TO ORDER –** The meeting was called to order at 5:30 PM. It was noted that a
2 **quorum of the Committee was not presented and so no votes would be taken.**
3

4 **2. APPROVAL OF MINUTES:**

5 **A. April 21, 2025**

6
7 *The Committee tabled discussion of the minutes to a future meeting.*
8

9 **3. NEW BUSINESS**

10 **A. Presentation and Discussion with UNH Extension About Mainstreet Redevelopment**
11 **Collaboration Opportunities in West Lebanon:**

- 12 • Charlie French - UNH Extension - Team Leader
- 13 • Sue Cagle - UNH Extension - Field Specialist, Community & Economic
- 14 Development
- 15 • Rebecca Levy - UNH Extension - Extension Field Specialist, Community
- 16 Development Sullivan County

17
18 Sue Cagle and Rebecca Levy, UNH Extension, explained that the Community & Economic
19 Development team works with communities on what factors they are dealing with that are
20 creating challenges or barriers toward their goals. The work is customized on the needs of each
21 community. There are a couple of programs that may be of interest to West Lebanon, such as
22 Downtowns & Trails, which can be used to help identify connections between the downtown
23 and nearby natural resources. There is also a program regarding business engagement which
24 helps focus on existing downtown businesses and identifying their needs to be more successful.
25 Another program, First Impressions, allows the team to work with the community to identify its
26 assets and challenges in the downtown corridor and then determine which actionable items could
27 be utilized.

28
29 Mr. Frank stated that the Committee could use some help in getting quick wins and maintaining
30 momentum.
31

1 There was discussion regarding the language which could be used regarding the revitalization
2 goals. Mr. Faunce noted that part of the goal is to create experiences and reasons for people to
3 come and stay in West Lebanon. Ms. Cagle stated that creating theme language is important to
4 use as an ongoing messaging system. The next stage would be action planning. It will be
5 important to consider what makes West Lebanon unique to draw people in and make those who
6 already live here excited to stay here.

7
8 There was a suggestion to use window art to entice business to the open storefronts and add
9 vibrancy. This could be done using local students. A theme regarding West Lebanon could be
10 chosen.

11
12 Mr. Reichert suggested a West Lebanon Restaurant Association which could work together on
13 cross-promotional ideas.

14
15 The Committee agreed to continue to consider what it would like its role to be in this process and
16 who else it could include moving forward.

17
18 **4. OTHER BUSINESS**

19
20 None at this time.

21
22 **5. ADJOURNMENT:**

23
24 *The meeting was adjourned at 7:08pm.*

25
26 Respectfully submitted,
27 Kristan Patenaude
28 Recording Secretary