



**WEST LEBANON REVITALIZATION ADVISORY
COMMITTEE
AUGUST 21, 2025 - 5:00 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: 402 549 449#). If you have trouble accessing this meeting, please email [Nate Reichert](#).

2. Approval of Minutes

- A. July 21, 2025

3. Old Business

- A. Discussion: Ways to revise the WLRAC Committee's page on the City's website to improve access to materials and timelines.
- B. Confirm 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.

4. New Business

- A. Determine Canvassing Day and Volunteers to connect and walk Main Street for business owner engagement.
- B. Review Communication Channels for Community Engagement

5. Other Business

6. 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

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

MEMBERS PRESENT: Emmett Frank (Chair), Andrew Faunce, Dan Nash, Corinne Alfeld (remote), Erik Endrulat

MEMBERS ABSENT: Kim Chewning, James Mashal, Laurel Stavis, Susan Pagan-Hilton (alternate)

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. APPROVAL OF MINUTES:**

4 A. April 21, 2025 Site walk

5 B. April 21, 2025

6 C. May 19, 2025

7
8 *Mr. Nash MOVED to approve the meeting minutes of April 21, 2025 (site walk); April 21,*

9 *2025; and May 19, 2025, as presented. SECONDED by Mr. Faunce.*

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

11
12 **3. NEW BUSINESS**

13 **A. Discussion: Conceptualize and set a date for an informational session for local**

14 **business owners to answer questions and solicit input on how to navigate the**

15 **upcoming Main Street improvements.**

16
17 There was discussion regarding having a conversation with local business owners regarding the

18 transition and how to best support them. It needs to be communicated that this will be a long

19 stretch of construction improvements. The Committee discussed creating a communications list

20 which could be engaged by anyone who receives it. A meeting date for the informational session

21 of mid-September was discussed.

22
23 **B. Discussion: Develop a community engagement plan to send to Sue Cagle for**

24 **consultation.**

25
26 The Committee reviewed its previous discussion with Sue Cagle, UNH Extension, and

27 considered how to develop a community engagement plan. There was a discussion regarding

28 having a West Lebanon Downtown parade to bring in the public, or restaurant night, or other

29 similar events. These types of engagements with the business community in West Lebanon

1 should be explored. The Committee agreed to create a list of potential opportunities for review at
2 a future meeting.

3
4 **C. Discussion: Ways to revise the WLRAC Committee's page on the City's website**
5 **to improve access to materials and timelines.**
6

7 The Committee noted that the City's website has recently been refreshed, and improvements
8 have been made. Narratives from the Committee should be made clear on the website, along with
9 any new information. Evergreen and durable content should be considered. The Committee
10 agreed to review the current website and revisit this topic at a future meeting.

11
12 **4. OTHER BUSINESS**

13 **A. Discussion: New Meeting Date and Time**
14

15 The Committee discussed other options for meeting dates and times. Mr. Frank stated that he
16 would reach out to City Staff to discuss potential dates, times, and locations.

17
18 **B. Discussion re: Bridge St. Park Maintenance and Community Engagement**
19

20 The Committee discussed the Bridge St. park maintenance which the current contractor is unable
21 to continue. There was discussion regarding this maintenance being taken on by the City. This
22 could include community engagement. An email would be sent to Recreation Director Paul
23 Coats on this item.

24
25 **C. Discussion re: SAU Committee Representative**
26

27 Mr. Reichert noted that he currently sits as a representative on the SAU Committee. Mr. Faunce
28 volunteered to sit as a representative from the Committee.

29
30 **5. ADJOURNMENT:**

31
32 ***The meeting was adjourned at 7:00pm.***
33

34 Respectfully submitted,
35 Kristan Patenaude
36 Recording Secretary