



**WEST LEBANON REVITALIZATION ADVISORY  
COMMITTEE  
SEPTEMBER 29, 2025 - 5:00 PM  
KILTON LIBRARY, COMMUNITY ROOM OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

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**1. Call to Order**

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 823 763 87#). If you have trouble accessing this meeting, please email [Nate Reichert](#).

**2. Approval of Minutes**

- A. February 24, 2025  
B. April 21, 2025 Site Walk  
C. August 21, 2025

**3. Old Business**

- A. Informational session for local business owners to answer questions and solicit input on how to navigate the upcoming Main Street improvements.

**4. 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  
LEBANON CITY HALL MEETING ROOM OR  
Remote Via Virtual Platform  
LebanonNH.gov/Live  
February 24, 2025  
5:15 PM**

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

**MEMBERS ABSENT:** Jim Winny, Erik Endrulat, Kim Chewing, James Mashal

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

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1 **1. CALL TO ORDER – The meeting was called to order at 5:15 PM.**

2  
3 Chair Simon stated that he attended the Food Truck Committee meeting in December and spoke  
4 on behalf of the West Lebanon Revitalization Advisory Committee regarding the need to have a  
5 West Lebanon representative and the ability to have food trucks in appropriate places in West  
6 Lebanon.

7  
8 **2. APPROVAL OF MINUTES:**

9 **A. December 16, 2024**

10  
11 *Mr. Nash MOVED to approve the meeting minutes of December 16, 2024, as presented.*

12 *SECONDED by Ms. Stavis.*

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

14  
15 **3. OPEN TO THE PUBLIC**

16 **A. Chair and Vice Chair**

17  
18 There was discussion regarding interest in the Chair position. It was agreed that the Committee  
19 would wait to discuss this further when additional members are present.

20  
21 **4. NEW BUSINESS**

22 None at this time.

23  
24 **5. STUDY ITEMS**

25 **A. Review and Discuss: Strategic Plan, Master Plan and West Lebanon studies**

- 26 • Strategic Plan Website Page
- 27 • Chapter 12 of the Master Plan
- 28 • Action Plan for West Lebanon
- 29 • Link to Strategic Plan 2024-2027

1                   • **Link to West Lebanon Village Charrette Report**

2  
3 The Committee considered how to further engage with the public, such as holding town halls and  
4 inviting local groups. The Committee discussed potentially holding a farmer’s market event in  
5 West Lebanon.

6  
7 It was noted that Ms. Stavis would visit West Lebanon Supply to discuss potential events further.  
8 Chair Simon agreed to visit with the Superintendent of Schools and City Manager on this topic.  
9 It was requested that each Committee member consider 3-4 questions for a survey regarding  
10 what those in West Lebanon would like to see for events.

11  
12 **6. OTHER BUSINESS**

13 None at this time.

14  
15 **7. ADJOURNMENT:**

16  
17 *Ms. Stavis MOVED to adjourn the meeting at 5:08pm. SECONDED by Mr. Faunce.*  
18 *\* The Vote on the MOTION was approved (5-0-0).*

19  
20 Respectfully submitted,  
21 Kristan Patenaude  
22 Recording Secretary

**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  
August 21, 2025  
5:30 PM**

**MEMBERS PRESENT:** Emmett Frank (Chair), Laurel Stavis, Corinne Alfeld, Dan Nash,  
Susan Pagan-Hilton (alternate)

**MEMBERS ABSENT:** Andrew Faunce, Kim Chewning, James Mashal, Erik Endrulat

**STAFF PRESENT:** Nate Reichert (Director of Planning & Development) Beth Beraldi  
Director of Public Engagement & Communications)

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

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

4 A. July 30 2025

5  
6 *Mr. Nash MOVED to approve the meeting minutes of July 30, 2025, as presented.*

7 *SECONDED by Mr. Stavis.*

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

9  
10 **3. OLD BUSINESS**

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

13  
14 The Committee discussed the goal of its page, including to describe what the Committee works  
15 on and how to bring others into the group. The Committee reviewed the format and content of  
16 the page. The Committee discussed using a branding graphic and a potential newsflash item.

17  
18 B. Confirm a date for an informational session for local business owners to answer  
19 questions and solicit input on how to navigate the upcoming Main Street  
20 improvements.

21  
22 The Committee discussed how it would inform local business owners and other interested parties  
23 regarding an upcoming informational session. There was agreement that a poll would be sent out  
24 to determine the best date for the session.

25  
26 **4. NEW BUSINESS**

27 A. Determine Canvassing Day and Volunteers to connect and walk Main Street for  
28 business owner engagement.

29

1 The Committee agreed that it would host a canvassing day for a small group of members and  
2 staff. Once a date is agreed upon for the informational session, a canvassing date can be  
3 determined.

4

5 **B. Review Communication Channels for Community Engagement**

6

7 As previously discussed, such as utilizing a West Leb Listserv.

8

9 **5. OTHER BUSINESS**

10

11 None at this time.

12

13 **6. ADJOURNMENT:**

14

15 *Mr. Nash MOVED to adjourn the meeting at 6:45pm. SECONDED by Mr. Stavis.*

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

17

18 Respectfully submitted,

19 Kristan Patenaude

20 Recording Secretary