

FINAL

**CITY OF LEBANON  
WEST LEBANON REVITALIZATION ADVISORY COMMITTEE  
MINUTES, MARCH 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.);

**MEMBERS ABSENT:** Lauren Groves;

**STAFF PRESENT:** David Brooks, Planning & Zoning Director;

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**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. Chair Winny conducted a roll call and speakers identified themselves.

**2. APPROVAL OF MINUTES:**

A. February 23, 2021 and February 18, 2021 Westboro Subcommittee Minutes

***A MOTION by Ms. Stavis to approve the February 23, 2021 and February 18, 2021 Westboro Subcommittee Minutes as presented.***

***Seconded by Mr. Clem.***

***Roll Call Vote:***

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

***Members abstaining: Mr. Cashman.***

***\*The Motion was approved (7-0-1)***

**3. OLD BUSINESS:**

A. Outreach Survey Update

Mr. Amaro provided an update on conversations with the Recreation Department about conducting surveys. Suggestions included reaching out to specific affinity groups, making sure the survey can be easily shared or printed, requesting zip code or location information from respondents, and including questions about willingness to participate further. It was noted that the City has an account with Survey Monkey, which can facilitate data analysis.

There was discussion about the types of questions that should be asked, the number and format to be used, and the use of social media to share surveys and information more broadly.

C. West Lebanon Website (taken out of order)

Mr. Brooks summarized issues and concerns regarding the use of a private website versus the City's official website to convey City or committee information. He noted the Committee already has its own page on the City's website to convey information or share surveys along with using LebNews and the City's social media accounts to reach the public. He noted there must be a clear distinction between the City's page and private pages that may be created by community groups.

There was discussion about the City's requirements and expectations and how the committee can achieve its goals within those constraints. It was suggested that the committee needs to have an active and engaged social media presence to effectively do its work. It was noted that outside websites would be welcome and encouraged to link to the City's webpage in order to spread information and to expand the committee's social media presence, but the City normally does not connect to outside pages. It was suggested that the committee needs a mechanism to share ideas and maintain an ongoing community dialogue between meetings.

Chair Winny suggested having one or two members communicate further with Mr. Brooks and others in the administration to learn more. Ms. Stavis offered to learn more about what the committee can and cannot do relative to the website and social media.

#### **A. Outreach Survey Update (continued)**

Chair Winny reviewed questions previously asked from the Visioning charrette. There was discussion about what the committee wants to learn from the survey that hasn't already been asked. Chair Winny noted that several ideas including streetscape and parking improvements, recreation opportunities, addressing Westboro Yard, and providing river access were all frequently cited in the Visioning charrette, but he would like to learn more about how to prioritize those ideas.

There was discussion about whether to ask for more ideas from the public or to ask what people think about the ideas that have already been generated. It was suggested the committee should focus on issues raised in the Visioning charrette and other past efforts, but they should also update and notify people about new possibilities, such as impending changes in Westboro Yard. Ms. Stavis said she sees streetscaping as a significant issue, but she's not convinced parking is as big of a problem. It was noted that the Master Plan and Visioning charrette report are filled with good ideas that people already agree upon. The committee should be figuring out how to execute some of those ideas rather than searching for more ideas. The committee agreed that action would generate enthusiasm.

Chair Winny summarized that the committee would bypass further survey efforts at this time and select some potential ideas to push forward and build community consensus through action.

Ms. Stavis asked for clarification on what the City can help with and what the committee should be doing itself. Mr. Brooks noted that the City has a role in the development review process and the committee can assist with ensuring the zoning and regulations allow or incentivize uses that are desired and inhibit uses that are not desired. The City has a significant role relative to capital projects and the ongoing streetscape study will further develop ideas and should lead to capital projects. The City and the community both have roles to play regarding the future of Westboro Yard. He suggested the committee's primary role may be with outreach and communicating with business and property owners to rally support for ideas and projects so the City can help move them forward.

Mr. Brooks noted that there is approximately \$250,000 available to get started on some of the projects highlighted in the Visioning charrette.

Chair Winny noted that one of the committee's specific tasks is to help decide what should happen in Westboro Yard after the buildings are demolished. Mr. Brooks noted that the City would like to

submit an amended request to NHDOT seeking to lease more of the property that is not already in use, but having a plan for future uses would help support and justify the request.

It was suggested using Westboro for green space as a starting point and expand from there.

Chair Winny suggested the committee should focus on Westboro for specific recommendations and then focus on streetscape improvements for specific recommendations. He asked committee members to be prepared to discuss the Master Plan and Visioning study ideas at the next meeting.

Mr. Brooks summarized recent conversations with NHDES regarding the existing contamination and how it might impact potential uses of the site. He noted that it will be important to minimize potential exposure to contaminants as more people are invited into the property for public use.

Mr. Amaro noted the committee needs to prioritize actions and decide which will have the greatest impact and near-term benefit for West Lebanon Village. He suggested that if accessing the river is important, there are portions of the riverfront that are already cleaned up and available for use.

There was discussion about the possibility of visiting the Westboro property to get a better view and understanding of what is there and what might be possible.

Mr. Clem challenged members to identify actions and improvements that can be done between meetings. He noted he had recently applied for a National Park Service support grant for the greenway. Chair Winny noted he will be contacting property owners regarding the potential parking plan. Ms. Stavis noted she will be preparing a brief history of the Northern Railroad. Mr. Purcell offered to assist with communicating with Main Street property owners. Mr. Lin noted he has spoken with several property owners and looked into developing a logo.

## **B. Marketing and Outreach Ideas**

No discussion.

## **4. NEW BUSINESS:**

### **A. Process for Developing a Vision Statement**

No discussion.

## **5. OTHER BUSINESS:**

### **A. Master Plan Chapter 4 (WLCBD) Actions and Strategies and Visioning Study Implementation Strategies**

Dan Winny noted that there is already a vision with a specific set of recommendations and actions.

Ms. Stavis asked about acquiring and planting new street trees. Mr. Brooks noted there is very little room for adequate growth, but the ongoing streetscape study will help identify where new street trees could be located. Billy Saine, Ward 3, noted that DPW is responsible for street tree maintenance, which has been limited in the past. It was noted that proper tree selection, location, and maintenance must be considered.

Chair Winny suggested further discussion of various topics at the next meeting, including outreach efforts, potential plans for Westboro Yard, specific streetscape improvements, and discussion of the committee's meeting schedule.

## **6. ADJOURNMENT:**

***A MOTION by Ms. Stavis to adjourn the meeting.  
Seconded by Mr. Purcell.***

***Roll Call Vote:***

***Members voting in favor included: Mr. Clem, Mr. Lin, Mr. Cashman, Ms. Parati, Mr. Amaro, Ms. Stavis, Mr. Purcell, Chair Winny.***

***\*The Motion was approved (8-0)***

The meeting was adjourned at 7:23 pm.

Respectfully submitted,  
David Brooks  
Planning & Zoning Director