WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
MAY 25, 2021 - 5:30 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE

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1. **Call to Order**
    - A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
2. **Approval of Minutes**
    - A. May 4, 2021
3. **Old Business**
    - A. Outreach and engagement efforts
    - B. Master Plan Chapter 4 (WLCBD) actions and strategies and Visioning Study implementation strategies
    - C. Lebanon Rotary discussion
4. **New Business**
    - A. Coordination with Arts & Culture Commission
5. **Other Business**
    - A. Discussion on potential West Lebanon TIF District
6. **Adjournment**

The order of agenda items is subject to change.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend 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 Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV

Agenda
West Lebanon Revitalization Advisory Committee
May 25, 2021

Agenda Item #2A
Approval of Minutes

May 4, 2021

DRAFT

CITY OF LEBANON
WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
MINUTES, MAY 4, 2021
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
5:30PM

MEMBERS PRESENT:	Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair); Dean Cashman; Gregorio Amaro; Kevin Purcell (Economic Development Commission Rep.); Laurel Stavis (Planning Board Rep.); Lauren Groves;
MEMBERS ABSENT:	Graziella Parati;
STAFF PRESENT:	David Brooks, Planning & Zoning Director;

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1. CALL TO ORDER: Vice-Chair Clem called the meeting to order at 5:37 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. Mr. Brooks conducted a roll call attendance and speakers identified themselves.

Kevin Purcell arrived at 5:39pm

2. APPROVAL OF MINUTES:

A. March 23, 2021

A MOTION by Ms. Stavis to approve the March 23, 2021 Minutes as presented. Seconded by Mr. Cashman.

Roll Call Vote:
Members voting in favor included: Mr. Clem, Mr. Cashman, Mr. Amaro, Mr. Purcell, Ms. Stavis, Ms. Groves,
****The Motion was approved (6-0)***

3. OLD BUSINESS:

A. Update of Westboro Yard

Mr. Brooks provided an update on the status of the demolition of the structures. NHDOT is seeking to find or commission structural analysis reviews of the various buildings prior to demolition to ensure that hazardous material abatement can be completed safely by the contractors.

Chair Winny arrived at 5:43pm

Ms. Stavis noted that NHDOT must spend the appropriated funds prior to the end of the budget year or they will lapse. The City should be as active as possible in advocating for this work to get finished. The Committee asked to have City Manager Mulholland and other representatives attend the next meeting for further discussion and planning on advocacy.

B. Update on Streetscape Study

Mr. Brooks provided an update on the status of the Streetscape Study. The field survey of the Main Street corridor is complete for design purposes. VHB has also been working on traffic analysis to determine what types of transportation improvements are possible or required. Based on existing traffic estimates and NHDOT standard assumptions, the Main Street/Bridge Street intersection may require considerable improvements to accommodate the projected traffic volume. The City will schedule a meeting with VHB, NHDOT, and the RPC to discuss the traffic assumptions and seek input on how best to plan for transportation through the corridor. VHB will then be able to continue with streetscape designs. Mr. Brooks anticipated that it may be June before concept plans are ready for review and discussion by the committee.

C. Update on Riverfront Path feasibility

Mr. Brooks noted that VHB has provided a scope and fee proposal for a feasibility study of a multi-use path along the riverfront. The proposed feasibility study will provide more specific analysis and recommendations for how a path might be constructed including passing underneath the rail bridge, whereas earlier studies provided no details.

There was additional discussion about the coordination of the trail feasibility study with other efforts to demolish the Westboro buildings and the City's pending lease area request.

D. Master Plan Chapter 4 (WLCBD) Actions and Strategies and Visioning Study Implementation Strategies

Mr. Brooks reviewed spreadsheets briefly summarizing the status of actions and strategies from the 2012 Master Plan and from the 2019 Visioning Study. Chair Winny asked committee members to assist with prioritizing efforts and resources. The committee agreed to review the spreadsheets and discuss prioritizing efforts at a future meeting.

E. Outreach and Engagement Efforts

Mr. Amaro reviewed a proposal for an outreach and engagement plan to engage all members of the community to be a part of West Lebanon's transformation. The proposal included print and digital media and potential events such as pop-up programs or a block party. There was a brief discussion and support for the ideas.

4. <u>NEW BUSINESS:</u>

A. Lebanon Rotary Discussion

Ms. Stavis noted that the Lebanon Rotary Club is interested in making a sizable donation toward a community project in honor of its 100th anniversary. Rotary is specifically interested in hearing from the committee about potential projects in West Lebanon. There was discussion of potential projects. Mr. Brooks noted that the Seminary Hill School will be a discussion topic on the next Joint City Council/School Board Task Force on May 20th. The committee agreed to provide recommendations at its next meeting.

5. <u>OTHER BUSINESS:</u>

A. Presentation Re: New Business in West Lebanon

Ms. Stavis worked with Mr. Clem to analyze the hypothetical costs of trying to open a new business in West Lebanon. They noted how the economic costs are difficult to pencil out, other than for national chains, and make it difficult for small businesses to get started. They suggested that the City should take a more active role if it wants to see and facilitate positive change in West Lebanon.

6. ADJOURNMENT:

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

Roll Call Vote:
Members voting in favor included: Mr. Clem, Mr. Cashman, Mr. Amaro, Mr. Purcell, Ms. Stavis, Ms. Groves, Chair Winny
****The Motion was approved (7-0)***

The meeting was adjourned at 7:27 pm.

Respectfully submitted,
David Brooks
Planning & Development Director