



WEST LEBANON REVITALIZATION ADVISORY COMMITTEE

**JUNE 8, 2021 - 7:00 PM
REMOTE VIA MICROSOFT TEAMS
LEBANONNH.GOV/LIVE**

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
- B. May 11, 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](https://LebanonNH.gov)

Agenda
West Lebanon Revitalization Advisory Committee
June 8, 2021

Agenda Item #2A
Approval of Minutes

May 4, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, MAY 4, 2021
5 REMOTE VIA MICROSOFT TEAMS
6 LebanonNH.gov/Live
7 5:30PM
8

9 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair);
10 Dean Cashman; Gregorio Amaro; Kevin Purcell (Economic
11 Development Commission Rep.); Laurel Stavis (Planning Board
12 Rep.); Lauren Groves;

13
14 MEMBERS ABSENT: Graziella Parati;

15
16 STAFF PRESENT: David Brooks, Planning & Zoning Director;
17

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19
20 1. **CALL TO ORDER:** Vice-Chair Clem called the meeting to order at 5:37 pm.

21
22 A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.

23
24 Mr. Brooks shared the State directive and participation details for the online meeting in Microsoft
25 Teams. Mr. Brooks conducted a roll call attendance and speakers identified themselves.

26
27 Kevin Purcell arrived at 5:39pm
28

29 2. **APPROVAL OF MINUTES:**

30
31 A. March 23, 2021

32
33 ***A MOTION by Ms. Stavis to approve the March 23, 2021 Minutes as presented.***
34 ***Seconded by Mr. Cashman.***

35
36 ***Roll Call Vote:***

37 ***Members voting in favor included: Mr. Clem, Mr. Cashman, Mr. Amaro, Mr. Purcell, Ms.***
38 ***Stavis, Ms. Groves,***

39 ****The Motion was approved (6-0)***
40
41

42 3. **OLD BUSINESS:**

43
44 A. Update of Westboro Yard

45
46 Mr. Brooks provided an update on the status of the demolition of the structures. NHDOT is seeking
47 to find or commission structural analysis reviews of the various buildings prior to demolition to
48 ensure that hazardous material abatement can be completed safely by the contractors.

49
50 Chair Winny arrived at 5:43pm
51

52 Ms. Stavis noted that NHDOT must spend the appropriated funds prior to the end of the budget
53 year or they will lapse. The City should be as active as possible in advocating for this work to get
54 finished. The Committee asked to have City Manager Mulholland and other representatives attend
55 the next meeting for further discussion and planning on advocacy.
56

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. NEW BUSINESS:**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. OTHER BUSINESS:**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

1 that the City should take a more active role if it wants to see and facilitate positive change in West
2 Lebanon.

3
4 **6. ADJOURNMENT:**

5
6 ***A MOTION by Mr. Clem to adjourn the meeting.***
7 ***Seconded by Ms. Stavis.***

8
9 ***Roll Call Vote:***

10 ***Members voting in favor included: Mr. Clem, Mr. Cashman, Mr. Amaro, Mr. Purcell, Ms.***
11 ***Stavis, Ms. Groves, Chair Winny***

12 ****The Motion was approved (7-0)***
13

14 The meeting was adjourned at 7:27 pm.

15
16 Respectfully submitted,

17 David Brooks

18 Planning & Development Director

Agenda
West Lebanon Revitalization Advisory Committee
June 8, 2021

Agenda Item #2B
Approval of Minutes

May 11, 2021

1 DRAFT

2 CITY OF LEBANON
3 WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
4 MINUTES, MAY 11, 2021
5 REMOTE VIA MICROSOFT TEAMS
6 LebanonNH.gov/Live
7 5:30PM
8

9 MEMBERS PRESENT: Jim Winny (Chair, City Council Rep.); Chet Clem (Vice-Chair);
10 Graziella Parati; Gregorio Amaro; Kevin Purcell (Economic
11 Development Commission Rep.); Laurel Stavis (Planning Board
12 Rep.); Lauren Groves;

13
14 MEMBERS ABSENT: Dean Cashman;

15
16 STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City
17 Manager
18

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20
21 1. **CALL TO ORDER:** Chair Winny called the meeting to order at 5:31 pm.
22

23 A. Review of meeting procedures and NH RSA 91-A "Right-to-Know" requirements.
24

25 Mr. Brooks shared the State directive and participation details for the online meeting in Microsoft
26 Teams. Chair Winny conducted a roll call attendance and speakers identified themselves.
27

28 2. **APPROVAL OF MINUTES:**
29

30 A. None
31

32 3. **OLD BUSINESS:**
33

34 A. Update of Westboro Yard
35

36 City Manager Mulholland provided an update on the status of efforts to demolish the existing
37 buildings in Westboro Yard. He noted the Request for Proposals (RFP) is expected to be
38 advertised May 25th and a site walk for potential bidders will occur on June 2nd. Project
39 completion is expected by November 2021. The City still expects to take non-hazardous building
40 materials at the Lebanon Landfill. If hazardous material abatement cannot occur prior to
41 demolition, then all of the debris would be considered hazardous and could not be accepted in
42 Lebanon, which would increase project costs. If costs exceed the project budget, NHDOT could
43 choose to find other funds, execute part of the project, or none of the project.
44

45 City Manager Mulholland noted that the City is seeking a meeting to review its lease area request.
46 NHDOT is communicating with the railroad company about the potential lease areas prior to
47 scheduling the meeting with the City.
48

49 It was noted the River Trail Feasibility Study may be completed by late June. The Planning
50 Department will be proposing a capital improvement project to add to previously-appropriated
51 capital funds to begin implementing parts of the Streetscape Study, the River Trail Study, or some
52 other improvements. City Manager Mulholland noted the CIP process will be tight for the
53 foreseeable future. He noted that additional guidance on the use of federal ARPA funds is
54 expected soon and spending must occur before the end of 2024. The City is also pursuing other
55 grant funding opportunities. There was discussion about the timing of the capital budgeting
56 process and how the Committee can be involved in the process.

1
2 City Manager Mulholland mentioned an upcoming meeting on May 20th of the Joint City Council
3 School Board Task Force that will include discussions about Seminary Hill School. He is preparing
4 a grant application to renovate the building for various uses including a community center, City
5 offices, and School District offices.

6
7 There was discussion about whether the Lebanon Rotary Club's proposed gift could be applied
8 to Seminary Hill School or whether the project was too speculative. Several committee members
9 noted they would attend the upcoming Task Force meeting.

10 11 **B. Outreach and Engagement Efforts**

12
13 Mr. Amaro shared conceptual designs and branding ideas for West Lebanon. There was
14 discussion about creating posters, street banners, or other materials to help generate interest and
15 enthusiasm for revitalization efforts. It was noted that a lot of people think of Route 12A when they
16 think of West Lebanon and it will be important to differentiate Old West Lebanon from the plaza
17 area. It was suggested that graphics should include renderings of possible future visions of the
18 area and the ongoing Streetscape Study could provide such renderings.

19
20 There was discussion about scheduling and hosting a neighborhood block party. The committee
21 discussed where and when to hold such an event. It was suggested that some streetscape
22 improvements, such as planters or the pop-up events, be implemented prior to or as part of the
23 block party. There was a suggestion for a recurring event, like a parade or First Friday, instead of
24 a one-time event, and an event manager might be needed.

25
26 There was discussion of what the committee can do over its remaining time to set in motion
27 feasible actions and improvements for West Lebanon. There was discussion of how to spend
28 available capital funds to show progress while additional funds are raised.

29
30 Mr. Amaro will develop estimates for the cost of posters, banners, etc. It was noted that the
31 Planning Department has funds the committee could utilize for printing or publishing.

32
33 Ms. Stavis left the meeting at 6:57pm

34 35 **C. Master Plan Chapter 4 (WLCBD) Actions and Strategies and Visioning Study** 36 **Implementation Strategies**

37
38 There was a brief discussion of the Actions and Strategies from the 2012 Master Plan and the
39 2019 Visioning Charrette and how the committee should prioritize its remaining time. The
40 committee agreed to discuss this at its next meeting.

41 42 **D. Lebanon Rotary Discussion**

43
44 Chair Winny asked for recommendations for where the Rotary Club should focus its planned
45 giving. He mentioned that two possible ideas included improvements to the Seminary Hill School
46 or gateway improvements to the Bridge Street Park.

47 48 **4. NEW BUSINESS:**

49
50 No discussion.

51 52 **5. OTHER BUSINESS:**

1 Chair Winny introduced a discussion about expressing support for Asian American and Pacific
2 Islander-owned businesses. He and Mr. Clem had drafted a letter of support for those businesses
3 as an important part of the West Lebanon community.
4

5 Mr. Purcell left the meeting at 7:22pm
6

7 The committee discussed the proposed letter and the desire to send it out during the month of
8 May, which is AAPI Heritage Month. It was suggested that the letter could be submitted to the
9 Valley News as well.
10

11 Mr. Amaro left the meeting at 7:30pm.
12

13 The meeting was ended at 7:30pm for lack of a quorum.
14
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16

17 Respectfully submitted,
18 David Brooks
19 Planning & Development Director