

FINAL

**CITY OF LEBANON
WEST LEBANON REVITALIZATION ADVISORY COMMITTEE
MINUTES, MAY 11, 2021
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live
5:30PM**

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

MEMBERS ABSENT: Dean Cashman

STAFF PRESENT: David Brooks, Planning & Zoning Director; Shaun Mulholland, City Manager

1. CALL TO ORDER: Chair Winny called the meeting to order at 5:31 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 attendance and speakers identified themselves.

2. APPROVAL OF MINUTES:

A. None

3. OLD BUSINESS:

A. Update of Westboro Yard

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

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

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

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

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

B. Outreach and Engagement Efforts

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

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

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

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

Ms. Stavis left the meeting at 6:57pm

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

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

D. Lebanon Rotary Discussion

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

4. NEW BUSINESS:

No discussion.

5. OTHER BUSINESS:

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

Mr. Purcell left the meeting at 7:22pm

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

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

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

Respectfully submitted,
David Brooks
Planning & Development Director