

FINAL

**CITY OF LEBANON
ECONOMIC VITALITY EXCHANGE COMMITTEE (EVEC)
Wednesday, February 27, 2019
West Meeting Room - City Hall
4:00 PM**

MEMBERS PRESENT: Chair Steve Whitman; Jeff Goodrich; Clifton Below (City Council); Rob Taylor (Chamber of Commerce); Chip Brown; Tim McNamara (City Council); Karen Liot Hill (City Council)

MEMBER ABSENT: Dan Nash; Dana Key; Kevin Purcell

STAFF PRESENT: Shaun Mulholland, City Manager; David Brooks, Director of Planning and Development

1. CALL TO ORDER:

Chair Whitman called the meeting to order at approximately 4:10 p.m.

2. ACCEPTANCE OF MINUTES: January 23, 2019

Moved by Mr. Below to approve the minutes of the January 23, 2019 Economic Vitality Exchange Committee meeting as presented in the agenda packet. Seconded by Mr. Goodrich.

**The vote was 6-0.*

Councilor Liot Hill arrived at approximately 4:13 p.m.

3. DISCUSSION ITEMS:

- **Implementation of the Master Plan: Responsibilities**

Mr. Brooks discussed the Planning Board's focus on Master Plan implementation and the effort underway to track the progress that has been made, and tracking progress going forward. Staff requests that EVEC appoint a "Champ" who will be responsible for tracking the implementation of Chapter 6 of the Master Plan. Staff will also ask for EVEC's assistance in helping to prioritize the Chapter 6 tasks that remain.

Mr. Taylor agreed to serve as the Champ and to attend the tracking training sessions to be held by Planning staff.

Councilor Liot Hill stated that she and Mr. Taylor met with Bill Dunn – a Mascoma Bank official and AVA Gallery board member – who agreed to serve as EVEC's representative to the Arts Commission. The Board concurred that Mr. Dunn will need to be an official member of EVEC in order to serve as EVEC's representative. Councilor Liot Hill will follow up with Mr. Dunn to confirm that he would be interested in serving on both EVEC and on the Arts Commission as EVEC's representative, and will invite him to attend the next EVEC meeting.

Chair Whitman informed the Committee that Jay Simms has resigned his seat on the Committee.

- **Review and develop changes to the proposed DRAFT RFP for the redevelopment of 20 Spencer Street.**

Councilor McNamara suggested that the RFP should be made simpler and allow for more flexibility in what developers can propose. Mr. Brown agreed that the length of the RFP would discourage responses.

Discussion ensued as to the environmental constraints/contamination and the remediation costs and how that should be addressed in the RFP.

Mr. Goodrich suggested that the City hold a charrette with developers, engineers, and other professionals prior to issuing the RFP, in part to minimize some of the upfront investigative work that will be necessary for any developer to evaluate the viability of developing the parcel. The goal would be to generate a concept of what's possible on the site, as a starting point.

Councilor McNamara suggested that what the RFP should aim for is to generate the most interest from the broadest base of qualified developers.

The Committee discussed whether the RFP should emphasize a residential development or a mixed-use development, whether the residential units should be market rate, and whether the parking needs for the development should be required to be provided on-site.

Councilor Below suggested that the RFP should identify future development opportunities in downtown Lebanon to entice developers to view Spencer Street as the beginning of a longer-term relationship with the City.

The Committee continued discussing the idea of holding a charette, who would be invited, and how the product would be utilized in the RFP.

Mr. Goodrich left the meeting at approximately 4:50 p.m.

Mr. Brooks will revise the draft RFP to incorporate the comments of the Committee, and provide the revised draft to the Committee for the March meeting.

4. **FUTURE AGENDA ITEMS:** *not discussed*
5. **NEXT MEETING DATE:** Wednesday, March 27, 2019
6. **OTHER BUSINESS:**

Chair Whitman will write a letter to Jay Simms accepting his resignation and thanking him for his service.

7. ADJOURNMENT:

Moved by Councilor McNamara for adjournment. Seconded by Mr. Brown.

****The vote was 6-0.***

The meeting was adjourned at approximately 5:09 p.m.

Respectfully Submitted,
Tim Corwin
Recording Secretary