

**FINAL**

**CITY OF LEBANON  
ECONOMIC VITALITY EXCHANGE COMMITTEE (EVEC)  
Wednesday, September 26, 2018  
West Meeting Room - City Hall  
4:00 PM**

**MEMBERS PRESENT:** Clifton Below (City Council), Chip Brown, Dan Nash, Jeff Goodrich, Karen Liot Hill (City Council), Rob Taylor, Steve Whitman

**MEMBERS ABSENT:** Dana Key, Kevin Purcell, Jay Simms

**STAFF PRESENT:** City Manager Shaun Mulholland: Director of Planning and Zoning, David Brooks: Director of Planning and Zoning, Timothy McNamara: City Council, Shelley Hadfield: Consultant to the City of Lebanon

**GUEST:** Mike Kiess: Vital Communities

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**I. CALL TO ORDER:**

City Manager Shaun Mulholland called the meeting to order at 4:02 PM.

**II. ACCEPTANCE OF MINUTES:**

**August 22, 2018**

Amendment: Page 5, line 16. Remove “David” and add “Kevin” before Purcell.

*Jeff Goodrich MOVED to approve the minutes of the August 22, 2018 Economic Vitality Exchange Committee. Seconded by Clifton Below.*

*\*The MOTION passed 7-0.*

**III. DISCUSSION ITEMS:**

City Manager Mulholland began the discussion. The Council is in the process of moving forward with rehabilitating the tunnel using Option 2 with the glass. It is anticipated that it will be completed one year from now.

- Discussion of implementation of the Downtown Visioning Process as it relates to re-development and public infrastructure. Chapters 5 and 6 of the Visioning Plan.
  - **What are the next steps?**

The Council will be looking for input regarding next steps. EVEC will not be the decision maker but will be able to provide input as to how the Visioning Plan might be structured. Who the planners will be isn't well described in the Plan, other than it should be a downtown partnership. It is important that a group is managing the next steps other than staff. EVEC looks at the entire city in terms of economic vitality. That includes the Downtown but isn't that narrowly focused. The TIF Advisory Board works with the distribution of funds from the TIF, not the bigger picture of Downtown development. The ultimate decision will be the Council's. Clifton Below said the TIF Board has a role in recommending projects and how the proceeds from TIF will be expended. Therefore, they may have some role in the implementation strategies. EVEC may work on the RFP and submit it to the Council for approval.

**o Who should the participants be?**

Karen Liot Hill mentioned the Task Force Model that was adopted by the City. That model usually makes a recommendation to the City Council and the Task Force is sunset. She asked if this approach was reasonable and if some members of EVEC could function within the Downtown Envisioning Task Force and then serve on the West Lebanon Task Force. Shaun Mulholland thought the Visioning Plan group would last longer than the traditional task force. He said key players should likely include himself as the Ex-Officio, Chamber of Commerce representation, two Council members, an EVEC representative, a Planning Board representative, an Arts and Culture representative, one business member and one resident member. The West Lebanon Task Force would replace the Lebanon business and resident members with members from the West Lebanon area.

Timothy McNamara said one approach is to structure the group similar to the way the Chamber has setup subcommittees. The subcommittees are filled with a mixture of existing Board members and people from the outside. The subcommittees are also useful for bringing new people into the work and it might be one way to repopulate EVEC in the future.

Jeff Goodrich asked how the charge for the committee would be drafted so the committee is aware of how they should focus their efforts. Chair Mulholland will develop a draft of the charge for the group and that charge will have to be reviewed and approved by the Council. He will put together a document for the next EVEC meeting. He also reminded the members that EVEC was created by the City Manager's office and not the Council. He said it's possible that EVEC should become a Council Committee at this point in time.

Chair Mulholland said an RFP will be vetted to minimize the work the Council has to do to focus the new group. Steve Whitman said the challenge is to focus the new group toward actionable projects and to have the Council's support of the direction the group is taking. A regular brief report from the new group to the Council was recommended. The Chamber will also be involved in outreach for the group. It will be important to determine what public policy items are going to be accomplished.

Chair Mulholland suggested preparing a document with EVEC that is a high-level proposal of the outcomes and the ways to achieve the outcomes that are already laid out in the Master Plan.

The document will also recommend that the Council create the new group. Clifton Below reminded the members about the TIF statute and how it relates to the development of the District. Some of the TIF proceeds will be used to help implement the Visioning Plan.

The projects will likely include public and private partnerships because the City doesn't have the funds to implement all of the proposed ideas. The goals will include both quality of life initiatives and business growth. There are investments that benefit the people and the City. Public perception of the City, such as the Greenway, the Tunnel and a river clean up could be beneficial to the City and public perception of quality of life. Publicity for the new projects within Lebanon could increase the desire to live and work in Lebanon.

The members discussed examples of other cities, Keene, Concord and Franklin and the infrastructure behind the scenes that are helping the cities accomplish their projects. Dan Nash mentioned a drainage plan to change the classification of the flood plain of property and moving the fields by CCBA. These changes could enhance and increase the value of City property and make it desirable for housing in the Downtown area.

Mike Keiss, guest from Vital Communities, said they help establish groups and bring ideas together to get work done. He is interested in sharing good examples between the communities he serves. Rob Taylor is also reaching out to other Chambers to find out what others are doing.

Jeff Goodrich discussed the risk for developers in public and private partnerships, stating expedited review and permitting make it easier for the developers to invest. When a municipality partners with the developer, it minimizes the cost and time for developers. The City has potential development sites. Karen Hill said people are asking for housing, parking and things to do in the City. She reminded members there is no history of private partnerships with the City. Businesses say young people need a reason to move here and are looking to the City to provide a quality of life to recruit and retain new qualified employees.

The Planning Board also needs to be involved in the development plan to keep the projects on target. David Brook said the Planning Board is working on the Master Plan and wants to broaden the base of the people involved by asking boards and committees to take a lead role in the various chapters of the Master Plan. He distributed the Economic Development Chapter to EVEC members at the meeting.

- o **What should the timeline be?**

**No further discussion.**

#### **IV. FUTURE AGENDA ITEMS:**

Would EVEC be willing to take a lead role in the Economic Development of the Master Plan.

#### **V. NEXT MEETING DATE:**

Wednesday, October 24, 2018

**VI. OTHER BUSINESS:**

**None**

**VII. ADJOURNMENT:**

***Dan Nash MOVED for adjournment. Seconded by Jeff Goodrich.***

***\*The MOTION passed unanimously, 7-0***

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,  
Linda Billings  
Recording Secretary