



**LEBANON CITY COUNCIL
JUNE 3, 2026 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 770 265 232#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The June 3, 2026 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.**

4. City Manager Report

5. Open Council Discussion

6. Open to the Public

7. Recognitions

- A. Top Dog Contest Winners Chosen by Mayor Whittlesey
- B. Resolution in Support of House Bill 1491 - Supporting Sensible Risk Pool Regulation

8. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the June 3, 2026 agenda packet.

9. Appointments

- A.
 - Strategic Plan Task Force, Daniel Paepke (Resident Member)
 - Trustees of Trust Funds, Clara Cole (Regular Member)

10. Public Hearing Items

- A. Ordinance #2026-04
Ordinance #2026-04: Amendment to C-PACER District Ordinance – Public hearing for the purpose of receiving public input and taking action on a proposed amendment to Ordinance #2026-04, originally adopted on March 18, 2026, to address a clarification requested by NH Business Finance Authority.
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions and Comments by the Public:

- iv. Closing of the Public Hearing:
- v. Council Deliberation & Action:

11. Old Business: None

12. New Business

- A. Warrant for Civil Forfeiture Notice
- B. Discussion of Vanier Memorial on the Lebanon Pedestrian Mall
- C. Discussion of the Status of Class VI Roads Advisory Committee
- D. Discussion of the Status of Barrows Street Development Project

13. Non-Public Session: None

14. Adjournment

Meetings are open for in-person and remote attendance. Members of the public who wish to attend remotely may do so 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 City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

Future Board/Committee/Commission Appointments:
Board/Committee: Class VI Roads Advisory Committee
Position: Regular
Applicant: E. Backstrom

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: J. Simms

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: M. Smith

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: B. Martin

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: R. Moses

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: F. Casale

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: K. Purcell

Board/Committee: Finance Advisory Committee
Position: Regular
Applicant: M. Terzano

Board/Committee: Planning Board
Position: Regular
Applicant: B. Michitson

Lebanon City Council Agenda
June 3, 2026

Proposed Future Agenda Items: Dates may be tentative, and this list is not considered all-inclusive.

June 17, 2026

Public Hearing Items:

- A. Ordinance #2026-07: Amendments to City Code Chapter 31, Boards, Committees, and Commissions, Article XVIII, Finance Advisory Committee
- B. Supplemental Appropriation of up to \$771,150 for Airport Taxiway A Extension capital project; Authorization to Transfer up to \$19,300 from Airport Fund Balance to Fund the City's Share (2.5%) of the Airport Taxiway A Extension capital project – R-2026-6

New Business:

- A. Presentation of Emergency Winter Shelter Operational Statistics for Winter 2025-26
- B. Discussion and Authorization for CM to Execute Lease Agreement for Land at 6 Aldrich Avenue to Boys and Girls Clubs of Central and Northern New Hampshire
- C. Discussion and Set Public Hearing for August 19, 2026: Zoning Amendments to Facilitate Construction of Childcare Center at Seminary Hill Road
- D. Discussion of Future Redevelopment Goals for City-Owned Properties at 14, 28, and 30 Main Street

July 1, 2026

New Business:

- A. Public Information Presentation for NHDOT Route 10 Culvert Replacement Project, Lebanon 44776
- B. Review of Elderly Exemptions
- C. Discussion and Set Public Hearing for July 15, 2026:
 - 1. CDBG Application for Boys and Girls Club of Central and Northern New Hampshire (BGCCNNH)
 - 2. Adoption of Anti-Displacement and Relocation Assistance Plan for Boys and Girls Club of Central and Northern New Hampshire (BGCCNNH)
- D. Housing Discussion RE: capacity constraints of schools, water, sewer, police, fire, etc.



Resolution

In Support of House Bill 1491

Supporting Sensible Risk Pool Regulation

WHEREAS, the Lebanon City Council is a participating member of a non-assessable municipal risk pool created by political subdivisions to reduce risk and provide stable, cost-effective health insurance coverage for municipalities and other public entities; and

WHEREAS, risk pools nationally operate under two recognized models—assessable and non-assessable—and both models are widely accepted as viable tools for managing municipal risk and controlling costs; and

WHEREAS, House Bill 1491 establishes a statutory framework allowing non-assessable risk pools to operate under the oversight of the New Hampshire Department of Insurance, creating a pathway for municipalities to continue participating in this model; and

WHEREAS, the bill introduces Chapter 420-R, which sets forth reasonable and clearly defined standards for governance, financial reporting, solvency, and fiduciary responsibility, promoting transparency and accountability while preserving operational flexibility; and

WHEREAS, the legislation allows municipalities to retain local-decision making and flexibility by preserving the ability to choose between assessable and non-assessable risk pool structures, or to pursue alternative risk management strategies; and

WHEREAS, maintaining access to non-assessable risk pools supports predictable budgeting, financial stability, and long-term planning for municipalities by avoiding unexpected assessments and minimizing volatility in insurance costs; and

WHEREAS, the continued availability of multiple risk pool models strengthens the overall municipal health insurance marketplace in New Hampshire and helps ensure continued access to affordable coverage for local governments and their employees.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council hereby expresses its support for House Bill 1491 and its establishment of an updated regulatory framework for political subdivision risk management programs; and respectfully urges the Governor to sign House Bill 1491 into law to preserve municipal choice, promote financial stability, and ensure the continued availability of effective risk management options for New Hampshire municipalities; and

BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to the Office of the Governor, Lebanon's legislative delegation, and appropriate state officials.

Dated this 3rd day of June 2026 in Lebanon, New Hampshire.

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

**Agenda
Lebanon City Council
June 3, 2026**

8. Acceptance Of Minutes:

Minutes To Be Accepted

- May 6, 2026
- May 20, 2026

MOVED, to approve the minutes as presented in the June 3, 2026 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, May 6, 2026 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS' PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Nicole Ford Burley, Eric Cole, Andrew Faunce, Lori Key, Timothy McNamara and Laurel Stavis

MEMBERS ABSENT: Kellen Appleton

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Director of Public Engagement and Communications Beth Beraldi, Public Works Director Jay Cairelli, Public Works Assistant Director Christopher Kilmer, Solid Waste Manager Lawrence Carpenter, City Engineer Brian Vincent, DPW Administrative Services Manager Kelly Crate, Lebanon Fire Chief/Emergency Management Director Jim Wheatley, Deputy Finance Director Victoria Paquin

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1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
 - City Manager Andrew Hosmer announced the meeting criteria for attendees.
 2. **PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.
 3. **PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.
 4. **CITY MANAGER REPORT:**

City Manager Hosmer updated the Council on the following:

 - Strategic Plan Task Force: Continues to take shape. Current membership includes Councilors Key, Appleton and McNamara along with Fire Chief Jim Wheatley, Deputy Finance Director Victoria Paquin and Recreation, Arts and Parks Director Paul Coats. There are two resident positions open (1 member position and 1 Alternate position). He encouraged residents who are interested in serving to submit an application through the City Website.
 - Finance Advisory Committee: The City is still accepting applications from residents interested in serving. This Committee will provide valuable input as the City continues to evaluate financial priorities, long-term planning and responsible stewardship of taxpayer resources. Applications are available on the City's Website.
 - SAU/City of Lebanon/Boys and Girls Club of Northern and Central NH regarding the Seminary School property: Discussions are progressing forward, but a lease has not been signed. He anticipates this will move along in the coming weeks.
 - May 20 City Council Meeting: This will include a presentation on the Financial Outlook for the City and will provide an important opportunity to review current financial conditions, anticipated challenges, and future planning considerations. Feedback will be used to inform Department Heads as they prepare their budgets.

- 1 • Lebanon Airport’s Central Air Services: Applications are still open. He had one good meeting
2 with a potential bidder. The City will be meeting with Cape Air (essential Air Services now) and
3 Jet Blue.
- 4 • SCAM Email Warning: The City has been made aware of some scam emails circulating that say
5 they come from the Planning and Zoning Commission of Lebanon demanding payment from
6 residents and businesses. Lebanon does not have a Planning and Zoning Commission. The
7 document looks pretty believable, so it is important to inform the Council and the public about
8 this scam. He encouraged anyone who receives one of these emails to contact the City Manager’s
9 Office, or the Planning and Development Department, to verify if an email is authentic or if they
10 have questions.
- 11 • Ms. Melanie McDonough, Chief Innovation and AI Officer: He wanted to recognize Ms.
12 McDonough, who is a long-time employee of the City. Ms. McDonough has been named one of
13 Government Technologies top 25 Doers, Dreamers, and Drivers for 2026. This is a national
14 recognition which highlights the public sector leaders who are using technology to improve
15 services, strengthen communities, and address complex challenges. This also comes on the heels
16 of the work that Melanie is doing for the State of NH. In the City Manager’s Office, Melanie
17 leads projects that use AI (Artificial Intelligence) to improve day-to-day operations while
18 maintaining a strong focus on ethics, transparency and resident trust. Congratulations to Ms.
19 Melanie McDonough for this well-deserved recognition and we appreciate her leadership,
20 creativity and commitment to responsible innovation in Lebanon’s municipal government.

21 22 **5. OPEN COUNCIL DISCUSSION:**

23 Councilor Cole noted that someone reached out to him today who was having difficulties in submitting an
24 application for the Strategic Plan Task Force. City Manager Hosmer requested the name of the applicant
25 so he could reach out to the person and walk them through the process.

26
27 Councilor Key questioned if the 2025 Quarterly Financial reports would be available for the May 20,
28 2026 Financial Outlook Meeting. City Manager Hosmer thought these reports would be added to the
29 agenda. She would like to have the 2025 Q3 and Q4 reports in advance of the May 20, 2026 meeting.
30 City Manager Hosmer said these would be posted when the agenda comes out, which is a week before the
31 meeting.

32
33 Assistant Mayor Wilkie pointed out that at the conclusion of the Council’s meeting on April 15, 2026, the
34 meeting ran very late and the Council did not have a chance to discuss housing (after the presentation was
35 made).

36
37 Mayor Whittlesey noted that the Council has discussed the history, the supply and demand of housing,
38 but we now need to get into capacity because we know there are only so many finite resources (police,
39 fire, school district, DPW, etc.) The Council needs to have a clear understanding of what will
40 trigger/increase the need of the City’s resources if housing is increased (i.e., what may increase the need
41 for additional police officers, additional Fire Department resources, additional DPW resources to plow
42 more streets, etc.) We are anticipating a presentation by the Housing Committee Task Force on July 15,
43 2026. Immediately after the Housing Task Force presentation, he recommended that the Council start
44 having a discussion on capacity, which will take more than one meeting, and should include discussions
45 on what kind of development we really want to see, where we want to see it, and how can the City ensure
46 the outcome. This will involve really comprehensive and potential changes to Zoning and Planning and
47 other Ordinances that might be applicable and further described his reasoning and gave examples.

1
2 **6. OPEN TO PUBLIC:**

- 3 • **Ms. Mary Davis (Ward-2)** came forth and spoke about her reasons for requesting that the City
4 open their offices on Fridays, noting that Lebanon is a big enough City now and it is inconvenient
5 for residents to not have access to City Hall five days a week.
- 6 • **Mr. Don Hemenway (Ward-1):** He came forth and wanted to revisit the comments he made at
7 the April 15, 2026 meeting regarding the surge problem on Mack Avenue. He was disappointed
8 that the Council voted to move \$144K for the sidewalk project and not care about our health and
9 the process we have to go through when sewage comes into our bathrooms and our houses, the
10 cleanup of sewage, and the odor we face sometimes up to 3 days. He was not against the sidewalk
11 but was concerned about his family's health and his neighbors. He wanted the Council to
12 reconsider their decision and have the City Manager move forward with getting this Project
13 (Mack Avenue) fixed. He noted that Rick Brown (from DPW) came to his home last Thursday
14 and said he was fully aware of the problem and the liner they put into this 80 year old pipe is not
15 functioning properly, so they have to blow at a minimum of 4 times/year to move the surge down
16 to the end of the street.

17
18 City Manager Hosmer thanked Mr. Hemenway for his comments and noted that after the last
19 Council meeting, they took his comments very seriously. He did some research on the history of
20 the sewer on Mack Avenue and worked with DPW trying to figure out the timeline of what
21 did/did not occur on Mack Avenue and at what point did the City consider replacing all the sewer
22 lines due to concerns that the 80 year clay sewer pipe was getting to the end of its life expectancy.
23 As that project was discussed, an estimate was settled on, which was a little over \$3M to do all of
24 the work. Because of the cost of that project, a determination was made by the City that it would
25 not be able to bond or afford that project at the time. In narrowing a list of priorities that the City
26 was going to do, even though the Mack Avenue situation was serious, the City did not go through
27 with the project. This was initially a financial issue. As a follow up to this, he knows DPW took
28 very seriously some of the limitations of the sewer pipe on Mack Avenue (i.e., flat spots, some
29 disintegration of the parts of the pipe, some root knots that broke through the pipe causing them
30 to clog.) Knowing the condition of the pipes, they decided to blow out and inspect those pipes 3-4
31 times per year to make sure that they are clear. A short time fix was to put a liner in those pipes to
32 prevent some of the roots from breaking through, as well as to stabilize some of the
33 disintegrating/aging pipe. That was not an 80-year fix, but because of the costs associated with it,
34 and because of the concerns regarding the impact on Mack Avenue residents, this may have been
35 a good step to take, though not perfect. He also went back and looked at some of the City records,
36 noting that he has not been able to find any record of complaints. He also asked DPW if they had
37 any record of complaints and they did not have anything that they could rely on. The money that
38 was rescinded from the (Mack Avenue) project was a grand total of +/- \$200K, in which \$80K
39 was used for the sidewalk planning. Though that is a significant amount of money it would not
40 have addressed the overall costs of reclaiming the whole street, relaying the pipe, etc. So, instead
41 of letting the funds sit there, and since we did not have a plan in the short term to take on that
42 Capital Project, the funds could have been used for something else so that is why the funds were
43 rescinded (from the Mack Avenue Project).

44
45 The options available now, would be taking a period of due diligence by the City so we can take
46 these options forward if we need a Special Appropriation to do this work. We are making a
47 determination of how much of this problem is associated with the aging public infrastructure; is

1 there an opportunity to do something with a smoke test to determine how well that pipe is
2 performing and how well some of the private pipes are venting. This would give us some idea if it
3 is entirely a City infrastructure problem or if the City is only responsible for a portion of it, and,
4 whether or not there are some private plumbing issues going on that residents need to address in
5 conjunction with working on the public infrastructure as well. Once this has been done, some of
6 the discussions would include revisiting this as a Capital Project; determining what the cost
7 would be to do the entire project; presenting the data to the Council as a project that they would
8 have to vote on in order to appropriate the funds; and, then putting the project out to bid. Another
9 option would be for the City to consider a less expensive option, which might be a Pump Station
10 in the area and further explained his reasoning.

11
12 City Manager Hosmer reiterated again that the Mack Avenue issue has been taken very seriously
13 by the City. It is a priority for our Department of Public Works to make recommendations after
14 studies are done.

15
16 Mayor Whittlesey noted that the Mack Avenue issue is a bit of a root cause analysis work that
17 needs to get done to collect the data so that we can ensure that whatever solutions that may be
18 proposed may truly address the situation in the most effective way possible and further explained
19 his reasons.

- 20
- 21 • **Ms. Georgia Tuttle (Ward-1):** She first spoke about the pothole problem they are having at the
22 Dana Street Intersection. She also spoke about communication issues, noting that she has lived on
23 Mack Avenue for 45 years and this project/problem has been discussed since the turn of the
24 century, not just since 2022. She read a letter she had written to the Council that explained her
25 reasons for asking that they rescind the \$250K from 4 projects, including a \$140K from the
26 decades long proposed Mack Avenue Infrastructure Improvement Project. Her letter addressed:
27 how residents were never notified about changes; how Mack Avenue was put at the end of the
28 Federally Mandated Storm Water/Sewer Separation Project because there were so many issues
29 that needed to be addressed; the history of Mack Avenue infrastructure issues that started at the
30 turn of the century; the recurrent presence of raw sewage in residents basements, showers, tubs,
31 sinks and floors; gas bubbles through drains; health hazards of the residents; the piecemeal efforts
32 to resolve the Mack Avenue problem(s); the indications that there was a serious problem with the
33 sewer pipes; how street residents were not notified directly about the liner until after it was all
34 done. She also spoke about how the City was pumping air/water or both to try pushing sewage
35 down the full length of the street, which is forcing materials into homes; how this issue has been
36 discussed since she was a City Councilor starting back in 2009; and her personal situation with
37 raw sewage seeping into her shower basin after the sewer liner was put into place. She pointed
38 out that there was not enough money allocated to do the Mack Avenue Project noting that there
39 were also not enough funds to do the \$750K for the Mechanic Street Project until funds were
40 taken from four other projects, including the Mack Avenue Project. She implored the Council to
41 rescind their prior vote before they waste money building a sidewalk that may need to be torn up,
42 yet again, when the State comes through to do its Mechanic Street rebuild that has been promised
43 for about 30 years and further explained her reasons.
- 44
- 45 • **Mr. Kevin Goldwin (Ward-1):** He came forth and spoke about his sewage surge problems, the
46 gas build up in his home, sewage in his basement, water leakage on every floor after DPW came
47 to clean the sewer pipe, and how both his cats became sick because of the sewer gas build up. He

1 wanted to echo what Georgia and Don said, noting the Council would not want to live this way.
2 Two inches of sewage in your basement is a sewage problem. The worst problem is when water
3 comes out of your toilet and just sprays everywhere, noting that the only time this happens is
4 when the trucks are out there flooding out the street. He also noted he has had all the pipes
5 replaced in his home recently.
6

7 City Manager Hosmer requested that all email addresses be collected from residents on Mack
8 Avenue so he can keep them abreast of what the City is doing, noting he was not aware of this
9 situation until recently.
10

- 11 • **Mr. Phil Bush (Ward-1):** He came forth and spoke about his complaints regarding the Mack
12 Avenue sewage issues he has faced, noting that DPW has been aware of these issues for years.
13 He also hoped that due diligence is on a fast track because this is a health issue for residents, and
14 it is an environmental issue with broken sewer pipes so close to water lines.
15
- 16 • **Mr. Paul Roberts (Ward-2):** He spoke about a couple of concerns he had:
 - 17 1. If the City has been aware of the Mack Avenue issue for over 17 years, he questioned if the
18 State Health Department has been notified and if they are conducting an investigation, noting
19 he did not feel the City could investigate themselves. Somebody needs to look at this from a
20 health perspective because putting raw sewage and sewer gases in someone's house has some
21 culpability on the City's part. He also spoke about transparency from the City and questioned
22 how much due diligence was done.
23

24 City Manager Hosmer noted the City has clearly made some efforts to remediate the
25 situation. That was the purpose of the lining and was also probably the purpose of identifying,
26 at some point, for a complete replacement of sewer pipe. Why it was decided it was not a
27 priority when it came to a Capital Improvement Project in the City, this was something he
28 could not answer (he has only been with the City for a little over a year). Transparency is
29 something the City is trying to be cognizant of. He also noted that he could not find
30 documentation of the issues/complaints so was unable to address a Public Health complaint to
31 the State.
32

33 Mayor Whittlesey emphasized that the Council will be trying to find the right solution for this
34 issue, noting that \$3M at that time would probably be \$5M now and that tremendous
35 investment may not solve all the problems. This is something that the Council needs to look
36 into and further explained more reasons.
37

- 38 2. He questioned the record keeping of minutes from the City Council meetings, noting that
39 when he went back to research these minutes there was nothing there. They have either been
40 destroyed or the documentation that has been put together on them was not there. He was
41 trying to figure out whether or not it was worth having someone go through and type up
42 minutes of a meeting, which are not a transactional recording of the meeting but rather a
43 summary or an overview, and questioned why the City would destroy an audio recording if
44 the audio recording is a complete transcript of the meeting. He also questioned why the
45 public does not get a chance to make any minute corrections that they see, and why this is
46 only done by the Council. He recommended that the video recordings be kept so there is a
47 factual record of what took place and further explained his reasoning, noting there have been

1 complete quotes missing from some of these meetings. He was also concerned that by
2 destroying the record (video/audio), it was deleting exculpatory evidence and further
3 explained his reasoning.
4

5 City Manager Hosmer explained that meeting minutes are not required to be verbatim, a
6 word-for-word transcript of what transpired in any given public meeting. He felt the Council
7 has done their best to improve the meeting minutes by requesting corrections and adopting
8 the corrected minutes. He asked Mr. Roberts to send him an email containing the dates of the
9 minutes he is looking for and he will provide them to him. He also noted that we are in the
10 process of transferring our meeting management system so we will be preserving, for an
11 indefinite period or time, the audio and the video. There is no State requirement to hold these
12 for a specific period of time, and we are not even required to have audio/video, but the City
13 decided this was a good practice to adopt so people could not necessarily rely on the written
14 minutes.
15

16 Assistant Deputy City Manager Brooks noted that the Statutory requirement is for the written
17 minutes. Only the Motions should be expressed verbatim, and the Votes should capture how
18 each of the Councilors, who were present and voting, voted (i.e. in favor/against). The rest of
19 the minutes is a general overview of the discussion(s) and is not meant to be a transcription.
20 This would be a vastly different and a time-consuming effort to completely transcribe the
21 minutes of every meeting. With respect to the storage and retaining of the audio/video, this
22 will become a cost issue over time. These 3-hour Council meetings, not to mention every
23 other Board/Committee, takes up a lot of data. We are evaluating with the City's Cyber
24 Services Department the appropriate time period that we can continue to store more and more
25 data, or if we should stick with the Statuary Requirement.
26

27 **7. RECOGNITIONS: NONE**
28

29 **8. ACCEPTANCE OF MINUTES:**

- 30 • April 15, 2026 (Regular Meeting)

31 Amendments: Page 12, line 48: Change "Road" to "Rod"
32

33 *Councilor N. Ford Burley MOVED to approve the April 15, 2026 (Regular Meeting)*
34 *minutes as amended and presented in the May 6, 2026 City Council agenda packet.*
35 *Seconded by Councilor Stavid.*
36

37 **The Vote on the Motion was approved (7-0). Mayor Whittlesey abstained because he was not present*
38 *at this meeting.*
39

40 **9. APPOINTMENTS: NONE**
41

42 **10. PUBLIC HEARING ITEMS:**

- 43 **A. Supplemental Appropriation of up to \$724,000 for Solid Waste Fleet Replacement Capital**
44 **Project; Authorization to Transfer up to \$724,000 from the Solid Waste Unassigned Fund**
45 **Balance to the Solid Waste Fleet Replacement Capital Project** – Public hearing for the purpose
46 of receiving public input and taking action to appropriate up to \$724,000 to supplement current
47 funding for the Solid Waste Fleet Replacement capital project; and to authorize the transfer of funds

1 from the Solid Waste Unassigned Fund Balance to fund the supplemental appropriation **R-2026-5**
2 Included in the agenda packet: (No supportive documents/information was included in the Council
3 agenda packet. Minutes do not include screenshots, graphs, or images.)
4

5 Mr. Jay Cairelli (DPW Director) reviewed the background behind the Supplemental Appropriation as
6 listed above. He noted that the truck they are proposing to buy has about twice the capacity of the two
7 dump trucks, would increase staff efficiency and is much better at reaching the steep slopes that we are
8 currently on. We cannot drive a dump truck down that slope without getting stuck or putting workers
9 safety at risk. He also spoke about the rental costs from 2025 (+/- \$37K for the haul truck). We had the
10 haul truck for three (3) months; dump trucks were \$225K for 2025. We did receive a new quote of \$250K
11 and plan to carry \$275K for the out years, which is when these trucks will be replaced. The bid price
12 change for 2027 is that there are new emission requirements for the trucks (\$125K/per truck).
13

14 **BACKGROUND**

15 In late 2025, the City received a direct pay refund of \$1,228,037.25 in connection with investment tax
16 credits for the Landfill Gas-to-Energy Plant. Approximately 10% of this amount is payable to the
17 accounting firm that managed the IRS submission on the City's behalf, resulting in a net refund of
18 \$1,106,452.25, which was placed in the Solid Waste Fund's Unassigned Fund Balance.

19 The Department of Public Works (DPW) respectfully requests authorization to allocate a portion of the
20 funds from the Solid Waste Unassigned Fund Balance toward the acquisition of a haul truck by transferring
21 the needed funds into the Solid Waste Fleet Replacement capital project. The total funds needed are
22 \$724,000 and would be used for the acquisition of a 2026 Caterpillar 735 Articulated truck.

23 A comparable Volvo haul truck was also evaluated in preparation for this request. Both the Caterpillar and
24 Volvo units were competitively bid through Sourcewell. The quoted price for the Volvo would be \$782,290.
25 The cost difference, combined with the City's existing fleet of Caterpillar equipment, forms the basis for
26 recommending the Caterpillar unit.
27

28 The proposed articulated haul truck is specifically engineered for operation on sloped terrain, significantly
29 enhancing access to critical areas of the landfill. This capability will support the consistent placement of
30 cover material necessary to maintain compliance with DES requirements. Additionally, it will reduce
31 reliance on bulldozers to push cover material across extended slope distances. Minimizing this practice will
32 preserve valuable airspace during the interim period while the landfill expansion is permitted and
33 constructed.

34 Furthermore, advancing this purchase at this time will eliminate the need for future CIP expenditures
35 associated with replacing a 10-wheel dump truck in 2027 and 2030, as currently identified in the fleet
36 replacement schedule.
37

38 **Clarifying questions from Council:**

39 The Council and Director Cairelli held discussions regarding: how one dump truck would be used for the
40 highway and other would stay at the landfill; the life expectancy for this new equipment would be 7 years;
41 the replacement timeline for the trucks; reasons why the haul truck was most important; whether or not
42 this vehicle would be needed for the Phase III Project; whether or not there would be a reduction in an
43 FTE; reduction of overtime for the landfill; the importance of considering regulatory fines from NH DES,
44 which could run into the hundreds of thousands of dollars; the overwhelming task of determining the
45 overtime for staff and the rationale for overtime; operational efficiency of the new truck; compliance
46 matters; what the future may look like for the landfill; concerns about the cost of running the gas-to-
47 energy portion of the landfill (now +/- \$866K was \$529,65); how and why the landfill budget was
48 conservatively low because last year (this was the first time estimating this cost); how Phase III has a 3-4

1 year life span, which would be about half the time of the life span of this vehicle; what the rental fees
2 would be over 70 months; the potential use of a used machine; the efficiency of the bull dozer in capping
3 the landfill; whether or not it would be more efficient to add automation to the old dozer and the costs
4 involved with a retrofit.

5
6 **Mayor Whittlesey opened the Public Hearing.**

- 7 • **Mr. Jay Simms (Ward-2):** He spoke about his concerns regarding the cost of \$724K for the
8 acquisition of a 2026 Caterpillar 735 Articulated truck, noting these funds are coming from the
9 City's Tax Credit Windfall of \$1.1M. He felt it was important to understand the gas-to-energy
10 project a little better and further spoke about the budget costs for the gas-to-energy project and
11 why he would like to see overtime reduction quantified.

12
13 **Hearing no further comments from the public, the Public Hearing was closed.**

14
15 **Council/Staff Comments:**

16 Councilor Cole felt he would be more comfortable in keeping the gas to energy credit that the City
17 received so it could be used to fund any shortfalls the City may see, noting he does not have a lot of
18 confidence in the gas-to-energy project being successful. He also would like to see the City continue to
19 rent a machine when we need it and explained his reasoning.

20
21 Councilor McNamara spoke about his reasons why he felt there would be no asset for the City if the
22 Council chose to rent the haul truck (+/- \$400K) instead of purchasing it (+/- \$724K) and further
23 explained his reasoning. He would also like to get more information on the landfill gas-to-energy project.

24
25 Director Cairelli spoke about the costs of compliance, noting this was the biggest issue to solve. If the
26 City gets hit with a fine for non-compliance it could cost the City more than the new equipment.

27
28 The Council and Director Cairelli continued discussions on the shortfalls of the landfill; whether or not
29 there has been an increase in the production of gas from the landfill; improvements being made to the
30 landfill's gas-to-energy project; operating conditions of the microturbines; reasons why selling landfill
31 equipment would be difficult; pros/cons of renting vs. purchasing equipment; the useful life span of the
32 landfill (Phase II, 2-4 years of operation left and Phase III would be +/- 19 years); how the City still needs
33 to maintain Phase II of the landfill, even though it is reaching its life span; whether or not a rental would
34 come with the same warranty that a purchased vehicle has (Answer: No); estimated repair costs of a rental
35 vs. a purchased vehicle; and what would be covered under the extended service plan for a new vehicle.

36
37 Councilor Key expressed her concerns over the cost to the City for the gas-to-energy project and spoke
38 about what would be offset by any kind of revenue. City Manager Hosmer responded to Councilor Key's
39 question noting that the Council requested a longer period of time to give the City more time for more
40 accurate data as opposed to taking a shorter period of time.

41
42 Councilor N. Ford Burley noted this makes financial and operational sense, especially when the
43 compliance piece is pulled in.

44
45 **ACTION:**

46 ***Councilor N. Ford Burley MOVED the following Resolution:***

1 ***FOR THE PURPOSE OF finalizing and implementing the Solid Waste Fleet Replacement capital***
2 ***project.***

3
4 ***NOW THEREFORE BE IT RESOLVED, by the Lebanon City Council, that funds be appropriated***
5 ***in the amount of up to \$724,000 (Seven Hundred Twenty-Four Thousand Dollars) for expenditure***
6 ***in the Capital Improvements Fund to supplement current funding for the Solid Waste Fleet***
7 ***Replacement capital project.***

8 ***BE IT FURTHER RESOLVED, by the City of Lebanon, that funds in an amount not to exceed***
9 ***\$724,000 be transferred from the Solid Waste Unassigned Fund Balance to the Solid Waste Fleet***
10 ***Replacement capital project to fund the supplemental appropriation.***

11 ***This resolution shall be effective upon passage.***

12 ***Seconded by Councilor Stavis.***

13
14 Before a vote was taken:
15 Councilor Key noted it was hard to vote on this, especially when hearing about people’s sewage entering
16 their homes.

17
18 Councilor Cole spoke about his reason why he was uncomfortable spending \$724K.

19
20 Assistant Mayor Wilkie spoke about his reasons why he was swayed by the threat of fines.

21
22 Councilor Stavis spoke about her reasons why she supports this measure and spoke about the work she
23 has done in the State legislature with NH DES, noting we have to be diligent in managing our risk.

24
25 Mayor Whittlesey noted there continues to be legislation coming out of Concord on an annual basis that
26 really targets landfills very broadly and in a way that would be very expensive for the City.

27
28 Councilor Faunce was in favor of this motion with the caveat that the Council continues to look at
29 opportunities to address the needs of the residents on Mack Avenue.

30
31 ****The Vote on the Motion was approved (7-1). Councilor Cole opposed.***

32
33 **B. Ordinance #2026-06: Amendments to City Code Chapter 97, Landfill Regulations** – Public
34 hearing for the purpose of receiving public input and taking action on proposed Ordinance #2026-
35 06 to amend City Code Chapter 97, Landfill Regulations.

36
37 Included in the agenda packet: [\(All supportive documents and information can be found on pages 28-32,](#)
38 [Council agenda packet. Minutes do not include screenshots, maps, graphs, or images.\)](#)

39 1. Proposed Ordinance #2026-06

40
41 Mr. Jay Cairelli (DPW Director) reviewed the background behind his proposed amendments to Landfill
42 Regulations, noting this was just a language update. He did call attention to 97:7 (b) 1 which clarifies the
43 way interest is applied to late accounts. At the request of Mayor Whittlesey, DPW Staff clarified that

1 unpaid amounts after 30 days (by Commercial Account holders) will be subject to 8% interest and will
2 accrue monthly. This will not apply to residents of Lebanon.

3
4 **BACKGROUND**

5 City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language
6 from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee
7 schedule for disposal of refuse and recycling of certain materials.

8 Chapter 97, and the fee schedule outlined in Appendix A, were last revised on October 15, 2025, with an
9 effective date of January 1, 2026, to update the permitting process and permit and tipping fees to reflect
10 increased disposal and landfill operation costs.

11
12 Now, the City Administration is proposing Ordinance #2026-06 to recommend further clarifications to the
13 permitting process in Chapter 97, and to authorize reactivation fees and associated accrued interest charges.

14
15 The proposed new changes would be effective upon passage.

16
17 **Clarifying Questions from Council:**

18 In response to Councilor Stavis' question on grammar in the billing section, 1, Deputy City Manager
19 Brooks explained that it was his understanding for invoicing, any time any hauler (commercial or small
20 haulers) bring a load to the landfill they will get an invoice when they leave. Only the large haulers will
21 get a statement of the previous month's invoices. The statement date is the trigger for 30 days before
22 interest is applied, and 60 days is relative to suspension of the Commercial Permit.

23
24 **Mayor Whittlesey opened the Public Hearing.**

- 25 • **Ms. Nancy Sansevere (Ward-2):** She spoke about Lebanon's revenues being down and wanted
26 to know when a conversation would take place regarding having other people outside of the City
27 of Lebanon potentially paying more (to the landfill) than the residents.

28
29 Mayor Whittlesey noted fees are looked at annually. We have revised the permitting fees and the
30 overall landfill fees being changed, with a focus mostly on the commercial haulers.

31
32 **Hearing no further comments from the public, the Public Hearing was closed.**

33
34 **ACTION:**

35 ***Councilor McNamara MOVED, that the Lebanon City Council hereby adopts Ordinance #2026-06 to***
36 ***amend Lebanon City Code Chapter 97, Landfill Regulations, as presented in the May 6, 2026 City***
37 ***Council Agenda Packet as amended.***

38 ***Seconded by Councilor N. Ford Burley.***

39
40 ****The Vote on the Motion was approved (8-0).***

41
42 **11. OLD BUSINESS: NONE**

43
44 **12. NEW BUSINESS**

- 45 **A.** Review of Potential Redevelopment of 14, 28, and 30 Main Street by DEW Properties, LLC;
46 Authorization for City Manager to Execute Option to Purchase Agreement with DEW Properties

1 Included in the agenda packet: (For this item, please refer to the comprehensive presentation, supportive
2 documents and information found on pages 33-74, Council agenda packet).

- 3 1. Draft Option to Purchase Agreement, between DEW Properties, LLC and the City of Lebanon,
4 last revised April 17, 2026
- 5 2. Conceptual Site Plan, 14, 28, and 30 Main Street, West Lebanon, prepared by Engineering
6 Ventures, dated April 20, 2026
- 7 3. Development Approach, City of Lebanon, NH Main Street Parcels, prepared by DEW
8 Properties, April 10, 2025

9
10 Deputy City Manager Brooks reviewed the background/history of this item as listed above on behalf of
11 DEW properties noting that Mr. Robert Wells and Mr. Don Wells were present remotely.

12 **BACKGROUND**

13 On May 31, 2023, the City completed the acquisition of properties located at 14, 28, and 30 Main Street in
14 West Lebanon. Subsequently, the City Council asked the West Lebanon Revitalization Advisory
15 Committee (WLRAC) to lead a process of engaging the community to determine the preferred disposition
16 and/or redevelopment of the properties. In January 2024, the WLRAC recommended that a Request for
17 Proposals (RFP) be advertised for the redevelopment of the properties, preferably with a mixed-use building
18 including commercial uses on the first floor and residential units on the upper floors. The RFP was
19 advertised on March 1, 2024, and closed on June 28, 2024, with no qualified responses having been
20 received.
21

22 Following the unsuccessful RFP, the City Manager's Office reached out directly to numerous developers
23 to better understand the lack of RFP responses and to solicit interest in the property. Most developers
24 indicated that the property was too small for their purposes, or that they had no capacity to take on another
25 project at that time. However, DEW Properties (DEW) expressed an interest in the site and in partnering
26 with the City to redevelop the properties. Over the course of several months, the City Manager's Office held
27 discussions with DEW and reviewed a conceptual layout and elevation rendering for possible redevelopment
28 of the properties.

29 On August 20, 2025, the City Council authorized the City Manager to enter into further negotiations with
30 DEW Properties regarding the redevelopment of the Main Street properties. On September 18, 2025, the
31 City and DEW signed a Pre-Development Agreement giving DEW twelve months to complete appropriate
32 due diligence to determine the feasibility of redeveloping the properties.

33 Earlier this year, DEW notified the City of its proposal to partner with Twin Pines Housing Trust to
34 redevelop the Main Street properties. The redevelopment would include a multi-story building with at least
35 32 workforce housing units on the upper floors and the possibility of commercial space on the ground level
36 if a suitable tenant can be identified. To move the effort forward, DEW has prepared a draft Option to
37 Purchase Agreement for the City's consideration.

38 In order to align the redevelopment process with applicable timelines for grant and capital funding
39 opportunities, DEW has submitted a conceptual application to the Planning Board for review in May.
40 However, it is understood that any formal review by the Planning Board beyond the conceptual level is
41 contingent on City Council approval of the proposed Option Agreement, or Council authorization to
42 proceed while the option is further negotiated.

43 Mr. Don Wells, Founder and Chairman of DEW Properties and DEW Construction, came forth to speak
44 about the Potential Redevelopment of 14, 28, and 30 Main Street, West Lebanon, NH. They have been

1 working with Twin Pines and Ever North on their units and spoke about other projects throughout the
2 region where they are/or have been doing development.

3
4 Funding approvals should be received by December 2026 with construction starting in spring (if approved
5 by Council). He noted they have a good track record with Andrew Winter and Twin Pines and felt they
6 have an excellent track record in the area. They met with Twin Pines to figure out what the value of the
7 property is from an appraisal standpoint noting the land value is +/-600K and that would have to be a
8 clean site. They also met this morning with New Hampshire Housing, and they seem to be very much in
9 favor of the project.

10
11 The project does include some commercial space, and he will have a proposed floor plan soon, based on
12 Twin Pines input, our input and what the City would like to see and further described the proposed
13 building construction.

14
15 **Council/Staff Comments:**

16 Councilor Faunce noted he works with West Lebanon Revitalization Advisory Committee (WLRAC) and
17 they took a survey of residents' interests and provided content for the initial RFP. He wanted to
18 understand where, within the chain of conversations, the project went from a project of market-based
19 housing with commercial space to the present proposal of workforce or affordable housing with
20 commercial. Mr. Wells explained they were not able to make the numbers work for market rate housing
21 without the subsidies and tax credits that you get with the affordable workforce housing. We approached
22 Twin Pines and they have an interest in the property so if the City wants to see something happen soon,
23 this is the route to go, noting the City could sit on this property for many years waiting for the right/exact
24 person to come along that might want to market rate housing. He also noted that the City did not get a
25 response from their RFPs for a reason and spoke about other properties throughout the region that provide
26 affordable/workforce housing.

27
28 Deputy City Manager Brooks noted that the RFP did not specify any specific housing type. This was left
29 open because the WLRAC was interested in either or both.

30
31 Councilor Faunce spoke about how the WLRAC was looking for vibrancy in the downtown scene that is
32 currently lacking.

33
34 Councilor McNamara noted that when the City purchased the property, the purchase price was not
35 substantially above the assessed value and made the following 3 points:

- 36 1. What is being offered now is <50% of what we paid for it.
- 37 2. The need to know what percentage is going to be 50% AMA/AMI and if Section 8 vouchers will
38 be accepted, noting that there are probably 100+ units of subsidized housing within walking
39 distance of this site. His understanding from regional discussions was that our goal was to have
40 this (project) be, if not predominately, market rate housing to offset some of the affordable
41 subsidized housing.
- 42 3. If this is going to be housing as proposed, any payback to the City on this through property taxes
43 will take much longer than it would be if this was market rate housing.

44 He did support the purchase of this property and noted his reasons why, but said this may not be the
45 appropriate time to entertain this type of redevelopment.

1 Councilor Stavis noted she has received numerous calls/emails/texts from constituents who are very
2 concerned. They have been following the news coming from the Hartford VT Selectboard who are
3 reluctant to work with Twin Pines unless they create a Safety Committee because of the many drug-
4 related incidents that have been taking place at River Walk and at other properties in the immediate
5 vicinity of Downtown West Lebanon. While everyone deserves a home and a place to live, constituents
6 also expressed their concern that this would not be a revitalization of Downtown West Lebanon and
7 would be another subsidized very low or low income housing in an area that is very saturated with this
8 type of development. She spoke about the funding from constituents that helped build the Kilton Library
9 who noted they would no longer use the library because of the drug activity going on there. She could not
10 support this project.

11
12 Assistant Mayor Wilkie concurred with most of what Councilor Stavis said but mentioned that he does
13 not share concerns with housing that is below market rate and explained his reasons why. He did think
14 that given the purchase price for the property at +/- \$1.8M, this project would be a significant loss in
15 investment opportunities to make sure that property is what we want it to be. He has also heard from
16 constituents that this is not what they want it to be and further explained his reasoning. Given this change,
17 he felt the Council should be very conscious about what we want to do with this property and make sure it
18 is both in the best interest/wishes of the community.

19
20 Councilor Cole stated that he agreed with previous comments regarding the proposed affordable and
21 workforce housing project. He expressed the opinion that additional workforce housing was not needed at
22 the proposed site and that the project would not achieve the intended goals for downtown revitalization.

23 Councilor Cole raised concerns about the process surrounding the proposal, noting that members of the
24 revitalization committee were not informed or consulted during redevelopment discussions. He stated that
25 the committee had been created for a purpose and should have been involved once discussions began.

26 He also expressed concern regarding public notification and communication. Councilor Cole stated that
27 after speaking with several abutters and local business owners, many indicated they had either only
28 recently received notice of the proposal or were entirely unaware of it. He noted that some abutters
29 reportedly did not receive notices until Monday, while others had not yet received any notification. He
30 stated that, in his opinion, there was a breakdown in communication and public outreach during the
31 process and expressed hope that improvements could be made moving forward.

32 Councilor Cole further expressed concern regarding the possibility of the City incurring an estimated \$1.1
33 million loss on the real estate transaction. He stated that he did not believe the City should be engaged in
34 speculative real estate activities and suggested that market forces should determine the appropriate
35 development for the property.

36 Councilor Cole stated that he did not support moving forward with the proposal and recommended that
37 the City engage a reputable real estate professional to market and sell the property.

38 He further noted that if the city retained ownership temporarily, opportunities may exist to generate
39 interim rental income. He referenced recently renovated apartment units within one of the buildings that
40 are currently vacant and suggested exploring options to utilize those units while determining the
41 property's long-term future.

42

1 Councilor Key noted she agreed with much of what was stated and explained her reasons why she was
2 concerned about the net gain/loss to the City, noting that we are asking the residents of the City to become
3 investors, but will not get paid back for too long. She also heard from constituents about a variety of
4 concerns regarding whether or not this was revitalization and explained her reasons why she felt other
5 communities in the region should take on some of this type of housing.
6

7 Councilor Faunce spoke about the Lebanon Housing Task Force and the need to create housing that is
8 affordable and will meet the needs of working people. They are very much vested in there being housing
9 for people of all different degrees of economic means, but this project, at this location and for the purpose
10 of revitalization, is not the right fit because somewhere along line the story changed. He could not support
11 this project as presented.
12

13 Mayor Whittlesey asked the following questions and Mr. Wells answered;

- 14 1. Timeline if approved: The project would be occupied in 2028.
- 15 2. Completion of construction and put the property on the tax roll: Construction would begin next
16 year. Mr. Wells was uncertain how much tax Twin Pines would pay because there is a formula
17 they have to use.
- 18 3. Number of Units: There would be 15 two-bedroom units, 15 1 bedrooms, and 2 studios.
19

20 Councilor N. Ford Burley researched the meeting where these properties were purchased and spoke about
21 the enthusiasm by everyone about the potential for these properties. She does not feel that same
22 enthusiasm now and spoke about her reasons why she could not support this item and suggested that the
23 Council wait and continue to explore their options.
24

25 The Council and Mr. Wells continued their discussions regarding the history of the interest in RFPs;
26 looking into more market rate housing and what would this do to the overall financial picture of the
27 selling price, etc.; how the ideal situation for these properties would be market rate housing; whether or
28 not to hold onto these properties; how the dry bridge project, the main street redo, etc. may have an
29 impact on the desirability's for these properties; the need for market rate housing based on the studies that
30 were done on Downtown West Lebanon; reasons why Mr. Wells would not have accepted the RFP if it
31 were 100% market rate housing; at what percentage rate for market rate housing would Mr. Wells accept;
32 retail space possibilities that may offset residential property taxes; concerns about why the WLRAC was
33 not informed about this proposed project; why was the loss of \$1.1M even considered; why the City
34 should consider employing a reputable Realtor to market the properties; and, rental properties that are
35 sitting vacant in Downtown West Lebanon and having the City try to generate a little income from these
36 vacant properties for now.
37

38 Mayor Whittlesey noted he felt it was clear that the Council would not be taking any action tonight to
39 approve this project. For now, it sounds like the Council's position is to hold off and revisit what we want
40 to do and see for Downtown West Lebanon and what are the alternatives.
41

42 Councilor Stavis would like to re-open conversations with Andrew Dorset, Business and Economic
43 Affairs, on the Main Street Project and have him come back up to walk that block (in Downtown West
44 Lebanon). We need to start getting very creative with this area.
45

46 Councilor Faunce suggested getting the value from the properties.
47

1 Councilor McNamara suggested that a Motion not be crafted tonight and that one or more of the Council
2 members put this forward as an agenda item in the future as a continuance of tonight's discussion.
3 Deputy City Manager Brooks and Mayor Whittlesey agreed that this will be placed on the Council's
4 agenda for their meeting on June 3rd.

5
6 **ACTION: NONE**

7
8 **Councilor Stavis left the meeting at 9:45 PM.**

9
10 **B.** Discussion and Set Public Hearing for May 20, 2026: Ordinance #2026-05, Amendments to City
11 Code Chapter 72, Fire Prevention, to comply with state law requirements and update applicable
12 fees

13
14 Included in the agenda packet: (All supportive documents and information can be found on pages 75-112,
15 Council agenda packet) Minutes do not include screenshots, maps, graphs, or images.)

- 16 1. Proposed Ordinance #2026-05
17 2. Chapter 72, Fire Prevention

18
19 Lebanon Fire Chief Wheatley summarized the background and history behind the amendments to
20 Ordinance #2026-05.

21
22 **BACKGROUND**

23 Proposed Ordinance #2026-05 amends City Code Chapter 72, Fire Prevention, to comply with
24 legislative changes approved last year. In 2025, the State of New Hampshire adopted changes to RSA
25 153 (State Fire Code) and RSA 155-A (State Building Code) that significantly limit how municipalities
26 can regulate fire and building code requirements. These changes require the City of Lebanon to update
27 its Fire Prevention Ordinance (Chapter 72) and related Rules and Regulations to remain compliant with
28 State law.

29
30 State law now requires that the State Fire Code and Building Code are uniform across all
31 municipalities. Cities and towns cannot adopt or enforce local amendments that:

- 32 • Add new technical requirements
33 • Modify existing code provisions
34 • Are more or less stringent than the State-adopted codes

35
36 In short, municipalities must apply the State codes as written, without modification. The City retains full
37 authority over administration and enforcement, including:

- 38 • Permits and inspections
39 • Plan review processes
40 • Fees and cost recovery
41 • Enforcement actions and penalties
42 • Operational procedures and coordination

43 These updates do not reduce the City's ability to enforce fire safety, but they do change how
44 requirements are established.

45 To comply with State law, the City has:

- 46 • Reviewed existing ordinances and regulations
47 • Removed or revised provisions that could be interpreted as modifying technical code
48 requirements

1 • Ensured all requirements align with the State Fire Code
2 The updated ordinance continues to support fire and life safety while aligning with the new legal
3 framework.

4 As part of the code update process, the existing fire prevention fee schedule was also reviewed. Some
5 fee descriptions have been changed. Fees that have been charged for mobile cooking facilities have
6 been included into the fee schedule. New fees have been added to the schedule to cover:

- 7 1. The review and inspection of emergency responder radio communication systems. These are
8 complicated systems designed to ensure that police and fire department radios will work
9 within new structures and typically require several site visits, consultations, and testing with
10 contractors.
- 11 2. The inclusion of a rental housing inspection fee. This fee is designed to assist in covering the
12 cost of ensuring safe, code compliant rental housing within the City of Lebanon.

13
14 **Council/Staff Comments: NONE**

15
16 **ACTION:**

17 ***Councilor McNamara MOVED, that the Lebanon City Council hereby schedules a public hearing for***
18 ***Wednesday, May 20, 2026, beginning at 7:00pm, in Council Chambers, City Hall, and Remote via the***
19 ***City’s Virtual Platform, for the purpose of receiving public input and taking action on proposed***
20 ***Ordinance #2026-05, to delete and repeal City Code Chapter 72, Fire Prevention, and replace it with a***
21 ***new City Code Chapter 72, to be entitled “Fire Prevention”, as presented in the May 6, 2026 City***
22 ***Council Agenda Packet.***

23 **Seconded by Councilor Key.**

24
25 ****The Vote on the Motion was approved (7-0). Councilor Stavis was absent at the time this vote was***
26 ***taken.***

27
28 **Mayor Whittlesey informed the Council and attendees that Item 12.D: Preview of Guidance from**
29 **the City Council regarding the 2027 City Budget would not be discussed at this meeting (due to**
30 **time constraints). This item will be brought up at the next Council meeting on May 20, 2026.**

31
32 ***Mayor McNamara MOVED to extend the meeting to 10:30PM***

33 ***Seconded by Assistant Mayor Wilkie***

34 ****The Vote on the Motion was approved (7-0). Councilor Stavis was absent at the time this vote was***
35 ***taken.***

36
37 **C. Discussion of Future of Lebanon Landfill (Agenda Request from Councilor McNamara)**
38

39 Included in the agenda packet: [\(All supportive documents and information can be found on pages 113-](#)
40 [178, Council agenda packet.\)](#)

- 41 1. March 11, 2026 City Council Agenda Request Form from Councilor McNamara
- 42 2. April 28, 2026 Memorandum from Jay Cairelli, Director of Public Works to City
43 Manager Andrew Hosmer RE: Solid Waste Status Update, with responses to the Agenda
44 Request Form questions and supporting materials

45
46 Councilor McNamara kicked off this discussion and noted he has been following the landfill for a long
47 time and has been cognizant that the City is approaching the end of Phase II, and that Phase III is sort of a

1 continuation of Phase II by digging a hole and lining it. Phase IV is significantly more complicated
2 because it involves re-excavating Phase I, pulling out anything that is recyclable, recompacting all the
3 original waste after it is lined, and the cost is significant. It seemed to him, particularly as the City is
4 coming to the end of Phase II, we really need to make some decisions very quickly on Phase IV, so we do
5 not spend a fortune on studies, conceptual designs, etc. He also requested the Council discuss future
6 utilization in the near future. We have talked about differential fees for Lebanon residents vs. non-
7 residents and commercial haulers from other towns, noting we owe those other communities some
8 significant notice times so they can make changes.

9
10 Lastly, the alternative ultimately is that landfill materials get shipped out of state and he would like to
11 know what other communities are paying to ship out of state. Phase III would presumably give us another
12 19 years (to +/- 2050) based on current calculations, but his guess is that by 2050 this country will have
13 figured out a better way to deal with solid waste. For example, we have been approached by a company
14 just starting up whose process (now being evaluated) is using pyrolysis. This company has told us that
15 they are a couple of years away from EPA Licensing so by the time we get to 2050 or so, maybe there
16 will be a new technology in place that we do not currently have today.

17
18 Councilor McNamara wants to have the same set of information so that we can very quickly begin to talk
19 about Phase III, Phase IV, and beyond (i.e., who we want to come to Lebanon's landfill and what they are
20 going to get charged).

21 22 **BACKGROUND**

23 On March 11, 2026, Councilor McNamara submitted an Agenda Request Form to request a discussion of
24 the future of Lebanon Landfill. Councilor McNamara's request included a number of questions regarding
25 the status and remaining life of existing improvements and the status and expected life of future
26 improvements.

27 Mr. Jay Cairelli (DPW Director), Mr. Lawrence Carpenter (Solid Waste Manager), and Chris Kilmer (DPW
28 Assistant Director) came forth to speak about the information they have compiled to address the remaining
29 life and expansion options for all phases of the Lebanon Landfill.

30
31 Director Cairelli began his presentation by answering the questions presented to DPW as follows:

- 32 1. **Estimated remaining life of Phase II:** Quarter 1 of 2029 and further described how this calculation
33 was done. DPW has planned to do a Business Plan next year for the landfill moving forward and
34 part of that will be a transition plan.
- 35 2. **Estimated cost of design, permitting and construction of Phase III:** Currently the total
36 appropriation is \$1.8M. Right now, the type I application is in review at NH DES and during this
37 year's CIP DPW we will be proposing \$15.3M for Phase III construction.
- 38 3. **Estimated life of Phase III:** 29 years. He spoke about the setback change from the state that
39 decreased the size of the proposed Phase III and the waiver that is now pending. If the waiver is
40 not granted, it will reduce the life of Phase III to +/- 10 years.
- 41 4. **Estimated cost of design, permitting and construction of Phase IV:** A feasibility study was
42 funded but put on hold, which would have potentially determined what could be sorted out and
43 what would need to be put into Phase III. The estimated cost right now is \$40M.

44
45 In agreement with Councilor McNamara's opinion, Mr. Cairelli did not see the viability of Phase II
46 and explained his reasoning. He also spoke about the potential environmental liability because Phase
47 IV is an unlined landfill. The Council should focus on Phase III. The goals are to reduce the costs to
48 Lebanon users of the landfill; maximize the life of Phase III; and, have enough money at the end to

1 make sure that if there is a new chemical that comes up, the City has enough funds to sample for
2 whatever this might be going into the future.

- 3
4 5. **Estimated life of Phase IV:** 28 years
5 6. **Estimated cost of ultimate closure and monitoring:** Phase I cost in today's dollars is \$15.5M
6 (with inflation it could be higher).
7 7. **Status of reserve funds relating to closure and monitoring and how the reserve funds work;**
8 What NH DES keeps in reserve funds; under what circumstances the NH DHS would release those
9 funds; and the rate of interest were discussed
10 8. **Whether adjustments should be made to fees paid by user outside of Lebanon and/or**
11 **adjustments to the number of participating communities to extend landfill life and/or increase**
12 **reserve funds:** DPW has begun talking about this so it could be included in the Business Plan
13 reference at the beginning of 2027.

14
15 **Council/Staff Comments:**

16 The Council discussed making a decision about what the City's most important goal is (i.e., keep Phase
17 III operational for as long as we can); how and why DPW still needs to maintain the compliance pieces of
18 the cover, the leachate control, etc.; potentially implementing differential pricing and how that would
19 influence supply and demand for all users of the landfill; whether or not to increase fees; concerns about
20 increasing fees, again, across the board for all commercial haulers; potentially contracting with a hauler to
21 take Lebanon's trash and have everyone else choose their own hauler; the need to evaluate all potential
22 options because some may be less valuable than others; deciphering what percentage of solid waste goes
23 into Lebanon's landfill vs. other regional users including VT; and, the potential needs to raise the landfill
24 rates across the board as an incentive to shift away from trash in order to achieve more sustainable
25 practices.

26
27 ***Councilor McNamara MOVED to extend the meeting to 10:45 PM***
28 ***Seconded by Councilor N. Ford Burley.***

29
30 ****The Vote on the Motion was approved (7-0). Councilor Stavis was not present at the time this vote***
31 ***was taken.***

32
33 Mayor Whittlesey noted that the Council should have more discussions on this topic and wanted them to
34 think about what we want to do with the landfill. Phase IV is not going to happen. Do we want to look at
35 moving forward with Phase III?

36
37 Assistant DPW Director Chris Kilmer suggested the Council contact Deputy City Manager of Special
38 Projects Paula Maville because she is very knowledgeable about the history and the decisions previously
39 made regarding the landfill.

40
41 The next stage (2) of this discussion should include:

- 42 1. Financials
43 2. How will the City pay for Phase II
44 3. Minimizing the impact of Lebanon Residents
45

46 Mayor Whittlesey agreed with the recommendation that a Landfill Task Force should be created. They
47 would be tasked with reviewing the above questions, bringing their findings back to the full Council,
48 working on a Landfill Business Plan, and a comprehensive transition plan.

1
2 Mayor McNamara will take the lead on the membership for the Landfill Task Force and come up with a
3 reasonable timeline for when particular subjects should take place.

4
5 **ACTION: *This agenda item is for informational purposes only. No action is required by the Council.***

6
7 **D. Discussion RE: Preview of Guidance from the City Council regarding the 2027 City Budget.**

8
9 **Not Discussed Due to Time Constraints: Will be discussed at the Council's May 20, 2026 meeting.**

10
11 **E. Discussion and Set Public Hearing for June 17, 2026: Ord 2026-07, Amendments to City Code**
12 **Chapter 31, Boards, Committees, and Commissions, Article XVIII, Finance Advisory**
13 **Committee**

14
15 Included in the agenda packet: [\(All supportive documents and information can be found on pages 180-](#)
16 [184, Council agenda packet\).](#)

- 17 1. Proposed Ordinance #2026-07
18 2. Chapter 31, Article XVIII, Finance Advisory Committee

19
20 Deputy City Manager Brooks noted he pushed the Public Hearing out to June 17, 2026 with the idea that
21 there might be some discussion and some ideas about how the amendments should be set. If there are
22 more changes to be made, those are what the Public Hearing should be based on. He suggested (due to
23 time constraints) holding off on this item and bringing it back as Old Business with proposed changes on
24 May 20, 2026, and then holding the Public Hearing based on that additional language. What gets
25 advertised in the Public Hearing is what will be brought back to the Council for a vote.

26
27 **ACTION:**
28 **Councilor Faunce MOVED to table this topic until May 20, 2026.**
29 ***Seconded by Councilor McNamara.***

30
31 ****The Vote on Motion was approved (7-0). Councilor Stavis was not present at the time this vote was***
32 ***taken.***

33
34 Deputy City Manager Brooks informed the Council that the 3rd Quarter Budget Report for 2025 was
35 reviewed on January 21, 2026, and it has now been added to the Transparent Lebanon webpage.

36
37 **13. NON-PUBLIC SESSION: NONE**

38
39 **14. ADJOURNMENT:**
40 ***Assistant Mayor Wilkie MOVED for adjournment.***
41 ***Seconded by Councilor Faunce.***

42
43 ****The Vote on the MOTION was unanimously approved (7-0).***

44
45 **The meeting was adjourned at 10:42 PM.**

46
47 Respectfully submitted,

- 1 Dona E. Gibson
- 2 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, May 20, 2026 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Kellen Appleton, Nicole Ford Burley, Eric Cole, Andrew Faunce, Lori Key, Timothy McNamara and Laurel Stavis

MEMBERS ABSENT:

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Deputy City Manager Special Projects Paula Maville, Public Engagement and Communications Director Beth Beraldi, Planning and Development Director Nathan Reichert, Public Works Director Jay Cairelli, Airport Director Carl Gross, Lebanon Fire Chief/ Emergency Management Director Jim Wheatley, Assistant Fire Chief Jeff Libbey, Fire Inspector Duane Egner, Chief Innovation and AI Officer Melanie McDonough, Finance Director Alesia Williams, Deputy Finance Director Victoria Paquin, Planning Administrative Assistant Crystal Taplin

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-
1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
 - City Manager Andrew Hosmer announced the meeting criteria for attendees.
 2. **PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.
 3. **PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.
 4. **CITY MANAGER REPORT:**

City Manager Hosmer highlighted items from the April City Manager’s Update:

 - Revenues: Trending on budget or slightly ahead of where we were in 2025
 - Expenses: Trends are noteworthy and reflective of what is going on in the community (i.e., Human Services Vouchers this year are \$54K vs. last year \$37K.). There has been an increase in rental assistance.
 - Lack of housing in the area
 - Building Permits: Up by 150 over last year.
 - Municipal Solid Waste: Increases in the volume
 - Motor Vehicle Registrations: Up by \$100K this year
 - Other Trends Emerging: Police Dispatch – the number of calls being responded to by the LPD is up significantly. This year we are at 13,300 vs last year (11,200). For the Fire Department – we are trending towards, once again, over 4300 calls this year. The volume is significant and so are the number of simultaneous calls, with 2/3/4/5 calls going at the same time. This is reflective of what is going on in our ever increasingly busy community.

- 1 • Emergency Shelter: Closed in April. We were at 93% capacity this past year. The TLC center
2 helped us set up a new process this year where people could sign up for cots ahead and then make
3 their way to the Shelter when it opened as opposed to lining up along Mechanic Street.
- 4 • Municipal Solid Waste: A permit was received for the West Slope closure on April 30, 2026.
5 Starting to wind down Phase II.
- 6 • Mack Avenue Update: This week we have employed an Engineering Firm to begin doing a
7 survey to help make a determination of the grade of the road and one of the four steps of due
8 diligence to determine what is the best option to correct the situation that is going on there. We
9 will also have the smoke test planned over the next +/-30 days. What we are doing now is
10 gathering as much information as we can to isolate the challenges/problems and then to begin
11 looking at options to correct the situation. As this develops, please send questions/concerns to the
12 City Manager. This remains a priority in the City.

13 14 **5. OPEN COUNCIL DISCUSSION:**

15 Mayor Whittlesey informed the Council/public that the August 5, 2026 City Council meeting is canceled.
16 Items will either be taken up a little earlier in July if needed or will be deferred to the 3rd Wednesday in
17 August.

18
19 Mayor Whittlesey thanked everyone who has applied to the Finance Advisory Committee, noting that for
20 the three Council members on the committee, they will be meeting as a group (to interview the
21 candidates). Any Council member who would like to interview any of the candidates individually may do
22 so per our Council rules. These interviews will take the rest of May and most of June to complete.
23 Everyone selected will be brought to the July 1, 2026 Council meeting for their vote.

24
25 Since there are quite a few candidates, and out of fairness for the selection process, we will have two
26 group votes. The first group will be the top four (4) candidates. Once the candidates have been approved
27 by the Council, their names will be published in order to meet the open meeting requirements. Of those
28 candidates remaining, we will repeat the process to select the top two (2) alternate members. He felt this
29 would be the fairest way to select the members rather than voting on each candidate separately on a one-
30 by-one basis and further explained his reasoning, noting that we can only appoint a finite number of
31 people.

32 33 **6. OPEN TO PUBLIC:**

- 34 • Mr. Fran Casale (Ward-2): He came forth and spoke about the Budget Cap that was approved by
35 the voters in March and questioned if this would take effect in the 2027 tax year. Mayor
36 Whittlesey stated that what we voted on this year (in March) will go into effect next year (2027)
37 and would apply when the 2028 budget is reviewed. Deputy City Manager Brooks noted this a
38 Statutory requirement, and it will go into effect on the first calendar day of the next annual year,
39 which will be January 1, 2027.

40 41 **7. RECOGNITIONS: NONE**

42 43 **8. ACCEPTANCE OF MINUTES:** May 6, 2026 (Regular Meeting)

44 **Amendments:**

45 Page 20, Line 21: Change Phase I to Phase II; Page 20, Line 35: Change 2025 to 2050 or so: Page 20,
46 Line 39: Change Phase II to Phase III; Page 21, Line 19 should read: In agreement with Councilor
47 McNamara's opinion, Mr. Cairelli did not see the viability of Phase II; Page 12, line 22: Change

1 bulldozer to haul truck; Page 23, line 4: Change (7-9) to (7-0); Page 18, Line 18: Change of the
2 properties to **from** the properties.

3
4 **ADDENDUM:**

5 Councilor Cole’s comments added on page 18, around line 17 as follows:
6

7 Councilor Cole stated that he agreed with previous comments regarding the proposed affordable and
8 workforce housing project. He expressed the opinion that additional workforce housing was not needed at
9 the proposed site and that the project would not achieve the intended goals for downtown revitalization.

10 Councilor Cole raised concerns about the process surrounding the proposal, noting that members of the
11 revitalization committee were not informed or consulted during redevelopment discussions. He stated that
12 the committee had been created for a purpose and should have been involved once discussions began.

13 He also expressed concern regarding public notification and communication. Councilor Cole stated that
14 after speaking with several abutters and local business owners, many indicated they had either only
15 recently received notice of the proposal or were entirely unaware of it. He noted that some abutters
16 reportedly did not receive notices until Monday, while others had not yet received any notification. He
17 stated that, in his opinion, there was a breakdown in communication and public outreach during the
18 process and expressed hope that improvements could be made moving forward.

19 Councilor Cole further expressed concern regarding the possibility of the City incurring an estimated \$1.1
20 million loss on the real estate transaction. He stated that he did not believe the City should be engaged in
21 speculative real estate activities and suggested that market forces should determine the appropriate
22 development for the property.

23 Councilor Cole stated that he did not support moving forward with the proposal and recommended that
24 the City engage a reputable real estate professional to market and sell the property.

25 He further noted that if the city retained ownership temporarily, opportunities may exist to generate
26 interim rental income. He referenced recently renovated apartment units within one of the buildings that
27 are currently vacant and suggested exploring options to utilize those units while determining the
28 property's long-term future.

29 *Mayor Whittlesey MOVED to table (nondebatable) the May 20, 2026 (Regular Sessions) minutes until*
30 *the Council’s next meeting on June 3, 2026.*

31 *Seconded by Councilor McNamara.*
32

33 **The Vote on the MOTION was approved (9-0)*
34

35 **9. APPOINTMENTS:**

- 36 • Conservation Commission, Donald Lacey (Reappointment as Regular Member)

37 *Councilor McNamara MOVED to Nominate Donald Lacey for Reappointment as Regular Member to*
38 *the Conservation Commission. TERM: 5/20/2026 – 5/20/2029*

39 **The Vote on the NOMINATION was approved (9-0).*
40

- 41 • Lebanon Housing Authority Board, Cliff Saunders (Reappointment as Citizen Member)

42 *Mayor Whittlesey MOVED to Nominate Cliff Saunders for Reappointment as Citizen Member to the*

1 **Lebanon Housing Authority Board. TERM: 5/20/2026 – 5/20/2029**
2 ***The Vote on the NOMINATION was approved (9-0).**

3
4 **10. PUBLIC HEARING ITEMS:**

- 5 **A. Ordinance #2026-05: Amendments to City Code Chapter 72, Fire Prevention** – Public
6 hearing for the purpose of receiving public input and taking action on proposed Ordinance #2026-
7 05 to delete and repeal City Code Chapter 72, Fire Prevention, and replace it with a new City
8 Code Chapter 72, to be entitled “Fire Prevention”, to comply with state law requirements and
9 update applicable fees.

10
11 Included in the agenda packet: [\(All supportive documents and information can be found on pages 30-86,](#)
12 [Council agenda packet.\)](#)

- 13 1. Proposed Ordinance #2026-05 – clean version
14 2. Proposed City of Lebanon Fire Department, Fire Prevention Rules and Regulations
15 – clean version
16 3. Chapter 72, Fire Prevention, and City of Lebanon Fire Prevention Rules and
17 Regulations – redline version
18 4. May 13, 2026 Legal Opinion from Attorney Matthew Decker

19
20 Jim Wheatley (Lebanon Fire Chief), Duane Egner (Lebanon Fire Inspector) and Jeff Libbey (Assistant
21 Fire Chief reviewed the background, noting that in 2025 State House Bill 428 required changes and
22 amendments to the State Building and Fire Codes. Chief Wheatley noted that before this change
23 communities were allowed to make their own technical amendments to the State Fire Code in their local
24 ordinances, but this has changed (see below). What is left for us to control locally are permits, fees, and
25 administrative rules that we have. They requested the Council adopt the new proposed Ordinance #2026-
26 05. Just to be clear, there are 2 (Two) options for this 1) We can choose to move forward with this, or 2)
27 If we choose not to have a local ordinance, we will have no local enforcement over any local rules, fees,
28 etc.

29
30 **BACKGROUND**

31 Proposed Ordinance #2026-05 amends City Code Chapter 72, Fire Prevention, to comply with legislative
32 changes approved last year. In 2025, the State of New Hampshire adopted changes to RSA 153 (State Fire
33 Code) and RSA 155-A (State Building Code) that significantly limit how municipalities can regulate fire
34 and building code requirements. These changes require the City of Lebanon to update its Fire Prevention
35 Ordinance (Chapter 72) and related Rules and Regulations to remain compliant with State law.

36
37 State law now requires that the State Fire Code and Building Code are uniform across all
38 municipalities. Cities and towns cannot adopt or enforce local amendments that:

- 39
 - 40 • Add new technical requirements
 - 41 • Modify existing code provisions
 - 42 • Are more or less stringent than the State-adopted codes

43 In short, municipalities must apply the State codes as written, without modification. The City retains full
44 authority over administration and enforcement, including:

- 45
 - 46 • Permits and inspections
 - 47 • Plan review processes
 - 48 • Fees and cost recovery
 - 49 • Enforcement actions and penalties
 - Operational procedures and coordination

1
2 These updates do not reduce the City’s ability to enforce fire safety, but they do change how requirements
3 are established.

4 To comply with State law, the City has:

- 5 • Reviewed existing ordinances and regulations
- 6 • Removed or revised provisions that could be interpreted as modifying
7 technical code requirements
- 8 • Ensured all requirements align with the State Fire Code

9
10 The updated ordinance continues to support fire and life safety while aligning with
11 the new legal framework.
12

13 As part of the code update process, the existing fire prevention fee schedule was also reviewed. Some fee
14 descriptions have been changed. Fees that have been charged for mobile cooking facilities have been
15 included into the fee schedule. New fees have been added to the schedule to cover:

- 16 1. The review and inspection of emergency responder radio communication systems.
17 These are complicated systems designed to ensure that police and fire department
18 radios will work within new structures and typically require several site visits,
19 consultations, and testing with contractors.
- 20 2. The inclusion of a rental housing inspection fee. This fee is designed to assist in
21 covering the cost of ensuring safe, code compliant rental housing within the City of
22 Lebanon.

23 As required by City Code Chapter 115-3, the City’s legal counsel has reviewed the proposed ordinance and
24 has recommended a few minor edits (see enclosed redline changes) to improve grammar and clarity of the
25 document.
26

27 **Clarifying questions from Council:**

28 Councilor Wilkie questioned the Blasting Fees, and Inspector Egner noted this was a typo that needed to
29 be corrected (page 40, agenda packet). Both fees should be the same (\$150.00 each).
30

31 Councilor Key asked if there was anything in the State Code that they are concerned with or that the City
32 should manage differently. Chief Wheatley said no, noting the LFD used to follow the International Fire
33 Code (IFC) rather than the NFPA, which the State follows because the changes in the amendments in the
34 IFC were more frequent and further. He further explained his reasoning and gave examples.
35

36 In response to Councilor Cole’s question, Chief Wheatley explained this was adopted by the State
37 Legislative session in July of 2025. We have until July of 2026 to approve our changes.
38

39 Councilor Cole noted there seems to be a lot of changed highlighted in red throughout the document and
40 questioned how these changes would affect them (LFD) moving forward. It seems that a lot has been
41 taken out of the Ordinance. He questioned what the biggest change would be for the LFD going forward
42 and if the State’s new law is more restrictive. In Chief Wheatley’s opinion, he felt the State’s version is
43 less restrictive than Lebanon’s and further explained his reasoning, noting it really takes away from the
44 LFD’s ability to interact with our residents because they now have to go through the State’s Fire Marshal
45 Office.
46

1 In response to Councilor Cole’s question regarding what the new process would be, Chief Wheatley noted
2 they would expect a property/building owner to reach out to them, but we will now forward them to the
3 State’s Fire Marshal Office. A link will be provided on the Lebanon Fire Department’s webpage to the
4 State’s Fire Marshal Office. Chief Wheatley and Fire Inspector Egner also explained to Councilor Cole
5 the reasons why there were a lot of changes to the Fire Alarm Systems, noting that the municipal fire
6 alarm system (while outdated it is the most reliable system in the Country) requires a master box to tie
7 into that system. Since the LFD cannot require a new installation anymore, a new Fire Alarm System will
8 have to be installed with a new dialer that requires a cellular or landline, which will not be as reliable as
9 our current system is in case of a natural disaster and gave examples.

10
11 City Manager Hosmer noted that the Governor signed this into law on August 1st, 2025 with an effective
12 date of July 1st, 2026.

13
14 **Mayor Whittlesey opened the Public Hearing. Hearing no comments from the public, the Public**
15 **Hearing was closed.**

16
17 **Council/Staff Comments:**

18 Councilor McNamara noted we do not have any choice here and was prepared to make a Motion.

19
20 **ACTION:**

21 ***Councilor McNamara MOVED, that the Lebanon City Council hereby adopts Ordinance #2026-05 to***
22 ***delete and repeal City Code Chapter 72, Fire Prevention, and replace it with a new City Code Chapter***
23 ***72, to be entitled “Fire Prevention”, as presented in the May 20, 2026 City Council Agenda Packet as***
24 ***amended to reflect the changes in one of the fees.***

25 ***Seconded by N. Ford Burley.***

26
27 ****The Vote on the Motion was approved (9-0)***

28
29 **11. OLD BUSINESS**

30 **A. Discussion and Set Public Hearing for June 17, 2026: Ordinance #2026-07,**
31 **Amendments to City Code Chapter 31, Boards, Committees, and Commissions,**
32 **Article XVIII, Finance Advisory Committee**

33
34 Included in the agenda packet: [\(All supportive documents and information can be found on pages 87-91,](#)
35 [Council agenda packet\)](#)

- 36 1. Proposed Ordinance #2026-07
37 2. Chapter 31, Article XVIII, Finance Advisory Committee

38
39 Mayor Whittlesey summarized the background noting that there is just some language that has been put
40 into Ordinance #2026-07 to clarify the scope of the Finance Advisory Committee (FAC). The language
41 clarifies the Establishment and Membership, which is to add two (2) alternate Citizen Members and to
42 clarify the process on how they would be appointed, noting that the Mayor appoints these members and
43 the City Council, as a whole, appoints these Citizen members. There was also some time accountabilities
44 added to fill vacancies.

45
46 **§31-63. Establishment; Membership.**

- 1 A. Effective July 1, 2026, the Committee ~~members shall be appointed by the City~~
2 ~~Council and~~ shall consist of four citizen members and three City Council
3 representatives, and up to two alternate citizen members. ~~who shall serve~~
4 ~~staggered two-year terms.~~
- 5 B. Citizen members and alternate citizen members shall be appointed by the City
6 Council. The terms of the citizen members and alternate citizen members shall
7 be staggered. Two citizen members and one alternate citizen member shall
8 initially be appointed for terms of one year and the remaining two citizen
9 members and one alternate citizen member shall be appointed for terms of two
10 years. Thereafter, all citizen members and alternate citizen members shall be
11 appointed for two-years terms. City Council representatives shall be appointed
12 by the Mayor and shall serve one-year terms. The City Council shall act within
13 60 days to fill vacancies.
- 14 C. The City Council shall annually in January of each year appoint a Chairperson
15 and Vice Chairperson from the seven members of the Committee to serve for
16 the upcoming calendar year.

17
18 The purpose, again, was just looking to define what was discussed around the budgets. (Note: Changes
19 are highlighted in red):

20
21 **§31-64. Purpose**

- 22
23 A. The purpose of the Finance Advisory Committee is to advise the City Council
24 on future budgets and assist in determining whether the annual operating and
25 capital budgets meets the needs of the City based on current and anticipated
26 resources. This Committee is created pursuant to RSA 32:24, is purely advisory,
27 and has none of the duties or authority of an official budget committee.
- 28
29 B. The City Council shall review the City’s annual operating and capital budgets in
30 conjunction with the Finance Advisory Committee, the City Manager, and
31 Department Heads. The Finance Advisory Committee may advise the City
32 Council on matters directly related to the annual operating and capital budgets
33 of the City. The City Council ultimately determines the final operating and
34 capital budgets, by vote, in accordance with the requirements and procedures of
35 the City Charter.

36
37 **BACKGROUND**

38 On December 18, 2025, the City Council voted to pass, without alteration, a Citizens Binding Initiative
39 Petition seeking to amend City Code Chapter 31, Boards, Committees and Commissions, to establish a
40 Finance Advisory Committee (FAC), as reflected in Ordinance #2025-15, to become effective as of July 1,
41 2026.

42
43 Since the creation of the FAC was derived from a Binding Initiative Petition, the City Council had no
44 opportunity to modify the petition or to amend the resulting Ordinance language. The Council’s only
45 options at that time were to accept and pass the Ordinance without alteration, or to order that the original,
46 unaltered petition question be placed on the ballot for voter consideration at the March 2026 municipal
47 election.

1 Even though the original Ordinance was based on a Citizens Binding Initiative Petition process, the City
2 Council, nevertheless, retains the authority, by virtue of the City Charter, state law and case law, to amend
3 the City Code language at any point in time after the initiative-derived language takes effect.

4 In an effort to address some ambiguity in the petition language relative to membership and appointment
5 procedures and to further clarify the role of the FAC before the committee comes into existence, the City
6 Administration has proposed several amendments to Chapter 31, Article XVIII. Specifically, the proposed
7 amendments would clarify the appointment of citizen members by the City Council to initially staggered
8 terms. Thereafter, all citizen members would be appointed to two-year terms. Also, it is proposed that up
9 to two alternate citizen members be incorporated into the membership to help ensure that a quorum of
10 members is regularly available for meetings.

11 It is also recommended that the existing language be clarified with respect to the appointment of City
12 Council representatives by the Mayor for one-year terms, which aligns with the Council's Rules and past
13 practices for appointing Council representatives to other boards and committees. In addition, like the
14 Economic Development Commission, it is suggested that the City Council appoint the Chairperson and
15 Vice-Chairperson of the FAC each year from the membership of the committee. Finally, the proposed
16 amendments attempt to clarify the role of the FAC in reviewing and advising the City Council on the annual
17 operating and capital budgets.

18
19 As proposed, all amendments would become effective as of July 1, 2026, when the FAC comes into
20 existence.

21
22 **Council/Staff Comments:**
23 Deputy City Manager Brooks noted that the language proposed in § 31-64 B. just spells out the idea that,
24 based on the Charter, the City Manager is obligated to provide the Council with his/her proposed budget
25 by the of October each year. The Council spends much of November reviewing that budget very closely
26 and in fine detail before leading up to a December Public Hearing. In that sense, there is really no time for
27 a Finance Advisory Committee to get its own set of reviews directly with the City Manager and
28 Department Heads, so the idea of this language is to clarify and confirm that basically the Council will
29 review the Annual Operating Capital Budgets in conjunction with the Finance Advisory Committee and
30 the City Departments and City Department Heads. The FAC may provide its advice/guidance to the
31 Council, but the Council has the final decision-making authority.

32
33 Mayor Whittlesey explained the dates of the Workshops and noted that in December there are two (2)
34 Public Hearings. From a timing perspective, the FAC, as related to the Annual Budget Process, will need
35 to meet in November and early December in order to have recommendations either for that 1st or 2nd
36 meeting in December. This will need to be hashed out a little bit once everything is set up.

37
38 Councilor Key wanted to be very clear that we worked collaboratively on a proposal for this Committee,
39 and wanted to make sure that the language does not get in the way with what was agreed to regarding the
40 work of the FAC.

41
42 Mayor Whittlesey explained that the City Council directs ad-hoc projects to the various Committees and
43 that process would still be the same here. He did not feel the language, the way it is written, precludes us
44 from doing a budget as well as in-depth financial reviews. The language, from his perspective, is
45 sufficient to allow us to do what we have discussed, noting the City Council cannot assign its
46 responsibilities of fiscal oversight to an Advisory Committee and further explained his reasons, noting it
47 is ultimately the Council's responsibility. The purpose of the language is to provide that clarity in writing.

48

1 Councilor Key noted we just cannot dilute the opportunity we get from other opinions on how we think
2 about things as Councilors and especially really delving into the Audited Financials, etc.

3
4 Councilor Cole questioned if there was any provision in here that allows the recommendations of the
5 FAC to be memorialized somehow in the minutes. Mayor Whittlesey noted
6 Boards/Committees/Commission give Quarterly Report-outs and that the FAC would be part of that
7 process, whether it is through a written memo (to the Council) or verbal communication (at the time the
8 Quarterly Reports are taken up by the Council. Councilor Cole questioned if the FAC suggestions would
9 be presented to the Council before we vote (on a budget). Mayor Whittlesey explained how a report back
10 to the Council would be done.

11
12 Assistant Mayor Wilkie noted this makes sense, given that minutes are done for all Boards, Committees,
13 Commissions. He also spoke about the purpose of having motions for meetings. He also proposed two
14 (2) language changes as noted below, and explained his reasoning:

- 15 1. § 31-63 C. Remove the word seven members
- 16 2. § 31-64 B. Swap in first sentence City Council and Finance Advisory Committee around

17
18 Councilor Key noted there needs to be a way that the changes are made, such as: The Finance Advisory
19 Committee may advise the City Council on matters directly related to the Annual Operating and Capital
20 Budgets for the City. She felt this was the essence of what the Committee was put together to do in order
21 to add another layer of scrutiny and gave examples. This should take off some of the burden from the City
22 Council by having a group like the FAC (looking into financials) and giving their opinion. She wants to
23 make sure this happens because she felt that was what the public was looking for.

24
25 Councilor Key spoke about her concerns regarding the Quarterly Reports, noting the timing is off.

26
27 Councilor Stavis spoke about her experience on an Advisory Committee in the City noting that the
28 purpose (of an Advisory Committee) is not to relieve the City Council of some burden, the purpose is to
29 advise. Advice does not mean deciding, so the burden of deciding is the City Council's. She respectfully
30 disagreed with the concept that the purpose of the Advisory Committee is to relieve the Council of a
31 burden of analyzing financial issues.

32
33 Councilor Key noted that so far these Council Meetings have not ended until 10:30PM and she would like
34 to have more detailed information prepared ahead of the meeting. She felt she has had to ask a lot of
35 questions and wanted some of this stuff up front. This was part of the thinking when we worked together
36 to put this FAC together. The FAC is not to usurp the responsibility of the Council, but it would be nice to
37 have some of these things more in-depth than what she has seen before (i.e., questions that could be
38 anticipated).

39
40 Mayor Whittlesey noted that if there are things the Council wants to see, it is also incumbent upon us say
41 that these are some of thing we want to see in the packet (i.e. what is the total purchase price, what is the
42 cost of maintenance; what goes into that; what are the alternatives; what are our cost savings from doing
43 this vs. what we are currently doing, etc.) We can work on this again, but separately from a Council
44 Meeting.

45
46 Councilor Cole echoed Councilor Key's sentiments and finds it frustrating with the lack of information
47 that we are provided to make educated decisions on spending the taxpayer's money. He was looking
48 forward to having the FAC weigh in on some of these expenditures. He would find it incredibly helpful to
49 get some experts to help on the FAC. If we are not going to do this, then the administration needs to do a
50 better job supplying us with better information on how these expenditure/how this money is going to

1 affect the taxpayers of Lebanon. It needs to be clear whether this money is coming from Debt; how it is
2 going to affect taxpayers tax bills, etc.

3
4 Assistant Mayor Wilkie noted he has appreciated the administration's responsiveness when he has had
5 questions about agenda items. He also felt it was important that we get more information and thought that
6 should be incumbent upon the people who are actually paid to do this, and not necessarily on volunteers
7 who have a purely advisory capacity. The changes that were proposed here are more clarifying than
8 actually changing the purpose that was approved by the voters. If we do anything more substantive than
9 this, he would be wary that we will need to make sure this is the will of the community and make sure we
10 are not delegating some of these non-delegable duties. The Council really needs to take responsibility for
11 ensuring it has the information that it needs to make decisions. It should be incumbent upon the Council,
12 not the volunteers, and further explained his reasoning.

13
14 Councilor Key noted there is a reason why we have this (FAC) and why the voters wanted it. She is going
15 to stay true to that and will continue to push forth the content functions that we had all discussed in the
16 year that it took to create this proposal, noting that there was some 800 + people who signed the petition
17 and are expecting to have this happen.

18
19 Mayor Whittlesey concurred with Assistant Mayor Wilkie that we are in many ways broadening the scope
20 of what was brought forth to us when we accepted the Petitioned Ordinance. We are the only City that has
21 a Finance Advisory Committee, so there is not a model to go off, and we are going to find that some
22 things work, and some will not. This is a City Committee, and we can make adjustments in the future if
23 we deem it appropriate.

24
25 Assistant Mayor Wilkie recognized that there was a petition, but what we have before us and what we are
26 amending is the result of what Lebanon's residents voted on. The Binding Petition refers to the original
27 language and not anything external to that. He agreed that in any case where we feel we do not have
28 information, it does make sense for the Council to query (a response) from the FAC. Again, this is
29 incumbent upon the Council because we should not just offload that burden and further explained his
30 reasoning.

31
32 Councilor McNamara concurred with Assistant Mayor Wilkie and noted that in order to do this we need
33 to make sure we allow ourselves enough time for the FAC to look at things that we want them to look at.
34 We need to be out ahead of this enough because the FAC will not be able to meet the next day, do their
35 analysis and be done.

36
37 Councilor Faunce asked if there was a possibility to have the information that comes to the Council be
38 formatted/templated or somehow made more consistent so it would be easier to lock in on what it is we
39 need to pay attention to. This is something the FAC could actually help us with, and then it could be
40 applied by staff.

41
42 Councilor Stavis spoke about §8 of the Draft, in the last sentence, and questioned whether or not it would
43 be wise to add: The final Operating and Capital Budgets by vote in accordance with the requirements and
44 procedures of the City Charter and State Law. Mayor Whittlesey had no issues adding this.

45
46 Mayor Whittlesey said we are just voting to send this to Public Hearing with the 2 changes from Assistant
47 Mayor Wilkie and Councilor Stavis as listed below:

- 48 1. § 31-63 C. Remove the word seven members
- 49 2. § 31-64 B. Swap in first sentence City Council and Finance Advisory Committee around
- 50 3. Add to last sentence in §8 Draft: In The final Operating and Capital Budgets by vote in
51 accordance with the requirements and procedures of the City Charter and State Law.

1
2 **ACTION:**

3 *Councilor Stavits MOVED, that the Lebanon City Council hereby schedules a public hearing for*
4 *Wednesday, June 17, 2026, beginning at 7:00pm, in Council Chambers, City Hall, and Remote via the*
5 *City's Virtual Platform, for the purpose of receiving public input and taking action on proposed*
6 *Ordinance #2026-07, to amend City Code Chapter 31, Boards, Committees and Commissions, Article*
7 *XVIII, Finance Advisory Committee, as amended in the May 20, 2026 City Council Agenda Packet.*
8 *Seconded by Councilor N. Ford Burley.*

9
10 **The Vote on the Motion was approved (9-0)*

11
12 **12. NEW BUSINESS**

- 13 **A.** Discussion and Set Public Hearing for June 17, 2026: Supplemental Appropriation of
14 up to \$771,200 for Airport Taxiway A Extension capital project; Authorization to
15 Transfer up to \$19,300 from Airport Fund Balance to Supplement the City's Share
16 (2.5%) of the Airport Taxiway A Extension capital project

17
18 Included in the agenda packet: [\(All supportive documents and information can be found on pages 92-96,](#)
19 [Council agenda packet\)](#)

20 1. April 24, 2026 Memorandum from Alexandra Myers of Stantec to Airport Manager Carl Gross RE:
21 2026-RFx-044 Taxiway Alpha Extension to Runway 36-Recommendation of Bid Award

22
23 Deputy City Manager Brooks reviewed the background for this item as listed above, noting that Airport
24 Director Carl Gross was in the audience to answer any questions the Council may have.

25
26 **BACKGROUND**

27 On December 17, 2025, the City Council approved the FY2026 capital budget, which included an
28 amendment to the Capital Improvements Project list to add the Airport Taxiway A Extension project. The
29 project was added to the capital budget because the Federal Aviation Administration (FAA) had offered to
30 allocate unspent funds from another airport to the Lebanon Airport to complete the Taxiway A Extension
31 project in FY2026 instead of FY2027. For projects undertaken in FY2026, the FAA will cover 95% of costs,
32 the NHDOT will cover 2.5% of costs, and the City is responsible for the remaining 2.5% of costs. For
33 projects undertaken in FY2027, the FAA will only cover 90% of eligible costs, NHDOT will cover 5%, and
34 the City will be responsible for the remaining 5%.

35 At the time of the budget hearing, the City's consulting engineer estimated the Taxiway A Extension project
36 would cost approximately \$3,925,000, which was the amount of the appropriation added to the FY2026
37 capital budget. By agreeing to move the Taxiway A Extension project from FY2027 to FY2026, the City's
38 share of the project costs was reduced by 50% or approximately \$98,125.

39
40 The Airport advertised for bids for the Taxiway A Extension project in early March 2026 and the bid
41 opening took place on April 22, 2026. As summarized in the enclosed Recommendation of Bid Award from
42 Stantec, the lowest of the seven bids received for the project was \$3,942,570. After including final design,
43 environmental, construction engineering, and administration, the total project cost is expected to be
44 \$4,696,132. The increase in project cost is attributed primarily to the recent surge in oil and asphalt prices
45 as a result of international activities in the Middle East.

46
47 Based on the bids received, the Airport is requesting a supplemental appropriation for the overall project in
48 an amount of up to \$771,200, 97.5% of which will be funded by FAA and NHDOT. The City's 2.5% share
49 of the increased cost will be approximately \$19,300, which is requested to be funded from the Airport Fund

1 Balance. If the City elects not to proceed with the Taxiway A Extension project in FY2026, the City’s share
2 of the project cost will double from 2.5% to 5% in FY2027, which will likely far exceed the additional
3 \$19,300 currently being requested.

4
5 **Council/Staff Comments:**

6 The Council briefly discussed how these funds would be coming from Airport Fund; how going from
7 2.5% to 5% is close to a \$100K difference; how the top 3 bids were remarkably close; how the
8 construction contractor is required to hold their bid for one (1) year; how the Aviation Administration
9 Grant has been applied for (expected to come in July/August of 2026 and will need to go through the NH
10 Governor and City Council approval); how construction can start in spring of 2027, but the contractors
11 are required to hold their bids for one year; and, how construction could be done at the beginning of FY
12 2027.

13
14 **ACTION:**

15 *Councilor McNamara MOVED, that the Lebanon City Council hereby schedules a public hearing for*
16 *Wednesday, June 17, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote via the*
17 *City’s Virtual Platform, for the purpose of receiving public input and taking action to appropriate*
18 *up to \$771,200 to supplement current funding for the Airport Taxiway A Extension Capital Project; and*
19 *to authorize the transfer of up to \$19,300 from the Airport Fund Balance to the Airport Taxiway A*
20 *Extension Capital Project to fund the City’s 2.5% share of the supplemental appropriation.*
21 *Seconded by N. Ford Burley.*

22
23 **The Vote on the Motion was approved (9-0)*

24
25 **B. Discussion and Set Public Hearing for June 3, 2026: Amendment to Ordinance**
26 **#2026-04, C-PACER District Ordinance to address clarification requested by NH**
27 **Business Finance Authority**
28

29 Included in the agenda packet: [\(All supportive documents and information can be found on pages 97-102,](#)
30 [Council agenda packet\)](#)

- 31 1. May 13, 2026 Memorandum from Attorney Matthew Decker RE: Recommended Amendment to
32 C-PACER Ordinance, #2026-04, Section 10
33 2. Ordinance #2026-04, Commercial Property Assessed Clean Energy and Resiliency (C-
34 PACER) District Ordinance, adopted March 18, 2026
35

36 Deputy City Manager Brooks reviewed the background for the item listed above.
37

38 **BACKGROUND**

39 On March 18, 2026, the Lebanon City Council voted to adopt NH RSA 53-F, Energy Efficiency and Clean
40 Energy Districts, and established a Commercial Property Assessed Clean Energy and Resiliency (C-
41 PACER) District encompassing the entire city. As part of the adoption process, the Council also adopted
42 Ordinance #2026-04, the Commercial Property Assessed Clean Energy and Resiliency (C-PACER)
43 District Ordinance”.

44 Following the Council’s action, the City Manager’s Office executed a C-PACER Participation Agreement
45 and filed all necessary documents with the NH Business Finance Authority (BFA) to effectuate the
46 program. During the course of its review of the City’s documents, BFA noted and has requested the
47 deletion of the last sentence of Section 10, which reads “A capital provider may otherwise accelerate the re-
48 sale of the property by acting on its foreclosure right pursuant to RSA 53-F:8, II.”

1 As summarized in the enclosed memorandum from Attorney Matt Decker, although the C-PACER statute
2 currently allows capital providers to foreclose on real estate, BFA’s concern is that they should not have
3 such authority after a tax deed has been executed. BFA may explore legislative amendments to RSA 53-F
4 in the future to clarify collection procedures for capital providers, but in the meantime, legal counsel
5 supports the requested deletion of the last sentence of Section 10 of the C-PACER Ordinance #2026-04.

6 **Council/Staff Comments: NONE**

7
8 **ACTION:**

9 *Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for*
10 *Wednesday, June 3, 2026, beginning at 7:00pm, in Council Chambers, City Hall, and Remote via the*
11 *City’s Virtual Platform, for the purpose of receiving public input and taking action to amend Ordinance*
12 *#2026-04, Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance,*
13 *adopted on March 18, 2026, by deleting the last sentence of Section 10 as requested by the NH Business*
14 *Finance Authority, as presented in the May 20, 2026 City Council Agenda Packet.*
15 *Seconded by Councilor Stavis.*

16
17 **The Vote on the Motion was approved (9-0)*

18
19 **C. Review and Discussion of 2025 4th Quarter Budget Report**

20
21 Included in the agenda packet: [\(All supportive documents and detailed financial information can be found](#)
22 [on pages 103-132, Council agenda packet\)](#)

23
24 **1. 2025 4th Quarter Budget Report**

25
26 Finance Director Allesia Williams and Deputy Finance Director Victoria Paquin reviewed and explained
27 the 2025 4th Quarter Budget Report as listed in the agenda packet.

28
29 **BACKGROUND**

30 This budget report provided a summary of year-to-date expenditures and revenue activity through the 4th
31 Quarter of 2025.

32
33 The report highlighted key points for the City’s General Fund operating budget, Solid Waste Disposal
34 Fund, Water Treatment and Distribution Fund, Sewage Collection and Disposal Fund and Municipal
35 Airport Fund. (Please see agenda packet for a summarization of the General Fund Revenues (page 104):
36 General Fund Expenditures (pages 104-106); Solid Waste Fund (page 106); Water Treatment and
37 Distribution Fund (pages 106-107); Sewage Collection and Disposal Fund: (page 107); Municipal Airport
38 Fund (page107); and Line Item details for each of the above (pages 108 - 132).

39
40 The year-end figures are preliminary and subject to adjustment during the annual audit process.

41
42 Director Williams explained the following to the Council/Public:

43
44 **General Fund Revenues:**

45 Revenues collected through December 31, 2025 totaled 100.33% of the amount budgeted for FY 2025,
46 which compares to 102.5% (2024) and 102.8% (2023) in the previous two fiscal years.

47
48 **Revenue Highlights for the Quarter:**

- 1 • Total Revenue collected was \$139,530 above the budgeted amount
- 2 • Interest on late tax payments was collected at 151.60% of the amount budgeted
- 3 • Sale of Municipal Property generated \$40,818 in unbudgeted revenue
 - 4 o Trade in 2005 Skid steer, Sale of 2015 Ambulance, Sale of 1994 Sno-Go blower
- 5 • Miscellaneous Revenue received \$264,468, much higher than the budgeted amount
 - 6 o Prior year reimbursements from Tri-County Cap
 - 7 o Reimbursement of legal-related expenses
 - 8 o Auto review AI reimbursement
 - 9 o Casino charitable days
 - 10 o Settlements of other legal items

11
12 **General Fund Expenditures:**

13 Expenditures and amounts encumbered as of December 31, 2025 (100% of the fiscal year) by department.
14 For FY 2025 93.77% of appropriations have been expended or committed for future expenditures during
15 the quarter. Not all operating costs are absorbed equally over the course of each year. For example, most
16 debt service payments are due in the 1st or 4th quarter, and support for local non-profit organizations is
17 typically disbursed in the first month of the fiscal year.

18
19 The 93.77% expended and encumbered to date is comparable to prior years. (97.1% in 2023 and 2024).

20
21 **Expenditure Highlights for the Quarter:**

- 22 • Most of the unspent funds are related to vacant positions which resulted in unspent wages and benefits.
 - 23 o City Clerk’s Office experienced staffing transitions and discontinued support previously provided to
 - 24 the Assessing Department
 - 25 o Police, Fire, City Manager, and Public Works had vacant positions throughout the year
- 26 • City Manager expenditures exceeded budget due to legal costs.
- 27 • Cyber Services underspent by \$384,000 due to adjustments made to some software licensing terms as
- 28 well as some anticipated repairs/maintenance were ultimately not required
- 29 • Human Services underspent as winter shelter was not operational during December, Headrest
- 30 returned some of the funding as they limited their programs, and rental assistance that was
- 31 reimbursed. Due to some legislative changes and the potential discontinuance of Federal funding,
- 32 \$25,000 of this was moved to the Public Assistance Revolving Fund in preparation for years when the
- 33 operating budget may need additional funds.
- 34 • Planning expenditures exceeded budget due to restoration of Inspector position and costs associated
- 35 with RSA 155-B enforcement action that was not budgeted for.
- 36 • Public Works underspent due to repair/maintenance items being less than anticipated.
- 37 • Recreation, Arts, & Parks expenditures exceeded budget due to issues with pool decking and vendor
- 38 invoices received during year-end closeout activities. Changes for upcoming year:
- 39 • Cyber Services reduced their 2026 budget request by \$203,000
- 40 • Adjustments were made to the calculation used to estimate the Health Insurance budget and will
- 41 continue to be refined as new trends emerge.
- 42 • Fire reduced their 2026 budget request in the training division by \$37,000.

43
44 Director Reichert explained that the RSA 155-B enforcement action is an administrative process that is
45 begun by the Health Office and is followed through by the City Council to allow for the City to order the
46 removal of a derelict building. In this particular case it was a building at 375 North Main Street, but
47 unfortunately the paperwork did not flow from the Judge in time for us to be able to get it in under this
48 year’s Tax Assessment. Eventually, the Lien that we (City) will have on the property will be a Tax Lien,
49 which will then be collected in a normal manner. The taxes should be coming into the Assessing, not in
50 2025, but in 2026. While we have fronted the funding in 2025, we should be recuperating it in 2026 for

1 the cost to tear the building down.

2
3 **Solid Waste Fund:**

4 The Solid Waste Disposal Fund is responsible for the operation and maintenance of the landfill, recycling
5 facilities and hazardous waste processing.
6

7 **Highlights for the Quarter:**

- 8 • Revenue collected above budget estimate due to sales of City Owned Property and Miscellaneous
9 Revenue
 - 10 o CAT 950 and compactor trade in/sale, Energy Direct Pay Tax Credit for Landfill Gas to Energy
11 Project
- 12 • Expenditures were underspent due to vacant positions and purposely controlling other expenses as
13 projected revenues were down
14

15 **Water Treatment and Distribution Fund:**

16 Water Treatment and Distribution Fund is responsible for the provision and distribution of clean and safe
17 drinking water, the planning, maintenance and replacement of water treatment facilities, pump stations,
18 water tanks, and the water distribution system.
19

20 **Highlights for the Quarter:**

- 21 • Revenues and expenditures remained generally consistent with budget expectations.
- 22 • Expenditures were in line with budget estimates with some lines being underspent to offset urgent
23 expenses that were not budgeted.
24

25 **Sewage Collection and Disposal Fund:**

- 26 • Sewage Collection and Disposal Fund is responsible for the safe and hygienic collection and
27 treatment of wastewater, and the planning, maintenance and replacement of the wastewater collection
28 system, pump stations and wastewater treatment plant.
29

30 **Highlights for the Quarter:**

- 31 • Revenues and expenditures remained generally consistent with budget expectations.
- 32 • Sludge disposal and utility costs remained stable throughout FY 2025
33

34 **Municipal Airport Fund:**

35 The Municipal Airport Fund is responsible for the operation and maintenance of the Lebanon Municipal
36 Airport.
37

38 **Highlights for the Quarter:**

- 39 • Revenues and expenditures remained generally consistent with budget expectations.
- 40 • Airport operations remained stable throughout FY 2025
41

42 **Council/Staff Comments:**

43 Councilor Key questioned where the \$166K Municipal Airport Balance was located. Director Williams
44 noted there was \$466K left in the Operating Budget and noted the expenditures were underspent by \$66K
45 so that amount will end up in the Unassigned Fund Balance for the Airport. Director Williams also
46 responded to Councilor Key's question regarding the Enterprise Funds and what the Airport's Unassigned
47 Fund Balance is by stating these were not included in these reports but could potentially be added in the
48 future. The Finance Department does not have Audited Reports yet, and that is where we generally talk
49 about these (accounts) because they are a real number at that point. They will provide Councilor Key with
50 an estimate.

1
2 Mayor Whittlesey heard the Finance Department’s concern about not putting an unaudited number in the
3 reports and suggested they present this number by using the terminology Draft-Unaudited. It’s best (for
4 the Council) to have the estimated number in these reports.

5
6 **ACTION: *This agenda item is for informational purposes only. No action is required by the Council.***
7

8 **D. Review and Discussion of 2026 1st Quarter Budget Report**
9

10 Included in the agenda packet: (All supportive documents and detailed financial information can be found
11 on pages 133-161, Council agenda packet)
12

13 1. 2026 1st Quarter Budget Report
14

15 Finance Director Alesia Williams and Deputy Finance Director Victoria Paquin reviewed and explained
16 the details of the 2026 1st Quarter Budget Report to the Council/Public as presented in the agenda packet,
17 noting there was not much to highlight, or any significant stand outs or cause for concern. We are only three
18 (3) months into 2026.
19

20 **BACKGROUND**

21 This budget report provided a summary of year-to-date expenditures and revenue activity through the 1st
22 Quarter of 2026.
23

24 **Council/Staff Comments:**

25 The Council discussed documenting estimates in quarterly reports (i.e., documenting when and how this
26 expense was done); how, in the past, the general practice has been that the Department Head has the
27 ability to spend in what their department was appropriated but generally does not make those changes
28 unless they have spoken with the City Manager and he has reviewed the changes; clarification on the tax
29 bills - mailed on May 29th (due on July 1st); for reading purposes, a request was made to see what wages
30 and salaries across the board are (i.e., also, gas bills, utilities, etc. It is really hard to see the total costs of
31 certain expenses because those are spread out over so many departments); questions regarding why Fire
32 Hydrants are listed in the General Fund and not in the Water Fund; the pros/cons and benefits of keeping
33 the Fire Hydrants line item in the General Fund (examples given: used only by the Fire Department
34 during fires, car accidents to save lives, which is a general benefit to the community); and, from an
35 intergovernmental accounting perspective, Fire Hydrants are only put in to benefit the Fire Department
36 because they are the only users of the Fire Hydrants.
37

38 **ACTION: *This agenda item is for informational purposes only. No action is required by the Council.***

39 **E. Presentation of 2027 Financial Outlook**
40

41 Included in the agenda packet: (All supportive documents and detailed information can be found on pages
42 162-178, Council agenda packet)

43 1. 2027 Financial Outlook presentation
44

45 **BACKGROUND**

1 The City Manager, working with City staff, develops financial projections for the upcoming budget year and
2 for the next several years beyond that. The projections are based on the information that is available at the
3 time the document is published. There are multiple variables that can, and frequently do, impact actual rates,
4 expenditures, and revenues. The Financial Outlook is a document that aids staff and the City Council in
5 planning for next year's budget and what the future may look like.
6

7 City Manager Hosmer, Finance Director Allesia Williams and Deputy Finance Director Victoria Paquin
8 reviewed and explained their detailed presentation on the 2027 Financial Outlook for the City of Lebanon,
9 NH that included the following topics: Budget Objectives (page 164); Budget Challenges (page 165) ;
10 Enterprise Funds 2025 Recap-unaudited (page 166); Enterprise Authorized Unissued Debt (page 167);
11 Enterprise Debt Payments and Balances for 2025 (page 168); 2027 Budget Cycle (page 169); 2025
12 Recap-General Fund Unaudited-recap (page 170); General Fund Authorized Unissued Debt (page 171);
13

14 In response to Councilor McNamara's question regarding the payment completion of the
15 Combined Sewer Overflow Separation Project (CSO), Director Williams noted this project has
16 been completed. However, when they did the rescissions and transfers on the actual work done
17 in 2025, the appropriation-related to the CSO was missing a sentence to rescind the bonding
18 authority. Director Williams noted that to the best of her knowledge we will not need to bond
19 any funds for the CSO since the project has been completed.
20

21 General Fund Debt Payments and Balances (page 172); General Fund 2025 Outstanding Debt by
22 Principal Project Type graphs/charts (pages 173-175);
23

24 In response to Mayor Whittlesey's and Councilor Cole's questions regarding the decline in
25 TIF supported funds, Director Williams noted that between 2025 and 2026 there was a change
26 in language on what we were allowed to use the TIF funds for. That change was a difference
27 in more TIF funds coming into the General Fund to be able to support those debt projects,
28 primarily the Fire Station. The other thing that happened with the Downtown TIF is that we
29 were drawing funds from the TIF Fund Balance, and we will have to back off in future years
30 because the TIF Funds would stop being so available. She also noted that for years 2027 and
31 2028 there is a lengthy list of projects that are sitting in the so called parking lot that do not
32 have funding sources identified yet, so there is not a list of active projects in 2028 or 2029 and
33 further explained her reasons.
34

35 In response to Councilor Key's question regarding borrowing new funds in 2028-2029,
36 Director Williams noted that it includes the currently authorized unissued funds but does not
37 include anything that might be forthcoming in the new TIF funding. There is, however, some
38 ability to consider adding projects with some various bonding authority and still be beneath
39 the City's Debt Policy limit.
40

41 Councilor Cole noted that the slide (page 174) was a good slide as the Council was looking at
42 CIP approvals. Councilor Key concurred with Councilor Cole. Director Williams noted that as
43 part of the current policy anything supported by a TIF is not included within the policy limit, it
44 is generally supported by General Fund Tax dollars.
45

46 Councilor Cole asked how we arrive at the Statutory Debt Limit and Director Williams noted
47 that the Statutory Debt Limit is a percentage of the Grand List Value and she was uncertain
48 what that percentage is. Councilor Cole also asked if there were any guidelines to go by that

1 describes what is/is not manageable for taxpayers/residents. Director Williams noted the City
2 Policy is based on what the current debt principal is at that time and includes a small
3 inflationary factor in the CPI. The Statutory Limit is based on the Grant List value as to what
4 is a responsible amount of debt that any municipality could take on.

5
6 The Council continued discussions regarding how the Statutory Limits work; how the entire
7 tax system is based off of property values, which does not figure in any one person's ability to
8 pay those taxes; whether or not there were any guidelines on what a reasonable percentage is
9 for an individual taxpayer (City Manager Hosmer will look into this to see if there are any
10 laws that regulate this); whether or not there is a body of research that equates to an individual
11 percentage of debt load in the context of a speculative housing market, which affects the total
12 of the Grant List; how it is not in the City's purview to limit the value of property; how it
13 might be potentially useful to contact The Public Resource's Advisory Group who offers a
14 debt affordable study for specific municipalities in the State of NH (City Manager will do
15 some research on this group).

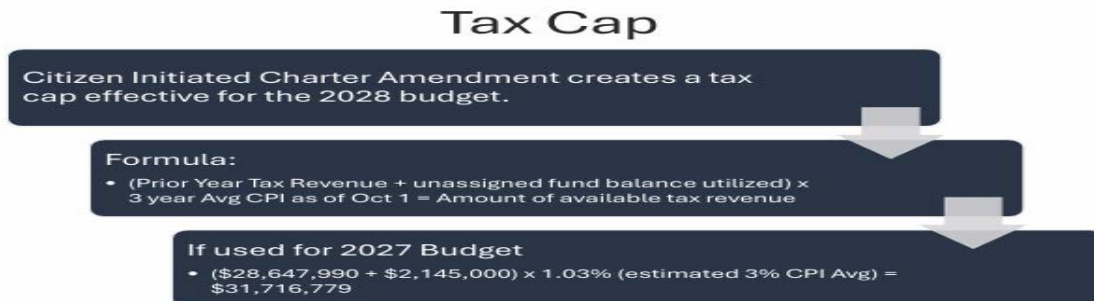
16
17 **Unassigned Fund Balance History (page 176);**

18 Director Williams reminded the Council that the range per City Policy is between 15% & 19% but in
19 2025 the Unassigned Fund Balance was almost 28% of the General Fund Appropriations. In 2026
20 this is being estimated at 18.5%, and going into 2027, so we will be at point where the City will be
21 within our Policy range and there will not be an option to buy down the tax rate by using the
22 Unassigned Fund Balance as we have been able to do in prior years.

23
24 For clarification to Councilor Cole's question regarding the use of the Unassigned Balance to pay
25 down the property taxes and whether or not we need to raise the amount of this fund, City Manager
26 Hosmer noted that if we went higher, more funds would need to be put into the account but if you
27 drop the range to 2% then these funds would be (unadvised) available. Director Williams noted this
28 was not a random range that was picked, it was based on recommendations from the Department of
29 Revenue and the general accounting principles. She spoke about a few potential theories and gave
30 examples.

31
32 Deputy City Manager Brooks noted that in December of 2023 the Council voted to amend the Fund
33 Balance Policy, which had been between 19%-24% (a legacy of the CSO era) and changed this
34 range to 15%-19%.

35
36 **Tax Cap and formula (page 177 and below).**



37
38
39 **Council/Staff Comments:**

1 Councilor Cole questioned if there were any reasons why the City could not stick to these guidelines in
2 2027, even though we are not mandated to do in 2027. City Manager Hosmer explained the reasons why
3 we went through this exercise here was to better inform ourselves. It is not a hard guide for the 2027
4 budget, but it is worth keeping in mind as he builds the budget with his Department Heads. There is no
5 reason why this can't be done. He will follow whatever direction the Council chooses to go.
6

7 Mayor Whittlesey reminded the Council that it is the City Manager's job via the City's Charter, to present
8 the budget to the City Council, even though we may not choose to pass it due to revisions, and spoke
9 about his reasoning and gave examples of what was done in past years. He also spoke about the various
10 actions the Council could take, noting it is incumbent upon the Council to sift through those budgets and
11 ask questions during the work sessions to determine what is being asked for, what the need is, and then
12 come to a consensus on what can be provided.
13

14 The Council continued discussions regarding how the formula (above) does not account for changes in
15 the population; how the Finance Department is not opposed to using this formula (for 2027) but they
16 would like to do a side-by-side review of the Tax Cap language as they are preparing the budget because
17 of concerns over the current language (i.e., CPI, how Unions are tied to the CPI, and other revenues
18 coming in outside of taxes); why using this formula might not be a bad place to start for this year (2027
19 Tax Year) to see how it aligns with what departments are looking at; whether or not other sources of
20 revenue are predictable; how there is not a formula in the City's Tax Cap that was put to the voters, but
21 the State Statute has a formula/calculation that includes population growth; how the City cannot figure in
22 population inflation because it is not in the City's Charter and the City's Charter would require
23 amendment(s).
24

25 Deputy City Manager Brooks spoke about what was put to the voters in March of 2027, noting that since
26 no date was specified, the Council could specify that those amendments to the Charter Tax Cap language
27 would take effect as of July 1, 2026 or whatever date the Council chooses, so they are actually in effect by
28 the time we are having this conversation next year and can be figured in properly.
29

30 In response to Councilor Key's concern about this language equation not being included in the Ballot,
31 Assistant Mayor Wilkie noted that in the Ballot, it was in section 3B.
32

33 **ACTION:** *This item is for the City Council's information; no further action is required.*

34 **F. Discussion and Provide Guidance to City Manager Regarding the 2027 Budget**

35

36 Included in the agenda packet: [\(All supportive documents and information can be found on pages 162-](#)
37 [178, Council agenda packet\)](#)

- 38 1. 2027 Financial Outlook presentation

39 Deputy City Manager Brooks reviewed the background and process behind the preparation of the 2027
40 Budget.
41

42 **BACKGROUND**

43 In recent years, the City Manager and Finance Department have provided a Financial Outlook presentation
44 to the City Council to highlight current conditions, budget objectives, and anticipated challenges for the
45 remainder of the current fiscal year and for the upcoming years. This year, the Financial Outlook
46 presentation will be provided as part of the May 20, 2026 regular City Council meeting.

1
2 Following the Financial Outlook presentation, the City Council will be asked to provide preliminary guidance
3 to the City Manager and administration to help inform the budget preparation instructions provided to
4 department heads.

5 As a reminder, City Charter Article VI, §6.05 requires the City Manager to submit a budget proposal to the
6 Council no later than October 31st each year. The City Council reviews the budget proposal with the City
7 Manager and department heads during a series of budget review work sessions during November prior to
8 holding a public hearing in December. Per City Charter §6.07, the budget shall be finally adopted by the
9 Council no later than December 31st. If the Council fails to approve a budget by such date, the budget
10 submitted by the City Manager shall be deemed to have been finally adopted by the Council for the ensuing
11 fiscal year. The City Council may choose to provide guidance to the City Manager relative to the budget.
12 Such guidance is discretionary and is not binding on the City Manager.

13
14 **Council/Staff Comments:**

15 Below is only a summarization of what the City Manager and the Council discussed in considering the
16 2027 Budget:

- 17 • Constrain the budget unless we can find opportunities to increase our revenue (i.e., decrease
18 waste, etc.)
- 19 • Looking at Departments for their potential of revenue generation
- 20 • The need to continue to define and research greater efficiencies throughout the City
- 21 • Adjust for the property tax rolls in the formula (above) to allow for the draw of resources for the
22 Lebanon Fire Department, and Lebanon Police Department, especially as it relates to the
23 simultaneous calls into the LFD
 - 24 ○ The need for four (4) new firefighters (cost, what would the impact be) – could
25 potentially be discussed as a separate agenda item
- 26 • Whether or not more time is needed to prepare for a motion
- 27 • How not making a motion tonight would be setting things back much further
- 28 • Whether or not there is latitude within departments to rethink their fee structure and whether or
29 not it would be beneficial to do so (i.e., the Pool, Day Camp, etc.)
- 30 • Creating a Motion with the caveat that a firm, numerical allocation allow for the increase in either
31 population or for property values
- 32 • How \$2.1M (more in property taxes) is already being added back into the budget because it was
33 brought down and paid for by the Unassigned Balance

34
35 *Assistant Mayor Wilkie MOVED to extend the meeting by 10 minutes (10:10PM)*

36 *Seconded by Councilor N. Ford Burley.*

37 **The Vote on Motion was approved (9-0).*

- 38
- 39 • Think about the level of services our residents receive now and extend them into next year and
40 inform Department Heads that these services will be extended (i.e., if we go up by 3%, will we be
41 losing services because we can't keep up with the rate of inflation or some other uncontrollable
42 circumstance(s) like Health Insurance or property liability insurance increases)
 - 43 • Putting ourselves (Council) in the same shoes that a lot of other people are in. There may be some
44 hard decisions that need to be made.
 - 45 • Concerns regarding the impact on morale for employees who may spend the next 6 months
46 worrying about the security of their positions

- 1 • Potential of foregoing the sidewalk project or non-essential projects/things
- 2 • How the budget being proposed by the City Manager may not be the likely budget the Council
- 3 approves. In the idea of figuring out where we are going to be making these hard decisions,
- 4 knowing what decisions we are going to be making is going to be informed by knowing what it
- 5 takes to keep things as they currently are. Let's see what the most efficient way is to keep the
- 6 services that we currently have in place and see what the budget looks like after the whole
- 7 process has been lined out.
- 8 • How it would be very difficult to define the level of services, as it would be very different
- 9 depending on what department and what is considered a service
- 10 • Defining level of services (i.e., for now, hiring no new FTE's; cutting back on things other than
- 11 personnel expenses, etc.)
- 12 • The need to know ahead of time what services would be given up; considering wants vs needs
- 13 (i.e. sidewalk); and the need to be upfront with the public about what services would be
- 14 eliminated

15
16 ***Mayor Whittlesey MOVED to extend the meeting by another 10 minutes (10:20PM)***

17 ***Seconded by Councilor N. Ford Burley.***

18 ****The Vote on Motion was approved (9-0).***

- 19
- 20 • How the Council needs to be cognizant that part of what the City Budget does is provide
- 21 services/support for the City's residents.
- 22 • Being honest with City Employees and saying this is going to be a difficult year while the
- 23 Council figures out what does/does not add value (i.e. are there meetings that do not accomplish
- 24 anything, is there a report that gets done that doesn't add value, employee pay raises, looking at
- 25 open positions that do not need to be filled, and managing taxation in a different way, etc.)
- 26 • How the elephant in the room is the downshifting of the State service funds onto municipalities,
- 27 which the City cannot control, and we can't call that waste or lack of constraint when someone is
- 28 imposing things upon us against our will (i.e., providing services to those who need the services).
- 29 There are things the City must do by Statute and things we must do by our own moral compasses
- 30 that other businesses and corporations do not need to do.
- 31 • Reasons why cutting back on things this year will extend into next year's budget because the
- 32 growth, expanse and downshifting will take another whack on the City's revenue side.
- 33 • Given the process that the Council has to go through, and given the Council will need to vote on
- 34 this budget in December, the Council should make sure that the residents are not surprised by
- 35 getting the word out ahead of time and making sure the Council has a reasonable number to give
- 36 them

37
38 ***Assistant Mayor Wilkie MOVED to extend the meeting by another 10 minutes (10:30PM)***

39 ***Seconded by Councilor Appleton.***

40 ****The Vote on Motion was approved (9-0).***

41
42 **ACTION:**

43 ***Assistant Mayor Wilkie MOVED that the Lebanon City Council hereby issues the following guidance to***
44 ***the City Manager for the preparation and presentation of the FY2027 City budget. The Council asks that***
45 ***the City Manager strives to maintain a budget of no more than 3% in (three percent) increase to the tax***
46 ***formula per the Tax Cap with the caveat that the Council also wishes to see no reduction in service and***
47 ***thereby asks that any amount above that 3% be presented and justified in order to maintain services.***

1 *Seconded by Councilor McNamara.*

2
3 Assistant Mayor Wilkie spoke to his Motion by stating that his intention was to keep the 3% lower but he
4 also wants to see what the budget looks like if we do not reduce services. That is why he included that
5 caveat. It (the budget) is the Council's responsibility, as he always believed it should be, but felt the
6 Lebanon Finance Advisory Committee should help the Council with this. It is the Council's responsibility
7 to decide what services we are taking away from our constituents and that is why he wanted to give the
8 City Manager latitude to maintain level services but wants to see those justifications, if they exceed 3%,
9 so that the Council can then make those decisions with as much information as needed.

10
11 At the request of City Manager Whittlesey, Councilor N. Ford Burley re-read the Motion above again.

12
13 *Assistant Mayor Wilkie MOVED that the Lebanon City Council hereby issues the*
14 *following guidance to the City Manager for the preparation and presentation of the*
15 *FY2027 City budget. The Council asks that the City Manager strives to maintain a*
16 *budget of no more than 3% in (three percent) increase to the tax formula per the Tax*
17 *Cap with the caveat that the Council also wishes to see no reduction in service and*
18 *thereby asks that any amount above that 3% be presented and justified in order to*
19 *maintain services.*

20
21 **The Vote on the Motion was approved (9-0).*

22
23 **13. NON-PUBLIC SESSION: NONE**

24
25 **14. ADJOURNMENT:**

26 *Assistant Mayor Wilkie MOVED for adjournment.*

27
28 Finance Director Williams noted it would be helpful for staff to let them (Finance Department) and the
29 City Manager know if there is anything they might need.

30
31 *Seconded by Mayor Whittlesey.*

32
33 **The Vote on the MOTION was unanimously approved (9-0)*

34
35 **The meeting was adjourned at 10:26 PM.**

36
37 Respectfully submitted,
38 Dona E. Gibson
39 Recording Secretary

**Agenda
Lebanon City Council
June 3, 2026**

9. Appointments:

Appointments

Board/Committee Appointments as presented by City Clerk/Tax Collector.

- Strategic Plan Task Force, Daniel Paepke (Regular Member)
- Trustee of Trust Funds, Clara Cole (Trustee)

Included in this Section:

1. Memo from City Clerk / Tax Collector Jaseya Ewing dated June 3, 2026.



MEMORANDUM

DATE: June 3, 2026
TO: The Honorable Mayor and City Council
FROM: Jaseya Ewing, City Clerk and Tax Collector Appointments Proposed
RE: for Council Discussion/Action:

If the Council wishes to proceed with action on the appointments below, a nomination should be made and voted on for each appointment.

Note: nominations do not need to be seconded.

Strategic Plan Task Force

1. Daniel Paepke – Appointment as a Regular Member of the Strategic Plan Task Force until the Strategic Plan Task Force’s task is completed and is dissolved.

Term: 6/03/2026 – TBD

Trustee of Trust Funds

2. Clara Cole – Appointment as a Trustee of the Trustees of Trust Funds for a three-year term.

Term: 6/03/2026 – 6/03/2029

City of Lebanon, New Hampshire — Seat Application

Application #2026-028
Submitted May 6, 2026

Strategic Plan Task Force
Resident Member (Apr 15, 2026 – Jun 14, 2027)

Personal Information

FIRST NAME
Daniel

LAST NAME
Paepke

Application Details

QUALIFICATIONS

For nearly twenty years at the U.S. Government Accountability Office, my work has helped Congress and the American people understand how federal programs work, and how they can work better. My work as a performance auditor has focused on assessing the effectiveness of complex federal programs, particularly programs involving the nation's physical infrastructure. In that role, I have led multidisciplinary teams; engaged stakeholders and agency leadership; and helped translate technical findings into clear, actionable recommendations for federal program improvement. Across my work, I have developed a strong interest in how organizations measure progress toward priorities and use that information to guide decision-making and improve outcomes.

Further, my participation in the 2026 Lebanon Citizens Academy has given me a deeper understanding of the City's operations. I would welcome the opportunity to apply my experience to support improvements to the City's strategic planning process.

REASON FOR INTEREST

I am interested in serving on the Strategic Plan Task Force as an opportunity to contribute to refining the City's strategic plan so that it is more focused, accessible, and useful for both decision-makers and the public. I would welcome the opportunity to contribute my skills in a way that supports effective, transparent, and accountable local government.

Through my professional experiences, I have learned that strategic plans are most effective when they are clearly tied to measurable outcomes and supported by simple, consistent methods for tracking progress. I am particularly interested in helping the City strengthen that connection so the strategic plan provides a clear snapshot of priorities and progress. In my view, a practical and useful strategic plan can help support City leadership and the public in understanding what efforts are working well and where attention or resources may be needed.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?
0-1 years

IS THIS APPLICATION FOR REAPPOINTMENT?
No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS

Not provided

BOARD/COMMITTEE/COMMISSION?

As a senior analyst with the U.S. Government Accountability Office, I have spent nearly two decades evaluating the performance of federal programs. Through my work, I help federal agencies monitor and report on the results of their efforts. Additionally, I recently earned my Project Management Professional certification, reflecting my experience and interest in project management, stakeholder alignment, and performance tracking. I am interested in joining the Strategic Plan Task Force not only to contribute to the City's efforts, but also to help make its strategic plan more focused, practical, and useful--to both City leaders and the public. Through my participation in the 2026 Lebanon Citizens Academy, I have developed a strong interest in how the City sets priorities and measures progress, and I would welcome the opportunity to support that work.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Councilor Interview Report Form

Councilor Name: Tim McNamara/Lori Key

Date of Interview: May 20, 2026

Applicant Name: Daniel Paepke

Board(s) to Which Applied: Strategic Plan Task Force

Regular Seat

Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? Yes N/A No

(If yes, indicate date of meeting.) Date: _____

Recommend Appointment: Yes No

Regular Seat Alternate Seat

General Comments: The applicant's work for the U.S. Government Accountability Office includes responsibility for reviewing strategic plans of various agencies. This will provide a unique perspective in assisting in the creation of a format for Lebanon's new strategic plan. Applicant has lived in Lebanon for less than one year

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

Developing a process for creating the strategic plan, developing guiding principles, and setting goals for plan results.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee? Would you be available for additional meetings, site visits, or other official events when necessary?

Meeting dates have not yet been set, but the applicant is relatively flexible.

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

Applicant has only worked at the federal level, where he has performed process improvement work that relates to strategy but not direct experience with developing strategy.

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes.

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No.

6) What do you think are the key challenges for this Board/Committee?

Developing the best processes for creating the strategic plan and evaluating performance. Challenge will be to engage stakeholders.

7) What do you think are the key opportunities for this Board/Committee?

See above.

8) What would you like to see this Board/Committee accomplish in the next year?

To create the format that will facilitate efficient development of the strategic plan, including public participation.

Specific Questions for Applicants to Land-Use Boards:

Zoning Board of Adjustment:

1) Have you ever appeared before a zoning board, personally or through a representative?

2) Do you have any personal or professional knowledge or background in the area of zoning law?

3) Do you believe you can set aside your personal opinions and make impartial decisions based on the City's adopted Zoning Ordinance?

4) Zoning Board decisions can be controversial. The Board is bound by law to work within the current zoning regulations. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

Planning Board:

1) Have you ever appeared before a planning board, personally or through a representative?

2) Do you have any personal or professional knowledge or background in the area of planning law?

3) Do you believe you can set aside your personal opinions and make impartial decisions based on the City's adopted site plan and subdivision regulations, as well as the Zoning Ordinance?

4) Planning Board decisions can be controversial. The Board is bound by law to work within the current site plan and subdivision regulations. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

Conservation Commission:

1) Have you ever appeared before a conservation commission, personally or through a representative?

2) The Conservation Commission's advisory role in New Hampshire environmental permitting can be controversial. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

City of Lebanon, New Hampshire — Seat Application

Application #2026-027
Submitted Apr 30, 2026

Trustee of Trust Funds
Trustee of Trust Funds (Jan 15, 2026 – Jan 14, 2029)

Personal Information

FIRST NAME
Clara

LAST NAME
Cole

Application Details

QUALIFICATIONS

I graduated Magna Cum Laude from Bryant University in 2023, with a Bachelor of Science in International Business, concentrations in Finance and French, and a minor in Economics. During my undergraduate years at Bryant, I was a part of a select group of students who managed the University's multi-million dollar Endowment Fund. Through this experience, I became well versed in investment portfolio analysis and management, presenting and listening to fund performance reviews, and I played a crucial role in investment selection and decision making throughout my term.

After graduation, I moved back to Lebanon to continue my passions for financial wellness as a Financial Advisor for Mascoma Financial Advisors at Mascoma Bank. I hold my FINRA series 7 and 66 licenses, along with my Life, Accident, and Health Insurance licenses. After almost 3 years of experience on this team, I am confidently assisting clients through all aspects of their personal financial lives; building personalized financial plans, offering investment advisory services and guidance, and building lasting relationships with my clients.

With my strong professional experience in the financial services industry, I believe I would be a great addition to the Trustee of Trust Funds committee. I have strong industry knowledge, am well versed with portfolio review, and would be honored to bring my relevant background to the table.

REASON FOR INTEREST

I am interested in volunteering for this committee because of the care I have for the Lebanon community. I look forward to giving back to the city that I grew up in, in any small way I can. I grew up as the ninth generation on my family's farm in Lebanon, graduated from LHS, and believe Lebanon's school system prepared me well for my future. I know part of this committee's work is disbursement decision making around scholarships for SAU88. Something that interests me about the Trustees of the Trust Funds are the opportunities that their work can provide for students and other young people in my community.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?
15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?
No

I CONFIRM THAT I HAVE ATTENDED A MEETING.
Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

I spend my days as a financial advisor serving the people of the Upper Valley and beyond. My education at Bryant University and my work at Mascoma Bank has prepared me well to volunteer on this committee. If selected to join, I would be excited to get involved in my community, and help my fellow trustees navigate decisions based on the goals and objectives of the Trust Funds.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Agenda

Lebanon City Council

June 3, 2026

10. Public Hearing Items:

10.A – Ordinance #2026-04: Amendment to C-PACER District Ordinance to Address a Clarification Requested by NH Business Finance Authority

A public hearing for the purpose of receiving public input and taking action on a proposed amendment to Ordinance #2026-04, the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance, originally adopted on March 18, 2026, to address a clarification requested by the New Hampshire Business Finance Authority.

The City Council scheduled this public hearing at its May 20, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on May 23, 2026 in accordance with City Code and State Law.

Background

On March 18, 2026, the Lebanon City Council voted to adopt NH RSA 53-F, Energy Efficiency and Clean Energy Districts, and established a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District encompassing the entire city. As part of the adoption process, the Council also adopted Ordinance #2026-04, the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance.

Following the Council's action, the City Manager's Office executed a C-PACER Participation Agreement and filed all necessary documents with the NH Business Finance Authority (BFA), which administers the C-PACER program in the state. During its review of the City's documents, BFA noted and has requested the deletion of the last sentence of Section 10, which reads "A capital provider may otherwise accelerate the re-sale of the property by acting on its foreclosure right pursuant to RSA 53-F:8, II."

As summarized in the enclosed memorandum from Attorney Matt Decker, although the C-PACER statute currently allows capital providers to foreclose on real estate, BFA's concern is that capital providers should not have such authority after a municipality takes ownership of the property by executing a tax deed. BFA may explore legislative amendments to RSA 53-F in the future to clarify the other collection procedures available for capital providers, and in the meantime, legal counsel supports the requested deletion of the last sentence of Section 10 of the C-PACER Ordinance #2026-04.

Action:

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby amends Ordinance #2026-04, the "Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance", originally adopted on March 18, 2026, by deleting the final sentence in Section 10 thereof, as requested by the NH Business Finance Authority, and as presented in the June 3, 2026 City Council Agenda Packet.

Included In This Section:

1. May 13, 2026 Memorandum from Attorney Matthew Decker RE: Recommended Amendment to C-PACER Ordinance, #2026-04, Section 10
2. Ordinance #2026-04, Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance, adopted March 18, 2026
3. Notice of Public Hearing as Published in the May 23, 2026 edition of the *Valley News*

<p>TO: Andrew Hosmer, City Manager</p> <p>FROM: Matthew C. Decker</p> <p>DATE: May 13, 2026</p> <p>RE: Recommended Amendment to C-PACER Ordinance, #2026-04, Section 10</p>

The New Hampshire Business Finance Authority (BFA) administers the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) program adopted by New Hampshire municipalities pursuant to RSA 53-F. The BFA has reviewed the C-PACER ordinance (#2026-04) adopted by the Council at its March 18, 2026 meeting, and is requesting a deletion of the last sentence in Section 10:

“A capital provider may otherwise accelerate the re-sale of the property by acting on its foreclosure right pursuant to RSA 53-F:8, II.”

Under the C-PACER program, capital providers may finance energy efficiency and clean energy improvements to real estate, with lenders’ loans secured by a special assessment imposed by the municipality in which the property is located. The special assessment is akin to, albeit subordinate to, a property tax lien. If borrowers fail to make payments on the special assessments, RSA 53-F grants capital providers the option to foreclose on the real estate.

BFA’s concern is that capital providers should not have an ability to foreclose on real estate after a tax deed has been executed, during the time when the municipality owns the real estate. BFA is concerned that the above-quoted last sentence of Section 10 gives a contrary impression. In the case that a property owner falls behind on payments of property taxes and/or C-PACER special assessments, capital providers may instead (a) redeem property tax liens to prevent a tax deed in the first place, and/or (b) foreclose on a property before a tax deed is executed, and/or (c) rely upon municipalities to re-sell tax deeded properties in a timely manner in order to collect overdue payments as part of the tax sale and to re-start the flow of regular payments from a new property owner.

BFA may be exploring some legislative amendments to RSA 53-F in the future to clarify the relevant collection procedures for capital providers. In the meantime, I support BFA’s request to delete the last sentence of Section 10 because it would give the City clearer, stronger control over a tax deeded C-PACER property and remove an ambiguity from the process.

CITY OF LEBANON
Ordinance #2026-04

Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance

Section 1. Purpose.

The commercial property assessed clean energy and resiliency (C-PACER) program authorized by NH RSA 53-F allows the City of Lebanon to establish an energy efficiency and clean energy district whereby property owners within the boundaries of the district may fund qualifying improvements to real property through private lenders/capital providers, with such financing secured by a special assessment lien on the property through an assessment agreement between the property owner and the City.

Section 2. Authority.

The City hereby adopts RSA 53-F, Energy Efficiency and Clean Energy Districts, pursuant to a vote of the City Council in the manner specified by RSA 53-F:2, II, subject to the provisions of this Chapter.

Section 3. Declaration of Public Purpose and Findings.

It is hereby declared that the financing of qualified energy conservation and efficiency and clean energy improvements and projects through special assessments serves a valid public purpose as set forth in RSA 53-F. The City therefore intends, in accordance with RSA 53-F, the following:

- A. To authorize direct financing agreements between property owners and capital providers as the means to finance qualified projects; and
- B. To authorize special assessments, subject to a written assessment contract between a property owner and the City (“Assessment Agreement”), as the means to secure the repayment of the aforesaid financing.

Section 4. Applicability/Boundaries.

The C-PACER district shall encompass the entirety of the City’s jurisdictional boundaries.

Section 5. Definitions.

This Ordinance hereby incorporates the definitions as set forth in RSA 53-F:1, as may be amended; in addition, as used in this chapter, the following definitions apply:

Administrative Agreement – means the agreement between the New Hampshire Business Finance Authority (“NHBFA”) and the City outlining the terms of the NHBFA’s

administration of the C-PACER Program for the City and the City's roles and responsibilities.

Property Owner – means the fee title owner(s) of the property seeking participation in the C-PACER Program. Property Owner may also include the holder of a leasehold estate on the property, provided it is approved by the NHBFA, the holder of said lease provides a copy of the recorded lease or lease term sheet, and a signed and notarized consent of the fee title owner(s) or some other recorded document sufficient to show the leaseholder's right to bind the property to a C-PACER assessment and lien.

Real Estate Taxes – as defined in RSA Chapter 72, RSA 76:5 and RSA Chapter 80, except shall not include the C-PACER special assessment.

Taxes – means Real Estate Taxes including the C-PACER special assessment.

Section 6. Qualified Projects and Improvements.

The following applies to qualified projects and improvements:

- A. Must be a type of resiliency improvement, energy conservation and efficiency improvement, clean energy improvement, or water conservation improvement, on privately-owned commercial, industrial, or agricultural real property, or multi-family residential real property with five or more dwelling units.
- B. May be new construction or a retrofit, rehabilitation, or redevelopment of existing construction.
- C. The types of qualified projects and improvements include, but are not limited to:
 - a. Solar PV
 - b. Solar Thermal
 - c. Wood biomass
 - d. Wind
 - e. Geothermal systems
 - f. Air sealing
 - g. Insulation
 - h. HVAC systems meeting or exceeding ENERGY STAR standards
 - i. Building modifications to increase use of daylighting
 - j. Replacement of windows with units meeting or exceeding ENERGY STAR standards
 - k. Energy controls or energy recovery systems
 - l. Efficient lighting equipment
 - m. Air quality improvements
 - n. Snow and/or flood mitigation
 - o. Energy storage and microgrids
 - p. Alternative vehicle charging infrastructure
 - q. Fire and/or wind resistance improvements

- r. Measures, equipment, or devices that:
 - i. decrease the consumption of, or demand for, water,
 - ii. address safe drinking water
 - iii. eliminate lead from water used for drinking or cooking
- D. Improvements must be permanently affixed to a building or facility that is part of the real property.

Section 7. Program Administration.

The C-PACER Program shall be administered by the NHBFA, or a third party designated by the NHBFA.

Section 8. Local Administration; Program Official.

The City Manager shall be the City’s designated Program Official responsible for: executing the appropriate documentation for the imposition of a special assessment; working with the NHBFA; and administering the duties and responsibilities of the City set forth in the administrative agreement with the NHBFA.

Section 9. Special Assessment Lien Priority; Collection and Enforcement.

The City has the authority to bill and collect on the special assessment and lien, except that the City may delegate such responsibilities to any outside third party, including the capital provider, approved by the NHBFA; such delegation shall occur on the “Assignment of Notice of Assessment and C-PACER Lien and Assignment of Assessment Agreement for C-PACER Financing” (the “Assignment”) form.

- A. If the City does not delegate billing and collection responsibilities to a third party, the City’s tax collector shall bill and collect the special assessments.
- B. Delinquent payments shall incur interest and penalties as specified in the financing agreement between the property owner and the capital provider.
- C. Each special assessment imposed under this ordinance, including any interest on the assessment and any penalty, constitutes a first and prior lien against the property on which the assessment is imposed, from the date on which the notice of special assessment is recorded at the Grafton County Registry of Deeds, until the assessment, interest, and any penalty, is paid.
- D. The lien runs with the property.
- E. Notwithstanding RSA 80 concerning the collection of property taxes and special assessments, in the case of default or delinquency of special assessment payments, enforcement shall only be by the capital provider pursuant to RSA 479, including the power of sale. Any outstanding and delinquent property taxes at the time of the

enforcement action shall be satisfied along with the delinquent amounts of the special assessment lien. The City is not responsible for, nor required to, tax deed the property for any default or delinquency of C-PACER payments to the Capital Provider.

F. Assessments not yet due may not be accelerated.

G. Assessments may not be eliminated by foreclosure or bankruptcy.

Section 10. Tax Liening, Tax Deeding, Sale Proceeds.

For any C-PACER property which becomes subject to a recorded tax lien pursuant to RSA 80:64 for failure to timely pay Real Estate Taxes, the C-PACER capitol provider shall be authorized to redeem the property by making sufficient payment pursuant to RSA 80:69.

For any C-PACER property which is acquired by the City by tax deed pursuant to RSA 80:76, the City may not use public funds to fund or repay any special assessment amount. The City will attempt to re-sell the property in a timely manner, following the process of RSA 80:76 et seq., including the 90-day right of repurchase requirements contained in RSA 80:89. The City will include in any public notice for the sale of the property, any auction notice, any bid documents, and any purchase and sale agreement, a clear notification that the property is subject to a C-PACER assessment and lien.

Upon sale of the property, the process laid out in RSA 80:88 et seq. for the distribution of proceeds shall be followed, and any delinquent C-PACER special assessment payments are considered "Taxes" for purposes of payment from sale proceeds (RSA 80:19 – "For the purposes of this chapter, the word 'taxes' shall include special assessments.").

The C-PACER special assessment and lien remain on the property and shall pass to the new owner, who becomes responsible for future payments upon transfer of title.

~~A capital provider may otherwise accelerate the re-sale of the property by acting on its foreclosure right pursuant to RSA 53-F:8, II.~~

Section 11. Liability.

The City shall incur no liability as a result of the C-PACER Program or for the private debt created or evidenced by the Assessment Agreement, the Assessment and C-PACER Lien, the Financing Agreement, or any related document, nor shall any board members, officers or employees of the City be personally liable for exercising any rights or responsibilities pursuant to or in furtherance of the C-PACER Program. The City's participation in the C-PACER Program shall not be interpreted to pledge, offer, or encumber the City's full faith and credit.

Section 12. Conflicts.

In the event of any conflict between this ordinance and RSA 53-F, the terms of RSA 53-F shall govern.

June 3, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday May 23, 2026.

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
Wednesday, June 3, 2026 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold a public hearing on June 3, 2026, beginning at 7:00pm for the following:

- A. Ordinance #2026-04: Amendment to C-PACER District Ordinance to address clarification requested by NH Business Finance Authority

The June 3, 2026 City Council agenda packet and documents pertaining to the above-described public hearing will be available on the City's website by May 29, 2026: LebanonNH.gov/Agendas

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so 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 City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

**Agenda
Lebanon City Council
June 3, 2026**

12. New Business:

12.A – Warrant for Civil Forfeiture Notice

Background

In accordance with RSA 466:1, all dogs four (4) months old or over must be licensed annually by April 30th by their owner or keeper. To obtain a license, the City Clerk's Office must have a current rabies vaccination certificate on file. A grace period is provided during the month of May to allow dog owners time to update expired rabies vaccinations and complete the licensing process. Beginning June 1st, any dog that remains unlicensed is assessed with a \$25.00 Civil Forfeiture fine and \$1.00 late fees, which accrue each month that the dog remains unlicensed.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby issues a warrant to City Clerk, Jaseya Ewing, authorizing the issuance of a civil forfeiture for each dog that remains unlicensed at the close of business on June 20, 2026.

Included In This Section:

1. Warrant for Civil Forfeiture Notice
2. Excerpts of NH RSA 466, Dogs and Cats

WARRANT FOR UNLICENSED DOGS

City of Lebanon
OFFICE OF THE CITY CLERK
51 North Park Street
Lebanon, NH 03766

To the Lebanon City Council:

In accordance with RSA 466:11, the town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog.

It is the intention of the City Clerk to have a Civil Forfeiture issued to all the owners listed. These owners were sent a reminder letter.

The undersigned City Councilors agree to this warrant and authorize the Lebanon City Clerk's Office to issue Civil Forfeiture notices to all delinquent dog owners.

Douglas Whittlesey, Mayor

Devin Wilkie, Assistant Mayor

Timothy McNamara, City Councilor

Lori Key, City Councilor

Laurel Stavis, City Councilor

Eric Cole, City Councilor

Nicole Ford Burley, City Councilor

Kellen Appleton, City Councilor

Andrew Faunce, City Councilor

Date: June 3, 2026

Submitted by City Clerk, Jaseya Ewing

Chapter 466

DOGS AND CATS

Licensing of Dogs

466:1 Procuring License; Tag. – Every owner or keeper of a dog 4 months old or over shall annually, cause it to be registered, numbered, described, and licensed for one year in the office of the clerk of the city or town in which the dog is kept, and shall cause it to wear around its neck a collar to which shall be attached a metal tag with the following information thereon: the name of the city or town, year of issue of license and its registered number. The tag and license shall be furnished by the clerk at the expense of the city or town. Regardless of when the license is obtained, the license shall be effective from May 1 of each year to April 30 of the subsequent year.

Source. 1891, 60:1. 1925, 96:1. PL 150:6. RL 180:6. RSA 466:1. 1957, 217:1. 1995, 298:1. 1996, 67:1. 1997, 273:1, eff. Jan. 1, 1998.

466:11 Records. –

I. Clerks of towns and cities shall keep a record of all licenses issued by them, with the names of the keepers or owners of dogs licensed, and the names, registered numbers and descriptions of all such dogs. Clerks of towns and cities shall furnish yearly to the local governing body a list of those owners who have failed to renew their license for use in preparing the warrant of unlicensed dogs.

II. With the owner's consent, a veterinarian may report the euthanizing or death during treatment of a licensed dog to the town or city clerk in order to have the record reflect that the dog was euthanized or died. A veterinarian providing such a report may also provide the town or city clerk with the mailing and street addresses of the owner of the dog. Written reports, if any, shall be destroyed after receipt by the town or city clerk, and any resulting record reflecting the dog's death shall not specify the manner or cause of death.

Source. 1891, 60:5. PL 150:13. RL 180:13. RSA 466:11. 1994, 353:5. 2008, 42:1, eff. July 11, 2008.

466:13 Forfeiture. – Whoever is the owner or keeper of a dog and who fails to license or renew the dog license pursuant to RSA 466:1 shall forfeit \$25 to the town or city clerk of the municipality in which the dog is kept. If the forfeiture is not made to the town or city clerk within 15 calendar days of the notice of forfeiture, the case may be disposed of in a district court as a violation with a fine not to exceed \$50, notwithstanding the provisions of RSA 651:2, IV. A forfeiture shall not relieve the owner or keeper of the requirement of proper licensing of the dog as required by RSA 466:1. This section shall also apply to cats, if the municipality licenses cats. Any forfeitures collected under this section may be retained by the city or town for the administration and enforcement of this chapter.

Source. 1891, 60:8. PL 150:15. RL 180:15. RSA 466:13. 1994, 353:6. 1995, 298:9. 1996, 67:4. 2001, 274:6, eff. July 16, 2001.

Unlicensed Dogs

466:14 Warrants; Proceedings. – The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

Source. RS 127:5. CS 133:5. GS 105:5. GL 115:7. PS 118:8. 1891, 60:11. PL 150:18. RL 180:18. RSA 466:14. 1965, 325:2. 1967, 150:1. 1977, 559:1. 1983, 198:1. 1987, 91:1. 1994, 353:7. 1995, 298:10. 1996, 67:5. 2000, 128:1. 2001, 274:7. 2014, 178:1, eff. July 1, 2014.

466:16 Returns. – Each local law enforcement officer to whom the warrant named in RSA 466:14 is issued shall return the warrant, on or before August 31, to the local governing body issuing it and, shall state in the return the number of owners who received and paid the civil forfeiture, the number of dogs in the city or town which have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

Source. 1891, 60:12. PL 150:20. RL 180:20. RSA 466:16. 1994, 353:8. 2000, 128:2, eff. Jan. 1, 2001.

**Agenda
Lebanon City Council
June 3, 2026**

12. New Business:

12.B – Discussion of Vanier Memorial on Lebanon Pedestrian Mall

Background

On March 23, 2026, Councilor McNamara submitted an agenda request form requesting a Council discussion about the potential installation of a memorial to Jim Vanier on the Lebanon pedestrian mall. The memorial would be donated to the City by a group of long-time friends of the recently deceased Mr. Vanier.

Members of the group sponsoring the request will attend the meeting to discuss the proposal.

Action

Recommended action will be determined based on the City Council's discussion of this agenda item.

Included In This Section:

1. Agenda Request #CMCC-26-4
2. Statement of R. Peter Decato, Esq.



Record No: CMCC-26-4

City Council Agenda Request Form

Status: Complete

Submitted On: 3/23/2026

Agenda Request

Name of Agenda Topic Item*

Discussion of potential installation of donated memorial to Jim Vanier on the Lebanon pedestrian mall.

Reason for topic item*

A group of longtime friends of the recently deceased Jim Vanier have commissioned a 24" bronze bust of Mr. Vanier to memorialize his longtime service to the children of Lebanon. They would like it to be installed on the pedestrian mall and possibly to name the mall in his honor.

Specific questions related to topic item*

Whether the Council will approve the installation of this commemorative bust on the mall and whether they would consider naming the mall in Mr. Vanier's honor.

Proposed or possible action, motion, goal, and/or City Code or Policy amendment*

Approval of the installation and renaming of the pedestrian mall.

Supporting documentation requested for topic item

Any existing policies relating to the installation of such memorials.

Documentation and/or references related to this topic (for example, website links, reports, etc.) supplied by the requester and for informational purposes only - not to be included in any agenda packet.

Rendering provided by the rquestor.

Other Information

STATEMENT OF R. PETER DECATO, ESQ.

Lebanon City Council — June 3, 2026

Re: Proposed Jim Vanier Memorial — Pedestrian Mall

Submitted on behalf of the Vanier Family and the Jim Vanier Youth Fund Board

My name is Peter Decato. I was born and raised in Lebanon and have practiced law in this community for over five decades. I rise tonight on behalf of the Vanier Family and the Jim Vanier Youth Fund Board to speak about something simple — but important: how a community chooses to recognize its heroes.

On December 6, 2025, Lebanon lost one of its own — Jimmy Vanier. If you ask around this city, you will hear something remarkable: Jimmy had no enemies. That is not said lightly. That is not said often. It is said because it is true.

Lebanon, like many communities, honors its heroes. We see them in monuments — figures cast in bronze, symbols of courage and sacrifice. And rightly so. But heroism takes more than one form. Some heroes never wear a uniform. Some never seek recognition. Some do their work quietly — so quietly that unless we choose to see it, it passes unnoticed.

Jimmy Vanier was that kind of hero.

Yes, he was a gifted athlete. But that is not why we are here tonight. We are here because of who he was off the court. He carried forward something we called the Sneaker Fund — helping kids who needed shoes. He helped families who were struggling. He gave without announcement, without fanfare, and without ever asking for credit. And perhaps most importantly, he helped raise our children — not by speeches, but by example.

There is a passage in Scripture: "He who humbles himself shall be exalted, and he who exalts himself shall be humbled." Jimmy always humbled himself. He never sought recognition. If Jimmy is watching tonight, he is probably shaking his head. And that is all right — because sometimes a community has an obligation to say: this mattered. This life mattered. This example matters.

Every community needs heroes — real people among us who show us how to live. And a community must be willing to recognize what the humble will never advertise. Because if we do not, something essential is lost.

The Proposal

There is a bench — a bench honoring Jimmy — that quietly keeps him with us. It is a reminder, for those who knew Jimmy and those who did not, that this man's life mattered. None of us want to give Jimmy up entirely. We want everyone to be reminded of a life well lived.

I ask the Council to consider placing — or allowing the placement of — this bench in the most conspicuous space it will permit, perhaps the downtown pedestrian mall, and to designate that space in Jimmy's name.

The Jim Vanier Youth Fund

The Council should also know this: Jimmy's work is not ending. Friends of Jimmy have come together to establish a 501(c)(3) organization — the Jim Vanier Youth Fund. There are members of this community who want to support it, who want to fund it, and who are committed to carrying forward the kind of quiet good Jimmy did throughout his life. This is not just about remembering Jimmy. It is about continuing what he started.

Conclusion

I make this ask not because Jimmy would have wanted it — he wouldn't have — but because we need it. We need a place where a parent can point and say: "That's Jimmy Vanier. He helped people." We need a reminder, in a public space, that greatness in Lebanon is measured not only by achievement — but by kindness, humility, and service.

This is not about elevating one man above others. It is about elevating the values he lived by. And in doing so, it says something to every quiet servant in this community: Lebanon sees you. Lebanon honors you.

Respectfully submitted,

R. Peter Decato, Esq.

NH Bar No. 613 | VT Bar No. 1799

Decato Law Office

Two South Park Street, P.O. Box 1074, Lebanon, NH 03766

(603) 505-0858

Submitted on behalf of the Vanier Family and the Jim Vanier Youth Fund Board

**Agenda
Lebanon City Council
June 3, 2026**

12. New Business:

12.C – Discussion of Status of Class VI Roads Advisory Committee

Background

The Class VI Roads Advisory Committee was established by the City Council on September 1, 2004, to review the status of all of the Class VI roads within the City to include their current, historic, and possible future uses, and to report findings and make recommendations to the Council for their action to continue the present use, upgrade, discontinue, or otherwise change the status of the roads.

As a reminder, within the state’s highway classification system [RSA 229:5], Class VI roads consist of “all other existing public ways, and shall include all highways discontinued as open highways and made subject to gates and bars, ... and all highways which have not been maintained and repaired by the town in suitable condition for travel thereon for 5 successive years or more except as restricted by RSA 231:3, II.”

The Advisory Committee has been active for more than two decades reviewing maps, documentation, and physical evidence concerning more than 50 potential Class VI roads and making recommendations to the City Council. Specifically, the Advisory Committee has reviewed every road that was originally believed to be a potential Class VI road on the enclosed 2014 map and the committee has provided a recommendation to the Council for every road that was supported by sufficient documentary evidence to be confirmed as a Class VI road. Any roads that failed to meet the threshold for adequate evidence were removed from further review and consideration by the committee. The City Council has already acted on dozens of recommendations from the Advisory Committee and the committee’s recommendations for the remaining roads can be taken up by the City Council at any time in the future.

Senior Planner Mark Goodwin, who has been the staff liaison to the Advisory Committee for nearly all of its duration, has prepared a memo providing an overview of the committee’s work to date. Also enclosed is a portion of a spreadsheet created and used by Goodwin to track the review and status of the various Class VI roads reviewed by the committee over the years. As noted in the memo, it is the Planning Department staff’s view that the committee’s work is substantially complete, though there remain some administrative tasks to be completed including the installation of appropriate signage on the remaining Class VI roads and Class A trails.

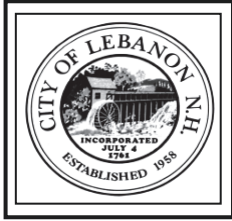
The City Council is asked to review the status of the Class VI Roads Advisory Committee and to decide, if the committee has completed its original tasks, whether it is appropriate to dissolve the Advisory Committee.

Action

Recommended action will be determined based on the City Council’s discussion of this agenda item.

Included In This Section:

1. March 25, 2026 memorandum from Mark Goodwin RE: Class VI Roads Advisory Committee Status
2. Draft Class VI Road Map, prepared by City of Lebanon Planning and Development Department, dated May 8, 2014
3. Official Street Centerline Map, prepared by City of Lebanon Planning and Development Department, dated January 2025.
4. Class VI Road Inventory Spreadsheet



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Andrew Hosmer, City Manager

CC: Nate Reichert, Planning and Development Director

FROM: Mark Goodwin, Senior Planner/GIS Coordinator

RE: Class VI Roads Advisory Committee Status

DATE: March 25, 2026

This memo is intended to provide the current status of the Class VI Roads Advisory Committee and a summary of their efforts to date, and to identify potential next steps to bring the work of the Committee to a conclusion. With the City's engagement in this endeavor spanning approximately twenty-five years, the following is a broad overview that omits the voluminous associated specifics. Additional detail can be provided as needed.

An initial subcommittee was formed by the Conservation Commission in or around 2001 and was tasked with identifying those public rights-of-way within the City that are unmaintained and are therefore classified as "Class VI" roads pursuant to state statute. Within an approximate two-year time period, the Committee members completed extensive field work as well as exhaustive research of various historical documentation, resulting in an inventory of approximately 50+ potential Class VI roads.

Following the work completed by the Conservation Commission's subcommittee, the City Council subsequently acted in or around 2004 to establish its own subcommittee, the Class VI Roads Advisory Committee ("Committee"), with the following charge:

The Class VI Roads Advisory Committee shall review the status of all of the Class VI roads within the City to include their current, historic, and possible future uses, and to report findings and make recommendations to the Council for their action to continue the present use, upgrade, discontinue or otherwise change the status of the roads.

Over the course of fifteen plus years, the Committee developed a template for assessing the status of the rights-of-way identified in the Class VI road inventory that had been developed by the Conservation Commission's subcommittee, and applied the template to make a determination as to the legal status of each right-of-way. In reviewing each right-of-way, the Committee evaluated the historical and physical evidence supporting the assertion that they are public, evaluated current conditions, engaged with abutters, and obtained legal review as needed. The Committee also developed recommendations for each right-of-way which were periodically forwarded to the City Council. Recommendations included discontinuance, reclassification of a Class VI to a Class A

trail, and some additional versions as well. Conversely, several segments of these rights-of-way were determined to have never been public and were removed from the inventory.

Although there has been interest expressed in having the Committee resume its meetings (it last met in September of 2024), it is staff's view that the Committee's work is complete. The review of the right-of-way inventory has been completed, and recommendations have been generated and presented to the City Council when applicable.

The only possible remaining work for the Committee would be with respect to two road segments for which the public assertion failed to meet the established standard. These road segments were reviewed and discussed at multiple meetings, field reconnaissance was conducted, and multiple legal opinions were obtained. It is not clear what additional action the Committee can take with respect to these two road segments. In staff's view, dedicating City resources to facilitating such further discussion isn't warranted.

Rather, the focus should be on evaluating and potentially completing the few Class VI Road tasks that remain, some of which are for the City Council to address and the rest of which are the responsibility of City staff.

The City Council's primary task is to act with respect to the remaining list of recommendations regarding approximately seven or eight Class VI roads (the exact number is a bit unclear as there are at least two (2) recommendations that were tabled prior to submission to the City Council as issues arose associated with achieving said recommendations.) These remaining recommendations have more or less sat idle for the last several years as influenced by a combination of variables, including attention and resources being diverted to a lengthy legal proceeding involving some of the roads that are the subject of the recommendations (the resolution of the legal proceeding also remains outstanding and is awaiting further action to be taken by the City's legal counsel) at this time).

Tasks for City operations staff primarily include follow-through on the Committee's recommendation that all City Class VI roads and Class A trails are identified as such with appropriate signage.

In addition to installing such signage, internal discussions should be held as to the City's role in monitoring these features, as well as the role in highlighting and/or promoting these features. Resident volunteers could potentially be involved in such, including a potential resident sub-committee with the appropriate charge, or not?

In closing, the Planning and Development Department recommends that the members of the Class VI Roads Advisory Committee are thanked for their impressive dedication and countless hours of effort, that the Committee's work be archived by staff, that a plan for accomplishing the remaining tasks (as described above) is prepared and implemented, and that the City Council take action to formally dissolve the Committee.

Mark Goodwin
Senior Planner / GIS Coordinator
Class VI Roads sub-committee staff liaison 2003 - present

CITY of LEBANON, NH

DRAFT CLASS VI ROAD MAP



LEGAL STATUS

- Confirmed
- Portions Unconfirmed
- Un-Confirmed
- Discontinued
- Class A Trail
- Trail
- Railroad
- Rail Trail

Class VI Road

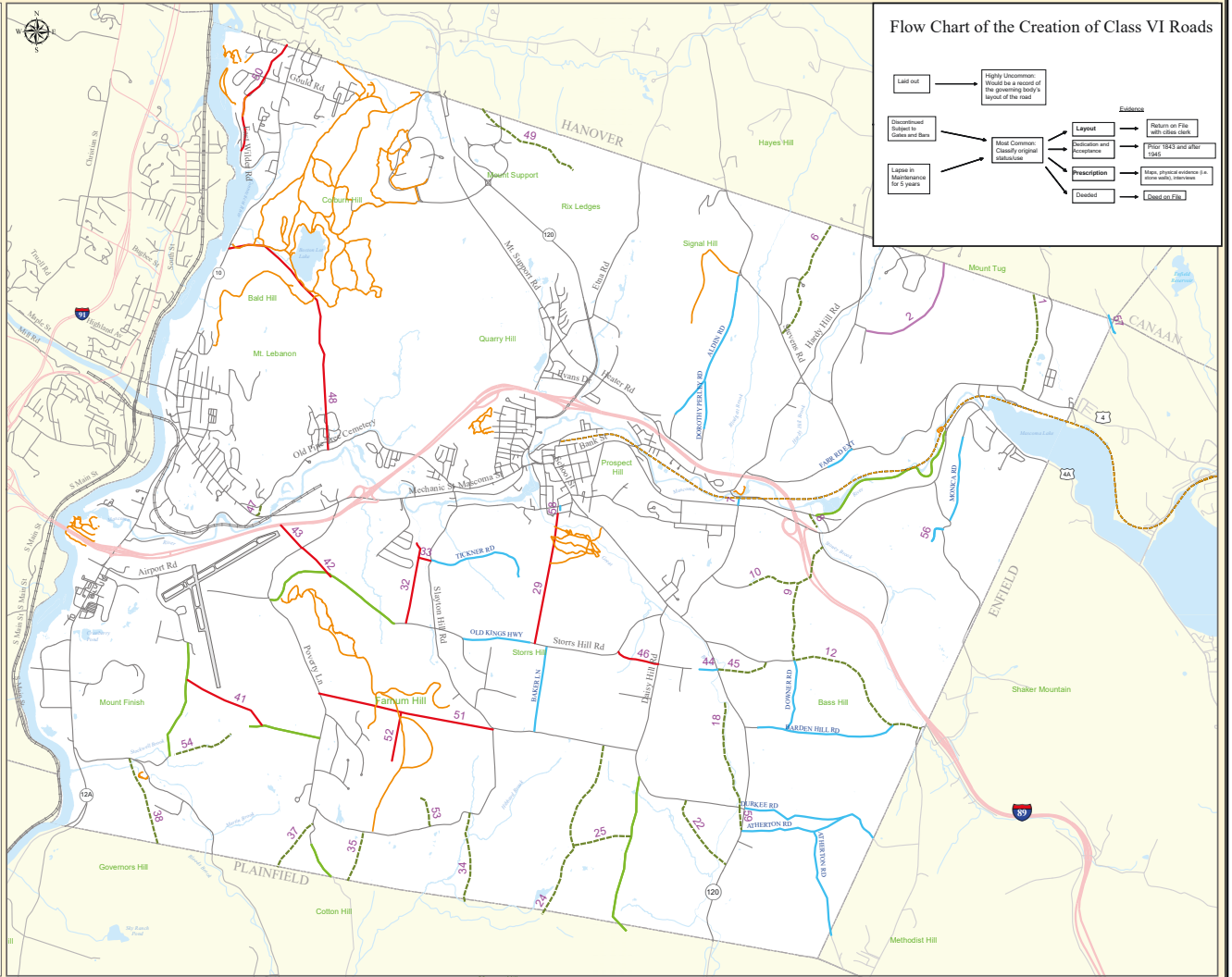
- o No minimum maintenance requirement RSA 229:5
- o Full public highway regulatory powers
- o Can prohibit building on Class VI road (City has a discretionary authority), but there are avenues a private individual can appeal to bring the road to a minimum standard RSA 674:41 f (c)
- o The municipality can reclassify the Class VI road to a Class V road through a vote by the city council RSA 231:22-a
- o The municipality can reclassify the Class VI road to an A or B Trail through a vote by the city council RSA 231-A



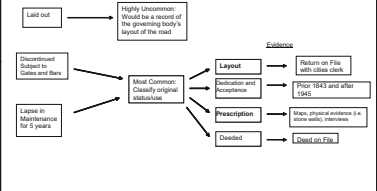
Atherton Road

This map is intended for informational purposes only. No attempt has been made to edit or verify the accuracy of this information. All information and data should be field checked for accuracy before reliance thereon. The City of Lebanon furnishes this compilation "as is" and assumes no responsibility for its accuracy.

Map Printed: 5/8/2014



Flow Chart of the Creation of Class VI Roads



Unique ID	Name	Spatial Description	Supporting Evidence	C6 Review - Status	Class 6 Review/Template/Decision	C6 Apprx Date	C6 Gen Comments	City Council Decision	City Council Date	Source
1	Unknown	Runs Parralel to Ruddsboro Rd - West of	prescriptive-strong	Done	yes/na/yes	9/08	Acknowledged Discontinuance	historic-discont	1858	1930S MAP
4	Dorothy Perley Rd	Connects D. Perley Class 5 & Alden Road Class 6	prescriptive-strong	Done	yes/yes/yes	11/08; 1/21; 5/21; 6/21	Believe is a Class 6; Voted to keep a Class 6	Affirmation but not acceptance of C6 Recommendation	05/22	1930S MAP; DPW; CORTHO
3	Farr Rd Extension	Connects Sunset Rock Rd & Farr Rd (Farr Rd Extension?)	prescriptive-min	Done	yes/yes/yes	11/08; 1/09; 2/09; 3/09; 1/21; 2/21	Believe is a Class 6; Voted to keep a Class 6	Affirmation but not acceptance of C6 Recommendation	02/22; 05/22	1930S MAP
5	Alden	Runs north from C5 Alden to Stevens Rd	prescriptive-strong	Done	yes/yes/yes	11/08; 1/21; 4/21	Believe is a Class 6; Voted to keep a Class 6	Affirmation but not acceptance of C6 Recommendation	05/22	1930S MAP; DOT; CORTHO;DPW
11	Monica	From C5 Monica to Eastman Hill Rd	prescriptive-strong	Done	yes/yes/yes	1/06; 9/08; 1/21; 3/21 ;3/21 (again)	Believe is a Class 6; Voted to keep a Class 6	Affirmation but not acceptance of C6 Recommendation	05/22	1930S MAP; DPW; PARCEL
28	Kings Highway	Runs East -West, connecting Farnum Hill Rd and Storrs Hill Rd	prescriptive-strong	Done	yes/yes/yes	6/14 & 7/14; 1/21	Discussed, including with neighbors - change to Class A Trail	Affirmation but not acceptance of C6 Recommendation	05/22	1930S MAP; DOT;DPW
32	Unknown	Runs North from Farnum Hill Rd - towards Buckingham Place; intersects road 33	prescriptive-average	pending final decision	yes/yes/no	4/09;5/09-9/09 ;2/10;	Discussion; neighbor don't support c6; decision pending	awaiting C6 Recommendation		1930S MAP
33	Unknown	From Slayton Hill Rd towards Buckingham Place, intersecting with 32	prescriptive-average	pending final decision	yes/yes/no	4/09;5/09-9/09 ;2/10;	Unanimous Support for Class A; Council next step	awaiting C6 Recommendation		1930S MAP
48	Unknown	Connects Old Pine Tree and Rte 10	prescriptive-med	pending final decision	yes/yes/no	02/09	directive to staff to determine location, as well as examine prescriptive more closely	awaiting C6 Recommendation		1930S MAP
2	Dorset	Map depiction approximate. Bottom 2/3 of treadway traceable on LIDAR image, up to 2nd cellar hole	prescriptive-med	Done	yes/yes/yes	11/08; 1/09; 8/22; 11/22; 1/23; 1/23	Believe a historic treadway served homesteads in this area but not a public ROW	C6 Recommendation to be forwarded to CC w/no action required (**verify that this has yet to be done by the CC)	n/a	1855 & 1896
12	Churchill Way Extension	From Churchill Way East to Enfield Town Line	prescriptive-med	Confirm Discontinuance	yes/yes/yes	8/08	Field Evidence; some belief discontinued	discontinued - historic action	(?)	1930S MAP; DPW; PARTIAL PARCEL
6	Unknown	Stevns Road to Hanover - near Eagle Ridge Sub-division	prescriptive-strong	Done	yes/yes/yes	1/09	Limited Field Evidence; No interest; discontinue	discontinued	3/09	1930S MAP
8	Stoney Brook Extension	Connects Rte 4 and Riverside	prescriptive-strong	Done	yes/yes/yes	8/08	Strong Field Evidence; Voted to discontinue	discontinued	12/08	DPW;CORTHO
22	Unknown	Great Brook to Meriden Road	prescriptive-min	Done	yes/yes/yes	2/12; 3/12	Discussed; determined to be an old farm-way	discontinued	10/13	1930S MAP
24	Unknown	Extends into Plainfield, towards Morgan Hill	prescriptive-min	Done	yes/yes/yes	1/12; 2/12; 6/13; 7/13	Discussed, including with neighbors	discontinued	10/13	1930S MAP
25	Unknown	Runs West from the Old Stage Coach Road	prescriptive-min	Done	yes/yes/yes	1/12; 2/12; 6/13; 7/13	Discussed, including with neighbors	discontinued	10/13	1930S MAP

Unique ID	Name	Spatial Description	Supporting Evidence	C6 Review - Status	Class 6 Review/Template/Decision	C6 Apprx Date	C6 Gen Comments	City Council Decision	City Council Date	Source
34	Unknown	From Poverty Lane to Plainfield	prescriptive-min	Done	yes/yes/yes	6/10	Marginal Support for existence; Motion to discontinue	discontinued	8/10	1930S MAP
35	Unknown	From Poverty Lane to Plainfield	prescriptive-min	Done	yes/yes/yes	6/10	Marginal Support for existence; Motion to discontinue	discontinued	8/10	1930S MAP
37	Unknown	Off of Loomis Rd	prescriptive-min	Done	yes/yes/yes	4/10	Motion to discontinue	discontinued	8/10	1930S MAP
38	Unknown	From Trues Brook Rd to Plainfield	prescriptive-min	Done	yes/yes/yes	4/10	Motion to discontinue	discontinued	8/10	1930S MAP
45	Unknown	Connects Churchill and Meriden	prescriptive-min	Done	yes/yes/yes	7/08; 8/08	Motion to discontinue	discontinued	12/08	1930S MAP
47	Unknown	Tiduley Bridge - North to Old Pine Tree Cemetery	prescriptive-strong	Done	yes/yes/yes	3/09; 4/09	Discussed, researched; research	discontinued		DPW
49	Unknown	In vicinity of Centerra	prescriptive-min	Done	yes/yes/yes	1/09; 4/09	Extensive Minutes Dialogue; voted to discontinue	discontinued	5/10	1930S MAP
50	Historic Horse Road	Within or close proximity to Cole Park & Surrounding Neighborhood	prescriptive-med	Done	yes/yes/yes	1/13; 1/14; 3/14;4/14/	discontinue as no current or future use as a ROW	discontinued	2/15	1930S MAP
51	Unknown	Connects Slayton Hill Rd with Poverty Ln - across Farnum Hill Property	prescriptive-med	Done	no/no/no	10/14	discontinue as no current or future use as a ROW	discontinued	2/15	1930S MAP
52	Unknown	A small connector with C6 Road #52	prescriptive-min	Done	no/no/no	10/14	discontinue as no current or future use as a ROW	discontinued	2/15	1930S MAP
53	Unknown	Small segment off of Poverty Ln	prescriptive-min	Done	yes/yes/yes	6/10	Reviewed; did not believe a C6; recommend discontinue	discontinued	8/10	1930S MAP
54	Kelley Road? (Hall Rd?)	Connects Hall Road with Hall School Rd	prescriptive-strong	Done	yes/yes/yes		Technically, never discussed as it was previously discontinued with proof	discontinued	1939	1930S MAP; DOT
59	Unknown	Connects Great Brook and Meriden	prescriptive-strong	Done	yes/yes/yes	03/12; 5/13	Reviewed with recommendation from F. Cole to discontinue	discontinued	10/13	1932 USGS
9	Old Downer Road - (North)	From end of Churchill Way to Stoney Brook Rd (North/South); intersects with Walhaldon	prescriptive-med	Done	yes/yes/yes	06/08; 08/08	Limited Discussion as it appears to be discontinued	discontinued - historic action	1934(?)	1930S MAP; DPW; SEE_TOWNMINUTE COMMENT
29	Unknown	Runs from Storrs Hill Rd to South St; straight North/South	prescriptive-min	Done	yes/yes/yes	6/14, 8/14, 9/14, 6/23	Northern Part doubtful	Done		1930S MAP
10	Hough (E/W, intersect. w/Downer)	From Walhaldon East to Downer	prescriptive-strong	Done	yes/yes/yes	06/08; 08/08	Limited Discussion as pretty clear discontinued	discontinued - historic action	1836	1930S MAP; TOWNMEETINGRECORDS VOL6 PAGES 1837?
18	Unknown	Runs parallel Rte 120 (West) to Great Brook Rd	prescriptive-strong	Done	yes/yes/yes	2/12	Acknowledged Discontinuance	discontinued - historic action	1938	1930S MAP
41	Unknown	Connected Hall Rd to Hall School Rd	prescriptive-strong	Done	n/a	City Clerk?	Did not discuss as discontinuance well documented	discontinued - historic action	??	1930S MAP
56	Unknown	Off of Eastman Hill Rd	prescriptive-min	Done	yes/yes/yes	09/08;10/08; 21/03	Consensus to remove as neve a public right-of-way	n/a	n/a	1930S MAP; DOT; DPW

Unique ID	Name	Spatial Description	Supporting Evidence	C6 Review - Status	Class 6 Review/Template/Decision	C6 Apprx Date	C6 Gen Comments	City Council Decision	City Council Date	Source
13	Downer (or Old Downer) (South)	Runs North / South from Barden Hill Rd to Churchill Way	prescriptive-strong	Done	yes/yes/yes	06/08; 01/21	Strong Field Evidence; Discussed; does not appear to be discontinued	No action required as staying a C6 road		1930S MAP; DPW; PARCEL
7	Laplante Rd Extension	Rte 4 to Rail Trail / Riverside Drive	prescriptive-min	Done	yes/yes/yes	3/15; 2/21	Discussed, including with neighbors - change to Class A Trail	Pending CC Affirmation; recommended Class A Trail Conversion		1930S MAP; DPW
27	Baker Lane	Connects Cross Rd and Storrs Hill Rd; Runs N-South	prescriptive-strong	Done	yes/yes/yes	6/14; 7/14; 1/21; 11/21	with neighbors - change to Class A Trail	Pending CC Affirmation; recommended Class A Trail Conversion		1930S MAP; DPW; DOT; neighbors confirmation
30	Ticknor	Runs East from Slayton Hill Rd	prescriptive-strong	Done	yes/yes/yes	9/14; 2/23; 5/23	Slayton Hill Rd section but disagreement as to Motion to discontinue (2015.02); Decision to reexamine	Pending CC Affirmation; recommended Class A Trail Conversion		1930S MAP
42	Old Kings Hwy to Poverty Lane	Connects Old King to Poverty Ln	prescriptive-min	Done	yes/yes/yes	2/15; 9/21		Pending CC Affirmation; recommended Class A Trail Conversion		1930S MAP
44	Morse Rd	Runs west from Meriden Rd; appears to be part of Old Kings Hwy	prescriptive-strong	Done	yes/yes/yes	04/12; 6/13; 5/14; 10/21	3 meetings to date	Pending CC Affirmation; recommended Class A Trail Conversion		1930S MAP; DPW; FIELD EVIDENCE
46	Unknown	Connects Daisy Hill Rd and Storrs Hill Rd	prescriptive-strong	Done	yes/yes/yes	04/12; 6/13; 5/14; 10/21	3 meetings to date	Pending CC Affirmation; recommended Class A Trail Conversion		1930S MAP
43	Old Kings Hwy to Miracle Mile	Connects Poverty Ln to Mechanic St	prescriptive-strong	Done	yes/yes/yes	2/15; 1/21	Motion to discontinue (2015.02 & 2021.01)	Pending Discontinuance	12/85	1930S MAP; Surveyor discovery, etc
19	Durkee	Runs East/West from Meriden Rd to intersection with Atherton (C6)	prescriptive-strong	Done	yes/yes/yes	05/08; 10/21; 11/21	Discussed; believe is a class 6; left as is	Reclassified to Class A Trail	03/20; 02/21	1930S MAP; DPW
20	Atherton	Runs East from Meriden/120 and then turns hard SE towards Enfield	prescriptive-strong	Done	yes/yes/yes	05/08; 1/08; 10/21; 11/21	Discussed; believe is a class 6; left as is	Reclassified to Class A Trail	03/20; 02/21	1930S MAP; DPW; DOT
21	McCallister (Atherton)	Leaves Atherton and heads East into Enfield	prescriptive-strong	Done	yes/yes/yes	05/08; 1/08; 10/20	Discussed; believe is a class 6; left as is	Reclassified to Class A Trail	03/20; 02/21	1930S MAP; DOT; DPW
23	Old Stage Coach Rd	Runs South from Great Brook Rd to Plainfield Border	prescriptive-strong	Done	yes/yes/yes	1/12; 2/12; 6/13; 7/13	Unanimous Support for Class A; Council next step	Reclassified to Class A Trail	3/14	1930 Torbet and Historic USGS; FIELD EVIDENCE
36	Loomis	C5 - Loomis Rd continued to Plainfield	prescriptive-strong	Done	yes/yes/yes	4/10	Recommended downgrade to Class A	Reclassified to Class A Trail	09/2010	1930S MAP; DOT; DPW
39	Hall Road	Poverty Lane West to Southern End of Runway	prescriptive-strong	Done	yes/yes/yes	1/06; 08/06; 2/06; 3/06; 6/08	Extensive Minutes Dialogue	Reclassified to Class A Trail	06/2008	1930S MAP; DPW; FIELD EVIDENCE
40	Hall School Road	Hall Road to Airport Biz Park	prescriptive-strong	Done	yes/yes/yes	1/06; 08/06; 2/06; 3/06; 6/08	Extensive Minutes Dialogue	Reclassified to Class A Trail	06/2008	1930S MAP; DPW; PARCELS; FIELD EVIDENCE
55	Old Kings Highway	Segment from Poverty Lane to Class 5 Farnum Hill Rd	prescriptive-strong	Done	yes/yes/yes	05/05; 10/05	Unanimous Support for Class A	Reclassified to Class A Trail	03/2006	1930S MAP; DOT; DPW
57	Unknown	Part of a Class 6 Road that runs from Enfield up towards Hanover, cutting across Lebanon; Hanover portion discontinued. Not to be confused with private path running parallel in Hanover	prescriptive-min	Done	yes/yes/yes	08/08; 5/15	voted to leave as Class 6 in 08; voted to make Class A trail in 15; Talk to Enfield	Reclassified to Class A Trail	3/22	Ron Bailey field verified, maps.

Unique ID	Name	Spatial Description	Supporting Evidence	C6 Review - Status	Class 6 Review/Template/Decision	C6 Apprx Date	C6 Gen Comments	City Council Decision	City Council Date	Source
14 (15)	Barden Hill Road	East Direction from Barden Hill C5	prescriptive-strong	Done	yes/yes/yes	06/08; 07/08; 08/08; 9/21; 10/21; 11/21	Belive is a Class 6 - minutes do no show clear direction?	Reclassified to ClassA Trail	03/20; 02/21	1930S MAP; DPW; DOT
58	Lewis Court	Paved residential street in downtown	prescriptive-strong							DPW; PARCELS
	Chelsea Circle	extends chelsea Circle								
	Chestnut St									
	Clough St	Off of Dulac (documentation)								
	SE end of Stoney Brook	See Misc Folder								

**Agenda
Lebanon City Council
June 3, 2026**

12. New Business:

12.D – Discussion of Status of Barrows Street Development Project

Background

On February 18, 2026, Councilor McNamara and City staff provided an update on the status of the proposed Barrows Street Cottage Development Project. At that time, the anticipated cost of each proposed cottage dwelling unit was higher than the City's original goal, but comparable to other dwelling units currently available in Lebanon and surrounding towns. A link to the February 18th City Council agenda packet is available below.

As a result of local press coverage of the February 18th discussion, the City was contacted by several businesses expressing renewed interest in the project. Based on subsequent communications with some of those businesses, the project team has modified the proposed development concept to utilize the recently-adopted Pattern Zoning provisions instead of the Cottage Development provisions.

Over the last several months, the project team has continued to enhance the development layout and the prospective unit design and has obtained refined cost estimates for the project. With the new layout concept and additional cost information, the project team believes that five new units can be constructed for an amount closer to the City's original goal of below-market rates.

Since the last project update, the City has confirmed access to a Housing Infrastructure grant in the amount of \$158,850 specifically for the Barrows Street project. The reimbursement grant was received from the New Hampshire Department of Business and Economic Affairs based on Lebanon's designation as a Housing Champion community.

In addition, the project team has recently distributed an online survey link to City employees and to the School Superintendent and Lebanon Housing Authority Executive Director to be shared with their respective staffs. The survey is intended to help us begin to gauge the potential level of interest from local public employees in the proposed new housing units on Barrows Street. Based on the early responses to the survey, the project team is comfortable that sufficient market demand exists if the City elects to move forward with the project, understanding that any units that remain unsold after interest from local public employees is exhausted would be made available to the general public.

Councilor McNamara and City staff will provide further updates on the status of the Barrows Street development project and a summary of next steps should the project move forward.

Action

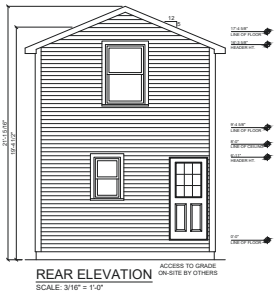
Recommended action will be determined based on the City Council's discussion of this agenda item

Included In This Section:

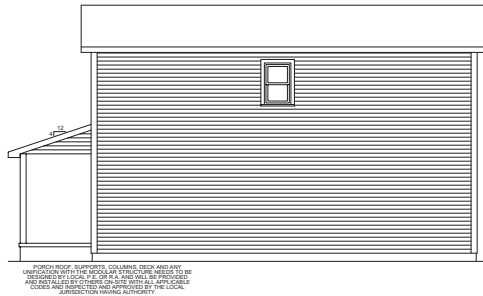
1. Floor plan and elevation drawings, prepared by Bill Lake Modular Homes, Project #PR-2773, dated February 27, 2026, revision #4 – May 15, 2026
2. Barrows Street Housing Project, Overall Existing Conditions Plan overlaid with Conceptual Pattern Zones Subdivision layout

Not Included, but Available

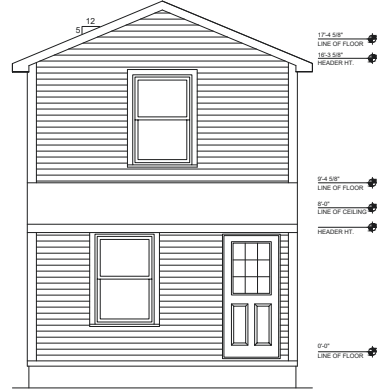
3. [February 18, 2026 City Council Agenda Packet for Barrows Street](#)



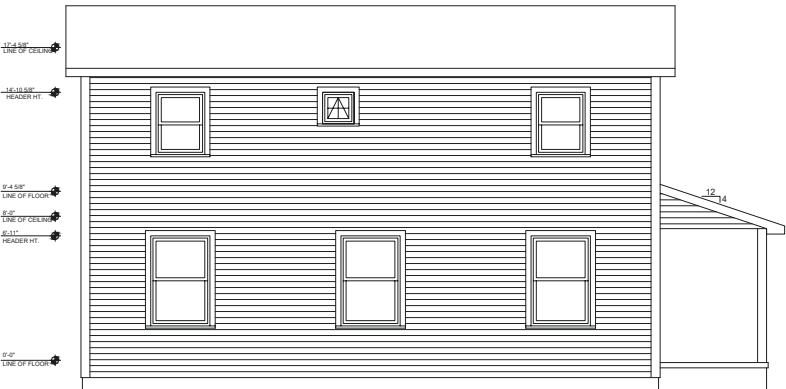
REAR ELEVATION
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RIGHT ELEVATION
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PORCH ROOF, SUPPORTS, COLUMNS, DECK AND ANY UNIFICATION WITH THE MODULAR STRUCTURE NEEDS TO BE DESIGNED BY LOCAL P.E. OR R.A. AND WILL BE PROVIDED AND INSTALLED BY OTHERS ON-SITE WITH ALL APPLICABLE CODES AND INSPECTED AND APPROVED BY THE LOCAL JURISDICTION HAVING AUTHORITY.



MANUFACTURER

**BILL LAKE
MODULAR HOMES**
"WHERE QUALITY AND
EFFICIENCY CONNECT"
188 FLANDERS ROAD
SPRAKERS NY 12166
(518)673-2424

PREPARED FOR

**BLANCHRD
CONTRACTING**
1255 US RT 5 N
WINDSOR, VT 05080

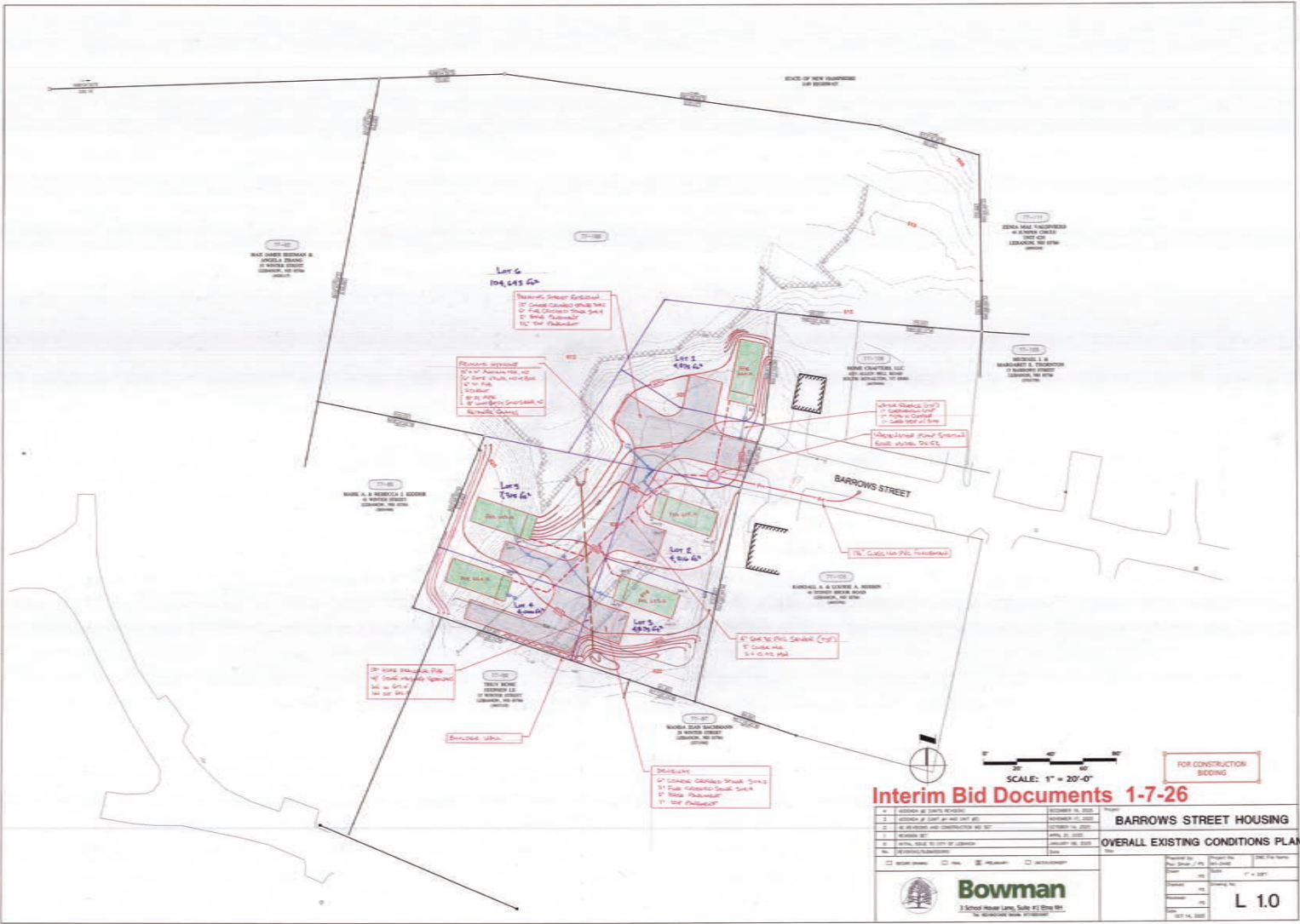
PROJECT

PR-2773
BARROWS STREET,
LEBANON, NH
03756
COUNTY: GRAFTON

TITLE

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DATE: 05/05/2026
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SHEET #

3



Interim Bid Documents 1-7-26

FOR CONSTRUCTION BIDDING

BARROWS STREET HOUSING

OVERALL EXISTING CONDITIONS PLAN

Scale: 1" = 20'-0"

Bowman
3 School House Lane, Suite #1 Elm St.
No. 603-888-8888

Project No.	17-000	Project Title	BARROWS STREET HOUSING
Sheet No.	17-000-01	Scale	1" = 20'-0"
Date	10/11/2017	Author	...
Checked	...	Reviewed	...
Approved	...	Project Manager	...