



**LEBANON CITY COUNCIL  
JUNE 17, 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: 693 757 432#). If you have trouble accessing this meeting, please [email David Brooks](#).

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**1. Call to Order**

The June 17, 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. Recognition of Rebecca Desilets, Deputy Human Services Director

**8. Approval of Minutes**

A. MOTION TO approve the minutes as presented in the June 17, 2026 agenda packet.

**9. Appointments: None**

**10. Public Hearing Items**

A. Ordinance #2026-07

Ordinance #2026-07: Amendments to City Code Chapter 31, Boards, Committees, and Commissions, Article XVIII, Finance Advisory Committee – Public hearing for the purpose of receiving public input and taking action on proposed Ordinance #2026-07 to amend City Code Chapter 31, Boards, Committees, and Commissions, Article XVIII, Finance Advisory Committee

i. Presentation:

ii. Opening of the Public Hearing:

iii. Questions & Comments by the Public:

iv. Closing of the Public Hearing:

v. Council Deliberation & Action:

B. Airport Taxiway A Extension Capital Project

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 – Public hearing for the purpose of receiving public input and taking action to appropriate up to \$771,150 to supplement current funding for the Airport Taxiway A Extension capital project; and to authorize the transfer of up to \$19,300 from the Airport Unassigned Fund Balance to fund the City's Share (2.5%) of the Airport Taxiway A Extension capital project. – R-2026-6

- i. Presentation:
- ii. Opening of the Public Hearing:
- iii. Questions & Comments by the Public:
- iv. Closing of the Public Hearing:
- v. Council Deliberation & Action:

**11. Old Business: None**

**12. New Business**

- A. Emergency Winter Shelter Statistics  
Presentation of Emergency Winter Shelter Operational Statistics for Winter 2025-26
- B. Proposed Amendments - Zoning Ordinance  
Discussion and Set Public Hearing for August 19, 2026: Proposed Amendments to the Lebanon Zoning Ordinance
- C. Draft Housing Chapter of the Master Plan
- D. Poverty Lane Isolation Control Valve Building Project  
Request for Exemption of Zoning Requirements per Section 214 of the Zoning Ordinance for City of Lebanon to Construct Public Infrastructure Improvements for Poverty Lane Isolation Control Valve Building 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](https://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

**Lebanon City Council Agenda**  
**June 17, 2026**

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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

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

July 1, 2026 - 6:00pm

New Business:

- A. Public Information Presentation for NHDOT Route 10 Culvert Replacement Project, Lebanon 44776
- B. Presentation of Proposals for Essential Air Service Contract with Lebanon Airport
- C. 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
- D. 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)

July 15, 2026 – 6:00pm

Public Hearing:

- A. Public Facilities CDBG Application for Boys and Girls Club of Central and Northern New Hampshire (BGCCNNH) - Public hearings for the purpose of receiving public input and taking action on a Community Development Block Grant (CDBG) application proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and communities can apply for CDBG grants up to \$750,000 annually on a competitive basis for housing, public facilities, economic development, and for emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants. Public hearings are as follows:
  1. A public hearing on a proposed CDBG application for up to \$750,000 in CDBG Public Facilities funds to be sub-granted to Boys and Girls Club of Central and Northern New Hampshire (BGCCNNH); and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract; and
  2. A public hearing to adopt the City of Lebanon Anti-Displacement and Relocation Assistance Plan for Boys and Girls Club of Central and Northern New Hampshire (BGCCNNH).

New Business:

- A. Review and Discussion of draft Housing Chapter of the Master Plan Report by Housing Task Force as analyzed by Urban Land Institute and National League of Cities
- B. Presentation on Housing Development Capacity Constraints (schools, water, sewer, police, fire, etc.)
- C. Discussion of Future Redevelopment Goals for City-Owned Properties at 14, 28, and 30 Main Street
- D. Release of Collected Public School Impact Fees (2nd Quarter 2026)



# CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PRESENTED TO

Rebecca Desilets

In recognition and appreciation of dedicated service to the City of Lebanon Human Services Department. Rebecca began service with the city on January 24, 2022, as Part-Time Assistant Human Services Director. Through continued commitment to supporting residents and strengthening community services, the role transitioned to full-time service on April 15, 2024. In January 2026, the position was reclassified to Deputy Human Services Director.

The City of Lebanon extends sincere gratitude for contributions made to the Human Services Department and the positive impact left on colleagues, residents, and the community.

Human Services Director Lynne Goodwin is grateful for Rebecca's compassion, humor and teamwork, as well as her exceptional skills in creative problem-solving and data analysis.

With appreciation and best wishes for continued success in future endeavors.

ANDREW J. HOSMER  
City Manager

**Agenda  
Lebanon City Council  
June 17, 2026**

**8. Acceptance Of Minutes:**

**Minutes To Be Accepted**

- June 3, 2026

**MOVED, to approve the minutes as presented in the June 17, 2026 agenda packet.**

DRAFT

**LEBANON CITY COUNCIL  
MEETING MINUTES  
Wednesday, June 3, 2026 7:00 p.m.  
Council Chambers**

**Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/live)**

**MEMBERS PRESENT:** Mayor Douglas Whittlesey, Kellen Appleton, Nicole Ford Burley, Eric Cole, Andrew Faunce, Lori Key and Timothy McNamara

**MEMBERS ABSENT:** Assistant Mayor Devin Wilkie and Laurel Stavis

**STAFF PRESENT:** City Manager Andrew Hosmer, Deputy City Manager David Brooks, City Clerk/Tax Collector Jaseya Ewing, Deputy City Clerk Jay Bishop Public Engagement and Communications Director Beth Beraldi, City Engineer Rod Finley, Airport Director Carl Gross, Director of Planning and Development Nathan Reichert, Finance Director Alesia Williams, Planning Administrative Assistant Crystal Taplin

- 1 **1. CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
- 2     • City Manager Andrew Hosmer announced the meeting criteria for attendees.
- 3
- 4 **2. PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.
- 5
- 6 **3. PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.
- 7
- 8 Mayor Whittlesey announced that the agenda would be taken out of order in order to
- 9 accommodate everyone who is here for the Vanier Memorial discussion (Item 12.B). The order
- 10 will be:
- 11     **1.** Open Council Discussion (Item 5)
- 12     **2.** Open to the Public (Item 6)
- 13     **3.** Top Dog Contest, (Item 7a)
- 14     **4.** Recognitions
- 15     **5.** The Vanier Memorial Discussion (Item 12. B). The remaining agenda items remained in
- 16     the same order as listed in the original agenda are discussed in the agenda.
- 17
- 18 **5. OPEN COUNCIL DISCUSSION: NONE**
- 19
- 20 **6. OPEN TO PUBLIC:**
- 21     • **Mr. Fran Casale (Ward-2):** He spoke about the question on the March Ballot regarding
- 22     the tax cut, noting it did not have an effective date. The RSA 49B:6 notes that if a date is
- 23     not stated, the effective date of that tax cut would be January 1, of the following year,
- 24     which would be January 1, 2027 and would not become effective until the fiscal year
- 25     2028. He noted that the Council has a choice to enact that Tax Cap this year (2026) for
- 26     fiscal year 2027 and felt it was the will of the people who voted in March to have that tax
- 27     cut go into effect this year (2026) so it could be implemented next year (2027) and further

1 explained his reasoning. He requested the Council to enact that tax cut this year for the  
2 2027 fiscal year.

3  
4 **After hearing no further comments from the public, the Open to the Public session was**  
5 **closed by Mayor Whittlesey.**  
6

## 7 **7. RECOGNITIONS**

8 Top Dog Contest Winners Chosen by Mayor Whittlesey: City Clerk Ewing and Deputy City  
9 Clerk Jay Bishop were representing the 2026 Top Dog Contest and spoke about the future  
10 requirement of Rabies Vaccination, which are required by State Law. Dog licensing serves as  
11 one of the tools used by the State and by local municipalities to encourage owners to keep their  
12 pets vaccinated on an annual basis. While this licensing is important, it can be viewed as  
13 inconvenient by residents. In recognizing this challenge, the City Clerk's Office sought a  
14 confident and engaging way to promote dogs being licensed and launched the Top Dog Contest  
15 back in 2012 to recognize responsible pet owners in the community. The guidelines are simple.  
16 To qualify:

- 17 • Dog owners must license their dogs by April 30<sup>th</sup> (of each year) and have an up-to-date  
18 Rabies Vaccination. This is done through the City Clerk's Office. Residents are then  
19 automatically entered into the contest.
- 20 • Participants are encouraged to submit pictures of their pets, but this is not required.

21  
22 Sponsors for this year's contest are Steve's Pet Shoppe and West Lebanon Feed and Supply. We  
23 greatly appreciate their continued support. Their partnerships help us promote responsible pet  
24 ownership withing the community.  
25

26 Next year, we plan to expand the program to include a Rabies Vaccination Clinic, hosted with the  
27 Upper Valley Humane Society. Residents will then have the ability to vaccinate their pets and  
28 also do their license at the same time.  
29

30 Mayor Whittlesey randomly picked the winners of the 2026 Top Dog Contest as follows:

- 31 • Third (3<sup>rd</sup>) Place Winner: #167, Laura Palmer, owner of Ollie
- 32 • Second (2<sup>nd</sup>) Place Winner: #1142, Sandra Bower, owner of Marley
- 33 • First (1<sup>st</sup>) Place Winner: #1084, June Magnes, owner of an Australian Shepard.

34  
35 Rewards will be passed out at an upcoming Farmers Market.  
36

### 37 **12. B. Discussion of Vanier Memorial on the Lebanon Pedestrian Mall**

38  
39 Included in the agenda packet: [\(All supportive documents and detailed information, as listed](#)  
40 [below, can be found on pages 70-74, Council agenda packet\).](#)

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

43  
44 Councilor McNamara reviewed the background behind the Vanier Memorial.  
45

## 46 **BACKGROUND**

47 On March 23, 2026, Councilor McNamara submitted an agenda request form requesting a Council  
48 discussion about the potential installation of a memorial to Jim Vanier on the Lebanon Pedestrian

1 Mall. The memorial would be donated to the City by a group of long-time friends of the recently  
2 deceased Mr. Vanier.

3  
4 Mr. Peter Decato reviewed the background and his statement (dated June 3, 2026) in honor of  
5 Mr. Jim Vanier, his family, and the newly formed (as of today) Jim Vanier Youth Fund Board.  
6 The idea of the Jim Vanier Youth Fund Board is to develop a pot of money so someone can do  
7 what Jimmy used to do, which was go about our community and give sneakers to kids who need  
8 them; turkeys that went to homes, jackets and countless acts of charity that Jim did. He just  
9 wanted to say that Jim was a hero and spoke about why he was heroic, noting Mr. Vanier was a  
10 very humble person. Any message that cherishes Jimmy is a message to the community. "He who  
11 humbles himself shall be exalted, and he who exalts himself shall be humbled."

12  
13 Mr. Peter Decato asked the Council to kindly consider his, and others, request. Details can be  
14 worked out later. He also noted that the funds would not add to the budget, but their request gives  
15 the Council an opportunity to do something that is going to make their constituents feel good.

16  
17 **Council/Staff Comments:**

18 Councilor McNamara spoke about his reasons why he strongly supported this request, noting that  
19 Jim was part of what makes Lebanon special. He would be happy to see the bench on either the  
20 Mall or the Green, or wherever it seems most appropriate to the Vanier family. Renaming the  
21 Mall would need to be a separate discussion but he felt it would be a nice tribute to Jim as well.

22  
23 Councilor N. Ford Burley spoke about her reasons why she supported this request, noting that a  
24 bench feels a little small and would like to see other ways to memorialize Mr. Vanier in the  
25 future.

26  
27 Councilor Key spoke about her reasons why she supported this request, noting that people who  
28 give of themselves, like Jimmy did, should be inspiring to others and felt that having some way  
29 to keep him alive, whether it's a bench or name, would inspire the next Jimmy Vanier to come  
30 forward.

31  
32 Councilor Cole spoke about his reasons why he supported this request, noting that he was  
33 fortunate to be able to spend a lot of time at the CCB with Jimmy, who had a profound effect on  
34 a lot of people. He was a one-of-a-kind guy and deserves the recognition that we hopefully will  
35 give him.

36  
37 In response to Mayor Whittlesey's questions regarding what Mr. Decato and others would like  
38 the City to do, Deputy City Manager Brooks thought just an authorization for the City Manager  
39 to work with the friend group, or the family would be sufficient. We can bring the results of their  
40 discussions back to the Council once things have been determined. As for the discussion about  
41 renaming the Mall or the Park, we can bring this back as a separate agenda item.

42  
43 **ACTION:**

44 ***Councilor McNamara MOVED, that the City Manager work with either the Vanier Family or***  
45 ***the Fund, or both, to arrive at an appropriate location for a memorial for Jim Vanier.***  
46 ***Seconded by N. Ford Burley.***

1  
2 *\*The Vote on the Motion was approved (7-0).*

3  
4 Mayor Whittlesey noted that there was a large number of supporters present in the audience who  
5 supported this request. While he did not know Mr. Vanier personally, his reputation preceded him  
6 and felt that the City should have a Memorial Bench as a focal point in honoring him. he best  
7 way to preserve Mr. Vanier’s legacy is what we see here tonight, the love and memory that  
8 everyone carries with them. He felt this was the legacy that we all strive for, and it is inspiring.  
9

10 **The following agenda items below are presented in the order they were discussed by the**  
11 **Council.**

12  
13 **4. CITY MANAGER REPORT:**

14 City Manager Hosmer updated the Council on the following:

- 15 • Regarding the bench for Mr. Vanier, the Celebration of Life will be held on Saturday,  
16 August 22, 2026 in Colburn Park. Ideally it would be great to have a site picked out  
17 before then so it could be acknowledged at this time. This should be the goal.
- 18 • Airport Essential Air Services proposals have been submitted to the FAA and the Airport.  
19 The three responses were from Cape Air, Boutique Air, and Contour Airlines. Each  
20 proposal includes some distinguishing elements. We have scheduled all three bidders to  
21 make a presentation at the July 1, 2026, 6:00PM Council Meeting.

22 Councilor McNamara stated he would not be present at the July 1, 2026 meeting and  
23 questioned whether or not the number of seats has been reduced due to the requirement  
24 that the City would need a full time Fire Department presence. He noticed that one of the  
25 three airlines were proposing to go to 30 seats. Are we interested in entertaining a  
26 proposal that would require us to have an increased Fire Department presence at the  
27 Airport.

28 Deputy City Manager Brooks noted he thought that what Councilor McNamara was  
29 referring to the Part 139 Certification from the FAA. This does not require a full-time  
30 LFD staff member, but it does require (fire) equipment to be at the Airport noting there is  
31 already a fire truck on Airport property that has the required equipment and meets the  
32 need of the Part 139 requirement. However, a trained staff person (one or more) is needed  
33 to operate this piece of equipment. He will make sure that the shift work manager  
34 provides that information.

35 City Manager Hosmer spoke about the background behind the last contract submitted in  
36 2022, noting the program is a federal program designed to ensure that small and rural  
37 communities maintain access to commercial air service. The program provides financial  
38 subsidies to airlines so they can operate on routes that may not otherwise be economically  
39 viable, thereby helping communities remain connected to the broader National Air  
40 Transportation System. This program was administered by the United States Department  
41 of Transportation. The City Council’s role in this process is to review the proposals and  
42 make a recommendation to the FAA and US DOT. The ultimate decision regarding the  
43 contract rests with the Federal Government. He reminded the Council that the Airport is  
44 an Enterprise Fund and it is not the general tax base that is supposed to be paying for  
45 community operations at the Airport.

- 1 • Mack Avenue Update: A vendor will be conducting the Smoke Test. There is not a  
2 specific date set yet to have this completed. This Smoke Test will help identify if there  
3 are any private plumbing issues that users, or people who are connected to the line,  
4 should be aware of. He felt the Council should think about spending a little extra money  
5 to fix this issue right the first time. The funds would be used to reline the pipe and get it  
6 at the proper pitch. He will inform everyone when a date is known. DPW Staff will be  
7 going from residence to residence (on Mack Avenue) to make sure all their questions are  
8 answered.
- 9 • Main Street Properties: He visited the properties to touch on some of the suggestions  
10 made (i.e., putting a coat of paint on them and shaping them up to get some revenue  
11 coming into the City from those properties). He emphasized that these properties are  
12 clearly not fit for habitation in their current state. He was not sure any of the buildings  
13 can be gutted in a cost-effective way to get them back to a condition where they can be  
14 rented out for commercial or residential use. We have not finalized that opinion right  
15 now, noting that looking in the basements and upstairs, these properties are in very rough  
16 shape. The West Lebanon Revitalization Advisory Committee (WLRAC) has also toured  
17 the buildings. If anyone is interested in a tour, please contact Deputy City Manager  
18 Brooks.

19 In response to Councilor Key’s question regarding the appraised value/sale price of these  
20 buildings, Deputy City Manager Brooks noted he was uncertain if an appraisal for these  
21 buildings was done by a commercial appraiser and explained that they took the assessed  
22 valuation at the time and the City’s equalization ratio to calculate an estimated full  
23 valuation, which was in the vicinity of what the City paid (+/- \$1.75M) and further  
24 explained his reasoning. Councilor McNamara noted that at the time there were two (2)  
25 commercial tenants in two buildings and offices in the third building. All but one of the  
26 apartments were occupied at the time.

27 In response to Councilor Cole’s question about whether or not these properties were  
28 on/off the market, Mayor Whittlesey noted that what was relayed to us at that time was  
29 that they (property owners) were willing to sell to us at a discount to what was perceived  
30 to be the market value.

31  
32 **The Council resumed their regular agenda items listed below.**

### 33 34 **7. RECOGNITIONS:**

35 Mayor Whittlesey did not read the whole Resolution below. The below Resolution will be  
36 presented to the State Legislature. This does push the Risk Pool that we are in to be overseen by  
37 the (State) Department of Insurance. It provides for reasonable and clearly defined standards of  
38 governments financial reporting solvency and maintains local decision-making flexibility.

39  
40 City Manager Hosmer noted this Resolution is on its way to the Governor’s desk for signature.  
41 The City’s Health Insurance is covered through HealthTrust, which is a non-accessible Risk Pool  
42 and spoke about Claremont’s issue on receiving a bill from them for a \$1M, which they had to  
43 come up with in order to make their insurance carrier solvent. HealthTrust, which Lebanon has  
44 used for a number of years, is non-accessible and further explained his reasoning. Hopefully this  
45 will give the City a little more (financial) predictability.

- 46  
47 • Resolution in Support of House Bill 1491 - Supporting Sensible Risk Pool Regulation

1  
2 **WHEREAS**, the Lebanon City Council is a participating member of a non-assessable municipal  
3 risk pool created by political subdivisions to reduce risk and provide stable, cost effective health  
4 insurance coverage for municipalities and other public entities; and  
5

6 **WHEREAS**, risk pools nationally operate under two recognized models—assessable and non  
7 assessable—and both models are widely accepted as viable tools for managing municipal risk  
8 and controlling costs; and  
9

10 **WHEREAS**, House Bill 1491 establishes a statutory framework allowing non-assessable risk  
11 pools to operate under the oversight of the New Hampshire Department of Insurance, creating a  
12 pathway for municipalities to continue participating in this model; and  
13

14 **WHEREAS**, the bill introduces Chapter 420-R, which sets forth reasonable and clearly defined  
15 standards for governance, financial reporting, solvency, and fiduciary responsibility, promoting  
16 transparency and accountability while preserving operational flexibility; and  
17

18 **WHEREAS**, the legislation allows municipalities to retain local-decision making and flexibility  
19 by preserving the ability to choose between assessable and non-assessable risk pool structures, or  
20 to pursue alternative risk management strategies; and  
21

22 **WHEREAS**, maintaining access to non-assessable risk pools supports predictable budgeting,  
23 financial stability, and long-term planning for municipalities by avoiding unexpected  
24 assessments and minimizing volatility in insurance costs; and  
25

26 **WHEREAS**, the continued availability of multiple risk pool models strengthens the overall  
27 municipal health insurance marketplace in New Hampshire and helps ensure continued access to  
28 affordable coverage for local governments and their employees.  
29

30 **NOW THEREFORE BE IT RESOLVED**, that the Lebanon City Council hereby expresses its  
31 support for House Bill 1491 and its establishment of an updated regulatory framework for  
32 political subdivision risk management programs; and respectfully urges the Governor to sign  
33 House Bill 1491 into law to preserve municipal choice, promote financial stability, and ensure  
34 the continued availability of effective risk management options for New Hampshire  
35 municipalities; and  
36

37 **BE IT FURTHER RESOLVED**, that a copy of this resolution be transmitted to the Office of  
38 the Governor, Lebanon’s legislative delegation, and appropriate state officials.  
39

40 **Dated this 3rd day of June 2026 in Lebanon, New Hampshire.**  
41

42 \_\_\_\_\_  
43 Douglas Whittlesey, Mayor  
44 On Behalf of the Lebanon City Council

45 **8. ACCEPTANCE OF MINUTES:**

- 46
  - May 6, 2026 (Regular Meeting)

1 **Councilor McNamara MOVED to approve the May 6, 2026 (Regular Session) minutes as**  
2 **written and presented in the June 3, 2026 City Council agenda packet.**  
3 **Seconded by Councilor Key.**  
4 **The Vote on the MOTION was approved (7-0).**

- 5
- 6 • May 20, 2026

7 Amendment: Page 33, lines 43-44: Sentence should read as follows: He did feel the language,  
8 the way it is written, does **not** preclude a budget-to-actuals or in depth financial reviews.

9

10 **Councilor McNamara MOVED to approve the May 20, 2026 (Regular Session) minutes as**  
11 **amended and presented in the June 3, 2026 City Council agenda packet.**  
12 **Seconded by Councilor Appleton.**  
13 **The Vote on the MOTION was approved (7-0)**

14

15 **9. APPOINTMENTS:**

- 16 • Strategic Plan Task Force, Daniel Paepke (Resident Member). **Not discussed because**  
17 **Mr. Paepke is moving.**
- 18
- 19 • Trustees of Trust Funds, Clara Cole (Trustee)

20 **Mayor Whittlesey (on behalf of Jay Simms, Chair of Board of Trustees) MOVED to Nominate**  
21 **Clara Cole as a Trustee of the Trustees of Trust Funds for a three-year term. Term: 6/03/2026**  
22 **– 6/03/2029**

23

24 **\*The Vote on the NOMINATION was approved (6-0-1). Councilor Key abstained.**

25

26 **10. PUBLIC HEARING ITEMS:**

- 27 **A. Ordinance #2026-04: Amendment to C-PACER District Ordinance** – Public hearing  
28 for the purpose of receiving public input and taking action on a proposed amendment to  
29 Ordinance #2026-04, originally adopted on March 18, 2026, to address a clarification  
30 requested by NH Business Finance Authority.

31

32 Included in the agenda packet: [\(All supportive documents and detailed information, as listed](#)  
33 [below, can be found on pages 58—65, Council agenda packet.\)](#)

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

38

39 Deputy City Manager Brooks reviewed the background behind Ordinance #2026-04.

40

41 **BACKGROUND**

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

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

7  
8 As summarized in the memorandum from Attorney Matt Decker, which states that although the C-  
9 PACER statute currently allows capital providers to foreclose on real estate, BFA’s concern is that  
10 capital providers should not have such authority after a municipality takes ownership of the  
11 property by executing a tax deed. BFA may explore legislative amendments to RSA 53-F in the  
12 future to clarify the other collection procedures available for capital providers, and in the  
13 meantime, legal counsel supports the requested deletion of the last sentence of Section 10 of the  
14 C-PACER Ordinance #2026-04.

15  
16 **Clarifying Questions from Council:**

17 Councilor Key questioned if there was any risk to the City with this change. Mayor Whittlesey  
18 noted that if someone gets foreclosed on, the City has priority over a tax lien and further  
19 explained the process.

20  
21 **Mayor Whittlesey opened the Public Hearing. Hearing no comments from the public, the  
22 Public Hearing was closed.**

23  
24 **ACTION:**

25 *Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby amends Ordinance*  
26 *#2026-04, the “Commercial Property Assessed Clean Energy and Resiliency (C-PACER)*  
27 *District Ordinance”, originally adopted on March 18, 2026, by deleting the final sentence in*  
28 *Section 10 thereof, as requested by the NH Business Finance Authority, and as presented in*  
29 *the June 3, 2026 City Council Agenda Packet.*  
30 *Seconded by Councilor Faunce.*

31  
32 *\*The Vote on the Motion was approved (7-0)*

33  
34 **11. OLD BUSINESS - NONE**

35  
36 **12. NEW BUSINESS**

37 **A. Warrant for Civil Forfeiture Notice**

38  
39 Included in the agenda packet: [\(All supportive documents and detailed information, as listed  
40 below, can be found on pages 66-69, Council agenda packet\).](#)

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

43  
44 Deputy City Clerk Jay Bishop reviewed the background behind the Warrant for Civil Forfeiture  
45 Notice.

1 **BACKGROUND**

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

8  
9 **Council/Staff Comments:**

10 In response to Councilor Key’s question regarding the number of Civil Forfeiture Notices, City  
11 Clerk Ewing spoke about how new people in the community may not know or be familiar with  
12 the Chapter 466 procedures. We do the best we can to communicate these rules and laws.  
13 Moving forward we will also try to communicate more with Veterinarian Offices in order to  
14 reduce the number of Civil Forfeiture Notices and further explained her reasons, noting this  
15 formality happens every year.

16  
17 **ACTION: Councilor Appleton *MOVED*, that the Lebanon City Council hereby issues a**  
18 **warrant to City Clerk, Jaseya Ewing, authorizing the issuance of a civil forfeiture for each dog**  
19 **that remains unlicensed at the close of business on June 20, 2026.**  
20 ***Seconded by N. Ford Burley.***

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

23  
24 C. Discussion of the Status of Class VI Roads Advisory Committee

25  
26 Included in the agenda packet: [\(All supportive documents and information, as listed below, can](#)  
27 [be found on pages 75-84, Council agenda packet\).](#)

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

35  
36 Deputy City Manager Brooks reviewed the background behind the Class VI Advisory  
37 Committee.

38  
39 **BACKGROUND**

40 The Class VI Roads Advisory Committee was established by the City Council on September 1,  
41 2004, to review the status of all of the Class VI roads within the City to include their current,  
42 historic, and possible future uses, and to report findings and make recommendations to the Council  
43 for their action to continue the present use, upgrade, discontinue, or otherwise change the status of  
44 the roads.

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

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

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

23 The City Council was asked to review the status of the Class VI Roads Advisory Committee and  
24 to decide if the committee has completed its original tasks, and whether it is appropriate to dissolve  
25 the Advisory Committee.  
26

27 Mr. Nathan Reichert (Director of Planning and Development) noted that Mr. Mark Goodwin (GIS  
28 Coordinator) was not in attendance at this meeting due to medical reasons. In the conversations he  
29 has had with Mr. Goodwin, he recommended the same recommendation that he put in writing to  
30 the City Council, which is effectively that the Board has done an enormous amount of research  
31 and work over the last 20 years. While there are a number of roads that remain troublesome, we  
32 have identified those; we have done the legal work on those, and, at this point, it would be up to  
33 City Council and City Administration to further perfect those remaining roads. There may be large  
34 legal fees that would be involved in order to complete the final pieces of these roads, but this is in  
35 the purview of the Council to make that determination. At this point, the Committee has been  
36 wound down, and they have not met for nearly two years. While it is rare to see a committee go,  
37 he also challenged the Council to say that there are recommendations that this Committee has  
38 made for actions that need to be resourced. He noted there are members of the public that are very  
39 passionate about this topic and have spent an enormous amount of their time volunteering for the  
40 City over the years and suggested the Council listen to their comments. However, it is ultimately  
41 up to the Council to retire the Committee or decide what the next steps are.  
42

43 Mr. Reichert also spoke about the underlying law, the underlying Deeds, the underlying research  
44 that has been done on these roads noting that whether or not we take action on these  
45 recommendations today or 10 years from now, this will not change and further explained his

1 reasons why. The City can assert our rights as the owners of those rights-of-ways at any time, now  
2 or into the future. Working with the landowner(s) can be very complex and contentious, but in the  
3 end, the City should assert our rights to pass and repass on these roads to maintain them for future  
4 generations.

5  
6 **Public Comment(s):**

7  
8 Mr. Erling Heistad, Ward 3, came forth and noted he was a past member of the City Council and a  
9 long-term member of the Class VI Roads Committee. He noted the reason why this Committee  
10 has not met in the last two years is because they have been waiting for the Council to take action  
11 on any one of the half dozen roads that they have already done work on. He did not hear that this  
12 was going to be on the agenda until this afternoon, but he did prepare information on the half dozen  
13 roads that they already approved with the consent of the Council. He also noted that this City runs  
14 on volunteerism and when that work is not recognized, it does not make the volunteer pool any  
15 bigger. We, as a City, need to be able to take their work and move forward with it to take some  
16 action instead of sitting on it for two years and hoped the Council would take some action tonight,  
17 and if not tonight, soon. He also added that a Class VI Road(s) interrupts people's lives and further  
18 spoke about his reasons why and gave examples. He also spoke about Class A Trails, which are  
19 much more representative of the owner (of the land) because the owners can control what is being  
20 done on it and gave examples.

21  
22 Ms. Barbara Hirai (Ward-1, and member of the Class VI Roads Committee): She spoke about her  
23 concerns regarding signage, noting there are no signs designating what is a Class VI Road or Class  
24 A Trail. The Class VI Committee pushed for these signs and have gotten nowhere. She was  
25 concerned that if the Class VI Roads Committee is dissolved, there would not be anyone pushing  
26 for signs to be put up. She asked the City Council for a commitment to broker DPW to get signs  
27 up.

28  
29 **Council/Staff Comments:**

30 Mayor Whittlesey agreed with Mr. Heistad, noting there is a lot of work that goes into road  
31 classifications and the Class VI Roads Committee has done a nice job of simplifying the process  
32 for us. He felt having that information is important because, instead of just taking action, it helps  
33 to inform the Council about why we are taking an action. There are a handful of  
34 recommendations to do Class A Trail conversions and what makes sense to him is to continue  
35 this in the way it has been done in the past (i.e., have a formal hearing on these). However, this  
36 may need to be done starting in September and it makes sense to have the Class VI Roads  
37 Committee present their findings/recommendations for the Class A Trail conversions and one (1)  
38 discontinuance (to the Council).

39  
40 Councilor McNamara was uncertain if this could be done in one hearing and, based on his past  
41 experience, he suggested that the Council needs to have a separate Public Hearing for each one.

42  
43 Mayor Whittlesey requested that the Council take up two (2) Public Hearing meetings over three  
44 Council meetings as follows:

- 45 • Two roads during the 1<sup>st</sup> and 2<sup>nd</sup> Council meetings in September 2026,
- 46 • Two (2) roads at their first meeting in October 2026.

1  
2 The Class VI Roads Committee should be present for each of these meeting to present their  
3 findings/recommendations. Once the issues have resolved for these roads, the next step would be  
4 for the Council to take action on whether or not the Class VI Roads Committee should be  
5 dissolved, noting it is probably premature to dissolve the Committee at this time. This timeframe  
6 will also give us time to notify property abutters for the roads in question.

7  
8 Councilor Cole mentioned the cost of signage and Mayor Whittlesey suggested that City  
9 Administration figure out how much the cost would be. The Council can handle this separately  
10 because it is a separate issue from the recommendations on Class A Trails. Councilor Cole noted  
11 he brought up this question because he felt there was an urgency to dissolve the Class VI Roads  
12 Committee and felt there were two deliverables (that need to be resolved): 1) Our financial costs  
13 on their recommendations, and 2) the (cost) of posting signage and other resources that may be  
14 needed.

15  
16 Mayor Whittlesey, Mr. Heistad, and City Manager Hosmer continued a discussion regarding  
17 signage (i.e., would they be prohibitively expensive and how large they would need to be).

18  
19 Councilor Key noted she did not know the difference between a Class VI Road or a Class A  
20 Trail. Mayor Whittlesey noted this is what the Class VI Road Advisory Committee did and is the  
21 reason why he would like them to present for each of the meetings as discussed. Mr. Mark  
22 Goodwin did a really good job at explaining those differences, which can be very complex, and  
23 he would also be able to discuss what kind of liability the City would be taking on.

24  
25 Councilor Cole questioned if there was a written policy on Class VI Roads regarding what  
26 can/cannot happen and the times of year when it can/cannot happen, noting he owns some  
27 property along a designated Class VI Road. He and his family have spent a fair bit of money over  
28 the years maintaining that road. He called the City (before he was a City Councilor), the DPW  
29 and Mark Goodwin to ask what the policy was, and they were unable to answer his question  
30 about whether or not it was okay for people to be riding 4 wheelers and side-by-sides on those  
31 roads during March/April. He also questioned that when these roads are posted, what would be  
32 they posted for as far as accessibility for these roads.

33  
34 Mr. Heistad stated there is no policy, but there is a law, noting that if it is a road then anybody  
35 can use it if they use a registered vehicle. However, if it is a Class A trail, during the winter it can  
36 be used by snowshoes, skis, snowmobiles with conditions permitting. In summertime (Class A)  
37 trails can be used by horses, people on foot, etc. Mayor Whittlesey added that the Council  
38 accepted roads individually, but there were certain roads that the Council only accepted with  
39 some Class VI Roads restrictions. Mr. Heistad noted restrictions cannot be put on the road unless  
40 it is a Class A Trail noting this is the advantage of becoming a Class A Trail.

41  
42 Discussions continued on Class VI Roads versus Class A Trails. City Staff will be looking into  
43 this and what the City has, within our rights, to legislate the things that are causing problems.  
44 Mayor Whittlesey also noted that he believed it was within the City Manager's powers to  
45 determine road openings/closures.

1 Mayor Whittlesey reiterated that the Council would take up two (2) Public Hearing meetings  
2 over three Council meetings as follows:

- 3 • Deputy City Manager Brooks and Director Reichert will determine which roads will be  
4 discussed at each meeting
- 5 • Two roads will be discussed during each of 1<sup>st</sup> and 2<sup>nd</sup> Council meetings in September  
6 2026,
- 7 • Two (2) roads will be discussed at their first meeting in October 2026, and
- 8 • Abutters of each of the properties to be discussed should be notified ahead of time so they  
9 can attend the meeting.

10  
11 **ACTION: NONE TAKEN.**

12  
13 **D. Discussion of the Status of Barrows Street Development Project**

14  
15 Included in the agenda packet: [\(All supportive documents and detailed information, as listed  
16 below, can be found on pages 85-89, Council agenda packet\).](#)

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

21  
22 **Not Included in agenda packet, but Available**

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

24  
25 Councilor McNamara reviewed the background and status of the Barrows Street Development  
26 Project.

27  
28 **BACKGROUND**

29 On February 18, 2026, Councilor McNamara and City staff provided an update on the status of  
30 the proposed Barrows Street Cottage Development Project. At that time, the anticipated cost of  
31 each proposed cottage dwelling unit was higher than the City's original goal, but comparable to  
32 other dwelling units currently available in Lebanon and surrounding towns. A link to the February  
33 18th City Council agenda packet is available below.

34  
35 As a result of local press coverage of the February 18th discussion, the City was contacted by  
36 several businesses expressing renewed interest in the project. Based on subsequent  
37 communications with some of those businesses, the project team has modified the proposed  
38 development concept to utilize the recently adopted Pattern Zoning provisions instead of the  
39 Cottage Development provisions. It was determined that costs were cut for the site by about half  
40 to go into a Pattern Zoning overlay for six lots. This also enabled us to physically give each  
41 landowner a lot of +/-4K, sq. ft., so they would have some control over their own property, unlike  
42 a Cottage Community which is more like a Condo. Association.

43 Over the last several months, the project team has continued to enhance the development layout  
44 and the prospective unit design and has obtained refined cost estimates for the project which takes  
45 these units down to below \$400K. With the new layout concept and additional cost information,

1 the project team believes that five new units can be constructed for an amount closer to the City's  
2 original goal of below-market rates.

3  
4 Councilor McNamara noted that the Barrows Street properties has not provided a nickel of tax  
5 revenues coming into the City since at least 1947. If we could get 5 houses at just under \$400K  
6 each, they will be charged for property taxes, including the land, so we would be looking at +/-  
7 \$40K/yr. coming into the City for property taxes.

8  
9 Since the last project update, the City has confirmed access to a Housing Infrastructure Grant in  
10 the amount of \$158,850 specifically for the Barrows Street project. The reimbursement grant was  
11 received from the New Hampshire Department of Business and Economic Affairs based on  
12 Lebanon's designation as a Housing Champion community.

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

21  
22 Councilor McNamara would like to continue to pursue this and come back to the Council around July 15,  
23 2026, but ultimately, we would need a supplemental appropriation and explained his reasons why this would be  
24 needed. He also noted that in addition to coming back to the Council, a revised Site Plan would be needed from  
25 the Planning Board because the original Site Plan is for the Cottage Development setup. The Heritage  
26 Commission has approved one of our designs.

27  
28 The goal would be to try and get these houses built by the end of the year, given they are modular.

29  
30 Deputy City Manager Brooks elaborated on the survey that was sent out to City employees, the School District  
31 and the Lebanon Housing Authority, noting it was a simple and direct survey that included questions such as:  
32 where do you live now; who do you work for (of those three organizations); do you own/rent; do you live in the  
33 City; do you live within 30 minutes of the City or farther away; and included an introduction to the project  
34 because not everyone was aware of what we have been talking about at the Council level for a couple of years  
35 now. The survey also included a sense of what the project would entail, what potential costs might be, asked  
36 whether they had an interest in doing a lottery proposal, whether they were pre-approved for a loan or were  
37 willing to get a pre-approval. To date, we have received 78 responses (20 expressed interest in purchasing these  
38 building should they come to fruition; of the 20 responses, 4 were City employees and 16 were School District  
39 employees. He felt very confident there was a solid demand. He also noted that if one or more of those units were  
40 not sold to these employees, they could be made available to the general public or some other tiered system. He  
41 also spoke about the change from a Cottage Design to a Pattern Zone design and went back to the Business and  
42 Economic Affairs Department to confirm whether or not we still would have access to the Housing Infrastructure  
43 Grant (that would cover roads, water, sewer, electric, etc.) which was tailored specifically for this project. He then  
44 explained the amount of grant funds that would be used for this project.

1 Councilor McNamara spoke about rents in the City and how it was difficult for people to save and gave examples  
2 of what rent costs vs. fixed mortgage rates would be over 30/25/15 years, noting a fixed rate mortgage would be  
3 roughly the same amount as renting. The differences from renting a property vs. owning a property is that these  
4 units would come with additional costs such as property taxes and insurance. The benefit of owning one of these  
5 units is that the property owners would be building equity and spoke about further benefits to the City. Most  
6 importantly, this is a Pilot Project that will show local developers what they might be able to do.

7  
8 Councilor McNamara, noted that if they get consensus tonight, they will come back to the Council on July 15, 2026  
9 with a Resolution that would allow them to borrow funds to do this project.

10  
11 **Council/Staff Comments:**

12 Councilor Faunce questioned if there was limitation on the resale market, which would be  
13 assuring affordability in a perpetual fashion. Councilor McNamara noted they did initially look  
14 at limitations because their original goal was to get these units built for under \$300K, which  
15 would have been below the market rate and explained his reasons why he felt this is a  
16 complicated process and why it costs a fair amount of money. As we get closer to \$400K, we are  
17 close to what we consider to be market rate (if there was a house out there like that), these  
18 properties would be market rate. These are no longer submarket rate houses; they are market rate  
19 houses of a type that does not exist in the market today and further explained his reasoning. He  
20 felt these houses will run with the market and there will not be a sharp jump in prices in the  
21 future.

22  
23 Councilor Key questioned if a realtor would be involved in the sale of these properties because  
24 she felt the City should not be in the business of trying to be a real estate agent. Mayor  
25 McNamara talked about the lottery system and did not feel the City needed to get a real estate  
26 agent. He noted the Mascoma Bank has offered to give them a fair amount of support for  
27 potential buyers (i.e., down payments, etc.). Our thought was to refer potential buyers to one or  
28 more banks. Paying a real estate agent would increase the costs for these houses. Administrative  
29 costs were discussed.

30  
31 Councilor Appleton felt this was a good project and spoke about her reasons why she felt the  
32 City will see the benefits. She also requested the Council/Councilor McNamara to think about  
33 what City regulations might need to be changed and add this to the report. In putting this project  
34 forward, we want more projects like this to be happening on the free market by developers and  
35 questioned what regulations might need to be changed in order to make these possible in places  
36 that does make sense outside of the Pattern Zone areas. How will we incentivize this? Councilor  
37 McNamara spoke about the census work Mark Goodwin has done regarding undeveloped lots  
38 within the City and in different zones.

39  
40 Councilor Cole asked the following questions before giving his thought regarding this  
41 development.

- 42 1. Who is the project team? Councilor McNamara said it was himself, City Engineer Rod  
43 Finley (DPW), and Deputy City Manager Brooks. Originally, they did hire a temporary  
44 owner's representative to help get the original bid documents together; to talk to  
45 manufacturers, etc.

- 1 2. Grants. If these units were to sell at market rate, would these grants be available to any  
2 developer and do we have access to grants that other people would not necessarily have  
3 access to? Councilor McNamara noted that the Grant they received for infrastructure was  
4 specifically for affordable units. The State has determined that these homes are affordable  
5 units so we can use that Pattern Zoning Grant for infrastructure (\$158K divided by 5 =  
6 +/- \$30K per unit). This Grant is currently not available to commercial developers and  
7 explained his reasons why, noting this grant needs to be used by July 1, 2027. Deputy  
8 City Manager Brooks added that the \$158,805 was through the BEA based on the City of  
9 Lebanon being one of the Housing Champion Communities and further explained how  
10 Lebanon achieved this designation. He also spoke about the grants that came from the  
11 Lebanon Housing Authority and the InvestNH Program.
- 12 3. Do we have any sense from the survey of how many people are renters right now?  
13 Deputy City Manager Brooks said that out of the 20 people interested in potentially  
14 purchasing one of these units, 10 are currently renting. Of those that are renting, 5 were  
15 located in Lebanon, 4 are within 30 minutes of Lebanon, and 1 is more than 30 minutes  
16 from Lebanon. Of those that own property, 3 are in Lebanon, 5 are within 30 minutes of  
17 Lebanon, and 2 are more than 30 minutes from Lebanon.
- 18 4. Is the term Mascoma Bank is giving us (for a construction or residential loan), are we  
19 getting special treatment or are they giving us rates that anybody on the street would be  
20 able to get? It is up to the prospective buyer to procure their own loan. There is no  
21 guarantee on any rate.
- 22 5. Currently, how much has the City spent on Site Plan costs, engineering, etc.? Councilor  
23 McNamara noted that what they are proposing is that all of the numbers associated with  
24 the original wetland's delineation, wetlands permitting, initial survey (all survey assigned  
25 to this property), and the initial clearing of site, would be included in costs for the City.  
26 What will not be going into the costs for the City is the Landscape, Architecture and  
27 Design for the (Cottage Community) Site Plans (+/- \$5K), and (+/- \$9K) for final design  
28 for a 1 or 2 story Cottage and the costs for the Owner's Representative.

29  
30 Deputy City Manager Brooks noted that to date, the City has spent just under \$210K. We  
31 would expect to recoup about \$115K of the \$210K. What would not be recouped is +/-  
32 \$95K relative to the wetlands; the survey work; the preliminary grading that has already  
33 occurred; some of the electrical design work; the architect; the landscaping, some of the  
34 stormwater; and the owner's representative. A revised Site Plan would cost the City +/-  
35 \$16K.

36  
37 Councilor McNamara wanted to make it clear that the City does not pay Building Permit  
38 fees for buildings built by the City.

39  
40 Councilor Cole liked the idea that the City would convert these (properties) into taxable lots  
41 but was not 100% sure he was fond about us doing it and further explained his reasoning,  
42 noting he had a hard time calling this project a Pilot Program. It is not proving anything other  
43 than to the people who can build affordable housing in a municipality. Councilor McNamara  
44 noted they would make it very clear to any developers what the costs are, what we saved the  
45 City, and the costs that developers would have to include in the price and gave examples. He

1 also noted that in order to make the site costs pencil out more density and more units are  
2 needed and further explained his reasons.

3  
4 Discussions continued regarding the reasons why this project was called a Pilot Project;  
5 potentially calling this a Concept Project; how this project would provide the City \$40K/year  
6 in property taxes with growth rate; other costs associated with the project (Fire Department,  
7 School aged Children and the impact it would have on the School District, etc.); what the  
8 market value of the land and the project would be if the City sells this on the open market; how  
9 the land value assessment is in the range of \$80K-\$90K for a 10<sup>th</sup> of an acre; whether or not it  
10 would be more valuable to the City if we sell the land; how the City does have the benefit of  
11 not paying the Building Permit Fees or the Planning Department Application Fees, which  
12 would be an additional cost for somebody (potentially 20% higher); the loss of grant funds if  
13 they are not used; and other financial evaluations.

14  
15 Councilor Cole expressed his concern for the taxpayers of Lebanon, noting he thought there  
16 was a sense within the community that this project is not sensitive to the folks that already live  
17 here; and how the taxpayers of Lebanon feel they are shouldering the benefits for other folks.  
18 He worried that the costs are not going to be what we think they will be. It happens all too  
19 often that we go into (a project) with great intentions and it does not end up being the way we  
20 think it should be going. We might be better off selling it, letting someone else do it and have  
21 the City collect the tax revenue.

#### 22 **Public Comments:**

- 23  
24 • **Mr. Wyktor Cavalcante (7 Winter Street):** He spoke about his experiences with this  
25 type when he lived in Brazil and spoke about the corruption he saw in his country. He  
26 questioned if someone gets a house like this, what will keep them from purchasing this  
27 home and then selling it for much, much more. He also expressed his opinion on the  
28 lack of workers the City has to do this project, noting it's hard to find plumbers,  
29 electricians, etc. and the difficulty in finding government loans without a down  
30 payment (i.e., USDA, etc.).
- 31 • **Mr. Jay Simms (Ward-2):** He spoke about his concerns about the costs of this project  
32 being \$15 per sq. ft. and spoke about his reasons why he felt the lottery should be done  
33 before construction starts and then get a commitment/credit approval for those chosen.  
34 Once a construction design is completed, those selected to purchase the property should  
35 make a non-refundable deposit on their unit.

36  
37 Mayor Whittlesey concurred with Mr. Simms but wanted to modify his comments and spoke  
38 about the process that happens when purchasing property, noting that the pre-approval is the  
39 most important first step, then doing the lottery, and then having a good faith deposit made at  
40 time the Purchase & Sale Agreement is signed, for those who were selected to purchase a unit.

41  
42 Councilor Key spoke about her concerns that we have selected the pool of people who will be  
43 eligible to buy market rate houses from a legal perspective, noting there are a lot of people in  
44 Lebanon who may want to participate in the purchase of one of these units. She felt  
45 uncomfortable that we were freezing a lot of people out of this opportunity. Councilor

1 McNamara said that while we could transition to that, he would like to personally request that  
2 folks live in Lebanon now.

3  
4 Councilor Key also questioned if it would be discriminatory if others (outside of the selected  
5 groups mentioned) did not have an opportunity to participate in the lottery. Councilor McNamara  
6 was not sure and Deputy City Manager Brooks noted this is an area that the banks could  
7 probably help with since they have people involved with the Fair Housing Act.

8  
9 In response to Councilor N. Ford Burley's question regarding the options, Deputy City Manager  
10 Brooks noted that if the intent is to move this project forward, one of the next steps is to go  
11 ahead and schedule a public hearing for a supplemental appropriation that authorizes the  
12 solicitation for loans, etc. He presented a Draft Motion for the Council's review. He noted there  
13 is more work for him, Rod Finley and Councilor McNamara to do on figuring out the money  
14 piece, requests for proposals (RFPs) from not just from Mascoma Bank but other lending  
15 organizations in terms of downpayment assistance, changing the pool of potential applicants, etc.  
16 This is all predicated on the cost estimates/proposals that we have now and those will not last  
17 forever.

18  
19 Mayor Whittlesey suggested the Council move forward with the Public Hearing with the  
20 understanding that some of questions raised will be answered at the Public Hearing.

21  
22 **ACTION:**

23 *Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby schedules a public*  
24 *hearing for Wednesday, July 15, 2026, beginning at 6:00pm in Council Chambers, City Hall,*  
25 *and Remote via the City's Virtual Platform, for the purpose of receiving public input and*  
26 *taking action to appropriate up to \$2,000,000 for expenditure in the Capital Improvements*  
27 *Fund for planning, design, permitting, construction and disposition of a new Barrows Street*  
28 *Housing Development project; to authorize the City Manager to apply for loans up \$1,700,000*  
29 *to supplement existing grant funding from the NH Department of Business and Economic*  
30 *Affairs for construction and disposition of the Barrows Street Housing Development project;*  
31 *and to designate the City Manager as the authorized representative of the City*  
32 *Seconded by Mayor Whittlesey.*

33  
34 *\*The Vote on the MOTION was approved (7-0).*

35  
36 Councilor McNamara and Mayor Whittlesey discussed the reasons why there is a need to get a  
37 legal opinion first on who can/cannot participate in the lottery. This is the place to start in order  
38 to get things moving. Hopefully this can be done sooner rather than later, and the Council can  
39 take this up separately from the Public Hearing.

40  
41 **13. NON-PUBLIC SESSION: NONE**

42  
43 **14. ADJOURNMENT:**

44  
45 *Councilor N. Ford Burley MOVED for adjournment.*  
46 *Seconded by Mayor Whittlesey*

1

2 *\*The Vote on the MOTION was unanimously approved (7-0)*

3

4 **The meeting was adjourned at 9:25 PM.**

5

6 Respectfully submitted,

7 Dona E. Gibson

8 Recording Secretary

# **Agenda**

## **Lebanon City Council**

### **June 17, 2026**

#### **10. Public Hearing Items:**

##### **10.A – Ordinance #2026-07: Amendments to City Code Chapter 31, Boards Committees and Commissions, Article XVIII, Finance Advisory Committee**

A public hearing for the purpose of receiving public input and taking action on proposed Ordinance #2026-07, to amend City Code Chapter 31, Boards, Committees and Commissions, Article XVIII, Finance Advisory Committee.

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 June 6, 2026 in accordance with City Code and State Law.

#### **Background**

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

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

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

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

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

The proposed ordinance also includes requested changes (in green font) as discussed by the City Council when the public hearing was scheduled on May 20, 2026. As proposed, all amendments would become effective as of July 1, 2026, when the FAC comes into existence.

**Action:**

The following motion is offered for Council consideration:

***MOVED, that the Lebanon City Council hereby adopts Ordinance #2026-07 to amend City Code Chapter 31, Boards, Committees and Commissions, Article XVIII, Finance Advisory Committee, as presented in the June 17, 2026 City Council Agenda Packet.***

Included In This Section:

1. Proposed Ordinance #2026-07
2. Chapter 31, Article XVIII, Finance Advisory Committee
3. Notice of Public Hearing as Published in the June 6, 2026 edition of the *Valley News*

**CITY OF LEBANON  
ORDINANCE #2026-07**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 31, Boards, Committees and Commissions, Article XVIII, Finance Advisory Committee.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1.

The Code of the City of Lebanon is hereby amended to revise Chapter 31, Boards, Committees and Commissions, Article XVIII, Finance Advisory Committee, as follows:

**ARTICLE XVIII, Finance Advisory Committee**

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

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

**§31-64. Purpose**

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

Section 2. Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses or parts of this ordinance.

Section 3.      Effective Date

This Ordinance shall become effective July 1, 2026.

ARTICLE XVIII  
**Finance Advisory Committee**  
**[Adopted 12-18-2025 by Ord. No. 2025-15, effective 7-1-2026]**

**§ 31-63. Establishment; membership.**

- A. Effective July 1, 2026, the Committee members shall be appointed by the City Council and shall consist of four citizen members and three City Council representatives, who shall serve staggered two year terms.

**§ 31-64. Purpose.**

- A. The purpose of the Finance Advisory Committee is to advise the City Council on future budgets and assist in determining whether the budget meets the needs of the City based on current and anticipated resources. This Committee is created pursuant to RSA 32:24, is purely advisory, and has none of the duties or authority of an official budget committee.

June 17, 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 June 6, 2026 and Tuesday June 9, 2026.

*Jay Bish*

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL  
NOTICE OF PUBLIC HEARINGS  
Wednesday, June 17, 2026 - 7:00pm  
Council Chambers, City Hall or  
REMOTE VIA VIRTUAL PLATFORM  
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on June 17, 2026, beginning at 7:00pm for the following:

- 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 of the Airport Taxiway A Extension capital project

The June 17, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by June 12, 2026: [LebanonNH.gov/Agendas](http://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](http://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 17, 2026**

**10. Public Hearing Items:**

**10.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**

A public hearing for the purpose of receiving public input and taking action to appropriate up to \$771,150 to supplement current funding for the Airport Taxiway A Extension Capital Project; and to authorize the transfer of up to \$19,300 from the Airport Fund Balance to the Airport Taxiway A Extension Capital Project to fund the City’s 2.5% share of the supplemental appropriation.

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 June 6, 2026 and June 9, 2026 in accordance with City Code and State Law.

**Background**

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

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

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

Based on the bids received, the Airport is requesting a supplemental appropriation for the overall project in an amount of up to \$771,150, 97.5% of which will be funded by FAA and NHDOT. The City’s 2.5% share of the increased cost will be approximately \$19,300, which is

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

**Action:**

If the Council decides to move forward, the following resolution is offered for consideration:

***FOR THE PURPOSE OF finalizing and implementing the Airport Taxiway A Extension capital project.***

***NOW THEREFORE BE IT RESOLVED, by the Lebanon City Council, that funds be appropriated in the amount of up to \$771,150 (Seven Hundred Seventy-One Thousand, One Hundred Fifty Dollars) for expenditure in the Capital Improvements Fund to supplement current funding for the Airport Taxiway A Extension capital project.***

***BE IT FURTHER RESOLVED, by the Lebanon City Council, that funds in an amount not to exceed \$19,300 be transferred from the Airport Unassigned Fund Balance to the Airport Taxiway A Extension capital project to fund the City's 2.5% share of the supplemental appropriation.***

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

Included In This Section:

1. April 24, 2026 Memorandum from Alexandra Myers of Stantec to Airport Manager Carl Gross RE: 2026-RFx-044 Taxiway Alpha Extension to Runway 36-Recommendation of Bid Award
2. Notice of Public Hearing as Published in the June 6, 2026 and June 9, 2026 editions of the *Valley News*



**Stantec Consulting Services Inc.**  
 40 Water Street, Third Floor  
 Boston MA 02109-3604

April 24, 2026

Project Location: Lebanon Municipal Airport

**Carl Gross, Airport Manager**  
 5 Airpark Rd.  
 West Lebanon, NH 03784

Dear Carl Gross,

**Reference: 2026-RFx-044 Taxiway Alpha Extension to Runway 36- Recommendation of Bid Award**

Stantec has reviewed the seven (7) bids opened on Wednesday, April 22, 2026 for Project ID 2026-RFx-044, Extend Taxiway A to Runway 36. The review included a check of calculations, as well as unit price comparisons between bids and the Engineers opinion of probable cost. It also included a review of responsiveness and responsibility. All bids received are considered responsive and have the elements that were required to be submitted at the bid closing.

As a matter of responsibility, the low bidder was required to submit information on their DBE Commitment or show a Good Faith Effort (GFE) within five (5) business days after the bid closing date, due on April 27, 2026.

Bids were evaluated on the Total Price. Sargent was the low bidder. The bid total amounts are as follows, ranked by price.

Low Bidder:

<b>Sargent</b>	<b>Price</b>
Total Contract Price	<b>\$3,942,570.00</b>

Second Low Bidder:

<b>Engineers Construction Inc.</b>	<b>Price</b>
Total Contract Price	<b>\$3,985,845.00</b>

Reference: 2026-RFx-044 Taxiway Alpha Extension to Runway 36 - Recommendation of Bid Award

Third Low Bidder:

<b>Weaver Bros. Construction Co., Inc.</b>	<b>Price</b>
Total Contract Price	<b>\$ 3,985,845.00</b>

Fourth Low Bidder:

<b>Casella Construction, Inc.</b>	<b>Price</b>
Total Contract Price	<b>\$ 4,267,749.00</b>

Fifth Low Bidder:

<b>Neil H. Daniels, Inc.</b>	<b>Price</b>
Total Contract Price	<b>\$ 4,414,414.00</b>

Sixth Low Bidder:

<b>J.A. McDonald, Inc.</b>	<b>Price</b>
Total Contract Price	<b>\$ 4,503,208.25</b>

Seventh Low Bidder:

<b>J.P. Sicard Inc</b>	<b>Price</b>
Total Contract Price	<b>\$ 4,587,288.00</b>

Advertised Engineer's Estimate:

<b>Stantec</b>	<b>Price</b>
Total Contract Estimate	<b>\$4,131,570.00</b>

The Engineer's estimate for the project was \$4,131,570.00. The Engineer's estimate for the project was approximately 5% higher than the lowest responsive & responsible bidder, Sargent. The bid summary attached calculated the variance in dollars and in percentages and identifies the greatest discrepancies (in dollars) using a color scale for each element of the bid.

Sargent has completed several large airport projects in Vermont and Maine, including several large highway and civil construction projects. A review of Sargent overall bid suggests that the bid appears to be a balanced

**Reference: 2026-RFx-044 Taxiway Alpha Extension to Runway 36 - Recommendation of Bid Award**

and competitive bid. Sargent bid prices will be held for the Contract duration in accordance with provisions in Contract Documents. Upon contacting several references, no concerns were raised, and many references praised their quality of work, flexibility, and experience civil and airport projects.

Having reviewed the bids, Stantec recommends that the City of Lebanon award the contract to Sargent, pending successful compliance with other requirements (i.e. Insurance, Bonds, etc.).

Please feel free to call me with any questions.

Regards,

**STANTEC CONSULTING SERVICES INC.**



**Alexandra Myers**

Civil Designer & Project Manager

Phone: 617-784-2330

Mobile: 617-784-2330

Alexandra.Myers@stantec.com

Attachment: Bid Results & Analysis

June 17, 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 June 6, 2026 and Tuesday June 9, 2026.

*Jay Bish*

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL  
NOTICE OF PUBLIC HEARINGS  
Wednesday, June 17, 2026 - 7:00pm  
Council Chambers, City Hall or  
REMOTE VIA VIRTUAL PLATFORM  
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**Agenda  
Lebanon City Council  
June 17, 2026**

**12. New Business:**

**12.A – Presentation of Emergency Winter Shelter  
Operational Statistics for Winter 2025-2026**

**Background**

On January 3, 2026, Lebanon's Emergency Winter Shelter opened for its third winter of operations at 160 Mechanic Street. The City once again contracted with the Upper Valley Haven to operate the shelter on a nightly basis. The shelter was open for 100 nights until April 13th, and operated at over 93% capacity for the season, providing shelter for 66 separate individuals for a total of 1,305 bed nights.

Human Services Director Lynne Goodwin has coordinated with the Upper Valley Haven staff to summarize and present the operational statistics for the 2025-2026 winter season.

**Action**

*No action is required. This item is for informational purposes only.*

Included In This Section:

1. Presentation of Lebanon Emergency Winter Shelter, 2025-2026 Data Summary



**Lebanon Emergency  
Winter Shelter**

**2025-2026 Data Summary**

## Why Did We Need a Shelter in the First Place?

NH RSA 165

*“Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there.”*



# Why Did We Need a Shelter in the First Place?

Distribution of Direct Assistance Spending, Lebanon Human Services (2014- April 2026)									
Year	Rent/ Mortgage	Security Deposit	Motel	Shelter Sponsorship	Cremation/ Burial	Utility	Transportation	Other	Total
2014	65%	17%	7%	2%	4%	1%	0%	3%	100%
2015	82%	9%	4%	0%	2%	3%	0%	0%	100%
2016	85%	7%	4%	0%	3%	2%	0%	0%	100%
2017	82%	10%	6%	0%	0%	2%	0%	0%	100%
2018	71%	14%	10%	0%	1%	4%	0%	0%	100%
2019	66%	10%	8%	2%	6%	7%	0%	0%	100%
2020	25%	10%	59%	0%	6%	0%	0%	0%	100%
2021	28%	4%	58%	2%	8%	0%	0%	0%	100%
2022	14%	7%	64%	7%	8%	0%	0%	0%	100%
2023	36%	5%	51%	4%	2%	1%	0%	1%	100%
2024	26%	5%	63%	1%	3%	1%	0%	0%	100%
2025	21%	9%	63%	6%	1%	0%	0%	0%	100%
1/2026- 4/2026	17%	3%	70%	7%	2%	1%	0%	0%	100%

- COVID-era funding (NH-ERAP) was available from late 2020-6/2023 but toward the end of the program, it was at capacity and maintained a waiting list for motel placement
- During the winter of 2022-2023, Human Services entered into an agreement with the Upper Valley Haven to oversee a motel program that included local placement and case management
- Motel assistance takes much more staff time than other forms of assistance
- The costs of local motel stays increased dramatically during the period from 2020 on.
- Motel vacancy is not guaranteed

## Why Did We Need a Shelter in the First Place?



Homeless Count	Sheltered	Unsheltered	Total
2023 Point-in-Time*	69	16	85
2023 Summer	5	31	36
2024 Point-in-Time	32	15	47
2024 Summer	15	34	51
2025 Point-in-Time**	37	21	58
2025 Summer	17	29	46
2026 Point-in-Time**	32	7	39

\*The Point-in-Time count takes place on the 4<sup>th</sup> Wednesday in January

\*\*Lebanon Winter Shelter was operational

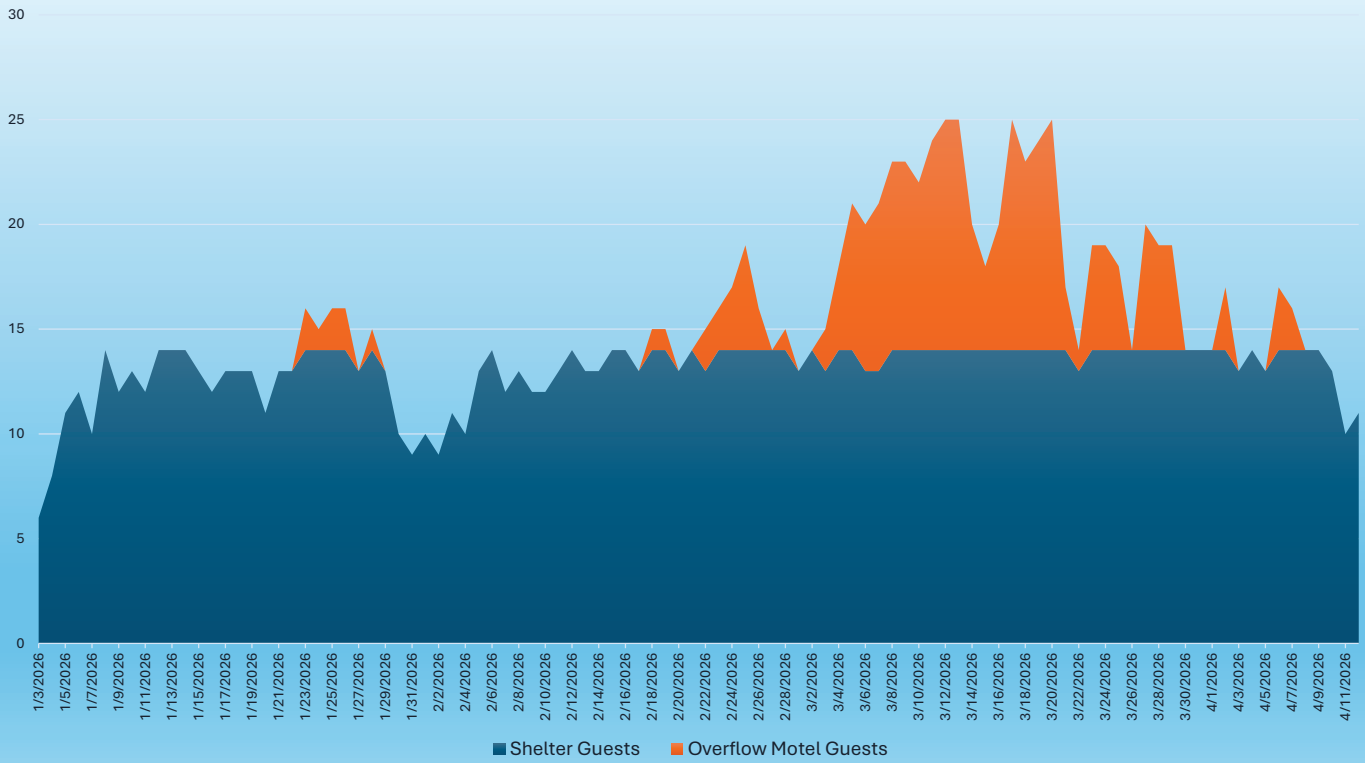
## Overview of Three Winters in Operation

	2025-2026	2024-2025	2023-2024
Operational nights	100	98	82
Bed Nights	1,305	1,368	658
% Capacity (shelter only)	93.2% (14 Beds)	99.8% (14 Beds*)	53.5% (15 Beds)
Unique individuals (shelter only)	66	73	53
Average bed nights per guest	19.8	18.7	12.4
Mean guest age	44.8	42.4	40.8
Lebanon residents (by bed night)	18%	30%	45%
NH/VT residents (by bed night)	35% NH, 50% VT, 15% Other	54% NH, 44% VT, 2% Other	51% NH, 36% VT, 13% Other
Shelter overflow (motel) bed nights	210	236	0
Unique individuals (motel only, no nights at shelter)	12 (8% NH, 58% VT, 33% Other)	3 (NH only)**	N/A
NH/VT residents, shelter overflow	29% NH, 45% VT, 26% Other	59% NH, 36% VT, 5% Other	N/A

\*First night capacity was considered 13 beds

\*\*DH provided funding for shelter overflow for NH residents. The Haven provided funding for shelter overflow for VT residents. Lebanon Human Services only had access to NH motel data.

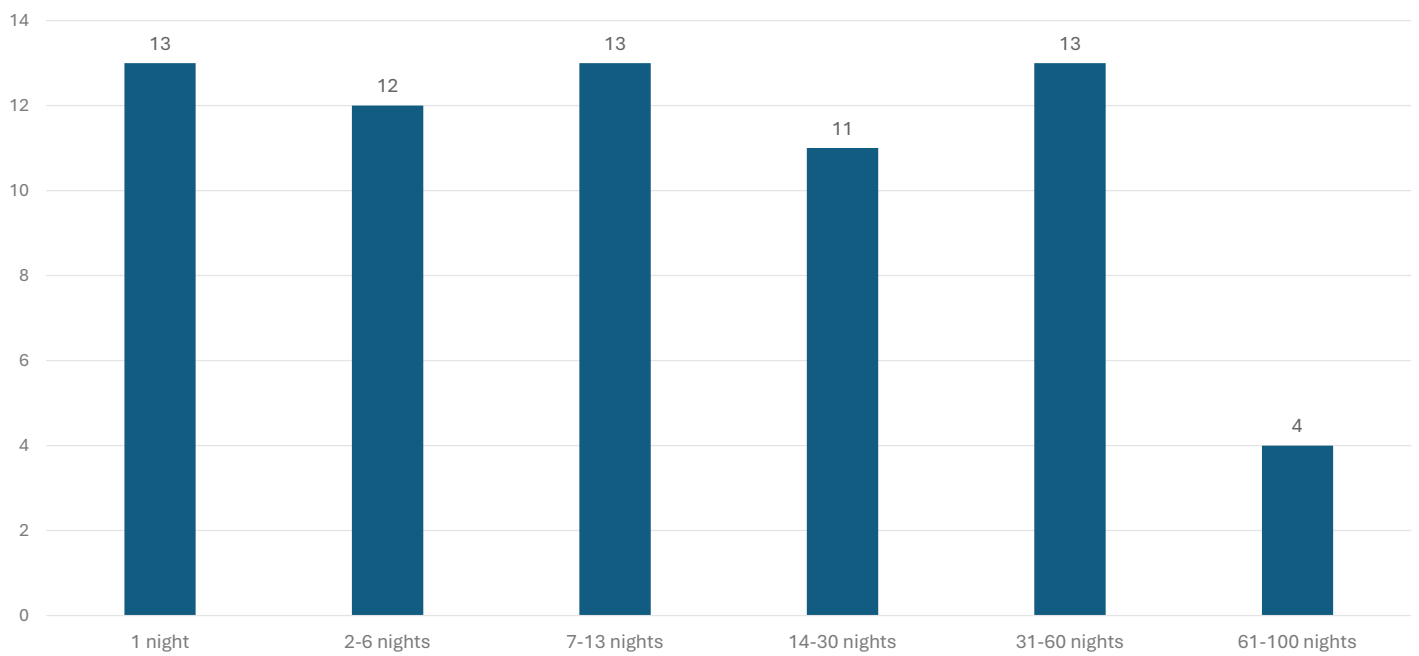
### Guests per Night (N=1,515)



# Duration of Stay, Shelter ONLY (n=66)

Shelter open for 100 nights

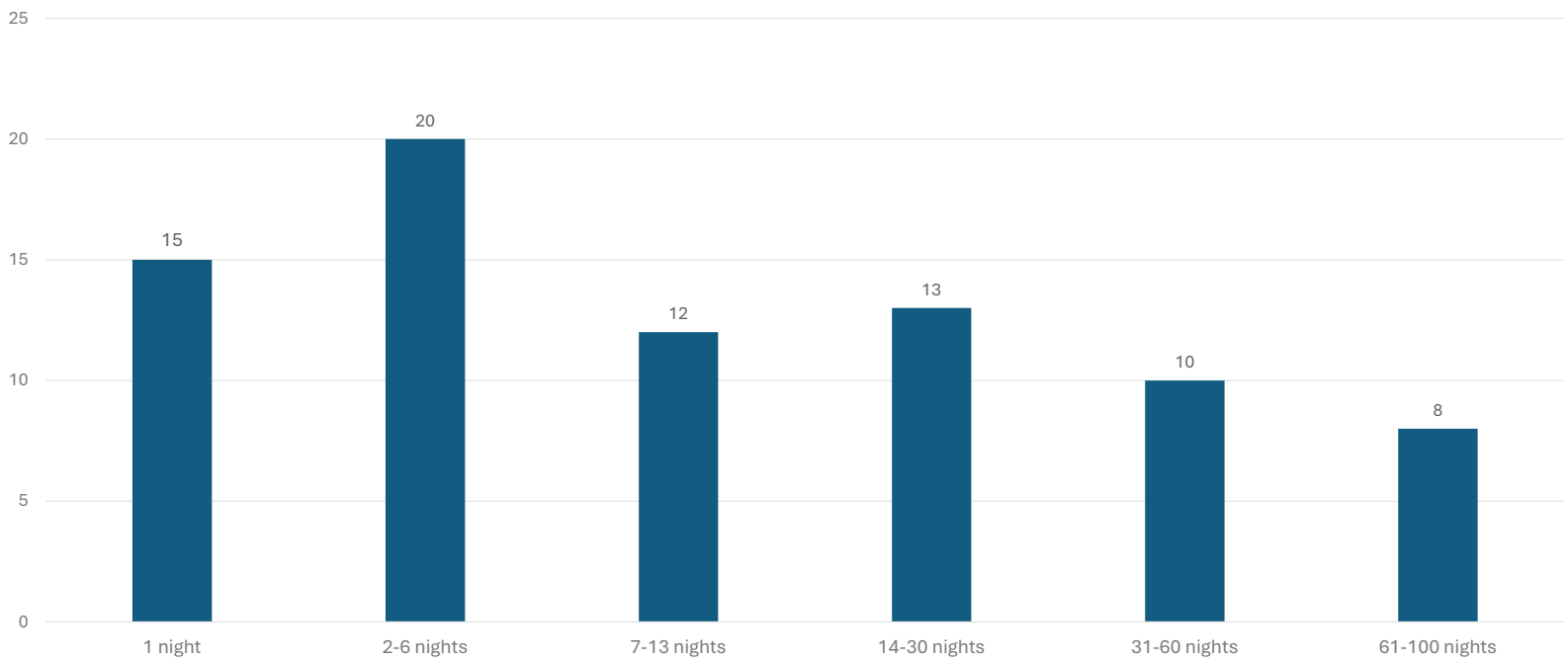
*Stays not necessarily consecutive*



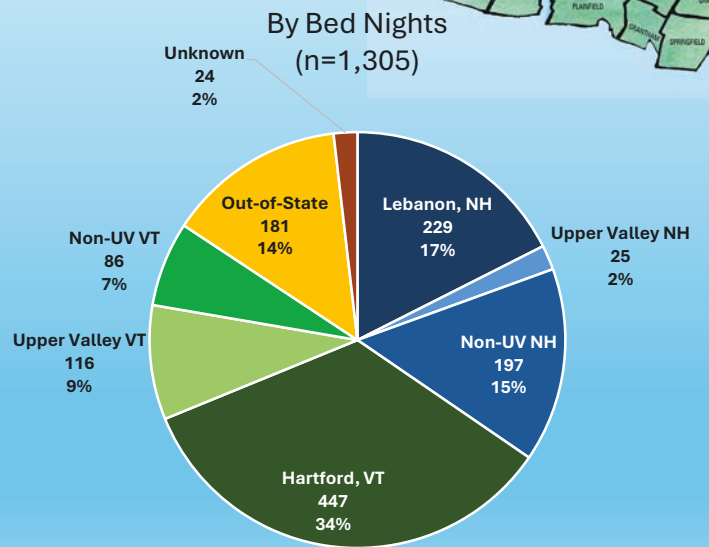
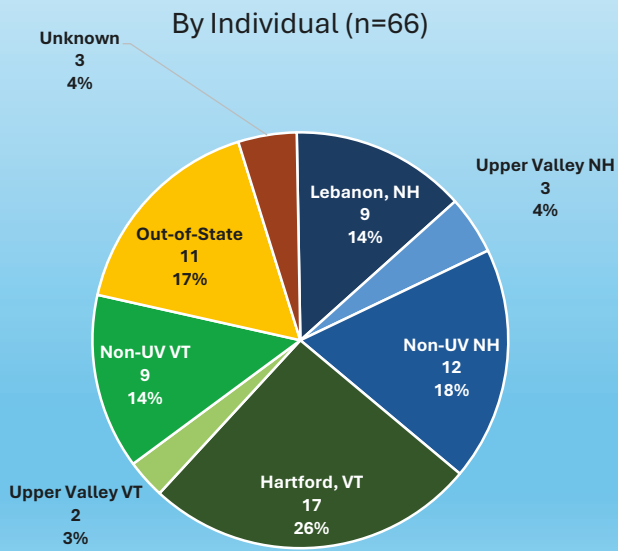
# Duration of Stay, Shelter and Overflow (n=78)

Shelter open for 100 nights

*Stays not necessarily consecutive*



## Residency by Individual and Bed Nights Shelter ONLY



# Why fewer Lebanon residents?



Tireless work of service providers (e.g., ongoing Community Health Worker role at LISTEN, TLC peer support specialists, UV Haven service coordination, multi-agency collaborations, etc.)

⇒ Households finding affordable housing after coming to the top of waiting lists

⇒ Households moving to communities where housing is more affordable



Presence of Headrest's recovery house – housing individuals who would have gone from treatment to homelessness/the shelter.



Lebanon residents opting to move to VT and entering its Emergency Housing program (motel voucher program)



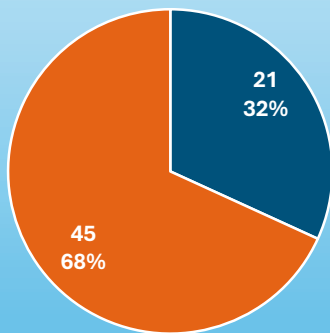
Transient status of some individuals utilizing shelter



Increase in bench warrant and drug arrests in Lebanon

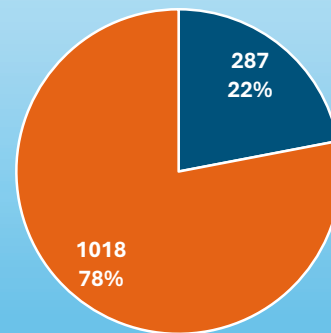
# Gender by Individuals and Bed Nights

Individual Guest Gender, N=66



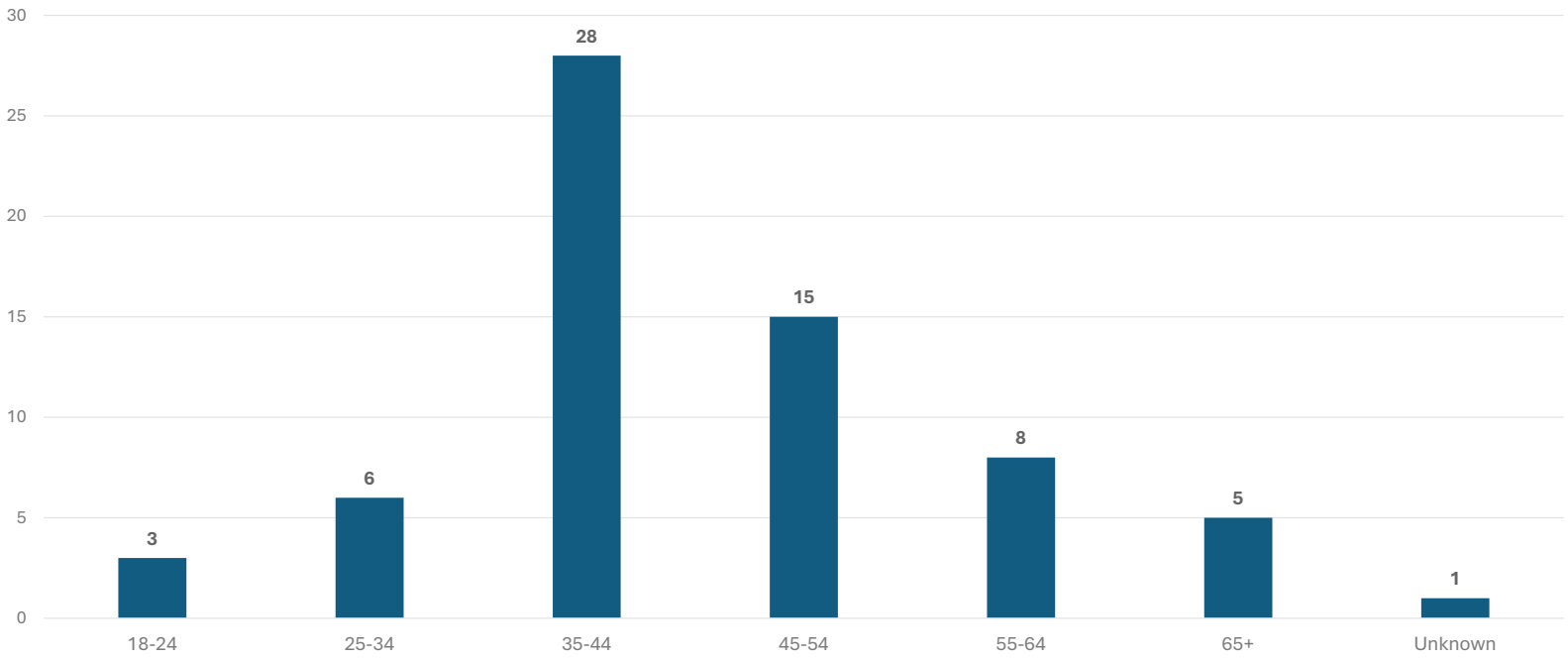
Women Men

Guest Gender by Bed Nights, N=1,305

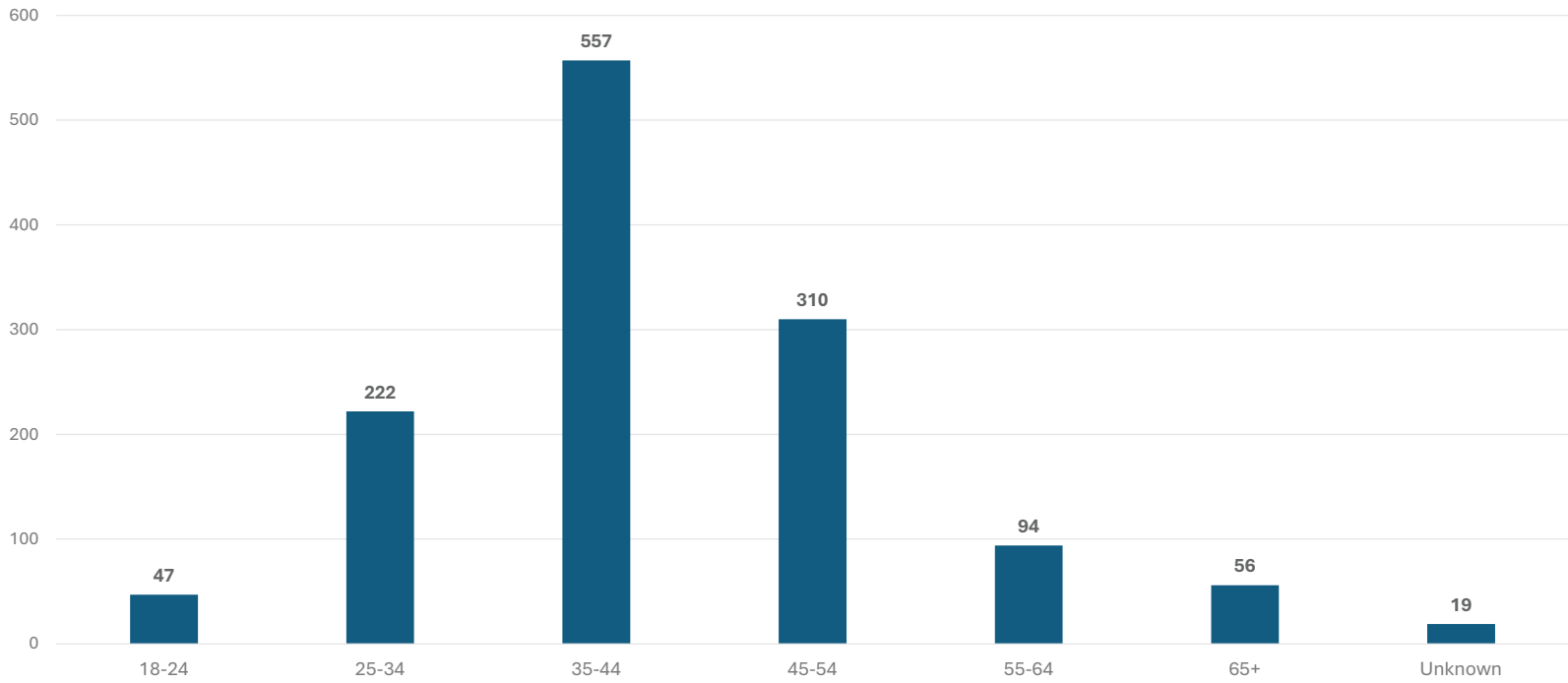


Women Men

# Guest Age Range (n=66)



## Age Range by Bed Nights (n= 1,305)



# Emergency Response

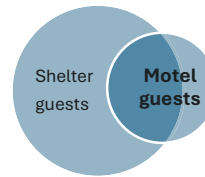
Category	
Welfare check	4
Pedestrian in road/road hazard	3
Health	2
MH evaluation	1
Cooking fire	1
Curfew/loitering/vagrancy (arrest)	1
Unwanted subject (arrest)	1
Suspicious person	1
Property found	1

\*One of the health-related emergency responses was for a drug overdose.

A priority of the 2025-2026 shelter season was to reduce the number of emergency response incidents at the shelter. Last season, **66** incidents were recorded. This season, Human Services noted only **15** emergency response incidents at the shelter, which included two arrests.



# Shelter Overflow in Motels

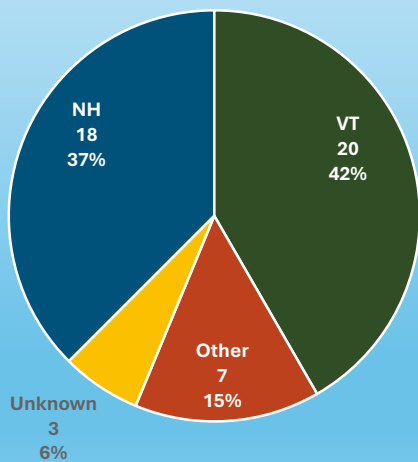


- 139 motel rooms representing 210 additional bed nights were utilized as shelter overflow.
- In addition to the 66 unique individuals who utilized the shelter, 12 more individuals stayed in a motel room as shelter overflow. 36 individuals stayed at both the shelter and in shelter overflow.
- With motel bed nights included, the shelter was at 108.2% capacity (1,515 bed nights).
- On average, 15 shelter beds would have been needed to accommodate the number of guests served by the shelter and the motels.
- On the busiest nights, 25 shelter beds would have been needed to accommodate the number of guests served by the shelter and motels.

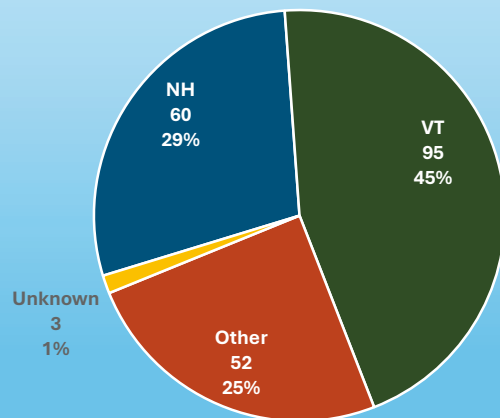


# Shelter Overflow by State of Residence

By Individual (n=48)



By Bed Night (n=210)



Other states include (in order of frequency of overflow use): CT, IN, NY, TN, CA, TX

## Shelter Overflow Expenses



Donations received:

\$5,000 from Dartmouth Health went directly to the Haven

Actual expenses:

\$17,186 total incurred by the Haven  
[\$12,186 absorbed by the Haven]

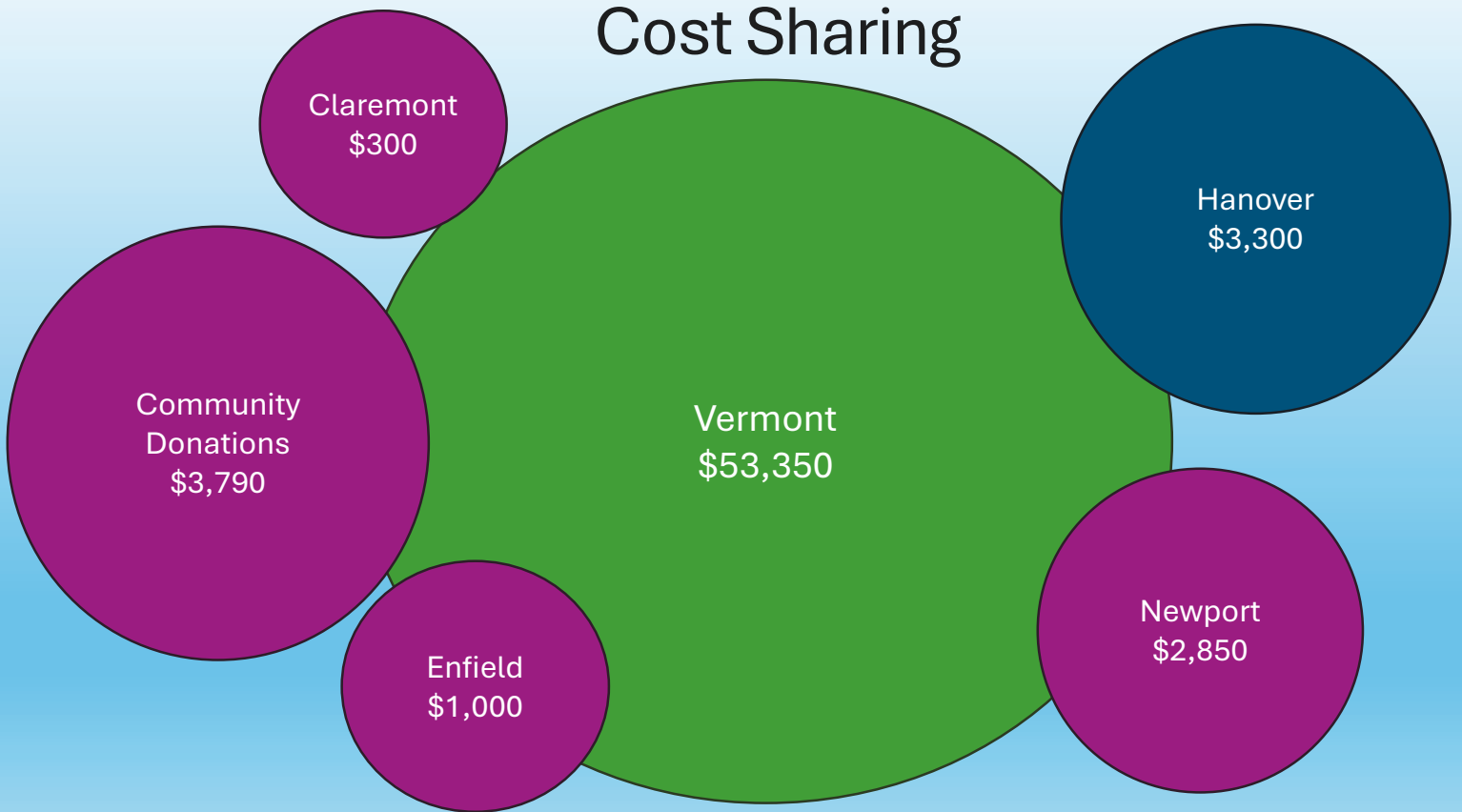


## Shelter Operational Expenses

<b>City of Lebanon</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Difference</b>
<i>Dec 2025-Dec 2026</i>			
December 2025 HS	\$30,000	\$8,606	(\$21,394)
December 2025 DPW	~\$2,000	\$1,915	(\$85)
January-April 2026 HS	\$120,000	\$74,576	(\$45,424)
January-December 2026 DPW	\$14,400	\$3,307 YTD	TBD end of year
Total	<b>\$166,400</b>	<b>\$88,404</b>	
<b>State of Vermont</b>	<i>Dec 2025-April 2026</i>	<i>Jan-April 2026</i>	
<i>FY 2026 (7/1/2025-6/30/2026)</i>	\$66,205	\$53,350	(\$12,855)

Operational expenses include DPW expenses for water/sewer, electricity, heat, information access, and maintenance. Staff time for plowing, shoveling, and garbage removal are not included.

# Cost Sharing



# Cost of Shelter vs. Motel



If shelter were provided in a motel room...

Average nightly cost of a motel room (as typically used by Human Services), including tax: \$133.18

2025-2026  
Shelter operation  
and overflow  
costs  
**\$158,940**

vs.

**All guests (1,515): \$201,767.70**



NH residents only  
(511 bed nights):  
\$68,054.98

VT residents only  
(744 bed nights):  
\$99,085.92

## Cost of Shelter vs. Motel (continued)

RSA 165 – Statutory Obligation to  
Provide Shelter to Lebanon Residents

If emergency shelter were provided in a motel room...

Average nightly cost of a motel room, including tax: \$133.18

2025-2026 Shelter operation and  
overflow costs to Lebanon

\$88,404

-\$7,940

\$80,464

NH residents only

(511 bed nights):

\$68,054.98

Lebanon residents

only

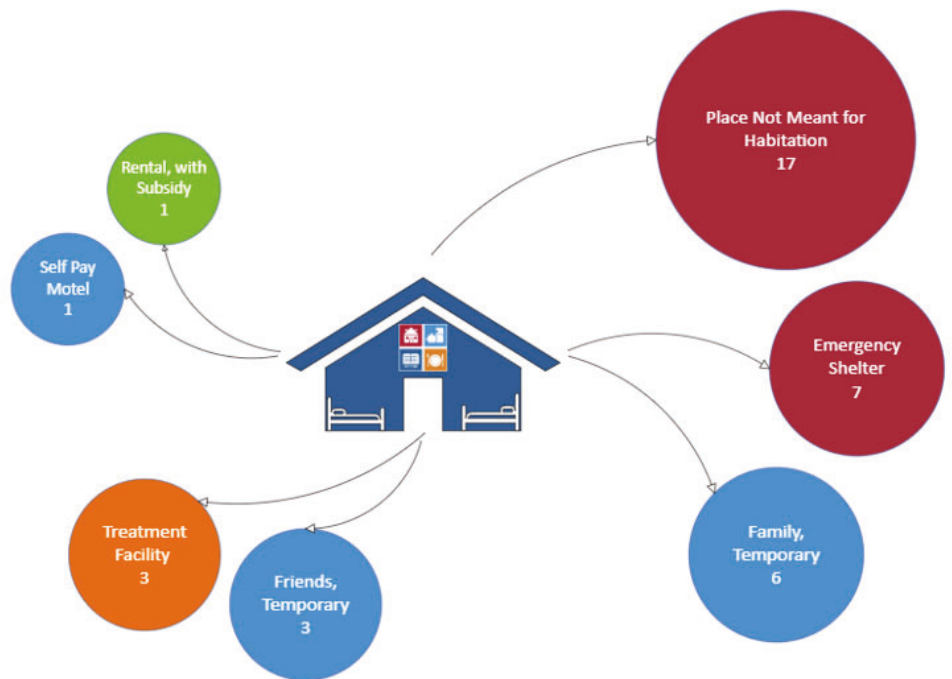
(263 bed nights):

\$35,026.34

# Shelter Programs: Lebanon Seasonal Shelter Destinations

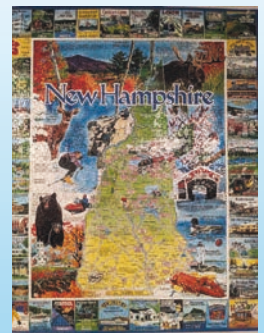
This visual shows the exit destinations for 38 of the 66 individuals who stayed in the seasonal shelter. The remaining 28 had unknown destinations.

Destination Key			
Homeless Situation	Institutional Setting	Temporary Situation	Permanent Situation



# *Thank you . . .*

Upper Valley Haven  
TLC Recovery Programs  
Dartmouth Health  
DPW, LPD, LFD/EMS



*and*

the many volunteers from the Upper Valley community who helped with dinner and contributed food, clothing and other supplies for shelter guests.

**Agenda  
Lebanon City Council  
June 17, 2026**

**12. New Business:**

**12.B – Discussion and Set Public Hearing for August 19, 2026: Proposed  
Amendments to the Lebanon Zoning Ordinance**

**Background**

Since the beginning of 2026, a Joint Committee of the School District and City Council have been meeting with the Boys and Girls Club of Central and Northern New Hampshire (BGC) to discuss a proposed childcare facility on City and School District properties near the former Seminary Hill School in West Lebanon. On February 4th, the City Council authorized the City Manager to enter into negotiations with BGC for a long-term lease on a portion of City-owned property at 6 Aldrich Avenue. Subsequently, at the March election, Lebanon voters overwhelmingly approved a warrant article authorizing the School Board to enter into similar negotiations with BGC for a long-term lease of School District property for the project.

As the prospective childcare facility project has evolved over the last several months, the Planning and Development Department has identified zoning amendments that would be necessary to facilitate the project. The enclosed memorandum from the Department summarizes the amendments that would be required to construct a childcare facility as currently proposed and outlines the zoning amendment review process.

**Action**

The following motion is offered for City Council consideration:

***MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 19, 2026, beginning at 7:00pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on amendments to Section 205 and Section 604 of the Lebanon Zoning Ordinance to facilitate the potential development of a childcare facility on City and School District properties near the former Seminary Hill School in West Lebanon. The City Council hereby sets the following tentative review schedule:***

***City Council Kick-Off: June 17, 2026***

***Planning Board Review: June 22, 2026***

***Zoning Board of Adjustment Review: July 6, 2026***

***Conservation Commission Review: July 9, 2026***

***City Council Work Session Review: July 15, 2026***

***City Council Public Hearing: August 19, 2026***

Included In This Section:

1. June 3, 2026 Memo from Planning and Development Department RE: Proposed Zoning Amendments: Sections 205 and 604



## CITY OF LEBANON ~ PLANNING & DEVELOPMENT

### MEMORANDUM

---

**TO:** Honorable Mayor and City Council

**FROM:** Planning and Development Department Staff

**RE:** Proposed Zoning Amendments: Sections 205 and 604

**DATE:** June 3, 2026

---

City of Lebanon, NH planning staff are proposing zoning amendments that are focused on allowing a Child Care Center to be constructed in West Lebanon. Two zoning amendments would be required to construct the childcare center on Seminary Hill beside the SAU 88 Administrative Building.

This project has been ongoing on for several years. In 2023, the City of Lebanon advanced a concept of having a childcare facility at Airport Road. This project stalled but led to exploration of other opportunities with the Boys and Girls Club of New Hampshire and SAU 88. The outcome of these discussions led to the project most recently before you, the construction of a childcare center on Seminary Hill. In January of 2026, the School Board placed a warrant article before the voters authorizing negotiation of a potential long-term lease with the Boys and Girls Club of NH in collaboration with the City. The article was supported by Lebanon voters. The concept shows a 5,400 sq. ft. building that provides around 50 childcare slots. The concept design attempts to balance the use of underutilized space, preservation of current recreational use, and flexibility for school and civic operations.

From a zoning perspective, two changes to the Zoning Ordinance need to occur for this project to be conforming. The first amendment is to add **Child Care Facility** to a list of exceptions when more than one principal structure is allowed (Section 205.3). **Group Residences** were already allowed in this section. The second amendment is to make changes to parking for **Group Day Care Facilities**. The new language gives provision to use on-street parking and parking on adjacent parking facilities to be used to satisfy all or a portion of the parking requirement.

#### Schedule of Public Hearings

When City Planning Staff brings forward zoning amendments in the fall as part of the regular annual schedule, we plan for 4 months to get through the Public Review process. Staff is presenting an ambitious schedule that only requires two months. The proposed amendments for the Child Care Center do not require RSA 675 notices nor do they include the major substance changes. Staff feels the 2-month schedule is a feasible timeframe. Pursuant to Article X, Section 1000 of the Zoning Ordinance, proposed zoning amendments must be reviewed by City legal counsel, and the Land Use Boards at a public forum in order to provide an opportunity for the public to provide input.

If Council decides to move forward the tentative schedule is as follows:

- June 17, 2026 – City Council Meeting: Order to Land Use Boards & legal review
- June 22, 2026 – Planning Board Public Review
- July 6, 2026 – Zoning Board of Adjustment Public Review
- July 09, 2026 – Conservation Commission Public Review
- July 15, 2026 – City Council Meeting: Council sets Public Hearing to be on August 19, 2026
- August 19, 2026 – City Council Public Hearing and Decision

If the Council decides to move the amendments forward, the review process will entail a legal review prior to consideration by the Planning Board, Conservation Commission and Zoning Board. Each of the land use Boards will review the amendments at public meetings, at which time public comment can be taken. The Boards will review and provide written comments to the City Council prior to the Public Hearing held before the City Council on August 19th. Staff recommends Council move to order the proposed zoning amendments to the land use boards and review by legal.

**Attachments**

- Section 205 “One Principal Structure Per Residential Lot” - Redline version of Amendment
- Section 604 “Group Day Care Facilities” - Redline version of Amendment

## ARTICLE II GENERAL PROVISIONS

[...]

### SECTION 205 ONE PRINCIPAL STRUCTURE PER RESIDENTIAL LOT.

There shall be only one **principal structure** on a **lot** in the **residential districts**, R-O district, and R-O-1 district, except when:

- 205.1 Approved pursuant to the PUD provisions of this Ordinance or as a **cottage development** per Section 509; or
- 205.2 ~~When~~ the project involves solely the permitted remodeling or reconstruction of existing buildings, or when constructing new buildings for multi-family use, as otherwise permitted by this Ordinance; or
- 205.3 ~~When~~ the project involves a **group residence** or a **child day care facility**, provided that site plan approval is obtained from the Planning Board.

[...]

## ARTICLE VI ADDITIONAL STANDARDS FOR SPECIFIC USES

[...]

### SECTION 604 GROUP DAY CARE FACILITIES.

#### 604.1 Play Area.

- A. There shall be a fenced outside play area which shall be free from hazards such as hidden corners; unprotected pools, wells, and steps; poisonous plants such as poison ivy, foxglove, and rhubarb; farm or lawn machinery or implements.
- B. It shall contain at least 50 square feet of usable play space per child using it, and the average width shall not be less than eight feet. Play areas shall not be permitted in front yards.
- C. By **special exception**, the Board of Adjustment may waive the requirement for a fence or the requirement that the play area not be in the front yard.

#### 604.2 Other Requirements.

- A. A suitable loading and unloading area shall be provided for those children for whom the facility provides transportation. This area shall be in addition to required ***parking areas***.
- B. Group day care facilities shall comply with all applicable state and federal regulations.
- C. Parking: One (1) parking space for each employee and one (1) parking space for every eight (8) clients shall be provided on site. On-street parking spaces adjacent to the ***child day care facility*** and/or parking spaces located within an adjacent ***parking facility***, may be used to satisfy all or a portion of the parking requirement.

[...]

DRAFT



# LEBANON BOYS AND GIRLS CLUB DAYCARE FACILITY



MAY 2026

PRELIMINARY DESIGN  
NOT FOR CONSTRUCTION

**Agenda  
Lebanon City Council  
June 17, 2026**

**12. New Business:**

**12.C – Draft Housing Chapter of the Master Plan**

**Background**

On July 17, 2024, the City Council established a Lebanon Housing Task Force with a stated goal of producing a report on housing and, based on the findings of said report, recommending changes to (i) the Housing chapter of the City's 2012 Master Plan, and (ii) the Neighborhood and Housing functional area of the City of Lebanon Strategic Plan. The Housing Task Force was directed to complete the final report and recommended Master Plan and Strategic Plan changes no later than July 1, 2026.

In Spring 2025, the City was awarded a \$100,000 Housing Opportunities Planning grant through the InvestNH program, which was used to engage Resilience Planning, a planning consulting firm, to assist the Housing Task Force with data collection and analysis and rewriting the Housing chapter. On June 1st, the Housing Task Force held its last formal meeting and made final edits to the draft Housing chapter, which is enclosed for the Council's review.

At the July 15, 2026 Council meeting, the Urban Land Institute's Technical Assistance Panel will be present with the Planning and Development Department to review and discuss the Housing chapter and will provide recommendations on how best to implement the actions and achieve the goals of the Housing chapter. The City Council is asked to review the draft Housing chapter in preparation for the presentation and discussion on July 15th.

**Action**

*No action is required at this time. This item is for informational purposes only.*

Included In This Section:

1. June 9, 2026 Memorandum from the Planning & Development Department RE: Draft Housing Chapter of the Lebanon Master Plan, including draft report entitled "Living in Lebanon 2035, A Housing Chapter for the City of Lebanon Master Plan"



## CITY OF LEBANON ~ PLANNING & DEVELOPMENT

### MEMORANDUM

---

**TO:** Honorable Mayor and City Council

**FROM:** Planning and Development Department Staff

**RE:** Draft Housing Chapter of the Lebanon Master Plan

**DATE:** June 9, 2026

---

#### **Background:**

The Lebanon Housing Task Force was created in 2024 and first met in the fall of that year. In May of 2025, the city was awarded \$100,000 in the form of a Housing Opportunity Housing Grant. This grant was used to hire Resilience Planning, a planning consulting firm, to work with the Housing Task Force to complete a full rewrite of the Housing Master Plan Chapter. Since then, we have completed a market analysis, a housing needs assessment, a fiscal analysis, hosted many community outreach events, and a community survey which received around 1,000 responses. These documents can be found on the City's website: [Lebanon Housing Plan - Living in Lebanon | Lebanon, NH](#). The final meeting of the Lebanon Housing Task Force was on June 1, 2026, where they made final edits to the draft chapter and prepared it to be sent to the Planning Board for its final approval.

The Lebanon Housing Task Force and Resilience Planning are prepared to share the draft Housing Chapter with City Council. No formal action is needed from Council.

#### **Upcoming Dates:**

It is very important to get this draft chapter in the hands of City Council at this time. There are several upcoming events that involve this chapter.

- June 22, 2026: Planning Board public hearing

At this meeting the Planning Board will host a public hear on the draft chapter to receive community input and decide to approve the chapter.

- July 14-15, 2026: Urban Land Institute Technical Assistance Panel

Lebanon will be hosting an event in partnership with the Urban Land Institute with the topic of how to implement the goals and actions listened the Housing Chapter of the Master Plan. The Urban Land Institute representatives will be presenting their findings at the July 15, 2026, City Council meeting.

**Attachments:**

- Draft Housing Master Plan Chapter: This is the final draft that from the Lebanon Housing Task Force that will go to the Planning Board for their approval.



# LIVING IN LEBANON 2035

**A Housing Chapter** for the City of  
Lebanon Master Plan

Adopted \_\_\_\_\_

# Acknowledgments

This Housing Chapter was developed through a collaborative effort involving the City of Lebanon Planning Department, the Lebanon Housing Task Force, community participants, and the consultant team, Resilience Planning and Design and RKG Associates. The Planning Department provided leadership and coordination throughout the process, while the Housing Task Force helped guide the chapter through review of housing data, identification of housing challenges and opportunities, and discussion of future housing needs and strategies. ***The City extends its appreciation to everyone who contributed their time, expertise, feedback, and perspectives throughout the development of this chapter.***

## **Housing Task Force Members:**

Timothy McNamara, City Councilor  
Andrew Faunce, Planning Board Representative and City Councilor  
Sarah Riley, Conservation Commission Representative  
Tia Winter, DEI Commission Representative  
John D'Entremont, Lebanon School Board Representative  
Ryan Dube, Lebanon Housing Authority Representative  
David Duncan, Business Member Representative  
Ellen Smith Ahern, Resident Representative

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# SETTING THE STAGE

Lebanon's **existing housing stock**, along with **the housing units developed over the next decade**, will be defining factors in the city's future. The composition and availability of housing shape who is able to live in Lebanon, how neighborhoods change over time, and how effectively the local economy operates. As a regional center for employment, healthcare, and education, Lebanon's ability to provide a range of housing options directly affects **workforce retention and attraction, economic competitiveness, and long-term community stability**. The recent adoption of Pattern Zones Overlay District was an important step in the right direction.

Lebanon residents and decision makers are serious about addressing the documented housing supply issues, and this **Housing Chapter** establishes a clear framework for how housing related actions will support the community's broader vision. Doing so will ensure that growth is aligned with local values, that new development activity reinforces and enhances the existing development patterns, that pathways to ownership exist so residents build equity and contribute to community stability, and that residents across income levels and life stages have access to appropriate housing options.

## KEY POINTS:

- Housing shapes Lebanon's **community composition** and **economic stability**
- **Municipal influence** over housing production is important but **limited**
- **Market pressures** are driving housing challenges
- A coordinated, policy-driven **housing strategy** is needed
- Core guiding principles focus on **housing diversity, neighborhood character, and greater accessibility**

A **glossary of planning and housing related terms** has been included at the end of this chapter. Some key terms are also explained within the body of this chapter.

The **VISION** for Lebanon's housing future is as follows:

*Lebanon is a community that retains its socioeconomic diversity while maximizing opportunities for home ownership; a community where people can find housing that meets their needs at every stage of life, supported by a housing supply that balances economic growth and workforce retention with neighborhood stability, and guided by development patterns that reinforce walkability, reflect local character, ensure equity, and make efficient use of land.*

To achieve this vision, five housing goals have been identified:

**GOAL 1:** Improve *Housing Affordability*

**GOAL 2:** Expand *Housing Diversity*

**GOAL 3:** Increase *Housing Supply*

**GOAL 4:** Direct Growth *Appropriately*

**GOAL 5:** Remove *Regulatory Barriers*

The **implementation actions** found at the end of this Chapter clarify the steps that need to be taken to achieve these goals and the housing vision over the next decade.





## Limits of Municipal Influence on Housing Solutions

While the City of Lebanon plays an important role in shaping housing outcomes through its authority over land use regulations, zoning, and the development review and approval process, ***its influence over the broader topic of housing supply is inherently limited and should be noted.*** Many of the factors that ultimately determine whether housing is built, the type of units produced, and at what price point are driven by external forces beyond municipal control. These include ***market dynamics*** such as construction costs, interest rates, labor availability, and developer financing, as well as ***regional demand pressures*** tied to employment and economic conditions. In addition, ***individual preferences***—such as choices about location, housing type, and tenure (owner occupied or rental)—and the tax rate ***further shape how the market responds.***

As a result, while the city cannot fully dictate the pace, scale, or affordability of housing development on its own, it can create a ***regulatory and policy environment*** that enables and encourages desired housing outcomes. This underscores the importance of partnerships, incentives, and coordinated regional approaches required to make Lebanon’s housing vision a reality.



## Lebanon's Role as a Regional Employment Center

Lebanon's role as a major regional employment center is reflected in the presence of large employers such as ***Dartmouth Health, Hypertherm, FUJIFILM Dimatix, Alice Peck Day Memorial Hospital, Novo Nordisk, Timken Aerospace, and School Administrative Unit 88***, all of which contribute to sustained housing demand across the Upper Valley. A range of local and regional housing solutions are needed to support employees across a wide range of incomes, occupations, and household types, with varying household needs, including workers employed by ***smaller businesses and service providers*** throughout the region.

# The Role of Housing in the Master Plan

## ***Housing is not a standalone issue.***

It is a foundational component of the Master Plan that intersects with land use, economic development, infrastructure, taxes, and community character. Lebanon’s housing market reflects its role as the Upper Valley’s primary employment center, with strong demand driven by major employers and regional in-migration.

At the same time, the city is experiencing changes that are placing **sustained pressure** on the housing supply:

- **Population growth** and an influx of new residents, including young professionals, are increasing demand for housing units.
- **Household sizes are declining**, with a growing share of one- and two-person households that are seeking new housing opportunities.
- **Rising housing and construction costs**, combined with **limited supply** across housing types, are creating **barriers** for renters, first-time homebuyers, moderate-income households, and residents wishing to age-in-place.
- **A mismatch between available housing and the evolving needs of residents**—particularly a lack of larger units and ownership opportunities—is limiting options for families and contributing to challenges in retaining residents over time.
- **Development projects are constrained by market conditions**, and guided by local

regulations, with most new construction skewing toward larger multifamily projects while smaller-scale and “missing middle” housing types remain difficult to deliver.

- **Regional employment dynamics and in-migration of higher-income households** are intensifying **competition** for housing, with implications for workforce retention and access to housing for local residents.

These trends reinforce the need for a **coordinated housing strategy** that balances growth with affordability, supports economic vitality, retains Lebanon’s distinct character, and maintains quality of life.





## Purpose of The Housing Chapter

***The purpose of this chapter is to establish a policy and planning framework that guides housing decisions over the next decade.***

It provides the foundation for ***regulatory updates, investment priorities, and partnership strategies*** that will shape Lebanon's housing landscape. By aligning housing with land use, economic development, transportation, energy, natural resource and other community goals, this chapter ensures that future growth contributes to a more balanced, inclusive, and sustainable city. A city that can accommodate continued housing demand while preserving the qualities that define Lebanon's distinct character and quality of life.



# HOUSING ISSUES AND PRIORITIES

Lebanon's housing conditions reflect a combination of sustained regional demand, shifting demographics, and structural constraints in the housing market. Organized around the most consistent and actionable **six housing themes** identified, this section of the Housing Chapter provides a framework that integrates **existing conditions, key issues, and priority outcomes** to guide Lebanon's future housing strategies and implementation efforts.

This chapter was informed by the following work products created during the Living in Lebanon project funded in 2025/26 through a Housing Opportunity Planning Grant, and each document is included in the Appendix:

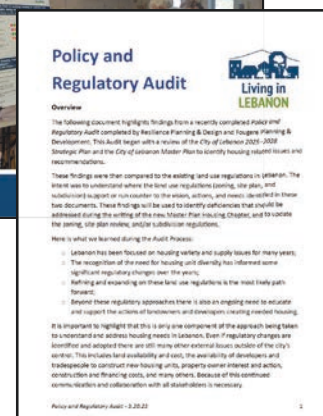
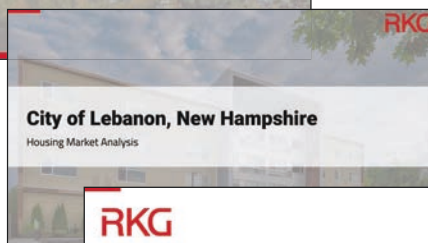
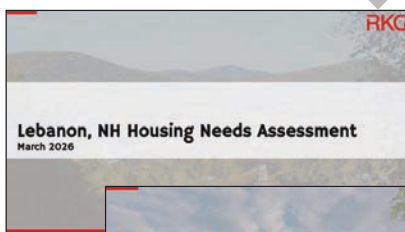
- **Housing Needs Assessment:** Evaluates current and projected housing demand, identifying gaps between available housing and the needs of residents across income levels, household types, and life stages.



- **Market Analysis:** Examines housing market conditions, including pricing, supply trends, vacancy rates, and development activity, to understand how the local market is functioning and responding to demand.
- **Fiscal Impact Analysis:** Assesses the costs and revenues associated with different types of housing development, helping to understand how housing growth affects municipal finances and service delivery.
- **Policy and Regulatory Audit:** Reviews existing zoning, land use regulations, and development processes to identify barriers, inconsistencies, and opportunities to better support housing production and diversity.
- **Outreach Summary:** Synthesizes input from Livable Lebanon community engagement efforts—including surveys, focus groups, and public events—to capture resident experiences, priorities, and preferences related to housing.

## KEY POINTS:

- **Housing demand continues to outpace supply**, resulting in a constrained and highly competitive market.
- **Affordability pressures are widespread**, with rising costs outpacing incomes across household types.
- **Workforce housing gaps** are impacting economic stability, employee retention, and access for essential workers.
- **Changing household composition is reshaping demand**, with increased need for smaller, flexible, and accessible housing options.
- **The housing stock lacks diversity**, particularly in missing middle and smaller-scale housing types, and units desirable to families.
- **Regulatory, financial, and market barriers** continue to limit housing production and access.
- **Community feedback** emphasized a desire for increasing housing options while maintaining affordability, neighborhood character, and quality of life.



# Issue #1: Persistent Supply and Demand Imbalance

Housing demand in Lebanon continues to outpace supply, driven by steady population growth, workforce in-migration, and the city's role as the Upper Valley's primary employment and service center. Over the past decade, population growth of approximately 9% and continued projections of growth through 2030 have reinforced **sustained demand for housing across all types**.

At the same time, housing production—while active—has not kept pace with this demand. Multifamily development has increased significantly, particularly since 2015, positioning Lebanon as the focal point for regional rental housing. **However, overall production remains insufficient, especially for ownership opportunities and smaller-scale infill development.**

These conditions have resulted in a **constrained housing market** characterized by **low vacancy rates, rising prices, and intense competition** for available units. A significant share of homes sell above asking price, and rental units are quickly absorbed. This imbalance between supply and demand is the primary driver of broader housing challenges, limiting housing choice and increasing barriers to entry across income levels.

Median home prices  
more than

**DOUBLED**

since 2015 (from  
**\$205,000 to \$451,000**),  
far outpacing local  
income growth



Median Monthly Rent:

**\$2,923**

Source: 2024 NH Housing Data

Median Household Income:

**\$92,288 - \$121,300**

Source: 2024  
American  
Community Survey

Source: 2025 U.S. Dept.  
of Housing and Urban  
Development

## TENURE PATTERNS

Lebanon has a **nearly even split between renters and homeowners**. This balance distinguishes Lebanon from many surrounding communities and reinforces its role as a regional housing center that supports a broad mix of households, housing needs, and life stages. Many of Lebanon's renters tend to be younger and more transient, while homeowners are more likely to be older and longer-term residents. This distinction has implications for housing demand, unit types, and neighborhood stability.

***Strategic Priorities: Expand overall housing supply through a range of housing types and scales, with a focus on infill development, redevelopment, and adaptive reuse in areas with existing infrastructure and services.***

# Issue #2: Widespread Affordability Pressures

**Housing affordability is a central issue affecting households across the income spectrum.** Rising rents, home prices, property taxes, and utility costs have become a primary concern for residents, influencing their ability to remain in or move to Lebanon.

A significant portion of renters are cost-burdened, with approximately one in five households spending more than 30% of their income on housing. While household incomes have increased in recent years, these gains have not kept pace with escalating housing costs. Higher-income households have driven overall income growth, while lower- and moderate-income households face increasing difficulty accessing housing that aligns with their budgets. These conditions have created a widening affordability gap, reducing housing mobility and limiting options for first-time homebuyers, renters, and moderate-income households.

## MARKET CONDITIONS

Lebanon's housing market is characterized by strong demand and constrained supply:

- **Rising Prices and Rents:** Home prices have increased substantially over the past decade, while rents continue to climb in response to sustained demand.
- **Low Vacancy Rates:** Rental vacancy rates remain low, indicating limited availability and a highly competitive market.
- **High Competition:** A significant share of home sales are above asking price, and rental units are quickly absorbed, reflecting intense competition for available housing.

These conditions collectively limit housing choice and increase barriers to entry for both renters and homebuyers.



**18%**

of **HOMEOWNERS** are cost-burdened in Lebanon, spending more than 30% of their incomes on housing

**43%**

of **RENTERS** are cost-burdened in Lebanon, spending more than 30% of their incomes on housing

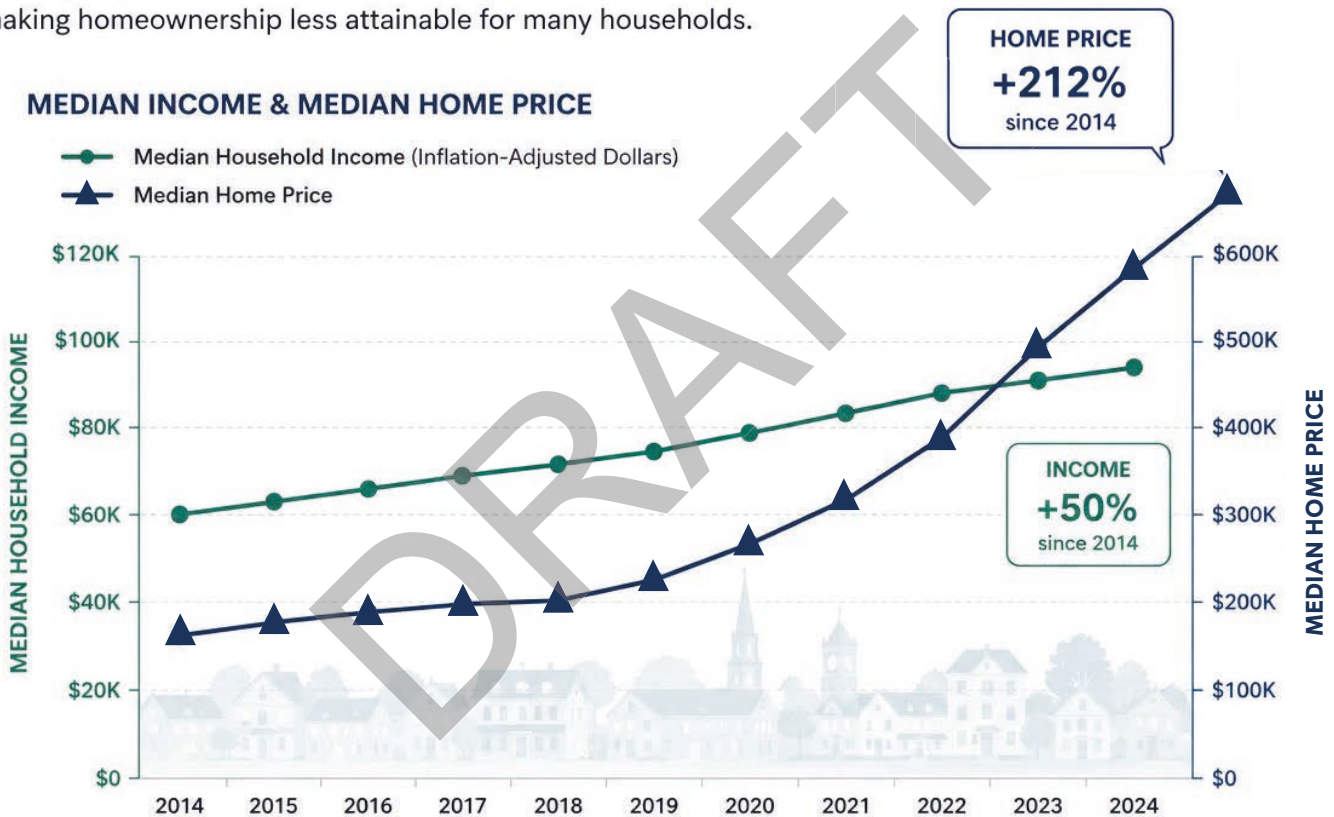
**Strategic Priorities: Improve affordability and access by preserving existing affordable housing, incentivizing mixed-income and workforce housing, and reducing financial and regulatory barriers that contribute to cost burdens.**

The growing gap between household income and housing costs in Lebanon highlights an increasing affordability challenge affecting households across the community. While household incomes have increased over the past decade, median home values and housing costs have risen at a substantially faster rate, making homeownership increasingly difficult for many residents, area employees, older adults, and first-time homebuyers. Current data indicates that the **median assessed value of a single-family home** in Lebanon is approximately **\$470,200**, with a median **annual property tax bill** of roughly **\$10,123**. Based on current housing cost estimates, purchasing a median-priced home in Lebanon would require the equivalent of two individuals each working full-time at approximately \$34.00 per hour to afford the estimated housing cost of \$3500 per month.

# LEBANON, NH

## Median Income vs. Median Home Price: A Decade of Change

Home prices have increased substantially faster than incomes, making homeownership less attainable for many households.



**MEDIAN HOME PRICE**  
**+212%**  
increase  
(2014–2024)



**MEDIAN INCOME**  
**+50%**  
increase  
(2014–2024)



**THE GAP IS WIDENING**  
Home prices have risen over  
**4x faster**  
than incomes.



**Rising home prices make it harder for local workers, young families, and first-time buyers to achieve homeownership in Lebanon.**

**SOURCES:**  
American Community Survey (ACS) 5-Year Estimates  
Zillow Home Value Index (ZHVI) – Lebanon, NH  
Note: 2014 dollars adjusted for inflation using CPI-U-RS.

# Issue #3: Workforce Housing Constraints

Lebanon's economy is closely tied to major employment sectors, including **healthcare, education, and professional services**. These sectors generate sustained demand for housing and shape both the scale and type of housing needed in the city.

**However, a mismatch exists between wages—particularly for lower- and moderate-income workers—and available housing options.** Many employees in essential sectors face difficulty finding housing within the

community, leading to longer commutes, reduced retention, and challenges in workforce recruitment.

This issue is particularly pronounced given Lebanon's role as a **regional employment hub**, drawing workers from across the Upper Valley. The lack of accessible workforce housing has direct implications for economic stability and the ability of employers to attract and retain staff.



**Strategic Priorities:** Strengthen workforce housing solutions through partnerships with employers, housing organizations, and regional stakeholders, and explore tools such as employer-assisted housing and targeted development incentives.

# Issue #4: Changing Household Composition

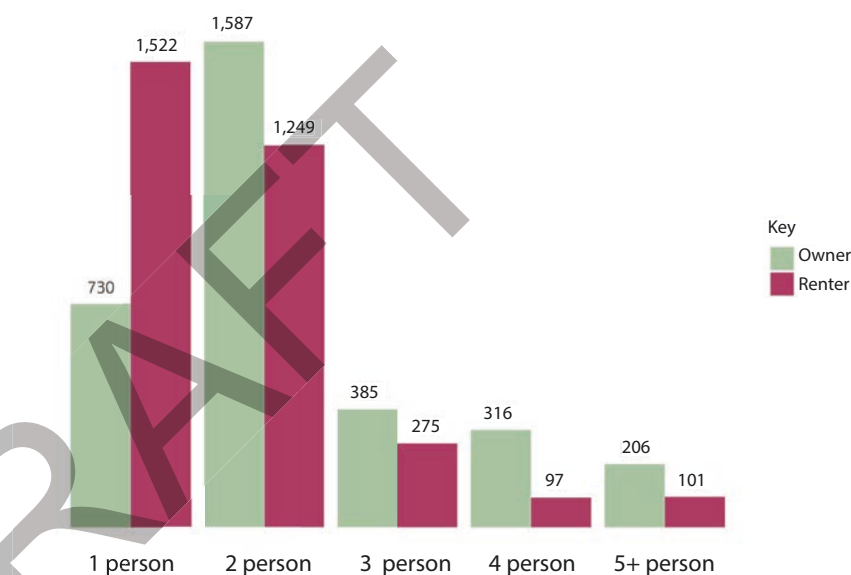
Demographic trends in Lebanon are reshaping housing demand.

**Household sizes are decreasing**, with one- and two-person households now representing approximately 80% of all households. At the same time, the community is experiencing both an **aging population** and an **influx of younger, working-age residents**.

These shifts are increasing demand for **smaller, more flexible housing options**, including rental units, downsizing opportunities, and housing that supports aging in place. However, gaps remain in the availability of family-sized units and accessible housing options for seniors and individuals with disabilities.

This evolving demographic profile requires **a housing stock that can accommodate a wider range of life stages and household needs**. These new units should be encouraged in locations that have the necessary infrastructure, and reinforce the desired development pattern.

### Household Size by Ownership



Source: US Census Bureau ACS 5-Year Estimates, 2018 and 2023

## Lebanon has a high concentration of smaller households.

Across owner and renter units in Lebanon there is a high proportion of smaller households, with **80%** consisting of one or two people. However, the many studio and one-bedroom units constructed may be contributing to this trend.

**Strategic Priorities:** Expand housing options that reflect changing household needs, including smaller units, accessible housing, and housing that supports aging in place, while maintaining adequate supply of family-oriented housing.

# What is Missing Middle Housing?

Missing middle housing refers to a range of multi-unit housing types that fall between single-family homes and large apartment buildings. These housing forms are typically compatible in scale with traditional neighborhoods, but provide more units and a greater diversity of housing options.

## Core Characteristics

- Moderate density (generally 2–12 units per building or lot)
- Residential scale (similar height and massing to single-family homes)
- Often integrated into existing neighborhoods rather than large standalone developments
- Supports both rental and ownership opportunities

## Common Missing Middle Housing Types

- Duplexes, triplexes, and fourplexes
- Townhouses and rowhouses
- Cottage courts (small homes clustered around a shared open space)
- Small multiplex buildings (e.g., 6–12 units)
- Live/work units

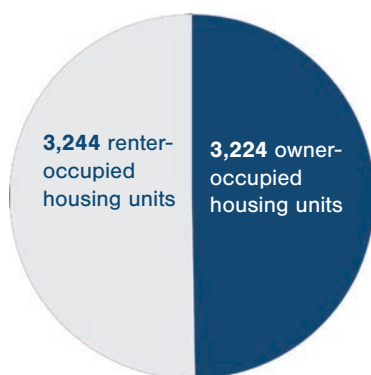
*Below Images: Examples of Missing Middle Housing Types*



# Issue #5: Limited Diversity of Housing Types

Lebanon’s housing stock includes a mix of traditional single-family homes and a growing share of multifamily developments. While this reflects its role as a regional center, ***the range of available housing types remains limited relative to current and emerging needs.***

***Development activity has increasingly favored larger multifamily structures,*** while smaller-scale housing options—such as accessory dwelling units (ADUs), duplexes, townhouses, and other missing middle housing types—remain underrepresented. This limits the availability of intermediate housing options that can bridge the gap between single-family homes and large apartment buildings. As a result, the housing supply does not consistently provide a mix of unit types, tenures, and price points needed to support a diverse population.



The total number of 1 and 2-person households increased by **10 percent** between 2013 and 2023.

## GAPS IN THE HOUSING SUPPLY

Despite ongoing development activity, significant gaps remain between the housing supply and community needs:

- **Small Units:** Demand for smaller units is increasing due to changing household composition, yet supply remains limited relative to need.
- **Family-Sized Housing:** There is a lack of larger rental units and ownership options suitable for families.
- **Entry-Level Homeownership:** Rising home prices and limited inventory restrict access for first-time homebuyers.
- **Senior Housing:** Aging residents require accessible, downsized, or supportive housing options that are currently limited.
- **Workforce Housing:** A mismatch persists between available housing and the needs of moderate-income and essential workers.

***Strategic Priorities: Expand housing diversity by enabling and incentivizing missing middle housing, smaller-scale multifamily development, and a broader mix of ownership and rental opportunities.***

# Housing Production Trends

***Lebanon’s housing production patterns have shifted significantly in recent decades, with substantially lower rates of single-family home construction and a notable increase in multifamily housing development.***

While single-family construction since 2020 has remained relatively consistent with the previous decade, multifamily production has accelerated considerably, reflecting growing demand for a wider range of housing types, household sizes, and price points. In addition, more than 900 housing units are currently identified within the development pipeline, indicating continued development pressure and the potential for substantial housing growth in the coming years. This trend highlights the increasing importance of long-range planning efforts related to infrastructure capacity, transportation, housing affordability, workforce needs, and maintaining a socially, economically, and generationally diverse year-round population.

*Below: Table illustrating historic housing production trends in Lebanon and modelled future projections provided by the City of Lebanon*

Year Units Built	Single-Family Units	Multi-Family Units
2026-2029 <i>(projected)</i>	130	1,768
2020-2025	65	884
2010-2019	126	521
2000-2009	409	420
1990-1999	220	169
1980-1989	509	489
1970-1979	447	477
1960-1969	488	84



Recent housing development activity in Lebanon may have influenced the community’s household size trends, particularly the increase in one- and two-person households identified in recent demographic data. Several of the larger residential projects constructed in recent years were heavily weighted toward studio and one-bedroom units, which are more likely to attract single occupants or smaller households by design. For example, The Merek includes 123 studio units and 127 one-bedroom units, Hanover Place Residences consists entirely of 120 studio apartments, One Mechanic Street includes 17 studio units, and Heater Landing includes 30 one-bedroom units. As a result, the construction of these housing types may have contributed to or accelerated demographic trends showing growth in smaller household sizes, rather than solely reflecting an organic shift in the composition of existing residents or families within the community.

# Issue #6: Barriers to Housing Access and Development

A variety of barriers continue to limit both access to housing and the production of new units. For many households, **competition, eligibility requirements, and financial constraints** restrict access to available housing, particularly for lower-income and nontraditional applicants.

From a development perspective, **regulatory complexity, development costs, and approval processes** can constrain housing production—especially for smaller-scale or infill projects. In some instances, requirements related to **zoning, permitting, and site development** can make it difficult to deliver the types of housing most needed by the community. These barriers contribute to both limited supply and reduced accessibility, reinforcing Lebanon’s broader housing challenges.

## RELEVANT TRENDS

- Stakeholders report that Lebanon’s housing is both **too expensive and too limited**, with essential workers often living far away, buyers priced out, and renters unable to find units in the \$1,800–\$2,000 per month range.
- High development costs, long permitting timelines, and regulatory barriers are **limiting new construction**, pushing builders to pursue projects in other communities.
- Since 2015, **nearly all new housing growth has been in rental units**, while owner-occupied development has remained modest and inconsistent.

## Key Findings from the Policy and Regulatory Audit of the Lebanon Master Plan and Land Use Regulations:

- Lebanon has been focused on addressing housing variety and supply issues for many years;
- The city’s recognition of the need for housing unit diversity has informed some significant regulatory changes over the years;
- Further refining and expanding on these land use regulations over the coming decade is the most likely path forward; and
- Beyond these regulatory approaches, there is also an ongoing need to educate and support the actions of landowners and developers creating needed housing.

**Strategic Priorities: Continue to modernize zoning and development regulations to reduce constraints, streamline approvals, and enable a wider range of housing types, particularly small-scale and infill development.**

# COMMUNITY INTEREST AND GUIDING PRINCIPLES

Community engagement efforts completed during the Livable Lebanon initiative—including focus groups, community conversations, tabling events, and a citywide survey—collected input from over 1,000 participants, offering a broad perspective on housing needs and priorities.

Respondents consistently identified **housing costs and availability as major concerns**, while also expressing a strong desire for housing solutions that align with neighborhood character, walkability, and quality of life. There is clear support for **increasing housing options across a range of types and price points**, particularly in walkable, service-rich areas.

Community feedback also emphasized the importance of housing that supports **different life stages**, including young professionals, families, and older adults, as well as interest in **balancing growth with livability** through thoughtful design and location of new development.



**1,000+ participants**

engaged in all outreach activities conducted for the Living in Lebanon Housing Chapter

**“We need housing to be affordable. Essential staff often make low wages. If they can’t afford to live close to work because of high housing costs, then they are less likely to remain in this area.”**

**“It’s really hard to want to stay here when it feels like we will never save enough for a down payment to buy a house, when we are paying \$2800+ in rent a month.”**

**“Pricing and availability are an issue. With the increase in inflation, everything is getting harder to afford. My income level stays the same.”**

Together, Lebanon's **housing issues and strategic priorities** provide a comprehensive understanding of the city's housing landscape and establish a clear foundation for action.

They highlight the need to expand and diversify housing supply, improve affordability and access, support workforce housing, respond to demographic shifts, remove barriers to development, and better align housing efforts with broader community priorities.

The following guiding principles are intended to help frame future housing decisions, policies, investments, and implementation efforts throughout the city.

## Guiding Principles

### 1. Provide a Range of Housing Options

As a city, Lebanon must support a **diverse mix of housing types, sizes, and price points** to meet the needs of a changing population. This includes rental and ownership opportunities, smaller units for individuals and couples, and larger units for families. A broader housing mix will better reflect the city's evolving household composition and workforce needs, while also addressing gaps in the existing housing supply identified through market analysis and community feedback.

### 2. Support Community Character and Neighborhood Quality

Housing development should reinforce Lebanon's **existing neighborhood patterns**, maintain **human-scale design**, and integrate with **surrounding land uses**. New housing should contribute positively to neighborhood form, support safe and accessible public spaces, and reflect the community's expectations for design, scale, and livability. Land use regulations, zoning, and partnerships with private and public housing developers should help guide these outcomes.



### 3. Promote Walkability and Access to Services

Future housing should be directed toward areas with **existing infrastructure, services, and transportation options**. Encouraging infill, redevelopment, multi-family, and mixed-use development in walkable areas will reduce reliance on automobiles, improve access to jobs and services, and support more sustainable growth patterns. This approach also aligns with broader goals in the Master Plan to focus development in established areas rather than expanding into undeveloped land.



### 4. Maintain and Enhance Quality of Life

Housing policy should support **stable, safe, inclusive, and resilient neighborhoods for all people**, including marginalized communities\*. This includes ensuring that residents can remain in the community as their housing needs change, supporting aging in place, and addressing cost pressures that affect household stability. Community input highlights that housing affordability, availability, and overall cost of living are central to residents' ability to stay in Lebanon.

*\*Marginalized communities are groups of people often excluded from mainstream social, economic, cultural, and political life, often relegated to the periphery of society due to systemic discrimination. They face unequal power relationships and reduced access to resources, opportunities, and rights based on factors like race, gender, disability, or low income. (National Institutes of Health)*

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Building on this framework, **the implementation section translates these needs into a coordinated set of actions**. These actions are designed to be practical and achievable, reflecting both market realities and the City's regulatory role, while also identifying opportunities for partnerships and targeted investments. Grounded in both data and community input, this approach positions Lebanon to continue to thoughtfully respond to evolving housing needs and to guide future growth in a way that supports long-term economic stability and community well-being.

# IMPLEMENTATION

This section serves as the **implementation framework** for Lebanon’s housing vision. These identified strategies build on and respond to data analysis findings and community priorities presented in this chapter and its appendices. The intent is to guide policy, regulatory updates, partnerships, and investment decisions that collectively shape a more balanced, accessible, and resilient housing system.

## Implementation Strategies

**Lebanon’s housing vision seeks to expand and diversify the housing supply by increasing production across a range of housing types, scales, and price points.** This includes supporting missing middle housing, multifamily development, and the adaptive reuse of existing structures—particularly in areas with existing infrastructure, services, and transportation access. Directing housing development to these locations reinforces walkable neighborhoods, supports an efficient land use pattern, and strengthens Lebanon’s downtown, neighborhoods, and key development corridors as priority areas for investment.

### KEY POINTS:

- Strategies and actions reinforce the **Housing Chapter’s Vision**
- A **multi-faceted approach** is what will help “move the needle”
- Housing solutions must also support the area’s **workforce**
- **Land use regulations** play a key role in shaping the housing landscape
- **Housing stability** and meeting **life cycle needs** are core priorities
- Implementation must respond to **broader system level factors**

**Improving housing affordability and access is a core priority and will require a multi-faceted approach.** This includes preserving existing affordable housing, incentivizing new workforce and mixed-income development, and addressing financial and regulatory barriers that limit access for a broad range of households. Expanding the diversity of housing types—including smaller units, multifamily housing, and missing middle formats—will help ensure the housing stock reflects changing household needs while creating both rental and ownership opportunities at a scale that better aligns with demand. Supporting homeownership and exploring tools such as employer-assisted housing will further strengthen access and long-term stability for residents.

**Supporting workforce and community-based housing solutions is also essential to implementation.** Strengthening partnerships with employers, housing authorities, nonprofit

organizations, and regional stakeholders will be critical to advancing projects, leveraging funding, and aligning housing production with economic development goals. These partnerships will help address workforce retention challenges while ensuring that housing solutions respond to both local and regional dynamics.

**Modernizing zoning and development regulations is a key enabling strategy.** Removing unnecessary constraints, streamlining approval processes, and allowing a broader range of housing types will be necessary to support housing production—particularly smaller-scale, infill, and context-sensitive development. These regulatory improvements should be paired with a continued focus on aligning new development with neighborhood character, ensuring that housing growth reinforces the scale, form, and identity of existing areas while accommodating needed change.





**Supporting housing stability and lifecycle needs ensures that residents can access appropriate housing at different stages of life.** This includes expanding options for aging in place, downsizing, family housing, and transitional or supportive housing where needed. In parallel, protecting and maintaining the existing housing stock through rehabilitation programs, quality standards, and long-term occupancy strategies will help preserve affordability and strengthen neighborhood stability.

**Finally, implementation must respond to broader system-level factors that influence housing outcomes.** This includes addressing market pressures such as short-term rentals, vacancies, and speculative ownership patterns, as well as coordinating housing growth with infrastructure capacity, capital planning, and fiscal sustainability. Ongoing outreach and education will support these efforts by building community understanding, increasing transparency, and fostering support for housing initiatives.

Together, these strategies establish a clear and integrated framework for action—one that expands and diversifies housing supply, improves affordability and access, strengthens partnerships, aligns growth with infrastructure and land use, and supports residents throughout all stages of life while maintaining Lebanon’s distinct character and quality of life.

#	Action	Priority	Responsible Party	Secondary Party	Approaches Addressed	Action Status
<b>1. Addressing Persistent Supply and Demand Imbalance</b>						
1.1	Create housing production opportunities for households of all sizes and income levels using a variety of additional unit types including: ADUs, duplexes, triplexes/quadplexes, cottage courts, rowhouses, co-housing, shared living, boarding/rooming houses, modular/manufactured homes, and tiny homes where appropriate.					
1.2	Incentivize multifamily, small-scale infill, mixed-use, missing middle, and upper-story residential redevelopment in walkable and service-rich areas. Doing so will prioritize development and redevelopment in downtown neighborhoods and established development areas before greenfield expansion.					
1.3	Encourage the conversion of underutilized or overbuilt commercial sites and vacant buildings to residential uses.					
1.4	Assess and plan for water, sewer, utilities, transportation, and emergency service capacity to support projected housing unit development.					
1.5	Align housing growth with capital improvement planning and fiscal sustainability to ensure that higher-density housing is directed to areas already served by infrastructure and existing transit options.					
1.6	Regulate short-term rentals and other uses that remove units from the long-term housing stock available to residents.					
1.7	Encourage local ownership and management practices that enhance resident stability. Incentivize occupancy and revitalization of vacant housing units, structures, or storefronts.					
<b>2. Responding to Widespread Affordability Pressures</b>						
2.1	Preserve and expand the availability of affordable rental and ownership housing options, including subsidized housing, workforce housing, and homeownership programs. Reduce financial barriers to enable construction or redevelopment projects that will deliver affordable/workforce housing developments through fee waivers, tax relief, incentives, and impact fee adjustments.					

#	Action	Priority	Responsible Party	Secondary Party	Approaches Addressed	Action Status
2.2	Explore new ways to provide renter assistance (deposits, documentation, stabilization supports).					
2.3	Commit to strengthening the inspection/quality standards for rental units in Lebanon.					
2.4	Expand options for transitional, short-term, and supportive housing for unhoused or precariously housed populations.					
2.5	Evaluate the adequacy of the seasonal winter shelter system and explore options for more consistent year-round shelter and supportive services for unhoused residents.					
2.6	Stabilize rent escalation and promote consistent property management standards.					
2.7	Preserve and improve multimodal access and regional transit opportunities accessible to residential areas to reduce auto dependence.					
2.8	Ensure that new housing developments provide a net fiscal benefit to the city, reducing the tax burden per resident.					
2.9	Review assessment and tax policies to avoid any disproportionate burdens on homeowners. Advocacy at the state level for tax structure improvements should continue to focus on allowing appropriate distribution of municipal cost burdens between businesses, residents, and other parties.					
<b>3. Expanding Workforce Housing Opportunities</b>						
3.1	Expand partnerships with Lebanon Housing Authority, nonprofits, employers, and developers to deliver affordable and community-focused housing solutions.					
3.2	Coordinate with major regional and local employers to forecast and monitor housing demand and collaborate on solutions. This should include addressing housing barriers affecting recruitment and retention in essential sectors.					
3.3	Explore employer-supported nonprofit housing models that allow local employers to partner in acquiring, rehabilitating, and maintaining affordable housing.					

#	Action	Priority	Responsible Party	Secondary Party	Approaches Addressed	Action Status
3.4	Encourage employer-owned or sponsored, employer-adjacent, or workforce-dedicated housing and provide a regulatory path for the creation of these housing units. This could include options for both short-term/rotational workers and long-term employees.					
<b>4. Adapting to Changing Household Needs</b>						
4.1	Create new pathways to homeownership using both regulatory and non-regulatory strategies and incentives. This should be in addition to traditional single-family detached homes in order to promote additional owner-occupied housing types such as townhomes, small-lot starter homes, cottage courts, limited-equity models, rent-to-own, etc.					
4.2	Incentivize the inclusion of a percentage of ownership units in larger residential rental developments.					
4.3	Support downsizing options, intergenerational housing, and home-sharing/co-housing models.					
4.4	Explore programs that help homeowners finance repairs, conversions, or accessory units that allow them to create rental housing while remaining in their homes.					
4.5	Assist homeowners with rehabilitation and accessibility improvements to remain in their homes. This could include the adoption of a revitalization tax incentive for existing older residential structures.					
<b>5. Encouraging a Greater Diversity of Housing Types</b>						
5.1	Promote mixed-income and mixed-tenure developments (rental and ownership) to improve housing opportunities for all household types.					
5.2	Incentivize or encourage the creation of family-sized housing options (2+ bedrooms) in both rental and owner-occupied housing.					
5.3	Enable a streamlined process for the conversion of existing buildings or large homes into multi-unit housing.					

#	Action	Priority	Responsible Party	Secondary Party	Approaches Addressed	Action Status
5.4	Reduce or eliminate regulatory barriers to the development or conversion of existing structures or the creation of new structures to support alternative living arrangements (boarding houses, co-housing, etc.).					
5.5	Integrate or improve green space, safe outdoor access, and trail/open space connectivity within existing neighborhoods and into new developments.					
5.6	Advocate for expanded weatherization, electrical upgrade, lead paint remediation, and home rehabilitation programs that allow older housing units to remain safe and habitable.					
5.7	Partner with housing focused nonprofits or cooperatives to acquire and rehabilitate homes while keeping them out of speculative markets.					
<b>6. Reducing Barriers to Housing Access and Development</b>						
6.1	Update zoning to allow a wider range of housing types and lot configurations by right or through a streamlined approval process.					
6.2	Reduce or eliminate dimensional, parking, design, and building code mandates that add unnecessary development or regulatory cost.					
6.3	Offer density bonuses or other incentives for workforce and affordable housing unit creation.					
6.4	Simplify subdivision and site plan review processes for smaller projects through the expansion of staff-level approvals.					
6.5	Relocate parking and architectural standards to site plan regulations to provide greater flexibility.					
6.6	Balance housing growth with protection of wetlands, steep slopes, wildlife corridors, and agricultural lands.					
6.7	Consider the use of conservation subdivision design, transfer of development rights (TDRs), and other regulatory tools to direct housing development and to protect natural resource areas.					
6.8	Review the Policy and Regulatory Audit Finding generated in 2025 through the Housing Opportunity Planning Grant for additional specific regulatory amendments.					

#	Action	Priority	Responsible Party	Secondary Party	Approaches Addressed	Action Status
<b>7. Responding to Strong Community Interest in Housing Solutions</b>						
7.1	Maintain a variety of ongoing, accessible engagement efforts on housing city-wide (tabling, surveys, focus groups, forums, etc.).					
7.2	Provide clear and accessible information about housing programs, processes, and resources.					
7.3	Use real stories and local examples to build broader understanding and support for local housing solutions, and promote regional cooperation on housing solutions.					
7.4	Research and promote the concept of home-sharing through a partnership with a dedicated organization that can provide coordination and oversight.					
7.5	Continue pursuing all appropriate municipal, state, and federal funding sources to develop local infrastructure and housing projects and explore innovative financing tools to allow sustainable growth.					
7.6	Explore the potential for cooperative or community-based housing ownership opportunities and management models.					
7.7	Coordinate regionally with neighboring communities on housing supply and transportation strategies, share best practices, and learn from peer communities to deliver improved outcomes.					
7.8	Within established neighborhoods require context-appropriate designs that reinforce a human-scale and help maintain the existing character, but do not drive-up construction costs.					

# GLOSSARY

**Accessory Dwelling Unit (ADU):** A smaller, secondary housing unit located on the same lot as a primary residence. ADUs may be attached to, detached from, or located within the main home.

**Adaptive Reuse:** The conversion of an existing building or structure into a new use, such as transforming a commercial or industrial building into housing.

**Affordable Housing:** Housing that costs no more than 30% of a household's gross income, including rent or mortgage payments and basic utilities.

**Aging in Place:** The ability for individuals to remain in their homes and communities safely and comfortably as they grow older.

**Area Median Income (AMI):** The midpoint of household incomes within a region, as calculated annually by the U.S. Department of Housing and Urban Development (HUD). AMI is commonly used to determine eligibility for housing assistance and affordable housing programs.

**Co-Housing:** A housing model in which residents have private living spaces but share common facilities, amenities, or open spaces to encourage community interaction.

**Community Character:** The overall identity and feel of a community, shaped by factors such as building patterns, architecture, scale, public spaces, natural features, and cultural identity.

**Context-Sensitive Development:** Development designed to fit the scale, character, and surrounding conditions of an existing neighborhood or area.

**Cost-Burdened Household:** A household spending more than 30% of its income on housing costs. Severe cost burden typically refers to spending more than 50% of income on housing.

**Density Bonus:** A regulatory incentive that allows additional housing units or development intensity in exchange for providing public benefits such as affordable or workforce housing.

**Duplex:** A residential building containing two separate dwelling units, either side-by-side or stacked vertically.

**Employer-Assisted Housing:** Housing programs or initiatives supported by employers to help employees secure housing, often through financial assistance, partnerships, or dedicated housing development.

**Family-Sized Housing:** Housing units designed to accommodate larger households, typically including two or more bedrooms and sufficient living space for families.

**Housing Diversity:** A range of housing types, sizes, tenures, and price points that can meet the needs of households at different income levels and life stages.

**Human-Scale Design:** Development designed to be comfortable and accessible for people, emphasizing walkability and bikeability, building proportions, and streetscape quality.

**Infill Development:** New development occurring on vacant or underutilized land within already developed areas that are served by existing infrastructure and services.

**Live/Work Unit:** A building or dwelling designed to accommodate both residential living and small-scale commercial or professional work activities.

**Missing Middle Housing:** A range of housing types between single-family homes and large apartment buildings, such as small single family units, duplexes, triplexes, townhouses, and cottage courts, that provide moderate-density housing options.

**Mixed-Income Housing:** Housing developments that include units affordable to households with a variety of income levels within the same project or neighborhood.

**Mixed-Use Development:** Development that combines multiple land uses, such as residential, commercial, office, or civic uses, within a single building or area.

**Mixed-Tenure Housing:** Housing developments that include both rental and owner-occupied units within the same project or neighborhood.

**Modular Housing:** Housing constructed in sections within a factory and assembled on-site. Modular homes are built to the same building codes as traditional site-built homes.

**Multifamily Housing:** Residential buildings containing three or more dwelling units, such as apartment buildings or condominium complexes.

**Short-Term Rental (STR):** A dwelling unit rented for short periods of time, typically fewer than 30 days, often through online rental platforms.

**Subsidized Housing:** Housing supported through public funding or financial assistance programs to make it more affordable for lower- or moderate-income households.

**Supportive Housing:** Housing combined with support services intended to assist individuals or households facing challenges such as disabilities, chronic homelessness, or health-related needs.

**Tenure:** The legal status under which a household occupies housing, most commonly categorized as owner-occupied or renter-occupied.

**Townhouse / Rowhouse:** Attached single-family housing units that share one or more walls with adjacent units but have separate entrances and ownership arrangements.

**Transitional Housing:** Temporary housing intended to provide stability and support for individuals or families moving from homelessness or unstable living situations toward permanent housing.

**Triplex / Quadplex:** Residential buildings containing three or four separate dwelling units within a single structure.

**Upper-Story Residential:** Housing units located above ground-floor commercial or nonresidential uses, commonly found in downtowns and mixed-use areas.

**Walkability:** The extent to which an area supports safe, convenient, and comfortable walking access to destinations such as housing, jobs, services, parks, and businesses.

**Workforce Housing:** Housing affordable to households earning moderate incomes, including many essential and local workers, based on regional income levels and housing costs.

DRAFT

**Agenda  
Lebanon City Council  
June 17, 2026**

**12. New Business:**

**12.D – Request for Exemption of Zoning Requirements per Section 214 of the  
Zoning Ordinance for City of Lebanon to Construct Public Infrastructure  
Improvements for the Poverty Lane Isolation Control Valve Building Project**

**Background**

This water quality project consists of furnishing and installing an isolation valve building to control the flow of water to and from the Farnum Hill Water Storage Tank. The purpose of the project is to force the Route 12A plaza area to draw water from the Farnum Hill Water Storage Tank by closing a valve along Poverty Lane preventing water being drawn from the Prospect Hill pressure zone. At night, the valve will be opened to allow the Prospect Hill Water Storage tank to refill the Farnum Hill Storage tank. This will allow water to turnover in the Farnum Hill Water Storage Tank thereby improving its quality.

The isolation valve building will be mounted on a cast-in-place reinforced concrete foundation consisting of frost walls and a slab on grade. Equipment will include a butterfly valve, a flow meter and transmitter, hypochlorite feeding system, chlorine controller, chlorine analyzer, pressure transmitter, telemetry panel, and a power and control panel with a PLC controller. The isolation valve building will be supplied with two wall mounted heaters, a dehumidifier, ventilation fan and louver, and interior and exterior LED lights.

Additional work includes a primary electric service and transformer, secondary underground electrical service, conduit, and meter box, and communication service and conduit. Site work includes interconnections to the existing system, water main, gate valves, copper sampling service, driveway, paved apron, grading, and landscaping. Enclosed with the agenda materials are project plans and a construction schedule.

The building will be located on Lebanon Airport property just north of Poverty Lane and adjacent to the water main. A 5,000 square foot lot (100' wide x 50' deep) is proposed to accommodate the facility. However, the proposed lot size, frontage, and setbacks do not meet the requirements of the Light Industrial zoning district, which typically requires a minimum 2-acre parcel, at least 200 feet of lot frontage, and a minimum 40-foot front setback.

Section 214 of the Zoning Ordinance regulates Governmental Uses: "Governmental Uses shall be governed by RSA 674:54; provided, however, that governmental uses proposed by the City of Lebanon shall be considered to be subject to this ordinance, unless expressly exempted from it by vote of the City Council." The proposed project is a public infrastructure improvement project. The Poverty Lane Isolation Control Valve Building project is a capital improvements project that does not seek any kind of revenue or profit generation. The project is not a "land use" project such as a development of a building lot. Rather, it constitutes a modification of an existing use in response to public need. Therefore, the Department of Public Works requests an exemption from the requirements of Section 214 to accomplish this project.

The project will be constructed as soon as local permitting has been approved.

## **Action**

The Council is requested to consider the following motion:

***MOVED that in accordance with Section 214 of the Lebanon Zoning Ordinance, the City Council hereby exempts the Poverty Lane Isolation Control Valve Building project from all zoning requirements.***

Included In This Section:

1. Plan set entitled “City of Lebanon Poverty Lane Isolation Valve Building Project”, prepared by Rod Finley, dated February 20, 2026,
2. 2026-001 Lebanon Poverty Lane Iso Building – Project Schedule (Baseline 6.2.26)

# CITY OF LEBANON

## POVERTY LANE ISOLATION VALVE BUILDING PROJECT

TAX MAP 131, LOT 1  
POVERTY LANE  
LEBANON, NEW HAMPSHIRE  
GRAFTON COUNTY



**CIVIL ENGINEER:**  
CITY OF LEBANON  
DEPARTMENT OF PUBLIC WORKS  
193 DARTMOUTH COLLEGE HIGHWAY  
LEBANON, NEW HAMPSHIRE 03766  
(603) 558-7123



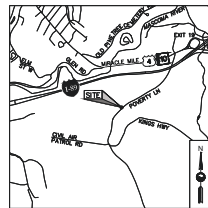
**APPLICANT, UTILITY OWNER &  
RECORD OWNER:**  
CITY OF LEBANON  
DEPARTMENT OF PUBLIC WORKS  
193 DARTMOUTH COLLEGE HIGHWAY  
LEBANON, NEW HAMPSHIRE 03766



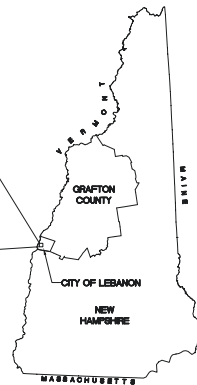
**DRAFTSMANSHIP:**  
GRANITE ENGINEERING, LLC  
150 DOW STREET  
TOWER 2, SUITE 421  
MANCHESTER, NEW HAMPSHIRE 03101  
(603) 518-8030

**BIDDING  
PLANS**

**FEBRUARY 20, 2026**



**LOCUS MAP**  
SCALE: 2" = 1000'



**LOCATION PLAN**  
SCALE: N.T.S.

SHEET NO.	TABLE OF CONTENTS
0	COVER: TABLE OF CONTENTS, LOCATION PLAN, AND LOCUS MAP
1	GENERAL NOTES
2	OVERVIEW PLAN
3	SITE PLAN
4	ISOLATION VALVE BUILDING DETAILS
5	ELECTRICAL AND MECHANICAL NOTES & DETAILS
6	WATER NOTES & DETAILS
7	MISCELLANEOUS DETAILS
8	EROSION CONTROL NOTES & SPECIFICATIONS
9	EROSION CONTROL DETAILS

REVISIONS			
NO.	DATE	COMMENTS	BY







**LEGEND**

	EX. PROP. HYDRANT
	EX. PROP. WATER VALVE
	EX. PROP. WATER SHUTOFF
	EX. PROP. UTILITY POLE
	PROPERTY LINE
	EX. WATER LINE
	EX. OVERHEAD UTILITIES

**GRAPHIC SCALE**

( IN FEET )  
1 Inch = 200 Ft.

**BIDDING PLANS**

NO.	DATE	REVISIONS

**CITY OF LEBANON**  
Department of Public Works  
151 Elmwood College Highway  
Lebanon, New Hampshire 03566  
khanand@cityoflebanon.com

**CITY OF LEBANON**  
Department of Public Works  
151 Elmwood College Highway  
Lebanon, New Hampshire 03566  
khanand@cityoflebanon.com

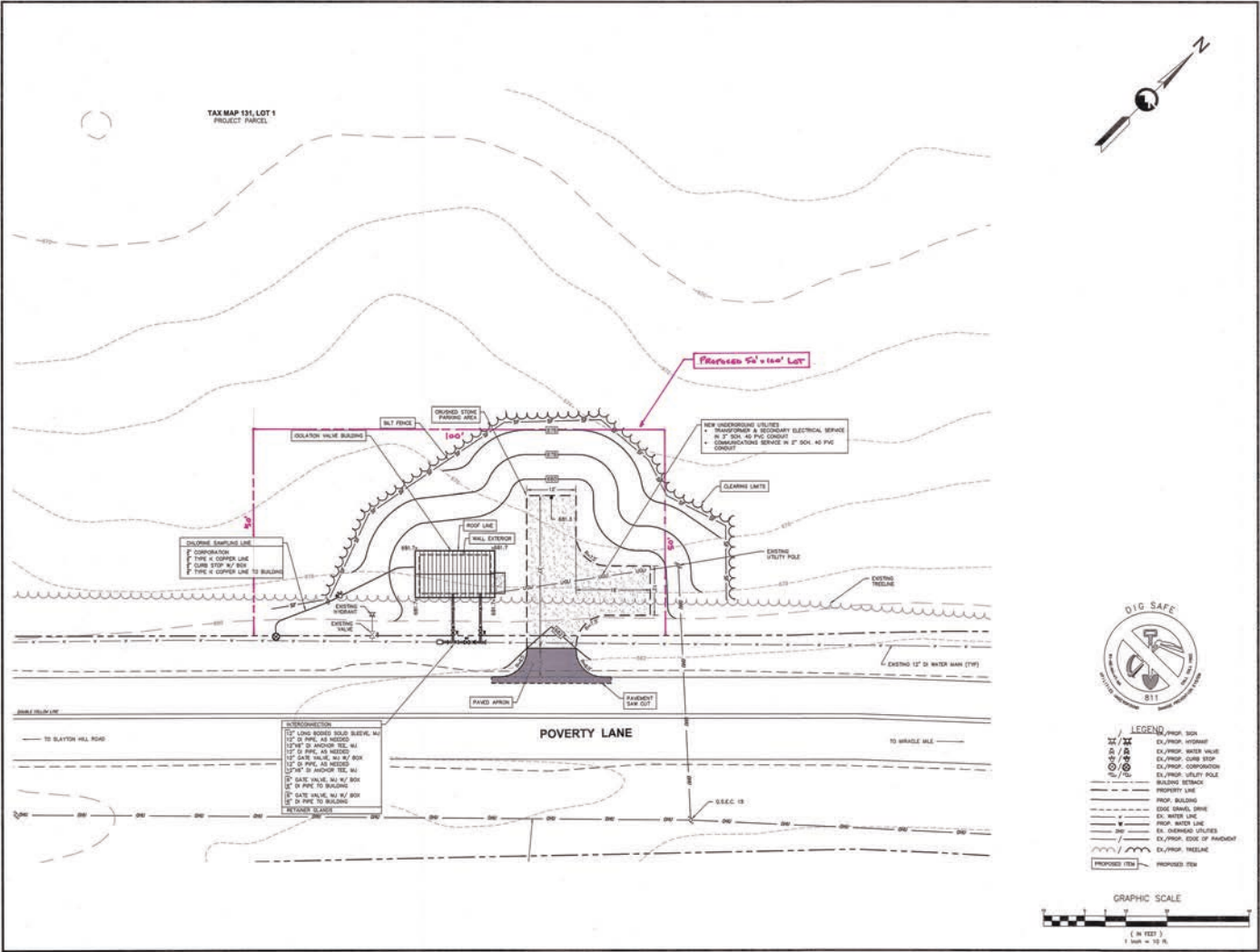
**CITY OF LEBANON**  
Department of Public Works  
151 Elmwood College Highway  
Lebanon, New Hampshire 03566  
khanand@cityoflebanon.com

**TAX MAP 131, LOT 1  
POVERTY LANE  
LEBANON, NEW HAMPSHIRE  
GRAFFIOT COUNTY**

**POVERTY LANE  
ISOLATION VALVE  
BUILDING**

**OVERVIEW PLAN**

DATE: 05-19-15  
SCALE: AS SHOWN  
SHEET: 2 OF 9



**BIDDING PLANS**

NO.	
DATE	
REVISIONS	
COMMENTS	
BY	
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OWNER: LEANOR, NEW HAMPSHIRE  
DEPARTMENT OF PUBLIC WORKS  
LEBANON, NEW HAMPSHIRE 03756

DESIGNER: LEANOR, NEW HAMPSHIRE  
DEPARTMENT OF PUBLIC WORKS  
LEBANON, NEW HAMPSHIRE 03756

**CITY OF LEBANON, NH**  
City of Lebanon  
Department of Public Works  
100 Eastworth College Highway  
Lebanon, New Hampshire 03756  
lebanonnh.gov

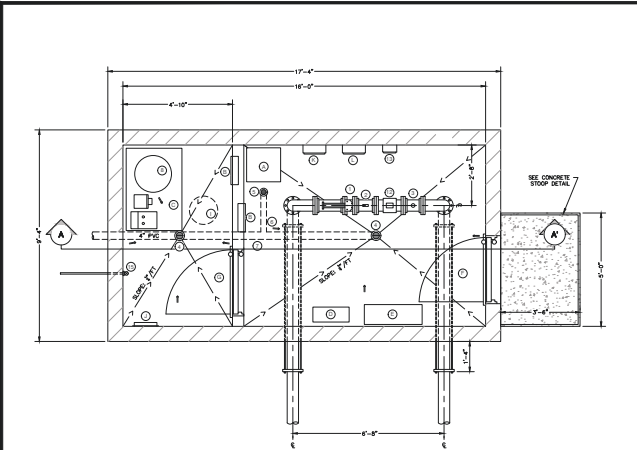
**DIG SAFE**  
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**LOCATION**  
TAX MAP 131, LOT 1  
POVERTY LANE  
LEBANON, NEW HAMPSHIRE  
GRAFTON COUNTY

**POVERTY LANE ISOLATION VALVE BUILDING**

**TITLE**  
SITE PLAN

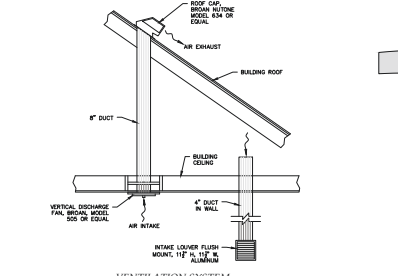
**PROJECT No.** 131-101-1  
**DATE:** FEBRUARY 25, 2025  
**SCALE:** AS SHOWN  
**SHEET:** 3 OF 9



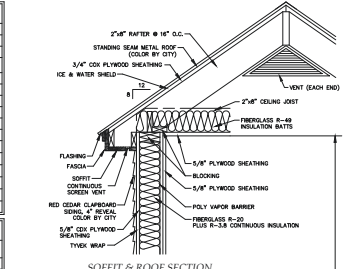
ISOLATION VALVE STRUCTURE - PLAN VIEW  
SCALE: F = 1/2" = 1'-0"

ITEM	QUANTITY	DESCRIPTION
0	1	6" FLANGED BUTTERFLY VALVE AND ACTUATOR, FRATT MODEL 2711 OR EQUAL
2	1	MIRCOHD SERIES EDA, ELECTRONIC PRESSURE CONTROLLER
3	1	EXC-11-PC INJECTION NOZZLE WITH MANUAL BALL SHUTOFF; EXTEND LINE FROM HYDROCHLORITE FEEDING SYSTEM
4	2	1" FLOOR DRAIN ASSEMBLY
5	1	1" FLOOR DRAIN ASSEMBLY
6	AS SHOWN	2" SCH 40 PVC PIPE
7	AS SHOWN	1/2" SCH 40 PVC PIPE
8	2	6" D.I. WALL PIPE, W/ X FLANGES, 18" LONG
9	AS SHOWN	6" D.I. PIPE
10	2	6" X 2' D.I. LONG RADIUS BEND, FLANGED
11	AS SHOWN	6" D.I. PIPE
12	1	6" ELECTROMAGNETIC FLOW METER, BADGER WOODCO OR EQUAL
13	1	TRANSMITTER, BADGER WOODCO OR EQUAL
14	2	2" SAMPLING SILL COCK
15	1	2" TYPE X COPPER CHLORINE SAMPLING LINE W/ SILL COCK

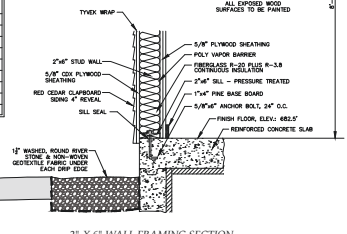
ITEM	QUANTITY	DESCRIPTION	MODEL
A	1	DEHUMIDIFIER	DEARER 1200, OR EQUAL
B	2	HEATER (EXCESSIVE WALL MOUNT)	DAYTON MODEL 38420, OR EQUAL
C	1	HYDROCHLORITE FEEDING SYSTEM, EXTEND 2" PIPE W/ COPPER WATER SERVICE FROM WATER MAIN TO FEEDING SYSTEM	CONSTANT CHLOR MCA-50 LITE, OR EQUAL
D	1	TELEMETRY PANEL	MICROLOGIC PLC, OR EQUAL
E	1	POWER PANEL W/ PLC	CAYON PANEL/ALUM BRACKET 1400 MICROLOGIC PLC, OR EQUAL
F	1	36" INSULATED METAL DOOR & FRAME, U-0.27	
G	1	36" INSULATED FIBERGLASS DOOR & FRAME	
H	2	GLASS/STEEL PIPE SUPPORT	CARPENTER & PATTERSON FIG 101, OR EQUAL
I	1	VERTICAL DISCHARGE FAN	
J	1	INTAKE LOUVER	
K	1	CHLORINE CONTROLLER	HAZOP SC 4500, OR EQUAL
L	1	CHLORINE ANALYZER	HAZOP CLT/10 W/ TUBING KIT & CELL CLEANING KIT, OR EQUAL



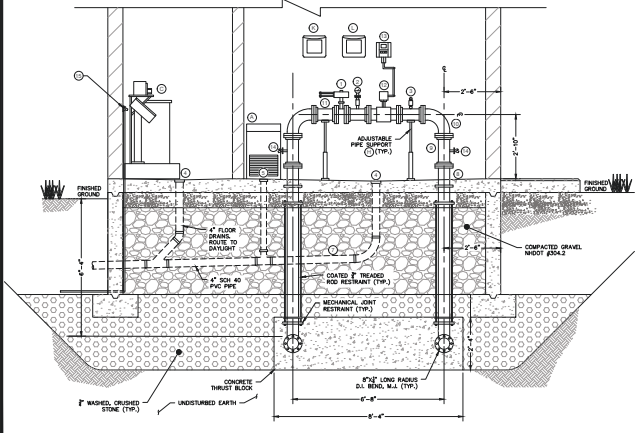
VENTILATION SYSTEM  
NOT TO SCALE



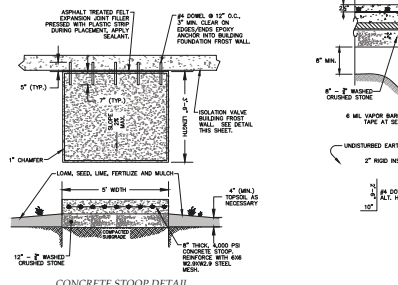
SOFFIT & ROOF SECTION  
NOT TO SCALE



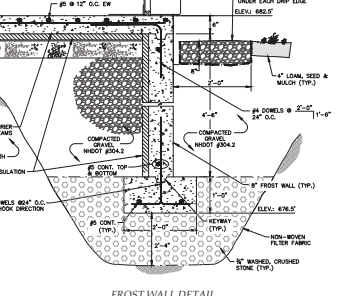
2" X 6" WALL FRAMING SECTION  
NOT TO SCALE



ISOLATION VALVE STRUCTURE - SECTION A-A  
SCALE: F = 1/2" = 1'-0"



CONCRETE STOOP DETAIL  
NOT TO SCALE



FROST WALL DETAIL  
NOT TO SCALE

**BIDDING PLANS**

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**GENERAL MECHANICAL NOTES:**

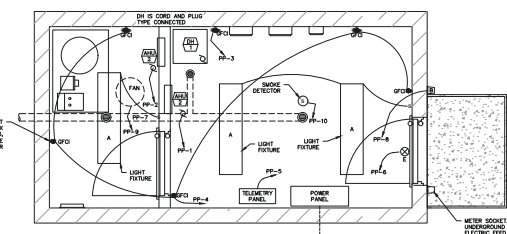
1. CONTRACT DOCUMENTS ARE IN PART DIAGRAMATIC, INTENDED TO CONVEY SCOPE & ARRANGEMENT OF WORK. CONSULT CONSTRUCTION DOCUMENTS FOR FAMILIARITY WITH ALL CONDITIONS AFFECTING WORK. VERIFY ALL SPACES IN WHICH WORK WILL BE PERFORMED BY ON-SITE MEASUREMENTS TO 1/8" SCALE DRAWINGS.
2. TAKE ALL NECESSARY MEASUREMENTS AT THE BUILDING AND FABRICATE CONDUITS ON THE SITE, IF REQUIRED, TO ENSURE AN APPROVABLE INSTALLATION.
3. MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL PERMITS REQUIRED FOR THE MECHANICAL WORK.
4. DIMENSIONS SHALL BE OF THE NET QUALITY AND ZONES BY CONTRACT MECHANICAL TRADES IN THEIR TRADES UNLESS OTHERWISE SPECIFIED. ALL MATERIALS AND EQUIPMENT UNDER THIS DIVISION SHALL BE NEW AND EACH ARTICLE OF ITS KIND SHALL BE THE STANDARD PRODUCT OF A SINGLE MANUFACTURER.
5. ALL SYSTEMS SHALL COMPLY WITH NATIONAL WORK, U.S.G.C., I.L. B.O.C.A. INC. AND U.S.G.A.E. STANDARDS.
6. MECHANICAL CONTRACTOR SHALL PROVIDE CODE COMPLIANT VENTILATION.
7. THE MECHANICAL CONTRACTOR SHALL SEAL ALL PENETRATIONS AS A PART OF THE MECHANICAL WORK IN ALL FIRE RATED BARRIERS.
8. THE MECHANICAL CONTRACTOR SHALL MAINTAIN AN ACCURATE SET OF DRAWINGS INDICATING ANY DEVIATIONS FROM THE CONTRACT DOCUMENTS AND ACCORDINGLY FROM THE INSTALLED LOCATIONS OF CONCEALED OR HIDDEN EQUIPMENT. THESE REVISION DRAWINGS SHALL BE SUBMITTED TO THE OWNER UPON COMPLETION OF THE WORK.
9. LABEL PERMS & EQUIPMENT BY THE TYPE OF SERVICE.
10. COORDINATE WITH ELECTRICAL CONTRACTOR THE LOCATIONS AND NUMBERS OF ALL DISCONNECTS TO BE MOUNTED ON EQUIPMENT.
11. PROVIDE START UP AND CHECK OUT OF ALL SYSTEMS PRIOR TO TURNOVER.
12. PROVIDE TWO (2) HARDY COPIES AND AN ELECTRONIC COPY OF THE OPERATION & MAINTENANCE MANUALS AND AS-BUILT DRAWINGS TO THE CITY OF LEBANON FOR REVIEW PRIOR TO SUBMITTING TO OWNER. AS-BUILT DRAWINGS SHALL BE IN DIGITAL AUTOCAD FORMAT.
13. ENGINEER TO BE PROVIDED WITH SUBMITTALS FOR APPROVAL PRIOR TO ORDERING EQUIPMENT.

**GENERAL ELECTRICAL NOTES:**

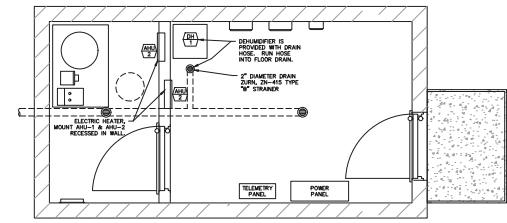
1. ALL WORK SHALL BE IN COMPLIANCE WITH THE MOST RECENT LOCAL, STATE AND NATIONAL ELECTRICAL CODES.
2. ELECTRICAL CONTRACTOR SHALL VISIT THE SITE TO ASCERTAIN EXISTING CONDITIONS.
3. THESE DRAWINGS ARE DIAGRAMATIC AND FUNCTIONAL ONLY. PROVIDE ALL MATERIALS NECESSARY FOR A COMPLETE/FUNCTIONAL INSTALLATION. DO NOT SCALE DRAWINGS.
4. UNLESS OTHERWISE SPECIFIED ALL MATERIALS AND EQUIPMENT UNDER THIS DIVISION SHALL BE NEW AND EACH ARTICLE OF ITS KIND SHALL BE THE STANDARD PRODUCT OF A SINGLE MANUFACTURER.
5. ELECTRICAL CONTRACTOR SHALL OBTAIN ALL PERMITS FOR THE INSTALLATION OF THE ELECTRICAL WORK.
6. COORDINATE WORK WITH OTHER BUILDING AND SITE TRADES PRIOR TO EQUIPMENT INSTALLATION.
7. PROVIDE GROUNDING PER NEC 250 AND/OR AS SHOWN.
8. TOP OF PANEL BORDS SHALL NOT BE MOUNTED HIGHER THAN 6'0" AFF.
9. NO CONDUIT OR RACEWAY SHALL CONTAIN MORE THAN 8 CONDUCTORS OR 8 WIRES UNLESS SPECIFICALLY SHOWN.
10. THE ELECTRICAL CONTRACTOR SHALL SEAL ALL PENETRATIONS MADE AS PART OF ELECTRICAL WORK IN FIRE RATED BARRIERS.
11. THE ELECTRICAL CONTRACTOR SHALL MAINTAIN AN ACCURATE SET OF DOCUMENTS AND ACCURATELY SHOW THE INSTALLED LOCATION OF THE UNDERGROUND AND CONCEALED OR HIDDEN EQUIPMENT. THESE RECORD DRAWINGS SHALL BE SUBMITTED TO THE OWNER UPON COMPLETION OF THE WORK.
12. DO NOT SUPPLY EMERGENCY OR LIGHT LIGHTS. ALL EXIT AND EMERGENCY LIGHTS SHALL BE ENERGIZED FROM THE NEAREST LIGHTING CIRCUIT IN THE AREA LIGHTED BY THE EMERGENCY LIGHT OR SERVED BY THE EXIT SIGN OR AS INDICATED ON THE DRAWINGS.
13. REVIEW SHOP DRAWINGS TO DETERMINE LOCATION AND METHOD OF WIRING FOR EQUIPMENT SUPPLIED BY OTHERS.
14. ALL ELECTRICAL LOADS SHALL BE BALANCED EQUALLY.
15. SEE MECHANICAL PLANS SUBMITTAL FOR EXACT LOCATION OF EQUIPMENT AND DISCONNECTS TO BE MOUNTED ON EQUIPMENT.
16. THERE SHALL BE NO SHARED NEUTRALS.
17. PROVIDE LOCK MEANS OF DISCONNECT IF NOT FURNISHED WITH OR AS PART OF THE EQUIPMENT.
18. CHECK OUT AND VERIFY PROPER OPERATION OF ALL ELECTRICAL SYSTEMS PRIOR TO TURN OVER TO THE OWNER.
19. PROVIDE TWO (2) HARDY COPIES AND AN ELECTRONIC COPY OF THE OPERATION & MAINTENANCE MANUALS AND AS-BUILT DRAWINGS TO THE CITY OF LEBANON FOR REVIEW PRIOR TO SUBMITTING TO OWNER. AS-BUILT DRAWINGS SHALL BE IN DIGITAL AUTOCAD FORMAT.
20. SWITCHES TO BE LOCATED 4' OFF FLOOR JAMB AND 48" TO CENTER AFF.
21. RECEPTACLES TO BE LOCATED 48" TO CENTER AFF.
22. PROVIDE SUBMITTAL TO THE ENGINEER FOR APPROVAL ON LIGHTING & SWITCHGEAR.
23. LIGHT FIXTURES SHALL BE SECURELY FASTENED TO STRUCTURAL BUILDING MEMBERS, PER BUILDING CODES AND NEC REQUIREMENTS.
24. MINIMUM WIRE SIZE SHALL BE AS CALLED UNLESS OTHERWISE SPECIFIED.
25. ALL CABLES WILL BE APPROVED ON THIS PROJECT.
26. ALL OUTLETS, JAMBS AND WALL SIZES WILL BE GALVANIZED STEEL PRODUCTS IN ALL AREAS.
27. ALL PANELS WILL HAVE COPPER BREAKERS, FULL SIZE CIRCUIT BREAK SIZES AND HAVE 200% SPACE.

LIGHT FIXTURE SCHEDULE				
SYMBOL	MANUFACTURER	CATALOG NUMBER	LAMPS	MOUNTING DESCRIPTION
A	KEYSTONE	KT-MLED18-4-830-100N-P	LED 2,300 lm	SURFACE HIGH IMPACT LENS, VAPOR TIGHT FIXTURE
C	SURE-LITES	LF201-70-DGRH-DH	-	WALL EXIT/EMERGENCY LIGHT ON CONSTANTLY
B	LEVANCE	SLMWHYCD3000AHMSCT/ROP	LED 3,000K	EXTERIOR WALL PROVIDE WITH PHOTO CELL

PANEL DESIGNATION PP					
AMP	100				
VOLTAGE	120/240 V				
MOUNTING	SURFACE				
CIRCUIT #	DESCRIPTION	AMP	AMP	DESCRIPTION	CIRCUIT #
1	AMF-1	20	20	AMF-2	2
3	3H RECEPT	20	20	RECEPTS	4
5	TELEMETRY PANEL	20	20	LIGHT CIRCUIT 1	6
7	LIGHT CIRCUIT 2	20	20	LIGHT CIRCUIT 3	8
9	FAN	20	20	SMOKE DETECTOR	10
11	SPARE	20	20	SPARE	12



ISOLATION VALVE STRUCTURE - ELECTRICAL PLAN  
SCALE 1/8" = 1'-0"



ISOLATION VALVE STRUCTURE - MECHANICAL PLAN  
SCALE 1/8" = 1'-0"

**BIDDING PLANS**

REVISED: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_

CHECKED: \_\_\_\_\_

DESIGNED: \_\_\_\_\_

DRAWN: \_\_\_\_\_

SCALE: \_\_\_\_\_

**CITY OF LEBANON**  
Department of Public Works  
1511 Damascus College Highway  
Lebanon, New Hampshire 03601  
khammond.gov

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**POVERTY LANE ISOLATION VALVE BUILDING**

**ELECTRICAL AND MECHANICAL NOTES & DETAILS**

SCALE: AS SHOWN

DATE: FEBRUARY 20, 2015

5 OF 9





**WINTER CONSTRUCTION NOTES**

1. DURING CONSTRUCTION A WATER QUALITY DURING COLD WEATHER AND DURING SPRING RAINFALL, THE ADDITIONAL STABILIZATION TECHNIQUES SPECIFIED IN THIS SECTION SHALL BE EMPLOYED DURING THE PERIOD FROM OCTOBER 15 THROUGH MAY.
2. TO MAINTAIN PROTECTION WATER QUALITY IS NECESSARY, THE CONTRACTOR SHALL STABILIZE ALL UNCOMPLETED WORK AND PROVIDE FOR SATISFACTORY METHODS OF CONTROLLING EROSION AND SEDIMENTATION FROM PROGRESS EXPOSURES.
3. AREA OF EROSION CONTROL SHALL BE LIMITED TO THE AREA AND PROTECTED AGAINST EROSION BY THE METHOD DESIGNATED.
4. THE EROSION CONTROL MEASURES SHALL BE LIMITED TO THE AREA AND PROTECTED AGAINST EROSION BY THE METHOD DESIGNATED.
5. ALL EROSION CONTROL MEASURES SHALL BE LIMITED TO THE AREA AND PROTECTED AGAINST EROSION BY THE METHOD DESIGNATED.
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10. ALL EROSION CONTROL MEASURES SHALL BE LIMITED TO THE AREA AND PROTECTED AGAINST EROSION BY THE METHOD DESIGNATED.

**EROSION CONTROL NOTES**

1. THE AREA OF DISTURBANCE SHALL BE KEPT TO A MINIMUM. EARTHWORK SHALL BE LIMITED TO THE AREAS WITHIN THE LIMITS OF CLEARING AND STORMWATER MANAGEMENT PLAN. AT NO TIME SHALL MORE THAN FIVE (5) ACRES OF ANY AREA BE IN AN INSTANT CLEARING CONDITION.
2. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE START OF ANY EROSION CONTROL MEASURES.
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10. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE START OF ANY EROSION CONTROL MEASURES.

**CONSTRUCTION SEQUENCE**

1. CONTACT THE STATE AT LEAST 14 DAYS BEFORE ANY CONSTRUCTION WORK.
2. OBTAIN AND CLEAR PERMITS AND BRUSH WITHIN LIMITS OF CLEARING SHOWN ON PLAN.
3. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF ANY EARTHWORK OPERATIONS.
4. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF ANY EARTHWORK OPERATIONS.
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10. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF ANY EARTHWORK OPERATIONS.

**TURF ESTABLISHMENT SPECIFICATIONS**

1. ALL AREAS TO BE SEEDS SHALL BE PREPARED TO PRODUCE A REASONABLY FIRM BUT FRAGILE SEED BED.
2. SEEDS SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.
3. SEEDS SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.
4. SEEDS SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.
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9. SEEDS SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.
10. SEEDS SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.

TYPICAL TURF SEED (5% OR GREATER SHOOTS TYPE 4)	MINIMUM			POUNDS/ACRE
	PURITY (%)	MINIMUM GERMINATION (%)	MINIMUM	
CREEPING RED FESCUE	95	80	40	
FYRFOCAL RHYZOGRASS	95	80	50	
KENTUCKY BLUEGRASS	87	80	25	
RESEED	95	80	0	

TYPICAL TURF SEED (5% OR GREATER SHOOTS TYPE 4)	MINIMUM			POUNDS/ACRE
	PURITY (%)	MINIMUM GERMINATION (%)	MINIMUM	
CREEPING RED FESCUE	95	80	35	
FYRFOCAL RHYZOGRASS	95	80	30	
RESEED	95	80	0	
ALFALFA CLOVER	87	80	0	

**BIDDING PLANS**

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

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NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION



Tue 6/2/26

2026-001 LEBANON POVERTY LANE ISO BLDG - PROJECT SCHEDULE (BASELINE 6.2.26)

1

ID	Task Mode	Task Name	Duration	Start	Finish	Task Calendar	% Complete	Predecessors	Successors
1		<b>MILESTONES</b>	<b>140.88 days</b>	<b>Mon 4/20/26</b>	<b>Mon 9/7/26</b>	<b>Calendar Days</b>	<b>0%</b>		
2		CONTRACT DATE	0 days	Mon 4/20/26	Mon 4/20/26	Standard	0%		
3		<b>SUBSTANTIAL COMPLETION (9/30/2026)</b>	<b>19.88 days</b>	<b>Wed 8/19/26</b>	<b>Mon 9/7/26</b>	<b>Calendar Days</b>	<b>0%</b>	59	
4		PUNCH LIST	14 days	Wed 8/19/26	Mon 9/7/26	None	0%		5
5		<b>FINAL COMPLETION (10/14/2026)</b>	<b>0 days</b>	<b>Mon 9/7/26</b>	<b>Mon 9/7/26</b>	<b>Calendar Days</b>	<b>0%</b>	4	
6		<b>SUBMITTALS</b>	<b>91.88 days</b>	<b>Mon 4/20/26</b>	<b>Mon 7/20/26</b>	<b>Calendar Days</b>	<b>0%</b>		
7		<b>PREPARE, SUBMIT, &amp; APPROVE</b>	<b>27 days</b>	<b>Mon 4/20/26</b>	<b>Tue 5/26/26</b>	<b>Standard</b>	<b>0%</b>		
8		SITE & PROCESS PIPE (P&S)	15 days	Mon 4/20/26	Fri 5/8/26	Standard	0%		
9		PROCESS EQUIPMENT (P&S)	15 days	Mon 4/20/26	Fri 5/8/26	Standard	0%		
10		ELECTRICAL (P&S)	15 days	Mon 4/20/26	Fri 5/8/26	Standard	0%		
11		CONCRETE (P&S)	19 days	Mon 4/20/26	Thu 5/14/26	Standard	0%		
12		BUILDING (P&S)	27 days	Mon 4/20/26	Tue 5/26/26	Standard	0%		
13		EARTHWORK (P&S)	15 days	Mon 4/20/26	Fri 5/8/26	Standard	0%		
14		<b>FAB &amp; DELIVER</b>	<b>65 days</b>	<b>Mon 4/20/26</b>	<b>Mon 7/20/26</b>	<b>Standard</b>	<b>0%</b>		
15		SITE & PROCESS PIPE (F&D)	45 days	Mon 4/20/26	Fri 6/19/26	Standard	0%		
16		PROCESS EQUIPMENT (F&D)	65 days	Mon 4/20/26	Mon 7/20/26	Standard	0%		
17		ELECTRICAL (F&D)	65 days	Mon 4/20/26	Mon 7/20/26	Standard	0%		
18		CONCRETE (F&D)	60 days	Mon 4/20/26	Mon 7/13/26	Standard	0%		
19		BUILDING (F&D)	65 days	Mon 4/20/26	Mon 7/20/26	Standard	0%		
20		EARTHWORK (F&D)	35 days	Mon 4/20/26	Fri 6/5/26	Standard	0%		
21		<b>GENERAL &amp; SITE</b>	<b>36 days</b>	<b>Thu 6/4/26</b>	<b>Fri 7/24/26</b>	<b>Standard</b>	<b>0%</b>		
22		CLEAR & GRUB	4 days	Thu 6/4/26	Tue 6/9/26	Standard	0%		23
23		SETUP EROSION CONTROLS	3 days	Wed 6/10/26	Fri 6/12/26	Standard	0%	22	24
24		MOBILIZE	1 day	Mon 6/15/26	Mon 6/15/26	Standard	0%	23	25
25		TEST PITS	1 day	Tue 6/16/26	Tue 6/16/26	Standard	0%	24	26
26		EXCAVATE & INSTALL UNDERSLAB UTILITIES	7 days	Wed 6/17/26	Thu 6/25/26	Standard	0%	25	27
27		EXCAVATE FOR BUILDING FOUNDATION	3 days	Fri 6/26/26	Tue 6/30/26	Standard	0%	26	28,30
28		FORCEMAIN TIE IN'S	1 day	Wed 7/1/26	Wed 7/1/26	Standard	0%	27	29
29		SAMPLE LINE TIE IN	1 day	Thu 7/2/26	Thu 7/2/26	Standard	0%	28	
30		FOUNDATION FOOTINGS	1 day	Wed 7/1/26	Wed 7/1/26	Standard	0%	27	31



Tue 6/2/26

2026-001 LEBANON POVERTY LANE ISO BLDG - PROJECT SCHEDULE (BASELINE 6.2.26)

2

ID	Task Mode	Task Name	Duration	Start	Finish	Task Calendar	% Complete	Predecessors	Successors
31		FOUNDATION WALLS	2 days	Thu 7/2/26	Mon 7/6/26	Standard	0%	30	32
32		BACKFILL & SLAB PREP	2 days	Tue 7/7/26	Wed 7/8/26	Standard	0%	31	33
33		PLACE FLOOR SLAB	1 day	Thu 7/9/26	Thu 7/9/26	Standard	0%	32	39,34
34		SITE GRADING	3 days	Fri 7/10/26	Tue 7/14/26	Standard	0%	33	35
35		DRIVEWAY PREP	3 days	Wed 7/15/26	Fri 7/17/26	Standard	0%	34	36
36		PAVE DRIVEWAY APRON	2 days	Mon 7/20/26	Tue 7/21/26	Standard	0%	35	37
37		LOAM AND SEED	3 days	Wed 7/22/26	Fri 7/24/26	Standard	0%	36	
38		<b>BUILDING</b>	<b>19 days</b>	<b>Fri 7/10/26</b>	<b>Wed 8/5/26</b>	<b>Standard</b>	<b>0%</b>		
39		SET BUILDING	1 day	Fri 7/10/26	Fri 7/10/26	Standard	0%	33	40
40		INTERIOR PARTITION WALL	1 day	Mon 7/13/26	Mon 7/13/26	Standard	0%	39	41
41		ELECTRICAL ROUGH INS	5 days	Tue 7/14/26	Mon 7/20/26	Standard	0%	40	42
42		INSULATE WALLS & CEILING	1 day	Tue 7/21/26	Tue 7/21/26	Standard	0%	41	43
43		PLYWOOD INTERIOR WALLS & CEILING	2 days	Wed 7/22/26	Thu 7/23/26	Standard	0%	42	44
44		PAINT WALLS & CEILING	2 days	Fri 7/24/26	Mon 7/27/26	Standard	0%	43	47,51,52,45
45		INTERIOR DOOR INSTALL	1 day	Tue 7/28/26	Tue 7/28/26	Standard	0%	44	46
46		INSTALL DISCHARGE FAN AND LOUVER	3 days	Wed 7/29/26	Fri 7/31/26	Standard	0%	45	
47		ELECTRICAL PANEL	2 days	Tue 7/28/26	Wed 7/29/26	Standard	0%	44	48
48		LIGHTS	3 days	Thu 7/30/26	Mon 8/3/26	Standard	0%	47	49
49		TERMINATE WIRING	2 days	Tue 8/4/26	Wed 8/5/26	Standard	0%	48	
50		<b>PROCESS</b>	<b>9 days</b>	<b>Tue 7/28/26</b>	<b>Fri 8/7/26</b>	<b>Standard</b>	<b>0%</b>		
51		INTERIOR PIPE AND FITTINGS	5 days	Tue 7/28/26	Mon 8/3/26	Standard	0%	44	
52		INTERIOR PROCESS EQUIPMENT	5 days	Tue 7/28/26	Mon 8/3/26	Standard	0%	44	53,54
53		INSTALL ANALYZER & CONTROLLER	4 days	Tue 8/4/26	Fri 8/7/26	Standard	0%	52	
54		PAINT DI PIPE AND FITTINGS	3 days	Tue 8/4/26	Thu 8/6/26	Standard	0%	52	56
55		<b>START-UP &amp; COMMISSIONING</b>	<b>8 days</b>	<b>Fri 8/7/26</b>	<b>Tue 8/18/26</b>	<b>Standard</b>	<b>0%</b>		
56		PRESSURE TEST WATERLINE	1 day	Fri 8/7/26	Fri 8/7/26	Standard	0%	54	57
57		ANALYZER START-UP	1 day	Mon 8/10/26	Mon 8/10/26	Standard	0%	56	58
58		FLOW METER START-UP	1 day	Tue 8/11/26	Tue 8/11/26	Standard	0%	57	59
59		COMMISSION STATION	5 days	Wed 8/12/26	Tue 8/18/26	Standard	0%	58	3

