

FINAL

**LEBANON FOOD TRUCK TASK FORCE
(LFTTF)
TUESDAY, JANUARY 28, 2025, 8:00 AM
CITY HALL MEETING ROOM 2
REMOTE VIA VIRTUAL PLATFORM LEBANONNH.GOV/LIVE**

MINUTES

MEMBERS PRESENT: Clifton Below, Assistant Mayor, Victoria Smith, Chair; Ben Van Vliet; Falguni Mehta, Vice Chair (joined remotely at 8:39am)

MEMBERS ABSENT: None

STAFF PRESENT: Paula Maville, Deputy City Manager for Special Projects

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

1. Call to Order

The January 28, 2025 Food Truck Task Force meeting was called to order at 8:15 AM by Ms. Victoria Smith, Chair

Ms. Paula Maville stated the preamble.

Note that this meeting was audio recorded only; video was not working.

2. Approval of Minutes

A. January 7, 2025

Mr. Clifton Below MOVED to approve the January 7, 2025 Minutes as amended.

Seconded by Mr. Ben Van Vliet

**The Vote on the MOTION was approved (3-0)*

Amendments:

Page 1, under Members Present and line 11 change spelling from Cliff to Clifton

3. Page 1, under Members Present, correct without a hyphen, Van Vliet
**OLD BUSINESS:
NONE**

4. NEW BUSINESS:

1 A. Review Draft Report and Recommendations (Including proposed amendments to the
2 Zoning Ordinance and Chapter 179) to be submitted to the City Council.
3

4 In Chapter 179, regarding food service locations, the two on Campbell Street are required to have
5 their service windows facing the sidewalk, and the two on South Park Street must have barriers
6 (such as safety cones) to help separate the area where pedestrians will be standing. Vendors will
7 be responsible for placing and removing the barriers.

8 To facilitate these requirements, Section 179-3A, will be amended to read “Vendors using these
9 spaces, with service windows facing the street, shall be responsible for placing a continuous
10 safety barrier within the depth of the existing parking spaces, for the full length of the mobile
11 food service unit, as approved by the Department of Public Works (DPW).

12 Vendors are responsible for removing the barriers *on days they will not be in the parking spots*.
13 Any person that violates any provision of this chapter shall be charged a penalty of a \$25 daily
14 fine, or by suspension by the City Manager or revocation of the permit. The final wording will be
15 approved by City Attorney.

16 Regarding Campbell Street, and Taylor Street, Vendors using these spaces are required to have
17 service windows facing the sidewalk.

18 Ms. Mehta arrived at the meeting (virtually) at 8:39AM.

19 Under Public Comments Summary, wording will be added to reflect public comment regarding
20 allowing vending on Court Street and in the parking area adjacent to Salt Hill Restaurant.

21 There was discussion about the fact that these recommendations are not optimal but that they
22 invite people to think more broadly about this issue; this is an interim solution with the hope that
23 this will continue to evolve.

24 Under Task Force Recommendations replace the sentence “While solutions to the existing
25 challenges...” with “While solutions to the existing challenges and concerns may not be fully met
26 through the proposed amendments, the amendments do provide and should be considered as an
27 interim solution (particularly with the vending areas South Park Street).” Leave in “As such, the
28 FTTF recommends the City Council move forward with the amendments as proposed.” Add “In
29 looking at the future vending in the City, the FTTF recommends that the regulations be revisited
30 to address the need for a destination for food service vendors, where electricity, portable
31 restrooms, and seating areas are provided.”

32 Under Future Considerations, delete the first two sentences, leaving only the sentence about
33 ending licensing agreements.

34 The FTTF will meet again next Tuesday, February 4, 2025 to review their final document to be
35 presented to the City Council, tentatively scheduled for March 5, 2025.

36
37 **7. OTHER BUSINESS:** None
38

39 **5. ADJOURNMENT:**
40

41 *A MOTION to adjourn was made by Mr. Below*

1 *Seconded by Mr. Van Vliet*
2 **The vote on the MOTION was approved*
3
4 **The Meeting was adjourned at 9:20 AM**
5
6 Respectfully Submitted,
7 Cinda Mersel
8 Recording Secretary