



**MAY 19, 2025 - 10:00 AM
GOVERNANCE COMMITTEE
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

-
- 1. Call to Order**
 - 2. Approval of Minutes**
 - A. March 14, 2022
 - 3. New Business**
 - A. Review of Committees/ Sub-Committees
 - B. Board and Committee Communication Standards and Expectations
 - 4. Next Meeting Date**
 - A. Set date for next meeting
 - 5. Future Agenda Items**
 - 6. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.



MINUTES
GOVERNANCE COMMITTEE
MONDAY, MARCH 14, 2022 – 6:00 PM
MEETING ROOM 1, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

- 1. CALL TO ORDER** - The March 14, 2022, Governance Committee Meeting is hereby called to order at 6:08 pm. Present: Mayor Timothy McNamara and Assistant Mayor Clifton Below and City Manager Shaun Mulholland. Absent: Councilor Karen Liot-Hill.
- 2. ACCEPTANCE OF MINUTES**
- 3. NEW BUSINESS**
 - A. City Manager Job Description- Several changes were proposed by which will be included in a draft updated by CM Mulholland. Draft will be sent to the Mayor and Assistant Mayor. The proposed JD will be presented to the Council for approval.
- 4. FUTURE MEETINGS**-None scheduled.
- 5. FUTURE AGENDA ITEMS**
- 6. ADJOURNMENT**- MOTION by Assistant Mayor Below to adjourn. Mayor McNamara adjourned the meeting

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City of Lebanon: 2025 Boards and Committees

Government & Policy

- City Council: The primary legislative body of the city, consisting of nine elected members.
- Governance Committee: Advises the City Council on organizational effectiveness and governance structure.
- Board of Assessors: Oversees property assessments and handles abatement requests.
- Board of Cemetery Trustees: Manages the operation and maintenance of city-owned cemeteries.
- Trustees of Trust Funds: Responsible for investing the city's trust funds.
- Grievance Board: Hears specific grievances of non-contractual city employees.
- Fair Hearings Officers: Conduct hearings related to welfare guidelines.
- Capital Improvement Project: Responsible for reviewing, evaluating, ranking, and revising the Capital Improvement Project List as presented by City Administration.

Planning, Development & Infrastructure

- Planning Board: Reviews new construction projects and subdivisions, excluding single-family homes.
- Zoning Board of Adjustment: Handles appeals, special exceptions, and variances related to zoning.
- Conservation Commission: Conducts research and coordinates activities related to natural resource conservation.
- Heritage Commission: Focuses on the recognition and preservation of historic and cultural resources.
- Economic Development Commission: Coordinates the city's economic development efforts in line with sustainability objectives.
- Housing Task Force: Analyzes housing challenges and recommends updates to the city's Master and Strategic Plans.
- Class VI Roads Advisory Committee: Reviews the status and potential uses of Class VI roads within the city.
- West Lebanon Revitalization Advisory Committee: Develops plans for the revitalization of West Lebanon's Central Business District.
- Downtown Lebanon TIF Advisory Board: Advises on policies and actions for the Downtown Lebanon Tax Increment Financing District.

- Lebanon Airport-Tech Park TIF Advisory Board: Advises on the Lebanon Airport-Tech Park TIF District's development program.

Environment, Energy & Transportation

- Lebanon Energy Advisory Committee: Identifies opportunities to reduce energy use and promote energy efficiency.
- Tree Advisory Board: Provides support and advocacy for the city's tree-related initiatives.
- Pedestrian & Bicyclist Advisory Committee: Aims to make the city more walkable and bike-friendly.
- Advance Transit Board of Directors: Oversees public transportation services in the Upper Valley area.
- Upper Valley Transportation Management Association: Promotes transportation initiatives to reduce traffic congestion.
- UVLSRPC Transportation Advisory Committee: Advises on regional transportation planning.
- Upper Valley Lake Sunapee Regional Planning Commission: A regional planning organization that includes Lebanon.
- Upper Valley Sub-Committee of CT River Joint Commission: Develops a river corridor management plan, and reviews and advises on all state and federal permits that affect the Connecticut River.

Culture, Inclusion & Community Engagement

- Arts & Culture Commission: Promotes arts and cultural activities throughout the city.
- Diversity, Equity & Inclusion Commission: Provides recommendations to address diversity and equity issues and promote inclusion.
- Economic Vitality Exchange Committee: Facilitates dialogue between city leaders and the private business sector to enhance economic vitality.
- Soldiers Memorial Building Guardian: Oversees the maintenance and activities related to the Soldiers Memorial Building.

Library & Education

- Library Board of Trustees: Manages the operations of the city's public libraries.

Housing

- Lebanon Housing Authority Board: Provides affordable housing to income-eligible residents and oversees related policies.

**AGENDA
LEBANON CITY COUNCIL
APRIL 2, 2014**

9. NEW BUSINESS:

9.C – RECOMMENDATIONS BY THE GOVERNANCE COMMITTEE RE:

CONSOLIDATION AND STREAMLINING OF

COUNCIL SUBCOMMITTEES AND ADVISORY COMMITTEES

BACKGROUND

Over the past couple of months, the Governance Committee has been reviewing the structure of the City's duly appointed boards, committees, sub-committees, and advisory committees, with an eye towards efficient consolidation and streamlining of functions.

A comprehensive outline of their findings and recommendations is attached for your review.

ACTION

Should the Council decide to follow the recommendations of the Governance Committee, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby accepts Recommendations A-E as proposed by the Governance Committee and outlined in the document titled, "Governance Committee Report and Recommendations on Municipal Board/Committee Structure," dated April 2, 2014, and presented in the April 2, 2014 City Council Agenda Packet.

Included in this section:

1. April 2, 2014 Governance Committee Report and Recommendations on Municipal Board/Committee Structure
2. Board/Committee Organizational Chart
3. List of Current Boards/Committees
4. PowerPoint Presentation of Governance Committee Findings dated April 2, 2014

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Governance Committee Report and Recommendations on Municipal Board/Committee Structure

April 2, 2014

The number of City of Lebanon boards/committees has proliferated over the years. In addition to the City Council itself, the City has 23 boards/committees plus at least 7 regional boards/committees on which the City has formal representation. Please refer to the attached color-coded diagram.

Of these 23 citizen boards/committees, 10 are established by state statute and 2 are short-term committees with a specific purpose (similar to the task force/work group concept that the Governance Committee will propose). The City Council is directly responsible for the remaining 11. Of those 11, 8 were established directly by the Council (4 as Council subcommittees, 4 as advisory to the Council), and 3 were established via the City Code for advisory purposes to the Council.

While recognizing the many positive contributions of these boards/committees to the functioning of City government and to the people of Lebanon, the City Council's Governance Committee will outline its rationale for undertaking these discussions and will then respectfully propose its initial recommendations for streamlining the City's board/committee structure, starting with 4 of the 11 boards/committees for which the Council is directly responsible.

To insure that the City has the right groups working on the right issues at the right time, the Governance Committee is proposing the use of task forces/work groups with defined objectives/goals/outcomes that would be have specified end-points, at which time a final report from the task force would be presented to the full Council (i.e., a sunset provision). The Council could accept the report and disband the task force/work group or vote to extend the defined objective for another defined period of time. (Governance recommends no more than a one-year time frame.)

As you will see, the Governance Committee feels this structure will both focus and limit the time commitment by citizens (public members and councilors), thereby encouraging greater participation from those who want to be involved but who are unable to make commitments for multiple years or for a prolonged term of service.

The Governance Committee understands and appreciates the potential political impact of disbanding municipal boards/committees. During our work, we have reviewed the history of how the boards/committees were established, and the reasons why consolidating and simplifying some of them would produce better outcomes at lower cost with more satisfying and constructive community participation.

The Governance Committee, recognizing the individuality of each board/committee, has laid out some general principles to address the non-councilor public members involved with any affected board/committee. Our recommended process for disbanding or

changing a group with non-councilor public membership will begin with personal outreach by a Governance Committee member to that board/committee's chair. For certain committees, inclusion of the City Manager or a department head during that meeting might also be appropriate. During that outreach (meeting or phone call), the Governance Committee member will review that committee's considerations and recommendations. Then, prior to any public discussion at the City Council level, a Governance Committee member will talk to or meet with the affected committee/board members to review the recommendation(s) and invite the committee members to the City Council meeting at which the Governance Committee recommendations are being presented. (Exceptions to this plan might be needed for committees/boards that meet infrequently or are unable to meet because they are unable to achieve a quorum.)

Rationale for the Governance Committee discussions and the recommendations that follow:

1. Times have changed. Following City Council policy direction and adoption of the updated Lebanon Master Plan, the City Manager and the Administration have raised their level of engagement and oversight in association with the implementation of outcome-based governance. The Council and the Administration operate with increased mutual trust, and technological advances have improved transparency.
2. Direct communication and engagement among residents, the Council, and the Administration have become the norm and will better focus the flow of information. The broader, more comprehensive "community conversation" process now used by the City Administration and Council is a more effective and inclusive tool for accomplishing some board/committee charges. By reaching out to the community on specific topics including residents' concerns, the City is creating and vetting more cohesive plans that are both consistent with and assist in the implementation of the Lebanon Master Plan. Council work sessions and agenda items for full-Council discussion at regular meetings provide an additional means to publicly address challenges and accomplish goals while insuring that all councilors have the same information early in the process. The time currently used to report on these committees during regular City Council meetings could instead be used to present the information to the full Council. The Governance Committee believes that presentations traditionally made at the board/committee level should be replaced by full-Council briefing and involvement instead.
3. The current board/committee structure consumes significant municipal resources, particularly
 - a. Staff time and expense, and
 - b. Citizen-volunteer time, including City Councilors and other board/committee members cross-representing on additional boards/committees.

Examples for the City and its staff include recording secretarial time, with each set of committee minutes costing \$125 on average; departmental staff time providing clerical support and agenda preparation; public posting expenses; duplicative staff presentations; duplicative meeting attendance. These extra duties not only cost public money but also divert staff attention away from equal or higher priority objectives.

Examples for our citizen-volunteers include the indeterminate service commitment for any given board/committee, as well as the plethora of additional associated municipal responsibilities that further dilute citizen interest in volunteering for the City's mandatory boards/committees (those required by New Hampshire statute), including elected positions such as City Council.

4. Many board/committee responsibilities could be or are already being handled administratively. Rather than duplicate efforts, it would be more effective for the Council and Administration to use existing standard procedures.
5. The Administration and/or the Council can form specific work groups or task forces, which include citizens, for any issues that demand particular attention or remain unresolved. Disbanding some City boards/committees does not preclude implementing a work group/task force on any given issue in the future. The Governance Committee will recommend that
 - a. any new task force or work group should be subject to a sunset provision in order to provide a defined endpoint and to prevent "mission creep" into activities that detract from concentrated focus; and
 - b. each work group or task force shall provide a final written report to the City Council before the work group or task force's sunset date.

Recommendations:

As previously stated, the Governance Committee understands and appreciates the potential political impact of disbanding municipal boards/committees. With that in mind, after careful review, the Governance Committee offers the following recommendations for using focused task forces or work groups in lieu of new, permanent boards/committees; for 3 City Council subcommittees (salmon-colored boxes on chart); and for 1 City Council advisory committee (bright blue boxes on chart):

- A. Task forces or work groups: The Governance Committee recommends that in lieu of establishing new, permanent boards/committees, the City Council should utilize a new model of task forces or work groups that meet all of the following criteria:

1. A task force or work group should have a defined purpose, focused charge or set of outcome measures.
2. A task force or work group should be subject to a sunset provision (defined endpoint, specific date).
3. A task force or work group should provide a final written report to the City Council before that task force or /work group's sunset date.

The City Council may elect to establish a new sunset date and extend the work of any task force or work group whose focused charge is incomplete or for which an additional focused charge is assigned.

[Note: If the City Council approves this recommendation, the Governance Committee will develop a template to include, at a minimum, the criteria outlined above.]

- B. Public Safety Committee: The Governance Committee recommends assigning this committee's responsibilities to the Administration, using the process and standards now in place, and disbanding the committee.
- [Note: The Council would always have the option to establish a task force or work group, assuming that Recommendation A is approved.]

The Governance Committee acknowledges and appreciates the Public Safety Committee standardization and streamlining of the public safety request process. In lieu of a standing committee, access to citizen requests and the results of those requests could occur in a variety of ways (i. e., through the City Manager's report or other existing mechanism). Dissatisfied persons would continue to be able to contact the City Manager's office directly and would continue to be able to address the City Council. These citizen engagements would continue to activate standard procedures for considering public concerns.

- C. Westboro Yard Committee: The Governance Committee recommends assigning this committee's responsibilities to the Administration, and disbanding the committee.
- [Note: The Council would always have the option to establish a task force or work group, assuming that Recommendation A is approved.]

The Westboro Committee has done a superb job in scrutinizing the complex factors affecting the future use of this essential West Lebanon asset. Greater, cohesive Administrative engagement with NHDOT and other stakeholders has brought about broader discussion (including transportation planning, downtown revitalization, recreation, and other Lebanon Master Plan outcomes). The process and issues at Westboro Yard are now at a point where full Council consideration of information gathered by administrative staff is warranted.

- D. Public Facilities Committee: The Governance Committee recommends assigning responsibilities to study the cemetery fee structure to the Administration, with a report back to the Council, and disbanding the committee.

[Note: The Council would always have the option to establish a task force or work group, assuming that Recommendation A is approved.]

The Governance Committee is extremely appreciative of the recent work that the Public Facilities Committee conducted in relation to the public cemeteries. The Governance Committee also believes that concerns about the fee structure are significant and should be looked at by the Administration. In addition, the concept of a public-private partnership is a worthy consideration that many have expressed an interest in investigating.

For any public facilities issues that arise in the future, the Administration would bring to the Council those issues that could not be handled administratively and/or required Council action or policy discussion.

- E. Airport Advisory Committee (AAC): The Governance Committee recommends inviting members of the AAC to participate in the upcoming Airport Master Plan process and disbanding the committee.

[Note: The Council would always have the option to establish a task force or work group, assuming that Recommendation A is approved.]

The City Manager, Airport Manager, and City Council will be focusing on the development of a comprehensive Airport Master Plan. This process will and should include broad community outreach and engagement in an open forum.

Over the years, with particular expertise from the aviation community, the AAC has worked diligently to promote public interest in and understanding of the airport as demonstrated by the conduct of various studies, promotion of youth activities and Airport Awareness Day. The Governance Committee believes that integrating the AAC's highly interested, dedicated volunteers into the larger discussion is the best use of their energy and enthusiasm. This change will relieve the Airport Manager of monthly administrative presentations and monthly discussions of routine airport management issues that do not generate advice to the Council. At this point in time, any presentations that need to be made should take place in the context of the Airport Master Plan process, with the full Council and the public receiving the information.

Following the general principles outlined in this Governance Committee Report and Recommendations, the Chair of the Governance Committee (Georgia Tuttle) spoke first to the Chair of the AAC (Dan Nash) and then met with the AAC membership during their regular meeting. Chair Nash concurred that though the AAC has met 12 times yearly, the meetings are mostly administrative updates and have rarely generated recommendations to the City Council (only once in the past 2+ years). There was no objection by the AAC to the Governance Committee recommendations. The AAC was invited to the April 2, 2014, City Council meeting.

The Governance Committee looks forward to discussing the preceding recommendations as we work toward our shared community outcomes. We respectfully offer the following summary of recommendations and motion for the Council's consideration:

SUMMARY

The Governance Committee recommends that the City Council

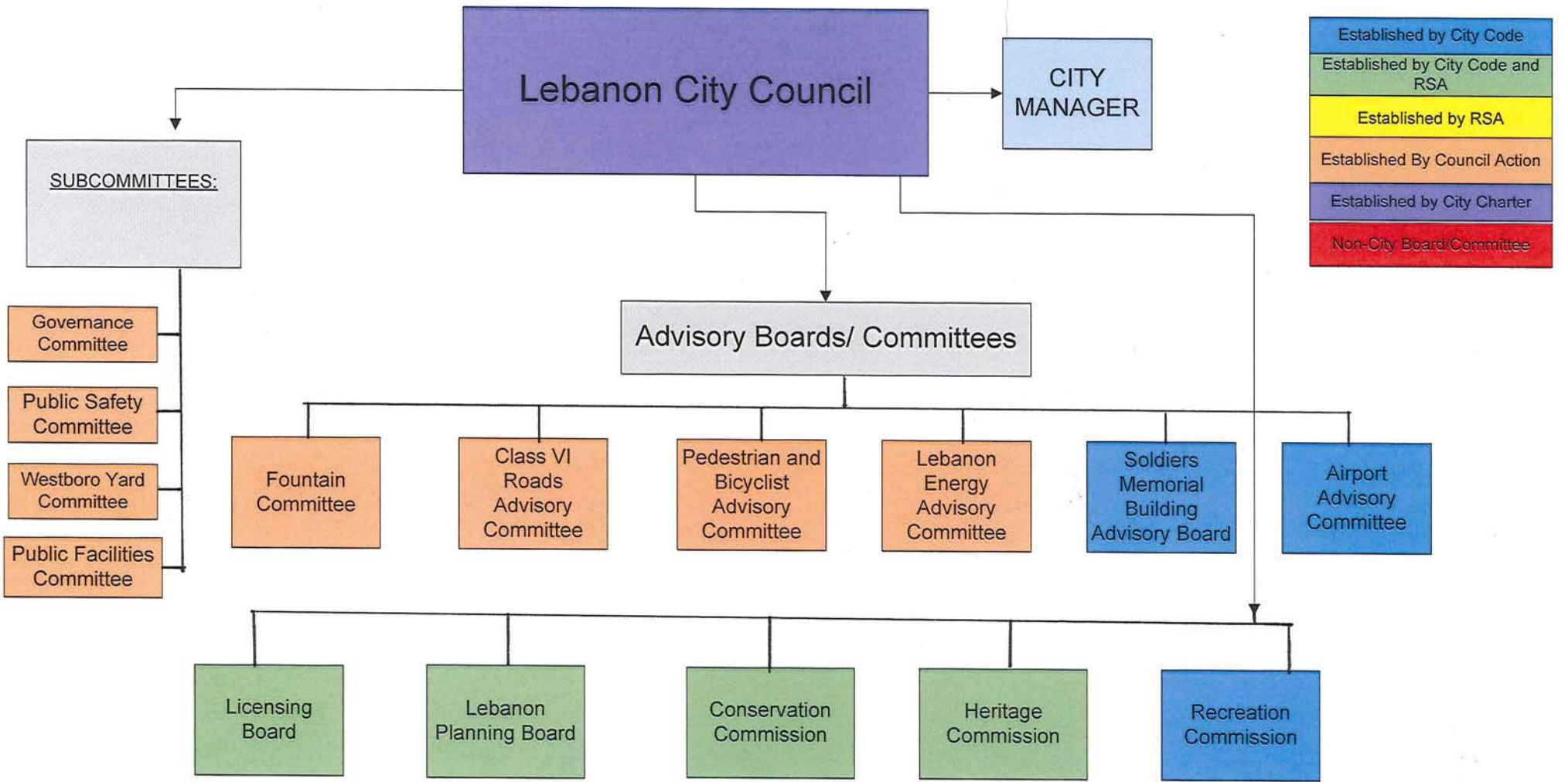
- A. Utilize task forces or work groups that have a defined charge, that sunset, and that provide a final written report to the Council, in lieu of establishing new, permanent boards/committees.
- B. Assign the Public Safety Committee's responsibilities to the Administration, using the process and standards now in place, and disband the committee.*
- C. Assign the Westboro Yard Committee's responsibilities to the Administration, and disband the committee.*
- D. Assign the Public Facilities Committee's responsibilities to the Administration, report back to the Council on the City cemetery fee structure, and disband the committee. *
- E. Invite members of the Airport Advisory Committee to participate in the upcoming Airport Master Plan process, and disband the committee.*

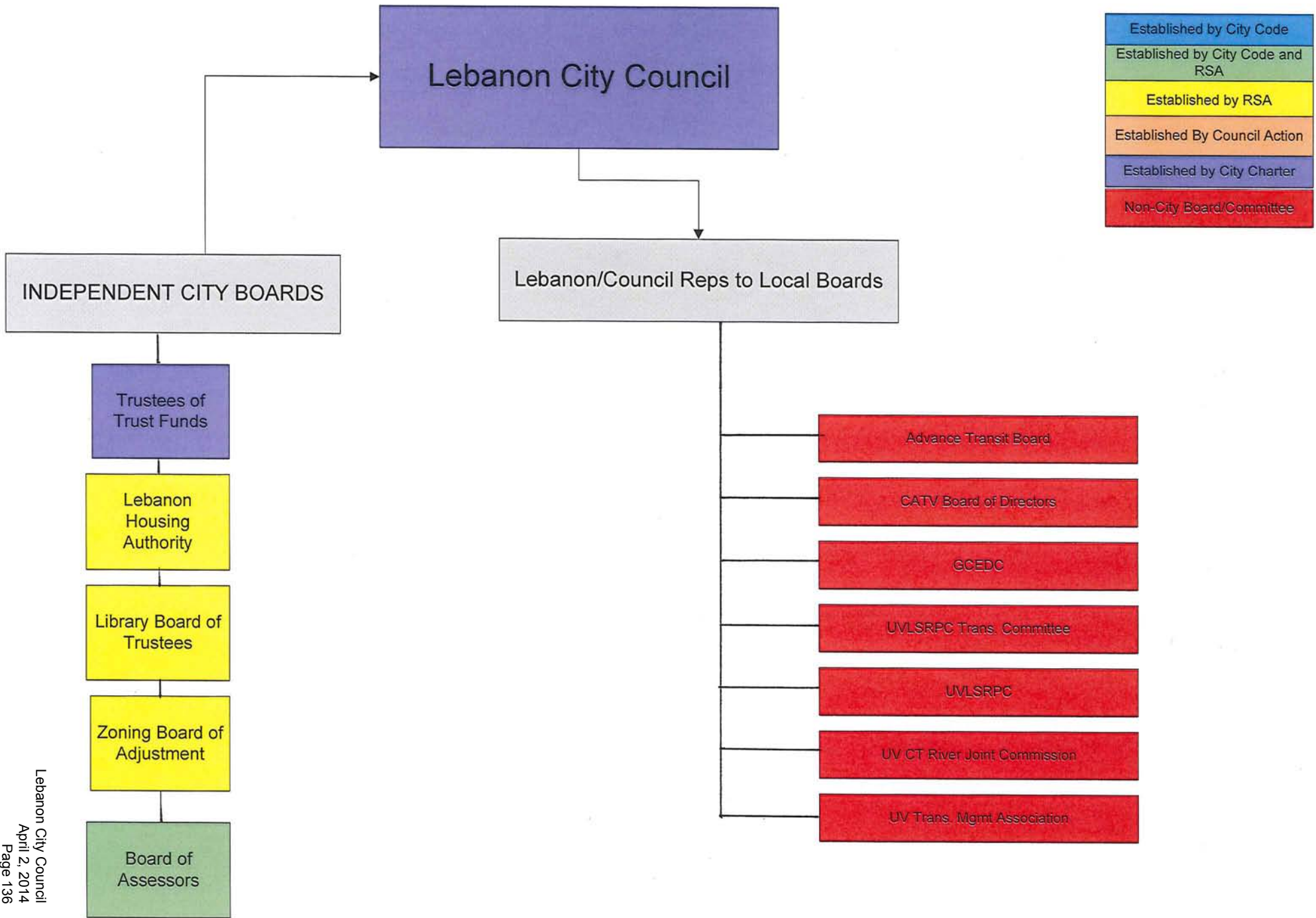
*Note: The Council would always have the option to establish a task force or work group, assuming that Recommendation A is approved.

Motion: Moved, that Recommendations A–E of the City Council's Governance Committee be accepted as presented in the Governance Committee Report and Recommendations on Municipal Board/Committee Structure, dated April 2, 2014.

Respectfully submitted by the Governance Committee:

Georgia Tuttle, Mayor
Nicole Cormen, Councilor-at-Large
Carol Dustin, Councilor, Ward 3
Greg Lewis, City Manager





List of Boards/Committees

Board/Committee	Category	With Council Membership
Airport Advisory Committee	A	X
Governance Committee (Council sub-committee)	A	X
Pedestrian & Bicyclist Advisory Committee	A	X
Public Facilities Committee (Council Sub-Committee)	A	X
Public Safety Committee (Council sub-committee)	A	X
Recreation & Parks Commission	A	X
Soldiers Memorial Building Advisory Committee	A	X
Westboro Yard Committee (Council Sub-Committee)	A	X
Class VI Roads Advisory Committee	A	X
Fountain Committee	A	X
Lebanon Energy Advisory Committee	A	X
Steering Committee for the Implementation of the Master Plan (SCIMP)	A*	X
Economic Vitality Exchange Committee	A*	X
Board of Assessors	B	
Lebanon Housing Authority	B	
Library Board of Trustees	B	
Trustees of Trust Funds	B	
Zoning Board of Adjustment	B	
Lebanon Municipal Records Board	B	
Conservation Commission	B & A	X
Heritage Commission	B & A	X
Licensing Board	B & A	X
Planning Board	B & A	X
Advance Transit Board of Directors	D	X
CATV Board of Directors	D	X
Grafton County Economic Development Council	D	
Regional Transportation Advisory Committee (UVLSRPC)	D	
Upper Valley Lake Sunapee Regional Planning Commission	D	
Upper Valley River Sub-Committee of the Connecticut River Joint Commissions	D	
Upper Valley Transportation Management Association	D	
A = Established by Code/Ordinance/Council		
B = Established by State Statute		
C = Established by City Charter		
D = Non-City Board		
* indicates short-term board/committee		

Governance Committee findings:

The number of City of Lebanon boards/committees has proliferated over the years.

City currently has:

- a) 23 citizen boards/committees/commissions plus
- b) City Council, plus
- c) At least 7 regional boards/committees on which the City has formal representation.

Of the 23 citizen boards/committees:

- a) 10 are established by state statute
- b) 2 are short term committees with a specific purpose
- c) 8 were established directly by the Council
 - a) 4 as Council subcommittees,
 - b) 4 as advisory to the Council, and
 - c) 3 via the City Code for advisory purposes to the Council.

[SEE COLOR-CODED DIAGRAM, ON A SEPARATE SHEETS]

Governance Committee findings:

While recognizing the many positive contributions of our boards and committees to City government and to the people of Lebanon, the City Council's Governance Committee will:

- outline its rationale for undertaking these discussions,
 - propose initial recommendations for 4 of the 11 boards/committees for which the Council has direct responsibility and
- Propose a task force model to replace the creation of long-term, standing committees

To insure that the City has the right groups working on the right issues at the right time, the Governance Committee would propose:

- The use of task forces/work groups with defined objectives/goals/outcomes that would be have specified end-points
- That each task force or work group prepare a final report that would be presented to the full council (i.e. a sunset provision).
- That the Council could accept the report and disband the task force/work group or vote to extend the defined objective for another defined period of time (Governance recommends no more than a one-year time frame).

This structure will both focus and limit the time commitment by citizens public members and councilors, thereby encouraging greater participation from those who want to be involved but who are unable to make commitments for multiple years or for a prolonged term of service.

Why do this?

1. Times have changed.

- The Council's outcome-based policy direction and adoption of the Master Plan along with the increased level of engagement of citizens by Administration have increased mutual trust and improved transparency.

2. Direct communication and engagement among residents, the Council, and the Administration have become the norm and have improved the flow of information.

Why do this?

3. The current board/committee structure consumes significant municipal resources

a) Examples for the City and its staff include:

- recording secretarial time - average cost for 1 set of committee minutes is \$125
- departmental staff time to prepare agendas, to provide clerical support and to attend meetings
- expense of posting public notices
- duplicative staff presentations, first at the committee level and later at the Council level
- Duplicative meeting attendance
- diversion of staff attention away from equal or higher priority objectives

b) Examples for citizen-volunteers including City Councilors:

- the indeterminate service commitment
- additional municipal responsibilities such as servicing as a rep from one committee to another committee or group
- the dilution of citizen interest in the City's mandatory boards/committees (those required by New Hampshire statute) and for elected positions such as City Council

Why do this?

4. *Many board/committee responsibilities could be or are already being handled administratively.*

- Rather than duplicate efforts, it would be more effective for the Council and Administration to use existing standard procedures.

5. *The Administration and/or the Council can form specific work groups or task forces, which include citizens, for any issues that demand particular attention or remain unresolved.*

- Disbanding any particular board or committees does not preclude implementing a work group/task force to work on a similar area in the future.

- Council would have discretion to outline a defined purpose, set a defined endpoint (i.e. sunset provision) and receive a final report.

The Governance Committee recommends that the City Council

A. Utilize task forces or work groups that have a defined charge, that sunset, and that provide a final written report to the Council, in lieu of establishing new, permanent boards/committees.

B. Assign the Public Safety Committee's responsibilities to the Administration, using the process and standards now in place, and disband the committee.*

C. Assign the Westboro Yard Committee's responsibilities to the Administration, and disband the committee.*

D. Assign the Public Facilities Committee's responsibilities to the Administration, report back to the Council on the City cemetery fee structure, and disband the committee. *

E. Invite members of the Airport Advisory Committee to participate in the upcoming Airport Master Plan process, and disband the committee.*

* Note: The Council would always have the option to establish a task force or work group, assuming that Recommendation A is approved.

OFFICIAL

**CITY OF LEBANON
CITY COUNCIL
Minutes, Regular Session, April 2, 2014
City Hall—Council Chambers
7:00 p.m.**

MEMBERS PRESENT: Mayor Georgia Tuttle, Assistant Mayor Suzanne Prentiss, Councilors Nicole Cormen, Carol Dustin, Erling Heistad, Karen Liot Hill, Heather Collier Vogel, Stephen Wood

MEMBERS ABSENT: Councilor Bruce Bronner

STAFF PRESENT: City Manager Greg Lewis, Deputy City Manager Paula Maville, Public Works Director Michael Lavalla

The meeting was called to order at 7:01 p.m. by Mayor Tuttle.

I. PLEDGE OF ALLEGIANCE

Councilor Vogel led the Council in the Pledge.

II. PUBLIC FORUM ANNOUNCEMENT BY THE MAYOR

Mayor Tuttle made the announcement.

III. OPEN TO PUBLIC

No members of the public spoke at this time.

IV. RESOLUTIONS: None

V. ACCEPTANCE OF MINUTES: March 19, 2014

Changes: Page 7, line 38, replace “loner” with “longer”; page 11, line 35, replace “Roth” with “Broth”.

Carol Dustin moved to approve the minutes presented in the April 2, 2014 agenda packet as amended. Seconded by Erling Heistad.

****The motion passed 6-0.***

VI. APPOINTMENTS: None

VII. PUBLIC HEARING ITEM

- A. Ordinance #2014-01 to Amend the City Code to include Chapter 163, Use of Public Stormwater System**—Public Hearing for the purpose of receiving public input and taking action to amend the Code of the City of Lebanon to include new proposed Chapter 163, Use of Public Stormwater System.

Mayor Tuttle noted that this item was discussed previously, and language was changed following issues raised by Councilors.

Mayor Tuttle asked for public comment. Hearing none, she closed the public hearing.

(Councilors Hill and Wood arrived at 7:05 p.m.)

Karen Liot Hill moved that the Lebanon City Council hereby adopts Ordinance #2014-01 to amend the Code of the City of Lebanon to include new Chapter 163, Use of Public Stormwater System, as presented in the April 2, 2014 City Council Agenda Packet.

Seconded by Stephen Wood.

****The motion passed 8-0.***

- B. Ordinance #2014-02 to Amend the City Code, Chapter 168, Vehicles and Traffic**—Public Hearing for the purpose of receiving public input and taking action to amend Chapter 168 of the Code of the City of Lebanon to permit a “No Parking” zone in the vicinity of 190 Hanover Street, Lebanon.

Mayor Tuttle asked for public comment. David Loney, who owns the building at 190 Hanover Street, said he supports the change. He said he has not been able to get his mail, and the Postal Service is citing liability reasons. The request for a no-parking zone will meet federal government requirements. Councilor Vogel said she received an e-mail from Tom Lozeau saying that he does not think this is an adequate solution to the parking problem.

Hearing no further public comment, Mayor Tuttle closed the public hearing.

Assistant Mayor Prentiss noted that when this issue was raised at the Public Safety Committee, Comcast also expressed concerns about parking narrowing the road, which poses difficulty getting trucks, and possibly emergency vehicles, in and out. She said the administration and the SAU need to discuss this, as the problem relates to student parking. She said Councilor Hill noted that this no-parking zone could push student parking elsewhere, causing other problems. Mr. Lewis said he has opened dialogue with the SAU #88 superintendent. Concerns have been documented, and he will follow up with the superintendent.

Nicole Cormen moved that the Lebanon City Council hereby adopts Ordinance #2014-02 to amend City Code Chapter 168, Vehicles and Traffic, Section 168-1, “No Parking,” to designate a section of road beginning at the driveway entrance to 190 Hanover Street and

**going southerly on Hanover Street for a distance of 30 feet, as a “No Parking Zone.”
Seconded by Stephen Wood.**

Councilor Cormen said she is grateful for the City’s attempt to work cooperatively with the School District. She said she is concerned that the City gifted a significant parcel of land on Bixby Street for Lebanon High School parking, and they were told that that would be adequate. There should be a way that the principal of the high school can control student parking. Councilor Hill said she will support the motion, but she agrees that this is only a short-term solution. The larger problem is adequate parking at the high school. The solution involves finding appropriate parking and ensuring the safety of students, including pedestrian and bicycle traffic and the upcoming “walking bus” to Hanover Street School. She agreed that the City has helped the School District to solve this problem, and she encouraged continued dialogue.

**The motion passed 8-0.*

VIII. OLD BUSINESS: None

IX. NEW BUSINESS

- A. Discussion and Set Public Hearing for June 18, 2014:** Request by Cynthia Therrien to rezone 70 Evans Drive (Tax Map 63, Lot 3), Lebanon, from Residential-Three (R-3) to Residential Office-One (RO-1).

Stephen Wood moved that the Lebanon City Council hereby accepts the request by Cynthia Therrien for a Zoning Map Amendment, and, in accordance with the City of Lebanon Zoning Ordinance, Article X, Section 1000.3.A, Amendment Procedures, submits the proposed amendment to the Planning Board and Conservation Commission for their review and comment. The City Council hereby sets the following tentative review schedule:

Conservation Commission, Regular Meeting—May 8, 2014

Planning Board, Regular Meeting—May 12, 2014

City Council Public Hearing—June 18, 2014

Seconded by Karen Liot Hill.

Councilor Wood thanked Ms. Therrien for her very thoughtful and thorough letter supporting this request. He said he sees no reason why they should not put this request forward. Councilor Cormen noted that page 47 of the agenda packet includes a table of uses for a zone (MU) that does not yet exist. She said this was a draft zone that the Council considered regarding the River Park development. She said she hopes the RO-1 table of uses will be included in the packet for the public hearing. Councilor Wood said the R-3 table of uses should also be included. Councilor Cormen also noted that the Future Land Use Map is not a zoning map.

**The motion passed 8-0.*

B. Endorsement of Safety Improvements to the Route 10 Corridor in the Vicinity of Gould Road and Oak Ridge Road, West Lebanon

Karen Liot Hill moved that the Lebanon City Council hereby endorses the implementation of Design Concept #1, as detailed in the February 6, 2014 Road Safety Audit prepared by Vanasse Hangen Brustlin, Inc., for New Hampshire Route 10 at Gould Road and Oak Ridge Road, and as presented in the April 2, 2014 City Council Agenda Packet.

She further moved that the Lebanon City Council authorizes the Mayor to sign and the City Manager to send a letter of endorsement to the New Hampshire Department of Transportation in support of implementation of Design Concept #2.

Seconded by Stephen Wood.

Assistant Mayor Prentiss said the Public Safety Committee recommended implementing Concept #1 and considering Concept #2. Mr. Lewis said the proposal is to pursue Concept #1 and evaluate the outcome and results. If the results are not what they expect, they will pursue #2. The difference is that Concept #2 requires a significant acquisition of right-of-way. The City will do the work to acquire needed right-of-way, and the State will pay for it. Concept #1 involves a few minor acquisition. Implementing Concept #2 would require a significant amount of time because of the property acquisition, and they do not want to delay action. Mayor Tuttle said Concept #2 could take several years to implement and would be partly funded by federal highway safety funds that should be available in the future.

Executive Director Nate Miller of the Upper Valley-Lake Sunapee Regional Planning Commission, Ward 3 resident, said there is a strong desire to make safety improvements as soon as possible. Concept #2 would affect about eight properties to do shoulder work, and that might require a layout commission and a finding of public interest. That could take 18-24 months. He said he recommends implementing Concept #1 and evaluating how it works over a three-year period. If the City and State agree that they are not seeing the results they expected, they can implement Concept #2.

Mayor Tuttle thanked Mr. Miller for helping the City come to this decision. Councilor Cormen agreed and said this is an example of the benefit the City gets from belonging to the regional planning commission. She said there is value in making connections between jurisdictions. She said it is logical to proceed as recommended. A thorough study up front saves time later. She said she read the study's suggestion regarding a fence at Sachem Field to direct animal crossings. She asked if that is part of Concept #1. Mr. Miller said that is a potential strategy, but it is not part of Concept #1. There have been a number of deer-related crashes. Deer warning signs are not particularly effective. If they want to pursue reducing animal crashes, they should consult with Fish & Game and local stakeholders.

Assistant Mayor Prentiss noted that Clifton and Linda Delaney and Robert and Fay Sharkey wrote a letter asking that Concept #3 be discussed. She said she contacted them, and they feel that any work will be an improvement.

****The motion passed 8-0.***

Mr. Lewis said the administration will develop an agreement with the State that will include a safety evaluation after three years.

Joanne Onacki said she supports this, with the addition of a rumble strip. She said she is pleased that a pedestrian-activated flashing beacon and a pedestrian refuge have been included.

Councilor Hill asked about adding a rumble strip. Mr. Miller said he will make sure that happens. Jim Walsh of Pinewood Village said at the community meeting, a representative of NHDOT said the preliminary designs will not be complete until the spring of 2015. He asked if it is possible to repaint the crosswalk in the meantime. He said the number one problem is pedestrian safety, and the crosswalk has faded to the point where it is not visible. Mr. Lewis said the issue is safety. If the crosswalk is not safe, the City is liable if there is an accident.

C. Recommendations by the Governance Committee re: Consolidation and Streamlining of Council Subcommittees and Advisory Committees

Karen Liot Hill moved that the Lebanon City Council hereby accepts Recommendations A-E as proposed by the Governance Committee and outlined in the document titled “Governance Committee Report and Recommendations on Municipal Board/Committee Structure,” dated April 2, 2014, and presented in the April 2, 2014 City Council Agenda Packet. Seconded by Stephen Wood.

Councilor Hill thanked the Governance Committee for a clear presentation of information. She said she has no objection to the recommendations. She asked what the charge of the Governance Committee is. She said this is an important issue, but there are other important issues. She said the four committees proposed for elimination discuss issues that are in the Master Plan and are critical to the operations of the City. She said she would like to move to task forces, but the Council at one point decided that these issues deserve additional scrutiny. She said she wants to make sure that they do not lose track of the missions of these committees and that someone has specific responsibility for these issues. She said she would like to know how other communities organize themselves. She said one function of these committees is to have a public dialogue with state, federal and regional officials, and there is no clear protocol for that. She asked if the City has a policy regarding how to engage with the State.

Mr. Lewis said he has another draft of the City’s work plan, which can be reviewed during the planning sessions to ensure that things of importance to the Council are included in the outcomes. Each should incorporate a citizen-engagement piece. They need to look at the budget ramifications. There are a lot of ways to accomplish each task, and they have to triage what is most important.

Councilor Wood thanked the Committee for a very thorough presentation. He said he is glad to see these committees disbanded, especially the Airport Advisory Committee. He said that committee was formed in the mid-1990s to provide citizen input to the management of the Airport, and it has evolved into including members from other communities who are involved in aviation, advancing the interests of aviation to the City. Mr. Lewis said he is reviewing the scope of the Airport master plan, which will include very intensive community involvement over the next two years, including residents and businesses. Councilor Wood said he hopes the

administration will consider that a lot of community attitudes and opinions are not heard. Some are quietly disgruntled because previous administrations have forestalled complaints from the community.

Councilor Cormen said the Council should not lose the tension between long-running, difficult problems and those that pop up. She said when the Governance Committee looked at Council-created committees, they found that some had “mission creep.” The City has grown, and they need to determine how to tackle things most efficiently. A lot of groundwork has been laid by these committees, and now they have a clearer focus regarding some of these issues. She said she is concerned about the role of Councilors and how to engage with state, federal and regional officials. The Governance Committee will address that.

Assistant Mayor Prentiss said this will assign committee work to staff, and she does not know how to balance that. Mayor Tuttle said the Governance Committee discussed that. The Council needs to look at the outcomes. There will be money for certain things; if enough money is not available, some things will have to be delayed. Mr. Lewis said he wants to be sure that the work plan and the budget align with what the Council feels are the highest priorities. He said his job is to move where the Council wants to go. Some things are done by the City, while other things are done by the private sector with support from the City. The challenge is adequate communication.

Councilor Heistad said the strength of the community is the ability to be a part of the community. Committees provide a way for people to make a contribution to government and to bring the expertise and knowledge they have, while knowing the history of the city. He said he hopes the City can keep people involved. Councilor Hill said Councilor Heistad makes a good point. They have to be careful about discouraging residents’ participation. She said she hopes the City will engage in task forces in a robust way. Involvement in short-term task forces that are more focused on a specific task are more meaningful. They might be able to have more people doing more work in a more focused way.

Councilor Dustin said she is hoping that some people who come to meetings once a month and do not see any results will serve on a higher level and be more involved. This will also free up a lot of staff time to respond to things like the cemetery report instead of working up agendas and attending meetings.

**The motion passed 7-1.* Voting for the motion: Cormen, Dustin, Hill, Prentiss, Tuttle, Vogel, Wood. Voting against: Heistad.

X. REPORTS

A. City Manager

Mr. Lewis said he has nothing to add to his written report.

B. Council Representatives to Other Bodies

Lebanon Energy Advisory Committee—Councilor Hill said they discussed the Liberty Utilities pilot project. The Committee has a consultant who will provide technical services and will work

on communications and outreach. They will attend an annual meeting of Upper Valley energy committees.

Planning Board—Councilor Cormen said she and Assistant Mayor Prentiss have switched positions, so Assistant Mayor Prentiss will be the Council representative, and Councilor Cormen will be the alternate. At the last meeting, Planning & Zoning Director Andrew Gast-Bray talked about how to make the zoning amendment process less cumbersome. She said Bill Solari reminded the Board about why the requirements are so stringent. The Board is reluctant to make significant changes in the way things are done because zoning amendments are one of the few things that encourage people to participate, as amendments affect people. She said the Board did not have a quorum for a discussion of the scenic road designation on Slayton Hill Road. They will discuss this at a later meeting. She said the Board needs new members, as work is not getting done.

Pedestrian & Bicyclist Advisory Committee—Councilor Heistad said they are looking at the School Street/Messenger Street area and sidewalks to Harvest Hill and the middle school. If a site plan has a path, what happens if people do not want it behind their yards? They are looking at the head-out parking project and a walking trail from the middle school to the Rail Trail. They are looking for volunteer help to clear paths and build bridges.

CATV Board of Directors—Councilor Hill said they held their annual meeting and awards ceremony, including those for children participating in video camps. They also discussed unanticipated funds received from Comcast that can be used to accelerate capital projects to improve the quality of meeting recordings. They discussed whether the current structure of support of CATV by Lebanon taxpayers is the preferable model to ensure sustainability.

XI. FUTURE AGENDA ITEMS

Assistant Mayor Prentiss asked about a date for discussing water and sewer rates. Ms. Maville said that will be discussed on June 18. Councilor Cormen asked about discussion of a dog park. Mayor Tuttle said no formal agenda item for that has been submitted. Councilor Dustin said she has seen a lot of dogs on the athletic fields by the former junior high school, and that could make the fields unusable. Councilor Cormen said the Governance Committee has discussed different levels of change for the City Charter. Councilor Hill asked about a joint Council-School Board meeting, and Ms. Maville said that will be on May 29. Councilor Hill said it is crossover time for the state legislature, and she asked if the Council will meet with legislators to discuss upcoming bills. She said she is willing to submit an agenda request. Mayor Tuttle said it would be helpful to know the specifics of what they should discuss. Councilor Cormen questioned whether it is too late for that discussion.

XII. NON-PUBLIC SESSION: None

XIII. ADJOURNMENT

Stephen Wood moved for adjournment. Seconded by Heather Collier Vogel.

****The motion passed 8-0.***

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Charles Glazer
Recording Secretary