FINAL

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, June 4, 2025, 7:00 p.m.
Council Chambers
Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT:	Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Erling Heistad, Nicole Ford Burley, Timothy McNamara, Laurel Stavis, Christian Simon, George Sykes, and Karen Zook
MEMBERS ABSENT:	
STAFF PRESENT:	Interim City Manager Jack Wozmak, Deputy City Manager David Brooks, DPW Administrative Services Manager Kelly Crate, Finance Director Alesia Williams, Deputy Finance Director Victoria Paquin, Public Works Assistant Director Christopher Kilmer, Planning Administrative Assistant Crystal Taplin

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1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
   - Interim City Manager Wozmak reviewed the meeting criteria for meeting attendees.

2. **PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.

3. **PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.

4. **OPEN COUNCIL DISCUSSION:**

Assistant Mayor Wilkie spoke about: 1) Having Council members join him in future Community Engagements. 2) The DEI Commission has been following the NH HB 511, which addresses so called Sanctuary Cities and some of the provisions in Lebanon's Welcoming Ordinance. While this does not go into effect until January 2026, the DEI Commission will be discussing this at its June 17th meeting so they can bring their recommendations back to the Council. 3) Suggested Lebanon resident concerns about adding a second water source be discussed at an upcoming meeting to get a status update to consider whether this is really something the City needs to urgently move forward with, since this is such a critical time for the City's budget and it is very expensive.

Interim City Manager Wozmak noted he had a meeting with the engineers who did the study, noting he personally had some questions about the options they presented. We need to scope out what the alternatives are and how much they cost; what the City needs from a second well; and, how we are going to get there. He will be meeting with this group again on June 17, 2025 and will charge them to go back and work up some additional details for the Council to consider.

Councilor Stavis noted there was some confusion by City residents about the new (water/sewer) rates for Enfield and Lebanon and felt the Council should consider a fuller communications scheme about this. Mr. Brooks read the newspaper article and felt it did not accurately capture what the Council discussed in March/May 2025. He conveyed that information to the Public Works Director and they felt they should put out a statement of their own, which accurately describes what happened in May, noting the methodology used for these rates was reviewed and agreed upon by the Council.

5. OPEN TO PUBLIC:

- **Mr. Donald Hemenway (West Lebanon, NH):** He questioned what the status is on the West Lebanon properties/ Revitalization Project. Mayor Whittlesey explained what the Council's intentions were, noting they had put out an RFP (Request for Proposal) and did not get any responses, so the City did go back and directly solicit developers. Deputy City Manager Brooks added they had reached out to several development firms they thought were capable of taking on a project of this scale. For some, they had too many projects and for others the project site was too small. They are still in communication with one potential developer and have recently asked them for a more complete proposal that could be presented to the public and the Council. So far, we have only received the process by which they would approach this project, but they have not presented any plans yet. Once this is received, the City will see what the next steps are.

  In response to Interim City Manager Wozmak's question regarding if the City wants to become a landlord, Mayor Whittlesey noted the buildings the City purchased would need substantial renovation to bring them up to code. Since the City had planned to sell them to a developer, it did not make sense to invest money in the buildings. If there is not a positive outcome, the City will have to re-evaluate.

  Mr. Brooks also pointed out that when properties are governmentally owned and/or are used by the government, they are tax exempt and do not generate any taxes. If the City puts a private property owner or resident in the building, it makes those properties taxable, which then would be paid by the City as the owner of the property. He also explained the other expenses the City was paying for (water, sewer, electricity, etc.) noting that when the City took over those buildings, it was a net loss because it costs more to operate the buildings and make them available for tenancy than it does in generating revenue.

  Councilor Simon suggested that Mr. Hemenway attend the West Lebanon Revitalization Advisory Committee (WLRAC) meeting. They meet every 3rd Monday of the month at 5:30PM in the Kilton Library.

  Councilor Stavis asked if it would be useful to form a subcommittee of the Council to work specifically on this project and explained her reasons why this might be useful. Mayor Whittlesey noted that he would be open to this if the Council needs to re-evaluate.

- **Mr. Fran Casale (Ward-2)**: He spoke about his reasons why the Council should think about putting this property up for sale with a real estate professional.

6. RECOGNITIONS:

- **RESOLUTION HONORING VICKI LEE**

WHEREAS, Vicki Lee has faithfully served the City of Lebanon for more than 18 years, beginning her tenure on October 16, 2006, as Deputy Finance Director; and

WHEREAS, during times of transition, Vicki stepped forward to provide steady leadership as Interim Finance Director from December 29, 2018, to May 6, 2019, and again beginning August 11, 2019, before being officially appointed as Finance Director on December 30, 2019; and

WHEREAS, in each role she held, Vicki demonstrated professionalism, dedication to public service, and care for those around her—often extending kindness through thoughtful gestures, including her much-enjoyed homemade baked treats that added a personal touch to the workplace; and

WHEREAS, under her leadership, the Finance Department has maintained strong financial controls, streamlined reporting processes, supported the development of the annual City Budget, and facilitated audits that reflect the City's commitment to sound financial stewardship; and

WHEREAS, Vicki's professionalism, attention to detail, and dedication to public service have positively impacted City staff, elected officials, and Lebanon residents alike, and her contributions have laid the groundwork for continued excellence in the City's financial management.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of Lebanon's residents, employees, visitors, and civil servants, extends its sincere appreciation to Vicki Lee in honor of her exemplary service to the City of Lebanon and wishes her a fulfilling and well-deserved retirement.

Dated this 4th day of June 2025 at Lebanon, New Hampshire.

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Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

Ms. Lee spoke about her history as Lebanon's Finance Director and announced that Alesia Williams will be the new Finance Director and Victoria Paquin will be the new Deputy Finance Director.

- **Top Dog Contest Winners Chosen by Mayor Whittlesey**

Ms. Jaseya Ewing (City Clerk/Tax Collector) spoke about the history, the requirements of this contest, and the reasons why dog licensure is so important before Mayor Whittlesey named the Top Dog Contestant Winners, as follows:

- 1. #477: Emmie, Dog Owner Catherine Shae
- 2. #262: Poppy, Dog Owner Clementine Winney
- 3. #1161: Bandit, Dog Owner Michael Bennett

7. ACCEPTANCE OF MINUTES:

- May 14, 2025 (Special Meeting)
- May 21, 2025 (Regular Meeting)

ACTION: ***No Action taken. The minutes above were not included in the Council agenda packet but will be reviewed at the Councils next meeting.***

8. APPOINTMENTS:

- **Pedestrian & Bicyclist Advisory Committee, Alan Schnur, Alternate Citizen Representative**

Councilor Stavis MOVED to Nominate Alan Schnur as an Alternate Citizen Representative to Pedestrian & Bicyclist Advisory Committee.
****The Vote on the NOMINATION was approved (8-0). Councilor Zook was not present at the time this vote was taken.***

9. PUBLIC HEARING ITEMS: NONE

10. OLD BUSINESS

A. Discussion and Set Public Hearing for June 18, 2025: Ordinance #2025-06, to Adopt New City Code Chapter 85, Housing Standards, Minimum

Included in the agenda packet: **(All supportive documents and detailed information, including Ordinance #2025-06 with proposed changes highlighted in RED, can be found on pages 11-28, Council agenda packet)**

1. Proposed Ordinance 2025-06, revised following May 7, 2025 public hearing.
2. NH RSA 48-A, Housing Standards

Chief Building Official & Health Officer Leigh Hays provided the background and an overview of the proposal to the City Council.

BACKGROUND

Over the course of the past year, the City has received numerous complaints concerning housing. Through the course of investigating, verifying, and working with the property owners to bring their properties into compliance with the State's minimum housing standards, as set forth in NH RSA 48-A, it has become apparent that relying solely on the State RSA for enforcement is difficult and labor intensive. For example, in order to enforce the statutory provisions, the Planning and Development Department has to involve the City's Prosecutor and charge the property owner criminally for violations of the statute.

However, NH RSA 48-A grants local municipalities the power to adopt their own minimum housing standards ordinance. The enforcement of a local ordinance is less involved and labor intensive and allows the use of a local citation process to achieve compliance, instead of criminal prosecution.

The proposed City Code Chapter 85 is a replica of the state minimum housing standards and enforcement procedure, with a few additions under Section 85-5.J, General Occupancy Standards, to help ensure safe residences for all of Lebanon's citizens. The proposed ordinance has been reviewed by the City's legal counsel to ensure compliance with all relevant state laws.

During a public hearing on May 7, 2025, questions were raised about parts of Section 85-5.J, General Occupancy Standards. Although the intent of the proposed City Code chapter is that it would apply solely to rented or leased dwellings, the introductory paragraph of Section 85-5.J made a reference to owner occupancy. Further, the confusion caused by the introductory paragraph raised concerns about the requirement of 85-5.J(6) potentially applying to owner- occupied dwelling units. As a result of the questions raised, the City Council declined to take action on the proposed Ordinance after the public hearing.

Following the public hearing, Chief Building Official & Health Officer Leigh Hays modified the proposed language to remove the reference to owner occupancy in the introductory paragraph of Section 85-5.J and also removed Section 85-5.J(6), which is based on a Fire Code requirement. Another modification added to Section 85-1 clarifies that the intent of the proposed City Code chapter is to govern the minimum acceptable housing standards of "dwellings let for rent" within the City.

Council/Staff Comments:

Assistant Public Works Director Kilmer answered Councilor McNamara's question regarding definitions on 85-3 ("Camping" Trailer/mobile home), and a spelling error on Page 14, Section 85.5. He also noted that the State Fire Code will still be enforced by the Lebanon Fire Department.

Councilor McNamara spoke about his reasons why he felt Ordinance #2025-06 would make the overall situation for the health and safety of renters better.

ACTION:
Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, June 18, 2025, beginning at 7:00pm in Council Chambers, City Hall, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2025-06, to enact a new City Code Chapter 85, Housing Standards, Minimum.
Seconded by Councilor McNamara.

****The Vote on the Motion was approved (8-0). Councilor Zook was not present at the time this vote was taken.***

11. NEW BUSINESS
A. Review and Discussion of 2024 4th Quarter Budget Report

Included in the agenda packet: **(All supportive documents and detailed information, including graphs and a breakdown of line item #'s, can be found on pages 29-60, Council agenda packet)**
1. May 27, 2025 Memo and 4th Quarter 2024 Revenue and Expenditure Reports from Finance

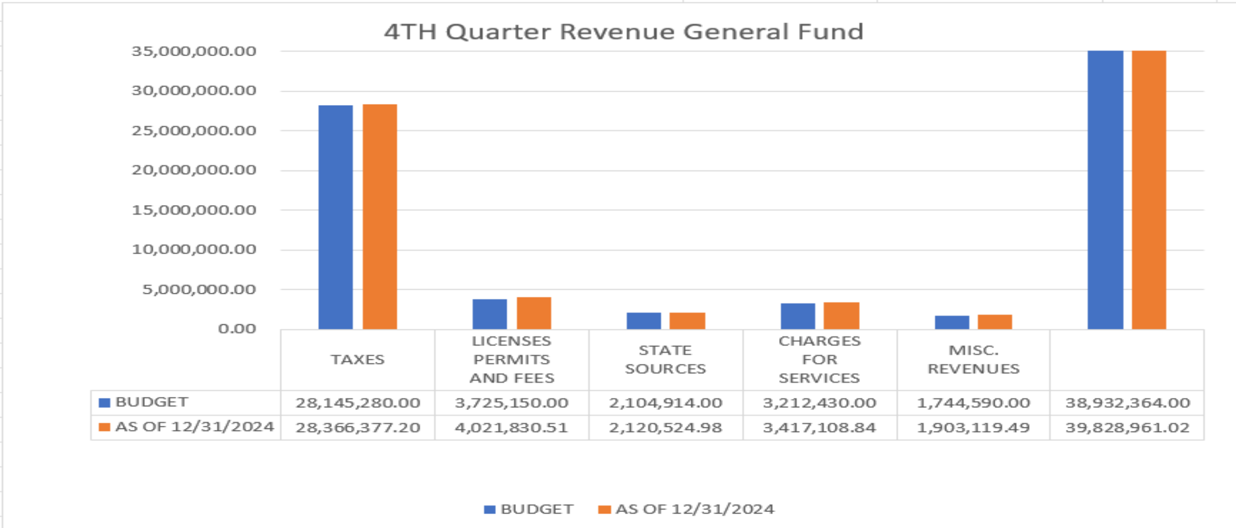
Finance Director Alesia Williams reviewed the highlights and key points for the City's General Fund operating budget, Solid Waste Disposal Fund, Water Treatment and Distribution Fund, Sewage Collection and Disposal Fund and Municipal Airport Fund.

QUARTERLY REPORT FOR CITY OF LEBANON					
AS OF DECEMBER 31, 2024					
GENERAL FUND	2024 BUDGET	AS OF 12/31/2024	ENCUMBRANCES	YTD AVAILABLE BALANCE	% OF BUDGET USED
CITY CLERK	$ 915,310	$ 815,645	$ 89,098	$ 10,566	98.8%
CITY MANAGER	$ 1,443,230	$ 1,606,093	$ 9,457	$ (172,320)	111.9%
CYBER SERVICES	$ 2,201,310	$ 1,706,834	$ 418,344	$ 76,133	96.5%
FINANCE	$ 6,015,600	$ 5,180,684	$ 10,662	$ 824,254	86.3%
FIRE	$ 5,278,300	$ 5,023,401	$ 147,137	$ 107,761	98.0%
HUMAN RESOURCES	$ 501,330	$ 471,226	$ -	$ 30,104	94.0%
HUMAN SERVICES	$ 1,008,400	$ 870,131	$ -	$ 138,269	86.3%
LIBRARY	$ 1,669,740	$ 1,650,599	$ 122,836	$ (103,695)	106.2%
PLANNING	$ 1,395,180	$ 1,378,880	$ -	$ 16,300	98.8%
POLICE	$ 7,398,430	$ 6,875,868	$ 205,649	$ 316,913	95.7%
PUBLIC WORKS	$ 6,396,520	$ 5,630,654	$ 686,864	$ 79,003	98.8%
RECREATION ARTS & PARKS	$ 1,281,850	$ 1,253,639	$ 19,539	$ 8,672	99.3%
DEBT SERVICE	$ 4,568,970	$ 4,560,968	$ -	$ 8,002	99.8%
INTERFUND TRANSFER	$ 856,220	$ 1,011,486	$ -	$ (155,266)	118.1%
TOTALS	$ 40,930,390	$ 38,036,107	$ 1,709,585	$ 1,184,697	97.11%

Revenues

The following chart summarizes amounts budgeted and collected year-to-date by general revenue category. Revenues collected through December 31, 2024, not finalized, total 102.5% of the amount budgeted for FY 2024. Highlights for the quarter include:

- Motor vehicle registrations were on target at 105.35% collected.
- Building permits are trending well above the benchmark at 122.81% collected.
- Ambulance Service revenue is collected above the benchmark at 114.5%.
- Interest Income was above prior years at 134.77% collected.



Other Funds – (**NOTE: The Expenditures and Revenues graphs as of December 31, 2024, for the following are included in the Council agenda packet.**)

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

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

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

Municipal Airport Fund is responsible for the operation and maintenance of the Lebanon Municipal Airport.

Council/Staff Comments:
In response to Councilor McNamara's questions, Ms. Williams noted the reason why the City Manager's office was over budget was due to legal expenses and the Library was over due to a heat pump replacement.

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

B. Review and Discussion of 2025 1st Quarter Budget Report

Included in the agenda packet: **(All supportive documents and information, including detailed line items, can be found on pages 61-95, Council agenda packet)**

1. May 27, 2025 Memo and 1st Quarter 2025 Revenue and Expenditure Reports from Finance

Finance Director Alesia Williams reviewed the highlights and key points for the City's General Fund operating budget, Solid Waste Disposal Fund, Water Treatment and Distribution Fund, Sewage Collection and Disposal Fund and Municipal Airport Fund.

GENERAL FUND

Expenditures

The following chart summarizes appropriations, expenditures and amounts encumbered as of March 31st (25% of the fiscal year) by department. For FY 2025 29.16% of appropriations have been expended or encumbered (obligated for future expenditure) during the quarter.

Not all operating costs are absorbed equally over the course of each year. For example, most debt service payments are due in the 3rd or 4th quarter, and support for local non-profit organizations is typically disbursed in the first month of the fiscal year.

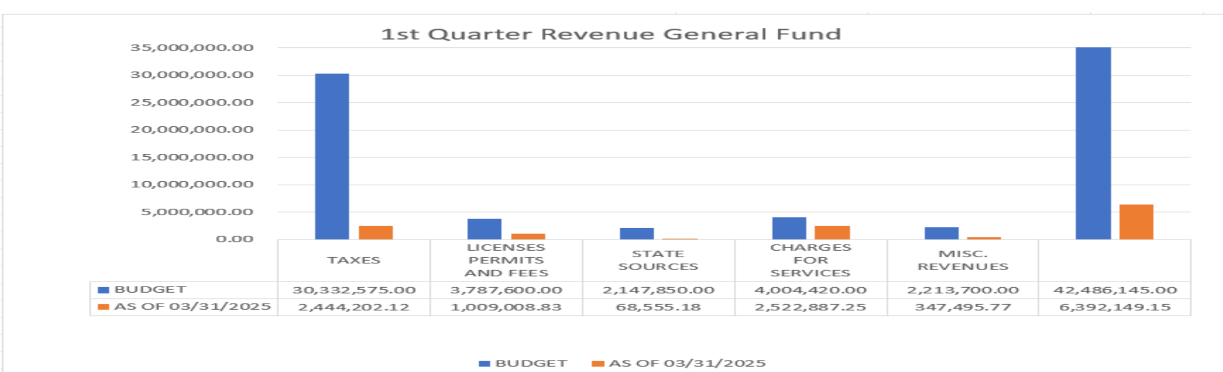
The 29.16% expended and encumbered to date is similar to prior years.

QUARTERLY REPORT FOR CITY OF LEBANON					
AS OF MARCH 31, 2025					
GENERAL FUND	2025 BUDGET	AS OF 03/31/2025	ENCUMBRANCES	AVAILABLE BALANCE	% OF BUDGET USED
CITY CLERK	$ 887,330	$ 197,128	$ -	$ 690,202	22.2%
CITY MANAGER	$ 1,388,890	$ 335,993	$ 99,200	$ 953,697	31.3%
CYBER SERVICES	$ 2,225,940	$ 477,400	$ 12,079	$ 1,736,461	22.0%
FINANCE	$ 6,903,620	$ 1,959,251	$ 239,858	$ 4,704,510	31.9%
FIRE	$ 5,819,070	$ 1,231,151	$ 23,617	$ 4,564,302	21.6%
HUMAN RESOURCES	$ 529,450	$ 126,060	$ -	$ 403,390	23.8%
HUMAN SERVICES	$ 968,090	$ 474,330	$ -	$ 493,760	49.0%
LIBRARY	$ 1,642,330	$ 389,293	$ -	$ 1,253,037	23.7%
PLANNING	$ 1,441,160	$ 322,206	$ 16,000	$ 1,102,954	23.5%
POLICE	$ 7,728,920	$ 1,496,875	$ 40,519	$ 6,191,526	19.9%
PUBLIC WORKS	$ 6,254,920	$ 1,288,659	$ 553,319	$ 4,412,942	29.4%
RECREATION ARTS & PARKS	$ 1,329,715	$ 246,675	$ 82,927	$ 1,000,113	24.8%
DEBT SERVICE	$ 5,970,360	$ 1,768,536	$ -	$ 4,201,824	29.6%
INTERFUND TRANSFER	$ 1,671,350	$ 1,671,350	$ -	$ -	100.0%
TOTALS	$ 44,761,145	$ 11,984,908	$ 1,067,519	$ 31,708,718	29.16%

Revenues

The following chart summarizes amounts budgeted and collected year-to-date by general revenue category. Revenues collected through March 31, 2025, total 15.05% of the amount budgeted for FY 2025, which compares to 16.93% (2024) and 16.7% (2023) in the previous two fiscal years. Highlights for the quarter include:

- Motor vehicle registrations are on target at 25.04% collected.
- Building permits are trending slightly below the quarterly benchmark at 13.61% collected.
- Ambulance Service revenue is collected just below the quarterly benchmark at 21.40%.
- Tax bills have been sent



Other Funds – (**NOTE: The Expenditures and Revenues graphs for the following are included in the Council agenda packet.**)

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

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

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

Municipal Airport Fund is responsible for the operation and maintenance of the Lebanon Municipal Airport.

Council/Staff Comments:
The Council and Ms. Williams discussed the rising cost of Human Services; the increase in the Health Savings Account; the transfer of funds to Capital Reserves (quarterly basis); and correcting the Airport Landing Fees (page 94, agenda packet); Building permit issues (i.e., how many permits are seasonal and how many are backlogged due to staff time); What the plan might be for addressing the issue of not having adequate inspection services (personnel); the potential need to evaluate restoring and paying for the position that was eliminated in DPW; the reasons why the Planning Board has been asked to keep track of the impact statistics for the budget season; whether or not the reserved funds for 3rd party outside service consultations is cheaper than hiring a new FTE for inspection services; potential NH State Legislation regarding building inspections (more follow up will be needed to see where this legislation stands); using funds appropriately so there is not a need to take someone on as a new FTE; doing an analysis on the changes in the budget with/without eliminating the FTE and/or outside services; and, whether or not there should be a supplemental appropriation option that should be part of the funding for a FTE this year.

Ms. Williams will provide information to the Council on the waste disposal/collection data.

Interim City Manager Wozmak will work with staff to see where the funding stands, what their options are, and will bring this data back to the Council.

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

C. Warrant for Civil Forfeiture Notice

Included in the agenda packet: **(All supportive documents and information, including the Warrant for Unlicensed Dogs and Chapter 466: Dogs and Cats Licensing, can be found on pages 96-99, Council agenda packet)**

1. Warrant for Civil Forfeiture Notice
2. Excerpts of NH RSA 466

City Clerk/Tax Collector Jaseya Ewing reviewed the background and her memo to the Council for the Licensing of Dogs within the City of Lebanon, NH. This year (2025) there are 376 unlicensed dogs to date.

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

ACTION:
Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby issues a warrant to City Clerk, Jaseya Ewing, authorizing the issuance of a civil forfeiture for each dog that remains unlicensed at the close of business on June 5, 2025.
Seconded by Councilor Simon.

****The Vote on the Motion was approved (8-0). Councilor Zook was not present at the time this vote was taken.***

D. Discussion and Set Public Hearing for June 18, 2025: Ordinance #2025-07, to Amend Chapter 97, Landfill Regulations, Appendix A, Fee Schedule

Included in the agenda packet: **(All supportive documents and information can be found on pages 100-102, Council agenda packet)**
1. Proposed Ordinance #2025-07

Mr. Christopher Kilmer (Assistant Public Works Director) reviewed Ordinance #2025-07 and the proposed Landfill Fee Schedule as listed below.

BACKGROUND

Item	Fee
MSW – Commercial	$120.75/ton
MSW – Residential	$4.00/household bag $8.00/contractor bag $40.00 per punch card $2.00/15 Gallon PAYT household bag $4.00/30-Gallon PAYT household bag
Minimum Load – Scale Use	$40.00
Construction and demolition debris – NOTE: This does not include mixed aggregates	$ 258.75/ton
Contaminated or mixed load recycling	$300/ton
Mattresses -Box spring is under bulky	$37.50
Bulky-Furniture, cabinets, sofa, chairs, box spring; excluding Mattresses	$7.50 Small (10-35lbs) $14.50 Medium (36lbs to 80lbs) $22.50 Large (81lbs and up) $150.00/ton Sectionals charged by the piece
Tires	$10.00/tire - Maximum of 10 tires per load.

Yard trimmings and brush	$15.00/ton for all commercial loads and non-Lebanon residents up to 4 inches $75.00/ton over 4 inches in diameter $110 Stumps Lebanon Residents only are free for loads less than 2 Cubic yards NON Commercial drop off Leaves, wood chips and grass clipping free- 4 inches or less in diameter Scale minimum ½ a ton.
Bulk loads of asphalt, brick and concrete and mixed aggregate	$75.00/ton
Electronic waste – monitors and TVs	$22.50/item
Electronic waste – solar panels	$42.50/panel
Electronic devices – DVD, VCR, stereo, etc.	$12.50/item

Freon-containing devices	$22.50/unit
Fluorescent bulbs	$2.50 Base + $0.15/ft (Up to 4 bulbs or CFLs accepted per day)
Compact fluorescent lamps (CFLs)	$2.50 Base + $0.60/ea. (Up to 4 bulbs or CFLs accepted per day)
Cover materials	$15.00/ton
Food waste	$50.00/ton
Food scraps – household	No charge for food scrap composting-Residential
Glass-Bulk Load	$40.00/ton
In Person permit fee	$15.00 (including the cost of the permit)
Equipment Assist	$75.00
Scale Use Fee	$10.00
Propane tanks 20lb	$14.50
Propane tanks 1lb	$4.50
Change of scale ticket fee, next day	$30.00 (day of is free)
Lost card Fee-commercial	$25.00
Account reactivation Fee	$50.00
Found in Load Fee	Additional $20.00 on top of cost of item
Drive off Fee	$250 first offense, $500 second offense, 6-month suspension 3rd offense
Mixed Loads	Charged at the highest Rate of items contained in load
Oil	$5 for up to a gallon. $5 a gallon after that.

Council/Staff Comments:
Assistant Mayor Wilkie spoke about his reasons why he felt the decrease in the tire collection fees was appropriate.

Mayor Whittlesey requested that DPW track the changes in tire pickups. Mr. Kilmer noted this all is tracked in a monthly report and will provide this data to the Council.

ACTION:
Councilor McNamara MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, June 18, 2025, 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 proposed Ordinance #2025-07, to amend Lebanon City Code Chapter 97, Landfill Regulations, Appendix A, Fee Schedule.
Seconded by Councilor N. Ford Burley.

****The Vote on the Motion was approved (8-0). Councilor Zook was not present at the time this vote was taken.***

E. Discussion of Potential Establishment of City Finance Committee

Included in the agenda packet: **(All supportive documents and detailed information can be found on pages 103-112, Council agenda packet)**
1. Draft City of Lebanon Finance Advisory Committee Charter

Ms. Lori Key, Ms. Jen Mercer and Mr. Jay Simms (Ward-2) reviewed the background behind their proposal for establishing a Lebanon Finance Advisory Committee. Ms. Key stated that their role is to introduce more robust financial data, benchmarking, analysis, alternatives, and forecasting into the City Council's decision-making process. They also wanted to make it clear that this proposal is not an attempt to interfere in, or control, any decisions made by the City Council for budget spending or financial planning.

BACKGROUND
An agenda request was submitted by City Councilor Tim McNamara to discuss the potential of establishing a City Finance Committee. The request was submitted on behalf of a group of interested citizens. A charter draft for a Finance Advisory Committee has been prepared (below) by the citizens group as a potential starting point for Council discussions.

"PROPOSED" City of Lebanon Finance Advisory Committee - Charter

Purpose

The Lebanon Finance Advisory Committee (the Committee) is established by the Lebanon City Council for the purpose of providing recommendations related to financial policies, strategies, and budgets that support the City's Strategic Plan and aligns with the Lebanon City Council Guiding Principles and the Lebanon Principles for Sustainability. The Committee's sole purpose is to support the Lebanon City Council in its fiduciary responsibility to meet the needs and Strategic Objectives of the City.
The Committee is chartered, on behalf of and as directed by the City Council, to accomplish the following objectives:

- Provide assessments and recommendations related to potential actions and decisions by the City Council with financial implications, or as requested by the City Council, to ensure informed, evidence-based, data-driven decisions (Guiding Principle #6)
- Offering expertise and recommendations on short- and long-term financial planning to help ensure that financial and strategic objectives of the City are met and supports the prudent long-term stewardship of City resources while meeting the needs of the City. (Guiding Principle #8)
- Review, on a quarterly basis, the City's internal budget-to-actual summary to review

significant variances that may warrant further review by City Council

- Provide a review of the annual budget by performing a financial assessment of the budget to ensure municipal finances meet the needs of the City, the City's Strategic Plan, and aligns with the Guiding Principles and Principles for Sustainability. The Financial Committee shall also prepare a recommended summary of the budget that highlights key information of importance to residents.
- Provide a review of the annual Audit and highlight any items of importance for the City Council to review.
- Review pending State legislation and provide the City Council with a summary of potential financial impacts if said legislation becomes State law

Structure and Composition of the Committee

The Committee will be comprised of seven members, with three being City Councilors appointed by the Lebanon Mayor and four public members who are residents of the City. The Committee shall annually appoint the Chair and Vice Chair of the Committee by majority vote. All committee members shall be appointed by the City Council to serve two-year staggered terms. The initial appointments shall be 1 year for 2 public members and 2 years for two members, then at intervals of two years.

Functions and Responsibilities

A. Annual operating and capital budgets

- Committee will provide a review of the City's annual operating and capital budgets and make recommendations to the City Council for their consideration.
- During the year, the Committee will monitor the city budgets in comparison to actual expenditures and revenues on a quarterly basis and identify any significant variances or concerns for the City Council to review.
- Any supplemental appropriations, along with the corresponding Fiscal Notes, requested by the City Manager during the year that increases the City's total authorized budget shall be reviewed by the Committee, who shall make a recommendation to the City Council regarding the supplemental appropriations

B. Long-term financial planning

- Committee will provide advice to the Council on long-term financial planning, including the financial implications of new programs and services, significant changes to the City's operating budget, capital expenses, and other financial obligations that fall outside of the annual operating budget.
- Committee will monitor and review the financial performance of the city against the City's approved budget with respect to the Strategic Plan, Master Plan, and Guiding Principles as well as reviewing against the City's long-term trends and applicable benchmarks.
- Committee will review the status of the current year Debt Capacity metric and provide comments and advice on the forecasted debt capacity as included in the Strategic Plan.

C. Financial statements

- Committee will review, on a quarterly basis, the budget-to-actuals, including relevant liabilities such as the City's debt.
- Committee will review the City's audited financial statements and highlight to the City Council items of importance.

Meetings

In order to meet the objectives stated, the Committee shall meet at least quarterly or more frequently should time-sensitive issues arise and as arranged by the Committee's chair.

Below is the presentation as presented on behalf of the Lebanon Finance Advisory Committee.

Ms. Key reviewed her history of involvement with this coalition, how the coalition came into fruition, and the following points in the presentation:

Key Points
"Securing the support, buy-in, and trust of all stakeholders helps municipal leaders successfully implement their plans. Because budgets are complex and detailed, achieving understanding and trust requires effectively translating large amounts of data and complex policy into simple, clear information."

Best Practice Series, NHMA

Lebanon Resident Coalition
Engaging with the Public

- Who we
- Why we are proposing a Finance Advisorv
- Whv
- Value
- Proposal overview and

Common Concerns

- What are the implications for constituents' tax bills?
- Can we lower or control tax increases so we can afford to live here?
- What is the impact on high-priority (often capital) projects?
- Can we afford improvements or new programs?
- Are our current services and obligations affordable into the future?
- Where is the transparency? Show us the facts

Ms. Jen Mercer reviewed and elaborated on the following talking points with the Council.

Why we are proposing a Finance Advisory Committee

Need

1. Higher level of financial scrutiny desired by citizens
2. Expertise to manage complexity of municipal finance
3. Packed agendas don't allow sufficient time for complete study of financial impacts

Goal

1. Acknowledge citizen concerns by taking action to address those concerns
2. Improve decision making by utilizing a variety of data sources
3. Additional resource to provide useful supplemental information and vetting projects to assist the Council in understanding financial impacts to the City.

Value Proposition

1. Creates access to citizen volunteer professionals offering time and experience
2. Supports Councilors' access to vital financial data
3. Provides access to a resource to translate financial complexity into plain language

Timing

1. Positive step forward on work by the Council to improve financial reporting, budget development, and transparency
2. Adds credibility to budget process in eyes of the community
3. Demonstrates a constructive response to financial uncertainty
4. New City Manager…good time to reflect on opportunity to improve Council operations
5. Interested citizens with the right experience willing to step forward
6. The majority of the 13 cities and some towns in NH have adopted some form of a Finance Committee. Regardless of the name, the functions focus on oversight and assistance in financial/budgeting operations

Key Highlights of the Finance Advisory Committee Proposal

The Committee's purpose is to support the Lebanon City Council in its fiduciary responsibility to meet the needs and Strategic Objectives of the City, consistent with the Council Guiding Principles and Principles of Sustainability:

- Offers a mechanism to ensure informed, evidence-based, and timely data-driven decisions.
- Offers expertise and recommendations on short- and long-term financial planning to support the stewardship of City resources while meeting the needs of the City, which must be aligned with the socioeconomic realities of residents.
- Offers unbiased budget recommendations and financial reporting that highlight key information of importance to residents in a language that residents can understand.
- Provides assessment of potential financial impacts imposed at the State level
- To meet the objectives of the Committee, the makeup will include 4 public representatives (Lebanon residents) with professional experience in finance and 3 Councilors with staggered terms

Mr. Jay Simms noted he has been a practicing CPA/Auditor for over 40 years and spoke about his, and his firms background of working experiences. While he understands the 1st year would be a work in progress, he expects the City would reap the following benefits: Enhanced financial oversight; assistance in aligning financial resources with long-term strategic goals; the Finance Committee would be able to review the CIP and projected funding for the projects by asking questions about the (financial) impacts it may have on the taxpayer and if these projects are a need or a want; would be able to enhance the Council's decision making with specialized knowledge and analysis; would support the Council by reducing the burden by handling detailed financial reviews which would help to improve transparency and accountability; would assist in risk management by potentially identifying financial risks, including debt levels, revenue shortfalls, and recommending contingency plans for corrective action; would work with the City Manager to review the draft budget and submissions prior to submission to the Council for approval; would provide questions and spread sheets to the City Manager that would then be provided to Departmental Managers; would provide benchmarking from Lebanon's peer groups; would provide the Council with a budget vetted for consideration and answers to potential questions, which would minimize potential budget proposals resulting in more efficient and effective time for the Council; would provide recommendations to improve budget reporting, including transparency, historical trends and benchmarking (by departments); could work with Planning in reviewing CIP projects (i.e., is the project a wish, a necessity, a mandate, and other analyses); would help to review deferred maintenance projects by priority; would redo the payment mechanisms for debt by the State and/or Federal and consider contingencies that may impact the cost of a project, including acquisition of right-a-ways; and, could review proposals of projects that have a financial impact on the City's residents and assist the Council in understanding the projects full financial impact.

Mr. Simms also spoke about financial policies, fraud, audits, etc. In conclusion, they look to help the Council in making decisions so Lebanon can responsibly grow and reinvest in its future.

Councilor Zook arrived at approximately 8:30 PM.

Council/Staff Comments:
Councilor McNamara and Mayor Whittlesey both spoke about how discussions with this group was one of cooperation, noting a lot of hard work went into this report.

The Council and Ms. Key, Ms. Mercer and Mr. Simms had lengthy discussions regarding the Council's concerns and questions such as: Adding another layer to City's budget process; recruitment of volunteers on this committee; meetings of the Committee (quarterly and more when needed); trust in the City's budget process by its residents; the differences between Hanover, NH's Financial Committee Budget reports (i.e., written in a way their residents can understand) vs. Lebanon's Financial Budget Reports (i.e., how Lebanon should have a taxpayer-friendly synopsis of the budget that would invite more trust/honesty/credibility in the Council); the differences between Hanover and Lebanon and how they both have different governance requirements under State Law; the need to understand the complexities and processes of how Lebanon's budget process works; the misunderstanding of the City's Debt Limit by residents; the training/educational time needed by volunteers to understand how State/Federal Laws and municipal budgets work and how that could be done (i.e., reaching out to the NHMA (New Hampshire Municipal Association) to see what they have for continuing education and reaching out to Portsmouth, NH to see how their reporting is generated); the expenditures the proposed Finance Committee would require (i.e., recording secretary and the potential burden on City Staff); the groundwork that needs to be done on an Ordinance and the implications from NH State Law; the urgency and/or need to implement this committee now; and, what would happen with the trust from Lebanon residents if the Council did not accept the recommendations from the Lebanon Finance Advisory Committee.

Mayor Whittlesey and Assistant Mayor Wilkie spoke about the processes that would be needed in order to implement the Lebanon Finance Advisory Committee, which is the same processes that have taken place by other Boards/Committees/Commissions.

Interim City Manager Wozmak spoke about his reasons why he felt the City's administration has an obligation to make the delivery and presentation of budget materials more understandable and succinct to residents.

Councilor Simon noted that a yes/no vote could not take place at this meeting because there was not a properly noticed Public Hearing. He suggested the Council start the process by laying out a roadmap for the City Manager to follow before a Public Hearing is scheduled (i.e., the amount of timing it takes to get applications out, the legalities of bringing this Committee onboard, and review what they can and cannot do). Let's get all these questions answered before we (the Council) formulate any further decision.

Mayor Whittlesey concurred with Councilor Simon.

City Manager Wozmak will work on this charge to make the budget process as clear; simple; concise; and informative as possible, this would also include the messaging to residents.

ACTION: ***No Action Taken By the Council at this time.***

F. Discussion Regarding Future of Downtown Lebanon Tax Increment Finance (TIF) District

Included in the agenda packet: **(All supportive documents and detailed information, including maps can be found on pages 113-185, Council agenda packet)**

1. 2018-07-11 TIF District Documents
2. 2018-07-11 City Council Minutes
3. Downtown Tunnel Bond Payment Schedules
4. 2022-07-25 City Council Agenda Cover Page RFEI
5. 2025-05-14 DRAFT VHB Retaining Wall Report
6. 2025-05-14 VHB Site Assessment

Information available but not included in this section:

1. 2016 Downtown Visioning Study & Tunnel Project – Executive Summary and Full Report
2. **2025 Downtown Parking Lot Redevelopment Study – Final Report**

Deputy City Manager David Brooks reviewed the background and history of the Lebanon Downtown TIF District. We have had a couple of discussions recently about the back parking lot project. We are still working with the consultant to get cost estimates and more information about what the priorities are with respect to the infrastructure (i.e., retaining wall; the guardrails; sidewalks, etc.). He also noted that the Lebanon Downtown TIF District is a very large district and was uncertain if all the potential projects that could occur within that district have been fully evaluated, since we have been focused on the back parking lot for many years now.

BACKGROUND

On July 11, 2018, the City Council voted to establish a municipal economic development and revitalization district pursuant to NH RSA 162-K, which was named the Downtown Lebanon Tax Increment Finance (TIF) District, along with the supporting Development Program, Financing Plan, and Administration Plan. The Development Plan was based on the 2016 Downtown Vision Plan and Tunnel Assessment study. The City reconstructed the downtown tunnel and TIF funds have been used to pay for the annual debt service on the bonds issued to pay for the reconstruction.

The creation of the Downtown TIF District established a baseline of the assessed valuation of the properties within the TIF District at the time of approval. The taxes raised on that "baseline" assessed valuation within the TIF District are distributed as normal to the City, the Lebanon School District, the Statewide Education Property Tax, and Grafton County. Any new or increased assessed valuation after the creation of the TIF District is referred to as incremental assessed valuation due to new development or a change in valuation due to reassessment or appreciation of property valuations. The taxes (City, School District, SWEPT, County) generated from that new, incremental assessed valuation are deposited in the Downtown TIF Fund.

On August 3, 2022, the City issued a request for expressions of interest (RFEI) for the development of the surface parking lots behind City Hall. Three proposals were received in November of 2022. Those proposals were reviewed by the Downtown TIF Advisory Board and the Economic Development Commission.

The City subsequently entered into a contract with Placework on April 23, 2024 to conduct the Downtown Parking Lot Redevelopment Study. Placework conducted several community engagement sessions and received input from the Downtown TIF Advisory Board and the Economic Development Commission. The Downtown TIF Advisory Board voted on April 29, 2025 as follows:

Motion by Barry Schuster that the concept of the river should be a focal point for any redevelopment of the Downtown Parking Lot site, but none of the four options can be recommended at this time due to the economics. This should be revisited within the short-term, 3-5 years. Seconded by Victoria Smith.
**** The Vote on the MOTION was approved (3-0).***

The four options from the Downtown Parking Lot Redevelopment Study were presented to the City Council on May 7, 2025. No action was taken by the Council at that meeting.

On May 14, 2025, the City received a report from VHB regarding their engineering assessment of the downtown parking lot. The report details the condition of the guardrails, retaining wall, stormwater outfalls, and the pavement and sidewalks.

On August 3, 2022, the City issued a request for expressions of interest (RFEI) for the development of the surface parking lots behind City Hall. Three proposals were received in November of 2022. Those proposals were reviewed by the Downtown TIF Advisory Board and the Economic Development Commission.

On May 14, 2025, the City received a report from VHB regarding their engineering assessment of the downtown parking lot. The report details the condition of the guardrails, retaining wall, stormwater outfalls, and the pavement and sidewalks.

The City Council on December 18, 2024, transferred **$300,000** in anticipated revenue from the Downtown TIF District fund to the General Fund to offset the cost of general municipal purposes in the 2025 Budget as authorized by NH RSA 162-K:9. This amount represents most of the funds that would have been realized by the City in the current fiscal year if the TIF District did not exist. Additionally, the City transfers funds from the TIF District to the General Fund on an annual basis to pay the cost of the debt service for the downtown tunnel reconstruction project that was completed in 2023. The debt service cost for 2025 is **$262,310**. The bond will be paid off completely in 2040. The unassigned fund balance in the Downtown TIF Fund is approximately **$1.8 million** at the end of 2024. The Downtown TIF District is projected to raise **$915,000** in tax increment in 2025 to be placed in the TIF fund.

The Downtown TIF Advisory Board will meet later in June to discuss the long-term plans for the TIF District and the various options that are available.

The City Council has several options regarding the future of the Downtown TIF District.

1. **Maintain the District** as is when initially established in 2018. This would allow incremental revenues to continue to accumulate for potential projects in the future to achieve economic development and revitalization within the geographical confines of the existing district.
    a. This allows for funds to accumulate from year to year that are not otherwise expended for the district until economic development and revitalization projects can be implemented.
    b. Tax revenues that would otherwise be used to offset property taxes for the City's General Fund, the Lebanon School District, the Statewide Education Property Tax, and Grafton County will continue to be sequestered in the TIF fund.
    c. The City transferred most of its anticipated apportionment of the property tax revenue to provide revenue to the General Fund in the 2025 Budget. The 2026 Budget projections assume that a similar transfer of what would be the City's apportionment would again be transferred to the City's General Fund. If a future

project(s) within the TIF District occurs and these revenues are needed to offset the cost of debt service or operations, there would be a shortfall in the City's General Fund. Any such shortfall could be offset by the revenues generated by new development within the district that produces tax revenues.

2. **Rescind the District** by act of the City Council. This would allow for property tax revenues to flow to the Lebanon School District, the Statewide Education Property Tax, and Grafton County.
   a. This would allow for funds that are presently sequestered for the TIF District to be distributed to offset the local and statewide education property taxes. This would also allow for tax revenue to be transferred to Grafton County; however, this would not result in lower property taxes in the City of Lebanon. It would simply raise the amount of assessed valuation used to calculate the county tax assessment and the City's portion of the total county tax levy.
   b. The City, as of 2025, is already transferring what would be the City's amount of the additional tax revenue to the City's General Fund. However, this would create a shortfall in the City's budget due to the debt service for the tunnel project which will have to be paid annually until the bonds are paid off in 2040. The City could maintain the unassigned fund balance of the TIF Fund to pay the annual debt service payments until the fund is exhausted.
   c. If the City chose to re-implement the Downtown TIF District in the future it would start with a new baseline at the time of re-implementation with no increment producing revenue until new development occurred or new assessed valuation was determined based on a revaluation of properties.

3. **Redesignate portions of the captured assessed valuation** for general taxation purposes pursuant to NH RSA 162-K:10, II. The RSA allows municipalities to determine the amount of new assessed valuation that will be committed to the TIF District and how much will be apportioned for general taxation (City, School, SWEPT and County). When the TIF District was established in 2018, the City elected to capture 100% of the incremental revenues generated within the District. However, the City Council could decide to allow for any or some percentage of existing or new assessed valuation in the TIF District to be used for general taxation purposes.
   a. This would allow for some property tax relief as discussed in option 2 above while maintaining the TIF District.
   b. However, this does limit the availability of TIF funds for economic development and revitalization projects as well as operational expenses.

4. **Transfer TIF Revenues** or a portion thereof to the City's General Fund pursuant to NH RSA 162-K:9.
   a. This would continue the action by the City Council in the 2025 Budget and would provide offsetting revenue from the TIF District to the City's General Fund that would otherwise be revenue for the City if the district did not exist.
   b. This does not provide any offsetting revenue for the Lebanon School District or to Grafton County.

Council/Staff Comments:

Interim City Manager Wozmak noted it was not a bad idea to look at the TIF and where it might go. It has raised a lot of money. He was concerned that, given the size of this TIF District, potential projects have not been fully looked at. It would be unwise to simply shut it down and distribute the funds before knowing the full scope of projects that may need funding in the future, and he wanted the Council to make sure to take a good look at this before making any decisions, noting the City is in a big transition now (i.e., updating the Master Plan; a new City Manager will be coming in who will need time to settle in). In this management pause, to make a dramatic decision to change it could hamper you down the road when you have a new, stable, permanent leadership with a new direction that is reflective of where the community/Council wants to go.

Mayor Whittlesey spoke about the bond payments due on the tunnel through February 2040. If we were to dissolve the TIF District, in order to mitigate any tax impacts of those remaining funds, we would be best served by moving the TIF District Unassigned Fund Balance into a Capital Reserve Fund specifically to offset the cost of the tunnel payments. We would need to be very careful because there are a lot of nuances to TIF Districts and how these funds are used to offset the City's tax rate.

Councilor Sykes noted the reason why the Council just looked at the back parking lot was because this was the direction given to the TIF District by the City Council. He noted this direction (to the TIF District) could change and gave examples.

Councilor McNamara was encouraged by the preliminary results of the Engineering Study regarding the condition of the back parking lot noting it had been presented to the Council as a failing situation, and it clearly is not. The retaining walls are not failing. The pavement could use some temporary repairs. It is time to replace the guardrails. Work around the draining structure is needed. He requested information on what the costs would be for repairs and if the repairs could be done inhouse. He also spoke about the options and presentations from various contractors, noting he felt the Council was not very enthralled with the costs involved with their redevelopment options. He would not advocate, at this point in time, dissolving the TIF District. He also questioned if we could utilize the TIF District, over time, to pay off the bond on the Fire Station and further spoke about his reasonings, noting he would like that question answered before a decision is made (on the TIF District).

Councilor Stavis questioned what has been accomplished in the Lebanon Downtown TIF District over the last 7 years. Mayor Whittlesey noted that in terms of what they been paying for, it has been the tunnel. In response to Councilor Stavis' question regarding if the Airport TIF District was the last TIF District in the City, Mayor Whittlesey noted discussions have been happening around a potential TIF District in Signal Hill. Councilor Stavis asked what the impact of this particular TIF District (Downtown) might be having on other parts of the City that do not have a TIF Districts that might be in need of revitalization and development and could benefit from some change in this (Lebanon Downtown District) or adding another one (TIF District).

Mayor Whittlesey spoke about his reasons why the Lebanon Downtown District was unsuccessful. He also spoke about the reason why the Airport TIF District was a success. These TIF Districts allocate all the revenue to the TIF District. If we were to dissolve any TIF District, that will then lead to additional tax revenue inflows into the School District and County to offset any potential increase they may have to implement for their own budgets.

Councilor Stavis noted the point of her question (above) is: In the process of seeking more data/input on this existing (Downtown) TIF District, can we do that in the context of how it does/does not impact other parts of Lebanon that may be in need of the things that a TIF District can bring to bear but are not being pursued at the moment.

Councilor McNamara MOVED to extend the meeting to 10:15PM.
Seconded by Assistant Mayor Wilkie.
****The Vote on the MOTION was approved (9-0)***

The Council continued discussions regarding the pros/cons on whether or not to dissolve the Lebanon Downtown TIF District and the impacts of how their decision might affect the taxpayer base.

Mayor Whittlesey's stance was to rescind the TIF District and reallocate the existing balance of $1.8M into a Special Capital Reserve Fund to pay off the tunnel in order to minimize the tax impact for our residents. He supported evaluating the options before this is done and further explained his reasoning.

Councilor McNamara was not in favor of making a motion on this, noting that more data is needed.

At the request of Deputy City Manager Brooks, the Council requested that the Downtown Lebanon TIF Advisory Board investigate the following and bring their findings back to the Council for their review:

- Fire Station and appropriate use TIF District Funds: What would this look like financially (existing payments; the increment (funds) expected to come in and what that would like)?
- Are there other infrastructure projects that the City is paying a debt on that are within the TIF District that they could be paying (i.e., Spencer Street or future projects related to Spencer St.)?
- What would the process look like, in terms of dissolving the TIF District, and moving the remaining balance to a (Special) Capital Reserve Fund, and what would it look like for the TIF District if it were reinstituted?
- Whether an existing TIF District impedes or stops other development in other parts of the City that are in desperate need of development. (Councilor Stavis was uncertain if this question was for this Committee or needed further global review.)

Interim City Manager Wozmak noted the importance for the Council and the TIF Advisory Board to get a clear understanding of the extent to which TIF Funds can be used for something other than economic development. There are a lot of legitimate questions. He and Mr. Brooks will do a 360 analysis and bring this back to the Council for their review.

ACTION: No Council Action taken at this time.

G. Discussion & Potential Action to Reduce Speed Limit on Oak Ridge Road, West Lebanon

Included in the agenda packet: **(All supportive documents and detailed information, including the results from a traffic study done by the Lebanon Police Department, can be found on pages 186-193, Council agenda packet)**

1. May 22, 2025 memorandum from Police Chief Phillip Roberts re: Oak Ridge Road Speed Limit, including Extended Speed Summary report
2. Excerpts of New Hampshire statutes governing speed limitations

Deputy City Manager Brooks briefly reviewed the background on this item.

BACKGROUND

In May 2025, a resident contacted the City expressing concern about vehicle speeds on Oak Ridge Road and Wildwood Road in West Lebanon. The resident suggested that existing speeds are too fast considering the number of children, walkers, and dogs in the neighborhood, and questioned why the streets are currently posted at 30 miles per hour (mph) when other residential areas are set at 25 mph.

According to NH RSA 265:60, the default speed limit for Urban Residence Districts is 30 mph. However, NH RSA 265:63, I provides that "whenever local authorities … determine on the basis of an engineering or traffic investigation that the prima facie speed permitted under this chapter is greater or less than is reasonable and safe under the conditions found to exist upon a way or part of a way, the local authority may determine and declare a reasonable and safe prima facie limit thereon which decreases the limit within any business or urban residence district but not to less than 25 miles per hour."

In March 2020, the City Council approved Ordinance #2020-04 to amend City Code Chapter 168, Vehicles and Traffic, by adding a new Section 168-10, Speed Limit. Section 168-10 states that "the prima facie speed limit on all City streets and roads shall be 25 miles per hour unless otherwise posted." Since Oak Ridge Road is posted at 30 mph, it is not subject to the default speed limit authorized by Chapter 168-10. It does not appear that Wildwood Road is currently posted.

Following receipt of the resident's concerns, the Lebanon Police Department conducted a traffic study along Oak Ridge Road, which is summarized in the agenda packet. Based on the study results, Police Chief Phillip Roberts, on behalf of the Public Safety Committee, is recommending reducing the posted speed limit on Oak Ridge Road from 30 mph to 25 mph. New speed limit signage would be installed along Oak Ridge Road and the change would be communicated clearly to residents and motorists in advance of any enforcement efforts.

ACTION:
Councilor McNamara MOVED, that the Lebanon City Council hereby approves the recommendation of the Public Safety Committee to reduce the posted speed limit on Oak Ridge Road and Wildwood Road, West Lebanon, from 30mph to 25mph.
Seconded by Councilor Stavis.

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

12. City Manager Report:
Interim City Manager Wozmak updated the Council on the following:
- Audit Status by Alesia Williams: Still being worked on.
- Main Street Project in West Lebanon.
- Council meeting on August 6, 2025 needs to be canceled or moved to another date.

Councilor McNamara MOVED to extend the meeting to 10:45PM
Seconded by Councilor Wilkie.
****The Vote on the Motion was approved (9-0)***

13. NON-PUBLIC SESSION:
A. RSA 91-A:3, II(b) – The hiring of any person as a public employee.

Councilor McNamara MOVED to go into Non-Public Session for the purpose of discussing RSA 91-A:3, II(b) – The hiring of any person as a public employee.
Seconded by Councilor Stavis.

ROLL CALL VOTE:
Voting Yea: Assistant Mayor Wilkie and Councilors Heistad, N. Ford Burley, McNamara, Stavis, Simon, Sykes, Zook and Mayor Whittlesey
Voting Nay: None

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

The Council entered into the Non-Public Session at 10:13 PM.

Councilor McNamara MOVED to come out of Non-Public Session.
Seconded by Councilor Stavis

ROLL CALL VOTE:
Voting Yea: Assistant Mayor Wilkie and Councilors Heistad, N. Ford Burley, McNamara, Stavis, Simon, Sykes, Zook and Mayor Whittlesey
Voting Nay: None

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

The Council came out of Non-Public Session at 10:32 PM

The Council was back in the Public Session.

14. ADJOURNMENT:
Councilor Simon MOVED for adjournment.
Seconded by Councilor McNamara.

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

The meeting was adjourned at 10:33 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary