FINAL

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, June 18, 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, Laurel Stavis, Christian Simon and Karen Zook
MEMBERS ABSENT:	Timothy McNamara, George Sykes, Interim City Manager Jack Wozmak
STAFF PRESENT:	Deputy City Manager David Brooks, Chief Building Inspector/Health Officer Leigh Hayes, Public Works Assistant Director Christopher Kilmer, LFD Chief Jim Wheatley, LFD Deputy Chief Jeff Libbey

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1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
   - Deputy City Manager David Brooks announced the meeting criteria for attendees.

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

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

4. **OPEN COUNCIL DISCUSSION:**

Mayor Whittlesey thanked Parks & Recreation and the Lebanon Public Libraries for the Taste and Traditions Festival this past weekend.

5. **OPEN TO PUBLIC:**

Mr. Fran Casale (Ward-2): He and the Council had discussions on how the Strategic Plan and Budget Items roll into each other, noting he received a 10-page report from the Environmental Justice Task Force, which was charged for development in the Strategic Plan in 2023, and did not see this Committee listed in the City's Budget. He was concerned the costs for this Committee was never established.

Assistant Mayor Wilkie informed Mr. Casale that this was an informal task force created within the DEI Commission and was entirely comprised of volunteers (5) and there were no costs for staff time associated with the preparation of the report. There was no intention that the report coming out of this Task Force was a necessary commitment to expenditures, noting those expenditures or savings would be taken up by either the Departments, if they choose to accept the recommendations, or by the Council if they choose to create any policy based on those recommendations and gave examples. Deputy City Manager Brooks gave an example of the Public Health Council noting that through the Strategic Plan process, the Council indicated a desire to learn more about the Public Health process and what role it could play. Through the City Manager's Office and through appropriated funds, the City engaged the Public Health Council of the Upper Valley to conduct that report and to lead that process. The report (a summary of the study) that came out of that process was then presented to the Council and there was no request for the Council to formally accept that document or take responsibility for implementing each and every recommendation in that report. Mayor Whittlesey was willing to speak with Mr. Casale in person about how the budget and the Strategic Plan processes work together.

6. RECOGNITIONS: NONE

7. ACCEPTANCE OF MINUTES:

- May 14, 2025
- May 21, 2025
- June 4, 2025

Amendments: Page 38, Line # 5: Change "viable" to "appropriate."

***Councilor Heistad MOVED* to approve the May 14, 2025, the May 21, 2025, and the June 4, 2025 minutes as amended and presented in the June 18, 2025 City Council agenda packet.**
Seconded by Councilor Simon.

****The Vote on the Motion was approved by members present (7-0)***

8. APPOINTMENTS:

- West Lebanon Revitalization Advisory Committee, Corinne Alfeld (Alternate Ward 1 Resident) Term: 6/2025-6/2027

Councilor Nicole Ford Burley MOVED to Nominate Corinne Alfeld as an Alternate Ward 1 Resident member to the West Lebanon Revitalization Advisory Committee.
**** The Vote on the NOMINATION was approved by members present (7-0).***

- West Lebanon Revitalization Advisory Committee, Susan Pagan-Hilton (Alternate Ward 1 Resident) Term: 6/2025-6/2027

Assistant Mayor Wilkie MOVED to Nominate Susan Pagan-Hilton as an Alternate Ward 1 Resident to the West Lebanon Revitalization Advisory Committee.
**** The Vote on the NOMINATION was approved by members present (7-0).***

9. PUBLIC HEARING ITEMS:

A. **Ordinance #2025-06**: A public hearing for the purpose of receiving public input and taking action to adopt a new City Code Chapter 85, Housing Standards, Minimum

Included in the agenda packet: **(All supportive documents and information can be found on pages 62-81, Council agenda packet)**

1. Proposed Ordinance #2025-06
2. April 9, 2025 Legal Opinion from Attorney Michael J. Malaguti
3. NH RSA 48-A, Housing Standards

Chief Building Official and Health Officer Leigh Hays reviewed Proposed Ordinance #2025-06 (the new City Code Chapter 85, Housing Standards, Minimum)

BACKGROUND

Over 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 housing for all Lebanon residents. 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 May 7th 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.

Deputy City Manager Brooks noted this Ordinance mirrors the NH State Statute, with Mayor Whittlesey noting this was in response to calls that the City has been receiving from tenants regarding issues that have gone unresolved, and it would allow the City a faster enforcement mechanism.

Mayor Whittlesey opened the Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

ACTION:
Councilor Wilkie MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-06, to enact a new City Code Chapter 85, Housing Standards, Minimum, as presented in the June 18, 2025 City Council Agenda Packet.
Seconded by Councilor N. Ford Burley.

****The Vote on the Motion was approved by members present (7-0)***

B. Ordinance #2025-07: A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, Appendix A, Fee Schedule.

Included in the agenda packet: **(All supportive documents and information can be found on pages 82-85, Council agenda packet)**
1. Proposed Ordinance #2025-07

DPW Assistant Director Christopher Kilmer reviewed the background to the proposed amendments to Ordinance #2025-07.

BACKGROUND

City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee schedule for disposal of refuse and recycling of certain materials. The fee schedule set forth in Appendix A, last updated in November 2024, is to be reviewed annually for possible updates based on current market rates.

Ordinance #2025-07 proposes to amend Chapter 97, Appendix A to reduce the disposal rate for passenger tires from $15 to $10 per tire. This reduction is made possible through the negotiation of a more affordable tire recycling agreement resulting in operational savings that can be passed on to residents and customers.

Mayor Whittlesey opened the Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

Council/Staff Comments:
Assistant Mayor Wilkie spoke about his reasons why the change in this Ordinance for lowering the tire costs for recycling makes sense.

ACTION:
Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-07, to amend Lebanon City Code Chapter 97, Landfill Regulations, Appendix A, Fee Schedule, as presented in the June 18, 2025 City Council Agenda Packet.
Seconded by Councilor Stavis.

****The Vote on the Motion was approved by members present (7-0)***

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	$~~15~~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.

Section 2: Severability

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

Section 3: Effective Date

This ordinance shall become effective upon passage.

10. OLD BUSINESS: NONE

11. NEW BUSINESS

A. Discussion of Changes to SAFER Grant Application and Program Parameters

Included in the agenda packet: **(All supportive documents and detailed information, including the complete presentation, can be found on pages 86-112, Council agenda packet)**

1. June 9, 2025 Memorandum from Fire Chief Jim Wheatley Re: SAFER Grant Guidance
2. Lebanon Fire Department Presentation on Staffing for Adequate Fire and Emergency Response (S.A.F.E.R.) Program
3. Excerpt of minutes from February 5, 2025 City Council meeting.

LFD Chief Wheatley and LFD Deputy Chief Libbey were present to review the background and their presentation regarding the proposed changes in the S.A.F.E.R. program grant.

BACKGROUND

In February 2025, the City Council authorized the Lebanon Fire Department to submit a S.A.F.E.R. (Staffing for Adequate Fire and Emergency Response) grant application for four (4) additional full-time firefighter positions. The authorization was approved with the understanding that, if the grant is awarded, the positions funded through the S.A.F.E.R. program, which is a FEMA-funded grant, would be maintained for the performance period of 36 months, and no staffing reductions would occur within the Fire Department during the grant performance period. It was further understood that the grant would pay 100% of salary and benefits for 36 months, with the City responsible for the cost of training and equipment during that period, but that the City would be responsible for fully funding the positions after the 36-month period.

As of February 2025, it was estimated that the cost of four new firefighters to the City with the S.A.F.E.R. grant would be approximately $119,000 for the 3-year period. For comparison, the cost to the City of four new firefighters without the S.A.F.E.R. grant would be approximately $1,900,000 for the 3 year period, or roughly $635,000 per year.

However, since the authorization to apply was granted in February, the S.A.F.E.R. grant program parameters have changed. With the abrupt stoppage of all federal grants, including FEMA grants, the application period did not open in February as anticipated. When the S.A.F.E.R. grant program funding was reinstated, the filing period was opened on May 23rd and applications are being accepted until July 3, 2025. In addition, the revised program parameters include a cost-sharing component, which results in the City absorbing a share of salary and benefits (as well as training and equipment) for the 3-year life of the grant. Specifically, in Years 1 and 2, the City would be responsible for 25% of salaries and benefits, plus training and equipment. In Year 3, the City would be responsible for 65% of salaries and benefits, plus training and equipment. As a result, the potential cost to the City over the 3 year period could range from approximately $211,000 for one firefighter to approximately $844,000 for four firefighters. This is the reason why this is being brought back before the Council.

Fire Chief Wheatley noted that after being given budget guidance, it was made clear that the Fire Department should try and focus on maintaining the services they already have so they are probably not looking at expanding any FTEs at this point.

Highlights from Chief Wheatley's presentation are as follows:

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER)

Purpose

- Provide fire departments with additional staffing to better meet:
  - ✓ Service Demands
  - ✓ National Response Standards

Program Funding

- Cost Sharing Model Salary and Benefits for (36 months)

MASSACHUSETTS MUNICIPAL ASSOCIATION STUDY STATEMENTS AND RECOMMENDATIONS FROM 2008

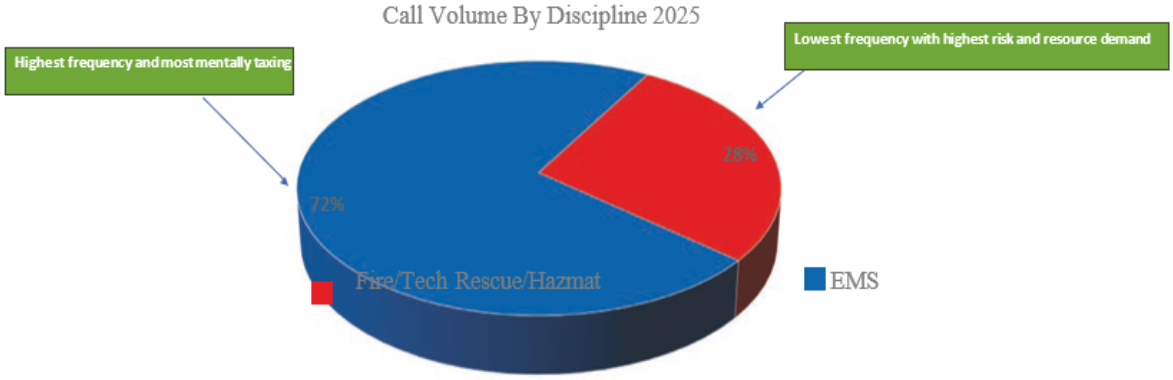
"The City's road network and dispersed population make it difficult for the Fire Department to achieve response benchmarks. However, the Department has made progress toward meeting these benchmarks".

"The fire department should add 4 additional firefighters"(2008)

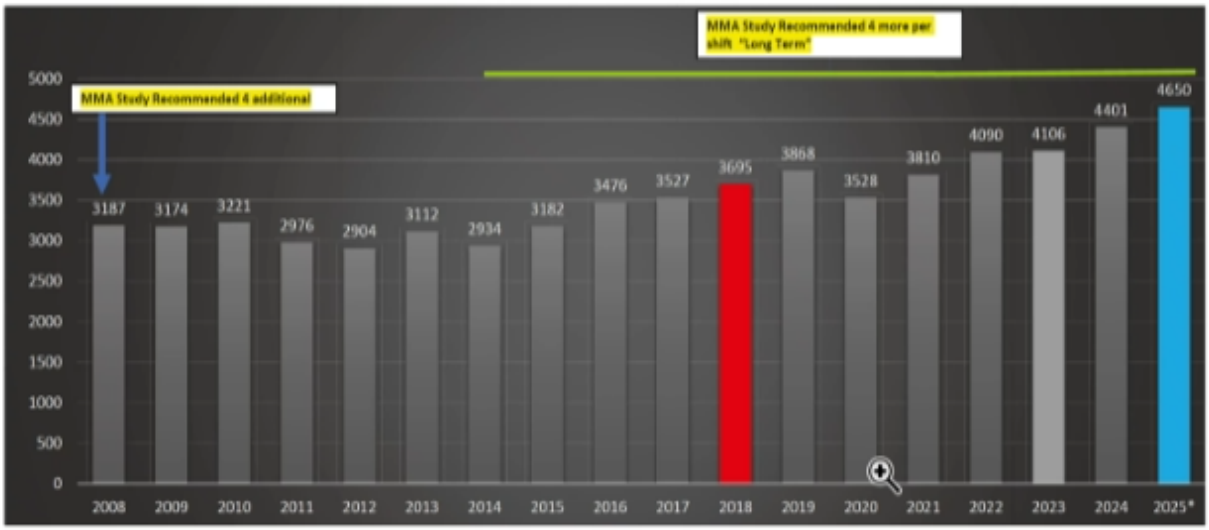
"The fire department should, in long-term add 4 additional firefighters per shift" (2008)

The Fire Department should continue to maintain EMS at the Advanced Life Support Level. The Fire Department should continue to deploy ambulances from both Station 1 and Station 2

The Fire Department should formalize the current practice of having an incident commander available at a structure fire or other significant emergency response.



CALL VOLUME


MMA Study Recommended 4 more per shift "Long Term"
MMA Study Recommended 4 additional
5000
4500
4000
3500
3000
2500
2000
1500
1000
500
0
3187
3174
3221
2976
2904
3112
2934
3182
3476
3527
3695
3868
3528
3810
4090
4106
4401
4650
2008
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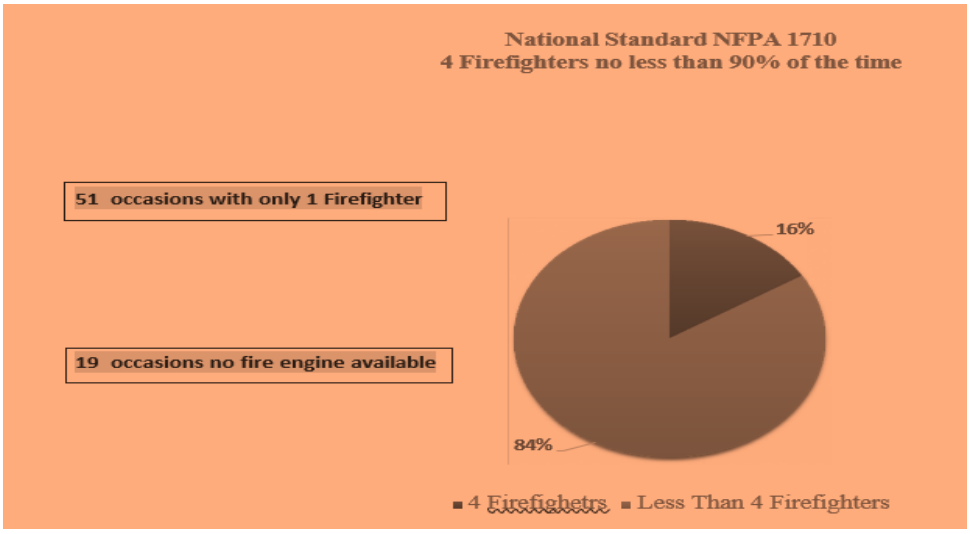
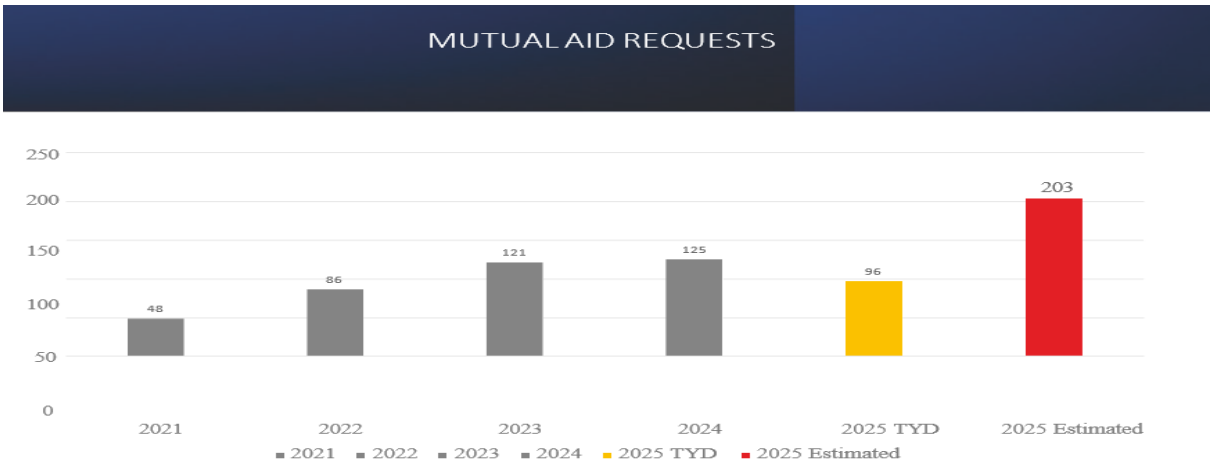
2025*


National Standard NFPA 1710
4 Firefighters no less than 90% of the time
51 occasions with only 1 Firefighter
19 occasions no fire engine available
16%
84%
4 Firefighetrs
Less Than 4 Firefighters


MUTUAL AID REQUESTS
250
200
150
100
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48
86
121
125
96
203
2021
2022
2023
2024
2025 TYD
2025 Estimated
2021
2022
2023
2024
2025 TYD
2025 Estimated

HOW WE TRY TO RELIEVE THE TAXPAYER COST

2024 Operating Budget

$ 5,278,300 offset by $1,836,140 in revenue

35% of the operating budget is offset by revenue

2024 Revenue

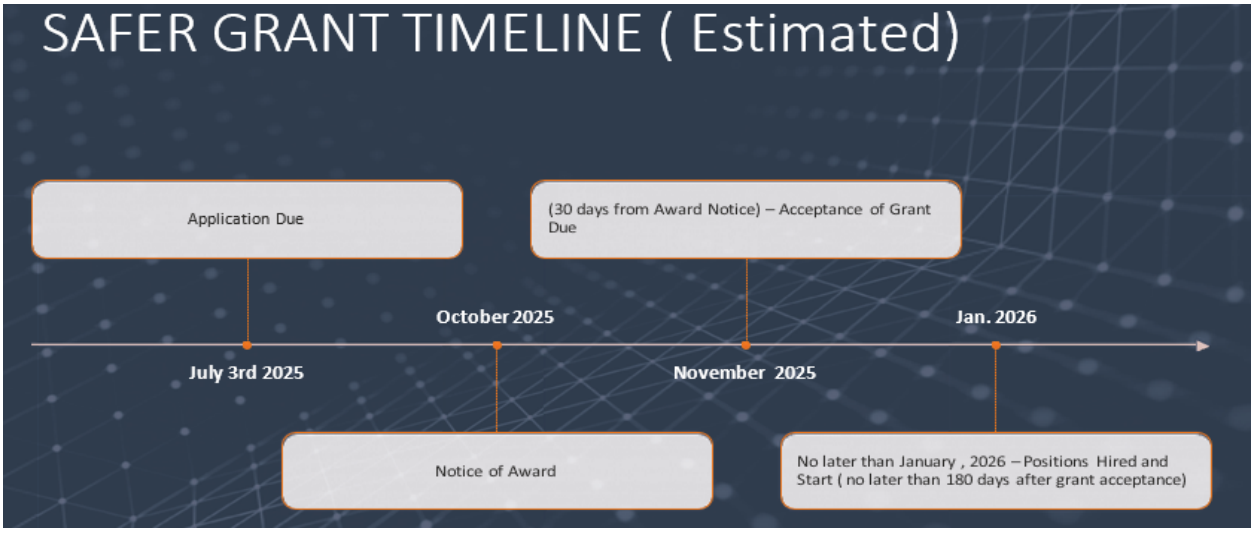
Alarm Monitoring Fees **$ 83,900.00**
EMS **$ 1,409,595.00**
Fire Prevention/Plans Review **$ 29,145.00**
Mobile Integrated Health **$ 313,500**

3 YEAR COST COMPARISON FOR THE CITY OF LEBANON (1- 4 Fulltime Positions)

2026	1 Firefighter	2 Firefighters	3 Firefighters	4 Firefighters
Total Salaries and Benefits	$ 147,168.29	$ 294,336.58	$ 441,504.87	$ 588,673.16
FEMA Share	$ 110,376.22	$ 220,752.44	$ 331,128.65	$ 441,504.87
City Share	$ 36,792.07	$ 73,584.15	$ 110,376.22	$ 147,168.29
Training and Equipment	$ 14,495.00	$ 28,990.00	$ 43,485.00	$ 57,980.00
Total Cost City of Lebanon	$ 51,287.07	$ 102,574.15	$ 153,861.22	$ 205,148.29

2027	1 Firefighter	2 Firefighters	3 Firefighters	4 Firefighters
Total Salaries and Benefits	$ 155,719.00	$ 311,438.00	$ 467,157.00	$ 622,876.00
FEMA Share	$ 116,789.25	$ 233,578.50	$ 350,367.75	$ 467,157.00
City Share	$ 38,929.75	$ 77,859.50	$ 116,789.25	$ 155,719.00
Training and Equipment	$ 10,668.00	$ 21,336.00	$ 32,004.00	$ 42,672.00
Total Cost City of Lebanon	$ 49,597.75	$ 99,195.50	$ 148,793.25	$ 198,391.00

2028	1 Firefighter	2 Firefighters	3 Firefighters	4 Firefighters
Total Salries and Benefits	$ 162,254.00	$ 324,508.00	$ 486,762.00	$ 649,016.00
FEMA Share	$ 56,788.90	$ 113,577.80	$ 170,366.70	$ 227,155.60
City Share	$ 105,465.10	$ 210,930.20	$ 316,395.30	$ 421,860.40
Training and Equipment	$ 4,619.50	$ 9,239.00	$ 13,858.50	$ 18,478.00
Total Cost City of Lebanon	$ 110,084.60	$ 220,169.20	$ 330,253.80	$ 440,338.40
3 Year Cost City of Lebanon With Grant	**$ 210,969.42**	**$ 421,938.85**	**$ 632,908.27**	**$ 843,877.69**



Council/Staff Comments:
The Council and Fire Chief Wheatley had lengthy discussions that included: The parameters of the SAFER Grant, which is typically set for the duration of the grant by the Grant administration; Concerns about FEMA going away, which would eliminate the SAFER Grant Program, and/or funding for this grant might change; How the City would be required to pay the SAFER Grant funds back to the Federal Government if they chose to eliminate/reduced the contracted police force during the Grant; The 3-year cost comparisons for 1-4 fulltime positions; Reasons why Chief Wheatley would like to get to 8 staff per shift (4 positions have been achieved to date); The reasons why there were 19 occasions when no fire engines were available and how this is being addressed; The reasons why call volume is rising, which is usually due to EMS calls in the busiest zones of West Lebanon, Downtown Lebanon, and along Route 12A; The stipulations of the SAFER Grant Process, which would include Chief Wheatley coming back to the Council for their approval if the Grant is approved; Whether or not the fine print in the Grant might change between now and the time it comes back to the Council for final approval; and, potential staff options to think about when applying for Grant (i.e., apply for 1-2 positions now and then applying for more positions in the future).

Councilor Simon spoke about his reasons why he felt the Council/Chief Wheatley should apply for the 4 positions now and then make a final decision on whether or not this would fit into the City's budget when the Grant is brought back to Council later this year.

Assistant Mayor Wilkie spoke about his reasons why he felt it would be prudent to authorize 1-2 firefighters, which would be the what the City can afford this year.

Mayor Whittlesey spoke about the number of calls per fire fighter each year starting 2023, noting that at the end of March 2025, each firefighter had 6 more calls/per year than they had in 2023.

Councilor N. Ford Burley spoke about her reasons why she was not in favor of applying for the grant and then not going through with the application if the application is approved and felt the Council should figure out if we support the SAFER Grant and the number of positions it should be for. She was also uncomfortable making budgetary decisions outside of the budget process but was in favor of applying for one (1) position.

The Council continued their discussions on whether or not to apply for the SAFER Grant and how many positions (1-2) the application should include.

ACTION:
Councilor N. Ford Burley MOVED, that the Lebanon City Council directs the City Manager to submit a S.A.F.E.R. grant application for ONE (1) full-time firefighter positions. If the grant is awarded, it is understood that the ONE (1) position funded through the S.A.F.E.R. Program will be maintained for the performance period of 36 months, and no staffing reductions can occur within the Fire Department during the grant performance period. The City would be responsible for fully funding the ONE (1) position after the 36-month period.
Seconded by Councilor Simon.

****The Vote on the Motion was approved by members present (7-0.)***

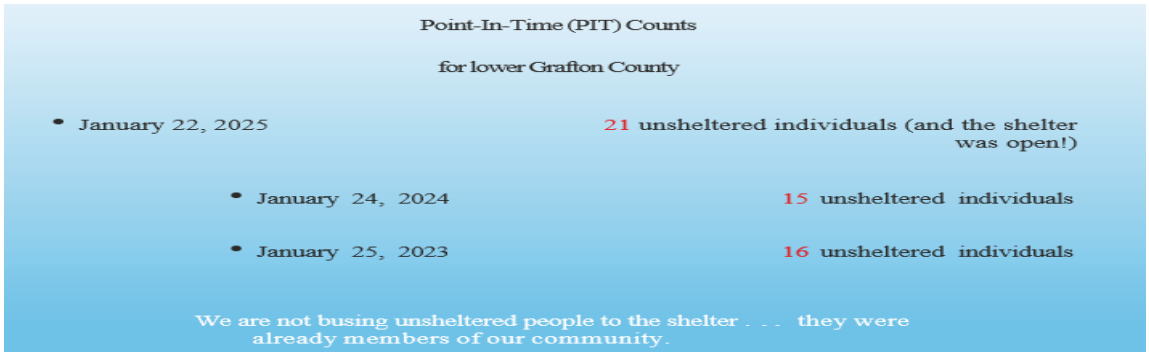
B. Presentation of Emergency Winter Shelter Operational Statistics for Winter 2024-25

Included in the agenda packet: **(All supportive documents and detailed information, including the complete presentation, can be found on pages 113-135, Council agenda packet)**
1. Presentation of Lebanon Emergency Winter Shelter, 2024-2025 Data Summary

Human Service Director Lynne Goodwin and Deputy Human Services Director Rebecca Desilets reviewed the background behind the Emergency Winter Shelter in Lebanon and coordination with The Haven staff to summarize and present the operational statistics for the 2024-2025 winter season.

BACKGROUND
On January 8, 2025, Lebanon's Emergency Winter Shelter opened for its second winter of operations at 160 Mechanic Street. The City contracted with the Upper Valley Haven to operate the shelter on a nightly basis. The shelter was open for 98 nights until April 16th, and operated at nearly 100% capacity for the season, providing shelter for 73 separate individuals for a total of 1,368 bed-nights.

Highlights from Ms. Goodwin's and Ms. Desilets presentation are as follows:



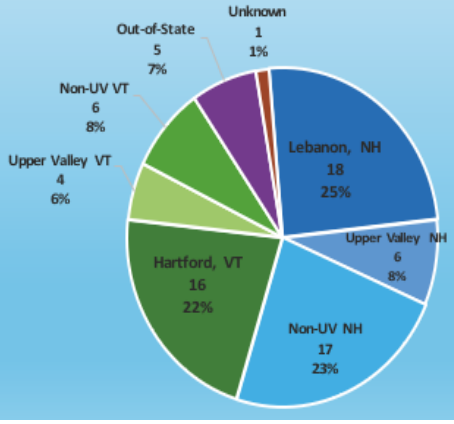
Summary of Guests/Shelter Bed Nights

	Guests	Bed Nights	% Capacity*
Overall (98 nights)	**73**	**1,368**	**99.8%**
January 8-31	37	340	101.5%
February	37	393	100.3%
March	43	433	99.8%
April 1-15	27	202	96.2%

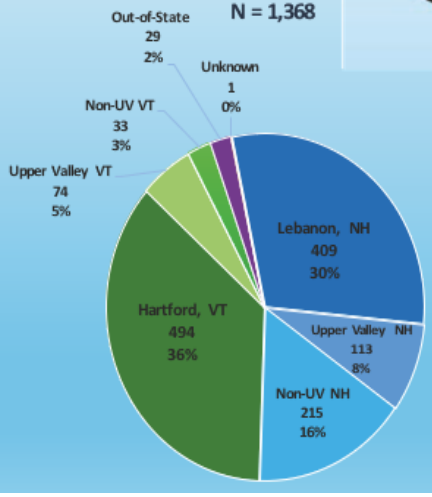
*During the 2023-2024 season, "capacity" was considered 15 beds, which was a lot for 1,800 square feet. The 2024-2025 season began with an expectation that "capacity" was 13 beds. After the first night, "capacity" was increased to 14 beds.
Greater than 100% capacity implies that the Haven requested an exception for a 15th bed on certain nights.
Data above reflecting % capacity does not include shelter overflow in motels (covered later).

Residency by Individual and Bed Nights

Last Place of Residence by Individual
N=73



By Bed Night
N = 1,368



Shelter Usage by Town

New Hampshire:

- Lebanon, 409 bed nights, 30%, 18 guests
- Claremont, 99 bed nights, 7.2%, 7 guests
- Canaan, 82 bed nights, 6%, 3 guests Vermont:
- Hartford, 494 bed nights, 36%, 16 guests
- South Royalton, 42 bed nights, 3.1%, 3 guests

Consider asking Claremont and Canaan to contribute funding for shelter operations.

Hanover has approved a grant to the Haven of $10,000 over 3 years to help defray the costs of providing shelter in the community.

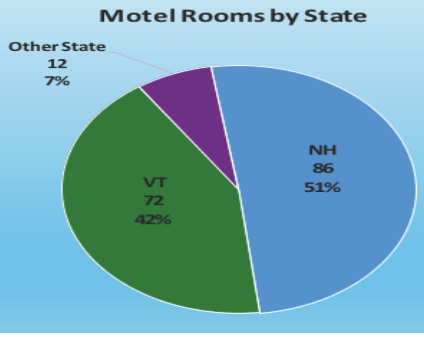
Influencing Factors

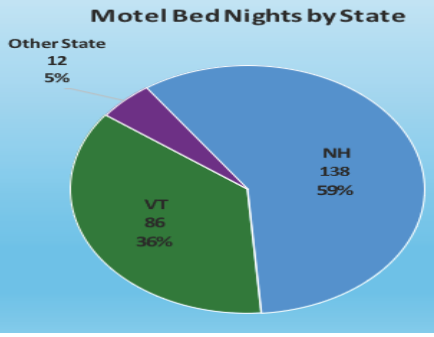
- Several Vermont residents who sought shelter were on the "Do Not Rent" lists at area motels. Shelter staff often offered overflow shelter to Lebanon residents so that everyone had shelter on a given night.
- The Vermont Motel Program had a limited number of motel rooms in the Hartford area. Rooms available in Brattleboro, Rutland, and Burlington were not accessible to some folks.
- Several shelter guests whose last place of residence was another NH community did not/do not intend to return to those communities.

Shelter Overflow in Motels

- 170 motel rooms representing 236 additional bed nights were utilized as shelter overflow.
- In addition to the 73 unique individuals who utilized the shelter, 3 more NH individuals had a motel stay.
- With motel bed nights included, the shelter was at 117% capacity (1,604 bed nights).
- On average, 17 shelter beds would have been needed to accommodate the number of guests served by the shelter and the motels.
- On the busiest nights, 23 shelter beds would have been needed to accommodate the number of guests served by the shelter and motels.

Shelter Overflow by State of Residence





Emergency Response

- 39% of the calls were health-related*
- Eleven (11) of the twenty-two (22) health & health/substance use calls were from a single individual (Lebanon resident)
- There were no drug overdoses during the 2024-2025 season

* Includes health, health/substance, and mental health

Category		
Health	16	24.24%
Community Report (e.g., suspicious behavior, animal complaint, etc.)	10	15.15%
Health/Substance Use (alcohol)	6	9.09%
Arrest	6	9.09%
Mental Health	4	6.06%
Assault	3	4.55%
Duplicate	3	4.55%
Information provided to/requested from LPD	3	4.55%
Motor Vehicle Stop	3	4.55%
Facility	2	3.03%
Fight	2	3.03%
Initiated Foot Patrol	2	3.03%
Bail violation	1	1.52%
Fire Alarm Pull/Assault on Officer	1	1.52%
Motor Vehicle Accident	1	1.52%
Paperwork Service NTO	1	1.52%
Sex Offender (unregistered)	1	1.52%
Welfare Check	1	1.52%
Total	*66*	*100.00%*

Director Goodwin emphasized that there were **NO** drug overdoses during the 2024-2025 season since this was mentioned by a couple of Lebanon residents at the last meeting.

Shelter Operational Expenses

City of Lebanon		State of Vermont	
2025 (calendar year)		2025 (FY ends 6/30)	
Budgeted		**Budgeted**	
Jan-Apr Dec	$120,000 HS	Dec'24-Apr'25	$61,314
Jan-Dec	$ 30,000 HS		
	$ 17,930 DPW		
Actual		**Actual**	
Jan-Apr	$113,068	Jan-Apr	$51,699

Operational expenses include DPW expenses for water/sewer, electricity, heat, information access, and maintenance.

Shelter Overflow and Transportation for NH Shelter Guests

Donations received:
$10,000 from Dartmouth Health
$1,000 from Geokon

Actual expenses:
$9,306 for motels
$285 for transportation

The Haven bore the financial burden of shelter overflow and transportation for VT Shelter Guests.

Director Goodwin noted The Haven has never charged Lebanon for any of the City of Lebanon's occupants.

Cost of Shelter vs. Motel

Month	Operational Costs (paid by Lebanon)	DPW Costs (paid by Lebanon)	Subtotal (Lebanon)	Operational Costs (paid by Vermont)	Bed Nights	Cost/ Bed Night
December-24	$6,248.80			$0	0	N/A
January-25	$26,150.91			$10,244.75	340	$107.05
February-25	$29,031.64			11,587.31	393	$103.36
March-25	$27,685.70	$2,236.21		$11,534.66	433	$95.74
April-25	$19,436.61	$2,278.09		$18,331.96	202	$198.25
TOTAL	**$108,553.66**	**$4,514.30**	**$113,067.96**	**$51,698.68**	**1368**	**$120.44**

RSA 165 – Statutory Obligation to Provide Shelter to Lebanon Resident s

The individual who stayed at the shelter for all 98 nights is a Lebanon resident. Had that person stayed at the Sunset Motor Inn for the same length of time, it would have cost the City of Lebanon $14,780* for the motel room ONLY (meals and staff support not included).

*Rate of $150.82 per night, including tax.

409 Lebanon bed nights X $120 = $49,080
737 NH bed nights X $120 = $88,440

VS.

409 Lebanon bed nights X $151 = $61,759
737 NH bed nights X $151 = $111,287

Comparison of Shelter Seasons

	2024-2025	2023-2024
Operational nights	98	82
Bed nights	1,368	658
Unique individuals (shelter only)	73	53
% Capacity*	99.8% (14 beds*)	53.5% (15 beds)
Average bed nights per guest	18.7	12.4
Mean resident age	42.4	40.8
Lebanon residents (by bed night)	30%	45%
NH/VT residents (by bed night)	54% NH/44% VT	51% NH/36% VT
Shelter overflow bed nights	236	0
NH/VT residents, shelter overflow	59% NH/36% VT	N/A

*First night's capacity was considered 13 beds

Future Shelter Beds Coming to the Upper Valley

The Haven's Shelter and Resource Center, under construction at 608 North Main Street in White River Jct., will provide a 20-bed, low-barrier emergency shelter and daytime resource center. The shelter will offer an estimated 5,000 bed nights annually, enabling over 100 individuals each year to have a safe, stable place to sleep, as well as a safe, supportive space during the day.

Completion of the project is anticipated in the spring of 2026.

There is a critical need for emergency winter shelter beds in 2025-2026. The Lebanon Emergency Winter Shelter can meet that critical need!

Thank you . . .

- Alice Peck Day Hospital – 3 dinners per week
- LISTEN Community Services – 2 dinners per week
- DH Population Health – funding for pizza 2 nights per week
- Mary's Transport – transportation to shelter overflow in motels

And

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

Council/Staff Comments:
In response to Mayor Whittlesey's question regarding staffing, Director Goodwin confirmed that staffing would remain the same (2 staff). Also, in response to Mayor Whittlesey's question about deaths in the shelter due to exposure, Director Goodwin noted that no one died in the shelter, but there was one individual who died from exposure and medical issues, but he did not use the shelter. Mayor Whittlesey felt it was important to point out that the shelter very much served its purpose of keeping people safe, warm, and taken care of during the worst part of winter weather in Lebanon. Whether we serve one person or 73 people, the cost is ultimately the same and thanked Director Goodwin for the work she has done to keep the overall costs down.

In response to Councilor N. Ford Burley's questions regarding if Claremont has a shelter, Director Goodwin said they do, but it has not eliminated the need (for a shelter in Lebanon) and Lebanon pays for our residents who shelter in Claremont. In addition to Claremont's regular shelter, they also have a winter shelter.

In response to Deputy Director Brooks' question, Director Goodwin will be reaching out to the welfare directors in Canaan and Claremont to share our data and then having a conversation with them to see if

she can get invited to their Selectboard meetings to ask if they would consider at least a nominal amount to contribute to Lebanon's shelter.

Director Goodwin noted that Lebanon received a significant amount of cold weather shelter funds from the State through Tri-County Cap for Grafton County, so our 2025 point-in-time count data will be reflected and provided to the State of NH who makes the decision about funding. However, there is a question as whether there will be funding moving forward.

Director Goodwin explained to Councilor Stavis the impacts that the discontinuation of the LIHEAP Program funding would have on the City of Lebanon, noting that LIHEAP had served 195 Lebanon households for a total of $331K for fuel assistance. This was assistance from the Federal Government through the State to these households. If LIHEAP is cut, our concern is where those 195 households are going to get fuel assistance and further explained her data and reasonings. Right now, the City could see +/- $100K worth of requests for heating assistance, noting these are people who are housed but would have no heat. She was uncertain when, or if, a decision would be made regarding LIHEAP funding.

Deputy City Manager Brooks confirmed heating and utilities are items that fall under RSA 165 in terms of assistance to a person's basic needs. There is a statutory obligation that if a Lebanon resident comes to us and does not have heat or money to pay for heat, then we have an obligation to assist them in whatever way we can.

Mr. Michael Redmond, Director of The Haven, noted that last year Vermont did appropriate funds for shelter expansion and felt there was a chance this will occur again this year, but we can only receive funds for the days we work. He will be speaking with the Director of the Office of Economic Opportunity on Friday (June 19, 2025) to get more information on opportunities for Emergency Funds.

ACTION: ***No Action required by the Council. This item was for informational purposes only.***

C. Discussion & Set Public Hearing for July 2, 2025: Readoption of the Housing & Community Development Plan

Included in the agenda packet: **(All supportive documents and detailed information, including the complete Lebanon's Housing and Community Development Plan, can be found on pages 136-143, Council agenda packet)**

1. City of Lebanon Housing and Community Development Plan

Deputy City Manager Brooks reviewed the background behind the Housing and Community Development Plan.

BACKGROUND

The City's Housing and Community Development Plan is a document required to be submitted as part of the application packet for Community Development Block Grants (CDBG). Rules put forth by the New Hampshire Community Development Finance Authority require that the Plan be reaffirmed or readopted every three (3) years. This is normally done in conjunction with a pending or proposed CDBG application.

Following the last update and readoption process in 2022, the City administration recommended that the Plan be placed on the Council's calendar for review and consideration every three years regardless

of whether a CDBG application is pending. Given the Council's more proactive stance concerning the development of housing in recent years, it is felt that the information in the Plan can be of use in more instances than just accompanying CDBG applications.

ACTION:
Councilor Stavis MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, July 2, 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 to readopt the City of Lebanon Housing and Community Development Plan.
Seconded by Councilor Heistad.

****The Vote on the MOTION was approved by members present (7-0).***

D. Authorization for City Manager to Execute Extension of Existing Lease Agreement with Green Mountain Power Corporation for Glen Road Hydroelectric Facility

Included in the agenda packet: **(All supportive documents and detailed information, including the Lease Agreement as listed above, can be found on pages 136-143, Council agenda packet).**
1. Proposed First Amendment to Lease Agreement

Deputy City Manager Brooks reviewed the background behind the Lease Agreement with Mascoma Hydro Corporation.

BACKGROUND
In September 1988, the City entered into a Lease Agreement with Mascoma Hydro Corporation for the use of certain real estate and other property for the redevelopment and operation of the Glen Road Hydroelectric Facility on the Mascoma River. The original Lease Agreement has an initial term of 40 years from its effective date of June 25, 1985, and will expire on June 25, 2025.

Green Mountain Power Corporation (GMP), as successor-in-interest to Mascoma Hydro, is currently pursuing relicensing of the Glen Road Hydro Facility from the Federal Energy Regulatory Commission (FERC) for an additional 40-year term. In January 2025, GMP contacted the City to begin negotiations for the renewal of the existing Lease Agreement to run concurrently with anticipated FERC license. However, because the original terms of the Agreement are nearly 40 years old, and applicable laws, regulations, and practices have changed in the intervening years, additional time is required for the parties to negotiate the terms and conditions of a new Lease Agreement. At this time, the GMP and the City are proposing a 6-month extension until December 31, 2025 of the existing Lease Agreement. This would allow us to assess the Fair Market Value of this facility so we can use this data to assess our new rent and tax base and negotiate a longer-term extension.

ACTION:
Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby authorizes the City Manager to execute the First Amendment to Lease Agreement with Green Mountain Power Corporation for the use of certain real estate and other property for the redevelopment and operation of the Glen Road Hydroelectric Facility, as presented in the June 18, 2025 City Council Agneda Packet, for the purpose of providing the parties with an additional six month period to negotiate the terms and conditions of a new Lease Agreement.
Seconded by Councilor Heistad.
****The Vote on the Motion was approved by members present (7-0)***

12. City Manager Report:

Deputy City Manager Brooks updated the Council on the following:

- Building Permit backlogs and City Staff overtime.
- 20 Spencer Street: There will be no tax credits coming this year from the State.
- The August 6, 2025 City Council meeting is being canceled and **will not** be rescheduled to Wednesday, July 30, 2025.

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor Heistad MOVED for adjournment.
Seconded by Councilor Stavis.

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

The meeting was adjourned at 9:12 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary