



**LEBANON CITY COUNCIL
AUGUST 20, 2025 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

To participate in this meeting, please [join live](#) via Microsoft Teams or call 929-229-5356 (access code: 978 864 216#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The August 20, 2025 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.**

4. Open Council Discussion

5. Open to the Public

6. Recognitions: None

7. Approval of Minutes

A. MOTION TO approve the minutes as presented in the August 20, 2025 agenda packet.

8. Appointments

- A.
- Planning Board, Don Collins (Appointment as Regular Member)
 - Planning Board, Stephen Cole (Appointment as Alternate Member)
 - Planning Board, Wes Achord (Appointment as Regular Member)
 - Lebanon Housing Authority, Shelley Moses (Reappointment as Regular Member)
 - Lebanon Energy Advisory Committee, Jonathan Chaffee (Reappointment as Regular Member)
 - Pedestrian and Bicyclist Advisory Committee, Trenton Meckenstock (Citizen Member)

9. Public Hearing Items

- A. Ordinance #2025-08
Public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 31, Boards, Committees, Commissions, to add West Lebanon Revitalization Advisory Committee (WLRAC), Pedestrian & Bicyclist

Advisory Committee (PBAC), Tree Advisory Board (TAB), and to amend Article VII, Heritage Commission, and Article X, Arts and Culture Commission.

1. Presentation:
2. Opening of the Public Hearing:
3. Questions & Comments by the Public:
4. Closing of the Public Hearing:
5. Council Deliberation & Action:

B. Supplemental Appropriation for Storrs Hill Ski Lodge Improvements -
Resolution: R-2025-6

A public hearing for the purpose of receiving public input and taking action to appropriate \$550,000 for a new Storrs Hill Ski Lodge Improvements capital project; and to authorize disbursement of \$250,000 in Recreation Impact Fees as the means to pay for a portion of the work.

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

10. Old Business

- A. Discussion and Vote on Amendment to Council Rules, §A191-8

11. New Business

- A. Appointment of City Manager, Effective August 31, 2025
- B. Review of Properties Qualified for Tax Deeding and Recommendation to Waive Tax Deeding
- C. Dog Licensing Civil Forfeiture Update
- D. Authorization for Purchase of Ballot Counting Devices per NH RSA 656:40
- E. Redevelopment Status of Main Street Properties
Review and Discussion of Redevelopment Status of Main Street Properties in West Lebanon, and City Manager Recommendation on Preferred Developer
- F. Review and Discussion of Recommended Changes to Various City Fees
- G. Discussion Regarding Future of Downtown Lebanon Tax Increment Finance (TIF) District

12. City Manager Report

13. Non-Public Session: None

14. Adjournment

Lebanon City Council Agenda
August 20, 2025

so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

Future Board/Committee/Commission Appointments
Board/Committee: West Lebanon Revitalization Advisory Committee
Position: Alternate Member
Applicant: S. Roberts
City Councilor: D. Wilkie
Assigned Date: 5/29/2025

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

September 3, 2025

New Business:

- A. Annual Review and Re-Adoption of City Council Policy CC-100, Cash Management & Investment
- B. Annual Review of City Council Policy CC-101, Fund Balance
- C. Environmental Justice Task Force Report from DEI Commission

September 17, 2025

New Business:

- A. Review and Discussion of 2025 2nd Quarter Budget Report
- B. Authorization to Transfer Funds to PLN (155-B action) and CM (MRI Interim)

**Agenda
Lebanon City Council
August 20, 2025**

7. Acceptance Of Minutes:

Minutes To Be Accepted

- July 16, 2025

MOVED, to approve the minutes as presented in the August 20, 2025 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, July 16, 2025, 6:00 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, Public Works Director Jay Cairelli, City Engineer Brian Vincent, Recreation, Arts, & Parks Director Paul Coats, Deputy Director of Planning & Development Tim Corwin, Lebanon Fire Chief & Emergency Management Director Jim Wheatley

1. CALL TO ORDER: Mayor Whittlesey called the meeting to order at 6:03 p.m.

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

- Interim City Manager Wozmak announced the meeting criteria for attendees.
- Councilors Nicole Ford Burley arrived at 6:42PM, Karen Zook arrived 6:51PM and George Sykes arrived at 6:53PM.

3. BOARDS and COMMITTEES REPORTS (2nd Quarter)

Mayor Whittlesey announced that most Boards/Committee/Commission reports were emailed to the Council ahead of this meeting.

Economic & Development Committee (EDC): Mr. Dan Nash, Chair

Chair Nash updated the Council on the following:

- Work the EDC has done on the Master Plan and Strategic Plan
- Input on the Proposed Zoning Regulations
- EV Charging
- Building Permit Issues

West Lebanon Revitalization Advisory Committee (WLRAC): Mr. Emmett Frank, Chair

Chair Frank is the new chair of the WLRAC and updated the Council on the following:

- Announced they were having difficulties in having a quorum for meetings
- Update of Committee charges
- Main Street Revitalization
- Community Engagement opportunities
- Looking at opportunities to work with Recreation, Arts, & Parks in West Lebanon

The Council went into their Regular Session at 6:08 PM.

4. PUBLIC FORUM: Mayor Whittlesey made the Public Forum announcement.

1 **5. OPEN COUNCIL DISCUSSION: NONE**

3 **6. OPEN TO PUBLIC: NO ONE CAME FORTH.**

5 **7. RECOGNITIONS: NONE**

7 **8. ACCEPTANCE OF MINUTES**

- 8 • July 2, 2025 (Regular Meeting)

10 *Assistant Mayor Wilkie MOVED to approve the July 2, 2025 minutes as written and presented in the*
11 *July 16, 2025 City Council agenda packet.*

12 *Seconded by Councilor Heistad.*

14 **The Vote on the Motion was approved (6-0). Councilors N. Ford Burley, Sykes and Zook were not*
15 *present at the time this vote was taken.*

17 **9. APPOINTMENTS:**

- 18 • Heritage Commission, Brian Ware (Alternate Member)

19 *Assistant Mayor Wilkie MOVED to NOMINATE Bryan Ware as an Alternate Member to the Heritage*
20 *Commission. Term: 7/2025-7/2028*

22 **The Vote on the NOMINATION was approved (6-0). Councilors N. Ford Burley, Sykes and Zook*
23 *were not present at the time this vote was taken.*

25 **10. PUBLIC HEARING ITEMS:**

- 26 **A. Comcast Franchise Renewal Agreement** – Public hearing for the purpose of receiving public
27 input and taking action to accept the Cable Franchise Renewal Agreement with Comcast, and
28 to authorize the City Manager to execute said Agreement.

30 Included in the agenda packet: **(All supportive documents, including the Renewal agreement in its**
31 **entirety, can be found on pages 32-78, Council agenda packet)**

32 **1. Draft Renewal Cable Television Franchise for Lebanon, New Hampshire**

34 Deputy City Manager Brooks reviewed the background and briefly explained the proposed Comcast
35 Franchise Renewal Agreement. Ms. Monica Thibault, Comcast's Manager of Government Relations,
36 gave a verbal presentation on the Comcast Franchise Renewal Agreement and answered questions from
37 the Council.

39 **BACKGROUND**

40 In August 2015, the City entered into a Cable Television Franchise Renewal Agreement with Comcast. The
41 Franchise Renewal Agreement included a 10-year term, beginning on August 19, 2015 and expiring on
42 August 18, 2025.

44 In January 2025, Comcast reached out to the City to begin negotiations for the renewal of the Cable
45 Franchise Agreement. Attorney Steven Whitley of Drummond Woodsum coordinated the review and
46 update of the prior Franchise Agreement on behalf of the City.

1 As proposed, the Franchise Renewal Agreement will be for another 10-year term, from August 19, 2025
2 through August 18, 2035. The franchise fee payment is proposed to remain at 3.5% of the franchisee's gross
3 annual revenues from cable system operations within Lebanon.

4 Ms. Monica Thibault, Comcast's Manager of Government Relations, has indicated that Comcast's gross
5 revenue for Lebanon for 2024 was about \$3.9 million dollars, with the 3.5% franchise fee totaling about
6 \$136,700. She also noted that while the number of cable subscribers changes monthly, there were 2,233
7 subscribers in Lebanon as of May 2025. She also provided a brief definition of the Franchise Cable
8 Agreement, which sets out specific requirements and conditions for the Cable Operators authority and
9 delineates many aspects of its relationship with the City. Under the Law, the Franchise is a Government
10 Contract governed by contract law. She noted that the only change Comcast made, with the Council's
11 approval, was to remove the Public Education Government Channels as they were not being utilized.

12 Pursuant to NH RSA 53-C:3-a, the Council scheduled this public hearing to receive public input and take
13 action on the proposed draft agreement.

14 **Council/Staff Comments:**

15 The Council and Ms. Thibault discussed utility pole fees and who owns the utility poles (Comcast does
16 not own any utility poles); installation, relationship, and differences between Comcast and Consolidated
17 Communications /Fidium Fiber (fiber vs. cable networks); the franchise fee of 3.5% is only for cable and
18 does not include internet subscribers, it's just straight cable; what the average cable cost is for Lebanon
19 residents (Ms. Thibault was uncertain but she can try to track down that information); how the franchise
20 fee is only for the cable TV portion and does not apply to internet and phone.

21
22 Councilor McNamara spoke about his reasons why he felt this agreement renewal should be approved,
23 noting this brings in some significant revenue for the City and provides a good service to folks who live
24 here.

25
26 **Mayor Whittlesey opened the Public Hearing. Hearing no comments from the public, the Public
27 Hearing was closed.**

28
29 **ACTION:**

30 *Councilor McNamara MOVED, that the Lebanon City Council, pursuant to NH RSA 53-C:3, hereby*
31 *adopts the proposed Cable TV Franchise Renewal Agreement with Comcast, as presented in the July*
32 *16, 2025 City Council Agenda Packet, with a term of 10 years, and franchise fees at the rate of 3.5% of*
33 *Comcast's gross annual revenues from the operation of the cable TV system in Lebanon, and hereby*
34 *authorizes the City Manager to execute said Cable TV Franchise Renewal Agreement between the City*
35 *of Lebanon and Comcast.*
36 *Seconded by Councilor Stavis.*

37
38 **The Vote on the Motion was approved (6-0). Councilors N. Ford Burley, Sykes and Zook were not*
39 *present at the time this vote was taken.*

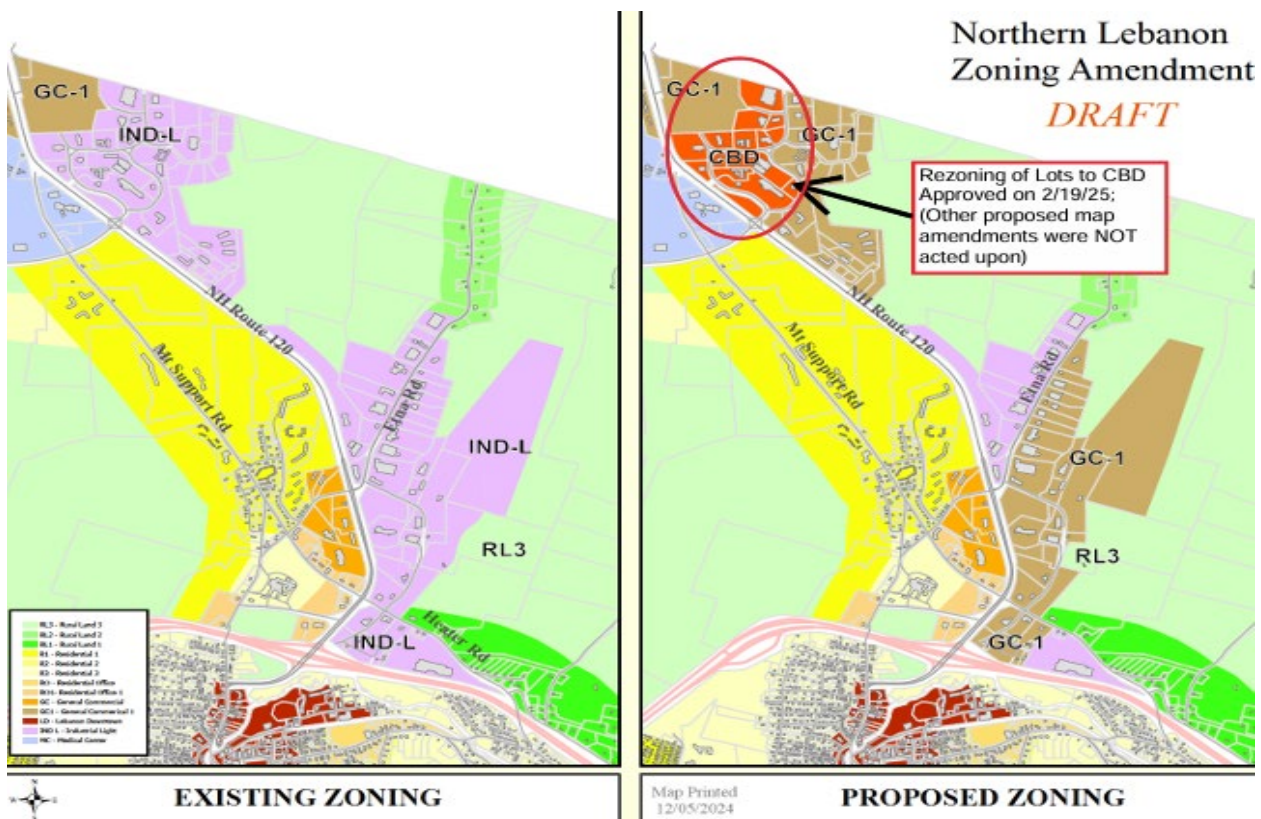
40
41 **B. Repeal of Certain Zoning Amendments Approved on February 19, 2025 – Public**
42 **hearing for the purpose of receiving public input and taking action on amendments to the**
43 **Lebanon Zoning Ordinance as follows:**

- 44 1. To Repeal the Zoning Map Amendment related to certain lots within the Centerra
45 Planned Business Park approved on February 19, 2025, by rezoning all properties

- 1 within the Centerra Planned Business Park back to Light Industrial (IND-L);
- 2 2. To Repeal the Zoning Amendment related to the Central Business (CB) District Table
- 3 of Uses approved on February 19, 2025, by removing Planned Business Park as a Use
- 4 allowed by Conditional Use Permit from the Central Business District Table of Uses
- 5 (Sections 306 and 508.2); and
- 6 3. To Repeal the Zoning Amendment related to allowed uses and the calculation of
- 7 permitted residential unit density approved on February 19, 2025, by removing
- 8 language added to the Planned Business Park Regulations in Sections 508.2 and
- 9 508.4 as depicted in the July 2, 2025 City Council Agenda Packet.

11 Included in the agenda packet: **(All supportive documents and information can be found on pages 79-91, Council agenda packet)**

- 13 1. Excerpt of February 19, 2025 City Council meeting minutes
- 14 2. Map Showing North Lebanon Community Plan/Route 120 Study Map Amendments
- 15 Approved on February 19, 2025
- 16 3. Amended Central Business District Table of Uses (Section 306) Approved on February 19,
- 17 2025
- 18 4. Amended Planned Business Park Regulations (Section 508) Approved on February 19, 2025



21 The Deputy City Manager reviewed the background and chronology of the amendments as listed below.

23 BACKGROUND

24 On February 19, 2025, the City Council held a public hearing to consider a number of zoning amendments
 25 that had been kicked-off for review in October 2024. Following the February 19th public hearing, the City
 26 Council took action to adopt a subset of the proposed zoning amendments, including action to rezone
 27 certain lots within the Centerra Business Park from Light Industrial (IND-L) to Central Business (CB)

1 District, based on recommendations from the Northern Lebanon Community Plan, which had been
2 completed in the Fall of 2024. At the same meeting, the Council voted to amend the Table of Uses for the
3 CB District to include Planned Business Parks as uses allowed by Conditional Use Permit (Sections 306
4 and 508.2), and to amend the Planned Business Park regulations relative to allowed uses and the calculation
5 of permitted residential unit density (Section 508.2 and 508.4).
6

7 The remaining zoning amendments that were not addressed on February 19th, including other amendments
8 derived from the Northern Lebanon Community Plan, were continued to March 19th. However, prior to the
9 March 19th meeting, questions were raised as to whether the City properly complied with statutory notice
10 requirements. Out of an abundance of caution, the Planning & Development Department requested that the
11 City Council continue the remaining zoning amendments related to the Northern Lebanon Community Plan
12 for several months. The additional time was used to re-notify all owners in the Route 120 corridor whose
13 properties might be impacted by the proposed amendments and to schedule additional public outreach
14 sessions to discuss and explain the purpose, origin, and the potential impacts of the amendments.

15 The pause in considering the zoning amendments also provided time for the Planning Department to engage
16 the Conservation Commission and Planning Board to work on a Northern Lebanon Environmental Overlay
17 District, which was another recommendation of the Northern Lebanon Community Plan. It was anticipated
18 that the Environmental Overlay District would be ready for review alongside the remaining zoning
19 amendments by mid-Summer. However, the preparation and review of the Environmental Overlay District
20 has generated extensive public comment and has taken much more time than was initially expected. At this
21 point, the Environmental Overlay District is not expected to be ready for review until at least late August or
22 September, when the Planning Department should be preparing for the next round of annual zoning
23 amendments.
24

25 The City Manager's Office has directed the Planning & Development Department to take the additional
26 time needed to adequately prepare and vet all proposed amendments derived from the Northern Lebanon
27 Community Plan. The Planning Department will continue to work with property owners, boards and
28 committees, and other stakeholders to prepare and evaluate the potential zoning amendments. The resulting
29 proposals will be incorporated into the next set of annual zoning amendments, which will be brought
30 forward to the City Council in October for review during the Fall of 2025 and final consideration in January
31 2026.
32

33 When consideration of the remaining zoning amendments was originally delayed from March to June, the
34 Planning Department also paused the implementation and administration of the zoning changes that had
35 been approved on February 19th with respect to certain lots within the Centerra Business Park. Now that
36 aspects of the overall Northern Lebanon Community Plan are being revisited and a much longer review
37 period is anticipated, the City administration recommended that the City Council schedule this public
38 hearing to repeal the zoning amendments approved on February 19th related to portions of the Centerra
39 Business Park, the Central Business (CB) District, and the Planned Business Park regulations. Because the
40 amendments derived from the Northern Lebanon Community Plan are intended to be considered as a
41 package, it is felt that restoring the zoning regulations to their pre-amendment status will allow for a clearer
42 and more orderly process for the Planning Department and stakeholders to review the Plan
43 recommendations and determine which, if any, zoning amendments should move forward.
44

45 **Mayor Whittlesey opened the Public Hearing. Hearing no comments from the public, the Public**
46 **Hearing was closed.**
47
48
49

1 **Council/Staff Comments:**

2 Councilor McNamara spoke about his reasons for approving the appeal of the amendments, noting that
3 resetting things back to where they were, at least for interim, made a lot of sense and will hopefully give
4 us time to interact even more with the landowners to give them as much flexibility as possible to develop
5 their properties in a way that makes sense to them. We certainly have a lot of discussions to undertake
6 before we are ready to do this again. He strongly supported the appeal.

7
8 Mayor Whittlesey concurred with Councilor McNamara, noting it makes sense to evaluate these
9 properties holistically rather than trying to do this piecemeal.

10
11 **ACTION:**

12 *Councilor McNamara MOVED, that the Lebanon City Council hereby approves amendments to the*
13 *Lebanon Zoning Ordinance as follows:*

- 14 1. *To Repeal the Zoning Map Amendment related to certain lots within the Centerra Planned Business*
15 *Park approved on February 19, 2025, by rezoning all properties within the Centerra Planned*
16 *Business Park back to Light Industrial (IND-L);*
17 2. *To Repeal the Zoning Amendment related to the Central Business (CB) District Table of Uses*
18 *approved on February 19, 2025, by removing Planned Business Park as a Use allowed by Conditional*
19 *Use Permit from the Central Business District Table of Uses (Sections 306 and 508.2); and*
20 3. *To Repeal the Zoning Amendment related to allowed uses and the calculation of*
21 *permitted residential unit density approved on February 19, 2025, by removing language*
22 *added to the Planned Business Park Regulations in Sections 508.2 and 508.4 as depicted in the*
23 *July 16, 2025 City Council Agenda Packet*

24 *Seconded by Councilor Simon.*

25
26 **The Vote on the Motion was approved by members present (6-0). Councilors N. Ford Burley, Sykes*
27 *and Zook were not present at the time this vote was taken.*

28
29 **11. OLD BUSINESS**

- 30 **A.** Public Input Discussion Concerning South Main Street Dry Bridge Project Status and
31 Bidding Requirements

32
33 Included in the agenda packet: **(All supportive documents and information can be found on pages 92-**
34 **93, Council agenda packet).**

35
36 Mayor Whittlesey noted the purpose behind this item is to evaluate two options: 1) Do we keep the bridge
37 open, or 2) Do we keep the bridge closed? There are costs and time consequences of that decision.
38 Unlike the emergency closure of the Dry Bridge a couple of months ago, this closure would be a
39 significantly longer closure that would have an impact on West Lebanon residents and the entire
40 community.

41
42 In response to the Council's request at their meeting on July 2, 2025, Brian Vincent (City Engineer) and
43 Jay Cairelli (Public Works Director) gave a presentation that reviewed the status of the South Main Street
44 Dry Bridge Project, including the project's overview and timeline; existing conditions/current
45 status/challenges; and the bid and construction processes.

1 BACKGROUND

2 The final plans, specifications, and estimates for the South Main Street Dry Bridge project are being
3 finalized for bidding and construction. Permitting for the bridge reconstruction project is also in the
4 final steps, and the project is expected to go out to bid in September 2025.

5
6 One of the challenges of this project is railroad coordination with respect to train operations during
7 construction. The New England Central Railroad (NECR) previously expressed some willingness to
8 accommodate the project during construction, including potential full-track closure during construction.
9 However, in recent months, the railroad has made it clear that they will not compromise railroad
10 operations for this project. As such, in order to work within the railroad right-of-way, the City's
11 contractor will be required to accommodate all train operations and agree not to interfere with any train
12 movements for the duration of construction, on either of the two tracks. This requirement obviously
13 creates a substantial hardship for any prospective bidder, particularly in combination with the City's
14 desire to have an open roadway/bridge during construction. Given these hardships, Public Works is
15 concerned about the attractiveness of this project to prospective bidders. In short, Public Works is
16 concerned about receiving either high bids or perhaps no bids at all.

17 To enhance the attractiveness of this project to prospective bidders, Public Works recommends that the
18 project be bid with a base bid and an alternative bid option. The base bid option would consist of bridge
19 closure for approximately 12 months. The alternative bid option would consist of phased bridge
20 construction allowing the bridge to remain open for the duration of construction. Many of the
21 constructability challenges and hardships for bidders/contractors are removed or softened with the
22 closed bridge option. In addition, the construction schedule is expected to be shorter with the closed
23 bridge option – the phased construction schedule is estimated to be +/- 28 months, but with bridge
24 closure, this timeline may be reduced by 4 to 6 months. The bridge closure option is also expected to
25 save up to 25 percent of construction costs. The current engineer's estimate with an open bridge for the
26 duration of construction is \$16,050,000, including Construction Engineering services.

27
28 Using this base bid and alternative bid concept, the City would establish a "value" for having an open
29 bridge during construction. If the difference between the lowest base bid (closed bridge) and the lowest
30 alternative bid (open bridge) is less than the established value, then the City would proceed with the
31 alternative bid (open bridge) option. If the difference between the bids is equal to or greater than the
32 established value, then the City would proceed with the base bid (closed bridge) option. However, in
33 order to proceed with the base bid and alternative bid concept, NHDOT and FHWA are requiring the
34 City to establish the scoring criteria and decision- making parameters *prior* to advertising the project
35 for bidding.

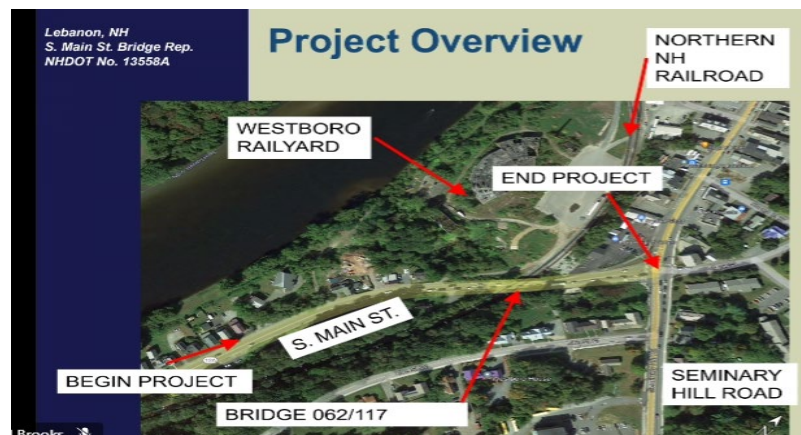
36
37 Public Works is requesting that the City Council, in coordination with the City Manager's Office,
38 establish the value of having an open bridge during construction. Public Works recommends an amount
39 on the order of \$3 million dollars. In other words, if the difference between the base and alternative
40 bids is less than \$3 million dollars, then the project would be awarded to the lowest alternative (open
41 bridge) bidder. If the difference between the base and alternative bids is equal to or greater than \$3
42 million dollars, then the project would be awarded to the lowest base (closed bridge) bidder.

43 Following a presentation and discussion on July 2nd, the City Council requested a public input session
44 for the purpose of receiving public input on the South Main Street Dry Bridge Replacement Project
45 concerning the potential closure of the bridge for approximately 12 months of the +/-28-month
46 construction period for cost savings reasons.

47
48 At the City Council's request, the Police and Fire Departments were asked to comment on the potential
49 impact of closing the Dry Bridge. The Police Chief noted that there was a slight increase in accidents

in the general vicinity of West Lebanon during the emergency closure of the Dry Bridge earlier this year as compared to the previous year, but overall police responses were not significantly impacted while the bridge was closed. Similarly, the Fire Chief noted that response times to the area south of the Dry Bridge were increased by approximately one minute when the bridge was closed as compared to when the bridge was open, but still within response time recommendations. Both public safety agencies received permission to cross through the Twin State Sand & Gravel property during the closure period and, if such permission can be obtained during the construction period, impacts on police and fire responses should be minimal.

Highlights of the DPW presentation are as follows:



1

Lebanon, NH
S. Main St. Bridge Rep.
NHDOT No. 13558A

Existing Roadway

S. Main Street

- Functional Class: Minor Arterial
- Design Speed: 30 mph
- Project Length – approx. 1200 feet
- Traffic: 9400 Annual Average Daily Traffic (AADT) – Est.
- Existing Conditions Issues
 - Roadway lacks proper banking at horizontal curve
 - Due to bridge grade rising, roadway needs to shift away from buildings and residences along the east side

2

3

Lebanon, NH
S. Main St. Bridge Rep.
NHDOT No. 13558A

Railroad

- Two tracks
- Train frequency varies throughout the year
- 17.22' vertical clearance to low chord of bridge
- 8'-6.75" horizontal clearance to nearest pier

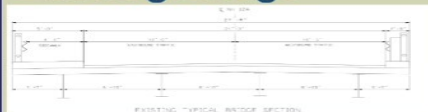


4

5

Lebanon, NH
S. Main St. Bridge Rep.
NHDOT No. 13558A

Existing Bridge



S. Main Street

- NHDOT Bridge No. 062/117
- Constructed in 1949
- Does not meet current standards
- Total structure length 145'-0 1/2"
- Vertical clearance over railroad: 17.22'
- Structurally Deficient (Red Listed) Bridge

6

7

Lebanon, NH
S. Main St. Bridge Rep.
NHDOT No. 13558A



Budget

Total Approved Budget (Design, permitting and construction): \$21M

Project Funding Participation
NHDOT/FHWA: 70% City: 30%

Remaining budget (July 2025): \$18M

Construction Budget: \$16.5 M (open bridge)

Estimated Savings with closed bridge: up to 25 percent

8

For clarification, Councilor McNamara noted the proposed 25% savings is from the \$16.5M as listed in the slide above. From the City side of things, we are looking at approximately \$1M extra to keep the bridge open.

Lebanon, NH
S. Main St. Bridge Rep.
NHDOT No. 13558A

Positives and Negatives of Bridge Closure (12 Months)



Positives:

- Cost savings
- Shorter construction schedule
- Less challenging construction project
- More interested bidders/more bids

Negatives:

- Significant impact to traveling public, commerce businesses, transit, services
- Too late for Accelerated Bridge Construction (ABC) planning

It should be noted that the whole project schedule is +/- 28 months.

Mr. Vincent spoke about the railroad's right-of-way, noting this was the State of New Hampshire's right-of-way that was leased to the railroad. By virtue of that lease the railroad has a lot of rights that are attributed to them, and they then get a chance to decide all operations that occur within their railroad corridor and within 25 feet of it.

Mayor Whittlesey emphasized that the City's operating assumption for years up until March of 2025, was that we would be allowed to close one or more tracks thus allowing us to keep the bridge open during the reconstruction, but because we relied on that, we are now in a fix because of pressure from the State to start moving on this construction, noting that the Accelerated Bridge Construction (ABC) planning could take many months, if not years, to complete.

Lebanon, NH
S. Main St. Bridge Rep.
NHDOT No. 13558A

Positives and Negatives of Open Bridge During Construction



Positives:

- Less daily impact to traveling public, commerce businesses, transit, services (will still have notable traffic impacts)

Negatives:

- Higher cost
- Longer construction schedule
- More challenging construction project
- Fewer interested bidders/fewer bids

Mr. Vincent spoke about the phases of construction – noting that in Phase I the current bridge will remain in place while we build another bridge immediately adjacent to the old bridge and further went into detail about how the construction would proceed. Once Phase I is complete, we will move traffic over to the new bridge, demo the old bridge and rebuild it where it sits now.



Railroad Challenges

- Any bridge project over a railroad ROW in NH is very difficult
- The railroad has many rights that go along with their ROW and working within or over their ROW
Review and approve plans, submittals and construction operations
- Coordination – Railroad accommodations:
Temporary partial track closures
Transloading facility (3/24 – 11/24)
- Dry Bridge Project: the railroad is requiring no disruption in operations, and no formal train schedule (final decision as of March 2025)

Councilor McNamara and Mr. Vincent spoke about the small transloading facility identifying that this area is used by Carroll Concrete for storage.

DPW Director Cairelli noted that at the meeting in November, we were told that the transloading facility was off the table, and at that meeting they did not bring up that we would not be able to switch tracks.

Project Bid Scenarios

1. Base Bid and Bid Alternate:
 - a) Base Bid – Closed bridge for 12 months
 - b) Alternate Bid – Open bridge during construction
 - Select low bid based on pre-determined difference in bid option cost
2. Bid One Option Only: Either closed bridge or open bridge

The Council and Mr. Vincent discussed the pros/cons between the \$3M differential; the metrics on the economic impact(s) for both the open or closed bridge; detours while the bridge is under construction; and detour for pedestrians (will have a temporary pedestrian bridge constructed).

Project Bid Scenario Implications

1. Base Bid Wins (closed bridge for 12 months)
 2. Alternate Bid Wins (Open Bridge during construction)
 3. Bids are over or below budget. If 20 percent over budget, likely reject all bids
 4. No bids: revise plans and approach for future bid in 2026
- Note: NHDOT has 2x as many bridge projects coming out to bid in the coming months.

1 In response to Councilor Stavis' question, Mr. Vincent noted that the railroad could change their mind at
2 any point, but his assumption is that there would be some working on ground relationship between the
3 Railroad/City/Contractor/Engineers.

4
5 The Council held some discussions on the pros/cons of re-establishing negotiations between the NH
6 DOT, Railroad and the City before bids go out in September 2025 and concerns about the biddability for
7 construction of this project.

8
9 At the invitation of Mayor Whittlesey, the following came forth to give testimony about their thoughts on
10 the Dry Bridge closure options:

11
12 **Ms. Amy Allen, Lebanon School District Superintendent:** She noted that at the time of the emergency
13 closure, there were no major disruption in school days. There were about 8 families that had to move
14 their bus stop to Romano Circle, which was less than ½ mile from the original stop. Last week, she met
15 with their transportation department, business department and building principles and they indicated they
16 would be fine to continue with the prior plan if that bridge was closed.

17
18 **Mr. Adams Carroll (Ward-2, Executive Director of Advance Transit):** Advance Transit (AT) has
19 been discussing this situation for some time and have scenarios in place for both options. The biggest
20 issue with the most recent closure was really the unexpected nature of it. Our position now is that with
21 enough advance notice we would be able to update our schedules, maps, etc. so there would be less
22 disruption than the last time around. There are four (4) stops that would not have service for the duration
23 of the closure (Glen Road Plaza, Romano Circle stops, and the corresponding stops across the streets from
24 them). In a 12 month period, those stops account for +/- 5K boardings/year. For individuals who are
25 unable to make the walk, AT has a para-transit service available. He reiterated that if there is going to be
26 a bridge closure, please keep in mind the work on I-89 noting that if for some reason there is a backup or
27 a significant delay on I-89 then their detour plan would be a lot less workable.

28
29 **Mayor Whittlesey opened the floor to the public and following came forth to give the testimony:**

30
31 **Ms. Vanessa Perron (South Main St., West Lebanon):** She spoke about her reasons why she was
32 dissatisfied with the Council for allowing the Dry Bridge repairs/construction to be put off for so long.
33 She encouraged the Council to move forward with this project one way or the other because the bridge
34 has a huge impact on residents living in the area.

35
36 **Mr. Dan Nash (Ward 1):** He spoke about his reasons why he was strongly in favor of closing the bridge
37 (i.e., cost savings in the long run).

38
39 **Mr. Emett Frank (Ward-1):** He spoke about his reasons why he was in favor of closing the bridge.

40
41 **Mr. Jerry Vanasse (No Ward, born & raised on South Main Street, West Lebanon):** Questioned
42 why, if the NH DOT owns the land, does the railroad have the right to tell you (the City) what to do?
43 Mayor Whittlesey explained the right-of-way legalities.

44
45 **Mr. Paul Calandrella (Ward-2):** He spoke about his reasons why he was in favor of closing the bridge.

46
47 **Mr. Bryan Casale (Ward-2):** He spoke about his reasons why he was in favor of closing the bridge.

1 **Mr. Donald M. Hemenway (Lebanon, NH):** He spoke about his reasons why he was in favor of closing
2 the bridge. He also noted he has not heard about any data from the merchants who would be impacted if
3 the bridge is closed.

4
5 **Mr. Jay Simms (Ward-2):** He spoke about his reasons why he was in favor of closing the bridge and
6 spoke about the cost of steel.

7
8 **Mr. Doug Wentworth (6 Jones Ave., West Lebanon, NH):** He spoke about his reasons why he was in
9 favor of closing the bridge and suggested having the bridge built off site to save time.

10
11 **Mr. Trent Meckenstock (Ward-1):** He spoke about his reasons why he was in favor of closing the
12 bridge. He also suggested that the four businesses using the railroad access should allow the City to use
13 Elm Street as a connector road to the bottom of Glen Road therefore bypassing the one-lane train tunnel.

14
15 **Ms. Stacey Wood (West Lebanon, NH):** She spoke about her reasons why she was in favor of closing
16 the bridge and suggested having a temporary stop light installed on Route 4 and Glen Road.

17
18 **Mayor Whittlesey closed the public input session.**

19
20 Assistant Mayor Wilkie and Councilors McNamara, Heistad, Stavis, Sykes, and Zook spoke their reasons
21 why they were in favor of closing the bridge.

22
23 Mayor Whittlesey read the Lebanon Fire Chief Wheatley's fire response and safety findings as presented
24 in the Council's agenda packet.

25
26 **ACTION:**

27 *Assistant Mayor Wilkie MOVED that the Lebanon City Council directs the City Manager to work with*
28 *staff to proceed under a bid option that assumes the bridge will be closed for 12 months of*
29 *construction.*

30 *Seconded by Councilor McNamara.*

31 **The Vote on the Motion was approved (9-0).*
32

33 **B. Discussion and Vote on Amendment to Council Rules, §A191-8 NOT DISCUSSED. Will be**
34 **placed on the August 20, 2025, Council agenda packet.**
35

36 Included in the agenda packet: **(All supportive documents and detailed information can be found on**
37 **pages 94-104, Council agenda packet)**

- 38 1. Proposed amendment to City Council Rules, §A191-8, Order of Business
39 2. City Council Rules, as adopted on April 16, 2025
40

41 **12. NEW BUSINESS**

42 **A. Release of Collected Public School Impact Fees (2nd Quarter 2025)**
43

44 Included in the agenda packet: **(All supportive documents and information can be found on pages**
45 **105-109, Council agenda packet)**

- 46 1. Impact Fee Report as of 06/30/2025
47 2. November 22, 2021, Memorandum of Understanding between the City of Lebanon
48 and The Lebanon School District, SAU#88
49

Deputy City Manager Brooks briefly reviewed the background of the 2nd Quarter of 2025 Release of Collected Public School Impact Fees.

BACKGROUND

A Memorandum of Understanding (MOU) was developed in 2010 between the City and the School District for the quarterly transfer of collected Public School Impact Fees to the Lebanon School District for application toward the payment of debt on the (then) new Lebanon Middle School.

On October 12, 2021, the Planning Board authorized a broader use of Public School Impact Fees to include construction, renovation, improvement, or expansion of K-12 school buildings and related building systems, equipment, and furnishings. A revised MOU was developed and signed on November 22, 2021.

To date \$1,066,139.19 in impact fees have been disbursed to the Lebanon School District.

7/17/2013	\$83,690.78	11/6/2013	\$14,651.99	5/21/2014	\$19,407.00
8/6/2014	\$2,122.75	2/18/2015	\$723.00	5/20/2015	\$2,819.00
7/15/2015	\$1,627.50	11/4/2015	\$936.00	3/2/2016	\$3,156.00
5/18/2016	\$864.00	5/17/2017	\$5,230.00	12/6/2017	\$6,140.75
2/7/2018	\$41,262.70	9/5/2018	\$12,564.45	2/6/2019	\$1,833.10
8/7/2019	\$8,822.20	4/15/2020	\$40,432.02	7/15/2020	\$123,709.65
12/2/2020	\$57,567.42	1/21/2021	\$102,409.40	8/4/2021	\$12,695.86
1/19/2022	\$9,035.45	4/20/2022	\$3,216.15	10/19/2022	\$261,738.35
2/1/2023	\$2,185.00	4/19/2023	\$3,824.44	9/6/2023	\$3,142.57
11/15/2023	\$9,740.60	2/27/2024	\$6,341.26	5/15/2024	\$11,899.60
9/4/2024	\$140,359.34	1/22/2025	\$46,642.06	4/16/2025	\$25,345.80

This request is for the City Council to authorize the disbursement of \$13,994.41 in collected Public School Impact Fees (through 06/30/2025) to the Lebanon School District.

ACTION:

Councilor McNamara MOVED, that in accordance with Section 213.10 (Administration of Impact Fees) of the Lebanon Zoning Ordinance, and the November 22, 2021 Memorandum of Understanding between the City of Lebanon and the Lebanon School District, SAU 88, the City Council hereby authorizes the disbursement of \$13,994.41 in collected Public School Impact Fees to the Lebanon School District to be applied toward the construction, renovation, improvement or expansion of K-12 school buildings and related building systems, equipment, and furnishings.
Seconded by Councilor N. Ford Burley.

**The Vote on the Motion was approved by members present (8-0). Council Sykes had temporarily left the room and was not present at the time this vote was taken.*

- B.** Discussion and Set Public Hearing for August 20, 2025: Request for Supplemental Appropriation in the Amount of \$550,000 for Storrs Hill Ski Lodge Improvements; and to Authorize Disbursement of \$250,000 in Recreation Impact Fees

Included in the agenda packet: **(All supportive documents and information can be found on pages 110-113, Council agenda packet)**

1. Draft Ski Lodge Expansion Plans

2. Construction Cost Estimate based on LWCF grant application Not Included, But Available:

3. [2025 Storrs Hill Ski Area Facility Planning Advisory Committee Final Report](#)

Mr. Paul Coats (Director of Recreation, Arts, and Parks) reviewed the background and reasons for the Draft Ski Lodge Expansion Plans.

BACKGROUND

Storrs Hill Ski Area is located near downtown Lebanon at 60 Spring Street. The hill has a 300' vertical drop, 7 official trails, one ski lift, Heistad Hill Ski Jump, 3 snowmaking guns, 2 groomers, 61 lights, a ski lodge and various supporting out buildings. The ski area is owned by the City of Lebanon and is operated by the Lebanon Outing Club (LOC) under a Lease and Operating Agreement. The LOC has been operating for over 100 years, making it one of the oldest continuously operating ski hills in the country.

The current ski lodge was constructed in 1997 with 1,854 SF of enclosed heated space and a 340 SF deck. In 2020, an attached 875 SF pavilion was constructed to provide an exterior space partially protected from the weather allowing continued use of the ski area during the COVID 19 pandemic. In 2022, the City applied for and was awarded a Land and Water Conservation Fund (LWCF) grant. The scope of the grant was to enclose the pavilion and expand the existing conditioned footprint of the ski lodge to meet current demand on indoor gathering space; reconstruct the 25m jump; and add plastic covering to both jumps landing areas for year-round ski jumping. Complications with match funding and the feasibility of adding the plastic mats to the jump landing areas necessitated putting a hold on the grant and all associated projects.

In 2023, the City formed the Storrs Hill Ski Area Facilities Improvements Advisory Committee to help the City and Lebanon Outing Club prioritize facility improvements. Their final report was presented to the City in April 2025, and it includes ski lodge improvements as one of the top priorities. LWCF grant administrators suggested that the City continue to work within the scope of the grant, focus exclusively on the lodge expansion, and include the new requirement to add a fire suppression sprinkler system.

The total project cost for the lodge improvements and expansion are estimated to be \$550,000, including \$150,000 for the new sprinkler system. The LWCF grant will provide up to \$275,000, subject to a 50/50 match. The City proposes to fund \$250,000 from Recreation Impact Fees, and the Lebanon Outing Club will provide the remaining \$25,000 of the required local match. The Recreation Impact Fees fund has a current balance of \$458,067 (of which \$200,000 is proposed to be dedicated to the Mascoma River Greenway expansion project).

Since funds for the appropriation are to be transferred from Recreation Impact Fees to the Capital Improvements fund and will be supplemented with the LWCF grant and contributions from the Lebanon Outing Club, there will be no impact on the tax rate.

Council/Staff Comments:

The Council and Mr. Coats discussed concerns related to whether or not other components of the ski area might fail in the next few years and render the area in-operable; if the ski area might need to replace the Palma Ski Lift and the potential cost of a lift if it needs to be replaced in future; and, the replacement of the sprinkler system in the future.

1
2 **ACTION:**

3 *Councilor Sykes MOVED, that the Lebanon City Council hereby schedules a public hearing for*
4 *Wednesday, August 20, 2025, beginning at 7:00pm in Council Chambers, City Hall, and Remote via*
5 *the City's Virtual Platform, for the purpose of receiving public input and taking action to appropriate*
6 *\$550,000 for a new Storrs Hill Ski Lodge Improvements capital project; and to authorize disbursement*
7 *of \$250,000 in Recreation Impact Fees as the means to partially pay for the work, with the remaining*
8 *project costs to be funded by a Land and Water Conservation Fund (LWCF) grant, and contributions*
9 *from the Lebanon Outing Club.*

10 *Seconded by Councilor N. Ford Burley.*

11
12 **The Vote on the Motion was approved (9-0)*
13

14 **13. City Manager Report:**

15 Interim City Manager Wozmak updated the Council on the following:

- 16
 - The legal status of Health Trust Legislation.

17
18 **14. NON-PUBLIC SESSION:**

19 **A. RSA 91-A:3, II(b) - The hiring of any person as a public employee**
20

21 *Assistant Mayor Wilkie MOVED to go into Non-Public Session for the purpose of discussing RSA 91-*
22 *A:3, II(b) - The hiring of any person as a public employee.*
23 *Seconded by Councilor McNamara.*
24

25 **Roll Call Vote:**

26 *VOTING YEA: Assistant Mayor Wilkie and Councilors Heistad, N. Ford Burley, McNamara, Stavis,*
27 *Simon, Sykes, Zook and Mayor Whittlesey*
28 *VOTING NAY.*
29

30 **The Vote on the Motion was approved (9-0).*
31

32 **The Council went into Non-Public session at 8:16 PM**
33

34 *Councilor Wilkie MOVED to come out of Non-Public Session.*
35 *Seconded by Councilor McNamara.*
36

37 **Roll Call Vote:**

38 *VOTING YEA: Assistant Mayor Wilkie and Councilors Heistad, N. Ford Burley, McNamara, Stavis,*
39 *Simon, Sykes, Zook and Mayor Whittlesey*
40 *VOTING NAY.*
41

42 **The Vote on the Motion was approved (9-0)*
43

44 **The Council came out of Non-Public session at 8:40 PM**
45

46 **COUNCIL WAS BACK IN REGULAR SESSION TO DISCUSS OTHER BUSINESS.**
47

1 *Assistant Mayor Wilkie MOVED that the Lebanon City Council hereby authorizes the Mayor and City*
2 *Staff to execute the negotiated employment contract for Andrew Hosmer with a starting salary of*
3 *\$170,000.00 as the City Manager of the City of Lebanon, NH.*
4 *Seconded by Councilor McNamara.*

5
6 **The Vote on the MOTION was unanimously approved (9-0).*

7
8 Mayor Whittlesey and the Council were very pleased to announce that they will be moving forward with
9 hiring Andrew Hosmer as the City Manager and they will be releasing a press release tomorrow, July 17,
10 2025.

11
12 **15. ADJOURNMENT:**

13 *Councilor McNamara MOVED for adjournment.*

14 *Seconded by Councilor Simon.*

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

16
17 **The meeting was adjourned at 8:41 PM.**

18
19 Respectfully submitted,

20 Dona E. Gibson

21 Recording Secretary

Agenda
Lebanon City Council
August 20, 2025

8. Appointments:

Appointments

Board/Committee Appointments as presented by City Clerk/Tax Collector Jaseya Ewing

- Planning Board, Don Collins (Regular Member)
- Planning Board, Stephen Cole (Alternate Member)
- Planning Board, Wes Achord (Regular Member)
- Lebanon Housing Authority, Shelley Moses (Reappointment as Regular Member)
- Lebanon Energy Advisory Committee, Jonathan Chaffee (Reappointment as Regular Member)
- Pedestrian and Bicyclist Advisory Committee, Trenton Meckenstock (Citizen Member)

Included in this Section:

1. Memo from City Clerk/Tax Collector Jaseya Ewing dated August 20, 2025



MEMORANDUM

DATE: August 20, 2025
TO: The Honorable Mayor & City Council
FROM: Jaseya Ewing, City Clerk & Tax Collector
RE: **Appointments Proposed for Council Discussion/Action:**

If the Council wishes to proceed with action on the appointments below, a nomination should be made and voted on for each appointment.

Note: nominations do not need to be seconded.

Planning Board

- **Don Collins** – Appointment as a regular member of the Planning Board three-year term.

Term: 8/2025-8/2028

Interviewed By: Interim City Manager Jack Wozmak
- **Stephen Cole** – Appointment as an alternate member of the Planning Board three-year term.

Term: 8/2025-8/2028

Interviewed By: Interim City Manager Jack Wozmak
- **Wes Achord** – Appointment as a regular member of the Planning Board three-year term.

Term: 8/2025-8/2028

Interviewed By: Interim City Manager Jack Wozmak

Lebanon Housing Authority Board

- **Shelley Moses** – Reappointment as a regular member of the Lebanon Housing Authority Board for a five-year term.

Term: 8/2025-8/2030

Recommended by: LHA Executive Director Ditha Alonso

Lebanon Energy Advisory Committee

- **Jonathan Chaffee** – Reappointment as a regular member of the Lebanon Energy Advisory Committee for a two-year term.

Term: 8/2025-8/2027

Recommended by: Assistant Public Works Director Chris Kilmer

Pedestrian & Bicyclist Advisory Committee

- **Trenton Meckenstock** – Appointment as a Citizen Member of the Pedestrian & Bicyclist Advisory Committee for a three-year term.

Term: 8/2025-8/2028

Interviewed by: City Councilor Devin Wilkie

From: [cityclerk](#)
To: [Jaseya Ewing](#)
Subject: FW: [EXTERNAL] Online Form Submission #12793 for Board Member Application
Date: Monday, July 14, 2025 8:34:16 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, July 14, 2025 8:29 AM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #12793 for Board Member Application

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Board Member Application

Application Process

After submitting this application, you will be contacted and interviewed by one of our City Councilors. Your application will then go before the full Council at one of their regular meetings for consideration of appointment. If you have questions, please contact the City Clerk's Office at 603-448-3054 or cityclerk@lebanonnh.gov.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
- *Willingness to learn*
- *Commitment to attend meetings*
- *Treat people fairly*
- *Consider the best interest of the community as a whole when making decisions*
- *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*

(Section Break)

First Name	Don
------------	-----

Last Name	Collins
Physical Address	[REDACTED]
City	Lebanon
State	NH
Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	[REDACTED]
Work Number	<i>Field not completed.</i>
Email Address	[REDACTED]
How long have you resided in Lebanon?	Since 1979
(Section Break)	
Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	Planning Board
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	I believe that it is important for me, as a citizens of this democracy, to take on civic responsibilities apart from simply voting.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	Long-term voter in Lebanon's local, state and national elections. Committed to a healthy, vibrant community. Former building contractor in the city, now retired, and able to lend perspective within the limitation of the rules governing development decisions.



CLBD-25-13

Board Member

Application

Status: Active

Submitted On: 7/15/2025

Primary Location

No location

Owner

No owner information



Applicant Information

First Name*

Stephen

Last Name*

Cole

Contact Phone Number*

Contact Email*



Mailing Street Address*



Mailing City, State, Zip*

Lebanon, NH 03766

How long have you resided in Lebanon?

0-1 Year

☐

2-5 years

☐

6-15 years

☐

15 or more years

☒

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

☐

No, this is not for a reappointment.

☒

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information page.

Arts & Culture Commission

☐

Board of Cemetery Trustees

☐

Class VI Roads Advisory Committee

☐

Conservation Commission

☐

Diversity, Equity, and Inclusion Commission

☐

Economic Development Commission

☐

Downtown Lebanon TIF Advisory Board

☐

Heritage Commission

☐

Lebanon Airport-Tech Park TIF Advisory Board

☐

Lebanon Energy Advisory Committee

☐

Library Board of Trustees

☐

Pedestrian & Bicyclist Advisory Committee

☐

Planning Board

☒

Tree Advisory Board

☐

West Lebanon Revitalization Advisory Committee

☐

Zoning Board of Adjustment

☐

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission*

Thanks for your consideration. I grew up in Lebanon, participating on our family farm on Great Brook Rd, and working in the family contracting business when I returned from UNH in 1995. I feel that my history in Lebanon and being familiar with it's growth, combined with my experience in construction and logistics would bring benefit to the citizens of Lebanon. I am currently the HR manager for an automotive group, and that experience has allowed me to develop good listening and conflict management skills to reach compromise and forward progress for all parties involved. Overall, I feel like I could bring benefit to the board, thus benefiting the community that I am fortunate enough to live in.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials. *

✓ Stephen Cole
Jul 15, 2025

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.*

✓ Stephen Cole
Jul 15, 2025



CLBD-25-10

Board Member

Application

Status: Active

Submitted On: 6/25/2025

Primary Location

No location

Owner

No owner information

Applicant



Applicant Information

First Name*

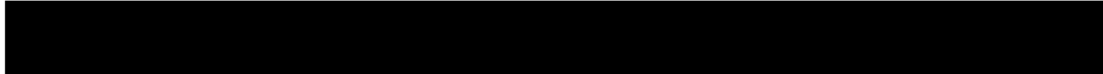
Wes

Last Name*

Achord

Contact Phone Number*

Contact Email*



Mailing Street Address*



Mailing City, State, Zip*

Lebanon, NH, 03766

How long have you resided in Lebanon?

0-1 Year

☐

2-5 years

☒

6-15 years

☐

15 or more years

☐

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

☐

No, this is not for a reappointment.

☒

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information page.

Arts & Culture Commission

☐

Board of Cemetery Trustees

☐

Class VI Roads Advisory Committee

☐

Conservation Commission

☐

Diversity, Equity, and Inclusion Commission

☐

Economic Development Commission

☐

Downtown Lebanon TIF Advisory Board

☐

Heritage Commission

☐

Lebanon Airport-Tech Park TIF Advisory Board

☐

Lebanon Energy Advisory Committee

☐

Library Board of Trustees

☐

Pedestrian & Bicyclist Advisory Committee

☐

Planning Board

☒

Tree Advisory Board

☐

West Lebanon Revitalization Advisory Committee

☐

Zoning Board of Adjustment

☐

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission*

I was made aware of the need for more citizen engagement with boards via a recent city email. As a transplant to the area as of summer 2023 I've been looking for additional ways to support the community, most recently with Tree Board led plantings. If the community needs help with board membership, I am happy to offer my support.

I currently work from home as a lead director of client success with a CVS Health owned employee benefits analytics firm (HDMS). My educational background is a Bachelors of Management, MBA, Masters of Healthcare Administration, and Project Management Professional. I was also a prior active duty United States Marine.

I would look to bring a similar approach to how I support my clients; active listening to understand needs and timely targeted data to inform decisions.

Thank you for considering this application and I'd welcome the opportunity to discuss further.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials. *

✓ Earl Wesley Achord III
Jun 2, 2025

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.*

✓ Earl Wesley Achord III
Jun 2, 2025



CLBD-25-11

Board Member

Application

Status: Active

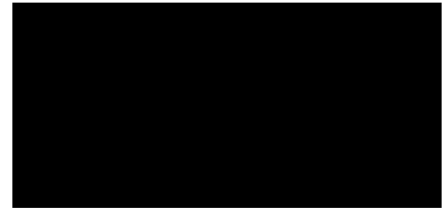
Submitted On: 7/10/2025

Primary Location

No location

Owner

No owner information



Applicant Information

First Name*

Shelly

Last Name*

Moses

Contact Phone Number*

Contact Email*



Mailing Street Address*



Mailing City, State, Zip*

Lebanon, NH 03766

How long have you resided in Lebanon?

0-1 Year

☐

2-5 years

☐

6-15 years

☐

15 or more years

☒

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

☒

No, this is not for a reappointment.

☐

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information page.

Arts & Culture Commission

☐

Board of Cemetery Trustees

☐

Class VI Roads Advisory Committee

☐

Conservation Commission

☐

Diversity, Equity, and Inclusion Commission

☐

Economic Development Commission

☐

Downtown Lebanon TIF Advisory Board

☐

Heritage Commission

☐

Lebanon Airport-Tech Park TIF Advisory Board

☐

Lebanon Energy Advisory Committee

☐

Library Board of Trustees

☐

Pedestrian & Bicyclist Advisory Committee

☐

Planning Board

☐

Tree Advisory Board

☐

West Lebanon Revitalization Advisory Committee

☐

Zoning Board of Adjustment

☐

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission*

To continue to advocate for Low Income Housing in Lebanon/West Lebanon through the Public Housing Administration.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials. *

✓ Shelly L Moses
Jul 10, 2025

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.*

✓ Shelly L Moses
Jul 10, 2025

From: [Ditha Alonso](#)
To: [Jaseya Ewing](#)
Subject: [EXTERNAL] Re: Lebanon Housing Authority Reappointment
Date: Thursday, July 10, 2025 7:11:20 PM

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Absolutely! Shelly is an important contributor to the LHA Board and understands the role very well with her years of experience.

Thank you for checking in. Any questions please feel free to contact me.

Thank you,
Ditha Alonso

Get [Outlook for iOS](#)

From: Jaseya Ewing <Jaseya.Ewing@lebanonnh.gov>
Sent: Thursday, July 10, 2025 5:00 PM
To: Ditha Alonso <ditha@lebanonhousing.org>
Subject: Lebanon Housing Authority Reappointment

Hi Ditha,

I'm reaching out to you because Shelly Moses has applied for reappointment to the Lebanon Housing Authority. Would you recommend her for reappointment?

Jaseya Ewing, CMC

City Clerk/Tax Collector
City of Lebanon
51 N. Park St.
Lebanon, NH 03766
603-442-6132
[LebanonNH.Gov](#)

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CLBD-25-12

Board Member

Application

Status: Active

Submitted On: 7/10/2025

Primary Location

No location

Owner

No owner information

Applicant



Applicant Information

First Name*

Jonathan

Last Name*

Chaffee

Contact Phone Number*

Contact Email*



Mailing Street Address*



Mailing City, State, Zip*

West Lebanon, NH 03784

How long have you resided in Lebanon?

0-1 Year

☐

2-5 years

☐

6-15 years

☐

15 or more years

☒

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

☒

No, this is not for a reappointment.

☐

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information page.

Arts & Culture Commission

☐

Board of Cemetery Trustees

☐

Class VI Roads Advisory Committee

☐

Conservation Commission

☐

Diversity, Equity, and Inclusion Commission

☐

Economic Development Commission

☐

Downtown Lebanon TIF Advisory Board

☐

Heritage Commission

☐

Lebanon Airport-Tech Park TIF Advisory Board

☐

Lebanon Energy Advisory Committee

☒

Library Board of Trustees

☐

Pedestrian & Bicyclist Advisory Committee

☐

Planning Board

☐

Tree Advisory Board

☐

West Lebanon Revitalization Advisory Committee

☐

Zoning Board of Adjustment

☐

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission*

I have been active on LEAC, serving as Vice Chair of the committee and as Chair of the sub-committee on residential energy use, developing programs to reduce energy costs and usage for both homeowners and renters. I have also been active with Sustainable Lebanon, engaging citizens in sustainability practices. Outreach to the community is one of the mandates of LEAC.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials. *

✓ Jonathan Chaffee
Jul 10, 2025

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.*

✓ Jonathan Chaffee
Jul 10, 2025

From: [Christopher Kilmer](#)
To: [Jaseya Ewing](#)
Subject: RE: LEAC Reappointment
Date: Tuesday, July 15, 2025 11:04:42 AM

Sorry, I started to open open gov on Friday and had other issues come up. I support his reappointment. I will go into opengov as well.

Christopher Kilmer
Assistant Public Works Director
City of Lebanon
193 Dartmouth College Highway
Lebanon, NH 03766
Tel: (603) 448-3112, Ext. 6109
Cell: [REDACTED]
Fax: (603) 448-2671
Email: Christopher.Kilmer@Lebanonnh.gov
Office Hours: Monday-Thursday 7:00 AM to 5:00 PM

From: Jaseya Ewing <Jaseya.Ewing@lebanonnh.gov>
Sent: Tuesday, July 15, 2025 10:46 AM
To: Christopher Kilmer <Christopher.Kilmer@lebanonnh.gov>
Subject: LEAC Reappointment

Hi Chris,

I hope you are having a good week.

I wanted to follow up on my internal posting about Jonathan Chaffee's OpenGov application for reappointment to LEAC. Do you recommend supporting his reappointment?

Jaseya Ewing, CMC
City Clerk/Tax Collector
City of Lebanon
51 N. Park St.
Lebanon, NH 03766
603-442-6132
LebanonNH.Gov



CLBD-25-14

Board Member

Application

Status: Active

Submitted On: 7/15/2025

Primary Location

No location

Owner

No owner information

Applicant



Applicant Information

First Name*

Trenton

Last Name*

Meckenstock

Contact Phone Number*

Contact Email*



Mailing Street Address*



Mailing City, State, Zip*

West Lebanon, NH, 03784

How long have you resided in Lebanon?

0-1 Year

☐

2-5 years

☒

6-15 years

☐

15 or more years

☐

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

☐

No, this is not for a reappointment.

☒

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information page.

Arts & Culture Commission

☐

Board of Cemetery Trustees

☐

Class VI Roads Advisory Committee

☐

Conservation Commission

☐

Diversity, Equity, and Inclusion Commission

☐

Economic Development Commission

☐

Downtown Lebanon TIF Advisory Board

☐

Heritage Commission

☐

Lebanon Airport-Tech Park TIF Advisory Board

☐

Lebanon Energy Advisory Committee

☐

Library Board of Trustees

☐

Pedestrian & Bicyclist Advisory Committee

☒

Planning Board

☐

Tree Advisory Board

☐

West Lebanon Revitalization Advisory Committee

☐

Zoning Board of Adjustment

☐

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission*

My extensive experience in strategic planning, cross-functional collaboration, and evidence-based decision-making aligns directly with the mission of the Pedestrian and Bicyclist Advisory Committee. Having led numerous initiatives that required synthesizing complex data to inform strategy and coordinating with diverse stakeholders, I am adept at the skills necessary to help complete the master plan for pedestrian and bicyclist facilities. My background in developing educational programs and managing projects from conception to implementation will be a strong asset in facilitating, enhancing, and encouraging safe pedestrian and bicyclist travel in Lebanon. I am confident my leadership and analytical skills will contribute significantly to making the city more safely walkable and bikeable for all residents.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials. *

✓ Trenton Meckenstock
Jul 15, 2025

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.*

✓ Trenton Meckenstock
Jul 15, 2025

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 7/22/2025

Applicant Name: Trent Meckenstock

Board(s) to Which Applied: Pedestrian and Bicyclist Advisory Committee

☐ Regular Seat

☐ Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? ☒ Yes ☐ No

(If yes, indicate date of meeting.) Date: _____

Recommend Appointment: ☒ Yes ☐ No

☐ Regular Seat ☐ Alternate Seat

General Comments: Trent is interested to get involved in the community and is passionate about developing and supporting pedestrian and bicyclist infrastructure, particularly to expand what is available in West Lebanon and other areas lacking sufficient infrastructure. I am pleased to recommend him as I believe he will be a strong addition to this committee.

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

Oversee and support ped/bike infrastructure – especially where it's limited — move those things forward

2) Are you familiar with the meeting dates and time commitments of this Board/Committee? Would you be available for additional meetings, site visits, or other official events when necessary?

Yes

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

Not necessarily, but interested to serve. Work on cross-functional work committees. Also follows Strong Towns.

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes, would love to!

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No

6) What do you think are the key challenges for this Board/Committee?

Funding crisis (but looking at possible suggestions).

7) What do you think are the key opportunities for this Board/Committee?

Ex. Carmel, IN activity. Ped/bike path to connect Leb to West Leb.

8) What would you like to see this Board/Committee accomplish in the next year?

Develop the connector path, seek new revenues, create the place we'd like to be.

Agenda

Lebanon City Council

August 20, 2025

9. Public Hearing Items:

9.A – Ordinance #2025-08: To Amend City Code Chapter 31, Boards, Committees and Commissions, to Add West Lebanon Revitalization Advisory Committee (WLRAC), Pedestrian & Bicyclist Advisory Committee (PBAC), and Tree Advisory Board (TAB), and to Amend Article VII, Heritage Commission, and Article X, Arts and Culture Commission

A public hearing for the purpose of receiving public input and taking action on proposed Ordinance #2025-08 to amend City Code Chapter 31, Boards, Committees and Commissions, to add the West Lebanon Revitalization Advisory Committee (WLRAC), the Pedestrian & Bicyclist Advisory Committee (PBAC), and the Tree Advisory Board (TAB), and to amend Article VII, Heritage Commission, and Article X, Arts and Culture Commission.

The City Council scheduled this public hearing at its July 2, 2025 regular meeting. The public hearing was properly noticed in the *Valley News* on August 9, 2025 in accordance with City Code and State Law.

Background

In April 2025, the City Council amended City Code Chapter 31, Boards, Committees, and Commissions, to add the Lebanon Energy Advisory Committee (LEAC) to the City Code. LEAC had been established by the City Council in 2007, but had never formally been adopted by ordinance into Chapter 31.

It was noted at the time that other existing boards and committees were also not incorporated into Chapter 31, including the West Lebanon Revitalization Advisory Committee (WLRAC), the Pedestrian & Bicyclist Advisory Committee (PBAC), and the Tree Advisory Board (TAB). The proposed Ordinance #2025-08 would formally add each of these committees to Chapter 31.

In addition, a question about the membership of the Heritage Commission has recently come to light. Pursuant to Article VII, §31-32, the Heritage Commission shall “consist of five members plus not more than five alternate members as provided by law who shall be appointed by the City Council. One Commission member shall be a member of the local governing body. One member may be a member of the Planning Board. One Commission member shall be the City Historian as specified in §31-33G below.”

At the present time, Councilor Ford Burley is the City Council’s representative to the Commission, and also serves as the City Historian, having been reappointed to the position in June 2024. The current language of §31-32 does not appear to contemplate that either of the *ex officio* members serving on behalf of the City Council or Planning Board might also serve as the City Historian. As a result, there is some confusion about how many additional citizen member positions are available.

The proposed Ordinance #2025-08 seeks to clarify that in the event the City Historian position is held by an *ex officio* member serving on behalf of the City Council or Planning Board, said

member would only be deemed to occupy one voting position on the Heritage Commission, which would allow for an additional citizen representative to be appointed as a regular member.

As required by City Code Chapter 115-3, the City's attorney has provided a legal opinion as to the authority and validity of the proposed ordinance. The attorney found no particular areas of concern with respect to adding the pre-existing advisory committees to Chapter 31. However, the attorney identified some statutory requirements associated with the proposed changes to the membership of the Heritage Commission, which are reflected in the current ordinance proposal.

In addition, following the City Council's original review of the proposed ordinance on July 2, 2025, the Arts and Culture Commission requested modifications to its current membership and duties as set forth in Chapter 31, Article X, Sections 31-43 through 31-45. The Arts and Culture Commission proposes to reduce its overall membership from nine to seven members and to increase flexibility by eliminating requirements associated with certain seats.

In the attached ordinance, the red underlined text represents the original proposed language as reviewed by the City Council on July 2nd. Subsequent changes recommended by the City's attorney as well as the proposed changes to the Arts and Culture Commission are depicted in blue underlined or strike-through text.

Action:

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

MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-08 to amend the Code of the City of Lebanon, Chapter 31, Boards, Committees and Commissions, to add the West Lebanon Revitalization Advisory Committee (WLRAC), the Pedestrian & Bicyclist Advisory Committee (PBAC), and the Tree Advisory Board (TAB), and to amend Article VII, Heritage Commission, and Article X, Arts and Culture Commission, as presented in the August 20, 2025 City Council Agenda Packet.

Included in this Section:

1. Proposed Ordinance #2025-08
2. July 25, 2025 Legal Opinion from Attorney Matthew Decker
3. Notice of Public Hearing as Published in the August 9, 2025 edition of the *Valley News*

THE CITY OF LEBANON ORDAINS AS FOLLOWS:

ORDINANCE NO. 2025-08

An Ordinance to Amend the Code of the City of Lebanon, Chapter 31, Boards, Committees and Commissions, to add new sections for the West Lebanon Revitalization Advisory Committee, the Pedestrian & Bicyclist Advisory Committee, and the Tree Advisory Board, and to amend Article VII, Heritage Commission, [and Article X, Arts and Culture Commission](#).

Section 1. Chapter 31 of the Code of the City of Lebanon is hereby amended to add a new section, Article XV as follows:

ARTICLE XV, West Lebanon Revitalization Advisory Committee

§31-57. Establishment; Membership; Qualifications.

A. On March 2, 2022, the City Council established the charge and membership for the West Lebanon Revitalization Advisory Committee (WLRAC), comprised of seven (7) regular members, including one City Councilor, one Planning Board representative, one Economic Development Commission representative, two Ward 1 Residents, two Ward 1 Business Owners, and up to three alternate members.

B. Effective July 16, 2025, the membership of the Advisory Committee shall consist of one City Councilor (to be appointed by the Mayor), one member of the Planning Board (to be appointed by the Board), one member of the Economic Development Commission (to be appointed by the Commission), two Ward 1 Residents of the City, two Ward 1 Residents and/or Business Owners, and up to 3 Alternate members representing Ward 1 Residents and/or Business Owners. The Resident and Business Owner representatives shall be appointed by the City Council to terms of three years. The City Council, Planning Board, and Economic Development Commission representatives shall serve for their respective terms. The Mayor may, in lieu of appointing a City Councilor to the committee, ask the City Council to appoint a suitable person to fill the position that would normally be filled by a City Councilor. Not more than two (2) members of the Advisory Committee shall serve on any private civic association(s) that might be created for the West Lebanon area, in order to avoid membership and Right-To-Know conflicts, but to ensure adequate communication and coordination among the groups, as appropriate.

C. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate and promote the purpose of the West Lebanon Revitalization Advisory Committee.

§31-58. Purpose; Charge; Mission.

A. The purpose of the West Lebanon Revitalization Advisory Committee is to work with the City's Administration to develop and implement plans for the revitalization and redevelopment of the Central Business District area of West Lebanon.

B. The West Lebanon Revitalization Advisory Committee shall:

1. Work with and serve in an advisory capacity to the City Council, City Manager, and the Planning & Development Department regarding the development, prioritization, and implementation of actions and strategies for the revitalization and redevelopment of the Central Business District area of West Lebanon as drawn from prior plans, reports, and studies related to West Lebanon, including but not limited to: the December 2021 Action Plan for West Leb, the April 2020 West Lebanon Village Visioning Charrette report, the West Lebanon CBD chapter of the 2012 Master Plan, and others.
2. Assist the Planning & Development Department with reviewing and updating the West Lebanon Central Business District chapter (Ch. 4) of the Master Plan and to monitor and report on progress on implementation efforts into the future.
3. Work with private civic associations to engage business owners and generate citizen interest and commitment to the improvement of West Lebanon Village.

Section 2. Chapter 31 of the Code of the City of Lebanon is hereby amended to add a new section, Article XVI as follows:

ARTICLE XVI, Pedestrian and Bicyclist Advisory Committee

§31-59. Establishment; Membership; Qualifications.

- A. On September 7, 1994, the City Council established a Bicycle/Pedestrian Path Committee with members appointed on October 5, 1994. The committee was renamed the Pedestrian and Bicyclist Advisory Committee with a new charge established on September 20, 1995, and amended on October 5, 2005. Membership for the renamed Advisory Committee was appointed on November 1, 1995, with subsequent changes on March 15, 2006, September 17, 2014, and May 1, 2024.
- B. Effective July 16, 2025, the membership of the Advisory Committee shall consist of one City Councilor (to be appointed by the Mayor), one alternate City Councilor representative (to be appointed by the Mayor), one member of the Planning Board (to be appointed by the Board), seven regular Citizen representatives, and up to six alternate Citizen representatives. The regular and alternate Citizen representatives shall be appointed by the City Council to terms of three years. The City Council and Planning Board representatives shall serve for their respective terms. The Mayor may, in lieu of appointing a City Councilor to the committee, ask the City Council to appoint a suitable person to fill the position that would normally be filled by a City Councilor.
- C. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate and promote the purpose of the Pedestrian and Bicyclist Advisory Committee.

§31-60. Purpose; Charge; Mission.

- A. The Pedestrian and Bicyclist Advisory Committee's mission is to help make the City of Lebanon more safely walkable and bikeable by facilitating, enhancing, and encouraging safe pedestrian and bicyclist travel and connectivity in the City of Lebanon. To this end, the Committee will:

1. Help complete the master plan for pedestrian and bicyclist facilities for presentation to the Planning Board and City Council.
2. Coordinate, consult with, and advise City administration (Planning, Public Works, Recreation, Arts & Parks, Manager) and City Boards (City Council, Planning Board, Public Safety Committee, and Conservation Commission) on matters that may impact pedestrians and bicyclists, including reviewing City and State public works projects with regard to accommodating pedestrians and bicyclists, assisting with evaluation and preparation of funding applications (especially for the Transportation Enhancement Program [TEP]), and following through on implementation.

Section 3. Chapter 31 of the Code of the City of Lebanon is hereby amended to add a new section, Article XVII as follows:

ARTICLE XVII, Tree Advisory Board

§31-61. Establishment; Membership; Qualifications.

- A. On August 19, 2021, the City Manager established the Tree Advisory Board to provide support, education and advocacy for trees in the City of Lebanon.
- B. Effective July 16, 2025, Board members shall be appointed by the City Manager and consist of six citizen members and one Conservation Commission member, who shall serve staggered 3-year terms. Other City department staff (Recreation, Arts & Parks, Planning & Development, Public Works) shall provide a liaison when appropriate.
- C. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate and promote the purpose of the Tree Advisory Board.

§31-62. Purpose; Charge; Mission.

- A. The Tree Advisory Board shall provide support, education, and advocacy for trees in the City of Lebanon. This Board was created by the City Manager and, working through the Department of Public Works, the Board shall:
 1. Promote tree health and vibrancy through proper planning, documentation, protection, education, planting programs, and advocacy throughout the City, and communicate with other interested boards annually.
 2. Share educational resources to assist landowners with the establishment and care of trees on private property.
 3. Consult and coordinate with City administration and boards regarding existing policies and future projects affecting trees. These include City and State public works and public utilities projects.

4. Establish policies for consideration and adoption by the City Manager that provide clear directives for planting, maintaining, and/or removing trees from public spaces and rights of way.
5. Seek funding opportunities from organizations and individuals to support tree initiatives.
6. Partner with local utility companies to better understand their requirements, and to educate residents of Lebanon about their rights and responsibilities with respect to trees and utilities.
7. Work with DPW to establish a GIS data collection system that treats trees in public spaces as critical infrastructure. This includes data on urban tree canopy, heat islands, and flood prevention.

Section 4. Article VII, Heritage Commission, of Chapter 31 of the Code of the City of Lebanon is hereby amended as follows:

ARTICLE VII, Heritage Commission

§31-32. Establishment; Membership; Qualifications.

- A. As provided in RSA 673:1 and in accordance with RSA 673:4-a, there is hereby established a Heritage Commission, to consist of five members plus not more than five alternate members as provided by law who shall be appointed by the City Council.
- B. One Commission member shall be a member of the local governing body. One member may be a member of the Planning Board. One Commission member shall be the City Historian as specified in §31-33G below, except in the event that the City Historian is also a member of either the City Council or the Planning Board, then the City Historian shall not be a member of the Commission unless also selected as the representative member of the City Council or Planning Board. In the event the City Historian becomes the designated representative of either the City Council or Planning Board to the Commission, then they position is held by a Commission member representing the local governing body or the Planning Board, such member shall be deemed to occupy only one voting position on the Commission for purposes of determining quorum or vacant membership positions. The regular and alternate citizen representatives shall be appointed by the City Council to terms of three years. The City Council and Planning Board representatives shall serve for their respective terms. The Mayor may, in lieu of appointing a City Councilor to the committee, ask the City Council to appoint a suitable person to fill the position that would normally be filled by a City Councilor. The City Council shall act within 60 days to fill vacancies and unexpired terms. All members shall be residents of the City of Lebanon.
- C. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate and promote the purpose of the Heritage Commission.

Section 5. Article X, Arts and Culture Commission, of Chapter 31 of the Code of the City of Lebanon is hereby amended as follows:

ARTICLE X, Arts and Culture Commission

§31-43. Establishment; Membership; Qualifications.

- A. Pursuant to Chapter ~~C419:233.08~~ of the Lebanon City Charter, there is hereby established an Arts and Culture Commission. The Commission shall consist of ~~nine~~ seven voting members, including: one City Councilor; three citizen representatives, ~~one from each City ward; one representative from the Heritage Commission; one representative from the Economic Development Commission (EDC);~~ and three representatives from arts organizations within the City. The Mayor may, in lieu of appointing a City Councilor to the committee, ask the City Council to appoint a suitable person to fill the position that would normally be filled by a City Councilor. The Council may appoint not more than three alternate members, one of which may be a City Councilor and two of which may be Lebanon residents at large. At all times, a majority of the non-alternate members shall be Lebanon residents.
- B. The citizen representatives shall be appointed by the City Council and their terms shall initially be staggered for periods of one, two, and three years. Thereafter, all citizen representatives shall be appointed to terms of three years. The arts organization members shall serve for one-year terms and shall be appointed by the Council. The City Council representatives shall serve for their respective terms and shall be appointed by the Mayor. ~~The Heritage Commission and EVEC shall appoint a representative from their respective bodies.~~ The City Council shall act within 60 days to fill vacancies.
- C. In determining each member's qualifications, the appointing authority shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate and promote the purpose of the Arts and Culture Commission.

§31-44. Purposes.

The Arts and Culture Commission is hereby established for the purposes of:

- A. Promoting arts and cultural activities throughout all three wards of the City of Lebanon;
- B. Cultivating relationships, activities and opportunities to grow Lebanon's cultural economy;
- C. Supporting the development of public-private partnerships that enhance the quality of life and economic vitality in Lebanon;
- D. Establishing policies for consideration and adoption by the Lebanon City Council for the integration of arts into all municipal buildings, structures, and spaces;
- E. Establishing policies for consideration and adoption by the Lebanon City Council defining prospective spaces for, forms of, and processes for the adoption of public art in Lebanon.

§31-45. Duties and Responsibilities.

The duties and responsibilities of the Arts and Culture Commission will include:

- A. Establishing working subcommittees that serve to advance the Commission's work within the more focused areas identified by the Arts and Culture Task Force (e.g. city policy, finance, partnerships, organizational structure, data collection, designation of cultural districts);

- B. Designating signature events and working with the City Council and City Administration to implement and promote those events to residents and visitors;
- C. Updating and taking a leading role in the implementation of Chapter 12 of the Lebanon Master Plan (Community Design and Civic Art) to incorporate the work of the Commission and develop an independent guiding document for arts within the City;
- D. ~~Meeting at minimum one per month.~~
- E. Working towards the purchase and installation of fountains within the City by raising funds; coordinating volunteer efforts; locating fountains for purchase by the City; and developing plans for the location of fountains. City Council approval is required prior to the installation of any new fountain.

Section ~~56~~. Severability

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

Section ~~67~~. Effective Date

This Ordinance shall become effective upon passage.

July 25, 2025

David Brooks, Deputy City Manager
City of Lebanon
51 S. Park Street
Lebanon, NH 03766
David.Brooks@lebanonnh.gov

RELEASED TO THE PUBLIC
Lebanon City Manager's Office

Date: 08/14/2025 

RE: Amendments to City Code Chapter 31

Mr. Brooks:

My firm is legal counsel to the City of Lebanon. This is a legal opinion as required by City Code §115-3 concerning certain amendments to City Code Chapter 31, as follow:

- Add Article XV (§§31-57 to 31-58) concerning a West Lebanon Revitalization Advisory Committee (“WLRAC”);
- Add Article XVI (§§31-59 to 31-60) concerning a Pedestrian and Bicyclist Advisory Committee (“PBAC”);
- Add Article XVII (§§31-61 to 31-62) concerning a Tree Advisory Board (“TAB”); and
- Amend Article VII, §31-32, concerning Heritage Commission membership.

In connection with this opinion, I have reviewed Item 11 from the City Council’s July 2, 2025 agenda packet, which provides a background explanation for the proposed amendments to Chapter 31, and a copy of proposed Ordinance No. 2025-08 showing the proposed redlined changes to the text of Chapter 31.

City Code §115-3 requires the City Manager to “obtain and submit to the Council prior to [a] public hearing a legal opinion in writing as to the authority and validity of any new, proposed ordinance.”

Subject to my specific comments and some minor exceptions discussed below, I do not discern any concerns as to the authority or validity of the proposed Ordinance No. 2025-08, and it is my opinion that the Council has the authority to adopt Ordinance No. 2025-08, and that the terms of the ordinance will be valid, enforceable, and not inconsistent with New Hampshire law or the City Charter.

Advisory Committees/Boards

The three proposed new Articles establishing and defining the membership and purpose/charge/mission of the already-existing WLRAC, PBAC and TAB appear to be valid and appropriate. The WLRAC, PBAC and TAB are not defined by state law and do not appear to substantially overlap with the duties or authority of other local public bodies that are defined by state law. Because the committees are advisory-only and undefined by state law, the Council

does have the authority to define the composition of each committee as well as the appointment process, either keeping it for itself or delegating to other boards or to the Manager. The Council is not ceding any of its own or the Manager's authority, or binding itself or the Manager to act in accord with the committees' determinations. Requirements bearing upon the Manager in the current draft text appear to fall fairly within the scope of policies and other duties that, per City Charter, may be imposed upon the Manager by municipal ordinance and do not encroach upon authority delegated to the Manager by the City Charter.

With respect to the TAB, which was previously established by the Manager, it would be appropriate for either the Manager or the Council to appoint members to this board. Because the TAB was created by the Manager and because the TAB's role is to liaise with the Manager and the Department of Public Works about public tree issues, I would recommend that the Council continue to delegate appointment responsibility to the Manager, although the Council is not required to do so.

With respect to the WLRAC, this committee's success might result in it putting itself "out of business", so to speak, by completing the revitalization of West Lebanon. The Council may therefore wish to add a provision to §31-58 that the Council may suspend or discontinue the Committee when its purpose has been achieved.

Heritage Commission

With respect to clarifying the issue of Heritage Commission ("HC") membership when the City Historian¹ is a member of either the City Council or the Planning Board, the Council is correct that a single person who is both an *ex officio* appointee to the HC and also the City Historian should only have one vote and count as one member of the HC for voting and quorum purposes.

However, a further potential complication could arise if/when the City Historian is a member of the City Council or Planning Board, but is not selected as the *ex officio* representative of that body to the HC. This could result in the Council or Planning Board having *two* members on the HC (one being the *ex officio* representative, the other being the City Historian).

RSA 673:7 specifically prohibits more than one PB member from serving on a local land use board (including heritage commissions). Also, RSA 673:4-a states that "[o]ne commission member shall be a member of the local governing body." The conservative interpretation of this sentence is that one means one, and so no more than one commission member may be a member of the local governing body (i.e. City Council).

For these reasons, I recommend amending the first new sentence of §31-32B as follows:

"One Commission member shall be the City Historian as specified in §31-32G below, except in the event that the City Historian is also a member of either the City Council or

¹ The City Historian is able to serve as a City Councilor because the role of Historian is a volunteer/unpaid role. If the Historian was a paid position, City Charter section 3.04 would forbid a City Historian from also serving on the Council at the same time. ("No councilor, shall... be employed by the city, or any department or branch thereof, for any compensation....")

July 25, 2025

Page 3

the Planning Board, then the City Historian shall not be a member of the Commission unless also selected as the representative member of the City Council or Planning Board. In the event the City Historian becomes the designated representative of either the City Council or Planning Board to the Commission, then they shall be deemed to occupy only one voting position on the Commission for purposes of determining quorum or vacant membership positions.”

As a separate issue of concern, I can find no authority to support the City Council having the authority to appoint a “suitable person” in lieu of appointing a City Councilor. RSA 673:4-a, II states that “One commission member shall be a member of the local governing body.” If the Council were to appoint a non-Council “suitable person” in lieu of a Council member, there would be no member of the governing body on the Heritage Commission. For this reason, I recommend that the final sentence proposed to be added to §31-32B should be deleted.

Please do not hesitate to contact me with any questions or concerns about this opinion.

Sincerely,



Matthew C. Decker

Signature: 

Email: David.Brooks@lebanonnh.gov



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, August 20, 2025 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on August 20, 2025, beginning at 7:00pm for the following:

- A. Ordinance #2025-08 – Public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 31, Boards, Committees, Commissions, to add West Lebanon Revitalization Advisory Committee (WLRAC), Pedestrian & Bicyclist Advisory Committee (PBAC), Tree Advisory Board (TAB), and to amend Article VII, Heritage Commission, and Article X, Arts and Culture Commission.
- B. Supplemental Appropriation for Storrs Hill Ski Lodge Improvements; Authorize disbursement of Recreation Impact Fees - A public hearing for the purpose of receiving public input and taking action to appropriate \$550,000 for a new Storrs Hill Ski Lodge Improvements capital project; and to authorize disbursement of \$250,000 in Recreation Impact Fees as the means to pay for a portion of the work.
Resolution: R-2025-6

The August 20, 2025 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning August 15, 2025: LebanonNH.gov/Agendas

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

NE-471270

August 14, 2025

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday, August 9, and Tuesday, August 12, 2025.


Jaseya Ewing, City Clerk

Agenda

Lebanon City Council

August 20, 2025

9. Public Hearing Items:

9.B – Supplemental Appropriation in the Amount of \$550,000 for Storrs Hill Ski Lodge Improvements; Authorization for Disbursement of \$250,000 in Recreation Impact Fees

A public hearing for the purpose of receiving public input and taking action to appropriate \$550,000 for a new Storrs Hill Ski Lodge Improvements capital project; and to authorize the disbursement of \$250,000 in Recreation Impact Fees as the means to pay for a portion of the work, with the remaining project costs to be funded by a Land and Water Conservation Fund (LWCF) grant, and contributions from the Lebanon Outing Club.

The City Council scheduled this public hearing at its July 16, 2025 regular meeting. The public hearing was properly noticed in the *Valley News* on August 9, 2025 and August 12, 2025 in accordance with City Code and State Law.

Background

Storrs Hill Ski Area is located near downtown Lebanon at 60 Spring Street. The hill has a 300' vertical drop, 7 official trails, one ski lift, Heistad Hill Ski Jump, 3 snowmaking guns, 2 groomers, 61 lights, a ski lodge, and various supporting out buildings. The ski area is owned by the City of Lebanon and is operated by the Lebanon Outing Club (LOC) under a Lease and Operating Agreement. The LOC has been operating for over 100 years, making it one of the oldest continuously operating ski hills in the country.

The current ski lodge was constructed in 1997 with 1,854 SF of enclosed heated space and a 340 SF deck. In 2020, an attached 875 SF pavilion was constructed to provide an exterior space partially protected from the weather allowing continued use of the ski area during the COVID-19 pandemic. In 2022, the City applied for and was awarded a Land and Water Conservation Fund (LWCF) grant. The scope of the grant was to enclose the pavilion and expand the existing conditioned footprint of the ski lodge to meet current demand on indoor gathering space; reconstruct the 25m ski jump; and add plastic covering to both jumps' landing areas for year-round ski jumping. Complications with match funding and the feasibility of adding the plastic mats to the jump landing areas necessitated putting a hold on the LWCF grant and all associated projects.

In 2023, the City formed the Storrs Hill Ski Area Facilities Improvements Advisory Committee to help the City and Lebanon Outing Club prioritize facility improvements. Their final report was presented to the City Council in April 2025, and it includes ski lodge improvements as one of the top priorities. LWCF grant administrators suggested that the City continue to work within the scope of the grant, focus exclusively on the lodge expansion, and include the new requirement to add a fire suppression sprinkler system.

The total project cost for the lodge improvements and expansion are estimated to be \$550,000, including \$150,000 for the new sprinkler system. The LWCF grant will provide up to \$275,000, subject to a 50/50 match. The City proposes to fund the project with \$250,000 from Recreation

Impact Fees, and the Lebanon Outing Club will provide the remaining \$25,000 of the required local match. The Recreation Impact Fees fund has a current balance of \$458,067 (of which \$200,000 is proposed to be dedicated to the Mascoma River Greenway expansion project).

Since funds for the appropriation are to be transferred from Recreation Impact Fees to the Capital Improvements fund, and will be supplemented with the LWCF grant and contributions from the Lebanon Outing Club, there will be no impact on the tax rate.

Pursuant to City Charter Section 6.08, Appropriations After Budget is Adopted, requests for appropriations that are not included in the annual budget require a two-thirds (2/3) majority vote of the Council after a public hearing.

Action:

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

RESOLVED, by the City of Lebanon, that funds, in the amount of \$550,000 (Five Hundred Fifty Thousand Dollars), be appropriated for expenditure from the Capital Improvements Fund for new improvements at the Storrs Hill Ski Lodge.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds, in an amount not to exceed \$250,000 (Two Hundred Fifty Thousand Dollars), be disbursed from the Recreation Impact Fees Fund to the Storrs Hill Ski Lodge Improvements Capital Project for the purpose of financing a portion of the improvements at Storrs Hill Ski Lodge, with the remaining project costs to be raised from grants and donations.

This Resolution shall be effective upon passage.

Included In This Section:

1. Draft Ski Lodge Expansion Plans
2. Construction Cost Estimate based on LWCF grant application
3. Notice of Public Hearing as Published in the August 9, 2025 and August 12, 2025 editions of the *Valley News*

Not Included, But Available:

4. [2025 Storrs Hill Ski Area Facility Planning Advisory Committee Final Report](#)

C:\Users\Gardner\OneDrive\Documents\PROJECTS\2021\STORES HILL SKI LODGE\2023.dwg 7/7/2023 4:08 PM DWG TO PDF.plt

IBC 503
THE PROJECT INCLUDES AN ADDITION PER CHAPTER 11 AND A LEVEL B ALTERATION PER CHAPTER 9
BUILDING MODIFICATION PER NFPA 101 CHAPTER 43.2.2.1.3.

EXISTING: 1854 SF (habitable) + 428 SF (covered porch)
NEW ADDITION: 1952 SF (habitable) + 378 SF OPEN DECK
GROSS BUILDING AREA: (1854 + 428 + 1952)
3344 SF

BUILDING DATA

CONSTRUCTION TYPE: VB
OCCUPANCY CLASSIFICATION: MIXED ASSEMBLY AND RECREATIONAL BUSINESS NFPA 6.1.2.1, 303.4
GROSS FLOOR AREA: 3344 GROSS SF
ASSEMBLY FLOOR AREA: (PRIMARY USE) 2872 SF
NON-SEPARATED BUSINESS FLOOR AREA: 472 SF
NON-SEPARATED PER IBC 508.3
MIXED OCCUPANCY PER NFPA 6.1.1.4.2.2 AND 6.1.1.4.3
THE ENTIRE BUILDING SHALL BE DESIGNED TO MEET REQUIREMENTS FOR ASSEMBLY A3 (MOST RESTRICTIVE)

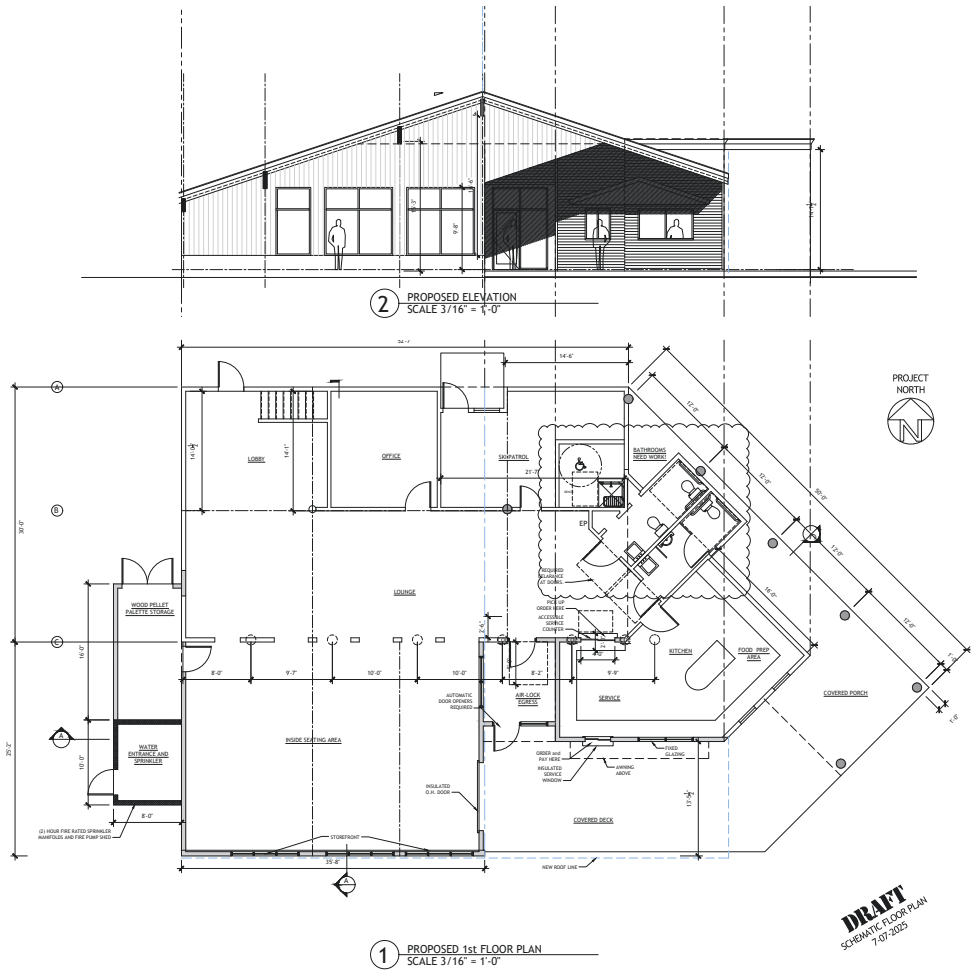
SPRINKLERED: YES
TABLE 504.3 ALLOWABLE BUILDING HEIGHT: 40' ACTUAL HEIGHT: 20'-0"
TABLE 504.4 ALLOWABLE # OF STOREYS: 2 ACTUAL # OF STOREYS: 1
TABLE 504.2 ALLOWABLE AREA FACTOR: 34,000 SF ACTUAL AREA: 9,800 SF

OCCUPANT LOADS

GROUP B AGGREGATE AREA: 535 SF @ 5 SF/NET = 104 OCCUPANTS
886 SF @ 7 SF/NET = 122 OCCUPANTS
724 SF @ 15 SF/NET = 48 OCCUPANTS
GROUP B AGGREGATE AREA: 582 SF @ 150 SF/NET = 4 OCCUPANTS
TOTAL OCCUPANT LOAD: 280 OCCUPANTS

PLUMBING FIXTURES

TOILETS: (1) MEN; 75 MEN; (1) PER 75 WOMEN
280 / 1 = 140 MEN; 140 WOMEN
REQUIRED WATER CLOSETS/ URINALS: (2) MEN; (2) WOMEN



ISSUE LOG	
DATE	FOR
7.7.23	DESIGN SCOPE
These drawings are a design concept and are not intended to be used for construction. They are provided for informational purposes only. The architect assumes no responsibility for the accuracy of the information provided, and the user assumes all responsibility for the accuracy of the information.	
d b ARCHITECTS LLC DAN BARTLETT, AIA 11 HALL STREET BOSTON, MA 02114 617.762.1999 www.danbartlett.com	
PROJECT NAME: STORES HILL SKI LODGE BUILDING OWNER: SKI MASS DRAWN BY: GARDNER	
FLOOR PLAN	
sheet number A1.1	

Construction Cost Estimate

Lebanon Outing Club

Proposed Ski Lodge Addition

The following is a cost estimate for the proposed addition/renovation to expand the Existing Ski Lodge at Storrs Hill Ski Area, including:
Enclosure of existing 'shed roof' area, relocation/expansion of kitchen, relocation/expansion of ski patrol facilities, new front entrance new rear entrance, expand lodge at left rear, new deck remove interior walls to increase size of interior facility, and associated work.

Soft costs

Plans	\$	3,500
Permits	\$	2,500
Mobilization	\$	2,500
Construction Oversight/Project Mgmt	\$	15,000
Dumpsters	\$	2,800
Demolition, deck, old entries, etc	\$	10,000
Excavation	\$	12,500
Foundation		
Frost Walls	\$	6,700
Slabs	\$	6,000
Framing:		
Materials	\$	21,000
Labor	\$	32,000
Roofing	\$	4,000
Windows	\$	8,000
Exterior Doors	\$	7,000
Exterior Trim/Siding	\$	12,500
New Deck	\$	15,000
Grading/Landscaping	\$	2,000
Relocate, Expand Kitchen	\$	22,000
Relocate, Expand Ski Patrol	\$	15,000
Electrical	\$	8,000
Plumbing	\$	5,000
Heating	\$	10,500
Insulation	\$	7,000
Sheetrock	\$	9,000
Interior Doors and Trim	\$	5,500
Painting	\$	7,250
Flooring	\$	5,000
Punch out	\$	5,000
Fire Suppression	\$	150,000
Site Survey	\$	13,000
Misc	\$	10,000
Contingency	\$	40,000
Total	\$	475,250
Adjust 15% for 2025	\$	546,538



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, August 20, 2025 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on August 20, 2025, beginning at 7:00pm for the following:

- A. Ordinance #2025-08 – Public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 31, Boards, Committees, Commissions, to add West Lebanon Revitalization Advisory Committee (WLRAC), Pedestrian & Bicyclist Advisory Committee (PBAC), Tree Advisory Board (TAB), and to amend Article VII, Heritage Commission, and Article X, Arts and Culture Commission.
 - B. Supplemental Appropriation for Storrs Hill Ski Lodge Improvements; Authorize disbursement of Recreation Impact Fees - A public hearing for the purpose of receiving public input and taking action to appropriate \$550,000 for a new Storrs Hill Ski Lodge Improvements capital project; and to authorize disbursement of \$250,000 in Recreation Impact Fees as the means to pay for a portion of the work.
- Resolution: R-2025-6

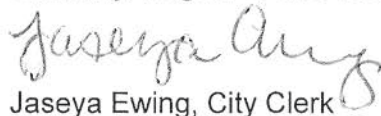
The August 20, 2025 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning August 15, 2025: LebanonNH.gov/Agendas

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

NE-471270

August 14, 2025

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday, August 9, and Tuesday, August 12, 2025.


Jaseya Ewing, City Clerk

Agenda

Lebanon City Council

August 20, 2025

10. Old Business:

10.A – Action to Adopt Amendment to City Council Rules: §A191-8, Order of Business, as Presented on July 2, 2025

Background

Assistant Mayor Wilkie recently raised a question about the Council's Rules, Section §A191-8, Order of Business, and the Council's practice of accepting public comments.

Assistant Mayor Wilkie notes that there is a current practice among the City Council of reserving the "Open to Public" agenda item for topics that are "specifically not on" a given night's agenda. This practice has resulted in multiple instances during which members of the public have felt that there is a moratorium on speaking on a given agenda item, if it is not a public hearing item and if the mayor chooses not to accept public comment.

As a result, Assistant Mayor Wilkie requests that the Council discuss the Council Rules to determine which of two procedures the Council would like to adopt as standard practice:

1. The Council changes § A191- 8. Order of business, agenda item 3, to read "...Any member of the public who desires to speak on any **public hearing** item may do so..."
2. The Council retains its existing rules and affirms that any member of the public may speak on any agenda item, even one which is not explicitly intended for public input.

The effect of the former would be to suggest that comments on other agenda items should be given during the Open to Public agenda item, but to allow the Mayor to decline public comment on those agenda items when they are taken up by the Council. The latter, by contrast, would carry the expectation that the Mayor will accept public comment on any agenda item.

The City Council may amend its Rules through the process outlined in §A191-13.B, which states, "These rules may be amended or new rules adopted by a two-thirds vote of all members of the Council. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business."

Based on the Council's discussion of this issue on July 2nd, this amendment was presented, but not taken up by the Council, at the July 16th meeting. The proposed amendment is being re-presented for consideration at the August 20th meeting. Adoption requires a 2/3 vote of all members (6 votes) of the Council.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby amends the Council Rules to include the amendment to §A191-8, Order of Business, as presented in the August 20, 2025 City Council agenda packet.

Included in this Section:

1. Proposed amendment to City Council Rules, §A191-8, Order of Business
2. City Council Rules, as adopted on April 16, 2025

Chapter A191

§ A191-8. Order of business.

[Amended 6-21-1978; 4-7-1982; 5-7-1986; 4-6-1988; 3-27-1991; 6-23-1993; 7-19-1995; 5-15-1996; 4-16-1997; 6-7-2006; 9-3-2008; 4-1-2009; 3-20-2024]

The business of all regular meetings of the Council shall be transacted in the following order, unless the Mayor elects to change the order of business for good cause. If any member of the Council objects to the proposed change to the order of business, the Mayor shall ask that the Council vote on the proposed change, by a vote of at least 2/3 of the members present, to suspend the rules and change the order of business.

1. Call to Order.
2. Pledge of Allegiance.
3. Announcement by Mayor. Public forum. “Any member of the public who desires to speak on any ~~agenda~~ public hearing item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. (Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.”)
4. Open Council Discussion.
5. Open to ~~p~~Public. (Limited to 10 Minutes)
6. Recognitions.
7. Acceptance of Minutes.
8. Appointments.
9. Public Hearings:
 - i. Presentation
 - ii. Mayor Opens Public Hearing
 - iii. Questions and Comments by the Public
 - iv. Mayor Closes Public Hearing
 - v. Council Deliberation & Action
10. Old Business.
11. New Business.
12. City Manager Report.
13. Non-public sessions.
14. Adjourn.

Chapter A191

COUNCIL RULES

§ A191-1.	Council meetings.	§ A191-13.	Rules: Adoption, Amendment, & Suspension.
§ A191-2.	Temporary Chair.	§ A191-14.	Appointment of Council Representatives to Other Bodies
§ A191-3.	City Clerk.	§ A191-15.	Council appointments to City Boards, Committees, Commissions.
§ A191-4.	Legal counsel.	§ A191-16.	Constituent - Council contacts.
§ A191-5.	Robert's Rules of Order.	§ A191-17.	Confidential materials.
§ A191-6.	Raise hand to be recognized.	§ A191-18.	Attendance at Seminars, Workshops, etc.
§ A191-7.	Agenda.		
§ A191-8.	Order of business.		
§ A191-9.	Budgetary summary.		
§ A191-10.	Motion to be stated by Presiding Officer; withdrawal.		
§ A191-11.	Communications.		
§ A191-12.	Permission required to address Council.		

[HISTORY: Adopted by the City Council of the City of Lebanon 9-18-1974. Amendments noted where applicable.]

GENERAL REFERENCES

Ordinances -- See Charter § C419:22.

Enactment of ordinances -- See Ch. 115.

§ A191-1. Council meetings.

- A. The Council shall meet in regular session on the first and third Wednesday of every month at 7:00 p.m. until the conclusion of business or 10:00 p.m., whichever comes first. The 10:00 p.m. adjournment shall only be extended by a two-thirds vote of the Council. [Amended 11-7-1979; 4-15-1992; 6-23-1993; 3-30-1994; 7-19-1995; 10-18-1995; 5-21-2003]
- B. Attendance. Prior to each meeting, unless prevented by emergency, a Councilor shall notify either the Mayor, City Manager or City Clerk if he or she will be unable to attend a meeting.
- C. Remote Attendance. As long as a quorum of the Council is present in person, one or more members of the City Council at the discretion of the Mayor may participate in a meeting by electronic or other means of communication only when attendance is not reasonably practical. This procedure shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Council but shall be used only as necessary to allow the participation of Council members who are unable to attend in person due to such circumstances as personal illness or disability, employment obligations, or a family or other emergency.
 - 1) Member must notify the City Manager's office at least 24 hours in advance of the meeting, unless impractical, so that necessary communications equipment can

be arranged. Inability to make the necessary technical arrangements may result in the inability of the members remote attendance.

- 2) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear the other members physical present or participating electronically during the meeting and shall be audible or otherwise discernable to the public in attendance at the meeting's location.
- 3) If participation is not in person, the member must state the reason such attendance is not reasonably practical, and that information must be included in the minutes of the meeting.
- 4) Sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
- 5) The person not in attendance shall identify the persons present (if any) in the location from which the member is participating.
- 6) If a member of the Council is participating by electronic or other means of communication, all votes must be recorded by roll call vote.
- 7) Electronic or other means of communication can include, but due to changing technology, are not limited to Telephone/Speakerphone/Conference Calls and Computer audio/video conferencing.

D. Remote Participation. Members of the public are permitted to attend and participate in meetings remotely through a live link provided on the City's website or via phone through the number provided by the meeting organizer for all Council meetings that are open to the public. At the beginning of each meeting, participants will be informed of rules for speaking on agenda items and will be called on by the Mayor in an order as determined by the Mayor.

§ A191-2. Temporary Chair.

In case of the absence of the Mayor and Assistant Mayor, the Clerk shall call the Council to order. If a quorum is found to be present, the Council shall choose one of its members to act as Chair.

§ A191-3. City Clerk. [Amended 3-30-1994]

The City Clerk or his/her designee shall be ex-officio clerk of the Council and shall keep minutes of the meeting and perform such other and further duties in the meeting as may be ordered by the presiding officer of Council. Copies of the minutes of meetings shall be furnished to each Councilor with the agenda of the next meeting.

§ A191-4. Legal counsel. [Amended 4-18-1990]

Designated legal counsel shall attend any meetings of the Council when requested by the Mayor or City Manager. Any member of the Council, upon notification to the City Manager, may call upon Counsel for an oral or written opinion to decide any question of

law or parliamentary procedure.

§ A191-5. Robert's Rules of Order. [Amended 2-6-1991; 7-19-1995; 4-21-2004]

Robert's Rules of Order (most recent Edition) shall be used in all Council deliberations except as modified herein.

§ A191-6. Raise hand to be recognized.

Councilors do not have to stand to move motion or second.

§ A191-7. Agenda. [Amended 5-7-1986; 7-19-1995; 6-3-1998; 4-18-2007; 4-15-2009]

As stated in §A191-1 above, the Council shall meet in regular session on the first and third Wednesdays of every month at 7:00pm. Agendas for Council meetings are the responsibility of the City Manager and the Mayor.

Submission Deadlines:

- The first Wednesday of the month will be the date in which the agenda is set for the meeting on the first Wednesday of the next month.
- The third Wednesday of the month will be the date in which the agenda is set for the meeting on the third Wednesday of the next month.

Any Councilor wishing to have an item placed on an agenda must submit said item (in its proper format by utilizing a City Council Agenda Request Form, provided by the City Manager's Office) to the City Manager's Office by Noon on the Tuesday preceding the Wednesday on which the agenda is to be set.

Items of an urgent nature which require special attention or are in need of immediate action by the Council may be placed on any agenda at the discretion of the Mayor and/or City Manager.

§ A191- 8. Order of business. [Amended 6-21-1978; 4-7-1982; 5-7-1986; 4-6-1988; 3-27-1991; 6-23-1993; 7-19-1995; 5-15-1996; 4-16-1997; 6-7-2006; 9-3-2008; 4-1-2009; 3-20-2024; 4-16-2025]

The business of all regular meetings of the Council shall be transacted in the following order, unless the Mayor elects to change the order of business for good cause. If any member of the Council objects to the proposed change to the order of business, the Mayor shall ask that the Council vote on the proposed change, by a vote of at least 2/3 of the members present, to suspend the rules and change the order of business.

1. Call to Order.
2. Pledge of Allegiance.
3. Announcement by Mayor. Public forum. "Any member of the public who desires to speak on any agenda item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. (Note: Speakers are asked to state their name, ward of residence and to use the

- microphone provided.”)
4. Open Council Discussion
 5. Open to Public. (Limited to 10 Minutes)
 6. Recognitions.
 7. Acceptance of Minutes:
 8. Appointments.
 9. Public Hearings
 - i. Presentation
 - ii. Mayor Opens Public Hearing
 - iii. Questions and Comments by the Public
 - iv. Mayor Closes Public Hearing
 - v. Council Deliberation & Action
 10. Old Business.
 11. New Business.
 12. City Manager Report
 13. Nonpublic sessions.
 14. Adjourn.

§ A191-9. Budgetary summary. [Amended 3-00-1985]

On a quarterly basis, and within the months of October and November, the City Manager shall submit a budgetary summary to the City Council. Discussion of the summary shall be placed on the agenda of the next Council meeting following submissions.

§ A191-10. Motion to be stated by Presiding Officer; withdrawal. [Amended 7-19-1995]

- A. When a motion is made and seconded it shall be repeated upon request by the presiding officer before debate. At his/her discretion the presiding officer may request motions to be put in writing. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of the Council.
- B. The presiding officer may at any time, by a majority vote of the members present, permit a member to introduce an ordinance, resolution or motion out of the regular order.

§ A191-11. Communications. [Amended 12-9-1992; 7-19-1995; 6-16-2004]

- A. Unattributed communications shall not be introduced in Council meetings. Information advocating a certain position obtained from constituent contact may be introduced at Council meetings if the name of the source is given. Electronic and written communications from any Councilor to four or more members shall constitute public comment and shall be transmitted to the City Manager's office for public record.
- B. With the exception of the Mayor's use of City letterhead, stationery, or official City insignia for resolutions or proclamations, members of the City Council may only use such for purposes officially approved by the Council.

§ A191-12. Permission required to address Council. [Amended 4-7-1982]

Persons other than members of the Council and City officers shall be permitted to address the Council. A time limit of three minutes shall be in effect. The speaker shall not enter into a debate with any person, Mayor or Council member and shall speak only on a subject on that particular agenda item.

§ A191-13. Rules: Adoption, Amendment, & Suspension. [Amended 7-19-1995]

- A. Each newly seated Council by motion shall formally adopt the Council Rules and Regulations currently in place.
- B. These rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business.
- C. These rules may be suspended by a 2/3 vote of those members present and voting. The purpose for suspension must be clearly stated before the vote is taken, and 2/3 of the members present and voting must declare the matter one of such priority that it would be detrimental to hold it over until the next regular meeting.

§ A191-14. Appointment of Council Representatives to Other Bodies.

The Mayor shall designate and appoint representatives from the City Council to other bodies, including City boards, committees, and commissions, as the need arises.

§ A191-15. Council Appointments to City Boards, Committees, Commissions.

- A. When vacancies occur on City boards, committees, commissions, either by resignation, removal or lapse of term, applications received by the City Clerk will be forwarded to the City Council in a timely manner in order for vacancies to be filled as quickly as possible. [Amended 4-2-2008]
- B. All appointments shall be acted upon by the City Council as authorized by the City Code, the City Charter and New Hampshire Law. [Amended 8-2-1995; 5-21-2003; 4-2-2008]
- C. The following procedure shall be followed for board, commission and committee appointments and reappointments: [Added 9-18-1996; Amended 4-2-2008]
 - 1) For initial appointment, the applicant shall fill out the standard application form. [Amended 5-21-2003; Amended 4-2-2008]
 - 2) For reappointment, the applicant can update the current form on file or complete a new updated application form. [Amended 4-2-2008]
 - 3) One member of the City Council shall interview applicants for initial appointment within 30 days of receiving the application from the City Clerk and report to the full Council prior to any nomination for appointment. Applicants for

reappointment to the same board, committee, or commission may be nominated for reappointment without completion of an interview with a City Councilor. [Amended 4-2-2008; Amended 11-16-2022]

- 4) While one city councilor is officially assigned to interview each applicant, any city councilor may interview any applicant for any position to better inform their decision.

§ A191-16. Constituent-Council contacts. [Added 5-13-1992]

Council members shall use the process outlined on the attached flow chart for constituent contacts.

§ A191-17. Confidential materials.

A. Classification.

- 1) In the event that materials need to be classified as confidential, a standard will be applied by the City administration to determine if a compelling purpose exists to require that the materials be confidential and that public disclosure of the materials would serve to undermine the interest of the City. The City administration's determination of confidentiality shall be made in accordance with RSA 91-A. [Amended 5-21-2003]
- 2) Some examples where materials would be classified as confidential would include positions in labor negotiations, personnel matters involving a right of privacy and settlement discussions of pending litigation.
- 3) In order to ensure that the government of the City of Lebanon conducts its affairs in public and not in private, and that the citizens' deliberation on public affairs in Lebanon be as fully informed as practically possible, hereby be it resolved, that the City promptly release to the public all legal opinions received hereafter by the City, including, but not limited to, memoranda from any legal counsel to the City, and opinions received by the City in private consultation with legal counsel (as allowed under RSA 91-A:2, Meetings Open to Public, I(c), Consultation with legal counsel), except that the following shall only be released at the discretion of the City Manager and City Council: [Added 5-15- 2002]
 - (a) Opinions pertaining to the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against the employee; [amended 4-01-2009]
 - (b) Opinions pertaining to the hiring of any person as a public employee;
 - (c) Opinions which, if released to the public, would likely affect adversely the reputation of any person other than a City Councilor; [amended 4-01- 2009]
 - (d) Opinions pertaining to the consideration of the acquisition, sale or lease of real or personal property which, if released to the public, would likely benefit a party or parties whose interests are adverse to those of the City;
 - (e) Opinions pertaining to the consideration or negotiation of claims or litigation which has been threatened in writing or filed against the City;
 - (f) Opinions pertaining to matters before quasi-judicial boards of the City;
 - (g) Opinions which, in the judgment of the City Manager and City Council, could potentially cause harm to the City if released.

- B. Treatment of classified materials. When materials are classified as confidential, they will be identified and marked as "Confidential" and transmitted to the City Council in sealed envelopes marked as "Confidential." The reason for the confidential classification will be noted on the materials.
- C. In the event that a significant portion of a document may be made available to the public without compromising the portions of a document which are necessary to be maintained as confidential in accordance with Subsection A of this policy, then such portion(s) shall be made available to the public with only the confidential portion(s) classified. [Amended 6-19-1996; 5-21-2003]

§ A191-18. Attendance at Seminars, Workshops, etc.

Any Councilor who wishes to attend (at the expense of the City) a seminar, workshop, or other function designed to improve their ability to serve on the City Council (or their respective board, committee, or commission) must first confirm with the City Manager that funds are available for use. If funding is in place, the following options are available:

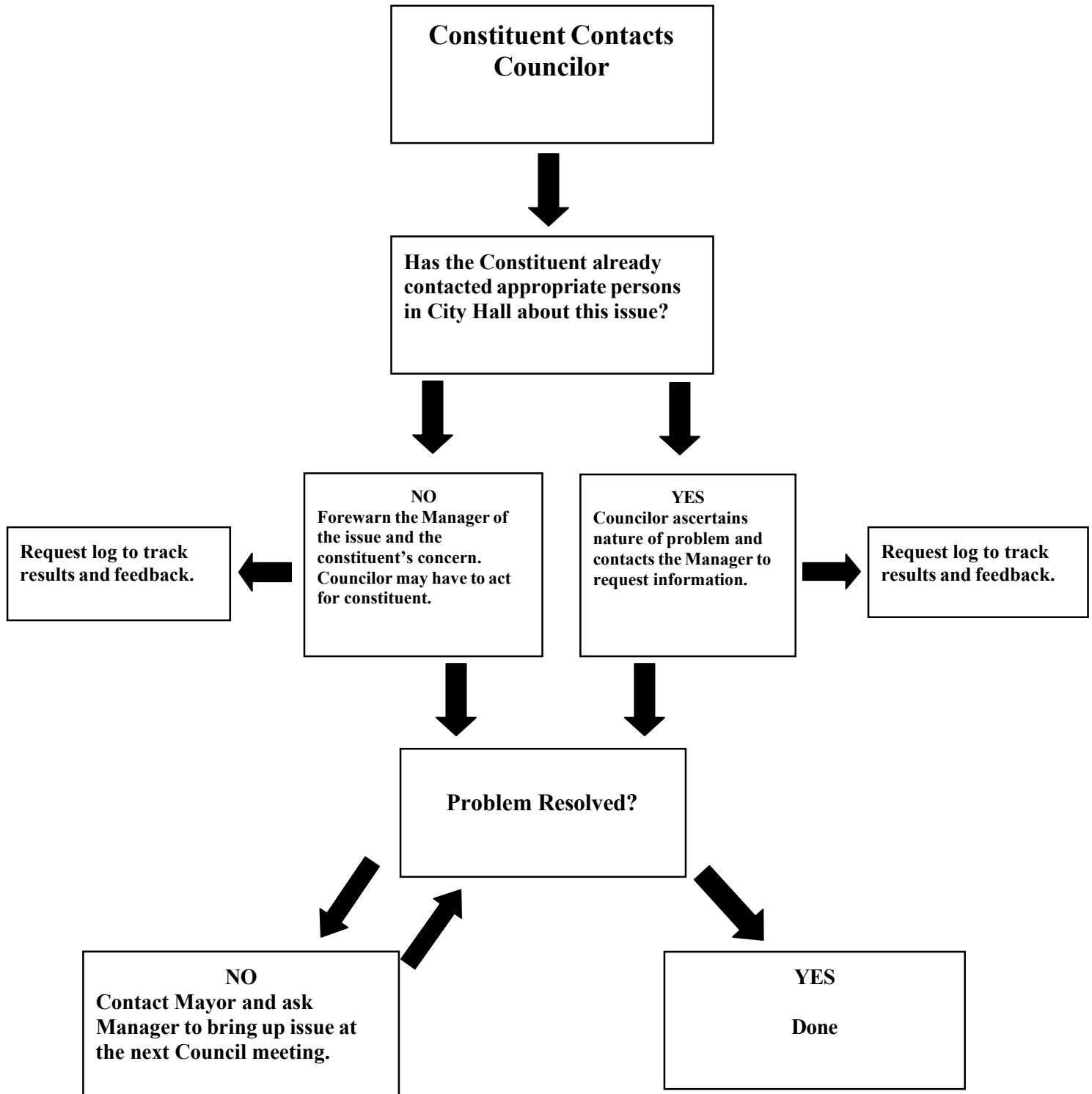
- (1) Register for the event through the City Manager's Office and request payment in advance of attendance; or
- (2) Self-register for the event and request reimbursement after attending.

If option (2) is exercised, reimbursement is only guaranteed if confirmation of funding was requested in advance of attending and proper documentation, according to the City's Purchasing Policy, is submitted with the reimbursement request.

§ A191-19. Email and Computer Use

All City Councilors will be provided with City issued email addresses and computer devices to assist them in their capacity as elected officials. Use of City email addresses and/or computer devices is not mandatory. Councilors who elect to utilize City email addresses and/or computer devices must comply with and sign an acknowledgement form for compliance with any City computer use and cyber security policies.

FLOW CHART FOR CONSTITUENT-COUNCILOR CONTACTS
Council Rules, Section A191:16
[Amended 4-20-2011; 5-16-2012]



**Agenda
Lebanon City Council
August 20, 2025**

11. New Business:

**11.A – Appointment of Andrew Hosmer as City Manager,
Effective August 31, 2025**

Background

An employment contract has been negotiated and signed with Andrew Hosmer for his service as Lebanon City Manager, effective August 31, 2025.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby appoints Andrew Hosmer to serve as Lebanon City Manager, effective August 31, 2025.

Agenda

Lebanon City Council

August 20, 2025

11. New Business:

11.B – City Council Review of Properties Qualified for Tax Deeding and Recommendation to Waive Tax Deeding

Background

Tax bills are mailed on or around June 1 and November 1 each year. Interest accrues at a rate of 8% per annum on property tax bills that are outstanding for more than 30 days. Within 18 months of the date assessed, the Tax Collector places a lien on properties for all uncollected property taxes. These liens have priority over other liens and accrue interest at 14% per annum.

In accordance with RSA 80:76, if a property owner has not redeemed their property taxes, penalties, and interest within the 2-year redemption period, the Tax Collector is required to deed the property unless the City Council waives acceptance of the tax deed.

If the City Council instructs the Tax Collector that it shall not accept a tax deed, the tax lien shall remain in effect indefinitely. The taxpayer's right of redemption as provided by RSA 80:69 shall likewise be extended indefinitely, with interest continuing to accrue until taxes, penalties, and interest have been satisfied.

Should the City Council decide that the reasons for refusing the tax deed no longer apply, and the tax lien has not been satisfied, they may instruct the Tax Collector to commence the statutory deeding process.

Initial notices regarding delinquent taxes were issued on March 13, 2023. A second round of notifications was sent on June 5, 2023, informing both taxpayers and their respective mortgage holders of the City's intent to execute tax liens. These liens were officially recorded on July 13, 2023.

The tax deeding process formally began on June 18, 2025, when certified notices were mailed to the affected property owners. On that same date, certified mailings were also sent to mortgage holders, ensuring full compliance with statutory notification requirements. In addition to these formal communications, the City made multiple good-faith efforts to engage with property owners and establish payment arrangements in an attempt to resolve the delinquencies prior to deeding.

Waiver of Tax Deeding

It is recommended that the City Council waive the tax deeding process for all three properties, which collectively have outstanding 2022 property taxes totaling \$16,804.85. Each of these taxpayers is currently engaged in an active payment plan.

Authorization for Tax Deeding

There are no properties recommended to commence the tax deeding process.

Action

The following motion is offered for consideration:

MOVED that the Lebanon City Council, in compliance with the provisions of NH RSA 80:76, has reviewed the following compilation prepared by the Tax Collector of tax liens outstanding for tax year 2022. The Lebanon City Council hereby serves notice upon the Tax Collector that it waives acceptance of tax deeds on the following properties because of existing payment plans between the property owners and the City of Lebanon:

Billed Owner/Location	Map/Lot	Type	2022 Lien	Total Due
Parker, Robin D ET AL+ 55 Eastman Hill Rd	125-20	Residence	\$2,555.96	\$13,913.79
Griffin, Heather 10 Pumping Station Rd	93-117	Residence	\$4,576.74	\$16,950.61
Mason, Michael P TTEE + 330 Poverty Lane	188-1-0	Residence	\$9,672.65	\$54,242.32

Included In This Section:

1. Property Record Cards, Notice of Tax Delinquency and Unredeemed Tax Liens, and Notice of Impending Tax Lien for the following properties:
 - 55 Eastman Hill Road
 - 10 Pumping Station Road
 - 330 Poverty Lane
2. NH RSA 80:76, Real Estate Tax Liens

55 EASTMAN HILL RD

Location	55 EASTMAN HILL RD	Mblu	125/ 20/ / /
Acct#	5899	Owner	PARKER, ROBIN D ET AL+
PBN		Assessment	\$153,500
Appraisal	\$153,500	PID	4611
Building Count	1		

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$58,900	\$94,600	\$153,500
Assessment			
Valuation Year	Improvements	Land	Total
2022	\$58,900	\$94,600	\$153,500

Owner of Record

Owner	PARKER, ROBIN D ET AL+	Sale Price	\$0
Co-Owner		Certificate	
Address	39 CARDAVIEW LN CANAAAN, NH 03741	Book & Page	0/0
		Sale Date	11/27/2012
		Instrument	38

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
PARKER, ROBIN D ET AL+	\$0		0/0	38	11/27/2012
WOODWARD, ROBERT O	\$0		0/0	99	09/09/2011
WOODWARD, ROBERT O	\$0		0/0	99	12/09/2005
WOODWARD, ROBERT O	\$0		1223/0069	99	06/28/1974
WOODWARD, ROBERT O	\$0		0/0	99	01/01/1900

Building Information

Building 1 : Section 1

Year Built:	1890
Living Area:	1,603
Replacement Cost:	\$245,260
Building Percent Good:	19
Replacement Cost Less Depreciation:	\$46,600

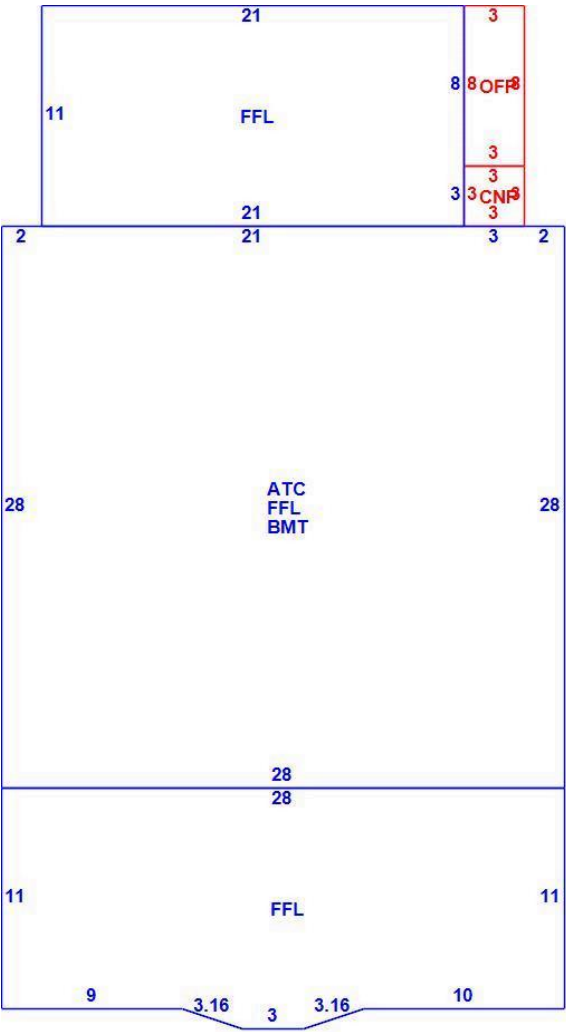
Building Attributes	
Field	Description
Model	RESIDENTIAL
Style	BUNGALOW
Grade	AVERAGE
Stories	1A
Residential Units	1
Comm Units	0
Exterior Wall 1	CLAPBOARD
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	METAL
Interior Wall 1	PLASTER
Interior Wall 2	PLYWD PANL
Interior Floor 1	PLYWOOD
Interior Floor 2	SOFTWOOD
Basement Floor	EARTH
% Heated	75.00
Heat Fuel	OIL
Heat Type	FORCED H/A
# Heat Systems	1.00
AC Percent	0.00
Bedrooms	3
Full Bath(s)	1
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	FAIR
Total Rooms	6
Frame	WOOD
Foundation	LOOSE MSRY

Building Photo



(<https://images.vgsi.com/photos/lebanonnhPhotos//7978.JPG>)

Building Layout



([ParcelSketch.ashx?pid=4611&bid=4611](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area

Bsmt Garage	0
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	1
WS Flue Rating	AVERAGE
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	
MH Make	

FFL	1ST FLOOR	1,329	1,329
ATC	ATTIC	784	274
BMT	BASEMENT	784	0
CNP	CANOPY	9	0
OFPP	OPEN PORCH	24	0
		2,930	1,603

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use	Land Line Valuation
Use Code1010	Size (Acres)3.27
DescriptionONE FAM	Frontage
ZoneRL2	Depth
NeighborhoodR7	Assessed Value\$94,600
Alt Land ApprNo	Appraised Value\$94,600
Category	

Outbuildings

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
31	BARN			640.00 SF	\$5,100	1
03	GARAGE			1152.00 SF	\$7,200	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total

2024	\$58,900	\$94,600	\$153,500
2023	\$58,900	\$94,600	\$153,500
2022	\$58,900	\$94,600	\$153,500

Assessment			
Valuation Year	Improvements	Land	Total
2024	\$58,900	\$94,600	\$153,500
2023	\$58,900	\$94,600	\$153,500
2022	\$58,900	\$94,600	\$153,500

NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS



City of Lebanon
Clerk and Tax Collector Office
Lebanon, NH 03766
603-448-3054

Date of Notification: 03/13/2023

PARKER, ROBIN D ET AL+
39 CARDAVIEW LN
CANAAAN, NH 03741

Account ID: 15886

According to our tax records the following tax accounts remain unpaid:

Year, Type of Tax and Property Description				Due Date	Principal	Interest	Costs	Balance Due
2022	Tax Bill	125-20	55 EASTMAN HILL	12/15/2022	\$254.79	\$7.64	\$0.00	\$262.43
2022	Tax Bill	125-20	55 EASTMAN HILL	7/13/2022	\$250.65	\$16.03	\$0.00	\$266.68
Total Charges								\$529.11

The above represents the outstanding 2022 taxes. **The total current charges due plus interest must be paid on or before 5/1/2023 to avoid an additional \$20.00 fee.** Liens will be processed with Grafton County on 07/06/2023 if payment is not received in full.

Unpaid Tax Liens

2020	Tax Lien	125-20	55 EASTMAN HILL	6/10/2021	\$569.05	\$150.63	\$0.00	\$719.68
2020	Tax Lien	125-20	55 EASTMAN HILL	6/10/2021	\$571.14	\$151.18	\$0.00	\$722.32
2020	Tax Lien	125-20	55 EASTMAN HILL	6/10/2021	\$571.14	\$151.18	\$0.00	\$722.32
2020	Tax Lien	125-20	55 EASTMAN HILL	6/10/2021	\$571.14	\$151.18	\$0.00	\$722.32
2020	Tax Lien	125-20	55 EASTMAN HILL	6/10/2021	\$388.38	\$11.32	\$0.00	\$399.70
2021	Tax Lien	125-20	55 EASTMAN HILL	7/18/2022	\$3,909.91	\$430.41	\$0.00	\$4,340.32
Total Charges								\$7,626.66

If full redemption of the outstanding tax lien for the 2020 tax levy, including statutory interest and costs accrued thereon, is not made by 06/10/2023 a tax deed will be issued to the lienholder pursuant to RSA 80:38 or 80:76.

PLEASE NOTE: IF YOU ARE CURRENTLY IN BANKRUPTCY AND SUBJECT TO THE PROTECTIONS OF THE AUTOMATIC STAY PROVISIONS OF SECTION 362(A) OF THE BANKRUPTCY CODE, THEN THE LANGUAGE OF THIS "NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS" IS HEREBY MODIFIED AS PRINTED ON THE REVERSE SIDE OF THIS NOTICE.

The above outstanding taxes include estimated interest calculated through 5/1/2023. Please contact me for the correct interest computation and/or costs due prior to final payment or if there are any discrepancies.

Kristin Kenniston

Kristin Kenniston, Tax Collector

NOTICE OF IMPENDING TAX LIEN



City of Lebanon
Clerk and Tax Collector Office
Lebanon, NH 03766
603-448-3054

Date of Notification: 5/31/2023

Certified Mail

PARKER, ROBIN D ET AL+
39 CARDAVIEW LN
CANAAN, NH 03741

In accordance with RSA 80:60, you are hereby notified of the Impending Tax Lien against the following real estate which is taxed to you in the tax list committed to me as Tax Collector for the year 2022 as follows:

Description of Outstanding Taxes/Charges/Interest

Property	Principal	Interest	Total
125-20	3,537.00	222.26	3,759.26
55 EASTMAN HILL			
	21.00		21.00
Cost of Notification	3,558.00	222.26	3,780.26

If payment in full is not received on or before **7/13/2023** by 4:00 in the afternoon, I shall execute a Tax Lien on said real estate.

Personal checks will not be accepted after 6/29/2023.

EXPLANATION: If the total amounts are not paid before the time stated above, a real estate lien will be executed to the Town and recorded in the Registry of Deeds. The tax lien will enter a 100% interest in the property described above unless, within two years of the execution of the Tax Lien, the property is redeemed by payment of the above totals plus interest at 14% per annum and redemption costs.

Please Note: If you are currently in bankruptcy and subject to the protections of the Automatic Stay provisions of Section 362(a) of the Bankruptcy Code, then the above language is hereby modified as follows: (a) By sending this notice, the Town is not attempting to collect any delinquent tax debt from property owner(s) in bankruptcy and the notice should not be interpreted as requiring payment. The notice is a requirement of New Hampshire law in order for the Town to perfect its statutory lien. (b) The Tax Collector or Town may not increase the rate of interest in cases where the Court has set such rate without seeking appropriate Bankruptcy Court approval. (c) The provisions of federal bankruptcy law may affect the rights of the municipality under state law as long as the assessed property owner is in bankruptcy. A tax collector's deed cannot and will not be issued without appropriate Bankruptcy Court approval.

Darlene Cook, Tax Collector

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

**PARKER, ROBIN D ET AL+
39 CARDAVIEW LN
CANAAAN, NH 03741**

**OFFICE OF THE TAX COLLECTOR
NOTICE OF IMPENDING TAX DEED**

**Wednesday, June 18, 2025
Levy Year: 2022**

Pursuant to RSA 80:76, 80:77, 80:77-a, you are hereby notified of the impending deed on the following property which you own or hold mortgage interest in:

PROPERTY INFORMATION

OWNER(S) OF RECORD: PARKER, ROBIN D ET AL+

MAP LOT SUB: 125-20-0

LOCATION: 55 EASTMAN HILL RD

DESCRIPTION: 3.270 ACRES OF LAND

AMOUNT DUE: \$ 2,959.76

DEED EXECUTION DATE: WEDNESDAY, AUGUST 20, 2025

The impending deed is due to unpaid taxes, interest and penalties that were sold to lien on 07/13/2023. To prevent the execution of the Tax Deed for the Real Estate specified above, the amount due of \$ 2,959.76, including all interest and costs, must be paid in full on or before:

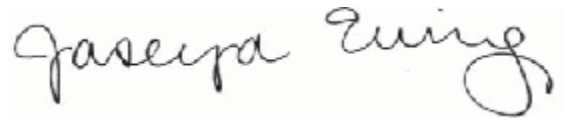
Wednesday, August 20, 2025

By 7 AM

Contact the Office of the Tax Collector as noted above for the revised interest calculation if making payment prior to Wednesday, August 20, 2025. If paid after Wednesday, August 6, 2025, payment must be in the form of a bank check, certified check, or cash.

Your right of redemption will expire on Wednesday, August 20, 2025.

A Tax Deed will be issued the next business day for the above described Real Estate to the Municipality. If the Tax Deed is issued the legal interest of the owner, as well as the legal interests of mortgagees, will be extinguished subject to any rights available in RSA 80:88,89,90,91.



**Collector of Taxes
Jaseya Ewing**

10 PUMPING STATION RD

Location

10 PUMPING STATION RD

Mblu

93/ 117/ / /

Acct#

3147

Owner

GRIFFIN, HEATHER

PBN

Assessment

\$169,800

Appraisal

\$169,800

PID

2311

Building Count

1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$102,800	\$67,000	\$169,800
Assessment			
Valuation Year	Improvements	Land	Total
2022	\$102,800	\$67,000	\$169,800

Owner of Record

Owner	GRIFFIN, HEATHER	Sale Price	\$0
Co-Owner		Certificate	
Address	10 PUMPING STATION RD LEBANON, NH 03766	Book & Page	4407/0688
		Sale Date	12/13/2018
		Instrument	39

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
GRIFFIN, HEATHER	\$0		4407/0688	39	12/13/2018
GRIFFIN, S R & H CO-TTEES	\$0		4116/0868	44	03/23/2015
GRIFFIN, SHAWN R & HEATHER	\$77,333		4012/0074	21	09/16/2013
MERRIHEW, ANDREW	\$0		1996/0489	99	09/12/1996
MERRIHEW, ANDREW	\$0		0/0	99	09/12/1996

Building Information

Building 1 : Section 1

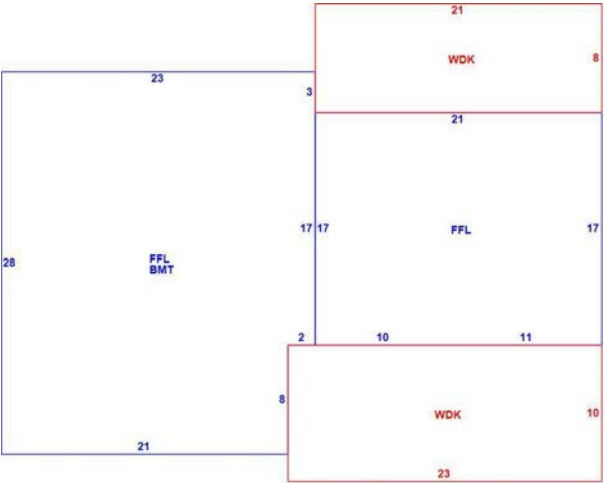
Year Built:	1950
Living Area:	985
Replacement Cost:	\$155,686
Building Percent Good:	66
Replacement Cost Less Depreciation:	\$102,800
Building Attributes	
Field	Description
Model	RESIDENTIAL
Style	RANCH
Grade	FAIR
Stories	1
Residential Units	1
Comm Units	0
Exterior Wall 1	VINYL
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	METAL
Interior Wall 1	DRYWALL
Interior Wall 2	
Interior Floor 1	CARPET
Interior Floor 2	
Basement Floor	CONCRETE
% Heated	100.00
Heat Fuel	OIL
Heat Type	FORCED H/A
# Heat Systems	1.00
AC Percent	0.00
Bedrooms	2
Full Bath(s)	0
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	FAIR
Total Rooms	6
Frame	WOOD
Foundation	CONC BLOCK

Building Photo



(https://images.vgsi.com/photos/lebanonnhPhotos///0010/IMG_2248_1085;

Building Layout



([ParcelSketch.ashx?pid=2311&bid=2311](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	985	985
BMT	BASEMENT	628	0
WDK	WOOD DECK	398	0
		2,011	985

Bsmt Garage	1
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	FLOOD 100
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1010	Size (Acres)	0.41
Description	ONE FAM	Frontage	
Zone	R3	Depth	
Neighborhood	R6	Assessed Value	\$67,000
Alt Land Appr	No	Appraised Value	\$67,000
Category			

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total

2024	\$102,000	\$67,000	\$169,000
2023	\$102,000	\$67,000	\$169,000
2022	\$102,000	\$74,400	\$176,400

Assessment			
Valuation Year	Improvements	Land	Total
2024	\$102,000	\$67,000	\$169,000
2023	\$102,000	\$67,000	\$169,000
2022	\$102,000	\$74,400	\$176,400

NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS



City of Lebanon
Clerk and Tax Collector Office
Lebanon, NH 03766
603-448-3054

Date of Notification: 03/13/2023

GRIFFIN, S R & H CO-TTEES
GRIFFIN, S R & H REV TRST
2 FREEMAN AVE
LEBANON, NH 03766

Account ID: 13626

According to our tax records the following tax accounts remain unpaid:

Year, Type of Tax and Property Description				Due Date	Principal	Interest	Costs	Balance Due
2022	Tax Bill	93-117	10 PUMPING STATION	12/15/2022	\$2,933.00	\$88.06	\$0.00	\$3,021.06
2022	Tax Bill	93-117	10 PUMPING STATION	7/13/2022	\$1,131.00	\$72.39	\$0.00	\$1,203.39
Total Charges								\$4,224.45

The above represents the outstanding 2022 taxes. **The total current charges due plus interest must be paid on or before 5/1/2023 to avoid an additional \$20.00 fee.** Liens will be processed with Grafton County on 07/06/2023 if payment is not received in full.

Unpaid Tax Liens

2021	Tax Lien	93-117	10 PUMPING STATION	7/18/2022	\$1,310.19	\$144.22	\$0.00	\$1,454.41
Total Charges								\$1,454.41

If full redemption of the outstanding tax lien for the 2020 tax levy, including statutory interest and costs accrued thereon, is not made by 06/10/2023 a tax deed will be issued to the lienholder pursuant to RSA 80:38 or 80:76.

PLEASE NOTE: IF YOU ARE CURRENTLY IN BANKRUPTCY AND SUBJECT TO THE PROTECTIONS OF THE AUTOMATIC STAY PROVISIONS OF SECTION 362(A) OF THE BANKRUPTCY CODE, THEN THE LANGUAGE OF THIS "NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS" IS HEREBY MODIFIED AS PRINTED ON THE REVERSE SIDE OF THIS NOTICE.

The above outstanding taxes include estimated interest calculated through 5/1/2023. Please contact me for the correct interest computation and/or costs due prior to final payment or if there are any discrepancies.

Kristin Kenniston

Kristin Kenniston, Tax Collector

NOTICE OF IMPENDING TAX LIEN



City of Lebanon
Clerk and Tax Collector Office
Lebanon, NH 03766
603-448-3054

Date of Notification: 5/31/2023

Certified Mail

GRIFFIN, S R & H CO-TTEES
GRIFFIN, S R & H REV TRST
2 FREEMAN AVE
LEBANON, NH 03766

In accordance with RSA 80:60, you are hereby notified of the Impending Tax Lien against the following real estate which is taxed to you in the tax list committed to me as Tax Collector for the year 2022 as follows:

Description of Outstanding Taxes/Charges/Interest

Property	Principal	Interest	Total
93-117	4,064.00	225.47	4,289.47
10 PUMPING STATION			
	21.00		21.00
Cost of Notification	4,085.00	225.47	4,310.47

If payment in full is not received on or before **7/13/2023** by 4:00 in the afternoon, I shall execute a Tax Lien on said real estate.

Personal checks will not be accepted after 6/29/2023.

EXPLANATION: If the total amounts are not paid before the time stated above, a real estate lien will be executed to the Town and recorded in the Registry of Deeds. The tax lien will enter a 100% interest in the property described above unless, within two years of the execution of the Tax Lien, the property is redeemed by payment of the above totals plus interest at 14% per annum and redemption costs.

Please Note: If you are currently in bankruptcy and subject to the protections of the Automatic Stay provisions of Section 362(a) of the Bankruptcy Code, then the above language is hereby modified as follows: (a) By sending this notice, the Town is not attempting to collect any delinquent tax debt from property owner(s) in bankruptcy and the notice should not be interpreted as requiring payment. The notice is a requirement of New Hampshire law in order for the Town to perfect its statutory lien. (b) The Tax Collector or Town may not increase the rate of interest in cases where the Court has set such rate without seeking appropriate Bankruptcy Court approval. (c) The provisions of federal bankruptcy law may affect the rights of the municipality under state law as long as the assessed property owner is in bankruptcy. A tax collector's deed cannot and will not be issued without appropriate Bankruptcy Court approval.

Darlene Cook, Tax Collector

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

**GRIFFIN, HEATHER
10 PUMPING STATION RD
LEBANON, NH 03766**

**OFFICE OF THE TAX COLLECTOR
NOTICE OF IMPENDING TAX DEED**

**Wednesday, June 18, 2025
Levy Year: 2022**

Pursuant to RSA 80:76, 80:77, 80:77-a, you are hereby notified of the impending deed on the following property which you own or hold mortgage interest in:

PROPERTY INFORMATION

OWNER(S) OF RECORD: GRIFFIN, HEATHER

MAP LOT SUB: 93-117-0

LOCATION: 10 PUMPING STATION RD

DESCRIPTION: 0.410 ACRES OF LAND

AMOUNT DUE: \$ 5,676.74

DEED EXECUTION DATE: WEDNESDAY, AUGUST 20, 2025

The impending deed is due to unpaid taxes, interest and penalties that were sold to lien on 07/13/2023. To prevent the execution of the Tax Deed for the Real Estate specified above, the amount due of \$ 5,676.74, including all interest and costs, must be paid in full on or before:

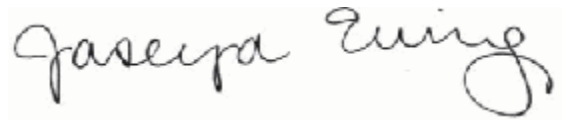
Wednesday, August 20, 2025

By 7 AM

Contact the Office of the Tax Collector as noted above for the revised interest calculation if making payment prior to Wednesday, August 20, 2025. If paid after Wednesday, August 6, 2025, payment must be in the form of a bank check, certified check, or cash.

Your right of redemption will expire on Wednesday, August 20, 2025.

A Tax Deed will be issued the next business day for the above described Real Estate to the Municipality. If the Tax Deed is issued the legal interest of the owner, as well as the legal interests of mortgagees, will be extinguished subject to any rights available in RSA 80:88,89,90,91.



**Collector of Taxes
Jaseya Ewing**

330 POVERTY LN

Location

330 POVERTY LN

Mblu

188/ 1/ / /

Acct#

4908

Owner

MASON, MICHAEL P TTEE +

PBN

Assessment

\$615,700

Appraisal

\$615,700

PID

3678

Building Count

1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2022	\$488,000	\$127,700	\$615,700
Assessment			
Valuation Year	Improvements	Land	Total
2022	\$488,000	\$127,700	\$615,700

Owner of Record

Owner	MASON, MICHAEL P TTEE +	Sale Price	\$0
Co-Owner	MASON, MICHAEL P REV TRST	Certificate	
Address	330 POVERTY LN	Book & Page	4318/0756
	LEBANON, NH 03766	Sale Date	10/13/2017
		Instrument	44

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
MASON, MICHAEL P TTEE +	\$0		4318/0756	44	10/13/2017
MASON, MICHAEL P TTEE +	\$0		3530/0934	44	06/24/2008
MASON, MICHAEL & KATHY	\$0		3089/0296	99	12/14/2004
MASON, KATHY A TTEE	\$429,000		3046/0019	99	08/27/2004
SMITH, RONALD A &	\$0		3035/0596	99	07/30/2004

Building Information

Building 1 : Section 1

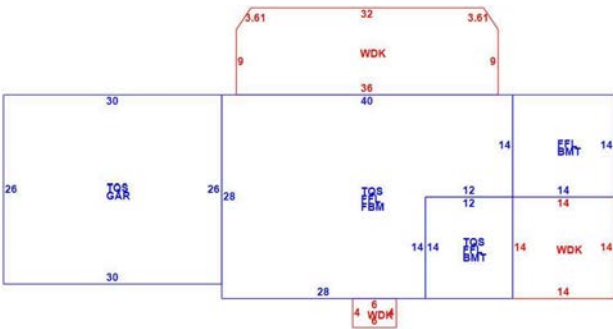
Year Built:	2001
Living Area:	2,741
Replacement Cost:	\$536,285
Building Percent Good:	91
Replacement Cost Less Depreciation:	\$488,000
Building Attributes	
Field	Description
Model	RESIDENTIAL
Style	CAPE
Grade	AVG. (+)
Stories	1T
Residential Units	1
Comm Units	0
Exterior Wall 1	VINYL
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	ASPHALT SH
Interior Wall 1	DRYWALL
Interior Wall 2	
Interior Floor 1	HARDWOOD
Interior Floor 2	CERAM.TILE
Basement Floor	CONCRETE
% Heated	100.00
Heat Fuel	OIL
Heat Type	FORCED H/W
# Heat Systems	1.00
AC Percent	100.00
Bedrooms	4
Full Bath(s)	4
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	AVERAGE
Total Rooms	8
Frame	WOOD
Foundation	CONCRETE

Building Photo



(<https://images.vgsi.com/photos/lebanonnhPhotos//3562.JPG>)

Building Layout



([ParcelSketch.ashx?pid=3678&bid=3678](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
TQS	3/4 STORY	1,900	1,425
FFL	1ST FLOOR	1,316	1,316
BMT	BASEMENT	364	0
FBM	FINISHED BASEMENT	952	0
GAR	GARAGE	780	0
WDK	WOOD DECK	646	0
		5,958	2,741

Bsmt Garage	0
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	1
WS Flue Rating	AVERAGE
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1010	Size (Acres)	7.5
Description	ONE FAM	Frontage	
Zone	RL1	Depth	
Neighborhood	R5	Assessed Value	\$127,700
Alt Land Appr Category	No	Appraised Value	\$127,700

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2024	\$488,000	\$127,700	\$615,700

2023	\$488,000	\$127,700	\$615,700
2022	\$488,000	\$127,700	\$615,700

Assessment			
Valuation Year	Improvements	Land	Total
2024	\$488,000	\$127,700	\$615,700
2023	\$488,000	\$127,700	\$615,700
2022	\$488,000	\$127,700	\$615,700

NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS



City of Lebanon
Clerk and Tax Collector Office
Lebanon, NH 03766
603-448-3054

Date of Notification: 03/13/2023

MASON, MICHAEL P TTEE + MASON, MICH
330 POVERTY LN
LEBANON, NH 03766

Account ID: 17096

According to our tax records the following tax accounts remain unpaid:

Year, Type of Tax and Property Description				Due Date	Principal	Interest	Costs	Balance Due
2022	Tax Bill	188-1	330 POVERTY	12/15/2022	\$3,736.00	\$112.18	\$0.00	\$3,848.18
2022	Tax Bill	188-1	330 POVERTY	7/13/2022	\$3,357.00	\$214.85	\$0.00	\$3,571.85
Total Charges								\$7,420.03

The above represents the outstanding 2022 taxes. **The total current charges due plus interest must be paid on or before 5/1/2023 to avoid an additional \$20.00 fee.** Liens will be processed with Grafton County on 07/06/2023 if payment is not received in full.

PLEASE NOTE: IF YOU ARE CURRENTLY IN BANKRUPTCY AND SUBJECT TO THE PROTECTIONS OF THE AUTOMATIC STAY PROVISIONS OF SECTION 362(A) OF THE BANKRUPTCY CODE, THEN THE LANGUAGE OF THIS "NOTICE OF TAX DELINQUENCIES AND UNREDEEMED TAX LIENS" IS HEREBY MODIFIED AS PRINTED ON THE REVERSE SIDE OF THIS NOTICE.

The above outstanding taxes include estimated interest calculated through 5/1/2023. Please contact me for the correct interest computation and/or costs due prior to final payment or if there are any discrepancies.

Kristin Kenniston

Kristin Kenniston, Tax Collector

NOTICE OF IMPENDING TAX LIEN



City of Lebanon
Clerk and Tax Collector Office
Lebanon, NH 03766
603-448-3054

Date of Notification: 06/01/2023

Certified Mail

MASON, MICHAEL P TTEE + MASON,
330 POVERTY LN
LEBANON, NH 03766

In accordance with RSA 80:60, you are hereby notified of the Impending Tax Lien against the following real estate which is taxed to you in the tax list committed to me as Tax Collector for the year 2022 as follows:

Description of Outstanding Taxes/Charges/Interest

Property	Principal	Interest	Total
188-1	14,186.00	881.04	15,067.04
330 POVERTY			
	21.00		21.00
Cost of Notification	14,207.00	881.04	15,088.04

If payment in full is not received on or before **7/13/2023** by 4:00 in the afternoon, I shall execute a Tax Lien on said real estate.

Personal checks will not be accepted after 6/29/2023.

EXPLANATION: If the total amounts are not paid before the time stated above, a real estate lien will be executed to the Town and recorded in the Registry of Deeds. The tax lien will enter a 100% interest in the property described above unless, within two years of the execution of the Tax Lien, the property is redeemed by payment of the above totals plus interest at 14% per annum and redemption costs.

Please Note: If you are currently in bankruptcy and subject to the protections of the Automatic Stay provisions of Section 362(a) of the Bankruptcy Code, then the above language is hereby modified as follows: (a) By sending this notice, the Town is not attempting to collect any delinquent tax debt from property owner(s) in bankruptcy and the notice should not be interpreted as requiring payment. The notice is a requirement of New Hampshire law in order for the Town to perfect its statutory lien. (b) The Tax Collector or Town may not increase the rate of interest in cases where the Court has set such rate without seeking appropriate Bankruptcy Court approval. (c) The provisions of federal bankruptcy law may affect the rights of the municipality under state law as long as the assessed property owner is in bankruptcy. A tax collector's deed cannot and will not be issued without appropriate Bankruptcy Court approval.

Darlene Cook, Tax Collector

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

MASON, MICHAEL P TTEE +
MASON, MICHAEL P REV TRST
330 POVERTY LN
LEBANON, NH 03766

**OFFICE OF THE TAX COLLECTOR
NOTICE OF IMPENDING TAX DEED**

Wednesday, June 18, 2025
Levy Year: 2022

Pursuant to RSA 80:76, 80:77, 80:77-a, you are hereby notified of the impending deed on the following property which you own or hold mortgage interest in:

PROPERTY INFORMATION

OWNER(S) OF RECORD: MASON, MICHAEL P TTEE +
MASON, MICHAEL P REV TRST

MAP LOT SUB: 188-1-0

LOCATION: 330 POVERTY LN

DESCRIPTION: 7.500 ACRES OF LAND

AMOUNT DUE: \$ 19,734.70

DEED EXECUTION DATE: WEDNESDAY, AUGUST 20, 2025

The impending deed is due to unpaid taxes, interest and penalties that were sold to lien on 07/13/2023. To prevent the execution of the Tax Deed for the Real Estate specified above, the amount due of \$ 19,734.70, including all interest and costs, must be paid in full on or before:

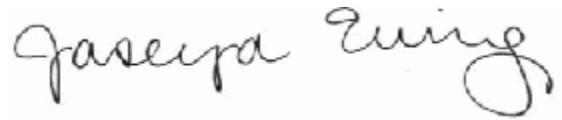
Wednesday, August 20, 2025

By 7 AM

Contact the Office of the Tax Collector as noted above for the revised interest calculation if making payment prior to Wednesday, August 20, 2025. If paid after Wednesday, August 6, 2025, payment must be in the form of a bank check, certified check, or cash.

Your right of redemption will expire on Wednesday, August 20, 2025.

A Tax Deed will be issued the next business day for the above described Real Estate to the Municipality. If the Tax Deed is issued the legal interest of the owner, as well as the legal interests of mortgagees, will be extinguished subject to any rights available in RSA 80:88,89,90,91.



**Collector of Taxes
Jaseya Ewing**

TITLE V TAXATION

CHAPTER 80 COLLECTION OF TAXES

Real Estate Tax Liens

Section 80:76

80:76 Tax Deed. –

I. The collector, after 2 years from the execution of the real estate tax lien, shall execute to the lienholder a deed of the land subject to the real estate tax lien and not redeemed. The deed shall be substantially as follows:

Know all men by these presents, That I, _____, collector of taxes for the Town of _____, in the County of _____ and State of New Hampshire, for the year 19____, by the authority in me vested by the laws of the state, and in consideration of _____ to me paid by _____, do hereby sell and convey to _____, the said _____, (here describe the land sold), to have and to hold the said premises with the appurtenances to _____, forever. And I do hereby covenant with said _____, that in making this conveyance I have in all things complied with the law, and that I have a good right, so far as the right may depend upon the regularity of my own proceedings, to sell and convey the same in manner aforesaid. In witness whereof I have hereunto set my hand and seal the _____ day of _____, _____.

Signed, sealed and delivered in the presence of _____.

II. Notwithstanding the provisions of paragraph I, the collector shall not execute a deed of the real estate to a municipality when the governing body of the municipality has notified the collector that it shall not accept the deed because acceptance would subject the municipality to potential liability as an owner of property under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. section 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. section 6901 et seq., RSA 147-A and 147-B, and any other federal or state environmental statute which imposes strict liability on owners for environmental impairment of the real estate involved.

II-a. In addition to the circumstances described in paragraph II, the governing body of the municipality may refuse to accept a tax deed on behalf of the municipality, and may so notify the collector, whenever in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, including

obligations under real estate covenants or obligations to tenants, or for any other reason would be contrary to the public interest. Such a decision shall not be made solely for the private benefit of a taxpayer.

III. When a governing body has, under paragraph II or II-a, served notice upon the collector it shall not accept the deed, the tax lien shall remain in effect indefinitely, retaining its priority over other liens. The taxpayer's right of redemption as provided by RSA 80:69 shall likewise be extended indefinitely, with interest continuing to accrue as provided in that section. The tax lien may be enforced by the municipality by suit as provided under RSA 80:50, and through any remedy provided by law for the enforcement of other types of liens and attachments. If at any time, in the judgment of the municipal governing body, the reasons for refusing the tax deed no longer apply, and the tax lien has not been satisfied, the governing body may instruct the collector to issue the tax deed, and the collector shall do so after giving the notices required by RSA 80:77 and 80:77-a.

Source. 1987, 322:1. 1994, 199:3. 1997, 266:3, eff. Jan. 1, 1998.

**Agenda
Lebanon City Council
August 20, 2025**

11. New Business:

11.C – Dog Licensing Civil Forfeiture Update

Background

In accordance with RSA 466:14, at the June 4, 2025 City Council Meeting, City Clerk Jaseya Ewing presented the Dog Licensing Warrant for Civil Forfeiture Notice to the Council for approval. NH RSA 466:16 requires the City Clerk to report back to the Council on or before August 31st with the number of owners who received and paid the civil forfeiture, the number of dogs in the City that have been seized and held, and the number of owners who have received a summons to a district or municipal court for failure to pay the civil forfeiture or license their dog.

Please see the attached memo from City Clerk Jaseya Ewing providing the figures as required by RSA 466:16.

Action

No Council Action is required, an item for discussion purposes only.

Included in this Section:

1. July 30, 2025, Memo from City Clerk Jaseya Ewing, re: Dog Licensing – Civil Forfeiture Notice – Returns
2. Excerpts of NH RSA 466

MEMORANDUM

TO: Mayor and Members of the City Council

FROM: Jaseya Ewing, City Clerk

DATE: July 30, 2025

RE: Dog Licensing - Civil Forfeiture Notice – Returns

At their meeting on June 4, 2025, the Lebanon City Council issued a warrant authorizing the Lebanon City Clerk's Office to issue Civil Forfeiture notices to all delinquent dog owners per RSA 466:14.

Per RSA 466:16, the City Clerk's Office is required to report back to the City Council on or before August 31st with the number of owners who received and paid the civil forfeiture, the number of dogs in the city or town that have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

As of July 30, 2025:

Local Statistics	
The number of civil forfeiture notices mailed to residential dog owners	376
The number of residents who have paid the civil forfeiture fee	168
The number of residents who have moved or have a deceased dog	0
The number of new dogs since issuing the initial warrant	16
The number of residents who have received summons issued by the local PD*	0
The number of seized dogs in Lebanon, NH**	0

* A list of negligent owners will be provided to the Police Department who will contact the owners. Summons have not yet been issued but are expected to be soon.

**The Lebanon Police Department does not seize dogs as a result of failure to license.

Chapter 466

DOGS AND CATS

Licensing of Dogs

466:1 Procuring License; Tag. — Every owner or keeper of a dog 4 months old or over shall annually, cause it to be registered, numbered, described, and licensed for one year in the office of the clerk of the city or town in which the dog is kept, and shall cause it to wear around its neck a collar to which shall be attached a metal tag with the following information thereon: the name of the city or town, year of issue of license and its registered number. The tag and license shall be furnished by the clerk at the expense of the city or town. Regardless of when the license is obtained, the license shall be effective from May 1 of each year to April 30 of the subsequent year.

Source. 1891, 60:1. 1925, 96:1. PL 150:6. RL 180:6. RSA 466:1. 1957, 217:1. 1995, 298:1. 1996, 67:1. 1997, 273:1, eff. Jan. 1, 1998.

466:11 Records. —

I. Clerks of towns and cities shall keep a record of all licenses issued by them, with the names of the keepers or owners of dogs licensed, and the names, registered numbers and descriptions of all such dogs. Clerks of towns and cities shall furnish yearly to the local governing body a list of those owners who have failed to renew their license for use in preparing the warrant of unlicensed dogs.

II. With the owner's consent, a veterinarian may report the euthanizing or death during treatment of a licensed dog to the town or city clerk in order to have the record reflect that the dog was euthanized or died. A veterinarian providing such a report may also provide the town or city clerk with the mailing and street addresses of the owner of the dog. Written reports, if any, shall be destroyed after receipt by the town or city clerk, and any resulting record reflecting the dog's death shall not specify the manner or cause of death.

Source. 1891, 60:5. PL 150:13. RL 180:13. RSA 466:11. 1994, 353:5. 2008, 42:1, eff. July 11, 2008.

466:13 Forfeiture. — Whoever is the owner or keeper of a dog and who fails to license or renew the dog license pursuant to RSA 466:1 shall forfeit \$25 to the town or city clerk of the municipality in which the dog is kept. If the forfeiture is not made to the town or city clerk within 15 calendar days of the notice of forfeiture, the case may be disposed of in a district court as a violation with a fine not to exceed \$50, notwithstanding the provisions of RSA 651:2, IV. A forfeiture shall not relieve the owner or keeper of the requirement of proper licensing of the dog as required by RSA 466:1. This section shall also apply to cats, if the municipality licenses cats. Any forfeitures collected under this section may be retained by the city or town for the administration and enforcement of this chapter.

Source. 1891, 60:8. PL 150:15. RL 180:15. RSA 466:13. 1994, 353:6. 1995, 298:9. 1996, 67:4. 2001, 274:6, eff. July 16, 2001.

Unlicensed Dogs

466:14 Warrants; Proceedings. – The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

Source. RS 127:5. CS 133:5. GS 105:5. GL 115:7. PS 118:8. 1891, 60:11. PL 150:18. RL 180:18. RSA 466:14. 1965, 325:2. 1967, 150:1. 1977, 559:1. 1983, 198:1. 1987, 91:1. 1994, 353:7. 1995, 298:10. 1996, 67:5. 2000, 128:1. 2001, 274:7. 2014, 178:1, eff. July 1, 2014.

466:16 Returns. – Each local law enforcement officer to whom the warrant named in RSA 466:14 is issued shall return the warrant, on or before August 31, to the local governing body issuing it and, shall state in the return the number of owners who received and paid the civil forfeiture, the number of dogs in the city or town which have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

Source. 1891, 60:12. PL 150:20. RL 180:20. RSA 466:16. 1994, 353:8. 2000, 128:2, eff. Jan. 1, 2001.

Agenda
Lebanon City Council
August 20, 2025

11. New Business:

11.D – Authorization for Purchase of Ballot Counting Devices
Per NH RSA 656:40

Background

On September 15, 2023, the New Hampshire Ballot Law Commission officially certified two new electronic ballot counting devices: the VotingWorks VxSuite V4 and the Dominion ImageCast Precinct 2. The AccuVote devices currently used by the City of Lebanon have been out of production since 2008 and are approaching the end of their operational life. Beginning in 2025, these devices are no longer supported or authorized for use under New Hampshire state law. The City must now transition to a new, state-authorized system to ensure compliance and operational readiness for future elections.

Following demonstrations of both certified systems at the State House, City Clerk Jaseya Ewing and former Deputy City Clerk Kara Tracy, evaluated the functionality and support infrastructure of each product:

FEATURES	DOMINION IMAGECAST PRECINCT 2	VOTINGWORKS VXSUITE V4
Customer Support	Based in NH, LHS Associates, Inc., ensures reliable, prompt, and highly accessible customer support.	Based in San Francisco, California. Local technicians are available from the company to provide support.
Maintenance	Technician maintenance is performed on-site. All necessary parts and equipment are provided by the technician with no need to transport machines off-site for regular maintenance or minor repairs.	User maintenance can be performed on-site. Technician maintenance can be performed on-site; may require transport to a VotingWorks facility depending on the complexity or equipment involved.
System Integration	While the tabulators and KnowInk poll books operate independently, they are both maintained by the same vendor, streamlining communication and support.	Requires new integration efforts.
TRAINING	Offers an updated interface yet preserves the familiar operational process; includes training support.	New interface and workflow; includes training support.
BALLOT PRINTING	Ballot content is created by the City and then submitted to the	City can build and print ballots in-house, allowing flexibility.

	vendor for a secondary accuracy review. Before printing, the vendor provides the City with a ballot proof for final approval, ensuring accuracy and consistency. Once approved, the ballots are printed and delivered.	While this approach offers greater flexibility, it also introduces additional complexity to an already intricate process, requiring strong local controls over ballot versioning, layout approval, and secure printing procedures. Instances of issues reported with double-sided ballot processing.
COST	\$7,000/unit	\$7,500/unit
CONSIDERATIONS		
Field Experience	Beyond NH, the company supports election systems throughout New England, demonstrating a strong regional presence and expertise	Limited NH deployments to date; to date, its only other operational client is Warren County, MI.
REPORTING & RECONCILIATION	Delivers effective write-in tracking, with the tabulator generating a summary of all write-in votes as part of the end-of-election receipt. The company is currently developing a Return of Votes report, which will undergo an internal approval process with the Secretary of State before being implemented in the next election cycle.	Enhanced master reports, write-in tracking and Return of Votes are included. Results are not separated by ward, which can hinder reconciliation efforts.
SECURITY	The tabulator requires physical keys to open both the ballot box compartment and the scanner unit. Does not connect to WiFi or external networks. All critical access points are sealed with tamper evident security seals. Officials log these seals before and after elections. Election data is stored on encrypted USB drives that require authentication. These devices are programmed and sealed before Election Day and removed only after polls close.	The tabulator requires physical keys to open both the ballot box compartment and the scanner unit. Does not connect to Wi-Fi or external networks. All critical access points are sealed with tamper evident security seals. Officials log these seals before and after elections. Election data is stored on encrypted USB drives that require authentication. These devices are programmed and sealed before Election Day and removed only after polls close.

	Authorized officials access the tabulators using secure fobs, each programmed with distinct security permissions.	The system's open-source code is publicly available for open inspection by anyone. Authorized officials access the tabulators using secure badges, each programmed with distinct security permissions.
EQUIPMENT	Scanner, ballot box	Scanner, ballot box, laptop, printer
Handling, Storage, & Transportation	Lightweight, making transport easier and requiring minimal storage space.	Includes more equipment, resulting in increased transport demands and greater storage requirements.
Ballot Compartments	The ballot box contains three compartments for hand counts, write-ins, and all other ballots.	The ballot box is designed with two compartments for hand count procedures and does not differentiate between regular and write-in ballots.

Recommendation

The City Clerk's Office respectfully seeks City Council approval to proceed with the purchase of four (4) ImageCast Precinct 2 electronic ballot counting devices. This recommendation is informed by a thorough evaluation of available systems and is based on the following key considerations:

1. Proven Track Record and Familiarity

LHS Associates Inc., has a long-standing relationship with many municipalities in New Hampshire and throughout New England. The ImageCast Precinct 2 system is already in wide use and is trusted by election officials for its reliability, accuracy, and ease of use. Their established presence offers familiarity and peace of mind, particularly during high-pressure election periods.

2. Maintenance

Unlike VotingWorks, which may require internal staff to perform routine maintenance or manage equipment logistics, LHS Associates Inc., handles the bulk of the technical work directly. This allows the City Clerk's Office to focus on core election administration responsibilities without the added burden of troubleshooting or managing complex equipment.

3. Training

The ImageCast Precinct 2 device is straightforward to operate and benefits from existing staff familiarity. In contrast, alternatives like VotingWorks involve segmented user roles, technical documentation, and the need for the City Clerk to oversee system maintenance procedures, introducing new training demands that the ImageCast Precinct 2 system avoids.

4. Customer Service

Based in New Hampshire, LHS Associates Inc., offers reliable, prompt and easily accessible customer service. When faced with tight deadlines or last-minute needs, the City has been able to coordinate directly with this vendor to pick up election supplies in person from their headquarters located in Salem, New Hampshire, ensuring uninterrupted operations and timely preparation for elections.

5. Ballot Production & Printing Reliability

LHS Associates Inc., offers a structured, vendor-supported ballot creation process that prioritizes accuracy and consistency. The City Clerk creates ballot content and submits it to the vendor, which performs a secondary review for accuracy, and provides professional proofs for final approval before printing and delivery. This streamlined workflow reduces the risk of errors and ensures a high level of quality control.

By contrast, VotingWorks places the burden of ballot layout, printing, and quality control on the City Clerk's Office, requiring ballot version management, adding complexity to an already demanding process.

Choosing LHS Associates Inc., minimizes risk, reduces administrative workload, and ensures the City is fully supported throughout every stage of the election process.

6. System Integration

With LHS Associates Inc., both the ImageCast Precinct 2 and KnowInk poll books are maintained by the same vendor, enabling seamless coordination, simplified troubleshooting, and a single point of contact, which is especially valuable on Election Day.

7. Ballot Box Design

The ImageCast Precinct 2 ballot box features three compartments that separate hand count ballots, write-ins, and all other ballots, providing flexibility during the reporting process. In contrast, VotingWorks uses a two-compartment design that does not distinguish between regular and write-in ballots. While both systems offer digital adjudication of write-ins, the ImageCast Precinct 2 gives moderators an additional layer of control and opportunity to verify voter intent, an important safeguard in close races or when write-in votes are contested.

8. Reporting and Reconciliation

While VotingWorks offers enhanced master reports for write-ins and a built-in Return of Votes, its inability to separate results by ward poses a significant challenge for reconciliation in multi-ward municipalities like Lebanon, increasing the potential for reporting delays and confusion.

LHS Associates Inc., provides a write-in tracking system, with tabulators generating a clear summary of all write-in votes on the receipt. The company is also actively developing a Return of Votes report to further enhance post-election reconciliation, with implementation planned following review and approval by the Secretary of State.

9. Costs

ImageCast Precinct 2 devices are priced at \$7,000 per unit, compared to \$7,500 per unit for VXSuite V4 system. Additionally, the State of New Hampshire will cover 50% of the cost by paying the vendor directly, further reducing the City's financial burden.

Action

The Council is requested to consider the following Resolution:

FOR THE PURPOSE, of complying with NH RSA 656:40, Adoption,

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council, in accordance with NH RSA 656:40, hereby votes to approve the recommendation of the City Clerk and to authorize the City Manager to purchase four (4) Dominion ImageCast Precinct 2 electronic ballot counting devices through LHS Associates, Inc.

Included In This Section:

1. NH RSA 656:40

TITLE LXIII ELECTIONS

CHAPTER 656 PREPARATION OF VOTING MATERIALS

Electronic Ballot Counting Devices

Section 656:40

656:40 Adoption. – The mayor and aldermen of any city or the selectmen of any town, subject to the approval of the ballot law commission, may authorize the use of one of the electronic ballot counting devices approved by the ballot law commission and the number of those devices used for the counting of ballots in such city or town for any regular or special election. The use of such device so authorized shall be valid for all purposes. Any town, or the mayor and aldermen of any city, may vote to lease or purchase electronic ballot counting devices approved by the ballot law commission for the elections held in said town or city. Any town, or the mayor and aldermen of any city, so acting shall notify the secretary of state of the action taken in regard to electronic ballot counting devices; and, after said action, electronic ballot counting devices shall be used in said town or city in accordance with said vote or authorization. If a special state election involving a state representative district occurs in a city or town that has adopted the provisions of RSA 656:40, the secretary of state may prepare and issue paper ballots which shall be used.

Source. 1979, 436:1. 2009, 70:2. 2014, 65:1, eff. July 26, 2014. 2024, 4:7, eff. Feb. 1, 2024.

Agenda Lebanon City Council August 20, 2025

11. New Business:

11.E – Review and Discussion of Redevelopment Status of Main Street Properties in West Lebanon, and City Manager Recommendation of Preferred Developer

Background

On May 31, 2023, the City completed the acquisition of properties located at 14, 28, and 30 Main Street in West Lebanon. Subsequently, the City Council asked the West Lebanon Revitalization Advisory Committee (WLRAC) to lead a process of engaging the community to determine the preferred disposition and/or redevelopment of the properties. In January 2024, the WLRAC recommended that a Request for Proposals (RFP) be advertised for the redevelopment of the properties, preferably with a mixed-use building including commercial uses on the first floor and residential units on the upper floors. The RFP was advertised on March 1, 2024, and closed on June 28, 2024, with no qualified responses having been received.

Following the unsuccessful RFP, the City Manager's Office reached out directly to numerous developers to better understand the lack of RFP responses and to solicit interest in the property. Most developers indicated that the property was too small for their purposes, or that they had no capacity to take on another project. However, DEW Properties expressed an interest in the site and in partnering with the City to redevelop the properties.

Over the course of several meetings with the City Manager, DEW has submitted a conceptual site plan layout for the Main Street parcels in addition to articulating their approach to redeveloping the property. A conceptual elevation rendering has also been provided to depict the approximate scale, but not necessarily the specific details, of a building on the site. DEW proposes that during a due diligence period of approximately 12 months, they will conduct necessary environmental and market studies to determine the feasibility of redeveloping the properties as desired by the City. Throughout the due diligence period, DEW will hold regular meetings with the City administration to determine the most suitable and feasible project for the site.

Based on the information and materials provided by DEW Properties, the City Manager recommends that the Council authorize the City Manager to pursue further negotiations and the preparation of a development agreement with DEW Properties as the preferred developer for the proposed redevelopment of the Main Street Properties.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby authorizes the City Manager to enter into further negotiations with DEW Properties regarding the redevelopment of City-owned properties located at 14, 28 & 30 Main Street in West Lebanon.

Included In This Section:

1. Development Approach, City of Lebanon, NH Main Street Parcels, prepared by DEW Properties, April 10, 2025
2. Conceptual Plan for 14, 28 & 30 Main Street, prepared by Engineering Ventures, June 5, 2025
3. Conceptual Elevation Rendering



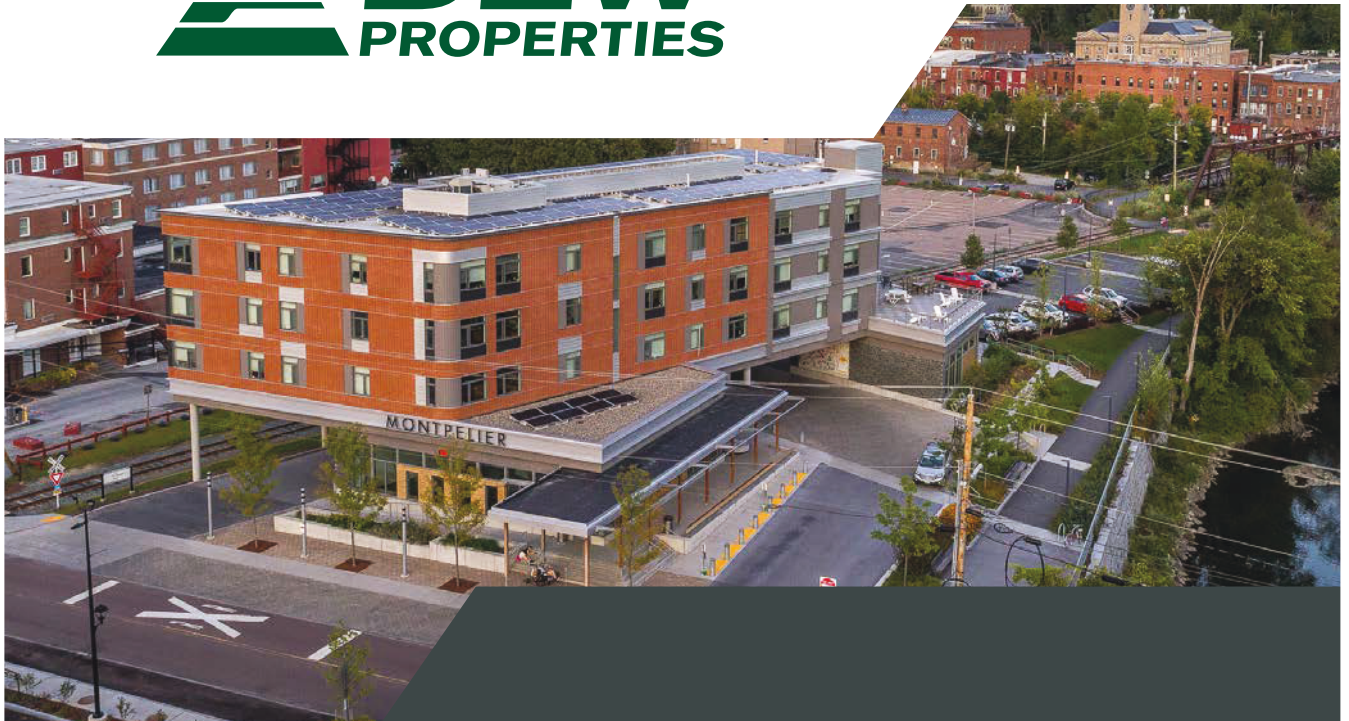
DEVELOPMENT APPROACH

CITY OF LEBANON, NH MAIN ST. PARCELS

April 10, 2025

TABLE OF CONTENTS:

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1. | DEVELOPMENT APPROACH

April 10, 2025

David Brooks, Deputy City Manager
City of Lebanon, NH
51 North Park Street
Lebanon, NH 03766

Dear David,

While DEW's approach does differ from the RFP in some respects, we will address all items within the RFP during our proposed due diligence period of 12 months. During this time, we will undertake the following activities.

- Conduct Market Studies
- Perform Environmental Assessments
- Complete a Geo technical Assessment
- Investigate Site Utilities
- Plan Infrastructure Improvements
- Maximize Development Potential (including phased development)
- Create Financial Proformas

By fully understanding the logistics of the site, DEW will be able to narrow down the development possibilities. We believe these steps are essential for accurately determining the appropriate project scope for the site.

Throughout the due diligence period, we will hold regular meetings with stakeholders, ensuring a commitment to complete transparency. Our proposed approach will equip DEW and the City with the necessary information to identify the best path forward. We will assemble a strong team of design partners, development partners, and consultants as needed during this period to help us determine the most suitable project for the site.

The project may include components such as affordable housing, workforce housing, student housing, and market-rate housing. Additionally, there may be commercial space available for lease or sale.

There is a significant need for housing projects of this nature across New England, and DEW has had the privilege of building similar projects in multiple municipalities facing challenges in providing workforce and affordable housing. In 2023, DEW completed 42 units of affordable workforce housing in White River Junction in collaboration with Twin Pines Housing Trust, a nonprofit organization focused on affordable housing. We are also currently working on 32 units in the City of Barre with Downstreet Housing and Community Development and planning 24-40 units in the Town of Rockingham with Windham Windsor Housing Trust.

We are seeking to partner with the City of Lebanon on a public-private partnership for the development of the Main Street Parcel. We believe that, with our expertise and the City's need for housing, this project can provide long-term benefits to the community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Donald Wells'.

Donald Wells,
Chairman, Founder
DEW Construction / DEW Properties
802-373-5600
dwells@dewconstruction.com



2. | COMPANY PROFILES

A. DEW Properties

B. DEW Construction

BUILDING WHAT MATTERS MOST

FOR YOUR COMMERCIAL REAL ESTATE DEVELOPMENT NEEDS



DEW Properties offers full real estate development and property management services. We specialize in build-to-suit, turnkey solutions to fit your unique real estate needs.

DEW Properties was founded on the principles of creative and innovative solutions for medical and commercial buildings.

As your development, design and construction resource, we will assemble a team to fully understand all aspects of your real estate development needs. As a developer/builder, our collaborative approach allows for transparent communication between our team and our clients. Our experienced real estate team will be with you from project inception to completion.

During the design phase, we will ensure that the following requirements are met:

- *Site selection & validation*
- *Environmental testing and corrective action plans to insure the project site is clear for permitting and financing*
- *Consultation with the local municipality and involved utility providers*
- *All local and state permits as required*
- *Complete plans and specifications for bidding and construction*

We provide reliable budgeting, thus mitigating the uncertainties of real estate development. We are determined to secure the very best financing options and utilize alternative financing sources to maximize benefits resulting in competitive lease and purchase rates.

ALTERNATIVE FUNDING

DEW Properties is experienced in the successful navigation and acquisition process of New Market Tax Credits (NMTC). DEW, together with our legal/NMTC counsel have successfully acquired NMTCs for a combined project totalling \$150MM. DEW is one of only a few developers in the country to have successfully secured New Market Tax Credits combined with Recovery Zone Bond funds for our Rutland City project, CCV's new campus. More recently, we secured NMTCs for our \$16MM Barre City Place project, which allowed 50% occupancy by the State of Vermont. DEW is committed to working with our clients to secure these tax credits if applicable to the project.

OUR LOCATIONS



VERMONT

277 Blair Park Road, Suite 130
Williston, VT 05495
p 802.872.0505

MAINE

2 Market Street, 4th Floor
Portland, ME 04101
p 207.553.3569

NEW HAMPSHIRE

The MacMillin Building
17 Elm Street
Keene, NH 03431
p 603.352.3070

150 Dow Street
Tower 4, Suite 441
Manchester, NH 03101
p 603.932.7740

DEWconstruction.com

BUILDING WHAT MATTERS MOST

OUR STORY

1997 — DEW Construction founded — Chairman and Founder, Don Wells has always understood that the long-term success of DEW is dependent upon client satisfaction. He founded DEW on that guiding principle and a commitment to earn your trust, respect, and, ultimately, your partnership. Your satisfaction is the most important and fulfilling part of what all of us at DEW do every day.

2012 — DEW Acquires The MacMillin Company
The acquisition of MacMillin, a 66-year-old construction company based out of Keene, NH, allowed DEW to integrate resources, capabilities, and industry expertise while creating growth opportunities for our valued employees.

2025 — DEW employs over 100 people and has become one of the region's largest and most respected construction companies serving VT, NH, ME, MA, and upstate NY. Our services include construction management, general contracting, design/build, development and preconstruction planning.

Our people are a great source of pride. They are dedicated, solution-driven, experienced professionals who each possess a superior track record. Collaboratively, they comprise a highly effective team that delivers every project with remarkable results. They are the cornerstone and one of the greatest strengths of DEW.

As your **trusted partner**, we will leverage our decades of experience, industry knowledge, and our steadfast commitment to finding the best solutions to each unique project. We listen intently, we plan meticulously, and we are accountable throughout the process, ensuring satisfaction and a superior building experience for our clients.

28 Years of Success

115 Dedicated Employees

1,000+ Successfully Completed Projects

\$100M Single Project Bonding Capacity

Industries We Serve

Education

Multifamily/Housing

Healthcare

Manufacturing

Commercial

FOUR LOCATIONS A SINGULAR FOCUS.



VERMONT

277 Blair Park Road, Suite 130
Williston, VT 05495
p 802.872.0505

MAINE

2 Market Street, 4th Floor
Portland, ME 04101
p 207.553.3569

NEW HAMPSHIRE

The MacMillin Building
17 Elm Street
Keene, NH 03431
p 603.352.3070

150 Dow Street
Tower 4, Suite 441
Manchester, NH 03101
p 603.932.7740

DEWconstruction.com



OUR PHILOSOPHY

At DEW, we care about the quality of our work, our people and the partnerships we build.

DEW's proven construction management process maximizes the strengths, skills, and creativity of everyone involved. Committed to meeting our clients' needs, our project teams' focus is on maximizing efficiency by streamlining construction operations and improving communication across all departments, engineers, architects, and the skilled trades (subcontractors). In combination with leading project management and scheduling software, our solution-driven process guarantees predictable results and a successful project completion.

Experience and expertise are the hallmarks of our construction management work at DEW. Collaborative communication, attention to client services, and accountability are the qualities that have established DEW as a trusted CM. Our experienced people provide precise planning, expert project management, and superior workmanship to deliver the ultimate building experience to our clients. With construction projects throughout Northern New England, our focus on accountability and performance has resulted in a 100% project completion rate; we have never had to turn one of our projects over to another CM.

OUR VALUES DRIVE OUR SUCCESS



OPTIMISM

We share a positive mindset, believing in opportunities over obstacles.



ACCOUNTABILITY

We are committed to a culture of ownership, personal accountability, and safety.



INITIATIVE

We are self-motivated, proactive problem solvers.



COMPANY CULTURE

Since 1997, DEW has been building successful commercial construction projects and solid partnerships established on the values we bring to our work every day. Today, we express this simply as: Building What Matters Most. Our approach is guided by DEW's core values and built around three key initiatives that define our culture, Optimism, Accountability and Initiative.

Our Leadership Team comprises individuals who have risen through the ranks within DEW, bringing a wealth of hands-on experience to the table. They work closely with project teams, providing unwavering support to ensure the success of our employees who are at the forefront of our operations.

At the heart of DEW's success lies the expertise and dedication of our people. Each member of our team boasts a commendable track record in their respective fields, collectively forming a highly proficient unit that consistently delivers exceptional results. We recognize that our achievements are a direct result of our talented workforce.

DEW's philosophy revolves around investing in our employees and empowering them to unleash their full potential. Through ongoing opportunities for learning and development, both in technical skills and soft skills, we cultivate a culture of continuous growth and excellence. Our collaborative approach fosters trust, communication, and accountability among team members, driving our collective success.

We embrace a culture of autonomy and purpose, where employees are encouraged to innovate and excel in their roles. Our dynamic environment encourages adaptability and forward thinking, enabling us to stay ahead of industry trends and deliver unparalleled value to our clients.

Employee feedback is integral to our continuous improvement efforts. We actively solicit input from our team members and leverage their insights to refine our processes and enhance our culture. This collaborative approach ensures that every employee feels valued and empowered to contribute to our shared success.

THE DEW CULTURE CLUB

Beyond our commitment to excellence in construction, DEW is dedicated to making a positive impact in the communities we serve. Our commitment extends to fostering an inclusive and supportive work environment through initiatives led by our Company Culture Club. By driving programs that reinforce our core values and promote employee engagement, the Club empowers every team member to shape our vibrant company culture. The Culture Club provides employees with opportunities to make a difference, enjoy fulfilling experiences, develop professionally, and expand their networks within DEW. Through collaboration and camaraderie, the Culture Club aims to create a workplace where everyone feels valued, motivated, and inspired to succeed.

WAYS IN WHICH DEW GIVES BACK:

- ✦ Special Olympics Penguin Plunge (Keene Frozen Sections)
- ✦ Annual Holiday Food Drives
- ✦ Green Up Vermont
- ✦ Ronald McDonald House Volunteers
- ✦ Gifts of Joy Night Crotched Mountain School
- ✦ Donations & Sponsorships
We value our clients and building lasting partnerships. That's why we make donations and sponsorships part of our operations.
- ✦ Matching Gifts Program
We encourage our people to share the causes and activities they are involved with outside of work. Our Matching Gifts Program is designed to honor the diversity of DEW employee giving by supporting a broad spectrum of organizations and institutions. Dollar for dollar, DEW will match up to \$150 per calendar year, per employee in contributions made to funding federations, eligible charitable organizations, or educational institutions. Included in DEW's employee benefits is (8) hours of paid Community Service time per calendar year.

BUILDING WHAT MATTERS MOST



3. | RELATED EXPERIENCE

DEVELOPMENT EXPERIENCE LISTING

SKYHAVEN AMBULATORY SURGERY CENTER

Rochester, NH

New construction of a 16,000 SF outpatient surgery center with four operating rooms.

118 PROSPECT STREET STATE OFFICE BUILDING

White River Junction, VT

New four-story 44,000 SF office building. This building was designed to meet LEED® standards for Silver Certification.

150 DOW STREET OFFICE FIT-UP

Manchester, NH

2,500 SF interior office fit-up in a historic downtown mill property.

BARRE CITY PLACE

Barre, VT

New 81,000 SF mixed-use building on Main Street in downtown Barre. The building was built in conjunction with Efficiency Vermont as a high-performance building.

BARRE CITY PLACE - VERMONT TRANSIT FIT-UP

Barre, VT

Fit-up to 2 floors of an existing office building.

BARRE CITY PLACE SMALL PROJECTS

Barre, VT

Miscellaneous renovations performed at Barre City Place covering several floors of the building.

BLAIR PARK OFFICE BUILDING

Williston, VT

New construction of a 28,500 SF, two-story office building housing 4-5 tenants.

COMMUNITY COLLEGE OF VERMONT - RUTLAND ACADEMIC FACILITY

Rutland, VT

New Construction of 32,500 SF academic facility for the Community College of Vermont, Rutland.

CONCORD HOSPITAL - PENACOOK FAMILY PHYSICIANS MOB

Concord, NH

New 15,000 SF MOB for Concord Hospital. The interior fit-up has class A finishes in keeping with current hospital standards.

EDWARD JONES FIT-UP

Barre, VT

1,700 SF Fit-Up of Barre City Place for Edward Jones.

FRISBIE MEMORIAL HOSPITAL - ROCHESTER PEDIATRICS MOB

Rochester, NH

New construction of an 8,000 SF pediatric medical office building for Frisbie Memorial Hospital.

FRITO LAY - LEBANON, NH

Lebanon, NH

This project involved the new construction of a 5,738 square-foot pre-engineered metal building for Frito Lay, designed as a product distribution facility. The building primarily serves as a warehouse and distribution center. It includes check-in areas for drivers, one office, a restroom, and support rooms. The facility features five overhead doors to accommodate various truck sizes for both backloading and side loading.

GSA FIT-OUT 9 ELM STREET

Keene, NH

Renovations to 4,544 SF of former dance studio into offices for the GSA Social Security Office in Keene NH.

HOOKSICK FALLS MOB

Hoosick Falls, NY

Renovations to an existing single-story medical office building. The project reconfigured three rooms, new roof, new siding, new paint, new flooring, and sidewalk repairs.

HOOSICK FALLS MEDICAL CENTER

Hoosick Falls, NY

Interior renovation of an occupied hospital space. Scope includes new framing, drywall, taping, ceilings, flooring, painting, electrical, mechanical, doors/frames/hardware, and millwork.

DEVELOPMENT EXPERIENCE LISTING

MANCHESTER OFFICE RENOVATION 2021

Manchester, NH

Office fit-up to add to an existing office space, including (5) offices, (1) open concept area for (4) employees, an additional conference and bid room, reception area, printer/plotter/IT area, and all associated utility and data scopes.

MT. ASCUTNEY HOSPITAL - OTTAUQUECHEE MOB

Hartland, VT

15,500 SF renovation to an existing medical office building. Renovations were performed with no interruptions to medical services over seven phases.

OTTAUQUECHEE HEALTH CENTER RENOVATIONS

Woodstock, VT

3,100 SF renovations to an existing, occupied health center.

PENACOOK DRAW LAB

Concord, NH

Penacook Phase II tenant fit-up for a draw lab.

PROSPECT STREET PHASE II

Hartford, VT

A new two-story 16,690 SF office building for Visiting Nurse and Hospice of Vermont and New Hampshire.

REHAB GYM FIT-UP

Barre, VT

950 SF fit-up for the Rehab Gym within the Barre City Place.

RIG INSURANCE

Colchester, VT

New construction of an 8,400 SF two-story office building for RIG Insurance.

RIVERWALK APARTMENTS

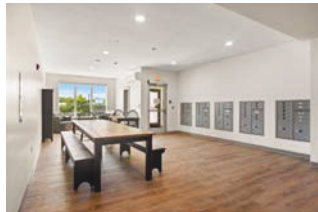
White River Junction, VT

New construction of 42 units of affordable residential housing, 50,890 GSF. Four stories of wood-framed affordable housing above a sub-grade parking garage—apartments range from studios to two-bedroom units.

UVTP - MILTON RENTS

Lebanon, NH

New construction of a 10,016 SF pre-engineered metal building facility for Milton Rents. The building is divided into six different areas on the first floor including a showroom space, offices, employee locker rooms, parts storage area, equipment service area, and a wash bay. As part of the construction, an underground system was installed to collect and reuse wash water, and an oil/water separator tank was also included. Additionally, a mezzanine was built for an equipment area.



RIVERWALK APARTMENTS

WHITE RIVER JUNCTION, VT

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$13,518,143

PROJECT SIZE

50,890 SF

SCHEDULE DURATION

February 2023 - April 2024

OWNER

Evernorth, Twin Pines Housing Trust

ARCHITECT

Jutras Architecture

New construction of a 50,890 SF wood-framed apartment building in White River Junction, VT on the corner of Prospect and Maple Street. The project site is located just off the Connecticut River, next to the Lyman Bridge, and provides excellent views overlooking the river and easy access to downtown amenities, schools, parks, and public services.

The four-story building offers a mix of studio to two-bedroom apartments, complemented by a sub-grade parking garage with 26 indoor spaces and an additional 30-space surface lot. Designed for energy efficiency, Riverwalk Apartments incorporate cold climate heat pumps, contributing to an annual reduction of 117 tons in CO2 emissions.

DEW Properties and The Braverman Company developed the building with an agreement to sell it to Twin Pines Housing and Evernorth.



EAGLE MILL REDEVELOPMENT

LEE, MA

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$45,000,000

SCHEDULE DURATION

October 2021 - April 2026

OWNER

DEW Properties, LLC, Eagle Mill Redevelopment, LLC

ARCHITECT

DBVW Architects

This project, currently in the preconstruction phase sits on 8.4 acres of land on both sides of the Housatonic River in Lee, Massachusetts. Six of those acres sit on the south side of the river with multiple historic buildings occupying just over 192,000 SF of the site. The remaining 2.4 acres on the north side of the river are undeveloped and exist in their natural state. The now-vacant Eagle Mill property will be transformed into the twenty-first century with modern amenities. (Registered Brownfield Site)

Included in the master plan are residential units, retail/mercantile shops, and office suites. Future plans will include a 100-bed hotel and additional market-rate residential units.

Summary of Development Components:

River Front Commercial Building: A new 10,000 SF commercial professional office building with river terraces

The Union Mill: An adaptive re-use of the historic Eagle Mill building which will create 37 residential units. Of the 37 units in the Union Mill component of the project, nine units will be affordable at the 60% AMI level (some units will be further restricted at even lower income levels); and 28 units will be Workforce Housing units. Public financing for the residential building is likely to include State and Federal Historic Rehabilitation Tax Credits, Low Income Housing Tax Credits (LIHTC), other resources allocated by the Massachusetts Department of Housing and Community Development (DHCD), and funding from MassHousing.

The Eagle Mill Market: A 45,000 SF "public market" featuring multiple restaurants, 20+ food-related kiosks (10'x10'), microbrewery, coffee shop, and other vendors. A river terrace for dining and viewing is planned. State and Federal Historic Rehabilitation Tax Credits are being pursued.

Eagle Mill Housing II: A 43 unit new construction apartment building. Of the 43 units in the new construction component of the project, 34 units will be affordable at the 60% AMI level; and nine (9) units will be Workforce Housing units. Public financing for the residential building is likely to include State and Federal Historic Rehabilitation Tax Credits, Low Income Housing Tax Credits (LIHTC), other resources allocated by the Massachusetts Department of Housing and Community Development (DHCD), and funding from MassHousing.

The "Machine Shop": A 12,000 SF historic building to be developed for mercantile use. State and Federal Historic Rehabilitation Tax Credits are being pursued.



BELLOWS FALLS GARAGE

BELLOWS FALLS, VT

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$7,920,735

PROJECT SIZE

31,879 SF

SCHEDULE DURATION

December 2021 - April 2023

OWNER

Windham & Windsor Housing Trust

ARCHITECT

gbA Architecture & Planning

PROJECT AWARDS

2024 - Town of Rockingham's Old House Award

2023 - AIA Excellence in Architecture Design Award - Commercial/Institutional/Multi-Family/Mixed Use

Situated on the Connecticut River, with views of Fall Mountain in New Hampshire, the Green Mountain Railway yard, and the historic Bellows Falls Canal, the new Bellows Falls Garage offers 27 affordable housing units in downtown Bellows Falls, Vermont.

This once-dilapidated building from the 1920s has housed a car dealership and garage, a maintenance shop, a sign shop, dry cleaners, and even a commune. The original intention was to renovate the 100-year-old building, but the high cost of converting the fragile concrete structure into housing necessitated its demolition and replacement with a new building.

DEW Construction collaborated with the Windham and Windsor Housing Trust in redeveloping this Brownfield site into a 31,879 GSF multifamily housing building. The structure, designed by Gossens Bachman Architects, contains five studio apartments, eighteen one-bedroom apartments, and four two-bedroom apartments. The first floor comprises a mailroom, resident reading room, and a for-rent retail space at the northern entrance to downtown Bellows Falls. Designed for high performance and energy efficiency, the structure employs an electric/propane heating system with active energy recovery ventilation, and a 30 kW solar photovoltaic array on the rooftop of the building that will generate approximately 35,000 kWh per year.

The building's design deviates from the typical rectangular box due to the irregular shape of the building lot. As a result, the apartments within it feature intriguing angles, giving the entire structure a distinct and unique appearance. This departure from the norm creates beautiful living spaces that offer a refreshing and unconventional experience.



November 2, 2023

DEW Construction
277 Blair Park Road, Suite 130
Williston, Vermont 05495

Attn: Wynter Edwards

Re: Bellows Falls Garage

Dear Wynter:

In December of 2021, Windham & Windsor Housing Trust entered into a construction contract with DEW on the Bellows Falls Garage project, a 27-unit affordable multifamily new construction building in Bellows Falls, VT. The completed \$7,920,734 project opened to residents in July 2023. This project was a major strategic initiative for Windham & Windsor Housing Trust to build a presence in northern Windham County, and we worked closely over this 18-month period with Project Superintendents Steve Hart and Nick Pease, and Project Manager Karl Bahrenburg. This proved to be an excellent team that approached this challenging project with professionalism and enthusiasm.

This project involved a complex demolition of an existing 4 story concrete structure in a tight urban setting, and zero-lot-line construction of the new building. This period in Vermont, and throughout the nation, saw unprecedented price increases, material delays and labor shortages. DEW managed these challenges in addition to the day-to-day challenges of constructing a highly detailed, zero-lot-line building.

The details of the project were managed very well, and the end result is 27 new affordable apartments in a town that has not seen new residential development in over 10 years. As I said, this was a major strategic initiative for Windham & Windsor Housing Trust, and the impact to downtown Bellows Falls is immense.

We highly recommend DEW Construction and look forward to our next project together.

Sincerely,

Peter Paggi
Director of Real Estate Development
Windham & Windsor Housing Trust

Windham & Windsor Housing Trust
68 BIRGE STREET
BRATTLEBORO, VT 05301
Ph/TTY (802) 254-4604
Fax (802) 254-4656

www.HomeMattersHere.org



Windham & Windsor Housing Trust
65 MAIN STREET STE 210
SPRINGFIELD, VT 05156
Ph/TTY (802) 885-3220
Fax (802) 885-5811



BAY RIDGE APARTMENTS

SHELBURNE, VT

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$24,370,348

PROJECT SIZE

84,820 SF

SCHEDULE DURATION

June 2024 - October 2025

OWNER

Champlain Housing Trust, Evernorth

ARCHITECT

Duncan Wisniewski Architecture

This project involves constructing a wood-frame residential housing complex with 48 units spread over two buildings that share a common foundation and a covered courtyard. The total area of the buildings is 84,000 square feet, featuring a podium slab over a parking garage.

All infrastructure is being replaced, except for one sewer line running through a wetland, which will be lined. Additionally, the project includes constructing a new road and emergency access routes.

The scope includes demolishing five buildings, two of which contain hazardous materials. This project is situated between two other ongoing projects being completed by different contractors.



ONE TAYLOR STREET - HOUSING, TRANSIT CENTER & MULTI-USE PATH | MONTPELIER, VT

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$11,965,248

PROJECT SIZE

32,000 SF

SCHEDULE DURATION

August 2018 - October 2019

OWNER

Evernorth
City of Montpelier, VT

ARCHITECT

gbA Architecture & Planning

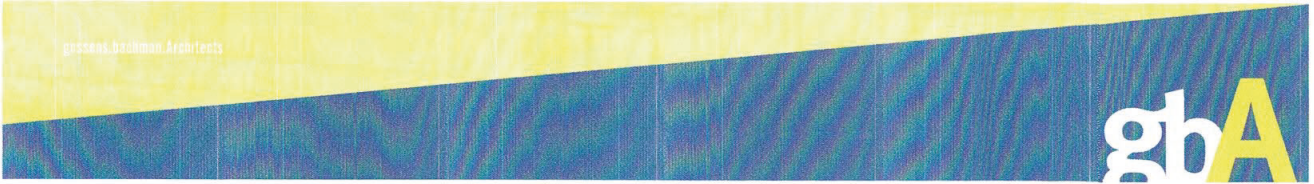
PROJECT AWARDS

2021 - AIA-VT Annual Design Award
2020 - AGC-VT: Best Builders Award

This project is the result of a cooperative effort between the City of Montpelier, Vermont, and Housing Vermont to provide a transit center for the City of Montpelier and 30 units of affordable housing at One Taylor Street in Montpelier. The project is located on a contaminated Brownfield site.

On the first level, the four-story project includes a covered passenger terminal, approximately 3,000 SF of enclosed transit space for ticketing, waiting areas, restrooms, staff kitchen, office and rental space along with a 1,100 SF lobby for the housing portion of the project.

The upper three levels include 30 units of one and two-bedroom housing along with a public roof deck that can be accessed from the second-floor hallway. Exterior finishes include brick veneer, metal panels, and stone and wood accents, storefront, windows and flat, membrane roof which will provide a modern, efficient looking building for the city.



October 15, 2020

Re: Letter of recommendation for DEW Construction – One Taylor Project

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for DEW Construction for their performance on the One Taylor project located in Montpelier, VT. The One Taylor project was a significant effort for the Montpelier community. Integrating affordable housing and a multi-modal transit center in the heart of downtown has been a long-standing goal for the City. Creating these two uses with significant public amenity spaces was very important. The project was the cumulation of over 10 years of intense effort with much public input, multiple funders and a wide variety of community goals. Because of this the expectations for the project were extremely high. The DEW team met those expectations with great success.

The project was made even more complicated by the fact there were three separate contracts in the construction management process with the resulting three different needs and contractual obligations and expectations. DEW's high level of project organization and coordination was invaluable in taking what could have been an administrative nightmare and making it a smooth and efficient construction effort.

The project is highly visible on a very restricted downtown brownfield site. The DEW construction team lead by Sara Bosworth and Matt Cadieux did an outstanding job of constructing the entire project and meeting every logistical challenge. They were also a pleasure to work with in all phases of the construction process. The overall construction quality is first rate. I appreciated Matt's high-quality standards and dedication to making sure all was done right. This includes constructing the building to meet the high energy efficiency goals for the building.

The result is a project all in the community are proud of and has been a great success. It would be a pleasure to work with the DEW team on another project and I look forward to doing so in the future.

Sincerely,
Gossens Bachman Architects

Gregg Gossens, AIA

gossens.bachman.Architects
85 granite shed lane
montpelier, vermont 05602
802.229.1664 • 802.229.4822 FAX
www.gbarchitecture.com



BRIGHT STREET HOUSING COOPERATIVE

BURLINGTON, VT

DELIVERY METHOD

General Contractor (GC)

CONSTRUCTION COST

\$7,969,623

PROJECT SIZE

49,900 SF

SCHEDULE DURATION

August 2015 - September 2016

OWNER

Bright Street Limited Partnership

ARCHITECT

Duncan Wisniewski Architecture

PROJECT AWARDS

2016 - AIA Excellence in Architecture
Design Merit Award - Affordable Housing

The project involved the demolition of three existing buildings located at 112-114 Archibald Street, 35-39 Bright Street, and 47 Bright Street, and the new construction of four buildings:

- One 35-plex that is three-stories and 44,000 SF
- Two duplexes, that are two-stories and 2,100 SF each
- One triplex, that is two-stories and 3,800 SF

These buildings are on one consolidated parcel in Burlington, Vermont, and feature a total of 42 residential rental apartments. Site work involved excavation for a below building parking garage and footings, grading, seeding/mulching, trenching for utilities, sidewalks, paving and landscaping. The site footprint was tight and abutted several occupied apartments.



SAFFORD COMMONS

WOODSTOCK, VT

DELIVERY METHOD

General Contractor (GC)

CONSTRUCTION COST

\$6,172,390

PROJECT SIZE

29,000 SF

SCHEDULE DURATION

October 2014 - August 2015

OWNER

Safford Commons Housing LP

ARCHITECT

Duncan Wisniewski Architecture

The project, located on an 8-acre site, included the construction of 10 buildings with 24 apartments and the redevelopment of a former Grange Hall/church building into four apartments. Twenty-three of the apartments are available for low-income households. Safford Commons consists of 10 one-bedroom, 16 two-bedroom, and 2 three-bedroom units. The apartments feature front porches and energy-efficient design and materials.

The Woodstock Community Trust, Twin Pines Housing Trust, and Housing Vermont partnered to develop Safford Commons. (Davis-Bacon and HUD Section 3, HUD HOME, Tax Credits)



KING STREET CONDOMINIUMS

BURLINGTON, VT

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$5,933,000

PROJECT SIZE

38,402 SF

SCHEDULE DURATION

January 2008 - January 2009

OWNER

King Street Housing Limited Partnership
c/o Housing Vermont

ARCHITECT

Lemay + Youkel Architects

This five-story, 40,000 square foot new building contains underground parking, two stories of retail space, and two stories (20 units) of residential space.

The project is contained on a restricted site, adjacent to occupied neighborhoods and businesses. The project included new walks and roads. This project has received LEED® Certification.





RIVERLOFTS AT CABLE MILLS

WILLIAMSTOWN, MA

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$24,645,000

PROJECT SIZE

78,600 SF

SCHEDULE DURATION

December 2024 - June 2026

OWNER

Causeway Development

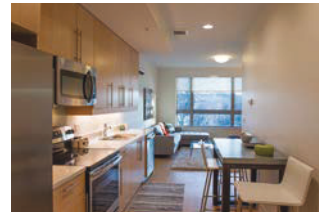
ARCHITECT

ICON Architecture, Inc.

New construction of a premier residential community in the heart of Williamstown, MA. This stunning new development, which spans 78,600 square feet across five stories, offers a blend of modern living and natural beauty.

River Lofts features 54 beautifully designed residential units spread across four stories, providing a cozy and sustainable living environment. The building is wood framed and includes a convenient below-grade parking level constructed with durable concrete. The first floor boasts a welcoming public area featuring a lobby, fitness center, package and mail center, meeting room, and staff offices and workspaces.

Nestled along the picturesque Green River, the site includes serene public outdoor spaces with walking paths, a public deck with a dining area and seating, and a community vegetable garden complete with six raised garden beds and a shed.



RIVERHOUSE

WINOOSKI, VT

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$11,688,040

PROJECT SIZE

67,000 SF

SCHEDULE DURATION

October 2012 - September 2013

OWNER

Redstone Development

ARCHITECT

Jutras Architecture

New construction of a four-story, 67,000 SF luxury apartment building features 72 units of one and two-bedroom residence with a fitness center, well-appointed lobby, riverside terrace, and vegetable gardens.

This multi-family midrise building features one below-grade parking level and one at grade, both located under the main building. Parking spans two levels - one below-grade open air and one at grade.

As part of sustainable building practices, this project's waste management plan addressed salvaging materials from the waste stream, designated an area on the construction site for recycled materials, and contracted with a certified hauler for all waste and recycling needs.

The aesthetic of the building design is a modern take on the classic mill building that the historic downtown of Winooski is known for. By speaking to the vernacular style of this area and embracing a modern feel, this luxury apartment building adds fitting character to the urban space.

Targeted as a LEED® Silver for Building Design and Construction: Multifamily Midrise, this project features Energy Star rated appliances and lighting; water-efficient appliances and plumbing fixtures; energy-efficient ductless mini-split AC; triple-glazed fiberglass windows; durable construction and finishes; enclosed recycling and garbage disposal; covered, secure bike parking; walkable neighborhood location with nearby public transportation; smoking is prohibited throughout the building; and white reflective roofing material.





THE MAREK SOUTH LEBANON, NH

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$61,096,127

PROJECT SIZE

239,200 SF

SCHEDULE DURATION

December 2021 - May 2024

OWNER

Saxon Partners

ARCHITECT

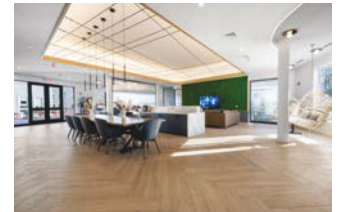
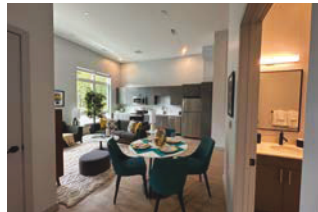
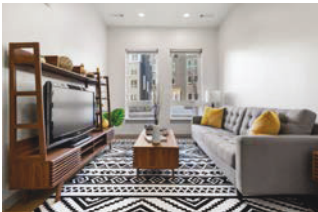
Market Square Architects PLLC

New construction of a 239,200 GSF multi-family housing complex located in the upper valley of New Hampshire, just a short distance from Dartmouth Hitchcock Medical Center. The building was designed to accommodate the housing needs of working medical professionals and boasts a generous amenities package.

The project involves the construction of two wood-framed, four-story buildings that offer 250 market-rate residential units. The two buildings are connected by a two-story amenities building featuring a state-of-the-art fitness facility and wellness studio, SkyDeck & Lounge, outdoor hot tub, multiple resident lounges with bar and kitchen amenities, co-working spaces, game room, and media lounge, a dog washing station, and a package concierge storage room. The entire building is built over a podium, with parking spaces underneath and locker storage for the tenants.

Wing A is 122,850 square feet, Wing B (the connector) is 9,600 square feet, and Wing C is 106,750 square feet. The total size of the project, including all levels, is approximately 239,200 gross square feet. The site where the project is located spans 75 acres, but the main focus of the project is on six acres. The project site was previously occupied by a single-family house, which was demolished.

The project design respects a trail system on the southern portion of the site and a wildlife corridor running east to west along the northern portion of the site. The design also minimizes impacts on the wetlands located on the site.



SEACOAST RESIDENCES

KITTERY, ME

DELIVERY METHOD

Construction Management (CM)

CONSTRUCTION COST

\$69,655,560

PROJECT SIZE

270,000 SF

SCHEDULE DURATION

May 2022 - March 2024

OWNER

Jones Street Investment Partners

ARCHITECT

CUBE 3 Architects

New construction of a 270,000 GSF luxurious apartment community, the first of its kind in Southern Maine. The site is conveniently located just a few minutes from downtown Kittery and offers 282 market-rate units across four 4-story apartment buildings.

Site amenities include a single-story clubhouse. This building boasts several amenities, including a fitness center, outdoor pool, kitchenette, leasing offices, conference room, and a package storage room. Most of the residential parking is uncovered parking at grade, with five wood-framed garages offering thirty spaces.

Seacoast Residences offers residents the perfect blend of luxury and convenience, with spacious studios and 1-bedroom and 2-bedroom apartments. Its proximity to downtown Kittery, Portsmouth, and the seaside adds to its appeal, making it a highly desirable multi-family housing option in the area.

BUILDING WHAT MATTERS MOST

277 Blair Park Road
Suite 130
Williston, VT 05495
p 802.872.0505

The MacMillin Building
17 Elm Street
Keene, NH 03431
p 603.352.3070

150 Dow Street
Tower 4, Suite 441
Manchester, NH 03101
p 603.932.7740

2 Market Street
4th Floor
Portland, ME 04101
p 207.553.3569

www.DEWconstruction.com

June 11, 2025

David R. Brooks
Deputy City Manager
City of Lebanon, NH
(603)-448-4220 (Office)
(603) 442-6134 (Direct)
(603) 790-3043 (Cell)
David.Brooks@LebanonNH.gov

RE: West Lebanon – Main St - Development

Please find our preliminary plan attached for the Main St development opportunity in West Lebanon, NH.

We hope this satisfies the board's request for a drawing that depicts what we would like to build.

Site: We are repurposing a portion of Church St, turning the remainder of Church St into a dead-end street. This allows the access to the parking lot to be further away from the building, providing nice green space alongside the building. The parking lot at the rear of the lot will allow 26 cars. Main access to the building will not be on Main St.

Building: We are anticipating a 5-story building with around 40 units of housing on the upper 4 floors. The plan calls for 5,000 SF of commercial space on the first floor along with approximately 20 parking spaces.

Please reach out with any questions or comments. We look forward to advancing this partnership.

Thank you

A handwritten signature in black ink that reads "Robert Wells".

Robert Wells
DEW Properties

David Brooks

From: Robert Wells <rwells@dewproperties.com>
Sent: Wednesday, July 2, 2025 10:45 AM
To: David Brooks; Don Wells; Jack Wozmak
Subject: [EXTERNAL] RE: West Lebanon Main Street Properties

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.



Robert Wells
Properties Development Coordinator

802.764.2360
Williston, VT | Keene, NH | Manchester, NH | Portland, ME

Agenda

Lebanon City Council

August 20, 2025

11. New Business:

11.F – Review and Discussion of Recommended Changes to Various City Fees

Background

During the review of the Strategic Plan and Financial Outlook earlier this year, the City Council requested a comprehensive review of the fees outlined in various City Codes. Department heads were directed to review all existing fees documented within City Codes to identify which, if any, should be updated as well as the basis or methodology for the proposed fee changes.

Attached is a compilation of all fees outlined in City Codes, including the following:

- Chapter 8, Airport Operations;
- Chapter 11, Alarms;
- Chapter 36, Building Construction;
- Chapter 46, Cemeteries;
- Chapter 62, Drugs and Drug Paraphernalia;
- Chapter 68, Fees;
- Chapter 93, Junk;
- Chapter 97, Landfill Regulations;
- Chapter 160, Tobacco Products and Equipment;
- Chapter 168, Vehicles and Traffic; and
- Chapter 179, Vendors.

If the City Council decides to move forward with any of the proposed fee changes following its review and discussion with the City Administration, one or more ordinances would need to be prepared to amend the City Code chapters, as applicable. It is anticipated that such ordinances would be prepared and presented at a future Council meeting for further discussion and to schedule public hearings, as needed.

Action

The following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby directs the City Manager to proceed with the preparation of ordinances to effect changes to fees documented in various City Code Chapters as presented in the August 20, 2025 City Council Agenda Packet.

Included In This Section:

1. Compilation of existing fees set forth in City Code, and proposed fee changes.

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
Airport	Ch. 8	Landing Fee (Light Twin-Engine)	\$15		
Airport	Ch. 8	Landing Fee (Piston Helicopter)	\$15		
Airport	Ch. 8	Landing Fee (Turbine Helicopter)	\$20		
Airport	Ch. 8	Landing Fee (Turboprops < 9,001 lbs)	\$40	\$45	
		Landing Fee (Turboprops 9,001–27,000 lbs SE/ME)	\$85	\$90	
Airport	Ch. 8	Landing Fee (Turboprops > 27,000 lbs)	\$150	\$155	Recommend 3.60% CPI-U for updating Airport Landing Fees
Airport	Ch. 8	Landing Fee (Very Light Jets - VLJs)	\$105	\$110	
Airport	Ch. 8	Landing Fee (Jets 9,001-27,000 lbs)	\$290	\$300	
Airport	Ch. 8	Landing Fee (Jets 27,000-60,000 lbs)	\$395	\$410	
Airport	Ch. 8	Landing Fee (Jets >60,000 lbs)	\$495	\$510	
Airport	Ch. 8	Landing Fee (Jets Airline Category)	\$830	\$860	
Airport	Ch. 8	Aircraft Detailer	\$50	\$55	
Airport	Ch. 8	Car Rental User Fee	10% of charges		
City Manager	Ch. 179	Daily vendor	\$10/day		
City Manager	Ch. 179	Daily electricity	\$3/day		
City Manager	Ch. 179	Weekly vendor	\$50/week		
City Manager	Ch. 179	Weekly electricity	\$15/week		
		Seasonal vendor (Auction triggered if multiple vendors request same location)	\$200/season		
City Manager	Ch. 179	Seasonal electricity	\$350/season		
City Manager	Ch. 179	Abutting business vendor	\$125/year		
City Manager	Ch. 179	Daily grey water disposal	\$5/day		
City Manager	Ch. 179	Weekly grey water disposal	\$25/week		
City Manager	Ch. 179	Seasonal grey water disposal	\$200/season		
City Manager	Ch. 179	Violation of Ch 179	\$25/day		
City Manager	Ch. 179	Violation of grey water disposal	\$600		
Clerks	Ch. 160	Violation of Ch 160 (1st offense)	\$25		
Clerks	Ch. 68	Motor Vehicle Transactions (State Portion)	\$1		
Clerks	Ch. 68	Dog license	\$1		
Clerks	Ch. 68	Unlicensed dog (on or after October 1)	\$10		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
Clerks	Ch. 68	Landlord Registry	\$15		
Clerks	Ch. 68	Landlord Registry - Failure to file	\$100		
Clerks	Ch. 93	Junk license fee	\$50		
Clerks	Ch. 93	Junk certificate fee	\$10		
DPW	Ch. 46	Transfer of lots/graves	\$25		
DPW	Ch. 46	Full Grave (resident)	\$700		
DPW	Ch. 46	Full Grave (non resident)	\$1,400		
DPW	Ch. 46	Full natural burial (resident)	\$1,050		
DPW	Ch. 46	Full natural burial (non resident)	\$2,100		
DPW	Ch. 46	Infant burial (resident)	\$300		
DPW	Ch. 46	Infant burial (non resident)	\$600		
DPW	Ch. 46	Cremation (resident)	\$300		
DPW	Ch. 46	Cremation (non resident)	\$600		
DPW	Ch. 46	Full burial (weekday during operating business hours)	\$500		
			\$500 plus \$100/hr after operating business hours		
DPW	Ch. 46	Full burial (weekday after operating business hours)			
DPW	Ch. 46	Full burial (weekend)	\$750		
DPW	Ch. 46	Full burial (holiday)	\$875		
DPW	Ch. 46	Natural burial (weekday during operating business hours)	\$500		
			\$500 plus \$100/hr after operating business hours		
DPW	Ch. 46	Natural burial (weekday after operating business hours)			
DPW	Ch. 46	Natural burial (weekend)	\$750		
DPW	Ch. 46	Natural burial (holiday)	\$875		
DPW	Ch. 46	Infant burial (weekday during operating business hours)	\$175		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
			\$175 plus \$100/hr after operating business hours		
DPW	Ch. 46	Infant burial (weekday after operating business hours)			
DPW	Ch. 46	Infant burial (weekend or holiday)	\$350		
DPW	Ch. 46	Entombments	\$500		
		Monument Foundation (minimum sz 12x24 inches)	\$35/cubic foot		
DPW	Ch. 46	Monument Foundation (new)	\$75		
DPW	Ch. 46	Cornerstone setting	\$40/lot		
DPW	Ch. 46	Grass setting (flat 2x1 foot)	\$50/marker		
			additional charges may apply		
DPW	Ch. 46	Grass setting (larger than 2x1 foot)			
DPW	Ch. 68	Water Service per 100 cu ft (0–1,200 cu ft)	\$4.71	\$4.85	
DPW	Ch. 68	Water Service per 100 cu ft (>1,200 cu ft)	\$9.43	\$9.71	
		Water Service per 100 cu ft (Non-res and Multifamily)	\$7.07	\$7.28	
		Water Fixed Charge per quarter (5/8-inch meter)	\$24.74	\$25.48	
		Water Fixed Charge per quarter (3/4-inch meter)	\$79.07	\$81.44	
DPW	Ch. 68	Water Fixed Charge per quarter (1-inch meter)	\$117.56	\$121.09	
		Water Fixed Charge per quarter (1.5-inch meter)	\$206.76	\$212.96	
DPW	Ch. 68	Water Fixed Charge per quarter (2-inch meter)	\$342.46	\$352.73	
DPW	Ch. 68	Water Fixed Charge per quarter (3-inch meter)	\$881.45	\$907.89	
DPW	Ch. 68	Water Fixed Charge per quarter (4-inch meter)	\$3,420.20	\$3,522.81	
DPW	Ch. 68	Water Fixed Charge per quarter (6-inch meter)	\$6,521.27	\$6,716.91	
DPW	Ch. 68	Water Fixed Charge per quarter (8-inch meter)	\$12,529.10	\$12,904.97	
		Water Meter Cost (5/8-inch meter, purchased & Installed by city)	\$323	\$332.69	

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
DPW	Ch. 68	Water Meter Cost (3/4-inch meter, purchased & installed by city)	\$379	\$390.37	
DPW	Ch. 68	Water Meter Cost (1-inch meter, purchased & installed by city)	\$434	\$447.02	
DPW	Ch. 68	Meter Test (requested by consumer)(charge when accurate, no charge when determined to be accounting for extra water)	\$110	\$113.30	
DPW	Ch. 68	Meter Installation/replacement when requested (fee, plus cost of replacement meter)	\$60	\$61.80	
DPW	Ch. 68	Damaged/Frozen Meter (fee, plus cost of replacement meter)	\$60	\$61.80	
DPW	Ch. 68	Meter Tampering Charge (plus penalty)	\$1,000	\$1,030.00	Recommend 3% increase across all water, sewer, sprinkler, hydrant, and septage fees
DPW	Ch. 68	Out of cycle meter reading/billing (normal working hours)	\$50	\$51.50	
DPW	Ch. 68	Out of cycle meter reading/billing (non-working hours)	\$140	\$144.20	
DPW	Ch. 68	Discontinuance/restoration (non-working hours)	\$140	\$144.20	
DPW	Ch. 68	Supplemental Meter (charge per quarter, plus one-time installation charge)	\$50	\$51.50	
DPW	Ch. 68	Backflow prevention device testing (per test)	\$67	\$69.01	
DPW	Ch. 68	New Service (per water main)	\$50	\$51.50	
DPW	Ch. 68	New Service (per sewer line)	\$50	\$51.50	
DPW	Ch. 68	Renewed service line inspection	\$50	\$51.50	
DPW	Ch. 68	Water Permit to make connection (residential)	\$50	\$51.50	
DPW	Ch. 68	Water Permit to make connection (commercial)	\$100	\$103.00	
DPW	Ch. 68	Hydrant test (first hour)	\$250	\$257.50	
DPW	Ch. 68	Hydrant test (per hour after first hour)	\$150	\$154.50	
DPW	Ch. 68	Temp Water Set Up (fee, plus non-residential and non single-family residential cost per cubic ft usage)	\$100	\$103.00	

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
DPW	Ch. 68	Dechlorinating of new water line	\$100	\$103.00	
DPW	Ch. 68	Chlorination and pressure test of new line	\$100	\$103.00	
DPW	Ch. 68	Remark of previously marked DigSafe lines	\$250	\$257.50	
		Replacement of damaged/missing meter register/transponder (replacement, plus cost of register/transponder)	\$50	\$51.50	
DPW	Ch. 68	Seasonal use meter (installation)	\$50	\$51.50	
DPW	Ch. 68	Seasonal use meter (removal and shut off)	\$50	\$51.50	
DPW	Ch. 68	No show appointments	\$50	\$51.50	
		Bulk water to fill tank (per fill, plus non-residential and non single-family residential cost per cubic ft usage)	\$100	\$103.00	
DPW	Ch. 68	Bulk water to fill tank (non-working hours)	\$150	\$154.50	
DPW	Ch. 68	Water Development fee (Single-family)	\$680		
DPW	Ch. 68	Water Development fee (1 bedroom)	\$194		
DPW	Ch. 68	Water Development Fee (2 bedroom)	\$291		
DPW	Ch. 68	Water Development Fee (3 bedroom)	\$389		
DPW	Ch. 68	Water Development Fee (commercial)	\$680		
DPW	Ch. 68	Water Investment Fee (Single Family)	\$70		
DPW	Ch. 68	Water Investment Fee (1 bedroom)	\$306		
DPW	Ch. 68	Water Investment Fee (3 bedroom)	\$111		
DPW	Ch. 68	Water Investment Fee (commercial)	\$70		
DPW	CH. 68	Water Standard Svc Connection Fee (5/8 in	\$1,338	\$1,378.14	
		Water Standard Svc Connection Fee (3/4 in meter)	\$1,423	\$1,465.69	
DPW	Ch. 68	Water Standard Svc Connection Fee (1 inch)	\$1,514	\$1,559.42	
DPW	Ch. 68	Sewer Rate per 100 cu ft(metered)	\$13.36	\$13.76	
DPW	Ch. 68	Sewer Flat Rate per quarter (residential)	\$436.54	\$449.64	
DPW	Ch. 68	Sewer Fixed Charge (5/8-inch meter)	\$35.38	\$36.44	
DPW	Ch. 68	Sewer Fixed Charge (3/4-inch meter)	\$113.11	\$116.50	
DPW	Ch. 68	Sewer Fixed Charge (1-inch meter)	\$168.20	\$173.25	

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
DPW	Ch. 68	Sewer Fixed Charge (1.5-inch meter)	\$295.80	\$304.67	Recommend 3% increase across all water, sewer, sprinkler, hydrant, and septage fees
DPW	Ch. 68	Sewer Fixed Charge (2-inch meter)	\$489.99	\$504.69	
DPW	Ch. 68	Sewer Fixed Charge (3-inch meter)	\$1,261.17	\$1,299.01	
DPW	Ch. 68	Sewer Fixed Charge (4-inch meter)	\$4,893.62	\$5,040.43	
DPW	Ch. 68	Sewer Fixed Charge (6-inch meter)	\$9,330.71	\$9,610.63	
DPW	Ch. 68	Sewer Fixed Charge (8-inch meter)	\$17,926.76	\$18,464.56	
DPW	Ch. 68	Sewer Rate (new/modified residential for 1 dwelling unit)	\$250	\$257.50	
DPW	Ch. 68	Sewer Rate (new/modified residential for each additional dwelling unit)	\$100	\$103.00	
DPW	Ch. 68	Sewer Rate (new/modified commercial for 1 sewer unit)	\$250	\$257.50	
DPW	Ch. 68	Sewer Rate (new/modified commercial for each additional sewer unit, rounded to next whole sewer unit)	\$100	\$103.00	
DPW	Ch. 68	Sewer Svc (new main tap 8-inch or less/inspection)	\$488	\$502.64	
DPW	Ch. 68	Sewer Svc (new main tap greater than 8-inch/inspection)	\$964	\$992.92	
DPW	Ch. 68	Renewed Service Line Inspection	\$34	\$35.02	
DPW	Ch. 68	Sewer Development Charge (SDC)	\$3,006/ Lebanon and Enfield connections to Lebanon WWTP	To be calculated using approved methodology	
DPW	Ch. 68	Sewer Development Charge (SDC)	\$953/ Lebanon to Hanover WWTP		
DPW	Ch. 68	Sewer Rental Rate per 100 cu ft (Town of Enfield)	\$15.20		
DPW	Ch. 68	Stormwater Permit Application	\$250/ new or modified up to two visits		
				\$257.50	

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
DPW	Ch. 68	Stormwater Permit Application (per additional inspection during business hours)	\$50	\$51.50	Recommend 3% increase across all water, sewer, sprinkler, hydrant, and septage fees
DPW	Ch. 68	Stormwater Permit Application (per additional inspection after hours)	\$140	\$144.20	
DPW	Ch. 68	Septage Disposal (in city)	\$80/1,000 gallons	\$82.40	
DPW	Ch. 68	Septage Disposal (out of city)	\$85/1,000 gallons	\$87.55	
DPW	Ch. 68	Septage Disposal (RV)	\$34	\$35.02	
DPW	Ch. 68	Driveway (2 site inspections)	\$75		
DPW	Ch. 68	Driveway	\$75/addl inspection		
DPW	Ch. 68	Construction within floodplain	\$250, plus \$75/hr for any inspection		
DPW	Ch. 68	Excavation	\$200		
DPW	Ch. 68	Roadway Degradation	\$5/sq ft of roadway or sidewalk		
DPW	Ch. 68	Roadway Degradation - street or sidewalk less than 2 years old	Three times roadway degradation		
DPW	Ch. 68	Roadway Degradation - street or sidewalk 2-5 years old	Two times roadway degradation		
DPW	Ch. 68	Roadway Degradation - street or sidewalk 5-7 years old	\$5/sq ft of roadway or sidewalk		
DPW	Ch. 68	Discontinuance/restoration	\$50 (normal work hours)		
DPW	Ch. 68	Water Investment Fee (2 bedroom)	\$209		
DPW	Ch. 68	Stormwater Permit Application (per additional inspection outside business hours)	\$140		
Fire	Ch. 11	False Alarm (per occurrence)	\$100		
Fire	Ch. 11	Residential Alarm (per year)	\$250		
Fire	Ch. 11	Out of date call list	\$50		
Fire	Ch. 11	Voice Dailer Alarm	\$500		
Fire	Ch. 11	Commerical Alarm (per year)	\$500		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
Fire	Ch. 68	Fire Sprinkler per quarter (greater than 6 inches, less than 8 inches)	\$391	\$402.73	Recommend 3% increase across all water, sewer, sprinkler, hydrant, and septage fees
Fire	Ch. 68	Fire Sprinkler per quarter (Greater than 8 inches)	\$533	\$548.99	
Fire	Ch. 68	Fire Hydrant per quarter (Four Inches or less)	\$61	\$62.83	
Fire	Ch. 68	Fire Hydrant per quarter (Greater than 4 inches, up to 6 inches)	\$180	\$185.40	
Fire	Ch. 68	Fire Hydrant per quarter (Greater than 6 inches, up to 8 inches)	\$281	\$289.43	
Fire	Ch. 68	Fire Hydrant per quarter (Greater than 8 inches)	\$383	\$394.49	
Fire	Ch. 68	Ambulance - Basic life support (resident)	\$716.43		
Fire	Ch. 68	Ambulance - Basic life support (non resident)	\$798.19		
Fire	Ch. 68	Ambulance - Advanced Life support I (resident)	\$1,318.13		
Fire	Ch. 68	Ambulance - Advanced Life support I (non resident)	\$1,415.47		
Fire	Ch. 68	Ambulance - Advanced Life support 2 (resident)	\$1,978.83		Recommend 3% increase across all water, sewer, sprinkler, hydrant, and septage fees
Fire	Ch. 68	Ambulance - Advanced Life support 2 (non resident)	\$2,119.31		
Fire	Ch. 68	Ambulance - Speciality Care Transport	\$2,585.66		
Fire	Ch. 68	Ambulance - Mileage	\$17.23		
Fire	Ch. 68	Ambulance - Co Pay Waiver, resident	\$134.88		
Fire	Ch. 68	Ambulance - advanced life support, no transport	\$606.96		
Fire	Ch. 68	Fire Sprinkler per quarter (4 inches or less)	\$85	\$87.55	
Fire	Ch. 68	Fire Sprinkler per quarter (greater than 4 inches, less than 6 inches)	\$250	\$257.50	
Fire	Ch. 72	Violation of Ch 72	Not more than \$1000		
Fire	Fire	Fire Inspection (Residential)	\$50		
Fire	Fire	Fire Inspection (Commercial)	\$100		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
Fire	Fire	Burn Permit	\$10		
Fire	Fire	Fireworks Permit	\$50		
Fire	Fire	False Fire Alarm (2nd Offense)	\$100		
Fire & DPW	Ch. 36	Base building permit fee Inspection	5%		
Landfill	Ch. 97	Residential Permit	\$5/annually		
Landfill	Ch. 97	In-Person Permit	\$15.00		
			\$50/annually/per		
Landfill	Ch. 97	Commercial Permit	vehicle		
Landfill	Ch. 97	Lost card fee - Commercial	\$25.00		
Landfill	Ch. 97	Temporary/ One-time use	\$50/occurrence		
Landfill	Ch. 97	Municipal Recycling	\$50.00		
Landfill	Ch. 97	Reactivation Permit fee	\$50/if suspended		
Landfill	Ch. 97	Punchcard	\$40.00		
Landfill	Ch. 97	Commercial MSW (per ton)	\$120.75	\$138.74	
Landfill	Ch. 97	Residential PAYT 15-gallon (per bag)	\$2.00	\$2.10	
Landfill	Ch. 97	Residential PAYT 30-gallon (per bag)	\$4.00	\$4.20	
Landfill	Ch. 97	Residential MSW (household bag)	\$4.00		
Landfill	Ch. 97	Residential MSW (contractor bag)	\$8.00		
Landfill	Ch. 97	Minimum Scale Load	\$40.00		
Landfill	Ch. 97	Scale Use	\$10.00		
Landfill	Ch. 97	C&D Debris (per ton)	\$258.75	\$289.80	
Landfill	Ch. 97	Contaminated Recycling (per ton)	\$300.00		
Landfill	Ch. 97	Mattress Disposal (each)	\$37.50		
Landfill	Ch. 97	Furniture Disposal (Small)	\$7.50		
Landfill	Ch. 97	Furniture Disposal (Medium)	\$14.50		
Landfill	Ch. 97	Furniture Disposal (Large)	\$22.50		
Landfill	Ch. 97	Furniture - Bulky (per ton)	\$150.00		
Landfill	Ch. 97	Tires	\$10 each		
Landfill	Ch. 97	Yard Trimmings	\$15/ton		
Landfill	Ch. 97	Yard Trimmings (over 4 inches in diameter)	\$75/ton		
Landfill	Ch. 97	Yard Trimmings (stumps)	\$110		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
Landfill	Ch. 97	Bulk - Mixed Aggregate	\$75/ton		
			\$22.50 for		
Landfill	Ch. 97	Electronics Recycling	monitors/TVs		
Landfill	Ch. 97	Electronics Waste	\$42.50/solar panel		
Landfill	Ch. 97	Electronics Waste (DVD, VCR, stereo, etc)	\$12.50/item		
Landfill	Ch. 97	Freon-Containing Devices	\$22.50/unit		
Landfill	Ch. 97	Fluorescent bulbs	\$2.50/ base + \$0.15/ft		
			\$2.50/base +		
Landfill	Ch. 97	Compact Fluorescent bulbs	\$0.60/each		
Landfill	Ch. 97	Cover materials (per ton)	\$15.00	\$15.45	
Landfill	Ch. 97	Food waste (per ton)	\$50.00	\$51.50	
					Bulk Glass collection may be phased out
Landfill	Ch. 97	Glass (bulk load) (per ton)	\$40	*	
Landfill	Ch. 97	Equipment Assist	\$75		
Landfill	Ch. 97	Propane tank (20 lb)	\$14.50		
Landfill	Ch. 97	Propane tank (1 lb)	\$4.50		
Landfill	Ch. 97	Change of scale ticket fee, next day	\$30		
			\$20/ addl on top of cost		
Landfill	Ch. 97	Found in Load Fee	of item		
Landfill	Ch. 97	Drive Off (1st offense)	\$250		
Landfill	Ch. 97	Drive Off (2nd offense)	\$500		
			Highest rate of item		
Landfill	Ch. 97	Mixed Load	contained in load		
					Oil collection may be phased out
Landfill	Ch. 97	Oil (up to 1st gallon)	\$5	*	
					Oil collection may be phased out
Landfill	Ch. 97	Oil (after 1st gallon)	\$5	*	
Planning	Ch. 36	Residential base building fee (\$0 - \$500)	\$30		
Planning	Ch. 36	Residential base building fee (\$501 - \$1000)	\$35		
Planning	Ch. 36	Residential base building fee (\$1001 - \$3000)	\$55		
Planning	Ch. 36	Residential base building fee (\$3001 - \$5000)	\$75		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
			\$75 plus \$6/\$1,000 (rounded to nearest whole dollar)		
Planning	Ch. 36	Residential base building fee (over \$5000)			
Planning	Ch. 36	Residential multifamily base building fee (\$0 - \$500)	\$35		
Planning	Ch. 36	Residential multifamily base building fee (\$501 - \$1000)	\$60		
Planning	Ch. 36	Residential multifamily base building fee (\$3001 - \$5000)	\$110		
			\$110 plus \$7.50/\$1,000 (rounded to nearest whole dollar)		
Planning	Ch. 36	Residential multifamily base building fee (over \$5000)			
Planning	Ch. 36	Building Construction started early (1st offense)	25%		
Planning	Ch. 36	Building Construction started early (2nd offense)	50%		
Planning	Ch. 36	Building Construction started early (3rd offense)	100%		
Planning	Ch. 36	Residential multifamily base building fee (\$1001 - \$3000)	\$80		
Planning	Ch. 68	Building Code of Appeals	\$300		
Planning	Ch. 68	Heritage Commission - Certificate of Approval	\$100		
Planning	Ch. 68	Variance (Zoning)	\$300		
Planning	Ch. 68	Special Exception (Zoning)	\$300		
Planning	Ch. 68	Equitable Waiver of Dimensional Regulations (Zoning)	\$300		
Planning	Ch. 68	Rehearing Requests (Zoning)	\$100		
Planning	Ch. 68	Rehearing (Zoning)	\$300		
			Determined by City Manager		
Planning	Ch. 68	Advertising and Legal Fees			
Planning	Ch. 68	Verification Letter Admin Fee	\$100		
Planning	Ch. 68	Administrative Appeal (Zoning)	\$300		

Dept	Code Chapter	Fee Description	Current Fee Amount for FY2025	Proposed Fee Amount, Eff. 1/1/26	Basis of Proposed Fee
Police	Ch. 168	Crosswalk Enforcement Fine	\$50		
Police	Ch. 168	Fire Hydrant Enforcement Fine	\$50		
Police	Ch. 168	Fire Lane Enforcement Fine	\$50		
Police	Ch. 168	Handicapped Parking Enforcement Fine	\$50		
Police	Ch. 168	Hanover Street Mall Enforcement Fine	\$50		
Police	Ch. 168	Motorized Vehicle Noise/ Sound System (1st offense)	up to \$250		
Police	Ch. 168	Motorized Vehicle Noise/ Sound System (subsequent offense)	up to \$500		
Police	Ch. 168	Violation of Ch 168	150% of initial fine, minimum \$20		
Police	Ch. 168	Immobilization of Vehicle	\$100		
Police	Ch. 168	Penalty for tamper/attempt to destroy/remove immobilization device	\$100		
Police	Ch. 62	Violation of Ch 62 (1st offense)	\$50		
Police	Ch. 62	Violation of Ch 62 (2nd offense)	\$100		
Police	Ch. 62	Violation of Ch 62 (3rd offense)	\$200		
Police	Police	Accident Report	\$10		
Police	Police	Fingerprinting (Residents)	\$10		
Police	Police	Fingerprinting (Non-residents)	\$20		
Police	Police	Pistol Permit	\$10		

Agenda

Lebanon City Council

August 20, 2025

11. New Business:

11.G – Discussion Regarding Future of Downtown Lebanon Tax Increment Finance (TIF) District

Background

On July 11, 2018, the City Council voted to adopt the enabling provisions of NH RSA 162-K, Municipal Economic Development and Revitalization Districts, and to establish the Downtown Lebanon Tax Increment Finance (TIF) District. The creation of the Downtown TIF District included supporting documents consisting of a Development Program, a Financing Plan, and an Administration Plan, which guide how the District is managed and summarize the types of projects that may be funded with TIF revenues.

When the Downtown TIF District was created, the total assessed valuation of all properties within the District was calculated as the “baseline” value of the District. The property taxes raised on that “baseline” assessed valuation are distributed as normal to the City, Grafton County, the Lebanon School District, and the Statewide Education Property Tax. Any increase in assessed valuation within the District due to new development or appreciation of property values after the creation of the TIF District is referred to as incremental assessed valuation. The property taxes raised on the incremental assessed valuation are deposited in the Downtown TIF Fund for use within the District. The baseline assessed valuation of the Downtown TIF District in 2018 was about \$85 million dollars. The current assessed valuation of the Downtown TIF District in 2025 is approximately \$118 million dollars.

The Downtown TIF District Development Program was based, in large part, on the potential projects identified in the 2016 Downtown Visioning Plan and Tunnel Assessment study. Based on the Visioning study, the City reconstructed the downtown tunnel and TIF funds have been used to pay the annual debt service on the bonds issued for that project, which was completed in 2023. The tunnel debt service cost for 2025 is \$262,310. The bond will be paid off completely in 2040.

In addition, TIF funds have been used for further study of the potential redevelopment of the downtown parking lots as highlighted in the Visioning Plan, and to pay for an engineering assessment of the immediate and long-term rehabilitation needs of the downtown parking lots. When the Council discussed the TIF District on June 4th, the preliminary engineering assessment reports for the parking lots were available, but the recommended prioritization and cost estimates were not received until after the Council meeting. The prioritization and cost estimates are attached to this memorandum.

TIF revenues that have not been utilized have accrued in a Downtown TIF Fund. The fund balance in the Downtown TIF Fund was approximately \$1.8 million at the end of 2024. The Downtown TIF District is projected to raise about \$900,000 in tax increment in 2025. In December 2024, the City Council authorized the transfer of \$300,000 in anticipated revenue from the Downtown TIF District 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. The remaining unspent TIF revenues, after the transfers for the tunnel debt service and general municipal purposes and

expenditures for other studies, would accrue to the Downtown TIF Fund. It is projected that the Downtown TIF Fund balance will be approximately \$2.1 million at the end of 2025.

On June 4, 2025, the City Council discussed the status and potential options for the Downtown TIF District and directed the Downtown TIF Advisory Board to investigate several questions and report their findings back to the Council. The questions to be studied included determining whether Downtown TIF funds could be used for other capital projects within the District, such as the Fire Station or Spencer Street; the process for dissolving the Downtown TIF District; and whether the Downtown TIF District impedes or stops development in other parts of the City.

The Downtown TIF Advisory Board met on June 24th to discuss the purpose and future the TIF District and the various options that are available. The Advisory Board generally recommended that the TIF District be maintained at the present time and that other potential uses of TIF funds be identified. The Advisory Board felt that dissolving the District would be a poor use of resources, and there is no indication that the presence of the Downtown TIF District has impeded development elsewhere in the City. The minutes of the June 24th meeting are attached to this memorandum.

Following the TIF Advisory Board's discussion, the City Administration has researched other potential projects or improvements that could be funded with TIF funds. RSA 162-K:6, III(a) states that the municipality may "[a]cquire, construct, reconstruct, improve, alter, extend, operate, maintain or promote **developments aimed at improving the physical facilities, quality of life and quality of transportation**".

Based on experiences in other communities, it appears that "improving physical facilities" can include projects such as the renovation of City Hall and the reconstruction of the Central Fire Station. In addition, it is understood that "improving quality of transportation" can include projects such as the rehabilitation of Spencer Street and the reconstruction of the Mechanic-High-Mascoma Street intersection. Any such projects not already included or contemplated in the Downtown TIF District Development Program would need to be added to that document in order to be funded with TIF revenues.

Below are charts of current and potential future improvement projects occurring within the Downtown TIF District:

Recent / Current Projects	Year Funds Borrowed	Amount Borrowed	FY26 Debt Service	Total Debt Service Remaining	Years of Debt Service Remaining
Downtown Tunnel Rehab*	2020A, 2020B	\$3,558,850	\$253,640.00	\$3,282,727.52	16
Spencer Street Rehab*	2024	\$1,000,000	\$88,772.86	\$1,382,008.27	20
Mechanic-High-Mascoma Streets Intersection	2012, 2018, 2025	\$1,044,700	\$84,866.94	\$1,085,594.52	21
City Hall Renovation	2020A, 2020B	\$5,964,500	\$449,113.76	\$5,873,396.96	16
Fire Station #1 Reconstruction	2024, 2025	\$22,433,340	\$2,164,607.16	\$33,397,218.86	21

* Project already included or contemplated in Downtown TIF District Development Program

Potential Project	Estimated Amount	Notes
Downtown Parking Lot Guardrail Replacement*	\$71,400	Remove Existing, Install New Guardrails, Contingency
Downtown Parking Lot Pavement & Curbing Improvements*	\$98,988	Crack Seal, Replace Damaged Curbing, Marking and Restriping, Contingency
Downtown Parking Lot Erosion Control*	\$10,000	Remove Existing, Install New Rock and Rip Rap
Downtown Solar EV Charging Station Installation	\$215,000	LEAC-EV Proposal for 10 Level-2 Spaces Across 4 Downtown Locations
Hanover Street Rehab*	\$1,990,394	NHDOT 10YP Project (44234) - \$6.031M in 2033; Assume 33% City Share
Mechanic Street Sidewalks	\$2,143,005	2025 CDS Request through Senator Shaheen – Slayton Hill to Rivermill Segment

* Project already included or contemplated in Downtown TIF District Development Program

Based on conversations with other communities, consultants, and legal counsel, it is generally agreed that the City has relatively wide discretion to utilize TIF revenues to fund projects that improve and develop the TIF District in accordance with the adopted or amended Development Program.

As reviewed at the June 4th City Council meeting, the Council has several options regarding the future of the Downtown TIF District.

1. **Maintain the District** as 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.
2. **Rescind the District** by act of the City Council. This would allow for all property tax revenues derived from the District to flow to the City, the Lebanon School District, the Statewide Education Property Tax, and Grafton County in accordance with the annual tax rates.
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 incremental 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 capture a lesser percentage for TIF District (e.g. 50%) and allow for the remaining property taxes raised on the existing or new assessed valuation in the TIF District to be distributed for general taxation purposes.
4. **Transfer TIF Revenues** or a portion thereof to the City's General Fund pursuant to NH RSA 162-K:9, similar to the transfer that was authorized as part of the FY2025 budget.

Action

Recommended action will be determined based on the City Council's discussion of this agenda item.

Included in this Section:

1. VHB Cost Opinion for Downtown Parking Lot Assessment, dated June 4, 2025
2. Draft Minutes of Downtown Lebanon TIF Advisory Board meeting, June 24, 2025

Information available but not included in this section:

1. [June 4, 2025 City Council Agenda Packet](#), including:
 - a. 2018-07-11 TIF District Documents
 - b. 2018-07-11 City Council Minutes
 - c. Downtown Tunnel Bond Payment Schedules
 - d. 2022-07-25 City Council Agenda Packet - RFEI
 - e. 2025-05-14 Draft VHB Retaining Wall Report
 - f. 2025-05-14 VHB Site Assessment
2. [2016 Downtown Visioning Study & Tunnel Project](#) – [Executive Summary](#) and [Full Report](#)
3. [2025 Downtown Parking Lot Redevelopment Study](#) – [Final Report](#)



Cost Opinion

Project Downtown Parking Lot Project # 53082.03
Location Lebanon, NH
Calculated by BJZ Date 06/04/2025
Checked by EKG Date 06/04/2025
Title Summary
(Engineer's Opinion of Probable Site Work Costs)

SITE WORK CONSTRUCTION TIMELINE SUMMARY

Item	Short-Term	Mid-Term	Long-Term	Total Costs
Erosion Control Improvements	\$10,000	-	-	\$10,000
Pavement, Sidewalk & Guardrail Improvements	\$100,000-\$150,000 (Seal Coat Optional)	\$630,422	\$1,237,712	\$1,968,134-\$2,018,134
Retaining Wall Improvements	-	\$420,000	-	\$420,000

Intent:

This cost opinion is intended to provide order-of-magnitude costs associated with the major site work construction items. The costs should be used for general planning purposes only and should not be relied on to obtain project financing. Actual site work construction costs may differ from the order-of-magnitude costs based on contractor bids, material costs, labor rates, etc. occurring at the time of construction.

Plan Reference

Quantities are based on field observations and measurements, as well as evaluation report shown to the City, dated May 14, 2025.

Exclusions:

- Engineering design services
- Performance bonds
- Inspection and testing
- Mobilization
- Dewatering
- Rock/ledge excavation & trenching
- Building demolition
- Building construction
- Sidewalks, conc. pads, stairs, etc. adjacent to building(s)
- Electrical transformer, meters, etc.
- Environmental remediation costs
- Assumes on-site materials are suitable for reuse



Project Downtown Parking Lot Project # 53082.03
 Location Lebanon, NH
 Calculated by BJZ Date 06/04/2025
 Checked by EKG Date 06/04/2025
 Title Breakdown
 (Engineer's Opinion of Probable Site Work Costs)

Cost Opinion

Item No.	Item Description	Units	Unit Cost	Quantity	Cost	Subtotal
1.00	Short-Term Parking Lot Improvements					\$157,080
1.01	Crack Seal	LB	\$3.00	1,370	\$4,110	
1.02	Asphalt Emulsion Seal Coat	GAL	\$20.00	2,280	\$45,600	
1.03	Removal of Damaged Curb	LF	\$6.00	390	\$2,340	
1.04	Vertical Granite Curb	LF	\$60.00	390	\$23,400	
1.05	Removal of Existing Wood Guardrail	LF	\$20.00	850	\$17,000	
1.06	Wood Guardrail	LF	\$50.00	850	\$42,500	
1.07	Parking Lot Markings & Restriping	LF	\$1.00	7,040	\$7,040	
1.08	Contingency	%	20.0	75,450	\$15,090	
2.00	Mid-Term Parking Lot Improvements					\$630,422
2.01	Mill & Overlay of Bituminous Pavement Surfaces	SY	\$35.00	12,655	\$442,925	
2.02	Removal of Remaining Curb	LF	\$6.00	1,160	\$6,960	
2.03	Vertical Granite Curb	LF	\$60.00	1,160	\$69,600	
2.04	Parking Lot Markings & Restriping	LF	\$1.00	7,040	\$7,040	
2.05	Contingency	%	20.0	519,485	\$103,897	
3.00	Long-Term Parking Lot Improvements					\$1,237,712
3.01	Removal of Existing Pavement and Subbase	CY	\$8.00	8,435	\$67,480	
3.02	12" Gravel Sub Base	TON	\$50.00	5,695	\$284,750	
3.03	3" Hot Mix Bituminous Asphalt	TON	\$258.00	2,135	\$550,830	
3.04	Removal of Existing Sidewalks	SY	\$15.00	875	\$13,125	
3.05	Hot Mix Bituminous Sidewalk	SY	\$125.00	875	\$109,375	
3.06	Parking Lot Markings & Restriping	LF	\$1.00	7,040	\$7,040	
3.07	Contingency	%	20.0	1,025,560	\$205,112	
4.00	Erosion Control Measures					\$9,954
4.01	Removal of Existing Rock & Rip Rap	CY	\$25.00	45	\$1,125	
4.02	Class C Rip Rap	CY	\$70.00	95	\$6,650	
4.03	Class C Geotextile Fabric	SY	\$4.00	130	\$520	
4.04	Contingency	%	20.0	8,295	\$1,659	
5.00	Retaining Wall Replacement					\$420,000
5.01	Cast-In-Place Retaining Wall	LS	\$350,000	1	\$350,000	
5.02	Contingency	%	20.0	350,000	\$70,000	

DRAFT

DOWNTOWN LEBANON TIF ADVISORY BOARD
TUESDAY, JUNE 24, 2025 – 6:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES

TIF MEMBERS PRESENT: Barry Schuster (Chair), Victoria Smith, George Sykes

TIF MEMBERS ABSENT: Tracy Hutchins (Upper Valley Business Alliance), Peter Owens, Chris Haidari

STAFF PRESENT: Deputy City Manager David Brooks

1. CALL TO ORDER:

The June 24, 2025, Downtown Lebanon TIF Advisory Board Meeting was called to order at 6:00PM.

2. APPROVAL OF MINUTES:

A. April 29, 2025

*Motion by Barry Schuster to approve the minutes of April 29, 2025, as presented. Second by Victoria Smith.
* The Vote on the MOTION was approved (2-0-1 with Mr. Sykes abstaining).*

3. NEW BUSINESS:

A. Discuss and make recommendations regarding the future of the Downtown TIF District.

Deputy City Manager Brooks stated that on June 4th the City Council spoke about the status of the Downtown TIF District and outlined some of the options available for it. The TIF District was created in 2018. The 2016 Downtown Visioning Plan included the TIF District as one of the recommendations. The District itself is quite large and so far, the revenue generated within the District has only been used to pay the debt service on the tunnel bond. The District currently brings in over \$900,000 in increment each year. The assessed value within the District when it was created was approximately \$85M. The value at this time is approximately \$118M. There are at least four options with respect to the TIF District to consider. One to consider leaving the District as it is, allowing funds to continue to accumulate from year to year and using them for projects that are already identified and occurring within the District, such as the tunnel. TIF revenue generated in Downtown cannot be used anywhere outside of the Downtown District. These funds could not be used in West Lebanon, for example. Another option would be to rescind the District which would allow the full taxable value within the District to generate taxes which would be distributed to different taxing authorities, including the School District and the County. If the District is rescinded and a new district is chosen at some point in the future, it will start at the new higher baseline value. Another option would be to redesignate the captured assessed valuation. When the District was originally created, the decision was made to capture 100% of the increment. A portion of the tax generated on that increment could be distributed to the School District and the county by changing the percentage captured. A final option would be to transfer some of the anticipated TIF revenue back to the general fund to help offset taxes or pay for other governmental services as was done for 2025.

Deputy City Manager Brooks explained that it appears the funds from the TIF District could be used for the Fire Station debt as the statute refers to improving physical facilities. Mr. Brooks noted that the Monadnock Economic Development Corporation had used TIF funds to construct a new county courthouse building in Keene. TIF revenues can also be used for transportation improvements. In order to do so, the development program document would need to be updated in order to include the specific project, as appropriate. Clifton Below suggested that the roundabout at the intersection of Mascoma and Mechanic Streets could be another consideration for funding. Deputy City Manager Brooks noted that this project is also not referenced in the 2016 visioning study report and would need to be included. Clifton Below noted that there are also some wooden guardrails in the Downtown Parking Lot area which could be removed. This area could then be cleared of invasives with additional trees potentially planted.

Chair Schuster stated that he believes the District should be preserved at this time. This will not harm the City at-large and could help towards projects within the statute. He stated that the Committee should consider reasons that it is useful to preserve the District. He suggested a subcommittee to consider the sidewalk project along the River.

1 Mr. Sykes asked if the smaller parking lot project as described could be paid for using the TIF funds, thus not
2 incurring more debt for the City. Deputy City Manager Brooks stated that he believes this would be possible.
3

4 Deputy City Manager Brooks stated that he would work to draft a list of potential projects.
5

6 Chair Schuster suggested that the Committee would like to consider the Fire Station and potential use of TIF funds.
7 There are also other infrastructure projects which the TIF District would be ideally suited to deal with. In terms of
8 dissolving the TIF District, the Committee feels that would be a poor use of resources and other projects have not
9 been impeded by the Downtown TIF District.
10

11 ***Motion by George Sykes for the Committee to make the recommendations as outlined by the Chair. Second by***
12 ***Victoria Smith.***

13 **** The Vote on the MOTION was approved (3-0).***
14

15 **4. OTHER BUSINESS**

16
17 None at this time.
18

19 **5. ADJOURNMENT**
20

21 ***Motion by Victoria Smith to adjourn at 7:00PM. Second by Barry Schuster.***

22 **** The Vote on the MOTION was approved (3-0).***
23
24

25 Respectfully submitted,
26 Kristan Patenaude