FINAL

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, August 20, 2025, 7:00 p.m.
Council Chambers
Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT:	Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Nicole Ford Burley, Timothy McNamara, Christian Simon, Laurel Stavis, George Sykes, and Karen Zook
MEMBERS ABSENT:	Councilor Heistad
STAFF PRESENT:	Interim City Manager Jack Wozmak, Deputy City Manager David Brooks, Andrew Hosmer, City Clerk Jaseya Ewing, DPW Assistant Director Rick Brown, DPW Director Jay Cairelli, Recreation, Arts & Parks Director Paul Coats, DPW Administrative Services Manager Kelly Crate, Airport Director Carl Gross, DPW Assistant Director Christopher Kilmer, Chief Innovation & AI Officer Melanie McDonough, Planning Administrative Assistant Crystal Taplin

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1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:00 p.m.
   - Interim City Manager Wozmak announced the meeting criteria for attendees.
   - Councilor Zook arrived at 7:03PM

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

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

4. **OPEN COUNCIL DISCUSSION:**
   - Councilor N. Ford Burley announced that the Colburn Historical District update has been approved.
   - Councilor Simon: Spoke about attorney fees that are currently being paid by the City. Hiring an in-house attorney could have some significant savings, (+/- $100K - $200K possible), but may not eliminate the need for special counsel. Interim City Manager Wozmak has looked at the amount of legal fees being charged, which is well over $400K. It is a lot more than he has seen over his 35 years of experience. He did not think it was a misplaced concept to hire an in-house attorney for the day-to-day legal questions, contract interpretations, language, etc. and use that attorney as a gatekeeper whenever outside counsel is needed. This should be a dialogue with the new City Manager (Andrew Hosmer) as a cost control practice. He will send his data to Council Members for their review that contains departmental breakouts for legal fees.
   - Councilor Stavis requested the Council to look at NH SB472 (recently passed and signed into law) that requires fees to be paid for casinos that are licensed to operate in a municipality.

5. **OPEN TO PUBLIC:**
   - **Mr. Fran Casale (Ward 2)** spoke about his reasons why he felt the public should be notified ahead of time regarding taxes and potential tax increases ahead of the budget process. Mayor

Whittlesey was in favor of providing transparency when the City's work on the budget has been completed.

6. RECOGNITIONS: NONE

7. ACCEPTANCE OF MINUTES: July 16, 2025 (Regular Meeting)
Amendments: Page 16, Line 47: Change name from "Bryan" to "Fran"

***Mayor McNamara MOVED* to approve the July 16, 2025, minutes as amended and presented in the August 20, 2023, City Council agenda packet.**
Seconded by Councilor Simon.

****The Vote on the Motion was approved (8-0).***

8. APPOINTMENTS:

- Planning Board, Don Collins (Appointment as Regular Member)

Interim City Manager Wozmak MOVED to NOMINATE the following:

- ***Don Collins as a Regular Member of the Planning Board. Term: 8/2025-8/2028;***
- ***Stephen Cole as an Alternate Member of the Planning Board. Term: 8/2025-8/2028; and***
- ***Wes Achord as a Regular Member of the Planning Board. Term: 8/2025-8/2028***

****The Vote on the NOMINATIONS were approved (8-0).***

- Lebanon Housing Authority, Shelley Moses (Reappointment as Regular Member)

Assistant Mayor Wilkie MOVED to NOMINATE Shelly Moses for Reappointment as a Regular Member of the Lebanon Housing Authority. Term: 8/2025-8/2030
****The Vote on the NOMINATION was approved (8-0).***

- Lebanon Energy Advisory Committee, Jonathan Chaffee (Reappointment as Regular Member)

Mayor Whittlesey MOVED to NOMINATE Jonathan Chaffee for Reappointment as a Regular Member of the Lebanon Energy Advisory Committee. Term: 8/2025-8/2027
****The Vote on the NOMINATION was approved (8-0).***

- Pedestrian and Bicyclist Advisory Committee, Trenton Meckenstock (Citizen Member)

Assistant Mayor Wilkie MOVED to NOMINATE Trenton Meckenstock as a Citizen Member of the Pedestrian and Bicyclist Advisory Committee. Term: 8/2025-8/2028
****The Vote on the NOMINATION was approved (8-0).***

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.

Included in the agenda packet: (All supportive documents, including proposed changes (highlighted in red) to Ordinance #2025-08, and other supplemental information can be found on pages 46-57, Council agenda packet)

1. Proposed Ordinance #2025-08
2. July 25, 2025 Legal Opinion from Attorney Matthew Decker

Deputy City Manager David Brooks reviewed the background behind proposed Ordinance #2025-08.

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 ordinance (included in the Council's August 20, 2025 agenda packet), 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.

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

Council/Staff Comments:
Assistant Mayor Wilkie questioned whether the Tree Advisory Board (TAB) members should be appointed by the City Manager or the City Council. After some discussion the Council's decision was to have **TAB members appointed by the City Council as citizen members.**

ACTION:
Councilor Stavis 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 as amended in Section 31-61.
Seconded by Councilor McNamara.

****The Vote on the Motion was approved (7-0-1) Councilor N. Ford Burley abstained.***

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, with the remaining project costs to be funded by a Land and Water Conservation Fund (LWCF) grant, and contributions from the Lebanon Outing Club

Included in the agenda packet: (All supportive documents and detailed information, as listed below, can be found on pages 58-62, 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

Deputy City Manager Brooks reviewed the background behind the proposed draft Ski Lodge Expansion plans and the construction cost estimates based on the LWCG grant application.

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.

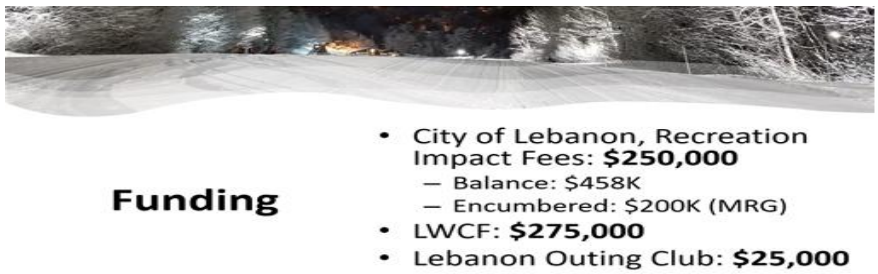
In 2023, the City formed the Storrs Hill Ski Area Facilities Improvements Advisory Committee to help the City and Lebanon Outing Club prioritize facility improvements. Their final report was presented to the City Council in April 2025, and it includes ski lodge improvements as one of the top priorities. 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.

Director Paul Coats gave a slide presentation on the Storrs Hill Ski Lodge Improvements. Highlights of his presentation are as follows:



Mayor Whittlesey opened the Public Hearing.

- **Mr. Fran Casale (Ward-2)**: He spoke about his passion/praises for the Storrs Hill Ski area and his reasons for supporting the City of Lebanon Recreation Impact Fees.
- **Mr. Ryan Moses (Ward-1)**: He spoke about his reasons for supporting the approval for the City of Lebanon Recreation Impact Fees.

Hearing no further comments from the public, the Public Hearing was closed.

Council/Staff Comments:
The Council and Director Coats discussed the number of restrooms (2) and having gender neutral restrooms, if the budget allows, and trying to find a way to have one bathroom accessible to the public year-round, without having to open the entire lodge.

Councilor Sykes spoke about his support for the ski area, noting this is an opportunity for us, as a community, to make an investment in the children of this community outside of public school.

ACTION:
***Councilor Sykes MOVED the following resolution*:**

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.
Seconded by Councilor N. Ford Burley.

****The Vote on the Motion was approved (8-0).***

10. OLD BUSINESS

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

Included in the agenda packet: (All supportive documents and information, as listed below, can be found on pages 63-73, of the Council agenda packet)

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

****Please Note: Mayor Whittlesey originally moved the discussion of this agenda to take place between items 11 & 12. However, given the time constraints, this item was tabled and will be discussed at the September 3, 2025 City Council meeting.**

11. NEW BUSINESS

A. Appointment of City Manager, Effective August 31, 2025

Included in the agenda packet: (All supportive documents and information can be found on page 74, Council agenda packet)

Mayor Whittlesey briefly spoke about the background and the process the Council went through to hire the city's new City Manager.

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

ACTION:
Councilor McNamara MOVED, that the Lebanon City Council hereby appoints Andrew Hosmer to serve as Lebanon City Manager, effective August 31, 2025.
Seconded by Councilor Simon.

****The Vote on the Motion was approved (8-0).***

B. Review of Properties Qualified for Tax Deeding and Recommendation to Waive Tax Deeding

Included in the agenda packet: (All supportive documents and detailed information can be found on pages 74-99, Council agenda packet)

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

City Clerk/Tax Collector Jaseya Ewing reviewed the background/documentation behind the process of properties qualified for Tax Deeding, noting that there is actually a 4th property not listed below because the property owner only owes $130 and has consistently made payments.

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(s) 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.

Council/Staff Comments:
In response to Councilor McNamara's question regarding whether or not these properties are current through the current tax year, City Clerk Ewing noted they are not current for this tax year. They owe for the tax years 2023 and 2024. Ms. Ewing stated the Clerk's Office's goal is to get the most delinquent property tax bill paid before they enter into future agreements. Mayor McNamara noted the third (property) owes a large amount in taxes and he could see this going on for a long time. He basically felt

the City would be subsidizing the taxes on this property for multiple years and was uncertain if the third property should be waived from tax deeding given the amount (owed) and the type of property listed. Given the information provided, this is a nice property on Poverty Lane with 7 acres of land. City Clerk Ewing noted, based on the conversations she has had with the property owners, they have some personal conflicts that need to be resolved but are able to make larger (tax) payments on the property.

The Council continued discussions that included their concerns about the potential dangers of a property deteriorating to the point that it does not meet its tax burden if it were to be taken over by the City; how people can struggle to catch up for many years; how tax deeding is not an easy decision; how, when the City takes over a property, the City would not get any revenue out of it; how the property can only be sold for the amount of the taxes due even if it were sold for more than the back payments: the remaining funds would have to be returned to the previous owner; the need to have consistency in Tax Deeding by creating a policy that includes the parameters/guidance for Tax Deeding in the future, which would also help to identify chronic property tax deeding abuse; how the City is not looking to boot someone out in the street; how the Council should study the Supreme Court Case from a couple years ago that states municipalities cannot sell properties and keep the funds; how the City would need to offer a repurchasing/redemption period if a property was notified about tax deeding; how the City collects what is due to us (i.e., penalties, costs the City pays, interests for all tax years); the need to identify the thresholds/time limitations for Tax Deeding, etc.; and, getting tax reviews for the past 5 years about who has gone into Tax Deeding to find out whether or not a property has been in Tax Deeding for subsequent years (i.e., did they make their payments; did they abide by their plan, or did they abuse it?).

The Decision made by the Council was that they would move forward with exempting the 3 properties listed below from Tax Deeding but will move toward creating guidelines/policy for Tax Deeding in the near future that would establish the threshold. This will be assigned to the new City Manager, Andrew Hosmer.

ACTION:

Assistant Mayor Wilkie 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

Seconded by Councilor N. Ford Burley.

****The Vote on the Motion was approved (8-0)***

C. Dog Licensing Civil Forfeiture Update

Included in the agenda packet: (All supportive documents and information can be found on pages 100-103, Council agenda packet)

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

City Clerk/Tax Collector Jaseya Ewing reviewed the background, local statistics, and health factors behind dog licensing.

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.

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.

Council/Staff Comments:
The Council discussed bringing back Rabies Clinics to the City in the future.

ACTION: ***No Council Action was required. Item was for discussion purposes only***.

D. Authorization for Purchase of Ballot Counting Devices per NH RSA 656:40

Included in the agenda packet: (All supportive documents and detailed information, as listed blow, can be found on pages 104-109, Council agenda packet)

1. NH RSA 656:40

City Clerk/Tax Collector Jaseya Ewing reviewed the background and explained the recommendations for the 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 CONSIDERATIONS	$7,000/unit	$7,500/unit
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 implementing it 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 accessibly 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.

Council/Staff Comments:
Mayor Whittlesey thanked Ms. Ewing and the City Clerk's Office for the detailed information, noting this was a great summary of their recommendation.

Councilor McNamara noted that the recommended option is less expensive than the one that was not recommended, and he thought the New Hampshire connection is really important as opposed to the option in San Francisco.

City Clerk Ewing noted that if there is an error or a misprinting she can drive directly to Salem, NH and pick up the correct ballots. She also noted that when you are dealing with ballots, it is important to have checks and balances in place because errors do happen, especially when you are working in a department that has multiple services happening at once. Providing oversight is essential to ensuring that we have what we need on election day for voters.

Councilor Stavis requested that Ms. Ewing explain the implications of the open source system coding and if it is publicly available for inspection by anyone. Ms. Ewing said yes, it is. She thought there has been conversations over the past few years about transparency in elections and transparency in terms of the coding of the memory cards. She thought that it was great for people who understand coding and are interested in how these memory cards are developed, but the memory card coding cannot be changed by the public, it has to be done by the State Government. While it is open source it does not mean that level of transparency is going to cause any change within the election systems themselves. Based on her conversation by the vendors, this is her understanding.

ACTION:
Councilor McNamara MOVED 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.
Seconded by Councilor Simon

****The Vote on the Motion was approved (8-0).***

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

Included in the agenda packet: (All supportive documents and information can be found on pages 110-141, Council agenda packet)

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

Deputy City Manager Brooks reviewed the background history regarding the status of Main Street Properties in West Lebanon, and the City Manager Recommendation on the Preferred Developer as listed below.

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 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 and will submit their proposal(s) back to the Council for consideration.

DEW has made it clear that they are interested in partnering with the City to see these properties developed according to the City's plan.

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.

Council/Staff Comments:

Interim City Manager Wozmak noted DEW has been very open to cooperating with the City and the City would like to work with them to develop a relationship. He thought this was a great opportunity and was glad the RFP was resuscitated. It would also be good to have this property return to the City's tax base.

Mr. Don Wells and Mr. Robert Wells (DEW Properties) were present virtually. They explained their conceptual development approach, and what needs to happen during the due diligence period in order to make the redevelopment of these Main Street properties viable. They also presented a history of other redevelopment projects they have been involved with, which are similar to the Main Street Properties.

Councilor McNamara spoke about his reasons supporting DEW Properties conceptual proposal, noting this is the first expression of interest we have had in the 2 ½ years since we acquired the property. He suggested that DEW keep in the back of their minds as they consider options, that there seems to be a lot of demand for 2+ bedroom apartments and a demand for workforce housing with more than one bedroom.

Mr. Robert Wells mentioned that in all of the workforce and affordable housing that they have built in recent years, and are planning to build, there are 2 bedrooms and even some 3 bedroom units to accommodate families.

Councilor Simon thanked DEW for taking another look at this project and thanked the City Manager for reaching out to finding someone to take a look at this project. This is a vital, important project to start rebuilding Downtown West Lebanon to what it can be.

ACTION:
Councilor McNamara 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
Seconded by Assistant Mayor Wilkie.

****The Vote on the Motion was approved (8-0).***

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

Included in the agenda packet: (All supportive documents and detailed information regarding the various City Fee changes, as listed below, can be found on pages 142-154, Council agenda packet)

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

Deputy City Manager Brooks reviewed the background noting these fees are spread across 8-10 different chapters of the City Code and to see them all spread out and listed in a single document was useful, and interesting.

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.

Included in the Council agenda packet 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 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.

Council/Staff Comments:
Councilor Sykes' original concept was to have, formally, a list (of fees) all in one place that could be accessed by the Council and the public and questioned if this list is what will be seen in the future. Mr. Brooks thought City Staff could keep track of this in the future and present it as a spreadsheet, noting the previous City Manager (Mulholland) had a goal in mind that all of the fees throughout the City Code would be listed in one chapter. However, in Chapter 68 there is a section that describes the idea going way back saying "there was an effort to put all the fees in one place, and it did not work," so the fees are now left in their appropriate chapters rather than in Chapter 68. He will consult with Paula Maville, who has our internal institutional knowledge, to pick her brain about what was tried and why it did not work.

Interim City Manager Wozmak noted there are 12 pages of fees that are allocated to the subject matter to which the fees apply that pushes them into the various chapters associated with the fees so that the content and the subject matter are the same. However, we do feel that this document is an important reference tool to track it all. If you approach (this list) on a regular, predicable basis every year, it would be an ongoing thing. One of the concepts that the new City Manager and the Council can work with is the process of dividing up the 12 pages, and the multiple areas where the fees apply, and constructing a regular, recuring review of the fees and the timeline for their review. He gave examples of his thoughts.

Mayor Whittlesey described his thoughts regarding an incremental fee schedule, so that no fee would go without a review longer than 3 years. This process needs more time to flush out, but he plans to bring it before the Council in 2026.

The Council and Airport Director Carl Gross discussed last year's Airport fees and fee structure (including increases and decreases in revenue landing fees for each type of jet; car rentals; and, who uses the Airport). Director Gross will send out his data to the Council for their review.

Mayor Whittlesey was willing to table this item until the September 3, 2025 Council meeting in order to give them time to look over and make adjustments they felt were necessary.

Items the Council discussed and would like to review/discuss further include the following:

- Parking: Having an RFP (Request for Proposal) sent out to potential vendors, which could potentially bring in more revenue. The pros/cons of hiring out parking to vendors were discussed. Funding for a possible Parking Utilization Study in the future was also discussed.

Deputy City Manager Brooks noted a previous parking utilization study was done and he will forward this report to the Council.

- New Social Districting Law: Taking a look at the new law and see if it would work in Lebanon and where it could potentially be applied.
- Sprinkler Systems: Councilor Sykes spoke about his reasons why he does not like these fees and would like them reviewed.
- Food Truck Fees: Councilor N. Ford Burley and Mayor Whittlesey both agreed they would like these fees, and the most recent data, reviewed at the Council's September 3, 2025 meeting.

ACTION:
Mayor McNamara 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.
Seconded by Assistant Mayor Wilkie.

****The Vote on the Motion was approved (8-0).***

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

Included in the agenda packet: (All supportive documents and detailed information, as listed below, can be found on pages 155-162, Council agenda packet)

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

Deputy City Manager Brooks reviewed the historical background behind TIF Districts and how TIF District revenues would be used. He noted there is a lot more flexibility than we have been utilizing in terms of how those fees get used. Since June 4th he has had conversations with town managers, economic directors and the City's attorney to make sure we were all interpreting the Statute correctly. The Statute is very permissive in terms of what it allows us to do. Most of the restrictions are to address the concerns that some private landowner is going to get a windfall as part of a project, or property convenance, etc. In terms of how a community uses these funds to make improvements to facilities, or roadways, or beautification or streetscape improvements, etc., are all possible. There does not seem to be limitations as to when the district was created or when the bonds were issued and examples were given.

Mr. Brooks also spoke about the TIF Advisory Board who did not recommend closing the District but to find projects the Council can use the money for and use it on those projects. He worked with Finance to identify the Capital Projects that have already been incurred, are already done or already underway and there are quite a few of them as listed below, noting the Council has the flexibility to make use of those funds brought in each year, as well as to make debt service payments. To him, it made good sense to utilize the payments brought in from the TIF District to make the debt service payments, so taxes do not have to be raised to make those debt service payments.

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 guides how the District is managed and summarized 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 of 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.

Council/Staff Comments:
Mayor Whittlesey noted that last year his purpose for advocating for dissolving the TIF District and removing funds from it was really to cover these debt payments that we were told were not appropriate to be paid out of the TIF District. However, upon further research, it sounds like these TIF District funds are appropriate to use. His opinion regarding this has now changed since we can use these funds to alleviate the burden of these debt payments from the taxpayers. This is the most judicious and straightforward approach and also gives us the flexibility in the future to address other projects as they come up.

Councilor McNamara noted that this was a discussion we had last year, and we were told at the time that it would not be appropriate to utilize the TIF District funds against, for example, the Fire Station. He concurred that we should continue the TIF District and use that funding to offset some of the Debt Service.

Interim City Manager Wozmak noted there is initially +/- $1.2M that could be used out of the TIF to offset Capital expenses that otherwise would wind up on the general tax base. The City is picking up approximately +/-$90K a year (from the TIF District).

Councilor Stavis applauded the effort that has gone into this and felt this would be a great benefit to taxpayers to utilize these funds this way. However, it has not resolved the question in her mind about whether continuing this particular TIF District is impeding other development in other parts of the City and gave examples. She sees other parts of the City languishing and does not see it here (Downtown Lebanon). Councilor McNamara's opinion was if we can use these TIF funds to offset expenses in this District that theoretically frees up revenue to use somewhere else.

The Council continued discussions on using the TIF District revenue to relieve the City's debt load; being mindful not to use these TIF revenues to the detriment of other areas in the City; when the debts have been satisfied within the TIF, that general tax revenue will then become available to the whole community; and, looking at new projects wholistically by keeping in mind how they will be funded.

In response to Councilor Sykes question regarding the status of the West Lebanon TIF District, Deputy City Manager spoke about the West Lebanon Revitalization Advisory Committee (WLRAC) and the Economic Development's decision where they concluded there were no urgent specific projects to be undertaken, so it (the West Lebanon TIF District) was put on the backburner and will be reviewed again when necessary. Councilor Simon added that this decision was based on the information they were given at the time about what funds could be utilized for and was a limiting factor that led to that decision.

Councilor Sykes pointed out for the public record that the TIF Advisory Board was quite strong in its opinion that discussions should be continued and they were quite strong in their opinion asking staff to determine whether the funds could be used for a broader range of projects.

Assistant Mayor Wilkie spoke about his reason why TIF District Funds should not be designed using the blueprint of this Downtown TIF District.

Councilor Stavis requested that the WLRAC take this matter up again and discuss this further given the information presented tonight. Mayor Whittlesey did not discourage the WLRAC taking up this conversation again if/when it becomes appropriate. Councilor McNamara felt the key word is appropriate, noting he would not establish a TIF District and then come up with projects, he would come with projects first and then establish a TIF District and further explained his reasoning. Deputy City Manager Brooks made the distinction of what is appropriate for a TIF District and what is the legal interpretation of a TIF District.

ACTION:
Assistant Mayor Wilkie MOVED, that the Lebanon City Council directs the City Manager to use the recent legal guidance on TIF Districts in the composition of the budget and to bring forth the recommendations to the City Council.
Seconded by Councilor Stavis.

****The Vote on the Motion was approved (8-0).***

Mayor Whittlesey table Old Business (Item 10.A). The Council will address this item at their next meeting on September 3, 2025.

12. City Manager Report:

Interim City Manager Wozmak updated the Council on the following:

- DES (Department of Environmental Services) leachate Plan for the Lebanon landfill.
- 397 Dartmouth College Highway sale as approved by the court.
- Transitioning plan for the new City Manager, Andrew Hosmer.

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor McNamara MOVED for adjournment.
Seconded by Councilor Sykes

****The Vote on the MOTION was unanimously approved (8-0)***

The meeting was adjourned at 9:47 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary