

FINAL

**LEBANON HOUSING TASK FORCE  
REGULAR MEETING MINUTES  
Remote Via Microsoft Teams  
LebanonNH.gov/Live  
Monday, August 18, 2025  
8:15 AM**

**MEMBERS PRESENT:** Tim McNamara, Chair, Andrew Faunce, Vice Chair (Virtual), Ryan Dube, Dave Duncan (Virtual), Sarah Riley, Tia Winter

**MEMBERS ABSENT:** John D'Entremont, Ellen Smith Ahern

**STAFF PRESENT:** Nathan Reichert, Director, Planning & Development

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**1. CALL TO ORDER:**

Meeting was called to order at 8:19AM by Mr. Tim McNamara, Chair

Mr. Nathan Reichert read the preamble.

**2. APPROVAL OF MINUTES:**

*Ms. Riley MOVED to approve June 16, 2025 Minutes as amended  
Seconded by Ms. Winter*

*Addition to minutes:*

**The Housing Task Force invited the consultants to identify a language and/or a labeling system for the fact claims or recommendations based on more speculative data rather than verifiable data.**

*\* The MOTION was approved (5-0). 1 abstention*

**3. OLD BUSINESS: None**

**4. NEW BUSINESS:**

A. Housing Opportunity Grant Consultant

The consultants along with City Planning employees have been actively engaged in working to pull groups and events together. There is now an opportunity for this Task Force to assist with either participating or leading some of the planned events.

Mr. Eric Halvorsen, RKG Associates, Inc., shared results from the fiscal impact analysis. The first task was to learn what might be the fiscal implications to the City from the different types of residential development in the future, as a way to determine potential revenue from a development project or scenario, would outweigh the City costs as well as the school costs.

The data used was local (to the extent possible) and key input was the City budget assumptions, the School budget, estimated assessed values for each housing type being measured, and School generation assumptions such as pupil generation assumptions, etc. They used single family homes, town homes, condominiums, and multi-family rentals and tied these to local sales values as well as apartment rents and used this to generate assessed values. They then multiplied the tax rate, to get total valuation/total property taxes for these.

Regarding costs, they went line item by line items for both the City and the School budgets. They anticipated which of these would be stable, even with growth (e.g. Police Chief – fixed even with new development) versus impacted line items that are variable/incremental (e.g. the number of police officers and vehicles needed with growth).

Mr. McNamara asked Mr. Halvorsen to show the population of Lebanon over the past 30 years using the census data compared to the number of students in the school system, along with the number of housing units, and how that has impacted the number of school age children.

Mr. Halvorsen shared recent sales values (averages) for the three types of housing: Single Family Home - \$670,000, Townhome - \$453,500, Condominium - \$454,500.

Multifamily Assumptions included studio, one-, two- and three-bedroom apartments and the rent generated per square foot, resulting in a total value per unit (allowing for vacancy rate and collection losses and minus operating expenses), resulting in a value per unit.

With this information, they estimated municipal costs for several categories such as General Government (including Benefits), Public Safety (Police & Fire), and Public Works.

Mr. McNamara shared that there is a current City policy in place to not extend municipal water and sewer, and it has been in place for approximately 30 years. Also, with regard to roads, the City does not automatically take new streets, so there are a number of private streets. If the builder constructs these street(s) to City standards, the builder can then apply to the City Council to accept it as a public street(s). The Council has had very few of these requests.

Mr. Mark Goodwin was able to provide the consultants with extensive details for Lebanon such as School Age Children (SAC) per household along with Per Pupil Cost.

Based on feedback from this Task Force, the consultants will drill down on the information for different types of housing. For example, are townhouses a preferred opportunity for Lebanon or are they cost prohibitive? They will also provide more details on the percentages of rental units by size (e.g. 70% single bedrooms, 10% 2 bedrooms, etc.), and age of units at locations in the City, to help tease out more accurate information and corresponding costs.

Mr. David Duncan shared that Dartmouth loses many medical professionals, due to these employees not being able to afford to buy housing in the area. They survey each employee that moves away, and the feedback is consistent; cost of housing remains the main reason for them leaving the area.

RKG Associates, Inc. analyzed the impact of 100 units of housing for each typology to illustrate the estimated revenues and costs of new development. Estimating Impacts on a Per Units Impacts results in a ***net positive across all four categories of housing.***

They also ran costs of the Estimated Fiscal Impact per Acre, again by category.

Mr. McNamara shared the reasons and background regarding why infilling is more efficient than building on the outskirts. He asked that more current and detailed information for infill versus “around the peripheral” be provided for single family homes. Mr. Halvorsen agreed to provide this. He also asked for current information about the percentage of land that is developed versus not developed. Mr. Goodwin has compiled this specific information as well. This will help inform decisions that this Task Force makes and will allow them to provide the data used to support those decisions.

Mr. Faunce asked about cottages and where they fit in. Mr. McNamara said that based on recent studies, the cost savings of a “cottage” development is not as cost effective as they originally anticipated. The example cited is a 5 (single homes) “cottage unit development” on Barrows Street, with each unit being 900 square feet, 1 floor and a full unfinished basement. The savings are on square footage. McNamara said that there is opportunity to facilitate the land for smaller, local builders to complete these smaller “cottage” infill projects. While the profit per unit (house) might not be as high, when you combine the entire project, the numbers can make sense. In other words, a “niche” opportunity.

Mr. Dube said that many builders make more money with smaller units.

Mr. Halverson will work towards a final version of the analysis at the next Housing Task Force meeting (September 15, 2025).

#### B. Public Engagement Events

Next Ms. Liz Malloy, Resilience Planning & Design, provided an update on Focus Groups.

To date they have 300 survey responses and want to continue to promote these throughout the Fall, as another mechanism to provide input on this important issue.

Focus groups are important because they typically generate more discussion and feedback; these fall within one of three Tiers.

Tier 1 - Consultant/Staff Driven

Tier 2 - Staff Driven

Tier 3- Staff Supported with Task Force Member Driven

The consultants will continue to create all materials for focus groups. She presented a list of the Focus Groups/Populations, there are twelve.

Ms. Riley asked who is being consulted to be sure that our most vulnerable and those who are unhoused in our community are represented. Mr. Reichert said they are coordinating with Ms. Lynn Goodwin, and she is helping to guide these efforts, to be sure the underserved of our community are presented in these sessions.

Ms. Malloy said that Listen, including their Vermont location, is represented in these initiatives. Mr. Riley added that The Haven, also in Vermont, should also be included.

Mr. McNamara will provide contacts with some large employers and will reach out to Upper Valley Business Alliance (UVBA) today and connect them with Ms. Malloy.

Ms. Malloy said that their next meeting will be on September 11, Tier 1, for Conservation Stakeholders.

They have had a first meeting with the Rotary Club, who remains committed to helping with this initiative along with support for other meetings.

Ms. Malloy asked for staff and members of this TF to participate in Thursday night Farmers' Markets held on the Green at Colburn Park.

Mr. Reichert offered for Ms. Catheryn Hembree and him to meet with different civic groups around town, to speak about this initiative and hand out surveys.

They revisited the idea of putting a QR code on City buses. Ms. Malloy will see if they can accomplish this along with other viable advertising for this project. They are also working on other community locations such as Co-Op groceries, local churches, etc. She asked for help from Task Force members that are willing to help with these sessions. Ms. Tia Winter and Mr. Andrew Faunce both volunteered. She will send out a sign-up sheet for the Farmers Market and give all Task Force members another opportunity to volunteer.

Ms. Malloy's plan is to have the bulk of these meetings completed by mid-October.

## **5. OTHER BUSINESS:**

Mr. Ryan Dube provided a brief update for the current state of affairs.

There is no State block grant for fiscal 2026 (for T-HUD funding). It is tabled for now.

The House proposal is essentially level funding for most programs, which is actually a small cut allowing for inflation but at least it has the ability to renew. The Senate bill had a 3-6% increase across the board with cuts to operating funds. The good news is that the most draconian housing cut possibilities seem to have been averted, at least for now.

Ms. Sarah Riley provided an update of the Environmental Justice Task Force since they are close to making their final recommendations to present to City Council. This EJTF included the Conservation Commission, DEI, Tree Advisory Board, Sustainable Lebanon, and a City Counselor. Ms. Riley has been part of this Task Force.

*Shelter* was a main category that the EJTF considered, and Ms. Riley said she wants this Housing Task Force to be aware that the EJTF perspective is that *shelter* is a most fundamental basic need for people. There are specific recommendations in this category. Ms. Riley said the EJTF has sent out their recommendations for comments, and then it will come to City Council, in all likelihood for their October meeting.

It was agreed that the Housing Task Force will add this to their next meeting to be held on September 15, 2025. They want to be informed about these recommendations. Ms. Winter will ask Ash to speak about this to the Housing Task Force.

## **6. FUTURE AGENDA ITEMS:**

The next meeting will also continue to focus on the work being done in conjunction with the consultants. Mr. Dube asked if they should ask the consultants to look into any impact that subsidies would have on the fiscal impact to the City. Mr. McNamara said that 79-E would have an impact. Ms. Malloy agreed to look into this and to discuss this in the September meeting.

**7. ADJOURNMENT:**

*Ms. Riley MOVED for adjournment  
Seconded by Mr. Dube*

*\*The Vote on the MOTION was approved (6-0).*

**The meeting was adjourned at 9:54 AM**

Respectfully submitted,  
Cinda Mersel  
Recording Secretary \*\*