

FINAL

**LEBANON HOUSING TASK FORCE  
REGULAR MEETING MINUTES  
Remote Via Microsoft Teams  
[LebanonNH.gov/Live](https://lebanonnh.gov/live)  
Monday, September 15, 2025  
8:15 AM**

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

**MEMBERS ABSENT:** John D'Entremont

**STAFF PRESENT:** Nathan Reichert, Director, Planning & Development, Cathryn Hembree, Associate Planner, Planning & Development

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**1. CALL TO ORDER:**

Meeting was called to order at 8:15AM by Mr. Tim McNamara, Chair

Mr. Nathan Reichert read the preamble.

**2. APPROVAL OF MINUTES:**

*Ms. Winter MOVED to approve August 18, 2025 Minutes  
Seconded by Mr. Ryan Dube*

*\* The MOTION was approved (4-0). Ms. Ahern abstained.*

*Mr. Faunce arrived at 8:19AM, after the vote was completed.*

**3. STUDY ITEMS:**

A. Public Engagement Events Update

Ms. Hembree, Mr. Faunce, and Ms. Smith Ahern attended the Farmers Market, and had their first Farmers Market event and said it was very successful. They also had a ConCom meeting the same evening, September 11, 2025. Mr. Reichert said that it too was successful, and that they had a robust conversation, targeted at people within the conservation community. He perceived that the two groups work well together, and he said that Valley News reported on this meeting.

Ms. Hembree said that there will be an LGBTQ meeting at City Hall at 5:00PM on September 16<sup>th</sup>. Also, they are hosting an event at Salt Hill Pub with the Upper Valley Business Alliance and the Young Professionals Group, on September 25<sup>th</sup>, 4:00PM -6:00PM.

Ms. Hembree and Mr. Reichert will attend the Farmers Market again on September 25<sup>th</sup>.

On September 29<sup>th</sup>, Ms. Hembree will be at Kilton Library September 29<sup>th</sup> from 10:00AM to 2:30PM, so that anyone that wants to talk with them can.

October 2<sup>nd</sup> she will attend the PTO meeting at the high school on Hanover Street.

October 6<sup>th</sup>, there will be a luncheon at LISTEN and Ms. Hembree and Mr. Reichert will attend.

Ms. Smith Ahern suggested they also attend the upcoming PTO meeting being held October 16<sup>th</sup>; it was agreed they will plan to attend this meeting as well.

Ms. Riley asked to talk about the Environmental Justice Team overview (it was to have been on today's agenda), and Mr. Richard Ford Burley is attending today virtually, for that reason. He is from the DEI commission and participated on this team along with Ms. Riley and 3 others (Jonathan Chafee, Mary Maxfield and Devon Wilke). The team consisted of all volunteers (zero cost the City) and started approximately 2 years ago. They went through the different functions that the City goes through and looked at both the City definitions and Federal definitions of environmental justice (now remarkably absent under the current administration) and focused on 2 main things, access to the benefits of the environment and protection from the risks. The most important item they landed on was the importance of housing. The people that feel the effects of the environment the most and are subject to the most risks are the **unhoused**. So, the Environmental Justice Team highlighted this at the beginning of their summary.

They interviewed most City departments, and they utilized data from a survey of the homeless. People without housing often also lose their documentation and personal possessions. This team made recommendations, and he thinks the report is self-explanatory. The report will be distributed to Housing team members for their review.

Mr. Burley then spoke about the document titled Fiscal Impact Model Methodology, and it has several focus areas, starting with Housing, as noted above. Environmental Justice is the fair treatment and meaningful involvement of all Lebanon community members regardless of race, skin color, national or ethnic origin, cultural, group language, general identity or expression, sexual orientation, mental or physical ability, age, religion, political opinion or activity, economic status, immigration status or housing status, in decisions that affect their access to and quality of interaction of the natural environment. For environmental justice to be achieved, the following must be considered: 1- Environmental risks 2- Access to environmental benefit and 3- Involvement in policy investment and advocacy decisions made effecting or related to environmental issues. Protection from environmental risks and access to environmental benefits should be fair and equitable and the decision-making processes surrounding environmental issues should mainly involve those who stand affected.

Some other topics include Environmental Quality, Ecological Protections and Transportation, etc. An important aspect of their findings is that it does not matter what kind of guidelines the City has in place, if they are not enforced, and development must be done in such a way that they can be enforced.

For example, the top priority under housing is to have a **full minimum housing code with inspections, a minimum housing officer and staff for enforcement**; and a switch from a reactionary posture to a proactive and preventative effort to maintain the quality of housing units in the City.

It was also noted as a priority to revisit the "camping ban" City Code 49, to reduce the criminalization of homelessness while still protecting ecologically sensitive areas, and also to provide accessible shelter options for unhoused people, including a permanent, year-round shelter as well as micro-dwellings as transitional solutions.

Mr. Burley continued through the document of recommendations, highlighting and explaining key points. This document was presented to the City Council and approved by them, so it is available for review in its entirety on the City of Lebanon website.

This team made recommendations for lead in housing and incenting contractors. Mr. Dube added to this by saying that he is partnering with DHHS and that they have a list created of all locally certified lead contractors. He also has received grant money to train new contractors/inspectors to become certified, and he is currently in the enrolling process of signing up Lebanon contractors to get free education of RRP (renovate, repair, paint for homes built before 1978). Also, these contractors can become certified as lead abatement specialists, which is in high demand. Grants are available for these weeklong classes. Currently there are only about a dozen firms with this certification.

Mr. Reichert added that the City's two building officials have advanced training, one being certified for abatement) that allow them to manage abatement projects. He elaborated more about the how this impacts current housing stock built before 1978. He stated that more education is needed for more inspectors and contractors.

Mr. Dube spoke about the budget and how cities that have implemented initiatives around lead abatement have experienced not only healthier children, but for every dollar spent at the State and municipal levels, budgets have been approved by \$17 for every \$1 spend on abatement. Schools are greatly impacted by this, since they are responsible for teaching children with brain development issues, as a result of exposures to lead. This issue can be attacked on multiple fronts, including but not limited to human, health, budget, and environmental. Mr. Dube suggested they bring this into a separate conversation as some point. Chair McNamara thanked him.

#### B. Housing Opportunity Grant: Final Fiscal Analysis from RKG Consulting

Ms. Hembree covered the highlights of Per Acre Impacts. The information that the City has is current and detailed and highly accurate. We know how many children live where, resulting in the Net Fiscal Impact per acre. Impacts vary greatly based on type of property.

Single family (peripheral) have a negative net fiscal impact whereas Condominium Units and Townhouses, and Multi-Family Rental Apartments lead at having the most positive net fiscal impacts. These areas present an opportunity for the City and align with survey results of peoples' preferences for housing.

Mr. McNamara reminded the TF that we will still see a mix of housing her including single family homes being built here.

Ms. Hembree asked what kind of incentives can the City offer to get the housing we want? Mr. McNamara said we are still waiting for more data. Mr. Dube added that they need to take a reserved approach since condominiums are nuanced and have posed challenges in the past. He also asked what would be the correlated costs for each of these types of housing, to make them a reality? This would be worthwhile getting this from contractors. This can help inform next steps.

Task Force members were asked to read through the Final Fiscal Analysis from RKG Consultant, the Environmental Justice study, and the Needs assessment, prior to the next meeting. These will be the focus of their next meeting in October.

Mr. Reichert shared that basements in Single Family homes are currently not impacted by impact fees nor are units less than 500 square feet. These will be reviewed this year, for possible changes.

Mr. Faunce recommended that the City share this research and identify real life situations with potential homeowners, as well as developers, to help them understand the types of preferred housing here in Lebanon both for economic as well as social reasons.

He also cautioned that if we offer incentives to developers, citizens could become concerned, so we need to get out ahead of this, to foster understanding.

The topic of lead was brought up again, Many people think it is more complicated than it actually is. Mr. Dube explained that much work only requires RRP, not the full abatement education. There is confusion and lack of awareness.

Right now, the State is offering a free one-day class, to get the RRP training. There are also grants available for more involved education, via a one-week class, to become certified as noted above. It was agreed that it would be good to get the word out about this free program.

Mr. McNamara asked Mr. Reichert what applications related to housing the City has currently. Mr. Reichert said Merrick 343 Phase II is working its way through the permitting process. The Brickyard project is awaiting the arrival of their overpasses. The lead time is about 8 weeks. The goal is to cut the road in this Fall and then to get their permits for their first building in the Spring of 2026. He said there are no large developments. Rock Ridge has several properties (approximately 25) they are going to start in their 3<sup>rd</sup> phase. Ms. Riley asked the status of the Woolen Mills project and was told that to date, they have not had a formal building permit paid for. Mr. Dube thinks that it is possibly being impacted by recent changes in lead regulations.

The Muse project is in limbo they think, due to changes in DC.

Prospect Hills properties are all being lived in. There is another 100 units starting for their Phase II. These too will be rentals only.

There is also a big tower project at DHMC that is underway and will be ongoing.

Additionally, there is a large project under consideration by DHMC, a cross-mod subdivision behind Jesse's; P&D does quarterly meetings and expects an update soon. The goal is to get permitting in order so that they can break ground in early 2026. These would be prebuilt homes (HUD code/modular home) being attached to a permanent foundation and adding amenities such as garages on site. They key is to bring these in under \$200-250,000. DHMC would have these for their mid-level employees. DHMC will own the land, put in their own roads and infrastructure. They will retain a "repurchase option" at a defined cost.

Mr. McNamara said these are becoming very popular in Canada and could provide opportunity here in Lebanon as well.

#### **4. OTHER BUSINESS:**

- A. Housing Opportunity Grant Consultant
- B. Public Engagement Events

**5. FUTURE AGENDA ITEMS:**

A. Incentives the City can do to promote construction – see above

**6. ADJOURNMENT:**

*Ms. Riley MOVED for adjournment*

*Seconded by Mr. Faunce*

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

**The meeting was adjourned at 9:51 AM**

Respectfully submitted,  
Cinda Mersel  
Recording Secretary