FINAL

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, October 15, 2025, 7:00 p.m.
Council Chambers
Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Erling Heistad, Nicole Ford Burley, Timothy McNamara, Laurel Stavis, Christian Simon, George Sykes, and Karen Zook

MEMBERS ABSENT:

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Public Works Director Jay Cairelli, Deputy Director Planning and Development Tim Corwin, Public Works Assistant Director Christopher Kilmer, Director of Planning and Development Nathan Reichert, Airport Director Carl Gross, Planning Administrative Assistant Crystal Taplin, City Engineer Brian Vincent, Finance Director Alesia Williams, Deputy Finance Director Victoria Paquin

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1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:03 p.m.
   - City Manager Andrew Hosmer announced the meeting criteria for attendees.

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

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

4. **OPEN COUNCIL DISCUSSION:**

Assistant Mayor Wilkie spoke about his reasons why he would ask the Council to consider having listening sessions within their respective districts, or in a way that would allow us to get outside of Council Chambers to connect with other residents (i.e., West Lebanon; the Mt. Support Road area, etc.) to allow those who are unable to attend Council meetings an opportunity to express their opinions on the budget. He felt it would be good for the Council to bring discussions of the budget to other parts of the City. Mayor Whittlesey supported this idea and will get something on the books.

Assistant Mayor Wilkie will reach out to other Councilors to see if they can potentially coordinate things in other parts of the City.

5. **OPEN TO PUBLIC: NO ONE CAME FORTH**

6. **RECOGNITIONS: NONE**

7. **ACCEPTANCE OF MINUTES:**
   - October 1, 2025 (Special Meeting)

Assistant Mayor Wilkie MOVED to approve the October 1, 2025 (Special Meeting) minutes as written and presented in the October 15, 2025 City Council agenda packet.
Seconded by Councilor N. Ford Burley

The Vote on the MOTION was approved (7-0-2). Councilors McNamara and Mayor Whittlesey abstained because they were not present at this meeting.

- October 1, 2025 (Regular Meeting)

Amendments: Page 12, Line 16-17: For clarification change to read: Raising the landing fees to $57K/year would be a net to the City.

Page 24, line 26: Change to read: The City Manager could look into bringing back the sale of punch tickets and trash bags to the City Offices.

Councilor Simon MOVED to approve the October 1, 2025 (Regular Meeting) minutes as amended and presented in the October 15, 2025 City Council agenda packet.
Seconded by Councilor McNamara.
****The Vote on the MOTION was approved (9-0).***

8. APPOINTMENTS:

- Diversity, Equity, and Inclusion Commission, Tia Winter (Reappointment as a Public Representative)

Assistant Mayor Wilkie MOVED to Nominate Tia Winter for reappointment as a Public Representative to the Diversity, Equity, and Inclusion Commission. **Term: 10/2025 – 10/2027**
****The NOMINATION was approved (9-0).***

- Pedestrian and Bicyclist Advisory Committee, Marie McCormick (Reappointment as a Citizen member)

Mayor Whittlesey MOVED to Nominate Marie McCormick for Reappointment as a Citizen member to the Pedestrian and Bicyclist Advisory Committee. **Term: 10/2025 – 10/2028**
****The NOMINATION was approved (9-0)***

9. PUBLIC HEARING ITEMS:

A. Ordinance #2025-09 - A continued public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 8, Airport Operations, Section 8.4, Airport Rules and Regulations, to amend Airport Landing Fees

Included in the agenda packet: (All supportive documents and detailed information (as listed below) can be found on pages 38-41, Council agenda packet)

1. Ordinance #2025-09
2. Airport Landings by Weight Class through July 2025, and 5-year Average

Mayor Whittlesey noted this is a continuation from the last meeting because the Council was making changes to the landing fees being recommended and wanted to give everyone a chance to weigh in on the revised fees. He felt those fee changes were now reflected in tonight's agenda packet. No presentation was given at this meeting since it was given at the October 1, 2025 Council meeting.

BACKGROUND

Landing fees at the Lebanon Municipal Airport were last adjusted in November 2024 with an effective date of January 1, 2025. The Airport Manager prepared a comparison of the existing landing fees and the proposed landing fees adjusted by the CPI-U Northeast of 3.6%. The proposed adjustments to the existing landing fees were shown in Ordinance #2025-09.

On October 1st, the City Council opened the public hearing with a discussion about raising the landing fees more than 3.6% as proposed. The higher fees discussed by the Council have been incorporated into Ordinance #2025-09. As a result of the Council's discussion, the public hearing was continued to October 15th, and the hearing was re-noticed in the *Valley News* to give the public an additional opportunity to comment on the proposed higher fees.

As proposed, the new landing fees would be effective as of January 1, 2026.

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

Council/Staff Comments:
Councilor McNamara reiterated that most of the changes he made were related to the larger aircraft and explained his reasons by noting that a lot of these folks are going to land here, almost regardless of the landing fee, because the alternatives are fairly far away and would involve renting a car. When you own a private jet, inconvenience is not something you particularly want.

Councilor Simon noted that while increasing hanger fees is not on the agenda, he wanted to get a clear answer on where these stand. At the last meeting, his understanding was that the City Manager would instruct the Airport Director to seek out raising the fees on the folks that do not have an active contract by $100.00/month. Mayor Whittlesey also believed those fees would be built into the Ordinances.

Deputy City Manager Brooks noted that his understanding is that every individual lease is its own document. There are different rates, different terms and it would be fairly complicated to attempt to put each of those, however many, fees and agreements into the code.

In response to Mayor Whittlesey's question, Airport Director Carl Gross noted that currently there are four (4) different sized T-hangers and inside those T-hangers the majority have a little over 1,000 square feet. There are a couple that are 1,400 square feet. The difference is based on the way a T-hanger is put together. In going through these, he noticed there are different rates per square foot. He is working on a spreadsheet for the City Manager to show Councilor Simon's $100/month increase per hanger and also calculating it based on bringing all of the leases at the same rate per square foot value. He will be coming back to the Council with an equalization approach that will have some consistency for the Council to look at. Director Gross also noted there is one lease that expires in 2028, and it deals with a decreasing dollar amount for that particular hanger because the individual insulated the hanger and put a heat pump in it.

ACTION:
Councilor McNamara MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-09, to amend Lebanon City Code Chapter 8, Airport Operations, Section 8.4, Airport Rules and Regulations, to amend Airport Landing Fees, as presented in the October 15, 2025 City Council Agenda Packet. Seconded by Councilor Simon.

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

B. Ordinance #2025-10 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to Authorize Changes to Certain Public Utilities Fees

Included in the agenda packet: (All supportive documents and detailed information (as listed below) can be found on pages 42-50, Council agenda packet)

1. Ordinance #2025-10
2. Memo from DPW, dated September 10, 2025, regarding Amendment to §68-15.B(2) – Fire Sprinkler Fee Schedule
3. Memo from Public Works-Utilities Division, dated September 10, 2025, requesting approval to Amend §68-15.B(5) – Water Meter Cost Schedule

Deputy City Manager Brooks reviewed the background noting this was discussed by the Council when they set the Public Hearing on October 1, 2025.

BACKGROUND

The City Administration is proposing Ordinance #2025-10 to recommend changes to certain public utilities fees outlined in City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68- 15, Enumeration of Fees, including the following:

- An 8.0% increase to the Water Service Rates set forth in §68-15.B(1).
- A 3.0% increase to the Sewer Service Rates set forth in §68-15.B(7).

The proposed increases to the Water and Sewer Service Rates are recommended in order to provide current and future resources to absorb projected operations and maintenance costs and debt service expenses in both enterprise funds. As proposed, the new Water and Sewer Service Rates would be effective as of January 1, 2026.

On May 21, 2025, the City Council reviewed and accepted a new methodology for calculating the sewer rental rate that is charged to the Town of Enfield as set forth in City Code Chapter 68-15.B(10). The new rate calculation better reflects the City's costs for the portions of the overall sewer system that are actually utilized by the Town of Enfield. The Department of Public Works has used the new methodology and is proposing a new rate for the Town of Enfield, to be effective as of January 1, 2026.

In addition, the Department of Public Works is proposing to amend the fee structure for Fire Sprinkler systems as set forth in §68-15.B(2). Currently, the fees for Fire Sprinkler systems are based on the internal pipe size from the outlet side to the riser valve for multi-family, commercial, industrial, and institutional accounts. However, DPW notes that modern sprinkler systems are increasingly complex and may include multiple risers or updated riser sizes as buildings are renovated or expanded. To avoid billing inconsistencies, DPW recommends that Fire Sprinkler fees should be based on the size of the sprinkler backflow device, instead of the number or size of risers.

Finally, the Department of Public Works is proposing to amend the Water Meter Cost Schedule as set forth in §68-15.B(5). The City has transitioned to a new vendor for water meters, and the costs regularly fluctuate based on market conditions. As a result, the current static prices listed in the City Code do not reflect the City's actual cost to purchase and install the meters. To ensure fairness and financial sustainability, DPW recommends that the fee schedule be revised to allow the City to charge customers for the actual costs of the water meters at the time of purchase and installation.

Mayor Whittlesey opened the Public Hearing, and the following came forth:

- **Ms. Sarah Riley (Ward-2)**: She questioned the reason(s) behind the changes to the water service rates, in particular the fixed rates per quarter for the different gauges of water service

(§68-15.B, items 1-9). DPW Director Cairelli noted that the fixed fees are based on size and are a fixed percentage because there should be no variance on anything. The fixed fees are going up by the same amount as the volume metric fee of 3.8% for water and sewer.

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

Council/Staff Comments: NONE

ACTION:
Councilor McNamara MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-10, as presented in the October 15, 2025 City Council agenda packet, to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize changes to certain public utilities fees.
Seconded by Councilor Simon.

****The Vote on the Motion was approved (8-0).* Councilor Stavis was not present at the time this vote was taken.**

C. **Ordinance #2025-11** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97: Landfill Regulations, Appendix A: Fees

Included in the agenda packet: (All supportive documents and detailed information (listed below) can be found on pages 51-55, Council agenda packet)
1. Ordinance #2025-11

Deputy City Manager Brooks reviewed the background and noted the Council received a presentation and had a discussion at its last meeting on October 1, 2025 when it set the Public Hearing.

BACKGROUND
City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee schedule for disposal of refuse and recycling of certain materials.

Chapter 97 and the fee schedule outlined in Appendix A were last updated on November 20, 2024, with an effective date of January 1, 2025, to incorporate new and updated language in several sections of the chapter, to update the fees, and to propose new fees for contaminated or mixed load recycling, drive-off fees, and oil.

Now, the City Administration is proposing Ordinance #2025-11 to recommend minor clarifications to the language of Chapter 97, as well as further updates to the fees listed in Appendix A to reflect increased disposal costs. As proposed, the new fees and other changes would be effective as of January 1, 2026.

DPW Assistant Director Christopher Kilmer was present to answer any questions from the public or Councilors.

Fluorescent bulbs	$2.50 Base + $0.15/ft. (Up to 4 bulbs or CFLs accepted per day)
Compact fluorescent lamps (CFLs)	$2.50 Base+$0.60/each (Up to 4 bulbs or CFLs accepted per day)
Cover materials	$~~15.00 17.95/ton~~ 20.00 per ton
Food waste	$~~50.00 60.00/ton~~ 155.00 per ton
Food scraps – household	No charge for food scrap composting-Residential
Glass-Bulk Load	$~~40.00/ton~~ 155.00 per ton
In Person ~~p~~Permit fee	$15.00 ~~(including the cost of the permit)~~
Equipment Assist	$75.00
Scale Use Fee	$10.00
Propane tanks 20lb	$14.50
Propane tanks 1lb	$4.50
Change of scale ticket fee, next day	$30.00 (day of is free)
Lost card Fee-commercial	$25.00
Account reactivation Fee	$50.00
Found in Load Fee	Additional $20.00 on top of cost of item
Drive off Fee	$250 first offense, $500 second offense, 6-month suspension 3rd offense
Mixed Loads	Charged at the highest Rate of items contained in load
~~Oil~~	~~$5 for up to a gallon. $5 per gallon after that.~~
Waste Water Sludge	$200.00 per ton

Assistant City Manager Brooks specifically pointed out one fee change above, which is **the "in-person Permit Fee"** of $15.00 that included the cost of the permit. The proposed change is to change that $15 to $10 and in parentheses make it **in addition to base permit fee.**

Mayor Whittlesey opened the Public Hearing.

- **Lori Key (Ward-3):** She questioned how these fees were determined and what data was used. Mayor Whittlesey noted he wanted to see an increase and at least, for most of these fees (residential), he wanted a differentiated rate (i.e. one for Lebanon residents vs. non-Lebanon residents permit fees). For the other rates he rose them by 10% across the board because a raise in those fees has not been done in a while. This is not necessarily end of the conversation in terms of what the fees should be, but more of a starting point.

  In response to Ms. Key's question, City Manager Hosmer concurred this is an Enterprise Fund, so it is totally supported by user fees and does not look to the General Fund, which are supported by property taxes. What they have tried to do is put a fee structure in place that allows for this fund to not only fully pay for its operating costs on a yearly basis, but also keep enough funds in reserve so that as we begin to contemplate capping and covering the faces of the Solid Waste Facility, we have enough funds in reserve to do that, which is an extraordinarily expensive proposition. There are also a number of State-mandated fees as well. We wanted to have a little more structure, so the fees reflect the actual cost of running the landfill and further explained his reasoning.

  Councilor McNamara noted that DPW Director Kilmer did an excellent job in drilling down these fees into individual categories of waste and assessed the cost of each individual category, and further explained his reasoning.

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

Council/Staff Comments:

In response to Councilor Syke's question, DPW Director Cairelli noted that it is less expensive to visit the landfill rather than having a commercial trash collector collect the trash and then taking it to the landfill.

ACTION:
***Councilor Sykes MOVED, that the Lebanon City Council hereby adopts Ordinance #2025-11, as presented in the October 15, 2025 City Council agenda packet, to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations as amended by Deputy City Manager Brooks (*change the $15 to $10 in person fee and in parentheses make it in addition to base permit fee).**
Seconded by Councilor Stavis.

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

10. OLD BUSINESS: NONE

11. NEW BUSINESS

A. Release of Collected Public School Impact Fees (3rd Quarter 2025)

Included in the agenda packet: (All supportive documents and detailed information (listed below) can be found on pages 56-60, Council agenda packet)

1. Impact Fee Report as of 09/30/2025
2. November 22, 2021, Memorandum of Understanding between the City of Lebanon and The Lebanon School District, SAU#88

Deputy City Manager Brooks reviewed the background, noting this is done on a quarterly basis.

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 $1,080,130.60 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
7/16/2025	$13,994.41				

This request was for the City Council to authorize the disbursement of $21,646.65 in collected Public School Impact Fees (through 09/30/2025) to the Lebanon School District.

Council/Staff Comments: NONE

ACTION:
Assistant Mayor Wilkie 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 $21,646.65 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 N. Ford Burley.

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

B. Review and Adoption of Amendments to City Council Policy CC-107, Debt Management

Included in the agenda packet: (All supportive documents and information listed below can be found on pages 61-68, Council agenda packet)

1. Debt Management Policy CC-107.1 as revised.

Deputy City Manager Brooks reviewed the background noting that this is related to the Public Utilities fee changes that were just adopted.

BACKGROUND
In September 2021, the City Council adopted Council Policy CC-107, Debt Management, to formalize the procedures for setting the City's internal debt limits for the General Fund, Water Fund, and Solid Waste Fund. Provisions relative to the Sewer Fund were added in December 2023 following the completion of additional analysis of sewer system infrastructure needs.

The annual rate increases for the Water Fund and Sewer Fund in Section 4.1.2 are set by two components – a fixed percentage and a variable percentage. As currently written, the policy mandates annual rate increases of five percent (5%) for the fixed component, plus a variable component based on the annual CPI for the Northeast Region, with a yearly increase capped at 8 percent.

As a reminder, the Water and Sewer Service Rates are determined and set in order to provide current and future resources to absorb projected operations and maintenance costs and debt service expenses in both enterprise funds. However, depending upon the need for known or reasonably foreseeable capital improvements within the water and sewer systems, and depending upon the available fund balance in the Water Fund and Sewer Fund, the City may not always need to increase water and/or sewer rates by at least 5% or as much as 8% in any given year.

As a result, the City administration recommends amending Council Policy CC-107, Debt Management, to provide greater flexibility in setting the annual rate increases for the Water and Sewer Funds.

The rate increases/decreases will become effective January 1, 2026.

ACTION:
Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby approves the revisions to Council Policy CC-107, Debt Management, now identified as CC-107.1, as presented in the October 15, 2025 City Council agenda packet.
Seconded by Councilor Heistad.

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

C. Discussion and Set Public Hearing for November 5, 2025: Ordinance #2025-12, Proposed Amendments to or Repeal of City Code Chapter 185, Welcoming Lebanon

Included in the agenda packet: (All supportive documents and information listed below can be found on pages 69-80, Council agenda packet)

1. Proposed Ordinance #2025-12, including proposed redline edits to City Code Chapter 185 as reviewed by the DEI Commission
2. Draft Commitment to Community Resolution as reviewed by the DEI Commission
3. NHMA document issued July 16, 2025, re: Guidance on SB 62 and HB511, Cooperation with Federal Immigration Prohibiting Sanctuary Cities Policies

Deputy City Manager Brooks reviewed the background behind Ordinance #2025-12, and the Proposed Amendments to or Repeal of City Code Chapter 185, Welcoming Lebanon

BACKGROUND

In March 2020, Lebanon voters passed the "Welcoming Lebanon" ordinance, which began through a binding referendum process in October 2019.

In May 2020, the City Council established the Fair and Impartial Policing Task Force to study and propose amendments to the ordinance in an effort to make it compliant with then-applicable federal and state laws, rules, and regulations, while maintaining the intent and purpose of the ordinance as adopted by voters. The resulting language was adopted by the City Council through Ordinance #2020-19 on December 7, 2020, as City Code Chapter 185, Welcoming Lebanon, which took effect on January 1, 2021.

On July 21, 2025, new state legislation (Laws of 2025, Chapter 38 - Senate Bill 62) took effect, which prohibits municipalities from barring local police departments from applying for entry or entering into agreements with the U.S. Immigration and Customs Enforcement (ICE) to participate in federal 287(g) programs pursuant to 8. U.S.C. §1357(g). Section 2 of SB 62 goes into effect on January 1, 2026, and will prohibit local municipalities from prohibiting or impeding a state or federal law enforcement agency from complying with Title 8 of the U.S. Code, which covers immigration and immigration enforcement. Any local government that violates this provision may be subject to a civil complaint brought by the NH Attorney General and could be subject to punitive damages of up to 25 percent of the total state funds received by the local government in the fiscal year when the violation occurred.

Also on January 1, 2026, related legislation (Laws of 2025, Chapter 39 – House Bill 511) will take effect, which will prohibit any unit of local government from having a "sanctuary policy" that impedes a law enforcement agency from complying with 8. U.S.C. §1357, or which impedes a local law enforcement agency from communicating or cooperating with a federal immigration agency on a variety of issues. Included in the agenda packet is a document prepared by the New Hampshire Municipal Association that summarizes and provides guidance on interpreting the new laws.

Based on the enacted legislation, it appears the existing language of Chapter 185, if left unchanged or unrepealed, would violate the new laws when they take effect on January 1, 2026.

In September, the City's DEI Commission held a discussion about potential amendments to Chapter 185, as well as a related proposed resolution, both of which are included with the agenda packet materials. At the conclusion of its discussion, the DEI Commission approved the following motion:

> ***A MOTION by Richard Ford Burley that the DEI Commission recommends to the City Council the following: that they (a) make due consultation with legal counsel in order to redraft City Code Chapter 185, Welcoming Lebanon, to preserve as many protections as possible for the community members of the City of Lebanon, without violating state law; and (b) that the passage of such revisions be contingent upon the passage of the presented Commitment to Community Resolution; and (c) that the passage of such changes should come with a provision that Chapter 185 shall automatically revert to the present language upon the reversal of any laws preventing it by court order or subsequent legislation.***

The City Administration recommended that the Council schedule a public hearing to discuss either amendments to or repeal of the existing language of City Code Chapter 185, Welcoming Lebanon, to ensure compliance with applicable laws that will take effect on January 1, 2026.

Council/Staff Discussions
Assistant Mayor Wilkie added some context noting that we (DEI) were aware of this earlier this summer and have spent a number of months trying to determine what needs to be done. There is a risk of losing funding if we are not in compliance with the State laws that will go into effect. He has spoken with a number of different stakeholders ranging from petitioners from the 2020 Citizen binding initiative to the DEI Commission members, other community organizations and the Mayor. The options that we have are:

1) Keep the Ordinance as it is and expose ourselves to that particular risk (of losing funding);
2) Make adjustments to the Ordinance, which would limit that risk, or
3) Repeal the Ordinance in its entirety.

His impression, after discussions with the stakeholders, led him to understand that there are some sentiments in the language that should be preserved so he worked with some of the stakeholders to draft a resolution, similar to the updated 2018 resolution for inclusiveness. Similarly, Mayor Whittlesey proposed some revisions to the Ordinance, and both went to the DEI Commission with the recommendation (MOTION) listed above. Legal counsel will review these sentiments and try to find a way to create a provision that would allow the Lebanon Welcoming Ordinance to revert to the present language on the reversal of any laws preventing it by Court Order or subsequent legislation. He felt it would be very unlikely that there would be such a Court Order or subsequent legislation, so the effort to try to craft a revision would be excessive and potentially unnecessary. (Please refer to the documents listed above that were included in the Council agenda packet, pages 71-80). The Council has met with legal counsel and if further revisions need to be made, it might be more appropriate for us to have a Councilor work with legal counsel to make those revisions and then bring their recommendations forth at the Council meeting on November 5, 2025 and set the Public Hearing for November 19, 2026. He felt this is not the time for a Public Hearing, as we still need to determine what needs to be done.

Mayor Whittlesey noted that in the Lebanon Welcoming Ordinance there are important provisions worth protecting that are not addressed in the new laws that have been passed by the State Legislature this year and felt it has been a hallmark of our community that we are welcoming to everyone. To him, the Lebanon Welcoming Ordinance is a reflection of that view. While he recognizes that we need to maintain compliance with State and Federal Law, he did not feel a full repeal was necessarily warranted if we could find the right approach and further expanded on his reasoning.

Councilor McNamara noted that the purpose tonight is to schedule a Public Hearing on November 5, 2025. This is a topic of great interest within the community and felt it was important to schedule the Public Hearing to get this conversation underway and come to some resolution well before January 1, 2026 so we are not in violation of the current law.

Assistant Mayor Wilkie spoke about the history of the Fair Policing Policy and felt that rather than continue revising this Ordinance, it might be better to repeal it entirely and replace it with something else because if any form of this (Ordinance) remains in existence we could risk the funding and further explained his reasons. He suggested that a new task force be created in 2026 to determine what real protections we want.

ACTION
Councilor Stavis MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, November 5, 2025, beginning at 6:00pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2025-12, to amend or repeal City Code Chapter 185, Welcoming Lebanon, to ensure compliance with applicable laws that will take effect on January 1, 2026.
Seconded by Councilor McNamara.

Councilor Sykes spoke about his reasons why he would not support the motion as proposed above.

****The Vote on the Motion was approved (8-1). Councilor Sykes voted against.***

D. Work Session: Overview and Presentation of the 2026-2031 Capital Improvements Program (CIP) and Capital Budget

Included in the agenda packet: (All supportive documents and information listed below can be found on pages 81-127, Council agenda packet)

1. 2026-2031 Capital Improvements Program and Other Capital Projects packet

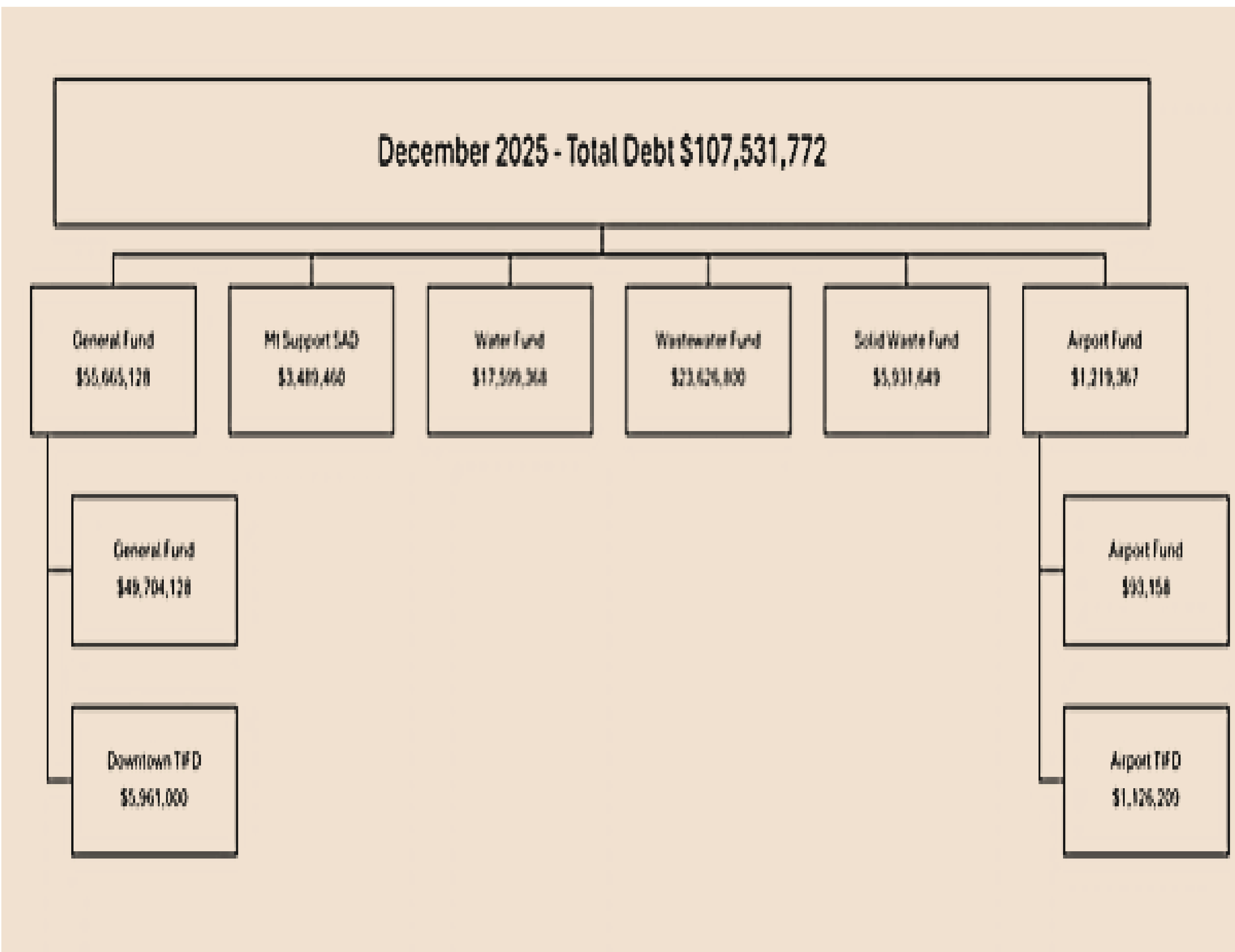
Mayor Whittlesey noted this is the start of the City's budget process and this is an informational presentation to the Council and public. There will be more information coming in other subsequent sessions on the budget in the future.

BACKGROUND
At its meetings on August 25, 2025 and September 8, 2025, the Planning Board reviewed the proposed Capital Improvement Program (CIP) for the six-year period of 2026-2031, discussing those projects that meet the definition of a CIP Item regardless of which year(s) the projects are proposed for funding. At the conclusion of the discussion, the Planning Board voted to approve and adopt the Capital Improvement Program for 2026-2031, and to submit Year 1 (2026) of the CIP as the Board's recommendation to the City Council for capital budget funding for 2026.

As part of the preparation and review of the annual budget, the City Manager, Planning & Development Department, and other City departments were present on October 15, 2025, to review the 2026-2031 CIP, the recommended 2026 Capital Budget, and to answer any questions the City Council may have about upcoming projects.

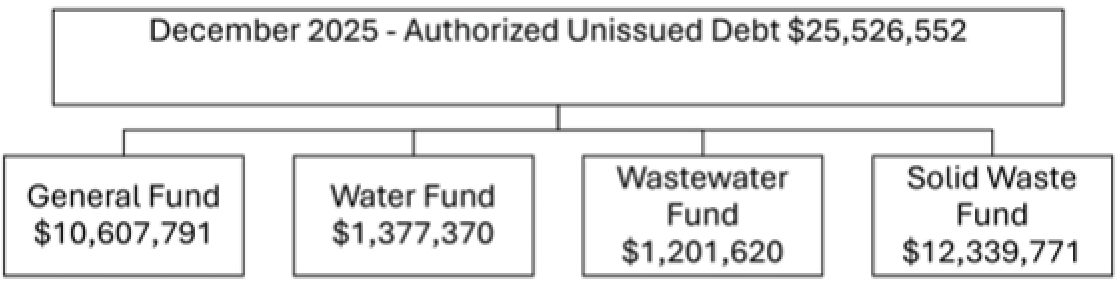
City Manager Hosmer noted this presentation will hopefully show a little light on the mystery of the CIP Program. The purpose of this is to provide a clear update on the City's current Capital Improvement priorities and to demonstrate our fiscal responsibility and responsiveness to community feedback. In his short time here at the City, he spent most of his time working on the budget and trying to get an understanding of it. The feedback from the residents and public last year has had a profound impact on how City Hall staff and our departments are building a budget, thinking about debt and thinking about their operational expenses. This has guided us in our spending priorities moving forward. Another purpose of this is how the City's strategic deferral of new Capital Debt positions Lebanon for long-term sustainability and flexibility to adapt to future needs by always keeping in mind the impact these debts have on local tax payors.

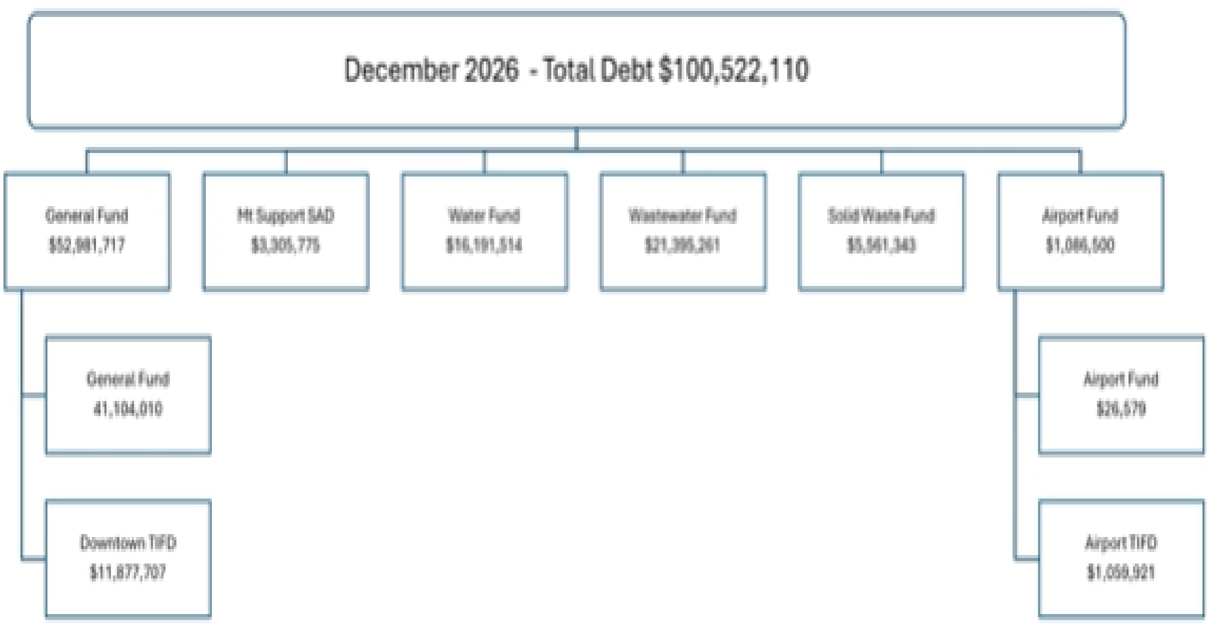
(Note: Below is a summarization of the screenshots presented to the Council that were not included in the Council agenda packet. For complete details, please refer to the October 15, 2025 Council agenda packet or to the video recording of the meeting.)



2025 General Fund Debt Balances

Funded By:	Project Name	Remaining Principal
General Fund	Fire Station One	$21,750,140
	Infrastructure & Building Projects 2006 – 2025	$16,401,302
	Combined Sewer Separation	$7,235,086
	City Hall Renovation	$2,400,000
	Fire & Rescue Apparatus	$1,917,600
	Total General Fund Supported 2025	$49,704,128
Downtown TIFD	Downtown Tunnel & Visioning	$2,685,000
	City Hall Renovation	$2,365,000
	Spencer St. Improvements	$911,000
	Total TIFD Supported 2025	$5,961,000

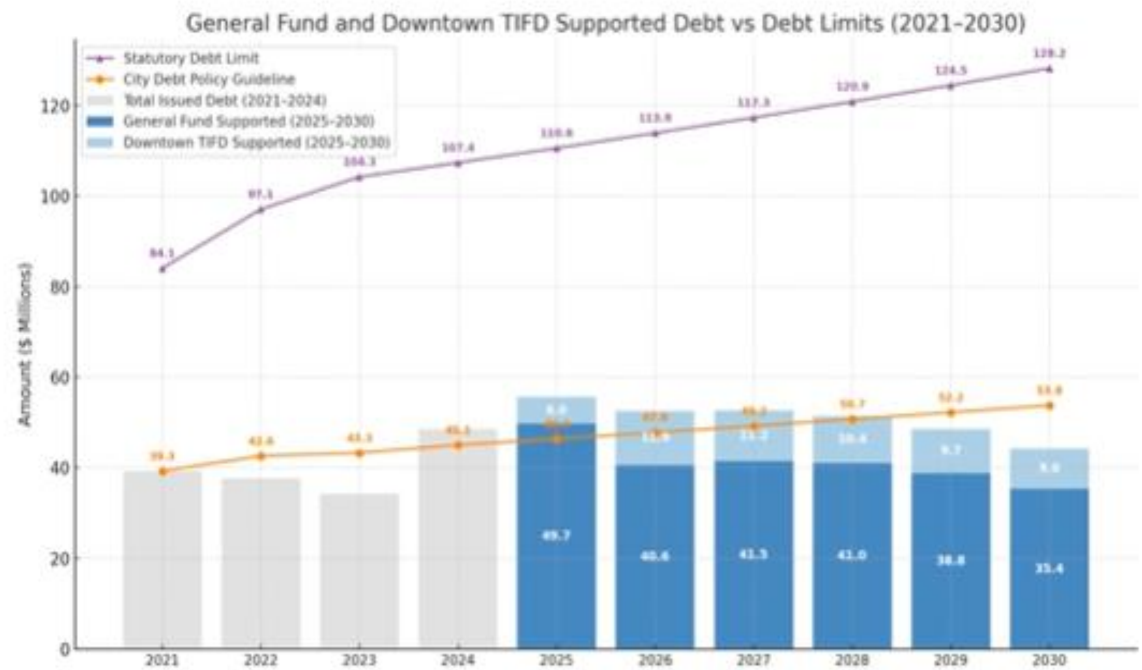




2026 General Fund Debt Balances

Funded By:	Project Name	Remaining Principal
General Fund	Fire Station One	$16,128,443
	Infrastructure & Building Projects 2006 – 2025	$14,862,477
	Combined Sewer Separation	$6,682,140
	Fire & Rescue Apparatus	$3,430,950
	Total General Fund Supported	$41,104,010
Downtown TIFD	Downtown Tunnel & Visioning	$2,515,000
	City Hall Renovation	$4,465,000
	Spencer St. Improvements	$865,450
	Fire Station One	$4,032,257
	Total TIFD Supported	$11,877,707

General Fund Debt vs. Debt Limits



Mr. Tim Corwin, Deputy Director Planning and Development, spoke about the following slides of presentation:

Mr. Tim Corwin reviewed his memo dated October 6, 2025, page 84, Council agenda packet.

At its meeting on September 8, 2025, the Planning Board reviewed the proposed Capital Improvement Program for 2026-2031, discussing those projects that meet the definition of a CIP Item regardless of which year(s) the projects are proposed for funding.

Once again, this year's CIP list includes projects anticipated for funding beyond the immediate 6-year time period in order to further enhance the usefulness of the CIP as a financial and community planning tool. Including projects beyond the typical 6-year time period is a component of the Council's Debt Management Policy (CC-107) and provides a preview of needed capital projects that cannot be funded in the immediate planning horizon.

The following CIP projects for the 2026-2031+ timeframe were reviewed by the Planning Board (projects proposed for funding in 2026 are ***italicized and bolded***):

Department	Project Description
Airport	***T-Hangar Construction***
Airport	Taxiway A Extension Phase 2
Airport	Taxiway A Extension Phase 3
Fire	Station 2 Replacement
Public Works	Route 120–Etna–Old Etna Road Pedestrian Improvements
Public Works	Mechanic St/Slayton Hill Rd/Mascoma St Reconstruction
Public Works	Mechanic Street Sidewalk – Buckingham Place to Poverty Lane
Public Works	Mechanic St Sidewalk - American Legion to Slayton Hill Rd
Public Works	Mechanic St Sidewalk – Rivermill Bus Stop to Slayton Hill Rd
Public Works	Hanover Street Improvements
Public Works	***Mechanic St/Mascoma St/High St Roundabout***
Public Works	School Street /Meriden Road Safety Improvements
Recreation, Arts, & Parks	Mascoma River Greenway Extension
Recreation, Arts, & Parks	MRG to Mascoma Street Path
Public Works	Large Groundwater Well and Water Treatment Facility
Public Works	Centerra Water Main Extension
Public Works	***Landfill Expansion Phase 3 and 4 Design, Permitting & Construction***

CAPITAL IMPROVEMENT PROGRAM ITEMS

For the purpose of the Planning Board's Capital Improvements Program, Capital Improvement Program Items (CIP Items) will be those items that pertain to planning and land use within the City only. CIP Items include:

a) Any Physical Public Betterment and studies relative thereto with an estimated cost or value in excess of $100,000;
b) Acquisition of land, regardless of estimated cost;
c) Construction of new buildings and facilities with an estimated value in excess of $100,000;
d) Facilities engineering design and other preconstruction costs in excess of $100,000, unless such costs are part of a project that does not result in more capacity for growth;
e) Reconstruction of existing facilities resulting in more capacity for City growth with an estimated cost or value in excess of $100,000.

Capital items that are operational in scope, vehicles for example, are not considered to be CIP Items.

A ***Physical Public Betterment*** shall mean any new use of land or infrastructure that is for the benefit of the community. Excluded from this definition are operational maintenance and improvements accruing a benefit to the community, which do not increase capacity for growth, for example resurfacing a road, fixing a sidewalk, and other in-kind repairs.

PLANNING BOARD

It is the Planning Board's responsibility to review and revise the Capital Improvement Plan as presented by the Administration, and to develop the CIP with a view toward ensuring that proposed projects are compatible and complementary with the Master Plan.

2025-2026 Capital Budget Comparison
Debt Funding

2025	2026
General Fund- $1,063,650	General Fund- $0
Sewer Fund- $150,000	Sewer Fund- $0
Water Fund- $1,440,000	Water Fund- $0
Solid Waste Fund- $14,118,000	Solid Waste Fund- $0
Airport Fund- $0	Airport Fund- $370,950
TOTAL- $16,771,650	TOTAL- $370,950

2026-2031 CIP - Unfunded Projects

Department	Project Name	Projected Cost
	GENERAL FUND	
FACILITIES		
FIRE	Fire Station 2 Replacement	$14,200,000
DPW	City Hall Renovations Phase 5	$654,000
ROADS & BRIDGES		
DPW	Route 120–Etna–Old Etna Road Pedestrian Improvements	$1,350,000
DPW	Mack Avenue Infrastructure Improvements	$900,000
DPW	Estabrook Circle and Maple Street Stormwater Improvements	$1,181,250
DPW	Mechanic St Sidewalk - Buckingham Pl to Poverty Ln (Phase 1)	$1,950,920
DPW	Hanover Street Reconstruction - Route 120 to Mascoma Street	$5,453,020
DPW	Green Street and Shaw Street Reconstruction	$2,727,740
DPW	Elm Street and Union Street Reconstruction	$2,579,690
DPW	School St / Meriden Rd Safety Improvements	$635,170
OTHER		
REC	MRG to Mascoma Street Path	$408,000
	TOTAL GENERAL FUND	**$32,039,790**
	WATER FUND	
DPW-WATER	Hanover Street Reconstruction - Route 120 to Mascoma Street	$942,950
NEW-DPW-WATER	Centerra Water Main Extension	$1,650,000
DPW-WATER	Mack Avenue Infrastructure Improvements	$100,000
DPW-WATER	Estabrook Circle and Maple Street Stormwater Improvements	$1,012,500
DPW-WATER	Green Street and Shaw Street Reconstruction	$2,338,060
DPW-WATER	Elm Street and Union Street Reconstruction	$2,211,160
	TOTAL WATER FUND	**$8,254,670**
	SEWER FUND	
DPW-SEWER	Hanover Street Reconstruction - Route 120 to Mascoma Street	$1,100,110
DPW-SEWER	Estabrook Circle and Maple Street Stormwater Improvements	$1,181,250
DPW-SEWER	Green Street and Shaw Street Reconstruction	$2,727,740
DPW-SEWER	Elm Street and Union Street Reconstruction	$2,579,690
NEW-DPW-SEWER	Route 12A Pump Station	$2,000,000
	TOTAL SEWER FUND	**$9,588,790**
	SOLID WASTE FUND	
DPW-SOLID	Landfill Phase 3-4 Design, Permitting, and Construction	$40,000,000
	TOTAL SOLID WASTE FUND	**$40,000,000**
	TOTAL UNFUNDED CITY CAPITAL IMPROVEMENTS PROGRAM	**$89,883,250**

Mr. Carl Gross, Airport Director, reviewed his 2026 T-Hanger Construction Project as listed on page 92-96, Council agenda packet and the Airport's Pavement Management Plan as listed on pages 97-99, Council agenda packet.

Councilor McNamara and Director Gross discussed the funding/grant for construction of these projects, with Director Gross noting that when construction projects are issued for the Airport, everything is contingent based upon receipt of the grant(s) and are also contingent upon Governor/Council approval to not only take the State's 5% but to act as a pass through agency for the Federal funds coming to the project. Director Gross assured Councilor McNamara that unspent funds have been banked with the FAA (Federal Aviation Agency) and the City has the funds on hand.

Mr. Jay Cairelli, DPW Director reviewed the DPW Fleet Replacement Plan as detailed on pages 100-102, Council agenda packet.

The following items were also reviewed and discussed by the Council:

MECHANIC ST/
MASCOMA ST/
HIGH ST
ROUNDABOUT

Details can be found on pages 103-105, Council agenda packet. This is being pulling out of the 2026 CIP entirely until all the correct information is in. It will come back to the Council most likely during the 1st quarter of 2026, depending on the bids we receive and hear back from the State on their contributions.

In response to Councilor Stavis' question about the Dry Bridge Replacement, Director Cairelli noted that the funds that were previously appropriated are expected to cover the cost of that project so there is no request for funds in 2026.

TRUES BROOK
ROAD BRIDGE

Details can be found on Pages 106-108, Council agenda packet.

FARNUM HILL TANK
– WATER AGE AND
QUALITY

Details can be found on Pages 109-112, Council agenda packet.

LANDFILL PHASE
3-4 DESIGN,
PERMITTING, AND
CONSTRUCTION

Details can be found on Pages 113-117, Council agenda packet.

LEBANON SCHOOL DISTRICT CIP 2026-2031_Draft

Details can be found on Pages 118-119, Council agenda packet.

Council/Staff Comments:
Mayor Whittlesey thanked all City staff for considering Lebanon residents in their CIP proposals and for deferring some of their projects, noting there is +/-$90M of deferred infrastructure.

- Mr. Jay Simms (Ward-2) – He spoke about his appreciation on scaling some of these CIP items back and questioned where the City stood regarding the required lead pipe projects. Mr. Cairelli noted the funds have been appropriated and Deputy City Manager Brooks explained and gave examples for authorizing and appropriating funds 5-6 years down the road. Mr. Simms also expressed his concerns over City property acquisitions and fleet purchase management.
- Ms. Sarah Riley (Ward-2): She spoke about her concerns regarding a 2nd water source for Lebanon. City Manager Hosmer noted that right now this is a placeholder and an estimated cost to have the well dug to have a treatment center installed. For reference purposes, we have been working towards what we hope to be an equally efficient system when it comes to supply, volume, and quality of water at maybe less money than has been suggested. Discussions have taken place with our neighbors in Hartford, as well as Hanover, to talk

about accessing either surface water from Hanover. There is also a well in Hartford. It is in the CIP as a reference with no firm commitment to spend that money until we have become better informed through due diligence in looking at other opportunities that would give us the volume that we need in Lebanon, as well as the quality of the water. Hopefully by the end of the year or the beginning of 2026, we will have all the information the City needs from those potential partners in order to avoid that significant $15-$17M new well.

Ms. Riley felt this was important information that Lebanon residents should have and the City should be encouraging people to conserve water.

ACTION: ***This agenda item is for informational purposes only. No action required by the Council.***

12. City Manager Report:

City Manager Hosmer updated the Council on the following:

- Debt Management: There will be no new debt issuance for 2026 for General Fund support project.
- Winter Shelter: December 15, 2025 through April 15, 2026. Work in progress and looking to improve the processes involved.
- Hanover Mall: A compromise has been reached.
- Timeliness in receiving the City's audit. Finance knows that it is a priority to get the audit done.

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor Simon MOVED for adjournment.
Seconded by Councilor Heistad

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

The meeting was adjourned at 9:13 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary