



**LEBANON CITY COUNCIL
NOVEMBER 19, 2025 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 770 834 280#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The November 19, 2025 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

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

4. Open Council Discussion

5. Open to the Public

6. Recognitions: None

7. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the November 19, 2025 agenda packet.

8. Appointments: None

9. Public Hearing Items: None

10. Old Business: None

11. New Business

A. Ordinance #18, Salary Plan

Presentation of First Reading & Set Public Hearing for December 17, 2025: Amendments to Ordinance #18, Salary Plan, to include implementation of a 3.0% General Wage Increase, and to re-title, reclassify, and add positions to the existing salary plan

B. Revised Allowable Levels of Assistance

Review and Adoption of Revised Allowable Levels of Assistance Set Forth in Appendix A of the General Assistance Program Guidelines

C. Donation of Rutter Property

Discussion and Set Public Hearing for December 3, 2025: Acceptance of a Donation of Rutter Property, a +/-23-Acre Parcel of Conservation Land on Stevens Road, Lebanon

- D. Extension of Glen Road Hydroelectric Facility
 Authorization for City Manager to Execute Extension of Existing Lease
 Agreement with Green Mountain Power Corporation for Glen Road
 Hydroelectric Facility
 - E. Social Districts
 Discussion of Potential Establishment of Social Districts per NH RSA 178:33-
 38, et. seq.
- 12. City Manager Report**
- 13. Non-Public Session: None**
- 14. Adjournment**

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

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

Future Board/Committee/Commission Appointments:

Board/Committee: Arts and Culture Commission

Position: Arts Organization Representative

Applicant: J. Chambers

City Councilor: N. Ford Burley

Assigned Date: 09/22/2025

Board/Committee: Arts and Culture Commission

Position: Alternate

Applicant: G. Dokucu

City Councilor: D. Wilkie

Assigned Date: 10/01/2025

Board/Committee: Arts and Culture Commission

Position: Regular

Applicant: L. Ridilla

City Councilor: Not yet assigned

Assigned Date: Not available

Board/Committee: West Lebanon Revitalization Advisory Committee

Position: Regular

Applicant: B. Underwood

City Councilor: Not yet assigned

Assigned Date: Not available

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

December 3, 2025

Public Hearing Items:

A. Acceptance of a Donation of a +/-23-acre Parcel of Conservation Land on Stevens Road, Lebanon
Old Business:

A. Presentation of Second Reading: Amendments to Ordinance #18, Salary Plan, to include implementation of a 3.0% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

New Business:

A. Presentation of 2025 Financial Audit Report

B. Request from Lebanon Opera House for an Exemption (per §14-5) of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City property in 2025

C. Request from Lebanon Outing Club for an Exemption (per §14-5) of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City property in 2025

Lebanon City Council Agenda
November 19, 2025

- D. Public Input on Proposed 2026 Municipal Budget
- E. Discussion of Placing a Question of Whether to Prohibit the Operation of Keno Games on the March 10, 2026 Municipal Ballot

December 17, 2025

Public Hearing Items:

- A. Adoption of 2026 City Budget – Public Hearing for the purpose of receiving public input and taking action to adopt the 2026 City Budget as proposed by the City Manager
- B. Amend Ordinance No. 18, Salary Plan – A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, to include implementation of a 3.0% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan

New Business:

- A. Authorization for the City Manager to Transfer Appropriated, Unencumbered FY2025 General Funds

**Agenda
Lebanon City Council
November 19, 2025**

7. Acceptance Of Minutes:

Minutes To Be Accepted

- November 4, 2025 (Work Session)
- November 5, 2025 (Regular Meeting)
- November 6, 2025 (Work Session)

MOVED, to approve the minutes as presented in the November 19, 2025 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
WORK SESSION MINUTES
Tuesday, November 4, 2025, 5:30PM
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Nicole Ford Burley, Erling Heistad (arrived 5:50PM), Timothy McNamara, Christian Simon, Laurel Stavvis, George Sykes

MEMBERS ABSENT: Karen Zook

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Finance Director Alesia Williams, Technical Advisor Paula Maville, City Clerk/Tax Collector Jaseya Ewing, Director of Public Engagement and Communications Beth Beraldi, Director of Public Works Jay Cairelli, Deputy Director of Planning and Development Tim Corwin, Administrative Services Manager Kelly Crate, Cyber Services Director Perry Eaton, Library Director Sean Fleming, Airport Director Carl Gross, Chief Building Official and Health Officer Leigh Hays, Assistant Director of Public Works Chris Kilmer, Deputy Police Chief Alan Lowe, Chief Innovation and AI Officer Melanie McDonough, Police Chief Phil Roberts, Administrative Assistant Crystal Taplin, Fire Chief Jim Wheatley

1. CALL TO ORDER: Mayor Whittlesey called the meeting to order at 5:30 p.m.

- **City Manager Hosmer reviewed the meeting criteria for attendees.**

2. PRESENTATION BY CITY MANAGER AND FINANCE DIRECTOR

- **Overview of Proposed 2026 Annual Budget:** (includes City Manager & City Council Operations; Legal; and Advance Transit)

Included in Agenda Packet: All supportive documents and financial information, including line-item breakdowns, can be found on Pages 2-7, Council Agenda packet

City Manager Hosmer and Deputy City Manager David Brooks, and Finance Director Alesia Williams were present to answer questions from the Council.

Mayor Whittlesey began by saying that tonight they would be getting an overview of the proposed 2026 annual budget as well as doing their review of the City Manager's budget (both included in the Agenda Packet).

He added that they would have public comment during two different sessions in December.

City Manager Hosmer thanked all department heads and their staff that contributed to the work on the budget, with special thanks to Beth Beraldi, Melanie McDonough, Alesia Williams and Victoria Paquin in assisting with this work and ensuring it was completed in a timely manner.

1
2 The purpose of this meeting tonight is to present a balanced, service- focused budget for 2026, to explain
3 the impacts on tax rate and taxes at every opportunity, and to convey that they are stewards of these
4 public funds and therefore should be conservative while making wise investments so that they serve
5 future generations.
6

7 Some key highlights of his presentation were:
8

- 9 • Budget Objectives - Taxpayer Impact
10 Fulfill public expectations
11 Sustainability
12 Responsibly Manage
13 Financial Strategy (strengthen stability and predictability)
14
- 15 • Budget Overview - Comparison of 2025 to 2026 Budget (as proposed)
16 Total 2025 Budget \$93,905,895
17 Total Proposed 2026 Budget \$78,080,370
18
- 19 • Debt Load - \$8M of debt will be dropping off in 2026
20 Many capital improvements are being postponed
21 No new bonded debt in 2026
22 New fire truck will be delivered in 2026
23
- 24 • Expense Summary by Fund -
25 2025 compared to 2026 Proposed Budget
26 2026 Percent Change -16.85%
27 Enterprise funds are independent and self-sustaining/
28 they do not rely on General Funds
29
30
- 31 • General Fund Expenses by Department -
32 These will be discussed at a future meeting
33 2026 Proposed Budget +3.93%
34
35
- 36 • Factors Driving Costs Increases (obligations)-
37 Wages (contractual obligations)
38 Health & Dental Insurance premiums
39 Retirement/Workers Compensation/FICA/Medicare
40 Debt Service \$715,920
41
42
- 43 • City Revenue Impacts Vary by Source -
44 Property Tax (largest source of City revenue)
45 Motor Vehicle Registration Fees
46 Rooms & Meals Tax Distribution
47 Development Fees (e.g. building permits)
48 Utility Users Tax/Franchise Payments
49 Recreation & Fee Programs
50

1
2 • Unassigned Fund Balance (UFB) -
3

4 Maintain range of 15% - 19% of current general fund
5 Important cash reserve for cash flow needs and emergencies
6 Allows for cash flow between tax billings
7 Not legally restricted or earmarked
8 Evidence based
9 Aligns with the standard developed by Government Accounting
10 Standards Board
11

12 • Budgeting Challenges - Government Shutdown & Legislative Changes

13 Revaluation of Properties in 2025
14 Pavement Management Program
15 Pending litigation
16 Inflation
17 City-wide staffing
18 Solid waste – Landfill
19 Water -Distribution & Treatment System
20

21 Out of every \$1, the tax rate breakdown of where the money goes is: City -36 cents, County - 5 cents,
22 Local education - 53 cents, and State education - 6 cents.
23

24 While the 2026 Proposed Total City Manager's budget is 16.85% lower than the 2025 Budget, it is due to
25 a smaller Capital Improvement Project (CIP) expenditure and this will need to be addressed in an
26 upcoming budget, in order for Lebanon roads to be properly maintained.
27

28 Deputy City Manager Brooks explained that the City Manager works directly for the City Council
29 whereas all City employees work for the City Manager. The City Manager prepares and submits the
30 annual budget and throughout the year, keeps the Council updated and informed of the condition and
31 needs of the City. The City Manager's Office also oversees the strategic planning and operation of the
32 City and coordinates the overall operation with respect to communications and innovations. Additionally,
33 the office also budgets for legal services and Advance Transit.
34

35 The City Manager's budget is up about 11% compared to 2025, of which approximately 19% is an
36 increase in wages and benefits (covers the 4 employees in the office), and includes the hiring of City
37 Manager Hosmer.
38

39 Most categories in the City Manager's budget are level funded or reduced for 2026. He noted that the
40 Legal Expenses line has increased, to allow for the recent pattern reflecting the need for additional
41 funding. He looked back at the last 10 years, and finally to the last 3 years, using a three-year average and
42 this informed their proposed budget of \$375,000 for this category.
43

44 He noted two key Department accomplishments including the hiring of City Manager Hosmer, as well as
45 working with the City Council to prepare, plan, and adopt a new three- year strategic plan to guide their
46 operations and decision making for this period.
47

48 Under City Manager Hosmer's leadership, it is expected they will further strengthen their
49 communications and engagement and outreach to ensure they are providing timely, accurate, and
50 trustworthy information. They will continue to develop and support the reuse of City owned properties

(e.g. Barrows Street, Main Street, Spencer Street, etc.), to expand housing opportunities and to revitalize our downtown neighborhoods.

Lastly, they expect to offer another session of a Citizens Academy, to give Lebanon residents an opportunity to gain a deeper understanding of how the local government operates. In 2026, there will be a specific public safety session over two weeks to include Police and Fire Departments.

Council/Staff Discussions:

He opened the meeting up to questions from the Council. A member thanked Deputy City Manager Brooks for breaking down the Legal Services expenditures and asked about Planning & Zoning and wondered if the City has been able to recoup any expenses for cases settled in the City's favor. Deputy City Manager Brooks said they are in the process of working on two cases where the City prevailed. They are trying to recoup not only the judgment but also the legal expenses on one case. He also answered questions about a line item for Legal Services. This line item has averaged about \$50,000 the past 3 years, which is what has been budgeted. Regarding the question of when it becomes cost effective to perhaps hire a City attorney, they will be reviewing this in early 2026 as a policy discussion for the City Council, for the 2027 budget.

Regarding 2025 OPS (Other Purchased Services), Deputy City Manager Brooks said that they purposely did not spend the allocated \$55,000 OPS because they knew in February 2025 that City Manager Mulholland was leaving in May, and that they would subsequently overspend for the City Manager's Office, so they delayed the types of short-term studies they would normally engage in which helped offset the overage related to the City Manager role.

Looking ahead, they will be engaging with the Special Needs Support Center to assist the City with compliance efforts around the Americans with Disability Act. They have an outstanding PSA (Professional Services Agreement) for \$10,000 to initiate this, and the scope of work includes \$25,000 of expenses that could occur in 2026. In the past, they have used these funds for public health needs assessment, a GIS technology audit (extremely useful for a variety of important applications), etc.

He answered a question about the Communications line, which is a cell phone for the manager and himself. The Advertising was used in 2025 for the search for a new City Manager, whereas most years it supplements the advertising line for the City Clerk, used for example, to advertise City Council meetings. Public Communications is for expenses related to the City Innovation Officer.

Regarding Training, Licenses, Dues, the City is a corporate member of the New Hampshire Municipal Association, and that is a majority of this line. For Travel, the City Manager, Deputy City Manager and the Chief Innovation Officer are all members of the ICMA (International City & County Managers' Assn.) as well as this organization in the State of New Hampshire, the Upper Valley Business Alliance. The training includes workshops and seminars that these organizations hold. The travel covers airfare (where appropriate), hotel stays, food, etc. for outside conferences. Mileage is tracked independently (for greenhouse gas emissions purposes) and is used for necessary travel to more local meetings.

He explained that Outside Duplication line item is for CityScapes editions of the Lebanon Times publication that comes out 2 times each year (a four-page spread) and also a 1-page edition in the off season.

In response to a question, only 7-8 of City employees are *not* in collective bargaining units.

Next, Mayor Whittlesey opened questions from the public, pertaining to the City Manager's budget.

1
2 Jay Simms, Ward 2, inquired about having the FTE count for 2024, 2025 and the proposed number for
3 2026 along with the actual amounts spent for 2024 and 2025. He asked what the actual rate increase was
4 for health insurance compared to what was budgeted for a rate increase and would like to see the actual
5 2024 expenses for this item. The City is awaiting the 2024 actuals for the completed audit, and the
6 Finance Director anticipates having this soon. Mayor Whittlesey redirected the conversation to the
7 General fund since this is the focus for tonight.

8
9 Lori Key, Ward 3, asked operational questions about the Communications line and Deputy City Manager
10 Brooks explained that the position was upgraded to Public Engagement & Communications. This role is
11 actively evolving.

12
13 She also inquired about the discretionary performance increase. Mayor Whittlesey explained how this part
14 of the budget works and that this is an operational line item and can be discussed at that meeting.

15
16 Jennifer Mercer, Ward 3 commented on the Duplication Communication costs.

17
18 Wendy Hall, Ward 3, a member of the School Board, inquired about any opportunities to reduce any
19 duplicate positions. She asked if there are new collective bargaining positions and was told there are 3
20 new units, administrative support staff, deputy directors and department heads. The City is in negotiations
21 with these new teams. All contracts are brought before the City Council. She asked if the City has
22 shopped insurance and it was confirmed that the City did extensive due diligence for this line item. She
23 asked about electric usage, etc. Many of her questions were operational and can be addressed in that
24 meeting.

25
26 Samantha Townsend, Ward 2, asked for clarification about some expenses and those were explained to
27 her.

28
29 Councilor Simon posed combining employees of the City of Lebanon and the Lebanon School system to
30 see if they could gain economies of scale and therefore save on their health insurance. City Manager
31 Hosmer explained that these conversations have already been initiated and said the two entities are
32 philosophically aligned.

33
34 Joan Townsend, Ward 2, asked the City Council to take a look at the proposed discretionary raises for
35 employees.

36
37 A Councilor inquired what would happen if contracts under negotiation were to be rejected by the
38 Council. City Manager Hosmer said that while he has not experienced this, he would suspect that they
39 would go back to the bargaining table, and going this route would incur more costs for the City to start all
40 over again. Mayor Whittlesey reminded all that the focus tonight is for the City Manager's budget.

41
42 Jennifer Mercer, Ward 3, asked for clarification about the 6% and if these were both in the collective
43 bargaining unit contracts and again this topic will be addressed in a future meeting. Nevertheless, Deputy
44 City Manager Brooks clarified what it is and the logic behind the amounts. Raises are performance based.
45 Mayor Whittlesey added that the Consumer Price Index (CPI) for the Northeast Region was up 3.3
46 percent year over year (as of August 2025) and has worsened since that time, however it is capped out at
47 3.0.

48
49 ***NOTE: The City of Lebanon 2026 Proposed Operating Budget is available at:***
50 ***LebanonNH.gov/2026BudgetBook***

1 **3. ADJOURNMENT:**
2 **The meeting was adjourned at 7:12PM.**
3
4 Respectfully submitted,
5 Cinda Mersel
6 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, November 5, 2025, 6:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Deputy Assessor Kimberlee Burkhamer, Police Lieutenant Richard Norris, Finance Director Alesia Williams, Chief Assessor Michael Pelletier

1. CALL TO ORDER: Mayor Whittlesey called the meeting to order at 6:00 p.m.

- Interim City Andrew Hosmer announced the meeting criteria for attendees.

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

3. BOARDS and COMMITTEE REPORTS (3rd Quarter)

Conservation Commission, Sarah Riley, Chair

Chair Riley updated the Council on the following:

- No meetings in July/August
- Hosted a Living in Lebanon Focus Group discussion: Housing and land conservation
- Did one conceptual review for a Planning Board application
- Projects: Vernal pool buffer ordinance proposal
- Conservation Ranger updates: Boundary blazing tasks. He continues to be funded by the City's Conservation Fund and is not coming out of the General Fund.
- DMAC application, which is the program allowing them to have additional doe permits.
- Repopulation of the Mascoma River area Committee

Arts & Culture Committee: Assistant Mayor Wilkie gave report for Chair

Assistant Mayor Wilkie updated the Council on the following:

- They had 2 meetings in the 3rd Quarter
- AVA's refresh of the fountain covers
- Tunnel Art: Mostly complete
- Poetry Stamping from contest

Diversity, Equity and Inclusion (DEI): The Council received their written report.

Downtown TIF: No Report

Economic & Development Committee: No Report

1
2 **Heritage Commission: Assistant Mayor Wilkie gave report for Ash Ford Burley**

3 Assistant Mayor Wilkie updated the Council on the following:

- 4 • Updating Historical Resources Chapter of the Master Plan
5 • Proposed revisions to the Historic District Zoning Ordinance
6 • Supported opening the Soldier's Memorial at two Farmers Markets

7
8 **Lebanon Energy Advisory Committee: The Council received their written report.**

9
10 **Lebanon Housing Task Force: Councilor McNamara**

11 Councilor McNamara updated the Council on the following:

- 12 • Actively engaged with their grant funded consultant. They have been continuing to interact with
13 various local groups and City staff to get input on housing needs. They will be coming before the
14 Council with a report most likely in January 2026.

15
16 **Pedestrian/Bicyclist Advisory Committee: Colin Smith, Chair**

17 Chair Smith updated the Council on the following:

- 18 • Worked on drafting an update to the City's Complete Streets Policy
19 • Updates to the Pedestrian/Bike crash data. There was a change in the Lebanon Police Department
20 Privacy in 2023, so since then, they have been releasing less information. The data received since
21 that time is limited in use as to what has happened during an accident.
22 • Transportation Funding limitations from Federal, State and City

23
24 **Planning Board: Andrew Faunce, Chair. The Council received their written report**

25 Chair Faunce added a couple updates that were not included in the written report as follows:

- 26 • Met with Rick Creo, Developer for 2 Mascoma Street – Grocery Store. Have expedited the
27 excavation of the main floor in that building and will construct the mid-sized towers for housing
28 in Phase 2 and 3.
29 • Conceptual review for Revision Energy regarding their Solar Field Project

30
31 **School/City Task Force: Mayor Whittlesey**

32 Mayor Whittlesey updated the Council on the following:

- 33 • This group will be meeting monthly through January.

34
35 **West Lebanon Revitalization Advisory Committee: Emmett Frank, Chair**

36 Chair Frank updated the Council on the following:

- 37 • Focus has been on supporting businesses along the Main Street corridor which is undergoing
38 some revitalization now
39 • Met with City Staff to discuss how the Committee can best use its City web page
40 • Will be working on Section 4 of the City of Lebanon's Master Plan to update and revise it
41 • Will be looking at the Seminary Hill School building and its use. Will be engaging the public on
42 how to use that space.

43
44 **This portion of the meeting concluded at 6:21PM**
45

1 At the request of Mayor Whittlesey, the Council agreed to move Item 7, Recognitions here. The rest of
2 the agenda items will remain in the same order as discussed.
3

4 **7. RECOGNITIONS: KRISTINE FLYTHE**

5 **WHEREAS**, Kristine Flythe has made Lebanon her home away from home, has devoted
6 herself to elevating the quality of life for Lebanon and West Lebanon's residents and
7 visitors, and has served the City of Lebanon full-time for fifteen years, six months, and 3
8 weeks; and
9

10 **WHEREAS**, Kristine gave selflessly to the mission of Lebanon Recreation Arts & Parks
11 every one of those days. She began her service to the City in 2006 as a Camp K
12 Counselor, was promoted to Camp Director in 2008, and then to the full-time Recreation
13 Coordinator position in April of 2010; and
14

15 **WHEREAS**, during her time as Recreation Coordinator, Kristine was awarded several
16 certifications and awards, including Certified Parks and Recreation Professional,
17 American Camp Association Accreditation, New Hampshire Recreation and Parks
18 Association's (NHRPA) Communication Savvy Award, Kim Perkins Special Event
19 Award, and the prestigious Don Heyliger Young Professional Award. True to her
20 character, Kristine championed her colleagues by nominating them for awards of their
21 own, including the High Five Award for Lebanon Youth-In-Action, and the Upper
22 Valley Business Alliance Young Professional of the Year Award for Meagan Henry; and
23

24 **WHEREAS**, Kristine nurtured relationships with many civic partners, going above
25 and beyond in serving the NHRPA, LISTEN Christmas Dinner, Upper Valley
26 Business Alliance's LebFest, Upper Valley Senior Center, Lebanon Outing Club,
27 Upper Valley Running Club, SAU88, the Arts and Culture Committee, and the
28 American Camping Association; and

29 **WHEREAS**, Kristine has had an indelible positive impact on the lives of thousands,
30 particularly Lebanon's youth and seniors, programming over 140 programs and special
31 events per year and reaching over 300,000 participants during her career; and
32

33 **WHEREAS**, Kristine has been an avid team player, eager to help others, unique in
34 her level of thoughtfulness and devotion to the common good, and an all-around
35 pleasure to work with;
36

37 **NOW, THEREFORE, BE IT RESOLVED**, that we, the members of the Lebanon City
38 Council, on behalf of the citizenry of Lebanon, Kristine's friends, and her fellow
39 employees, express our admiration of and respect for the career of our outstanding and
40 faithful employee, and extend to her our sincere gratitude and wish her well in her future
41 endeavors,

42 **BE IT FURTHER RESOLVED** that this Resolution be written upon the minutes of the
43 Lebanon City Council meeting and a copy be presented to Kristine Flythe.
44 Dated this 5th day of November 2025, in Lebanon, New Hampshire.
45

46 Douglas Whittlesey, Mayor
47 On behalf of the Lebanon City Council
48

1 Ms. Kristin Flythe was present and accepted her award.

2
3 **4. PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.

4
5 **5. OPEN COUNCIL DISCUSSION:**

6 Assistant Mayor Wilkie thanked the public who reached out to him with budget questions via email. He
7 noted there were some labor-related questions and there was some misunderstanding at last night's budget
8 work session. The labor-related budget items are included in the budget, but the wages and the contracts
9 are part of a parallel process that is not directly part of the budget process. This is something that does
10 need to be addressed and he has worked on some questions that will be passed along to the City Manager.
11 It is important to note the distinction: the numbers in the budget are one thing, but how labor is handled is
12 another.

13
14 Mayor Whittlesey noted that in terms of the process, if your questions are related to the sections of the
15 budget, questions will be held until we get to that section of the budget hearings.

16
17 Mayor Whittlesey spoke about the Finance Advisory Committee's presentation back in June 2025. A
18 couple of weeks ago he reached out to Lori Key to kickstart the process, noting that at the time the
19 Council wanted to wait to get our new City Manager hired and onboarded. We, as a City, have never had
20 a committee like this before and like with other new committees, it involves a lot of legwork to get them
21 up and running and codified. What we would like to do is have an ad hoc task force and will meet with
22 Ms. Key and others this coming Thursday (November 6, 2025) to discuss an interim structure, which will
23 give us a starting point to see what a Finance Advisory Committee might look like. Membership will
24 include a combination of City Councilors and Lebanon residents. He also noted a committee like this is
25 completely unique for Cities in the State of New Hampshire with a City Manager. Every other city that
26 has a Finance Committee is made up entirely of a subset of the City Councilors or the Council itself.
27 There will be more to come on this.

28
29 Councilor Simon spoke about the State's SB 542 which was recently passed and allows municipalities to
30 have revenue from the gaming industry, which is located here in our community. He would like to see
31 this put on a Council agenda as soon as possible. Councilor Stavis also noted that the gaming ordinance
32 regulations are required under this statute. It is not an option. In response to Councilor Syke's question,
33 City Manager Hosmer noted that it is required to come before the City. Deputy City Manager Brooks
34 noted that in his reading of the regulations, and his conversations with representatives from Revo Casino,
35 is that they can have up to two (2) charitable organizations at a time. If the municipality wants to be
36 involved it does take one of those funds away from a charitable organization.

37
38 **6. OPEN TO PUBLIC:**

39 **Mr. Fran Casale (Ward-2):** He came forth and spoke about his exasperation regarding the City's
40 municipal finances, and its double-digit property tax increases over the past few years. While he was
41 actively involved in the initial presentation of the concept of having a Finance Advisory Committee, he
42 has still not heard back from anyone. He further spoke about, and elaborated on, his reasons why he felt
43 the City needed a Finance Advisory Committee. As a result of not hearing back from the Council, his
44 group has formed a Petitioner's Coalition Committee to get signatures to ask the voters of the City of
45 Lebanon about what they thought about having a Finance Advisory Committee. (**NOTE: the online**
46 **sound went out at this point in the conversation.)**

Mayor Whittlesey wanted to make it clear that the 12% rise in property taxes is now inaccurate. He also emphasized that the numbers out to the public are inaccurate and also spoke positively about the financial expertise within the City and gave examples of their expertise. For the record, he also reiterated the history behind starting up a Financial Advisory Committee.

Mr. Fran Casale (Ward-2): He informed the Council that there is a citizen's binding petition that will contain 180 signatures. This will be on the March 2026 ballot.

Ms. Lori Key (Ward-3): She spoke about her reasons why she was looking forward to having a productive discussion tomorrow (November 6, 2025).

7. RECOGNITIONS: See above. Taken out of order

8. ACCEPTANCE OF MINUTES: October 15, 2025 (Regular Meeting)

Councilor Heistad MOVED to approve the October 29, 2025 minutes as written and presented in the November 5, 2025 City Council agenda packet.

Seconded by Councilor McNamara.

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

9. APPOINTMENTS:

- Conservation Commission, Bruce James (Reappointment Regular Member)

Councilor Heistad MOVED to NOMINATE Bruce James for Reappointment as a Regular Member to the Conservation Commission. Term: 11/25-11/2028

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

- Conservation Commission, Christopher Johnson Reappointment Regular Member)

Councilor Heistad MOVED to NOMINATE Christopher Johnson for Reappointment as a Regular Member to the Conservation Commission. Term: 11/25-11/2028

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

- Diversity, Equity, and Inclusion Commission, Bise Wood Saint Eugene (Reappointment Public Representative)

Assistant Mayor Wilkie MOVED to NOMINATE Bise Wood Saint Eugene for Reappointment as a Public Representative to the Diversity, Equity, and Inclusion Commission. Term: 11/25-11/2027

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

- Downtown Lebanon TIF Advisory Board, Barry Schuster (Reappointment Property Owner/Occupant)

Mayor Whittlesey MOVED to NOMINATE Barry Schuster for Reappointment as a Property Owner/Occupant to the Downtown Lebanon TIF Advisory Board. Term: 11/25-11/2028

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

- Downtown Lebanon TIF Advisory Board, Victoria Smith (Reappointment Property Owner/Occupant)

Mayor Whittlesey MOVED to NOMINATE Victoria Smith for Reappointment as a Property Owner/Occupant to the Downtown Lebanon TIF Advisory Board. Term: 11/25-11/2028

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

2
3 • Heritage Commission, Nicole Dittrich (Alternate Member)
4 *Assistant Mayor Wilkie MOVED to NOMINATE Nicole Dittrich as an Alternate Member to the*
5 *Heritage Commission. Term: 11/25-11/2028*

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

7
8 • Lebanon Energy Advisory Committee, James Mashal (Reappointment Citizen
9 Representative)
10 *Assistant Mayor Wilkie MOVED to NOMINATE James Mashal for Reappointment as a*
11 *Citizen Representative to the Lebanon Energy Advisory Committee. Term: 11/25-11/2028*

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

13
14 • Tree Advisory Board, Andrew Garthwaite (Reappointment Citizen Member)
15 *Assistant Mayor Wilkie MOVED to NOMINATE Andrew Garthwaite for Reappointment as a Citizen*
16 *Member to the Tree Advisory Board. Term: 11/25-11/2028*

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

18
19 • Tree Advisory Board, Susan Johnson (Reappointment Citizen Member)
20 *Assistant Mayor Wilkie MOVED to NOMINATE Susan Johnson for Reappointment as a Citizen*
21 *Member to the Tree Advisory Board. Term: 11/25-11/2028*

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

23
24 • West Lebanon Revitalization Advisory Committee, Barbara Krinitz (Resident
25 Member)
26 *Councilor Stavis MOVED to NOMINATE Barbara Krinitz as a Resident Member to the West*
27 *Lebanon Revitalization Advisory Committee. Term: 11/25-11/2028*

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

29
30 • West Lebanon Revitalization Advisory Committee, Spenser Molloy (Business
31 Owner Member)

32 **NO ACTION TAKEN. STILL UNDERGOING INTERVIEWS.**

33
34 • Zoning Board of Adjustment, Paul McDonough (Reappointment Regular Member)
35 *Assistant Mayor Wilkie MOVED to NOMINATE Paul McDonough for Reappointment as a Regular*
36 *Member to the Zoning Board of Adjustment. Term: 11/25-11/2028*

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

38 39 **10. PUBLIC HEARING ITEMS:**

40 **A. Ordinance #2025-12** - A public hearing for the purpose of receiving public input and taking
41 action to amend or repeal City Code Chapter 185, Welcoming Lebanon, to ensure compliance with
42 applicable laws that will take effect on January 1, 2026.

43
44 Included in the agenda packet: [\(All supportive documents and detailed information \(below\) can be found](#)
45 [on pages 64-78, Council agenda packet\)](#)

46 1. Proposed Ordinance #2025-12 (two alternative versions), including:

- 1 • "Draft Option 1a: to Amend Chapter 185", including proposed redline edits as
- 2 reviewed by the DEI Commission; or
- 3 • "Draft Option 1b: to Repeal Chapter 185"
- 4 2. Draft City of Lebanon Commitment to Community Resolution, as reviewed by the
- 5 DEI Commission
- 6 3. NH Municipal Association document issued July 16, 2025, re: "*Guidance on SB 62*
- 7 *and HB511, Cooperation with Federal Immigration, Prohibiting Sanctuary Cities*
- 8 *Policies*"
- 9 4. October 27, 2025 Legal Opinion from Attorney Matthew Decker

10
11 Assistant Mayor Wilkie summarized the background as listed below, noting that the City's Welcoming
12 Lebanon Ordinance is in conflict with the State's new sanctuary law that takes effect on January 1, 2026.
13 This is not a fun hearing to have, and he would much rather we not have this because he would really like
14 to keep the Welcoming Lebanon Ordinance in effect. However, the concern that the Council has is that
15 once this State law goes into effect, any municipality that is deemed to be out of compliance with the
16 State law effectively risks losing up to 25% of the funds that the City receives from the State.

17
18 The DEI Commission, and individuals and vulnerable members of the community have discussed this,
19 noting there is a very serious concern that if we lose a large sum of money, we could be jeopardizing the
20 wellness of vulnerable residents. Because of that, while many of us would like to keep the Welcoming
21 Lebanon Ordinance in place, he was concerned that this would end up doing more damage to our
22 vulnerable members rather than helping them, particularly when Lebanon is one of two (2) communities
23 in New Hampshire that actually would be violating the State law. He emphasized that this is not in direct
24 response to anything happening at the Federal level. The City of Lebanon was placed on a list earlier in
25 the year and we determined that we would wait until we received further guidance from the Federal
26 Government before taking action, but since then the subsequent list does not have Lebanon on it and no
27 action is being proposed in response to Federal directives. This is response to a State law that pertains to
28 what municipalities will be allowed or not allowed to do. He felt the option to keep the ordinance in place
29 could risk thousands of dollars of funding that in large part would affect the City's most vulnerable
30 members.

31
32 We could make amendments to this ordinance, or we could repeal this ordinance. His proposal is to repeal
33 this ordinance, which emerged from a Fair and Impartial Policing Task Force. He also proposed the City
34 convene a Task Force whose charge would be to look at both the Welcoming Lebanon Ordinance and any
35 other City Policy Resolutions and provide recommendations; it could include Administrative Policies; it
36 could include oversight committees and any recommendations that would help to protect our vulnerable
37 residents. Despite the State's legislation, we still want to maintain the spirit of the Welcoming Lebanon
38 Ordinance.

39
40 Mayor Whittlesey added that he drafted some changes based off of the amendments and thought it would
41 likely require further work to comply with the State laws. Since it is now November 5th, and we are in
42 budget season, it is unlikely that we would cohesively rework things in a way that is in both in
43 compliance with State law and meet the real spirit of the original ordinance.

44
45 Assistant Mayor Wilkie again noted the options for the Welcoming Lebanon Ordinance: 1) Draft
46 Option 1a: to Amend Chapter 185, including proposed redline edits as reviewed by the DEI
47 Commission; 2) Draft Option 1b: to Repeal Chapter 185; or 3) Take no action. He noted that what
48 is in the packet is not the most recent version he meant to provide and does not include comments or

changes by legal counsel and others. He also noted that a Resolution should not commit to establishing a subcommittee, noting a Resolution would be a good guideline for the City, but it would not be something he would recommend that the Council passes in the form as presented in the Council packet.

In response to Councilor McNamara's question, Assistant Mayor Wilkie stated that 1b. is just the repeal and the resolution would be something that would be resolved separately at a future meeting.

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 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 materials. At the conclusion of its discussion, the DEI Commission approved the following motion:

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

1 *presented Commitment to Community Resolution; and (c) that the passage of such*
2 *changes should come with a provision that Chapter 185 shall automatically revert to*
3 *the present language upon the reversal of any laws preventing it by court order or*
4 *subsequent legislation.*

5 On October 15th, the City Council scheduled this public hearing to discuss either amendments to or
6 repeal of the existing language of City Code Chapter 185, Welcoming Lebanon, to ensure compliance
7 with applicable laws that will take effect on January 1, 2026. In connection with the public hearing, two
8 alternate versions of proposed Ordinance #2025-12 have been prepared - Option 1a outlines potential
9 amendments to the existing language of Chapter 185, while Option 1b would be to delete and repeal the
10 existing language of Chapter 185 in its entirety. In accordance with City Code Chapter 115-3, the
11 City's attorney has provided a legal opinion as to the authority and validity of each alternate version
12 of proposed Ordinance #2025-12.

13
14 **Mayor Whittlesey opened the Public Hearing, and the following came forth to give their testimony:**

- 15 • **Ms. Tia Winter (Ward-3):** She read a statement prepared by other constituents who were unable
16 to attend this meeting. The statement explained their reasons why they strongly urged the
17 Council to keep the current Welcoming Lebanon Ordinance in place through January 1, 2026, and
18 supported the idea of establishing a Task Force.
- 19 • **Ms. Rachel Kent (Ward-3):** She explained her reasons why she was against the anti-sanctuary
20 law from the State of NH, noting this is not the time to back down from what we know as just.
21 She asked the Council: 1) if they had been in touch with Hanover, NH and if they would also be
22 considering a change in their welcoming policy, and 2) if it would be possible to specify the
23 amount of State funding that would be subject to the 25% fine.
- 24 • **Mr. Mark Pageau (Ward-1):** He spoke about his reasons why he felt the City should align our
25 Ordinance with State Law, noting that if we continue to enforce Chapter 185, Lebanon could face
26 legal and financial consequences. This isn't about rejecting our community's diversity or
27 compassion; it's about complying with State law. He urged the Council to repeal Chapter 185
28 before January 1, 2026.
- 29 • **Ms. Kathy Beckett (Ward-2):** She spoke about her reasons why she felt the City of Lebanon has
30 never been a Sanctuary City; was against amending the ordinance but would support the creation
31 of a new task force to create a new Ordinance with a policy attached that upholds human rights
32 even in the face of restrictive or unjust State policies - not a Resolution.
- 33 • **Mr. Henry Mossell (Ward 2):** He spoke about reasons why he felt the City should go with
34 (option) 1b, to Repeal Chapter 185, noting the City's massive budget problems and the affect it
35 would have on the City if the State imposed their fines, along with all the legal fees, etc. the City
36 would have to pay.
- 37 • **Ms. Lori Key (Ward-3):** She spoke about her reasons why she felt the City should be practical
38 and Repeal the Ordinance and be really thoughtful about how we can balance what is just and
39 what keeps the City of Lebanon safe.
- 40 • **Ms. Jennifer Wehner (Ward-2):** She spoke about what is happening right now in the country
41 and questioned if this was a lawful State law and whether or not there was some way to push back
42 again this law without any risk to the City.
- 43 • **Mr. Henry Mossell (Ward-2):** He came forth again and questioned if the Ordinance, as it stands
44 now, would prevent ICE from coming into Lebanon. The response from the City Manager
45 Hosmer was no. What the Ordinance does is prevent City employees and corrections to not

1 cooperate. If this Ordinance was repealed, the Police Department still has the authority not to
2 cooperate (with ICE), noting the first paragraph in the State law, which he read to the audience.
3

4 **Hearing no further comments from the public, the Public Hearing was closed.**
5

6 **Council/Staff Comments:**

7 Assistant Mayor Wilkie, in response to Ms. Kent's question, noted that 1) Hanover has not made a
8 decision on their Welcoming Policy yet and they are continuing to evaluate it, and 2) The fine at stake,
9 according to Deputy City Manager Brooks, could be at least +/- \$500K, but could be substantially higher,
10 noting this is just the City's amount and does not include the School District's funds; rooms and meals
11 taxes; other block grants (i.e., the CSO Grant Funds), Railroad Tax; other grants such as the Police
12 Department Grants; Water/Waste Water Grants; a variety of transportation projects that the State would
13 be a partner in, and; the State's share of the Airport Grants (5%), etc.
14

15 Assistant Mayor Wilkie, in response to Ms. Wehner's questions, noted that: 1) This is not a State law on
16 immigration enforcement, this is a State law on what municipalities are/are not allowed to do, and 2)
17 While he would love to find a way to push back, he has not found a way to do this yet.
18

19 Councilor Stavis noted that this particular current law (almost verbatim) has come before her committee
20 in the Legislature for the last +/- seven (7) years and every single year we have successfully either killed
21 it, tabled it, or put it forth for further study. Given the numbers in the State Legislature during this past
22 session, we were not able to do that, and in addition, the Speaker of the House sent it to the Criminal
23 Justice Committee instead of the Municipal and County Government Committee, where it should have
24 gone. In context, this law has a very long history and has come before the State Legislature with virtually
25 the exact same language every single session since she has been in the Legislature, and probably before
26 that. We knew that this sort of Damocles was going to fall at some point, depending on what the
27 composition of the Legislature looked like in any given term, and now it has fallen. The fact that it has
28 fallen is kind of coincidental given the presence of the administration in Washington now. Having said
29 this, she also gave the context on how things happened in Legislature, noting that, depending on the
30 numbers in the next session we may well file a bill to repeal this State Law, but this will require all of
31 your support if and when we do that. Whether or not a bill is just or unjust is moot, it is the law, and the
32 only way to change law, is to repeal it or take the State to court (at enormous cost for a very long period
33 of time with a very uncertain outcome). She supports the 1b option because it keeps the City of Lebanon
34 safe from danger that we cannot anticipate and further elaborated on her reasons.
35

36 Councilor Sykes explained his reasons why he did not support voting on any motion that did not include
37 something in place that will bring us in line with State law, at least temporarily.
38

39 Councilor McNamara spoke about his reasons why he will continue to oppose what is going on at the
40 Federal level, but his job on the Council is to look out for the residents of Lebanon. He felt that repealing
41 this (ordinance) now and then going into a thoughtful discussion later on how we redo the Welcoming
42 Lebanon Ordinance so that we are in full compliance of the law and people still know that we are a
43 Welcoming City, not a Sanctuary City, is the best way to go in 2026.
44

45 Councilor Stavis noted that the environment in Concord where these laws get made is such that most of
46 the attention is focused on towns. Cities are looked upon with suspicion and mistrust. She thought that

1 finding common cause with Hanover may not be a position of strength for us and further explained her
2 reasoning.

3
4 Assistant Mayor Wilkie spoke about his reasons why he felt any motion should include the
5 implementation of a task force. He was uncertain if the Council should craft a motion on the fly but did
6 want a commitment from fellow Councilors that this would be a priority and further explained his
7 reasoning. He will reluctantly support a repeal.

8
9 Councilor Heistad felt that what we are looking at is a sense of responsibility to protect the residents of
10 Lebanon and other human beings, whether they are Lebanon residents or not. We need to find a way to
11 honor those responsibilities in a way that we can move forward to somehow get through this mess to see
12 what will/will not work and further explained his reasoning. He will reluctantly move forward to repeal
13 this Ordinance. We need a way to protect everybody.

14
15 **Councilor Nicole Ford Burley joined the meeting remotely at 7:45P. She was having childcare**
16 **issues. Roll Call Votes will be taken moving forward.**

17
18 Councilor Zook spoke about her reasons why she felt distressed to be thinking about removing protection
19 when they are most needed, noting that when the City had immigration enforcement in the past, primarily
20 on the highway. She was encouraged by the protections in this community.

21
22 Councilor Simon spoke about his reasons why we need to continue to do what is right for the greater
23 community that we live in and sometimes that may be a move that others feel will be hurting them. This
24 is not our intention. The potential loss of funds is huge. He encouraged the Assistant Mayor to put forth
25 what he thinks this task force will be comprised of and bring it before the Council as soon as possible. He
26 was uncertain if crafting it tonight, given the emotional roller coaster we are all on, is wise and reluctantly
27 will be supporting a repeal.

28
29 Councilor Sykes explained his motivations against repealing the ordinance, noting that how we treat the
30 least among us is a measurement of our society. This is the framework under which he stills feels very
31 strongly about and why he needs to vote against repealing the ordinance.

32
33 Mayor Whittlesey spoke about his reasons why he did not necessarily believe in complying with unjust
34 laws, noting that the United States has a very longstanding history of laws, that today, would never take
35 place. He noted there is really not enough time to craft something (an Ordinance) tonight to make it what
36 it needs to be. What he wants to see is actually a strengthening of our Welcoming Lebanon Ordinance,
37 noting that the preamble is not just about immigration, but about a number of protected classes that we
38 have seen in today's environment that are under constant threat and attacks and gave examples. While he
39 will reluctantly vote to repeal the ordinance, he would like to start with something fresh so that we are not
40 bound by some of the existing computations.

41
42 Councilor Stavis encouraged those who are in charge with crafting this other measure to look very, very
43 carefully at the text of this State law and to not react with their emotions. The organization who crafted
44 this State law has been very careful to avoid using language that attacks vulnerable populations and
45 further explained her reasonings.

46
47 **ACTION:**

1 *Councilor McNamara (reluctantly) MOVED, that the Lebanon City Council hereby adopts*
2 *Option 1b of Ordinance #2025-12, to repeal City Code Chapter 185, Welcoming Lebanon, as*
3 *presented in the November 5, 2025 City Council agenda packet, to ensure compliance with*
4 *applicable laws that will take effect on January 1, 2026.*
5 *Seconded by Councilor Simon.*
6

7 **Roll Call Vote:**

8 *Voting Yea: Assistant Mayor Wilkie and Councilors Heistad, N. Ford Burley, McNamara, Stavis,*
9 *Simon, Zook and Mayor Whittlesey*

10 *Voting Nay: Councilor Sykes*
11

12 **The Vote on the Motion was approved (8-1). Councilor Sykes voted against*
13

14 **11. OLD BUSINESS: NONE**

15
16 **12. NEW BUSINESS**

17 **A. Presentation and Discussion Regarding the 2025 Property Revaluation**
18

19 Included in the agenda packet: [\(All supportive documents and detailed information \(below\) can be found](#)
20 [on pages 79-97, Council agenda packet\)](#)

- 21 1. 2025 Revaluation Process Presentation
22 2. NH Local Government Center article: "Property Tax: Understanding the Math,
23 Dispelling the Myths"
24

25 Deputy City Manager Brooks reviewed the background and shared the PowerPoint presentation from Mr.
26 Steve Walden (Vision Government Solutions) and Mr. Michael Pelletier (Lebanon Chief Assessor),
27 which is included in the agenda packet. Topics reviewed included the Revaluation Flow Chart; Benefits
28 of a Revaluation; Data Collection; Income & Expense Information; Market Analysis; Approaches to
29 Valuation; Lebanon's Percent of Change for FY 2025; How this will effect Property Taxes; the Informal
30 Hearing Process; Project Finalization and Delivery, and a document called Property Tax: Understanding
31 the Math and Dispelling the Myths.
32

33 **BACKGROUND**

34 The continued inflation of property values, especially residential property values, has resulted in an
35 equalization rate outside the parameters established by the NH Department of Revenue Administration. The
36 equalization rate is the ratio between the market value of a property compared to the assessed value used by
37 the City to levy property taxes. To ensure fair taxation of property, the equalization rate should be in the
38 range of 90% to 110% with the goal of being as close to 100% as possible. As of April 2024, Lebanon's
39 overall equalization rate was about 73%, which showed that assessments had fallen well below recent
40 market prices.

41 As a result, the City contracted with Vision Government Solutions to conduct a 2025 Revaluation Study.
42 The revaluation process is detailed in the PowerPoint presentation in the Council agenda packet. The City
43 also has a contract with Municipal Resources Inc. to conduct cyclical evaluations of properties. This cyclical
44 process involves the inspection by field personnel of +/-20% of the City's properties on an annual basis. In
45 the past, the City has planned to conduct revaluations of property every five years. However, that assumes
46 the market rate for properties has remained within the equalization parameters discussed above. The recent
47 volatility of the market has required more frequent revaluations of property. Depending upon the changes
48 in the market for properties, additional revaluation of properties may be required within less than five years.

1 The changes in the market, especially for residential properties, have changed the proportional amount of
2 the tax levy between residential versus commercial and industrial properties as articulated in the enclosed
3 presentation. The shift in the proportion of total property valuation toward the residential sector and away
4 from the commercial and industrial sectors means that the residential sector as a whole will assume a larger
5 percentage of the total tax levy. This shift will result in increases to the amount of taxes owed by some
6 residential property owners compared to commercial property owners. The actual impact on individual
7 property owners will not be known until the tax rate is set by the NH Department of Revenue Administration,
8 which should occur within the next few weeks.

9
10 **Council/Staff Comments:**

11 Questions from the Council included:

- 12 • How commercial properties are notified using the income, sales and cost approach and what is
13 included (i.e., apartments, mixed use, commercial, industrial)? They are not required to respond,
14 and their response rate is approximately 25%- 50%.
- 15 • Apartment vacancy rates: On average the rate used for large multifamily developments is
16 typically 35%.
- 17 • Multifamily apartments revaluations: Whether or not the typical length of stay includes B&B's,
18 Hotels, ADU's, ranch-styled housing; resident's private apartments, etc.?
19 (Note: According to Councilor Stavis she noted that under NH law any stay of <180 days is
20 considered a transient stay.) ADU's were discussed and are considered a commercial property.
21 Length of lease is not asked.
- 22 • Factors contributing to the rise in manufactured housing which are defined by the Building
23 Codes.
- 24 • How Lebanon compares with other communities in NH in the number of revaluations done. It
25 was noted that the entire State is basically increasing in the number of revaluations at the same
26 level as Lebanon.
- 27 • Which unit, if they were identical but one was a rental and the other building had independently
28 owned occupied units, would generate more tax revenue and why: Answer is the owner-occupied
29 units, in theory, would hold more value because they can be sold. Examples were given.
- 30 • The hearing process for revaluations for landlord-owned homes vs. owner-occupied homes.
- 31 • The total number of valid sales in the open market in Lebanon: +/- 300. Valid sales include
32 institutions/companies that are aligned with each other; trusts, and sale of properties that anyone
33 can buy (MLS), etc.
- 34 • The total number of sales vs. valid sales: +/- 300.
- 35 • How different property types are treated (i.e., 1-bedroom vs. 3 bedroom, 1 bath vs. 2-bath; size of
36 lot, etc.).

37
38 **Ms. Sarah Riley (Ward3):** She came forth and questioned how the informal revaluation results changes
39 down the line and whether or not it only affects equal condos in the same building; the impact on other
40 homes in the same area if one property owner disputes their revaluation; what percentage of homeowners
41 are asking for hearings and what percentage of homeowners are getting adjustments and if it will affect
42 other homeowners in the City. She was concerned about the ability of homeowners to get revaluations.

43
44 **Mr. Whalen** noted they received +/- 5-7% of requests for hearings. The total number changed within that
45 5-7% he doesn't have the information now but can get it. Revaluations are determined on an individual
46 basis, and the results are based on that individual property and not the neighbors' properties, and gave
47 examples. He also noted that commercials are typically around 20% and the residential is in the 35-50%

1 (the commercials are bought and sold differently and based on an income approach). Property abatements
2 are done through the City Assessor's Office. Out of the hearings, in approximately 50% of them, people
3 came in and just reviewed the information on their individual property, and the largest majority were not
4 happy with the overall tax amount. It was not so much the valuation of the property, it was the amount of
5 taxes they were paying.

- 6
7 • If issues with the property are identified after the revaluations have taken place, residents can file
8 an abatement with the City and they will come out and inspect the property, will correct any data
9 changes to the property, which will change the value to the property. A reimbursement of taxes
10 will be paid if an abatement is filed on time. As part of the contract with the City, there is a
11 certain period of time for the informal hearings because the MS-1 has to be filed in a timely
12 manner.

13
14 **ACTION:** *No Action is required by the City Council. This item is for informational purposes only.*

15 **B. Discussion and Set Public Hearing for November 19, 2025: Ordinance 2025-13,**
16 **Amendments to City Code Chapter 179**

17
18 Included in the agenda packet: [\(All supportive documents and detailed information \(below\) can be found](#)
19 [on pages 98-102, Council agenda packet\)](#)

20 1. Draft Ordinance #2025-13

21
22 Deputy City Manager Brook reviewed the background behind the amendments to City Code Chapter 179.

23
24 **BACKGROUND**

25 On April 2, 2025, the City Council adopted Ordinance #2025-01, which amended City Code Chapter 179,
26 Vendors. The approved amendments to Chapter 179 were based on the findings and recommendations of
27 the Food Truck Task Force (FTTF), which was established in the summer of 2024 with an aim to foster
28 economic growth and community vibrancy while ensuring public safety and accessibility. More
29 specifically, the FTTF was charged with evaluating and addressing practical and regulatory challenges
30 associated with the operation of food trucks in downtown Lebanon.

31 Based on the City's experience following a full season of vending under the amended regulations, the
32 administration proposes additional amendments to Chapter 179, which are outlined in the agenda packet as
33 listed above.

34
35 At the recommendation of the Food Truck Task Force, new seasonal vendor locations were incorporated
36 into Chapter 179, including two vendor areas along Campbell Street in front of the Carter Mansion, and
37 two vendor areas along Taylor Street in the downtown parking lot adjacent to the Mascoma River and near
38 the CCBA's sports courts. However, following vendor operations in those locations, both the vendor and
39 the Lebanon Police Department expressed concerns about the safety of those locations. As a result, the
40 administration recommends removing Campbell Street and Taylor Street from the list of acceptable vending
41 locations in Section 179- 3.E.

42
43 The Planning and Development is processing some Zoning Amendments that will begin to enable foot trucks,
44 with the mobile food service vending on private property outside of the downtown are on lots that are subject to
45 zoning. The current proposal would add this capability for food vending on 9 residential zoning districts, the
46 commercial zone, both downtown areas, the light industrial areas, and medical center zones. It is proposed to
47 apply to residential zones. Some of the City's parks and playgrounds are located in residential zones. The

1 Lebanon pool, Civic Memorial Field, Logan Field, and Sachem Field are also located in residential zones and
2 there might be reasons why the City would want to allow food trucks at those specific properties. The language
3 proposed in the Zoning Ordinance, that would say certain properties that the City would want to designate, would
4 be handled under Chapter 179 instead of the Zoning Ordinance. What is not currently reflected in the draft in
5 the agenda packet, suggests that the Council identify some of those specific properties that in residential zones
6 and add those into Chapter 179 as part of the amendments you will be working on (i.e., the Lebanon pool; Civic
7 Memorial Field; Logan Field; Sachem Field and other properties such as Downtown West Lebanon when
8 construction has been completed and any other properties the Council is aware of that are not in the residential
9 zones such as Bridge Park in West Lebanon). If and when the Public Hearing is set, it could include those
10 additional properties with the intention that they would be regulated under Chapter 179 instead of the Zoning
11 Ordinance. If the Zoning Amendments go through, and it applies to the non-residential zones, then technically
12 a variance would be required, which would be difficult to justify allowing these types of uses in a residential
13 zone, even one owned by the City.

14
15 In addition, the City Manager's Office is recommending a clarification of the exemption in Section 179-3.A
16 for vendors operating in connection with a larger event. Finally, the administration is recommending
17 changes to the fees for seasonal permits (§179-4.C) and abutting business permits (§179-4.D).

18
19 **Council/Staff Comments:**

20 Assistant Mayor Wilkie spoke about his reasons for not setting the Public Hearing yet and was concerned
21 about squeezing our food trucks. He would like to include in the Ordinance more spaces for food truck
22 vendors.

23
24 Councilors McNamara and Stavis also spoke about their reasons why they felt a Public Hearing should
25 not be set at this meeting, noting the ordinance needs further review on where food trucks can be located.

26
27 **Mr. Frank Casale (Ward-3):** He came forth and expressed his opinion why he felt the City should be
28 getting competitive pricing from the Food Truck Vendors. Deputy City Manager Brooks will review other
29 communities' Food Truck pricing.

30
31 **ACTION: NO ACTION TAKEN. Will be brought back at a future date**

32
33 **13. City Manager Report:**

34 City Manager Hosmer updated the Council on the following:

- 35 • Charitable gaming revenue
- 36 • Citizens Academy
- 37 • DPW Opera Housing parking lot work

38
39 **14. NON-PUBLIC SESSION: NONE**

40
41 **15. ADJOURNMENT:**

42 *Councilor McNamara MOVED for adjournment.*

43 *Seconded by Councilor Heistad.*

44
45 **Roll Call Vote:**

46 *Voting Yea: Assistant Mayor Wilkie and Councilors Heistad, N. Ford Burley, McNamara, Stavis,*
47 *Simon, Sykes, Zook and Mayor Whittlesey*

48 *Voting Nay:*

1 *Absent from vote:*

2

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

4

5 **The meeting was adjourned at 9:05 PM.**

6

7 Respectfully submitted,

8 Dona E. Gibson

9 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
WORK SESSION MINUTES
Tuesday, November 6, 2025, 5:30PM
Council Chambers**

Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)

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

MEMBERS ABSENT: Christian Simon

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, DPW Director Jay Cairelli, Director of Finance Alesia Williams

1. CALL TO ORDER: Mayor Whittlesey called the meeting to order at 5:30 p.m.

[At 5:35 p.m., Councilor Zook joined the meeting remotely.]

[At 6:03 p.m., Councilor Stavis joined the meeting.]

City Manager Hosmer reviewed the meeting criteria for attendees. He gave an overview of the duties, services, and staff of the Department of Public Works. He said he wanted to clear up some misconceptions from Monday evening's presentation about full-time equivalents and compensation. He said Lebanon's pay plan for employees is designed to be fair, competitive and fiscally responsible so the City can recruit and retain people who deliver core services. He noted, contrary to recent claims, employees do not automatically receive 6% pay increases across the board each year and the only adjustment for all employees is the general wage increase (GWI). He said, for 2026, the GWI is 3%. He said there is no policy that grants employees 6%.

2. PUBLIC WORKS:

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Pages 2-8, Council agenda packet)

Mr. Cairelli thanked his staff, who he said helped him create the budget presentation as well as oversee projects and divisions of the department. Mr. Cairelli noted that taxpayers and the General Fund do not subsidize the Enterprise Fund. He reviewed the budgeted amounts for 2026 for the following;

- Roads/Highways
- Paving
- City permitting (via site plan reviews)
- Cemetery revenues

He said the expenses for the General Fund for 2026 have increased 4.4% from 2025. He said more expenses for paving are part of the reason for the increase. He said contracted services, across all areas in the general fund, have been moved to the Supplies line item. He said much of the work that had been contracted is being done by City staff. He explained the reason they are requesting an investment in a cemetery software program as there has been a problem with the historical records (as with many other communities). He discussed paving projects planned for 2026 and explained the reclaiming process. He explained the work done to maintain the City's fleet of vehicles. He gave an overview of DPW's accomplishments related to General Fund items for 2025.

1
2 **Council/Staff Discussions:**

3 Mr. Cairelli explained the proposed cemetery software program was a more cost-effective solution than
4 for staff to use a GIS-based system. He said about half the cost would be for the initial site visit and
5 consolidation. He said it would take his staff years to complete that work. Mr. Cairelli explained that
6 funds budgeted for sidewalk and bike path maintenance were reallocated to the Supplies line item. He
7 also explained that an erroneous estimate in the 2025 budget was for \$28,000 for lighting. He said the
8 actual cost was close to \$52,000.

9
10 Mr. Cairelli explained increases in wages are related to:

- 11 • A part-time employee was made full-time
12 • Overtime wages have increased due to work demands
13

14 He said a duct cleaning project (included in the City Hall Appropriations/Repair Maintenance Services
15 line item) accounted for about \$29,500. He said there are some encumbered costs for projects that have
16 not yet been funded. He said masonry work planned for the Soldiers Memorial Building was not
17 completed in 2025 has carried over into 2026. He said the cost to run dehumidifiers in Dana House would
18 fall under electricity costs. He said, beyond identified CIP projects, other City Hall Appropriation projects
19 include replacing the pedestrian rails behind City Hall and by the Mascoma River Greenway and repaving
20 the parking lot. Ms. Williams noted that increases in Workers' Compensation premiums (slated to
21 increase 64% in 2026) are based on the City's claims history and insurance rate increases in general.
22

23 Mr. Cairelli confirmed decreases in snow removal expenses (under Winter Operations) were in part
24 because in-house staff would be performing that function instead of contracted vendors. Ms. Williams
25 said the higher Quarter 4 spending on Fleet Maintenance was partly due to the inspections being due in
26 September and October. Mr. Cairelli described the software they want to use for fleet maintenance. He
27 said the system produces idle time reports and maintenance reminders and they expect to see savings in
28 fuel costs and preventative maintenance as a result. He explained the repair maintenance funding for
29 public parks depends heavily on donations the City receives for flower beds.
30

31 Mr. Cairelli explained that mowing on state roads outside the urban compact is the responsibility of the
32 state. He said mowing within the urban compact is the responsibility of the City. He said they do not have
33 the manpower to mow areas that are under the state's purview, but he said they do try to respond to
34 residents' concerns when roadside visibility and safety is compromised by overgrowth.
35

36 **Solid Waste Division Budget Overview**

37 Included in Agenda Packet: (All supportive documents and detailed information can be found on Pages 9-
38 14, Council agenda packet)
39

40 **Solid Waste**

41 Mr. Cairelli said Lebanon's solid waste division oversees the following:

- 42 • Operation of landfill
43 • Operation of recycling center
44 • Operation of landfill-gas-to-energy plant (since July 2025)
45

46 He said the current Phase 2 of the landfill will end in Quarter 1 of 2029. He said Phase 3 is for
47 approximately 13 acres and would give 20 years of life if approved. He said, if approved, construction of
48 Phase 3 would begin in 2027. He said fees from use of the landfill are used as an offset to the General
49 Fund to help relieve the tax burden. He discussed the leachate project. He said the landfill-gas-to-energy

1 plant is not self-sustaining yet, but production has increased. He said Department of Environmental
2 Services rate and fee increases have contributed to the projected increase in City rates for 2026.

3 4 **Council/Staff Discussions:**

5
6 Mr. Cairelli explained that the approximate \$38,000 budgeted for the sale of glass is really a charge
7 imposed by the recycle center to receive glass (similar to the charge for steel cans). He said the City
8 is not permitted to accept glass for no charge.

9
10 He said the Revenues Permit Application Fee line item relates to a new charge of a \$10 annual fee
11 for Lebanon residents and a \$15 annual fee for non-residents for use of the landfill.

12
13 He explained the charges for services and municipal waste were calculated when the proposed rates
14 were applied to the average tonnages for specific items.

15
16 Ms. Williams explained the discrepancy between group insurance premiums is due to turnover in
17 staffing and changes in demographics (for example, single plans vs family plans). Mr. Cairelli said
18 they rented a crusher instead of hiring a company to do crushing at the landfill and that accounted for
19 the increase in the Landfill Operations line item. The group discussed costs for training for new
20 employees, the Fore-U driving range rental fee, landfill operations overtime wages, and the
21 investment income rate.

22
23 Ms. Lori Key (Ward 3) asked if the landfill fees could be reviewed and possibly raised for non-
24 residents. Mayor Whittlesey said the rates will probably increase year over year, but they will not be
25 adjusted at this time.

26
27 Ms. Wendy Hall (Ward 3) asked about the Enterprise Fund Budget transfers to the Administrative
28 Overhead line item. Mayor Whittlesey explained these transfers are like payments from the fund to
29 the general fund to offset the costs to provide administrative services.

30
31 Mr. Cairelli explained a decrease of \$80,000 in the Traffic Safety line item resulted when the costs
32 for a lighting project and other equipment were removed from that line item.

33 34 **Water Treatment Division Budget Overview**

35 Included in Agenda Packet: (All supportive documents and detailed information, including line-item
36 breakdown, can be found on Pages 15-19, Council agenda packet)

37 38 **Water Treatment**

39 He explained the responsibilities of the employees who work in this division:

- 40 • Operate the water treatment plant
- 41 • Responsible for water storage tanks, pump stations, pressure control stations
- 42 • Improve water quality and system efficiency

43
44 Mr. Cairelli explained the functions of the water treatment plant. He said the Water Fund is an Enterprise
45 Fund supported by the fees collected for the services the division provides. He said the Water Treatment
46 line item in the budget is up 15.07% for 2026. He said reasons for the increase include:

- 47 • Wages
- 48 • Lagoon mitigation
- 49 • Increased electricity costs (up about 17%)
- 50 • Software program upgrade

- 1 • Meter upgrades

2
3 He gave an overview of DPW's accomplishments related to Water Treatment for 2025.

4
5 **Council/Staff Discussions:**

6 He said the City was able to maintain water production and storage throughout the drought last summer.
7 He discussed a project that involves removing splashboards from the intake dam so the City could
8 produce water without ponding and potentially prevent an odor or taste issue. He discussed meetings they
9 have had with the Town of Hanover regarding using their water supply as a secondary source, if needed.
10 He said the repair maintenance costs in the Water Distribution line item are due to the software system
11 upgrade and some encumbered projects.

12
13 **Wastewater Division Budget Overview**

14 Included in Agenda Packet: (All supportive documents and detailed financial information, including line-
15 item breakdowns can be found on Pages 20-25, Council agenda packet).

16
17 **Wastewater Treatment**

18 Mr. Cairelli explained these line items are funded by sewer user charges and permits, grants and other
19 smaller fund sources. He said the 2026 proposed budget for this is up only 1.5%. He said the expenses are
20 tied to management and care of the system. He discussed the Intermunicipal Agreement (IMA) that
21 Lebanon has with the town of Hanover and the percentage of the budget that goes to Hanover for sewer
22 service charges. He gave an overview of DPW's accomplishments related to Wastewater Treatment for
23 2025.

24
25 **Council/Staff Discussions:**

26 Mr. Cairelli said the fee that Lebanon pays to the Town of Hanover for wastewater treatment went up 7%
27 for 2026. He said the agreement is a five-year agreement and it is not likely the agreement will ever go
28 away. He said, under the Repair Maintenance Services line item, the annual cleaning and televising are
29 encumbered services. He explained the cleaning and televising processes.

30
31 Ms. Wendy Hall (Ward 3) asked about the rate that Lebanon charges Enfield for water use. The group
32 discussed how Lebanon charges Enfield only for the portion of the system that it uses, and that the City
33 wants to encourage Enfield to continue to build housing and using Lebanon water flow.

34
35 **NOTE:** The City of Lebanon 2026 Proposed Operating Budget is available at
36 LebanonNH.gov/2026BudgetBook.

37
38
39 **3. ADJOURNMENT:**

40
41 **The meeting was adjourned at 8:07 p.m.**

42
43 Respectfully submitted,
44 Paula Roux
45 Recording Secretary

Agenda

Lebanon City Council

November 19, 2025

11. New Business:

11.A – Presentation of First Reading and Set Public Hearing for December 17, 2025: Amendments to Ordinance #18, Salary Plan, to Include Implementation of a 3% General Wage Increase, and to Retitle, Reclassify, and Add Positions to the Existing Salary Plan.

Background

Ordinance No. 18 formally establishes the City of Lebanon's comprehensive Salary Plan, governing non-affiliated employees, bargaining unit personnel, and designated classifications of municipal staff. It defines the organizational framework for employee compensation by establishing salary grades, pay ranges, and the classification of all official job titles within the City's workforce structure. The Salary Plan currently encompasses four collective bargaining units, each governed by Collective Bargaining Agreements effective from January 1, 2025, through December 31, 2027, including the following:

- Lebanon Professional, Administrative, and Salaried Employees (LPASE)
- Lebanon Public Works Employee's Union, American Federation of State, County and Municipal Employees, Local #1348/Council 93 AFL-CIO (AFSCME)
- Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF)
- Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

In addition, three (3) new bargaining units have been certified by the State of New Hampshire Public Employee Labor Relations Board (PELRB) and are currently engaging in negotiations for their initial Collective Bargaining Agreements. These are:

- City of Lebanon (Department Heads)
State of New Hampshire – Public Employee Labor Relations Board
Case No. G-0346-1, Decision No. 2025-155
- City of Lebanon (City Assistants, Deputies, and Others)
State of New Hampshire – Public Employee Labor Relations Board
Case No. G-0343-2, Decision No. 2025-251
- City of Lebanon (Various City Employees)
State of New Hampshire – Public Employee Labor Relations Board
Case No. G-0345-1, Decision No. 2025-157

Under the City Council/City Manager form of government, the City Manager is responsible for administering the affairs of the City, including maintenance of the City's Salary Plan and negotiation of Labor Agreements with all collective bargaining units.

Under Ordinance No. 18, compensation for exempt (salaried) and non-exempt (hourly) employees is defined by a system of steps or by minimum and maximum grade ranges—expressed as hourly rates for non-exempt employees and weekly rates for exempt employees.

Progression within these ranges is achieved through annual General Wage Increases and performance-based merit adjustments ranging from one (1) to three (3) percent, or through automatic step increases. The granting of merit or step adjustments is subject to the terms and conditions outlined in the Non-Bargaining Employee Handbook (for non-affiliated employees), or the applicable Collective Bargaining Agreement. Step or merit-based adjustments only occur provided the employee has not reached their top step or the maximum of their salary range.

To ensure the Salary Plan remains equitable and competitive with the external labor market, the City's Salary Plan must be kept current. This is achieved by regularly adjusting compensation ranges through General Wage Increases and by systematically reviewing positions with both external labor market comparisons and internal equity among positions.

The City's standard practice for determining General Wage Increases is to apply the percentage change in the Northeast Region Consumer Price Index (CPI) for June, measured over the preceding twelve months. This adjustment typically includes a minimum increase of one percent (1%) and a maximum increase of three percent (3%) and applies equally to non-affiliated employees and members of the City's collective bargaining units.

Action

The City Council is asked to take action to amend Ordinance No. 18, as follows:

1. General Wage Increase – 2026

The Northeast Region Consumer Price Index (CPI) increased by 3% between June 2024 and June 2025. Accordingly, the City Council is requested to implement a 3% General Wage Increase for all employees, as part of the 2026 City of Lebanon Budget. This adjustment would take effect as of the first pay period of 2026.

2. Amend Article II – Non-Affiliated and LPASE Employees:

Section A – Regular Full-Time and Part-Time Benefit Eligible Positions

- I. Integrate newly certified positions and the associated denotations of the following Bargaining Units:
 - a. City of Lebanon (Department Heads)
State of New Hampshire – Public Employee Labor Relations Board
Case No. G-0346-1, Decision No. 2025-155
 - b. City of Lebanon (City Assistants, Deputies, and Others)
State of New Hampshire – Public Employee Labor Relations Board
Case No. G-0343-2, Decision No. 2025-251
 - c. City of Lebanon (Various City Employees)
State of New Hampshire – Public Employee Labor Relations Board
Case No. G-0345-1, Decision No. 2025-157

II. Integrate denotation of italicized text to all non-affiliated positions to include:

- a. General Intern
- b. Deputy Finance Director
- c. Deputy Human Resources Director
- d. Human Resources Specialist
- e. Human Resources Director
- f. Technical Advisor II
- g. Finance Director
- h. Deputy City Manager

III. Relocate the Grade 7 position of Communications Specialist to Article III, Bargaining Unit Employees, Section C – Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA).

IV. Retitle and reclassify the non-exempt, Assistant Human Services Director, currently located in Grade 7, to Grade 9, and retitle to Deputy Human Services Director, with an exempt classification.

V. Reclassify the non-exempt Deputy City Clerk/Tax Collector from Grade 8 to Grade 9, with an exempt classification.

As part of an effort to combine the current separate roles of Deputy City Clerk and Deputy Tax Collector positions into a dual role, the Deputy City Clerk/Tax Collector position's job description has been revised and regraded.

VI. Add the non-exempt position of Lead Assistant City Clerk to Grade 8, with a proposed affiliation of LPASE

The creation of the Lead Assistant City Clerk position is part of an organizational restructuring within the City Clerk/Tax Collection Department. Currently, overlapping supervisory responsibilities exist within the department. The restructured model consolidates supervision, streamlines operations, and enhances training for the Deputy City Clerk/Tax Collector. This role will oversee counter operations to ensure consistent customer service delivery and provide daily support to department leadership. The Lead Assistant City Clerk position also establishes a clear advancement opportunity for existing staff, supporting both professional development and employee retention.

VII. Retitle the Grade 8, LPASE-affiliated position of Field Inspector to Building Official & Health Officer I.

VIII. Retitle the Grade 9, LPASE-affiliated position of Code Health Inspector to Building Official & Health Officer II.

IX. Add a LPASE designation to the following positions:

- a. System Administrator – Grade 11
- b. Prosecuting Attorney – Grade 12
- c. Cyber Security Analyst – Grade 13

d. Systems and Operations Administrator – Grade 13

3. Amend Article II – Section B – Seasonal/Temporary & Stipend Employees

- I. Add the non-exempt position of Assistant Moderator to “Election Positions.”

The Assistant Moderator position will provide additional Election Day support, focusing on absentee ballot processing and supervision of Ballot Clerks.

Currently, Moderators often manage these duties alone, as Ward Clerks are occupied assisting voters. Establishing the Assistant Moderator position will streamline Election Day operations, ensure timely absentee ballot processing, and strengthen overall election management.

- II. Implement a wage adjustment, beyond the 3% GWI, to the Outdoor Educator position, located within Recreation, Arts & Parks positions, to attract and retain qualified personnel.
- III. Retitle Asst. Pool Director, within Recreation, Arts & Parks positions, to Assistant Pool Director.
- IV. Remove Asterix (*) from Communications Specialists, within Police Department Positions.
- V. Remove Asterix (*) from Assistant City Clerks, within City Clerk Positions.

4. Amend Article III – Section A – AFSCME Local #1348/Council 93 AFL-CIO

As a part of Strategic Objective 1.2, High Performing Government, in the City of Lebanon’s 2026-2029 Strategic Plan (KPI - 1.2.1: Attract, retain, engage, develop a diverse competitive workforce), the Human Resources Department completed a Wage Classification Study for Lebanon Public Works Employees’ Union, AFSCME Local #1348/Council 93 AFL-CIO. The study, aimed at reaching the 60th percentile of the market by 2026, has now been completed. As a result, the following reclassifications are proposed:

- I. Retitle Section to Lebanon Public Works Employees’ Union, AFSCME Local #1348, Council 93 AFL-CIO throughout.
- II. Reclassify the Grade 3 position of Recycling Attendant to Grade 4.
- III. Reclassify the Grade 3 Scale Technician to Grade 4.
- IV. Reclassify the Grade 5 position of Maintainer (Cemetery Crew Leader) to Grade 6.
- V. Reclassify the Grade 6 position of Water Treatment Plant Operator to Grade 7.
- VI. Reclassify the Grade 6 position of Wastewater Treatment Plant Operator to Grade 7.
- VII. Reclassify the Grade 7 position of Engineering Technician to Grade 8.

5. Amend Article III – Section C – Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

- I. Add Communications Specialist position to Bargaining Unit.

The tables below reflect all changes (as shown in **red** text), to include the addition of new positions, changes in position titles and/or classification, as well as the 3% General Wage Increase. These changes would be effective as of the first pay period of 2026.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED, LPASE & NEWLY CERTIFIED BARGAINING UNIT EMPLOYEES 2026 SALARY & GRADES TO INCLUDE 3% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern	\$19.29	\$28.19	-	-
2	Custodian □	\$21.67	\$29.26	-	-
	Department Secretary □	-	-	-	-
3	Airport Maintenance Worker □	\$22.99	\$31.02	-	-
	Custodian I □	-	-	-	-
	Accounting Clerk □	-	-	-	-
4	Youth Services Library Assistant □	\$24.35	\$32.87	-	-
	Technical Services Library Assistant □				
	Custodial Supervisor □				
	Facilities Maintenance Specialist □	-	-	-	-
5		\$25.80	\$34.86	-	-
6		\$27.34	\$37.33	-	-
7	Administrative Secretary □	\$29.00	\$41.02	-	-
	Assessing Clerk □	-	-	-	-
	Assistant City Clerk □	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant □	-	-		-
8	Accounting Clerk III □	\$31.90	\$43.05	-	-
	Administrative Assistant □	-	-	-	-
	Benefits Specialist □	-	-	-	-
	Payroll Specialist □	-	-	-	-
	Police Communications Assistant Supervisor*				
	Deputy City Clerk ‡	-	-	-	-
	Deputy Tax Collector ‡	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector	-	-	-	-
	Field Inspector*				
	Building Official & Health Officer I*	-	-	-	-
	Electrical Inspector*	-	-	-	-
	Lead Assistant City Clerk* (New)				
	Utility Billing Clerk □	-	-	-	-
	Outreach Librarian □	-	-	\$1,275.88	\$1,722.38
	Children's Librarian □	-	-	-	-
9	Code Health Inspector*				
	Building Official & Health Officer II*	\$35.08	\$47.37	-	-
	Executive Assistant □	-	-	-	-

	Public Relations Coordinator □	-	-	-	-
	Digital Media Officer □	-	-	-	-
	Deputy Assessor ‡	-	-	-	-
	Cyber Services Technical Specialist □	-	-	-	-
	Real Estate Appraiser II*	-	-	-	-
	Solid Waste Supervisor*				
	Cemetery Supervisor*	-	-	-	-
	Associate Planner*	-	-	\$1,403.45	\$1,894.92
	Deputy City Clerk/Deputy Tax Collector ‡				
	Deputy Human Services Director ‡				
10	Asset Manager*	\$38.64	\$52.15		-
	Assistant City Engineer*			-	-
	Financial Analyst □	-	-	-	-
	Community Nurse □	-	-	-	-
	Police Communications Supervisor ‡	-	-	-	-
	Recreation Program Coordinator*	-	-	\$1,545.61	\$2,086.13
	Youth Services Librarian □	-	-	-	-
11	Technical Advisor I □	\$40.95	\$55.27	-	-
	Cemetery Sexton*	-	-	-	-
	Fleet Maintenance Supervisor*	-	-	-	-
	Maintenance Superintendent*	-	-	-	-
	Utilities Maintenance Superintendent*	-	-	-	-
	System Administrator*	-	-	-	-
	Airport Operations Supervisor*	-	-	\$1,638.07	\$2,210.82
	Assistant Recreation Director*	-	-	-	-
	Code Enforcement Director*	-	-	-	-
	Director of Public Engagement and Communications †				
	Fire Marshall*	-	-	-	-
	Planner/GIS Coordinator*	-	-	-	-
	Senior Planner*	-	-	-	-
	Systems Librarian □	-	-	-	-
	Information Technology Librarian □	-	-	-	-
12	Wastewater Treatment Superintendent*	\$43.40	\$58.60	-	-
	Water Treatment Superintendent*	-	-	-	-
	Administrative Services Manager*	-	-	\$1,735.99	\$2,343.55
	City Assessor*	-	-	-	-
	City Engineer*	-	-	-	-
	City Planner*	-	-	-	-
	Deputy Library Director ‡	-	-	-	-
	Energy & Facilities Manager*	-	-	-	-
	Police Lieutenant*	-	-	-	-
	Prosecuting Attorney*	-	-	-	-
	Solid Waste Manager □	-	-	-	-
13	Chief Innovation and AI Officer †	-	-	\$1,840.17	\$2,484.24
	City Clerk/Tax Collector †				
	Cyber Security Analyst*	-	-	-	-

	<i>Deputy Finance Director</i>	-	-	-	-
	<i>Deputy Human Resources Director</i>	-	-	-	-
	Human Services Director †				
	Information Systems Manager*	-	-	-	-
	Maintenance Manager ‡	-	-	-	-
	Police Captain*	-	-	-	-
	Deputy Planning and Development Director ‡	-	-	-	-
	Systems and Operations Administrator*	-	-	-	-
	Chief Building Official & Health Officer ‡				
14	<i>Human Resources Specialist</i>	\$48.77	\$65.84	-	-
	Airport Manager †	-	-	\$1,950.68	\$2,633.21
	Assistant Director/Public Works ‡	-	-	-	-
	Chief Assessor †	-	-	-	-
	<i>Human Resources Director</i>	-	-	-	-
	Library Director †	-	-	-	-
	Lead Network Infrastructure Engineer ‡	-	-	-	-
	Recreation, Arts & Parks Director †	-	-	-	-
15	Deputy Police Chief ‡	-	-	\$2,191.47	\$2,791.02
	Deputy Fire Chief ‡				
16	<i>Technical Advisor II</i>	\$60.02	\$75.95	-	-
	Chief of Police †	-	-	\$2,400.51	\$3,038.04
	Planning and Development Director †	-	-	-	-
	Public Works Director †	-	-	-	-
	<i>Finance Director</i>	-	-	-	-
	Fire Chief †	-	-	-	-
	Cyber Services Director †	-	-	-	-
	<i>Deputy City Manager</i>	-	-	-	-

Italicized positions denote Non-Affiliated employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

* Denotes LPASE employees for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

† Denotes City of Lebanon (Department Heads) – State of New Hampshire, Public Employee Labor Relations Board (PELRB) – Case No. G-0346-1, Decision No. 2025-155 employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

‡ Denotes City of Lebanon (City Assistants, Deputies, and Others) – State of New Hampshire – Public Employee Labor Relations Board (PELRB) – Case No. G-0343-2, Decision No. 2025-251 employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

□ Denotes City of Lebanon (Various City Employees) – State of New Hampshire, Public Employee Labor Relations Board (PELRB) - Case No. G-0345-1, Decision No. 2025-157 employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

B. Seasonal/Temporary & Stipend Employees

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Assistant Moderator (New)		\$29.00
Ballot Clerk	-	\$21.22
Election Assistant	-	\$16.58
Moderator	-	\$31.83
Ward Clerk	-	\$28.64
Chair Supervisor of the Checklist	-	\$28.64
Supervisor of the Checklist	-	\$26.52
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$13.33	\$33.79
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$12.01	\$18.06
Lifeguards	\$12.01	\$20.72
Head/Lead Counselors	\$15.64	\$19.22
Head & WSI Lifeguards	\$14.42	\$21.61
Head Front Desk Attendant - Pool	\$14.42	\$18.04
Outdoor Adventurer - Educator	\$22.00	\$28.00
Day Camp Counselors	\$12.01	\$18.06
Arts & Craft Director	\$15.64	\$20.13
Farmers Market Coordinator	\$16.83	\$21.63
Market Assistant	\$14.42	\$18.04
Tennis Instructor	\$18.04	\$22.84
Stomp & Romp	\$18.04	\$22.84
Pool Operations Manager	\$18.04	\$24.85
Assistant Pool Director	\$18.04	\$24.85
Assistant Camp Director	\$18.04	\$24.85
Pool Director	\$19.22	\$28.41
Camp Director	\$19.22	\$28.41
RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$242.67	\$846.39
Softball Coordinator - Stipend	\$2,101.64	\$2,691.29
LIBRARY POSITIONS		
Library Clerk I	\$19.29	\$28.19
Library Custodian Substitutes	\$21.67	\$29.26
Library Clerk II	\$22.99	\$31.02
PUBLIC WORKS POSITIONS		
Engineering Clerk	\$13.23	\$16.83
GIS Clerk – (or Intern)	\$18.04	\$20.44
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$19.22	\$24.30
Tree Warden	\$24.40	\$27.58

CDL Seasonal Drivers	\$27.00	\$59.18
PLANNING POSITIONS		
Park Ranger	\$18.04	\$20.44
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$19.57
*Communications Specialist	\$29.00	\$41.02
Police Administrative Aide	\$24.04	\$27.63
Parking Control Officer	\$24.04	\$27.63
Police Officers	\$31.13	\$41.14
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$29.00	\$41.02
Lead Recording Secretary	\$27.01	\$32.87
Recording Secretary	\$25.83	\$28.23
Recording Secretary Coordinator	\$27.01	\$28.85
SHARED POSITION		
General Intern I	\$15.64	\$19.83

A. LEBANON PUBLIC WORKS EMPLOYEES' UNION, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and **Lebanon Public Works Employees' Union, AFSCME** (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL-CIO, (effective January 1, 2025 to December 31, 2027) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2026, through the last pay period of 2026, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PUBLIC WORKS EMPLOYEES' UNION – AFSCME - POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Recycling Attendant ; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician; Recycling Attendant ; Scale Technician
5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Maintainer (Cemetery Crew Leader) ; Utilities Operator I;
6	Maintainer (Cemetery Crew Leader) ; Mechanic; Water Treatment Plant Operator ; Wastewater Treatment Plant Operator ;
7	Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Supervisor; Utilities Maintenance Mechanic; Engineering Technician ; Public Works Crew Leader; Water Treatment Plant Operator ; Wastewater Treatment Plant Operator
8	Supervisor; Parks & Grounds Crew Supervisor; Engineering Technician
9	Chief of Quality Assurance, Electrician

LEBANON PUBLIC WORKS EMPLOYEES' UNION, AFSCME LOCAL 1348 2026 SALARY GRADES 3% GWI							
	<u>Minimum</u>						<u>Maximum</u>
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	\$21.18	\$21.77	\$22.40	\$23.04	\$23.63	\$24.36	\$25.11
2	\$22.85	\$23.50	\$24.18	\$24.84	\$25.50	\$26.29	\$27.11
3	\$24.67	\$25.41	\$26.15	\$26.85	\$27.62	\$28.49	\$29.37
4	\$26.64	\$27.47	\$28.25	\$29.07	\$29.92	\$30.84	\$31.81
5	\$28.87	\$29.74	\$30.62	\$31.50	\$32.42	\$33.43	\$34.46
6	\$31.25	\$32.19	\$33.23	\$34.25	\$35.29	\$36.34	\$37.33
7	\$33.87	\$34.93	\$36.03	\$37.13	\$38.24	\$39.39	\$40.45
8	\$35.57	\$36.69	\$37.85	\$39.02	\$40.27	\$41.50	\$43.12
9	\$38.61	\$39.83	\$41.13	\$42.42	\$43.72	\$45.02	\$46.88

The January 1, 2026, GWI shall be based on the Northeast Region CPI, for June 2024 – June 2025, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

**B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197 /
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)**

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 2025 to December 31, 2027), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2026, through the last pay period of 2026, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF 2026 SALARY GRADES 3% GWI							
	<u>Minimum</u>						<u>Maximum</u>
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Firefighter - EMT	\$27.38	\$28.26	\$29.13	\$30.05	\$30.90	\$31.79	\$32.76
Firefighter - Paramedic	\$31.01	\$31.94	\$32.93	\$33.84	\$34.75	\$35.71	\$36.70
Fire Alarm Technician	\$38.13	\$38.92	\$39.72	\$40.47	\$41.27	\$42.02	\$42.79
Lieutenant	\$36.86	\$37.37	\$37.89	\$38.43	\$38.94	\$39.45	\$39.97
Fire Inspector	\$38.43	\$39.04	\$39.71	\$40.32	\$40.98	\$41.61	\$42.30
Lieutenant - Paramedic	\$40.04	\$40.57	\$41.09	\$41.61	\$42.17	\$42.66	\$43.21
Captain	\$44.82	\$45.27	\$45.80	\$46.28	\$46.76	\$47.28	\$47.75
Inspector - Paramedic	\$39.81	\$40.42	\$41.02	\$41.66	\$42.27	\$42.87	\$43.56
Captain - Paramedic	\$45.97	\$46.45	\$46.92	\$47.40	\$47.90	\$48.36	\$48.90

The January 1, 2026, GWI shall be based on the Northeast Region CPI, for June 2024 – June 2025, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), (effective January 1, 2025 to December 31, 2027), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2026, through the last pay period of 2026, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION 2026 SALARY GRADES 3% GWI							
<u>Minimum</u>							
<u>Maximum</u>							
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$31.13	\$32.94	\$34.07	\$35.76	\$37.55	\$39.46	\$41.14
Corporal	\$42.33	-	-	-	-	-	-
Sergeant	\$42.33	\$43.22	\$44.32	\$45.46	\$46.57	\$47.68	\$48.84
	Minimum	Hourly Range					Maximum
Communications Specialist	\$29.00						\$41.02

The January 1, 2026, GWI shall be based on the Northeast Region CPI, for June 2024 – June 2025, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

Amendment Process

Samantha Lauzon, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the City Council may have.

Amending Ordinance #18 requires three separate presentations (see City Charter subsections §3.07, §3.09, §3.10, §8.03), followed by a Public Hearing, and the vote of at least two-thirds (2/3) of all members of the City Council - six (6) members - to adopt.

The Council is asked to recognize the first of three presentations on November 19, 2025, and to schedule a public hearing for December 17, 2025, to amend the Ordinance. The second and third presentations will occur on December 3, 2025, and December 17, 2025, respectively.

Action

The City Council is asked to recognize the first of three presentations and to schedule a public hearing as follows:

1. ACKNOWLEDGE FIRST PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance #18, Salary Plan, as fully described and contained in the November 19, 2025, City Council Agenda Packet.

2. SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 17, 2025, beginning at 6:00 PM, at the Lebanon High School Gymnasium, 195 Hanover Street Extension, Lebanon, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as fully described and contained in the November 19, 2025, City Council Agenda Packet.

Agenda

Lebanon City Council

November 19, 2025

11. New Business:

11.B – Review and Adoption of Revised Allowable Levels of Assistance Set Forth in Appendix A of the General Assistance Program Guidelines

Background

The City's General Assistance Program is governed by NH RSA 165, Aid to Assisted Persons. RSA 165:1, Who Entitled; Local Responsibility, states in part:

- II. The local governing body, as defined in RSA 672:6, of every town and city in the state shall adopt written guidelines relative to general assistance. The guidelines shall include, but not be limited to, the following:
 - (a) The process for application for general assistance.
 - (b) The criteria for determining eligibility.
 - (c) The process for appealing a decision relative to the granting of general assistance.
 - (d) The process for the application of rents under RSA 165:4-b, if the municipality uses the offset provisions of RSA 165:4-a.
 - (e) A statement that qualified state assistance reductions under RSA 167:82, VIII may be deemed as income, if the local governing body has permitted the welfare administrator to treat a qualified state assistance reduction as deemed income under RSA 165:1-e.

RSA 165 also requires that municipalities adopt Payment Levels of Allowable Expenses. The Allowable Levels of Assistance are included in Appendix A of the City's General Assistance Program Guidelines. Monthly shelter allowances are proposed to be updated based on the U.S. Department of Housing and Urban Development's (HUD's) authorization to allow Lebanon to utilize the Small Area Fair Market Rent calculation procedures in FY2026. Updates to shelter allowances were last adopted in November 2023. Human Services has made adjustments annually based on Fair Market Rents for Grafton County.

Food and Non-food allowances were last adopted in November 2023. Food allowances are intended to coincide with the current data available from the Supplemental Nutrition Assistance Program (SNAP; formerly known as "Food Stamps"). Human Services has made adjustments annually based on SNAP increases. Non-food allowances are meant to cover basic expenses for toiletries, paper products, and personal items. Monthly Non-food allowances are not proposed to be changed at this time.

Human Services Director Lynne Goodwin will be present to discuss the proposed increases in allowable levels of assistance and answer any other questions about the General Assistance Program.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby adopts the amended Allowable Levels of Assistance set forth in Appendix A of the General Assistance Program Guidelines, as presented in the November 19, 2025 City Council Agenda Packet.

Included In This Section:

1. Proposed Allowable Levels of Assistance for the City of Lebanon, General Assistance Program Guidelines, Appendix A
2. Housing and Food Allowances – Supporting Data

Not Included, But Available:

3. [City of Lebanon, NH, General Assistance Program Guidelines, Adopted: March 12, 2007, Last Revised: November 15, 2023](#)



ALLOWABLE LEVELS OF ASSISTANCE FOR THE CITY OF LEBANON, NH

FOOD/NON-FOOD ALLOWANCE

[10/1/23~~25~~-9/30/24~~26~~ Supplemental Nutrition Assistance Program maximum monthly allotments taken into account]

K R X VHK R OG #/L] H#	P R Q WKO\#R R G #	P R Q WKO\#R Q OIR R G #
1	\$291 <u>298</u>	\$75
2	\$535 <u>546</u>	\$105
3	\$766 <u>785</u>	\$125
4	\$973 <u>994</u>	\$145
5	\$1,155 <u>1,183</u>	\$165
6	\$1,386 <u>1,421</u>	\$185
7	\$1,532 <u>1,571</u>	\$205
8	\$1,751 <u>1,789</u>	\$225

MONTHLY SHELTER ALLOWANCE

~~2024~~ 2026 HUD Small Area Fair Market Rent (SAFMR) Standards for ~~Grafton County~~
and market rents for Lebanon taken into account]

#

UTILITIES INCLUDED:

0 BR	1 BR	2 BR	3 BR	4 BR
\$1,250	\$1,325	\$1,675	\$2,100	\$2,475
<u>\$2,010</u>	<u>\$2,020</u>	<u>\$2,650</u>	<u>\$3,600</u>	<u>\$3,650</u>

UTILITIES NOT INCLUDED:

0 BR	1 BR	2 BR	3 BR	4 BR
\$975	\$1,050	\$1,250	\$1,550	\$1,800
<u>\$1,805</u>	<u>\$1,835</u>	<u>\$2,310</u>	<u>\$3,150</u>	<u>\$3,160</u>

UTILITY ALLOWANCES

ELECTRIC	Current Rate
HEATING OIL	Current Rate
PROPANE	Current Rate
TELEPHONE	\$50/Month (Basic Service Only)

BURIAL ALLOWANCE

Up to \$1,500



FY 2026 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2026 Grafton County, NH Small Area FMRs

The following are the steps used to calculate the 2-Bedroom Small Area Fair Market Rent of \$2,650 for ZIP Code 03766.

1. Evaluate the reliability of the current 5-year ACS Adjusted Standard Quality (ASQ) 40th percentile 2-Bedroom gross rent. If the estimate has a margin of error ratio of less than 50% and at least one hundred survey cases, use this as the ZCTA base rent for the SAFMR for the current year.
2. If the 2-Bedroom rent is not reliable, evaluate the 1-Bedroom gross rent. If this estimate is reliable, convert it to a 2-Bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area or relevant non-metropolitan county.
3. If the 2 and 1-Bedroom rents are not reliable, evaluate the 3-Bedroom gross rent. If this estimate is reliable, convert it to a 2-Bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area or relevant non-metropolitan county.
4. Repeat the above three steps for the previous two ACS years. If a ZIP code has reliable 2-Bedroom equivalent rents in at least two or the three ACS years, update the non-current year ACS estimates for inflation, and take the average of the reliable estimates as the base rent for FY2026.
5. Calculate a FY2026 Small Area Fair Market Rent by multiplying this base rent by the recent mover factor, the gross rent inflation update factor, and the forecasted trend factor.
6. If the ZIP code does not have a reliable base rent, evaluate the quality of its 5-year ACS Adjusted Standard Quality (ASQ) median all bedroom gross rent for the previous three ACS years. If at least two of these three estimates are reliable, calculate ratios of the ZIP code median gross rent estimate to that of the ZIP code's parent HUD metropolitan area or relevant non-metropolitan county. Take the average of these ratios. If the ZIP code does not have reliable ZIP code median gross rents, examine the reliability of the ZIP code's parent county. If at least two of these three estimates are reliable, calculate ratios of the county median gross rent estimate to that of the county's parent HUD metropolitan area or relevant non-metropolitan county. If county level estimates are not reliable, set the ratio to 1.
7. If necessary, apply the ZIP code rent ratio to the FY2026 2-Bedroom Fair Market Rent for the ZIP code's parent HUD metropolitan area or non-metropolitan county.
8. Ensure that the 2-Bedroom SAFMR does not exceed 150% of the parent HUD metropolitan FMR or relevant non-metropolitan county FMR.
9. Ensure that the 2-Bedroom SAFMR is not lower than the ZIP code's parent state minimum FMR.
10. Calculate SAFMRs for other bedroom sizes using the bedroom ratios for the ZIP code's parent HUD metropolitan area or non-metropolitan county.
11. Ensure that the SAFMRs do not fall below the appropriate 90% floor.

The FY 2026 Grafton County, NH Small Area FMRs for All Bedroom Sizes in ZIP Code 03766

FY2026 SAFMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$2,010	\$2,020	\$2,650	\$3,600	\$3,650

AVERAGE MONTHLY UTILITY COSTS BY UNIT SIZE (BY COUNTY)

By unit where the tenant pays for heat (2024)

	BEDROOMS PER UNIT					All Units
	0	1	2	3	4+	
STATEWIDE	\$186	\$214	\$266	\$324	\$363	\$265
Belknap County	\$192	\$226	\$287	\$311	\$271	\$268
Carroll County	\$158	\$257	\$339	\$403	—	\$297
Cheshire County	\$185	\$244	\$307	\$371	\$500	\$305
Coos County	—	\$262	\$373	\$456	\$627	\$396
Grafton County	\$205	\$233	\$338	\$453	\$489	\$290
Hillsborough County	\$171	\$186	\$238	\$264	\$320	\$235
Merrimack County	\$141	\$190	\$262	\$316	\$509	\$257
Rockingham County	\$163	\$186	\$255	\$345	\$316	\$253
Strafford County	\$229	\$238	\$292	\$380	\$346	\$297
Sullivan County	\$193	\$243	\$332	\$435	\$532	\$344

Average Utility Costs are calculated for units where the tenant pays for heat. A dash ("—") in a column indicates an insufficient sample

FANF (Financial Assistance to Needy Families)

Maximum Income Limits

Household Size	STANDARD OF NEED		PAYMENT STANDARD*
	BMNA	Max. SON (BMNA+ \$342)	Max Cash Grant @ 60%
1	\$1,821	\$2,163	\$782
2	\$3,564	\$3,906	\$1,057
3	\$4,769	\$5,111	\$1,332
4	\$5,835	\$6,177	\$1,607
5	\$6,816	\$7,158	\$1,882
6	\$7,234	\$7,576	\$2,157
7	\$7,656	\$7,998	\$2,432
8	\$8,077	\$8,419	\$2,707

*The Payment Standard is also the maximum grant for the household.

SNAP

Income Limits, Standards, and Deductions

Household Size	Monthly Gross Income When Elderly Disabled are a Separate Household @ 165% FPG	Non-Target Population Only Gross Income Limits @ 130% FPG	Target & Non-Target Population Net Income Limits @ 100% FPG	Expanded Categorical Eligibility Gross Income Limits @ 200% FPG	Maximum SNAP Benefit Allotments
1	\$2,152	\$1,696	\$1,305	\$2,609	\$298
2	\$2,909	\$2,292	\$1,763	\$3,525	\$546
3	\$3,665	\$2,888	\$2,221	\$4,442	\$785
4	\$4,421	\$3,483	\$2,680	\$5,359	\$994
5	\$5,177	\$4,079	\$3,138	\$6,275	\$1,183
6	\$5,934	\$4,675	\$3,596	\$7,192	\$1,421
7	\$6,690	\$5,271	\$4,055	\$8,109	\$1,571
8*	\$7,446	\$5,867	\$4,513	\$9,025	\$1,789
*For each additional person	Add \$757	Add \$596	Add \$459	Add \$917	Add \$218
No monthly gross income test for elderly and disabled target population					

SNAP Utility Standards	
Heating/Cooling (AC)	\$1018
Utilities-Only	\$373
Electric-Only	\$217
Telephone-Only	\$39

SNAP Deductions	
Excess Shelter	\$744
Homeless Shelter Allowance	\$199
Medical	\$135

SNAP Standard Deduction	
HH Size	Deduction
1-3	\$209
4	\$223
5	\$261
6+	\$299

Agenda

Lebanon City Council

November 19, 2025

11. New Business:

11.C – Discussion and Set Public Hearing for December 3, 2025: Acceptance of a Donation of Rutter Property, a +/-23-Acre Parcel of Conservation Land on Stevens Road, Lebanon

Background

Sally and Jerry Rutter are proposing to donate a +/-23-acre parcel of land (Tax Map 28, Lot 14) to the Upper Valley Land Trust (UVLT) for conservation purposes. UVLT would, in turn, like to donate ownership of the Rutter parcel to the City, while retaining the conservation easement.

The Rutter parcel is located adjacent to the intersection of Stevens Road and Alden Road, and is situated near the parking lot and trailhead for the Signal Hill Conservation Area. UVLT envisions that a conservation easement on the Rutter property will be similar to the easement for Signal Hill, and that the parcel will be managed similarly to Signal Hill.

On May 8, 2025, the Lebanon Conservation Commission held a public hearing to receive public input on a proposal to expend up to \$21,000 from the Lebanon Open Space Trust (L.O.S.T.) Fund as a contribution to UVLT to facilitate the acquisition and permanent protection of the Rutter property. At the conclusion of the public hearing, the Commission voted unanimously to authorize the expenditure subject to the execution of a grant agreement between the City and UVLT.

On October 9, 2025, the Conservation Commission voted to recommend that the Lebanon City Council accept the proposed donation of ownership of the Rutter parcel from UVLT, subject to the conservation easement to be held by UVLT. Excerpts of minutes from both Conservation Commission meetings are attached for review.

The legal authority to acquire or dispose of real property interests ultimately rests with the City Council.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 3, 2025, beginning at 7:00pm, in the Lebanon High School Gymnasium, 195 Hanover Street Extension, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to accept a proposed donation of a +/-23-acre parcel of conservation land (Tax Map 28, Lot 14) along Stevens Road from the Upper Valley Land Trust, subject to a conservation easement to be held by the Land Trust, as presented in the November 19, 2025 City Council Agenda Packet.

Included In This Section:

1. Lebanon Conservation Commission, Special Meeting Minutes, May 8, 2025
2. Lebanon Conservation Commission, Meeting Minutes Excerpt, October 9, 2025

FINAL

**LEBANON CONSERVATION COMMISSION
SPECIAL MEETING MINUTES
Remote Via Microsoft Teams
LebanonNH.gov/Live
May 8, 2025
5:30 PM**

MEMBERS PRESENT: Sarah Riley (Chair), Bruce James, (Vice Chair), Susan Almy, Erling Heistad, Barbara Hirai, Chris Johnson, Donald Lacey

MEMBERS ABSENT: Sean Dittrich (Alt.), Ernst Oidtmann*

STAFF PRESENT: Mark Goodwin (GIS Coordinator)

1. CALL TO ORDER:

A. Chair Riley called the meeting to order at 5:35 PM.

*Mr. Ernst Oidtmann, Con Com member, is an audience member today. He has recused himself from his Con Com role today, due to his involvement with the U.V.L.T.

2. PUBLIC HEARING ITEMS:

A. Public hearing for the purposed of discussing the appropriation of \$21,000 from the Lebanon Open Space Trust Fund (L.O.S.T.) to support the purchase of an approximately 22-acre property located on Stevens Road, Lebanon, New Hampshire, Tax Map 28, Lot 14, Lebanon, New Hampshire. The acquisition effort is being led by the Upper Valley Land Trust (U.V.L.T.), with the property to be subject to a permanent conservation easement held by U.V.L.T.

This land is being donated by Sally & Jerry Rutter.

Mr. Craig Privett, Conservation Project Manager, representing the Upper Valley Land Trust, provided some background information about U.V.L.T. as well as this specific land being donated by Mr. & Mrs. Jerry Rutter. He shared a Power Point presentation with maps of the land being donated (Phase 1) detailing that this land is a Significant Ecological Area (SEA), including wildlife habitat, connectivity to other protected lands, wildlife corridor information, scenic benefits to the Public (over 2,000 feet of frontage on Stevens Road), etc. This is also a substantial land protection opportunity for the City of Lebanon.

To help with the costs associated with this transaction, they are seeking contribution from the Lebanon LOST fund. This requires approval of the Lebanon Conservation Commission along with a public hearing.

Ms. Hirai thanked the Rutters, and the U.V.L.T. for their generous gift and for the work that the trust is doing.

Mr. Lacey also thanked the Rutters for this wonderful gift.

Mr. Rutter said there is an archeological site (a barn) on this site. Mr. Rutter taught archeology at Dartmouth College.

Mr. Goodwin also conveyed his appreciation to the Rutters, for their generous donation of this important open space.

Mrs. Sally Rutter shared a story about this land. Many years ago, this land was put up for sale. As soon as she saw the for-sale sign, she rushed home and told her husband Jerry that they had to buy this land, since she knew that there was a big developer wanting to build another big condominium complex there. The Rutters wanted to keep this land “raw”. So, they purchased it and have maintained their vision.

Mr. Donald Lacey MOVED to authorize the expenditure of up to \$21,000 from the Lebanon Open Space Trust (L.O.S.T.) Fund, as a contribution towards the Upper Valley Land Trust’s purchase and permanent protection of the property located on Stevens Road, Lebanon, New Hampshire, Tax Map 29, Lot 14, Lebanon, New Hampshire.

***The expenditure is conditional upon documenting the transaction within a money transfer services agreement signed by the City Manager and the Upper Valley Land Trust.
Seconded by Ms. Barbara Hirai.***

****The MOTION was approved unanimously***

Chair Riley again thanked Mr. Privett, and Mr. & Mrs. Rutter.

Mr. Goodwin explained the next steps of this process will be to have the Conservation Commission request the City Council have a meeting to take the acquisition of this land via a public meeting (Phase 2). It was agreed this will likely be in the fall 2025. Mr. Privett will keep them abreast of the progress of the first phase.

3. ADJOURNMENT

***Ms. Susan Almy MOVED to adjourn the meeting
Seconded by Ms. Barbara Harai***

****The Vote on the MOTION was approved unanimously***

The meeting was adjourned at 5:54 PM by Chair Riley.

Respectfully submitted,
Cinda Mersel
Recording Secretary

DRAFT

**LEBANON CONSERVATION COMMISSION
MEETING MINUTES
Remote Via Microsoft Teams
LebanonNH.gov/Live
October 9, 2025
6:30 PM**

MEMBERS PRESENT: Sarah Riley (Chair), Susan Almy, , Erling Heistad, Barbara Hirai, Bruce James (Vice Chair), Chris Johnson, Donald Lacey

MEMBERS ABSENT: Bruce James, Ernst Oidtmann

STAFF PRESENT: Mark Goodwin (GIS Coordinator)

1. CALL TO ORDER:

A. Chair Riley called the meeting to order at 6:31 PM.

2. APPROVAL OF MINUTES: None

3. OPEN TO THE PUBLIC:

4. PERMIT REVIEW: None

5. STUDY ITEMS:

A. **Proposed Gift of Land** – 22-acre property located on Stevens Rd., Lebanon, NH Tax Map 28, Lot 14

Mr. Craig Privett, Conservation Project Manager, Upper Valley Land Trust introduced himself. He is here today to follow up on the May meeting he had with Con Com, to seek a recommendation that the City Council receive the gift of land from UVLT subject to a conservation easement, similar to the one on Signal Hill. They envision that it will also be managed similarly to Signal Hill.

Ideally, they would like an assurance from the City of Lebanon that they are open to taking this gift of land, as soon as possible, subject to a conservation easement held by the Upper Valley Land Trust.

The goal for this evening is to get the endorsement from the Conservation Commission for this gift.

Mr. Don Lacey MOVED to approve the following:

Seconded by Ms. Susan Almy

The Lebanon Conservation Commission strongly recommends that the Lebanon City Council accept the gift of ownership of the Rutter property (22 acres located on Stevens Rd. Lebanon, NH, Tax Map 28, Lot 14) from Upper Valley Land Trust, subject to a conservation easement, to be held by Upper Valley Land Trust.

****The MOTION was approved (6-0).***

**Agenda
Lebanon City Council
November 19, 2025**

11. New Business:

**11.D – Authorization for City Manager to Execute Extension of Lease
Agreement with Green Mountain Power for Glen Road Hydroelectric Facility**

Background

In September 1988, the City entered into a Lease Agreement with Mascoma Hydro Corporation for the use of certain real estate and other property for the redevelopment and operation of the Glen Road Hydroelectric Facility on the Mascoma River. The original Lease Agreement had a term of 40 years from its effective date with an expiration of June 2025.

Earlier this year, Green Mountain Power Corporation (GMP), as successor-in-interest to Mascoma Hydro, contacted the City to begin negotiations for the renewal of the existing Lease Agreement. Since the original Lease Agreement was signed, applicable laws, regulations, and practices have changed, and additional time was required for the parties to negotiate the terms and conditions of a new Lease Agreement. On June 18, 2025, the City Council granted a six-month extension, until December 31, 2025, to negotiate the terms and conditions of a new Lease Agreement.

GMP is also currently pursuing relicensing of the Glen Road Hydro Facility from the Federal Energy Regulatory Commission (FERC) for an additional 40-year term. The current FERC license expires on March 1, 2027. GMP has requested that the new Lease Agreement with the City should run concurrently with the term of the anticipated new FERC license.

At this time, GMP and the City are proposing a second extension of the existing Lease Agreement to the earlier of a date that is six months after FERC's issuance of a subsequent license for the facility or September 1, 2027.

Action

If the Council decides to move forward with extending the lease agreement, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby authorizes the City Manager to execute the Second Amendment to Lease Agreement with Green Mountain Power Corporation for the use of certain real estate and other property for the redevelopment and operation of the Glen Road Hydroelectric Facility, as presented in the November 19, 2025 City Council Agenda Packet, for the purpose of extending the term of the existing Lease Agreement to the earlier of the date that is six (6) months after the Federal Energy Regulatory Commission's (FERC's) issuance of a subsequent license for the hydroelectric facility, or September 1, 2027.

Included In This Section:

1. Proposed Second Amendment to Lease Agreement

SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment to Lease Agreement (“Second Amendment”) is entered into as of this ____ day of _____, 2025, by and between Green Mountain Power Corporation, a Vermont corporation with a principal place of business at 163 Acorn Lane, Colchester, Vermont 05446 (“GMP”); and the City of Lebanon, New Hampshire, with an address of 51 N. Park Street, Lebanon, NH 03766 (“Lebanon”). GMP and Lebanon are hereinafter referenced as the “Parties.”

WHEREAS, Lebanon and GMP, as successor in interest, are parties to that certain Lease Agreement dated September 30, 1988 (the “Agreement”), notice of which is recorded in the Grafton County Registry of Deeds at Book 1782, Page 744, relating to use of certain real estate and associated property for the redevelopment and operation of the Glen Road Hydroelectric Project on the Mascoma River in Lebanon, New Hampshire (the “Project”);

WHEREAS, the Federal Energy Regulatory Commission (“FERC”) issued a 40-year license for the Project (Project Number 8405) authorizing its operation, which license is set to expire on March 1, 2027;

WHEREAS, GMP is seeking a subsequent license for the Project from FERC (the “Subsequent License”) to allow for continued operation of the Project for another 40-year term;

WHEREAS, on January 15, 2025, GMP notified Lebanon, in accordance with Section 27(h) of the Agreement, of its request to renew the Agreement for another term that will cover the term of the Subsequent License;

WHEREAS, on July 1, 2025, GMP and Lebanon executed a First Amendment to Lease Agreement extending the Agreement term through December 31, 2025;

WHEREAS, the Parties now desire to further extend the term of the Agreement until the date that is six (6) months after the issuance of the Subsequent License by FERC, to allow sufficient time to complete good-faith negotiations of the renewal term in accordance with Section 27(h) of the Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree as follows:

1. Extension of Term. Notwithstanding anything in the Agreement to the contrary, the Parties agree that the term of the Agreement is hereby extended until the earlier of the date that is six (6) months from FERC’s issuance of the Subsequent License or September 1, 2027 (the “Extended Term”). If the Subsequent License has not been issued by March 1, 2027, the Parties shall promptly execute a further amendment extending the term as necessary to allow for negotiations of a renewal term under Section 27(h) of the Agreement.

2. Renewal Negotiations. The Parties agree during the Extended Term to negotiate in good faith to renew the Agreement in accordance with Section 27(h) of the Agreement.

3. Whole Agreement. Except as expressly amended herein, the Agreement shall remain in full force and effect. This Second Amendment constitutes the entire agreement between the Parties with respect to the subject matter hereof.

[Notarized Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment, as evidenced by the signatures of their duly authorized representatives, as of the date first set forth above.

GMP

Green Mountain Power Corporation

By: _____

Name: William J. Jakubowski

Its: Authorized Agent

Lebanon

City of Lebanon, New Hampshire

By: _____

Name: _____

Its: _____

STATE OF VERMONT
COUNTY OF RUTLAND, SS.

At Rutland Town, in said County, this ____ day of _____, 2025, William J. Jakubowski personally appeared, and he acknowledged this instrument, by him subscribed, to be his free act and deed and the free act and deed of Green Mountain Power Corporation.

Before me: _____
Notary Public
My Commission Expires:
Commission Number:

STATE OF NEW HAMPSHIRE
COUNTY OF GRAFTON, SS.

At the City of Lebanon, in said County, this ____ day of _____, 2025, _____, Duly Authorized Representative for the City of Lebanon, New Hampshire, personally appeared, and s/he acknowledged this instrument, by her/him subscribed, to be her/his free act and deed and the free act and deed of the City of Lebanon, New Hampshire.

Before me: _____
Notary Public
My Commission Expires:
Commission Number:

25235943.2

**Agenda
Lebanon City Council
November 19, 2025**

11. New Business:

**11.E – Discussion of Potential Establishment of Social Districts
per NH RSA 178:33-38, et. seq.**

Background

On September 5, 2025, new state legislation took effect allowing communities to designate “social districts” subject to local voter approval. In the statute, social districts are defined as outdoor areas in which a person may consume alcoholic beverages sold by a licensee that is located within or contiguous to the social district.

If authorized, social districts must be marked with conspicuous signage; boundary maps, management plans, and days and hours of operation of the district must be posted on the City’s website; and clearly labeled containers specific to the licensee and the district must be used. Individuals would not be permitted to bring outside alcohol into the districts and may not carry alcohol outside the district.

To allow the operation of a social district, the City Council may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters. If placed on the official ballot, the City Council shall hold a public hearing on the question at least 15 days, but not more than 30 days, before the question is to be voted on.

The Economic Development Commission discussed social districts during its October meeting and recommended the City Council consider the idea further.

Action

Should the City Council decide to take further action to consider Social Districts, a motion will be developed based on the discussion at the meeting.

Included In This Section:

1. NH RSA 178:33-38, et. seq.

TITLE XIII ALCOHOLIC BEVERAGES

Chapter 178 LIQUOR LICENSES AND FEES

SOCIAL DISTRICTS

Section 178:33

178:33 Definitions. –

- I. "Licensee" means a person holding any of the following licenses:
 - (a) An on-premises beverage and wine license issued pursuant to RSA 178:20.
 - (b) An on-premises beverage and liquor license issued pursuant to RSA 178:21.
 - (c) An on-premises cigar, beverage, and liquor license issued pursuant to RSA 178:20-a.
 - (d) A brew pub license issued pursuant to RSA 178:13.
 - (e) An on-premises cocktail lounge license issued pursuant to RSA 178:22.
- II. "Social district" means a defined outdoor area in which a person may consume alcoholic beverages sold by a licensee. This term does not include the licensee's premises or an extended area of such premises allowed under RSA 178:24.

Source. 2025, 158:1, eff. Sept. 5, 2025.

Section 178:34

178:34 Local Option. –

- I. Any town or city may allow the operation of social districts according to the provisions of this subdivision, in the following manner:
 - (a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters.
 - (b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.
 - (c) The wording of the question shall be substantially as follows: "Shall we allow the operation of social districts within the town or city?"
- II. If a majority of those voting on the question vote "Yes," social districts may be operated within the town or city.
- III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.
- IV. A municipality that has voted to allow the operation of social districts may consider rescinding its action in the manner described in paragraph I of this section.

- IV-a. An unincorporated place may allow the operation of social districts by majority vote of the county delegation, after a public hearing is held.
- V. The liquor commission shall maintain a list of municipalities where social districts are approved.

Source. 2025, 158:1, eff. Sept. 5, 2025.

Section 178:35

178:35 Requirements of a Social District. –

A social district shall:

- I. Be clearly defined with signs posted in a conspicuous location indicating which area is included in the social district, the days and hours during which alcoholic beverages may be consumed in the social district, the telephone number for the New Hampshire liquor commission and the local law enforcement agency with jurisdiction over the area comprising the social district and a clear statement that alcoholic beverages purchased for consumption in the social district shall:
 - (a) Only be consumed in the social district; and
 - (b) Be disposed of before the person in possession of the alcoholic beverage exits the social district unless the person is reentering the licensed premises where the alcoholic beverage was purchased. The hours set by a city or town during which alcoholic beverages may be consumed in a social district shall be in accordance with RSA 179:17.
- II. The board of selectmen, town council, city council, or board of alderman shall establish management and maintenance plans for the social district and post these plans, along with a rendering of the boundaries of the social district, on the Internet website of the city or town. The social district shall be maintained in a manner that protects the health and safety of the general public.
- III. Before allowing consumption of alcoholic beverages in a social district, the city or town shall submit to the liquor commission a detailed map of the social district with the boundaries of the social district clearly marked and the days and hours during which alcoholic beverages may be consumed in the social district.

Source. 2025, 158:1, eff. Sept. 5, 2025.

Section 178:36

178:36 Requirements for Sale of Alcoholic Beverages. –

A licensee located in or contiguous to a social district may sell alcoholic beverages for consumption within the social district it is located in or contiguous to in accordance with the following:

- I. The licensee shall only sell and serve alcoholic beverages on its licensed premises.
- II. The licensee shall only sell alcoholic beverages for consumption in the social district in a container that meets the following requirements:
 - (a) The container clearly identifies the licensee from which the alcoholic beverage was purchased.
 - (b) The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
 - (c) The container is not made of glass.
 - (d) The container displays, in no less than 12-point font, the statement, "Drink Responsibly - Be 21."

- (e) The container shall not hold more than 16 fluid ounces.
- III. The licensee shall not allow a person to enter or reenter its licensed premises with an alcoholic beverage not sold by the licensee.

Source. 2025, 158:1, eff. Sept. 5, 2025.

Section 178:37

178:37 Requirements for Possession and Consumption of Alcoholic Beverages. –

The possession and consumption of an alcoholic beverage in a social district is subject to the following requirements:

- I. Only alcoholic beverages purchased from a licensee located in or contiguous to the social district may be possessed and consumed.
- II. Alcoholic beverages shall only be in containers that meet the requirements set forth in RSA 178:36.
- III. Alcoholic beverages shall only be possessed and consumed during the days and hours set by the city or town in accordance with the RSA 178:35 of this section.
- IV. Nothing in this subdivision shall be construed as authorizing the sale and delivery of alcoholic beverages in excess of the limitations set in RSA 179:5.
- V. A person shall dispose of any alcoholic beverage in the person's possession prior to exiting the social district unless the person is reentering the licensed premises where the alcoholic beverage was purchased.

Source. 2025, 158:1, eff. Sept. 5, 2025.

Section 178:38

178:38 Rulemaking. – The commissioner may adopt rules under RSA 541-A to implement and enforce this subdivision.

Source. 2025, 158:1, eff. Sept. 5, 2025.