

FINAL

**LEBANON SCHOOL DISTRICT & CITY COUNCIL
JOINT PARTNERSHIP TASK FORCE
CITY COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
THURSDAY NOVEMBER 20, 2025 6:00PM**

CITY COUNCIL / STAFF MEMBERS PRESENT:

City Manager Andrew Hosmer, Mayor Douglas Whittlesey, Tim McNamara

SCHOOL DISTRICT MEMBERS PRESENT:

Superintendent Amy Allen, Lilian Maughan (School Board Chair), Tim Ball (SAU 88 Business Manager), Kevin Schutz

1. CALL TO ORDER:

City Manager Andrew Hosmer called the meeting to order at 6:00pm. He reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

2. APPROVAL OF MINUTES - May 29, 2025

A MOTION was made by Tim McNamara to approve the May 29, 2025 Meeting Minutes. The MOTION was seconded by Amy Allen.

** The MOTION was approved (7-0).*

3. NEW BUSINESS

A. Discussion about the SAU Building (20 Seminary Hill, West Lebanon)

Mr. Ball gave an overview of the value and costs of the SAU building:

- Fair Market Value: \$2.2 million
- Cost to operate: Between \$10,000 and \$120,000
(includes water, heat, maintenance but not capital projects)
- Building size: 33,000 square feet (including gymnasium)

He said, based on plans made in 2014, the City uses the 2nd floor offices and the SAU uses the top floor and two offices on the 1st floor. He said that arrangement means 4,000 square feet are used by the City and about 7,500 square feet are used by the SAU.

He noted some capital work that needs to be done:

- Window replacement

- Roof replacement
- Building's management system (to be reworked for two different tenants)
- Some mortar replacement

The group discussed the lease agreements for tenants in the building. Mr. McNamara said the Boys & Girls Club had also expressed interest in using the building. He said the proposal from that organization involved constructing an adjacent building to the east of the existing building that would be used for a program for infants through five-year-old children (Pre-K).

The group discussed the possibility of the Boys & Girls club proposal; how the Cyber Services and Parks, Recreation, and Arts Departments use space in the building; and the success of the Lebanon Fire Department (which will occupy offices in the SAU building until February 2026) as neighbors to the SAU staff.

City Manager Hosmer reported that the lease for the Parks, Recreation, and Arts Department ends by July 31 and for Cyber Services ends by May 31. He said the leases are year-to-year. The group suggested a walk-through with the department heads of those departments to see how the space could be reorganized once the fire department has left the building. The group discussed the benefits of having tenants other than the City lease the building as an outside source of revenue/tax relief for Lebanon residents.

B. Discussion of Potential Adjustment of Seminary Hill Property Boundaries

The group discussed the potential swap of the land that the Dana House sits on (owned by SAU) with the small parcel of land behind the Dana House (about .2 acres owned by the City). The group discussed what uses are allowed in the zone(s) where the Dana House and SAU building are located, which may impact the uses for which other possible tenants may have for them.

C. Budget Discussion

The group discussed the new tax rate and the City's budget meeting process. Superintendent Allen discussed the increase in health care insurance costs that the school district is experiencing. The group discussed open enrollment legislation that has been proposed by the state, and its potential effects on the district and the schools in the Upper Valley.

Next Steps:

- Invite the Director of the Boys & Girls Club NH to the December 9, 2025 Joint City/School Board meeting to discuss their proposal.
- Gather GIS/Tax map locations and zoning information for properties discussed in the meeting.
- Review of City leases for tenants in the SAU building.
- Walk-through of the SAU building with Cyber Services and Recreation, Arts, and Parks directors.

4. FUTURE AGENDA ITEMS

None

5. NEXT MEETING DATE

December 9, 2025

6. OTHER BUSINESS

None

7. ADJOURNMENT

A MOTION was made by Tim MacNamara to adjourn the meeting. The MOTION was seconded by Douglas Whittlesey.

** The Vote on the Motion was approved (7-0).*

The meeting was adjourned at 6:50pm.

Respectfully Submitted,
Paula Roux
Recording Secretary