



**LEBANON CITY COUNCIL
MARCH 18, 2026 - 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: 531 403 120#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The March 18, 2026 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

- A. Proclamation for World Down Syndrome Day
- B. Resolutions Honoring Outgoing City Councilors

7. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the March 18, 2026 agenda packet.

8. Appointments

- A.
 - Diversity, Equity, and Inclusion Commission, Anna Ulanova (Appointment as Public Representative)
 - Diversity, Equity, and Inclusion Commission, Lucas Mendelsohn (Appointment as Public Representative)
 - Planning Board, Karen Zook (Appointment as Regular Member)
 - Welcoming Lebanon Task Force, Lindsay Dearborn (Appointment as Resident Member)
 - Welcoming Lebanon Task Force, Keiselim Montas (Appointment as Resident Member)
 - Welcoming Lebanon Task Force, Lucas Mendelsohn (Appointment as Resident Member)

9. Public Hearing Items

- A. Extension 79-E Approval - 1 Spencer Studios, LLC

Extension of Community Revitalization Tax Relief Incentive (RSA 79-E)
Approval for 10 Spencer Studios, LLC – Public hearing for the purpose of receiving public input and taking action to extend tax relief under the provisions of the Community Revitalization Tax Relief Incentive (RSA 79-E) Program for 10 Spencer Studios, LLC.

R-2026-3

- i. Presentation:
- ii. Opening of the Public Hearing:
- iii. Questions & Comments by the Public:
- iv. Closing of the Public Hearing:
- v. Council Deliberation & Action:

B. C-PACER District

Adoption of Enabling Provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; Establishment of a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to Encompass All of Lebanon; and Vote to Confirm that the Program will Serve the Public Purposes set forth in NH RSA 53-F – Public hearing for the purpose of receiving public input and taking action to adopt the enabling provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; to establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to encompass the entire area within the boundaries of Lebanon; and vote to confirm that the program will serve the public purposes set forth in NH RSA 53-F.

- i. Presentation:
- ii. Opening of the Public Hearing:
- iii. Questions & Comments by the Public:
- iv. Closing of the Public Hearing:
- v. Council Deliberation & Action:

10. Old Business

- A. Discuss 2027-2028 NHMA Legislative Policy Process

11. New Business

- A. Airport Runway 36 Extension and Runway 18-36 Obstruction
Discussion and Set Public Hearing for April 15, 2026: Supplemental Appropriation of up to \$222,450 for Airport Runway 36 Extension and Runway 18-36 Obstruction Removals capital project (AIP-079); Authorization for City Manager to Transfer up to \$222,450 from Airport Fund Balance to Airport Runway 36 Extension and Runway 18-36 Obstruction Removals capital project
- B. State of Housing
Discussion on the State of Housing with the Planning and Development Department

12. City Manager Report

13. Non-Public Session: None

14. Adjournment

Lebanon City Council Agenda
March 18, 2026

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: Conservation Commission

Position: Alternate

Applicant: L. Madsen

Board/Committee: Conservation Commission

Position: Alternate

Applicant: P. Lee

Board/Committee: Lebanon Housing Authority

Position: Regular

Applicant: T. Foor

Board/Committee: Zoning Board of Adjustment

Position: Regular

Applicant: R. Burtan

Board/Committee: Zoning Board of Adjustment

Position: Regular

Applicant: M. Morris

Proposed Future Agenda Items: Dates may be tentative, and this list is not considered all-inclusive.
March 25, 2026 – Organizational Meeting

April 1, 2026 – 6:00pm start

Public Hearing Items:

A. Supplemental Appropriation of up to \$250,000 for Mechanic Street Sidewalk Segment 2 Improvements Capital Project; Authorization to Transfer Prior Appropriations from Other Capital Projects and from DPW Operating Budget to Fund the Supplemental Appropriation

New Business:

A. Authorization for City Manager to Execute Lease Agreement with Christian Gomes for Land Lease to Construct Private Hangar at Lebanon Airport

April 15, 2026

Public Hearing Items:

A. Supplemental Appropriation of up to \$222,450 for Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project; Authorization to Transfer Funds from Airport Fund Balance to the Capital Project to Fund the Supplemental Appropriation

New Business:

A. Release of Collected Public School Impact Fees (1st Quarter 2026)



PROCLAMATION

World Down Syndrome Day

WHEREAS, Down Syndrome is a naturally occurring chromosomal arrangement that has always been a part of the human condition, affecting people of all racial, gender, and socioeconomic backgrounds; and

WHEREAS, individuals with Down Syndrome contribute to our communities in countless ways, bringing joy, diversity, and a unique perspective that enriches our society; and

WHEREAS, World Down Syndrome Day is observed annually on March 21st (3/21) to symbolize the triplication of the 21st chromosome, which causes Down Syndrome; and

WHEREAS, this day is dedicated to raising public awareness, advocating for the rights and inclusion of people with Down Syndrome, and celebrating their accomplishments and potential; and

WHEREAS, the City of Lebanon is committed to fostering an inclusive community where all individuals, regardless of ability, are valued and empowered to reach their full potential; and

WHEREAS, community organizations such as the New Hampshire Down Syndrome Association work tirelessly to support individuals with Down Syndrome and their families, advocating for education, employment, and opportunities for full participation in society.

NOW, THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of Lebanon, do hereby proclaim March 21, 2026, as World Down Syndrome Day in the City of Lebanon and encourage all residents to join in recognizing and celebrating the abilities, achievements, and contributions of individuals with Down Syndrome.

Dated this 18th day of March 2026.

Douglas Whittlesey, Mayor
on behalf of the Lebanon City Council

**Agenda
Lebanon City Council
March 18, 2026**

7. Acceptance Of Minutes:

Minutes To Be Accepted

- March 4, 2026 (Regular Meeting)
- March 12, 2026 (Canvass of Vote)

MOVED, to approve the minutes as presented in the March 18, 2026 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, March 4, 2026 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT: George Sykes

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Planning Administrative Assistant Crystal Taplin, Finance Director Alesia Williams

1. CALL TO ORDER: Mayor Whittlesey called the meeting to order at 7:00 p.m.

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

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

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

4. OPEN COUNCIL DISCUSSION: NONE

5. OPEN TO PUBLIC: NONE

6. RECOGNITIONS: NONE

7. ACCEPTANCE OF MINUTES: February 18, 2026 (Regular Meeting)

Councilor Heistad MOVED to approve the February 18, 2026 minutes as written and presented in the March 4, 2026 City Council agenda packet.

Seconded by Councilor Stavis.

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

8. APPOINTMENTS: NONE

9. PUBLIC HEARING ITEMS: NONE

10. OLD BUSINESS: NONE

11. NEW BUSINESS

- A. Discussion and Set Public Hearing for March 18, 2026: Extension of Community Revitalization Tax Relief Incentive (RSA 79-E) Approval for 10 Spencer Studios, LLC for Rehabilitation of 10 Spencer Street, Lebanon, NH

1 Included in the agenda packet: (All supportive documents and information can be found on pages 20-62,
2 in the Council agenda packet. Minutes do not include screenshots, graphs, Maps or images.)

- 3 1. February 2, 2026 email from Jennifer Caine providing project update and requesting extension of 79-E
4 Tax Relief
- 5 2. Declaration of Covenants, recorded February 12, 2025
- 6 3. City Council Agenda materials from January 8, 2025
- 7 4. Excerpt of City Council minutes from January 22, 2025

8
9 Deputy City Manager Brooks summarized the background for the Extension of Community
10 Revitalization Tax Relief Incentive (RSA 79-E) Approval for 10 Spencer Studios, LLC for Rehabilitation
11 of 10 Spencer Street, Lebanon, NH. He noted this project still meets the requirements and complies with
12 the program provisions. Essentially, the Council was being asked to reapprove it for the period of time
13 being requested.

14 15 **BACKGROUND**

16 On January 22, 2025, the Lebanon City Council approved an application from 10 Spencer Studios, LLC for
17 nine (9) years of limited property tax relief pursuant to the City's Community Revitalization Tax Relief
18 Incentive (NH RSA 79-E) Program. The tax relief was requested and granted in connection with a project
19 to convert the existing structure at 10 Spencer Street (Tax Map 92, Lot 33) from an industrial use (a former
20 rug cleaning business) to an art studio use.

21
22 Under the terms approved by the City Council, the project is required to be completed on or before March 31,
23 2026, "unless otherwise extended by the City Council in writing." On February 2, 2026, Jennifer Caine,
24 Manager of 10 Spencer Studios, LLC, submitted a request for an extension of time associated with the
25 approved property tax relief. In the request, Ms. Caine noted that while the renovations are well underway,
26 and many are already finished, there is a chance that not all of the required improvements and issuance of
27 a Certificate of Occupancy will be completed by the March 31st deadline.

28 In considering the request to extend the tax relief associated with the project, the Council is, in essence,
29 verifying that the proposed project and property continue to comply with the provisions of the 79-E program
30 and would be re-approving the applicant's participation in the program. Under the terms of the 79-E program,
31 the City Council must hold a public hearing on the request to determine whether the proposed project still
32 qualifies for the tax relief incentive.

33 The property at 10 Spencer Street remains a Qualifying Structure located within the designated Downtown
34 Lebanon 79-E district, and the project continues to exceed the required threshold to be considered a
35 Substantial Rehabilitation. In addition, staff presumes that the previously documented Public Benefits
36 approved by the City Council still apply to the project, including:

- 37 1. Enhancement of the economic vitality of Downtown Lebanon;
- 38 2. Enhancement or improvement of a culturally or historically important structure;
- 39 3. Promotion of the preservation and reuse of existing building stock; and
- 40 4. Promotion of the development of municipal centers, providing for efficiency, safety, and a
41 greater sense of community consistent with RSA 9-B.

42 Since the tax relief was originally granted, there have been no changes to the location or extent of the
43 designated 79-E Districts, nor to the City Council's Policy CC-105, Community Revitalization Tax Relief
44 Incentive Program Guidelines, under which the 10 Spencer Studios application was originally reviewed. In
45 addition, whereas the property is also situated within the Downtown Tax Increment Finance District,
46 Section 5.3 of the Policy normally requires review of the request by the Downtown TIF District Advisory
47 Board. However, since this is a request for re-approval of the same project for the same time period of tax

1 relief, staff does not believe it is necessary for the Downtown TIF Advisory Board to review the project again
2 pursuant to the policy.

3
4 Ms. Jennifer Caine came forth to give an update on what she has accomplished to date and spoke about
5 her reasons why she is making the same request that was made last year. She apologized that she was not
6 able to meet the Certificate of Occupancy (CO) by March 31, 2026 and noted that in reality it was not
7 realistic because they should have accounted for more time. They are really very close to meeting the
8 expectations, but construction has its own timeline which caused delays. She noted it may be between
9 April/May before construction has been completed, but it could be as late as June/July and further
10 explained the reasons why.

11 **Council/Staff Comments:**

12 In response to Mayor Whittlesey's question regarding the length of time needed for this extension, Ms.
13 Caine explained it should be within the next two months, but, for safety reasons, it more likely would be
14 in July. She also noted there have not been changes to the overall permitting process.

15
16 Deputy City Manager Brooks noted the program kicks in on April 1st of the tax year after the project has
17 been completed. So, whether their CO is approved on April 1st, 2026 or next March 31st 2027 it will kick
18 in on April 1, 2027. In terms of setting a date, it could be anytime between now and March 31, 2027.

19 **ACTION:**

20
21 *Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for*
22 *Wednesday, March 18, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote Via the*
23 *City's Virtual Platform, for the purpose of receiving public input and taking action on a request by 10*
24 *Spencer Studios, LLC, for an extension of the previously approved tax relief under the provisions of the*
25 *Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program as adopted by the City Council*
26 *on February 17, 2016.*

27 *Seconded by Councilor N. Ford Burley.*

28
29
30 **The Vote on the Motion was approved (8-0).*

- 31
32 **B. Discussion and Set Public Hearing for March 18, 2026: Consideration of Adoption**
33 **of Commercial Property Assessed Clean Energy and Resiliency (C-PACER)**
34 **Enabling Legislation (NH RSA 53-F), and Establishment of C-PACER District**
35

36 Included in the agenda packet: (All supportive documents and information can be found on pages 63-110,
37 in the Council agenda packet. Minutes do not include screenshots, graphs, Maps or images.)

- 38 1. Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Program
39 Guidebook, prepared by the NH Business Finance Authority, dated June 2025
40 2. Process to Adopt the Commercial Property Assessed Clean Energy and Resiliency (C-PACER)
41 District, RSA 53-F, prepared by the NH Business Finance Authority
42 3. C-PACER Frequently Asked Questions, dated December 11, 2025, prepared by Clean Energy
43 NH
44 4. Draft Language of Municipal Ordinance, prepared by LEAC
45 5. NH RSA 53-F, Energy Efficiency and Clean Energy Districts
46

47 Deputy City Manager Brooks reviewed the background behind the Adoption of Commercial Property Assessed
48 Clean Energy and Resiliency (C-PACER) Enabling Legislation (NH RSA 53-F), and Establishment of C-
49 PACER District, which is being spearheaded by LEAC (Lebanon Energy Advisory Commission).

1
2 Mr. Henry Bromberg (LEAC Chair), Ms. Sherry Boschert (LEAC Member), and a representative from
3 Clean Energy NH reviewed and described the C-PACER program, how it works, and how it could benefit
4 individual property owners as well as the City.

5
6 Ms. Boschert reviewed the background for the C-PACER (Commercial Property Assessed Clean Energy
7 and Resiliency) Program. She reviewed the slides she sent to Deputy City Manager Brooks, noting these
8 slides would answer every question that the Council could possibly have stating that C-PACER is a new
9 tool in our toolbox to help businesses and developers be able to afford improvements to their property,
10 reduce energy use, lower greenhouse gas emission and make our communities more resilient at **no cost**
11 **and no risk to the City**. In a nutshell, by passing an Ordinance to create a C-PACER District, the City
12 would enable private lenders to offer favorable long-term loans up to 30 years that are tied to the property
13 to be used for specific energy improvements. The program is managed by the NH Business Finance
14 Authority. This program can be used for new construction and existing (commercial) properties and stays
15 with the property when the owners change. She explained what these loans could be used for and
16 explained what the benefit of this program was for New Hampshire. There are three roles:

- 17 1) The C-PACER Lender, who lends the money, collects the payments and handles problems with a
18 non-payment.
- 19 2) The New Hampshire Finance Authority screens the lenders for quality, reviews applications for
20 quality to make sure they comply with the rules in what the money can be used for, and provides
21 all documents, forms, etc., and
- 22 3) The City needs to pass an Ordinance creating a C-PACER District. (Sample is in agenda packet).
23 The City records the documents with the City Clerk at the closing and then releases the
24 documents once the lender has been paid.

25 26 **BACKGROUND**

27 The Lebanon Energy Advisory Committee (LEAC) has been working for several months with staff from
28 Clean Energy NH to review and evaluate the potential benefits of establishing a Commercial Property
29 Assessed Clean Energy and Resiliency (C-PACER) District. Prior to establishing any specific C-PACER
30 District, the City must first adopt the enabling legislation set forth in NH RSA 53-F, Energy Efficiency and
31 Clean Energy Districts, and find that the energy conservation and efficiency and clean energy improvements
32 enabled by the program will serve the public purposes set forth in RSA 53-F.

33 As authorized by the legislature, a C-PACER program allows commercial property owners within the
34 district to fund qualifying projects and improvements to real property through private lenders or capital
35 providers and to have that private financing secured by a special assessment lien on the property itself. The
36 types of qualified projects and improvements include but are not limited to solar PV and solar thermal
37 systems, air sealing, insulation, HVAC systems that meet or exceed Energy Star standards, efficient lighting
38 systems, fire and wind resistance improvements, and others.

39 **Council/Staff Comments:**

40 The Council discussed developers being able to get below market lending interest rates because it is
41 considered to be safer than market rate lending; questions around liability that the owners of a property
42 would be taking on; the NH State requirements for the C-PACER program; the liability the City would be
43 taking on in case of a default loan and how the taxes would get repaid once the property is sold to a new
44 owner; how the C-PACER lender would initiate a foreclosure; questions around liability; where the C-
45 PACER District could be established (the proposal would cover the entire boundary of the City); who

1 could take advantage of this program; and, potential developer clients who have expressed an interest in
2 the program.

3
4 **Mr. Jon Livadas (owner of the Lebanon Woolen Mill):** He spoke about his reasons why he would
5 support this program and why there would be a lot of interest in the C-PACER Program. This is an
6 unbelievable tool that would result in their ability to move forward with the Woolen Mill Project by
7 finding a cheaper debt loan and further explained his reasoning.

8
9 Councilor Simon questioned why the City would need to be involved in this process if the goal is to help
10 developers get a cheaper loan for energy efficient equipment, etc. The short answers to Councilor
11 Simon's question were: 1) State Law requires municipalities to opt in to enable C-PACER financing
12 within each community. 2) Only municipalities are legally permitted to file those special assessments on
13 properties within their communities while C-PACER enabling legislation allows the municipality to
14 delegate this file and be reimbursed for any costs associated with the paperwork. By opting in, the
15 municipality is legally agreeing to file this paperwork when requested.

16
17 Mr. Clifton Below (LEAC member): He spoke about how a Special Assessment lien: a powerful element
18 by Statute and is subordinate to any tax lean. It's that Special Assessment lien that allows it to travel with
19 the property and further explained his reasons how this would be done. He also noted that the payments
20 do not need to go through the City. It is set up so the commercial lenders and the NH Business Finance
21 Authority will figure out how to make this actually work moving forward. Once this is set up, they will be
22 the ones who are handling invoicing and collections directly and will only come back to the City if they
23 have to enforce their lien. He urged the Council to go ahead with the Public Hearing, and more questions
24 could be answered at that time.

25
26 Mayor Whittlesey emphasized that the C-PACER program is set up to isolate the risk for municipalities.
27 He felt this was a well thought out, developed program from a legislative perspective.

28
29 Ms. Boschert noted that while the C-PACER program is new to New Hampshire, it has been in other
30 areas within the US for years. She also spoke about how the following two items need to be warranted for
31 the Public Hearing:

- 32 1. The creation of a C-PACER District, and
- 33 2. Confirming that the C-PACER program is in the public good.

34
35 **ACTION:**

36 ***Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for***
37 ***Wednesday, March 18, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote Via***
38 ***the City's Virtual Platform, for the purpose of receiving public input and taking action to adopt the***
39 ***enabling provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; and to establish a***
40 ***Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to encompass the***
41 ***entire area within the boundaries of Lebanon.***
42 ***Seconded by N. Ford Burley.***

43
44 Deputy City Manager Brooks noted that, based on the comment that Ms. Boschert just made about the
45 second vote confirming that the program will serve the public benefit, he questioned if there was a way to
46 build that language into the motion (above) and offered potential language that could be inserted into the
47 Motion.

City Manager Hosmer reiterated that two votes need to be included: 1) Approve a Motion establishing a C-PACER District, and 2) A vote to confirm that the program is a public benefit. This could be done at the Public Hearing meeting.

AMENDED MOTION as highlighted in red below:

Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, March 18, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote Via the City's Virtual Platform, for the purpose of receiving public input and taking action to adopt the enabling provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; and to vote that the program will serve the public benefit and establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to encompass the entire area within the boundaries of Lebanon. Seconded by N. Ford Burley.

Deputy City Manager Brooks read a portion of the language in the Draft Ordinance created by the NHBA (Page 83 agenda packet) as listed below:

Vote on the required statutory findings, RSA 53-F:3:

a. Whether the energy conservation and efficiency and clean energy improvements will serve the public purposes as set forth in RSA chapter 53-F and not primarily be for the benefit of private persons or uses even though such private benefits and uses may incidentally result.

b. This 2nd vote must occur after the adoption vote, but can occur at the same meeting so long as it was noticed and held as a public hearing – if it was not, then the Council must notice and hold a public hearing before voting on the required statutory findings.

Mayor Whittlesey noted those two votes (as noted in the Amended Motion above) will be taken at the Public Hearing.

Seconded by N. Ford Burley

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

C. Presentation and Discussion of Potential Signal Park TIF District

Included in the agenda packet: (All supportive documents and information can be found on pages 111-167, in the Council agenda packet. Minutes do not include screenshots, graphs, Maps or images.)

1. Signal Park Infrastructure, Conceptual Estimate, November 1, 2023
2. TIF Recreation Phase, Conceptual Estimate, November 1, 2023
3. Potential Signal Park TIF District Properties
4. Draft Lebanon Signal Park TIF District Development Program
5. Draft Development Agreement
6. Minutes of May 7, 2025 City Council Meeting - Excerpt
7. Signal Park Conceptual Plans, presented to Planning Board on February 9, 2026
8. Draft Minutes of February 9, 2026 Planning Board Meeting - Excerpt
9. Signal Park Draft TIF District Revenue and Debt Service Capacity Estimates

1 Deputy City Manager Brooks summarized the background of the potential Signal Park TIF District and
2 noted that in order for the City Administration to proceed further in discussions and negotiations with Mr.
3 Campion, the Council needs to provide further guidance about several aspects of the proposal, including
4 the extent of the proposed TIF District; the percentage of increment to be captured. The proposal is that
5 60% would be captured by the TIF District and 40% would continue to flow to the (City's) General Fund
6 as passable value to be taxed just the way everything else is. The Council can vary that percentage; they
7 can change those aspects or add to them with requirements relative to payments towards the School
8 District, etc. In addition, the question of which facilities and improvements would be eligible for
9 reimbursement through the TIF District is another big question that Mr. Campion is going to have to
10 answer. His proposal is that the City would accept all, or most of, the infrastructure associated with the
11 project.

12 13 **BACKGROUND**

14 Choice Storage, LLC/Jay Campion is the owner of several properties located along Etna Road and
15 Labombard Road in Lebanon. Mr. Campion has been communicating with the Planning & Development
16 and Recreation, Arts & Parks Departments for several years on a development project titled "Signal Park",
17 which would include residential, office, and commercial uses. Campion's properties were included in areas
18 proposed to be rezoned prior to the City Council's recent decision to postpone further consideration of
19 certain zoning amendments in the Route 120 corridor. As a result, Campion is planning to move forward
20 with development options based on the current zoning of his properties.

21 As part of the overall Signal Park development, Campion is proposing to convey a parcel of land to the City
22 for the creation of public recreational facilities, potentially including playing fields, sports courts,
23 playgrounds, and the associated access, parking, and infrastructure improvements. The Recreation, Arts &
24 Parks Department has documented a longstanding need for additional recreational facilities, especially
25 playing fields, due to high participation rates in adult and youth sports programs.

26 On May 7, 2025, Mr. Campion attended a City Council meeting to discuss the potential establishment of a
27 Tax Increment Finance (TIF) District, which would cover the Signal Park development as well as several
28 surrounding parcels. As proposed, if a TIF District were established, Mr. Campion would secure the private
29 funding necessary to construct the public recreational facilities and other improvements in exchange for
30 being reimbursed for those costs from the TIF District once the increment begins to be generated by the
31 taxable portions of the overall Signal Park development. Through such an arrangement, the City could
32 potentially obtain needed public recreational facilities without having to incur the upfront costs for the
33 improvements.

34 Based on the May 7th presentation and discussion, the Council directed the City Manager to continue
35 negotiating with Mr. Campion on the potential Signal Park TIF District and associated public-private
36 partnership agreements, and to bring additional details back to the Council for further review and
37 discussion.

38 Since last spring, Mr. Campion has refined the draft language of a Development Program and other
39 components of a TIF District and has prepared a draft Development Agreement, which summarizes the
40 development project and the reimbursement arrangements proposed by the City. The City Manager's Office
41 has reviewed and commented on the draft documents, but it is noted that the City's legal counsel has not
42 yet reviewed the documents.

43 Mr. Jay Campion came forth and reviewed and discussed the status of his development concept and his
44 proposal for a Signal Park TIF District. He noted the core of this TIF District is a privately funded TIF

1 District and not a City TIF District. It will afford the City with the recreation facilities that they have
2 been trying to create over the past 10 years. He spoke about his proposal to donate, by Deed, +/- 39 acres
3 of land to the City to create soccer fields and other athletic facilities on City-owned property. That
4 infrastructure would be funded by the TIF District and would include a residential development.

5
6 The Phase I proposal is in front of the Planning Board and includes 216 residential condominium units on
7 the property that would be part of the TIF District. Sixty percent (60%) of the tax revenue (from these
8 units) would go to fund that infrastructure including the construction of the ball fields, soccer fields, etc.
9 There would not be any limit in terms of what the City could do with the land. In terms of funding
10 outside of the TIF District for anything that is not in that recreation area, it would not necessarily be
11 limited to the income that the TIF District would generate, but having the TIF District income would
12 assure the land he donates actually goes to the soccer fields and athletic facilities because the funds would
13 already exist in the City's General Funds.

14
15 Mr. Champion and the developer spent a lot of time looking at the geography that he wanted to include in
16 this TIF District, noting it basically parallels a proposal he has that permits the residential land that he is
17 proposing to create, by a Conditional Use Permit, a planned Business Park that will combine the
18 residential density in Phase I and those lots in the planned Business Park as part of the TIF District. He
19 further described the property as described on his proposed Master Plan Map (included in Council agenda
20 packet). While he was uncertain how the financing would break down over time, he did provide his
21 detailed Conceptual Financial Estimates and spoke about what his plan was for the proposed TIF District
22 and Business Park and how future Zoning could grandfather the TIF District. (Please note that complete
23 details and explanation can be found on pages 129-163 in the Council agenda packet.)

24
25 Mr. Champion noted this is the first step in a process that can bring a lot of housing options, noting the
26 combined properties in the planned Business Park would be around 142 acres, which could be developed
27 to address the changing needs for housing in Lebanon. He also spoke about the details of the
28 infrastructure; the recreational facilities; the cost per lineal foot for roadways, sewer lines, etc., noting the
29 full build out of infrastructure for Phase I and the recreation facilities come out to approximately \$13M;
30 and, the revenue needed from property values to pay taxes. From his viewpoint, he needs to move
31 forward to establish the TIF District in order to Deed the land to the City and get the ball rolling. He is
32 going before the Planning Board again with the use permit for the planned Business Park and the
33 subdivision required with the housing components. This will happen on May 9, 2026.

34
35 Mr. Champion emphasized this is a public/private partnership. He has privately guaranteed borrowing in
36 order to accomplish this (partnership), so the City has no risk involved. The incentive is pretty strong on
37 the developer to get some things built because we are going to be creating infrastructure that we will need
38 for revenue to pay for this development. He is at the point now where he feels he needs to take the next
39 step to get a commitment from the City to do this or not.

40
41 **Council/Staff Comments:**

42 Councilor McNamara asked if:

- 43 1) To clarify, if 60% goes toward paying the infrastructure/recreational facilities and the remaining
44 40% would go directly to the City? Mr. Champion said yes.
- 45 2) If the plan Mr. Champion has today is based on the existing zoning of Ind-light and RL-3? Mr.
46 Champion said yes.
- 47 3) If Mr. Champion is asking for the TIF District to only include Phase I or the entire property? Mr.
48 Champion stated it was for the entire property. In response to Councilor McNamara, Mr. Champion
49 also noted that the infrastructure dollars that are being discussed actually cover Phase I & Phase II
50 of infrastructure and does not cover the income that would come from additional building and

1 acknowledged that the infrastructure from Phase II could change. The developer gave a detailed
2 review of the Draft Site Master Plan that Mr. Campion envisioned.

3
4 Councilor McNamara noted that this would be the first real infrastructure expansion project that the
5 Council has even thought about in a long time. In former Councils, it was decided to try to limit
6 development within our existing infrastructure areas and have operational costs associated with this.

7
8 Councilor Stavis noted that after having a very extensive conversation about creating a new neighborhood
9 in the area of Route 120, the Council heard very clearly that residents (of that area) did not want to see
10 that happen. We heard concerns about potential impacts on existing neighborhoods already in place. At
11 the request of Councilor Stavis, Mr. Campion explained and gave his detailed reasons why his
12 development was not like the other developments.

13
14 Councilor McNamara questioned with the boundaries of the planned Business Park as proposed, how
15 much of the residential density gets tied up in Phase I and what is left after Phase I? Mr. Campion said he
16 thought there were 216 units to start with and then 617 units under the planned Business Park regulations.
17 Councilor McNamara noted he would need more information before the Council moves forward with this
18 discussion. What concerns him are:

- 19 1. TIF Funds are not allowed to be utilized for maintenance and operations, so we have additional
20 roads that would need to be plowed and maintained because per zoning they become city streets.
21 There is a cost associated with that which is not reflected in the TIF District;
- 22 2. Costs associated with water/sewer.
- 23 3. If recreational facilities are doubled, the City would need more staff.

24
25 Mayor Whittlesey noted that what he does not see (in this proposal) are what roads we are in fact taking
26 on, noting that current road replacement costs are +/- \$2M. He would like to see a delineation of the
27 infrastructure that the City would be taking on vs. what the City would not be taking on. Also, the
28 Council does not have an approved final plan from the Planning Board.

29
30 Councilor Stavis questioned whether or not the roads for the planned condos would be public or private
31 roads. If they are public roads, the City would be responsible for plowing and sanding. Mr. Campion
32 stated the roads would be public and the driveways would be private.

33
34 The Council continued discussions on: The Planning Board timeline(s) for project completions through
35 their regulations; whether or not, once Mr. Campion submits his TIF District Master Plan, they would be
36 grandfathered under Zoning; what the City would like to see from Mr. Campion's proposed TIF District
37 (specifically what a phased map of what roads might be looked at for the City to take over); having a third
38 party verification of the (Condo) unit costs (i.e., roads, materials, etc.); having DPW weigh in on the 617
39 unit build out and how that correlates with capacity in the waste water/water systems (i.e., in treatment,
40 etc.); having Recreation, Arts, and Parks weigh in on the estimates of costs of labor; how the Council
41 needs to see anything that Mr. Campion feels could cost the City (i.e., Safety Services, Fire, Water
42 Department increased uses, highway vehicle usage, the effects on City Hall when residents come in to
43 register vehicles and pay taxes, the impacts to the School District and whether or not they would have to
44 build a new school); what the capacity is for water/water, etc.; if this project would impact the City's
45 budget; how the Council needs to have the Final Planning Board submission and approval before they can
46 continue discussions for the TIF District; how the City needs to have a contractual guarantee in writing of

1 what gets done by the City vs. what gets done by the Signal Hill Park TIF District; and, having the City
2 Manager sit on the Board that governs this TIF District.

3
4 Councilor McNamara noted that the way he sees this is really putting the cart before the horse. The horse
5 is the Planning Board approval; the TIF District follows as the cart. The Planning Board in evaluating a
6 project this large and complex is going to want the engineering studies, the traffic studies, the fiscal
7 impact studies, which are part of their review of a large project. He feels the TIF District needs to follow
8 that approval otherwise we are essentially doing two reviews and further explained his reasoning.

9
10 Mayor Whittlesey stated the Council does not have an approved plan to look at relative to the (Signal
11 Park) TIF District. He felt it was worth telling Mr. Campion about the things the Council is looking for to
12 approve the TIF District, so if the City is to further the negotiations with Mr. Campion, this is, what we,
13 as the Council, need to see.

14
15 Mr. Campion stated he is in Phase I of permitting with the Planning Board and his Master Plan will be
16 submitted as a working document. The Planning Board is intentionally not being asked to approve the
17 Master Plan. The Master Plan (for the Signal Park TIF District) is something that needs to change over
18 time and will not happen all at once. Look at the number of projects in the City that have been smashed
19 because they were not able to get their projects completed in time (i.e., Iron Horse, etc.).

20
21 Councilor McNamara noted that if they are only going to the Planning Board for Phase I and not asking
22 for full permitting, the Planning Board will not be approving anything beyond Phase I, which could mean
23 that anything beyond Phase I, could be at risk of potentially not being grandfathered if Mr. Campion goes
24 back to them for a Site Plan Approval, and explained his reasons. Mr. Campion acknowledged that this is
25 correct but if he permits the Business District with the Light Industrial Zone as it is right now, the
26 Planning Board would not be able to that, which would grandfather him for the boundaries of the planned
27 Business Park.

28
29 Councilor McNamara was trying to avoid the duplicity of effort here and asked Mr. Campion about what
30 further negotiations consist of because, to him, it is almost exactly what the Planning Board would be
31 looking for.

32
33 In response to City Manager Hosmer's question regarding how far along Mr. Campion is in the Planning
34 Board process, Mr. Campion stated they would be meeting with the Planning Board on March 9, 2026,
35 noting this was a resubmission. Deputy City Manager Brooks noted he pulled out what the Conceptual
36 discussions were on February 9, 2026 and added this to the agenda packet. He was uncertain about how
37 much it was going to be different. Mr. Campion said there were some pieces they lacked so they withdrew
38 their application submission when the Zoning changes took place, but those changes will be put forward
39 at the Planning Board meeting.

40
41 Mr. Campion reiterated stated he really did not want to commit to a full build out plan of the (Site) Master
42 Plan, noting it would be incredibly expensive and incredibly short-sighted because it could change in
43 time.

44
45 Mayor Whittlesey noted that the Council was being asked to approve the (Signal Park) TIF District's full
46 plan. We are not being asked to create a TIF District just for Phase I. If it were just the Phase I TIF
47 District (to support the infrastructure associated with Phase I) he would feel more comfortable with that.

1 However, his biggest concern is creating a TIF District for the entirety of the (Signal Park) TIF District
2 Master Plan which could be something that continually changes. He suggested looking at Phase I first,
3 then the Council can look at Phase II and beyond in the future.

4
5 In response to City Manager Hosmer's concern regarding the timeline for this (it could be a 25-year build
6 out), Mr. Campion said it would be more concerning if it were part of a bond guaranteed by the City and
7 further described his reasoning.

8
9 In response to Councilor Stavis' request about what Mr. Campion is asking the Council to do, Mr.
10 Campion stated he is looking for a commitment from the City Council to establish the TIF District to fund
11 the infrastructure and the recreation facilities stuff. If he can't get that, that's okay but he will not give the
12 City the land and he will not build the recreation stuff.

13
14 City Manager Hosmer requested that Mr. Campion reduce this into writing so we can memorialize exactly
15 what the request is just to make sure that we are not asking the same question a couple of months from
16 now, particularly with the new Council members coming in.

17
18 Mayor Whittlesey noted this is a decision that the Council cannot make tonight because we need:

- 19 1) A concrete plan,
- 20 2) Associated studies,
- 21 3) Updated costs, Phasing information, and what the City would be asked to take on, not only for
22 Phase I but in general,
- 23 4) A DPW (Department of Public Works) review (i.e., water/sewer capacity, road costs, etc.)
- 24 5) The Recreation, Arts, and Parks review: Potential costs to City (i.e., new employees,
25 maintenance, etc.)
- 26 6) Police/Fire/EMS review: Impacts to the City and public safety
- 27 7) City Clerk review,
- 28 8) Fiscal overall impacts to the City,
- 29 9) Impact on the School District: Student capacity, etc.

30
31 Step 1: Get the Planning Board Review/approval

32 Step 2: Tackle the TIF District information

33
34 This information will decide whether or not we (the Council) will continue this discussion and move
35 more towards the negotiation phase around the legal documents. Mayor Whittlesey wanted it to be clear
36 that the Council is not committing to anything, we are finding a pathway towards beginning those
37 discussions.

38
39 Mr. Campion stated he has the above on his list and will need to decide whether or not he will do this or
40 not, noting he can do Phase I without the TIF. This may be the best approach

41
42 **ACTION: NONE TAKEN**

43
44 **D. Discuss 2027-2028 NHMA Legislative Policy Process**

45
46 Included in the agenda packet: [\(All supportive documents and information can be found on pages 168-](#)
47 [188, in the Council agenda packet. Minutes do not include screenshots, graphs, Maps or images.\)](#)

1. 2025-2026 NHMA Legislative Policy Positions
2. 2027-2028 NHMA Legislative Policy Process, Questions & Answers
3. 2027-2028 NHMA Legislative Policy Process, Proposed Policy form

Deputy City Manager Brooks gave an overview on the background behind the New Hampshire Municipal Association (NHMA) process, noting that this item will be on the agenda for the next 2-3 Council meetings. He suggested that the Council review the contents of the 2027-2028 Policies and bring their suggested add-ons or deletions using the form included in the agenda packet.

BACKGROUND

The New Hampshire Municipal Association (NHMA) is currently planning for its Legislative Policy Conference in the Fall. The policy process begins with a solicitation of policy proposals from local officials to create an initial issues list. The deadline for submission of a policy proposal is April 17, 2026.

NHMA's legislative policy committees - Finance and Revenue; General Administration and Governance; and Infrastructure, Development and Land Use – will review all policy proposals in order to make recommendations which will go to the NHMA Legislative Policy Conference in September.

Council/Staff Comments: NONE

ACTION: NONE TAKEN AT THIS MEETING.

E. Vote on City Manager Compensation Based on 6-Month Review

Included in the agenda packet: [\(All supportive documents and information can be found on page 189, Council agenda packet\) Minutes do not include screenshots, graphs, Maps or images.\)](#)

Mayor Whittlesey reviewed the background.

BACKGROUND

City Manager Andrew Hosmer was appointed as the City Manager effective August 31, 2025. The City Manager's Employment Agreement provides for 6-month and 12-month performance evaluations during the first year of employment, with annual evaluations thereafter.

Council/Staff Comments: NONE

ACTION:

*Councilor Stavis MOVED, that in accordance with City Charter §3.09, Salaries, the City Council hereby increases the compensation of the City Manager by 2.5% in accordance with the Manager's Employment Agreement, with an effective date of February 28, 2026.
Seconded by Councilor Simon.*

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

12. City Manager Report:

City Manager Hosmer updated the Council on the following:

- NH Congresswoman Goodlander's visit to Lebanon on March 9, 2026.

- Fire Station: Now occupied by our Firefighters one month earlier than anticipated and on budget.
- Rock Ridge issue/questions regarding refunds and adjustments: Email sent to Council members. Of note: There were 5,600 revaluations and 50 abatement requests.
- Congressionally directed funding requests (earmarks): The following two (2) items have been submitted: 1) The Mascoma River waterfront and environmental remediation, and 2) Reconstruction of the West Lebanon Village Streetscape.
- Election Day: March 10, 2026, 7:00AM – 7:00 PM.
- City Council Canvass of Vote: Thursday March 12, 2026, 8:00AM, Council Chambers.
- Last Council Meeting for the current Council will take place on Wednesday, March 18, 2026, 7:00PM, Council Chambers.
- New Council members will be seated on March 27, 2026, 7PM

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Assistant Mayor Wilkie MOVED for adjournment.
Seconded by Councilor Stavis.

**The Vote on the MOTION was unanimously approved (8-0)*

The meeting was adjourned at 9:12 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
CANVASS OF THE VOTE
MEETING MINUTES
Thursday, March 12, 2026, 8:00 AM
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, Christian Simon

MEMBERS ABSENT: Laurel Stavis, George Sykes and Karen Zook

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, City Clerk Jaseya Ewing

1
2 **1. Meeting Details:** As required by Section 2.12 of the City Charter, the Lebanon City Council meet to
3 canvass the March 10, 2026 vote on Thursday, March 12, 2026.

4
5 **2. CALL TO ORDER:** The meeting was called to order by Mayor Whittlesey at 8:05 AM.
6 • Mayor Whittlesey presented the meeting criteria for the public.

7
8 **3. Canvas-of-Vote Meeting:**
9 The City Council reviewed the voting results as presented the City Clerk Jaseya Ewing.

10
11 **Motion by Mayor Whittlesey:**

12
13 **BE IT RESOLVED** that the voting results of the March 12, 2026 Lebanon City Election, as
14 presented by the City Clerk, be accepted as printed and that the following persons be declared
15 elected to serve as:

16
17 **Ward Councilors:**

18 (2-year terms) Andrew Faunce (Ward 1)
19 Eric Cole (Ward 2)
20 Lori Key (Ward 3)

21 **Councilors At Large:**

22 (2-year term) Timothy McNamara
23 Kellen Appleton

24
25 **Library Board of Trustees:**

26 (3-year terms) Francis Oscadal
27 Kim Rheinlander
28 Ann Sharfstein

29
30 **Moderators:**

31 (1-year terms) Catheryn Hembree (Ward-2)

32
33 **Ward Clerks:**

(1-year terms) Christine E. Morin (Ward-1)
Murry McCormick, Ward 3
Vacant, Ward 2
Vacant, Ward 3

Ward 2 Supervisor of Checklist (2) Vacant

Ward 2 Ward Clerk Vacant

Ward 3 Supervisor of Checklist (1) Cinda Mersel

Ward 3 Ward Clerk Marie McCormick

Supervisor of the Checklist:
(2-year term) Vacant

BE IT FURTHER RESOLVED *that the Charter Amendment #1 be accepted as follows: To Amend the City Charter Article 6, Financial Manager C605 Budget Procedure to include a limit on annual budget increases in the amount to be raised by taxes in the City as presented in today's agenda packet.*

BE IT FURTHER RESOLVED *that the results of the Ballot Question be accepted as follows related to KENO as presented in today's agenda packet, PASSED FOR PROHIBITION.*

BE IT FURTHER RESOLVED *that the results of the Ballot Question be accepted as follows: for Social Districts as presented in today's agenda packet PASSED.*

BE IT FURTHER RESOLVED *that the results of the Zoning Ordinance Amendment be accepted as follows: For Zoning Amendment #1, as presented in today's agenda packet, PASSED.*
Seconded by Councilor McNamara.

City Clerk Ewing noted there were a number of write ins so for the open positions where there were vacancies, the Clerk's Office will send a formal letter to the candidates that received the most write-in vote to see if they are interested in filling that vacancy. If not, they will go to the next individual who received the 2nd most votes until we are able to fill those positions. If there are not able to, we may have individuals that are interested who have worked the polls.

****The Vote on the Canvas-of-Vote Meeting was approved among the members present (6-0).***

Adjournment
Councilor McNamara Motioned to adjourn.
Seconded by Councilor Simon

The Canvas of Vote meeting adjourned at 8:10 AM

Respectfully Submitted,
Dona E. Gibson
Recording Secretary

CANVASS OF THE MARCH 10, 2026, VOTE

PROPOSED RESOLUTION

BE IT RESOLVED, that voting results of the March 10, 2026, City Election, as presented by the City Clerk, be accepted as printed and that the following persons be declared elected to serve as:

Ward Councilors:

(2-year terms)

Andrew Faunce, Ward 1

Eric R. Cole, Ward 2

Lori Key, Ward 3

Councilors At Large:

(2-year term)

Timothy J. McNamara

Kellen Appleton

Library Board of Trustees:

(3-year terms)

Francis Oscadal

Kim Rheinlander

Ann Sharfstein

Ward Moderator:

(1-year terms)

Catheryn Hembree, Ward 2

Ward Clerks:

(1-year terms)

Christine E. Morin, Ward 1

Vacant, Ward 2

Marie McCormick, Ward 3

Ward Supervisor of the Checklist:

(1-year term)

(2) Vacant, Ward 2

Cinda Mersel, Ward 3

BE IT FURTHER RESOLVED that the results of the Charter #1 amendment be accepted as follows:

Amend the Lebanon City Charter, Article VI, Financial Management, §C6.05 Budget Procedure, to include a limit on annual budget increases in the amount to be raised by taxes in the City, as follows:

A. Limitation on budget increase.

1. Recognizing that final tax rates for the City of Lebanon are set by the New Hampshire Department of Revenue Administration pursuant to RSA 21-J:35,1, the Manager of the City of Lebanon shall develop an annual budget proposal and the Mayor and City Council shall act upon such proposal in accordance with the mandates of this section.

2. Override Provision: Budgetary restrictions described in any part of this §C6.05 may be overridden upon a vote of two-thirds (2/3) of all the councilors elected. Such override expires following adoption of the annual budget. Subsequent budgets or supplemental appropriations require additional two-thirds (2/3) override votes, or the limitations expressed in this section will apply.

3. In the Manager's proposed budget submitted to the Mayor and City Council, the estimated amount of local taxes to be raised for the fiscal year shall not exceed the local taxes raised for the prior year, subject to adjustment as provided herein.

(a) If the local taxes raised for the prior year were reduced by any fund balance brought forward from previous years, the amount of such reduction shall be added back and included in the amount of taxes raised for the prior year.

(b) The estimated amount of local taxes to be raised for the fiscal year shall be increased to account for inflation and changes in the City's population, according to the following formula: This year's base = (Last year's base) x (1 + CPI-avg). "Base" means the local taxes raised for the year. "CPI-avg" means the rolling three-year average of the annual percentage change of the Consumer Price Index-Urban (CPI-U) published by the U.S. Bureau of Labor Statistics as of October 1 preceding the date of the budget adoption.

4. The mayor and city councilors shall assume estimated local tax revenue only in an amount not to exceed the local tax revenue due to be collected during the prior fiscal year, increased by the rolling three-year average of the Consumer Price Index-Urban (CPI-U) published by the U.S. Bureau of Labor Statistics as of October 1 preceding the date of the budget adoption. If the CPI-avg is negative, then there shall be no assumed increase in local tax revenue.

B. Total budgeted expenditures. Total budgeted expenditures for any given budget year shall not exceed the adjusted estimated amount of local taxes pursuant to Paragraph A.3. herein, increased by the other revenues generated by the City, subject to the Paragraph A.2. override provision. Supplemental appropriations following adoption of the annual budget shall be per §C6.08

Per RSA 49-B:6, IV, if approved by a majority of voters at the March 10, 2026, municipal election, this charter amendment shall become effective on the first day of the next succeeding municipal year (January 1, 2027).

	WARD 1	WARD 2	WARD 3	TOTALS
YES	328	440	387	1155
NO	262	297	295	854

BE IT FURTHER RESOLVED, that the results of the ballot question be accepted as follows:

In 2017, state legislation went into effect authorizing municipalities to allow the operation of Keno games in their community and Keno was only permitted in communities that had expressly voted to allow it. Keno is a game where a player purchases a ticket and selects up to 20 numbers from a field of 80 numbers. A random number generator chooses 20 numbers at random and the player is paid out depending on the number of matches of the selected numbers. A drawing occurs every five minutes daily.

In 2025, the State legislature amended RSA 284:41 – 51-a, which now provides that Keno games will be allowed in every municipality as of June 1, 2027, except for those municipalities which have voted to expressly prohibit such games.

This question asks whether voters want to prohibit the operation of Keno games in the City of Lebanon.

A “yes” vote to this question signifies that the voter is in favor of prohibiting the operation of Keno games in the City.

A “no” vote to this question signifies that the voter is in favor of allowing the operation of Keno games in the City.

Regardless of the outcome, the City may choose to reconsider this issue at any future municipal election.

Should the majority of voters vote ‘yes’ to the question, the City will inform the Lottery Commission that the game has been prohibited in the City of Lebanon, and no Keno licenses may be issued to retailers within the City.

Should the majority of voters vote ‘no’ to the question, lottery retailers in the City will be eligible to apply for and receive a license to operate Keno games beginning on June 1, 2027.

	WARD 1	WARD 2	WARD 3	TOTALS
YES	421	489	463	1373
NO	189	287	233	709

BE IT FURTHER RESOLVED, that the results of the ballot question be accepted as follows:

The State of New Hampshire recently passed legislation, NH RSA 178:33-38, legalizing social districts within the State subject to local voter approval. A social district is a defined outdoor area in which a person may consume alcoholic beverages sold by a liquor licensee located within or contiguous to the district. This would be a public outdoor area beyond the premises of the bar, restaurant, or property of the liquor licensee where people could consume alcoholic beverages purchased at a licensee's establishment in clearly labeled containers that are specific to the licensee and the district. Individuals would not be permitted to bring outside alcohol into these districts and may not carry alcohol outside of the district.

This question asks whether voters would like to authorize the Lebanon City Council to establish "social districts" within the City. The ballot question would not have the effect of immediately establishing any such district.

A 'yes' vote to this question signifies that the voter wishes to authorize the City Council to establish one or more social districts within the City.

A 'no' vote to this question signifies that the voter wishes to prohibit the City Council from establishing any social districts within the City.

Regardless of the outcome, the City may reconsider this issue at any future municipal election.

If a majority of voters vote 'yes' to this question, then the City Council will have the authority, but not a requirement, to establish one or more social districts by creating the boundaries of the district(s), identifying the days and hours of operation for the district(s), and adopting and publishing a plan to manage and maintain the district(s). The operation of any social district must conform to all legal requirements under NH RSA 178:33-38, and any administrative rules adopted by the New Hampshire Liquor Commission.

	WARD 1	WARD 2	WARD 3	TOTALS
YES	338	456	414	1208
NO	265	323	280	868

BE IT FURTHER RESOLVED, that the results of the Zoning Ordinance Amendments be accepted as follows:

VOTING RESULTS RE: Zoning Amendment #1 –

To remove and replace the Care and Treatment of Animals with more specific use codes for the Use Tables under Allowed by Special Exception in the Rural Lands -1 (RL-1), Rural Lands -2 (RL-2), and Rural Lands -3 (RL-3) zoning districts. Then add the following more specific uses to the Rural Lands -1 (RL-1), and Rural Lands -2 (RL-2), zoning district use tables to be allowed by Special Exception: Animal Clinic, Animal Hospital or Veterinary Office, Animal Boarding Facility, Kennels, Horse Stables, and Riding Facility. Then add the following more specific uses to the Rural Lands -3 (RL-3) zoning district use table by Special Exception: Riding Facility, Horse Stable, and Kennels. (Zoning Ordinance Sections 312.2, 313.2 and 314.2)

	WARD 1	WARD 2	WARD 3	TOTALS
YES	482	579	558	1137
NO	101	173	112	285

Agenda
Lebanon City Council
March 18, 2026

8. Appointments:

Appointments

Board/Committee Appointments as presented by City Clerk/Tax Collector:

- Diversity, Equity and Inclusion Commission, Anna Ulanova (Appointment as Public Representative)
- Diversity, Equity and Inclusion Commission, Lucas Mendelsohn (Appointment as Public Representative)
- Planning Board, Karen Zook (Appointment as Regular Member)
- Welcoming Lebanon Task Force, Lindsay Dearborn (Appointment as Resident Member)
- Welcoming Lebanon Task Force, Keiselim Montas (Appointment as Resident Member)
- Welcoming Lebanon Task Force, Lucas Mendelsohn (Appointment as Resident Member)

Included in this Section:

1. Memo from City Clerk / Tax Collector Jaseya Ewing dated March 18, 2026.



MEMORANDUM

DATE: March 18, 2026
TO: The Honorable Mayor & City Council
FROM: Jaseya Ewing, City Clerk & Tax Collector
RE: **Appointments Proposed for Council Discussion/Action:**

If the Council wishes to proceed with action on the appointments below, a nomination should be made and voted on for each appointment.

Note: nominations do not need to be seconded.

Diversity, Equity and Inclusion Commission

1. **Anna Ulanova** – Appointment as a Public Representative of the Diversity, Equity and Inclusion Commission for a two-year term.

Term: 3/2026 – 3/2028

2. **Lucas Mendelsohn** – Appointment as a Public Representative of the Diversity, Equity and Inclusion Commission for a two-year term.

Term: 3/2026 – 3/2028

Planning Board

3. **Karen Zook** – Appointment as a Regular Member of the Planning Board for a three-year term.

Term: 3/2026 – 3/2029

Welcoming Lebanon Task Force

4. **Lindsay Dearborn** – Appointment as a Resident Member of the Welcoming Lebanon Task Force for a one-year term.

Term: 3/2026 – 12/2026

5. **Keiselim Montas** – Appointment as a Resident Member of the Welcoming Lebanon Task Force for a one-year term.

Term: 3/2026 – 12/2026

6. **Lucas Mendelsohn** – Appointment as a Resident Member of the Welcoming Lebanon Task Force for a one-year term.

Term: 3/2026 – 12/2026

CLBD-26-7

Submitted On: Feb 2, 2026

 Anna Ulanova



Applicant Information

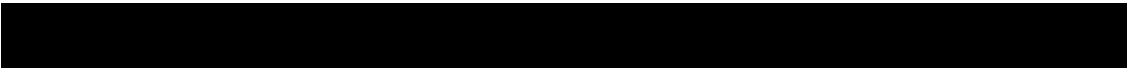
First Name

Anna

Last Name

Ulanova

Contact Phone Number



Contact Email

Mailing Street Address

Mailing City, State, Zip



How long have you resided in Lebanon?

0-1 Year

true

2-5 years

6-15 years

false

--

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk’s office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information (<https://lebanonnh.gov/1835/Elected-Position-Filing-General-Informat>) page.

Arts & Culture Commission

Board of Cemetery Trustees

--

--

Class VI Roads Advisory Committee

Conservation Commission

--

--

Diversity, Equity, and Inclusion Commission

Economic Development Commission

true

--

Downtown Lebanon TIF Advisory Board

Heritage Commission

--

--

Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

--

--

Lebanon Housing Authority

Library Board of Trustees

--

--

Pedestrian & Bicyclist Advisory Committee

Planning Board

--

--

Tree Advisory Board

Welcoming Lebanon Policy Task Force

--

--

West Lebanon Revitalization Advisory Committee

Zoning Board of Adjustment

--

--

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission

As a woman in engineering, I was often one of only a handful of women in my engineering and laboratory courses. Those experiences made me acutely aware, from a young age, of how meaningful diversity and inclusion are in creating learning environments where people feel welcomed, supported, and able to thrive. Being in spaces where representation was limited helped shape my understanding of both the challenges marginalized individuals face and the responsibility institutions have to foster equity and belonging.

Community building and supporting the needs and interests of all members of our society are deeply important to me. During my residency in White River Junction, I canvassed in support of universal healthcare, an experience that underscored the importance of listening closely to marginalized communities who are disproportionately affected by systemic shortcomings. Through these conversations, I learned the value of meeting people where they are and ensuring their lived experiences inform decision-making. Having lived in the Upper Valley for the past two years, I am eager to contribute to my community in a thoughtful, productive, and meaningful way, and I would welcome the opportunity to do so through service on the DEI board.

Currently, I am working at the Cold Regions Research and Engineering Laboratory as a research scientist. I think my biggest contribution to the DEI board is applying the skills that I have gained with talking to stakeholders, writing proposals and grants, and operating as an effective team member.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials.

true

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.

true

Signature

Basic Requirements to Volunteer on a Board/Committee/Commission:

Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)
Willingness to learn

I hereby certify that I meet the basic requirements for applying to a City of Lebanon board/committee/commission.

Signature

true

Commitment to attend meetings

Treat people fairly

Consider the best interest of the community as a whole when making decisions

Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 2/12/2026

Applicant Name: Anna Ulanova

Board(s) to Which Applied: Diversity, Equity, and Inclusion Commission

 Regular Seat

 X Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? Yes X No

(If yes, indicate date of meeting.) Date:

Recommend Appointment: X Yes No

 Regular Seat X Alternate Seat

General Comments: I would happily recommend Anna for this commission. Though she has not previously attended meetings due to a scheduling conflict, she will be available beginning in March and she will watch recordings of past meetings in the meantime. She was recommended to join by one of the current members. She is enthusiastic to get more involved in Lebanon.

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

DEI is about representing all people in our community. Important to give everyone a voice, especially in policy matters.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee? Would you be available for additional meetings, site visits, or other official events when necessary?

Current scheduling conflict through February meeting, but then available for regular and additional.

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

No, but eager to learn.

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes. Anna has also been attending Council meetings.

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No.

6) What do you think are the key challenges for this Board/Committee?

Continuing to operate effectively within the current context of federal and state opposition.

7) What do you think are the key opportunities for this Board/Committee?

Supporting people, having more outreach, highlighting the importance of diversity and equity to the community.

8) What would you like to see this Board/Committee accomplish in the next year?

Continue doing its work.

CLBD-26-10

 Lucas Mendelsohn

Submitted On: Feb 26, 2026

Applicant Information

First Name

Lucas

Last Name

Mendelsohn

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

0-1 Year

--

2-5 years

6-15 years

true

--

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information (<https://lebanonnh.gov/1835/Elected-Position-Filing-General-Informat>) page.

Arts & Culture Commission

Board of Cemetery Trustees

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Class VI Roads Advisory Committee

Conservation Commission

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Diversity, Equity, and Inclusion Commission

Economic Development Commission

true

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Downtown Lebanon TIF Advisory Board

Heritage Commission

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Lebanon Airport-Tech Park TIF Advisory Board

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Lebanon Housing Authority

--

Pedestrian & Bicyclist Advisory Committee

--

Tree Advisory Board

--

Welcoming Lebanon Policy Task Force

--

Zoning Board of Adjustment

--

Lebanon Energy Advisory Committee

--

Library Board of Trustees

--

Planning Board

--

Trustees of Trust Fund

--

West Lebanon Revitalization Advisory Committee

--

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission

I am excited to seek appointment to the Diversity, Equity & Inclusion Commission in Lebanon as an active member of Lebanon (employee, Board Member, consumer, resident) that works to promote and build queer, trans, and BIPOC community, the City of Lebanon DEI Commission seems like a great opportunity to be an engaged and active policy in local DEI initiatives.

I am the main organizer and the founder of Lebanon Opera House's Pride celebration, I operate my own queer art business, and I currently serve on the City of Lebanon's Arts & Culture Commission.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials.

true

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.

true

Signature

Basic Requirements to Volunteer on a Board/Committee/Commission:

Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)

Willingness to learn

Commitment to attend meetings

Treat people fairly

Consider the best interest of the community as a whole when making decisions

Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and

I hereby certify that I meet the basic requirements for applying to a City of Lebanon board/committee/commission.

Signature

true

CLBD-26-9

 Lucas Mendelsohn

Submitted On: Feb 26, 2026

Applicant Information

First Name

Lucas

Last Name

Mendelsohn

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

0-1 Year

--

2-5 years

6-15 years

true

--

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk’s office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information (<https://lebanonnh.gov/1835/Elected-Position-Filing-General-Informat>) page.

Arts & Culture Commission

Board of Cemetery Trustees

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Class VI Roads Advisory Committee

Conservation Commission

false

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Diversity, Equity, and Inclusion Commission

Economic Development Commission

false

--

Downtown Lebanon TIF Advisory Board

Heritage Commission

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Lebanon Airport-Tech Park TIF Advisory Board

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Lebanon Housing Authority

--

Pedestrian & Bicyclist Advisory Committee

--

Tree Advisory Board

--

Welcoming Lebanon Policy Task Force

true

Zoning Board of Adjustment

--

Lebanon Energy Advisory Committee

--

Library Board of Trustees

--

Planning Board

--

Trustees of Trust Fund

--

West Lebanon Revitalization Advisory Committee

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Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission

As a current resident of Lebanon, NH with an active interest in preserving and strengthening local inclusion policies within the changing international and national atmosphere, I hope to serve on this committee to promote inclusion, belonging, and equity in our community. I believe that I am thoughtful and engaged with a focus on local community engagement and opportunity that would serve well by providing my individual opinions to this task force.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials.

true

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.

true

Signature

Basic Requirements to Volunteer on a Board/Committee/Commission:

Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)

Willingness to learn

Commitment to attend meetings

Treat people fairly

Consider the best interest of the community as a whole when making decisions

Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

I hereby certify that I meet the basic requirements for applying to a City of Lebanon board/committee/commission.

Signature

true

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 2/24/26

Applicant Name: Lucas Mendelsohn

Board(s) to Which Applied: Welcoming Lebanon Policy Task Force

☒ Regular Seat

☐ Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? ☐ Yes ☒ No

(If yes, indicate date of meeting.) Date: N/A - new board

Recommend Appointment: ☒ Yes ☐ No

☒ Regular Seat ☐ Alternate Seat

General Comments: Lucas serves on the Arts Commission and is also applying for the DEI Commission. He is a strong advocate for this work, and I am confident he will be a valuable addition to this task force.

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

Examine policy and opportunities to support our community and protect vulnerable members.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee? Would you be available for additional meetings, site visits, or other official events when necessary?

Yes

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

Yes

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No

6) What do you think are the key challenges for this Board/Committee?

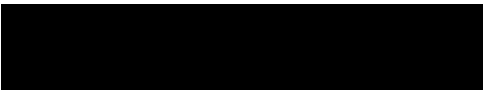
Do what we can despite state barriers to inclusive policy.

7) What do you think are the key opportunities for this Board/Committee?

Ensure Lebanon remains as supportive as possible of its community members.

8) What would you like to see this Board/Committee accomplish in the next year?

Robust policies.



Applicant Information

First Name

Karen

Last Name

Zook

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

0-1 Year

--

2-5 years

6-15 years

--

true

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

false

No, this is not for a reappointment.

true

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk’s office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information (<https://lebanonnh.gov/1835/Elected-Position-Filing-General-Informat>) page.

Arts & Culture Commission

Board of Cemetery Trustees

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Class VI Roads Advisory Committee

Conservation Commission

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Diversity, Equity, and Inclusion Commission

Economic Development Commission

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Downtown Lebanon TIF Advisory Board

Heritage Commission

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Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

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Lebanon Housing Authority

Library Board of Trustees

--

--

Pedestrian & Bicyclist Advisory Committee

Planning Board

--

true

Tree Advisory Board

Welcoming Lebanon Policy Task Force

--

--

West Lebanon Revitalization Advisory Committee

Zoning Board of Adjustment

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Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission

I served on the planning board starting in 2017, and have served as the council rep to the planning board since 2018 (with one year off). I would like to continue on the planning board as a citizen representative after I roll off the council this spring.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials.

true

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.

true

Signature

Basic Requirements to Volunteer on a Board/Committee/Commission:

Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)

Willingness to learn

Commitment to attend meetings

Treat people fairly

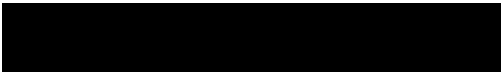
Consider the best interest of the community as a whole when making decisions

Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

I hereby certify that I meet the basic requirements for applying to a City of Lebanon board/committee/commission.

Signature

true



Applicant Information

First Name

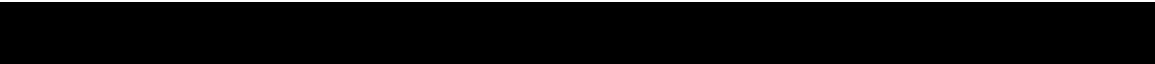
KEISELIM

Last Name

MONTAS

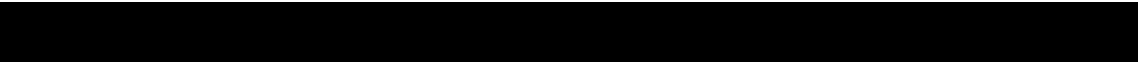
Contact Phone Number

Contact Email



Mailing Street Address

Mailing City, State, Zip



How long have you resided in Lebanon?

0-1 Year

--

2-5 years

6-15 years

--

--

15 or more years

true

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

true

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk's office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information (<https://lebanonnh.gov/1835/Elected-Position-Filing-General-Informat>) page.

Arts & Culture Commission

Board of Cemetery Trustees

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Class VI Roads Advisory Committee

Conservation Commission

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Diversity, Equity, and Inclusion Commission

Economic Development Commission

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Downtown Lebanon TIF Advisory Board

Heritage Commission

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Lebanon Airport-Tech Park TIF Advisory Board

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Lebanon Housing Authority

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Pedestrian & Bicyclist Advisory Committee

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Tree Advisory Board

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West Lebanon Revitalization Advisory Committee

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Lebanon Energy Advisory Committee

--

Library Board of Trustees

--

Planning Board

--

Welcoming Lebanon Policy Task Force

true

Zoning Board of Adjustment

--

Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission

I have been a member of the Diversity, Equity, and Inclusion Commission since its creation, and I am interested in continuing my civic service by serving as an Alternate in the Welcoming Lebanon Policy Task Force.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials.

true

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.

true

Signature

Basic Requirements to Volunteer on a Board/Committee/Commission:

Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)

Willingness to learn

Commitment to attend meetings

Treat people fairly

Consider the best interest of the community as a whole when making decisions

Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

I hereby certify that I meet the basic requirements for applying to a City of Lebanon board/committee/commission.

Signature

true

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 2/17/26

Applicant Name: Keiselim Montas

Board(s) to Which Applied: Welcoming Lebanon Policy Task Force

☐ Regular Seat ☒ Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? ☐ Yes ☒ No

(If yes, indicate date of meeting.) Date: N/A - new board

Recommend Appointment: ☒ Yes ☐ No

☐ Regular Seat ☒ Alternate Seat

General Comments: Keysi has served on the DEI Commission since its creation and is a strong advocate for its work and for protecting our community; I am confident he will be a valuable addition to this task force.

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

Examine policy and opportunities to support our community and protect vulnerable members.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee? Would you be available for additional meetings, site visits, or other official events when necessary?

Yes

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

Yes

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No

6) What do you think are the key challenges for this Board/Committee?

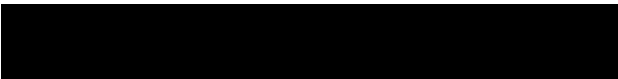
Do what we can despite state barriers to inclusive policy.

7) What do you think are the key opportunities for this Board/Committee?

Ensure Lebanon remains as supportive as possible of its community members.

8) What would you like to see this Board/Committee accomplish in the next year?

Robust policies.



Applicant Information

First Name

Lindsay

Last Name

Dearborn

Contact Phone Number



Contact Email

Mailing Street Address



Mailing City, State, Zip

How long have you resided in Lebanon?

--

2-5 years

6-15 years

--

--

15 or more years

true

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

true

For which board, committee, or commission are you applying?

Please note that City Council positions are elected positions. **Those interested in serving on the City Council must file with the City Clerk’s office during the designated filing period prior to the March election of each year.** The filing period information will be listed on the Elected Position Filing Information (<https://lebanonnh.gov/1835/Elected-Position-Filing-General-Informat>) page.

Arts & Culture Commission

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Board of Cemetery Trustees

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Class VI Roads Advisory Committee

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Conservation Commission

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Diversity, Equity, and Inclusion Commission

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Economic Development Commission

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Downtown Lebanon TIF Advisory Board

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Heritage Commission

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Lebanon Airport-Tech Park TIF Advisory Board

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Lebanon Housing Authority

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Pedestrian & Bicyclist Advisory Committee

--

Tree Advisory Board

--

West Lebanon Revitalization Advisory Committee

--

Lebanon Energy Advisory Committee

--

Library Board of Trustees

--

Planning Board

--

Welcoming Lebanon Policy Task Force

true

Zoning Board of Adjustment

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Interest to Volunteer

Briefly describe your qualifications and your reasons for seeking an appointment to this board/committee/commission

I am involved in statewide and local nonprofit organizations and committees that work with refugees and immigrants, and I was involved with the earlier Welcoming Lebanon initiative.

Policy Acknowledgement

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-108, Ethics and Conflict-of-Interest for Elected and Appointed Officials.

true

If appointed as a member of a City of Lebanon Board, Committee or Commission, I acknowledge I have read and understand City Council Policy, CC-104 and City Code Chapter 185, Welcoming Lebanon.

true

Signature

Basic Requirements to Volunteer on a Board/Committee/Commission:

Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)

Willingness to learn

Commitment to attend meetings

Treat people fairly

Consider the best interest of the community as a whole when making decisions

Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

I hereby certify that I meet the basic requirements for applying to a City of Lebanon board/committee/commission.

Signature

true

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 2/3/26

Applicant Name: Lindsay Dearborn

Board(s) to Which Applied: Welcoming Lebanon Policy Task Force

☒ Regular Seat

☐ Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? ☐ Yes ☒ No

(If yes, indicate date of meeting.) Date: N/A - new board

Recommend Appointment: ☒ Yes ☐ No

☒ Regular Seat ☐ Alternate Seat

General Comments: Lindsay is a dedicated member of our community and cares deeply about its residents; I am confident she will be a valuable addition to this task force.

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

Examine policy and opportunities to support our community and protect vulnerable members.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee?
Would you be available for additional meetings, site visits, or other official events when necessary?

Yes

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

Yes

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No

6) What do you think are the key challenges for this Board/Committee?

Do what we can despite state barriers to inclusive policy.

7) What do you think are the key opportunities for this Board/Committee?

Ensure Lebanon remains as supportive as possible of its community members.

8) What would you like to see this Board/Committee accomplish in the next year?

Robust policies.

Agenda
Lebanon City Council
March 18, 2026

9. Public Hearing Items:

**9.A – Extension of Community Revitalization Tax Relief Incentive
(RSA 79-E) Approval for 10 Spencer Studios, LLC**

A public hearing for the purpose of receiving public input and taking action to extend tax relief under the provisions of the Community Revitalization Tax Relief Incentive (RSA 79-E) Program for 10 Spencer Studios, LLC.

The City Council scheduled this public hearing at its March 4, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on March 7, 2026 in accordance with City Code and State Law.

Background

On January 22, 2025, the Lebanon City Council approved an application from 10 Spencer Studios, LLC for nine (9) years of limited property tax relief pursuant to the City's Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program. The tax relief was requested and granted in connection with a project to convert the existing structure at 10 Spencer Street (Tax Map 92, Lot 33) from an industrial use (a former rug cleaning business) to an art studio use.

Under the terms approved by the City Council, the project is required to be completed on or before March 31, 2026, "unless otherwise extended by the City Council in writing." On February 2, 2026, Jennifer Caine, Manager of 10 Spencer Studios, LLC, submitted a request for an extension of time associated with the approved property tax relief. In the request, Ms. Caine noted that while the renovations are well underway, and many are already finished, there is a chance that not all of the required improvements and issuance of a Certificate of Occupancy will be completed by the March 31st deadline.

In considering the request to extend the tax relief associated with the project, the Council is, in essence, verifying that the proposed project and property continue to comply with the provisions of the 79-E program and would be re-approving the applicant's participation in the program. Under the terms of the 79-E program, the City Council must hold a public hearing on the request to determine whether the proposed project still qualifies for the tax relief incentive.

The property at 10 Spencer Street remains a Qualifying Structure located within the designated Downtown Lebanon 79-E District, and the project continues to exceed the required threshold to be considered a Substantial Rehabilitation. In addition, staff presumes that the previously documented Public Benefits approved by the City Council still apply to the project, including:

1. Enhancement of the economic vitality of Downtown Lebanon;
2. Enhancement or improvement of a culturally or historically important structure;
3. Promotion of the preservation and reuse of existing building stock; and
4. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B.

Since the tax relief was originally granted, there have been no changes to the location or extent of the designated 79-E Districts, nor to the City Council's Policy CC-105, Community

Revitalization Tax Relief Incentive Program Guidelines, under which the 10 Spencer Studios application was originally reviewed. In addition, whereas the property is also situated within the Downtown Tax Increment Finance District, Section 5.3 of the Policy normally requires review of the request by the Downtown TIF District Advisory Board. However, since this is a request for re-approval of the same project for the same time period of tax relief, staff does not believe it is necessary for the Downtown TIF Advisory Board to review the project again pursuant to the policy.

Action:

Pending the outcome of the required public hearing, if the City Council concludes that the applicant's project and property continue to comply with the requirements of the City's 79-E Program, the following draft Resolution is proposed for the Council's consideration:

RESOLUTION

BE IT HEREBY RESOLVED by the Lebanon City Council, after a duly-noticed public hearing, that:

WHEREAS, the City Council has determined that the application of 10 Spencer Studios, LLC (hereinafter the "Applicant") for property assessment tax relief under the City's 79-E Program is complete enough to commence consideration, and

WHEREAS, the City Council has determined that the Applicant's property, 10 Spencer Street, Tax Map 92, Lot 33 (hereinafter the "Property"), is situated in the Downtown Lebanon 79-E District as adopted by the City and, therefore, meets the 79-E Program requirement as a Qualifying Structure, and

WHEREAS, the City Council has determined that the Applicant's project to complete interior renovation and exterior rehabilitation of the building on the Property pursuant to plans and information provided in the application (hereinafter the "Project") exceeds the lesser of 15% of the building's current pre-rehabilitation assessed valuation or \$75,000 and, therefore, meets the 79-E Program requirement as a Substantial Rehabilitation, and

WHEREAS, the City Council has determined that the Applicant's proposed Project will generate one or more Public Benefits to the City, including:

- 1. Enhancement of the economic vitality of Downtown Lebanon, and***
- 2. Enhancement or improvement of a culturally or historically important structure, and***
- 3. Promotion of the preservation and reuse of existing building stock, and***
- 4. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B.***

NOW THEREFORE, pursuant to the provisions of the Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program, as adopted by the City, the City Council hereby grants to the Applicant nine (9) years of property assessment tax relief for the Property to commence upon completion of Project, with the following conditions:

- 1. The Applicant and the City of Lebanon shall review and update, if necessary, the Declaration of Covenant recorded in the Grafton County Registry of Deeds on February 12, 2025 ensuring that the Project shall be maintained and used in a manner that furthers the Public Benefit(s) set forth above for which this property tax relief is granted. The term***

of the Declaration of Covenant shall be effective for _eighteen (18)_ years, which is twice the duration of the approved tax relief period as permitted under RSA 79-E:8, II.

2. The Applicant shall obtain and maintain property and casualty insurance, as well as flood insurance, if appropriate, for the term of the Declaration of Covenant set forth above to ensure proper restoration or replacement of the Project and Property. Such insurance shall, effective as of the date on which the Project is completed, name the City of Lebanon as an additional insured by endorsement and the City shall be provided with certificates of insurance annually. Further, the applicant shall agree to have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the Property and any structures thereon, for the purpose of ensuring proper and timely restoration or demolition of the Property, including any damaged structures thereon. The Applicant shall agree to commence any restoration or demolition of such structures within one year following the date of any occurrence or incident for which an insurance claim is or could be made; otherwise the Applicant shall be subject to the termination provisions set forth in RSA 79-E:9, I.

3. The Project, which has already obtained a building permit and commenced work, shall be completed on or before March 31, 2027, unless otherwise extended by the City Council in writing.

Included in this Section:

1. February 2, 2026 email from Jennifer Caine providing project update and requesting extension of 79-E Tax Relief
2. Declaration of Covenants, recorded February 12, 2025
3. City Council Agenda materials from January 8, 2025
4. Excerpt of City Council minutes from January 22, 2025
5. Notice of Public Hearing as Published in the March 7, 2026 edition of the *Valley News*

From: [David Brooks](#)
To: [David Brooks](#)
Subject: FW: [EXTERNAL] Following up re: Tax relief for 10 Spencer
Date: Tuesday, February 24, 2026 2:47:14 PM

From: Jennifer Caine
Sent: Monday, February 2, 2026 11:48 AM
To: David Brooks <David.Brooks@lebanonnh.gov>
Subject: Re: [EXTERNAL] Following up re: Tax relief for 10 Spencer

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear David,

I hope this email finds you well and staying warm this winter!

I am writing with an update on our project at 10 Spencer and with a question regarding our 79E tax credit.

Renovations at 10 Spencer are well underway with many complete! The building has a new roof, new slab, rough plumbing and mechanical, and many other improvements. Some renovations are happening as I write -- the new Marvin windows are going in this morning! Next will be interior walls and finish electric and plumbing. We are very excited to be approaching the finish line.

However, we are a few months behind schedule. Some delays occurred in permitting, and others have been construction related. We may still make it by March 31, as Nick Estes has subs lined up for everything remaining, and they are all working hard to get it done with a certificate of occupancy target for late March. But there is a good chance they won't meet this target and the project won't wrap up fully until April or May. I remember that during our meeting last year, there was a March 2026 completion date as part of the motion for the town to approve the 79-E credit. I don't recall if it was March 1 or March 31, but even either way, it is looking tight on our end.

I am concerned about how this might affect our 79E status and am hoping you would be able to advise me as to how we should proceed, given the slight delay in completion of the renovations. I am happy to give a call if that is easiest, but wanted to reach out first to let you know the status.

Thank you again for all of your help last year around this time! And looking forward to connecting.

Best,

Jennifer

Keegan M. Mahan

DECLARATION OF COVENANTS

520 **KNOW ALL MEN BY THESE PRESENTS** that **10 Spencer Studios, LLC**, with a principal mailing address at 23 South Main Street, Suite 2d, Hanover, New Hampshire 03755, (owner of the Property described below and hereinafter referred to as the "Grantor"), for consideration of property tax relief granted by the **City of Lebanon**, a municipal corporation with a principal place of business at 51 North Park Street, Lebanon, New Hampshire 03766 (hereinafter the "Grantee" or "City"), pursuant to the provisions of NH RSA Chapter 79-E (Community Revitalization Tax Relief Incentive), grants and agrees to the following COVENANTS for the public benefit of the City:

WHEREAS these Covenants are made in exchange for property tax relief granted with respect to a certain property owned by the Grantor, identified in the City's records as 10 Spencer Street, Tax Map 92, Lot 33, on the City's tax maps (hereinafter the "Property"). This property tax relief has been granted as a result of the Substantial Rehabilitation of a Qualifying Structure located on the Property by the Grantor in accordance with the Grantor's proposal (hereinafter the "Project"), as reviewed and approved by the Lebanon City Council on January 22, 2025; and

WHEREAS these Covenants are to protect the public benefit(s) in accordance with the provisions of NH RSA 79-E and shall be in effect for eighteen (18) years, which is twice the number of years of the property tax relief approved by the City Council, such property tax relief having been approved for a term of nine (9) years, beginning on April 1st of the tax year commencing immediately after the substantial completion of the Project, unless otherwise terminated as described herein; and

WHEREAS the Grantee agrees that the Substantial Rehabilitation of the Qualifying Structure in accordance with the Project as proposed by Grantor and approved by the City Council provides one or more demonstrated public benefit(s) in accordance with the provisions of NH RSA 79-E:7, because the Project achieves the following:

1. Enhancement of the economic vitality of Downtown Lebanon (RSA 79-E:7, I); and,
2. Enhancement or improvement of a structure that is culturally or historically important on a local, regional, state, or national level (RSA 79-E:7, II); and,
3. Promotion of the preservation and reuse of existing building stock (RSA 79-E:7, II-a); and,
4. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community (RSA 79-E:7, III).

NOW THEREFORE, the terms of these Covenants hereby granted by the Grantor with respect to the Property shall be effective for twice the number of years of property tax relief granted and are stated as follows:

1. REHABILITATION OF A QUALIFYING STRUCTURE LOCATED ON THE PROPERTY. Grantor agrees to Substantially Rehabilitate the Qualifying Structure located on the Property in accordance with the Grantor's Project as approved by the Lebanon City Council on January 22, 2025.

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Tx:4685715



a) Grantor shall secure a Building Permit for the Project and commence construction no later than January 22, 2026, unless otherwise extended by the City Council in writing;

b) The Substantial Rehabilitation, as approved, shall be completed and certificates of occupancy obtained by the Grantor on or before March 31, 2026, unless otherwise extended by the City Council in writing;

c) All work on the Project shall be completed, and these Covenants shall be executed and recorded, in order for the property tax relief to become effective. Should the Project be only partially completed prior to March 31st of any year prior to final completion, the Property shall be fully assessed for the value of work completed during that year and any subsequent year prior to final completion;

d) If the Property or any portion of the Project at any time is fully or partially exempt from real or personal property tax during the term of this Covenant, the owner of the Property shall make payments in lieu of taxes (PILOT) for the remaining term of this Covenant in an amount equal to the ad valorem tax that would be payable on real and personal property if the Property were not exempt from such tax.

2. MAINTENANCE OF THE PROPERTY. The Grantor agrees to maintain, use, and keep the Property, including any structures thereon, in a condition that furthers the public benefit(s) for which the property tax relief was granted. Further, the Grantor agrees to coordinate with the City of Lebanon Heritage Commission to ensure that the historic aspects of the project are maintained adequately to justify the additional years of property tax relief granted by the City Council in association with the Substantial Rehabilitation of the Qualifying Structure in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

3. REQUIRED INSURANCE, USE OF INSURANCE PROCEEDS, AND TIMEFRAME TO REPLACE OR REMOVE DAMAGED PROPERTY. Grantor agrees and is required to obtain and maintain property and casualty insurance, as well as flood insurance, if appropriate, for twice the number of years of property tax relief granted to ensure proper restoration or replacement of the Project and the Property. Such insurance shall, effective as of the date on which the Project is complete (as such date is determined by the City under Paragraph 1 above), name the City as an additional insured by endorsement and the City shall be provided with certificates of insurance annually. Grantor agrees to have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the Property and any structures thereon, for the purpose of ensuring proper and timely restoration or demolition of the Property, including any damaged structures thereon. Grantee further requires that restoration or demolition commence within one year following the date of any occurrence or incident for which an insurance claim is or could be made; otherwise the Grantor shall be subject to the termination provisions set forth in RSA 79-E:9, I. The obligation to name the City as an additional insured and a Loss Payee shall remain in effect for the term of these Covenants.

4. RECORDING. Grantee shall record this Declaration of Covenants at the Grafton County Registry of Deeds at the sole expense of Grantor and shall retain copies of the recorded agreements.

5. ASSESSMENT OF THE PROPERTY. Upon completion of the Project, and upon recording of the Declaration of Covenants, Grantee agrees that the valuation of the building located on the Property, including all such improvements related to the Project, shall be assessed, during the term of the property tax relief period, based on the pre-rehabilitation assessed building

value at the time the application for property tax relief was approved, unless Grantor fails to comply with the terms of the Covenants or otherwise fails to maintain or utilize the Property and any structures thereon in accordance with the Project documents.

6. TERMINATION OF COVENANTS. Pursuant to RSA 79-E:9, if Grantor, its agents, employees, successors, assigns, legal representatives or transferees, fails to abide by the terms of these Covenants or otherwise fails to maintain or utilize the Property and any structures thereon in accordance with the Project documents, the City Council shall, after a duly-noticed public hearing, determine whether and to what extent the public benefit(s) of the Project has been diminished and shall further determine whether to terminate or reduce the property tax relief period in accordance with such determination. If these Covenants are terminated, the City shall assess all taxes, with interest, to the owner as though no property tax relief was granted in accordance with RSA 79-E:9, II.

Grantor shall be bound by all applicable provisions of RSA 79-E for the term of these Covenants. These Covenants are a burden upon the Property and shall bind all agents, employees, successors, assigns, legal representatives or transferees of Grantor. Such Covenants may not be amended, modified, or terminated except by consent of the City.

This agreement made this 7th day of February, 2025

GRANTOR:

By: 
Jennifer Caine, Manager
10 Spencer Studios, LLC

GRANTEE:

By: 
Shaun Mulholland, City Manager
Duly Authorized by Vote of the Lebanon City Council
dated January 22, 2025

Agenda

Lebanon City Council

January 08, 2025

10. New Business:

10.D – Discussion & Set Public Hearing for January 22, 2025:

Community Revitalization Tax Relief Incentive (RSA 79-E)

Program Application – 10 Spencer Studios, LLC

Background

In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E. Subsequently, in August 2021, the Council adopted City Council Policy CC-105, Community Revitalization Tax Relief Incentive Program, which outlines the purposes of the program and the procedures to be utilized when considering applications for tax relief. Council Policy CC-105 was revised and updated in September 2024 to expand and clarify the guidelines and procedures.

10 Spencer Studios, LLC, owner of the building at 10 Spencer Street, Lebanon, is applying for tax relief under the program, as they are converting the structure from an industrial use (a former rug cleaning business) to an art studio use.

The City Manager's Office received the application from 10 Spencer Studios, LLC on November 19, 2024. Following an initial review, the applicant was advised of the changes to Council Policy CC-105, and was asked to submit revised and additional information, which were received on December 3, 2024.

Under the terms of the 79-E program, the City Council must hold a public hearing within 60 days of receipt of a complete application to determine whether the structure is a Qualifying Structure; whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to granting the requested tax relief, and if so, for what duration.

For detailed information regarding the project, please see the attached memo from City administration, along with the accompanying application and supporting documentation submitted by 10 Spencer Studios, LLC.

Action

Should the Council decide to schedule a public hearing on this application, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, January 22, 2025, beginning at 6:00pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on a request by 10 Spencer Studios, LLC, for tax relief under the provisions of the Community Revitalization Tax Relief Incentive Program (NH RSA 79-E) as adopted by the City Council on February 17, 2016.

Included in this Section:

1. December 27, 2024 Memo from Deputy City Manager David Brooks, RE: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application from 10 Spencer Studios, LLC – 10 Spencer Street; Tax Map 92, Lot 33
2. Application of 10 Spencer Studios, LLC for Community Revitalization Tax Relief Incentive Program, including supporting documents
3. Council Policy CC-105, Community Revitalization Tax Relief Incentive Program, last revised September 18, 2024



CITY MANAGER'S OFFICE
City of Lebanon, NH
51 North Park Street
Lebanon, NH 03766
(603) 448-4220 fax (603) 966-3122

TO: Honorable Mayor and City Councilors
FROM: David Brooks, Deputy City Manager
CC: Shaun Mulholland, City Manager
DATE: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application from
10 Spencer Studios, LLC – 10 Spencer Street, Lebanon; 92-33
RE: December 27, 2024

Introduction:

In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E to encourage rehabilitation of existing buildings and structures in downtown Lebanon and downtown West Lebanon. Subsequently, in August 2021, the Council adopted City Council Policy CC-105, Community Revitalization Tax Relief Incentive Program Guidelines, which outlines the purposes of the program and the procedures to be utilized when considering applications for tax relief. Council Policy CC-105 was revised and updated in September 2024 to expand and clarify the guidelines and procedures.

On November 19, 2024, 10 Spencer Studios, LLC applied for consideration under the program. Following an initial review, the applicant was advised of the recent changes to Council Policy CC-105, and was asked to submit revised and additional information, which were received on December 3, 2024.

10 Spencer Studios, LLC is the owner of property located at 10 Spencer Street, Lebanon (Tax Map 92, Lot 33), which is situated in the Lebanon Downtown (LD) Zoning District. On September 23, 2024, the Planning Board granted Conditional Use Permit approval to convert the existing building from an industrial use (formerly a rug cleaning business) to an art studio use. The anticipated improvements will include complete interior renovation and exterior rehabilitation as well as electrical, plumbing, mechanical, and fire protection upgrades. Excerpts of project plans, photos of the existing building, and cost estimates from the proposed building permit application are attached for review.

Under the terms of the 79-E program, the City Council must hold a public hearing within 60 days from receipt of a complete application to determine whether the structure at issue is a Qualifying Structure; whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to granting the requested tax relief, and if so, for what duration.

Does the project involve a Qualifying Structure?

The existing building, located at 10 Spencer Street, is situated within the Downtown Lebanon 79-E District as adopted by the City Council and, therefore, the property can be considered a Qualifying Structure.

Is the project a Substantial Rehabilitation?

Since receiving the application, the City Assessor has reviewed the property and verified that the current pre-rehabilitation assessed valuation of the building is \$263,800 and the land is valued at \$263,300, for a total valuation of \$527,100. Under the terms of the 79-E program as adopted by the City, and as further clarified within Council Policy CC-105, the rehabilitation project must cost at least 15% of the building's pre-rehabilitation assessed valuation (excluding the value of the land and the cost of real estate acquisition, which is \$39,570) or \$75,000, whichever is less, in order to be considered substantial.

The applicant has provided a cost estimate of \$825,000 for completing the entire renovation and rehabilitation project based on construction estimates from their general contractor. The Building Inspector has reviewed the proposed project plans to verify that the estimated cost is reasonable based on the scope of the project and is comfortable that the project will exceed 15% of the building's current assessed valuation as required. As a result, the project can be considered a Substantial Rehabilitation.

Does the project generate one or more Public Benefits?

Appropriate public benefits for consideration under the 79-E program are specified within the state law, including:

- Enhancement of the economic vitality of the downtown; (RSA 79-E:7, I)
- Enhancement and improvement of a structure that is culturally or historically important on a local, regional, state or national level, either independently or within the context of an historic district, town center, or village center; (RSA 79-E:7, II)
- Promotion of the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures; (RSA 79-E:7, II-a)
- Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B (State Economic Growth, Resource Protection, and Planning Policy) (RSA 79-E:7, III); or
- Increase of residential housing in urban or town centers. (RSA 79-E:7, IV)

As noted in the application form and cover letter, the applicant has suggested that the project will address several of the stated public benefits, including enhancing economic vitality, enhancing and improving a culturally or historically important structure, promoting the preservation and reuse of existing building stock, and promoting the development of municipal centers. If the City Council agrees with the above statements, the project can be considered to generate one or more Public Benefits in furtherance of the purposes of the 79-E program.

For how long may tax relief be granted?

Under the terms of the 79-E program, the City Council may, in its discretion, grant up to five (5) years of tax assessment relief for a project that complies with the program requirements. The City Council may also, in its discretion, grant up to four (4) additional years of tax relief for a Substantial Rehabilitation of a Qualifying Structure that is listed on or determined to be eligible for listing on the National Register of Historic Places, State Register of Historic Places, or is located within and important to a locally designated historic district, provided that the Substantial Rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation. (RSA 79-E:5, III)

For any amount of tax relief approved, such tax relief begins upon the completion of the Substantial Rehabilitation of the structure(s). In addition, all taxes, utility fees, impact fees, and any other user fees assessed by the City for the property on which the structure is located must be paid in full before any 79-E tax assessment relief goes into effect.

The applicant has requested a minimum of five (5) years of tax relief for the project, which appears to comply with program requirements. In addition, the applicant has asked the City Council to consider extending the tax relief for a period of four (4) additional years, for a total of 9 years, for the Substantial Rehabilitation of an historic building in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

In accordance with the updated Council Policy CC-105, the applicant has provided financial information about the project, including a basic *pro forma* and a listing of sources and uses for the project. The applicant has indicated that they are not pursuing the project as a money-making venture, but rather as owner/operators of the building in which they will contribute rental income as occupants of a portion of the rentable space.

Since the City Council is essentially deciding whether to forego potential property tax revenue by granting limited tax relief through the 79-E program, the Administration recommends that the City Council carefully balance the benefit of enabling projects that might not otherwise "pencil out" and the public benefits to be derived from such projects versus the property tax revenue foregone through the tax relief.

Recommendation:

Staff recommends that the City Council schedule and hold a public hearing on the application in order to receive public input on the request prior to making a final determination. Following the public hearing, the City Council will make a determination as to whether the applicant's Project and Property comply with the requirements of the 79-E Program as set forth above, and if so, whether to grant the requested tax relief and for how long.

10 Spencer Studios, LLC

23 S. Main St. Ste 2d

Hanover, NH 03755

APPLICATION FOR:

COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM (RSA 79-E)

December 3, 2024

City of Lebanon

51 N. Park St.

Attn: Planning & Development

Lebanon, NH 03766

To Whom It May Concern:

I am writing to request your review of our application for the Community Revitalization Tax Relief Incentive Program (RSA 79-E).

10 Spencer Studios, LLC, an artist-owned partnership, purchased the property on November 13. Our intention is to complete a full rehabilitation of the building, within the existing footprint. Our intended renovations will preserve the historic charm of the building but make it functional, attractive, energy efficient, and safe. As an owner/manager, I will occupy one studio in the building, and the other artist/owner of the LLC, painter Enrico Riley, will occupy a second. The remaining two spaces will be rented to artists/creatives or other appropriate business use tenants.

We believe we meet the requirements of a Substantial Rehabilitation of a Qualifying Structure, with respect to cost of rehabilitation and also to energy efficiency improvements. We are requesting tax relief for a period of 5 years.

We also would ask that The Council consider extending tax relief for a period of 4 additional years, as we believe 10 Spencer is eligible for historic designation. Though it is not already designated, it meets the following requirements for historic designation 1) Building must be least 50 years old (*10 Spencer was built in 1928*) 2) Building must have significant historical association with events or people (*please see attached Nabisco article*) 3) Building retains a high degree of architectural integrity (*exterior masonry construction including distinctive parapet is unharmed, other than natural wear due to age*) 4) Building is considered important within its local context (*10 Spencer is importantly sited at the beginning of the Rail Trail and entry to Spencer Street, just outside of the Colburn Park historic district, a short walk from AVA Gallery and directly adjacent to CCBA*).

Our intention is to begin renovations as soon as possible, so that we can limit further deterioration of the building and begin to use our art studios and bring life to the building. In order to take on the amount of debt we will need to finance our project, we are counting on a period of tax relief to be able to generate a small profit (~\$5k per year, if all goes smoothly) or at least minimize our losses. We are not taking on this project as a money-making venture. Rather, as two working artists who have both had studios in Lebanon in the past, we fell in love with this building, and we want to dedicate the next chapter of our lives as artists to painting there.

Our long-term aspiration for the building is for it to also be home to a 501c3 non-profit organization offering studios, mentorship, and community engagement to high potential emerging artists. This non-profit is in its conception phase and thus is not part of our application, but in the short term we are looking for other tenants who share our love of the unique historic space of 10 Spencer and who will contribute to the revitalization of the area. It is clear from our pro forma that if we complete the thorough and extensive rehabilitation of the building we plan, we will barely break-even on a cash flow basis, even after we contribute rental income to the building partnership for the spaces we occupy as owner-artist-occupants of more than half the building's rentable square footage; however, the tax relief provided by the Community Revitalization Tax Relief Incentive Program will enable us to proceed with our project with confidence that we will be able to make it work, even as the numbers will be tight.

We appreciate your consideration of our application and would be happy to provide any additional information that might be helpful.

Sincerely,



Jennifer Caine

Manager

10 Spencer Studios LLC

617-304-3544

jennifercainerussell@gmail.com

www.jlcaine.com



APPLICATION FOR COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM (RSA 79-E)

Date application submitted: _____ Received by: _____

Note: Application must be accompanied by a \$50 application fee at the time of submission.

APPLICANT:	OWNER: (if different from applicant)
Name: Jennifer Caine	Name: 10 Spencer Studios, LLC
Mailing Address: 23 S. Main St., Ste 2d	Mailing Address: 23 S. Main St., Ste 2d
City, State, Zip: Hanover, NH 03755	City, State, Zip: Hanover, NH 03755
Phone / Fax: 617-304-3544	Phone / Fax: 617-304-3544
Email: jennifercainerussell@gmail.com	Email: jennifercainerussell@gmail.com

PROPERTY / BUILDING INFORMATION:			
Building Name (if any): 10 Spencer Street		Year Built: 1928	
Building Address: 10 Spencer Street		Gross Square Footage of Building: 7836	
Tax Map # 92	Lot # 33	Plot # 92-33	
Grafton County Registry Book # 4903		Page # 222	

Existing Property / Building Information:

(Describe *current* use, size, number of units, number of employees, etc.)

The building is currently vacant and has been for some time. However, it was previously used for various businesses, most recently a rug cleaning business. ,

Proposed Property / Building Information:

(Describe *proposed* use, size, number of units, number of employees, etc.)

The proposed use retains the existing footprint to create two owner-occupied professional artist studios. Two other rentable spaces will target other professional artists, creatives, or other appropriate business-use tenants.

Is there a change of use associated with this project?

Yes ☐ No ☒ If yes, please describe

Will the project include new residential units?

Yes ☐ No ☒ If yes, please describe

Will the project include new subsidized residential units?

Yes ☐ No ☒ If yes, please describe

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a State or National Register Historic District? Yes ☒ No ☒ If yes, provide a copy of the approved designation by the State or National Register of the building or the district.
Is the building located within and is it significant to a locally-designated historic district? Yes ☐ No ☒
Is the property located in an existing Tax Increment Finance (TIF) District? Yes ☒ No ☐
Has an abatement application been filed or has abatement been awarded on this property within the last year? Yes ☐ No ☒
Will any state or federal grants or funds or low income subsidies or tax credits be used in this project? Yes ☐ No ☒ If yes, what is the amount of the aid? \$_____ Describe and detail any terms of repayment, if applicable.

PROJECT INFORMATION: Describe the work to be done and the estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates. Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help describe and explain this application.	
Expected Project Start Date: <u>1/5/2025</u>	Expected Project Completion Date: <u>6/1/2025</u>
Structural: 	\$ _____
Exterior Alterations: (storefront/façade, walls, windows, doors, etc.) New replacement windows and doors throughout, ADA ramps, repointing of existing brick, roof.	\$ 262000
Interior Alterations: (walls, ceilings, moldings, doors, etc.) Full insulation of the entire building, new demising walls, molding, floors, interior painting.	\$ 206000
Electrical: All new electrical	\$ 155000
Plumbing/Heating: All new plumbing	\$ 36000
Mechanical: HVAC will be new and energy efficient.	\$ 141000
Fire Protection: New monitoring and alarm systems.	\$ 25000
Other: These are preliminary estimates, based on information furnished by Estes & Gallup Construction (details attached)	\$ _____
Total: NOTE: In completing this form, the applicant certifies that the estimated costs provided herein are reasonable and that such costs meet the above program requirements. Failure to meet the program requirements or the listing of unreasonable construction costs will result in denial of the application and forfeiture of the application fee.	\$ 825000
To be considered for this tax relief incentive program, the total project cost must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less. In the case of historic structures, the project must devote at least 10% of the pre-rehabilitation assessed value or \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation.	
TO BE COMPLETED BY CITY ASSESSING DEPARTMENT:	
Pre-Rehabilitation Assessed Valuation as of date of application submission: \$ _____	
Are the cost threshold requirements satisfied by the project as proposed? Yes ____ / No ____	

PROPOSED PUBLIC BENEFIT (RSA 79-E:7)

In order to qualify for property assessment tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed *replacement* of a qualifying structure must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the Project provide the following public benefits? (Check all that apply)

Enhances the economic vitality of the designated areas.

If yes, please describe.

The renovation and rehabilitation of 10 Spencer Street will contribute to the revitalization of Spencer Street, taking a dilapidated and vacant building and bringing it back to life. In addition, it will contribute to an "Arts District" in the downtown area of Lebanon, providing complementary building use activities to AVA Gallery and the adjacent 20 Spencer Street housing/gallery project. Whether in small towns or large cities, artist studios are a hub of creativity and craftsmanship, and along with other art spaces, are known to serve as cultural anchors, attracting visitors and members of the community alike. In addition to infusing the vibrancy of the arts into a vacant building, 10 Spencer will provide direct economic benefits as well, as artists often collaborate with local businesses and source materials locally.

Yes ☒
No ☐

Enhances and improves a culturally or historically important structure.

If yes, please describe.

The renovation/rehabilitation of the building will significantly beautify the former historic National Biscuit Co, Nabisco, warehouse. The building was well built in 1928 of masonry construction, sited on the Lebanon rail line with an attractive façade on Spencer Street. However, it has fallen into disrepair in recent years. The owners plan to entirely rejuvenate the building while preserving the historic charm of the structure. Restoration will include new windows and doors, a new roof, exterior repointing of the brick, attractive landscaping and a full renovation of the interior.

The warehouse directly abuts the Lebanon Rail Trail near its Spencer Street entrance, and the improvements to the building and site will make the area inviting for trail use.

Yes ☒
No ☐

Promotes preservation and reuse of existing building stock by rehabilitation of historic structures in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

If yes, please describe.

The artist owners of 10 Spencer are committed to preserving the historic and architecturally distinctive building, which lends charm and texture to the neighborhood. The extensive rehabilitation of the existing building will happen within the existing footprint and will preserve the original structure while repairing and restoring every surface. Renovation plans will dramatically improve the appearance, safety, energy efficiency and functionality of the building with virtually no change to the façade. Any outward facing renovations will only change the appearance of the building in compliance with current ADA requirements.

Yes ☒
No ☐

Promotes development in the designated areas, providing for efficiency, safety, and a greater sense of community, consistent with RSA Chapter 9-B.

If yes, please describe.

The clustering of arts-related buildings in the downtown area will further establish Lebanon as a cultural hub and draw visitors and residents to the area. Following renovation, 10 Spencer's welcoming facade at the start of Spencer St. will invite exploration of the neighborhood, helping create a vibrant atmosphere. Currently sitting vacant and overgrown with brush, 10 Spencer has begun to attract graffiti and dumping. The renovation will improve safety by providing an attractive, well-lit structure. Two of the owners will have studios in the building, and their presence will ensure that the building is properly maintained.

Yes ☒
No ☐

Increases residential housing in the designated areas.

If yes, please describe.

NA

Yes ☐
No ☒

HISTORICAL REQUIREMENT FOR REPLACEMENT OF QUALIFYING STRUCTURES

In the case of replacement of qualifying structure(s), the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian and a letter issued by the Lebanon Heritage Commission that identifies any and all historical, cultural, and architectural value of the structure(s) that are proposed to be replaced and the property on which those structure(s) are located.

Note: An application for replacement of a qualifying structure shall not be considered complete, and no public hearing shall be scheduled, until the Individual Inventory Form and the Heritage Commission letter, as well as any other required information, have been submitted.

IMPORTANT

Per RSA 79-E:13, II, the Base or "Original" Assessed Value for any tax relief period is only set after the following two conditions are met:

1. Approval of the tax relief by the City Council following a public hearing.
2. The applicant's entering into a Covenant with the City of Lebanon to protect the public benefit(s).

Therefore, the applicant and/or property owner shall not commence any of the improvements included in this application until such time as he or she has satisfied the above requirements. This prohibition shall include any demolition to the existing structure.

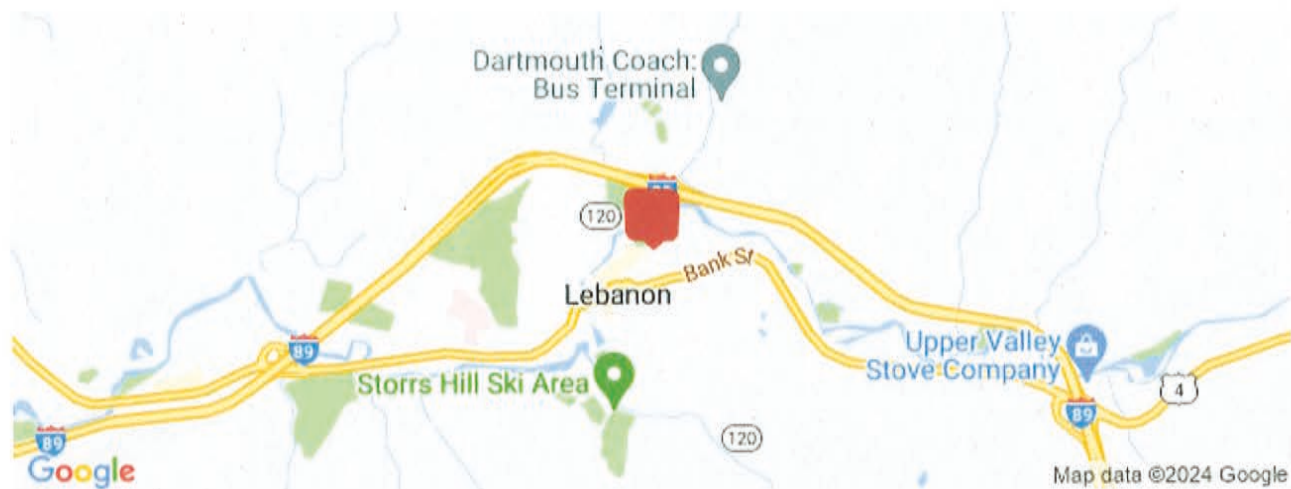
AFFIDAVIT

I/We have read and understand the Community Revitalization Tax Relief Incentive (RSA 79-E) and am/are aware that this will be a public process, including a public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the City and pay any reasonable expenses associated with the drafting of the covenant. I/We understand the application will not be determined as complete or recommended to the City Council for consideration until all of the necessary information is provided.

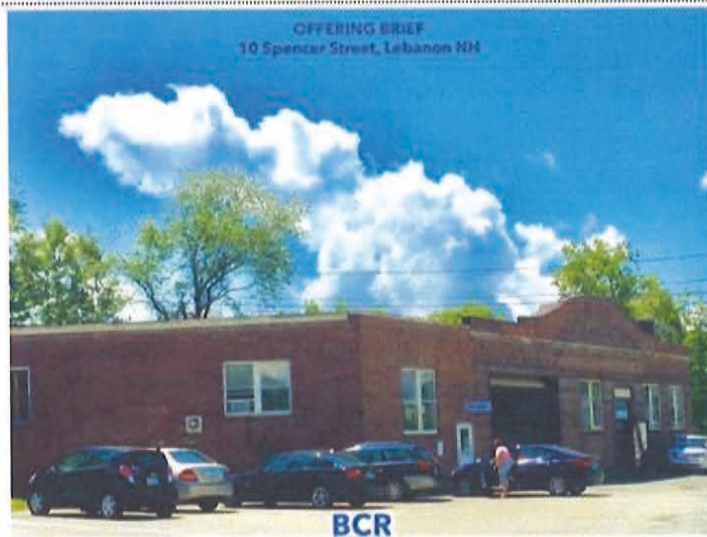
The undersigned hereby acknowledge understanding of the above statement and certify that the information provided herein are true and correct:

Signature 	Print Name Jennifer Caine	Date: 12/3/2024
Signature	Print Name	Date:
Signature	Print Name	Date:
Signature	Print Name	Date:
Signature	Print Name	Date:





Property Images



2. Exterior photo



4. Pending Adjacent Artist Housing



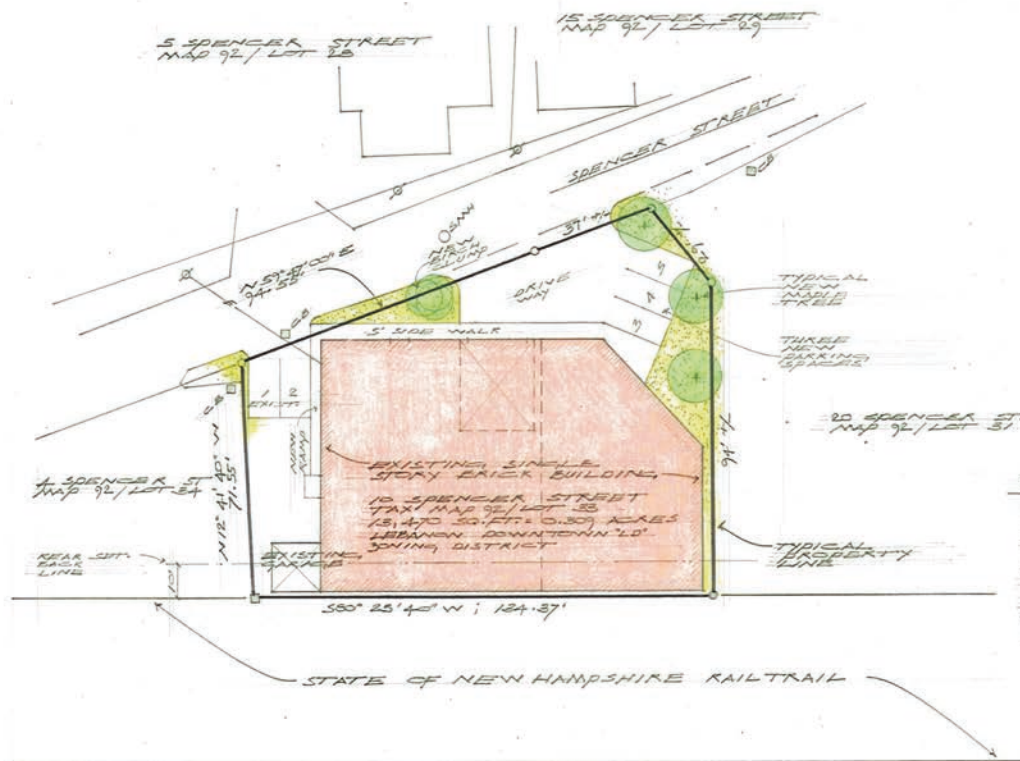
3. Aerial-Looking East



5. Aerial of Downtown

LEBANON, N. H.

The Lebanon Realty Comapny has been established here with its object the building and financing the building of a warehouse here for the National Biscuit Co. following its decision to establish warehouse headquarters in Lebanon provided a building to be leased by the Company for a number of years could be furnished by local capital. The matter has been under discussion by the Lebanon Chamber of Commerce and other local business men for sometime past and the Realty Company is negotiating with the Boston & Maine railroad for the lease of a siding as soon as the contract for the building is awarded and for which bids are not out. It is expected that the National Biscuit Co. will employ at least about 15 men here at the warehouse. The officers of the new corporation are Dean N. Dwinell, president; Alfred J. Densmore, vice-president; Arthur H. Hill, treasurer; Richard H. Kelley, clerk.



NOTES

1. THIS DRAWING IS BASED UPON A PLAN TITLED: "LOT LINE ADJUST. WENT PLAT CITY OF LEBANON AND KEITH BEASLEY, PRAPARED BY KENWOOD LAND SERVICES LLC DATED (11/27/16)".
2. THERE ARE NO RECORDED FRONT OR SIDE SETBACK LINES.

SITE PLAN



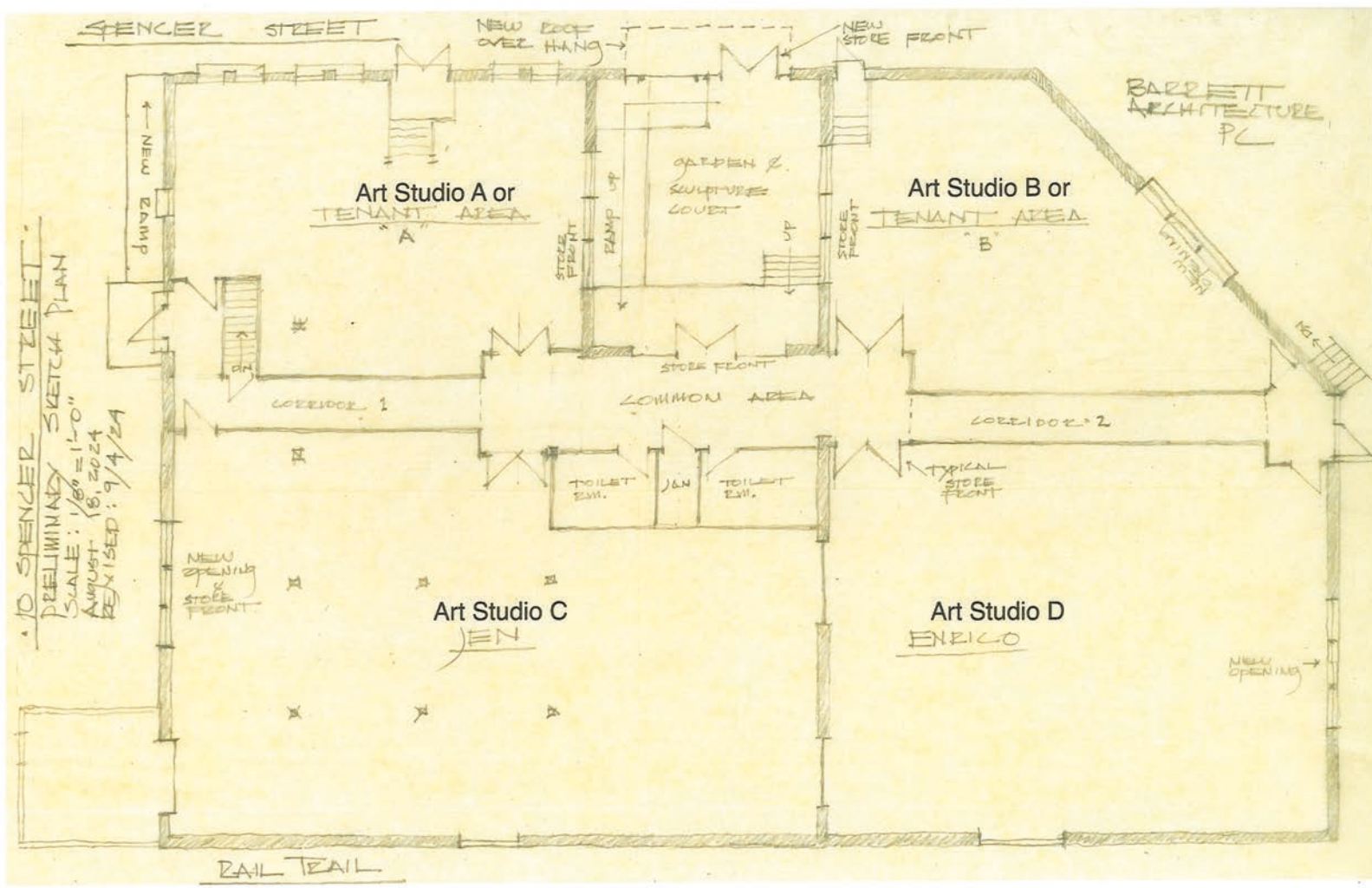
SCALE: 1" = 20'

10 SPENCER STREET
LEBANON, NEW HAMPSHIRE

ba barrett architecture
FRANK J. BARRETT, JR., AIA
281 The Bend Road • Greenboro Bend • VI 05842
(802) 296-0001 • frank@barrettjr.com

DATE: SEPT. 21, 2024
REVISED:

1 OF 1





Standard Estimate Report
10 Spencer Street Lebanon 09.2024

Project name	10 Spencer Street Lebanon 09.2024
Labor rate table	Bare Rates
Job size	8187 SF
Notes	General Budget Interior Fitup 975 SF Conidor / Common Jen 2325 SF Enrico 1837 SF Total Building = 8187 SF
Report format	Sorted by 'Group phase/Phase' 'Detail' summary Print item notes Paginate



Standard Estimate Report
10 Spencer Street Lebanon 09.2024

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Item	Description	Takeoff Qty	Labor		Material		Subcontract		Total
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount
1000.000 GENERAL CONDITIONS									
1050.000	Permits								
10	Building Permits by Owner		-	-			-		
10	Electrical Utility Fees NIC	0.00 ls	-	-			-		
1060.000	Documents								
10	Prints & Records Permit Drawings Allowance Documents	1.00 ls	-	-	4,500.00 /ls	4,500	-		4,500
						4,500			4,500
1100.000	Project Management								
14	Project Manager	120.00 hr	95.00 /hr	11,400	-	-	-		11,400
	Project Management			11,400					11,400
	120.00 Labor hours								
	4,800.00 Equipment hours								
1102.000	Site Supervision								
14	Superintendent	12.00 wk	3,000.00 /wk	36,000	-	-	-		36,000
	Site Supervision			36,000					36,000
	480.00 Labor hours								
	480.00 Equipment hours								
1260.000	Utilities								
14	Electric Power By OWNER	0.00 mo	-	-			-		
18	Telephone Charges	3.00 mo	-	-	125.00 /mo	375	-		375
20	Temporary Toilets	3.00 mo	-	-	150.00 /mo	450	-		450
	Utilities					825			825
1272.000	Safety Protection								
50	Temporary Protection	0.00 ls	0.00	0	0.00	0	-		
1300.000	Project Clean Up								
12	Weekly Cleaning Misc Labor, Safety.	12.00 wk	150.00 /wk	1,800	50.00 /wk	600	-		2,400
14	Final Cleaning	1.00 ls	5,000.00 /ls	5,000	1,000.00 /ls	1,000	-		6,000
46	Dump Fees LS	3.00 ea	-	-	1,200.00 /ea	3,600	-		3,600
	Project Clean Up			6,800		5,200			12,000
	480.00 Labor hours								
1350.000	Tools & Equipment								
16	Misc. Tools / Blades	1.00 ls	-	-	500.00 /ls	500	-		500



ESTES &
GALLUP
CONSTRUCTION

Standard Estimate Report
10 Spencer Street Lebanon 09.2024

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Item	Description	Takeoff Qty	Labor		Material		Subcontract	Name	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount		Amount
CONCRETE				2,640		1,925	0		4,565
4000.000	MASONRY								
4001.000	Masonry Sub								
10	Masonry Subcontract Misc Cut Patch Parge Infil Allowance	1.00 ls	-	-	-	-	7,500		7,500
	Masonry Sub						7,500		7,500
MASONRY				0		0	7,500		7,500
5000.000	METALS								
5122.000	Structural Erection								
100	Misc Steel Lintels, Hangers, Misc Allowance	1.00 ls	-	-	-	-	2,500		2,500
	Structural Erection						2,500		2,500
METALS				0		0	2,500		2,500
6000.000	ROUGH CARPENTRY								
6002.000	Rough Carpentry								
10	Rough Carpentry Materials Ramp Right Side	140.00 sf	-	-	30.00 /sf	4,200			4,200
10	Rough Carpentry Materials Interior Ramp / Landing	300.00 sf	-	-	30.00 /sf	9,000			9,000
10	Ramp stair Left Side	67.00 sf	-	-	30.00 /sf	2,010			2,010
10	Rough Carpentry Materials Misc Interior Blocking, Etc.	1.00 ls	-	-	2,500.00 /ls	2,500			2,500
15	Rough Carpentry Labor	40.00 md	480.00 /md	19,200	-	-	-		19,200
	Rough Carpentry			19,200		17,710			36,910
	320.00 Labor hours								
ROUGH CARPENTRY				19,200		17,710	0		36,910
	320.00 Labor hours								
6200.000	FINISH CARPENTRY								
6210.000	Interior Door Trim								
10	Interior Door Trim Poplar 1x4	504.00 lf			1.74 /lf	877	-		877
	Interior Running Trim Labor	10.00 md	480.00 /md	4,800					4,800



ESTES &
GALLUP
CONSTRUCTION

Standard Estimate Report
10 Spencer Street Lebanon 09.2024

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Item	Description	Takeoff Qty	Labor		Material		Subcontract		Total	
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount
	Interior Door Trim			4,800		877				5,677
	584.00 Labor hours									
6211.000	Interior Window Trim									
30	Int Window Trim if needed or Not Drywall returns	2,160.00 lf	2.222 /lf	4,800	1.74 /lf	3,758	-			8,558
	Interior Window Trim			4,800		3,758				8,558
	54.00 Labor hours									
6212.000	Base Molding									
10	Interior Base	0.00 lf	0.00	0	0.00	0	-			
	Assumed Vinyl									
	FINISH CARPENTRY			9,600		4,635	0			14,235
	638.00 Labor hours									
7000.000	THERMAL & MOIST PROTECT									
7210.000	Blown-In Insulation									
sub	Foam / Cellulose/ Vapor Barrier Insulation Sub	1.00 ls	-	-	-	-	20,949			20,949
sub	Foam Insulation Sub at basement PO walls	1.00 ls	-	-	-	-	7,261			7,261
	Blown-In Insulation						28,210			28,210
7530.000	Membrane Roofing									
20	Membrane Roofing Base Price Budget (+/- 10k)	8,188.00 sf	-	-	-	-	160,000			160,000
	Range 150-170,000									
20	Add for 1/2" Gypsum thermal barrier (if needed)	8,188.00 sf	-	-	-	-	21,000			21,000
20	Asbestos Abatement allowance	8,188.00 sf	-	-	-	-	23,000			23,000
20	Roof at small garage area if needed	307.00 sf	-	-	-	-	6,000			6,000
	Membrane Roofing						210,000			210,000
	THERMAL & MOIST PROTECT			0		0	238,210			238,210
8000.000	DOORS & WINDOWS									
8100.000	Hollow Metal Purchase									
10	Semi Residential Interior Door Allowance	12.00 ea	-	-	556.667 /ea	6,680	-			6,680
	Hollow Metal Purchase					6,680				6,680
8102.000	Hollow Metal Frames									
10	Install Door Frame and Hardware	12.00 ea	480.00 /ea	5,760			-			5,760



Standard Estimate Report
10 Spencer Street Lebanon 09.2024

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Item	Description	Takeoff Qty	Labor		Material		Subcontract		Name	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount			Amount
	Hollow Metal Frames			5,760						5,760
	320.000 Labor hours									
8205.000	Wood Door									
1000	Wood Door Exterior Plain Therna Tru Allowance	2.00 ea			750.00 /ea	1,500	-			1,500
1000	Door Hardware Allowance	12.00 ea			175.00 /ea	2,100	-			2,100
	Wood Door					3,600				3,600
	28.00 Labor hours									
8410.000	Aluminum Storefront									
10	Aluminum Frame Storefronts	2.00 ea	-	-	-	-	41,826			41,826
	Aluminum Storefront						41,826			41,826
8500.000	Window Schedule									
1	Purchase Marvin Elevate Series	18.00 ea	-	-	2,177.222 /ea	39,190	-			39,190
	Window installation accessories	18.00 ea			125.00 /ea	2,250				2,250
	Window Installation labor	18.00 unit	480.00 /unit	8,640						8,640
	Window Schedule			8,640		41,440				50,080
DOORS & WINDOWS				14,400		51,720	41,826			107,946
	348.000 Labor hours									
9000.000	FINISHES									
9250.000	Drywall									
10	GWB Interior Partitions 5/8 20g Insulated Partitions	16,375.00 sf	-	-	-	-	56,000			56,000
	Drywall						56,000			56,000
9680.000	Flooring Allowance									
sub	Floor Underlayment (new finished areas only) ?	5,500.00 sf	-	-	-	-	10,950			10,950
sub	Complete Flooring Contract (Budget)	5,500.00 ls	-	-	-	-	61,081			61,081
	Flooring Allowance						72,031			72,031
9910.000	Painting Exterior									
sub	Painting Exterior Sub	0.00 ls	-	-	-	-	0			
	Not Included									
sub	Misc Painting Exterior / Touchup Allowance	1.00 ls	-	-	-	-	1,500			1,500
	Painting Exterior						1,500			1,500
9920.000	Painting Interior (budget									
sub	Painting Interior Sub	22,000.00 sf	-	-	-	-	33,000			33,000



ESTES &
GALLUP
CONSTRUCTION

Standard Estimate Report
10 Spencer Street Lebanon 09.2024

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Item	Description	Takeoff Qty	Labor		Material		Subcontract		Total	
			Unit Cost	Amount	Unit Cost	Amount	Amount	Name	Amount	Amount
	Painting Interior (budget)						33,000			33,000
	FINISHES			0		0	162,531			162,531
10000.000	SPECIALTIES									
10820.000	Bath Accessories by LS									
12	Bath Accessories	2.00 ea			525.00 /ea	1,050	-			1,050
12	Install Bath Accessories	1.00 md	480.00 /md	480	-	-	-			480
	Added Bathroom (assumed wall mount sink, no vanities)									
	Bath Accessories by LS			480		1,050				1,530
	8.00 Labor hours									
	SPECIALTIES			480		1,050	0			1,530
	8.00 Labor hours									
15000.000	MECHANICAL									
15050.000	Project Mechanical									
10	Mechanical HP Tenant A, B, (add Alternate)	0.00 ls	-	-	-	-	0			
	58000									
10	Mechanical HP Jen, Enrico Area	1.00 ls	-	-	-	-	115,000			115,000
	Project Mechanical						115,000			115,000
15110.000	Plumbing									
sub	Plumbing Subcontract Toilet Rm, Jan Closet	1.00 ls	-	-	-	-	22,000			22,000
	Plumbing						22,000			22,000
15470.000	Sprinkler Systems									
sub	Sprinklers Allowance	1.00 ls	-	-	-	-	40,500			40,500
	Sprinkler Systems						40,500			40,500
	MECHANICAL			0		0	177,500			177,500
16000.000	ELECTRICAL									
16110.000	Electrical Allowances									
sub	Fire Alarm System Allowance	1.00 ls	-	-	-	-	25,000			25,000
sub	3 phase 400 amp service upgrade allowance	1.00 ls	-	-	-	-	31,000			31,000
sub	Lighting allowance	1.00 ls	-	-	-	-	10,000			10,000
sub	Hvac Mech Eq Allowance, Electric heating at Bath, Janitor, corridor	1.00 ls	-	-	-	-	7,500			7,500



Standard Estimate Report
10 Spencer Street Lebanon 09.2024

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Item	Description	Takeoff Qty	Labor		Material		Subcontract	Name	Total
			Unit Cost	Amount	Unit Cost	Amount	Amount		Amount
16110.000	Electrical Allowances								
sub	Electrical Subcontract	1.00 ls	-	-	-	-	81,500		81,500
	Electrical Allowances						155,000		155,000
ELECTRICAL				0		0	155,000		155,000

10 Spencer Studios, LLC - Pro Forma P&L

Revenues:

	2025	2029
Base rental income (includes owner occupants)	\$100,200	116,400
CAM reimbursements	\$10,000	10,000

Expenses:

CAM expenses	\$10,000	10,000
Property taxes	\$14,906	14,906
Insurance	\$5,000	6,000
Property Management, Professional fees, Maintenance	\$9,500	10,000
Accounting and Legal Admin	\$2,500	3,000
Total Expenses	\$41,906	\$43,906
Net Operating Income (Before Depreciation and Interest)	\$68,294	\$82,494
Depreciation and amortization		

Non-cash Expense:

Other income (expense):

Mortgage expense (2025-29: interest only. 2029: interest and principal)	(\$63,373)	(81,600)
---	------------	----------

Net Operating Income (Before Depreciation)	\$4,921	894
--	---------	-----

Rental Income Assumptions

Rental Income	Per Month	PerMonth	Approx Sq Ft.
Tenant 1 (Enrico Riley - owner artist occupant)	\$2,000	\$2,400	1850
Tenant 2 (Jennifer Caine - owner artist occupant)	\$2,000	\$2,400	1850
Tenant 3	\$2,400	\$2,700	1800
Tenant 4	\$1,950	\$2,200	1400
Common Space	810		810
	7830	\$9,700	7830

Project Sources and Uses

Financing Sources		
Equity	\$200,000	
Debt	\$1,270,000	
Total Sources	\$1,470,000	
	Interest only	Amortizing
Rate	4.99%	5%
Annual Cost of Debt	(\$63,373)	(81,600)
Investment Uses		
Building Purchase	\$555,000	
Due Diligence/Soft Costs	\$15,000	
Restoration Expenses	\$900,000	
Total Uses	\$1,470,000	



COUNCIL POLICY COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-105	08/04/2021	09/18/2024	Page 1 of 6
<i>Approved by:</i>	City Council – Sept. 18, 2024		

Section 1.0: Purpose

This document details the guidelines City Council will be utilizing when considering applications for the Community Revitalization Tax Relief Incentive Program, commonly known as 79-E. The guidelines are intended to assist applicants as they develop their applications allowing them to take full advantage of the program and meet the City's community revitalization goals.

The Community Revitalization Tax Relief Incentive Program has multiple purposes as detailed below. The program is designed to provide short-term, limited property assessment tax relief for property owners who wish to undertake a substantial rehabilitation of a qualifying structure, or in certain cases, the replacement of a qualifying structure, which will provide one or more public benefits as defined in RSA 79-E. A recorded covenant is required to protect the demonstrated public benefit(s) for at least the length of the short-term property tax relief. The program is intended to assist property owners by providing a subsidy in the form of tax relief to enable projects providing a public benefit that would otherwise not be fiscally feasible.

Section 2.0: Scope

The guidelines apply to applicants, City Staff in the Planning & Development Department, the City Manager's Office, the Downtown Tax Increment Financing District Advisory Board, and the City Council.

Section 3.0: Definitions

Workforce Housing – (as provided in New Hampshire RSA 674:58, IV) means housing which is intended for sale and which is affordable to a household with an income of no more than 100 percent of the median income for a 4-person household for Grafton County as published annually by the United States Department of Housing and Urban Development. "Workforce housing" also means rental housing which is affordable to a household with an income of no more than 60 percent of the median income for a 3-person household for Grafton County as published annually by the United States Department of Housing and Urban Development.

Qualifying Structure – (as provided in RSA 79-E:2, II) A qualifying structure is a building or structure located within the designated Community Revitalization Tax Relief Incentive areas of the City including but not limited to the Downtown 79-E District and the Downtown West Lebanon 79-E District, an any other district established pursuant to RSA 79-E:2, II(a). Maps of the designated Downtown Lebanon 79-E District and the Downtown West Lebanon 79-E District, are attached to this Policy in Appendix A. In addition, historic structures located anywhere in the City are also considered qualifying structures for purposes of the 79-E program.

Substantial Rehabilitation – (as provided in RSA 79-E:2, IV) A substantial rehabilitation is a project which meets the following requirements:



City of Lebanon
New Hampshire

COUNCIL POLICY

COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM

<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-105	08/04/2021	09/18/2024	Page 2 of 6
<i>Approved by:</i>	City Council – Sept. 18, 2024		

- Rehabilitation projects must cost at least fifteen percent (15%) of the building's pre-rehabilitation assessed value (excluding the value of the land and cost of real estate acquisition, if any), or at least \$75,000, whichever is less.
- Excluding the value of the land and cost of real estate acquisition, if any, projects involving the demolition and replacement of qualifying structures must cost more than fifteen percent (15%) of the pre-replacement assessed value of the qualifying structure (excluding the value of the land and cost of real estate acquisition, if any), or \$75,000, whichever is less.
- In the case of historic structures, substantial rehabilitation means devoting at least ten percent (10%) of the pre-rehabilitation assessed valuation, or \$5,000, whichever is less, to energy efficiency improvements in accordance with the Secretary of Interior's Standards for Rehabilitation guidelines for historic structures.

Section 4.0: Policy Detail

In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E to encourage rehabilitation of existing buildings and structures in downtown Lebanon and downtown West Lebanon. At that time, the City Council established a Downtown Lebanon 79-E District and a Downtown West Lebanon 79-E District. Maps of the designated 79-E Districts are attached to this Policy in Appendix A.

Section 5.0: Procedures

Upon receipt of an application for tax relief under the City's 79-E program for a project that involves the *substantial rehabilitation* of a *qualifying structure*, as those terms are defined in RSA 79-E:2, the City Council shall hold a public hearing within 60 days.

5.1 The Council must determine if a project will generate one or more Public Benefits.

Appropriate public benefits for consideration of the 79-E program are specifically identified within the state law, including:

- Enhancement of the economic vitality of the downtown; (RSA 79-E:7, I)
- Enhancement and improvement of a structure that is culturally or historically important on a local, regional, state or national level, either independently or within the context of an historic district, town center, or village center; (RSA 79-E:7, II)
- Promotion of the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures; (RSA 79-E:7, II-a)
- Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B (State Economic Growth, Resource Protection, and Planning Policy) (RSA 79-E:7, III); or



City of Lebanon
New Hampshire

COUNCIL POLICY			
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-105	08/04/2021	09/18/2024	Page 3 of 6
<i>Approved by:</i>	City Council – Sept. 18, 2024		

- Increase of residential housing in urban or town centers. (RSA 79-E:7, IV)

5.2 The Council must find that the proposed use is consistent with the City’s Master Plan or development regulations.

5.3 The Council must determine the period of time for which tax relief will be granted.

1. Under the terms of the 79-E program, the City Council may, in its discretion, grant up to five (5) years of tax assessment relief for a project that complies with the program requirements. (RSA 79-E:5, I)
2. The City Council may, in its discretion, grant up to two (2) additional years of tax relief for a project that results in new residential units and up to four (4) additional years of tax relief for a project that includes affordable housing. (RSA 79-E:5, II)
3. The City Council may, in its discretion, grant up to four (4) additional years of tax relief for the Substantial Rehabilitation of a Qualifying Structure that is listed on or determined eligible for listing on the National Register of Historic Places, State Register of Historic Places, or is located within and important to a locally designated historic district, provided that the Substantial Rehabilitation is conducted in accordance with the U.S. Secretary of Interior’s Standards for Rehabilitation. (RSA 79-E:5, III)

For any amount of tax relief approved, such tax relief begins upon the completion of the substantial rehabilitation of the structure(s). In addition, all taxes, utility fees, impact fees, and any other user fees assessed by the City for the property on which the structure(s) is located must be paid in full before any 79-E tax assessment relief goes into effect.

RSA 79-E does not define the term “affordable” for purposes of the tax relief incentive program nor does it specify any minimum number or percentage of units within a development that must be considered affordable in order to merit the tax relief. Therefore, the City has adopted the definition of “workforce housing” from RSA 674:58 to define affordability as it relates to the RSA 79-E program.

For purposes of considering additional years of tax assessment relief for affordable housing allowed under RSA 79-E:5, II, the City Council will consider granting additional years of tax relief on a sliding scale depending on the targeted level of affordability (based on Area Median Income figures as published by the US Department of Housing and Urban Development (HUD)) and the percentage of units in a development subject to such affordability requirements. In general, greater levels of affordability and/or larger percentages of units subject to such affordability levels will be considered for more years of tax assessment relief, as follows:



City of Lebanon
New Hampshire

COUNCIL POLICY COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
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		<u>TARGETED AREA MEDIAN INCOME (AMI)</u>				
		60% or less	60 - 70%	70 - 80%	80 - 90%	90 - 100%
<u>% OF UNITS IN PROJECT</u>	40% or more	4	4	4	3	2
	30-40%	4	3	3	2	2
	20-30%	3*	3	3	2	1
	10-20%	3*	2	2	2	1
	0-10%	2*	2	1	1	1

* Units targeted for 50% or less of AMI qualify for 1 additional year of tax relief

However, the City Council understands that a significant purpose of the 79-E program is to enable rehabilitation projects that may not otherwise be financially viable. If the City Council concludes that requiring a project to achieve the recommended affordability standards outlined above would undermine the viability of the project and prevent it from occurring at all, then the City Council shall retain the discretion and freedom to vary the affordability requirements while still balancing the overall benefit to the community of the completed project against the potential tax revenue foregone.

5.4 Tax Increment Financing (TIF) Districts

Applications for tax relief under this program for properties located within a Tax Increment Financing (TIF) District shall be reviewed by the applicable TIF Advisory Board. The TIF Advisory Board shall provide recommendations to the City Council and the District Administrator regarding the impacts to the administration and operation of the TIF District relative to the proposed tax relief requested.

5.5 Program Details & Requirements

1. Eligibility.

- a. An owner / applicant shall not begin their project, including demolition or site preparation, until:
 - The City Council has held a public hearing and approved the application for tax assessment relief, and
 - The protective covenant has been granted to the City and recorded at the Grafton County Registry of Deeds.
 - Individuals who commence their projects prior to securing these items may be ineligible to participate in the 79-E Program.
- b. Properties located within Tax Increment Finance (TIF) Districts or which receive



City of Lebanon
New Hampshire

COUNCIL POLICY

COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM

<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
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State or Federal funds, might be ineligible for this program. (See RSA 79-E:4, VI and 79-E:14.)

- c. Affordable housing developments which elect to have their assessed valuation and payment of property taxes determined under the provisions of RSA 75-1:a are ineligible for RSA 79-E. (See RSA 79-E:5, I-a.)
2. Property Owner Obligations. If tax relief is granted by the City Council, the property owner shall:
 - a. Grant to the City of Lebanon a covenant to:
 - i. Protect the public benefits of the development for a period of twice the duration of the tax relief term granted, to include payback and penalty provisions.
 - ii. Ensure the property remains taxable for the entire tax relief term.
 - b. Have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the property and any structures thereon, for the purpose of ensuring the proper and timely restoration or demolition of the property, including any damaged structures thereon.
 - c. In addition to the covenant, enter into a development agreement as may be required by the City Council to ensure the public benefits and any other requirements are met.
3. Application of Tax Relief
 - a. Tax relief is only granted on the value of the new improvements. For the duration of the tax relief period, the pre-rehabilitation assessed value of the structure(s) is subject to adjustment due to market appreciation or depreciation.
 - b. The tax assessment relief shall run with the land and shall accrue to future property owners if the property is sold during the tax assessment relief period, provided that the property and any structures thereon are maintained in accordance with the terms and conditions of the recorded covenant.
 - c. Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

5.6 Determination of Revenues and Expenses

The purpose of the 79-E program is to incentivize property owners to rehabilitate or replace structures on their property that meet the criteria and intent of the program. Additionally, the program is intended to help offset the costs by providing short-term, limited tax relief for projects that would not otherwise be financially viable for the property owner. A reasonable amount of profit for the property owner is expected, however the program is not intended to enhance profits by subsidy through the City for projects that are already profitable. As a result, applicants are required to provide detailed information about their financing package for the project, including a statement of sources and uses (i.e. Project Budget), as well as a financial pro forma.



City of Lebanon
New Hampshire

COUNCIL POLICY COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-105	08/04/2021	09/18/2024	Page 6 of 6
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Property owners will be required to and must agree to provide complete documentation at the completion of the project to demonstrate the actual project costs and revenues. Additionally, the property owner will be required to provide expense and revenue data in a format required by the City annually by April 15 of each year during the tax relief period to continue to receive the tax exemption. Revenues generated by the use of the property in excess of the amounts agreed to in the development agreement may be the basis for a reduction or termination of the tax relief period.

5.7 Appeals

The decision to award a NH RSA 79-E Community Revitalization Tax Relief Incentive is within the sole discretion of City Council. The City Council's denial of an application may be appealed either to the Board of Tax and Land Appeals or the Grafton County Superior Court, in the same manner as provided for appeals of current use classification, pursuant to RSA 79-A:9 or 79-A:11, provided, however, that such denial shall be deemed discretionary and shall not be set aside by the Board of Tax and Land Appeals or the Superior Court except for bad faith or discrimination.

Section 6.0: References (Charter/Code/State Statues)

1. NH RSA Chapter 79-E Community Revitalization Tax Relief Incentive
2. NH RSA 674:58 Definitions-Workforce Housing
3. City Code Chapter 31-43,2. Downtown TIF Advisory Board, Purposes; Authority and Duties

Section 7.0: Policy & Procedure Revision History

	Section	Revisions	Date
Original Adoption			08/04/2021
Amendment	All	Clarification of Purposes, Definitions, Eligibility, Procedures, and Requirements	09/18/2024
Amendment			
Amendment			

Councilor Wilkie stated that an annual point in time count is being conducted on behalf of the US Department of Housing and Urban Development. This is designated as happening in late January as an effort to try to understand how many people are living out of doors, unsheltered or unhoused. He will update the Council on the numbers.

6. RECOGNITIONS: NONE

7. ACCEPTANCE OF MINUTES: January 8, 2025 (Regular Meeting)
Amendments:

Councilor Heistad MOVED to approve the January 8, 2025, minutes as amended and presented in the January 22, 2025, City Council agenda packet.

Seconded by Councilor Whittlesey.

AMENDMENTS:

Page 11, Line 35: Change “Councilor Simon” to Councilor Whittlesey

****The Vote on the Motion was approved (7-0-1 with Councilor Zook abstaining)***

8. APPOINTMENTS:

- Conservation Commission, Travis Talbert (Alternate Member)

Mayor McNamara MOVED to nominate Travis Talbert as an Alternate Member of the Conservation Commission. Term: 1/2025-1/2028

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

- Board of Cemetery Trustees, David Muzzy (Reappointment Regular Member)

Mayor McNamara MOVED to Nominate David Muzzy for Reappointment as a Regular Member of the Board of Cemetery Trustees. Term: 1/2025-1/2028

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

9. PUBLIC HEARING ITEMS:

- A. Community Revitalization Tax Relief Application** – A public hearing for the purpose of receiving public input and taking action on a Community Revitalization Tax Relief Application (per NH RSA 79-E) by 10 Spencer Studios, LLC for property located at 10 Spencer Street, Lebanon.

Resolution: R-2025-2

Included in the agenda packet: ***(All supportive documents and information can be found on pages 40-66, Council agenda packet)***

1. December 27, 2024, Memo from Deputy City Manager David Brooks, RE: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application from 10 Spencer Studios, LLC – 10 Spencer Street; Tax Map 92, Lot 33
2. December 3, 2024, Application of 10 Spencer Studios, LLC for Community Revitalization Tax Relief Incentive Program, including supporting documents

Deputy City Manager Brooks reviewed the background on this item. He noted that the Downtown Lebanon TIF Advisory Board met to review this project and voted to recommend the requested nine years. Jennifer Caine, 10 Spencer Studios, LLC, then made a presentation.

Councilor Sykes entered the meeting at 6:48PM.

Deputy City Manager Brooks explained that the base program for 79-E allows the Council discretion to grant up to five years. The Council has to determine that the application is for a qualifying structure, that it will be a substantial rehabilitation, and that it will provide one or more public benefits. For properties that are listed on or eligible for listing on the National Register of Historic Places, the Council, at its discretion, can grant up to four additional years. The requirement is that the renovations must be done in compliance and conformance with the US Secretary of Interior Standards for historic renovation/historic rehabilitation. Part of the TIF Board's recommendation was that the additional four years of the historic designation be followed up by the Heritage Commission to make sure that the historic value is maintained.

BACKGROUND

In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E. Subsequently, in August 2021, the Council adopted City Council Policy CC-105, Community Revitalization Tax Relief Incentive Program, which outlines the purposes of the program and the procedures to be utilized when considering applications for tax relief. Council Policy CC-105 was revised and updated in September 2024 to expand and clarify the guidelines and procedures.

10 Spencer Studios, LLC, owner of the building at 10 Spencer Street, Lebanon, is applying for tax relief under the program, as they are converting the structure from an industrial use (a former rug cleaning business) to an art studio use.

The City Manager's Office received the application from 10 Spencer Studios, LLC on November 19, 2024. Following an initial review, the applicant was advised of the changes to Council Policy CC-105, and was asked to submit revised and additional information, which were received on December 3, 2024.

Under the terms of the 79-E program, the City Council must hold a public hearing within 60 days of receipt of a complete application to determine whether the structure is a Qualifying Structure; whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to granting the requested tax relief, and if so, for what duration.

For detailed information regarding the project, please see the attached memo from City administration, along with the accompanying application and supporting documentation submitted by 10 Spencer Studios, LLC.

Mayor McNamara opened the Public Hearing.

Fran Casale, Ward 2, stated that he believes this should qualify for 79-E. He asked what the property will be worth, and subsequent taxes will be post renovation. Deputy City Manager Brooks explained that the property is currently valued, building and land together, at \$527,000. The current taxes are approximately \$13,852, and the City's portion of that is \$5,091. The Assessor reviewed the building plans and estimated that, post-construction, the building value would increase to \$690,000 leading to a total increased property value of \$954,000. The approximately \$426,000 change represents an additional \$11,218 in taxes, of which the City's portion would be \$4,125. As this property is located in a TIF District, the excess increment is counted for separately by the City and that money gets reinvested within the District. If the value of the building is frozen through a 79-E agreement, the building value will not increase during the period of tax relief. The land could still increase in value leading to some continued appreciation of the property.

Mr. Casale asked if this will be a non-profit organization. Ms. Caine explained that one rental tenant space could be allocated toward a non-profit for emerging artists. The ownership structure of the building will remain the same.

Joan Townsend, Ward 2, agreed that this is a good project for 79-E. She asked the Council to consider only a four year request, as she does not believe this property qualifies as a historic site.

Cindy Casale, Ward 2, asked how the funding is reinvested into the TIF District. City Manager Mulholland explained that the tax increment has to be reinvested within the TIF District itself. Councilor Liot Hill noted that this has recently come in the form of sidewalks and other infrastructure projects.

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

Council/Staff Comments:

Councilor Liot Hill asked about the historic nature of the property. Ms. Caine stated that she believes the property is historic and could be eligible but is not currently listed on the Historic Register. Deputy City Manager Brooks stated that the property does not require Heritage Commission review, as it is not within the Historic District. Councilor Wilkie noted that the Commission is considering widening the existing District boundary, but this property has not been discussed by the Commission in that context. Councilor Liot Hill noted that there are not many other properties in the area that date back 100 years. Her inclination is that this is a historically important building.

Mayor McNamara stated that he does not think of this as a historic building. He is not inclined to grant the nine years.

Councilor Sykes stated that he likely will not vote, as he is on the AVA Gallery Board of Directors. He believes the relief requested is appropriate and agreed that the designation be followed up on by the Heritage Commission.

Councilor Whittlesey stated that he is leaning toward granting the full amount of relief requested, as this will preserve an important type of architectural design. Also, nine years may be required for the financial aspect of the project.

Councilor Wilkie explained that the narrative and intangible aspects of the space are significant. This appears to be one of the few remaining building that speaks to the working class history of the City. He sees arguments for this building being considered historic. Without the nine years requested, the project may not be able to move forward, further burdening taxpayers without having the future revenue.

Assistant Mayor Below stated that the financials submitted speak to the need for the requested relief. This is a nice gateway building to the area that harkens back to its historic era. He suggested a compromise of a total of 6-7 years, though there is a case for the full nine years. To renovate this building at today's cost may lead the owners to investing more than the property is worth on the market. Ms. Caine agreed that the amount being sought in rent does not support the amount that will be invested. The intention is not to make money off this project, but to work in the building and bring vibrance to the area.

Councilor Sykes noted that the building has been vacant for several years and this should be considered.

Mayor McNamara asked if the renovation estimates provided include a historically accurate renovation. Ms. Caine stated that, if granted the full relief, she would like to work closely with the Heritage Commission and do a lot of research on the historic guidelines.

Councilor Heistad stated that the building is a small symbol of the type of industry that used to occur in this area. He supports the full relief requested.

ACTION:

Councilor Wilkie MOVED the following:

BE IT HEREBY RESOLVED by the Lebanon City Council, after a duly-noticed public hearing, that:

WHEREAS, the City Council has determined that the application of 10 Spencer Studios, LLC (hereinafter the “Applicant”) for property assessment tax relief under the City’s 79-E Program is complete enough to commence consideration, and

WHEREAS, the City Council has determined that the Applicant’s property, 10 Spencer Street, Tax Map 92, Lot 33 (hereinafter the “Property”), is situated in the Downtown Lebanon 79-E District as adopted by the City and, therefore, meets the 79-E Program requirement as a Qualifying Structure, and

WHEREAS, the City Council has determined that the Applicant’s project to complete interior renovation and exterior rehabilitation of the building on the Property pursuant to plans and information provided in the application (hereinafter the “Project”) exceeds the lesser of 15% of the building’s current pre-rehabilitation assessed valuation or \$75,000 and, therefore, meets the 79-E Program requirement as a Substantial Rehabilitation, and

WHEREAS, the City Council has determined that the Applicant’s proposed Project will generate one or more Public Benefits to the City, including:

- 1. Enhancement of the economic vitality of Downtown Lebanon, and***
- 2. Enhancement or improvement of a culturally or historically important structure, and***
- 3. Promotion of the preservation and reuse of existing building stock, and***
- 4. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B.***

NOW THEREFORE, pursuant to the provisions of the Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program, as adopted by the City, the City Council hereby grants to the Applicant 9 years of property assessment tax relief for the Property to commence upon completion of Project, with the following conditions:

- 1. The Applicant shall grant to the City of Lebanon a Declaration of Covenant to be recorded in the Grafton County Registry of Deeds ensuring that the Project shall be maintained and used in a manner that furthers the Public Benefit(s) set forth above for which this property tax relief is granted. The term of the Declaration of Covenant shall be effective for 18 years, which is twice the duration of the approved tax relief period as permitted under RSA 79-E:8, II.***
- 2. The Applicant shall obtain and maintain property and casualty insurance, as well as flood insurance, if appropriate, for the term of the Declaration of Covenant set forth above to ensure proper restoration or replacement of the Project and Property. Such insurance shall, effective as of the date on which the Project is completed, name the City of Lebanon as an additional insured by endorsement and the***

City shall be provided with certificates of insurance annually. Further, the applicant shall agree to have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the Property and any structures thereon, for the purpose of ensuring proper and timely restoration or demolition of the Property, including any damaged structures thereon. The Applicant shall agree to commence any restoration or demolition of such structures within one year following the date of any occurrence or incident for which an insurance claim is or could be made; otherwise, the Applicant shall be subject to the termination provisions set forth in RSA 79-E:9, I.

- 3. The Applicant shall obtain a Building Permit for the Project and commence construction no later than one year from the date of this Resolution, unless otherwise extended by the City Council in writing. The Project, as approved, shall be completed on or before March 31, 2026, unless otherwise extended by the City Council in writing.**
- 4. The applicant shall coordinate with the City of Lebanon Heritage Commission to ensure the historic aspects of the project are maintained adequately.**

Seconded by Councilor Liot Hill.

***The Vote on the Motion was approved (6-2-1, with Councilor Simon and Mayor McNamara against, and with Councilor Sykes abstaining)**

B. Public Facilities CDBG and Recovery Housing Program Applications for Families Flourish Northeast - Public hearings for the purpose of receiving public input and taking action on Community Development Block Grant (CDBG) and Recovery Housing Program (RHP) grant applications proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and communities can apply for CDBG grants up to \$500,000 annually on a competitive basis for housing, public facilities, economic development, and for emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants. The Recovery Housing Program (RHP) is a pilot program for special needs housing, which municipalities and non-profits may apply to for up to \$1,000,000. Public hearings are as follows:

1. A public hearing on a proposed CDBG application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract; and
2. A public hearing on a proposed Recovery Housing Program (RHP) grant application for up to \$1,000,000 to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the RHP Application and contract; and
3. A public hearing to adopt the City of Lebanon Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast

Included in the agenda packet: *(All supportive documents and information can be found on pages 67-75 Council agenda packet)*

1. Project Description – Families Flourish Northeast – Upper Valley Facility
2. City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast

March 18, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday, March 7, 2026

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, March 18, 2026 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
[LebanonNH.gov/LIVE](https://lebanonnh.gov/LIVE)**

The Lebanon City Council will hold public hearings on March 18, 2026, beginning at 7:00pm for the following:

- A. Supplemental Appropriation for Mechanic Street Sidewalk Segment 2 Improvements Capital Project; Request for Authorization to Transfer Prior Appropriations from Other Capital Projects and from the DPW Operating Budget to fund the Mechanic Street Sidewalk Segment 2 Improvements Capital Project
- B. Extension of Community Revitalization Tax Relief Incentive (RSA 79-E) Approval for 10 Spencer Studios, LLC
- C. Adoption of Enabling Provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; and Establishment of a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to Encompass All of Lebanon

The March 18, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by March 13, 2026: [LebanonNH.gov/Agendas](https://lebanonnh.gov/Agendas)

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://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 disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

Agenda

Lebanon City Council

March 18, 2026

9. Public Hearing Items:

9.B – Adoption of Enabling Provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; Establishment of a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to Encompass All of Lebanon; and Vote to Confirm that the Program will Serve the Public Purposes set forth in NH RSA 53-F;

A public hearing for the purpose of receiving public input and taking action to adopt the enabling provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; to establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to encompass the entire area within the boundaries of Lebanon; and to vote to confirm that the program will serve the public purposes set forth in NH RSA 53-F.

The City Council scheduled this public hearing at its March 4, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on March 7, 2026 in accordance with City Code and State Law.

Background

The Lebanon Energy Advisory Committee (LEAC) has been working for several months with staff from Clean Energy NH to review and evaluate the potential benefits of establishing a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District. Prior to establishing any specific C-PACER District, the City must first adopt the enabling legislation set forth in NH RSA 53-F, Energy Efficiency and Clean Energy Districts, and find that the energy conservation and efficiency and clean energy improvements enabled by the program will serve the public purposes set forth in RSA 53-F.

As authorized by the NH Legislature, a C-PACER program allows commercial property owners within the district to fund qualifying projects and improvements to real property through private lenders or capital providers and to have that private financing secured by a special assessment lien on the property itself. The types of qualified projects and improvements include, but are not limited to: solar PV and solar thermal systems, air sealing, insulation, HVAC systems that meet or exceed Energy Star standards, efficient lighting systems, fire and wind resistance improvements, and others.

Members of LEAC and Clean Energy NH provided a presentation of the C-PACER program to the Council on March 4th, and will be present at the public hearing to answer any additional questions.

Action:

If the Council decides to move forward with adopting the NH RSA 53-F enabling legislation and establishing a C-PACER district, the following motions are offered for consideration:

(If moving for approval, the motions should be voted on separately and in the sequence presented.)

- 1. *MOVED, that the Lebanon City Council hereby adopts NH RSA Chapter 53-F, Energy Efficiency and Clean Energy Districts, and establishes a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District, which shall encompass the entire area within the boundaries of the City of Lebanon, whereby property owners within the boundaries of the District may fund qualifying improvements to real property through private lenders/capital providers, with such financing secured by a special assessment lien on the property through an assessment agreement between the property owner and the City; and***

BE IT FURTHER MOVED that the Lebanon City Council hereby authorizes the City Manager's office to execute all documents and perform all municipal functions in accordance with NH RSA Chapter 53-F; and to enter into special assessment agreements with qualifying property owners; and

BE IT FURTHER MOVED that the Lebanon City Council hereby adopts Ordinance #2026-04, the "Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance", in furtherance of the adoption of NH RSA Chapter 53-F.

- 2. *MOVED, that the Lebanon City Council hereby determines that the energy conservation and efficiency and clean energy improvements to be fostered by NH RSA Chapter 53-F will serve the public purposes as set forth in NH RSA Chapter 53-F and will not primarily be for the benefit of private persons or uses, even though such private benefits and uses may incidentally result.***

Included in this Section:

1. Proposed Ordinance #2026-04, Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District Ordinance
2. Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Program Guidebook, prepared by the NH Business Finance Authority, dated June 2025
3. Process to Adopt the Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District, RSA 53-F, prepared by the NH Business Finance Authority
4. C-PACER Frequently Asked Questions, dated December 11, 2025, prepared by Clean Energy NH
5. NH RSA 53-F, Energy Efficiency and Clean Energy Districts
6. Notice of Public Hearing as Published in the March 7, 2026 edition of the *Valley News*

CITY OF LEBANON
Ordinance #2026-04

**Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District
Ordinance**

Section 1. Purpose.

The commercial property assessed clean energy and resiliency (C-PACER) program authorized by NH RSA 53-F allows the City of Lebanon to establish an energy efficiency and clean energy district whereby property owners within the boundaries of the district may fund qualifying improvements to real property through private lenders/capital providers, with such financing secured by a special assessment lien on the property through an assessment agreement between the property owner and the City.

Section 2. Authority.

The City hereby adopts RSA 53-F, Energy Efficiency and Clean Energy Districts, pursuant to a vote of the City Council in the manner specified by RSA 53-F:2, II, subject to the provisions of this Chapter.

Section 3. Declaration of Public Purpose and Findings.

It is hereby declared that the financing of qualified energy conservation and efficiency and clean energy improvements and projects through special assessments serves a valid public purpose as set forth in RSA 53-F. The City therefore intends, in accordance with RSA 53-F, the following:

- A. To authorize direct financing agreements between property owners and capital providers as the means to finance qualified projects; and
- B. To authorize special assessments, subject to a written assessment contract between a property owner and the City (“Assessment Agreement”), as the means to secure the repayment of the aforesaid financing.

Section 4. Applicability/Boundaries.

The C-PACER district shall encompass the entirety of the City’s jurisdictional boundaries.

Section 5. Definitions.

This Ordinance hereby incorporates the definitions as set forth in RSA 53-F:1, as may be amended; in addition, as used in this chapter, the following definitions apply:

Administrative Agreement – means the agreement between the New Hampshire Business Finance Authority (“NHBFA”) and the City outlining the terms of the NHBFA’s

administration of the C-PACER Program for the City and the City's roles and responsibilities.

Property Owner – means the fee title owner(s) of the property seeking participation in the C-PACER Program. Property Owner may also include the holder of a leasehold estate on the property, provided it is approved by the NHBFA, the holder of said lease provides a copy of the recorded lease or lease term sheet, and a signed and notarized consent of the fee title owner(s) or some other recorded document sufficient to show the leaseholder's right to bind the property to a C-PACER assessment and lien.

Real Estate Taxes – as defined in RSA Chapter 72, RSA 76:5 and RSA Chapter 80, except shall not include the C-PACER special assessment.

Taxes – means Real Estate Taxes including the C-PACER special assessment.

Section 6. Qualified Projects and Improvements.

The following applies to qualified projects and improvements:

- A. Must be a type of resiliency improvement, energy conservation and efficiency improvement, clean energy improvement, or water conservation improvement, on privately-owned commercial, industrial, or agricultural real property, or multi-family residential real property with five or more dwelling units.
- B. May be new construction or a retrofit, rehabilitation, or redevelopment of existing construction.
- C. The types of qualified projects and improvements include, but are not limited to:
 - a. Solar PV
 - b. Solar Thermal
 - c. Wood biomass
 - d. Wind
 - e. Geothermal systems
 - f. Air sealing
 - g. Insulation
 - h. HVAC systems meeting or exceeding ENERGY STAR standards
 - i. Building modifications to increase use of daylighting
 - j. Replacement of windows with units meeting or exceeding ENERGY STAR standards
 - k. Energy controls or energy recovery systems
 - l. Efficient lighting equipment
 - m. Air quality improvements
 - n. Snow and/or flood mitigation
 - o. Energy storage and microgrids
 - p. Alternative vehicle charging infrastructure
 - q. Fire and/or wind resistance improvements

- r. Measures, equipment, or devices that:
 - i. decrease the consumption of, or demand for, water,
 - ii. address safe drinking water
 - iii. eliminate lead from water used for drinking or cooking
- D. Improvements must be permanently affixed to a building or facility that is part of the real property.

Section 7. Program Administration.

The C-PACER Program shall be administered by the NHBFA, or a third party designated by the NHBFA.

Section 8. Local Administration; Program Official.

The City Manager shall be the City's designated Program Official responsible for: executing the appropriate documentation for the imposition of a special assessment; working with the NHBFA; and administering the duties and responsibilities of the City set forth in the administrative agreement with the NHBFA.

Section 9. Special Assessment Lien Priority; Collection and Enforcement.

The City has the authority to bill and collect on the special assessment and lien, except that the City may delegate such responsibilities to any outside third party, including the capital provider, approved by the NHBFA; such delegation shall occur on the "Assignment of Notice of Assessment and C-PACER Lien and Assignment of Assessment Agreement for C-PACER Financing" (the "Assignment") form.

- A. If the City does not delegate billing and collection responsibilities to a third party, the City's tax collector shall bill and collect the special assessments.
- B. Delinquent payments shall incur interest and penalties as specified in the financing agreement between the property owner and the capital provider.
- C. Each special assessment imposed under this ordinance, including any interest on the assessment and any penalty, constitutes a first and prior lien against the property on which the assessment is imposed, from the date on which the notice of special assessment is recorded at the Grafton County Registry of Deeds, until the assessment, interest, and any penalty, is paid.
- D. The lien runs with the property.
- E. Notwithstanding RSA 80 concerning the collection of property taxes and special assessments, in the case of default or delinquency of special assessment payments, enforcement shall only be by the capital provider pursuant to RSA 479, including the power of sale. Any outstanding and delinquent property taxes at the time of the

enforcement action shall be satisfied along with the delinquent amounts of the special assessment lien. The City is not responsible for, nor required to, tax deed the property for any default or delinquency of C-PACER payments to the Capital Provider.

F. Assessments not yet due may not be accelerated.

G. Assessments may not be eliminated by foreclosure or bankruptcy.

Section 10. Tax Liening, Tax Deeding, Sale Proceeds.

For any C-PACER property which becomes subject to a recorded tax lien pursuant to RSA 80:64 for failure to timely pay Real Estate Taxes, the C-PACER capital provider shall be authorized to redeem the property by making sufficient payment pursuant to RSA 80:69.

For any C-PACER property which is acquired by the City by tax deed pursuant to RSA 80:76, the City may not use public funds to fund or repay any special assessment amount. The City will attempt to re-sell the property in a timely manner, following the process of RSA 80:76 et seq., including the 90-day right of repurchase requirements contained in RSA 80:89. The City will include in any public notice for the sale of the property, any auction notice, any bid documents, and any purchase and sale agreement, a clear notification that the property is subject to a C-PACER assessment and lien.

Upon sale of the property, the process laid out in RSA 80:88 et seq. for the distribution of proceeds shall be followed, and any delinquent C-PACER special assessment payments are considered “Taxes” for purposes of payment from sale proceeds (RSA 80:19 – “For the purposes of this chapter, the word ‘taxes’ shall include special assessments.”).

The C-PACER special assessment and lien remain on the property and shall pass to the new owner, who becomes responsible for future payments upon transfer of title.

A capital provider may otherwise accelerate the re-sale of the property by acting on its foreclosure right pursuant to RSA 53-F:8, II.

Section 11. Liability.

The City shall incur no liability as a result of the C-PACER Program or for the private debt created or evidenced by the Assessment Agreement, the Assessment and C-PACER Lien, the Financing Agreement, or any related document, nor shall any board members, officers or employees of the City be personally liable for exercising any rights or responsibilities pursuant to or in furtherance of the C-PACER Program. The City’s participation in the C-PACER Program shall not be interpreted to pledge, offer, or encumber the City’s full faith and credit.

Section 12. Conflicts.

In the event of any conflict between this ordinance and RSA 53-F, the terms of RSA 53-F shall govern.

**Commercial Property Assessed Clean Energy and Resiliency (C-PACER)
Program Guidebook
June 2025**

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This program guidebook is a comprehensive document created by the New Hampshire Business Finance Authority (“NH BFA” or “program administrator”) pursuant to the February 2025, New Hampshire Legislature passing of Senate Bill 4 (“SB4”). SB4 established an Act relative to the Commercial Property Assessed Clean Energy and Resiliency (“C-PACER”) program.

The program guidebook provides appropriate guidelines for the program, project eligibility requirements, and the process for applying for C-PACER project approval.

A. PROGRAM OVERVIEW/PROGRAM DESCRIPTION:

C-PACER is a program that helps commercial property owners and developers access advantageous private-sector financing for improvements intended to decrease water or energy consumption or demand; provide clean energy to the property; or increase the resilience of a property.

Adopted by participating New Hampshire municipalities (meaning any city, town, or village district) or Counties (for unincorporated places) and overseen by the NH BFA, the C-PACER program provides capital to increase the energy and/or water efficiency of commercial properties while creating local jobs, encouraging economic and community development, increasing property values, and growing the tax base.

B. HELPFUL VOCABULARY:

The following definitions will help enhance your understanding of this program guidebook.

“Authority” means the New Hampshire Business Finance Authority, the administrator for the program.

“Capital provider” means a private entity that finances or refinances a qualifying improvement. This can include local and national banks, credit unions, and specialty finance firms that meet the program requirements and are approved by the program administrator to provide C-PACER financing.

“County” means a County with an unincorporated place under RSA 81.

“District” means an energy efficiency and clean energy district established within a Municipality or County under the C-PACER program.

“Eligible property” means real property located within the boundaries of a District, whether zoned or used for residential, commercial, industrial, or other uses, excluding residential property containing fewer than five (5) dwelling units.

“Financing agreement” means the agreement between a property owner and a capital provider which governs the terms of financing between the parties, including the interest rate, term, conditions of prepayment, and penalties and interest for late or delinquent payment.

“Municipality” means any city, town, village district, or the designated representative of the city, town, or village district.

“Program administrator” means the New Hampshire Business Finance Authority.

“Project application” means an application submitted to the NH BFA to demonstrate that a proposed project qualifies for C-PACER financing.

“Property owner” means the person or entity or their/its verified designee that holds title to the eligible property upon which the qualified improvements will be installed or modified. Property owners may include individuals, business entities, and nonprofit companies.

“Qualifying improvement” means resiliency improvements, energy conservation and efficiency improvements, clean energy improvements, or water conservation improvements (specifics can be found in the pages that follow).

“Qualifying project” means a project application which has qualifying improvements and has been approved by the NH BFA.

“Special assessment” means an assessment (a charge) imposed upon a Property to repay a C-PACER loan within the meaning and subject to the provisions of RSA 80:19, except as provided in RSA 53-F:8.

“Special assessment agreement” or **“assessment agreement”** means a voluntary agreement of a property owner and a municipality to allow the municipality to place an assessment on the owner's property to repay C-PACER financing.

“Special assessment lien” or **“lien”** means a lien recorded in the County Registry of Deeds in which the eligible property is located to secure the special assessment, which assessment remains on the property until paid in full.

C. PROGRAM BENEFITS:

The C-PACER program allows property owners to access private funding to finance the purchase and installation of qualifying improvements. C-PACER is an appealing option for building owners as it may provide financing for up to thirty-five percent (35%) of the appraised real property value, as stabilized or as complete, for the actual cost of installing renewable energy systems, energy efficiency improvements, water efficiency improvements and resiliency improvements. The allowable costs are broad and include the costs of necessary equipment, materials, and labor, financing costs, ancillary costs, the costs of each related energy or water audit or feasibility study, and the cost of verifying the impact of any qualifying improvement.

The term of the financing is defined by the capital provider and can be up to thirty (30) years. C-PACER financing is tied to the eligible property itself and is automatically conveyed to any new owner upon the sale of such property.

C-PACER offers a unique opportunity for collaboration among the public and private sectors to enhance economic development efforts in their communities, while benefitting a broad range of stakeholders, including:

(a) Property owners:

C-PACER offers significant advantages to property owners, including lowering operating costs, increasing asset values, enhancing market competitiveness, achieving energy performance

goals, and increasing net operating income for eligible properties. Property owners can utilize C-PACER financing to lower their weighted average cost of capital and create buildings with improved valuations while incorporating lower operating costs. Major benefits include:

(i) Up to 100% Financing

C-PACER financing typically allows for a greater percentage of an overall project to be financed. For new construction, this means less developer equity is required to advance the project forward. For improvements to existing structures, up to 100% of the eligible project costs can potentially be financed via a C-PACER transaction. This leads to an easy way to calculate ROI for project owners.

(ii) Long Term Financing

C-PACER financing allows property owners to undertake deeper, more holistic upgrades since C-PACER financing is typically longer-term and fully amortizing. The maximum term of C-PACER financing is determined by the lender, and can extend up to thirty (30) years.

(iii) No Personal Guarantee

C-PACER financing is property-based financing supported by the assessment lien on the property itself. This means the property owner *typically* does not provide a personal guarantee (the caveat being that C-PACER capital providers commonly require personal guarantees for major construction projects during the pendency of the construction period to ensure that the qualifying improvements are actually installed on the property).

(iv) Transfers Upon Sale

If a property owner sells the eligible property before the assessment is fully paid, the assessment lien runs with the property, and transfers to the next owner unless paid off upon the sale of such property. This allows developers to make long-term improvements to projects even if they do not intend to be long-term owners.

(v) Cost Recovery

In well-executed projects, the utility cost savings and other financial benefits generated by qualifying improvements often exceed the C-PACER financing payments, resulting in positive cash flow.

(b) Contractors:

Contractors who are knowledgeable about C-PACER financing may be able to present a solution for any property owner with eligible improvements. Owners often have to contend with competing demands: using lower cost equipment that is likely to be energy-inefficient, vs. undertaking the cost of installing equipment that offers improved efficiency but is more expensive.

C-PACER financing can bridge this gap by providing attractive financing for the installation of state-of-the-art efficiency improvements. As a result, contractors who learn about the C-PACER program and share it with prospective clients may see increased project budgets, as property owners seek to expand or upgrade their facilities in a cost-effective manner.

(c) Capital Providers:

C-PACER financings are secured by an assessment lien on the property from the date on which the notice of special assessment is recorded until the assessment is fully paid. The assessment lien has the same priority status as a lien for any other ad valorem tax, except that it shall be junior to any lien for property tax or other taxes or assessments by the municipality. As a result, capital providers who finance qualified projects under the C-PACER Program are willing to provide attractive, long-term loans.

(d) Mortgage Holders:

C-PACER financing serves as a valuable complement to senior lenders and can significantly contribute to the capital stack for a project. In the event of a default, only the delinquent assessment payments (and any associated penalties, interest, and fees) may be enforced; the remaining amount of the C-PACER financing does not accelerate. Mortgage holders therefore continue to enjoy the security benefits of their 1st position mortgage (except for tax liens and delinquent C-PACER payments), while simultaneously benefitting from an overall lower loan-to-value related to that mortgage.

C-PACER's unique structure allows it to fill gaps in financing, providing additional funds that can enhance project viability and accelerate its progress. Projects utilizing C-PACER financing typically yield total savings that exceed the payment obligations associated with the C-PACER financing, leading to increased net operating income, debt service coverage ratio, property value, and return on investment.

(e) Communities:

Local Governments can enable C-PACER financing in their community, by adopting an Ordinance or Resolution and creating a C-PACER District, to incentivize development and grow the tax base. C-PACER financing allows smart, efficient projects to proceed using private capital rather than taxpayer dollars.

D. KEY PARTIES TO A C-PACER TRANSACTION

(a) Property Owner

The legal owner of the eligible property upon which the qualified improvements will be installed or modified.

(b) Capital Provider

Also referred to as lenders, capital providers include local and national banks, credit unions, and specialty finance firms that meet C-PACER requirements and are approved by the NH BFA to provide C-PACER financing.

(c) Licensed Professional**(i) Existing Building – Proposed or Already Installed Improvements:**

- Where energy or water usage improvements are proposed, an energy analysis by a licensed engineering firm or engineer, or other qualified professional must be conducted stating that the proposed qualified improvements will either result in more efficient use or conservation of energy or water, the reduction of greenhouse gas emissions, or the addition of renewable sources of energy or water.
- Where renewable energy is proposed, an engineering study must be conducted showing that the improvements are feasible.
- Where resilience improvements are proposed, certification by a licensed professional engineer must be provided stating that the qualified improvements will result in improved resilience per NH RSA 53-F:1, XIII (c).
- Upon completion of the qualified project, verify that the project is completed and operating as intended.
- With respect to qualifying energy, water usage, or resilience improvements already installed on the existing building within the past 36 months from the date of the C-PACER application, verification from a licensed engineering firm or engineer, or other qualified professional will be required. This verification should state that the qualifying improvements are complete, operating as intended, and comply with all requirements of the C-PACER program.
- A certificate of eligible improvements will be required.

(ii) New construction – Proposed Improvements:

- Certification by a licensed professional engineer or engineering firm must be provided stating that the proposed qualified improvements will enable the project to exceed the energy efficiency or water efficiency or renewable energy or water usage or resilience requirements of the current building code.
- Upon completion of the qualified project, verify that the project is completed and operating as intended.

(d) Mortgage Holder

Any person or entity that holds an existing mortgage on the eligible property; typically a traditional bank. Existing mortgage holder consent is required for the property owner to

participate in the C-PACER program. The NH BFA must receive this formal consent prior to the final closing of a C-PACER transaction

(e) Program Administrator

This entity is the New Hampshire Business Finance Authority ("NH BFA"). The NH BFA administers the C-PACER program in accordance with the New Hampshire C-PACER Act and provides technical support to capital providers, property owners, municipalities, and counties.

E. ELIGIBILITY

(a) Properties

"Eligible property" means real property located within the boundaries of a C-PACER District, whether zoned or used for residential, commercial, industrial, or other uses, excluding residential property containing less than 5 dwelling units. Eligible property may be owned by any type of business, corporation, individual, or nonprofit organization permitted by state law.

(b) Projects

Put simply, a C-PACER project shall provide a benefit to the public in the form of energy or water resource conservation, reduced public health costs and/or risk, or reduced public emergency response cost and/or risk.

The following describes the four (4) eligible, qualified project types:

(i) Clean Energy Improvement:

This means the installation of any system on the property for producing electricity for, or meeting heating, cooling, or water heating needs of the property, using either renewable energy sources, combined heat and power systems, or district energy systems using wood biomass (but not construction and demolition waste), waste heat, or natural gas. Such improvements include, but are not limited to, solar photovoltaic, solar thermal, wood biomass, wind, and geothermal systems, provided that, to be covered by an agreement with a property owner and financed under this chapter, such improvements shall be qualifying improvements under RSA 53-F:6.

(ii) Energy Conservation and Efficiency Improvement:

This means measures to reduce consumption, through conservation or more efficient use, of electricity, fuel oil, natural gas, propane, or other forms of energy on or off the property, including but not limited to air sealing, installation of insulation, installation of heating, cooling, or ventilation systems meeting or exceeding ENERGY STAR standards, building modifications to increase the use of daylighting, replacement of windows with units meeting or exceeding ENERGY STAR standards, installation of energy controls or energy recovery systems, and installation of efficient lighting equipment, provided that, to be covered by an agreement with a property owner and financed under this chapter, all such improvements must be permanently affixed to a building or facility that is part of the property and shall be qualifying improvements under RSA 53-F:6.

(iii) Resiliency Improvement:

This means improvements that increase the resilience of a property, including but not limited to air quality, snow and flood mitigation, energy storage and microgrids, alternative vehicle charging infrastructure, and fire and wind resistance.

(iv) Water Conservation Improvement:

This means measures, equipment, or devices that decrease the consumption of or demand for water, address safe drinking water or eliminate lead from water used for drinking or cooking.

(c) Financing Costs:

The principal amount of any financing, excluding interest, shall not exceed 35 percent of the appraised real property value, as stabilized or as complete. Neither shall it exceed the actual cost of installing renewable energy systems, energy efficiency improvements, water efficiency improvements and resiliency improvements, including the costs of necessary equipment, materials, and labor, financing costs, ancillary costs, the costs of each related energy or water audit or feasibility study, and the cost of verification of such renewable energy system and energy efficiency, water efficiency, and resiliency improvements.

Eligible financing costs include, but are not limited to:

- Permit fees
- Inspection fees
- Lender fees
- Program application and administrative fees
- Project development and engineering fees
- Interest reserves
- Capitalized interest, in an amount determined by the owner of the commercial property and the third-party providing financing
- Any other fees or costs incurred by the property owner incident to the installation, modification, or improvement on a specific or pro rata basis

(d) Retroactive Financing / Recapitalization:

A property may be eligible for retroactive C-PACER financing if the qualifying improvements were completed and operational no more than 36 months prior to submission of the C-PACER application to the NH BFA. Waivers to the 36-month requirement may be granted in the sole discretion of the NH BFA.

(e) Refinancing C-PACER

Refinancing enables a property owner that previously used the C-PACER program to finance qualified improvements to an eligible property to:

- Refinance the outstanding Assessment with the existing C-PACER capital provider, establishing a new set of financing terms, e.g., lower interest rate or shorter finance term, or
- Refinance the outstanding Assessment with a different C-PACER capital provider

Refinancing is limited to restructuring the outstanding Assessment. If the property owner wishes to include within the refinance any additional qualified improvements that were not included within the original project scope, the property owner must separately apply for and satisfy all applicable financing criteria for those additional qualified improvements, as set forth in this program guidebook.

Refinanced C-PACER projects are subject to the following additional criteria:

- Updated underwriting
- Updated mortgage holder consent(s)
- A C-PACER refinancing may not contain any provision that would cause the original C-PACER financing to exceed a thirty (30) year term.

F. MUNICIPALITY/COUNTY PARTICIPATION & PROCESS:

(a) Program Establishment

The municipality or county adopts a C-PACER Ordinance or Resolution and a C-PACER District. A model Ordinance and Resolution, as well as a Process to adopt the C-PACER District and a program checklist are available from the NH BFA.

(b) C-PACER Participation Agreement

The municipality or county enters into a C-Pacer Participation Agreement with the NH BFA.

(c) Duties and Responsibilities

The municipality or county, with assistance from the NH BFA, executes the required C-PACER special assessment and lien documents, including:

- Assessment Agreement with the Property Owner
- Notice of Assessment and Lien – recorded at the Registry of Deeds
- Assignment of Notice of Assessment and Lien to Capital Provider – assigns the C-PACER Assessment and Lien to the Capital Provider; the Municipality or County can also use this document to assign/delegate billing and collections to the Capital Provider

The municipality or county provides a “Certification of Full Payment” upon written notice from the Capital Provider that the C-PACER assessment has been paid in full; the Property Owner is responsible for obtaining and recording a discharge from the Capital Provider.

To the degree collected from the property owner for this express purpose, the NH BFA may reimburse a municipality or county for actual expenses incurred by the municipality or county in the performance of the municipality's or county's C-PACER specific duties.

G. CAPITAL PROVIDER PARTICIPATION & PROCESS

C-PACER financing is provided by private capital providers, also known as lenders, in an open-market framework. This model provides property owners with several financing alternatives, allowing the C-PACER program to achieve its objective of providing affordable and accessible financing for such projects.

(a) Eligibility

To take part in the C-PACER program, a capital provider must submit a capital provider qualification certificate. To maintain its eligibility, the capital provider must report any significant changes to the original application promptly. The NH BFA retains the authority to revoke the capital provider's status if they are found to be in breach of any of the standards outlined in this program guide, the New Hampshire C-PACER Act, or for any other reason the NH BFA considers to be a violation of good practices of the program.

Once approved for participation in the C-PACER program, the NH BFA will notify the capital provider and add the capital provider to the capital provider list on the C-PACER website.

H. APPLICATION

(a) Process

The New Hampshire C-PACER statute seeks to reduce the administrative burden on participating municipalities as much as possible. Thus, the NH BFA will review the project application for proof of compliance with the requirements of the C-PACER Act that are necessary for the municipality to participate in the C-PACER program.

The process of obtaining financing under the C-PACER Program starts when a property owner approaches a capital provider. The capital provider will work with the property owner to prepare the project application and collect information for the financing. Once the project application and all of the supporting items have been received, reviewed, and approved by the capital provider, those parties settle on the loan terms. Thereafter, the capital provider submits the C-PACER application to the NH BFA for review and approval.

The general flow of the C-PACER application process will be as follows:

- The property owner and the capital provider prepare the project application, consisting of the project application checklist and all supporting documents (described below). Applicants are encouraged to review the applicable laws, statutes, regulations, and project application checklist accompanying the project application to ensure that the types of information that the municipality will rely upon to verify compliance with

the local C-PACER ordinance or resolution are present in the completed project application.

- The NH BFA will review the project application for proof of compliance with the requirements of the C-PACER Act and execute the applicable documents for the proposed C-PACER transaction. The NH BFA does not perform a risk analysis or other lending related review, but reserves the right to flag and reject potentially fraudulent transactions or transactions that run counter to the intent of the program.
- Incomplete project applications will be returned to the applicant, and the NH BFA will notify the applicant about which items from the project application checklist were not provided or are insufficient or inaccurate. If the project application and supporting documents comply with the project application checklist, the project application will be conditionally approved, and the approval communicated in writing to the applicant.
- The project application may be conditionally approved if the application is complete, but the existing mortgage holder consent is not yet available.
- Upon receipt of conditional approval, the capital provider will draft and provide copies of the “Closing Documents,” including but not limited to: The Assessment Agreement, the Notice of Assessment Interest and C-PACER Lien, and the Assignment of the Notice of Assessment and Assessment Agreement. All closing documents will be sent to the NH BFA for final review.
- Subsequent to a satisfactory final review of the closing documentation, the NH BFA will issue final approval of the C-PACER application and project. The NH BFA will then certify to the municipality that the project complies with the C-PACER Act and program guidelines and is eligible to proceed.
- At or before closing, the designated and authorized participants will execute closing documents. Following the closing, the county/municipality is obligated to record the Assessment Agreement, the Notice of Assessment Interest and C-PACER Lien, and the Assignment of Notice of Assessment and any other required C-PACER program document. However, at the request of the county/municipality, recordation of the aforementioned documents may be delegated to another entity (typically the capital provider).
- Upon confirmation of recordation, the capital provider will disburse funds in accordance with the financing agreement.
- The property owner begins the qualified improvements or reimburses qualified expenses that have already been incurred.

- The property owner begins making assessment payments per the assessment agreement and in accordance with the financing agreement.
- Upon full repayment of the financing, the capital provider must notify the NH BFA, the property owner, and the municipality/county. The municipality/county will provide a certification of full payment, and the property owner or capital provider will record a discharge of the C-PACER lien.

(b) Application Documents

The project application must be submitted with the following documents:

- If property is held by a limited liability company, general or limited partnership or a corporation, the applicant should include a copy of the certificate of formation, organization, incorporation or similar document and a good standing certificate/certificate of existence from the state.
 - If a trust, a copy of the trust agreement or a trustees' certificate.
 - If an individual, a copy of a valid driver's license.
 - If the application is to be signed by a party other than the applicant, then, in addition to the foregoing, also provide a power of attorney or corporate resolution authorizing said party.
- Property deed, title insurance report, or assessor official record.
- Property appraisal (if available, if not you may provide it with the loan closing package).
- Copies of all existing liens/mortgages.
- Lienholder consent form (if available, if not you may provide it with the loan closing package – form attached).
- Documentation of owner(s) consent.
- Project construction budget highlighting which qualifying improvements, and their associated costs, are eligible for C-PACER financing.
- Project compliance certification (certificate of eligible improvements – form attached), including documentation of the appropriate licensed professional qualifications required for the proposed project and any required studies, etc. if applicable.
- Certificate of capital provider qualification (form attached)
- Capital provider commitment letter.
- NH Secretary of State – Business existence and status verification (if applicable).
- If a commercial project, ownership to provide the number of full-time equivalent employees currently at the business, as well as the number of jobs expected to be created within 2 years of the loan closing.
- If a residential project, ownership to provide the number of units in the subject property.
- Project application checklist (form attached)

- Certificate of completion if project involves already installed improvements (if not available at time of application, you must provide it with the loan closing package – form attached).

(c) Closing Documents

In addition to the documents between the capital provider and the project owner, the following documents shall be part of the closing of any C-PACER transaction. Each document must be substantially similar in substance to the forms provided, although it is expected that property owners and capital providers will negotiate variations tailored to their specific projects.

- Assessment Agreement (form attached)
- Notice of Assessment Interest and C-PACER Lien (form attached)
- Assignment of Notice of Assessment Interest and C-PACER Lien and Assessment Agreement (form attached)
- Property appraisal (if not available at time of application)
- Lienholder consent form (if not available at time of application)
- Certificate of completion if project involves already installed improvements (and was not provided at time of application)

I. FINANCING STRUCTURE

(a) Lien to Value

The maximum amount of the assessment may not exceed thirty-five percent (35%) of the appraised real property value, as stabilized or as complete. Neither may it exceed the actual cost of installing renewable energy systems, energy efficiency improvements, water efficiency improvements and resiliency improvements.

(b) Maximum Term

The maximum term of C-PACER program financing may not exceed thirty (30) years.

(c) Interest Rates

Interest rates are negotiated in a financing agreement between the property owner and the capital provider. The municipality and program administrator have no role in reviewing, setting, or opining on such interest rates or other aspects of the financing agreement. Market forces – such as competition, the intended use of the property, potential risk – will affect the terms negotiated by the property owners and capital providers.

(d) Billing and Collection of Assessments

The municipality/county is responsible for all billing and collection, of the special assessment and lien, provided however that the municipality/county may delegate billing and/or collection to any outside third party approved by the NH BFA. This is typically delegated to the capital provider on the Assignment of Notice of Assessment and Lien document and the municipality/county shall bear no cost for this delegation.

(e) Enforcement of C-PACER Lien

Delinquent assessment payments shall incur interest and penalties as specified in the financing agreement between the property owner and capital provider. Enforcement of a delinquent installment by a capital provider shall follow the procedures under RSA 479, including the power of sale, except that assessments not yet due may not be accelerated or eliminated by foreclosure of the past due amounts of the lien. Any outstanding and delinquent property taxes at the time of the enforcement action shall be satisfied along with the delinquent amounts of the special assessment lien.

Neither the state nor any county nor any municipality nor any program administrator may use public funds to fund or repay any financing or lien between a capital provider and property owner except to the degree funds are received from the project expressly for such a purpose. The C-PACER program documents, including this Guidebook, shall not be interpreted to pledge, offer, or encumber the full faith and credit of the state, county, program administrator, or a municipality, nor shall any municipality pledge, offer, or encumber its full faith and credit for any lien amount through a program.

(f) C-PACER Program Fee:

The NH BFA is authorized to impose fees and charges deemed necessary by the NH BFA for the purposes of administering the program. The NH BFA, as compensation for time and costs incurred in the establishment of the C-PACER Program, including the C-PACER model ordinance/resolution, this Program guidebook, the draft documents, as well as for reviewing a Project application for completeness and executing the assessment agreement, C-PACER lien, and assignment, is entitled to a fee equal to 1% of the amount financed by the property owner. This payment is a condition precedent to executing the assessment, assignment, closing, and recording. In addition, the Authority will charge an annual fee the equivalent of 0.1% (one tenth of one percent) of the remaining unpaid principal loan balance. The capital provider and project owner agree to provide any and all reporting necessary for the program administrator to monitor the status of the financing and verify any outstanding balance thereof.

J. GENERAL TERMS AND PROVISIONS; DISCLAIMERS; OTHER REQUIREMENTS:**(a) No Liability or Financial Responsibility/Releases and Indemnification**

The NH BFA and any municipality/county, its officers, and employees, shall not be liable at law or equity for any actions taken in accordance with the C-PACER program. Neither the members of the NH BFA's board of directors, nor any officer or employee of the NH BFA shall be personally liable in ordinary negligence under the C-PACER act. The state shall indemnify a board member or officer or employee of the NH BFA for expenses related to defense against an ordinary negligence action. Neither the state nor the NH BFA nor any officer or employee of either of them shall be subject to any liability for actions taken to protect the interests of the state, the NH BFA, or any owner of the NH BFA's bonds.

(b) Privacy/Disclosure of property owner information

Any personal or business financial information provided to a municipality/county or an entity administering a program under the C-PACER act on behalf of a municipality/county by a participating property owner or potential participating property owner shall be considered confidential, commercial, or financial information under RSA 91-A:5.

(c) Fraud

Giving materially false, misleading, or inaccurate information or statements to the NH BFA, the municipality, or any of their employees and agents (or failing to provide the NH BFA with material information) in connection with an application, capital provider application, or document submission is considered a serious offense. Such actions may result in exclusion from the C-PACER program and may also be punishable at law. Material representations include, but are not limited to, representations concerning the project costs, ownership structure, and financial information relating to the eligible property and property owner.

(d) Changes in Program Terms

The NH BFA reserves the right to amend this program guidebook, and the terms and provisions set forth herein at any time without notice; however, no such change will affect the property owner's obligation to pay assessments or administrative fees for completed C-PACER financings. C-PACER financings will be subject to the program guide in effect at the time of closing. If any provision of this program guide is determined to be unlawful, void or for any reason unenforceable, such provision shall be deemed severable from this program guide and shall not affect the validity and enforceability of any remaining provisions. It is the property owner's responsibility to confirm that the property owner has the most recent versions of program documents. The property owner may satisfy this responsibility by checking the documents on the C-PACER program website or by contacting the program administrator.

(e) Changes in State Law

The operation of the C-PACER program is subject to state law. Any changes to these laws or their interpretation by the courts after the submission of an application may affect the proposed C-PACER financing.

(f) Program Reporting

Capital providers will prepare a report for the NH BFA no less than annually with the following information regarding the loan portfolio of C-PACER financings completed within the municipality district:

- Types and amounts of eligible improvements financed
- Locations of projects
- Number of loans outstanding
- Individual loan balances
- Loan interest rates
- Project completion date

- Overall aggregate dollar amounts outstanding under such loans
- Average initial loan amount
- Number of loans with delinquent assessment payments, and
- Number of pending foreclosures
- Number of loans foreclosed upon to date

**Process to adopt the Commercial Property Assessed Clean Energy and Resiliency
(C-PACER) District, RSA 53-F**

For use by:

Towns without a Charter

Some Charter Towns that are:

- **Official Ballot Town Meeting (RSA 49-D:3, II-a) (town will have to check Charter language to see if ordinances require Town Meeting approval)**

Village Districts:

1. Placed on the annual warrant by the governing body (Select Board or Commissioners);
cannot be added to the warrant by petition under RSA 39:3.
2. "To see if the [Choose Town or Village District] will vote to adopt RSA chapter 53-F and establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District which shall [encompass the entire area within the boundaries of the [Choose Town or Village District] of [Enter Name of Town or Village District] OR [Enter Specific Zone(s) and/or District(s)] OR [Enter Specific Properties and Designated Tax Map and Lot Number(s)], whereby properties within the boundaries of the District may fund qualifying improvements to real property through private lenders whereby the financing is then secured by a special assessment lien on the property through an assessment agreement between the property owner and the [Choose Town or Village District]; and further to authorize the [Choose Select Board or Commissioners] to execute all documents and perform all municipal functions in accordance with RSA chapter 53-F; and further to authorize the [Choose Select Board or Commissioners] to enter into special assessment agreements with qualifying property owners."
3. If the warrant article passes, the [Choose Select Board or Commissioners] shall notice and hold a single public hearing and vote on whether energy conservation and efficiency and clean energy improvements will serve the public purposes as set forth in RSA chapter 53-F and not primarily be for the benefit of private persons or uses even though such private benefits and uses may incidentally result.

For use by:

Cities

Towns with Charters as follows:

- **Town Council (RSA 49-D:3, I)**
- **Official Ballot Town Council (RSA 49-D:3, Ia)**
- **Budgetary Town Meeting (RSA 49-D:3, II)**

- 1a. Follow normal procedures for adoption of resolutions, ordinances and other legislation.
The motion/question for consideration is:

To adopt RSA chapter 53-F and establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District which shall [encompass the entire area within the boundaries of the [Town/City of Lebanon] OR

[Enter Specific Zone(s) and/or District(s)] OR [Enter Specific Properties and Designated Tax Map and Lot Number(s)],

whereby properties within the boundaries of the District may fund qualifying improvements to real property through private lenders whereby the financing is then secured by a special assessment lien on the property; and to execute all documents and perform all municipal functions in accordance with RSA chapter 53-F; and to enter into special assessment agreements with qualifying property owners.

- 1b. Vote on the required statutory findings, RSA 53-F:3:
- a. Whether the energy conservation and efficiency and clean energy improvements will serve the public purposes as set forth in RSA chapter 53-F and not primarily be for the benefit of private persons or uses even though such private benefits and uses may incidentally result.
 - b. This 2nd vote must occur after the adoption vote, but can occur at the same meeting so long as it was noticed and held as a public hearing – if it was not, then the Council must notice and hold a public hearing before voting on the required statutory findings.

OR:

- 2.a. The legislative body (Council) may vote to place the question on the official ballot for any regular municipal election:

Shall the [Town/City of Lebanon] adopt RSA chapter 53-F and establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District which

shall [encompass the entire area within the boundaries of the [Town/City of
_____Lebanon_____] OR [Enter Specific Zone(s) and/or District(s)] OR
[Enter Specific Properties and Designated Tax Map and Lot Number(s)], whereby properties within the boundaries
of the District may fund qualifying improvements to real property through private
lenders whereby the financing is then secured by a special assessment lien on the
property through an assessment agreement between the property owner and the
[_____Lebanon_____]; and further to authorize the [Lebanon City Council] to execute all
documents and perform all municipal functions in accordance with RSA chapter 53-F;
and further to authorize the [Lebanon City Council] to enter into special assessment
agreements with qualifying property owners.

- 2b. The [Lebanon City Council] shall notice and hold a public hearing and vote on the required
statutory findings, RSA 53-F:3:
- a. Whether the energy conservation and efficiency and clean energy improvements
will serve the public purposes as set forth in RSA chapter 53-F and not primarily
be for the benefit of private persons or uses even though such private benefits and
uses may incidentally result.

Counties, for *Unincorporated Places*:

Follow normal procedures for adoption of resolutions:

RESOLUTION

**Commercial Property Assessed Clean Energy and Resiliency
(C-PACER) District, RSA 53-F**

I move that we, the County Convention, adopt RSA chapter 53-F and establish a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District as follows:

Whereas, the New Hampshire legislature passed Energy Efficiency and Clean Energy Districts (RSA chapter 53-F), which allows municipalities and counties to establish Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Districts;

Whereas, an energy efficiency and clean energy district will provide public benefits of protecting the economic and social well-being by reducing energy costs in the community and risks to the community associated with future escalation in energy prices; and

Now, therefore, be it resolved by the County Convention of _____ County, New Hampshire, as follows:

Section 1. Purpose.

The commercial property assessed clean energy and resiliency program (C-PACER) permitted by RSA 53-F, allows the County to establish an energy efficiency and clean energy district whereby properties within the boundaries of the district may fund qualifying improvements to real property through private lenders/capital provider whereby the financing is then secured by a special assessment lien on the property through an assessment agreement between the property owner and the County.

Section 2. Authority.

The [County of _____] hereby adopts RSA 53-F subject to the following provisions.

Section 3. Declaration of Public Purpose and Findings.

It is declared that the financing of qualified projects through special assessments is a valid public purpose. The [County of _____] therefore intends, in accordance with RSA 53-F, the following:

- A. To authorize direct financing between property owners and capital providers as the means to finance qualified projects; and

- B. To authorize special assessments, entered into voluntarily by a property owner with the [County of _____] by means of a written assessment contract, as the means to repay the financing for qualified projects available to property owners by Capital Providers pursuant to a Financing Agreement.

Section 4. Applicability/Boundaries.

The commercial property assessed clean energy and resiliency district [shall encompass the entire area within the boundaries of the [unincorporated place of Enter Name of Unincorporated Place] located in the [County of _____].

Section 5. Definitions.

This Ordinance hereby incorporates the definitions as set forth in RSA 53-F, as may be amended; in addition, as used in this chapter, the following definitions apply:

Administrative Agreement – means the agreement entered into between the New Hampshire Business Authority and the County outlining the terms of the NHBFA’s administration of the C-PACER program for the County and the County roles and responsibilities.

Property Owner – means the fee title owner(s) of the property seeking participation in the C-PACER Program. Property Owner may also include the holder of a leasehold estate on the property, provided it is approved by the NH BFA, the holder of said lease provides a copy of the recorded lease or lease term sheet, and a signed and notarized consent of the fee title owner(s) or some other recorded document sufficient to show the leaseholder’s right to bind the property to a C-PACER assessment and lien.

Real Estate Taxes – as defined in RSA chapter 72, RSA 76:5, RSA chapter 80, and RSA chapter 81, except shall not include the C-PACER special assessment

Taxes – means Real Estate Taxes including the C-Pacer special assessment.

Section 6. Qualified Projects and Improvements.

The following applies to qualified projects and improvements:

- A. Must be a type of resiliency improvement, energy conservation and efficiency improvement, clean energy improvement, or water conservation improvement, on privately owned commercial, industrial, or agricultural real property, or multifamily residential real property with five or more dwelling units.
- B. May be new construction or a retrofit, rehabilitation, or redevelopment of existing construction.

C. The types of qualified projects and improvements include, but are not limited to:

- a. Solar PV
- b. Solar Thermal
- c. Wood biomass
- d. Wind
- e. Geothermal systems
- f. Air sealing
- g. Insulation
- h. HVAC systems meeting or exceeding ENERGY STAR standards
- i. Building modifications to increase use of daylighting
- j. Replacement of windows with units meeting or exceeding ENERGY STAR standards
- k. Energy controls or energy recovery systems
- l. Efficient lighting equipment
- m. Air quality improvements
- n. Snow and/or flood mitigation
- o. Energy storage and microgrids
- p. Alternative vehicle charging infrastructure
- q. Fire and/or wind resistance improvements
- r. Measures, equipment, or devices that:
 - i. decrease the consumption of, or demand for, water,
 - ii. address safe drinking water
 - iii. eliminate lead from water used for drinking or cooking

D. Improvements must be permanently affixed to a building or facility that is part of the real property.

Section 7. Program Administration.

The C-PACER Program shall be administered by the New Hampshire Business Finance Authority (“NHBFA”), or a third party designated by the NHBFA.

Section 8. Local Administration; Program Official.

The [Choose County Manager or Enter Name] shall be the designated County’s Program Official responsible for: executing the appropriate documentation for the imposition of the special assessment; working with the NHBFA; and administering the duties and responsibilities of the County set forth in the administrative agreement with the NHBFA.

Section 9. Priority; Collection and Enforcement.

The County has the authority to bill and collect on the special assessment and lien, except that the County may delegate such responsibilities to any outside third party approved by the NH BFA; such delegation shall occur on the “Assignment of Notice of Assessment and C-PACER

Lien and Assignment of Assessment Agreement for C-PACER Financing” (the “Assignment”) whereby the County assigns the special assessment lien to the Capital Provider.

- A. If the County does not delegate billing and collection responsibilities to a third party, the County shall bill and collect the special assessments and such billing and collection may be made by the tax collector or other official responsible for property tax collection pursuant to RSA 80:19, by bills for water or sewer service or another municipal service, or by separate bills.
- B. Delinquent payments incur interest and penalties as specified in the financing agreement between the property owner and the capital provider.
- C. Each special assessment imposed under this ordinance, including any interest on the assessment and any penalty, constitutes a first and prior lien against the property on which the assessment is imposed, from the date on which the notice of special assessment is recorded at the Registry of Deeds in the county in which the district area is located until the assessment, interest, or penalty is paid.
- D. The lien runs with the property.
- E. Notwithstanding RSA 80:19, in the case of default or delinquency, enforcement shall only be by the capital provider through the procedures under RSA 479, including the power of sale, or as set forth in the Deed of Trust, if applicable. Any outstanding and delinquent property taxes at the time of the enforcement action shall be satisfied along with the delinquent amounts of the special assessment lien. The County is not responsible for, nor required to, tax deed the property for any default or delinquency of C-PACER payments to the Capital Provider.
- F. Assessments not yet due may not be accelerated.
- G. Assessments may not be eliminated by foreclosure or bankruptcy.

Section 10. Tax Liening, Tax Deeding, Sale Proceeds.

For any C-PACER property which is tax lienied pursuant to RSA chapter 80 and RSA chapter 81 for failure to pay Real Estate Taxes, the C-PACER lender shall be permitted to redeem the property by making sufficient payment as required by RSA 80:32 or RSA 80:76.

For any C-PACER property which is tax deeded pursuant to RSA chapter 80 and RSA chapter 81 for failure to pay Real Estate Taxes, the County will make all reasonable attempts to sell the property in as short a time frame as possible, following the process of RSA 80:76 et seq., including the 90-day right of repurchase requirements contained in RSA 80:89. The County will include in any public notice for the sale of the property, any auction notice, any bid documents, and any Purchase and Sale, a clear notification that the property is subject to a C-PACER assessment and lien.

Upon sale of the property, the process laid out in RSA 80:88 et seq. for the distribution of proceeds shall be followed, and any delinquent C-PACER special assessment payments are considered “taxes” for purposes of payment from sale proceeds (RSA 80:19 – “For the purposes of this chapter, the word ‘taxes’ shall include special assessments.”).

The C-PACER special assessment and lien remain on the property and shall pass to the new owner, who becomes responsible for payment upon transfer of title.

Section 11. Liability.

The County shall incur no liability as a result of the C-PACER Program or for the private debt created or evidenced by the Assessment Agreement, the Assessment and C-PACER Lien, the Financing Agreement, or any related document, nor shall any members of the governing body, employees, board members or officers of the County be personally liable for exercising any rights or responsibilities pursuant to or in furtherance of the C-PACER Program. The County’s participation in the C-PACER Program shall not be interpreted to pledge, offer, or encumber the County’s full faith and credit.



Last Updated Dec 11, 2025

C-PACER Frequently Asked Questions

This resource is curated by Clean Energy NH in collaboration with NH Business Finance Authority, the agency responsible for implementing NH's Commercial Property Assessed Clean Energy and Resiliency (C-PACER) program.

If you have a question about C-PACER that is not addressed below, please contact Sarah Brock at sarah@cleanenergynh.org or 603-573-9926 x710.

More information about C-PACER:

- Program Website: nhbfa.com/loans/c-pacer
- [Program Guidebook](#)
- Program Overview Slidedeck

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Approving a C-PACER District

1. Why does the local government need to be involved in C-PACER at all?

Reason #1: State law requires a town/city to opt-in for C-PACER loans to be made in that community. This is a common practice in other C-PACE programs across the country. The legislature chose to continue that practice even though the NH C-PACER program is designed to be a much lighter lift and liability for municipalities than in some other states.

Reason #2: Only municipalities are legally permitted to file "special assessments" on properties within their communities. Even though the municipality can delegate this filing, and be reimbursed for any cost associated with the paperwork, it is still technically the municipality's legal action. By "opting-in" the municipality is legally agreeing to file this paperwork when requested.

2. Can a C-PACER district cover a specific zone(s) or must it be town-wide?

Approving a C-PACER district does not obligate a community to approve development projects and does not encumber any local funds or staff capacity. Approving a C-PACER district simply allows [eligible projects](#), if they occur, to seek C-PACER financing.¹

Restricting your C-PACER ordinance to certain zones may, if anything, create unnecessary complexity and confusion. Therefore, we recommend adopting C-PACER within the entire municipality, regardless of zone.

Either way, C-PACER in no way interferes with, influences, or supersedes current or future zoning code and permitting requirements.

3. Can my town hold the required public hearing BEFORE town meeting?

For communities where town meeting is the appropriate mechanism to approve new town ordinances, NH BFA lays out the [C-PACER Adoption Process in this document](#). Step 3 (the public hearing – must happen before Step Two (a vote on the warrant article).

¹ NH BFA's [template C-PACER ordinance](#) states, "properties within the boundaries of the district may fund qualifying improvements to real property through private lenders/capital providers whereby the financing is then secured by a special assessment lien on the property."



C-PACER's enabling statute ([RSA 53-F](#)) is written such that towns relying on town meeting need to FIRST get the vote at town meeting ([via this warrant article](#)), THEN the selectboard has the authority to implement C-PACER. As part of implementation (which can't happen until AFTER the town vote), the selectboard can move ahead with step three on page one of this guide, finding that the program serves a public purpose.

4. Do we have to go through town meeting?

The process for approving a C-PACER district is laid out in BFA's [C-PACER Adoption Process guide](#). "In a municipality, the district shall be established by vote of the legislative body" (RSA 53-F:3, I). In Towns without a Charter, the "legislative body" is the town meeting.

[Senate Bill 440](#) has been proposed for the 2026 NH Legislative Session and would allow the "governing body" (selectboard) to adopt C-PACER without a town meeting and after a public hearing. We believe that bill is likely to become law by the end of the 2026 Legislative Session. Contact sarah@cleanenergynh.org for more information about the status of that bill.

5. Why would a county need to approve a C-PACER district?

A county would only need to adopt a C-PACER district in order to create such a district in an unincorporated area of New Hampshire. The current process for approving a C-PACER district via County vote is described on [page 4 of BFA's C-PACER Adoption Process guide](#) and requires a vote of the County Convention ([RSA 53-F:3, II](#)). A proposed 2026 bill ([SB440](#)) would clarify that for unincorporated areas, County Commissioners can approve C-PACER districts (without needing to go through the County Convention).

Benefits & Types of Projects

6. Is C-PACER relevant for rural NH communities?

Even If your community has just one general store or rental property with five or more units, adopting a C-PACER ordinance will give those property owners more tools for maintaining and improving these buildings.

For municipalities seeking more commercial development, rural communities may see MORE benefit from C-PACER lending at an individual project level, compared to more urban areas. Rural development is often challenging because project appraisals tend to be lower yet building costs are the same or higher. This means the project's "capital stack" often has larger financing gaps that C-PACER lending can help fill. For more



information about the benefits of C-PACER, review the [Program Guide](#) and read about [program benefits](#) on the C-PACER website.

Approving a C-PACER district does NOT obligate a community to approve development projects and does not encumber any local funds or staff capacity. Approving a C-PACER district simply allows development projects, if they occur, to be financed with C-PACER lending.

7. What kinds of projects are likely to use C-PACER

Projects likely to take advantage of C-PACER in New Hampshire include:

- Small (5-20 units) and mid-sized (20+ units) multi-family rentals
- New construction for commercial facilities (warehouses, business buildings).
- Retrofits of existing commercial buildings to reduce operating costs

Energy efficiency, clean energy, water conservation, and resiliency are easier to do and less disruptive in new construction, but C-PACER will make it easier to make those investments up front OR as part of a renovation, retrofit, or expansion of an existing building.

8. Can you pursue C-PACER financing for improvements that you've already installed?

Yes, the law allows for a 36 month lookback period on installed improvements. One common example: when temporary construction financing is obtained to make the actual improvements, C-PACER could come in later as the permanent financing once the improvements are complete, thereby taking out the temporary construction financing.

9. Can equipment in buildings be leased through C-PACER financing?

True "Equipment" is not an eligible use of CPACE and it doesn't matter whether it's leased or not. The definition of an eligible improvement is that it must be 'permanently affixed' to the building, as CPACE is about the building itself. The only gray area here is what some people might consider 'equipment'. For example, some people might consider solar panels to be a type of equipment, but legally they are considered fixtures and part of the building, so are eligible. Same with compressors, HVAC components, etc.



Financing Details

10. How are the financing rates different from other financing sources

including clean energy developers that offer financing? What are some examples of rates?

Within conventional rates that we typically see in bank loans. The difference is that the repayment term is long, your monthly payments are small.

11. How does a C-PACER loan affect the value and salability of the property?

Data from C-PACE loans nationwide shows that C-PACE loans actually increase the value of the property. This is because the C-PACE loan was used to complete valuable building improvements and/or invest in the durability and low operating costs of the building.

12. Could a developer utilize ERZ and C-PACER programs to get better opportunities?

ERZ and all other types of credit and financial incentive programs operate independently from how you finance your project. There is no reason they cannot be paired with a C-PACER loan.

13. What happens in the case of foreclosure?

Under [RSA 53-F:8, III](#)², municipalities and taxpayers are never responsible for making C-PACER payments to capital providers. This is true even if:

- the property owner defaults,
- the property goes into foreclosure, or
- sale proceeds are insufficient to cover the outstanding C-PACER balance.

² [NH RSA 53-F:8-III](#): Neither the state nor any county nor any municipality nor any program administrator may use public funds to fund or repay any financing or lien between a capital provider and property owner except to the degree funds are received from the project expressly for such a purpose. No section under this chapter shall be interpreted to pledge, offer, or encumber the full faith and credit of the state, county, program administrator, or a municipality, nor shall any municipality pledge, offer, or encumber its full faith and credit for any lien amount through a program.



By statute, [53-F:8](#) requires that any enforcement of a delinquent C-PACER assessment must follow [RSA 479](#) foreclosure procedures (power of sale).

RSA 53-F:8, I-II specifically allows municipalities to delegate the responsibility for billing, collection, and enforcement of the special assessment lien associated with a C-PACER loan to a third party (e.g. the C-PACER capital provider).

At the foreclosure sale, no matter who initiated foreclosure (e.g. the town, the C-PACER lender, the mortgage lender), proceeds from the sale are applied in the following order:

1. Property taxes must have super-priority by statute
2. Any other municipal taxes or municipal assessments
3. Past-due C-PACER payments (a.k.a. special assessment amounts) including penalties and interest ([53-F:7, III](#))
4. Mortgage lender(s)
5. Any remaining junior liens

Importantly, only past-due C-PACER amounts are paid through foreclosure proceedings. Per [RSA 53-F:8, II](#), neither the municipality nor the capital provider may accelerate future C-PACER assessment installments.

The remainder of the C-PACER balance does not disappear, it transfers with the property to the new owner. The buyer at foreclosure becomes responsible for all future C-PACER installments that come due AFTER the transfer of title.

14. What if the municipality takes possession of the property?

There are two ways a municipality might take possession of a property that is associated with a C-PACER loan:

- A. Through a **tax deed** ([RSA 80:76](#), transferring ownership to the town after a 2-year mandatory redemption period per [RSA 80:59-61](#))
- B. If the property is otherwise **gifted or sold to the town**

A) Tax Deed

If after a 2-year redemption period the property is not redeemed, the tax collector “*shall execute to the lienholder a deed of the land*” ([RSA 80:76, I](#)) — usually the municipality — unless the municipality refuses. Either way, the municipality is NEVER be responsible for making any C-PACER payments, and the C-PACER lender would most likely achieve recourse through foreclosure.

Option A: If the municipality accepts the deed, it becomes the fee owner ([RSA 80:91](#)). The property is still subject to the C-PACER special assessment lien even after foreclosure ([RSA 53-F-7](#) and [53-F8](#)), with the title holder legally required to make payments ([RSA 53-F:4, I\(b\)](#)). HOWEVER, the municipality is



barred by statute from using general public funds to “fund or repay” that C-PACER financing ([RSA 53-F:8, III](#)). Practically speaking, the municipality would NOT make any C-PACER payments and the C-PACER lender would initiate a foreclosure per [RSA 53-F:8, II](#). See the [previous question](#) for details on what happens in the event of a foreclosure.

Option B: If the municipality refuses to accept the deed, the tax lien and right of redemption remain in effect indefinitely, and the municipality remains a lienholder, NOT the property owner ([RSA 80:76](#)). The C-PACER loan would remain exactly as it was, with the lender accruing and waiting to receive past due payments ([RSA 53-F:7, III\(c\)](#)). Unless the property is redeemed and past due amounts paid to the C-PACER lender (by the property owner or their mortgage lender, NOT by the municipality), the C-PACER lender would likely initiate foreclosure per [RSA 53-F:8, II](#). See the [previous question](#) for details on what happens in the event of a foreclosure.

B) Voluntary Gift/Sale

If a property is voluntarily acquired by a municipality outside of a tax deed or foreclosure process, the C-PACER loan would need to be paid off before the municipality took ownership because of [NH RSA 53-F:8-III](#):

“Neither the state nor any county nor any municipality nor any program administrator may use public funds to fund or repay any financing or lien between a capital provider and property owner...”

Nothing in RSA 53-F (C-PACER’s enabling statute) prohibits voluntary early payoff, and the [Assessment Agreement](#) provided by NH-BFA as a template for closing on a C-PACER loan explicitly assumes that prepayment is possible. The right to prepay is governed entirely by the Financing Agreement with the capital provider, not by the municipality or the statute. Each capital provider will treat that differently, and the terms of each C-PACER loan may vary with respect to voluntary early payoff.

There IS a statute ([RSA 53-F:7, III\(c\)](#)) prohibiting acceleration (pre-payment) of future C-PACER installments *in the case of delinquency/foreclosure*.

15. Does a bankruptcy of the seller-owner affect the lien "collectability"?

C-PACER assessments are bankruptcy remote. If bankruptcy occurs, the property would be brought to sale and the C-PACER loan assessment attached to the property would move to the new buyer as part of the purchase of that property.



TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

Chapter 53-F

ENERGY EFFICIENCY AND CLEAN ENERGY DISTRICTS

Section 53-F:1

53-F:1 Definitions. –

In this chapter:

- I. "Authority" means the New Hampshire business finance authority, the administrator for the program created by this chapter.
- II. "Capital provider" means a private entity or its designee, successor, or assigns that finances or refinances a qualifying improvement.
- III. "C-PACER" means commercial property assessed clean energy or resiliency.
- IV. "District" means an energy efficiency and clean energy district established under this chapter.
- V. "Eligible property" means real property located within the boundaries of the district, whether zoned or used for residential, commercial, industrial, or other uses, excluding residential property containing less than 5 dwelling units.
- VI. "Financing agreement" means the agreement between a property owner and a capital provider which governs the terms of financing between the parties, including the interest rate, term, conditions of prepayment, and penalties and interest for late or delinquent payment.
- VII. "Municipal program official" means a person designated by a municipality to liaison with the program administrator and administer the municipality duties and responsibilities in accordance with the administrative procedures set forth in the administrative agreement with the authority.
- VIII. "Municipality" means any city, town, unincorporated town, unorganized place, or village district, or the designated representative of the city, town, or village district.

IX. "Program" means the implementation and administration of C-PACER projects and financings according to this chapter.

X. "Program administrator" means the authority or a third party designated by the authority to administer the program on its behalf.

XI. "Program guidebook" means a comprehensive document created by the authority pursuant to this chapter, including appropriate guidelines for the program, specifications, approval criteria, assessment documents, and other standard forms consistent with the administration of a program under this chapter.

XII. "Project application" means an application submitted to the program administrator to demonstrate that a proposed project qualifies for special assessment financing pursuant to the program guidebook.

XIII. "Qualifying improvement" means resiliency improvements, energy conservation and efficiency improvements, clean energy improvements, or water conservation improvements.

(a) "Clean energy improvement" means the installation of any system on the property for producing electricity for, or meeting heating, cooling, or water heating needs of the property, using either renewable energy sources, combined heat and power systems, or district energy systems using wood biomass (but not construction and demolition waste), waste heat, or natural gas. Such improvements include, but are not limited to, solar photovoltaic, solar thermal, wood biomass, wind, and geothermal systems, provided that, to be covered by an agreement with a property owner and financed under this chapter, such improvements shall be qualifying improvements under RSA 53-F:6; and

(b) "Energy conservation and efficiency improvement" means measures to reduce consumption, through conservation or more efficient use, of electricity, fuel oil, natural gas, propane, or other forms of energy on or off the property, including but not limited to air sealing, installation of insulation, installation of heating, cooling, or ventilation systems meeting or exceeding ENERGY STAR standards, building modifications to increase the use of daylighting, replacement of windows with units meeting or exceeding ENERGY STAR standards, installation of energy controls or energy recovery systems, and installation of efficient lighting equipment, provided that, to be covered by an agreement with a property owner and financed under this chapter, all such improvements must be permanently affixed to a building or facility that is part of the property and shall be qualifying improvements under RSA 53-F:6; and

(c) "Resiliency improvement" means improvements that increase the resilience of a property, including but not limited to air quality, snow and flood mitigation, energy storage and microgrids, alternative vehicle charging infrastructure, and fire and wind resistance.

(d) "Water conservation improvement" means measures, equipment, or devices that decrease the consumption of or demand for water, address safe drinking water or eliminate lead from water used for drinking or cooking.

XIV. "Qualifying project" means a project application which has qualifying improvements and has been approved by the program administrator.

XV. "Special assessment" means a special assessment within the meaning and subject to the provisions of RSA 80:19, except as provided in RSA 53-F:8.

XVI. "Special assessment agreement" or "assessment agreement" means a voluntary agreement of a property owner and a municipality to allow the municipality to place an assessment on the owner's property to repay special assessment financing pursuant to this chapter.

XVII. "Special assessment lien" or "lien" means a lien recorded in which the eligible property is located to secure the special assessment, which assessment remains on the property until paid in full.

Source. 2010, 215:2. 2011, 68:4, eff. July 15, 2011. 2014, 294:1, eff. Sept. 30, 2014. 2015, 121:1, 8, eff. June 8, 2015. 2025, 1:1, eff. March 10, 2025; 2:2, eff. March 10, 2025.

Section 53-F:2

53-F:2 Adoption by Municipality. –

A city, town, or village district may adopt the provisions of this chapter in the following manner:

I. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of an annual meeting only by the governing body, and not pursuant to RSA 39:3.

II. In a city or a town that has adopted a charter pursuant to RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of any such municipality may vote to place the question on the official ballot for any regular municipal election.

III. In a village district, the question may be considered and acted upon by any means authorized by RSA 52.

IV. The language of the question shall designate the district, which may cover all or a portion of the area within the municipality, or may designate all or a portion of the area within the municipality as part of a district that encompasses all or portions of multiple municipalities.

V. A municipality may vote to rescind its action in the same manner as it may vote to adopt, provided that all agreements entered into with property owners and related legal obligations created prior to its vote to rescind shall remain in effect.

Source. 2010, 215:2, eff. Aug. 27, 2010. 2025, 1:2, eff. March 10, 2025.

Section 53-F:3

53-F:3 Authority. –

To achieve the public benefits of protecting the economic and social well-being by reducing energy costs in the community and risks to the community associated with future escalation in energy prices, and addressing the threat of global climate change, any municipality which has adopted the provisions of this chapter and established an energy efficiency and clean energy district may, upon a finding by the governing body of the municipality, after notice and hearing, that the energy conservation and efficiency and clean energy improvements will serve the public purposes as set forth in this chapter and not primarily be for the benefit of private persons or uses even though such private benefits and uses may incidentally result, do the following:

I. The authority is designated by the legislature to administer the program for all municipalities within the state. The authority is authorized to, at its direction, contract with a third party, whether private or governmental, to manage the day-to-day administration of the program. Anticipated expenses for the administration of the program shall be borne by the owners of eligible properties participating in the program.

II. A municipality which adopts this chapter shall thereafter be authorized to establish one or more energy efficiency and clean energy districts. A municipality, at its discretion, may establish the district within the entirety of its jurisdictional boundaries.

III. A municipality may enter into an agreement with a property owner to impose a voluntary special assessment to repay the financing of qualified projects on commercial property located in a region.

III-a. An assessment may not be imposed to repay the financing of the purchase or installation of products or devices not permanently affixed to commercial property.

III-b. A municipality may enter into an agreement to impose a voluntary special assessment only after a project application is approved. The special assessment is created through a written contract between the municipality and with the recorded property owner of the commercial property or the property owner of a leasehold estate to be assessed.

III-c. Prior to entering into the written assessment contract, the property owner must receive and furnish to the program administrator a written statement, executed by each holder of a mortgage or deed of trust on the property securing indebtedness, consenting to the assessment and indicating that the assessment does not constitute an event of default under the mortgage or deed of trust.

III-d. To establish a C-PACER program under this chapter, the municipality shall take action in the following order, and adopt a resolution that includes:

(a) A finding that the financing of qualified projects through special assessments is a valid public purpose;

(b) A statement that the municipality intends to authorize direct financing between property owners and capital providers as the means to finance qualified projects;

(c) A statement that the municipality intends to authorize special assessments, entered into voluntarily by a property

owner with the municipality by means of the written assessment contract, as the means to repay the financing for qualified projects available to property owners;

(d) A description of the types of qualified projects that may be subject to special assessments;

(e) A description of the boundaries of the region;

(f) That administration of the program shall be by the authority or its designee; and

(g) A statement identifying the appropriate municipal program official or department responsible for executing the appropriate documentation for the imposition of a special assessment.

III-e. The authority is authorized to impose fees and charges deemed necessary by the authority for the purposes of administering the program. To the degree collected from the property owner, the authority shall reimburse a municipality for actual expenses incurred by the municipality in the performance of the municipalities' duties pursuant to this chapter.

IV. Participate in state or federal programs providing support for municipal energy efficiency and clean energy finance programs such as those authorized by this chapter.

V. Enter into agreements with owners of eligible property in which the owners have consented to make energy conservation and efficiency improvements or clean energy improvements to their properties and to have the municipality include a special assessment to pay for such improvements on their property tax bills, their bills for water or sewer service or another municipal service, or separate bills, provided that such agreements shall not affect the tax liability or municipal services charges of other participating or nonparticipating property owners in the district.

Source. 2010, 215:2. 2011, 68:2, eff. July 15, 2011. 2014, 294:2, eff. Sept. 30, 2014. 2015, 121:2, eff. June 8, 2015. 2023, 91:1, eff. Aug. 19, 2023. 2025, 1:3, eff. March 10, 2025.

Section 53-F:4

53-F:4 Agreements With Property Owners. –

I. (a) A municipality may make an assessment under this chapter only pursuant to an agreement entered into with the free and willing consent of the owner of an eligible property to which the assessment applies. In the case of any eligible property with multiple owners, an agreement under this chapter shall be signed by all owners or the owner or owners designated by appropriate documentation to sign on behalf of the property.

(b) The agreement shall stipulate that all funding for the qualifying improvements shall be made by private lenders pursuant to a separate financing agreement between the lender and the property owner, and that the financing is secured by a special assessment lien on the eligible property. The agreement shall include a payment schedule showing the term

over which payments will be due on the assessment, the frequency with which payments will be billed and the amount of each payment, and the annual amount due on the assessment. The obligations of the agreement and lien will run with the eligible property. If the property is sold, the new owner shall automatically assume the obligations of the agreement, note, and subject to the special assessment lien and shall be subject to all liability related to such obligations. Upon full payment of the amount of the special assessment lien, including all outstanding interest and charges and any penalties that may become due, the municipality shall provide the then participating property owner with a written statement certifying that the special assessment lien has been paid in full and shall record a discharge of the lien from the private lender.

II. The assessment agreement shall disclose to the owners of eligible property participating in the program the risks associated with their participation, including risks related to their failure to make payments and the risk of enforcement by power of sale under RSA 479.

III. The municipality shall execute a notice of the assessment and lien, and an assignment of notice of assessment and lien under this chapter for recording in the county registry of deeds. The notice shall consist of the following statement or its substantial equivalent: "This property is subject to a special assessment related to the installation of qualifying under RSA 53-F."

IV. Any personal or business financial information provided to a municipality or an entity administering a program under this chapter on behalf of a municipality by a participating property owner or potential participating property owner shall be considered confidential, commercial, or financial information under RSA 91-A:5.

Source. 2010, 215:2. 2011, 68:5, eff. July 15, 2011. 2014, 294:3, eff. Sept. 30, 2014. 2015, 121:3, eff. June 8, 2015. 2025, 1:4, eff. March 10, 2025.

Section 53-F:5

53-F:5 Eligibility of Property Owners. –

I. A municipality may enter into an agreement under this chapter only with the legal owner of eligible property.

II. Prior to entering into an agreement with an owner of eligible property, the municipality shall determine that all property taxes and any other assessments levied with property taxes are current and that there are no involuntary liens such as mechanic's liens on the property in excess of \$10,000 and which are not removed at the time of the close of the financing transaction.

II-a. A property may be eligible for financing if otherwise qualified improvements were completed and operational no more than 36 months prior to submission of the application to the program administrator. Waivers to the 36-month

requirement may be granted in the sole discretion of the program administrator.

III. Each mortgagee or lienholder shall have the right to determine in its sole discretion whether or not it will consent to such financing. The consents shall be in writing and recorded with the notice of assessment in the registry of deeds. The legal effect of having all consents shall be that the municipal lien shall not be extinguished in the event of a foreclosure or tax foreclosure or sheriff's sale by the mortgagee or lienholder as provided in RSA 53-F:8. Further, any provision of a deed of trust, mortgage, or any other agreement between a consenting lienholder and a property owner providing for the acceleration of any payment under the deed of trust, mortgage, or agreement solely as the result of entering into an agreement to finance an assessment is not enforceable; however, a holder or loan servicer may increase the monthly amount held in escrow as may be required to annually pay the assessment and the mortgage holder shall remit such amounts in the manner that property taxes are escrowed and remitted.

IV. The term of repayment shall not exceed 30 years.

Source. 2010, 215:2, eff. Aug. 27, 2010. 2014, 294:4, eff. Sept. 30, 2014. 2015, 121:4, eff. June 8, 2015. 2025, 1:5, eff. March 10, 2025.

Section 53-F:6

53-F:6 Qualifying Improvements. –

I. The authority shall establish a C-PACER application and review process to review and evaluate project applications for C-PACER financing and prescribe the form and manner of the application. Under the application, an applicant shall demonstrate:

(a) That the project provides a benefit to the public in the form of energy or water resource conservation, reduced public health costs and/or risk, or reduced public emergency response cost and/or risk.

(b) For an existing building:

(1) Where energy or water usage improvements are proposed, an energy analysis by a licensed engineering firm or engineer, or other qualified professional listed in the program guidebook, stating that the proposed qualified improvements will either result in more efficient use or conservation of energy or water, the reduction of greenhouse gas emissions, or the addition of renewable sources of energy or water, or

(2) Where renewable energy is proposed, an engineering study showing that the improvements are feasible; or

(3) Where resilience improvements are proposed, certification by a licensed professional engineer stating that the qualified improvements will result in improved resilience.

(c) For new construction, certification by a licensed professional engineer or engineering firm stating that the proposed

qualified improvements will enable the project to exceed the energy efficiency or water efficiency or renewable energy or water usage or resilience requirements of the current building code.

II. (a) The principal amount of any financing, excluding interest, shall not exceed 35 percent of the appraised real property value, as stabilized or as complete, or the actual cost of installing renewable energy systems, energy efficiency improvements, water efficiency improvements and resiliency improvements, including the costs of necessary equipment, materials, and labor, financing costs, ancillary costs, the costs of each related energy or water audit or feasibility study, and the cost of verification of such renewable energy system and energy efficiency, water efficiency, and resiliency improvements.

(b) The financing for assessments imposed may also include but is not limited to:

(1) Permit fees;

(2) Inspection fees;

(3) Lender fees;

(4) Program application and administrative fees;

(5) Project development and engineering fees;

(6) Interest reserves;

(7) Capitalized interest, in an amount determined by the owner of the commercial property and the third-party providing financing under this section; and

(8) Any other fees or costs incurred by the property owner incident to the installation, modification, or improvement on a specific or pro rata basis.

III. The recording of all documents under this section may be performed by the municipality or their designee. A municipality's duties in a program shall include the:

(a) Timely execution of the written assessment contract between the property owner and the municipality, by a duly authorized official, as well as execution of the municipality notice of assessment and C-PACER lien; and

(b) Execution of the assignment of the assessment agreement and the notice of assessment and C-PACER lien to the capital provider.

IV. The authority and any municipality, its officers, and employees, shall not be liable at law and equity for any actions taken in pursuant of this section, except for gross and willful misconduct. Neither the members of the authority's board of directors, nor any officer or employee of the authority shall be personally liable in ordinary negligence under this chapter. The state shall indemnify a board member or officer or employee of the authority for expenses related to defense against an ordinary negligence action. Neither the state nor the authority nor any officer or employee of either of them shall be subject to any liability for actions taken to protect the interests of the state, the authority, or any owner of the authority's bonds, provided that such actions are not reckless or wanton.

V. After an approved project is completed, an applicant shall provide to the authority written verification, as defined in the program guidebook, stating that the qualified project was properly completed and is operating as intended.

Source. 2010, 215:2, eff. Aug. 27, 2010. 2015, 121:5, eff. June 8, 2015. 2021, 91:218, eff. July 1, 2021. 2025, 1:6, eff. March 10, 2025.

Section 53-F:7

53-F:7 Financing Terms. –

I. Prior to entering into a special assessment agreement, the municipality shall receive from the program administrator certification that the proposed eligible improvements, eligible property and property owner qualify for financing pursuant to the program.

II. Upon receiving certification of approval from the program administrator, the municipality shall:

(a) Execute the assessment agreement; and

(b) Execute the written notice of assessment and lien, prepared by the administrator, which shall be recorded in the records of the office of the county register of deeds of the county in which the property is located. The notice required under this subparagraph shall contain:

(1) The amount of the assessment;

(2) The legal description of the property;

(3) The name of each property owner;

(4) A copy of the written assessment agreement;

(5) The date on which the lien was created;

(6) The principal amount of the lien; and

(7) The term of the lien.

(c) The municipality, or its designee, may assign the recording of executed assignment of the notice of assessment and lien.

III. A special assessment that meets the requirements of RSA 53-F:5 and any interest or penalties on the assessment:

(a) Is a first and prior lien against the commercial property on which the assessment is imposed, from the date on which the notice of special assessment is recorded until the assessment, interest, or penalty is paid; and

(b) Has the same priority status as a lien for any other ad valorem tax, except that it shall be junior to any lien for property tax or other taxes or assessments by the municipality;

(c) The lien runs with the land, and that portion of the assessment under the assessment contract that is not yet due may

not be accelerated or eliminated by foreclosure of a property tax lien or any foreclosure under state law.

IV. The proposed arrangements for financing a qualified project may authorize the property owner to:

(a) Directly purchase the related equipment and materials for the installation or modification of a qualified improvement; or

(b) Contract directly, including through lease, power purchase agreement, or other service contract, for the related equipment and materials used in the installation or modification of a qualified improvement.

Source. 2010, 215:2. 2011, 68:3, eff. July 15, 2011. 2014, 294:5, eff. Sept. 30, 2014. 2015, 121:6, eff. June 8, 2015. 2025, 1:7, eff. March 10, 2025.

Section 53-F:8

53-F:8 Priority; Collection and Enforcement. –

I. The municipality shall be responsible for all billing, collection, and enforcement of the special assessment and lien, provided however that the municipality may delegate such responsibilities to any outside third party approved by the program administrator and further deemed acceptable to the municipality.

II. Under this section, delinquent installments shall incur interest and penalties as specified in the financing agreement between the property owner and capital provider. Enforcement of a delinquent installment by a capital provider shall be enforced with the provisions of paragraph III and shall follow the procedures under RSA 479, including the power of sale, except that assessments not yet due may not be accelerated or eliminated by foreclosure of the past due amounts of the lien. Any outstanding and delinquent property taxes at the time of the enforcement action shall be satisfied along with the delinquent amounts of the special assessment lien.

III. Neither the state nor any county nor any municipality nor any program administrator may use public funds to fund or repay any financing or lien between a capital provider and property owner except to the degree funds are received from the project expressly for such a purpose. No section under this chapter shall be interpreted to pledge, offer, or encumber the full faith and credit of the state, county, program administrator, or a municipality, nor shall any municipality pledge, offer, or encumber its full faith and credit for any lien amount through a program.

Source. 2010, 215:2. 2011, 68:6, eff. July 15, 2011. 2014, 294:6, eff. Sept. 30, 2014. 2015, 121:7, eff. June 8, 2015. 2023, 91:2, eff. Aug. 19, 2023. 2025, 1:8, eff. March 10, 2025.

March 18, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday, March 7, 2026

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, March 18, 2026 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
[LebanonNH.gov/LIVE](https://lebanonnh.gov/LIVE)**

The Lebanon City Council will hold public hearings on March 18, 2026, beginning at 7:00pm for the following:

- A. Supplemental Appropriation for Mechanic Street Sidewalk Segment 2 Improvements Capital Project; Request for Authorization to Transfer Prior Appropriations from Other Capital Projects and from the DPW Operating Budget to fund the Mechanic Street Sidewalk Segment 2 Improvements Capital Project
- B. Extension of Community Revitalization Tax Relief Incentive (RSA 79-E) Approval for 10 Spencer Studios, LLC
- C. Adoption of Enabling Provisions of NH RSA 53-F, Energy Efficiency and Clean Energy Districts; and Establishment of a Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District to Encompass All of Lebanon

The March 18, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by March 13, 2026: [LebanonNH.gov/Agendas](https://lebanonnh.gov/Agendas)

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to [LebanonNH.gov/Live](https://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 disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

**Agenda
Lebanon City Council
March 18, 2026**

10. Old Business:

10.A – 2027-2028 NHMA Legislative Policy Process

Background

The New Hampshire Municipal Association (NHMA) is currently planning for its Legislative Policy Conference in the Fall of 2026. The policy process begins with a solicitation of policy proposals from local officials to create an initial issues list. The deadline for submission of a policy proposal is April 17, 2026.

NHMA's legislative policy committees - Finance and Revenue; General Administration and Governance; and Infrastructure, Development and Land Use – will review all policy proposals in order to make recommendations which will go to the NHMA Legislative Policy Conference in September.

Action

Should the Council decide not to submit proposed Legislative Policies, no action is required.

Should the Council decide to submit policy proposals, an Explanation of Proposed Policy Form (attached) must be completed for each proposal.

Included In This Section:

1. 2025-2026 NHMA Legislative Policy Positions
2. 2027-2028 NHMA Legislative Policy Process, Questions & Answers
3. 2027-2028 NHMA Legislative Policy Process, Proposed Policy form



2025–2026 LEGISLATIVE POLICY POSITIONS



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The information contained in this publication is accurate as of the date of the publication. Updates in the law after publication may affect the accuracy of the content, and there may be supplements to this publication available with relevant legal changes. NHMA's publications do not constitute legal advice. For legal advice, city and town officials may contact Legal Services at legalinquiries@nhmunicipal.org or their own municipality's legal counsel. Please refer to NHMA's Legal Services FAQ for details about how our service works.

About the New Hampshire Municipal Association

The New Hampshire Municipal Association (NHMA) is a nonprofit, nonpartisan membership organization of municipalities. NHMA provides advocacy support for municipal governments following the Legislative Policies and Legislative Principles adopted by the membership. The association also provides legal services for municipal members and educational and training programs for local officials and employees. Advocacy activities are funded by membership dues and governed by a board of directors comprising elected and appointed municipal officials from throughout New Hampshire.

As part of the legislative advocacy program, NHMA staff represents municipal interests before the New Hampshire General Court and state agencies and lobbies for passage of both state and federal legislation. NHMA also tracks state and federal administrative regulations. The weekly Legislative Bulletin is published every Friday during the legislative session to keep local officials up to date on legislative hearings, the status of bills, and other events.

Staff Contact Information

The following NHMA Government Affairs staff members are your contacts for legislation during the biennium:

Telephone: 603-224-7447 • Email: governmentaffairs@nhmunicipal.org

To accept dues from member municipalities and maintain its nonprofit status, NHMA must remain a nonpartisan organization. As employees of a nonpartisan organization, NHMA staff members are prohibited from attending fundraisers for political candidates or contributing to other partisan causes. The staff scrupulously abides by this requirement; we ask for your understanding when we are not able to honor an invitation to attend a political event.

NHMA Board of Directors*

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Elizabeth Fox, Asst. City Manager/HR Director, Keene

Immediate Past Chair

Laura Buono, Town Administrator, Hillsborough

Secretary

Jeanie Forrester, Select Board Member, Meredith

David Caron, Town Administrator, Derry
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Judie Milner, City Manager, Franklin
David Moore, Town Administrator, Stratham
Shaun Mulholland, City Manager, Lebanon
Lori Rautiola, Town Administrator, Rindge
Thomas Seymour, Moderator, Hill
Dennis Shanahan, Deputy Mayor, Dover
David Stack, Town Manager, Bow

*Represents the NHMA board as of 10/30/2024

NHMA's Member-Driven Legislative Policy Process

NHMA has a member-driven process by which it establishes the legislative policy positions to guide staff advocacy activities over the coming legislative biennium. This booklet contains the legislative policy positions adopted by the NHMA membership for the 2025-2026 biennium.

The legislative policy process for the 2025-2026 biennium began, as always, with the solicitation of policy proposals from local officials to create an initial issues list. This started in January 2024 through notices in *Town & City* magazine, the *Legislative Bulletin*, and *NewsLink*, NHMA's electronic newsletter. We also used these avenues to seek volunteers to serve on legislative policy committees.

The NHMA Board chair then appointed the three legislative policy committees: Finance and Revenue; General Administration and Governance; and Infrastructure, Development, and Land Use. Each committee consisted of 15 to 18 elected and appointed local officials from across the state.

The policy committees each held several meetings during the spring and early summer to discuss the policy proposals submitted by others, existing policy positions, and ideas that committee members brought to the table. After thorough review and consideration, the committees issued their policy recommendations. These

recommendations were sent in June to every NHMA member municipality and posted on the NHMA website. Two "floor policies" submitted by member towns after the committees finished their work were sent to each member municipality for review, as well.

The NHMA 2025-2026 Legislative Policy Conference was held on September 27, 2024. Each member municipality, regardless of size, had one vote and was asked to appoint a voting delegate to cast its votes at the policy conference. The governing body of each member municipality was urged to give direction to the voting delegate by discussing and taking a position on the recommendations and floor policy in advance. Conference attendees debated and voted on the proposals, culminating in the final policy positions contained on the following pages. The next legislative policy process will begin in January 2026.

Issues arising during the legislative session that are not covered by these policies, or situations where it is not clear how a policy applies, will be considered by the NHMA Board of Directors. For further explanation of any policy, contact the Government Affairs staff at 603-224-7447 or email governmentaffairs@nhmunicipal.org.

Legislative Policy Committees

GENERAL ADMINISTRATION & GOVERNANCE

Chair

Dave Caron, *Town Administrator, Derry*

Vice Chair

Conner MacIver, *Town Administrator, Barrington*

Laura Buono, *Town Administrator, Hillsborough*
Amy Capone Muccio, *Exec. Asst./Welfare Administrator, Wolfeboro*
Eleana Colby, *Select Board Member, Bow*
Steve Fournier, *Town Manager, Newmarket*
Debra Hackett, *City Councilor, Dover*
Pat Long, *Alderman, Manchester*

Donna Mombourquette,
Energy Commission, New Boston
Ken Robichaud, *Town Manager, Raymond*
Jake Roger, *Town Administrator, Epping*
Tom Seymour, *Budget Committee, Hill*
David Stack, *Town Manager, Bow*
Alex Torpey, *Town Manager, Hanover stown*

FINANCE & REVENUE

Chair

Beth Fox, *ACM/HR Director, Keene*

Vice Chair

Cheryl Linder, *Finance Director, Bow*

Scott Bugbee, *Select Board Member, Lee*
Megan Caron, *Chief of Staff, Nashua*
Russ Dean, *Town Manager, Exeter*
Dale Girard, *Mayor, Claremont*
Neil Irvine, *Town Administrator, Northwood*
Kim Kleiner, *Town Administrator, Litchfield*
Janice Mathews, *Select Board Member, Weare*
Paul Micali, *Town Manager, Merrimack*

Jim Michaud, *Assessor, Hudson*
David Moore, *Town Administrator, Stratham*
Danielle Pray, *Select Board Member, Amherst*
Chris Sterndale, *Town Administrator, Auburn*
Jeff Strakaliatis, *Trustee of Trust Funds, Derry*
Robert Theberge, *City Councilor, Berlin*
Ken Traum, *Select Board Member, Hopkinton*

INFRASTRUCTURE, DEVELOPMENT, & LAND USE

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Dennis Shanahan, *City Councilor, Dover*

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Stephen Landau, *Select Board Member, Chester*
Stephen Mehu, *Asst. Town Planner, Swanzey*
Shaun Mullholland, *City Manager, Lebanon*
Rick Sawyer, *Town Manager, Bedford*
Matt Sullivan, *Comm. Devel. Div. Director, Nashua*
Robert Weimar, *Planning Board Chair, Hampstead*

Legislative Principles

In addition to the established Legislative Policy positions adopted by the New Hampshire Municipal Association membership, the following principles should guide staff in setting priorities during any legislative biennium:

1. Identify and oppose mandates that violate Part 1, Article 28-a of the New Hampshire Constitution.
2. Work to maintain municipalities' share of state-level revenue sources (revenue sharing, meals and rooms tax, highway block grants, municipal bridge, state water and wastewater capital programs, and other state aid). Oppose proposals that reduce revenue unless there is a sustainable identified replacement source. Support efforts that make more sustainable sources for revenue.
3. Advocate to maintain and enhance existing local authority in all areas of local government.
4. Support legislation that provides greater authority to govern more effectively, efficiently, and flexibly at the local level, including local option legislation. If the legislature is considering adopting a program that is particularly controversial at the local level, support a requirement that a local legislative body vote is necessary before full implementation of the measure.
5. Support bills proposed by individual municipal members, except when they conflict with these principles or NHMA's Legislative Policies.
6. Oppose mandated state exemptions or credits from local property taxes without substantial benefits back to municipalities.
7. Advocate for municipal representation on state boards, commissions, and study committees that affect municipal government and have non-legislative members.
8. Work cooperatively with other groups and associations to support efforts to improve the delivery of services at the local level.
9. Support municipal efforts toward effective regional and state cooperation and delivery of municipal and state services.
10. Advocate for local options for economic development and vitality in partnership, including public-private partnerships, with regional and state economic development goals to encourage the overall economic health and social well-being of New Hampshire.
11. Encourage clarity and the elimination of ambiguity in statutory language, especially in areas of decision-making authority.
12. Support the rights of cities and towns to advocate, individually or collectively, for or against legislation and to join, hire, or establish organizations that do so on their behalf.

The legislative principles are not in order of weight or priority. They each carry their own independent value and should be viewed in that fashion when used to determine NHMA's position on a bill or policy.

2025-2026 Proposed Legislative Policy Positions

General Administration and Governance

Local Authority and Efficiency

NHMA supports maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion. NHMA also supports state-local partnership and coordination in addressing common issues.

NHMA supports:

- Legislation granting towns the same authority to adopt ordinances that cities have under RSA 47:17;
- The authority of municipalities to regulate or limit the use of firearms on municipal property, and to regulate the carrying of firearms by municipal employees while on duty;
- Legislation allowing a town, by vote of its legislative body, to authorize appointment of the town clerk or town clerk/tax collector by the governing body, or by the chief executive officer based on a town charter, with appropriate employment protections to preserve the statutory independence of the office;
- Legislation allowing municipalities to satisfy notice publication requirements through the use of electronic notification rather than newspaper publication, in addition to posting notice in public places;
- Legislation that is supportive of state collaboration with municipalities in addressing homelessness; and,
- Legislation that helps ensure the availability of an adequate public sector workforce.

NHMA opposes:

- Repealing or further limiting existing governmental immunity protections or liability caps, or otherwise expanding potential liability for cities and towns; and
- Legislation that detracts from existing local authority.

Right-to-Know Law

NHMA supports the purposes of the Right-to-Know Law: to ensure the greatest possible public access to the actions, discussions, and records of all public bodies, and to ensure government's accountability to the people. NHMA also supports measures to make the law clearer and make compliance with public access requirements easier and less burdensome for public officials and employees and less costly for taxpayers.

NHMA supports:

- The ability to recover reasonable labor costs and other costs for responding to voluminous or excessive or commercial record requests, protecting taxpayer dollars and potential privacy concerns of citizens;
- Exemptions from disclosure that are easy to administer and that provide appropriate protection for confidential and other sensitive information;
- The ability of municipalities to directly petition to the Right-to-Know Law Ombudsman;
- Legislation and funding that provide support for education about the Right-to-Know Law; and,
- Authority of municipalities to set the meeting locations, conditions, and modalities (including in-person, remote, or combined in-person/remote) for meetings of councils, boards, committees, and commissions.

Elections

NHMA believes that voting in state and local elections should be simple and convenient without risking election integrity or security, and that election processes should be efficient without imposing undue burdens on local officials.

NHMA supports:

- Establishment of an independent redistricting commission to draw election districts fairly and without regard to partisan advantage;
- Local autonomy over town and city elections;
- More frequent state review and approval of electronic ballot-counting devices;
- Registration and voting processes that are not unnecessarily complex or burdensome, either to election officials or to voters;
- The use of secure technology such as electronic poll books to make election processes more efficient;
- Greater flexibility in the processing and counting of absentee ballots; and,
- State assistance for the cost of accommodations for disabled voters in local elections.

Labor and Employment

NHMA recognizes the importance of municipal employees, the need for good working conditions, and the right of employees to organize if they choose. NHMA also believes municipal employers should be free to set reasonable terms and conditions of employment or negotiate the same with their employees or employee representatives, without undue state interference.

NHMA supports existing laws governing all public employment and public employee labor relations. NHMA opposes changes to legislation that would mandate greater burdens or liabilities on employers.

NHMA opposes:

- Legislation creating a mandatory “evergreen clause” for public employee collective bargaining agreements;
- Mandatory binding arbitration as a mechanism to resolve impasses in municipal employee

collective bargaining;

- A right to strike for public employees;
- New mandated employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years;
- Unnecessary limits on municipalities’ discretion in making hiring decisions; and,
- Restrictions on municipalities’ ability to privatize or use contracted services.

Substance Use, Prevention & Response

NHMA supports:

State funding and other legislation to address substance use disorders for the following efforts:

- Prevention
- Treatment
- Recovery
- Emergency response
- Enforcement

NHMA opposes:

- Reductions in state funding for substance use disorder or recovery support programs;
- Legislation that makes it more difficult to address the substance use disorder problem in our communities.
- Legislation that authorizes the sale of cannabis unless the following requirements or conditions are included:
 - The processing, manufacture, refinement or sale of cannabis products in any municipality shall only be permitted after the legislative body of that municipality has adopted the provisions of enabling state legislation permitting such activities-- “opt-in,” not “opt out.”
 - Legislation that legalizes the sale of cannabis must include provisions for adequate and sustained funding to municipalities to address the costs associated with legalization because municipalities will be the governmental entities that will have to directly deal with the impacts of legalization.

- Any legislation allowing for establishments engaged in selling, distributing, growing, or storing cannabis or cannabis products shall include a requirement for a host community agreement with the municipality in which such an establishment is located, which may include provisions such as a community

impact fee; a limit on the percentage of sales of total gross receipts that are related to cannabis sales; security measures for premises; agreements to fund police details when necessary; for crowd or traffic control; and termination of business provisions.

Finance and Revenue

Property Taxes and Related Revenues

NHMA supports legislation that allows municipalities to manage property tax levies in a manner that stabilizes tax rates and ensures equity, fairness, and efficiency in the assessment and collection of property taxes.

NHMA supports:

- The continuing right of municipalities to use any recognized method of appraisal upheld by the New Hampshire judicial system;
- Legislation to ensure that:
 - o property taxes are assessed to the proper owner by requiring that all owner name changes be separately filed at the registry of deeds when such an owner change is not created by a transfer of the property, and
 - o all liens, whether of a private or institutional nature, be filed at the registry of deeds, and that all changes to the name of a recorded lienholder be similarly filed;
- A legislative commission to study assessment and collection of property taxes and/or municipal utility fees on manufactured housing on land of another and on transient-type properties;
- Legislation ensuring fairness and accuracy in property tax exemptions including ensuring that all household income and assets are taken into account;
- Legislation that prohibits the use of the income approach by a taxpayer in any appeal of assessed value if the taxpayer refuses to provide such information as requested by the municipality;

- A legislative commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects;
- A study commission of local enabling legislation to allow for a uniform homestead exemption for resident owners on the principal place of residence.

NHMA opposes:

- Legislation that directly or indirectly increases property taxes, including but not limited to new or expanded mandatory exemptions or credits, or changes in the process for valuing, assessing, or taxing specific classes of properties;
- Legislation that undermines the basic goals of the current use program or reduces the 10-acre minimum size requirement for qualification for current use beyond those exceptions now allowed by the rules of the Current Use Board;
- Legislation that expands the definition of “charitable” in RSA 72:23-1 unless the state reimburses municipalities for the commensurate loss of property tax base;
- An assessment methodology for big box stores that employs comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

State Aid and Non-Property Tax Revenues

NHMA supports funding of state aid to municipalities, supports legislation authorizing local control over non-property tax revenue streams, and opposes legislation that reduces, suspends, or eliminates existing local taxes, fees, or state aid.

NHMA supports:

- Full restoration of revenue sharing under RSA 31-A;
- A state transportation policy that provides adequate and sustainable funding for state and municipal infrastructure and transportation systems and maintains at least the 12 percent share of state highway funds distributed to municipalities;
- Legislation authorizing the establishment of local option fees and providing for periodic adjustments to statutory fees to compensate for factors including, but not limited to, the effects of inflation, such as an increase in the maximum optional fee for transportation improvements;
- Legislation to ensure the collection of unpaid bills for ambulance and other emergency services;
- Reimbursement from the state for the cost of municipal services provided to state-owned properties;
- Legislation amending motor vehicle registration enforcement laws to ensure collection of all state and local registration fees owed by New Hampshire residents;
- Legislation amending RSA 36-A:5 II to allow trustees of trust funds to invest conservation funds instead of only the town treasurer, if voted by the legislative body;

NHMA opposes:

- Legislation that would repeal the dedicated fund created to share 30% of state meals and rooms tax revenue with municipalities along with any further reduction to the percentage shared, or any further reduction to the state meals and rooms tax.

- Diversion of state highway funds for state non-transportation network purposes.

New Hampshire Retirement System (NHRS)

NHMA supports the continuing existence of a retirement system for state, municipal, school, and county government employees that is secure, solvent, fiscally healthy, and financially sustainable, and that both employees and employers can rely on to provide retirement benefits for the foreseeable future.

NHMA supports:

- Restoration of up to 35% of the state's share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan, with the goal being a 35% re-instatement of the state contribution;
- Inclusion of participation by municipal officials designated by NHMA on any legislative study committee or commission formed to research alternative retirement system benefits plans or designs; and,
- Performance of an actuarial analysis of any legislation proposing benefits changes or other plan changes that may affect employer contribution rates.

NHMA opposes:

- Legislation expanding benefits that increase current or future employer contribution costs;
- Legislation that assesses additional charges on employers beyond NHRS board-approved rate changes;
- Legislation that expands the eligibility of NHRS membership to positions not currently covered by the plan; and,
- Legislation further restricting a municipality's ability to employ NHRS retirees in part-time positions or the imposition of any fees or penalties associated with such employment.

Education Funding

NHMA supports a revenue structure for funding an adequate education to meet the state's responsibilities as defined by the constitution, statutes, and the common law with revenue sources that are predictable, stable, and sustainable.

NHMA supports:

- A revenue structure that is not disruptive to the long-term economic health of the state;
- A revenue structure that is efficient in its administration; and,
- A revenue structure that is fair to citizens.

NHMA opposes:

- Retroactive changes to the adequate education funding distribution formula after the notice of grant amounts has been provided to local governments;
- Education funding changes that would directly result in a reduction of the amount of municipal state aid and revenue sharing;
- Education funding changes that create a conflict in statute with any other taxing authority, tax statute, existing exemption or credit or create technical issues within the tax collection process.

Infrastructure, Development, and Land Use

Energy, Environment, and Sustainability

NHMA supports preservation and enhancement of municipal energy, climate, and sustainability planning for communities, protection of the natural environment, and implementation of clean and renewable energy, while recognizing the need for municipalities to manage their resources and the natural environment without undue cost.

NHMA supports:

- Legislation that broadens municipalities' ability to install and use renewable energy sources, including higher caps or elimination of caps on net energy metering;
- Legislation that provides financial and other assistance to municipalities for conservation techniques and installation and maintenance of renewable energy sources;
- Legislation that allows municipalities to adopt local environmental regulations that are no less stringent than those implemented by the state;
- Legislation that enables municipalities to enact measures that promote local energy and land use systems that are both economically and environmentally sustainable;

- Legislation that protects and preserves local natural resources and public infrastructure, builds community resilience, and fosters adaptation to climate change and mitigates its risks;
- Policies that support customer and community choice in energy supply and use competitive market-based mechanisms to promote innovation, cost effectiveness, and sustainability; and
- Legislation that provides state or federal assistance to municipalities to promote environmental justice and to mitigate environmental impacts faced by their residents, and to drive early local engagement in decision processes.

NHMA opposes:

- Legislation that overrides local determinations of appropriate energy sources and regulations.

Water Resources Protection, Control, and Management

NHMA supports measures enabling municipalities to protect, control, and efficiently and safely manage water infrastructure and its resources. NHMA believes the State should support its commitments to municipalities for water infrastructure programs and that any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Legislation that provides state or federal investment in maintaining and improving the state's critical water infrastructure, including, but not limited to, dams, public drinking water systems, wastewater systems, stormwater systems, and surface and groundwater;
- Legislation that encourages regional and innovative solutions to drinking water, wastewater, stormwater, and surface and groundwater issues; and,
- Regulation of emerging contaminants at appropriate and feasibly achievable levels when supported by relevant scientific and technical standards that are broadly accepted by peer review and cost-benefit analyses, when coupled with appropriate state or federal funding.

NHMA opposes:

- Enactment of stricter drinking water, wastewater, stormwater, or surface water and groundwater regulations for municipalities unless any costs of compliance are funded by the state or federal government or responsible party.

Solid Waste Management

NHMA recognizes the need for efficient, economical, and environmentally sensitive mechanisms for solid waste management which allow municipalities to use the most appropriate disposal systems. NHMA believes any new mandates that impose additional costs on municipalities must be funded by the state or federal government.

NHMA supports:

- Programs that support municipal, regional, and state strategies to manage solid waste through reduction, reuse, recycling, resource recovery, composting, and other measures, while maintaining local control;
- State programs that address existing and emerging contaminants at no additional cost to municipalities; and,
- Fees or assessments on solid waste or recycling that are used to provide direct support or enhancement of local or regional solid waste, household hazardous waste, and recycling programs.

Housing

NHMA recognizes the need for diverse, affordable, and workforce housing in New Hampshire and the responsibility of each municipality to afford reasonable opportunities for the development of diverse, affordable, and workforce housing. NHMA believes municipalities should have discretion in how to satisfy this responsibility and supports legislation that enables municipalities to find innovative ways to ensure an adequate supply of housing.

NHMA supports:

- Legislation that allows municipalities to require the inclusion of affordable and diverse housing opportunities as part of new housing developments;
- Financial and other incentives to municipalities to encourage development of diverse, and affordable, and workforce housing, including but not limited to municipal per unit grants;
- Financial and other incentives that assist homeowners in FEMA designed flood areas such as with the elevation of residential dwellings;
- Legislation that provides state funding to the regional planning commissions that helps municipalities in meeting their housing needs;
- Statewide efforts to provide housing for those experiencing homelessness or at risk of homelessness and for those recovering from

substance use disorder, subject to reasonable municipal regulation;

- Policies that encourage documentation and financial traceability of cash and bartered rental transactions;
- Legislation and policies that encourage creative and flexible approaches to meeting housing needs of current and future demographics in different regions; and,
- Legislation which promotes a collaborative approach between the state, municipalities, and other key stakeholders to address the state's housing shortage.

NHMA opposes:

- Legislation and policies that encourage housing practices that exclude people from or decrease the availability of quality, affordable housing; and,
- Legislation that erodes local control over land use decisions.

Land Use

NHMA supports the long-standing authority of municipalities to regulate land use matters with minimal interference from the state.

NHMA supports:

- Legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions; and,
- Legislation that supports the adoption of more recent editions of the national/international building and fire codes after review and recommendation by the Building Code Review Board and/or the State Fire Control Board.
- Legislation and policies that take into consideration the value of conservation, natural resources, and open space.
- Legislation and policies that take into consideration the value of being housed as a regional resource.

NHMA opposes:

- Legislation that limits municipal control in implementing statewide priorities in zoning and land use regulation;
- New state mandates requiring municipalities to allow specific types of housing; and,
- All other statewide land use mandates.

Information Technology, Communications, and Cybersecurity

NHMA supports initiatives to make the most current information and communication technology accessible to New Hampshire communities, so long as local authority over land use regulation and safety issues is not compromised.

NHMA supports:

- Legislation that allows for the responsible, ethical and transparent use of Artificial Intelligence (AI) technologies by New Hampshire municipalities to enhance public services, improve operational efficiency, reduce costs, enhance security, manage risk and engage more effectively with the community.
- Legislation that increases the ability of municipalities, especially those in rural and remote areas, to facilitate and advance access to reliable broadband technology to the premises in their communities;
- Legislation that provides flexibility for municipalities in accessing poles and pole attachments, including legislation that directs the New Hampshire Public Utilities Commission to adopt the FCC rule on access to poles called "One-Touch-Make-Ready" in order to facilitate bringing high-speed fiber optic cable to service all New Hampshire communities, homes, and businesses by internet service providers (ISPs) in an expedient and cost-effective manner;
- Legislation that provides state and federal investment, including grants, for installation of high-speed fiber optic broadband technology to serve all New Hampshire communities, homes, and businesses;

- Legislation that requires or encourages and incentivizes providers to disclose information to local government relative to access and broadband connections provided in the municipality to help municipalities better understand and address the needs of their community; and,
- State investment in cybersecurity assistance to municipalities to protect data and infrastructure.

NHMA opposes:

- Legislation that would promote discrimination in the administration of government, the violation of privacy of the citizens we serve, or create or promote threats to public safety.
- Legislation that limits municipalities' ability to prevent or regulate deployment of technologies that would interfere with the management of the right of way; and,
- Statewide mandates on cybersecurity practices unless any associated costs are funded by the state or federal government.

Transportation

NHMA supports state policies that ensure access for all users to convenient, efficient, reliable, cost effective, safe, and sustainable multi-modal transportation systems in New Hampshire.

NHMA supports:

- Appropriate funding for state and local modes of transportation, including but not limited aviation, transit, bicycle, and multi-modal facilities;
- Continued state and federal investment in public transportation systems and projects designed to support access to vital services, economic, and recreational opportunities within communities, link communities and regions, and reduce vehicle congestion on New Hampshire's roads; and,
- Programs and funding sources that would appropriately recover and distribute the impact of vehicles used on local and state transportation infrastructure.

NHMA opposes:

- Any action or inaction by the State that results in the downshifting of maintenance responsibilities for transportation infrastructure (road, bridge, culvert, drainage) to municipalities.

Economic Development, Recovery, and Vitality

NHMA supports allowing municipalities to implement measures to foster economic development which allows for the preservation and creation of jobs and vitality within our communities.

NHMA supports:

- Legislation that allows for local adoption of more options and more flexibility to provide incentives for economic recovery and development; and,
- Expansion and more flexibility of state tax credit and exemption programs to foster economic recovery, development, and vitality.

NHMA opposes:

- Legislation that makes it more burdensome to implement economic recovery, development, and vitality measures.

New Hampshire Constitution

Part 1, Article 28-a

[Art.] 28-a. [Mandated Programs.] The state shall not mandate or assign any new, expanded or modified programs or responsibilities to any political subdivision in such a way as to necessitate additional local expenditures by the political subdivision unless such programs or responsibilities are fully funded by the state or unless such programs or responsibilities are approved for funding by a vote of the local legislative body of the political subdivision.

November 28, 1984

NEW HAMPSHIRE MUNICIPAL ASSOCIATION

The New Hampshire Municipal Association (NHMA) provides legislative advocacy, a legal advice hotline, and training programs for member municipalities. Originally formed by local officials in 1941 to represent municipal policy concerns before the state legislature, NHMA has more than 75 years of continuous service to the state's municipalities. As the service and action arm of local governments throughout New Hampshire, NHMA staff respond to thousands of legal inquiries from members every year, and track hundreds of bills every legislative session, actively working to advance member-adopted policies.

NHMA also provides significant training and educational opportunities for local officials and employees from member municipalities. We know local government! Learn more at www.nhmunicipal.org.

OUR MISSION

NHMA supports effective municipal government by leveraging the collaborative strengths of New Hampshire cities and towns through education, training, advocacy, and legal services.



25 Triangle Park Drive, Concord, NH 03301 • Phone: 603.224.7447

www.nhmunicipal.org



2027-2028 NHMA Legislative Policy Process Questions & Answers

1. What is the purpose of establishing NHMA legislative policy? The New Hampshire Municipal Association (NHMA) is the voice of New Hampshire's cities and towns before the state legislature and state agencies. Adoption of legislative policy allows your municipal voice to be heard through the actions of your organization – NHMA. By adopting legislative policy, local officials can tell elected representatives what they feel are the major concerns of cities and towns.

The NHMA Board of Directors oversees NHMA's advocacy activities. Legislative policy positions direct the board and NHMA staff in representing municipalities before the legislature and state agencies.

2. How are legislative policy recommendations prepared? In the spring of each even-numbered year, NHMA forms legislative policy committees addressing different aspects of municipal government. The three committees this year are:

1. Finance and Revenue;
2. General Administration and Governance; and
3. Infrastructure, Development, and Land Use.

These three policy committees consider issues and problems derived from their own experience as local officials, issues sent in by other members or brought to them by staff, past policy positions, and issues resulting from the most recent legislative session. Each committee holds several meetings during the spring and develops policy recommendations to be voted on by member municipalities at the Legislative Policy Conference.

3. Who votes on adoption, amendment, or rejection of these recommendations, and when? On Friday, September 11, 2026, the 2027-2028 NHMA Legislative Policy Conference will be held at NHMA offices (25 Triangle Park Drive) in Concord. ***Each member municipality will be asked to appoint a voting delegate to cast its vote at this conference.*** Each member municipality, regardless of size, has one vote on all policy matters.

In the absence of any other designation by the board of selectmen, aldermen, or council, a voting delegate card will be issued at the door (in order of priority determined by the NHMA Municipal Officials Directory) to:

Mayor/Chair of Board of Selectmen/Council Chair

OR

Mayor Pro Tem/Vice or Assistant Mayor/Council Vice Chair

OR
Selectman/Alderman/Councilor
OR
City or Town Manager/Town Administrator/Administrative Assistant

4. Will other policy proposals be voted on at the conference? Yes, municipalities will have the opportunity to submit floor policy proposals for consideration at the conference. Each floor policy proposal must be approved by the governing body of the municipality submitting it, but the proposals will not be reviewed or recommended by NHMA's legislative policy committees. Floor policy proposals will be voted on separately at the conference. Floor policy proposals must be submitted no later than August 4, 2026, and will be provided to all members for review in advance of the conference.

5. How does our voting delegate determine a position on these recommendations? We urge each municipality's governing body to discuss the recommendations in advance of the Legislative Policy Conference and vote to take a position on each one, in order to give direction to the voting delegate. Otherwise, your voting delegate is free to cast your municipality's vote as he or she desires. ***You do not need to notify NHMA of your positions on the policy recommendations; just provide that information to your voting delegate.***

6. How are the policy recommendations presented and voted on at the Legislative Policy Conference? The chair of the board of directors, as the presiding officer of the Legislative Policy Conference, introduces the entire set of recommendations of each policy committee, one committee at a time, as a slate. The chair and vice chair of each committee will be available to address questions. Any voting delegate may ask that a recommendation be set aside to be debated and voted on separately. The remaining recommendations are voted upon as a slate. After the slate from each policy committee has been voted, the voting delegates will return to those items set aside for separate debate and vote. It is at this time that individual items can be killed, amended, passed over, laid on the table, etc. Votes are by a display of voting delegate cards.

7. Are policies adopted by a simple majority vote? No. NHMA's bylaws require a two-thirds affirmative vote of those members present and voting for approval of any NHMA legislative policy.

8. Why is the Legislative Policy Conference separate from the November annual meeting? The Legislative Policy Conference must be held before the annual conference to meet the legislative deadlines for the filing of new bills. The staff needs time after adoption of policies to draft bills and secure sponsors.

9. How will I know what policies are adopted if I don't go to the Legislative Policy Conference? The final 2027-2028 NHMA Legislative Policies will be printed as a booklet. We will also post them on NHMA's web site at www.nhmunicipal.org.

10. What happens if an issue that is not covered by any of these policies comes before the legislature? The NHMA Board determines the position that the staff will advocate on issues not covered by specific NHMA legislative policies. The policy conference also endorses a set of Legislative Principles, which augment the specific

legislative policy positions by setting forth general principles that guide staff in their advocacy efforts.



New Hampshire Municipal Association 2027-2028 Legislative Policy Process

This sheet should accompany each proposed legislative policy. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal and an explanation that describes the nature of the problem or concern from a municipal perspective and discusses the proposed action that is being advocated to address the problem. Mail to NHMA, 25 Triangle Park Drive, Concord, NH 03301; or e-mail to governmentaffairs@nhmunicipal.org **no later than the close of business on April 17, 2026.**

Submitted by (Name):

City or Town:

Date:

Title:

Phone:

Email:

Explanation of Proposed Policy

To see if NHMA will SUPPORT/OPPOSE:

Municipal interest to be accomplished by proposal:

Explanation:

**Agenda
Lebanon City Council
March 18, 2026**

11. New Business:

11.A – Discussion & Set Public Hearing for April 15, 2026: Supplemental Appropriation of up to \$222,450 for Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project; Authorization for City Manager to Transfer up to \$222,450 from Airport Fund Balance to Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project

Background

On December 14, 2022, in connection with approving the FY2023 budget, the City Council appropriated \$7,040,000 for FAA-mandated Runway Safety Area projects at the Lebanon Municipal Airport. The Runway Safety Area (RSA) projects included aspects of design, construction management services, and construction of improvements to the north-south (18-36) runway, extension of Taxiway A, and relocation of the localizer to bring the airport into compliance with current FAA design standards and to remove existing obstructions. Portions of the approved RSA project work have already been finished, and others are scheduled for completion over the next few years.

The FAA recently notified the City that portions of the construction and construction engineering costs for the Runway 36 Extension and Runway 18-36 Obstruction Removal project are ineligible for reimbursement through the Airport Improvement Project (AIP) grant. As summarized in the attached Supplemental Narrative document, the total amount of project costs that is eligible under the AIP grant is \$3,070,776. The total amount of project costs that is ineligible under the AIP grant is \$222,448. The AIP ineligible costs must be covered by the City of Lebanon.

The City proposes to transfer funds from the Airport Fund Balance to cover the AIP ineligible portions of the project rather than increasing long-term debt at the airport by bonding those costs.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, April 15, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to appropriate up to \$222,450 to supplement current funding for the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project; and to authorize the transfer of up to \$222,450 from the Airport Fund Balance to the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project to fund the supplemental appropriation.

Included In This Section:

1. Supplemental Narrative, Application for Federal Assistance, Design and Construction Package #2, Runway 36 Extension and Runway 18-36 Obstruction Removals, Lebanon Municipal Airport, Lebanon, New Hampshire.
2. Plans of Lebanon AIP CIP Sequence for FY2024-FY2025, prepared by Stantec, last revised March 8, 2023

SUPPLEMENTAL NARRATIVE

APPLICATION FOR FEDERAL ASSISTANCE
DESIGN AND CONSTRUCTION PACKAGE #2
RUNWAY 36 EXTENSION AND RUNWAY 18-36 OBSTRUCTION REMOVALS
LEBANON MUNICIPAL AIRPORT
LEBANON, NEW HAMPSHIRE

Project Description:

This project includes construction for the following proposed airport improvements:

- Runway 36 Extension,
- Runway 18-36 Obstruction Removals

PROJECT COST BREAKDOWN:

Construction (AIP Eligible)	Niel H Daniels Inc	\$2,322,932
Construction (AIP Ineligible)	Niel H Daniels Inc	\$ 170,790
Engineering Services (AIP Eligible)	Stantec	\$ 708,016
Engineering Services (AIP Ineligible)	Stantec	\$ 51,658
Administration (AIP Eligible)	Sponsor	\$ 9,700
ALCMS Update (AIP Eligible)	ADB	\$ 30,128
TOTAL AIP ELIGIBLE		\$3,070,776
TOTAL AIP INELIGIBLE		\$ 222,448
<u>PROJECT TOTAL</u>		<u>\$3,293,224</u>

PROJECT FUNDING BREAKDOWN:

FAA (95%)	\$ 2,917,237
State (2.5%)	\$ 76,769
Local (2.5% + Ineligible)	\$ 299,218

The eligible portion of the Engineering fees was determined by applying the eligibility percentage of the total construction cost which is 93.2%.

The AIP Ineligible portion of **\$51,658** of Stantec's engineering fees will be covered by The City of Lebanon.

The following elements of Niel H Daniels Construction are proposed to be covered for under the AIP grant:

- Mobilization, Resident Representative field office & Contractor Quality Program.
- Pavement removal, milling, drainage demolition, unclassified & rock excavation, earthwork materials, rip rap, rack coat, joint saw and seal marking removal and painting.
- Chain link fencing and temporary construction access gates.
- Drainage materials and installation including RCP Pipe, HDPE Pipe, Underdrain, manholes, catch basins, drainage structure adjustments, outlet control structures, surfaces sand filters and replacement of frame and grates.

- Electrical Upgrades including cable, conduit & duct bank removal. Direct buried and concrete encased conduit installation, removal of existing and installation of new taxiway edge lighting, removal of airfield lighting signs, supply and install of LED taxiway edge lights, installation of new airfield lighting signs, an allowance for airfield lighting spare parts.
- Vegetation removal of trees protruding within or close to the airspace on either end of the runway.

A line-item summary of the above elements is provided below.

The total cost of the above AIP Eligible elements is **\$2,322,932** of a total construction price of **\$2,493,722**.

The AIP Ineligible portion of **\$170,790** of Niel H Daniels Construction's bid will be covered by The City of Lebanon.

Neil H. Daniels Inc.					
Line Item	Description	Quantity	Unit Measure	Unit Cost	Total
AIP Eligible Costs					
2	Mobilization (Limited to 10 percent of the Total Project Cost)	1	LS	\$240,000.00	\$240,000.00
3	Resident Project Representative (RPR) Field Office	4	MONTHS	\$5,000.00	\$20,000.00
4	Contractor Quality Control Program (CQCP)	1	LS	\$20,000.00	\$20,000.00
5	Installation and Removal of Sediment Barrier	3400	LF	\$8.50	\$28,900.00
6	Installation and Removal of Straw Bales	250	LF	\$20.00	\$5,000.00
7	Installation of Erosion Control Blanket	210	SY	\$8.00	\$1,680.00
8	Installation and Removal of Drain Inlet Protection	4	EA	\$150.00	\$600.00
9	Installation and Removal of Temporary Stabilized Construction Exits	3	EA	\$15,000.00	\$45,000.00
10	Temporary Seeding and Mulching	240	MSF	\$65.00	\$15,600.00
11	Installation and Removal of Temporary Sediment Trap (≤3,600 CF Storage)	1	EA	\$7,500.00	\$7,500.00
12	Installation and Removal of Temporary Sediment Trap (>3,600 CF Storage)	1	EA	\$10,000.00	\$10,000.00
13	Pavement Removal	3950	SY	\$4.00	\$15,800.00
14	Pavement Key Milling	350	SF	\$10.00	\$3,500.00
15	Removal of Drainage Pipe	0	LF	\$0.00	\$0.00
16	Removal of Drainage Structure	0	EA	\$0.00	\$0.00
17	Vegetation Removal in Upland	26	ACRE	\$14,000.00	\$364,000.00
18	Selective Vegetation Removal in Upland	6	ACRE	\$14,000.00	\$84,000.00
19	Selective Vegetation Removal in Wetland	1	ACRE	\$22,000.00	\$22,000.00
20	Survey Layout for Vegetation Removal	26	ACRE	\$225.00	\$5,850.00
21	Survey Layout for Selective Vegetation Removal	7	ACRE	\$1,000.00	\$7,000.00
22	Survey Stake Out of the Property Boundary	1100	LF	\$3.00	\$3,300.00

23	Snag	33	EA	\$175.00	\$5,775.00
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24	Unclassified Excavation	6500	CY	\$25.00	\$162,500.00
25	Rock Excavation	110	CY	\$100.00	\$11,000.00
26	Embankment In Place Using On-Site Borrow	8500	CY	\$10.00	\$85,000.00
27	Embankment In Place Using Off-Site Borrow	100	CY	\$45.00	\$4,500.00
28	Controlled Low-Strength Material (CLSM)	50	CY	\$250.00	\$12,500.00
29	Subbase Course	1600	CY	\$78.00	\$124,800.00
30	Seperation Geotextile	1500	SY	\$3.00	\$4,500.00
31	Crushed Aggregate Base Course	850	CY	\$65.00	\$55,250.00
32	Asphalt Base Course	480	TON	\$210.00	\$100,800.00
33	Asphalt Surface Course	480	TON	\$210.00	\$100,800.00
34	Riprap Class I (d50=6")	0	SY	\$0.00	\$0.00
35	Riprap Class III (d50=12")	4	SY	\$130.00	\$520.00
36	Riprap Class V (d50=18")	0	SY	\$0.00	\$0.00
37	Emulsified Asphalt Tack Coat	173	GAL	\$24.00	\$4,152.00
38	Joint Sawing and Sealing	3	LF	\$1,750.00	\$5,250.00
39	Asphalt Surface Treatment	9000	SY	\$2.50	\$22,500.00
40	Surface Preparation of New Pavement Surfaces	12500	SF	\$0.30	\$3,750.00
41	Surface Preparation of Pavement to Remove Existing Markings	9000	SF	\$3.75	\$33,750.00
42	Surface Preparation of Pavement Marking Prior to Remarking	75000	SF	\$0.30	\$22,500.00
43	Application of Markings	86000	SF	\$1.20	\$103,200.00
44	Reflective Media, Type III	75000	SF	\$0.50	\$37,500.00
45	Grooving	2500	SY	\$5.00	\$12,500.00
46	Chain-Link Fence	50	LF	\$100.00	\$5,000.00
47	Temporary Construction Access Gates	2	EA	\$7,500.00	\$15,000.00
48	15-inch Class V RCP Pipe	40	LF	\$140.00	\$5,600.00
49	18-inch Class V RCP Pipe	275	LF	\$120.00	\$33,000.00
50	21-inch Class V RCP Pipe	275	LF	\$130.00	\$35,750.00
51	24-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
52	30-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
53	48-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
54	54-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
55	6-inch HDPE Pipe	280	LF	\$60.00	\$16,800.00

56	8-inch HDPE Pipe	360	LF	\$60.00	\$21,600.00
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
57	Removal of Underdrain Pipe and Cleanouts	500	LF	\$15.00	\$7,500.00
58	6-inch Underdrain Pipe	850	LF	\$60.00	\$51,000.00
59	Underdrain Cleanout	7	EA	\$1,400.00	\$9,800.00
60	Existing Underdrain Cleanout Adjustment	2	EA	\$2,500.00	\$5,000.00
61	2" Schedule 40 PVC Lighting System Drain Pipe - per linear foot	0	LF	\$0.00	\$0.00
62	2" Schedule 80 PVC Lighting System Drain Pipe - per linear foot	0	LF	\$0.00	\$0.00
63	Manholes, 5-Foot Dia.	3	EA	\$6,500.00	\$19,500.00
64	Manholes, 6-Foot Dia	0	EA	\$0.00	\$0.00
65	Manholes, 8-Foot Dia.	0	EA	\$0.00	\$0.00
66	Catch Basins, 4-Foot Dia	0	EA	\$0.00	\$0.00
67	Catch Basins, 6-Foot Dia	0	EA	\$0.00	\$0.00
68	Catch Basins 7-Foot Dia.	0	EA	\$0.00	\$0.00
69	Catch Basins 8-Foot Dia.	0	EA	\$0.00	\$0.00
70	Existing Drainage Structure Adjustment	1	EA	\$2,500.00	\$2,500.00
71	Replacement of Frame and Grate	1	EA	\$3,000.00	\$3,000.00
72	Outlet Control Structure and Trashrack, 4-Foot Dia.	0	EA	\$0.00	\$0.00
73	Outlet Control Structure and Trashrack, 6-Foot Dia.	0	EA	\$0.00	\$0.00
74	Riser for Existing Catch Basin	1	EA	\$1,250.00	\$1,250.00
75	Surface Sand Filter	460	SY	\$110.00	\$50,600.00
76	Seeding	250	MSF	\$90.00	\$22,500.00
77	Topsoil	2900	CY	\$35.00	\$101,500.00
78	Mulching	26000	SY	\$0.75	\$19,500.00
79	Removal of Cable from Conduit or Duct Bank	620	LF	\$2.50	\$1,550.00
80	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	1100	LF	\$4.50	\$4,950.00
81	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed Above the Duct Bank or Conduit, Including Connections/Terminations	1100	LF	\$4.75	\$5,225.00
82	Temporary No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in	583	LF	\$30.00	\$17,490.00
83	Removal of Electrical Conduit	616	LF	\$6.00	\$3,696.00
84	Direct Buried 2" Schedule 40 PVC Electrical Conduit	858	LF	\$18.00	\$15,444.00
85	Removal of Existing Runway Edge Light	8	EA	\$300.00	\$2,400.00
86	L-862/E Base Mounted Runway Edge/End/Threshold Light	10	EA	\$2,300.00	\$23,000.00
87	Airfield Lighting Spare Parts	1	ALLOWANCE	\$10,000.00	\$10,000.00

Total AIP Eligible					\$2,322,932.00
AIP Ineligible Costs					
Line Item	Description	Quantity	Unit Measure	Unit Cost	Total
89	Unclassified Excavation	850	CY	\$25.00	\$21,250.00
90	Subbase Course	540	CY	\$78.00	\$42,120.00
91	Seperation Geotextile	540	SY	\$3.00	\$1,620.00
92	Crushed Aggregate Base Course	200	CY	\$65.00	\$13,000.00
93	Asphalt Base Course	160	TON	\$265.00	\$42,400.00
94	Asphalt Surface Course	160	TON	\$265.00	\$42,400.00
95	Emulsified Asphalt Tack Coat	60	GAL	\$25.00	\$1,500.00
96	Grooving	1300	SY	\$5.00	\$6,500.00
Total AIP Ineligible					\$170,790.00
Total Contract Price:					\$2,493,722.00

Project Schedule:

The Runway 36 Extension & Runway 18-36 Obstruction Removal final design commenced in September 2024 and was bid in March-April 2025 to ensure vegetation removal is not delayed for Winter 2026 and subsequent construction is not delayed for Spring 2026. The project is expected to be closed out by July 2027. The permitting of the project was achieved under a previous AIP grant.

Environmental Status:

Permits received under AIP 3-33-0010-070-2020
Wetland permit – received on July 12, 2024.
AoT permit – received on July 30 2024.

Disadvantaged Business Enterprise:

The City of Lebanon current goal for participation is 11.4%. A good faith effort will be made to meet the 11.4% goal.

State Agency Coordination:

State agency coordination will include NHDOT, New Hampshire Department of Environmental Service, New Hampshire Natural Heritage Bureau, New Hampshire Fish and Game Department's Nongame & Endangered Wildlife Program, and the New Hampshire Division of Historical Resources.

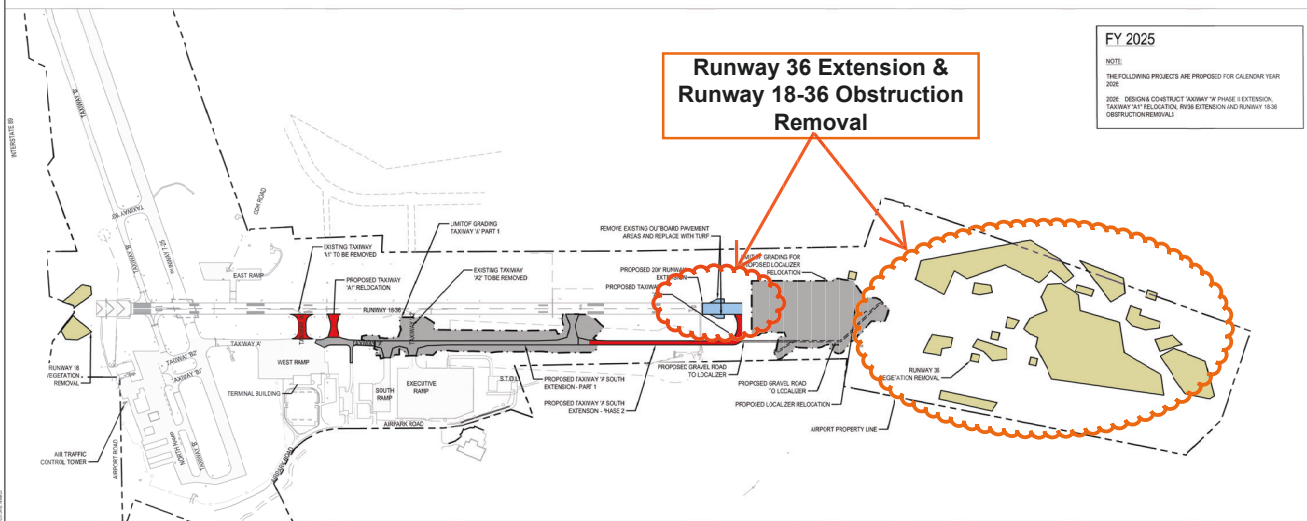
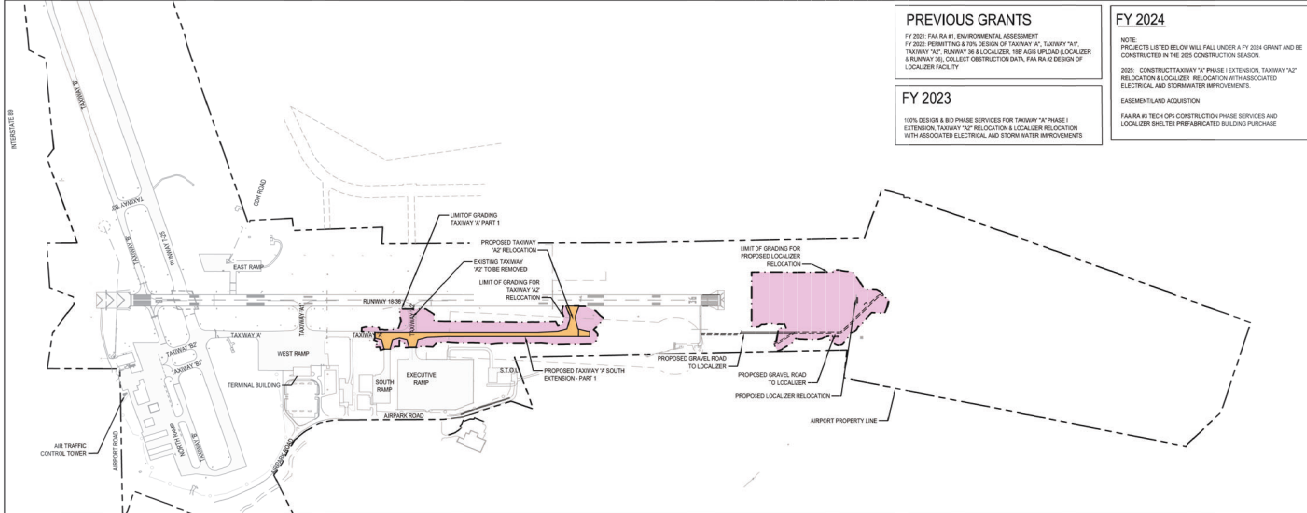
Exhibit A Statement:

I hereby certify that the revised Exhibit A Property Map dated May 22, 2025 and attached to this Grant Application reflects, to the best of my knowledge, the current information as of this date.

SPONSOR'S REPRESENTATIVES

Mr. Carl Gross, Airport Manager
Lebanon Municipal Airport
5 Airpark Road.
West Lebanon, NH 03784
Tel: (603) 298-8878
Email: Carl.Gross@lebanonnh.gov

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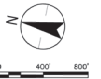


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Consultants

Notes



Revision	By	Date	Revised
1	OP UPDATE MEETING	10/1/2024	
2	DESIGN CONSTRUCTION SEQUENCE	10/1/2024	
3	DESIGN PROJECT #1	10/1/2024	

Notes

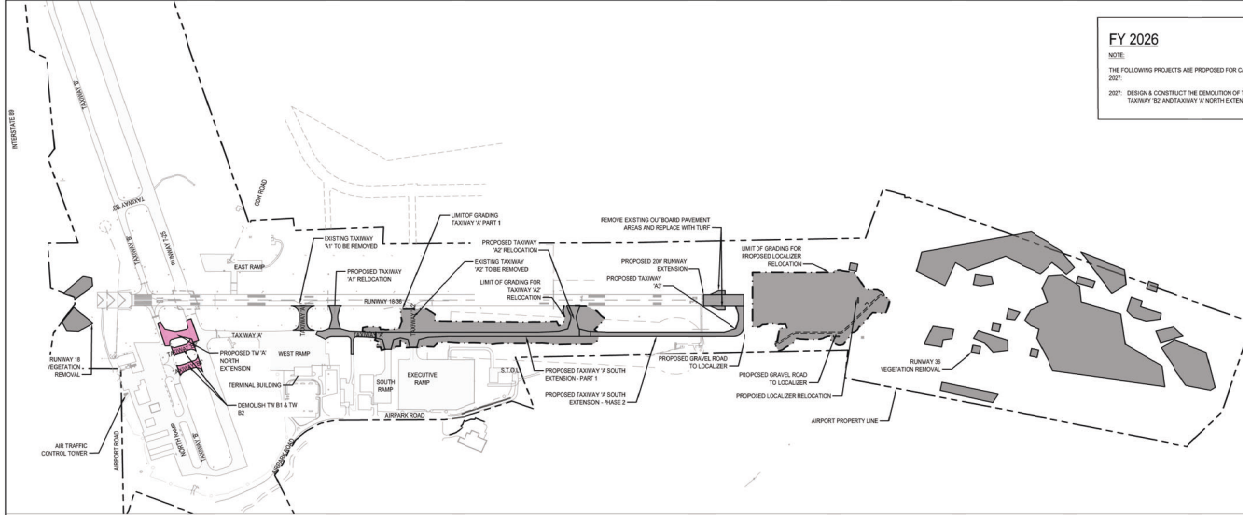
Permit/Seal

FOR PLANNING PURPOSES ONLY

Client/Project
 LEBANON MUNICIPAL AIRPORT
 5 AIRPORT ROAD, WEST LEBANON, NH
 DESIGN & CONSTRUCTION SEQUENCE

Title
 LEBANON ALP CIP SEQUENCE

Project No: 17940502
 Scale: 1:400
 Drawing No: SK-002
 Sheet: 1 of 2
 Issue: 2



FY 2026

NOTE:
THE FOLLOWING PROJECTS ARE PROPOSED FOR CALENDAR YEAR 2027:
DESIGN & CONSTRUCT THE DEMOLITION OF TAXIWAY 'B' & TAXIWAY 'DZ' AND TAXIWAY 'I' NORTH EXTENSION.

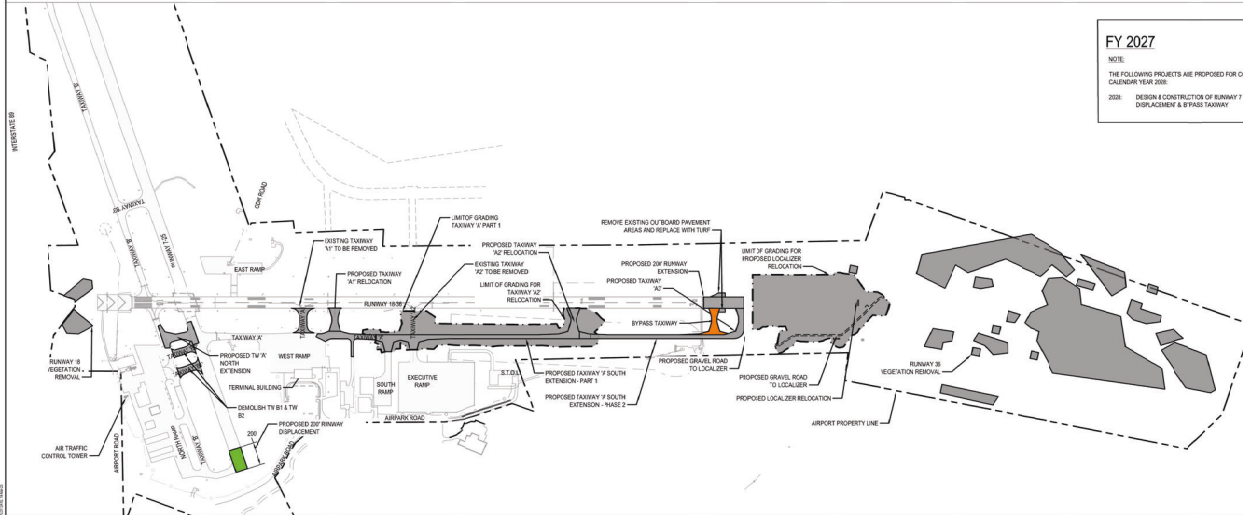
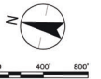


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Consultants

Notes



FY 2027

NOTE:
THE FOLLOWING PROJECTS ARE PROPOSED FOR CONSTRUCTION IN CALENDAR YEAR 2028:
DESIGN & CONSTRUCTION OF RUNWAY 18 THRESHOLD DISPLACEMENT & BYPASS TAXIWAY

Revision	By	Date	Description
1	DP	10/10/20	1.00
2	DP	10/10/20	2.00
3	DP	10/10/20	3.00
4	DP	10/10/20	4.00
5	DP	10/10/20	5.00
6	DP	10/10/20	6.00
7	DP	10/10/20	7.00
8	DP	10/10/20	8.00
9	DP	10/10/20	9.00
10	DP	10/10/20	10.00

Notes

Permit Seal

FOR PLANNING PURPOSES ONLY

Client/Project
LEBANON MUNICIPAL AIRPORT
5 AIRPARK ROAD, WEST LEBANON, NH
DESIGN & CONSTRUCTION SEQUENCE

Title
LEBANON ALP CIP SEQUENCE

Project No. 179450522	Scale 1:400	
Drawing No. SK-002	Sheet 2 of 2	Issue 2

Agenda

Lebanon City Council

March 18, 2026

11. New Business:

11.B – Discussion on State of Housing with Planning & Development Department

Background

On February 4, 2026, at the conclusion of discussions about proposed zoning amendments in the Route 120 Corridor, the City Council requested further information and a presentation from the Planning & Development Department on the state of housing in Lebanon and the broader region. In particular, the Council expressed interest in learning more about the types, numbers, and locations of housing units that have already been approved for development; the status of the various approved projects; and how the Lebanon schools and other City infrastructure and services may be impacted by future development and growth.

The Planning & Development Department has compiled information (see attachments and links below) and will be present to discuss the topic with the City Council.

Action

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

Included In This Section:

1. 2026 Housing Projects Progress Report presentation
2. Lebanon Housing Pipeline spreadsheet

Not Included with Agenda Packet, but Available:

3. [City of Lebanon, NH, Housing Market Analysis, November 2025](#)
4. [City of Lebanon, NH, Fiscal Impact Analysis, Preliminary Analysis Update, August 2025](#)
5. [Living in Lebanon, Outreach and Engagement Report, December 2, 2025](#)
6. [Local Housing Solutions, Housing Needs Assessment Report, October 15, 2025](#)
7. [NHMA “Room for Everyone” Report, 2026](#)
8. [National League of Cities, Housing Supply Accelerator Playbook, 2024](#)
9. [NH Business and Economic Affairs, Current Estimates and Trends in New Hampshire’s Housing Supply, January 2026](#)

2026 HOUSING PROJECTS PROGRESSREPORT

NATE REICHERT
PLANNING AND DEVELOPMENT
DIRECTOR and ZONING OFFICAL

TIM CORWIN
DEPUTY PLANNING DIRECTOR
PLANNING BOARD STAFF

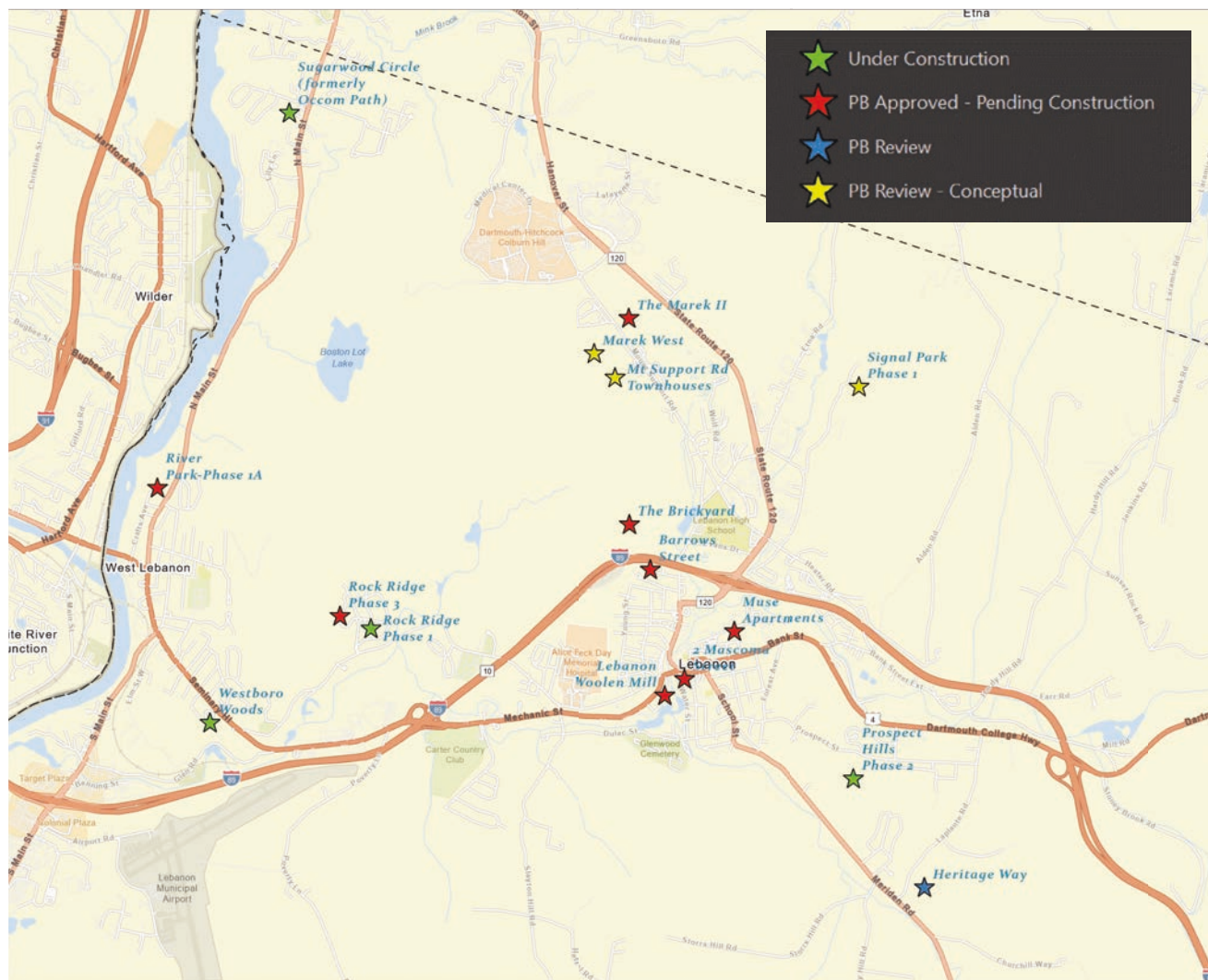


2026 HOUSING PROGRESS REPORT

MAJOR DEVELOPMENTS STATUS REPORT

- PROJECTS UNDER CONSTRUCTION
- PROJECTS with PLANNING BOARD APPROVALS
- PROJECTS CURRENTLY UNDER PLANNING BOARD REVIEW

Current Lebanon Housing Development



3

PROJECTS UNDER CONSTRUCTION

Sugarwood Cir.

Occom Path, Inc. & Trustees of
Dartmouth College

Oak Ridge Road

21 units

3-bedroom one-and two-family units

Marek II

Saxon Partners

402 Mt. Support

204 units

99 1-bedroom, 105 2-bedroom



PROJECTS
UNDER
CONSTRUCTION
Cont.

Prospect Hills Phase 2

Brady Sullivan
Prospect Street
117 Units
2-4-Bedroom
Townhouse and Single Family Detached

Rock Ridge Phase 3

Rock Ridge Lebanon, LLC
Old Cemetery Road
46 units
2-4-bedroom
Single Family Detached

The Brickyard

Brickyard One Nominee Trust
Hannover Street
474 units
423 Apartments 1-bedroom and studios
51 Townhouses
Site work only to date

PROJECTS with PLANNING BOARD APPROVALS

Lebanon Woolen Mill

Jon Livadas

1 Foundry Street

Project Status - ACTIVE

Planning Approval Expires Oct 2026

155 units

28 studios, 115 1-bedrooms, 12 2-bedrooms

Muse Apartments

The Muse Lebanon, LLC

20 Spencer Street

Project Status - ACTIVE

Building Permit required by March 2028

ALL AFFORDABLE HOUSING

80 units

4 studios, 41 1-bedrooms, 27 2-bedrooms, 8 3-bedrooms





PROJECTS with PLANNING BOARD APPROVALS

Westboro Woods

Cragside Properties, LLC

Seminary Hill

Project Status - DEVELOPER INTEREST

Project Status - VESTED

16 units Remaining

2 or 3-bedroom Single Family

2 Mascoma Street - Residential

Mike Davidson – Tim Sidore - Recreo, LLC

2 Mascoma Street

Project Status - QUIET

Planning Approval Expires July 2026

152 units

148 studios and 4 1-bedrooms

Riverpark – Phase 1A

David Clem – XYZ Dairy - MARCH 2026 SALE EXPECTED

West Lebanon Main Street

Project Status - QUIET

Planning Approval Expires August 2027

125 units

Unit size or configuration unknown

PROJECTS SEEKING PLANNING BOARD APPROVAL or RELATED PERMITS

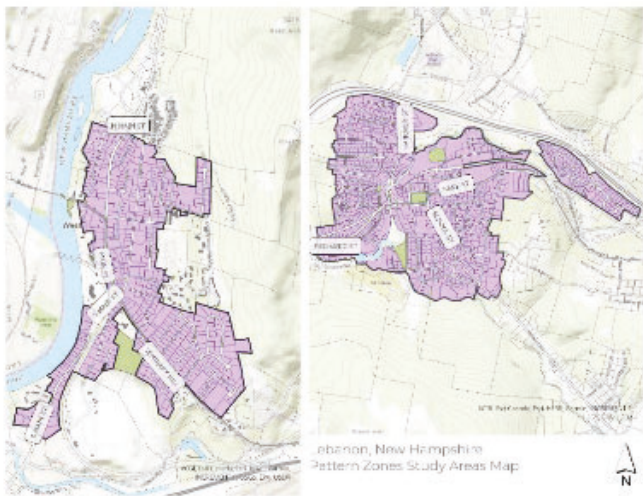


Figure 2: Pre-Approved Plans Program Study Areas Map.

Saxon Partners Townhouses

Saxon Partners

Mount Support Road

Project Status - Conceptual Discussion

10 units

3-bedroom townhouses

Heritage Way

Oaks and Son Construction

LaPlante Road

Project Status - Actively Seeking Permits

13 units

Single Family – Land Condo

Marek West

Saxon Partners

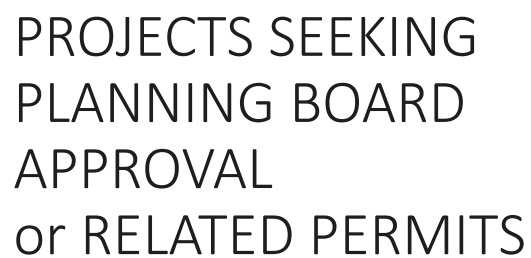
Mount Support Road

Project Status - Actively Seeking Permits

260 units

Mix of studio, 1-bedroom and 2- bedroom apartments





Various Housing Types

Unit mix unknown

Totals



PROJECTS UNDER CONSTRUCTION – Building Permit:

435

PROJECTS UNDER CONSTRUCTION – Site Plan Only:

474



PROJECTS with PLANNING BOARD APPROVALS:

528



**PROJECTS SEEKING PLANNING BOARD APPROVAL
or RELATED PERMITS**

507

SUPPORTING MATERIALS

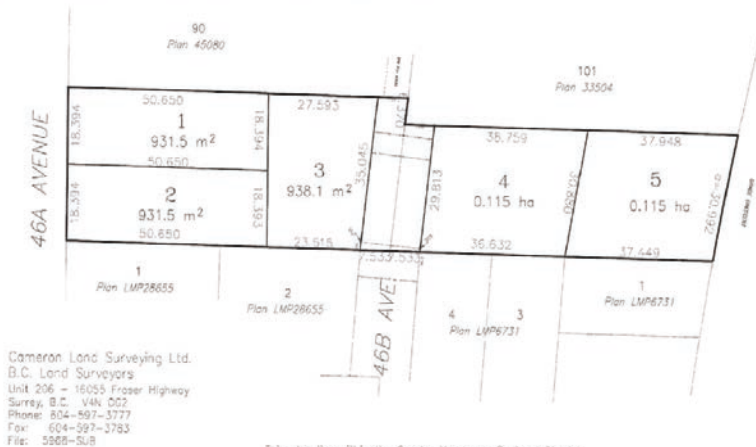
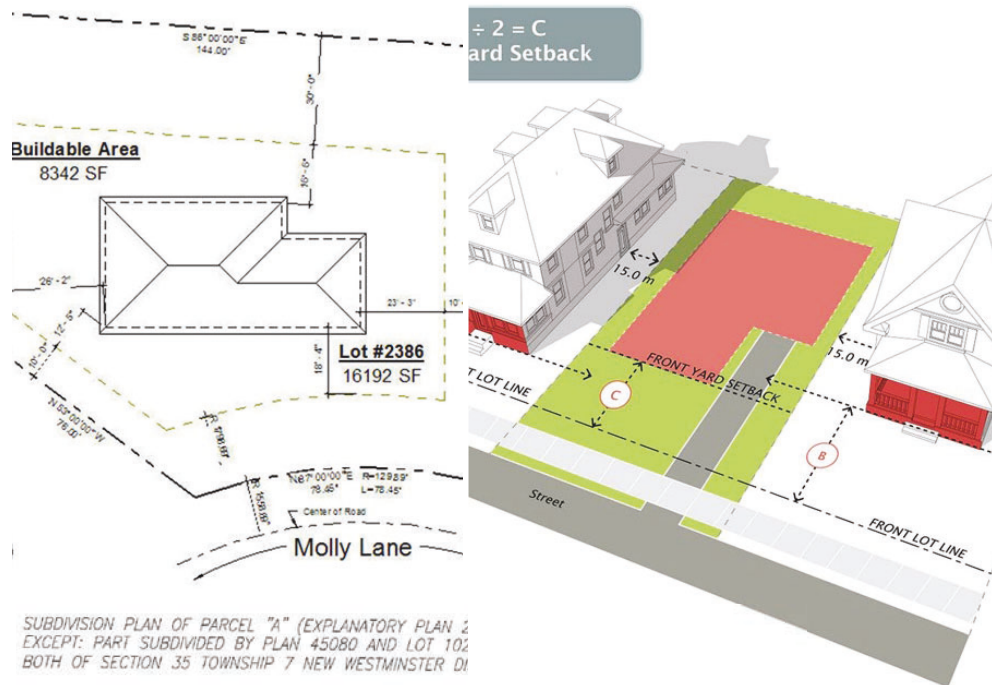
Local Studies

- Document 1: Draft – Lebanon Market Analysis – Housing Task Force / RKG
- Document 2: Draft – Fiscal Impact Analysis – Housing Task Force / RKG
- Document 3: Draft – Living in Lebanon Outreach and Engagement Report – Housing Task Force
- Document 4: Housing Needs Assessment Report – Local Housing Solutions

State / National Studies

- Document 5: Room for Everyone – New Hampshire Municipal Association.
- Document 6: Housing Supply Accelerator Playbook – National League of Cities / American Planning Association.
- Document 7: Current Estimates and Trends in NH Housing Supply – New Hampshire Business and Economic Affairs – Office of Planning and Development

CONCLUSIONS AND QUESTIONS



This plan lies within the Greater Vancouver Regional District

OFFICIAL ZONING MAP OF THE CITY OF LEBANON, NH



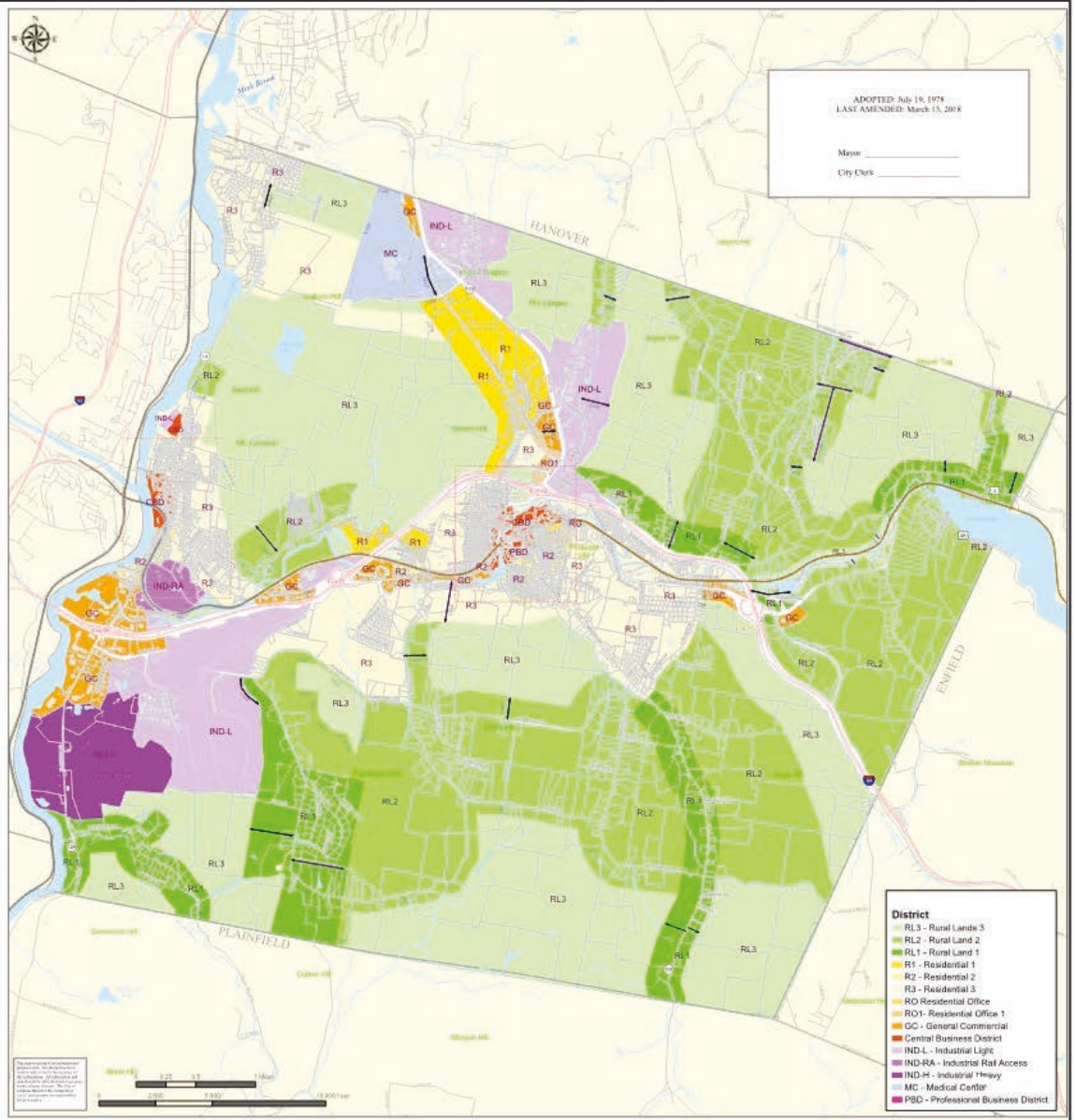
Date Shown:
Zoning: 1-6-05
Map Sheet: 1-6-05
History: 1-6-05
Municipal Boundary: 1-6-05



WEST LEBANON



DOWNTOWN LEBANON



Lebanon Housing Pipeline*

(developments approved since 2004)

Legend & Totals (in Units):

Completed Projects** (Final CO Issued or Pending): All Units Constructed 1511	Partially Completed Projects: Units Fully Constructed 71	Total Units Constructed 1582	Partially Completed Projects: Units Under Construction 262	Total Units Constructed or Under Construction 1844	Completed Projects: Unbuilt Units 47	Partially Completed Projects: Unbuilt Units 56	Projects Pending Commencement of Construction 1037	Total Unbuilt Units 1140	Projects Under Review 21	Conceptual Projects 486	Total Proposed Units 507
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Project	Applicant	Unit type	Unit Size/Mix	Units Approved/ Proposed	Units Completed (CO Issued)	Units Under Construction (Building Permit Issued)	Units Remaining	Location	Map/Lot	Last PB Action Date	Notes/Status
Prospect Hills Phase 2	Brady Sullivan Prospect Hill, LLC	One family attached & detached	~2-4 BR, exact mix unknown	117	16	45	56	Prospect Street	108-2	Approved 4/13/05; Re-approved 11/14/16; Extended/Phased 12/13/21; amendment approved 10/13/25 (PB2025-40-FMAJA)	Project actively under construction as of March 2026
Rock Ridge Phase 1	Rock Ridge Lebanon, LLC	One family attached & detached	~2-4 BR, exact mix unknown	46	20	0	26	Old Pine Tree Cemetery Rd	74-3- various; 74-11- various	Approved 7/7/05	Mostly attached units (22) remaining to be built - Final CO pending as of March 2026
Rock Ridge Phase 2	Rock Ridge Lebanon, LLC	One family detached	~2-4 BR, exact mix unknown	47	47	0	0	Old Pine Tree Cemetery Rd	74-3- various	Approved 7/7/05	Final CO pending as of March 2026 (pending construction of secondary access and final inspection)
Rock Ridge Phase 3	Rock Ridge Lebanon, LLC	One family detached	~2-4 BR, exact mix unknown	46	0	0	46	Old Pine Tree Cemetery Rd	74-3- various	Approved 7/7/05; extension approved 2/13/23 (PB2023-05- EXT)	applicant actively working towards completing pre- construction Planning Board conditions of approval
Westboro Woods	Cragside Properties, LLC	One family attached & detached	~2-3 BR, exact mix unknown	33	17	0	16	Seminary Hill / Westboro Woods Ln	102-12	Approved 8/18/05	Infrastructure complete; No new units built since ~2014; as of March 2026, a reputable developer is actively pursuing construction of the remaining units
River Park-Single lots	XYZ Dairy, LLC	One family detached	~2-4 BR, exact mix unknown	10	5	0	5	Crafts Avenue Extension	58-88-97	Original approval 10/11/11; Re- approved 10/10/17	
River Park-Phase 1A	XYZ Dairy, LLC	Multi-family rental	unknown	125	0	0	125	North Main St	44-22	Approved 9/9/19 (PB2018-34- SPA); last extended in August 2025	Originally approved for 80 units as Phase 7 of River Park. Unit count increased to 125 and accelerated as Phase 1A (2).
Sugarwood Circle (formerly Occom Path)	Occom Path, Inc. & Trustees of Dartmouth College	One & Two family dwellings	21-3BRs	21	8	13	0	Oak Ridge Rd / Sugarwood Circle	4-5	Approved 5/17/21; extension approved in 2023 (PB2023-10- EXT); amendment approved 4/14/25 (PB2025-14-SUBA)	Remaining COs expected to be issued in Spring 2026; originally approved as a rental community; condominium subdivision allowing individual unit ownership approved on 11/24/25 (PB2025-53-FMAJ)
The Marek II	Saxon Partners	Multi-family rental	99-1BRs, 105-2BRs	204	0	204	0	402 Mt. Support Rd	24-9	Approved 2/14/22 (PB2021-33- SPR); amendment approved 10/9/23 (PB2023-34-SPR); amendment approved 7/8/24 (PB2024-28-SPA); phasing plan amendment approved 8/11/25	Project actively under construction as of March 2026
2 Mascoma Street	Recreo, LLC	Multi-family rental	148 studio; 4-1BRs	152	0	0	152	2 Mascoma St	91-254	Approved 7/11/22 (PB2022-17- SPR); extension approved 7/8/24 (PB2024-25-EXT); extension & amendment approved 7/14/25 (PB2025-13-EXT)	152 units to be constructed within 2 new residential towers; conditions of approval require long-term agreement for shared off-site parking arrangements at the adjacent exiting parking lot on Water St (91-255)

Lebanon Woolen Mill	LWM Residential, LLC	Multi-family rental	28 studios, 115-1BRs, 12-2BRs	155	0	0	155	1 Foundry St	91-263	Approved 10/24/22 (PB2022-36-SPR); amendment approved 11/13/23 (PB2023-38-SPA); amendment approved 9/30/24 (PB2024-35-SPA); extension and amendment approved 2/23/26 (PB2026-04-SPAEXT)	196 units originally approved; reduced to 183 per PB2023-38-SPA; reduced to 155 units per PB2024-35-SPA; building permit application for Phase 1 has been submitted and is pending
The Brickyard	Brickyard One Nominee Trust	Multi-family rental	51 townhouses, 316 studios, 106-1BRs, 1 maintenance bldg unit	474	0	0	474	174 Hanover St Ext	48-1	Approved 12/17/24 (PB2024-22-SPRCUP); extension approved 2/9/26 (PB2026-05-EXT)	Site clearing begun in summer of 2025 and paused to complete state permitting; site work anticipated to resume in April 2026; building permit application for Phase 1 not yet submitted as of March 2026
Muse Apartments	The Muse Lebanon, LLC	Multi-family rental (affordable)	4 studios, 41-1BRs, 27-2BRs, 8-3BRs	80	0	0	80	20 Spencer St	92-31	Approved 9/16/24 with 3.5 yr deadline to obtain building permit (PB2024-36-SPR)	Property owned by the City of Lebanon
Barrows Street	City of Lebanon	Cottage development	5 cottages	5	0	0	5	0 Barrows St	77-106	Approved 1/27/25 (PB2025-04-FMAJSPRCUP)	Initial site prep has been completed per PB2024-33-SPR
Heritage Way	Oakes and Son Construction, LLC	One-family dwellings	One-family dwellings	13	0	0	0	00 Laplante Rd	138-27	Completeness Review and Public Hearing scheduled for 4/13/26 (PB2026-08-CUP & PB2026-09-FMAJ)	Proposed as a condominium (no lot lines)
22 School Street	Execusuite, LLC	Multi-family rental	Unknown	8	0	0	0	22 School St	92-2	Completeness Review and Public Hearing scheduled for 4/13/26 (PB2026-02-SPR)	Per application materials, applicant proposes 8 additional units in addition to 4 existing for a total of 12 - legal status of 4 existing units undetermined as of March 2026
Marek West Mt Support Rd Townhouses	Saxon Partners	Multi-family rental	mix of studios, 1BRs, and 2BRs	260	0	0	0	Mount Support Rd	24-1-100	Conceptual Review held 1/12/26	
	Saxon Partners	One family attached	10-3BR townhouses	10	0	0	0	Mount Support Rd	24-1-200	Conceptual Review held 1/12/26	
Signal Park Phase 1	James Camplion/Choice Storage, LLC	Multi-family	Mix of 1BRs, 2BRs, and 3BRs	216	0	0	0	0 Etna Rd	26-17	Conceptual Review held 2/9/26	

EXPIRED PROJECTS: 90

*Pipeline does not include minor subdivisions, ADUs, one to two-family conversions, and small multi-family conversions

**Completed Projects not shown

Prepared by the Lebanon Planning & Development Department

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