



**LEBANON CITY COUNCIL
APRIL 1, 2026 - 6:00 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: 813 585 603#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The April 1, 2026 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Boards and Committee Reports (1st Quarter 2026)

4. 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.**

5. Open Council Discussion

6. Open to the Public

7. Recognitions

A. Resolution Honoring Lebanon Fire Department Captain Chris Buchanan

8. Approval of Minutes

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

9. Appointments: None

10. Public Hearing Items: None

11. Old Business

A. Discuss 2027-2028 NHMA Legislative Policy Process

12. New Business

A. Review and Discussion of the Elderly Exemption Program

B. Mechanic Street Sidewalk Segment 2 Improvements Capital Project
Discussion and Set Public Hearing for April 15, 2026: Supplemental Appropriation of up to \$41,999.26 for Mechanic Street Sidewalk Segment 2 Improvements Capital Project; Rescission and Transfer of Prior Appropriations and Prior Authorizations for Issuance of Bonds or Notes for Capital Projects; Transfer of Prior Appropriations and Remaining Unspent Funds for Capital Projects; and Transfer of Prior Appropriations from DPW Operating Budget to Capital Projects

- C. Solid Waste Fleet Replacement Capital Project
Discussion and Set Public Hearing for May 6, 2026: Supplemental Appropriation of up to \$724,000 for for Solid Waste Fleet Replacement Capital Project; Authorization to Transfer up to \$724,000 from the Solid Waste Unassigned Fund Balance to the Solid Waste Fleet Replacement Capital Project
- D. Review and Discussion of Proposed Amendments to City Council Rules
- E. Update on Status and Next Steps for Strategic Plan Process

13. City Manager Report

14. Non-Public Session: None

15. Adjournment

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

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

Future Board/Committee/Commission Appointments:

Board/Committee: 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.

April 15, 2026

Public Hearing Items:

A. Supplemental Appropriation of up to \$222,450 for Airport Runway 36 Extension and Runway 18-36 Obstruction Removals capital project (AIP-079); Authorization to Transfer up to \$222,450 from Airport Fund Balance to Fund the Supplemental Appropriation

B. Supplemental Appropriation of up to \$41,999.26 for Mechanic Street Sidewalk Segment 2 Improvements Capital Project; Rescission and Transfer of Prior Appropriations and Prior Authorizations for Issuance of Bonds or Notes for Capital Projects; Transfer of Prior Appropriations and Remaining Unspent Funds for Capital Projects; and Transfer of Prior Appropriations from DPW Operating Budget to Capital Projects

Old Business:

A. Discuss 2027-2028 NHMA Legislative Policy Process

New Business:

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

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

C. Barrows Street Update

Lebanon City Council Agenda
April 1, 2026

D. Continuation of Discussion on the State of Housing with the Planning and Development Department, including Review of Prior Plans and Studies

May 6, 2026

Public Hearing Items:

A. Supplemental Appropriation of up to \$724,000 for Solid Waste Fleet Replacement Capital Project; Authorization to Transfer up to \$724,000 from the Solid Waste Unassigned Fund Balance to the Solid Waste Fleet Replacement Capital Project

New Business:

A. Discussion and Set Public Hearing for May 20, 2026: Ord #2026-05, Amendments to City Code Chapter 72, Fire Prevention, to comply with state law requirements

B. Landfill Discussion (Agenda Request from Councilor McNamara)

C. Vanier Memorial Statue on Lebanon Mall (Agenda Request from Councilor McNamara)



RESOLUTION

HONORING CHRIS BUCHANAN

WHEREAS, Chris Buchanan has devoted himself to a career in public service, having served as a member of the Lebanon Fire Department since September 30, 2000, reaching the rank of Captain, and;

WHEREAS, Chris has demonstrated those many attributes essential to his position as a Captain of the Lebanon Fire Department, playing an intricate part in keeping our Fire Department's facilities operational, and;

WHEREAS, Chris has conducted himself in an open and forthright fashion, reflecting credit upon himself and his profession, always demonstrating the many attributes essential to his position, continually giving of himself freely and unselfishly, and;

WHEREAS, Chris has earned the respect, confidence, and friendship of his fellow coworkers, business associates and the many citizens he has served in his 25 year tenure as a member of the Lebanon Fire Department.

THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Chris's friends, fellow employees and associates, express our admiration of and respect for the career of our outstanding and faithful employee and extend to him our sincere gratitude and wish him well in his retirement.

BE IT FURTHER RESOLVED that this resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Chris Buchanan.

Dated this 1st day of April 2026 at Lebanon, New Hampshire.

Doug Whittlesey, Mayor
On behalf of the Lebanon City Council

**Agenda
Lebanon City Council
April 1, 2026**

7. Acceptance Of Minutes:

Minutes To Be Accepted

- March 18, 2026

MOVED, to approve the minutes as presented in the April 1, 2026 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, March 18, 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, Christian Simon, George Sykes, and Karen Zook

MEMBERS ABSENT: Laurel Stavis

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Director of Planning and Development Nathan Reichert, Deputy Director Planning and Development Tim Corwin, Airport Director Carl Gross, Finance Director Alesia Williams, Planning Administrative Assistant Crystal Taplin

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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.
- Councilor Stavis was unable to attend meeting due to a technical error while trying to sign in remotely.

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:
Councilor N. Ford Burley thanked the Department of Recreation, Arts, and Parks for the 2026 Shamrock Shuffle and wanted to recognize Director Paul Coats and his team for putting on great community events.

5. OPEN TO PUBLIC: NONE

6. RECOGNITIONS:

- **Proclamation for 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

1
2 **WHEREAS**, the City of Lebanon is committed to fostering an inclusive community where all individuals,
3 regardless of ability, are valued and empowered to reach their full potential; and

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

7
8 **NOW, THEREFORE BE IT RESOLVED**, that the Lebanon City Council, on behalf of the City of
9 Lebanon, do hereby proclaim March 21, 2026, as World Down Syndrome Day in the City of Lebanon and
10 encourage all residents to join in recognizing and celebrating the abilities, achievements, and contributions
11 of individuals with Down Syndrome.

12
13 Dated this 18th day of March 2026.

14
15 Douglas Whittlesey, Mayor
16 *on behalf of the Lebanon City Council*

17
18 • **Resolutions Honoring Outgoing City Councilors:**

19
20 • **COUNCILOR KAREN ZOOK**

21
22 **WHEREAS**, Karen Zook has served on the Lebanon City Council since 2018, representing Ward 3; and

23
24 **WHEREAS**, during her time on the City Council, Councilor Zook has represented the Council on the Arts
25 and Culture Commission, Planning Board, Class VI Roads Committee, and Heritage Commission; and

26
27 **WHEREAS**, through this service, she has contributed time, effort, and thoughtful attention to matters
28 affecting community character, planning, infrastructure, and preservation; and

29
30 **WHEREAS**, Councilor Zook has demonstrated a strong commitment to public service and to the well-being
31 of all residents of the City of Lebanon; and

32
33 **WHEREAS**, the Lebanon City Council appreciates the knowledge, care, and dedication she has provided to
34 the community during her service on the Lebanon City Council.

35
36 **NOW THEREFORE BE IT RESOLVED**, that the Lebanon City Council, on behalf of the City of Lebanon,
37 extends its sincere appreciation to Karen Zook for her dedicated service and contributions to the community.

38
39 Dated this 18th day of March 2026 at Lebanon, New Hampshire.

40
41 _____
42 Douglas Whittlesey, Mayor
43 On Behalf of the Lebanon City Council

44 • **COUNCILOR ERLING HEISTAD**

45
46 **WHEREAS**, Erling Heistad has served on the Lebanon City Council since 2010, representing the entire City
47 as an At-Large representative and providing exceptional and enduring public service to the City of Lebanon;

1 and

2

3 **WHEREAS**, during his tenure on the City Council, Councilor Heistad has represented the Council on the
4 Class VI Roads Committee, Conservation Commission, and Pedestrian and Bicyclist Advisory Committee;
5 and

6

7 **WHEREAS**, his service on these boards and commissions, together with his many years on the City Council,
8 reflects thoughtful governance, careful stewardship of community resources, and continued support for the
9 improvement of the city; and

10

11 **WHEREAS**, Councilor Heistad’s years of volunteer public service reflect a deep and lasting commitment to
12 the well-being of the residents of the City of Lebanon; and

13

14 **WHEREAS**, the Lebanon City Council wishes to recognize and thank Councilor Heistad for his many years
15 of faithful service to the community.

16

17 **NOW THEREFORE BE IT RESOLVED**, that the Lebanon City Council, on behalf of the City of Lebanon,
18 extends its sincere appreciation to Erling Heistad for his longstanding service and contributions to the
19 community.

20

21 Dated this 18th day of March 2026 at Lebanon, New Hampshire.

22

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

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24

25

26 • **COUNCILOR CHRIS SIMON**

27

28 **WHEREAS**, Chris Simon has served on the Lebanon City Council since 2022, representing Ward 1; and

29

30 **WHEREAS**, during his time on the City Council, Councilor Simon has represented the Council on the
31 Lebanon Airport-Tech Park TIF Advisory Board, Economic Development Commission, and West Lebanon
32 Revitalization Advisory Committee; and

33

34 **WHEREAS**, his service on these boards and commissions reflects a commitment to thoughtful governance,
35 economic opportunity, community investment, and the continued improvement of the city; and

36

37 **WHEREAS**, Councilor Simon’s contributions have supported the work of the City Council and benefited
38 the residents of the City of Lebanon; and

39

40 **WHEREAS**, the Lebanon City Council wishes to recognize and thank Councilor Simon for his years of
41 service and dedication to the community.

42

43 **NOW THEREFORE BE IT RESOLVED**, that the Lebanon City Council, on behalf of the City of
44 Lebanon, extends its sincere appreciation to Chris Simon for his dedicated service and contributions to the
45 community.

46

47 Dated this 18th day of March 2026 at Lebanon, New Hampshire.

48

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

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50

51

1 **2026 (Canvass of Vote) minutes as amended and presented in the March 18, 2026 City Council agenda**
2 **packet.**
3 **Seconded by Councilor Heistad.**

4
5 ***The Vote on the MOTION was approved (8-0). (No Roll Call Vote needed as Councilor Stavis**
6 **decided not to attend this meeting due to technical issues signing in.)**

7
8 **8. APPOINTMENTS:**

9 • Anna Ulanova (Appointment as Public Representative)
10 **Assistant Mayor Wilkie Moved to NOMINATE Anna Ulanova as a Public Representative to**
11 **the Diversity, Equity and Inclusion Commission (DEI).**

12 ***The Vote on the NOMINATION was approved (8-0) TERM: 3/2026 – 3/2028**

13
14 • Diversity, Equity and Inclusion Commission, Lucas Mendelsohn (Appointment as Public
15 Representative)
16 **Assistant Mayor Wilkie Moved to NOMINATE Lucas Mendelsohn as a Public Representative to**
17 **the Diversity, Equity and Inclusion Commission (DEI).**

18 ***The Vote on the NOMINATION was approved (8-0) TERM: 3/2026 – 3/2028**

19
20 • Planning Board, Karen Zook (Appointment as Regular Member)
21 **Assistant Mayor Wilkie Moved to NOMINATE Karen Zook as a Regular member to the Planning**
22 **Board.**

23 ***The Vote on the NOMINATION was approved (8-0) TERM: 3/2026 – 3/2029**

24 • Welcoming Lebanon Task Force, Lindsay Dearborn (Appointment as Resident Member)
25 **Assistant Mayor Wilkie Moved to NOMINATE Lindsay Dearborn as a Resident Member to the**
26 **Welcoming Lebanon Task Force.**

27 ***The Vote on the NOMINATION was approved (8-0) TERM: 3/2026 – 12/2026**

28
29 • Welcoming Lebanon Task Force, Keiselim Montas (Appointment as Resident
30 Member)
31 **Assistant Mayor Wilkie Moved to NOMINATE Keiselim Montas as an ALTERNATE Member to the**
32 **Welcoming Lebanon Task Force.**

33 ***The Vote on the NOMINATION was approved (8-0) TERM: 3/2026 – 12/2026**

34
35 • Welcoming Lebanon Task Force, Lucas Mendelsohn (Appointment as Resident Member)
36 **Assistant Mayor Wilkie Moved to NOMINATE Lucas Mendelsohn as a Resident Member to the**
37 **Welcoming Lebanon Task Force.**

38 ***The Vote on the NOMINATION was approved (8-0) TERM: 3/2026 – 12/2026**

39
40 **9. PUBLIC HEARING ITEMS:**

- 41 **A. Extension of Community Revitalization Tax Relief Incentive (RSA 79-E) Approval for 10**
42 **Spencer Studios, LLC – Public hearing for the purpose of receiving public input and taking action**
43 **to extend tax relief under the provisions of the Community Revitalization Tax Relief Incentive**
44 **(RSA 79-E) Program for 10 Spencer Studios, LLC. R-2026-3**

45
46 **Included in the agenda packet: (All supportive documents and information can be found on pages 51 -95,**
47 **Council agenda packet. Minutes do not include screenshots, graphs, or images.)**

- 48 **1. February 2, 2026 email from Jennifer Caine providing project update and requesting**

- 1 extension of 79-E Tax Relief
- 2 2. Declaration of Covenants, recorded February 12, 2025
- 3 3. City Council Agenda materials from January 8, 2025
- 4 4. Excerpt of City Council minutes from January 22, 2025

5
6 Deputy City Manager Brooks summarized the background.

7
8 **BACKGROUND**

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

14 Under the terms approved by the City Council, the project is required to be completed on or before March
15 31, 2026, “unless otherwise extended by the City Council in writing.” On February 2, 2026, Jennifer Caine,
16 Manager of 10 Spencer Studios, LLC, submitted a request for an extension of time associated with the
17 approved property tax relief. In the request, Ms. Caine noted that while the renovations are well underway,
18 and many are already finished, there is a chance that not all of the required improvements and issuance of
19 a Certificate of Occupancy will be completed by the March 31st deadline.

20
21 In considering the request to extend the tax relief associated with the project, the Council is, in essence,
22 verifying that the proposed project and property continue to comply with the provisions of the 79-E program
23 and would be re-approving the applicant’s participation in the program. Under the terms of the 79-E
24 program, the City Council must hold a public hearing on the request to determine whether the proposed
25 project still qualifies for the tax relief incentive.

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

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

35
36 Since the tax relief was originally granted, there have been no changes to the location or extent of the
37 designated 79-E Districts, nor to the City Council’s Policy CC-105, Community Revitalization
38 Tax Relief Incentive Program Guidelines, under which the 10 Spencer Studios application was originally
39 reviewed. In addition, whereas the property is also situated within the Downtown Tax Increment Finance
40 District, Section 5.3 of the Policy normally requires review of the request by the Downtown TIF District
41 Advisory Board. However, since this is a request for re-approval of the same project for the same time
42 period of tax relief, staff does not believe it is necessary for the Downtown TIF Advisory Board to review
43 the project again pursuant to the policy.

44
45 Ms. Jennifer Caine came forth to speak about her reasons why her 10 Spencer Street Studios property would
46 not be able to meet the March 31, 2026 deadline as set forth under the terms of the 79-E program, noting
47 she thought they would be done by now. There have been several things that have come up and spoke
48 about the vandalization of this property, permitting delays, construction delays, weather related and

1 asbestos issues with the roof, etc. She noted that truly this project is only a couple of months away from
2 completion. She spoke about what has already been done on this project and what still needs to be
3 completed and thanked the Council for their patience and respectfully asked that they extend the deadline
4 for her 79-E Program Application and that they accept her apologies.

5
6 In response to Mayor Whittlesey's question regarding when the 79-E would take effect, Deputy City
7 Manager Brooks noted that the assessing tax year runs from April 1st to March 31st, so if this project is not
8 completed by the March 31st deadline, the values (9-year timeline) will be reset to April 1, 2027.

9
10 **Mayor Whittlesey opened the Public Hearing.**

- 11
12 • **Mr. Clifton Below (Ward-3):** He spoke about his reasons why he supported this project
13 moving forward, noting it is a very good use of the 79-E Program.

14
15 **Hearing no further comments from the public, the Public Hearing was closed.**

16
17 **Council/Staff Comments:**

18 Councilor N. Ford Burley spoke about her reasons in support of this project, noting this is exactly what
19 the 79-E Program is designed for.

20
21 **ACTION:**

22 **Councilor N. Ford Burley MOVED the following:**

23
24 **RESOLUTION**

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

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

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

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

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

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

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

5 ***1. The Applicant and the City of Lebanon shall review and update, if necessary, the Declaration of***
6 ***Covenant recorded in the Grafton County Registry of Deeds on February 12, 2025 ensuring that the***
7 ***Project shall be maintained and used in a manner that furthers the Public Benefit(s) set forth above***
8 ***for which this property tax relief is granted. The term of the Declaration of Covenant shall be effective***
9 ***for _eighteen (18)_ years, which is twice the duration of the approved tax relief period as permitted***
10 ***under RSA 79-E:8, II.***

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

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

25
26 ***Seconded by Councilor McNamara.***

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

28
29 **B. Adoption of Enabling Provisions of NH RSA 53-F, Energy Efficiency and Clean Energy**
30 **Districts; Establishment of a Commercial Property Assessed Clean Energy and Resiliency**
31 **(C-PACER) District to Encompass All of Lebanon; and Vote to Confirm that the Program**
32 **will Serve the Public Purposes set forth in NH RSA 53-F – Public hearing for the purpose of**
33 **receiving public input and taking action to adopt the enabling provisions of NH RSA 53-F,**
34 **Energy Efficiency and Clean Energy Districts; to establish a Commercial Property Assessed**
35 **Clean Energy and Resiliency (C-PACER) District to encompass the entire area within the**
36 **boundaries of Lebanon; and vote to confirm that the program will serve the public purposes set**
37 **forth in NH RSA 53-F.**

38
39 **Included in the agenda packet: (Please Note: All supportive documents and detailed information as listed**
40 **below can be found on pages 96-144, Council agenda packet. Minutes do not include screenshots, maps,**
41 **graphs, or images.)**

- 42 1. Proposed Ordinance #2026-04, Commercial Property Assessed Clean Energy and Resiliency
- 43 (C-PACER) District Ordinance
- 44 2. Commercial Property Assessed Clean Energy and Resiliency (C-PACER) Program
- 45 Guidebook, prepared by the NH Business Finance Authority, dated June 2025
- 46 3. Process to Adopt the Commercial Property Assessed Clean Energy and Resiliency (C-PACER)
- 47 District, RSA 53-F, prepared by the NH Business Finance Authority

- 1 4. C-PACER Frequently Asked Questions, dated December 11, 2025, prepared by Clean Energy
- 2 NH
- 3 5. NH RSA 53-F, Energy Efficiency and Clean Energy Districts

4
5 Deputy City Manager Brooks summarized the background.

6
7 **BACKGROUND**

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

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

20 Mr. Clifton Below (LEAC Member), Ms. Sherry Boschert (LEAC Member), and Mr. Doug Cogan from
21 Clean Energy NH (Assessed Clean Energy and Resiliency Program) came forth and provided/explained
22 their slide presentation of the C-PACER program to the Council and public.

23
24 Ms. Boschert noted that LEAC is asking for three things:

- 25 1) A Motion to create a C-PACER District
- 26 2) A Motion, required by law, to define that the C-PACER District will serve the public purposes,
27 not primarily for the benefit of private person(s).
- 28 3) The Council notify the NH Business Finance Authority (NHBFA) that Lebanon has established a
29 C-PACER District, because they are the ones who administer the program and can help Lebanon
30 to get this program up and running.

31
32 Ms. Boschert noted that the C-PACER Program is private financing for commercial property
33 owners/developers (that includes multi-family housing) to make qualified energy and improvements for
34 new or existing development. The loan is secured by a Special Assessment Lien that is attached, and will
35 remain attached, to the property. The loan is not the responsibility of the City or the State; it is
36 administered by the NHBFA. It is new to NH, but other states offer this program. (Please see complete
37 details in agenda packet.) The loan(s) can be up to 30 years and the loan stays with the property when
38 owners change. The long-term financing allows more favorable terms than shorter term loans (i.e., for
39 lenders, banks and others, this Special Assessment Lien allows the financier to provide more attractive
40 loans.) For the City of Lebanon, it allows smart, efficient projects to proceed using private capital instead
41 of taxpayer dollars; there is no municipal costs or risks; it potentially stimulates development of
42 commercial property and multi-family housing that grows the City's tax base; and, it helps the City reach
43 its goals for reducing Green House Gas Emissions.

44
45 The lender lends the money, collects the payments and handles any non-payment. The NH Business
46 Finance Authority screens the lenders for quality, reviews the applicants to make sure that the project they

1 are proposing meets the requirements, and provides support and documents. The City records the
2 documents at closing and releases the Tax Lien once the lender has been retained.

3
4 Mr. Clifton Below spoke about how the C-PACER program has been in the State of NH for over +/- 15
5 years now. It never went anywhere because there were some technical issues both in the Statute and also
6 in the banking industry, who had some hesitation in terms of the priority of these kinds of loans relative to
7 first mortgages, etc. There was an effort a few years ago to collaborate with the banking industry,
8 particularly with the NH Business Finance Authority and interested parties as this was developed
9 nationally in many states. There are now lenders who specialize in this area and a comprehensive reform
10 in the legislation was developed which added resiliency to the Energy Efficiency and Clean Energy
11 aspects of what could be financed. It has now been embraced by the business community at the State level
12 and is a real opportunity to help achieve Lebanon's Master Plan Goals to become more energy efficient
13 and further explained the advantages of the C-Pacer Program.

14
15 **Mr. Jon Livadas (Lebanon developer):** He spoke about his reasons why he supported the C-PACER
16 Program and why this program would be beneficial for private developers.

17
18 **Mayor Whittlesey opened the Public Hearing.**

19 **Mr. Fran Casale (Ward-2):** He spoke about his reason why he supported the C-PACER Program.

20
21 **Hearing no further comments from the public, the Public Hearing was closed.**

22
23 **Council/Staff Comments:**

24 Councilor McNamara and Mayor Whittlesey spoke about their reason for supporting the C-Pacer
25 Program.

26
27 **ACTION:**

28
29 **1. Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby adopts NH RSA Chapter 53-**
30 **F, Energy Efficiency and Clean Energy Districts, and establishes a Commercial Property Assessed Clean**
31 **Energy and Resiliency (C-PACER) District, which shall encompass the entire area within the boundaries**
32 **of the City of Lebanon, whereby property owners within the boundaries of the District may fund**
33 **qualifying improvements to real property through private lenders/capital providers, with such financing**
34 **secured by a special assessment lien on the property through an assessment agreement between the**
35 **property owner and the City; and**

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

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

43
44 ***The Vote on the Motion was approved (8-0)**

45
46 **2. Assistant Mayor Wilkie MOVED that the Lebanon City Council hereby determines that the energy**

1 *conservation and efficiency and clean energy improvements to be fostered by NH RSA Chapter 53-F will*
2 *serve the public purposes as set forth in NH RSA Chapter 53-F and will not primarily be for the benefit*
3 *of private persons or uses, even though such private benefits and uses may incidentally result.*
4 *Seconded by Councilor Simon.*

5
6 **The Vote on the Motion was approved (8-0)*
7

8 Ms. Bochert came forth and requested that City Staff let the NH Business Finance Authority know that C-
9 PACER Program passed.

10
11 **10. OLD BUSINESS**

12 **A. Discuss 2027-2028 NHMA Legislative Policy Process**

13
14 Included in the agenda packet: (All supportive documents and information can be found on pages 145-
15 165, Council agenda packet) Minutes do not include screenshots, maps, graphs, or images.)

- 16 1. 2025-2026 NHMA Legislative Policy Positions
17 2. 2027-2028 NHMA Legislative Policy Process, Questions & Answers
18 3. 2027-2028 NHMA Legislative Policy Process, Proposed Policy form

19
20 Mayor Whittlesey briefly reviewed the background and noted this topic will be on the agenda for the next
21 few meetings. There will be opportunities for this Council and the new Council to weigh in on this.

22
23 **BACKGROUND**

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

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

30
31 **Council/Staff Comments: NONE**

32
33 **ACTION: *None taken at this meeting.***
34

35 **11. NEW BUSINESS**

- 36 **A.** Discussion and Set Public Hearing for April 15, 2026: Supplemental Appropriation of up
37 to \$222,450 for Airport Runway 36 Extension and Runway 18-36 Obstruction Removals
38 capital project (AIP-079); Authorization for City Manager to Transfer up to \$222,450 from
39 Airport Fund Balance to Airport Runway 36 Extension and Runway 18-36 Obstruction
40 Removals capital project

41
42 Included in the agenda packet: (All supportive documents and information can be found on pages 166-
43 175, Council agenda packet) Minutes do not include screenshots, maps, graphs, or images.)

- 44 1. Supplemental Narrative, Application for Federal Assistance, Design and Construction Package #2,
45 Runway 36 Extension and Runway 18-36 Obstruction Removals, Lebanon Municipal Airport,
46 Lebanon, New Hampshire.
47 2. Plans of Lebanon AIP CIP Sequence for FY2024-FY2025, prepared by Stantec, last revised March 8,
48 2023

1
2 Airport Director Carl Gross reviewed the background and reasons for requesting supplemental
3 appropriation.
4

5 **BACKGROUND**

6 On December 14, 2022, in connection with approving the FY2023 budget, the City Council appropriated
7 \$7,040,000 for FAA-mandated Runway Safety Area projects at the Lebanon Municipal Airport. The
8 Runway Safety Area (RSA) projects included aspects of design, construction management services, and
9 construction of improvements to the north-south (18-36) runway, extension of Taxiway A, and relocation of
10 the localizer to bring the airport into compliance with current FAA design standards and to remove existing
11 obstructions. Portions of the approved RSA project work have already been finished, and others are
12 scheduled for completion over the next few years.
13

14 The FAA recently notified the City that portions of the construction and construction engineering costs for
15 the Runway 36 Extension and Runway 18-36 Obstruction Removal project are ineligible for reimbursement
16 through the Airport Improvement Project (AIP) grant. As summarized in the attached Supplemental
17 Narrative document, the total amount of project costs that is eligible under the AIP grant is \$3,070,776. The
18 total amount of project costs that is ineligible under the AIP grant is \$222,448. The AIP ineligible costs must
19 be covered by the City of Lebanon.

20 The City proposed to **transfer funds from the Airport Fund Balance to cover the AIP ineligible**
21 **portions of the project** rather than increasing long-term debt at the airport by bonding those costs.
22

23 **Council/Staff Comments:**

24 The Council and Director Gross discussed the reasons why the FAA would not cover the costs of this
25 wider runway (they wanted the runway narrower); how the City/Airport can incur this cost to further
26 additional revenues in the future; how there has been an increase in the number of larger aircraft coming
27 into the Lebanon Airport; how, traditionally, airports need to prove to the FAA the need for a
28 wider/longer runway; the remaining funds out of the Capital Airport Fund (after removing the requested
29 \$222,450) will be +/- 500K.
30

31 Director Gross will talk with Alesia Williams (Finance Director) to determine the amount remaining in
32 Airport Capital Funds and will report his findings back to the Council. Deputy City Manager Brooks
33 noted he spoke with the Finance Department and the amount remaining would be between the \$550K-
34 \$600K range.
35

36 **ACTION:**

37 ***Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby schedules a public hearing***
38 ***for Wednesday, April 15, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote via***
39 ***the City's Virtual Platform, for the purpose of receiving public input and taking action to appropriate up***
40 ***to \$222,450 to supplement current funding for the Airport Runway 36 Extension and Runway 18-36***
41 ***Obstruction Removal Capital Project; and to authorize the transfer of up to \$222,450 from the Airport***
42 ***Fund Balance to the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital***
43 ***Project to fund the supplemental appropriation.***
44 ***Seconded by Councilor McNamara.***
45

46 ****The Vote on the Motion was approved (7-0). Councilor Sykes was not present at the time this vote***
47 ***was taken, and Councilor Stavis was absent.***
48

1 Deputy City Manager Brooks informed the Council that there was a 3rd Public Hearing that was supposed
2 to happen tonight. This was also a Supplemental Appropriation Public Hearing for the Mechanic Street
3 Sidewalk Improvements. The Charter requires that Supplemental Appropriations be noticed “twice in
4 consecutive weeks,” before a Public Hearing can be held. This (noticing) was missed and is the reason
5 why this Public Hearing did not appear on tonight’s agenda. It will be on the April 1, 2026, Council’s
6 agenda.

7
8 **B. Discussion on the State of Housing with the Planning and Development Department**
9

10 Included in the agenda packet: (All supportive detailed documents, the 2026 Housing Progress Report,
11 and other information, as listed below, can be found on pages 176-191, Council agenda packet.)

- 12 1. 2026 Housing Projects Progress Report presentation
13 2. Lebanon Housing Pipeline spreadsheet

14 **Not Included in Agenda Packet, but Available:**

- 15 3. City of Lebanon, NH, Housing Market Analysis, November 2025
16 4. City of Lebanon, NH, Fiscal Impact Analysis, Preliminary Analysis Update, August 2025
17 5. Living in Lebanon, Outreach and Engagement Report, December 2, 2025
18 6. Local Housing Solutions, Housing Needs Assessment Report, October 15, 2025
19 7. NHMA “Room for Everyone” Report, 2026
20 8. National League of Cities, Housing Supply Accelerator Playbook, 2024
21 9. NH Business and Economic Affairs, Current Estimates and Trends in New
22 Hampshire’s Housing Supply, January 2026
23

24 Mayor Whittlesey noted that tonight’s meeting on the State of Housing Lebanon is just a start to
25 understand how much (housing) Lebanon has been adding and what is in the process right now so we can
26 keep this in mind as we look to move forward in considering what kind of housing and other
27 development(s) the City wants to see and where in Lebanon we want to see it.

28
29 Director of Planning and Development Nathan Reichert and Deputy Director Planning and Development
30 Tim Corwin reviewed the background and the information they compiled for the City Council, noting that
31 over 500 pages of background reading/study materials was sent to the Council for their review. The
32 Lebanon Housing Task Force has been meeting over the past year and is working on the first draft of the
33 Housing Master Plan Update. They will be reporting their findings/recommendations to the Council in
34 June 2026. The Planning Staff may have a few other studies to supplement what has already been sent to
35 the Council. Director Reichert sees this meeting tonight as a very open dialogue between staff, the
36 community and the City Council and these discussions will be taking place over the next months, and
37 years to come.

38
39 The presentation (as shown in the agenda packet) was taken from a spreadsheet maintained by Deputy
40 Director Corwin and contains the state of all the housing developments that have come through the
41 Planning since 2024.

42
43 **BACKGROUND**

44 On February 4, 2026, at the conclusion of discussions about proposed zoning amendments in the Route 120
45 Corridor, the City Council requested further information and a presentation from the Planning &
46 Development Department on the state of housing in Lebanon and the broader region. In particular, the
47 Council expressed interest in learning more about the following:

- 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 School District and other City infrastructure and services may be impacted by future development and growth.

Director Reichert and Deputy Director Corwin discussed in detail the map showing the Current Lebanon Housing Development, Projects under construction, Projects with Planning Board Approvals, and the status of Projects seeking Planning Board Approval(s) or Related Permits (i.e., Conceptual Reviews).

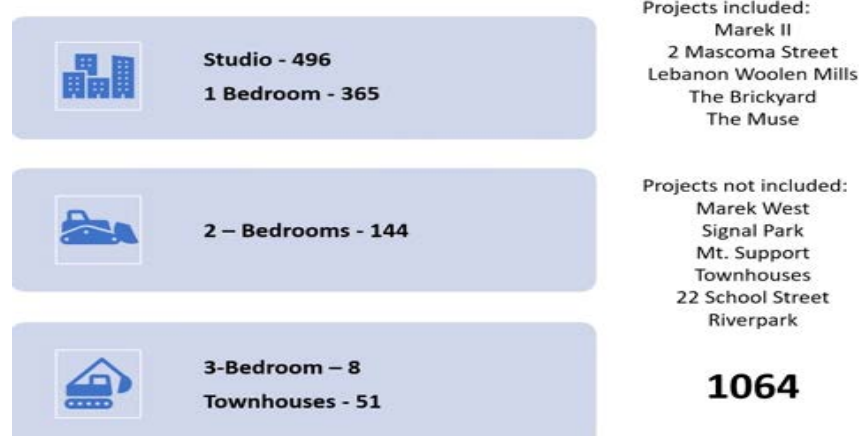
Totals



10
11
12
13
14

MULTI-FAMILY BEDROOM MIX

(Properties below are either actively under construction or are on the verge of construction)



Director Reichert noted it does make a big difference on the type of (housing) mix we have been seeing noting that housing has been geared towards density and mid-rise apartment buildings, which has dominated the last 5-years of construction in Lebanon.

Council/Staff Comments:

Mayor Whittlesey would like to also see how many true homes, like single-family home (attached/or detached) have also been brought online within the last 10 years. Most of what the Council sees in this presentation are mostly Townhouses or Apartment Complexes. His concern is when we have these

1 discussions, we hear the need from the public and employers, and the need is for single-family
2 attached/detached homes and what the market is producing is not what we are looking at. He also would
3 like to know how we can use our Zoning and other tools available to encourage or necessitate
4 attached/detached housing and discourage less apartment complexes.

5
6 Director Reichert said the Planning Department can put a robust presentation together and will bring it
7 back to the Council. He also spoke about the new Permitting software program that their UNH intern is
8 perfecting. He requested the Council send him or Deputy Director Corwin some specific questions for
9 data so they can analyze to provide further information for the Council.

10
11 Councilor McNamara requested data for the last 10 years for Certificate of Occupancies (Cos). He would
12 also like to see data on the number of Site Plan Reviews. He spoke about the Housing Task Force Limits
13 to growth discussions, noting that from his perspective, and the Housing Task Force's perspective, we are
14 approaching the end where the City will be running out of appropriately zoned land for new construction.
15 We are hoping that the Land Use Chapter can be linked into this as it may reflect a desire to down zone
16 some areas (not allow a particular type of use within a particular zone) and further explained his
17 reasonings. The City needs to make some very serious decisions about where we will be going in the
18 future (with housing), and what we want to see because at some point our lands will be used up.

19
20 Mayor Whittlesey would like to see the Open Space Plan for the City and what the capacity would be for
21 single-family housing rather than apartment complexes and gave examples of what he was looking for.

22
23 Director Reichert said he would like Mark Goodwin (GIS Coordinator) to be part of this conversation and
24 analysis since he played a part in the Open Space Land documents, etc.

25
26 Director Reichert reviewed the Supporting Materials.

27
28 Councilor Heistad would like to see information regarding the School District and its capacity for student
29 enrollments in the future. This would help the Council in determining whether or not a new school would
30 have to be built.

31
32 Director Reichert noted that the School District has commissioned an Enrollment Study based on what
33 their projects are for the near term. That study has been included in the base of work that the Housing
34 Task Force has been reviewing. He felt having the Mayor invite members of the School District to come
35 before the Council and give a presentation on their studies/capacity would be a good idea.

36
37 **ACTION:** *This agenda item was for informational purposes only. No action was required by the Council.*

38
39 **12. City Manager Report:**

40 City Manager Hosmer updated the Council on the following:

- 41 • Requested his report take place earlier in the meeting.
- 42 • Department Head Reports
 - 43 ○ Uptick in volume of Fire/EMS Ambulance Services/Police simultaneous calls as
44 provided to him from Chief Wheatley. He also spoke about the significant delays in
45 destinations, such as hospital Emergency Rooms, and more complex and time intensive
46 calls (i.e., patients are sicker and require more extensive care).

- 1 ○ Potential impact to the City Fire/EMS/Police as growth increases.
- 2 ○ Building Permits (93) for residential properties (37) for commercial properties.
- 3 • Govinity.Gov: New Meeting Management System: Still migrating into the City's website.
- 4 Should be fully integrated by end of summer.

5
6 Deputy City Manager Brooks updated the Council on the 2026 Citizens Academy.

7
8 Councilor Simon spoke about his reason for supporting the City Manager's Report being presented earlier
9 in Council meetings.

10
11 Deputy City Manager Brooks will draft a new agenda that includes an earlier time for the City Manager
12 Report and bring it back to the Council for their review at the next Council meeting.

13
14 **13. NON-PUBLIC SESSION: NONE**

15
16 **14. ADJOURNMENT:**

17
18 *Councilor Heistad MOVED for adjournment.*
19 *Seconded by Councilor Simon.*

20
21 **The Vote on the MOTION was unanimously approved (8-0)*

22
23 **The meeting was adjourned at 9:14 PM.**

24
25 Respectfully submitted,
26 Dona E. Gibson
27 Recording Secretary

**Agenda
Lebanon City Council
April 1, 2026**

11. Old Business:

11.A – Discuss 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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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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Immediate Past Chair

Laura Buono, Town Administrator, Hillsborough

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Patrick Long, Alderman, Manchester

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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

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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

Chair

Dennis Shanahan, *City Councilor, Dover*

Vice Chair

Joseph Devine, *Assistant Town Manager, Salem*

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Ben Frost, *Moderator, Warner*
Bonnie Ham, *Planning Board, Woodstock,*
Jade Hartsgrove, *PZ & Assessing Cord., Campton*

Bryce Kaw-uh, *Planning Board Chair, Manchester*
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
April 1, 2026**

12. New Business:

12.A – Review and Discussion of Elderly Exemptions

Background

An agenda request was submitted by Councilor Wilkie to review the exemption amounts associated with the City's Elderly Exemption Program. In particular, Councilor Wilkie noted that, according to the City's website, the tax exemption amounts were last updated in 2023 and the income limits were updated in 2022, but the asset limits have not been updated since at least 2005. Councilor Wilkie requested that the Council review the current limits and decide whether they remain appropriate.

As a reminder, for eligible property owners, the amount of the elderly exemption is subtracted from the total assessed valuation of the property before the tax rate is applied resulting in a reduction of taxes owed on the property.

To support the Council's discussion, the Assessing Division has provided a summary of the history of the Elderly Exemptions Program since February 2001 and a comparison of the elderly exemption amounts for other communities in Grafton County. Also included with the agenda packet are the existing relevant statutes associated with the elderly exemption program.

If the Council determines that changes in the exemption amounts or the income or asset limits are warranted, the Council must schedule and hold a public hearing on the proposed changes.

Action

Recommended action will be determined based on the City Council's discussion of this agenda item.

Included In This Section:

1. City Council Agenda Request Form, CMCC-26-3
2. City of Lebanon Elderly Exemption History
3. Elderly Exemption Comparison – Grafton County
4. NH RSA 72:39-a, Conditions for Elderly Exemption
5. NH RSA 72:39-b, Procedure for Adoption and Modification of Elderly Exemption



City of Lebanon
LebanonNH.gov
City Manager's Office
51 N. Park Street
Lebanon, NH 03766
603-448-4220

City Council Agenda Request Form

Agenda Request #**CMCC-26-3**

Requester:

Preferred Date of Council Meeting:

Name of Agenda Topic: Elderly Exemption for Taxes

Reason for Topic: Per City website, the tax exemption amounts were last updated in 2023 and the income limits in 2022, but asset limits have not been updated since 2005. It seems appropriate to revisit these limits and decide whether they remain appropriate.

The Elderly Exemption for Taxes will be included on the April 1, 2026 City Council agenda. For the complete City Council agenda, please visit LebanonNH.gov/Agendas. Agendas are published the Friday before the meeting.

Thank you for your submission.

Questions? Please contact the City Manager's Office at manager@lebanonnh.gov

City of Lebanon Elderly Exemption History - Original date of origin - Unknown

February 7, 2001

Council modified the Elderly Exemption Amounts

65-74 = \$24,000

75-79 = \$44,000

80+ = \$94,000

Income of less than \$36,800 – single & married applicants

Assets not in excess of \$100,000

November 16, 2005

Council modified the Elderly Exemption Amounts

65-74 = \$45,000

75-79 = \$80,000

80+ = \$170,000

Income of less than \$36,800 – single & married applicants

Assets not in excess of \$100,000

October 16, 2019

Council modified the Elderly Exemption Amounts

65-74 = \$45,000

75-79 = \$44,000

80+ = \$94,000

Income not in excess of \$36,800 for single applicants

Income not in excess of \$50,000 for married applicants

Assets not in excess of \$100,000

February 7, 2021

Council modified the Elderly Exemption Amounts

65-74 = \$55,000

75-79 = \$95,000

80+ = \$200,000

Income of less than \$36,800

Income not in excess of \$50,000 for married applicants

Assets not in excess of \$100,000

February 2, 2022

Council modified the Elderly Exemption Amounts

65-74 = \$66,000

75-79 = \$114,000

80+ = \$240,000

Income of less than \$45,000

Income not in excess of \$65,000 for married applicants

Assets not in excess of \$100,000

February 15, 2023

Council modified the Elderly Exemption Amounts

65-74 = \$116,000

75-79 = \$164,000

80+ = \$290,000

Income of less than \$45,000

Income not in excess of \$65,000 for married applicants

Assets not in excess of \$100,000

	Elderly Exemption Comparison_Grafton County						
	RSA 72:39-a						
Municipality	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit
Alexandria	35,000	50,000	75,000	20,500	30,000	64,000	64,000
Ashland	30,000	40,000	50,000	20,000	30,000	60,000	60,000
Bath	5,000	5,000	5,000	16,400	24,400	40,000	40,000
Benton	10,000	15,000	20,000	20,000	30,000	50,000	50,000
Bethlehem	100,000	150,000	200,000	30,000	40,000	100,000	100,000
Bridgewater	20,000	30,000	40,000	20,000	25,500	35,000	35,000
Bristol	25,000	30,000	45,000	25,000	45,000	40,000	40,000
Campton	40,000	60,000	200,000	29,000	37,000	50,000	50,000
Canaan	65,000	75,000	100,000	26,000	42,000	70,000	70,000
Dorchester	13,000	18,000	23,000	15,000	20,400	35,000	35,000
Easton	5,000	10,000	20,000	13,400	20,400	35,000	35,000
Ellsworth	20,000	30,000	100,000	20,000	30,000	50,000	50,000
Enfield	46,000	69,000	92,000	26,000	36,000	70,000	70,000
Franconia	15,000	20,000	25,000	25,000	37,500	40,000	40,000
Grafton	25,000	30,000	35,000	25,000	36,000	40,000	50,000
Groton	20,000	35,000	50,000	20,000	30,000	40,000	55,000
Hanover	96,000	144,000	198,000	36,800	51,700	125,000	125,000
Haverhill	15,000	25,000	45,000	21,000	35,000	70,000	70,000
Hebron	5,000	5,000	5,000	13,400	20,400	35,000	35,000
Holderness	25,000	30,000	50,000	28,000	53,000	100,000	100,000
Landaff	5,000	5,000	5,000	13,400	20,400	35,000	50,000
Lebanon	116,000	164,000	290,000	45,000	65,000	100,000	100,000
Lincoln	65,000	85,000	125,000	30,000	45,000	150,000	150,000
Lisbon	20,000	30,000	50,000	25,000	30,000	45,000	50,000
Littleton	35,000	52,500	70,000	30,000	40,000	75,000	75,000
Livermore	5,000	5,000	5,000	13,400	20,400	35,000	35,000
Lyman	20,000	30,000	40,000	25,000	35,000	50,000	50,000
Lyme	215,000	270,000	320,000	40,000	50,000	220,000	220,000
Monroe	30,000	30,000	30,000	25,000	30,000	50,000	50,000
Orange	50,000	65,000	75,000	24,000	36,000	70,000	70,000
Orford	15,000	20,000	25,000	40,000	50,000	40,000	40,000
Piermont	25,000	45,000	55,000	30,000	45,000	70,000	70,000
Plymouth	35,000	45,000	55,000	27,500	37,500	60,000	60,000
Rumney	20,000	25,000	30,000	25,000	30,000	40,000	40,000
Sugar Hill	20,000	30,000	40,000	45,000	65,000	100,000	100,000
Thornton	56,000	77,000	98,000	30,000	48,000	90,000	90,000
Warren	15,000	20,000	25,000	25,000	45,000	50,000	50,000
Waterville Valley	5,000	5,000	5,000	13,400	20,400	35,000	35,000
Wentworth	14,000	21,000	28,000	23,800	36,400	63,000	63,000
Woodstock	40,000	60,000	80,000	30,000	40,000	75,000	75,000

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:39-a

72:39-a Conditions for Elderly Exemption. –

I. No exemption shall be allowed under RSA 72:39-b unless the person applying therefor:

(a) Has resided in this state for at least 3 consecutive years preceding April 1 in the year in which the exemption is claimed.

(b) Had in the calendar year preceding said April 1 a net income from all sources, or if married, a combined net income from all sources, of not more than the respective amount applicable to each age group as determined by the city or town for purposes of RSA 72:39-b. Under no circumstances shall the amount determined by the city or town be less than \$13,400 for a single person or \$20,400 for married persons. The net income shall be determined by deducting from all moneys received, from any source including social security or pension payments, the amount of any of the following or the sum thereof:

(1) Life insurance paid on the death of an insured;

(2) Expenses and costs incurred in the course of conducting a business enterprise;

(3) Proceeds from the sale of assets.

(c) Owns, on December 31 in the calendar year preceding said April 1, net assets not in excess of the amount determined by the city or town for purposes of RSA 72:39-b, excluding the value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The amount determined by the city or town shall not be less than \$35,000. A city or town may set a combined net assets amount for married persons in such greater amount as the legislative body of the city or town may determine. "Net assets" means the value of all assets, tangible and intangible, minus the value of any good faith encumbrances. "Residence" means the housing unit, and related structures such as an unattached garage or woodshed, which is the person's principal home, and which the person in good faith regards as home to the exclusion of any other places where the person may temporarily live. "Residence" shall exclude attached dwelling units and unattached structures used or intended for commercial or other nonresidential purposes.

II. Additional requirements for an exemption under RSA 72:39-b shall be that the property is:

(a) Owned by the resident; or

(b) Owned by a resident jointly or in common with the resident's spouse, either of whom meets the age requirement for the exemption claimed; or

(c) Owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable age requirement for the exemption claimed; or

(d) Owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married to each other for at least 5 consecutive years.

III. Upon the death of an owner residing with a spouse pursuant to subparagraph II(b) or II(d), the combined net asset amount for married persons determined by the city or town shall continue to apply to the surviving spouse for the purpose of the exemption granted under RSA 72:39-b until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.

Source. 1996, 140:1. 2003, 299:14, 15. 2004, 238:3. 2006, 212:1, eff. June 1, 2006. 2023, 39:3, eff. July 18, 2023.

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:39-b

72:39-b Procedure for Adoption and Modification of Elderly Exemption. –

I. A town or city may adopt or modify elderly exemptions by the procedure in RSA 72:27-a.

II. An elderly exemption, based on assessed value for qualified taxpayers, may be granted for a different dollar amount determined by the town or city, to a person 65 years of age up to 75 years, to a person 75 years of age up to 80 years, and to a person 80 years of age or older. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town or city of not less than \$13,400 or, if married, a combined net income of not more than a dollar amount determined by the town or city of not less than \$20,400; and own net assets not in excess of a dollar amount determined by the town or city of not less than \$35,000 excluding the value of the person's residence or, if married, combined net assets not in excess of a dollar amount determined by the town or city of not less than \$35,000 excluding the value of the residence. Under no circumstances shall the amounts of the exemption for any age category be less than \$5,000. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.

Source. 1996, 140:1. 1997, 241:2. 2003, 299:16. 2004, 238:4. 2006, 212:2, eff. June 1, 2006.

**Agenda
Lebanon City Council
April 1, 2026**

12. New Business:

12.B – Discussion and Set Public Hearing for April 15, 2026: Supplemental Appropriation of up to \$41,999.26 for Mechanic Street Sidewalk Segment 2 Improvements Capital Project; Rescission and Transfer of Prior Appropriations and Authorizations for Issuance of Bonds or Notes for Capital Projects; Transfer of Prior Appropriation and Remaining Unspent Funds for Capital Projects; and Transfer of Prior Appropriations from DPW Operating Budget to Capital Projects;

Background

The Mechanic Street Sidewalk project (Segment 2 of the attached map) is a subcomponent of a larger 1.3-mile corridor project along Mechanic Street from the intersection of High and Mascoma Streets to Exit 19 of Interstate 89. The overall Mechanic Street corridor project was first added to the NHDOT's Ten Year Plan list in 1998. The scope of the project was later scaled down to individual intersections and road segments.

In Spring 2021, the City applied for a Community Project Funding (CPF) grant through Congresswoman Kuster's Office to help fund Sidewalk Segment 2, which runs from Slayton Hill Road to the American Legion property. In Spring 2022, the City was notified of a \$290,250 CPF grant award. Subsequently, the City Council voted on June 1, 2022 to approve a supplemental appropriation of \$134,750 to fund the balance of the sidewalk improvement project, which was then estimated to cost approximately \$425,000. The supplemental appropriation was approved from the Unassigned Fund Balance in order to have no impact on the City's tax rate.

Since the appropriations were approved, Public Works and the City's consultant have worked on the final design plans and other preparatory work. The construction project was originally bid in Summer 2025, but the results came in far above the engineer's estimate and the appropriated amount. As a result, the City decided to wait for the next construction season and rebid the project in January 2026.

The latest bid results are lower than those received in Summer 2025 but still exceed the previously appropriated amount by approximately \$250,000. As a result, the Administration is requesting the transfer of prior appropriations totaling \$208,000.74 and a supplemental appropriation for up to \$41,999.26 to enable the construction and completion of the sidewalk improvements in 2026 to take advantage of the CPF grant.

The Administration proposes to fund the additional project costs by rescinding prior appropriations and bonding authorizations for certain capital projects, transferring prior appropriations, bonding authorization, and remaining unspent funds from other capital projects, and transferring FY2026 DPW Operating Budget funds.

In particular, the Administration proposes to rescind prior Water Fund and Sewer Fund appropriations and bonding authorizations from the 2022 Mack Avenue Infrastructure Improvements project and the 2022 Forest Avenue Reconstruction project. The General Fund

appropriations and bonding authorizations are proposed to be transferred from the Mack Avenue and Forest Avenue projects to the Mechanic Street Sidewalk Segment 2 capital project. In addition, the administration proposes to transfer the appropriation and remaining unspent funds from the 2019 Altaria-Route 120 Pedestrian and Bike Improvements project, which is complete, to the Mechanic Street Sidewalk Segment 2 capital project, as follows:

Capital Project	Rescind Bonding Authorization	Rescind Appropriation Authorization	Transfer Appropriation and Bonding Authorization	Transfer Appropriation and Remaining Unspent Funds
General Fund				
2022 Mack Avenue Infrastructure Improvements			\$80,000	
2022 Forest Avenue Reconstruction			\$60,000	
2019 Altaria-Route 120 Ped and Bike Improvements				\$68,000.74
Total			\$140,000	\$68,000.74
Water Fund				
2022 Mack Avenue Infrastructure Improvements	\$60,000	\$60,000		
2022 Forest Avenue Reconstruction	\$45,000	\$45,000		
Total	\$105,000	\$105,000		
Sewer Fund				
2022 Mack Avenue Infrastructure Improvements	\$60,000	\$60,000		
2022 Forest Avenue Reconstruction	\$45,000	\$45,000		
Total	\$105,000	\$105,000		

Finally, the remaining funds necessary for the Mechanic Street Sidewalk Segment 2 project would be funded through a transfer from the FY2026 DPW Operating budget.

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:

- 1. Rescind prior appropriations and authorizations to issue bonds or notes in the amount of \$60,000 from both the Water Fund and Sewer Fund for their portions of the 2022 Mack Avenue Infrastructure Improvements project and \$45,000 from both the Water Fund and Sewer Fund for their portions of the 2022 Forest Avenue Reconstruction project; and***
- 2. Transfer prior appropriations and authorizations to issue bonds or notes in the amount of \$80,000 for the General Fund portion of the 2022 Mack Avenue Infrastructure Improvements project and \$60,000 for the General Fund portion of the 2022 Forest Avenue Reconstruction project to the Mechanic Street Sidewalk Segment 2 Improvements capital project; and***
- 3. Transfer prior appropriations and remaining unspent funds in the amount of \$68,000.74 from the 2019 Altaria-Route 120 Pedestrian and Bike Improvements***

- project to the Mechanic Street Sidewalk Segment 2 Improvements capital project;
and***
- 4. Appropriate up to \$41,999.26 to supplement current funding for the Mechanic Street Sidewalk Segment 2 Improvements capital project; and authorize the transfer of up to said amount from the FY2026 DPW Operating Budget to the Mechanic Street Sidewalk Segment 2 Improvements capital project.***

Included in this Section:

1. Project Budget Spreadsheet, dated January 29, 2026
2. Mechanic Street Proposed Sidewalk – Conceptual Plan of Segments 1-3, dated March 30, 2021

Mechanic Street Sidewalk - Legion to Slayton Hill Road Thursday, January 29, 2026	
Contractor	TBD
Design	\$ 115,847.06
Construction	\$ 444,021.00
Construction Administration (Stantec)	\$ 12,593.72
Construction RPR (PWC)	\$ 76,890.31
ROW	\$ 3,070.00
5% Construction Contingency	\$ 22,201.05
Disbursement Requests	\$ -
TOTAL	\$ 674,623.14

CIP Appropriation \$425,000.00

Over budget (projected) \$249,623.14

Mechanic Street proposed Sidewalk - Conceptual Plan of Segments 1 - 3



MAP FOR REFERENCE ONLY NOT A LEGAL DOCUMENT

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/23/2018
Data updated 11/18/2018

**Agenda
Lebanon City Council
April 1, 2026**

12. New Business:

12.C – Discussion and Set Public Hearing for May 6, 2026: Supplemental Appropriation of up to \$724,000 for a Solid Waste Fleet Replacement Capital Project; Authorization to Transfer up to \$724,000 from Solid Waste Unassigned Fund Balance to the Solid Waste Fleet Replacement Capital Project

Background

In late 2025, the City received a direct pay refund of \$1,228,037.25 in connection with investment tax credits for the Landfill Gas-to-Energy Plant. Approximately 10% of this amount is payable to the accounting firm that managed the IRS submission on the City's behalf, resulting in a net refund of \$1,106,452.25, which was placed in the Solid Waste Fund's Unassigned Fund Balance.

The Department of Public Works (DPW) respectfully requests authorization to allocate a portion of the funds from the Solid Waste Unassigned Fund Balance toward the acquisition of a haul truck by transferring the needed funds into the Solid Waste Fleet Replacement capital project. The total funds needed are \$724,000 and would be used for the acquisition of a 2026 Caterpillar 735 Articulated truck.

A comparable Volvo haul truck was also evaluated in preparation for this request. Both the Caterpillar and Volvo units were competitively bid through Sourcewell. The quoted price for the Volvo would be \$782,290. The cost difference, combined with the City's existing fleet of Caterpillar equipment, forms the basis for recommending the Caterpillar unit.

The proposed articulated haul truck is specifically engineered for operation on sloped terrain, significantly enhancing access to critical areas of the landfill. This capability will support the consistent placement of cover material necessary to maintain compliance with DES requirements. Additionally, it will reduce reliance on bulldozers to push cover material across extended slope distances. Minimizing this practice will preserve valuable airspace during the interim period while landfill expansion efforts are permitted and constructed.

Furthermore, advancing this purchase at this time will eliminate the need for future CIP expenditures associated with replacing a 10-wheel dump truck in 2027 and 2030, as currently identified in the fleet replacement schedule.

Representatives from DPW will be available to review the proposal and answer any questions from the City Council or the public.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, May 6, 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 \$724,000 to supplement the Solid Waste Fleet Replacement capital project; and to authorize the transfer of up to \$724,000 from the Solid Waste Fund Unassigned Fund Balance to the Solid Waste Fleet Replacement capital project.

**Agenda
Lebanon City Council
April 1, 2026**

12. New Business:

12.D – Review and Discussion of Proposed Amendments to City Council Rules

Background

During the annual Organizational Meeting on March 25, 2026, the newly-seated City Council voted to adopt the Council Rules as set forth in Chapter A191 of the City Code.

Once formally adopted, the City Council may amend the Rules. The amendment process is outlined in §A191-13.B, which states, “These rules may be amended or new rules adopted by a two-thirds vote of all members of the Council. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business.”

Attached are proposed amendments to the Council Rules, which have been suggested at recent Council meetings. The amendments include changes to the Order of Business (§A191-8), Permission required to address Council (§A191-12), and Council Appointments to City Boards, Committees, Commissions (§A191-15).

In accordance with Chapter A191-13 of the Council’s Rules, amendments must be presented in writing at the preceding regular meeting prior to adoption. As such, if there is support among the City Council for the proposed changes, these amendments will be presented for adoption at the April 15th meeting. Adoption requires a 2/3 vote of all members of the Council.

Action:

No action is required at this time. Action on the amendments will be scheduled for April 15, 2026.

Included in this Section:

1. Proposed amendments to City Council Rules
2. City Council Rules as adopted on April 16, 2025

Chapter A191

COUNCIL RULES

§ A191- 8. Order of business. [Amended 6-21-1978; 4-7-1982; 5-7-1986; 4-6-1988; 3-27-1991; 6-23-1993; 7-19-1995; 5-15-1996; 4-16-1997; 6-7-2006; 9-3-2008; 4-1-2009; 3-20-2024; 4-16-2025]

The business of all regular meetings of the Council shall be transacted in the following order, unless the Mayor elects to change the order of business for good cause. If any member of the Council objects to the proposed change to the order of business, the Mayor shall ask that the Council vote on the proposed change, by a vote of at least 2/3 of the members present, to suspend the rules and change the order of business.

1. Call to Order.
2. Pledge of Allegiance.
3. Announcement by Mayor. Public forum. “Any member of the public who desires to speak on any agenda 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. City Manager Report
- 4.5. Open Council Discussion
- 5.6. Open to Public. (Limited to 10 Minutes)
- 6.7. Recognitions.
- 7.8. Acceptance of Minutes:
- 8.9. Appointments.
- 9.10. Public Hearings
 - i. Presentation
 - ii. Mayor Opens Public Hearing
 - iii. Questions and Comments by the Public
 - iv. Mayor Closes Public Hearing
 - v. Council Deliberation & Action
- 10.11. Old Business.
- 11.12. New Business.
- ~~12.1. City Manager Report~~
13. Nonpublic sessions.
14. Adjourn.

[...]

§ A191-12. Permission required to address Council. [Amended 4-7-1982]

Persons other than members of the Council and City officers shall be permitted to address the Council when recognized. A time limit of three minutes shall be in effect. ~~The s~~Speakers may ask clarifying questions, but shall not enter into a debate with any

person, Mayor or Council member and shall speak only on a subject on that particular agenda item.

[...]

§ A191-15. Council Appointments to City Boards, Committees, Commissions.

- A. When vacancies occur on City boards, committees, commissions, either by resignation, removal or lapse of term, applications received by the City Clerk will be forwarded to the City Council in a timely manner in order for vacancies to be filled as quickly as possible. [Amended 4-2-2008]
- B. All appointments shall be acted upon by the City Council as authorized by the City Code, the City Charter and New Hampshire Law. [Amended 8-2-1995; 5-21-2003; 4-2-2008]
- C. The following procedure shall be followed for board, commission and committee appointments and reappointments: [Added 9-18-1996; Amended 4-2-2008]
 - 1) For initial appointment, the applicant shall fill out the standard application form. [Amended 5-21-2003; Amended 4-2-2008]
 - 2) For reappointment, the applicant can update the current form on file or complete a new updated application form. [Amended 4-2-2008]
 - 3) One member of the City Council shall interview applicants for initial appointment within 30 days of receiving the application from the City Clerk and report to the full Council prior to any nomination for appointment. [In the event the interview of a prospective applicant is not completed within 30 days as set forth above, the applicant's name and application shall be placed on the next City Council agenda for nomination and appointment by the Council.](#) Applicants for reappointment to the same board, committee, or commission may be nominated for reappointment without completion of an interview with a City Councilor. [Amended 4-2-2008; Amended 11-16-2022]
 - 4) While one city councilor is officially assigned to interview each applicant, any city councilor may interview any applicant for any position to better inform their decision

Chapter A191

COUNCIL RULES

§ A191-1.	Council meetings.	§ A191-13.	Rules: Adoption, Amendment, & Suspension.
§ A191-2.	Temporary Chair.	§ A191-14.	Appointment of Council Representatives to Other Bodies
§ A191-3.	City Clerk.	§ A191-15.	Council appointments to City Boards, Committees, Commissions.
§ A191-4.	Legal counsel.	§ A191-16.	Constituent - Council contacts.
§ A191-5.	Robert's Rules of Order.	§ A191-17.	Confidential materials.
§ A191-6.	Raise hand to be recognized.	§ A191-18.	Attendance at Seminars, Workshops, etc.
§ A191-7.	Agenda.		
§ A191-8.	Order of business.		
§ A191-9.	Budgetary summary.		
§ A191-10.	Motion to be stated by Presiding Officer; withdrawal.		
§ A191-11.	Communications.		
§ A191-12.	Permission required to address Council.		

[HISTORY: Adopted by the City Council of the City of Lebanon 9-18-1974. Amendments noted where applicable.]

GENERAL REFERENCES

Ordinances -- See Charter § C419:22.

Enactment of ordinances -- See Ch. 115.

§ A191-1. Council meetings.

- A. The Council shall meet in regular session on the first and third Wednesday of every month at 7:00 p.m. until the conclusion of business or 10:00 p.m., whichever comes first. The 10:00 p.m. adjournment shall only be extended by a two-thirds vote of the Council. [Amended 11-7-1979; 4-15-1992; 6-23-1993; 3-30-1994; 7-19-1995; 10-18-1995; 5-21-2003]
- B. Attendance. Prior to each meeting, unless prevented by emergency, a Councilor shall notify either the Mayor, City Manager or City Clerk if he or she will be unable to attend a meeting.
- C. Remote Attendance. As long as a quorum of the Council is present in person, one or more members of the City Council at the discretion of the Mayor may participate in a meeting by electronic or other means of communication only when attendance is not reasonably practical. This procedure shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Council but shall be used only as necessary to allow the participation of Council members who are unable to attend in person due to such circumstances as personal illness or disability, employment obligations, or a family or other emergency.

- 1) Member must notify the City Manager's office at least 24 hours in advance of the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements may result in the inability of the members remote attendance.
- 2) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear the other members physical present or participating electronically during the meeting and shall be audible or otherwise discernable to the public in attendance at the meeting's location.
- 3) If participation is not in person, the member must state the reason such attendance is not reasonably practical, and that information must be included in the minutes of the meeting.
- 4) Sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.
- 5) The person not in attendance shall identify the persons present (if any) in the location from which the member is participating.
- 6) If a member of the Council is participating by electronic or other means of communication, all votes must be recorded by roll call vote.
- 7) Electronic or other means of communication can include, but due to changing technology, are not limited to Telephone/Speakerphone/Conference Calls and Computer audio/video conferencing.

D. Remote Participation. Members of the public are permitted to attend and participate in meetings remotely through a live link provided on the City's website or via phone through the number provided by the meeting organizer for all Council meetings that are open to the public. At the beginning of each meeting, participants will be informed of rules for speaking on agenda items and will be called on by the Mayor in an order as determined by the Mayor.

§ A191-2. Temporary Chair.

In case of the absence of the Mayor and Assistant Mayor, the Clerk shall call the Council to order. If a quorum is found to be present, the Council shall choose one of its members to act as Chair.

§ A191-3. City Clerk. [Amended 3-30-1994]

The City Clerk or his/her designee shall be ex-officio clerk of the Council and shall keep minutes of the meeting and perform such other and further duties in the meeting as may be ordered by the presiding officer of Council. Copies of the minutes of meetings shall be furnished to each Councilor with the agenda of the next meeting.

§ A191-4. Legal counsel. [Amended 4-18-1990]

Designated legal counsel shall attend any meetings of the Council when requested by the Mayor or City Manager. Any member of the Council, upon notification to the City Manager, may call upon Counsel for an oral or written opinion to decide any question of law or parliamentary procedure.

§ A191-5. Robert's Rules of Order. [Amended 2-6-1991; 7-19-1995; 4-21-2004]

Robert's Rules of Order (most recent Edition) shall be used in all Council deliberations except as modified herein.

§ A191-6. Raise hand to be recognized.

Councilors do not have to stand to move motion or second.

§ A191-7. Agenda. [Amended 5-7-1986; 7-19-1995; 6-3-1998; 4-18-2007; 4-15-2009]

As stated in §A191-1 above, the Council shall meet in regular session on the first and third Wednesdays of every month at 7:00pm. Agendas for Council meetings are the responsibility of the City Manager and the Mayor.

Submission Deadlines:

- The first Wednesday of the month will be the date in which the agenda is set for the meeting on the first Wednesday of the next month.
- The third Wednesday of the month will be the date in which the agenda is set for the meeting on the third Wednesday of the next month.

Any Councilor wishing to have an item placed on an agenda must submit said item (in its proper format by utilizing a City Council Agenda Request Form, provided by the City Manager's Office) to the City Manager's Office by Noon on the Tuesday preceding the Wednesday on which the agenda is to be set.

Items of an urgent nature which require special attention or are in need of immediate action by the Council may be placed on any agenda at the discretion of the Mayor and/or City Manager.

§ A191- 8. Order of business. [Amended 6-21-1978; 4-7-1982; 5-7-1986; 4-6-1988; 3-27-1991; 6-23-1993; 7-19-1995; 5-15-1996; 4-16-1997; 6-7-2006; 9-3-2008; 4-1-2009; 3-20-2024; 4-16-2025]

The business of all regular meetings of the Council shall be transacted in the following order, unless the Mayor elects to change the order of business for good cause. If any member of the Council objects to the proposed change to the order of business, the Mayor shall ask that the Council vote on the proposed change, by a vote of at least 2/3 of the members present, to suspend the rules and change the order of business.

1. Call to Order.
2. Pledge of Allegiance.
3. Announcement by Mayor. Public forum. "Any member of the public who desires to speak

on any agenda 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 Public. (Limited to 10 Minutes)
6. Recognitions.
7. Acceptance of Minutes:
8. Appointments.
9. Public Hearings
 - i. Presentation
 - ii. Mayor Opens Public Hearing
 - iii. Questions and Comments by the Public
 - iv. Mayor Closes Public Hearing
 - v. Council Deliberation & Action
10. Old Business.
11. New Business.
12. City Manager Report
13. Nonpublic sessions.
14. Adjourn.

§ A191-9. Budgetary summary. [Amended 3-00-1985]

On a quarterly basis, and within the months of October and November, the City Manager shall submit a budgetary summary to the City Council. Discussion of the summary shall be placed on the agenda of the next Council meeting following submissions.

§ A191-10. Motion to be stated by Presiding Officer; withdrawal. [Amended 7-19-1995]

- A. When a motion is made and seconded it shall be repeated upon request by the presiding officer before debate. At his/her discretion the presiding officer may request motions to be put in writing. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of the Council.
- B. The presiding officer may at any time, by a majority vote of the members present, permit a member to introduce an ordinance, resolution or motion out of the regular order.

§ A191-11. Communications. [Amended 12-9-1992; 7-19-1995; 6-16-2004]

- A. Unattributed communications shall not be introduced in Council meetings. Information advocating a certain position obtained from constituent contact may be introduced at Council meetings if the name of the source is given. Electronic and written communications from any Councilor to four or more members shall constitute public comment and shall be transmitted to the City Manager's office for public record.
- B. With the exception of the Mayor's use of City letterhead, stationery, or official City insignia for resolutions or proclamations, members of the City Council may only

use such for purposes officially approved by the Council.

§ A191-12. Permission required to address Council. [Amended 4-7-1982]

Persons other than members of the Council and City officers shall be permitted to address the Council. A time limit of three minutes shall be in effect. The speaker shall not enter into a debate with any person, Mayor or Council member and shall speak only on a subject on that particular agenda item.

§ A191-13. Rules: Adoption, Amendment, & Suspension. [Amended 7-19-1995]

- A. Each newly seated Council by motion shall formally adopt the Council Rules and Regulations currently in place.
- B. These rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be placed on the calendar under the order of new business.
- C. These rules may be suspended by a 2/3 vote of those members present and voting. The purpose for suspension must be clearly stated before the vote is taken, and 2/3 of the members present and voting must declare the matter one of such priority that it would be detrimental to hold it over until the next regular meeting.

§ A191-14. Appointment of Council Representatives to Other Bodies.

The Mayor shall designate and appoint representatives from the City Council to other bodies, including City boards, committees, and commissions, as the need arises.

§ A191-15. Council Appointments to City Boards, Committees, Commissions.

- A. When vacancies occur on City boards, committees, commissions, either by resignation, removal or lapse of term, applications received by the City Clerk will be forwarded to the City Council in a timely manner in order for vacancies to be filled as quickly as possible. [Amended 4-2-2008]
- B. All appointments shall be acted upon by the City Council as authorized by the City Code, the City Charter and New Hampshire Law. [Amended 8-2-1995; 5-21-2003; 4-2-2008]
- C. The following procedure shall be followed for board, commission and committee appointments and reappointments: [Added 9-18-1996; Amended 4-2-2008]
 - 1) For initial appointment, the applicant shall fill out the standard application form. [Amended 5-21-2003; Amended 4-2-2008]
 - 2) For reappointment, the applicant can update the current form on file or complete a new updated application form. [Amended 4-2-2008]
 - 3) One member of the City Council shall interview applicants for initial appointment

within 30 days of receiving the application from the City Clerk and report to the full Council prior to any nomination for appointment. Applicants for reappointment to the same board, committee, or commission may be nominated for reappointment without completion of an interview with a City Councilor. [Amended 4-2-2008; Amended 11-16-2022]

- 4) While one city councilor is officially assigned to interview each applicant, any city councilor may interview any applicant for any position to better inform their decision.

§ A191-16. Constituent-Council contacts. [Added 5-13-1992]

Council members shall use the process outlined on the attached flow chart for constituent contacts.

§ A191-17. Confidential materials.

A. Classification.

- 1) In the event that materials need to be classified as confidential, a standard will be applied by the City administration to determine if a compelling purpose exists to require that the materials be confidential and that public disclosure of the materials would serve to undermine the interest of the City. The City administration's determination of confidentiality shall be made in accordance with RSA 91-A. [Amended 5-21-2003]
- 2) Some examples where materials would be classified as confidential would include positions in labor negotiations, personnel matters involving a right of privacy and settlement discussions of pending litigation.
- 3) In order to ensure that the government of the City of Lebanon conducts its affairs in public and not in private, and that the citizens' deliberation on public affairs in Lebanon be as fully informed as practically possible, hereby be it resolved, that the City promptly release to the public all legal opinions received hereafter by the City, including, but not limited to, memoranda from any legal counsel to the City, and opinions received by the City in private consultation with legal counsel (as allowed under RSA 91-A:2, Meetings Open to Public, I(c), Consultation with legal counsel), except that the following shall only be released at the discretion of the City Manager and City Council: [Added 5-15- 2002]
 - (a) Opinions pertaining to the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against the employee; [amended 4-01-2009]
 - (b) Opinions pertaining to the hiring of any person as a public employee;
 - (c) Opinions which, if released to the public, would likely affect adversely the reputation of any person other than a City Councilor; [amended 4-01- 2009]
 - (d) Opinions pertaining to the consideration of the acquisition, sale or lease of real or personal property which, if released to the public, would likely benefit a party or parties whose interests are adverse to those of the City;
 - (e) Opinions pertaining to the consideration or negotiation of claims or litigation which has been threatened in writing or filed against the City;
 - (f) Opinions pertaining to matters before quasi-judicial boards of the City;

(g) Opinions which, in the judgment of the City Manager and City Council, could potentially cause harm to the City if released.

B. Treatment of classified materials. When materials are classified as confidential, they will be identified and marked as "Confidential" and transmitted to the City Council in sealed envelopes marked as "Confidential." The reason for the confidential classification will be noted on the materials.

C. In the event that a significant portion of a document may be made available to the public without compromising the portions of a document which are necessary to be maintained as confidential in accordance with Subsection A of this policy, then such portion(s) shall be made available to the public with only the confidential portion(s) classified. [Amended 6-19-1996; 5-21-2003]

§ A191-18. Attendance at Seminars, Workshops, etc.

Any Councilor who wishes to attend (at the expense of the City) a seminar, workshop, or other function designed to improve their ability to serve on the City Council (or their respective board, committee, or commission) must first confirm with the City Manager that funds are available for use. If funding is in place, the following options are available:

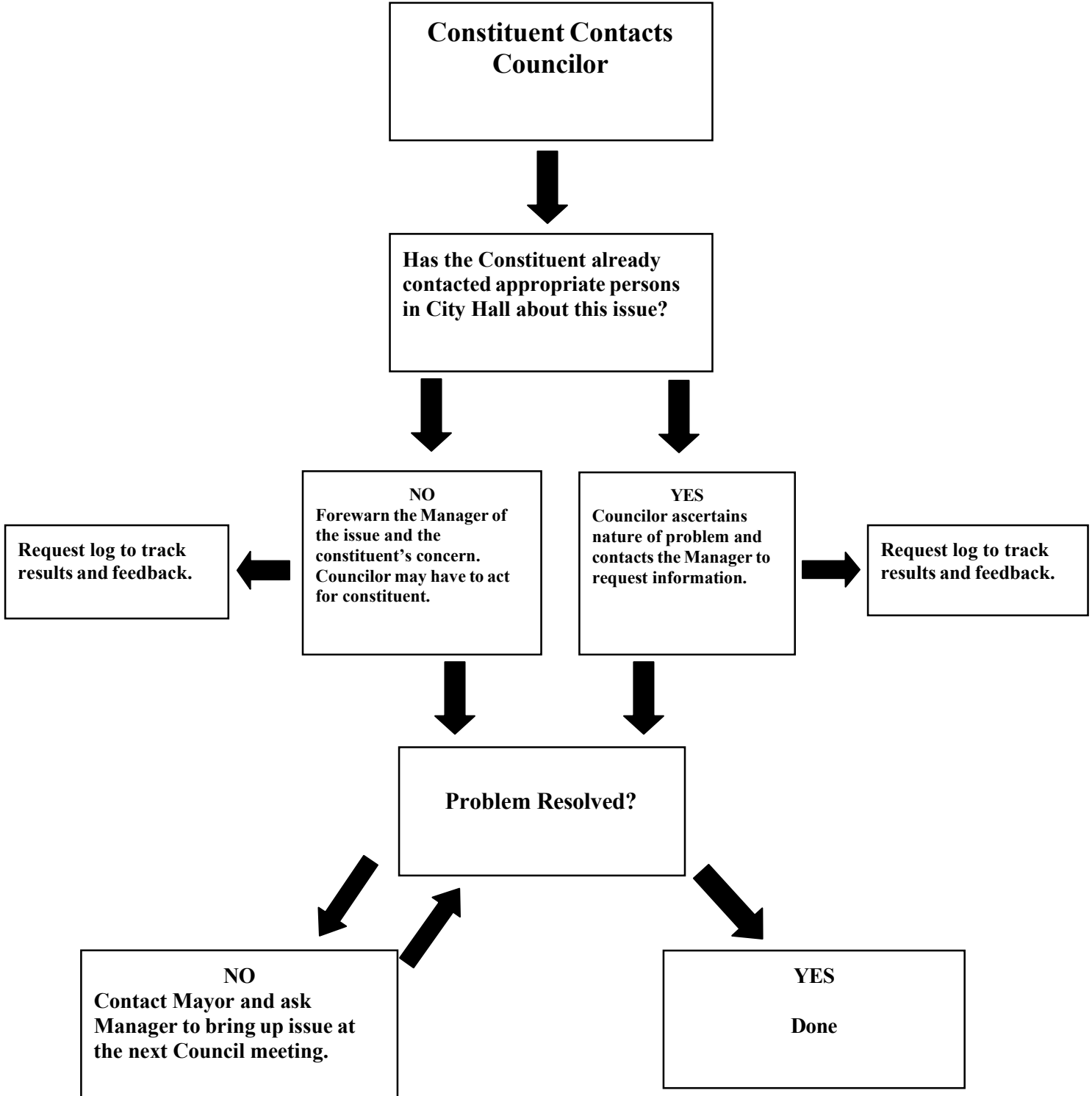
- (1) Register for the event through the City Manager's Office and request payment in advance of attendance; or
- (2) Self-register for the event and request reimbursement after attending.

If option (2) is exercised, reimbursement is only guaranteed if confirmation of funding was requested in advance of attending and proper documentation, according to the City's Purchasing Policy, is submitted with the reimbursement request.

§ A191-19. Email and Computer Use

All City Councilors will be provided with City issued email addresses and computer devices to assist them in their capacity as elected officials. Use of City email addresses and/or computer devices is not mandatory. Councilors who elect to utilize City email addresses and/or computer devices must comply with and sign an acknowledgement form for compliance with any City computer use and cyber security policies.

FLOW CHART FOR CONSTITUENT-COUNCILOR CONTACTS
Council Rules, Section A191:16
[Amended 4-20-2011; 5-16-2012]



**Agenda
Lebanon City Council
April 1, 2026**

12. New Business:

12.E – Update on Status and Next Steps for Strategic Plan Process

Background

City Manager Hosmer will provide a brief update on the administration's work on the Strategic Plan.

Action

Recommended action, if any, will be determined based on the City Council's discussion of this agenda item.