



**LEBANON CITY COUNCIL
APRIL 15, 2026 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 222 873 37#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The April 15, 2026 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

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

4. Open Council Discussion

5. Open to the Public

6. Recognitions

A. Week of the Young Child Proclamation

7. Approval of Minutes

A. MOTION TO approve the minutes as presented in the April 15, 2026 agenda packet.

8. Appointments

A. Appointments for April 15, 2026

- Class VI Roads Advisory, Erling Heistad (Citizen Representative)
- Conservation Commission, Erling Heistad (Alternate Member)
- Conservation Commission, Pamela Lee (Alternate Member)
- Conservation Commission, Lynnette Madsen (Alternate Member)
- Heritage Commission, Roxanne Benzel (Citizen Member)
- Heritage Commission, Nicole Dittrich (Citizen Member)
- Heritage Commission, Brian Ware (Citizen Member)
- Lebanon Energy Advisory Committee, Sherry Boschert (Reappointment Public Member)
- Lebanon Energy Advisory Committee, William Sterns (Reappointment Public Member)
- Lebanon Housing Authority Board, Kim Chewning (Reappointment Citizen Member)

- Lebanon Housing Authority Board, Tracy Foor (Public Housing Resident)
- Pedestrian and Bicyclist Advisory Committee, Erling Heistad (Citizen Representative)
- Pedestrian and Bicyclist Advisory Committee, Lynnette Madsen (Citizen Representative)
- Planning Board, Patrick Kennelly (Reappointment Resident Member)
- Planning Board, Max Terzano (Resident Member)
- Zoning Board of Adjustment, Rupert Burtan (Regular Member)
- Zoning Board of Adjustment, Michael Morris (Regular Member)

9. Public Hearing Items

- A. Airport Runway 36 Extension and Runway 18-36 Obstruction Removals 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 – Public hearing for the purpose of receiving public input and taking action to appropriate up to \$222,450 to supplement current funding for the Airport Runway 36 Extension and Runway 18-36 Obstruction Removals capital project; and to authorize the transfer of funds from the Airport Fund Balance to fund the supplemental appropriation.

R-2026-4

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

- B. Mechanic Street Sidewalk Segment 2 Improvements

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 – Public hearing for the purpose of receiving public input and taking action to appropriate up to \$41,999.26 for the Mechanic Street Sidewalk Segment 2 Improvements capital project; to rescind and transfer prior appropriations and prior authorizations for issuance of bonds or notes for capital projects; to transfer prior appropriations and remaining unspent funds for capital projects; and to transfer prior appropriations from the DPW operating budget to capital projects.

R-2026-2

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

10. Old Business

- A. Discuss 2027-2028 New Hampshire Municipal Association (NHMA) Legislative Policy Process
- B. Adoption of Proposed Amendments to City Council Rules
- C. Discussion and Action on Creation of Strategic Plan Task Force

11. New Business

- A. Release of Collected Public School Impact Fees (1st Quarter 2026)
- B. Land Lease to Construct Private Hangar at Lebanon Airport
Authorization for City Manager to Execute Lease Agreement with Christian Gomes for Land Lease to Construct Private Hangar at Lebanon Airport
- C. Ordinance 2026-06
Discussion and Set Public Hearing for May 6, 2026: Ordinance 2026-06, to Amend City Code Chapter 97: Landfill Regulations
- D. Discussion of Status of Barrows Street Development Project
- E. State of Housing
Continuation of Discussion on the State of Housing with the Planning and Development Department

12. City Manager Report

13. Non-Public Session

14. Adjournment

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

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

Future Board/Committee/Commission Appointments:

Board/Committee: Class VI Roads

Position: Regular

Applicant: E. Backstrom

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

May 6, 2025

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

B. Ordinance 2026-06: Amendments to City Code Chapter 97: Landfill Regulations

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. Review of Potential Redevelopment of 14, 28, and 30 Main Street by DEW Properties; Authorization for City Manager to Enter into Option to Purchase Agreement with DEW Properties

C. Landfill Discussion (Agenda Request from Councilor McNamara)

D. Discussion RE: Guidance from the City Council regarding the 2027 Budget

Lebanon City Council Agenda
April 15, 2026

May 20, 2026

Public Hearing Items:

A. Ordinance #2026-05: Amendments to City Code Chapter 72, Fire Prevention

New Business:

A. Presentation of Emergency Winter Shelter Operational Statistics for Winter 2025-26

B. Review and Discussion of 2025 4th Quarter Budget Report

C. Review and Discussion of 2026 1st Quarter Budget Report

D. Presentation of 2027 Financial Outlook

E. Discussion and Provide Guidance to City Manager regarding the 2027 Budget



PROCLAMATION WEEK OF THE YOUNG CHILD

WHEREAS, the early years of a child’s life are critical to healthy brain development, school readiness, and lifelong success, and access to high-quality early care and education supports overall well-being, helps identify developmental needs, and builds a strong foundation for all children; and

WHEREAS, the strength of New Hampshire’s economy and local workforce depends on the availability of affordable, safe, and reliable childcare, including after-school programming, which enables parents and caregivers to participate fully in the workforce and supports local businesses; and

WHEREAS, communities across the region, including Lebanon, continue to face a shortage of early childhood education opportunities, placing strain on families, employers, and the broader economy, and disproportionately affecting caregivers’ ability to maintain stable employment and financial security; and

WHEREAS, early childhood educators are essential professionals whose expertise and dedication support children, families, and the workforce every day, and whose contributions are fundamental to the long-term vitality of our community; and

WHEREAS, addressing childcare challenges requires coordinated, cross-sector collaboration, and the City of Lebanon joins many partners across the region and state in recognizing and supporting ongoing efforts to strengthen the early childhood system, including contributions from providers, educational institutions, nonprofit organizations, businesses, and regional and national partners working to expand access, improve quality, and support the workforce;

NOW, THEREFORE, I, Douglas Whittlesey, Mayor of the City of Lebanon, do hereby proclaim April 11–17, 2026, as the WEEK OF THE YOUNG CHILD in Lebanon and encourage all residents to recognize and support the important role of early childhood education in building a strong and resilient community.

Proclaimed this 15th day of April 2026.

Douglas Whittlesey
Mayor, City of Lebanon

**Agenda
Lebanon City Council
April 15, 2026**

7. Acceptance Of Minutes:

Minutes To Be Accepted

- March 18, 2026 (Regular Meeting)
- March 25, 2026 (Organizational Meeting)
- April 1, 2026 (Regular Meeting)

MOVED, to approve the minutes as presented in the April 15, 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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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 noting he felt this was a great program and will improve energy efficiency in our City. He questioned
21 if NH RSA 53-F states that the City will be responsible for handling the billing and collection of the
22 C-PACER loans. Mr. Below noted that was a statement made by the Mayor at the last meeting. That
23 was under the old C-PACER program but under this new program the lenders deal with that directly.
24 The servicing of the loan does not include the City. This was one of the reforms to break the grid
25 lock of this (C-PACER Program) not being used.

26
27 **Hearing no further comments from the public, the Public Hearing was closed.**

28
29 **Council/Staff Comments:**

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

32
33 **ACTION:**

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

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

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

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

7
8 **2. Assistant Mayor Wilkie MOVED** that the Lebanon City Council hereby determines that the energy
9 conservation and efficiency and clean energy improvements to be fostered by NH RSA Chapter 53-F will
10 serve the public purposes as set forth in NH RSA Chapter 53-F and will not primarily be for the benefit
11 of private persons or uses, even though such private benefits and uses may incidentally result.
12 **Seconded by Councilor Simon.**

13
14 ***The Vote on the Motion was approved (8-0)**

15
16 Ms. Bochert came forth and requested that City Staff let the NH Business Finance Authority know that C-
17 PACER Program passed.

18 19 **10. OLD BUSINESS**

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

21
22 Included in the agenda packet: [\(All supportive documents and information can be found on pages 145-](#)
23 [165, Council agenda packet\) Minutes do not include screenshots, maps, graphs, or images.\)](#)

- 24 1. 2025-2026 NHMA Legislative Policy Positions
- 25 2. 2027-2028 NHMA Legislative Policy Process, Questions & Answers
- 26 3. 2027-2028 NHMA Legislative Policy Process, Proposed Policy form

27
28 Mayor Whittlesey briefly reviewed the background and noted this topic will be on the agenda for the next
29 few meetings. There will be opportunities for this Council and the new Council to weigh in on this.

30 31 **BACKGROUND**

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

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

38
39 **Council/Staff Comments: NONE**

40
41 **ACTION: *None taken at this meeting.***

42 43 **11. NEW BUSINESS**

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

1
2 Included in the agenda packet: (All supportive documents and information can be found on pages 166-
3 175, Council agenda packet) Minutes do not include screenshots, maps, graphs, or images.)

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

9
10 Airport Director Carl Gross reviewed the background and reasons for requesting supplemental
11 appropriation.

12 **BACKGROUND**

13
14 On December 14, 2022, in connection with approving the FY2023 budget, the City Council appropriated
15 \$7,040,000 for FAA-mandated Runway Safety Area projects at the Lebanon Municipal Airport. The
16 Runway Safety Area (RSA) projects included aspects of design, construction management services, and
17 construction of improvements to the north-south (18-36) runway, extension of Taxiway A, and relocation of
18 the localizer to bring the airport into compliance with current FAA design standards and to remove existing
19 obstructions. Portions of the approved RSA project work have already been finished, and others are
20 scheduled for completion over the next few years.

21
22 The FAA recently notified the City that portions of the construction and construction engineering costs for
23 the Runway 36 Extension and Runway 18-36 Obstruction Removal project are ineligible for reimbursement
24 through the Airport Improvement Project (AIP) grant. As summarized in the attached Supplemental
25 Narrative document, the total amount of project costs that is eligible under the AIP grant is \$3,070,776. The
26 total amount of project costs that is ineligible under the AIP grant is \$222,448. The AIP ineligible costs must
27 be covered by the City of Lebanon.

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

30 **Council/Staff Comments:**

31
32 The Council and Director Gross discussed the reasons why the FAA would not cover the costs of this
33 wider runway (they wanted the runway narrower); how the City/Airport can incur this cost to further
34 additional revenues in the future; how there has been an increase in the number of larger aircraft coming
35 into the Lebanon Airport; how, traditionally, airports need to prove to the FAA the need for a
36 wider/longer runway; the remaining funds out of the Capital Airport Fund (after removing the requested
37 \$222,450) will be +/- 500K.

38
39 Director Gross will talk with Alesia Williams (Finance Director) to determine the amount remaining in
40 Airport Capital Funds and will report his findings back to the Council. Deputy City Manager Brooks
41 noted he spoke with the Finance Department and the amount remaining would be between the \$550K-
42 \$600K range.

43 **ACTION:**

44
45 ***Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby schedules a public hearing***
46 ***for Wednesday, April 15, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote via***
47 ***the City's Virtual Platform, for the purpose of receiving public input and taking action to appropriate up***
48 ***to \$222,450 to supplement current funding for the Airport Runway 36 Extension and Runway 18-36***

1 *Obstruction Removal Capital Project; and to authorize the transfer of up to \$222,450 from the Airport*
2 *Fund Balance to the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital*
3 *Project to fund the supplemental appropriation.*
4 *Seconded by Councilor McNamara.*

5
6 **The Vote on the Motion was approved (7-0). Councilor Sykes was not present at the time this vote*
7 *was taken, and Councilor Stavis was absent.*

8
9 Deputy City Manager Brooks informed the Council that there was a 3rd Public Hearing that was supposed
10 to happen tonight. This was also a Supplemental Appropriation Public Hearing for the Mechanic Street
11 Sidewalk Improvements. The Charter requires that Supplemental Appropriations be noticed “twice in
12 consecutive weeks,” before a Public Hearing can be held. This (noticing) was missed and is the reason
13 why this Public Hearing did not appear on tonight’s agenda. It will be on the April 1, 2026, Council’s
14 agenda.

15
16 **B. Discussion on the State of Housing with the Planning and Development Department**

17
18 Included in the agenda packet: [\(All supportive detailed documents, the 2026 Housing Progress Report,](#)
19 [and other information, as listed below, can be found on pages 176-191, Council agenda packet.\)](#)

- 20 1. 2026 Housing Projects Progress Report presentation
21 2. Lebanon Housing Pipeline spreadsheet

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

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

31
32 Mayor Whittlesey noted that tonight’s meeting on the State of Housing Lebanon is just a start to
33 understand how much (housing) Lebanon has been adding and what is in the process right now so we can
34 keep this in mind as we look to move forward in considering what kind of housing and other
35 development(s) the City wants to see and where in Lebanon we want to see it.

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

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

4
5 **BACKGROUND**

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

- 10 • Types, numbers, and locations of housing units that have already been approved for development;
- 11 • The status of the various approved projects; and
- 12 • How the Lebanon School District and other City infrastructure and services may be impacted by
13 future development and growth.

14
15 Director Reichert and Deputy Director Corwin discussed in detail the map showing the Current Lebanon
16 Housing Development, Projects under construction, Projects with Planning Board Approvals, and the
17 status of Projects seeking Planning Board Approval(s) or Related Permits (i.e., Conceptual Reviews).

18

Totals



19
20
21
22
23

MULTI-FAMILY BEDROOM MIX
(Properties below are either actively under construction or are on the verge of construction)



Projects included:
 Marek II
 2 Mascoma Street
 Lebanon Woolen Mills
 The Brickyard
 The Muse

Projects not included:
 Marek West
 Signal Park
 Mt. Support
 Townhouses
 22 School Street
 Riverpark

1064

1
 2 Director Reichert noted it does make a big difference on the type of (housing) mix we have been seeing
 3 noting that housing has been geared towards density and mid-rise apartment buildings, which has
 4 dominated the last 5-years of construction in Lebanon.

5
 6 **Council/Staff Comments:**

7 Mayor Whittlesey would like to also see how many true homes, like single-family home (attached/or
 8 detached) have also been brought online within the last 10 years. Most of what the Council sees in this
 9 presentation are mostly Townhouses or Apartment Complexes. His concern is when we have these
 10 discussions, we hear the need from the public and employers, and the need is for single-family
 11 attached/detached homes and what the market is producing is not what we are looking at. He also would
 12 like to know how we can use our Zoning and other tools available to encourage or necessitate
 13 attached/detached housing and discourage less apartment complexes.

14
 15 Director Reichert said the Planning Department can put a robust presentation together and will bring it
 16 back to the Council. He also spoke about the new Permitting software program that their UNH intern is
 17 perfecting. He requested the Council send him or Deputy Director Corwin some specific questions for
 18 data so they can analyze to provide further information for the Council.

19
 20 Councilor McNamara requested data for the last 10 years for Certificate of Occupancies (Cos). He would
 21 also like to see data on the number of Site Plan Reviews. He spoke about the Housing Task Force Limits
 22 to growth discussions, noting that from his perspective, and the Housing Task Force’s perspective, we are
 23 approaching the end where the City will be running out of appropriately zoned land for new construction.
 24 We are hoping that the Land Use Chapter can be linked into this as it may reflect a desire to down zone
 25 some areas (not allow a particular type of use within a particular zone) and further explained his
 26 reasonings. The City needs to make some very serious decisions about where we will be going in the
 27 future (with housing), and what we want to see because at some point our lands will be used up.

28
 29 Mayor Whittlesey would like to see the Open Space Plan for the City and what the capacity would be for
 30 single-family housing rather than apartment complexes and gave examples of what he was looking for.

31
 32 Director Reichert said he would like Mark Goodwin (GIS Coordinator) to be part of this conversation and
 33 analysis since he played a part in the Open Space Land documents, etc.

34

1 Director Reichert reviewed the Supporting Materials as presented in the agenda packet and noted that
2 “Every new unit created in the City regardless of the unit size or type, had a positive impact financially on
3 the City of Lebanon.”
4

5 Councilor Heistad would like to see information regarding the School District and its capacity for student
6 enrollments in the future. This would help the Council in determining whether or not a new school would
7 have to be built.
8

9 Director Reichert noted that the School District has commissioned an Enrollment Study based on what
10 their projects are for the near term. That study has been included in the base of work that the Housing
11 Task Force has been reviewing. He felt having the Mayor invite members of the School District to come
12 before the Council and give a presentation on their studies/capacity would be a good idea.
13

14 **ACTION: This agenda item was for informational purposes only. No action was required by the Council.**
15

16 **12. City Manager Report:**

17 City Manager Hosmer updated the Council on the following:

- 18 • Requested his report take place earlier in the meeting.
- 19 • Department Head Reports
 - 20 ○ Uptick in volume of Fire/EMS Ambulance Services/Police simultaneous calls as
 - 21 provided to him from Chief Wheatley. He also spoke about the significant delays in
 - 22 destinations, such as hospital Emergency Rooms, and more complex and time intensive
 - 23 calls (i.e., patients are sicker and require more extensive care).
 - 24 ○ Potential impact to the City Fire/EMS/Police as growth increases.
 - 25 ○ Building Permits (93) for residential properties (37) for commercial properties.
- 26 • Govinity.Gov: New Meeting Management System: Still migrating into the City’s website.
- 27 Should be fully integrated by end of summer.
28

29 Deputy City Manager Brooks updated the Council on the 2026 Citizens Academy.
30

31 Councilor Simon spoke about his reason for supporting the City Manager’s Report being presented earlier
32 in Council meetings.
33

34 Deputy City Manager Brooks will draft a new agenda that includes an earlier time for the City Manager
35 Report and bring it back to the Council for their review at the next Council meeting.
36

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

38 **14. ADJOURNMENT:**

39 *Councilor Heistad MOVED for adjournment.*

40 *Seconded by Councilor Simon.*
41

42 **The Vote on the MOTION was unanimously approved (8-0)*
43

44 **The meeting was adjourned at 9:14 PM.**
45
46
47

- 1 Respectfully submitted,
- 2 Dona E. Gibson
- 3 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
ORGANIZATION SESSION MINUTES
Wednesday, March 25, 2026, 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Kellen Appleton, Nicole Ford Burley, Eric Cole, Andrew Faunce, Lori Key

MEMBERS ABSENT: Timothy McNamara and Laurel Stavis

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, City Clerk Jaseya Ewing, Director of Public Engagement and Communications Beth Beraldi, Finance Director Alesia Williams

- 1 **1. CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 7:05 p.m.
2 • **City Manager Andrew Hosmer announced the meeting criteria for attendees.**
3
4 **2. PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.
5
6 **3. PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.
7
8 **4. OPEN COUNCIL DISCUSSION: NONE**
9
10 **5. OPEN TO PUBLIC: No one from the public came forth.**
11
12 **6. Retirement of Outgoing Councilors:**
13 Mayor Whittlesey noted the retired Councilors were not present because they were recognized last week.
14 For the record, he wanted to thank the following retired Councilors for all their many years of service to
15 the City.
16 • Erling Heistad
17 • Chris Simon
18 • George Sykes
19 • Karen Zook
20
21 **7. Welcoming Newly Elected & Re-Elected Councilors:**
22 **Mayor Whittlesey welcomed the newly elected and re-elected Councilors as listed below**
23 • Andrew Faunce (Ward-1)
24 • Eric Cole (Ward 2)
25 • Kellen Appleton (At-Large)
26 • Timothy J. McNamara (Elected At-Large)
27
28 Jaseya Ewing, City Clerk, administrated the Oath (of service) to City Councilors.
29

1 **8. NOMINATION AND ELECTION OF **TEMPORARY** CHAIR**

2
3 Mayor Whittlesey opened the Nominations for **Temporary** Chair.

4
5 *Mayor Whittlesey put forth the NOMINATION of Councilor Nicole Ford Burley as **Temporary** Chair.*
6 *Seconded by Councilor Faunce.*

7
8 Hearing no further nominations for **Temporary** Chair, Mayor Whittlesey closed the nominations
9 and called for a vote.

10
11 **ACTION:**

12 **The Vote on the NOMINATION to elect Councilor Nicole Ford Burley as **Temporary** Chair was*
13 *approved (7-0).*

14
15 **9. NOMINATION AND ELECTION OF MAYOR AND ASSISTANT MAYOR**

16
17 **NOMINATIONS FOR MAYOR:**

18 Councilor N. Ford Burley, **Temporary Chair**, opened the NOMINATIONS for MAYOR.

19
20 Councilor Wilkie put forth the Nomination of Councilor Douglas Whittlesey for MAYOR.
21 Seconded by Councilor Faunce.

22 Councilor Whittlesey accepted the nomination.

23
24 Hearing no further nominations for Mayor, Councilor N. Ford Burley, **Temporary Chair**, closed
25 the nominations and called for a vote.

26
27 **ACTION**

28 **The Vote on the NOMINATION of Douglas Whittlesey for Mayor was approved (6-0-1). Councilor*
29 *Douglas Whittlesey abstained.*

30
31 Councilor N. Ford Burley was no longer Temporary Chair and took her seat as a regular member
32 of the Council.

33
34 **NOMINATIONS FOR ASSISTANT MAYOR:**

35 Mayor Whittlesey opened the Nominations for Assistant Mayor.

36
37 Councilor N. Ford Burley put forth the Nomination of Councilor Wilkie for ASSISTANT MAYOR.
38 Seconded by Mayor Whittlesey.

39 Councilor Wilkie accepted the nomination.

40
41 Hearing no further Nominations for Assistant Mayor, Mayor Whittlesey closed the nominations
42 and called for a vote.

43
44 **ACTION**

45 **The Vote on the NOMINATION of Councilor Wilkie as Assistant Mayor was approved (4-2-1).*
46 *Councilors Faunce and Appleton, N. Ford Burley and Mayor Whittlesey in favor. Councilors Key and*
47 *Cole against, and Assistant Mayor Wilkie abstained.*

1
2 **10. PUBLIC HEARING ITEMS: NONE**

3
4 **11. NEW BUSINESS**

5 **A. Adoption of Council Rules**

- 6 1. Included in Agenda Packet on pages 3-10.
7

8 Deputy City Manager Brooks gave an overview of the Council Rules that were included in the agenda
9 packet. These are the rules that have been brought forward from the prior Council. Under those rules, you
10 are obligated to adopt them as is. Once adopted, you can begin to propose amendments where
11 appropriate. He requested someone to Move for Adoption.
12

13 Before moving forward with the of Council Rules, Mayor Whittlesey noted this is the process for the new
14 Councilors and asked if there were any questions.
15

16 Deputy City Manager Brooks read the requirements of § 191-13 A-C. Rules: Adoption, Amendments,
17 and Suspension for the benefit of the newly seated Councilors. Any amendments made to the Council
18 Rules will be brought back to the Council for their review and discussion. If there are no changes to
19 Council Rules, then they will be brought back to the Council for subsequent action. This is a two-step
20 process to amend or adopt new rules. These rules can be suspended by a 2/3 vote of those present and
21 voting. He gave examples of a couple of amendments that have been discussed over the last several
22 meetings with the Council (i.e., §8191-8, which is the Order of Business); §A 191-15, appointments to
23 other City Boards/Commissions and §A 191-15-C, which speaks to City Council interviews of
24 prospective new members).
25

26 **Council Comments:**

27 Councilor Key brought forward a process question and was uncertain if what she would be proposing was
28 an amendment. She questioned §A 191-12, Permission required to address Council and wondered if the
29 Council would be interested in exploring really “What is the definition of “A speaker shall not enter into a
30 debate with any person,” and spoke about a resident at the Budget Public Hearing who was expressing her
31 sentiment around the budget and was concerned that she was unable to ask another question once the
32 Council had answered her first question and further explained her request for further dialogue between the
33 speaker and further questions from the public.
34

35 Assistant Mayor Wilkie concurred with Councilor Key and felt it was important, especially since we do
36 have Councilors ask clarifying questions before a hearing and wondered if this could be addressed by
37 changing the Council Rules to say: “The speaker may ask clarifying questions (from the public) before
38 proceeding.” Mayor Whittlesey also added that “this shall apply to public comment during Public Hearing
39 Items” and explained his reasons.
40

41 Deputy City Manager Brooks will bring these requested changes back to the Council for their review at
42 the April 1, 2026 Council Meeting.
43

44 Mayor Whittlesey called for a Vote on the Council Rules and noted that if there were other potential
45 amendments that Council wants to discuss, the Council can take them up on April 1, 2026.
46

47 **ACTION:**

48 ***Councilor Faunce MOVED to approve Chapter A191, Council Rules as required and presented in the***
49 ***March 25, 2026 City Council agenda packet.***

50 ***Seconded by Council N. Ford Burley.***

1
2 **The Vote on MOTION was approved by those present (7-0).*

3
4 Deputy City Manager Brooks noted that Council Rules can be updated at any point during the year.

5
6 **B. Council Orientation**

7 City Manager Hosmer congratulated the Council on their elections and their willingness to serve. Public
8 service requires time, judgment, patience and a willingness to make difficult decisions in a very public
9 setting. He appreciates the commitment each of the Councilors has made to this City and to the residents
10 who have placed their trust in all of them.

11
12 Tonight's onboarding is a refresher for returning Councilors and is an introduction to those of you who
13 are new to this body. The goal is to ground all of us in the same shared understanding of how Lebanon's
14 Council/Manager form of government works. This structure is routed in the Lebanon City Charter, in the
15 Lebanon City Code and both provide a great deal of clarity, but at times they can also create confusion in
16 practice. City Manager Hosmer's hope is that his presentation adds clarity and helps address some of the
17 areas where confusion can arise. As a relatively large legislative body, consistency really does matter.
18 The more disciplined and consistent we are on how the Council conducts itself, and how the City
19 operates, the more confidence the public will have in the work that you all do. That confidence is not built
20 simply by good intentions, it's built by clear roles, sound practices, respect for the law, and a common
21 understanding of how decisions are made. It is especially important to remember that the Council is a
22 deliberative body. You will each bring your own experiences, perspectives and strongly held views to the
23 table and that is very healthy. Strong disagreement is not a problem, and in many cases it's a sign that the
24 issues before you matter but once deliberation is complete the Council acts through the vote of the
25 majority. This body governs as a body, not as nine (9) individual office holders acting independently.
26 That principal is directly tied to the role of the City Manager.

27
28 Under our Charter, the City Manager is the Chief Executive and Administrative Officer of the City and
29 shall carry out the policies "laid down by the City Council." The Charter further provides that the City
30 Manager is responsible to the City Council for the proper administration of all affairs of the City, except
31 the School District, including the preservation of Public Health and Safety, the management of
32 municipally owned utilities, and the responsibility for the maintenance, care, construction and oversight
33 of the City's infrastructure, property and operations. This is not a matter of style or preference. It is the
34 framework established by this City's Charter.

35
36 Tonight is about setting expectations clearly at the outset on what the Council's role is, what
37 management's role is, and where those lines are drawn. Respecting those lines protects not only the
38 institution we are all serving but also each of you as Councilors.

39
40 City Manager Hosmer presented his slide deck and spoke about and explained the following:

- 41 • How the Council Governs and how the City Manager Manages. **Practical rule:** No Councilor
42 supervises staff, directs operations, or commits City resources unilaterally.
- 43 • Staff Contact and Department Head Protocol: What is appropriate; What is not appropriate and
44 Working rules. (**NOTE:** Agenda requests should go the Beth Beraldi, Director of Public
45 Engagement and Communication)
- 46 • Conflict of Interest: Legal Standard and Practical Standard: Council Policy CC 108.1; Examples
47 to discuss; Practical guidance. (**NOTE:** The appearance of conflict or impropriety can sometimes

1 be worse than the actual conflict or impropriety that truly exists. Appearance matters here
2 because it gives the public confidence in the work that we are doing; gives you colleagues
3 confidence; and the vote you are taking is in the public interests.)

- 4 • RSA 91-A: Public Meetings and Communications Outside Meetings: What counts as a meeting
5 and was does not. (**NOTE:** Bottom line: deliberate in public; do not use serial communication(s)
6 to do Council business off-line.)
- 7 • Nonpublic Session(s), Confidentiality, and Legal Counsel.
- 8 • Speaking for the City and Use of Title: External testimony, advocacy and appearances; Use of
9 title, letterhead, and City Seal.
- 10 • NON-Public Session, Confidentiality, and Legal Counsel: Entering into non-public session and
11 the Confidentiality of nonpublic session(s)/discussions. Sealed and non-sealed minutes.
- 12 • Speaking for the City and Use of Title: External testimony, advocacy, and appearances and Use
13 of title, letterhead and City seal.
- 14 • Additional Information: Presented by Deputy City Manager Brooks and covered the Operational
15 process; Public-records discipline and Decision-quality topics. He noted that Beth Beraldi will be
16 sending out flyers to the Council that contains a number of quick links that the Council may find
17 useful. If a constituent has an issue, they should contact one or more of the Councilors to get a
18 Councilor to sponsor their request. He also spoke about agenda requests, noting agenda items are
19 presently full for a couple of months in advance of a meeting.

20
21 Deputy City Manager Brooks stated that the Council has a yearly calendar adopted at the beginning of the
22 year by the Council, and contains all of the yearly Council meetings, Budget meetings, deadlines, etc.
23 This calendar will be sent to the new Council members.

24
25 Attendance and seminars can be attended at the City's expense with prior approval from the City
26 Manager's Office (i.e., the NH Municipal Association Sessions/Training(s)).

27
28 City Manager Hosmer spoke about Public Record Discipline and Decision-Quality topics, noting the
29 Council is now in possession of a City laptop. He gave a couple of recommendations:

- 30 1. Do City business on City systems whenever possible and reminded the Council they may be
31 subject to a Right to Know and/or Subpoena. Anything that is contained on your computer could
32 be opened to the public under the proper circumstance.
- 33 2. Retention implications of text and personal email: He recommended keeping accounts separated
34 as all interactions may be subject to subpoena. Be acutely aware that Private emails should not be
35 on your LebanonNH.gov account and vice versa.

36
37 City Manager Hosmer and Deputy City Manager Brooks explained the Strategic Process to Councilor
38 Key.

39
40 In advance of tonight's meeting, Deputy City Manager Brooks forwarded a copy of City Policy 108.1.
41 He handed out the Conflict of Interest Acknowledgement Form to all Council members. It requires a
42 signature from each individual Councilor by the end of the meeting.

43 44 **12. MAYORAL APPOINTMENTS OF COUNCILORS TO BOARDS & COMMITTEES:**

45 **None appointed at this meeting.** Mayor Whittlesey will talk to individual Councilors about their meeting
46 preferences.

47

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

2

3 **14. ADJOURNMENT:**

4 *Councilor N. Ford Burley MOVED for adjournment.*

5 *Seconded by Councilor Appleton.*

6

7 **The Vote on the MOTION was unanimously approved (7-0)*

8

9 **The meeting was adjourned at 8:14 PM.**

10

11 Respectfully submitted,

12 Dona E. Gibson

13 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, April 1, 6:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Kellen Appleton, Nicole Ford Burley, Eric Cole, Andrew Faunce, Lori Key, and Laurel Stavis

MEMBERS ABSENT: Timothy McNamara

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Director of Public Works Jay Cairelli, Director of Planning and Development Nathan Reichert, DPW Administrative Services Manager Kelly Crate, City Assessor Michael Pelletier, City Engineer Rod Finley, DPW Assistant Director Christopher Kilmer, Finance Director Alesia Williams

1
2 **1. CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 6:00 p.m.
3 • City Manager Andrew Hosmer announced the meeting criteria for attendees.

4
5 **2. PLEDGE OF ALLEGIANCE:** Mayor Whittlesey led the Council in the Pledge.

6
7 **3. BOARDS and COMMITTEE REPORTS (1st Quarter 2026)**

8 Mayor Whittlesey announced that reports from LEAC, the Planning Board, and the West Lebanon
9 Advisory Board were received by the Council.

10
11 **Arts and Culture Commission:** Assistant Mayor Wilkie
12 Assistant Mayor Wilkie updated the Council on the following:

- 13 • New resident coming at the end of June
- 14 • Tunnel Event
- 15 • 250th U.S. Anniversary Celebration
- 16 • Nexus Arts Festival
- 17 • 2026 Poetry Contest

18
19 **Conservation Commission:** Sarah Riley, Chair
20 Chair Riley updated the Council on the following:

- 21 • Wetland applications
- 22 • Reviewed Special Session on a stream crossing and Zoning Map
- 23 • Goals for 2026
- 24 • Mascoma Lake Watershed Program Management
- 25 • Migration Season: DPW is posting signs to make drivers aware of amphibian crossings

26
27 **Tree Board:** Sarah Riley member
28 Ms. Riley updated the Council on the following:

- Green Street Trees as part of a new Green Streets Initiative grant

Heritage Board: N. Ford Burley, Chair

Chair N. Ford Burley updated the Council on the following:

- First request(s) for Certificate of Approval under the Pattern Zoning Grant
- Master Plan Update – Resources Chapter
- 250th U.S. Anniversary Celebration
- Focusing on public engagement and outreach
- Preservation Plans for the brick smokestack on the Woolen Mills Project
- Focus on the Soldiers’ Memorial to develop an accessibility Plan and long-range goals for the building

Joint City/School District Task Force: Mayor Whittlesey, Mayor

Mayor Whittlesey Updated the Council on the following:

- State Legislative impacts to School District
- SB 101: Changes the open enrollment for schools within the State of NH – will only pay \$9,200 at a Charter School rate/cost per student. If passed and signed by the Governor, it would override voter choice. Being closely watched because it could possibly be very expensive for the City.
- Health Care Trust costs: Research joint options to save money
- SAU building options for renting out space.
- New Fire Station now open
- City/School District Discussions regarding the Boys/Girls Club regarding Child Care Center.

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

5. OPEN COUNCIL DISCUSSION:

In response to Councilor Key’s question regarding the utilization of the Landfill Gas to Energy Project (continued days when the system is not running at full capacity). Assistant Director of Public Works Christopher Kilmer noted they were aware this was not operating up to expectations and explained/ spoke about the ramp up and efficiency challenges of the system (i.e., problems with stabilizing the gas flow between microturbines; operational technical challenges/changes; the amount of gas the landfill can produce from its wells; State Regulations; the Vergent (contracted service and manufacturer of the microturbines) oversight contract; and, funding for the project. It is unlikely, in the future, that we would meet the 1K KWH, we just do not have enough gas in the system to run all five (5) of the turbines and spoke further about his reasoning.

- Councilor Key and Mayor Whittlesey requested a revision of the data analysis that would include the current operational costs and revenue.
- City Manager Hosmer noted it was a slow ramp up in 2025, so it is difficult to get the data necessary to make a determination regarding the efficiency of the turbines. He suggested more time be given (12 Mos.) before revisiting the trending analysis. This analysis should cover the timeframe from July 1, 2025 to the end of June 30, 2026.
- Predicted data from 2027 was also requested.

Councilor Cole noted that at the last meeting Mr. Below and Ms. Boschert had stated the language had changed in the C-PACER program (for the servicing of the loans). He could not find where that language had changed in the RSA and questioned how we verify some of this (as they did not give us the new

1 language). City Manager Hosmer was happy to get the relevant language out of the RSA and forward it to
2 him.

3
4 Deputy City Manager Brooks noted he had a conversation with the Executive Director of the Business
5 and Finance Authority, which is managing this program. He pointed to their website which does have
6 template documents for all of the different steps of the C-PACER Program. One of those documents is the
7 Assignment of Notice of Assessment, which happens at the closing of each of these case-by-case basis
8 and that is where the assignor (which would be the City) assigns to the lending agency/bank/capital
9 provider all of the rights and responsibilities in association with electing and servicing that loan. He will
10 provide Councilor Cole with that template. Obviously, there have been no applications that have closed
11 yet, so we have not had to file this document, but we have the template for when any application get to
12 that point. Councilor Cole reiterated again that the RSA (language) has not changed and still contains the
13 language that the City would service these loans. Deputy City Manager Brooks said he would have to
14 look more closely at the language but noted that the BFA (NH Business Finance Authority) is aware of
15 and has even prepared template documents in anticipation of this Notice of Assessment and Assignment.

16
17 Mayor Whittlesey noted the City is taking their role and legally, through contract, assigning it to the loan
18 originator. You do not have to change the RSA in order to do that as it becomes its own legal document.
19 The ultimate end result is still the same. The City is not putting any work into this beyond signing the
20 Assignment documents. It's a complicated program but it would have been helpful to understand the
21 mechanism a little better.

22
23 Councilor Stavis noted that C-PACER is undergoing yet more changes because there is a Senate bill
24 coming to her State Committee for review. This will change some of the requirements for adoption of the
25 C-PACER program if approved. She will keep the Council informed. This is NH SB 440.

26
27 Deputy City Manager Brooks noted that he looked at that Assignment of Notice template form, and it
28 does reference RSA 53F:8 (paragraph 1) that says, "The municipality shall be responsible for billing
29 collection and enforcement of the Special Assessment and Loan provided, however, that the municipality
30 may delegate such responsibilities to any outside third party approved by the program administrator and
31 further being acceptable to the municipality." This is the language that allows the City to assign its rights
32 and obligations for this program from us to the capital provider. BFA is our administrator and they have
33 already prepared the template documents in anticipation that in all likelihood most communities are going
34 to choose to do that. He will look again to see where RSA 53F:8 (paragraph 1) has changed, but the
35 language is there to allow for this delegation.

36
37 Councilor Stavis added it looked like the (State) changes now should not be substantive to Lebanon.

38
39 City Manager Hosmer noted that the previous language required that the provider of the (C-PACER) loan
40 to file a mortgage, which stopped all the deals in their tracks. This was not working because, as he
41 understands it, they would stand behind a primary lender and while they were secure, they were unlikely
42 to get paid in the event of a default. The C-PACER program is a loan retained through a tax bill and will
43 follow the property and does not follow the mortgagee.

44 45 **6. OPEN TO PUBLIC:**

- 46 • **Mr. Doug Cogan (Clean Energy NH)** came forth and spoke about the C-PACER Program
47 noting that there is also, as part of your record of materials on the C-PACER, there is a 101

1 document that goes into RSA 53 and changes this RSA to really guarantee that the City is only
2 servicing the record keeping role for real estate transactions.

3
4 **7. RECOGNITIONS:** This item was taken out of order and was discussed later in the meeting
5 because Captain Buchanan was not present.

6
7 **8. ACCEPTANCE OF MINUTES:** March 18, 2026 (Regular Meeting)
8 Councilor Cole questioned the retention duration of the videos on the City's Website. He was trying to
9 figure out how important the minutes are and how detailed minutes needed to be.

10
11 Deputy City Manager Brooks noted that the RSA requires the City to keep the minutes of the meetings,
12 basically forever. There is no such requirement with respect to audio or video right now. Typically, when
13 there is a recording of a meeting, for the purpose of the recording secretary, it is their responsibility to
14 create the minutes. That recording is generally erased after the minutes have been created/approved. He
15 did not think the regulations/Statutes have caught up with the technology that is now available to have a
16 Teams Meeting at every meeting, so with that said, he did not think those videos would last forever but he
17 will check with Cyber Services and the City Clerk.

18
19 The written minutes are the official record of the meeting. The minutes are not meant to be a transcript,
20 are not meant to be verbatim or to capture every single point. They are supposed to capture a general
21 overview of the discussion(s) along with the details of Motions, Seconds, and Votes. The rest of the
22 minutes are just meant to be an overview. If there are key points of a discussion that are not captured in
23 the draft minutes and you, or the Council, thinks there should be, then you can ask the recording secretary
24 to add that information before the minutes are finalized. He can ask those questions regarding the
25 durations of video recording and get back to the Council with his answer.

26
27 **Amendments:**

28 Councilor Cole noted he was an observer at this meeting, prior to being sworn in as a Councilor, but
29 suggested the conversation between Mr. Cole and Mr. Clifton Below be ADDED to the March 18
30 (Regular Session), 2026 minutes (where Mr. Casale spoke about the C-PACER Program and spoke in
31 support of it). P. 15, Line 19 ADD:

- 32 • **Mr. Fran Casale (Ward-2):** He spoke about his reasons why he supported the C-PACER Program,
33 noting he felt this was a great program and will improve energy efficiency in our City. He
34 questioned if NH RSA 53-F states that the City will be responsible for handling the billing and
35 collection of the C-PACER loans. Mr. Clifton Below noted that was a statement made by the Mayor
36 at the last meeting. That was under the old C-PACER program but under this new program the
37 lenders deal with that directly. The servicing of the loan does not include the City. This was one of
38 the reforms to break the grid lock of this (C-PACER Program) not being used.
- 39
40 • Page 20, Line 26 (where Director Reichert reviewed supporting materials on the Housing
41 overview): ADD at end of line 26 to read: "Every new unit created in the City regardless of the unit
42 size or type, had a positive impact financially on the City of Lebanon."

43
44 Assistant Mayor Wilkie suggested that since there were changes, the Council should wait until next
45 meeting to approve draft March 28, 2026 minutes.

46
47 **ACTION:** Tabled until the Council's April 15, 2026 meeting.

1
2 **9. APPOINTMENTS: NONE**

3
4 **10. PUBLIC HEARING ITEMS: NONE**

5
6 **11. OLD BUSINESS**

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

8
9 Included in the agenda packet: (All supportive documents and information can be found on pages 22-42,
10 Council agenda packet. Minutes do not include screenshots, maps, graphs, or images.)

- 11 1. 2025-2026 NHMA Legislative Policy Positions
12 2. 2027-2028 NHMA Legislative Policy Process, Questions & Answers
13 3. 2027-2028 NHMA Legislative Policy Process, Proposed Policy form

14
15 Mayor Whittlesey noted the Council has one more opportunity to reviewed/discuss the NHMA policy
16 process in terms of any policy positions that Council would like to see in NHMA’s Legislative Policy.
17 The deadline for changes needs to be done by April 15th.

18
19 **BACKGROUND**

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

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

26
27 **Council/Staff Comments:**

28 Councilor Stavis: She felt we need to use whatever powers of persuasion we can with the NHMA
29 regarding tracking Data Mining Centers. She believes this is a significant issue for us and for
30 municipalities around the State and further explained her reasoning. Mayor Whittlesey will bring this
31 policy recommendation up at the (State) Mayor’s meeting. Councilor Stavis will send a copy of the
32 specific proposed bill to the Mayor for his review.

33
34 Councilor N. Ford Burley spoke about legislation that limits municipal control and implementing State-
35 wide priorities in Zoning and Land Use Regulations.

36
37 Whittlesey requested that Councilors use the fillable form (found on page 42, agenda packet) and send
38 back to him so their requests can be discussed at the April 15, 2026 Council meeting.

39
40 **ACTION: NONE**

41
42 **7. RECOGNITIONS: This item was taken out of order and presented here. Note, all other agenda**
43 **items were taken in the order as presented and discussed in the agenda packet.**

- 44
45
 - **Resolution Honoring Lebanon Fire Department Captain Chris Buchanan**

46
47 **WHEREAS**, Chris Buchanan has devoted himself to a career in public service, having served as a
48 member of the Lebanon Fire Department since September 30, 2000, reaching the rank of Captain, and;
49

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

4
5 **WHEREAS**, Chris has conducted himself in an open and forthright fashion, reflecting credit upon himself
6 and his profession, always demonstrating the many attributes essential to his position, continually giving
7 of himself freely and unselfishly, and;

8
9 **WHEREAS**, Chris has earned the respect, confidence, and friendship of his fellow coworkers, business
10 associates and the many citizens he has served in his 25-year tenure as a member of the Lebanon Fire
11 Department.

12
13 **THEREFORE, BE IT RESOLVED**, that we, the members of the Lebanon City Council, on behalf of
14 the citizenry of Lebanon, Chris’s friends, fellow employees and associates, express our admiration of and
15 respect for the career of our outstanding and faithful employee and extend to him our sincere gratitude and
16 wish him well in his retirement.

17
18 **BE IT FURTHER RESOLVED** that this resolution be written upon the minutes of the Lebanon City
19 Council meeting and a copy be presented to Chris Buchanan.

20
21 Dated this 1st day of April 2026 at Lebanon, New Hampshire.

22
23 *Doug Whittlesey, Mayor*
24 *On behalf of the Lebanon City Council*

25 **12. NEW BUSINESS**

26 **A. Review and Discussion of Elderly Exemption Program**

27
28 Included in the agenda packet: [\(All supportive documents and information can be found on pages 43-48,](#)
29 [Council agenda packet. Minutes do not include screenshots, maps, graphs, or images.\)](#)

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

35
36 Deputy City Manager Brooks reviewed the background and noted that the exemption amounts and the
37 income amounts have changed over time since at least 2021, but the asset thresholds have not changed.
38 The Assessing Department provided a spreadsheet of where Lebanon stands with respect to those
39 different thresholds compared to other communities in Grafton County as presented in the agenda packet.

40
41 **BACKGROUND**

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

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

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

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

10 Mayor Whittlesey noted that Ms. Davis presented the Council with a copy of her letter (Exhibit 1) for their
11 review.

- 12 • **Ms. Mary Davis (Ward 2):** She came forth and read her letter of concerns (verbatim) to the Council
13 noting that two years ago she filed an application for an Elderly Tax Exemption. She spoke about her
14 application process and the documents needed to complete her application which included her Birth
15 Certificate; last year’s tax returns including W2s, 1099s, etc.; State interest/dividends forms; property
16 tax inventories from other towns; Lebanon’s property bill; current bank statements for each bank
17 account for the past 6 months; proof of income (Social Security Statements, pension documents,
18 receipts) and any other documentation that the Assessing Office asks for. Compiling all this information
19 is time-consuming and often a challenging task which can discourage residents who qualify, from even
20 trying to apply for the exemption. She completed the application, compiled the documentation, and met
21 the requirements of the income and assets cap and she was denied the exemption and further explained
22 her detailed reasoning as to why she was denied. (Information from her included financial information
23 was not added to minutes due to confidentiality issues.)

24 **Council/Staff Comments:**

25 The Council, City Staff (Assessor Pelletier and Finance Director Alesia Williams) had lengthy
26 discussions about the following: RSA 72:39-b which excludes the value of the persons actual residents
27 and land upon which it is located (this includes the mobile home, which is rented out to a relative, and is
28 not the primary residents); how asset limits have not increased; revised income limits; Fair Market value
29 of properties; the process of evaluating a property’s value; what the assessment vs. sale ratio is (examples
30 given); NH SB 440; how/why is Ms. Davis’s property being assessed when the State Law RSA only uses
31 Assessed Value; the three (3) approaches approved for assessing (i.e., 1. Sales-base. 2. Income based. 3.
32 Replacement costs.); questions around how the City is actually assessing properties; how Market Value
33 vs. Assessment Value is used; whether or not the Elderly Tax Exemption (Veteran’s Tax Exemption) is
34 being communicated correctly to the public; how to make applicants aware of the appeals process (i.e.,
35 file tax appeals before the State Board of Land Tax Appeals); whether or not Ms. Davis’s rental assets vs.
36 income is being listed twice in her application; what determines what the rental Market Value of a
37 property is; whether or not the City is being clear about what the Market Value vs. the Assessed Value of
38 a property is and how this should be made very clear to the public.
39

40 Deputy City Manager Brooks noted that the City’s Webpage includes the criteria for the Elderly Tax
41 Exemption and under the net assets criteria it does speak to the fact that that person can only exclude up
42 to two (2) acres or the minimum zoning lot size for a residents in Ms. Davis’s district noting that the
43 remainder of her land or property is included in the \$100K limit at the “Fair Market Value” and not “the
44 Assessed Value”.

1
2 Mayor Whittlesey has read through this process, and he thought that some of this is a process issue and
3 needs to be made clearer.
4

5 Councilor Stavis noted she did not see anything in Statute about Fair Market Value.
6

7 Assistant Mayor Wilkie noted it was important to try to understand how the City is applying this policy.
8 He pointed out that regardless of how this is being interpreted, it is being interpreted using an asset limit
9 that was set 25 years ago. He felt this is something that needs to be addressed and needs a change in
10 approach that is being used by our Assessing Department to value real estate and further spoke about his
11 reasoning. His primary concern is that we really need to revisit the criteria being used to determine an
12 asset.
13

14 More detailed Council discussions ensued regarding trying to make the application process simpler; using
15 a percentage of income approach; raising the asset limits to \$150K-\$220K; potentially raising the asset
16 limits by \$100K from the 2021 asset amount; what should be done now vs. what should be done in the
17 long term; looking at the income limits (the hourly wage required in Lebanon now to afford a 2-bedroom
18 apartment is \$49/hour – that’s \$100K/year); how the process needs to be changed because it is way too
19 difficult, time consuming and burdensome for these folks (elderly).
20

21 Mayor Whittlesey suggested looking at the Asset limits right now and what we would want it to look like
22 for data purposes.
23

24 Finance Director Williams wanted to be clear about the Asset limits noting that what is excluded from
25 this is a person’s primary dwelling plus up to 2 acres. The reason this is complicated is because there is a
26 second dwelling (mobile home on Ms. Davis’s property) that we have to include as an asset. When we
27 look at Fair Market Value, we do the same thing with vehicles, noting there was a spike in vehicle values
28 during COVID and the trend correlates to the housing. The second piece is that assessing cannot provide
29 any sort of speculation on who will or will not qualify or what those changes will be. Also, because
30 people are not required to apply for this (Elderly Exemption), we do not know who would qualify unless
31 someone has previously submitted an application. She also spoke about the redistribution of tax
32 exemptions and how that would affect Lebanon’s taxpayers.
33

34 The Council continued their discussions on the Elderly Tax Exemption and what should be done now to
35 expedite it. Deputy City Manager Brooks spoke about the requirements of holding a Public Hearing
36 according to the Statute noting the last day to file for the Elderly Tax program is April 15th at 5:00PM,
37 which is two hours before the Public Hearing. He was uncertain the Council could take any immediate
38 action to address (this issue) this year. While this may not be good news, it does give the Council time to
39 study this issue properly, time to evaluate what the thresholds ought to be, and make those changes in the
40 appropriate timeframe for next year’s (2027) deadlines.
41

42 For the next step, Deputy City Manager Brooks suggested that he and City Manager Hosmer work with
43 the Finance and Assessing Departments to bring more information, numbers/costs, and analysis so the
44 Council can continue this conversation at a future meeting and then schedule a Public Hearing.
45

46 City Manager Hosmer stated that based on what he has heard tonight he felt this was pragmatic and is
47 unsatisfactory to people who are struggling to make payments now. He loathed to rush something like this
48 as it does take a lot of thought due to the budget impacts that the City will be faced with. He questioned if

1 there was any way to accelerate a Public Hearing on this before April 15, 2026 and suggested the
2 possibility of having a Special Council Meeting to address just this issue.

3
4 Deputy City Manager noted that in order to hold a Public Hearing, the Charter requires that a Public
5 Hearing Notice be published 10 days in advance (of a meeting) so for the normal Council meeting on
6 Wednesday, April 15th, the ad went out to the publishers on Monday in order to be published on Saturday.
7 If we send something in tomorrow, he was uncertain if it could be advertised by Friday. The notice would
8 have to be published on Friday to even hold the Public Hearing one day earlier (Tuesday, April 14, 2026)
9 but this does not allow the staff much time at all to properly analyze the data needed, let alone the
10 downstream impact on everyone else.

11
12 City Assessor Pelletier added that we are also in the dark here because we do not know how many
13 potential applicants would financially qualify. Even if we waited, we could only assume how many
14 applicants there might be on a yearly basis.

15
16 Councilor Cole questioned if the City could offer an abatement period of time. Finance Director Williams
17 spoke about how an abatement would muddy the waters because it depends on how many applicants are
18 going to qualify for a set of abatements or how we are going to determine whether or not they qualify. If
19 this is not clear and consistent it opens up other issues. City Assessor Pelletier also spoke about more
20 reasons why giving abatements this year would not work, noting they (Assessing Department) have to get
21 their data to the Tax Clerk by May 15th.

22
23 Councilor Key noted it was important to provide the public with information about the current schedule
24 for exemptions.

25
26 City Manager Hosmer noted he was also looking at making the process simpler but there is a tipping
27 point where the system could lose its integrity if documents become too simple to fill in. Taxes are tough
28 enough and we want them to be fair and equitable for everybody.

29
30 Mayor Whittlesey said this discussion needs to continue. We are potentially looking at the 1st or 2nd
31 meetings in June. He requested an outline of the overall process (i.e., Starting with the City's Website by
32 providing information/forms on how to apply for exemptions and the information that applicants will
33 need in order to apply for an exemption, etc.).

34
35 The Council held discussions on starting an Elderly (Veteran's) Exemption Task Force that could collect
36 information/data and bring back to the Council for their review.

37
38 City Manager Hosmer agreed with having a Task Force noting this issue is worth some extra effort and
39 better understanding from all of us. While he felt there was an urgent need to get this issue resolved, he
40 was disappointed that we cannot do it at this time. He also directly addressed Ms. Mary Davis and told
41 her he was afraid that she had provided too much information on the documents she handed out to the
42 Council and was afraid this information would become part of a public record. He requested that
43 whatever was turned over to the recording secretary should be sanitized without account numbers and
44 personal identification information. He also requested the Council turn in all the information they
45 received from Ms. Davis back to him (and not keep it) so this information does not fall in the wrong
46 hands.

1 Mayor Whittlesey confirmed he would collect all the information provided by Ms. Davis and this
2 information will be shredded. The information provided to the Council by Ms. Davis will not be included
3 in the minutes for confidentiality reasons.

4
5 **ACTION: NONE**

- 6
7 **B.** Discussion and Set Public Hearing for April 15, 2026: Supplemental Appropriation of up
8 to \$41,999.26 for Mechanic Street Sidewalk Segment 2 Improvements Capital Project;
9 Rescission and Transfer of Prior Appropriations and Prior Authorizations for Issuance of
10 Bonds or Notes for Capital Projects; Transfer of Prior Appropriations and Remaining
11 Unspent Funds for Capital Projects; and Transfer of Prior Appropriations from DPW
12 Operating Budget to Capital Projects

13
14 Included in the agenda packet: (All supportive documents and information can be found on pages 49- 53,
15 Council agenda packet. Minutes do not include screenshots, maps, graphs, or images.)

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

18
19 Mayor Whittlesey clarified that the Council will just be discussing and setting a Public Hearing for this
20 supplemental appropriation. Tonight the Council will not be taking any action to approve the
21 supplemental appropriation.

22
23 Deputy City Manager Brooks reviewed the background behind this Supplemental Appropriation. He
24 highlighted that overall, we are reducing the City’s outstanding debt loan by transferring the General
25 Fund portions of Mack Ave and Forest Ave to the Mechanic Street sidewalk. We are also rescinding
26 entirely, and not replacing or transferring, the bonding authorizations for the water and sewer aspects of
27 Mack Ave. and Forest Ave. Overall, there will be a reduction of \$210K in the debt obligation.

28
29 **BACKGROUND**

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

35
36 In the Spring of 2021, the City applied for a Community Project Funding (CPF) grant through
37 Congresswoman Kuster’s Office to help fund Sidewalk Segment 2, which runs from Slayton Hill Road to
38 the American Legion property. In Spring 2022, the City was notified of a \$290,250 CPF grant award.
39 Subsequently, the City Council voted on June 1, 2022 to approve a supplemental appropriation of \$134,750
40 to fund the balance of the sidewalk improvement project, which was then estimated to cost approximately
41 \$425,000. The supplemental appropriation was approved from the Unassigned Fund Balance in order to
42 have no impact on the City’s tax rate.

43 Since the appropriations were approved, Public Works and the City’s consultant have worked on the final
44 design plans and other preparatory work. The construction project was originally bidden in the Summer of
45 2025, but the results came in far above the engineer’s estimate and the appropriated dollar amount. As a
46 result, the City decided to wait for the next construction season and rebid the project in January 2026.

47 The latest bid results are lower than those received in the Summer of 2025 but still exceed the previously
48 appropriated amount by approximately \$250,000. As a result, the Administration is requesting the transfer

1 of prior appropriations totaling \$208,000.74 and a supplemental appropriation for up to \$41,999.26 to
2 enable the construction and completion of the sidewalk improvements in 2026 to take advantage of the CPF
3 grant.

4
5 The Administration proposes to fund the additional project costs by rescinding prior appropriations and
6 bonding authorizations for certain capital projects, transferring prior appropriations, bonding authorization,
7 and remaining unspent funds from other capital projects, and transferring FY2026 DPW Operating Budget
8 funds.

9
10 In particular, the Administration proposes to rescind prior Water Fund and Sewer Fund appropriations and
11 bonding authorizations from the 2022 Mack Avenue Infrastructure Improvements project and the 2022
12 Forest Avenue Reconstruction project. The General Fund appropriations and bonding authorizations are
13 proposed to be transferred from the Mack Avenue and Forest Avenue projects to the Mechanic Street
14 Sidewalk Segment 2 capital project. In addition, the administration proposes to transfer the appropriation
15 and remaining unspent funds from the 2019 Altaria-Route 120 Pedestrian and Bike Improvements project,
16 which is complete, to the Mechanic Street Sidewalk Segment 2 capital project [as depicted on page 50,](#)
17 [agenda packet.](#)

18
19 Finally, the remaining funds necessary for the Mechanic Street Sidewalk Segment 2 project would be
20 funded through a transfer from the FY2026 DPW Operating budget.

21
22 Mr. Jay Cairelli (DPW Director) and Mr. Rod Finley (City Engineer) were present and spoke about the
23 details of the sidewalk projects, the bids that they have, and the urgency of using grant funding this
24 summer before the City loses it.

25
26 **Council/Staff Comments:**

27 Councilor Key spoke about how the cost for this project has increased by 59% since it was originally
28 presented noting that Phase I is only one component out of a III Phase project and questioned if the other
29 two phases would be increasing by 59% as well. She did not feel this was ready for a Public Hearing
30 unless it was within the context of all three (3) phases and further spoke about her reasoning regarding the
31 need for these sidewalks and the costs involved.

32
33 Assistant Mayor Wilkie spoke about how we could easily walk around Phase I and III without needing to
34 worry about dangerous, sidewalk-less areas. From his experience segment II is still something that would
35 be worthwhile on its own.

36
37 The Council, Deputy City Manager Brooks, Director Cairelli and City Engineer Finley discussed the
38 Phase I, II, and III project; the dangerous walking conditions at the bus stop in Phase II and how
39 pedestrians/bikes would need to walk/bike on the east side of or on the roadway during the winter, and at
40 dusk, in order to reach the emergency shelter; how the TAP Grant funding has been updated; and
41 Congresswoman Goodlander's Grant, which could be used for this project.

42
43 Councilor Appleton noted that sidewalk segment II connects a piece of existing sidewalk on Mechanic
44 Street, which is currently, or relatively, orphaned from the emergency shelter as well as the Greenway and
45 APD (Alice Peck Day Memorial Hospital). If we were to pick one of these sidewalk segments to
46 prioritize, segment II would be the one and further explained her reasoning.

47
48 In response to Councilor Cole's question regarding whether or not a traffic study has been done for this
49 project, Deputy City Manager Brooks said he could not recall any referenced type of survey, but he felt

1 there was evidence that shows a pathway through all seasons of the year. He also noted this has been one
2 of the key aspects of the City's Master Plan for the last 15 years for connectivity and mobility because not
3 everyone has a personal vehicle.

4
5 Councilor Cole concurred with Councilor Key and spoke about his reason why this whole project needs
6 to be looked at as a whole (project) and not as segments.

7
8 Deputy City Manager Brooks spoke about how the Downtown TIF funds could possibly be used to fund
9 segment III because this segment falls within the Downtown TIF District, but segments I and II do not.

10
11 Councilor Key spoke about the sidewalk repairs that need to be done throughout the City and how these
12 funds could be prioritized to fund other sidewalk projects.

13
14 **ACTION:**

15 *Councilor Stavis MOVED, that the Lebanon City Council hereby schedules a public hearing for*
16 *Wednesday, April 15, 2026, beginning at 7:00pm in Council Chambers, City Hall, and Remote via the*
17 *City's Virtual Platform, for the purpose of receiving public input and taking action to:*

- 18 **1. Rescind prior appropriations and authorizations to issue bonds or notes in the amount of \$60,000**
19 **from both the Water Fund and Sewer Fund for their portions of the 2022 Mack Avenue**
20 **Infrastructure Improvements Project and \$45,000 from both the Water Fund and Sewer Fund**
21 **for their portions of the 2022 Forest Avenue Reconstruction Project; and**
- 22 **2. Transfer prior appropriations and authorizations to issue bonds or notes in the amount of**
23 **\$80,000 for the General Fund portion of the 2022 Mack Avenue Infrastructure Improvements**
24 **Project and \$60,000 for the General Fund portion of the 2022 Forest Avenue Reconstruction**
25 **Project to the Mechanic Street Sidewalk Segment 2 Improvements Capital project; and**
- 26 **3. Transfer prior appropriations and remaining unspent funds in the amount of**
27 **\$68,000.74 from the 2019 Altaria-Route 120 Pedestrian and Bike Improvements Project**
28 **to the Mechanic Street Sidewalk Segment 2 Improvements Capital Project; and**
- 29 **4. Appropriate up to \$41,999.26 to supplement current funding for the Mechanic Street Sidewalk**
30 **Segment 2 Improvements Capital Project; and authorize the transfer of up to said amount from**
31 **the FY2026 DPW Operating Budget to the Mechanic Street Sidewalk Segment 2 Improvements**
32 **Capital Project.**

33
34 *Seconded by Councilor N. Ford Burley.*

35
36 **The Vote on the Motion was approved among the members present (7-1-0). Councilor Key opposed.*
37

38 DPW Director Cairelli and Mayor Whittlesey spoke about the raw material construction cost increases
39 (i.e., steel, asphalt, sand, gravel and granite) for this project and the increase in cost for wages. This
40 information will be made available for the Public Hearing.

- 41
42 **C. Discussion and Set Public Hearing for May 6, 2026: Supplemental Appropriation of up to**
43 **\$724,000 for Solid Waste Fleet Replacement Capital Project; Authorization to Transfer**
44 **up to \$724,000 from the Solid Waste Unassigned Fund Balance to the Solid Waste Fleet**
45 **Replacement Capital Project**

1 Included in the agenda packet: (All supportive documents and information can be found on pages 54-55,
2 Council agenda packet) Minutes do not include screenshots, maps, graphs, or images.)
3

4 Mr. Jay Cairelli (DPW Director) reviewed the background of the proposed request and explained why
5 they were looking into this noting that the laws that govern this program were being addressed at the
6 Federal level at the time of last year's budget. This was somewhat anticipated but not reflected in the
7 DPW budget.
8

9 **BACKGROUND**

10 In late 2025, the City received a direct pay refund of \$1,228,037.25 in connection with investment tax
11 credits for the Landfill Gas-to-Energy Plant. Approximately 10% of this amount is payable to the
12 accounting firm that managed the IRS submission on the City's behalf, resulting in a net refund of
13 \$1,106,452.25, which was placed in the Solid Waste Fund's Unassigned Fund Balance.
14

15 The Department of Public Works (DPW) respectfully requests authorization to allocate a portion of the
16 funds from the Solid Waste Unassigned Fund Balance toward the acquisition of a haul truck by
17 transferring the needed funds into the Solid Waste Fleet Replacement capital project. The four (4) big
18 reasons why they need the funds are for staff efficiency, staff safety, landfill space and NH DES compliance.. The
19 total funds needed are \$724,000 and would be used for the acquisition of a 2026 Caterpillar 735
20 Articulated truck.

21 A comparable Volvo haul truck was also evaluated in preparation for this request. Both the Caterpillar
22 and Volvo units were competitively bid through Sourcewell. The quoted price for the Volvo would be
23 \$782,290. The cost difference, combined with the City's existing fleet of Caterpillar equipment, forms
24 the basis for recommending the Caterpillar unit.

25 The proposed articulated haul truck is specifically engineered for operation on sloped terrain,
26 significantly enhancing access to critical areas of the landfill. This capability will support the consistent
27 placement of cover material necessary to maintain compliance with DES requirements. Additionally, it
28 will reduce reliance on bulldozers to push cover material across extended slope distances. Minimizing
29 this practice will preserve valuable airspace during the interim period while landfill expansion efforts
30 are permitted and constructed.
31

32 Furthermore, advancing this purchase at this time will eliminate the need for future CIP expenditures
33 associated with replacing a 10-wheel dump truck in 2027 (\$275K) and 2030 (\$300K), as currently
34 identified in the fleet replacement schedule.
35

36 **Council/Staff Comments:**

37 The Council and Director Cairelli held discussions regarding the number of years the current landfill has
38 left; Phases I, II, III and IV of the landfills; the yearly rental costs per year of the haul trucks (\$14K/mo.
39 for the current truck, usually only need one (1) month but will increase in the future); reason why this
40 expenditure was not in the budget; the quote for the new haul truck was received two weeks ago so the
41 price is locked in at this point; and, equipment that could be auctioned off or sold (none left at this point).
42

43 Assistant Mayor Wilkie requested all the information discussed be included in the Council agenda for the
44 Public Hearing. The information should also include any of the hard costs that will be spent or that will be
45 saved with those two truck replacements.
46

47 **ACTION:**

1 *Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby schedules a public*
2 *hearing for Wednesday, May 6, 2026, beginning at 7:00pm in Council Chambers, City Hall, and*
3 *Remote via the City’s Virtual Platform, for the purpose of receiving public input and taking action*
4 *to appropriate up to \$724,000 to supplement the Solid Waste Fleet Replacement capital project; and*
5 *to authorize the transfer of up to \$724,000 from the Solid Waste Fund Unassigned Fund Balance to*
6 *the Solid Waste Fleet Replacement capital project.*

7 *Seconded by Councilor Stavis.*

8
9 **The Vote on the Motion was approved by members present (8-0).*

10
11 **D. Review and Discussion of Proposed Amendments to City Council Rules**

12
13 Included in the agenda packet: (All supportive documents and information can be found on pages 56-66,
14 Council agenda packet. Minutes do not include screenshots, maps, graphs, or images.)

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

17
18 Deputy City Manager Brooks reviewed the background changes to the Council’s Order of Business and
19 expressed his concerns regarding the backlog on approving appointments to Boards, Committees,
20 Commissions and how to try to break that log jam to get applications in front of the Council. After
21 reading the appointment rules to the Council, he felt the best was for the Council to handle this was for
22 Council members to commit to doing the interviews as their rules call for. If there is a feeling that you
23 just do not have the time for something, he would rather see this requirement taken out of the rules rather
24 than putting in some kind of loophole that allows you not to do it. However, this is up to the Council and
25 there is an issue of getting applicants nominated and appointed. The City is going through a transition
26 process, and he spoke about how the new software will be tracking the Boards/Committees, how it will do
27 minutes, how it will track members, and appointments beginning and ending dates. We will have the
28 ability to broaden the questions that each applicant answers based on the Board/Committee they are
29 applying for. However, we are not there yet so we need to address this interview requirement as best we
30 can until we get to the point where the application itself provides the kind of interview questions that
31 would normally be asked in an interview.

32
33 **BACKGROUND**

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

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

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

44 In accordance with Chapter A191-13 of the Council’s Rules, amendments must be presented in writing at
45 the preceding regular meeting prior to adoption. As such, if there is support among the City Council for the

1 proposed changes, these amendments will be presented for adoption at the April 15th meeting. Adoption
2 requires a 2/3 vote of all members of the Council.
3

4 **Proposed Changes to the Order of the City Council's Agenda Items**

- 5 1. Call to Order.
- 6 2. Pledge of Allegiance.
- 7 3. Announcement by Mayor. Public forum. "Any member of the public who desires
8 to speak on any agenda item may do so when the item is taken up by the Council
9 and will be allowed to speak on the subject for not more than three minutes.
10 (Note: Speakers are asked to state their name, ward of residence and to use the
11 microphone provided.)"
- 12 4. City Manager Report
- 13 ~~4.5.~~ Open Council Discussion
- 14 ~~5.6.~~ Open to Public. (Limited to 10 Minutes)
- 15 ~~6.7.~~ Recognitions.
- 16 ~~7.8.~~ Acceptance of Minutes:
- 17 ~~8.9.~~ Appointments.
- 18 ~~9.10.~~ Public Hearings
 - 19 i. Presentation
 - 20 ii. Mayor Opens Public Hearing
 - 21 iii. Questions and Comments by the Public
 - 22 iv. Mayor Closes Public Hearing
 - 23 v. Council Deliberation & Action
- 24 ~~10.11.~~ Old Business.
- 25 ~~11.12.~~ New Business.
- 26 ~~12.1.~~ City Manager Report
- 27 13. Nonpublic sessions.
- 28 14. Adjourn.

29 **Council/Staff Comments:**

30
31 The Council discussed reaching out to other Councilors if they felt they did not have the time to do an
32 interview; how Councilors may not know what a particular Board does when doing an interview; having
33 the Mayor appoint a Council member to do an interview if the original Councilor is unable to do an
34 interview; potentially having the Mayor provide a list of Councilors to the City Clerk and have them go
35 through the process of selecting a Councilor to do an interview; how there are more than 65 vacancies out
36 of 202 seats across all Board/Committee that need to be filled with only +/- 20 applicants; how the pause
37 in getting the applicants in front the Council is due to the interview process; how communication
38 improvements can be resolved; making interviews optional by opening up a window of 14 days so that
39 Councilors know there is an applicant waiting for an interview or having one (1) member of the City
40 Council accept (application) within seven (7) days and interview applicants within 30 days; potentially
41 having the Chairs of Boards/Committees do the applicant(s) interview and report their findings back to
42 the Council/Mayor; having a City Staff person reach out to applicant(s) for an interview; the reasons why
43 interviews can often take weeks to schedule (i.e., back and forth between Councilor and applicants and
44 their schedules); whether or not Govinity.Gov has the ability to schedule interview appointments;
45 sending out (via email) the applicant questionnaire, except for the Land Use Board(s); and/or having
46 language added to the Council Rules that states: a member of the City Council can request that the Mayor
47 can appoint the Committee Chair(s) to do an interview(s).
48

1 In response to City Manager Hosmer’s question, Mayor Whittlesey noted he has not appointed any
2 Councilor to Boards/Committees yet because he was leaving this open for Councilors to choose what
3 Board/Committee they would like to be on.
4

5 **ACTION: No action is required at this time. Action on the amendments will be scheduled for April 15,**
6 **2026.**
7

8 **E. Update on Status and Next Steps for Strategic Plan Process**
9

10 **BACKGROUND**

11 City Manager Hosmer provided a brief update on the administration’s work on the Strategic Plan that
12 included a summarization of: What a Strategic Plan is (definition and why it matters); How the Planning
13 Hierarchy should Connect (Key point is that the strategic plan should not try to be the Master Plan and the
14 operations manual at the same time; What a stronger next-generation plan includes (i.e., .Fewer top
15 priorities, clear outcomes, named ownership, Resource implications, budget alignment, and an annual
16 refresh); making the correction to the common question about cost: A strategic plan should speak to
17 expected resource implications and have the detailed numbers be in the budget and CIP; Recommendations:
18 Creating a Strategic Plan Task Force that includes its composition, it’s mission and the immediate
19 deliverables); What the Task Force might consider during their deliberations; and, having an illustrative
20 timeline for a new plan in place (completed) by July 1, 2027.
21

22 City Manager Hosmer wanted to make it clear that the Task Force helps identify the process that will be
23 followed to achieve a Strategic Plan but does not define the outcome. The outcome is the collaborative
24 effort post January 1st where the public/private and others from the City will be brought into the discussion.
25 He requested the Council create a Strategic Plan Task Force (SPTF) with a clear mission, composition and
26 timeline. He also requested that the SPTF return with a recommended scope, process and consultant
27 recommendation by the end of the year (2026) and set the expectation that a new Strategic Plan will be
28 adopted July 1, 2027 to guide the 2028 budget cycle.
29

30 **Council/Staff Comments:**

31 Mayor Whittlesey felt that Council’s final decision should be pushed off until the Council’s next meeting
32 on April 15, 2026 and reminded the Council that we are talking about the 2028 budget cycle. He also
33 spoke about his reasons why he did not want to exclude everything from the original Strategic Plan or
34 Vision Statements for now. He underscored what City Manager Hosmer said noting there is a difference
35 between a Strategic Plan and an Operating Plan and explained the differences between the two.
36

37 The Council discussed their reasons for either supporting or not supporting the current Strategic Plan;
38 having a working operational plan that is closely tied to the Master Plan and closely tied to dollars and
39 cents at the end of the budget cycle; taking this topic up earlier in the evening on April 15, 2026; cutting
40 down the Task Force members to nine (9) people and having two of those being alternates to allow for
41 smaller decision making; how strategy is very import because it helps to define how things interconnect,
42 it has to be goal directed and display and articulate what the values are and what we want Lebanon to be
43 (i.e., does it make Lebanon more affordable, does it strengthen our community and does it protect our
44 most vulnerable); how the Operational Plan helps the Strategy Plan come to life; why the 18 year old
45 Strategic Plan is too old and this should be consideration as we head into next year; how the Master Plan,
46 at its legislative requirement core, is a document of the Planning Board and is not in the Council’s
47 purview; how Master Plans are not mandatory but for those that do have a required Master Plan the only
48 thing required is that the PB must have an adopted Master Plan and their Master Plan must include the

1 Land Use and Vision Chapters; and, in order to have a Capital Improvement Program, the City must have
2 a Master Plan.

3
4 Mayor Whittlesey requested that City Manager Hosmer email his presentation to Councilors so this can
5 be reviewed again at their April 15, 2026 Council meeting. He also requested that a proposed Motion for
6 the Strategic Plan Task Force be included in the agenda items. The Council should consider the make-up
7 on what they would like to see from the Task Force so these could be considered at the April 15, 2026
8 meeting. This should be the first item under Old Business.

9
10 **ACTION: NONE TAKEN.** Email presentation will be sent to Councilors for further review and will be
11 discussed again at the Councils next meeting on April 15.

12
13 **13. City Manager Report:**

14 City Manager Hosmer updated the Council on the following:

- 15 • DEI (Diversity, Equity and Inclusion) and NH Department of Justice (NH DOJ): They had
16 asked the City to review all contracts, training in the City, etc. before their deadline of March 30,
17 2026 per RSA 21(I) 116. There is Federal Lawsuit and a Preliminary Injunction that was issued.
18 His response to the NH DOJ was: "At this time, the City will not be submitting the certification
19 form that was requested by the NH DOJ. The City currently has a consulting contract in place
20 with Dr. Dottie Morris, who is the named plaintiff in the NEA of NH et.al vs. NH Attorney
21 General in the United States District Court." Based on the October 2, 2025 Injunction Order, the
22 City understands that it is "a covered entity for purposes of that Order because it is a political
23 subdivision that contracts with named Plaintiff." He has notified the NH DOJ as of last week.

24
25 Mayor Whittlesey noted that this situation is fluid because of pending Legislation in the State
26 Legislature so there may be updates in the coming weeks.

- 27
28 • Deputy City Manager Brooks updated the Council on the 20 Spencer Street Project noting that
29 NH Housing has made a reservation for a Capital Subsidy fund for this project. In addition, the
30 Invest NH 2.0 Program has awarded some funds to this project subject to the Governor/Council
31 approval. The developer is prepared to move forward with the 20 Spencer Street Project.

32
33 **14. NON-PUBLIC SESSION: NONE**

34
35 **15. ADJOURNMENT:**

36 *N. Ford Burley MOVED for adjournment.*

37 *Seconded by Assistant Mayor Wilkie.*

38
39 **The Vote on the MOTION was unanimously approved (8-0)*

40
41 **The meeting was adjourned at 9:57 PM.**

42
43 Respectfully submitted,
44 Dona E. Gibson
45 Recording Secretary

**Agenda
Lebanon City Council
April 15, 2026**

8. Appointments:

Appointments

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

- Class VI Roads Advisory, Erling Heistad (Citizen Representative)
- Conservation Commission, Erling Heistad (Alternate Member)
- Conservation Commission, Pamela Lee (Alternate Member)
- Conservation Commission, Lynnette Madsen (Alternate Member)
- Heritage Commission, Roxanne Benzel (Citizen Member)
- Heritage Commission, Nicole Dittrich (Citizen Member)
- Heritage Commission, Brian Ware (Citizen Member)
- Lebanon Energy Advisory Committee, Sherry Boschert (Reappointment Public Member)
- Lebanon Energy Advisory Committee, William Sterns (Reappointment Public Member)
- Lebanon Housing Authority Board, Kim Chewning (Reappointment Citizen Member)
- Lebanon Housing Authority Board, Tracy Foor (Public Housing Resident)
- Pedestrian and Bicyclist Advisory Committee, Erling Heistad (Citizen Representative)
- Pedestrian and Bicyclist Advisory Committee, Lynnette Madsen (Citizen Representative)
- Planning Board, Patrick Kennelly (Reappointment Resident Member)
- Planning Board, Max Terzano (Resident Member)
- Zoning Board of Adjustment, Rupert Burtan (Regular Member)
- Zoning Board of Adjustment, Michael Morris (Regular Member)

Included in this Section:

1. Memo from City Clerk / Tax Collector Jaseya Ewing dated April 15, 2026.



MEMORANDUM

DATE: April 15, 2026
TO: The Honorable Mayor & City Council
FROM: Jaseya Ewing, City Clerk & Tax Collector
RE: **Appointments Proposed for Council Discussion/Action:**

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

Note: nominations do not need to be seconded.

Class VI Roads Advisory

1. **Erling Heistad** – Appointment as a Citizen Representative of the Class VI Roads Advisory for a two-year term.

Term: 4/15/2026 – 4/15/2028

Conservation Commission

2. **Erling Heistad** – Appointment as an Alternate Member of the Conservation Commission for a three-year term.
3. **Pamela Lee** – Appointment as an Alternate Member of the Conservation Commission for a three-year term.

Term: 4/15/2026 – 4/16/2029

Term: 4/15/2026 – 4/16/2029

4. **Lynnette Madsen** – Appointment as an Alternate Member of the Conservation Commission for a three-year term.

Term: 4/15/2026 – 4/16/2029

Heritage Commission

- 5. Roxanne Benzel** – Appointment as a Citizen Member of the Heritage Commission for a three-year term.

Term: 4/15/2026 – 4/16/2029

- 6. Nicole Dittrich** – Appointment as a Citizen Member of the Heritage Commission for a three-year term.

Term: 4/15/2026 – 4/16/2029

- 7. Brian Ware** – Appointment as a Citizen Member of the Heritage Commission for a three-year term.

Term: 4/15/2026 – 4/16/2029

Lebanon Energy Advisory Committee

- 8. Sherry Boschert** – Reappointment as a Citizen Representative of the Lebanon Energy Advisory Committee for a two-year term.

Term: 4/15/2026 – 4/16/2028

- 9. William Sterns** – Reappointment as a Citizen Representative of the Lebanon Energy Advisory Committee for a two-year term.

Term: 4/15/2026 – 4/16/2028

Lebanon Housing Authority Board

- 10. Kim Chewning** – Reappointment as a Citizen Member of the of the Lebanon Housing Authority Board for a five-year term.

Term: 4/15/2026 – 4/16/2031

- 11. Tracy Foor** – Appointment as a Public Housing Resident of the Lebanon Housing Authority Board for a five-year term.

Term: 4/15/2026 – 4/16/2031

Pedestrian & Bicyclist Advisory Committee

- 12. Erling Heistad** – Appointment as a Citizen Representative of the Pedestrian & Bicyclist Advisory Committee for a three-year term.

Term: 4/15/2026 – 4/16/2029

- 13. Lynnette Madsen** – Appointment as a Citizen Representative of the Pedestrian & Bicyclist Advisory Committee for a three-year term.

Term: 4/15/2026 – 4/16/2029

Planning Board

- 14. Patrick Kennelly** – Reappointment as a Resident Member of the Planning Board for a three-year term.

Term: 4/15/2026 – 4/16/2029

- 15. Max Terzano** – Appointment as a Resident Member of the Planning Board for a three-year term.

Term: 4/15/2026 – 4/16/2029

Zoning Board of Adjustment

- 16. Rupert Burtan** – Appointment as a Member of the Zoning Board of Adjustment for a three-year term.

Term: 4/15/2026 – 4/16/2029

- 17. Michael Morris** – Appointment as a Member of the Zoning Board of Adjustment for a three-year term.

Term: 4/15/2026 – 4/16/2029

City of Lebanon, New Hampshire — Seat Application

Application #2026-017
Submitted Apr 2, 2026

Class VI Roads Advisory
Citizen Representative (Nov 26, 2025 – Nov 25, 2026)

Personal Information

FIRST NAME

Erling

LAST NAME

Heistad

Application Details

QUALIFICATIONS

See Doc

REASON FOR INTEREST

See Doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

See Doc

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes



CITY OF LEBANON BOARD/COMMITTEE APPLICATION

You must meet the basic requirements listed below to be considered for appointment to a City board/committee.

BASIC REQUIREMENTS:

- ✓ Lebanon/West Lebanon resident (except for those boards who membership makeup includes non-resident)
- ✓ Willingness to learn.
- ✓ Commitment to attend meetings.
- ✓ Treat people fairly.
- ✓ Consider the best interest of the community when making decisions.
- ✓ Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.
- ✓ Review City of Lebanon Ethics and Conflict of Interest Policy

Check all that apply:

I am an applicant for: Cons Com, Bike Ped, Vt Roads

Check if for re-appointment.

Name: RL VA& if LI-S"l NJ ;)
(Please print)

Address: _____
(street) (Town)

(Zip) _____

Mailing Address, if different from above: _____

Home Phone: [REDACTED] Work Phone: ---16- /' 0d 0-- Cell Phone: A./d-

Email Address: [REDACTED]

[REDACTED]

Continued reverse side.....

How long have you resided in Lebanon? _____
(This will not necessarily reflect on your possible appointment.)

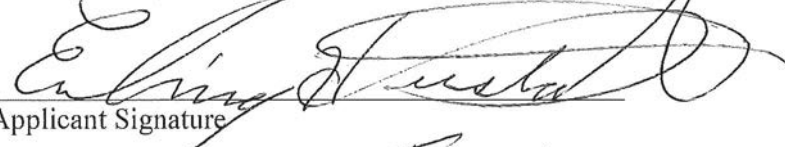
Why would you like to serve?

To continue working for city

State a few of what you feel your qualifications are or why you wish to be appointed to this board/committee.

Long association with city

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


Applicant Signature

2/11/26
Date

DI
/ rrnto

FOR Cons Comm
BIKE PED
ROAD

Lebanon City Clerk's Office
51 North Park Street, Lebanon, NH 03766

Email: cityclerk@lebanonnh.gov

City of Lebanon, New Hampshire — Seat Application

Application #2026-022
Submitted Apr 7, 2026

Conservation Commission
Alternate Member (Nov 26, 2025 – Nov 25, 2028)

Personal Information

FIRST NAME
Erling

LAST NAME
Heistad

Application Details

QUALIFICATIONS

See Doc

REASON FOR INTEREST

See Doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Not provided

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes



CITY OF LEBANON BOARD/COMMITTEE APPLICATION

You must meet the basic requirements listed below to be considered for appointment to a City board/committee.

BASIC REQUIREMENTS:

- ✓ Lebanon/West Lebanon resident (except for those boards who membership makeup includes non-resident)
- ✓ Willingness to learn.
- ✓ Commitment to attend meetings.
- ✓ Treat people fairly.
- ✓ Consider the best interest of the community when making decisions.
- ✓ Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.
- ✓ Review City of Lebanon Ethics and Conflict of Interest Policy

Check all that apply:

I am an applicant for: Cons Com, Bike Ped, Vt Roads

Check if for re-appointment.

Name: R. LA& if LI-S" I .IJ ;)
(Please print)

Address: _____ (Town)

(Zip)

Mailing Address, if different from above: _____

Home Phone: [redacted] Work Phone: --- Cell Phone: A./,d-

Email Address: [redacted]



Continued reverse side.....

How long have you resided in Lebanon? _____
(This will not necessarily reflect on your possible appointment.)

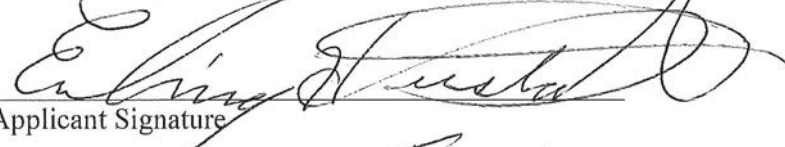
Why would you like to serve?

To continue working for city

State a few of what you feel your qualifications are or why you wish to be appointed to this board/committee.

Long association with city

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


Applicant Signature

2/11/26
Date

DI
/ rrnto

FOR Cons Comm
BIKE PED
ROAD

Lebanon City Clerk's Office
51 North Park Street, Lebanon, NH 03766

Email: cityclerk@lebanonnh.gov

City of Lebanon, New Hampshire — Seat Application

Application #2026-023
Submitted Apr 7, 2026

Conservation Commission
Alternate Member (Nov 26, 2025 – Nov 25, 2028)

Personal Information

FIRST NAME
Pamela

LAST NAME
Lee

Application Details

QUALIFICATIONS

see doc

REASON FOR INTEREST

see doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Not provided

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes





Board Member Application

Applicant

CLBD-25-37

 Pamela Lee

Submitted On: Nov 28, 2025

Applicant Information

First Name

Pamela

Last Name

Lee

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

2-5 years

--

15 or more years

true

0-1 Year

--

6-15 years

--

Board/Committee/Commission Information

Is this application for a reappointment?

No, this is not for a reappointment.

true

Yes, this is for reappointment.

--

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

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

Arts & Culture Commission

--

Board of Cemetery Trustees

--

Class VI Roads Advisory Committee

--

Conservation Commission

true

Diversity, Equity, and Inclusion Commission

--

Economic Development Commission

--

Downtown Lebanon TIF Advisory Board

Heritage Commission

--

--

Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

--

--

Library Board of Trustees

Pedestrian & Bicyclist Advisory Committee

--

--

Planning Board

Tree Advisory Board

--

--

West Lebanon Revitalization Advisory Committee

Zoning Board of Adjustment

--

--

Interest to Volunteer

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

I am very interested in protecting and conserving the many natural resources that exist in Lebanon. This includes promoting open spaces for use by the community in a way that enhances physical health and well-being, exploring the impact of the built environment on the natural one and identifying where and how these two can coexist in a positive way, and finding spots, even small ones, where natural beauty can be supported in our community. By academic training, I am a health psychologist. I see the power of our natural world to make life better for people. I am currently the Conservation Committee Chair for the New Hampshire DAR and have the privilege of seeing and supporting innovative volunteer conservation work happening across the state. From this experience, I would like to be more involved in the happenings in Lebanon. I am a committed birder, taking part in various citizen science initiatives; an activity which bolsters my opinion that volunteering by everyday people can lead to impactful outcomes.

Policy Acknowledgement

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

true

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

true

Signature

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

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

Willingness to learn

Commitment to attend meetings

Treat people fairly

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

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

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

Signature

true

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 3/25/2026

Applicant Name: Pamela Lee

Board(s) to Which Applied: Conservation Commission

Regular Seat

Alternate Seat

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

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

Recommend Appointment: Yes No

Regular Seat Alternate Seat

General Comments: Pamela is interested in serving her community and inspired by the work of Conservation Commission. Though she has not previously attended a meeting, she has reviewed the materials of previous meetings and is knowledgeable about the work of the commission. She will plan to attend the April meeting. I am happy to recommend her appointment.

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

Standard Questions for All Applicants:

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

Raise awareness about our natural resources in the community; internal work of stewardship of those resources; seeking opportunities to expand these efforts.

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

Yes, yes.

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

Yes — currently Conservation Committee Chair for NH DAR involved in work on plastic recycling, invasive plants, animal work including avian rehab

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

yes

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

no

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

Amidst the focus on the built environment, it is important to ensure we do not lose sight of the value of the natural environment that draws so many people to Lebanon.

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

Continue to address opportunities to expand ConCom's work, and also address currently non-shaded areas in the City (as with the shade tree project)

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

Support the shade tree project to increase shade cover and tree planting.

City of Lebanon, New Hampshire — Seat Application

Application #2026-024
Submitted Apr 7, 2026

Conservation Commission
Alternate Member (Nov 26, 2025 – Nov 25, 2028)

Personal Information

FIRST NAME

Lynnette

LAST NAME

Madsen

Application Details

QUALIFICATIONS

see doc

REASON FOR INTEREST

see doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

0-1 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Not provided

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Board Member Application

Applicant

CLBD-25-38

Lynnette Madsen

Submitted On: Dec 4, 2025

[Redacted]

Applicant Information

First Name

Lynnette

Last Name

Madsen

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

0-1 Year

true

2-5 years

6-15 years

--

--

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

true

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

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

Arts & Culture Commission

Board of Cemetery Trustees

--

--

Class VI Roads Advisory Committee

Conservation Commission

--

true

Diversity, Equity, and Inclusion Commission

--

Economic Development Commission

--

Downtown Lebanon TIF Advisory Board

Heritage Commission

--

--

Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

--

--

Library Board of Trustees

Pedestrian & Bicyclist Advisory Committee

--

--

Planning Board

Tree Advisory Board

--

--

West Lebanon Revitalization Advisory Committee

Zoning Board of Adjustment

--

--

Interest to Volunteer

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

I moved to Lebanon earlier this year because of the mix of city with nature. I have been enjoying the hiking immensely. While I have not attended any prior Commission meetings, I have read the minutes. I have experience serving on more than a dozen boards. Most relevant to this Commission, is my experience from service as a Board Director for Arlington Home Ownership Made Easier (AHOME) 2016-2018, and for Latino Economic Development Center (LEDC), 2019-2023. My university education is in materials science and my most recent employment focused on undergraduate education.

Policy Acknowledgement

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

true

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

true

Signature

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

- Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)
- Willingness to learn
- Commitment to attend meetings
- Treat people fairly
- Consider the best interest of the community as a whole when making decisions
- Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

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

Signature

true

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie Date of Interview: 3/19/2026

Applicant Name: Lynnette Madsen

Board(s) to Which Applied: Conservation Commission

Regular Seat Alternate Seat

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

(If yes, indicate date of meeting.) Date: Jan 2026

Recommend Appointment: Yes No

Regular Seat Alternate Seat

General Comments: Lynnette is a recent addition to the Lebanon community and is enthusiastic to serve. She would like to support the Conservation Commission's work, particularly having attended the January meeting discussing priorities for the year, and I am happy to recommend her for this position.

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

Standard Questions for All Applicants:

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

Look after natural resources and make them accessible.

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

Yes

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

Yes, about a dozen boards, including board president.

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

Sure

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

No

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

Where to focus efforts with limited resources and attention. May be constrained by what is available.

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

Focus on what is time sensitive, important, or inspiring.

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

Continue the work it has been doing and seek new opportunities as appropriate.

City of Lebanon, New Hampshire — Seat Application

Application #2026-009
Submitted Mar 19, 2026

Heritage Commission
Citizen Member (Nov 26, 2025 – Nov 25, 2028)

Personal Information

FIRST NAME

Roxanne

LAST NAME

Benzel

Application Details

QUALIFICATIONS

Dear Heritage Commission Members:

Thank you for your interest in considering me as a candidate for service as a Regular Member on the Heritage Commission for the City of Lebanon. Attached, please find my resume outlining my professional career in the automotive and defense industries. Along with contributing to business success, I have served for over 20 years on the Board of Trustees of the Hopkinton Historical Society. This nationally recognized organization is registered with the National Historical Places, and is the two-time recipient for the National Museum Award of Excellence for its theatrical production of the Cemetery Walks. I have served as Board of Trustees President for this highly energetic and purposeful organization.

REASON FOR INTEREST

In explaining my reason for interest, I appreciate this section of the application process as I can express the purpose and commitment to the City of Lebanon that I bring to this Commission. I have a strong commitment to preserving the community's historic character while supporting thoughtful, balanced growth. I value the role that history, culture, and the environment play in shaping a vibrant and connected community, and I am eager to contribute my experience in leadership and collaborative decision-making to this work. With a deep appreciation for the Upper Valley, I am motivated to serve in a way that protects Lebanon's heritage for future generations while engaging constructively with residents, city staff, and fellow commissioners.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

2-5 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Professional in the automotive and defense industries as a leader toward achieving business success. Served for over 20 years on the Hopkinton Historical Society's Board of Trustees as President, closely collaborating with the Executive Director, Trustees,

and the citizens of Hopkinton in building
historical

interest in Hopkinton's rich culture and past, programs, and community engagement.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

City of Lebanon, New Hampshire — Seat Application

Application #2026-008
Submitted Mar 18, 2026

Heritage Commission
Citizen Member (Nov 26, 2025 – Nov 25, 2028)

Personal Information

FIRST NAME
Nicole

LAST NAME
Dittrich

Application Details

QUALIFICATIONS

I'm a current alternate member on the Heritage Commission.

REASON FOR INTEREST

Current involvement in the Heritage Commission, work with local schools, and personal interest in local history.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

2-5 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Current involvement in the Heritage Commission, work with local schools, and personal interest preserving and sharing local history.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Not provided

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Not provided

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN

MAKING DECISIONS - MUST HAVE ATTENDED ONE
MEETING OF THE BOARD THAT YOU WISH TO APPLY TO

WITHIN THE LAST SIX MONTHS TO OBSERVE THE
PROCESS AND FUNCTION OF THE BOARD.

Not provided

City of Lebanon, New Hampshire — Seat Application

Application #2026-010
Submitted Mar 25, 2026

Heritage Commission
Citizen Member (Nov 26, 2025 – Nov 25, 2028)

Personal Information

FIRST NAME

Brian

LAST NAME

Ware

Application Details

QUALIFICATIONS

1. Served on Lebanon elections. Was elected Supervisor of the Checklist for 2 years.
2. Have been an alternate member on the Heritage Commission since July 2025
3. Owned and renovated a Queen Anne Victorian Home on Crafts Ave. This is designated as a Lebanon historic house.

REASON FOR INTEREST

i enjoy working on the Heritage Committee. I'm hoping that I can make Lebanon a better city.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

6-15 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Qualifications: Served on Lebanon elections. Was elected Supervisor of the Checklist for 2 years. Have been an alternate member on the Heritage Commission since July 2025 Owned and renovated a Queen Anne Victorian Home on Crafts Ave. This is designated as a Lebanon historic house. Reason for Interest I enjoy working on the Heritage Committee. I'm hoping that I can make Lebanon a better city.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

City of Lebanon, New Hampshire — Seat Application

Application #2026-005
Submitted Mar 13, 2026

Lebanon Energy Advisory Committee
Citizen Representative (Apr 3, 2026 – Apr 2, 2028)

Personal Information

FIRST NAME

Sherry

LAST NAME

Boschert

Application Details

QUALIFICATIONS

I have been a LEAC member for two terms and chair of its EV Subcommittee for two terms. I'd like to continue to contribute.

REASON FOR INTEREST

Energy efficiency measures will save Lebanon money while reducing greenhouse gas emission and make our community more sustainable.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

2-5 years

IS THIS APPLICATION FOR REAPPOINTMENT?

Yes

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

I have been a LEAC member for two terms and chair of its EV Subcommittee for two terms. I'd like to continue to contribute.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND

MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE
BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN
MAKING DECISIONS - MUST HAVE ATTENDED ONE

MEETING OF THE BOARD THAT YOU WISH TO APPLY TO
WITHIN THE LAST SIX MONTHS TO OBSERVE THE
PROCESS AND FUNCTION OF THE BOARD.

Yes

City of Lebanon, New Hampshire — Seat Application

Application #2026-020
Submitted Apr 2, 2026

Lebanon Energy Advisory Committee
Alternate Citizen Representative (Mar 20, 2026 – Mar 19, 2028)

Personal Information

FIRST NAME

William

LAST NAME

Stearns

Application Details

QUALIFICATIONS

I have been a member of leac and the EV subcommittee.

REASON FOR INTEREST

I'm interested in promoting sustainable energy projects.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?

Yes

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

I'm interested in promoting sustainable energy projects.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Not provided

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

City of Lebanon, New Hampshire — Seat Application

Application #2026-004
Submitted Mar 12, 2026

Lebanon Housing Authority Board
Citizen Member (Jan 15, 2026 – Jan 14, 2031)

Personal Information

FIRST NAME

Kim

LAST NAME

Chewning

Application Details

QUALIFICATIONS

I am writing to express my interest in being appointed to the Lebanon Housing Authority Board. I believe my experience in residential property management, and particularly my recent work in affordable housing, would allow me to contribute in a meaningful way.

I have spent my career working in residential property management, with much of the past 20 years working with properties in and around Lebanon. Over that time, I've developed a strong understanding of the local housing community and the challenges both property owners and residents face.

For the past several years, my work has focused directly on affordable housing. Through this experience, I have come to understand the day-to-day operations of these properties as well as the needs of the residents who rely on them for stable housing.

I care deeply about the role that well-managed, affordable housing plays in a healthy community. I would welcome the opportunity to bring my practical experience and perspective to the Lebanon Housing Authority Commission and support its work on behalf of Lebanon residents.

REASON FOR INTEREST

I would like to serve on the Board because affordable housing plays a vital role in the health and stability of our community. I hope to use my experience and practical knowledge of property management and affordable housing to support the residents who rely on it, especially here in the community where I live.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

6-15 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Not provided

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

I would like to serve on the Board because affordable housing plays a vital role in the health and stability of our community. I hope to use my experience and practical knowledge of property management and

affordable housing to support the residents who rely on it, especially here in the community where I live.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Yes

City of Lebanon, New Hampshire — Seat Application

Application #2026-013
Submitted Apr 2, 2026

Lebanon Housing Authority Board
Public Housing Resident (Jan 15, 2026 – Jan 14, 2031)

Personal Information

FIRST NAME

Tracy

LAST NAME

Foor

Application Details

QUALIFICATIONS

See Doc

REASON FOR INTEREST

See Doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

2-5 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

See Doc

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Board Member Application

Applicant

CLBD-25-39

Tracy Foor

Submitted On: Dec 10, 2025

[Redacted phone number]
[Redacted email address]

Applicant Information

First Name

Tracy

Last Name

Foor

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

2-5 years

true

0-1 Year

--

6-15 years

--

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

No, this is not for a reappointment.

true

Yes, this is for reappointment.

--

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

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

Arts & Culture Commission

--

Board of Cemetery Trustees

--

Class VI Roads Advisory Committee

--

Conservation Commission

--

Diversity, Equity, and Inclusion Commission

--

Economic Development Commission

--

Downtown Lebanon TIF Advisory Board

Heritage Commission

--

--

Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

--

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Library Board of Trustees

Pedestrian & Bicyclist Advisory Committee

--

--

Planning Board

Tree Advisory Board

--

--

West Lebanon Revitalization Advisory Committee

Zoning Board of Adjustment

--

--

Interest to Volunteer

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

I've been a resident of Lebanon and have resided within housing through the Lebanon Housing Authority. I feel that my experience can contribute to the effectiveness of board decisions.

Policy Acknowledgement

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

true

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

true

Signature

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

- Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)
- Willingness to learn
- Commitment to attend meetings
- Treat people fairly
- Consider the best interest of the community as a whole when making decisions
- Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

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

Signature

true

City of Lebanon, New Hampshire — Seat Application

Application #2026-018
Submitted Apr 2, 2026

Pedestrian & Bicyclist Advisory Committee
Citizen Representative (Jan 15, 2026 – Jan 14, 2029)

Personal Information

FIRST NAME
Erling

LAST NAME
Heistad

Application Details

QUALIFICATIONS

See Doc

REASON FOR INTEREST

See Doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

See Doc

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

How long have you resided in Lebanon? _____
(This will not necessarily reflect on your possible appointment.)

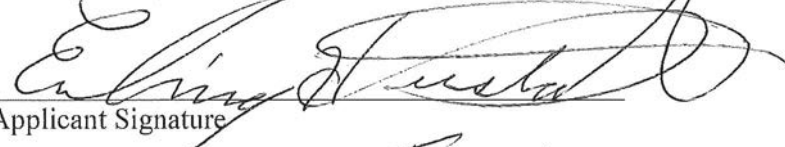
Why would you like to serve?

To continue working for city

State a few of what you feel your qualifications are or why you wish to be appointed to this board/committee.

Long association with city

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


Applicant Signature

2/11/26
Date

DI
/ rrnto

FOR Cons Comm
BIKE PED
ROAD

Lebanon City Clerk's Office
51 North Park Street, Lebanon, NH 03766

Email: cityclerk@lebanonnh.gov

City of Lebanon, New Hampshire — Seat Application

Application #2026-006
Submitted Mar 13, 2026

Pedestrian & Bicyclist Advisory Committee
Citizen Representative (Jan 15, 2026 – Jan 14, 2029)

Personal Information

FIRST NAME

Lynnette

LAST NAME

Madsen

Application Details

QUALIFICATIONS

I live in Lebanon, NH and am an avid walker and cyclist. When conditions dictate, I use snowshoes for my walks. For most of my professional life, I commuted to work by bicycle (apart from below-freezing days). I am a committed supporter of bicycle and rail trail infrastructure and have successfully advocated for safer roadway edges.

I have also helped several people learn how to ride a bicycle as adults. Over the years, I have participated in organized fun walks/runs and recreational cycling events in Denmark, Ontario, and Quebec. I strongly believe in the health benefits of walking and cycling, and I especially appreciate well-designed maps and clear pathway signage that make active transportation easier and more accessible.

In addition, I have served on approximately a dozen nonprofit boards. Through this experience, I have developed skills in collaborative decision-making, reviewing proposals, and contributing thoughtfully to organizational governance and community-focused initiatives.

REASON FOR INTEREST

I moved to the community in 2025 and am interested in contributing my time and skills to help improve transportation safety and accessibility for residents. As someone who values active transportation, I have taken an interest in local and state bicycle policy. For example, I submitted written testimony regarding HB1703, the proposed \$50 bicycle registration bill, to share my perspective as a community member and cyclist.

I would like to continue engaging constructively on pedestrian and bicycling issues and help the committee consider practical ways to improve safety, connectivity, and accessibility for people who walk and bike in the community. I bring a strong interest in public policy, careful analysis of proposals, and a commitment to supporting thoughtful, community-oriented transportation planning.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

0-1 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

I bring long-standing personal experience with walking and cycling, practical insight into the needs of

people who rely on active transportation, and governance experience from serving on numerous nonprofit boards. I am motivated to contribute constructively to the committee's work and to support thoughtful efforts that improve safety, connectivity, and accessibility for pedestrians and bicyclists in the community. I have read the agenda and minutes for the meetings held this year.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 3/19/2026

Applicant Name: Lynnette Madsen

Board(s) to Which Applied: Pedestrian & Bicyclist Advisory Committee

Regular Seat

Alternate Seat

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

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

Recommend Appointment: Yes No

Regular Seat Alternate Seat

General Comments: Lynnette is a recent addition to the Lebanon community and is enthusiastic to serve. She has not attended a meeting yet (as of March) but has reviewed previous meetings to familiarize herself with the committee's work.

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

Standard Questions for All Applicants:

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

Support and maintain the pedestrian and bicyclist infrastructure in Lebanon.

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

Yes

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

Yes, about a dozen boards, including board president.

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

Sure

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

No

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

Where to focus efforts with limited resources and attention. May be constrained by what is available.

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

Find ways to collaborate with other organizations to support this work.

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

Continue the work it has been doing and seek new opportunities as appropriate.

City of Lebanon, New Hampshire — Seat Application

Application #2026-012
Submitted Mar 30, 2026

Planning Board
Resident (Apr 8, 2026 – Apr 7, 2029)

Personal Information

FIRST NAME

Patrick

LAST NAME

Kennelly

Application Details

QUALIFICATIONS

I've spent the last three years beginning to learn how the Planning Board works. It seems a pity to waste it!

REASON FOR INTEREST

I'd like to help make the city better. Better by my own lights of course, but also trying to understand and integrate other views of development in the city.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

6-15 years

IS THIS APPLICATION FOR REAPPOINTMENT?

Yes

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

See above.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE

MEETING OF THE BOARD THAT YOU WISH TO APPLY TO
WITHIN THE LAST SIX MONTHS TO OBSERVE THE
PROCESS AND FUNCTION OF THE BOARD.

Not provided

City of Lebanon, New Hampshire — Seat Application

Application #2026-007
Submitted Mar 16, 2026

Planning Board
Resident (Feb 20, 2026 – Feb 19, 2029)

Personal Information

FIRST NAME
Max

LAST NAME
Terzano

Application Details

QUALIFICATIONS

I live in Lebanon and draft/create policies for the NH DHHS frequently. I have experience writing and drafting policies, procedures, and legislation at the Federal and State levels.

REASON FOR INTEREST

I recently ran for City Council as a write-in candidate. I learned a lot about what drives Lebanon and want to play a larger role in the future of the city despite not winning my race. I was invited to apply to the Planning Board, and am excited to potentially be a part of it.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?
6-15 years

IS THIS APPLICATION FOR REAPPOINTMENT?
No

I CONFIRM THAT I HAVE ATTENDED A MEETING.
Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?
I have an MBA and am halfway to an MPP. I have experience with policy and large scale documents like the Lebanon Master Plan. I live in Lebanon and am looking to have my voice heard and assist the city where I can, how I can.

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.
Yes

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I MUST ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-104 AND CITY CODE CHAPTER 185, WELCOMING LEBANON.
Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST

LEBANON RESIDENT (EXCEPT FOR THOSE
BOARDS/COMMITTEES/COMMISSIONS WHOSE
MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) -

WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

City of Lebanon, New Hampshire — Seat Application

Application #2026-021
Submitted Apr 6, 2026

Zoning Board of Adjustment
Member (Jan 6, 2026 – Jan 5, 2029)

Personal Information

FIRST NAME

Rupert

LAST NAME

Burtan

Application Details

QUALIFICATIONS

see doc

REASON FOR INTEREST

see doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

2-5 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

Not provided

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Board Member Application

Applicant

CLBD-26-1

 Rupert Burtan

Submitted On: Jan 4, 2026

Applicant Information

First Name

Rupert

Last Name

Burtan

Contact Phone Number



Contact Email



Mailing Street Address



Mailing City, State, Zip



How long have you resided in Lebanon?

0-1 Year

--

2-5 years

true

6-15 years

--

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

--

No, this is not for a reappointment.

true

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

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

Arts & Culture Commission

--

Board of Cemetery Trustees

--

Class VI Roads Advisory Committee

--

Conservation Commission

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Diversity, Equity, and Inclusion Commission

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Economic Development Commission

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Downtown Lebanon TIF Advisory Board

Heritage Commission

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Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

--

--

Lebanon Housing Authority

Library Board of Trustees

--

--

Pedestrian & Bicyclist Advisory Committee

Planning Board

--

--

Tree Advisory Board

West Lebanon Revitalization Advisory Committee

--

--

Zoning Board of Adjustment

true

Interest to Volunteer

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

We moved to Lebanon in September of 2024. I have served on the ZBA for the last year as an alternate and would like to become fulltime member. It's a way for me to serve my community and get to know the area. I have worked in the facilities management industry for over 30 years. I worked as a contractor for the City of Providence, RI for 15 years and liked the chance to partner with municipal entities. I look forward to continuing to serve on the ZBA as a full member. I currently work for Dartmouth College and would recuse myself from any situations that would be a conflict of interest.

Policy Acknowledgement

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

true

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

true

Signature

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

- Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)
- Willingness to learn
- Commitment to attend meetings
- Treat people fairly
- Consider the best interest of the community as a whole when making decisions
- Must have attended one meeting of the board that you wish to

apply to within the last six months to observe the process and function of the board

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

Signature

true

City of Lebanon, New Hampshire — Seat Application

Application #2026-019
Submitted Apr 2, 2026

Zoning Board of Adjustment
Member (Jan 1, 2015 – Dec 31, 2017)

Personal Information

FIRST NAME

Michael

LAST NAME

Morris

Application Details

QUALIFICATIONS

See Doc

REASON FOR INTEREST

See Doc

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

6-15 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?

See Doc

IF APPOINTED AS A MEMBER OF A CITY OF LEBANON BOARD, COMMITTEE, OR COMMISSION, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND CITY COUNCIL POLICY, CC-108, ETHICS AND CONFLICT-OF-INTEREST FOR ELECTED AND APPOINTED OFFICIALS.

Yes

I HEREBY CERTIFY THAT I MEET THE FOLLOWING BASIC REQUIREMENTS FOR APPLYING TO A CITY OF LEBANON BOARD/COMMITTEE/COMMISSION: - LEBANON/WEST LEBANON RESIDENT (EXCEPT FOR THOSE BOARDS/COMMITTEES/COMMISSIONS WHOSE MEMBERSHIP MAKEUP INCLUDES NON-RESIDENT) - WILLINGNESS TO LEARN - COMMITMENT TO ATTEND MEETINGS - TREAT PEOPLE FAIRLY - CONSIDER THE BEST INTEREST OF THE COMMUNITY AS A WHOLE WHEN MAKING DECISIONS - MUST HAVE ATTENDED ONE MEETING OF THE BOARD THAT YOU WISH TO APPLY TO WITHIN THE LAST SIX MONTHS TO OBSERVE THE PROCESS AND FUNCTION OF THE BOARD.

Yes

Board Member Application

Applicant

CLBD-25-40

Michael Morris

Submitted On: Dec 31, 2025

[Redacted contact information]

Applicant Information

First Name

Michael

Last Name

Morris

Contact Phone Number

Contact Email

Mailing Street Address

Mailing City, State, Zip

How long have you resided in Lebanon?

2-5 years

--

0-1 Year

--

6-15 years

true

15 or more years

--

Board/Committee/Commission Information

Is this application for a reappointment?

Yes, this is for reappointment.

No, this is not for a reappointment.

true

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

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

Arts & Culture Commission

--

Board of Cemetery Trustees

--

Class VI Roads Advisory Committee

--

Conservation Commission

--

Diversity, Equity, and Inclusion Commission

--

Economic Development Commission

--

Downtown Lebanon TIF Advisory Board

Heritage Commission

--

--

Lebanon Airport-Tech Park TIF Advisory Board

Lebanon Energy Advisory Committee

--

--

Lebanon Housing Authority

Library Board of Trustees

--

--

Pedestrian & Bicyclist Advisory Committee

Planning Board

--

--

Tree Advisory Board

West Lebanon Revitalization Advisory Committee

--

--

Zoning Board of Adjustment

true

Interest to Volunteer

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

I have been a Zoning Board of Adjustments alternate since December of 2023. Positions for full membership have become available and I am seeking one of those positions.

Policy Acknowledgement

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

true

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

true

Signature

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

- Lebanon/West Lebanon resident (except for those boards/committees/commissions whose membership makeup includes non-resident)
- Willingness to learn
- Commitment to attend meetings
- Treat people fairly
- Consider the best interest of the community as a whole when making decisions
- Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board

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

Signature

true

**Agenda
Lebanon City Council
April 15, 2026**

9. Public Hearing Items:

9.A – Supplemental Appropriation of up to \$222,450 for Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project (AIP-079); Authorization to Transfer up to \$222,450 from Airport Fund Balance to Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project

A public hearing for the purpose of receiving public input and taking action to appropriate up to \$222,450 to supplement current funding for the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal capital project; and to authorize the transfer of up to \$222,450 from the Airport Fund Balance to the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal capital project to fund the supplemental appropriation.

The City Council scheduled this public hearing at its March 18, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on April 4, 2026 and April 7, 2026 in accordance with City Code and State Law.

Background

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

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

The City proposes to transfer funds from the Airport Fund Balance to cover the ineligible portions of the project rather than increasing long-term debt at the airport by borrowing the funds.

Action:

If the Council decides to move forward, the following resolution is offered for consideration:

FOR THE PURPOSE OF finalizing and implementing the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal capital project.

NOW THEREFORE BE IT RESOLVED, by the Lebanon City Council, that funds be appropriated in the amount of up to \$222,450 (Two Hundred Twenty-Two Thousand, Four Hundred Fifty Dollars) for expenditure in the Capital Improvements Fund to supplement current funding for the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal capital project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that funds in an amount not to exceed \$222,450 be transferred from the Airport Unassigned Fund Balance to the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal capital project to fund the supplemental appropriation.

This resolution shall be effective upon passage.

Included in this Section:

1. Supplemental Narrative, Application for Federal Assistance, Design and Construction Package #2, Runway 36 Extension and Runway 18-36 Obstruction Removals, Lebanon Municipal Airport, Lebanon, New Hampshire.
2. Plans of Lebanon AIP CIP Sequence for FY2024-FY2025, prepared by Stantec, last revised March 8, 2023
3. Notice of Public Hearing as Published in the April 4 and April 7, 2026 edition of the *Valley News*

SUPPLEMENTAL NARRATIVE

**APPLICATION FOR FEDERAL ASSISTANCE
DESIGN AND CONSTRUCTION PACKAGE #2
RUNWAY 36 EXTENSION AND RUNWAY 18-36 OBSTRUCTION REMOVALS
LEBANON MUNICIPAL AIRPORT
LEBANON, NEW HAMPSHIRE**

Project Description:

This project includes construction for the following proposed airport improvements:

- Runway 36 Extension,
- Runway 18-36 Obstruction Removals

PROJECT COST BREAKDOWN:

Construction (AIP Eligible)	Niel H Daniels Inc	\$2,322,932
Construction (AIP Ineligible)	Niel H Daniels Inc	\$ 170,790
Engineering Services (AIP Eligible)	Stantec	\$ 708,016
Engineering Services (AIP Ineligible)	Stantec	\$ 51,658
Administration (AIP Eligible)	Sponsor	\$ 9,700
ALCMS Update (AIP Eligible)	ADB	\$ 30,128
	TOTAL AIP ELIGIBLE	\$3,070,776
	TOTAL AIP INELIGIBLE	\$ 222,448
	<u>PROJECT TOTAL</u>	<u>\$3,293,224</u>

PROJECT FUNDING BREAKDOWN:

FAA (95%)	\$ 2,917,237
State (2.5%)	\$ 76,769
Local (2.5% + Ineligible)	\$ 299,218

The eligible portion of the Engineering fees was determined by applying the eligibility percentage of the total construction cost which is 93.2%.

The AIP Ineligible portion of **\$51,658** of Stantec's engineering fees will be covered by The City of Lebanon.

The following elements of Niel H Daniels Construction are proposed to be covered for under the AIP grant:

- Mobilization, Resident Representative field office & Contractor Quality Program.
- Pavement removal, milling, drainage demolition, unclassified & rock excavation, earthwork materials, rip rap, rack coat, joint saw and seal marking removal and painting.
- Chain link fencing and temporary construction access gates.
- Drainage materials and installation including RCP Pipe, HDPE Pipe, Underdrain, manholes, catch basins, drainage structure adjustments, outlet control structures, surfaces sand filters and replacement of frame and grates.

- Electrical Upgrades including cable, conduit & duct bank removal. Direct buried and concrete encased conduit installation, removal of existing and installation of new taxiway edge lighting, removal of airfield lighting signs, supply and install of LED taxiway edge lights, installation of new airfield lighting signs, an allowance for airfield lighting spare parts.
- Vegetation removal of trees protruding within or close to the airspace on either end of the runway.

A line-item summary of the above elements is provided below.

The total cost of the above AIP Eligible elements is **\$2,322,932** of a total construction price of **\$2,493,722**.

The AIP Ineligible portion of **\$170,790** of Niel H Daniels Construction's bid will be covered by The City of Lebanon.

Neil H. Daniels Inc.					
Line Item	Description	Quantity	Unit Measure	Unit Cost	Total
AIP Eligible Costs					
2	Mobilization (Limited to 10 percent of the Total Project Cost)	1	LS	\$240,000.00	\$240,000.00
3	Resident Project Representative (RPR) Field Office	4	MONTHS	\$5,000.00	\$20,000.00
4	Contractor Quality Control Program (CQCP)	1	LS	\$20,000.00	\$20,000.00
5	Installation and Removal of Sediment Barrier	3400	LF	\$8.50	\$28,900.00
6	Installation and Removal of Straw Bales	250	LF	\$20.00	\$5,000.00
7	Installation of Erosion Control Blanket	210	SY	\$8.00	\$1,680.00
8	Installation and Removal of Drain Inlet Protection	4	EA	\$150.00	\$600.00
9	Installation and Removal of Temporary Stabilized Construction Exits	3	EA	\$15,000.00	\$45,000.00
10	Temporary Seeding and Mulching	240	MSF	\$65.00	\$15,600.00
11	Installation and Removal of Temporary Sediment Trap (≤3,600 CF Storage)	1	EA	\$7,500.00	\$7,500.00
12	Installation and Removal of Temporary Sediment Trap (>3,600 CF Storage)	1	EA	\$10,000.00	\$10,000.00
13	Pavement Removal	3950	SY	\$4.00	\$15,800.00
14	Pavement Key Milling	350	SF	\$10.00	\$3,500.00
15	Removal of Drainage Pipe	0	LF	\$0.00	\$0.00
16	Removal of Drainage Structure	0	EA	\$0.00	\$0.00
17	Vegetation Removal in Upland	26	ACRE	\$14,000.00	\$364,000.00
18	Selective Vegetation Removal in Upland	6	ACRE	\$14,000.00	\$84,000.00
19	Selective Vegetation Removal in Wetland	1	ACRE	\$22,000.00	\$22,000.00
20	Survey Layout for Vegetation Removal	26	ACRE	\$225.00	\$5,850.00
21	Survey Layout for Selective Vegetation Removal	7	ACRE	\$1,000.00	\$7,000.00
22	Survey Stake Out of the Property Boundary	1100	LF	\$3.00	\$3,300.00

23	Snag	33	EA	\$175.00	\$5,775.00
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24	Unclassified Excavation	6500	CY	\$25.00	\$162,500.00
25	Rock Excavation	110	CY	\$100.00	\$11,000.00
26	Embankment In Place Using On-Site Borrow	8500	CY	\$10.00	\$85,000.00
27	Embankment In Place Using Off-Site Borrow	100	CY	\$45.00	\$4,500.00
28	Controlled Low-Strength Material (CLSM)	50	CY	\$250.00	\$12,500.00
29	Subbase Course	1600	CY	\$78.00	\$124,800.00
30	Seperation Geotextile	1500	SY	\$3.00	\$4,500.00
31	Crushed Aggregate Base Course	850	CY	\$65.00	\$55,250.00
32	Asphalt Base Course	480	TON	\$210.00	\$100,800.00
33	Asphalt Surface Course	480	TON	\$210.00	\$100,800.00
34	Riprap Class I (d50=6")	0	SY	\$0.00	\$0.00
35	Riprap Class III (d50=12")	4	SY	\$130.00	\$520.00
36	Riprap Class V (d50=18")	0	SY	\$0.00	\$0.00
37	Emulsified Asphalt Tack Coat	173	GAL	\$24.00	\$4,152.00
38	Joint Sawing and Sealing	3	LF	\$1,750.00	\$5,250.00
39	Asphalt Surface Treatment	9000	SY	\$2.50	\$22,500.00
40	Surface Preparation of New Pavement Surfaces	12500	SF	\$0.30	\$3,750.00
41	Surface Preparation of Pavement to Remove Existing Markings	9000	SF	\$3.75	\$33,750.00
42	Surface Preparation of Pavement Marking Prior to Remarking	75000	SF	\$0.30	\$22,500.00
43	Application of Markings	86000	SF	\$1.20	\$103,200.00
44	Reflective Media, Type III	75000	SF	\$0.50	\$37,500.00
45	Grooving	2500	SY	\$5.00	\$12,500.00
46	Chain-Link Fence	50	LF	\$100.00	\$5,000.00
47	Temporary Construction Access Gates	2	EA	\$7,500.00	\$15,000.00
48	15-inch Class V RCP Pipe	40	LF	\$140.00	\$5,600.00
49	18-inch Class V RCP Pipe	275	LF	\$120.00	\$33,000.00
50	21-inch Class V RCP Pipe	275	LF	\$130.00	\$35,750.00
51	24-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
52	30-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
53	48-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
54	54-inch Class V RCP Pipe per linear foot	0	LF	\$0.00	\$0.00
55	6-inch HDPE Pipe	280	LF	\$60.00	\$16,800.00

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
56	8-inch HDPE Pipe	360	LF	\$60.00	\$21,600.00
57	Removal of Underdrain Pipe and Cleanouts	500	LF	\$15.00	\$7,500.00
58	6-inch Underdrain Pipe	850	LF	\$60.00	\$51,000.00
59	Underdrain Cleanout	7	EA	\$1,400.00	\$9,800.00
60	Existing Underdrain Cleanout Adjustment	2	EA	\$2,500.00	\$5,000.00
61	2" Schedule 40 PVC Lighting System Drain Pipe - per linear foot	0	LF	\$0.00	\$0.00
62	2" Schedule 80 PVC Lighting System Drain Pipe - per linear foot	0	LF	\$0.00	\$0.00
63	Manholes, 5-Foot Dia.	3	EA	\$6,500.00	\$19,500.00
64	Manholes, 6-Foot Dia	0	EA	\$0.00	\$0.00
65	Manholes, 8-Foot Dia.	0	EA	\$0.00	\$0.00
66	Catch Basins, 4-Foot Dia	0	EA	\$0.00	\$0.00
67	Catch Basins, 6-Foot Dia	0	EA	\$0.00	\$0.00
68	Catch Basins 7-Foot Dia.	0	EA	\$0.00	\$0.00
69	Catch Basins 8-Foot Dia.	0	EA	\$0.00	\$0.00
70	Existing Drainage Structure Adjustment	1	EA	\$2,500.00	\$2,500.00
71	Replacement of Frame and Grate	1	EA	\$3,000.00	\$3,000.00
72	Outlet Control Structure and Trashrack, 4-Foot Dia.	0	EA	\$0.00	\$0.00
73	Outlet Control Structure and Trashrack, 6-Foot Dia.	0	EA	\$0.00	\$0.00
74	Riser for Existing Catch Basin	1	EA	\$1,250.00	\$1,250.00
75	Surface Sand Filter	460	SY	\$110.00	\$50,600.00
76	Seeding	250	MSF	\$90.00	\$22,500.00
77	Topsoil	2900	CY	\$35.00	\$101,500.00
78	Mulching	26000	SY	\$0.75	\$19,500.00
79	Removal of Cable from Conduit or Duct Bank	620	LF	\$2.50	\$1,550.00
80	No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in Trench, Duct Bank or Conduit	1100	LF	\$4.50	\$4,950.00
81	No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Installed Above the Duct Bank or Conduit, Including Connections/Terminations	1100	LF	\$4.75	\$5,225.00
82	Temporary No. 8 AWG, 5 kV, L-824, Type C Cable, Installed in	583	LF	\$30.00	\$17,490.00
83	Removal of Electrical Conduit	616	LF	\$6.00	\$3,696.00
84	Direct Buried 2" Schedule 40 PVC Electrical Conduit	858	LF	\$18.00	\$15,444.00
85	Removal of Existing Runway Edge Light	8	EA	\$300.00	\$2,400.00
86	L-862/E Base Mounted Runway Edge/End/Threshold Light	10	EA	\$2,300.00	\$23,000.00
87	Airfield Lighting Spare Parts	1	ALLOWANCE	\$10,000.00	\$10,000.00

Total AIP Eligible					\$2,322,932.00
AIP Ineligible Costs					
Line Item	Description	Quantity	Unit Measure	Unit Cost	Total
89	Unclassified Excavation	850	CY	\$25.00	\$21,250.00
90	Subbase Course	540	CY	\$78.00	\$42,120.00
91	Seperation Geotextile	540	SY	\$3.00	\$1,620.00
92	Crushed Aggregate Base Course	200	CY	\$65.00	\$13,000.00
93	Asphalt Base Course	160	TON	\$265.00	\$42,400.00
94	Asphalt Surface Course	160	TON	\$265.00	\$42,400.00
95	Emulsified Asphalt Tack Coat	60	GAL	\$25.00	\$1,500.00
96	Grooving	1300	SY	\$5.00	\$6,500.00
Total AIP Ineligible					\$170,790.00
Total Contract Price:					\$2,493,722.00

Project Schedule:

The Runway 36 Extension & Runway 18-36 Obstruction Removal final design commenced in September 2024 and was bid in March-April 2025 to ensure vegetation removal is not delayed for Winter 2026 and subsequent construction is not delayed for Spring 2026. The project is expected to be closed out by July 2027. The permitting of the project was achieved under a previous AIP grant.

Environmental Status:

Permits received under AIP 3-33-0010-070-2020
Wetland permit – received on July 12, 2024.
AoT permit – received on July 30 2024.

Disadvantaged Business Enterprise:

The City of Lebanon current goal for participation is 11.4%. A good faith effort will be made to meet the 11.4% goal.

State Agency Coordination:

State agency coordination will include NHDOT, New Hampshire Department of Environmental Service, New Hampshire Natural Heritage Bureau, New Hampshire Fish and Game Department’s Nongame & Endangered Wildlife Program, and the New Hampshire Division of Historical Resources.

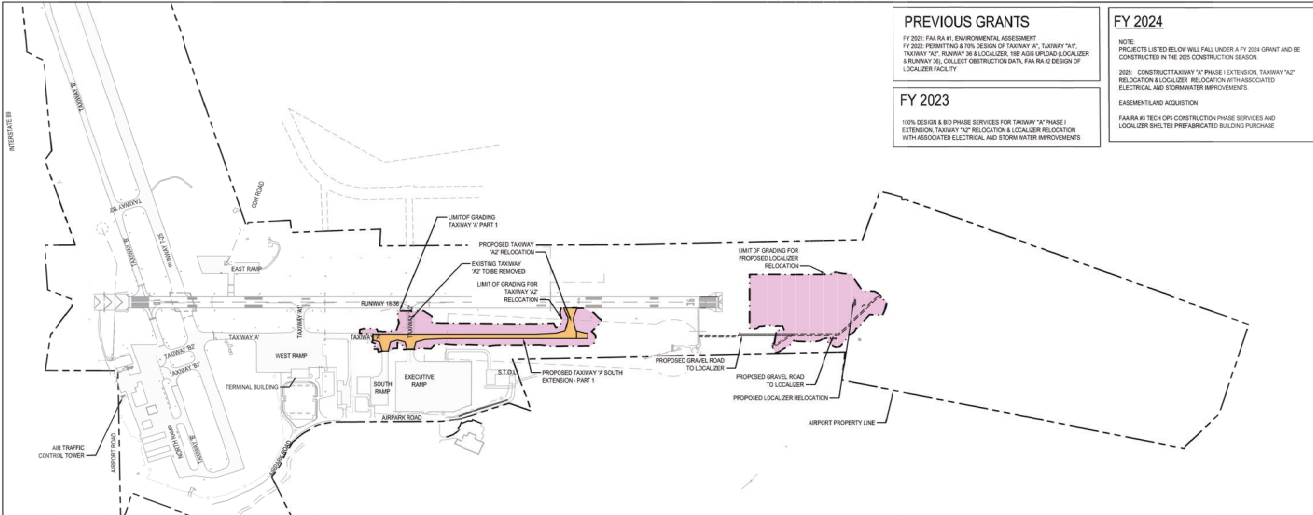
Exhibit A Statement:

I hereby certify that the revised Exhibit A Property Map dated May 22, 2025 and attached to this Grant Application reflects, to the best of my knowledge, the current information as of this date.

SPONSOR'S REPRESENTATIVES

Mr. Carl Gross, Airport Manager
Lebanon Municipal Airport
5 Airpark Road.
West Lebanon, NH 03784
Tel: (603) 298-8878
Email: Carl.Gross@lebanonnh.gov

Mrs. Alexandra Myers, Project Manager
Stantec Consulting Services Inc.
40 Water Street
Boston, MA 02109
Tel: (617) 784-2330
Email: Alexandra.Kavanagh@stantec.com



PREVIOUS GRANTS

FY 2021: FAA RA #1, ENVIRONMENTAL ASSESSMENT
 FY 2021: PERMITS WITH 87% DESIGN OF TAIWAY 18, RUNWAY 18, TAIWAY 18C, RUNWAY 18B, LOCALIZER, 18E ASIS UPGRAD LOCALIZER AND RUNWAY 18C COLLECT OBSTRUCTION DATA, FAA RA-12 DESIGN SP LOCALIZER FACILITY

FY 2023

100% DESIGN & BID PHASE SERVICES FOR TAIWAY 18 PHASE I, EXTENSION TAIWAY 18T RELOCATION & LOCALIZER RELOCATION WITH ASSOCIATED ELECTRICAL AND STORMWATER IMPROVEMENTS

FY 2024

NOTE: PROJECTS LISTED BELOW WILL FALL UNDER A FY 2024 GRANT AND BE CONSTRUCTED IN THE 2025 CONSTRUCTION SEASON.

2024: CONSTRUCT TAIWAY 18T PHASE I (EXTENSION, TAIWAY 18T RELOCATION LOCALIZER) RELOCATION AT ASSOCIATED ELECTRICAL AND STORMWATER IMPROVEMENTS

EASEMENT/LAND ACQUISITION

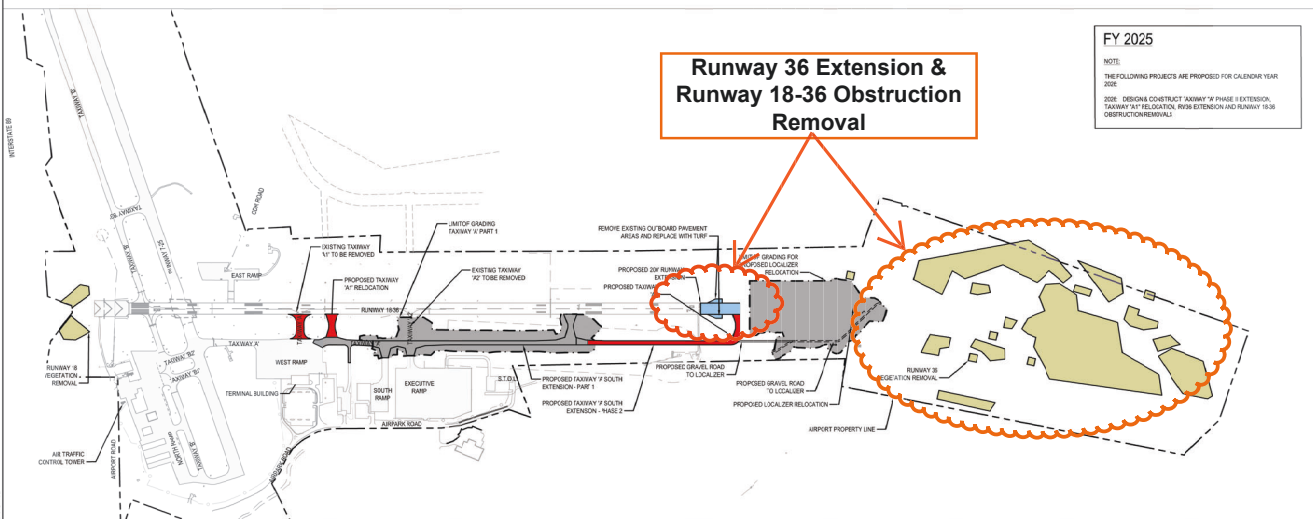
FAA RA #1 TECH OR CONSTRUCTION PHASE SERVICES AND LOCALIZER BUILT/PREFABRICATED BUILDING PURCHASE

Stantec

Stantec Consulting Services Inc.
 41 West 20, 2nd Floor
 New York, NY 10011 USA
 Tel: 1 212 239 7100
 www.stantec.com

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Consultants

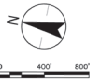


Runway 36 Extension & Runway 18-36 Obstruction Removal

FY 2025

NOTE: THE FOLLOWING PROJECTS ARE PROPOSED FOR CALENDAR YEAR 2025.

2025: DESIGN CONSTRUCT TAIWAY 18 PHASE I, EXTENSION, TAIWAY 18T RELOCATION, 18B EXTENSION AND RUNWAY 18-36 OBSTRUCTION REMOVAL



Revision	By	Date	Description
1	DP	10/10/24	DP UPDATE SHEET
2	DP	10/10/24	DESIGN CONSTRUCTION SEQUENCE
3	DP	10/10/24	DESIGN PROJECT #1

Drawn: _____
 Firm Seal: _____

FOR PLANNING PURPOSES ONLY

Client/Project: LEBANON MUNICIPAL AIRPORT & AIRPARK ROAD, WEST LEBANON, NH
 DESIGN & CONSTRUCTION SEQUENCE

Title: LEBANON ALP CIP SEQUENCE

Project No: 179450522 Scale: 1:400
 Drawing No: SK-002 Sheet: 1 of 2 Issue: 2

April 15, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday April 4 and Tuesday April 7, 2026.

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS**

**Wednesday, April 15, 2026 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on April 15, 2026, beginning at 7:00pm for the following:

- 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

The April 15, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by April 10, 2026: LebanonNH.gov/Agendas

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

**Agenda
Lebanon City Council
April 15, 2026**

9. Public Hearing Items:

9.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

A public hearing for the purpose of receiving public input and taking action to appropriate up to \$41,999.26 for the Mechanic Street Sidewalk Segment 2 Improvements capital project; to rescind and transfer prior appropriations and prior authorizations for issuance of bonds or notes for capital projects; to transfer prior appropriations and remaining unspent funds for capital projects; and to transfer prior appropriations from the DPW operating budget to capital projects.

The City Council scheduled this public hearing at its April 1, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on April 4 and April 7, 2026 in accordance with City Code and State Law.

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, surveys, 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, as summarized below.

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.

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:

If the Council decides to move forward, the following resolution is offered for consideration:

FOR THE PURPOSE OF finalizing and implementing the Mechanic Street Sidewalk Segment 2 Improvements capital project.

NOW THEREFORE BE IT RESOLVED, by the Lebanon City Council, that the prior appropriations and authorizations to issue bond or notes, approved by the City Council on December 15, 2021, 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 in the amount of \$45,000 from both the Water Fund and Sewer Fund for their portions of the 2022 Forest Avenue Reconstruction Project, are hereby rescinded.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that the prior appropriations and authorizations to issue bonds or notes, approved by the City Council on December 15, 2021, in the amount of \$80,000 for the General Fund portion of the 2022 Mack Avenue Infrastructure Improvements Project, and in the amount of \$60,000 for the General Fund portion of the 2022 Forest Avenue Reconstruction Project, are hereby transferred to the Mechanic Street Sidewalk Segment 2 Improvements Capital Project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that the prior appropriation, approved by the City Council on December 19, 2018, and the remaining unspent funds in the amount of \$68,000.74 from the Altaria-Route 120 Pedestrian and Bike Improvements Capital Project, are hereby transferred to the Mechanic Street Sidewalk Segment 2 Improvements Capital Project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that funds be appropriated in an amount up to \$41,999.26 (Forty-One Thousand Nine Hundred Ninety-Nine Dollars and Twenty-Six Cents) for expenditure in the Capital Improvements Fund to supplement current funding for the Mechanic Street Sidewalk Segment 2 Improvements Capital Project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that funds in an amount not to exceed \$41,999.26 be transferred from the FY2026 DPW Operating Budget to the Mechanic Street Sidewalk Segment 2 Improvements Capital Project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that the City Treasurer, with the approval of the City Manager, is authorized to issue, in accordance with the Municipal Finance Act (RSA 33), bonds in an amount not to exceed \$140,000 and the discretion to fix the dates, maturities, interest rate, form, and other details of said bonds (and any notes issued in anticipation thereof) is hereby delegated to the City Treasurer, with the approval of the City Manager.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that in accordance with the requirements of the Municipal Finance Act (RSA 33:2 Repayment of Loans), it is hereby determined that the expected useful life of the Project exceeds 20 years and no loans issued to pay for public works or improvements shall exceed the expected useful life of said public works or improvements.

This resolution shall be effective upon passage.

Included in this Section:

1. Project Budget Spreadsheet, dated January 29, 2026
2. Mechanic Street Sidewalk Segments – Cost Estimates as of January 2026
3. Supplemental Information – Mechanic St Sidewalk Segment 1
4. Supplemental Information – Mechanic St Sidewalk Segment 2
5. Supplemental Information – Mechanic St Sidewalk Segment 3
6. Construction Cost Index, NHDOT, Second Half, 2025
7. Notice of Public Hearing as Published in the April 4 and April 7, 2026 edition of the *Valley News*

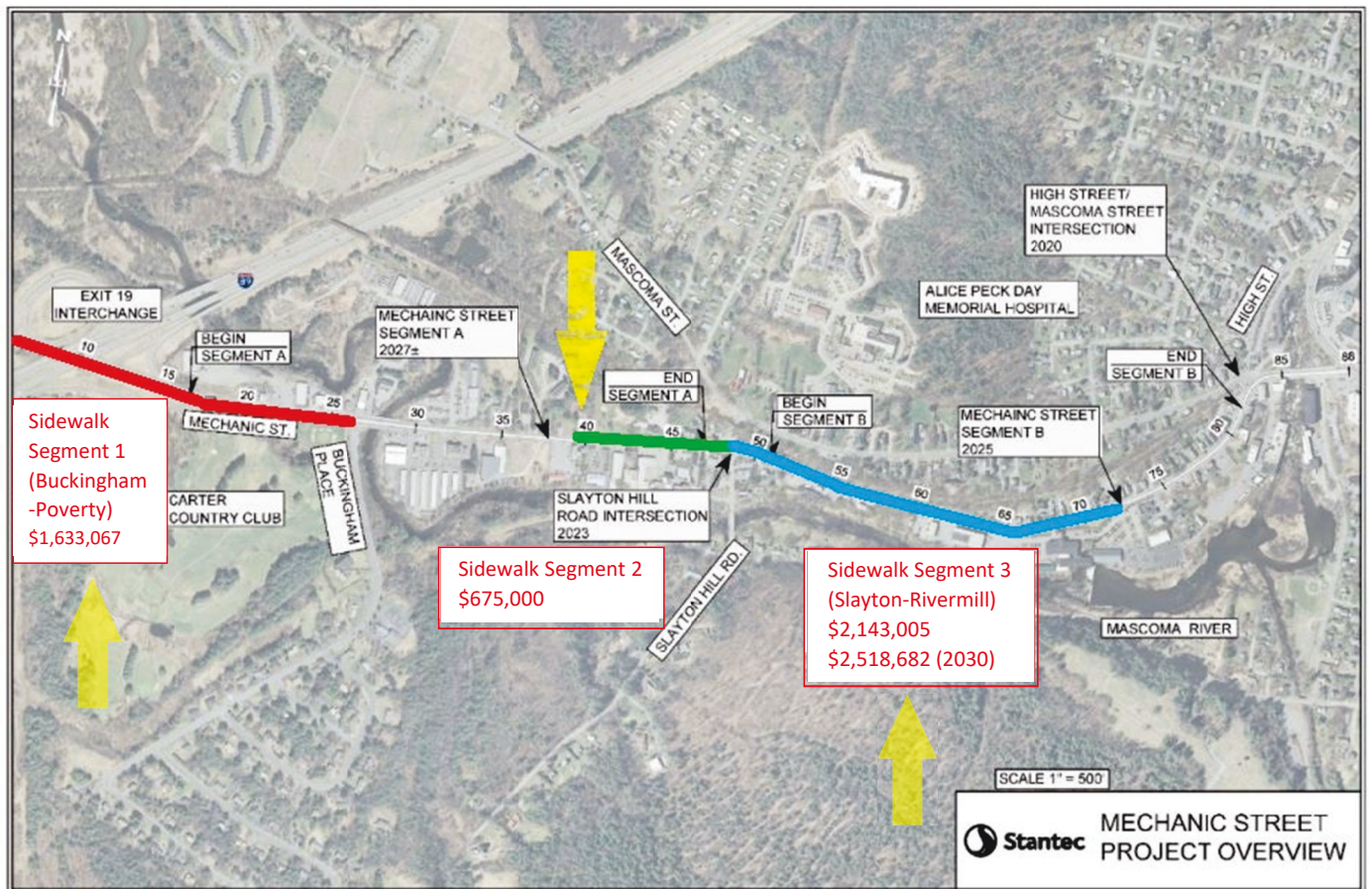
Mechanic Street Sidewalk - Legion to Slayton Hill Road Thursday, January 29, 2026	
Contractor	TBD
Design	\$ 115,847.06
Construction	\$ 444,021.00
Construction Administration (Stantec)	\$ 12,593.72
Construction RPR (PWC)	\$ 76,890.31
ROW	\$ 3,070.00
5% Construction Contingency	\$ 22,201.05
Disbursement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

CIP Appropriation \$425,000.00

Over budget (projected) \$249,623.14

Mechanic Street Sidewalk Segments - Cost Estimates as of January 2026

2



**Congresswoman Ann McLane Kuster NH-02
FY25 Community Project Funding Application
House Appropriations Subcommittee on Transportation, Housing and Urban
Development, and Related Agencies
DOT - Highway Infrastructure Projects**

**Applications must be submitted via email by Tuesday, April 30 at 5pm EST to
NH02.Projects@mail.house.gov**

Part I: Project Information

Project Name: The Lebanon NH - Mechanic St. Sidewalks - Segment 1 Project

Project Description: The Mechanic Street Sidewalks, Segment 1 Project (see attached supplement, Area Map), will construct approximately 0.6 miles of new sidewalk on the north side of [U.S. Route 4 Lebanon, NH](#), starting at Poverty Lane and ending just before Buckingham Place. Mechanic Street is part of the U.S. Route 4 corridor that connects historic downtown Lebanon to our West Lebanon downtown and includes ramps for I-89 Exit 19. It is the primary local and regional route for east-west vehicle traffic.

The City of Lebanon has included Segment 1 in its capital improvements project programming, however local funding is not adequate to complete the project until beyond 2030 unless supported with federal cost-share. This section of roadway has been identified as an area in need of improvement for decades; it is a subcomponent of a larger 1.3-mile roadway corridor project between the intersection of Mechanic Street and High Street, and Interstate 89, Exit 19. The project is not currently identified in a STIP or TIP, however the corridor was first put on NHDOT's "Urban Road List" in 1987 for reconstruction. That list was superseded by the State's [Ten Year Plan](#) (TYP), which parts of Mechanic Street have been programmed in since 1998. The scope was substantially scaled down into [phases](#) in recent years. The [Department of Transportation - Highway Infrastructure Projects](#) account is a well-matched funding opportunity to finally get this project online and address regional growth and safety priorities.

Community support for this project and walkability in Lebanon is significant. As identified and requested by various public entities, including our regional chamber of commerce, hospital, homeless person services, planning commission and lawmakers (see attached letters of support), partner priorities for this project and associated benefits include: *safe and equitable access* to critical social services such as medical care, transit, groceries, and shelter, a need demonstrated by the current worn path where the sidewalk will go; *economic responsibility* to support Lebanon's role as a regional workforce and housing hub, by matching our steady growth with adequate facilities but also balancing our burden on local taxpayers; and *connectivity* to address

years of input in plans (referenced in attached supplement) expressing public desire to enable continuous multimodal travel between our community's two population centers.

Estimated Start Date of Project: (01/01/2026)

Estimated Completion Date of Project: (12/30/2027)

Amount of Community Project Funding Requested for FY25: \$1,633,067

Total Project Cost: \$1,633,067

FY25 President's Budget Request Amount: N/A (\$0)

FY24 Enacted Amount: N/A (\$0)

Can the project obligate all appropriated funds within 12 months after enactment?: Yes

Part II: Recipient Information

Is the funding requested by a government or non-profit organization? (Choose government or non-profit): government

If non-profit, Organization's EIN: 02-6000473

Recipient Point of Contact (This cannot be a lobbyist and must be an individual employed by the grantee who will serve as point of contact for the federal agency): Shaun Mulholland

Recipient Phone Number

Work: 603-448-4220

Cell: 603-231-0965

Recipient Email Address: shaun.mulholland@lebanonnh.gov

Recipient Legal Name: City of Lebanon, NH

Recipient Address

Mailing Address: 51 North Park Street, Lebanon, NH 03766

Office Address: 51 North Park Street, Lebanon, NH 03766

Recipient Website: <https://lebanonnh.gov>

Part III: Supplemental Questions

1. General description and benefits of the project and why it is needed.

- Note: this can be similar to the description provided above.

This project will add 0.6 miles of new sidewalk to Segment 1 of Mechanic Street, the stretch between Poverty Lane and Buckingham Place that also passes a very dangerous on/off ramp area for I-89 Exit 19. The project will allow the City of Lebanon to complete one of the last multimodal connectivity gaps in our community, increasing safety and accessibility for roadway users, and facilitating workforce development and transportation alternatives.

The City of Lebanon's Master Plan vision calls for sidewalks and bicycle facilities throughout the City. The vision also calls for enhancement of pedestrian transportation as well as multimodal transportation, particularly to enable safe mobility through the I-89 Exit 19 ramp area and to connect multiple, fast-growing residential areas near

downtown Lebanon to critical services on the Miracle Mile. The Mechanic Street Sidewalk project "Segment 1" phase accounts for these visions. Our 2022 Walk Bike Ride Lebanon Plan and the 2023 Upper Valley Lake Sunapee Regional Planning Commission's Long-Range Transportation Plan also underscore the need for and positive impacts of this plan.

2. Type of project eligible under 23 USC 133(b) (Surface Transportation Block Grant Program); 23 USC 201 (Federal Lands and Tribal Transportation Programs); 23 USC 202 (Tribal Transportation Program); or 23 USC 165 (Territorial and Puerto Rico Highway Program).

23 USC 133(b) (Surface Transportation Block Grant Program)

3. If the request is for a phase of a larger project, describe all other phases and how this request relates to the entire project.

The Segment 1 sidewalk project is a subcomponent of a larger 1.3-mile roadway corridor project between the intersection of Mechanic Street and High Street, and Interstate 89, Exit 19. The corridor was first put on NHDOT's "Urban Road List" in 1987 for reconstruction. That list was superseded by the State's [Ten Year Plan](#) (TYP), which this stretch of Route 4 has been programmed in since 1998. The scope was substantially scaled down into [phases](#) in recent years. For example, the current TYP only accounts for the Slayton Hill and High Street roundabout improvements—but not until 2029 for the former and it leaves the adjacent roadway sidewalk gaps outstanding.

As a result, the City of Lebanon has worked toward more phased incremental improvement along the Route 4 Miracle Mile/Mechanic Street corridor. We just finished sidewalks from [Price Chopper to Poverty Lane](#) on the Miracle Mile and are in the final stages of achieving 800' of sidewalk just west of Slayton Rd., [Mechanic St. "Segment 2"](#), aided by \$290,250 in community project earmark funds via Rep. Kuster's office (construction in 2025). Remaining Mechanic Street segments include Rivermill/High Street to Slayton Road, the [Slayton Hill intersection roundabout](#) with pedestrian facilities (this is in the NHDOT Ten Year Plan for prelim engineering in 2025 and construction in 2029), the [High Street intersection roundabout](#) with pedestrian facilities (construction 2025)—and, **the subject of this request, the 0.6-mile Segment 1 sidewalk gap between Poverty Lane and Buckingham Place.**

4. Please provide a history of any federal funding already received or approved for the project. Include both formula funds and any discretionary grants.

This project has not received any federal funding. We are in the final stages of achieving a nearby and related but not adjacent project comprised of 800 feet of new sidewalk just west of Slayton Rd., [Mechanic St. "Segment 2"](#), aided by \$290,250 in FY22 CPF funds (construction in 2025).

5. Does the project have other public (state, local) and/or private funds committed to meet match or cost-share requirements for costs related to construction, operations, and maintenance? If so, what is the source and amount of those funds?

The City of Lebanon will meet match or cost-share requirements through its annual Capital Improvements Program (CIP) process, with the next budget set to be reviewed and approved by the City Council in December 2024. The previously approved budget includes a proposal for this project in the amount of the full project cost, \$2,192,900 (2030 dollars), but with \$0 appropriated as it is shown in the CIP 'parking lot' for design and construction in beyond 2030. The City only appropriates CIP projects within its 5 year window. The source of CIP funding is local taxpayers, and this project would come through the general fund. This project will be updated in 2024 for the upcoming 2025-2029 CIP for design and construction funding in 2026-2027, once we know more about the likelihood of non-local funding via CPF award.

6. Has the recipient engaged in discussions with the Federal Highway Administration and received assurances that the project is eligible under applicable statutes?*

No. This project is on NH Route 4, a state highway, in the City's urban compact. We will reach out to our local NH Department of Transportation Direct 2 office and their FHWA counterparts to assure compliance with applicable statutes in conjunction with the design and permitting process.

7. Is the project on a STIP or a TIP? If yes, please provide a link to the plan.

We are unaware of this project being on either.

Part IV: Letters of Community Support

Please submit 5 letters of support as a single PDF document.

- Note: Community support documentation can include letters from elected officials and community groups, local transportation or community development plans, publications (including news articles), and any other documents demonstrating public support for the project.



LEBANON, NH

U.S. ROUTE 4/MECHANIC STREET

SIDEWALK GAPS:

Segment 1 Poverty Lane to Buckingham Place

1. Area Map
2. Project Overview
3. Cost Estimate
4. Needs Summary
5. Additional Community Support

Project Overview

Location: [0.6 miles of Mechanic St. / U.S. Route 4 Lebanon, NH](#), starting at Poverty Lane and ending at Buckingham Place (Area Map “Segment 1”). Mechanic Street is the segment of U.S. Route 4 that connects historic downtown Lebanon and I-89 Exit 19. It is the primary local and regional route for east-west vehicle traffic.

Summary: The City has long-endavored to drive incremental improvement along the Route 4 Miracle Mile/Mechanic Street corridor. We just finished sidewalks from [Price Chopper to Poverty Lane](#) on the Miracle Mile and are in the final stages of achieving 800’ of sidewalk just west of Slayton Rd., [Mechanic St. “Segment 2”](#), aided by \$290,250 in community project earmark funds via Rep. Kuster’s office (construction in 2025). Remaining Mechanic Street segments include Rivermill/High Street to Slayton Road (we are applying to Sen. Shaheen for FY25 funds), the [Slayton Hill intersection roundabout](#) with pedestrian facilities (this is in the NHDOT Ten Year Plan for prelim engineering in 2025 and construction in 2029), the [High Street intersection roundabout](#) with pedestrian facilities (construction 2025)—and, **the subject of this request, the 0.6-mile Segment 1 sidewalk gap between Poverty Lane and Buckingham Place**. Accomplishment of Segments 1 and 2 will enable full walkability between the Lebanon and West Lebanon downtowns, and ensure safe access to critical destinations such as grocery, medical, homeless shelter, and transit services, as well as major employers and growing neighborhoods, along the way.

Issue: The problem is not new; this section of roadway has been identified as an area in need of improvement for decades. The Segment 1 sidewalk project is a subcomponent of a larger 1.3-mile roadway corridor project between the intersection of Mechanic Street and High Street, and Interstate 89, Exit 19. The corridor was first put on NHDOT’s “Urban Road List” in 1987 for reconstruction. That list was superseded by the State’s [Ten Year Plan](#) (TYP), which this stretch of Route 4 has been programmed in since 1998. The scope was substantially scaled down into [phases](#) in recent years. For example, the current TYP only accounts for the Slayton Hill and High Street roundabout improvements—but not until 2029 for the former and it leaves the adjacent roadway sidewalk gaps outstanding. Continued deferment of address to this area increases risks and hinders revitalization of the area. As a result, the City regards near-term incremental improvements to Mechanic Street as an imperative, hence our interest in pursuing interim opportunities via federal funding.

In April 2022, the City of Lebanon submitted an application for CDS Community Project Funding. Letters of support were included from Upper Valley Business Alliance, Advance Transit, Lebanon Pedestrian and Bicyclists Advisory Committee, Ed Kerrigan (developer/195 Mechanic Street), Upper Valley Lake Sunapee Regional Planning Commission, and Alice Peck Day Memorial Hospital. CPF funding was awarded, enabling the construction of Segment 2 in 2025.

However there continues to be a critical, if not growing, need for pedestrian facilities between downtown Lebanon and West Lebanon, for which Route 4/Mechanic Street is the main route. Plans for build-out of this corridor has intensified even since 2021. Two large multifamily developments, at 2 Mascoma Street and 1 Foundry Street (Lebanon Woolen Mills), commercial infill on the Miracle Mile, and smaller residential projects—all within 1 mile of the project location—are among the outpouring of applications that the City’s

Planning office continues to field. In addition, the City recently completed a new temporary shelter for the homeless, operated by The Haven, at the Mechanic Street intersection with Slayton Hill Road and there is new potential for significant mixed use development at the Carter Country Club adjacent to Exit 19.

Due to investment in several other adjacent and complementary projects along Route 4, including the aforementioned sidewalks from Price Chopper to Poverty Lane, new pedestrian facilities and rotaries at both Slayton Hill Rd and High Street, acquisition of property at Slayton Hill Road to facilitate that TYP project (and a temporary shelter for the unhoused), the Segment 1 portion has had to be placed on the long-term budget planning docket (year 2029+ in 2024-2029 CIP). Federal community project support would enable Lebanon to eliminate this infrastructure gap sooner, targeting 2026-2027 for final design and construction.

Impact:

1. *Accessibility.* NHDOT’s Ten Year Plan stated that the purpose of the project [full Mechanic Street reconstruction] is to increase traffic capacity, improve corridor safety and accessibility for all users, enhance aesthetics, and address operational deficiencies.” The Project Need was further summarized as:
 - Lack of consistent and accessible pedestrian facilities along the project corridor.
 - Mechanic Street serves as a connection from I-89 to the historic downtown area. It has limited existing public green space.
 - Narrow shoulders that do not meet bike lane criteria.
 - Poor access management due to numerous curb cuts and many oversized and uncontrolled driveway openings.
 - Confusing and poorly functioning intersections at Slayton Hill Road and Mascoma/High Street.

The proposed construction of “Segment 1” on Mechanic Street would be a key incremental improvement toward addressing the TYP needs in lieu of the TYP’s implementation.

2. *Connectivity.* Mechanic Street has two remaining sidewalk gaps, including Segment 1, which would start at and serve Buckingham Place, an existing residential neighborhood with just announced revived plans to build hundreds of new housing units at the Carter Country Club. Without the completion of Segment 1, nearby residents and in general, anyone east of Exit19, will not be able to walk safely to the Miracle Mile or West Lebanon.

In 2014, the Upper Valley Lake Sunapee Regional Planning Commission completed a *Safe Routes to Play* study for the City of Lebanon. A focus of this study, which included survey and community events, was also to identify barriers which may prohibit or discourage families from using active transportation. Study participants identified several [8] intersections or sections of road that they consider especially unsafe for bicycle or pedestrian use. These include Mechanic Street between High Street and I-89 Exit 19, and a new sidewalk was suggested along Mechanic Street, extending from Carter Country Club (Buckingham Place) to downtown Lebanon.

3. *Safety.* The Advance Transit red line route, which utilizes Mechanic Street, has had the highest number of boardings per hour of any transit route in New Hampshire (pre-COVID), and overall is AT’s second busiest fixed route, providing essential transportation to work, shopping, healthcare, cultural opportunities, and other essential services for more than 10,000 members of its rural community

each month. However, Mechanic Street is hazardous; the *2010 Lebanon Bus Stop Design Study* identified the roadway as a key focus area for pedestrian safety improvements.

LEBANON BUS STOP DESIGN STUDY



Riders waiting for the bus at Mechanic Street and Slayton Hill Road.



Rider waiting for the bus at Miracle Mile Plaza.

According to the Lebanon Pedestrian and Bicyclist Committee's 2022 Crash Data Analysis, there have been 94 ped-bike crashes 2006-2022, and the City's 2024 Strategic Plan includes development of a Vision Zero Safety Action Plan to reduce the average per year total to zero.

4. *Economic development.* The 2012 Lebanon Master Plan identifies numerous objectives to improve the mobility and safety of people. Among references to Mechanic Street, one outcome focused on revitalizing our downtown states "Encourage pedestrian access along Mechanic Street in the NH DOT 10-year plan and CIP to improve linkages between that area's residential neighborhoods and the CBD."

While not specific to Lebanon, it's worth noting that according to the draft (2020) *New Hampshire DOT Statewide Pedestrian & Bicycle Transportation Plan and Economic Impact Study, Technical Memorandum #4*, "for every vehicle-mile reduced from increased walking and bicycling, New Hampshire can expect to generate \$0.81 in transportation benefits." The study further enumerates related returns on investment, indicating "If NH's walking and bicycling rates were to be supported more, to the numbers seen in Maine and Vermont, it is estimated that NH could save approximately \$0.5 billion to \$1 billion beyond the existing \$2.14 billion in transportation, environmental and health cost savings (over 20 years) that are currently projected due to such transportation alternatives in NH. This sidewalk would help encourage more walking, reduce VMT and contribute to local as well as state savings.

5. *Equity.* People without cars should be able to get to critical service areas, employment, their homes, public recreation facilities, and other destinations safely. In addition to bus stops, pedestrians specifically use this route to access the City of Lebanon's new shelter for the unhoused, Alice Peck Day Hospital's (APD) medical campus and the Harvest Hill senior housing community, the Mascoma River Greenway (MRG), the Miracle Mile commercial area, and various businesses in the vicinity.
6. *Responsiveness.* Extensive outreach to all Mechanic Street abutters and the community in general, including site walks and several public meetings, was conducted by the City and consultants in 2018. At the time, the Ten Year Plan was moving forward. One of the top comments and aspects of public support for roadway improvements was to construct sidewalks on Mechanic Street.

7. *Responsibility.* The City has led significant investments to pedestrian infrastructure in Lebanon. Lebanon adopted a *Complete Streets Policy* in 2017. Between 2016-2020, we completed the addition of new sidewalks on Route 12A in two sections, and all of our CSO projects have added new or upgraded existing pedestrian facilities. The City has been chipping away at other incremental improvements too, including to the Route 4 corridor. For example, between 2019-2025, the City will have completed 100% of the sidewalk facilities needed on the Miracle Mile just west of the subject project location, without any funding assistance.

The City is currently preparing its Capital Improvements Program (CIP) to budget projects 2025-2030+ and as it does each year, it includes proposals for projects that will help implement the City's Complete Streets Policy and fill in walk-bike network gaps. As the theme goes, there is not enough funding to do every project that is proposed. The current CIP will include the final/ sidewalk segments #2-3 on Mechanic Street; this project is Segment 1, an approximately 0.6-mile stretch (see Area Map). These links represent several million dollars of local investment funded in large part by local taxpayers. Much funding has already been dedicated, thanks to attentive local and regional leadership—but much is also still lacking, due to the significant overall cost. The City intends to pursue additional/matching funds such as CPF resources to ensure our ability to close the most significant gaps in related infrastructure, especially as national trends hit a multi-year mark in rising traffic fatalities.



Photo of pedestrian and Advance Transit on Mechanic Street, east of the subject project area, demonstrating the narrow roadway and lack of safe space for pedestrians/transit users.

Cost Estimate

Engineer's Opinion of Probable Cost

Mechanic Street Sidewalk -Buckingham to Poverty
14-Mar-24

Item Number	Item	Quantity	Unit	Unit Price	Total
201.1	Clearing and Grubbing	1	Lump Sum	\$9,321.00	\$9,321.00
201.22	Removing Large Trees	5	EA	\$932.00	\$4,660.00
202.5	removal of catch basins, drop inlets and manholes and headwalls	2	SY	\$666.00	\$1,332.00
	Coring of CB for underdrain	4	each	\$1,332.00	\$5,328.00
203.1	common Excavation	550	CY	\$20.00	\$11,000.00
203.2	rock Excavation	200	CY	\$133.00	\$26,600.00
203.6	embankment-in-place	240	CY	\$13.00	\$3,120.00
206.19	common structure excavtion exploratory	10	CY	\$80.00	\$800.00
214	fine grading	1	U	\$6,658.00	\$6,658.00
304.3	Gravel	575	cy	\$46.00	\$26,450.00
403.11	hot bituminous pavement, machine method	250	TON	\$200.00	\$50,000.00
403.12	hot bituminous pavement, hand method trench	185	Ton	\$200.00	\$37,000.00
	CMP pipe removal	520	lf	\$7.00	\$3,640.00
417	cold planning bituminous surfaces	615	SY	\$5.00	\$3,075.00
603.33112	15" Corr.Poly End Section	1	EA	\$1,997.00	\$1,997.00
603.82215	15" PE Pipe Type s	519	LF	\$140.00	\$72,660.00
	6" underdrain encased in stone and wrapped	1100	lf	\$87.00	\$95,700.00
604.12	catch Basin Type B	2	U	\$4,394.00	\$8,788.00
604.4	Reconstructing/Adjusting Catch Basin and Drop Inlet	3	LF	\$500.00	\$1,500.00
604.5	Reconstructing/Adjusting Manholes	0	LF	\$799.00	\$0.00
608.24	4" concrete Sidewalk	25	SY	\$80.00	\$2,000.00
608.54	detectable warning devises, cast iron	56	sf	\$599.00	\$33,544.00
609.01	Straight granite curb	2560	LF	\$47.00	\$120,320.00
	concrete island /+over conduit	11	CY	\$200.00	\$2,200.00
	Modular block wall - includes all	1100	SF	\$67.00	\$73,700.00
609.02	curved granite curb	205	LF	\$67.00	\$13,735.00
611.90001	adjusting water gates and shutoffs set by others	2	EA	\$466.00	\$932.00
	relocation of underground cable utilities (phone/electric)	300	lf	\$27.00	\$8,100.00
614.511	concrete pull box 14"	3	EA	\$466.00	\$1,398.00
614.73114	3" pvc conduit, schedule 40	140	lf	\$27.00	\$3,780.00
614.73118	3" pvc conduit, schedule 80	140	lf	\$33.00	\$4,620.00
615.03	Traffic sign Type C	45	sf	\$77.00	\$3,465.00
615.034	Relocating Traffic Sign Type C	17	EA	\$266.00	\$4,522.00
616.101	Traffic Signal (poverty lane- controller, pedpole, cameras, 4 ped but and he	1	U	\$199,740.00	\$199,740.00
	Removal of Traffic Control box and pole	1	U	\$3,995.00	\$3,995.00
618.61	Uniformed Officers with Vehicle	1	Allow	\$46,606.00	\$46,606.00
618.7	Flaggers	1200	hr	\$40.00	\$48,000.00
619.1	Maintenance of Traffic	1	U	\$19,974.00	\$19,974.00
628.2	Sawed Bituminous Pavement	2760	lf	\$4.00	\$11,040.00
632.3104	thermosplastic Pave. Marking, 4" Line	2677	lf	\$4.00	\$10,708.00
632.3118	thermosplastic Pave. Marking, 12" Line	466	lf	\$11.00	\$5,126.00
632.911	obliterate pave. Marking line, 12" wide and under	40	lf	\$13.00	\$520.00
641	Loam	300	CY	\$73.00	\$21,900.00
644.15	Park Seed Type 15	60	lb	\$10.00	\$600.00
692	mobilization	1	U	\$33,290.00	\$33,290.00
699	erosion control	1	Allow	\$6,658.00	\$6,658.00
645.7	swwp plan	1	EA	\$9,321.00	\$9,321.00
	Project Records- Asbuilt survey	1	u	\$6,658.00	\$6,658.00
645.71	swwp monitoring	60	hours	\$133.00	\$7,980.00
	NHDOT excavation permit	1	Allow	\$6,658.00	\$6,658.00
619.25	variable message boards	6	bd/month	\$1,332.00	\$7,992.00
				Total Construction Cost	\$1,088,711.00
				Contingency (10%)	\$163,306.65
				Design and Permitting (20%)	\$217,742.20
				Construction Administration (15%)	\$163,306.65
				Right-of-Way Acquisition	\$0.00
				Total Project Cost	\$1,633,066.50

Cost Summary:

2026 Design: \$217,742

2027 Acquisition: \$6,658

2027 Construction: \$1,415,324

Total (design + construction): \$1,633,066.50

Note: This project is capable of moving forward with obligating funds within the first two fiscal years upon award of funding. Understanding that obligations for FY25 awardees may be made up to the end of FY28, we estimate that moving the construction year from 2027 to 2028 would increase the total project cost by at least 5%.

Needs Summary (Plans, Articles)

LEBANON, NH – US 4/MECHANIC SIDEWALK

Lebanon Master Plan (2012):

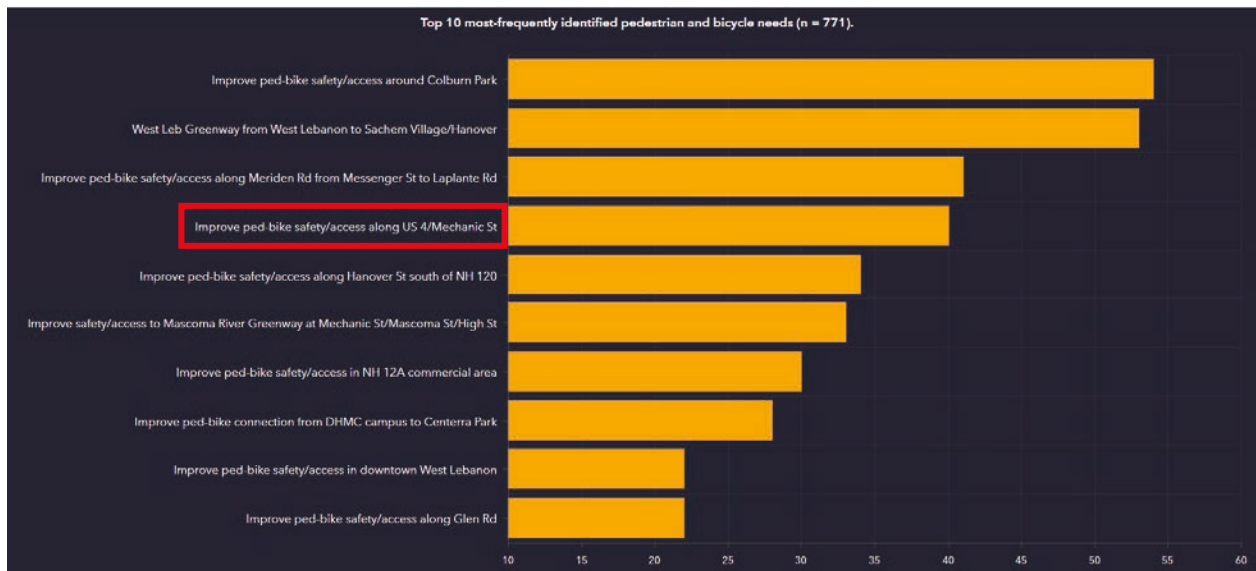
The City's master plan vision calls for sidewalks and bicycle facilities throughout the City. This includes a critical approximately 0.4-mile and 0.5-mile missing links between Slayton Hill Road and High Street, and Buckingham Place and Poverty Lane, respectively. The vision also calls for enhancement of pedestrian transportation as well as multimodal transportation, particularly to enable safe mobility through the I89 Exit 19 on/off ramp area and to connect multiple, fast-growing residential areas near downtown Lebanon to critical services on the Miracle Mile. The Mechanic Street Sidewalk project "Segment 1" phase accounts for these visions.

UVLSRPC Regional Corridor Transportation Plan (2022):

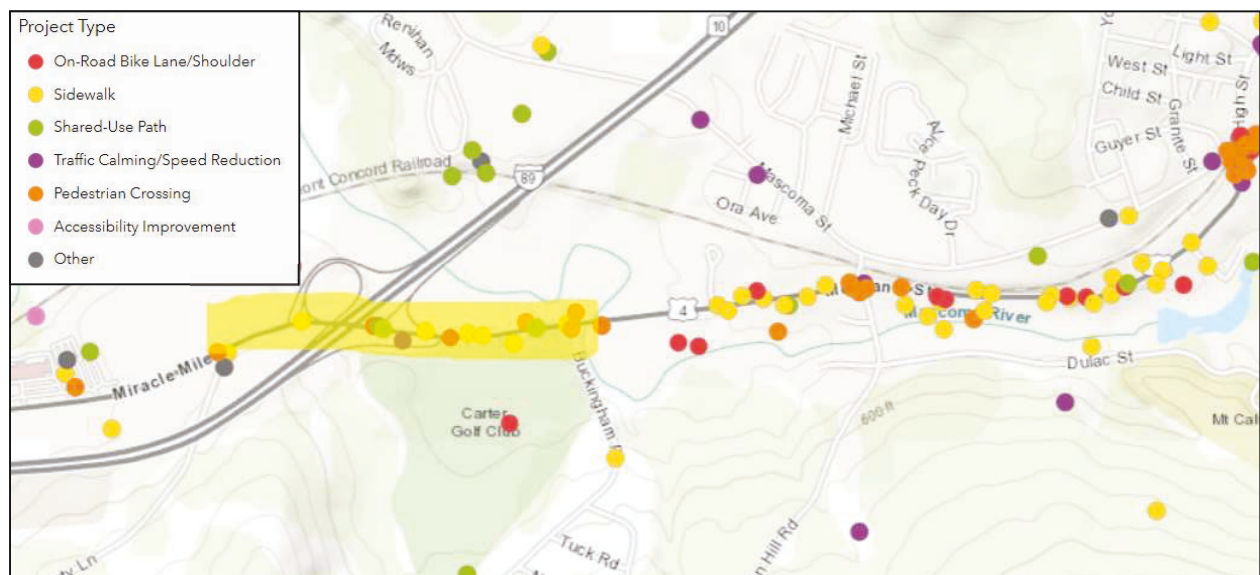
- The *Regional Corridor Transportation Plan* is the long-range regional transportation plan covering a 15-year window of transportation infrastructure needs and investments in the Upper Valley – Lake Sunapee region. The plan can be viewed at www.uvlsrpc.org/corridorplan.
- P. 111: The plan notes "gaps in the sidewalk network along US 4 between downtown Lebanon and West Lebanon" as a primary transportation mobility, safety, and accessibility challenge in the US Route 4 corridor.
- P. 116: The plan includes a Tier 1 priority project to "Address sidewalk network gaps along US 4 Route/Mechanic St/Miracle Mile between downtown Lebanon and West Lebanon."

Walk, Bike, Ride, Leb – Multi-Modal and Complete Streets Implementation Plan (2022):

- *Walk, Bike, Ride Leb* is a plan to create a safe, comfortable, and connected walking and bicycling network in the City of Lebanon, including connections to public transportation. The project website is www.lebanonnh.gov/walkbikerideleb. An online survey was distributed in March 2022. The survey results dashboard can be accessed at <https://uvlsrpc.maps.arcgis.com/apps/dashboards/2a550b38caca48f780f6bd3d47a0073a>.
- Survey respondents were invited to mark locations on an interactive map that were in need of improvements for pedestrian and bicycle access and safety. Improving pedestrian and bicycle safety along US 4/Mechanic St was the fourth-most-identified need in this exercise.



Top 10 most frequently identified pedestrian and bicycle needs, March 2022



Map markers placed by survey respondents, March 2022. Project area highlighted, noting high number of yellow markers identifying public desire for sidewalks.

- Respondents could also leave comments as part of the map exercise. Selected comments on the need for sidewalk connectivity in the US 4/Mechanic St corridor are included below:
 - “I see lots of pedestrians here, including parents with baby strollers, trying to walk alongside the road, and it is not safe for them, or for drivers.”
 - “There needs to be a sidewalk all the WAY or a very clear, safe method of getting from the greenway to the Miracle mile stores.”
 - “continuous sidewalk needed. busy road, hi speed traffic”
 - “This is a high speed high traffic area with lots of disconnected shopping areas. Sidewalks start and end often on opposite sides of the street. There is no sidewalk to pass by the highway. when the Mascoma Greenway is covered in snow this is the alternate route for walkers and bikers.”

- “No sidewalk and potential for more foot traffic, especially when the new apartments are completed”

Traffic Volume Data:

http://www.ms2soft.com/tcds/?loc=Nhdot&mod=tcds&local_id=82253070

US 4 (Mechanic Street) East of Buckingham Place:

- 12,803 vehicles in 2023
- Growth since 2022 but below that of pre-pandemic
- 14,555 vehicles in 2019 (similar to the # of vehicles in 2016-2018)

US 4 (Mechanic Street) at and West of Poverty Lane:

- 13,685 vehicles in 2023
- Growth since 2022 but below that of pre-pandemic
- 13,879 vehicles in 2019 (similar to the # of vehicles in 2016-2018)

Articles (attached):

1. Article - "Upper Valley winter shelters kept dozens warm and dry" relates to social service accessibility needs for those without vehicles and City investment in neighborhood that will be served by Segment 1
2. Article - "196-unit apartment complex being proposed at former mill, Kleen site in Lebanon" relates to growth of workforce housing and City support of such in neighborhood that will be served by Segment 1
3. Article - "Nonprofit, developer in settlement talks over Lebanon golf course" relates to renewed development interest for a parcel adjacent to Segment 1, for mixed residential-retail complex that would include 400 apartments, 186 senior housing units, a 300-seat restaurant and 60,000-square-foot retail space.
4. Press release - "Kuster Visits Mechanic Street in Lebanon..." relates to nearby sidewalk project with federal funding that Segment 1 will leverage additional public return on investment for, if funded.

Additional Community Support

1. Letter of Support - Alice Peck Day Memorial Hospital
2. Letter of Support - Upper Valley Haven
3. Letter of Support - Upper Valley Lake Sunapee Regional Planning Commission
4. Letter of Support - NH Senator Sue Prentiss
5. Letter of Support - Upper Valley Business Alliance



CITY MANAGER’S OFFICE

City of Lebanon, NH
51 North Park Street
Lebanon, NH 03766
(603) 448-4220
www.LebanonNH.gov

April 19, 2021

Travis Krogman, Deputy Chief of Staff & Legislative Director
Congresswoman Ann McLane Kuster (NH-02)
320 Cannon House Office Building
Washington, DC 20515

Subject: Narrative for the City of Lebanon’s FY22 Community Project Funding Application through the House Appropriations Subcommittee on Transportation – Housing, Urban Development for Construction of Sidewalks on Mechanic Street/Route 4, Lebanon

Dear Mr. Krogman,

The City of Lebanon has submitted an application to Congresswoman Kuster’s office for FY22 Community Project Funding through the House Appropriations Committee. To supplement the application, we have been advised to provide a project narrative, which is enclosed here. The information highlights the prominence of Mechanic Street in Lebanon, the continued delays in state-led improvements to it, and a diversity of strong, documented community support for multimodal connectivity and accessibility at this location.

Mechanic Street is the segment of U.S. Route 4 that connects historic downtown Lebanon and I-89 Exit 19. It is the primary local and regional route for east-west vehicle traffic. Despite being heavily used (see attached traffic volume estimates) and developed, Mechanic Street lacks consistent and accessible pedestrian infrastructure. There also is poor access management due to numerous, uncontrolled curb cuts that exacerbate safety (see image below of bus rider exiting into parking/access area). In winter months, pedestrians and transit users are forced to walk in traffic on the road because without sidewalks the shoulders become snow storage. As growth intensifies along Mechanic Street, which is surrounded by the Lebanon Downtown District, General Commercial zoning under active redevelopment, and three major neighborhoods including at least one low-income housing property whose occupants regularly walk on the road, and continued conversion of properties to higher density residential uses on this stretch, the City is more concerned than ever for the welfare of residents and visitors.



The problem is not new; this section of roadway has been identified as an area in need of improvement for decades. The Slayton Hill Road/Mechanic Street intersection project is a subcomponent of a larger 1.3-mile roadway corridor project which was programmed in the Ten-Year Plan for many years, since 1998, before being substantially scaled down into phases in recent years. Before that, it was put on NHDOT's "Urban Road List" in 1987 for reconstruction. Any continued deferment of address to this area increases risks and hinders revitalization of the area. As a result, the City regards near-term incremental improvements to Mechanic Street as an imperative, hence our interest in pursuing interim opportunities like this one for Community Project Funding.

As further documentation of the project's impact and the stakeholder needs that it will address:

- The *2012 Lebanon Master Plan* identifies numerous objectives to improve the mobility and safety of people. Among references to Mechanic Street, one outcome, to revitalize our downtown, states "Encourage pedestrian access along Mechanic Street in the NH DOT 10-year plan and CIP to improve linkages between that area's residential neighborhoods and the CBD."
- Mechanic Street at Slayton Hill Road is a crossroads for neighborhoods on either side of the community. In 2014, the Upper Valley Lake Sunapee Regional Planning Commission completed a *Safe Routes to Play* study for the City of Lebanon. A focus of this study, which included survey and community events, was also to identify barriers which may prohibit or discourage families from using active transportation. Study participants identified several [8] intersections or sections of road that they consider especially unsafe for bicycle or pedestrian use. These include Mechanic Street between High Street and I-89 Exit 19, and a new sidewalk was suggested along Mechanic Street, extending from Carter Country Club to downtown Lebanon.
- The Advance Transit red line route, which utilizes Mechanic Street, has had the highest number of boardings per hour of any transit route in New Hampshire, but Mechanic Street is hazardous. According to the *2010 Lebanon Bus Stop Design Study*, "Mechanic Street in this area is only two lanes wide, but the high volume of traffic and the lack of stops makes it difficult to cross the street. This area should be designed for a safe interchange of bikes, pedestrians and transit. The plan calls for a bus stop on either side of the street that is oriented to a new accessible walkway up to the Mascoma River Greenway path and the Alice Peck Day (APD) complex." An associated graphic is copied below. This sidewalk will help fulfill the recommendation and the City is prepared to examine opportunities for crosswalks as a complement to this project.



- In addition to bus stops, pedestrians use this route to access Alice Peck Day Hospital (APD) and the Harvest Hill senior housing community, the Mascoma River Greenway (MRG), and various local businesses in the vicinity. As a reflection of this need, the *2010 Transportation Service Plan for APD* states that “NHDOT should...construct a pedestrian tunnel and an associated walkway to facilitate pedestrian access between Mechanic Street bus stops and Alice Peck Day and neighboring residences”. This sidewalk will help fulfill the recommendation.
- Extensive outreach to all Mechanic Street abutters and the community in general, including site walks and several public meetings, was conducted by the City and consultants in 2018. At the time, the Ten Year Plan was moving forward. One of the top comments and aspects of public support for roadway improvements was to construct sidewalks on Mechanic Street.
- While not specific to Lebanon, it’s worth noting that according to the draft (2020) *New Hampshire DOT Statewide Pedestrian & Bicycle Transportation Plan and Economic Impact Study, Technical Memorandum #4*, “for every vehicle-mile reduced from increased walking and bicycling, New Hampshire can expect to generate \$0.81 in transportation benefits.” The study further enumerates related returns on investment, indicating “If NH’s walking and bicycling rates were to be supported more, to the numbers seen in Maine and Vermont, it is estimated that NH could save approximately \$0.5 billion to \$1 billion beyond the existing \$2.14 billion in transportation, environmental and health cost savings (over 20 years) that are currently projected due to such transportation alternatives in NH. This sidewalk would help encourage more walking, reduce VMT and contribute to local as well as state savings.

The City has led significant investments to pedestrian infrastructure in Lebanon. Lebanon adopted a *Complete Streets Policy* in 2017. We just completed the addition of new sidewalks on Route 12A in two sections, and all of our CSO projects have added new or upgraded existing pedestrian facilities. These projects have been funded in large part by local taxpayers. The City intends to continue such investment, however to address the exigency of Mechanic Street, especially as national trends hit a four-year mark in rising traffic fatalities, we hope to secure additional/matching funds that ensure our ability to close the most significant gaps in related infrastructure. Put simply, Mechanic Street is ripe for attention and cannot wait for the Ten Year Plan to come to fruition, nor can we ask more of taxpayers than we already are. This short but significant patch adjacent to Slayton Hill Road is one of the last connections that we need to enable safe passage by pedestrians between transit stops and more

generally, between east and west Lebanon. Our ultimate goal is to connect Lebanon’s two downtown hubs and we’re concurrently working on completing sidewalks on Miracle Mile, just west on Route 4, as another direct City investment.

In conclusion, the purpose of this project is to provide pedestrian accessibility and improve corridor aesthetics along a stretch of Mechanic Street, which is a major connecting route and destination for pedestrians. The project will also serve as traffic calming by supporting more curb management in the corridor and support progress toward complete pedestrian access to the hospital and MRG. The safety improvement will be significant.

We look forward to getting this project back in gear and welcome your office’s advocacy for it. Letters of support are forthcoming, and if you have further questions regarding Lebanon’s application, please do not hesitate to contact me.

DocuSigned by:
Shaun Mulholland
AE8C225904D9436...

Shaun Mulholland
City Manager

Attachments: Project Area
Project Cost Estimate (Tab 1 “Slayton-Legion”)
Traffic Volume Counts



News

Press Releases

Kuster Visits Mechanic Street in Lebanon, Tours Project Progress Made Possible By Federal Funding

Lebanon, April 14, 2022

Tags: [*Promoting Local Agriculture and Rural Development*](#)

Rep. Kuster secured funding for 10 Community Projects in New Hampshire's Second District in the [2022 government spending package](#), the maximum possible

Earlier in the day, Kuster [walked the Hanover Multi-Use Path](#), another project made possible by federal funding she secured

Lebanon, N.H. — Today, Rep. Annie Kuster (NH-02) visited the Mechanic Street Sidewalk Project in Lebanon with town leaders and discussed the \$290,250 in federal funding she secured to make this construction possible. The resources Rep. Kuster secured in the [2022](#)

[government spending package](#) will be used to construct a pedestrian sidewalk on Mechanic Street. Currently, this section of road is heavily trafficked by both pedestrians and vehicles creating dangerous conditions on the roadway.

“From students walking to school to employees commuting to work, safe sidewalks and pedestrian thoroughways are critical to strong local infrastructure here in Lebanon,” **said Rep. Kuster.** “The Mechanic Street Sidewalk Project will ensure safe travel for Granite Staters on foot and in their cars on this heavily trafficked stretch of road. I was proud to secure federal dollars for this new construction and to support the City of Lebanon’s development.”

“The funding that Congresswoman Kuster advocated for and was subsequently appropriated by Congress has revived the City’s stalled plans to complete the gaps in Lebanon’s sidewalk network that citizens rely upon to get to work and to markets,” **said Lebanon City Manager Shaun Mulholland.** “The Mechanic St. sidewalk project will connect Slayton Hill Rd. and the present gap on Mechanic St. This is another example of Congresswoman Kuster providing direct assistance to our communities that produce results that impact our citizens in a positive way.”

Under the [Community Project Funding Request process for the 117th Congress](#), which was included in this bipartisan omnibus package, Rep. Annie Kuster secured resources for 10 Community Projects in the Second District.

###

Office Locations

Washington, DC Office

2201 Rayburn HOB
Washington, DC 20515

TO: Honorable Mayor and City Council
CC: Shaun Mulholland, City Manager
FROM: Jay Cairelli, Interim DPW Director
DATE: April 25, 2022
RE: Supplemental Appropriation Request

INTRODUCTION

Request for supplemental Appropriation in the amount of \$425,000 for the Slayton Hill Road/Mechanic Street intersection sidewalk project.

BACKGROUND

The Slayton Hill Road/Mechanic Street intersection sidewalk project (Segment 2 of the attached Map) is a subcomponent of a larger 1.3-mile roadway corridor project between the intersection of Mechanic Street and High Street, and Interstate 89, Exit 19. The corridor was first put on NHDOT’s “Urban Road List” in 1987 for reconstruction. That list was superseded by the State’s [Ten Year Plan](#) (TYP), which this stretch of Route 4 has been programmed in since 1998. The scope was substantially scaled down into [phases](#) in recent years. For example, the current TYP slates only the Slayton Hill intersection for improvements—but not until 2029. While the subject sidewalk project will tie into the Slayton Hill intersection project, any continued deferment of address to this area increases risks and hinders revitalization of the area. As a result, the City regards near-term incremental improvements to Mechanic Street as an imperative, hence our interest in pursuing interim opportunities via federal funding.

In April 2021, the City of Lebanon submitted an application for FY22 Community Project Funding. Letters of support were included from Upper Valley Business Alliance, Advance Transit, Lebanon Pedestrian and Bicyclists Advisory Committee, Ed Kerrigan (developer/195 Mechanic Street), Upper Valley Lake Sunapee Regional Planning Commission, and Alice Peck Day Memorial Hospital.

There continues to be a critical, if not growing, need for pedestrian facilities between downtown Lebanon and West Lebanon, for which Route 4/Mechanic Street is the main route. Active build-out of this corridor has intensified even since 2021. Two large multifamily developments, at 2 Mascoma Street and 1 Foundry Street, commercial infill on the Miracle Mile, and smaller residential projects—all within 1 mile of the project location—are among the outpouring of applications that the City’s Planning office continues to field.

As another update since 2021, the Upper Valley Regional Planning Commission completed its [Corridor Plan](#). In addition, the City of Lebanon is building upon the priorities identified by the UVLSRPC with its [Walk Bike Ride Lebanon](#) (WBRL) multimodal and complete streets implementation plan. Please refer to the attached “Needs Summary” from UVLSRPC for details.

RECOMMENDATION / RATIONALE

The Federal Government has agreed to fund \$290,250 for the Slayton Hill Road/Mechanic Street intersection sidewalk project under the “Community Project Funding Request Process for the 117th Congress”. In order to receive the \$290,250, the money must first be appropriated by the city. Once the money is spent, the city can submit for reimbursement of the funds. The current cost estimate for design and construction is \$425,000 leaving \$134,750 that requires funding directly by the city.



LEBANON, NH

U.S. ROUTE 4/MECHANIC STREET

SIDEWALK GAPS

1. Area Map
2. Project Overview
3. Cost Estimate
4. Needs Summary

Project Overview

Date: April 13, 2022

Location: American Legion at 189 Mechanic St. / U.S. Route 4, Lebanon, NH (Area Map “Segment 2”)

Site Walk: Congresswoman Ann McLane Kuster and staff
Lebanon Mayor and City Councilors
Lebanon City Manager’s Office, Public Works and Planning & Development staff
Upper Valley Lake Sunapee Regional Planning Commission staff
Lebanon Pedestrian and Bicyclist Advisory Committee representative

Brief: As expressed in manifold City and regional planning studies, Route 4 is a narrow, high traffic road and safe connectivity is its main challenge. Yet while Mechanic Street is ripe for attention, it is limbo as we wait for the State’s Ten Year Plan to come to fruition. The City of Lebanon is more concerned than ever for the welfare of residents and visitors and cannot ask more of taxpayers than we already do.

The City seeks federal funding to enable construction of sidewalks on one side of Mechanic Street, between the American Legion and Slayton Hill Road. This short but significant segment is one of the last connections that we need to enable safe passage by pedestrians between transit stops and more generally, between east and west Lebanon. **The ultimate goal is to achieve a complete sidewalk network between Lebanon’s two downtown hubs.** We’re concurrently working to construct sidewalks on Miracle Mile, just west on Route 4, as a direct City investment.

The enclosed information highlights the prominence of Mechanic Street in Lebanon, the continued delays in state-led improvements to it, and a diversity of strong, documented community support for multimodal connectivity and accessibility along this roadway.

Site: Mechanic Street is the segment of U.S. Route 4 that connects historic downtown Lebanon and I-89 Exit 19. It is the primary local and regional route for east-west vehicle traffic. Despite being heavily used (see attached traffic volume estimates) and developed, Mechanic Street lacks consistent and accessible pedestrian infrastructure. There also is poor access management due to numerous, uncontrolled curb cuts that exacerbate safety (see image on page 3 of bus rider exiting into parking/access area). In winter months, pedestrians and transit users are forced to walk in traffic on the road because without sidewalks the shoulders become snow storage.

For further context, Mechanic Street is a busy location with growth pressures due to its proximity to the Lebanon Downtown District, General Commercial zoning under active redevelopment, and three major neighborhoods including at least one low-income housing property whose occupants regularly walk on the road, as well as continued conversion of properties to higher density residential uses on this stretch.

Status: The problem is not new; this section of roadway has been identified as an area in need of improvement for decades. The Slayton Hill Road/Mechanic Street intersection project is a subcomponent of a larger 1.3-mile roadway corridor project between the intersection of Mechanic Street and High Street and Interstate 89, Exit 19. The full scope was programmed in the Ten-Year Plan (TYP) for many years—since 1998—before being substantially scaled

down into [phases](#) in recent years. Before the TYP, this section of Route 4 was put on NHDOT’s “Urban Road List” in 1987 for reconstruction. Any continued deferment of address to this area increases risks and hinders revitalization of the area. As a result, the City regards near-term incremental improvements to Mechanic Street as an imperative, hence our interest in pursuing interim opportunities via federal funding.

In April 2021, the City of Lebanon submitted an application for FY22 Community Project Funding. Letters of support were included from Upper Valley Business Alliance, Advance Transit, Lebanon Pedestrian and Bicyclists Advisory Committee, Ed Kerrigan (developer/195 Mechanic Street), Upper Valley Lake Sunapee Regional Planning Commission, and Alice Peck Day Memorial Hospital.

The funding opportunity did not progress. However there continues to be a critical, if not growing, need for pedestrian facilities between downtown Lebanon and West Lebanon, for which Route 4/Mechanic Street is the main route. Active build-out of this corridor has intensified even since 2021. Two large multifamily developments, at 2 Mascoma Street and 1 Foundry Street, commercial infill on the Miracle Mile, and smaller residential projects—all within 1 mile of the project location—are among the outpouring of applications that the City’s Planning office continues to field.

As another update since 2021, the Upper Valley Regional Planning Commission completed its [Corridor Plan](#). In addition, the City of Lebanon is building upon the priorities identified by the UVLSRPC with its [Walk Bike Ride Lebanon](#) (WBRL) multimodal and complete streets implementation plan. Please refer to the attached “Needs Summary” from UVLSRPC for details.

Obtaining federal funds to support the construction of sidewalks on any one piece of Route 4 would help build infrastructure that was identified as deficient even decades ago and which continues to be pushed out to the future, otherwise.

Impact:

1. *Accessibility.* NHDOT’s Ten Year Plan stated that the purpose of the project [full Mechanic Street reconstruction] is to increase traffic capacity, improve corridor safety and accessibility for all users, enhance aesthetics, and address operational deficiencies.” The Project Need was further summarized as:
 - Lack of consistent and accessible pedestrian facilities along the project corridor.
 - Mechanic Street serves as a connection from I-89 to the historic downtown area. It has limited existing public green space.
 - Narrow shoulders that do not meet bike lane criteria.
 - Poor access management due to numerous curb cuts and many oversized and uncontrolled driveway openings.
 - Confusing and poorly functioning intersections at Slayton Hill Road and Mascoma/High Street.

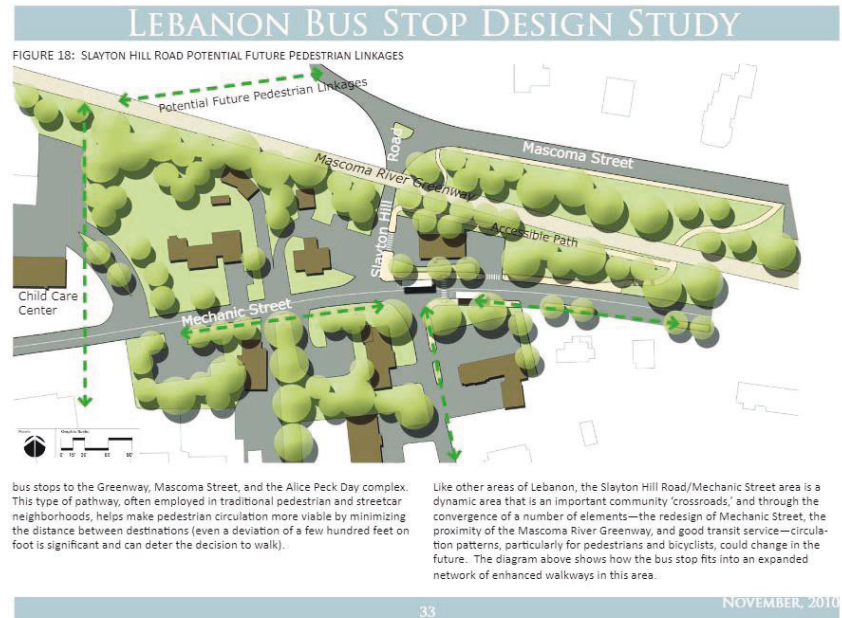
The proposed construction of “Segment 2” on Mechanic Street would be a key incremental improvement toward addressing the TYP needs in lieu of the TYP’s implementation.

2. *Connectivity.* Mechanic Street at Slayton Hill Road is a crossroads for neighborhoods on either side of the community. Yet currently, Mechanic Street has several sidewalk gaps, including the section that ends abruptly east of 195 Mechanic Street, a new multifamily housing project, such that its residents

will have to walk in the road to go to bus stops, downtown Lebanon, and other destinations. Buckingham Place residents and other citizens living in the densely populated Mechanic Street corridor are similarly stranded.

In 2014, the Upper Valley Lake Sunapee Regional Planning Commission completed a *Safe Routes to Play* study for the City of Lebanon. A focus of this study, which included survey and community events, was also to identify barriers which may prohibit or discourage families from using active transportation. Study participants identified several [8] intersections or sections of road that they consider especially unsafe for bicycle or pedestrian use. These include Mechanic Street between High Street and I-89 Exit 19, and a new sidewalk was suggested along Mechanic Street, extending from Carter Country Club to downtown Lebanon.

3. *Safety.* The Advance Transit red line route, which utilizes Mechanic Street, has had the highest number of boardings per hour of any transit route in New Hampshire (pre-COVID), but Mechanic Street is hazardous. According to the *2010 Lebanon Bus Stop Design Study*, “Mechanic Street in this area is only two lanes wide, but the high volume of traffic and the lack of stops makes it difficult to cross the street. This area should be designed for a safe interchange of



bikes, pedestrians and transit. The plan calls for a bus stop on either side of the street that is oriented to a new accessible walkway up to the Mascoma River Greenway path and the Alice Peck Day (APD) complex.” An associated graphic is copied here. This sidewalk will help fulfill the recommendation and the City is prepared to examine opportunities for crosswalks as a complement to this project.

4. *Economic development.* The 2012 Lebanon Master Plan identifies numerous objectives to improve the mobility and safety of people. Among references to Mechanic Street, one outcome focused on revitalizing our downtown states “Encourage pedestrian access along Mechanic Street in the NH DOT 10-year plan and CIP to improve linkages between that area’s residential neighborhoods and the CBD.”

While not specific to Lebanon, it’s worth noting that according to the draft (2020) *New Hampshire DOT Statewide Pedestrian & Bicycle Transportation Plan and Economic Impact Study, Technical Memorandum #4*, “for every vehicle-mile reduced from increased walking and bicycling, New Hampshire can expect to generate \$0.81 in transportation benefits.” The study further enumerates related returns on investment, indicating “If NH’s walking and bicycling rates were to be supported more, to the numbers seen in Maine and Vermont, it is estimated that NH could save approximately \$0.5 billion to \$1 billion beyond the existing \$2.14 billion in transportation, environmental and health cost savings (over 20 years) that are currently projected due to such transportation

alternatives in NH. This sidewalk would help encourage more walking, reduce VMT and contribute to local as well as state savings.

5. *Equity.* People without cars should be able to get to critical service areas and public recreation facilities safely. In addition to bus stops, pedestrians use this route to access Alice Peck Day Hospital's (APD) medical campus and the Harvest Hill senior housing community, the Mascoma River Greenway (MRG), and various local businesses in the vicinity. As a reflection of this need, the *2010 Transportation Service Plan for APD* states that "NHDOT should...construct a pedestrian tunnel and an associated walkway to facilitate pedestrian access between Mechanic Street bus stops and Alice Peck Day and neighboring residences". This sidewalk will help fulfill the recommendation.
6. *Responsiveness.* Extensive outreach to all Mechanic Street abutters and the community in general, including site walks and several public meetings, was conducted by the City and consultants in 2018. At the time, the Ten Year Plan was moving forward. One of the top comments and aspects of public support for roadway improvements was to construct sidewalks on Mechanic Street.
7. *Responsibility.* The City has led significant investments to pedestrian infrastructure in Lebanon. Lebanon adopted a *Complete Streets Policy* in 2017. We just completed the addition of new sidewalks on Route 12A in two sections, and all of our CSO projects have added new or upgraded existing pedestrian facilities. The City has been chipping away at other incremental improvements too, including to the Route 4 corridor. For example, between 2019-2021, the City completed two-thirds of the sidewalk facilities needed on the Miracle Mile just west of the subject project location.

The City is currently preparing its Capital Improvements Program (CIP) to budget projects 2023-2028+ and as it does each year, it includes proposals for projects that will help implement the City's Complete Streets Policy and fill in walk-bike network gaps. As the theme goes, there is not enough funding to do every project that is proposed. The current CIP will include the final/third Miracle Mile section as well as the outstanding sidewalk segments #1-3 on Mechanic Street; this project is Segment 2, an approximately 530-foot stretch (see Area Map). These links represent several million dollars of local investment funded in large part by local taxpayers. Much has already been dedicated, thanks to attentive leadership—but much is also still lacking, due to the significant overall cost. The City intends to pursue additional/matching funds that ensure our ability to close the most significant gaps in related infrastructure, especially as national trends hit a multi-year mark in rising traffic fatalities.



Needs Summary

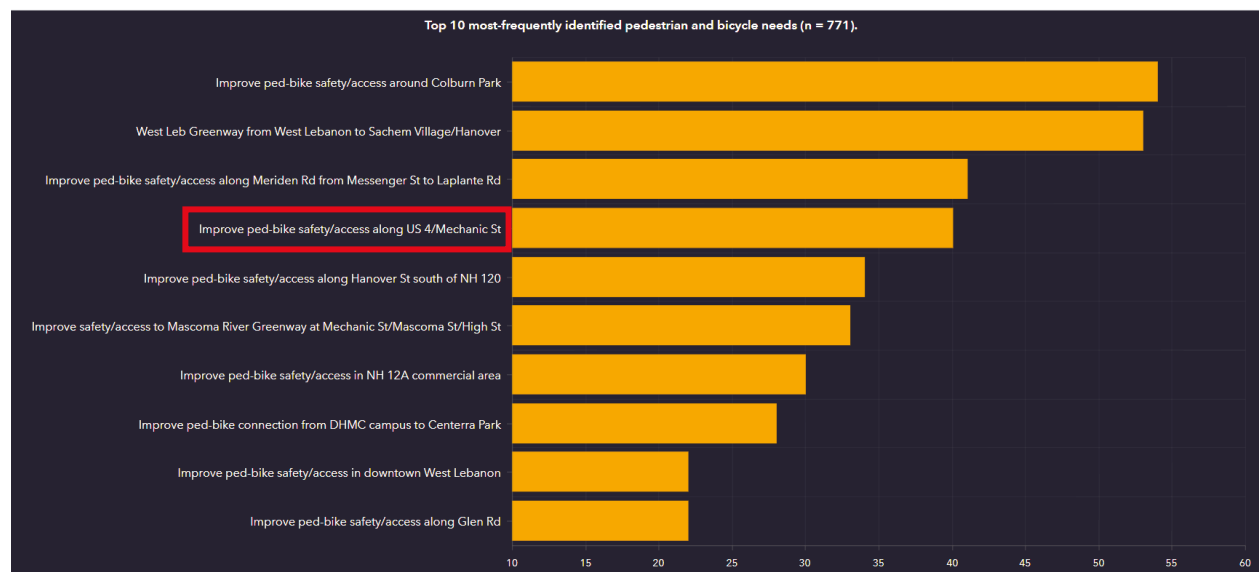
LEBANON, NH – US 4/MECHANIC SIDEWALK

UVLSRPC *Regional Corridor Transportation Plan* (2022):

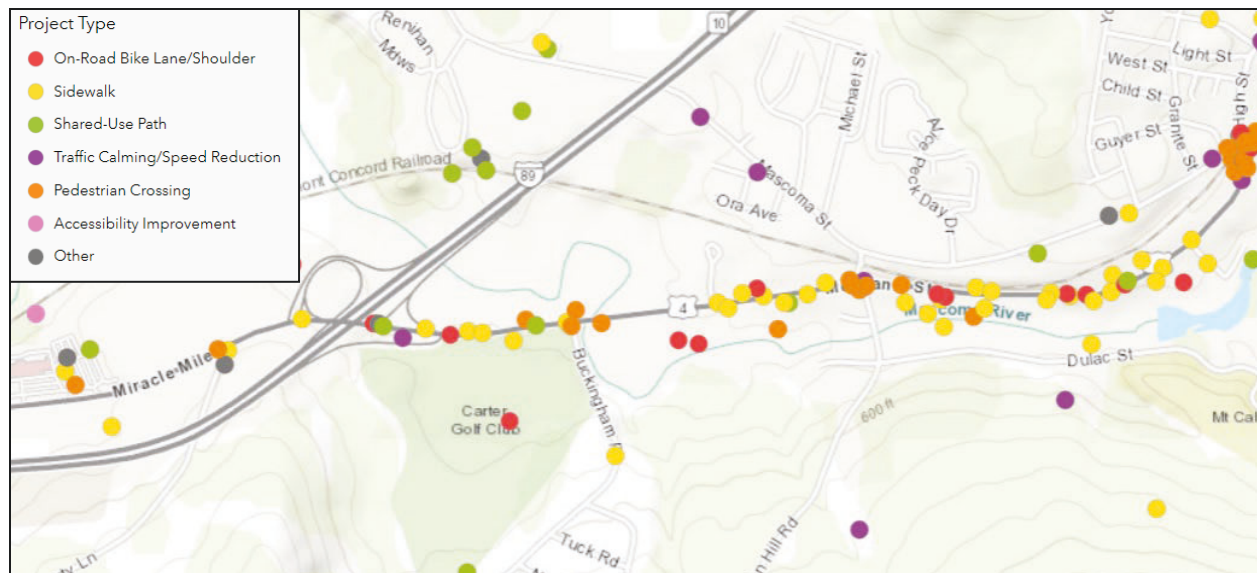
- The *Regional Corridor Transportation Plan* is the long-range regional transportation plan covering a 15-year window of transportation infrastructure needs and investments in the Upper Valley – Lake Sunapee region. The plan can be viewed at www.uvlsrc.org/corridorplan.
- P. 111: The plan notes “gaps in the sidewalk network along US 4 between downtown Lebanon and West Lebanon” as a primary transportation mobility, safety, and accessibility challenge in the US Route 4 corridor.
- P. 116: The plan includes a Tier 1 priority project to “Address sidewalk network gaps along US 4 Route/Mechanic St/Miracle Mile between downtown Lebanon and West Lebanon.”

Walk, Bike, Ride, Leb – Multi-Modal and Complete Streets Implementation Plan (ongoing):

- *Walk, Bike, Ride Leb* will be a plan to create a safe, comfortable, and connected walking and bicycling network in the City of Lebanon, including connections to public transportation. The City is actively working to complete this plan. The project website is www.lebanonnh.gov/walkbikerideleb. An online survey was distributed in March 2022. The survey results dashboard can be accessed at <https://uvlsrc.maps.arcgis.com/apps/dashboards/2a550b38caca48f780f6bd3d47a0073a>.
- Survey respondents were invited to mark locations on an interactive map that were in need of improvements for pedestrian and bicycle access and safety. Improving pedestrian and bicycle safety along US 4/Mechanic St was the fourth-most-identified need in this exercise.



Top 10 most frequently identified pedestrian and bicycle needs, March 2022



Map markers placed by survey respondents, March 2022.

- Respondents could also leave comments as part of the map exercise. Selected comments on the need for sidewalk connectivity in the US 4/Mechanic St corridor are included below:
 - “I see lots of pedestrians here, including parents with baby strollers, trying to walk alongside the road, and it is not safe for them, or for drivers.”
 - “There needs to be a sidewalk all the WAY or a very clear, safe method of getting from the greenway to the Miracle mile stores.”
 - “continuous sidewalk needed. busy road, hi speed traffic”
 - “This is a high speed high traffic area with lots of disconnected shopping areas. Sidewalks start and end often on opposite sides of the street. There is no sidewalk to pass by the highway. when the Mascoma Greenway is covered in snow this is the alternate route for walkers and bikers.”
 - “No sidewalk and potential for more foot traffic, especially when the new apartments are completed”

Traffic Volume Data:

- As 2019 (pre-COVID-19), the annual average daily traffic volume (AADT) on Mechanic St between I-89 and Slayton Hill Rd was over 14,000. These traffic volumes are comparable to volumes experienced on major collector roadways in much more populous New Hampshire cities and towns, such as Derry (NH 102/East Broadway).



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

August 19, 2025

City of Lebanon
Rod Finley
City Engineer

Project Name: Lebanon
State Project No. 45239

Subject: Transportation Alternatives Program Round 5 Application

Project Description:

Construct 2,160 LF of asph. sidewalk, with ADA components, on US Route 4 adjacent to downtown

Dear: Rod

Congratulations, Transportation Alternatives Program (TAP) application No. 24-16TAP has been recommended to the Governor’s Advisory Commission on Intermodal Transportation (GACIT) for funding. All project recommendations will also be included in the Department of Transportation draft Ten-Year Plan. After adoption of the Ten-Year Plan by the Governor and Legislature, TAP recommendations will become final. Final approval is anticipated in June 2026.

Until formally approved, the list of projects recommended for funding may be changed by GACIT, the Governor and/or the Legislature. The Department will contact municipalities awarded funding after the final approval by the NH Legislature and Governor in the summer of 2026. Funding for projects that are approved, and part of the 2027-2036 Ten-Year Plan will be available starting in October 2026 (Federal Fiscal Year 2027).

If you have any questions about the TAP application process, please don’t hesitate to call or email me.

Sincerely,

Thomas E. Jameson, PE
Project Manager
Bureau of Planning and Community Assistance
Tel. (603) 271-3462
thomas.e.jameson@dot.nh.gov

<p align="center">-For NHDOT use only:</p> <p>Letter of Interest #: _____</p> <p>Application #: _____</p>
--

TRANSPORTATION ALTERNATIVES PROGRAM (TAP) (Round 5) - 2024 APPLICATION FOR FUNDING

1. Sponsor Information (*Sponsor is the municipality or school district / SAU that is applying.
Contact is the person who will be in responsible charge of the project.*)

City or Town Name:

(Only put name of town or city, DO NOT put "Town of" or "City of")

Location:

(List where you work in the municipality or school district)

Contact First Name:

Contact Last Name:

Contact Title:

Email:

Phone number: **Ext:**

This field is formatted for (xxx)xxx-xxxx

enter number without any spaces

Regional Planning Commission:

(Use Scroll bar to see all 9 RPCs)

Executive Councilor:

2. Project Information

Map: *(A map is required as part of the application submission. Map must be saved as a pdf file. Map should include street names, State route numbers, project details, identification of resources, north arrow, and a scale)*

Map must be saved as a pdf and submitted with the application pdf.

Naming should be same as your application name with Map added

town/city name and map

Example: ConcordTAPApplicationMap.pdf

Eligible TAP Activities: *Check the eligible TAP activity(s) that your project is proposing.
Check all boxes that apply*

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic-calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq).
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- The Safe Routes to School Program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU: Infrastructure-related projects only.

Environmental Resources within project limits: *(Check all that apply) Checking these boxes will not influence project selection but is used to determine if proposed budgets are reasonable for proposed work.*

- | | | | |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Stone walls | <input type="checkbox"/> Foundations | <input type="checkbox"/> Cemetery | <input type="checkbox"/> Historic Buildings |
| <input type="checkbox"/> Streams | <input type="checkbox"/> Wetlands | <input checked="" type="checkbox"/> Gas Stations | <input type="checkbox"/> Dry Cleaners |
| <input type="checkbox"/> Parks | <input type="checkbox"/> Wildlife Refuge | <input checked="" type="checkbox"/> Drainage Structures | <input type="checkbox"/> Flood Plains |

Project Details:

State Route Number: *(List all State route numbers or N/A if on a municipal road)*

NA

Road Name(s) *(List all roads in project limits)*

US Route 4 / Mechanic Street (road for sidewalks to be added to) & Slayton Hill Road (intersection)

Railroad: *(List name of railroad corridor if rail trail or rail with trail project)*

NA

Other: *(If off-road path, describe beginning and ending termination locations)*

NA

Length of Project in Feet: *(If more than one location, provide total length of proposed improvement)*

2160 feet

Width of proposed improvement: *(If width isn't consistent, provide an average width for improvements)*

5-foot wide sidewalk plus 6-inch granite curb (5.5 feet total)

Surface Type: *(List Paved, Concrete, Gravel, Stone Dust, etc. for all proposed improvements)*

Paved

Ownership: *(List if project is within State or City/Town ROW, or if private property will be needed)*

City ROW

Brief Summary of Project: *(Section limited to 200 characters which is equal to about two sentences)*

Example: Construct 2,500 LF of concrete sidewalk, construct 2 crosswalks with associated ADA components.

Construct 2,160 LF of asphalt sidewalk, with associated ADA components, on US Route 4 adjacent to downtown Lebanon.

Description of work being proposed:

(Clearly describe project location, proposed work, purpose and need for project as well as project goals and objectives. NOTE this section is limited to 3,500 characters. That is equal to about one full page at font size 12.)

This project will improve safety and pedestrian access between the US Route 4 corridor of Lebanon (project start at 160 Mechanic Street, at the Slayton Hill Road intersection) and Downtown Lebanon (project end at 85 Mechanic Street) by constructing new, 5-foot wide asphalt sidewalks with associated 6" vertical granite curbs, ADA-accessible ramps, retaining walls, and drainage improvements on the south side of the road. The project is 0.4 miles (2,160 feet) long.

With a population of approximately 15,000 residents that doubles to a daytime population of over 30,000 people, Lebanon functions as a regional employment, service, and transportation hub. Mechanic Street is the segment of U.S. Route 4 that connects historic downtown Lebanon and I-89 Exit 19. It acts as the primary local and regional route for east-west vehicle traffic—but also for pedestrians, including transit riders who walk to four Advance Transit bus stops in the project area. The neighborhood hosts numerous multifamily homes and Lebanon Woolen Mills at 1 Foundry Street (forthcoming, 148 residential units), Alice Peck Day Memorial Hospital, Mascoma River Greenway rail trail, the Haven homeless shelter, and several businesses including the Rivermill Commercial Center. The average daily traffic for the subject portion of Mechanic Street has grown since 2020, with an estimated 7,709 vehicles per day in 2022.

Extensive outreach to Mechanic Street abutters and the community, including site walks and public meetings, was conducted by the City and consultants in 2018. At the time, the Ten Year Plan was moving forward. One of the top comments and aspects of public support for roadway improvements was to construct sidewalks on Mechanic

3. Project Cost Estimate

Estimate project costs under each of the phases below. All cost fields are formatted \$xxx,xxx.xx
 Enter the amount without the \$ or commas

A) Design/Engineering: \$
(Costs for engineering study, preliminary design, environmental review, identifying and establishing right-of-way, easements preparation, final design, and bid phase services, 12-15% of Const. cost typically)

B) Right-Of-Way: \$
(Cost of easement acquisition and/or land acquisition and/or Temp Construction Easements)

C) Construction: \$
(Cost of constructing project, materials, and labor)

D) Construction Engineering: \$
(Cost of engineering oversight for the project. Oversight needs to be almost fulltime. (10-12% of Const. cost typically)

Project Total: \$
This field is calculated

Identify the amount of federal funding you are applying for.

Tap funds are 80% federal and 20% sponsor match. Those ratios do not change. If you want to do additional work that may not be eligible under the TAP program, but you want the work done under the overall contract that work is considered non-participating. Also, if you have more funding you want to put towards the project above the 20% match, put that in the non-participating box.

Federal \$ **80 %**
This field is calculated

Match \$ **20 %**
This field is calculated

Reason for non-participating funds

Non-Participating \$

Funding Total \$
This field is calculated

4. Evaluation Criteria (*Applications will be scored on the following criteria*)

There are four criteria that will be used to evaluate projects and are listed below:

1. Project Characteristics
2. Vulnerable Road User target areas
3. Department Priorities
4. Regional Priority

Scoring Criteria

Sections to be filled out by Applicant

- A. Add to existing non-motorized facilities (20 points)
- B. Provide vital non-motorized connections (20 points)
- C. Connection to other modes of transportation (10 points)
- D. Stewardship (15 points)

Sections to be filled out by NHDOT Staff

- E. Vulnerable Road User target areas (10 points)
- F. Department Priorities (5 points)

Sections to be filled out by governing Regional Planning Commission

- G. Regional Priorities (20 points)

For sections A through D, a maximum of 3,500 characters will be allowed. Be as concise as possible when answering those questions.

A. **Add to existing non-motorized facilities** – Will the project add to existing non-motorized facilities by filling in gaps or adding length for non-motorized users. (20 points)

- Is project next phase of a multi-phase project
- Does the project fill in gaps in an existing non-motorized facility
- Is this the first phase of a multi-phase project. If yes provide a plan and schedule showing the other planned phases

NOTE this section is limited to 3,500 characters. That is equal to about one full page at font size 12.

Lebanon is committed to incremental improvements that close the gaps between existing non-motorized facilities along Route 4 in our urban compact boundary. Mechanic Street at Slayton Hill Road, the start point for this project scope, is a crossroads for neighborhoods on either side of the community. Yet currently, Mechanic Street has several sidewalk gaps, including those adjacent to residential locations and bus stops, compelling vulnerable road users to walk in the road to access bus stops, downtown Lebanon, and other destinations. Buckingham Place residents and other citizens living in the densely populated Mechanic Street corridor are similarly stranded.

Our proposal is part of a multi-phase project. The corridor was first put on NHDOT's "Urban Road List" in 1987 for reconstruction. That list was superseded by New Hampshire's Ten Year Plan (TYP), which this stretch of Route 4 has been programmed in since 1998. The scope was substantially scaled down into phases in recent years. For example, the current TYP slates only the Slayton Hill intersection for improvements—but not until 2029 and while that phase included the construction of a sidewalk along Mechanic Street, due to limitations in the amount of federal aid available to the region and the scope of the project, the project was not included in the TYP.

This TAP application is thus an opportunity to complete a well-documented and high-need segment of an important regional transportation infrastructure improvement project. It builds on other improvements Lebanon has advanced for the Mechanic Street corridor, including construction in 2025 of 800 feet of sidewalk adjacent to and west of this project, construction of the High Street roundabout (2025), an anticipated roundabout at Slayton Hill Road (2029), and pursuit on 2025 of resources to construct a remaining sidewalk gap between the I-89 Exit 19 ramp on Mechanic Street and recently installed sidewalk on the Miracle Mile (2024). See attached Map.

B. Provide vital non-motorized connections – Will the project make connections from population areas to destinations for goods, services, recreation, or government locations. (20 points)

- Does the project connect a large population node to a destination for goods, services, recreation, or government locations.
- Does the project bridge over water or busy roadway connecting a population node to a destination for goods, services, recreation, or government locations.
- Does the project connect a population node to a school

NOTE this section is limited to 3,500 characters. That is equal to about one full page at font size 12.

There is critical need for pedestrian facilities between downtown Lebanon and West Lebanon, for which Route 4/Mechanic Street is the main route. The new sidewalk will connect population areas in this corridor to numerous services, government locations and commercial destinations by resolving a vital non-motorized connection between downtown Lebanon and its surrounding, growing neighborhoods on Mascoma and Mechanic Streets.

One Lebanon's top destinations, Alice Peck Day Memorial Hospital (APD), is located on the parallel corridor, Mascoma Street. APD provides care to more than 15,000 patients per year, employs over 500 staff members, and hosts emergency services, as well as a senior living community with over 150 residents. One of APD's biggest challenges is access due to the lack of sidewalks on Mechanic Street. In the past, APD has supported the City as we work to rectify the situation, especially for completion of this section of sidewalk that is closest to APD (see map), to enable safe access for those who do not drive. The 2010 Transportation Service Plan for APD states that "NHDOT should... construct a pedestrian tunnel and an associated walkway to facilitate pedestrian access between Mechanic Street bus stops and Alice Peck Day and neighboring residences". The tunnel project is now in the Ten Year Plan and this sidewalk will connect to it, helping to fulfill the recommendation.

In addition, the new sidewalk will connect the homeless population to Upper Valley Haven's winter shelter located at 160 Mechanic Street, where the project starts. Nearly all of the shelter's guests arrive and leave by walking from bus stops in the project area or directly from warming shelters in Downtown Lebanon.

Downtown Lebanon is a key destination in general for visitors, employees and residents at it hosts the City's recreational hub, Colburn Park, post office, library, fire station, music venues, Lebanon Opera House, City Hall, eateries, banks, and so on, yet the Mechanic Street neighborhood has not had safe pedestrian access to it.

This section of Mechanic Street also intersects with a key recreational area and connection in Lebanon, the Mascoma River Greenway. However without the proposed sidewalk, the rail trail access point off High Street will remain off-limits to the subject section of Mechanic Street for over one mile between the Rivermill Commercial complex +

C. **Connection to other modes of transportation** – Will the project provide a non-motorized connection to a bus, train, airport, or park-n-ride location. (10 points)

- Will this connection enhance environmental justice populations.
 - i. (Minority or non-English Speaking, Elderly, Disabled, or Low-Income)

NOTE this section is limited to 3,500 characters. That is equal to about one full page at font size 12.

The project will complete last-mile connectivity for a dense neighborhood—the Mascoma St/Mechanic St corridors of Lebanon. The project is situated between a heavily populated area and a community hospital and is close to the downtown commercial district. The Mechanic Street corridor is served by Advance Transit (AT), a fare-free bus service, via its Red Route, which has the highest number of passenger boardings per hour of any local transit route in the State of New Hampshire—averaging around 60 passenger trips per hour of service. Three AT bus stops are located in the project area (1 eastbound, 2 westbound); these stops are used over 10 times a day for boarding and a similar number when people get off the bus.

Many of AT's riders are transportation burdened. One of the reasons that AT's red route ridership has remained strong is that it provides critical mobility for low-income households to get to shopping areas to access food and medicine. The westernmost AT stop in the project area is next to the Haven's Winter Shelter for unhoused people. In addition, the sidewalks will enhance mobility options for elderly residents at the senior living community located on the APD hospital campus. The project is very important to these social/environmental justice populations because it will provide a safe facility for them to access the stops. Transit ridership in the project area will no doubt increase with improved pedestrian access.

The subject section of roadway currently lacks sidewalks and is dangerous for vulnerable road users. The traffic volume for US 4 (Mechanic Street) west of Blacksmith Street was 7,863 AADT in 2023, showing a continued upward trend from pre-pandemic counts around 10,000 AADT. Bus stops along this corridor are hazardous to navigate via worn paths in the right-of-way or narrow road shoulders, especially during the 5+ months of winter weather (see attached photos). With over 3,522 on-boardings and 1,913 off-boardings YTD 2024 at the bus stops in the project area, the opportunity for improved intermodal connectivity and safety is significant. In addition, most of the six curb cuts along this segment are excessively wide and not ADA compliant but would be corrected by this project.

The attached references note the 2010 Lebanon Bus Stop Study, which was requested by AT and funded with federal dollars through NHDOT. The study speaks to the needed pedestrian improvements in the proposed area. In another section of Route 4 in Lebanon known as the Miracle Mile, the City was recently able to install a new sidewalk segment, upgraded bus stop, and pedestrian crossing, as identified in the same study. Even though the funding often makes it possible to do only one section of roadway or sidewalk

D. Stewardship – What resources does the municipality have to maintain the improvements.
(15 points)

- Does the municipality have paid staff to maintain the improvement
- Does the municipality have equipment to maintain the improvement
- Does the municipality have written policies regarding maintenance of the improvement
- Does the municipality have line items in their budget for maintenance of the improvement

NOTE this section is limited to 3,500 characters. That is equal to about one full page at font size 12.

Lebanon has 11 full-time highway maintenance staff whose duties include sidewalk operations.

To assist sidewalk maintenance, the City owns 3 sidewalk plows/sweepers, hotboxes for installing and repairing asphalt, tree and other vegetation management equipment, and also has capacity for guardrail repair.

The City has several policies relevant to sidewalk maintenance, including:

- Asset Management Policy ADM-145 (the City utilizes Beehive software to inventory, track, and schedule inspection/repair/maintenance tickets for roadway facilities and similar infrastructure)
- Lebanon Complete Streets Policy (covers installation and maintenance of facilities)
- Winter Operations (<https://lebanonnh.gov/342/Winter-Operations>; Lebanon has written policies on snow removal, assigning priority routes to sidewalks and streets)
- ADA Transition Plan (this plan requires the City to make new or retrofitted public facilities ADA compliant and to maintain associated ramps, etc.; our Strategic Plan's intent is to update the ADA Transition Plan in 2025-2026)
- City Code (<https://ecode360.com/LE1809>; Lebanon has written policies on how to restore public property. For example: "§ 152-11 Repairs [during excavation of streets and sidewalks]. A. Upon notice from the Public Works Director or his/her designee, the excavator shall repair any portion of the public way damaged as a result of the excavator's work, including deterioration to the road surface. Repairs shall be made within 24 hours of notice of all damages which, in the opinion of the Public Works Director or his/her designee, constitute a public hazard. All other damages shall be repaired within a seventy-two-hour period after the completion of the work or within 72 hours of receiving notice from the Public Works Director or his/her designee, whichever is later. B. In the event that repairs are not made within the time limits set forth above, the Public Works Director or his/her designee is authorized to make the necessary repairs and charge the excavator all costs, plus 20% overhead.")

The municipality has line items in the budget for sidewalk/bike path maintenance. In 2025, the budget is \$110,000, which is additional to winter operations snow removal and fleet maintenance budget that support sidewalk improvements. +

NO ACTION NEEDED FROM APPLICANT FOR SECTIONS E, F, and G

E. Vulnerable Road User Target Areas

- Project will be evaluated on the total Vulnerable Road User (VRU) crashes per capita of the municipality. (10 points)
 - i. Scores will be assigned based on the level of crashes. The maps published in the NHDOT Vulnerable Road User Safety Assessment will be used to evaluate points. Highest crash locations will get full points, and a linear scale will be used from high to low level crash locations.

F. Department Priorities

- Projects that are in population regions that have surplus funding and/or municipalities that haven't had a funded TAP application will be evaluated for additional points (5 points)

G. Regional Priority

- Regional Planning Commissions will evaluate projects in their regions and develop rankings for their projects. Highest ranked project will get 20 points. 2nd ranked project will get 14 points, 3rd Ranked project will get 8 points and 4th ranked project will get 2 points.
-

5) Application Submission Information: The application is an adobe .pdf form and it **must be saved and copied to our Department FTP site. (DO NOT PRINT AND SCAN).** Data is harvested from the form. Do not change any formatting of the fields. Any supporting documents like the Map, and other supporting documentation need to be submitted with the application in pdf format and saved to the FTP site. There is a link at the bottom of this page and link will also be available on the DOT TAP website that will direct you to our FTP site and when logged in will direct you to the correct folder. A tutorial on accessing the FTP site and copying files will be on the TAP website and discussed at the mandatory workshop.

APPLICATIONS ARE DUE BY 11:59PM Friday January 24, 2025

Failure to meet this deadline may result in your project being removed from the scoring process.

Submission Guidelines

Format: Application form **must** be saved electronically as a pdf and then copied to the Department FTP site. DO NOT PRINT AND SCAN APPLICATION. Data is harvested from the form. All supporting maps, and other documents must be saved as a pdf and copied to the Department FTP site with the application form.

Naming Convention: The FTP site has one folder for all submissions. To keep track of the applications and attachments it is **essential** you follow the following naming convention. Name of town/city followed by description of the file. If you submit more than one application, put a number at the end.

Example: **ConcordTAPApplication01.pdf**
ConcordTAPApplicationMap01.pdf

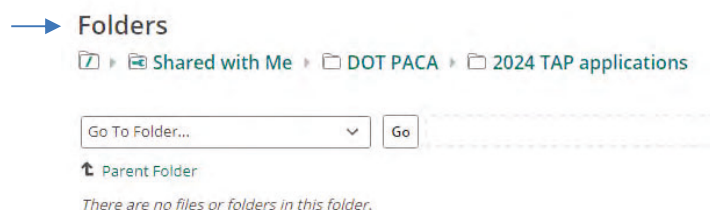
Failure to follow this naming convention will cause confusion and could result in applications and/or attachments being lost.

Hyperlink below will bring you to a log-in screen for the FTP Site.

<https://nhftp.nh.gov/human.aspx?r=2422752521&arq06=208639869&arq12=filelist>

Username: dot.planning
Password: NHpaca46!! (Case sensitive)

You will be directed to the TAP folder



A tutorial will be put on the TAP website showing how to upload files to the FTP site.



Submission: *All files must be received on or before 11:59 PM Friday January 24, 2025.*

Direct any questions to: Tom Jameson, email: thomas.e.jameson@dot.nh.gov , phone: 271-3462

Lebanon TAP Application – Supporting Documentation (January 2025)

1. Approved CIP 2025-2030 | Lebanon, NH

- a. Department of Public Works budgeted \$1,909,990 for the Mechanic Street Sidewalk, Rivermill Bus Stop to Slayton Hill Road, with construction in 2027. This cost and schedule will be updated if TAP is awarded.

2. **Lebanon 2012 Master Plan**

- a. The City’s master plan vision calls for sidewalks and bicycle facilities throughout the City. This includes a critical approximately 0.4-mile and 0.5-mile missing links between Slayton Hill Road and High Street, and Buckingham Place and Poverty Lane, respectively. The vision also calls for enhancement of pedestrian transportation as well as multimodal transportation, particularly to enable safe mobility through the I89 Exit 19 on/off ramp area and to connect multiple, fast-growing residential areas near downtown Lebanon to critical services on the Miracle Mile. The subject Mechanic Street sidewalk project phase accounts for these goals.
- b. One outcome focused on revitalizing our downtown states “Encourage pedestrian access along Mechanic Street in the NH DOT 10-year plan and CIP to improve linkages between that area’s residential neighborhoods and the CBD.”

3. **NH Ten Year Plan.** The proposed new sidewalk on Mechanic Street would be a key incremental improvement toward addressing the TYP needs in lieu of the TYP’s implementation.

- a. The TYP stated that the purpose of the project [full Mechanic Street reconstruction] is to increase traffic capacity, improve corridor safety and accessibility for all users, enhance aesthetics, and address operational deficiencies.” The Project Need was further summarized as:
 - i. Lack of consistent and accessible pedestrian facilities along the project corridor.
 - ii. Mechanic Street serves as a connection from I-89 to the historic downtown area. It has limited existing public green space.
 - iii. Narrow shoulders that do not meet bike lane criteria.
 - iv. Poor access management due to numerous curb cuts and many oversized and uncontrolled driveway openings.
 - v. Confusing and poorly functioning intersections at Slayton Hill Road and Mascoma/High Street.

4. **UVLSRPC’s 2022 Regional Corridor Transportation Plan**

- a. Identifies goals within the Mechanic Street Sidewalk project, including this proposed segment, as key projects to complete within the region. The *Regional Corridor Transportation Plan* advises for the construction of sidewalks and formal bike-ped connections along Mechanic Street/US Route 4, from West Lebanon to downtown Lebanon, including this segment. As noted within the *Regional*

Corridor Transportation Plan, such improvements would increase access to commercial areas and the Mascoma River Greenway, promote access to bus stops along Mechanic Street, and overall improve connectivity within the City, bridging the clear gaps between major recreational, residential, and commercial sites within Lebanon

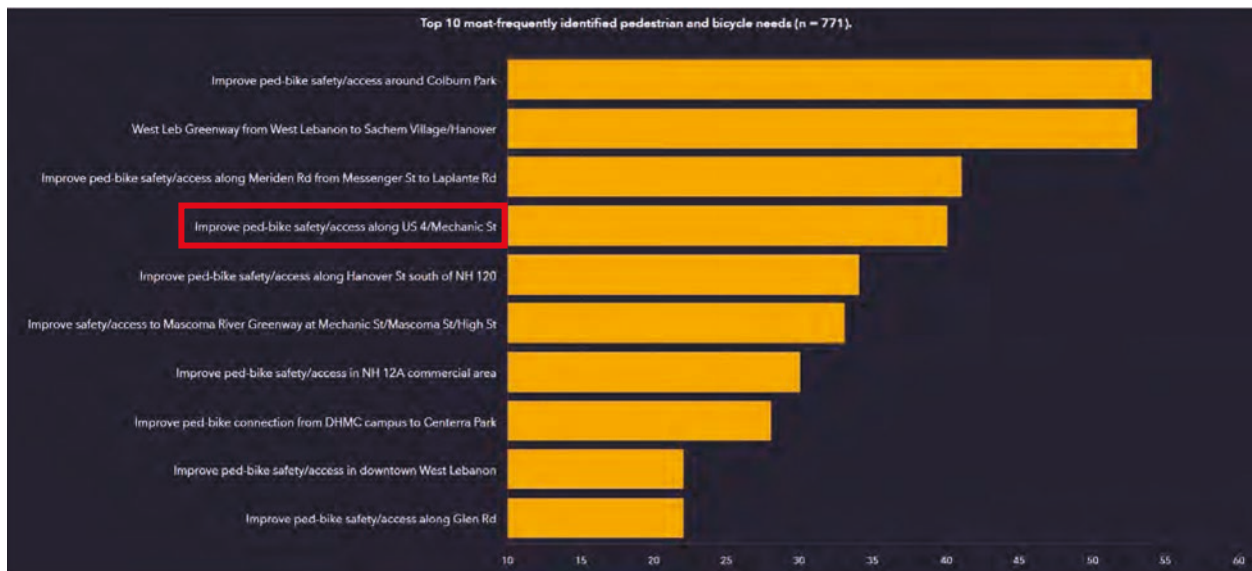
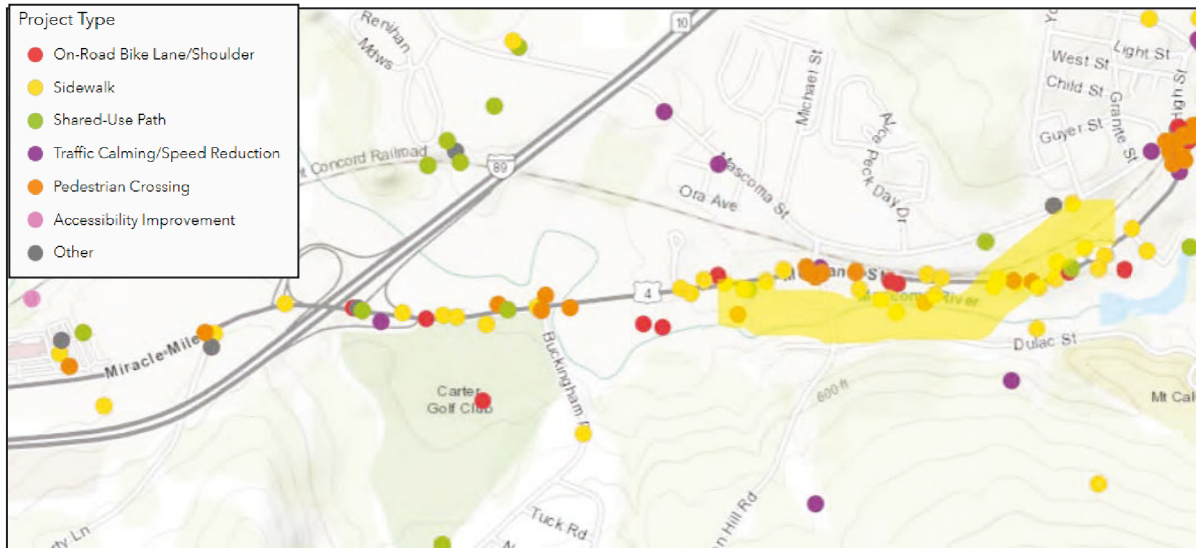
5. UVLSRPC 2014 Safe Routes to Play, City of Lebanon

- a. A focus of this study, which included survey and community events, was to identify barriers which may prohibit or discourage families from using active transportation. Study participants identified 8 intersections or sections of road that they consider especially unsafe for bicycle or pedestrian use. These include Mechanic Street between High Street and I-89 Exit 19, and a new sidewalk was suggested along Mechanic Street, extending from Carter Country Club at Exit 19 to downtown Lebanon.
- b. See Mechanic Street SRTP neighborhood in Maps attachment.

6. 2022 Walk, Bike, Ride, Leb – Multi-Modal and Complete Streets Implementation Plan

- a. *WBRL* is a plan to create a safe, comfortable, and connected walking and bicycling network in the City of Lebanon, including connections to public transportation. The project website is www.lebanonnh.gov/walkbikerideleb. An online [survey](#) was distributed in March 2022.
- b. Survey respondents were invited to mark locations on an interactive map that were in need of improvements for pedestrian and bicycle access and safety. Improving pedestrian and bicycle safety along US 4/Mechanic St was the fourth-most-identified need in this exercise.
- c. Respondents could leave comments as part of the map exercise. Comments on the need for sidewalk connectivity in the US 4/Mechanic St corridor:
 - “I see lots of pedestrians here, including parents with baby strollers, trying to walk alongside the road, and it is not safe for them, or for drivers.”
 - “There needs to be a sidewalk all the WAY or a very clear, safe method of getting from the greenway to the Miracle mile stores.”
 - “continuous sidewalk needed. busy road, hi speed traffic”

- “This is a high speed high traffic area with lots of disconnected shopping areas. Sidewalks start and end often on opposite sides of the street. There is no sidewalk to pass by the highway. when the Mascoma Greenway is covered in snow this is the alternate route for walkers and bikers.”



WBRL. Map markers placed by survey respondents. Project area highlighted, noting high number of yellow markers identifying public desire for sidewalks. Top 10 most frequently identified pedestrian and bicycle needs, March 2022.

7. 2017 Lebanon Complete Streets Policy

- The City has led significant investments to pedestrian infrastructure in Lebanon. Lebanon adopted a Complete Streets Policy in 2017. Between 2016-2020, we completed the addition of new sidewalks on Route 12A in two sections, and all of our CSO projects have added new or upgraded existing pedestrian facilities. The City has been chipping away at other incremental improvements too, including to

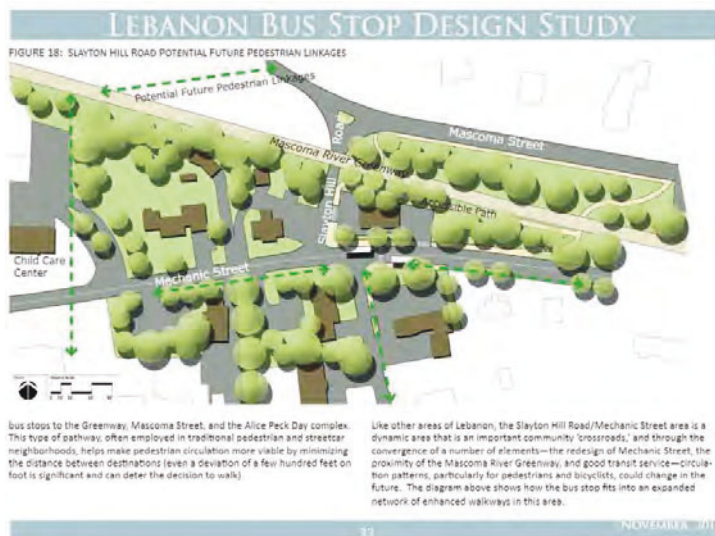
the Route 4 corridor. For example, between 2019-2025, the City will have completed 100% of the sidewalk facilities needed on the Miracle Mile just west of the subject project location, without any funding assistance.

8. Vulnerable Road User (VRU) Data & Equity

- a. According to the Lebanon Pedestrian and Bicyclist Committee's 2022 Crash Data Analysis, there have been 94 ped-bike crashes 2006-2022.
- b. Even more recent Lebanon Police Department data indicates an alarming increase in the annual rate of pedestrian-bicycle crashes in 2024 as compared to past years, reporting 12 in 2024 and 6 in 2023.
 - a. These crashes point to underlying safety issues, particularly for vulnerable road users.
 - b. The City's 2025 Strategic Plan includes development of a Vision Zero Safety Action Plan to reduce the total number of fatal crashes per year to zero, per [Lebanon Vision Zero Safety Action Plan | Lebanon, NH](#), in line with [NHDOT's Driving Toward Zero](#) goals.
- c. According to the USDOT Equitable Transportation Community Explorer, Lebanon is in the 52 percentile rank (national) for transportation insecurity, 35 percentile for transportation cost burden, and 33 percentile for transportation safety. The City has a 67 percentile (disadvantaged) rank for population that is age 65 plus (and an estimated 14.5% of the regional population (micropolitan area 2018-2022 average) served by Lebanon lives with a disability, reinforcing the need to update our ADA accessibility with new sidewalk construction.

9. 2010 Lebanon Bus Stop Design Study

- a. The Advance Transit red line route, which utilizes Mechanic Street, has had the highest number of boardings per hour of any transit route in New Hampshire, and overall is AT's second busiest fixed route, providing essential transportation to work, shopping, healthcare, cultural opportunities, and other essential services for more than 10,000



members of its rural community each month. However, Mechanic Street is hazardous; according to the *2010 Lebanon Bus Stop Design Study*, "Mechanic Street in this area is only two lanes wide, but the high volume of traffic and the

lack of stops makes it difficult to cross the street. This area should be designed for a safe interchange of bikes, pedestrians and transit.

10. Project Cost/budget

Engineer's Opinion of Probable Cost

Mechanic Street Sidewalk -Bus stop to Slayton Intersection (2,160 LF). Unit Prices Inflated 3.7% per year for Construction in 2030. 1/15/2025

Item Number	Item	Quantity	Unit	Unit Price	Total
201.1	Clearing and Grubbing	1	LS	\$6,000.00	\$6,000.00
201.22	Removing Large Trees	5	EA	\$1,200.00	\$6,000.00
203.1	Common Excavation	400	CY	\$36.00	\$14,400.00
203.2	Rock Excavation	25	CY	\$282.00	\$7,050.00
203.6	Embankment-in-Place	100	CY	\$48.00	\$4,800.00
206.19	Exploratory Excavation	10	EA	\$3,000.00	\$30,000.00
214	Fine Grading	1	U	\$9,000.00	\$9,000.00
304.35	Driveway Gravels	300	CY	\$60.00	\$18,000.00
304.3	Fine Crushed Stone	500	CY	\$60.00	\$30,000.00
403.11	Bituminous Pavement, Machine Method (2.5" Base, 1.5" Wear)	300	TON	\$144.00	\$43,200.00
403.12	Bituminous Pavement, Hand Method	150	TON	\$180.00	\$27,000.00
417	Cold Planning Bituminous Surfaces	270	SY	\$16.00	\$4,320.00
x	Modular Block Retaining Wall	3000	SF	\$144.00	\$432,000.00
604.4	Reconstructing/Adjusting Catch Basin and Drop Inlet	10	EA	\$600.00	\$6,000.00
604.5	Reconstructing/Adjusting Manholes	1	EA	\$600.00	\$600.00
604.51	Reconstructing/Adjusting Sewer Manholes	1	EA	\$600.00	\$600.00
606.12	Beam Guardrail (standard Section) Steel Post	400	LF	\$84.00	\$33,600.00
606.1255	Beam Guardrail (terminal unit type eagrt, t12) (steel post)	2	EA	\$9,000.00	\$18,000.00
608.24	4" Concrete Sidewalk	25	SY	\$360.00	\$9,000.00
608.54	Detectable Warning Devices, Cast Iron Handrail	32	SF	\$120.00	\$3,840.00
	4' High Fence along Wall	75	lf	\$240.00	\$18,000.00
609.01	Straight granite curb	400	lf	\$120.00	\$48,000.00
		2000	LF	\$96.00	\$192,000.00
611.811	Adjusting/Relocating Hydrants	4	EA	\$3,600.00	\$14,400.00
611.90001	Adjusting Water Valves	10	EA	\$600.00	\$6,000.00
614.523	Adjust Monitoring Well	1	EA	\$3,600.00	\$3,600.00
615.03	Traffic sign Type C	20	sf	\$96.00	\$1,920.00
615.033	Relocating Business Sign	1	EA	\$3,600.00	\$3,600.00
615.034	Relocating Traffic Sign Type C	4	EA	\$360.00	\$1,440.00
618.61	Uniformed Officers with Vehicle	1	AL	\$30,000.00	\$30,000.00
618.7	Flaggers	2000	hr	\$90.00	\$180,000.00
619.1	Maintenance of Traffic	1	U	\$60,000.00	\$60,000.00
628.2	Sawed Bituminous Pavement	2160	lf	\$5.00	\$10,800.00
632.3112	Stripping	1	LS	\$18,000.00	\$18,000.00
641	6" Loam	135	CY	\$60.00	\$8,100.00
644.15	Park Seed Type 15	200	lb	\$12.00	\$2,400.00
692	Mobilization	1	U	\$48,000.00	\$48,000.00
699	Erosion Control	1	AL	\$9,000.00	\$9,000.00
645.7	SWPPP Plan	1	EA	\$6,000.00	\$6,000.00
	Project Records- Asbuilt survey	1	LS	\$12,000.00	\$12,000.00
645.71	SWPPP Monitoring	100	hours	\$120.00	\$12,000.00
				Total Construction Cost	\$1,388,670.00
				Contingency (20%)	\$277,734.00
				Design and Permitting (15%)	\$208,300.50
				Construction Administration (15%)	\$208,300.50
				Right-of-Way Acquisition	\$60,000.00
				Total Project Cost	\$2,143,005.00

Note: DOT suggests 3.7% inflation for year 3 (2029+) and beyond of the project

11. Timeline/schedule

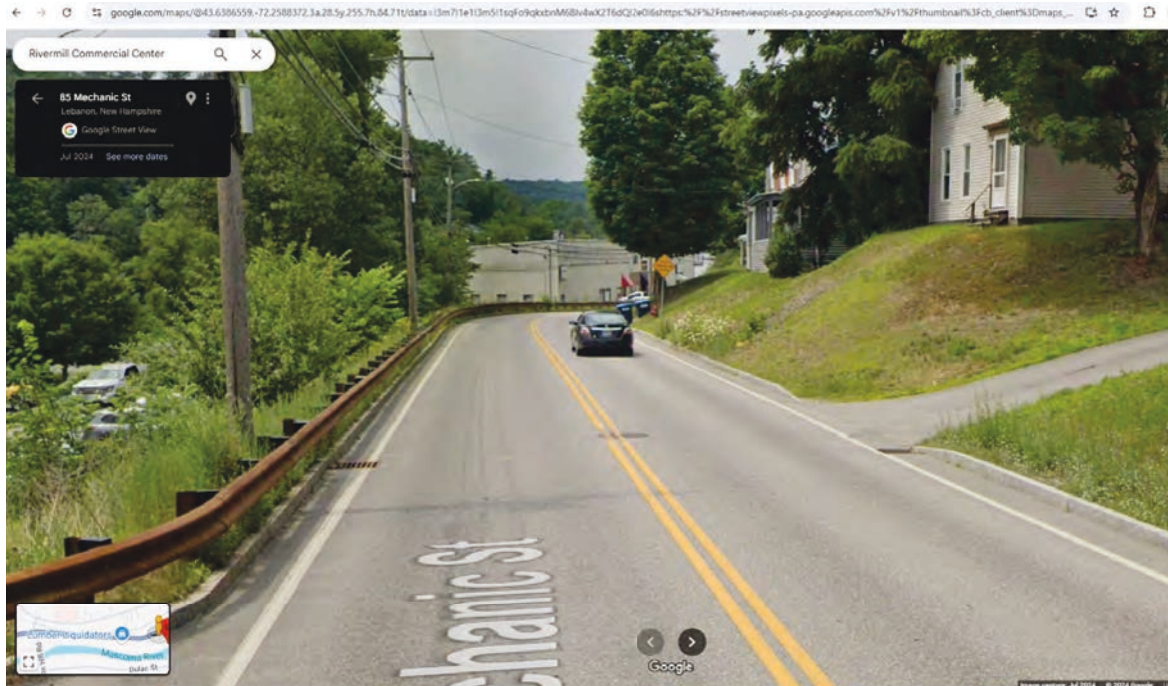
- Selections announced for draft TYP May 2025
- TYP July 2026
- Project award August 2026
- Funding (NTP from FHWA/NHDOT) October 2026
- **Project Implementation \$2,143,005**
 - Design, Engineering & Permitting \$208,300.50
 - Agreement/bid/scope of work 2026
 - Engineering study 2027
 - Preliminary design 2028
 - Final Design & Bid 2029
 - ROW 2029 \$60,000
 - Construction 2030 (or before if project ready and funding allows; with 20% contingency) \$1,666,404
 - Construction Engineering \$208,300.50

12. Project Map (see separate attachment)

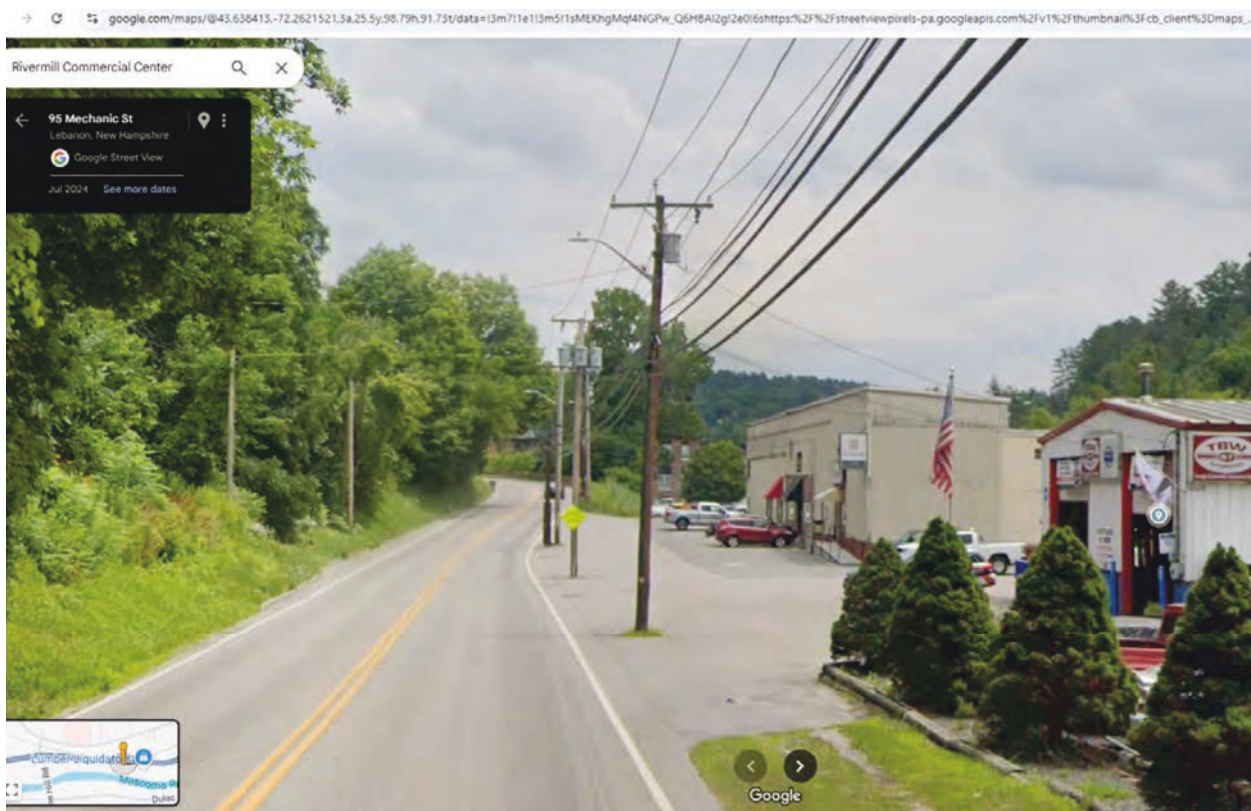
13. Photos of Project Area



The project provides a vital non-motorized connection from a large residential and commercial node to Downtown Lebanon, a service and civic node. It resolves a gap in a key existing non-motorized facility by connecting the sidewalks that terminate at 95 Mechanic Street to those the City is scheduled to construct up to 160 Mechanic Street, at the Slayton Hill intersection.



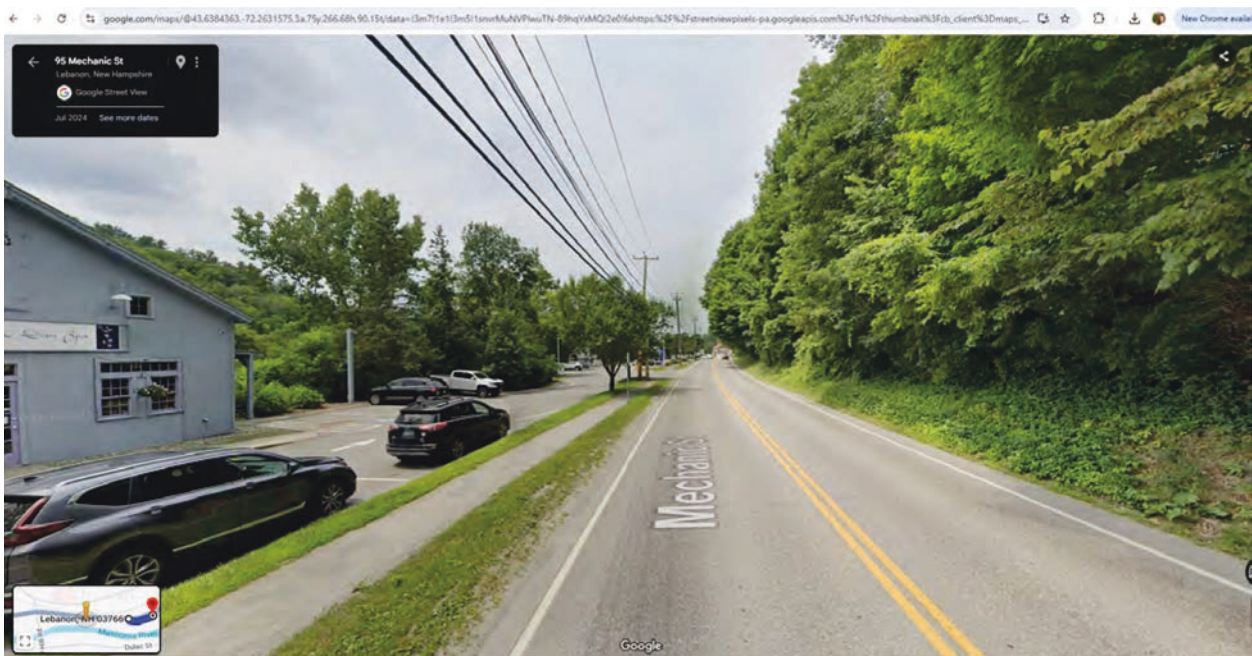
There is a complete lack of shoulder due to guardrail and slope constraints, and particular safety risk to VRUs, along the easternmost section of the project boundary, for approximately 450 feet.



Wide drive accesses in the project area are an additional safety hazard for VRU.



Worn paths show the heavy volume of foot traffic in this corridor. Unfortunately, this shoulder area is unusable in the winter due to snow storage, compelling pedestrians to walk in the road.



Part of the proposed project location has older pedestrian facilities across the frontage of two businesses, a salon and gas station. While these are not ADA-compliant, lacking curbs and ramps, they facilitate project readiness, and can readily be brought up to current standards.



The connection will enhance environmental/social justice populations. The proposed sidewalk will provide a vital non-motorized connection to other modes of transportation, including the Advance Transit (AT) bus stop shown above at Lebanon’s shelter for the unhoused, whose patrons are low-income and almost completely depend on buses and sidewalks. The westbound AT stop for this location is on the other side of the street and is not shown. Population centers and destinations



Photo of pedestrian and Advance Transit on Mechanic Street, just west of the subject project area, demonstrating the narrow roadway and lack of safe space for pedestrians/transit users.

14. Letter of Support



Upper Valley Lake Sunapee
Regional Planning Commission

NHDOT TAP Program
Tom Jameson, P.E. TAP Program Manager
7 Hazen Drive
Concord, NH 03302
thomas.e.jameson@dot.nh.gov

January 21, 2025

Re: City of Lebanon TAP Application

Dear Mr. Jameson,

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is pleased to submit this letter of support for the City of Lebanon's application for the 2024 Transportation Alternatives Program (TAP) grant.

The purpose of the project is to improve safety and pedestrian access between the NH Route 4/Mechanic Street corridor and Downtown Lebanon by constructing approximately 0.4 miles of new, 5-foot wide paved sidewalks with associated 6" vertical granite curbs, ADA-accessible ramps, retaining walls, and drainage improvements on the south side of the road.

Mechanic Street is the segment of U.S. Route 4 that connects historic downtown Lebanon and I-89 Exit 19 and is the primary local and regional route for east-west vehicle traffic--but also for pedestrians, including transit riders who walk to four Advance Transit bus stops in the project area. Similarly, the neighborhood hosts numerous multifamily homes and the Lebanon Woolen Mills development at 1 Foundry Street (forthcoming, 148 residential units), Alice Peck Day Hospital, Mascoma River Greenway rail trail users, lodgers at the Emergency Winter Shelter, and several businesses including employees/patrons of the Rivermill Commercial Center. The current lack of sidewalks is an around-the-clock transportation challenge for people accessing bus stops and the rail trail, and for those with enhanced mobility needs (e.g., ADA, strollers, aging residents); the safety risks also inhibit foot traffic between local business and services along the corridor and downtown. This project will help Lebanon to achieve its goal of completing the remaining gaps of pedestrian facilities on Rt 4/Mechanic Street.

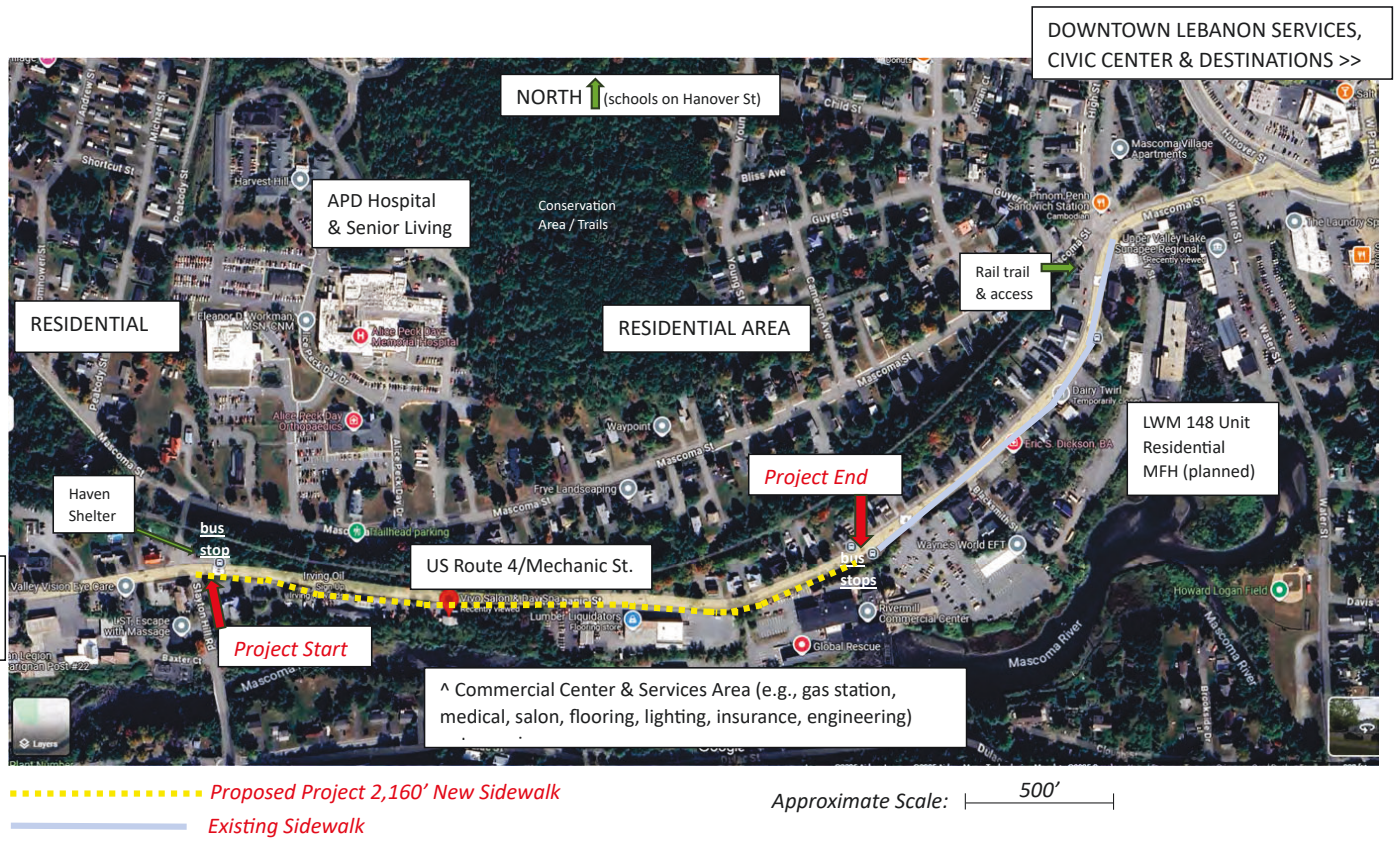
This project aligns with UVLSRPC's 2015 Regional Plan and UVLSRPC's Long-Range Transportation and Corridor Plans' goals to improve safety, connectivity, and accessibility to all road users in downtown areas. This specific project is also identified in the plans. Funding for this project would yield substantial progress toward those goals.

UVLSRPC appreciates the opportunity to provide support for this project as a regional priority.

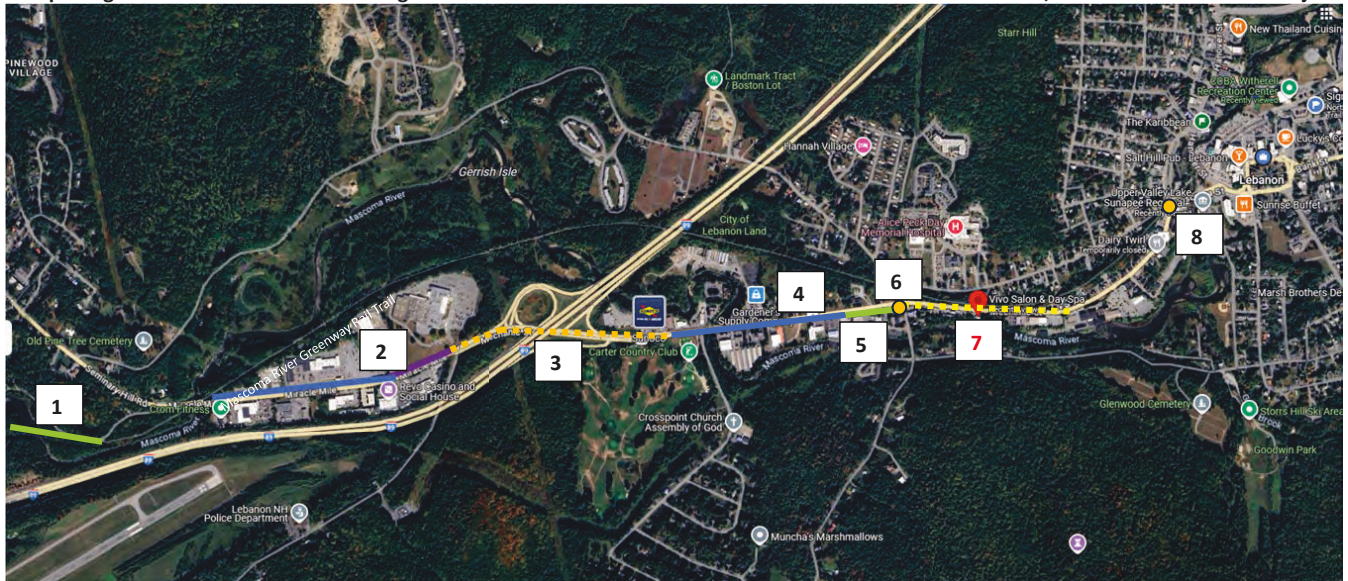
Respectfully,

Meghan Butts

Meghan Butts
Executive Director
Upper Valley Lake Sunapee Regional Planning Commission



Completing Non-Motorized Facilities Along Mechanic Street & Miracle Mile Corridors of US Route 4 in Lebanon, NH as a “Multi-Phase” Project



1. Mascoma River Greenway Extension. *Not complete* (CMAQ Grant, construction pending)
2. Miracle Mile Sidewalks. *Recently completed* (development contributions, CIP, multiple phases)
3. Mechanic St Segment 1: I89 Exit 19 Poverty Lane to Buckingham Place. *Outstanding gap* (not funded, seeking Congressional earmark)
4. Mechanic St. *Existing sidewalks*
5. Mechanic St Segment 2: Barre Tile to Slayton Hill Road. *Construction in 2025* (funded with Congressional earmark, CIP)
6. Slayton Hill Road Roundabout. *Not complete* (CIP, Ten Year Plan)
7. Mechanic St Segment 3: Slayton Hill Road to AT Bus Stops at Rivermill Commercial Center. *Outstanding gap* (CIP, seeking TAP Grant)
8. Mechanic St/High St/Mascoma St Roundabout. *Construction in 2025*

Safe Routes to Play City of Lebanon

October 1, 2014

Mechanic Street/ Miracle Mile Neighborhood

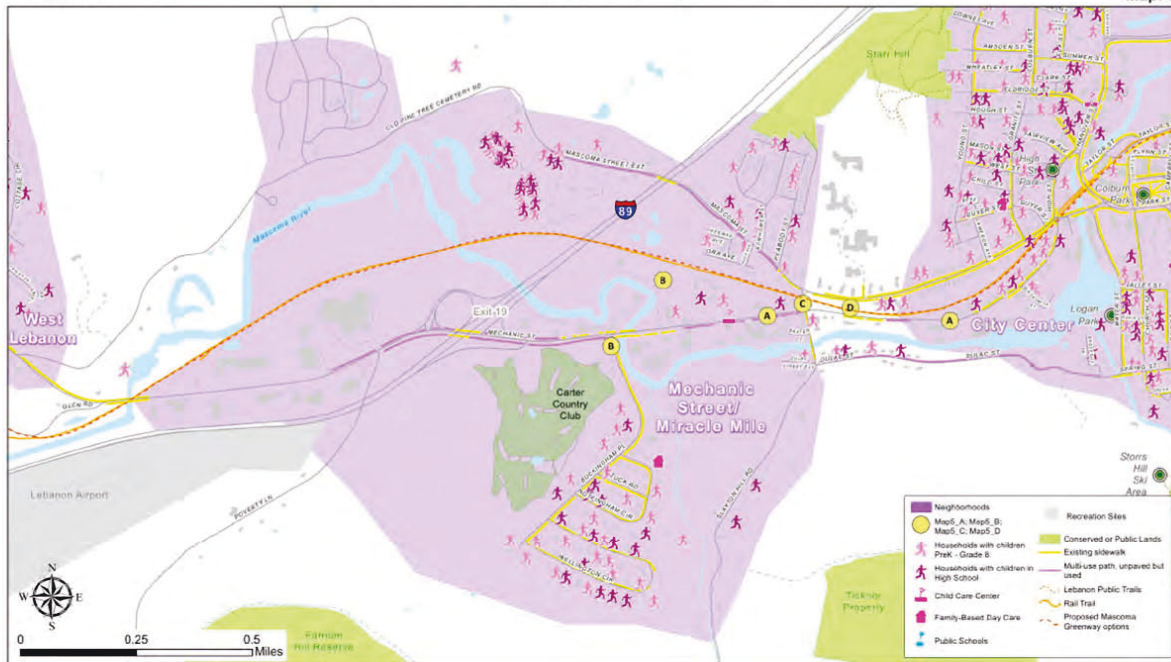


Note: This map illustrates information for a report titled "Safe Routes to Play" which was funded by the Healthy New Hampshire Foundation (HNF), the Upper Valley Healthy Eating Active Living Partnership (UVHEALP) and the Dartmouth Hitchcock Medical Center (DHMC). Sidewalk location data was provided by the City of Lebanon (2014). Data for the number of children in households is 2012 developed by the City of Lebanon. All other data was obtained from NH GRANIT & the City of Lebanon. These maps are intended for planning purposes only. Map Created by UVI.SRPC, 2014.



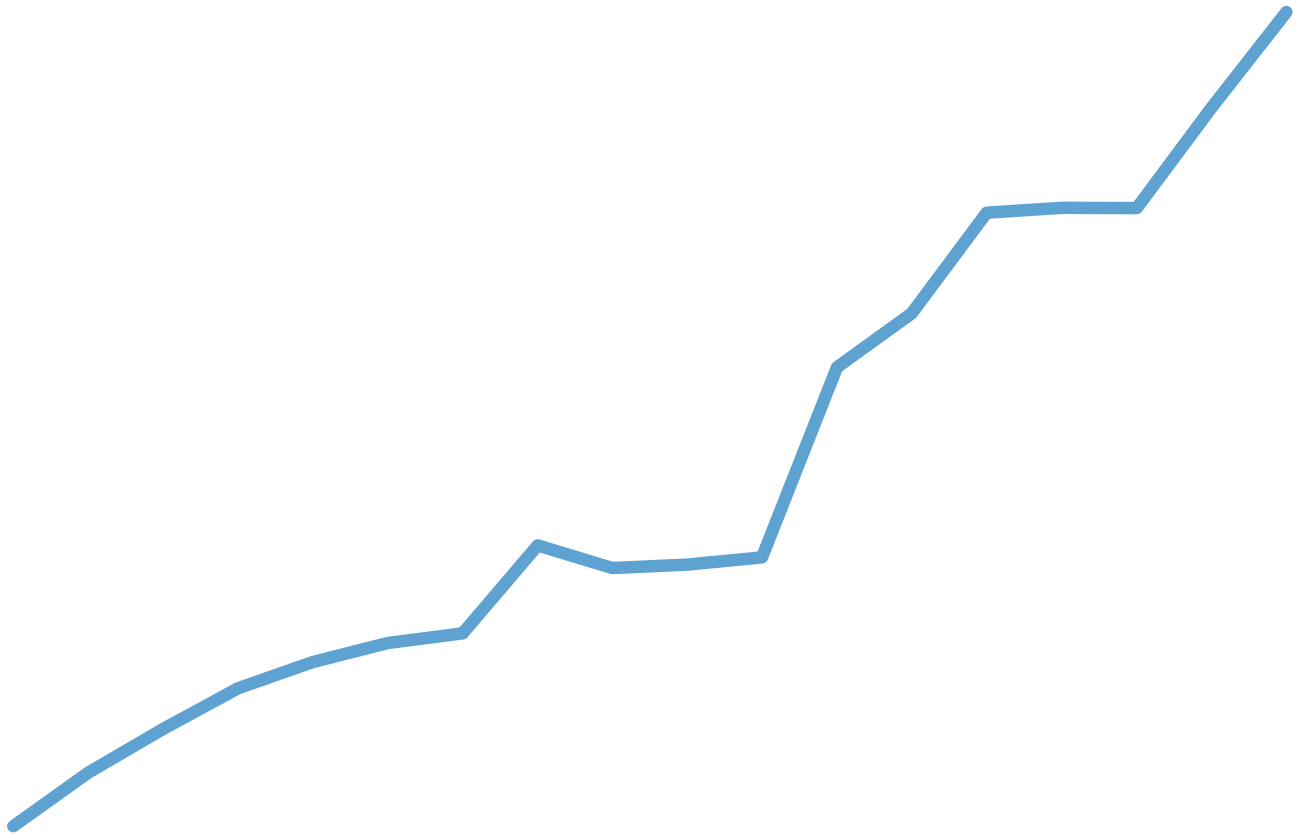
UPPER VALLEY LAKE SUNAPEE
REGIONAL PLANNING COMMISSION

Map: 5



Construction Cost Index

New Hampshire Department of Transportation

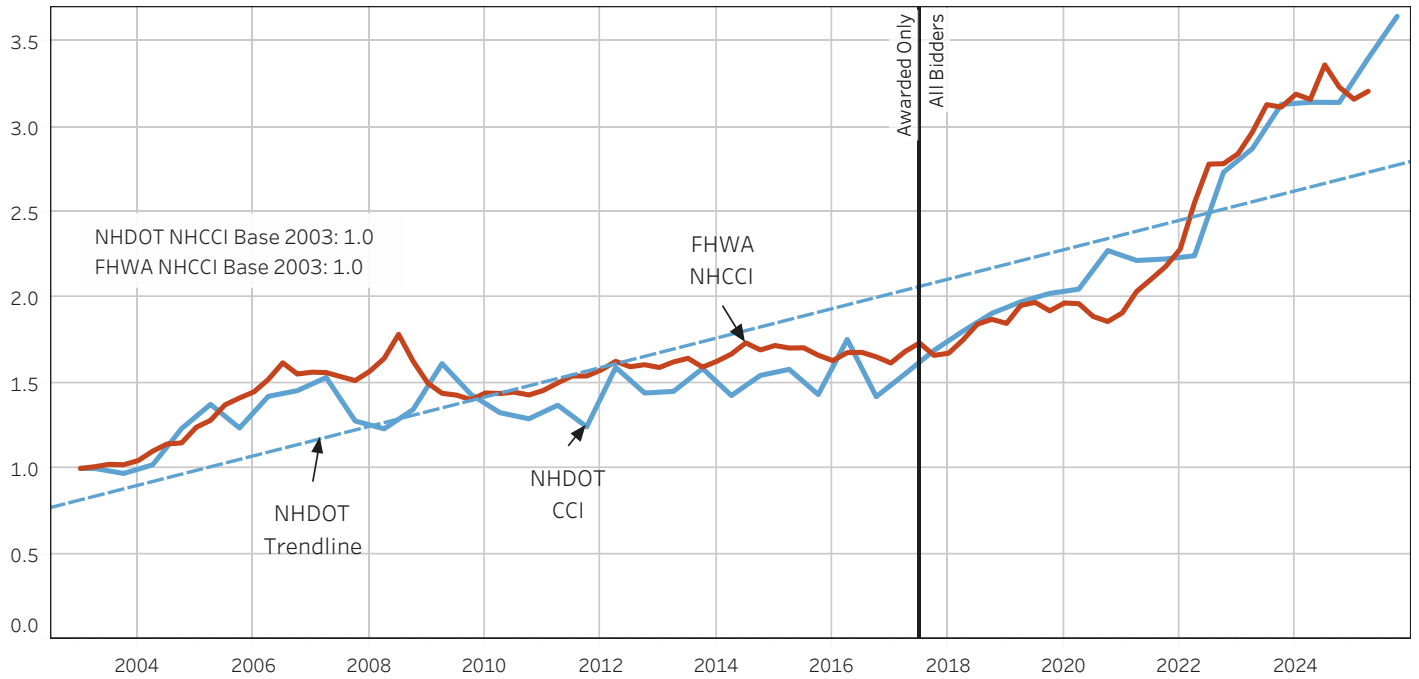


New Hampshire DOT, Bureau of Asset Management, Performance, and Strategy
Second Half, 2025



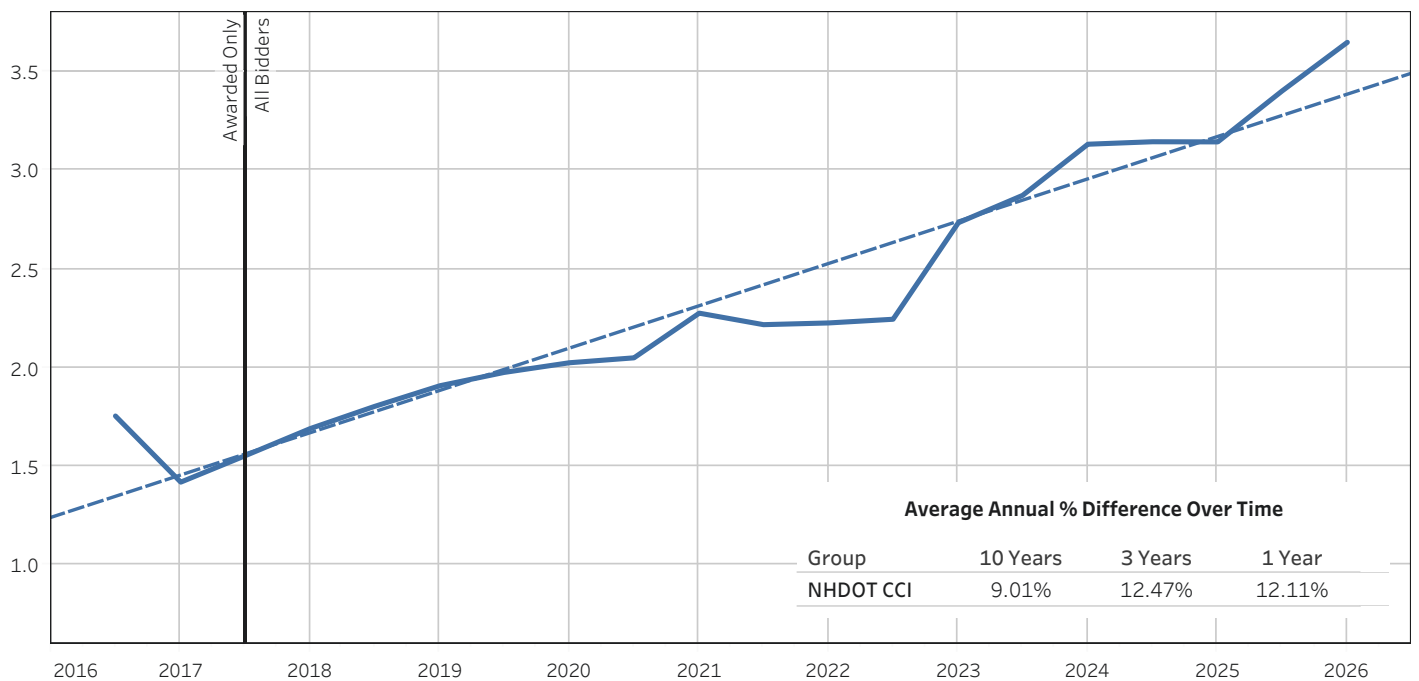
The graph below displays the 6 month average index for the six item groups for NHDOT Construction Cost Index (CCI) as displayed on the next page. The FHWA National Highway Construction Cost Index (NHCCI) number for the current period will not be finalized for another 6 months.

NHDOT CCI vs FHWA NHCCI



The graph below displays the NHDOT CCI 10-year trend.

NHDOT CCI Trend Lines

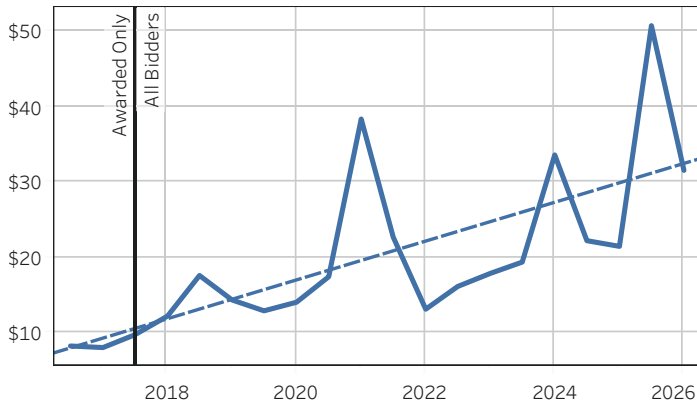


The graphs below display the individual item group 10-year trends for NHDOT based on an average unit price from all items within the item group. The table to the right shows the average annual percentage difference over the time frame listed in the columns.

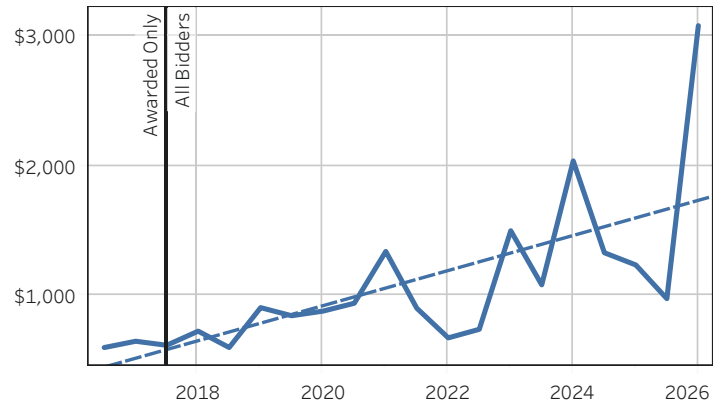
Average Annual % Difference Over Time

Item Group	10 Years	3 Years	1 Year
Roadway Excavation	23%	42%	89%
Select Materials	11%	18%	26%
Hot Mix Asphalt	5%	5%	3%
Structural Concrete	17%	27%	58%
Steel Reinforcing	11%	11%	31%
Structural Steel	18%	4%	8%

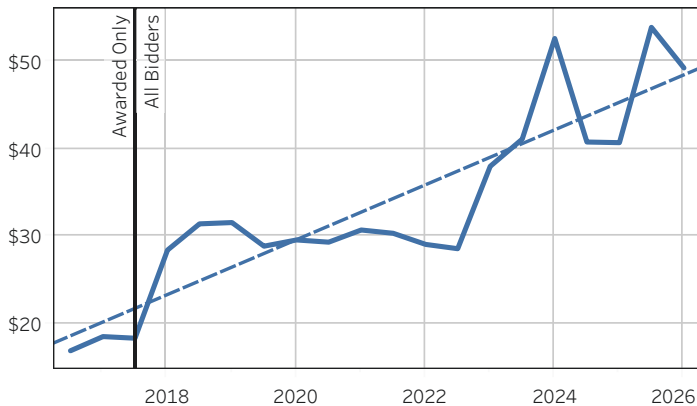
Roadway Excavation AVG Bid Price Trend (CY)



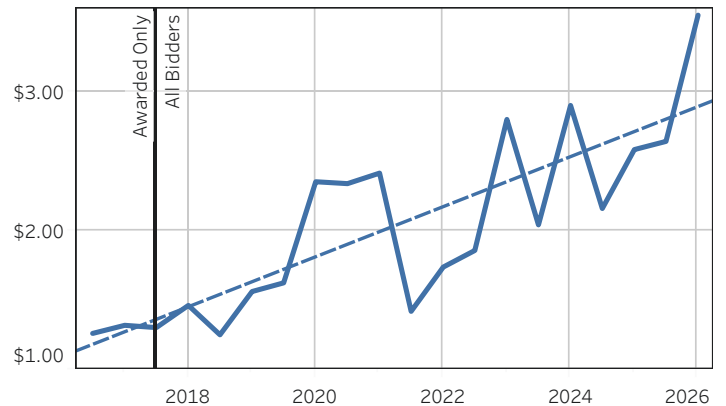
Structural Concrete AVG Bid Price Trend (CY)



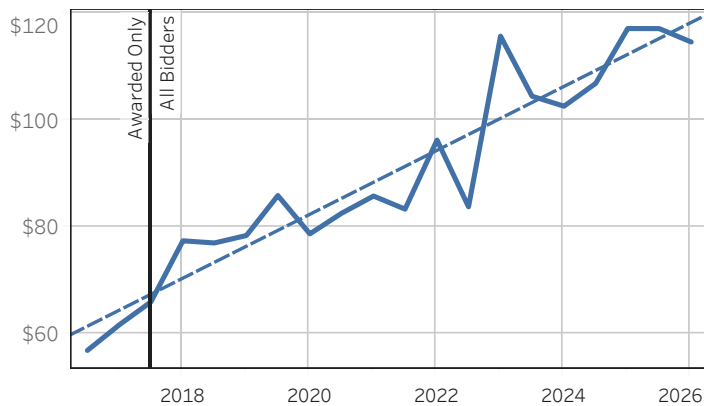
Select Materials AVG Bid Price Trend (CY,Ton)



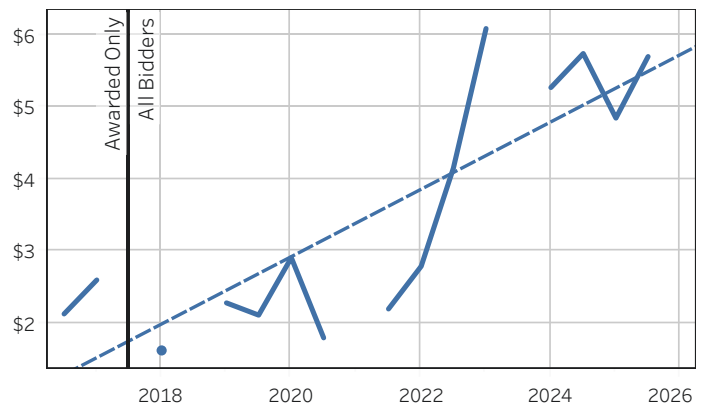
Steel Reinforcing AVG Bid Price Trend (LB)



Hot Mix Asphalt AVG Bid Price Trend (Ton)



Structural Steel AVG Bid Price Trend (LB)



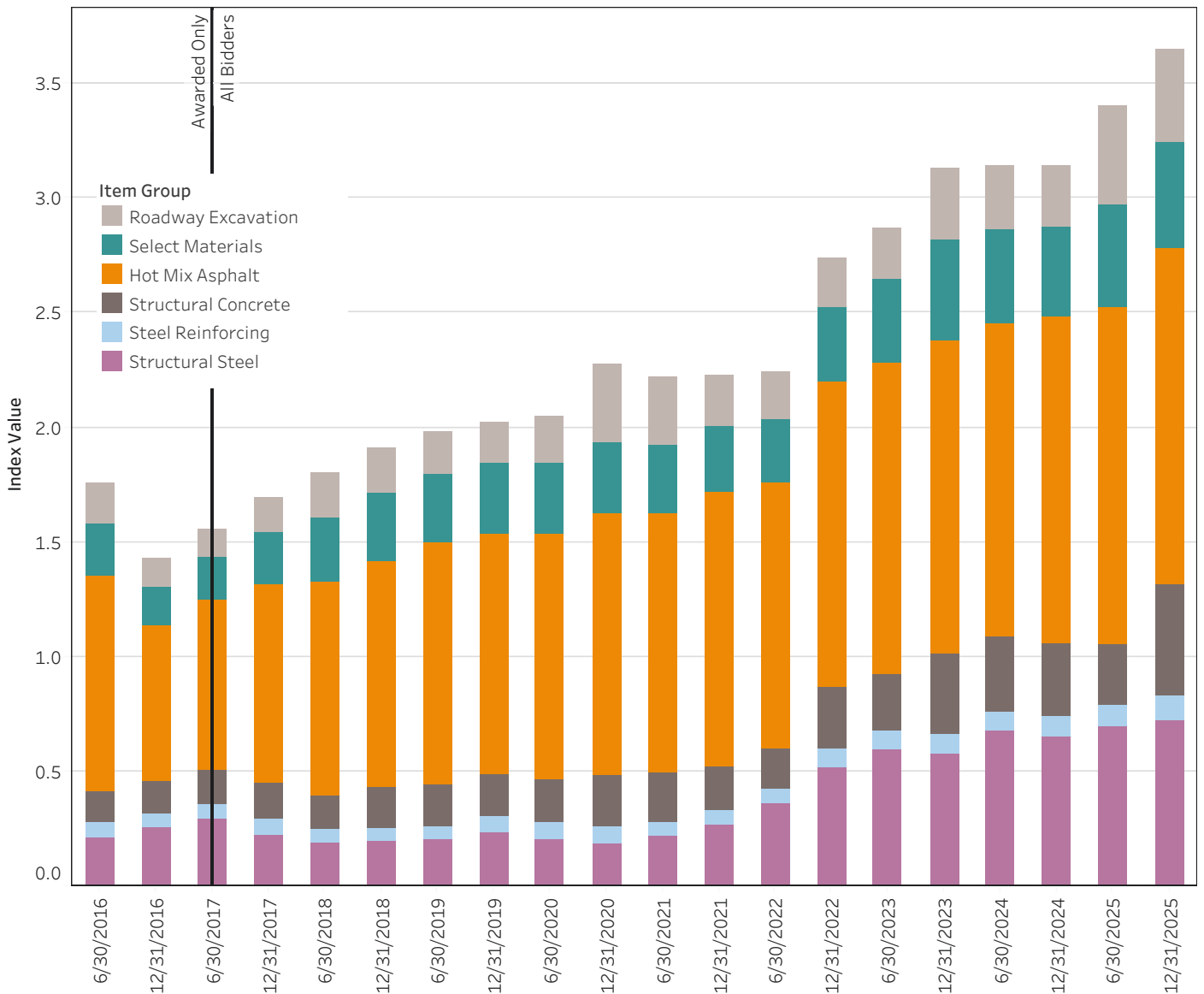
NHCCI Comparison between the second half of 2025 and the first half of 2025

Item Group	Current Value	Previous Value	Difference	Difference %	
NHDOT CCI	3.6473	3.4008	0.2465	7.2%	▲

Item Group AVG Price Comparison between the second half of 2025 and the first half of 2025

Item Group	Current AVG Price	Previous AVG Price	Difference	Difference %	
Roadway Excavation	\$31.54	\$50.76	(\$19.22)	37.9%	▼
Select Materials	\$49.16	\$53.78	(\$4.62)	8.6%	▼
Hot Mix Asphalt	\$114.55	\$117.06	(\$2.51)	2.1%	▼
Structural Concrete	\$3,078.46	\$976.04	\$2,102.42	215.4%	▲
Steel Reinforcing	\$3.55	\$2.64	\$0.91	34.4%	▲
Structural Steel	Null	\$5.70	Null	Null	■

Item Group NHDOT CCI Value Distribution per Year-Period

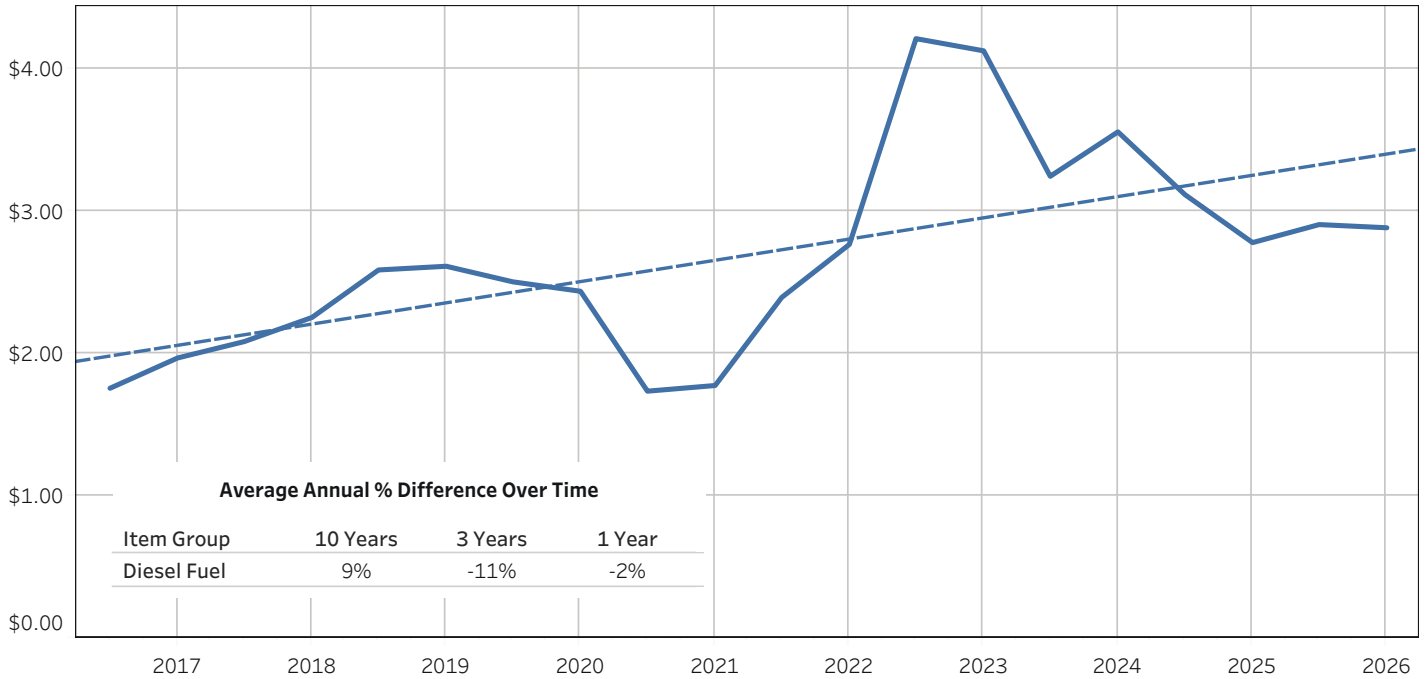


Comparison between the second half of 2025 and the first half of 2025

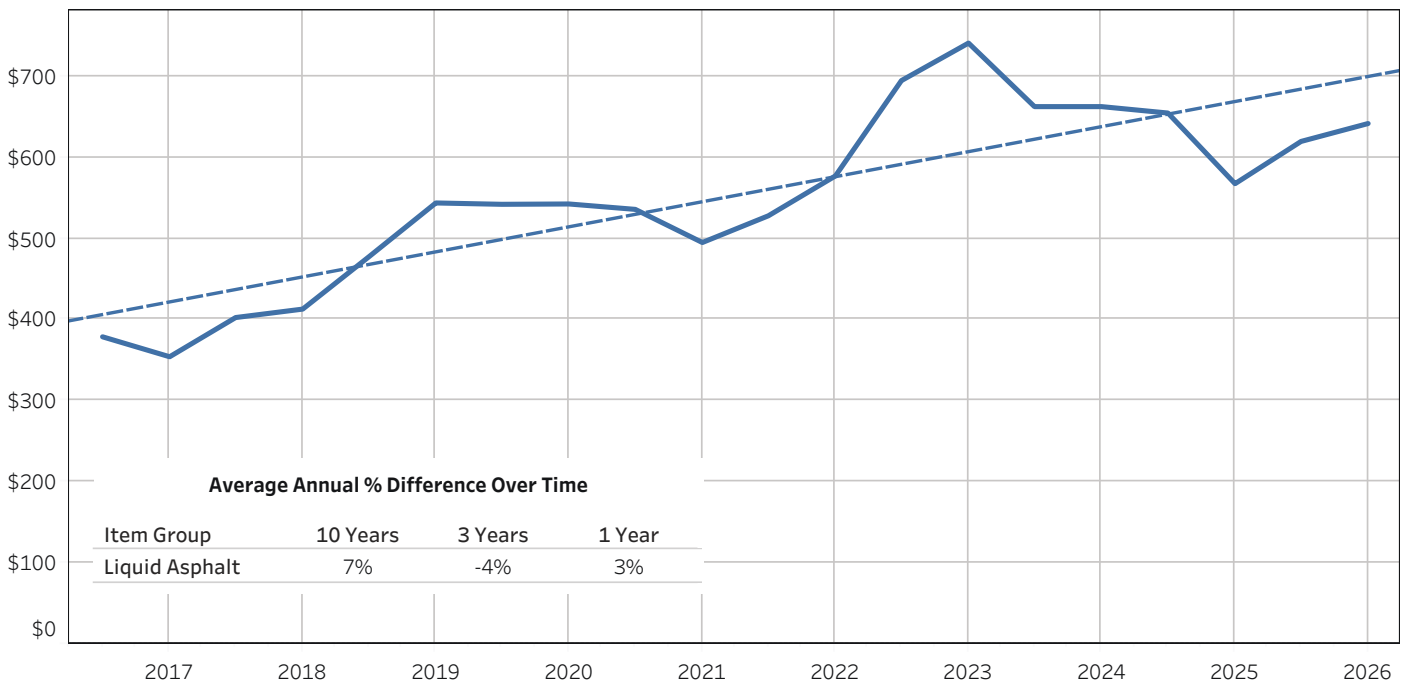
Item Group	Current Value	Previous Value	Difference	Difference %
Diesel Fuel	\$2.88	\$2.91	(\$0.02)	0.8%
Liquid Asphalt	\$641.67	\$619.58	\$22.08	3.6%

NHDOT Fuel & Liquid Asphalt Prices

Diesel Fuel Price per Gallon



Liquid Asphalt Price per Ton



April 15, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday April 4 and Tuesday April 7, 2026.

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS**

**Wednesday, April 15, 2026 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on April 15, 2026, beginning at 7:00pm for the following:

- 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

The April 15, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by April 10, 2026: LebanonNH.gov/Agendas

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

**Agenda
Lebanon City Council
April 15, 2026**

10. Old Business:

10.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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The information contained in this publication is accurate as of the date of the publication. Updates in the law after publication may affect the accuracy of the content, and there may be supplements to this publication available with relevant legal changes. NHMA's publications do not constitute legal advice. For legal advice, city and town officials may contact Legal Services at legalinquiries@nhmunicipal.org or their own municipality's legal counsel. Please refer to NHMA's Legal Services FAQ for details about how our service works.

About the New Hampshire Municipal Association

The New Hampshire Municipal Association (NHMA) is a nonprofit, nonpartisan membership organization of municipalities. NHMA provides advocacy support for municipal governments following the Legislative Policies and Legislative Principles adopted by the membership. The association also provides legal services for municipal members and educational and training programs for local officials and employees. Advocacy activities are funded by membership dues and governed by a board of directors comprising elected and appointed municipal officials from throughout New Hampshire.

As part of the legislative advocacy program, NHMA staff represents municipal interests before the New Hampshire General Court and state agencies and lobbies for passage of both state and federal legislation. NHMA also tracks state and federal administrative regulations. The weekly Legislative Bulletin is published every Friday during the legislative session to keep local officials up to date on legislative hearings, the status of bills, and other events.

Staff Contact Information

The following NHMA Government Affairs staff members are your contacts for legislation during the biennium:

Telephone: 603-224-7447 • Email: governmentaffairs@nhmunicipal.org

To accept dues from member municipalities and maintain its nonprofit status, NHMA must remain a nonpartisan organization. As employees of a nonpartisan organization, NHMA staff members are prohibited from attending fundraisers for political candidates or contributing to other partisan causes. The staff scrupulously abides by this requirement; we ask for your understanding when we are not able to honor an invitation to attend a political event.

NHMA Board of Directors*

Chair

Elizabeth Fox, Asst. City Manager/HR Director, Keene

Immediate Past Chair

Laura Buono, Town Administrator, Hillsborough

Secretary

Jeanie Forrester, Select Board Member, Meredith

David Caron, Town Administrator, Derry

Shelagh Connelly, Conservation Commission, Holderness

Philip A. D'Avanza, Planning Board Member, Goffstown

Joseph R. Devine, Assistant Town Manager, Salem

Stephen Fournier, Town Manager, Newmarket

Dale Girard, Mayor, Claremont

Joanne Haight, Select Board Chair, Sandwich

Bonnie Ham, Planning Board Member, Woodstock

Jennifer Kretovic, City Councilor, Concord

Holly Larsen, Finance Director/Tax Collector, Berlin

Patrick Long, Alderman, Manchester

Conner MacIver, Town Administrator, Barrington

Jim Maggiore, Select Board Member, North Hampton

Michael Malaguti, Town Manager, Londonderry

Jim Michaud, Chief Assessor, Hudson

Judie Milner, City Manager, Franklin

David Moore, Town Administrator, Stratham

Shaun Mulholland, City Manager, Lebanon

Lori Rautiola, Town Administrator, Rindge

Thomas Seymour, Moderator, Hill

Dennis Shanahan, Deputy Mayor, Dover

David Stack, Town Manager, Bow

*Represents the NHMA board as of 10/30/2024

NHMA's Member-Driven Legislative Policy Process

NHMA has a member-driven process by which it establishes the legislative policy positions to guide staff advocacy activities over the coming legislative biennium. This booklet contains the legislative policy positions adopted by the NHMA membership for the 2025-2026 biennium.

The legislative policy process for the 2025-2026 biennium began, as always, with the solicitation of policy proposals from local officials to create an initial issues list. This started in January 2024 through notices in *Town & City* magazine, the *Legislative Bulletin*, and *NewsLink*, NHMA's electronic newsletter. We also used these avenues to seek volunteers to serve on legislative policy committees.

The NHMA Board chair then appointed the three legislative policy committees: Finance and Revenue; General Administration and Governance; and Infrastructure, Development, and Land Use. Each committee consisted of 15 to 18 elected and appointed local officials from across the state.

The policy committees each held several meetings during the spring and early summer to discuss the policy proposals submitted by others, existing policy positions, and ideas that committee members brought to the table. After thorough review and consideration, the committees issued their policy recommendations. These

recommendations were sent in June to every NHMA member municipality and posted on the NHMA website. Two "floor policies" submitted by member towns after the committees finished their work were sent to each member municipality for review, as well.

The NHMA 2025-2026 Legislative Policy Conference was held on September 27, 2024. Each member municipality, regardless of size, had one vote and was asked to appoint a voting delegate to cast its votes at the policy conference. The governing body of each member municipality was urged to give direction to the voting delegate by discussing and taking a position on the recommendations and floor policy in advance. Conference attendees debated and voted on the proposals, culminating in the final policy positions contained on the following pages. The next legislative policy process will begin in January 2026.

Issues arising during the legislative session that are not covered by these policies, or situations where it is not clear how a policy applies, will be considered by the NHMA Board of Directors. For further explanation of any policy, contact the Government Affairs staff at 603-224-7447 or email governmentaffairs@nhmunicipal.org.

Legislative Policy Committees

GENERAL ADMINISTRATION & GOVERNANCE

Chair

Dave Caron, *Town Administrator, Derry*

Vice Chair

Conner MacIver, *Town Administrator, Barrington*

Laura Buono, *Town Administrator, Hillsborough*

Amy Capone Muccio, *Exec. Asst./Welfare Administrator, Wolfeboro*

Eleana Colby, *Select Board Member, Bow*

Steve Fournier, *Town Manager, Newmarket*

Debra Hackett, *City Councilor, Dover*

Pat Long, *Alderman, Manchester*

Donna Mombourquette,

Energy Commission, New Boston

Ken Robichaud, *Town Manager, Raymond*

Jake Roger, *Town Administrator, Epping*

Tom Seymour, *Budget Committee, Hill*

David Stack, *Town Manager, Bow*

Alex Torpey, *Town Manager, Hanover stown*

FINANCE & REVENUE

Chair

Beth Fox, *ACM/HR Director, Keene*

Vice Chair

Cheryl Linder, *Finance Director, Bow*

Scott Bugbee, *Select Board Member, Lee*

Megan Caron, *Chief of Staff, Nashua*

Russ Dean, *Town Manager, Exeter*

Dale Girard, *Mayor, Claremont*

Neil Irvine, *Town Administrator, Northwood*

Kim Kleiner, *Town Administrator, Litchfield*

Janice Mathews, *Select Board Member, Weare*

Paul Micali, *Town Manager, Merrimack*

Jim Michaud, *Assessor, Hudson*

David Moore, *Town Administrator, Stratham*

Danielle Pray, *Select Board Member, Amherst*

Chris Sterndale, *Town Administrator, Auburn*

Jeff Strakaliatis, *Trustee of Trust Funds, Derry*

Robert Theberge, *City Councilor, Berlin*

Ken Traum, *Select Board Member, Hopkinton*

INFRASTRUCTURE, DEVELOPMENT, & LAND USE

Chair

Dennis Shanahan, *City Councilor, Dover*

Vice Chair

Joseph Devine, *Assistant Town Manager, Salem*

Jason Bachand, *Town Planner, Hampton*

Lincoln Daley, *Town Administrator, Milford*

Sonke Dornblut, *Town councilor, Newmarket*

Jeanie Forrester, *Select Board Members, Meredith*

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 15, 2026**

10. Old Business:

10.B – Adoption of Proposed Amendments to City Council Rules

Background

In accordance with §A191-13 of the Council Rules, proposed amendments must be presented in writing at the preceding regular meeting prior to adoption. Adoption requires a 2/3 vote of all members of the Council.

On April 1, 2026, the Council reviewed and discussed proposed amendments to §A191-8, Order of Business; §A191-12, Permission Required to Address Council; and §A191-15, Council Appointments to City Boards, Committee, Commissions. The amendments, including further revisions as discussed, are being presented to the Council for vote on April 15, 2026.

Action:

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby amends the Council Rules to include the amendments to §A191-8, Order of Business, §A191-12, Permission Required to Address Council, and §A191-15, Council Appointments to City Boards, Committee, Commissions, as presented in the April 15, 2026 City Council agenda packet.

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 ~~b~~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. Non-public sessions.
14. Adjourn.

[...]

§ A191-12. Permission ~~r~~Required to ~~a~~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 an~~ application form. [Amended 5-21-2003; Amended 4-2-2008]
 - 2) For reappointment or promotion from alternate to regular status on the same board, committee, or commission, 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, or the current Chair of the relevant board or committee if assigned by the Mayor, shall interview the applicants for initial appointment within 30 days of receiving the application from the City Clerk and shall 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 or promotion on the same board, committee, or commission may be nominated for reappointment or promotion without completion of an interview as set forth above with a City Councilor. [Amended 4-2-2008; Amended 11-16-2022]
 - 4) While one city councilor, or the board or committee Chair, 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:

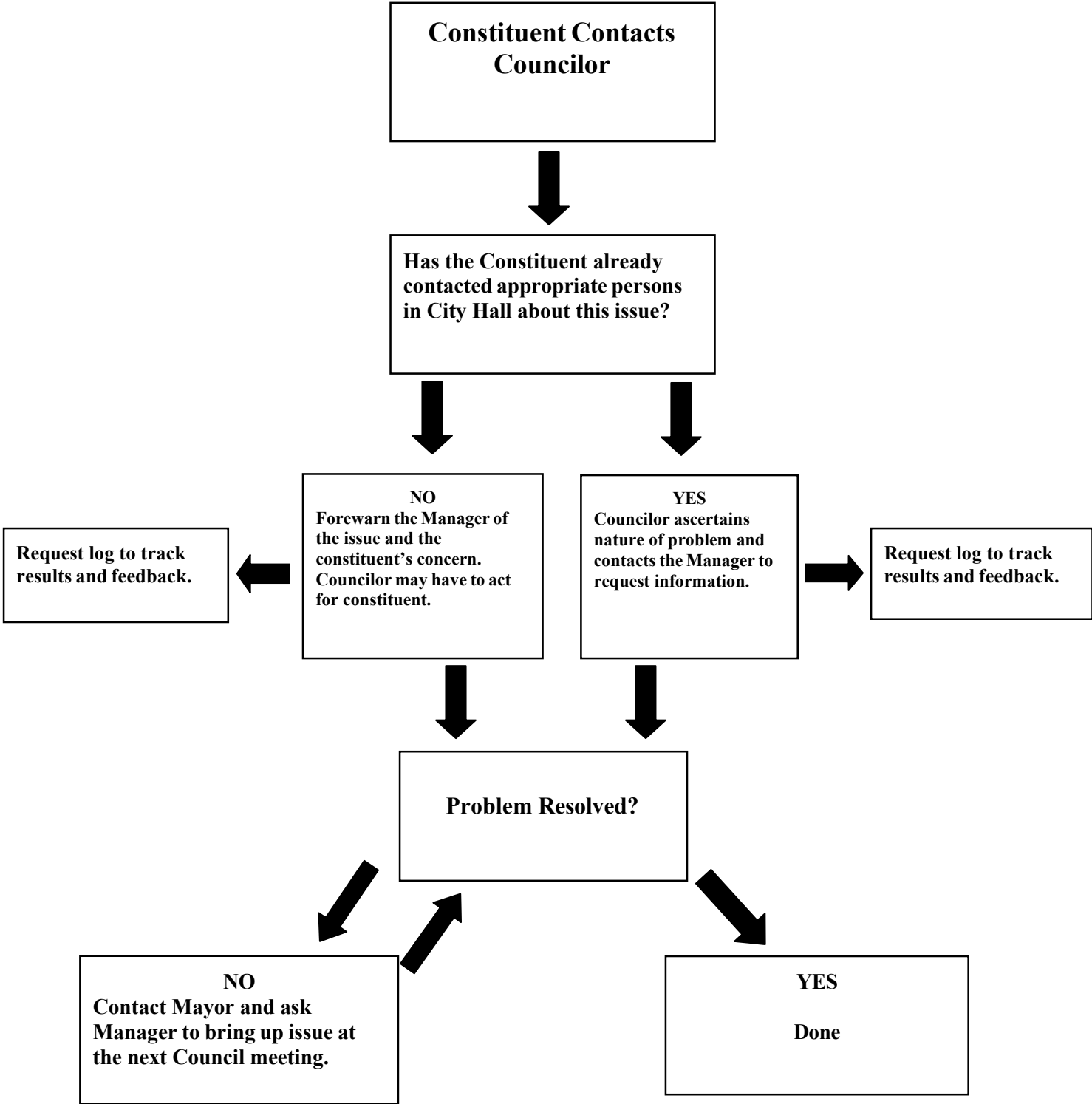
- (1) Register for the event through the City Manager's Office and request payment in advance of attendance; or
- (2) Self-register for the event and request reimbursement after attending.

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 15, 2026**

10. Old Business:

10.C – Discussion and Action on Creation of Strategic Plan Task Force

Background

On April 1st, City Manager Hosmer provided an update on the status of the Strategic Plan, which is included in this agenda packet. It was recommended that the City Council establish a Strategic Plan Task Force to define and guide the process for revising and refining the City's strategic plan.

The Council discussed the recommendation, mission, and potential composition of the task force, but delayed taking any action until the following meeting.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby establishes a Strategic Plan Task Force to define and guide the process for revising and refining the City's Strategic Plan. The Task Force shall be composed of __ City Councilors to be selected by the Mayor, the City Manager and Deputy City Manager, __ Department Heads to be selected by the City Manager, __ members of the public to be appointed by the City Council, and up to __ alternate members of the public. The Strategic Plan Task Force shall report to the City Council no later than _____, 20__ with a recommended scope, process, and consultant recommendation. The Task Force shall sunset no later than June 30, 2027, unless otherwise extended by the City Council.

Included in this Section:

1. Strategic Plan Status Update presentation from April 1, 2026

Strategic Plan Status Update

Purpose: Affirm the value of strategic planning, identify lessons from the current plan, and propose a path to a stronger next-generation plan for adoption by July 1, 2027.

City of Lebanon

Strategic Plan 2026-2029

From Master Plan to Municipal Action:
Lebanon's Strategic Path Forward

LebanonNH.gov/StrategicPlan



What A Strategic Plan Is

A strategic plan should connect community aspirations to priorities, resources, and results.

Definition

A strategic plan is the City's governing roadmap for the next several years. It translates broad civic aspirations into a limited set of priority outcomes, assigns ownership, establishes timelines, and creates a basis for budget and performance decisions.

Why It Matters

- **Value statement:** Expresses what the City stands for and where it is headed.
- **Communication tool:** Explains priorities to residents, staff, boards, and partners.
- **Accountability tool:** Clarifies what Council expects and what management must deliver.
- **Budget guide:** Should identify resource implications at a planning level, while the budget and CIP carry the detailed appropriations.

For Lebanon, this matters because it helps the Council and administration answer the same question every budget season:

“What are our most important outcomes, what will it take to achieve them, and how will the public know whether we are making progress?”

How the Planning Hierarchy Should Connect

A useful strategic plan sits between the Master Plan and annual budget execution.



Key point: The strategic plan should not try to be the Master Plan and the operations manual at the same time.

What A Stronger Next-Generation Plan Should Include

Fewer top priorities

A short list of citywide priorities that can realistically guide City Council attention and management capacity.

Resource implications

Estimated staffing, capital, operating, and outside-funding considerations at a planning level.

Clear outcomes

Outcome statements, Key Performance Indicators (KPIs), and annual status definitions: On track, watch, off track, completed.

Budget alignment

A direct line from each priority to the budget, CIP, and departmental work plans.

Named ownership

One lead owner per priority, with partners identified separately.

Annual refresh

A formal yearly review that updates progress but does not constantly rewrite the strategy.

Correction to the common question about cost: Yes, a strategic plan should speak to expected resource implications, but the detailed numbers belong in the budget and CIP.

Recommendation: Create a Strategic Plan Task Force

Task Force Should Define The Process: Not The Result

A time-limited working group can frame the next plan before drafting begins.

Suggested Composition

- 2-3 City Councilors
- City Manager and Deputy City Manager
- 3-4 department heads or deputy heads
- 4 members of the public
- 2 alternates

Mission

Through a consensus-based process, define the scope, structure, and development path for a new City strategic plan that is practical, measurable, and aligned to the 2028 budget cycle.

Immediate Deliverables

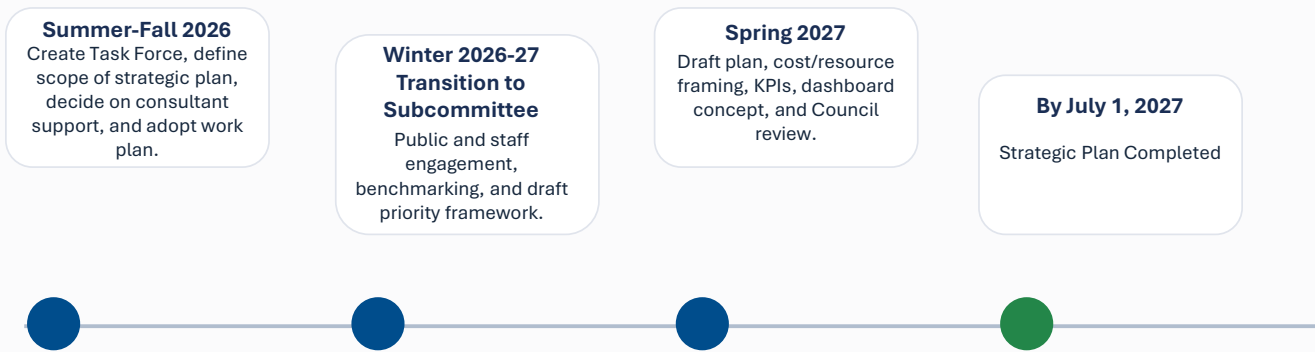
- Recommended planning framework and number of priority areas
- Public engagement plan and decision calendar
- Draft timeline to produce the plan and implementation dashboard
- Recommendation on whether to use an outside consultant and for which phases
- Does Task Force Change to a Sub Committee?

What the Task Force Might Consider

- How many citywide priorities the next plan should contain and how they will be defined
- How residents, boards, business, nonprofits, and staff will be engaged in a manageable way
- What belongs in the strategic plan versus the Master Plan, budget, CIP, and department work plans
- Whether an outside consultant would add value in facilitation, benchmarking, plan design, or implementation support
- What outcome measures, dashboard metrics, and progress-reporting standards should be used
- How the plan will be reviewed annually without losing discipline or continuity
- How to estimate costs, staffing, and outside funding needs at a planning level
- What governance structure should oversee implementation once the plan is adopted

Illustrative Timeline to Have a New Plan in Place by July 1, 2027

Target: Adopt the new plan in time to inform preparation of the FY 2028 budget.



This schedule leaves enough time for Council deliberation and for budget development to reflect the new plan rather than chase it.

Council Action Requested

- 1 Direct the creation of a Strategic Plan Task Force with a clear mission, composition, and timeline.
- 2 Ask the Task Force to return with a recommended scope, process, and consultant recommendation.
- 3 Set the expectation that a new strategic plan be adopted by July 1, 2027 to guide the 2028 budget cycle.

Bottom line: Lebanon does not need to abandon strategic planning. It needs to tighten it, so the plan becomes a clearer tool for decision-making, budgeting, and accountability.

**Agenda
Lebanon City Council
April 15, 2026**

11. New Business:

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

Background

A Memorandum of Understanding (MOU) was developed in 2010 between the City and the School District for the quarterly transfer of collected Public School Impact Fees to the Lebanon School District for application toward the payment of debt on the (then) new Lebanon Middle School.

On October 12, 2021, the Planning Board authorized a broader use of Public School Impact Fees to include construction, renovation, improvement, or expansion of K-12 school buildings and related building systems, equipment, and furnishings. A revised MOU was developed and signed on November 22, 2021.

To date \$1,108,834.29 in impact fees have been disbursed to the Lebanon School District.

7/17/2013	\$83,690.78	11/6/2013	\$14,651.99	5/21/2014	\$19,407.00
8/6/2014	\$2,122.75	2/18/2015	\$723.00	5/20/2015	\$2,819.00
7/15/2015	\$1,627.50	11/4/2015	\$936.00	3/2/2016	\$3,156.00
5/18/2016	\$864.00	5/17/2017	\$5,230.00	12/6/2017	\$6,140.75
2/7/2018	\$41,262.70	9/5/2018	\$12,564.45	2/6/2019	\$1,833.10
8/7/2019	\$8,822.20	4/15/2020	\$40,432.02	7/15/2020	\$123,709.65
12/2/2020	\$57,567.42	1/21/2021	\$102,409.40	8/4/2021	\$12,695.86
1/19/2022	\$9,035.45	4/20/2022	\$3,216.15	10/19/2022	\$261,738.35
2/1/2023	\$2,185.00	4/19/2023	\$3,824.44	9/6/2023	\$3,142.57
11/15/2023	\$9,740.60	2/27/2024	\$6,341.26	5/15/2024	\$11,899.60
9/4/2024	\$140,359.34	1/22/2025	\$46,642.06	4/16/2025	\$25,345.80
7/16/2025	\$13,994.41	10/15/2025	\$21,646.65	1/21/2026	\$7,057.04

This request is for the City Council to authorize the disbursement of \$41,627.13 in collected Public School Impact Fees for the first quarter of 2026 (through 03/31/2026) to the Lebanon School District.

Action

The Council is requested to take action on the following motion:

MOVED, that in accordance with Section 213.10 (Administration of Impact Fees) of the Lebanon Zoning Ordinance, and the November 22, 2021 Memorandum of Understanding between the City of Lebanon and the Lebanon School District, SAU 88, the City Council hereby authorizes the disbursement of \$41,627.13 in collected Public School Impact Fees to the Lebanon School District to be applied toward the construction, renovation, improvement or expansion of K-12 school buildings and related building systems, equipment, and furnishings.

Included in this Section:

1. Impact Fee Report as of 03/31/2026
2. Memorandum of Understanding between the City of Lebanon and The Lebanon School District, SAU#88, dated November 22, 2021

PUBLIC FACILITIES IMPACT FEES

	PAID BY/LOCATION	MAP/LOT/PLOT	School
12/31/2025		Second Half of 2025 Interest	\$ 544.22
1/8/2026	Occom Path Inc - PLN-25-311	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc - PLN-25-180	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc - PLN-25-309	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc - PLN-25-179	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc - PLN-25-308	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc - PLN-25-142	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc- PLN-25-181	4/6	\$ 1,558.00
1/8/2026	Occom Path Inc - PLN-25-310	4/6	\$ 1,558.00
1/13/2026	Rock Ridge Lebanon - PLN-25-42	74/3/172	\$ 7,843.68
1/15/2026	Rock Ridge Lebanon - PLN-25-42 ad	74/3/172	\$ 1,974.96
2/3/2026	Meyer-Lorentson PLN-25-728	122/22	\$ 1,678.56
2/9/2026	Lary PLN-24-124	138/1	\$ 4,992.00
3/25/2026	Rock Ridge	74/3/138	\$ 1,092.00
3/25/2026	Rock Ridge	74/3/138	\$ 7,122.96
3/30/2026	Goodwin - PLN2015-00210	138/26	\$ 3,914.75
			\$ 41,627.13

<https://lebnhgov.sharepoint.com/sites/FinanceDepartment/Shared Documents/Finance Shared/IMPACT FEES/2026 Impact fees>

MEMORANDUM OF UNDERSTANDING
between
THE CITY OF LEBANON
and
THE LEBANON SCHOOL DISTRICT, SAU 88

WHEREAS, New Hampshire RSA 674:21,V authorizes municipalities to adopt impact fees to offset municipal costs occasioned by new residential and non-residential development, and

WHEREAS, New Hampshire RSA 674:21,V requires that a municipality have enacted a Capital Improvement Program pursuant to RSA 674:5-7 before adopting impact fees, and

WHEREAS, the City of Lebanon annually reviews and adopts a Capital Improvement Program, and

WHEREAS, the Lebanon City Council duly amended Section 213 of its Zoning Ordinance, adopting impact fees and authorizing the Lebanon Planning Board to assess impact fees on new development in proportion to its demand on the public capital facilities of the City of Lebanon and the Lebanon School District, and

WHEREAS, the Lebanon Planning Board commissioned Bruce C. Mayberry, working as BCM Planning LLC, to provide a foundation document justifying the basis for the assessment of impact fees and to provide a schedule of fees, and

WHEREAS, the Lebanon Planning Board on October 12, 2021 duly adopted a report entitled “City of Lebanon Impact Fee Update 2021, Basis for School, Recreation, Police and Fire Department Impact Fees”, dated August 30, 2021 and prepared by BCM Planning LLC (copy attached) and City of Lebanon Impact Fee Schedule 2021 (copy attached), and

WHEREAS, the Impact Fee Schedule 2021 assigns fees for School Facilities, Recreation Facilities, Police Department Facilities, and Fire Department Equipment and Apparatus, and

WHEREAS, through the adoption of the Impact Fee Schedule 2021, the Lebanon Planning Board authorized the use of impact fees collected for School Facilities to be applied toward the construction, renovation, improvement or expansion of K-12 school buildings and related building systems, equipment, and furnishings;

NOW THEREFORE, the City of Lebanon and Lebanon School District, parties to this Memorandum of Understanding, agree as follows:

1. The City of Lebanon shall collect and manage all impact fees pursuant to Section 213 of the Lebanon Zoning Ordinance and in accordance with the report entitled “City of Lebanon Impact Fee Update 2021, Basis for School, Recreation, Police and Fire Department Impact Fees”, dated August 30, 2021 and the City of Lebanon Impact Fee Schedule 2021, which

may be amended from time-to-time.

2. The City of Lebanon shall maintain all monies received as impact fees in separate accounts, each dollar identified by contributor, date received, and fund (School Facilities, Recreation Facilities, Police Department Facilities, and Fire Department Equipment and Apparatus).
3. The City of Lebanon shall transfer, once each quarter of the calendar year, all monies in the School Facilities Fund to the Lebanon School District.
4. The Lebanon School District shall apply all monies received from the School Facilities Fund toward the construction, renovation, improvement, or expansion of K-12 school buildings and related building systems, equipment, and furnishings.
5. The Lebanon School District shall provide an annual report to the City of Lebanon accounting for the use of such monies from the School Facilities Fund.
6. This Memorandum of Understanding shall supersede the prior Memorandum of Understanding between the parties executed on September 21, 2010 by Interim City Manager Leonard W. Jarvi on behalf of the City of Lebanon and executed on September 30, 2010 by Superintendent Gail E. Paludi on behalf of the Lebanon School District, SAU 88.

APPROVED BY:

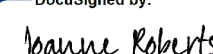
City of Lebanon

Lebanon School District, SAU 88

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 Date

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 11/22/2021

 Date

Lebanon City Manager

 Title

Superintendent, SAU #88

 Title

**Agenda
Lebanon City Council
April 15, 2026**

11. New Business:

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

Background

Mr. Christian Gomes has been in communications with the City for several months about leasing land at the Lebanon Airport for the purpose of constructing a private hangar for his business's aircraft. The proposed leasehold area has been surveyed and lease terms have been negotiated and are included in the attached draft lease agreement. The proposed lease terms generally align with the terms of other existing airport lease agreements.

In summary, the proposed lease is a "ground lease" of 15,600 square feet of land situated between the airport terminal building and the Granite Air Center. The initial lease term would be for 20 years with one option to extend the lease term for an additional 10 years. The proposed lease would have an initial annual ground rent of \$0.31 per square foot, or \$4,836 per year, with an annual escalation based on the CPI-U Northeast for the prior year. The agreement also provides for periodic reviews of the ground rent every five years to ensure the ground rent remains fair and reasonable to both parties. Upon expiration or termination of the lease agreement, the leased premises and all improvements shall revert to the City's exclusive control.

The proposed hangar would be approximately 75 feet x 75 feet with a maximum height of 24 feet. Other anticipated improvements would include vehicular access and parking at the hangar, a paved connection to the airport apron, and relocation of the existing airport perimeter fence.

The City Manager recommends approval of the lease terms and requests authorization to execute the Land Lease Agreement with Mr. Gomes.

Action

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

MOVED, that the Lebanon City Council hereby authorizes the City Manager to execute the Land Lease Agreement with Christian Gomes, d/b/a DL Industries, Inc. and Automotive Realty, LLC (Tenant), as presented in the April 15, 2026 City Council Agenda Packet.

Included In This Section:

1. Draft Land Lease Agreement
2. Lebanon Municipal Airport Land Lease Survey, prepared by Paton Land Surveying, dated January 21, 2026

LAND LEASE AGREEMENT

THIS LAND LEASE AGREEMENT ("**Lease**") executed on the date set forth below by and between the Lessor ("**Agreement Date**"), the **City of Lebanon**, a New Hampshire municipal corporation with a mailing address of 51 North Park Street, Lebanon, New Hampshire 03766 ("**City**"), and the Lessee, **Christian Gomes, d/b/a DL Industries, Inc. and Automotive Realty, LLC**, a New Hampshire business corporation and a New Hampshire limited liability company, respectively, with a mailing address of 155 Charlestown Road, Claremont, New Hampshire 03743 ("**Tenant**").

WHEREAS the City owns, controls, operates and manages the Lebanon Municipal Airport in West Lebanon, New Hampshire ("**Airport**");

WHEREAS, Tenant owns two (2) aircraft by and through his business, DL Industries, Inc. ("**Aircraft**");

WHEREAS, Tenant desires to lease a certain portion of the Airport land for the purpose of constructing, maintaining, and operating a hangar for the storage and maintenance of the Aircraft;

WHEREAS, the hangar to be constructed by Tenant will be owned by Tenant's business entity, Automotive Realty, LLC; and

WHEREAS, the City has agreed to lease the same certain premises to Tenant under the terms herein as a result of action of the City Council taken on _____, 2026.

NOW THEREFORE, in recognition, reliance upon and consideration of the foregoing and mutual terms, provisions and covenants contained herein and for other good and valuable consideration, the parties agree as follows:

1. Description of Leased Premises

The City hereby leases to Tenant, together with a right of ingress and egress for vehicles or aircraft at the Airport, an unimproved area of land located within the boundaries of the Lebanon Municipal Airport at 5 Airpark Road, Lebanon, New Hampshire, identified as a portion of Tax Map 131, Parcel 1, the whole of which is 120 feet x 130 feet (0.36 acres of land or 15,600 square feet), as shown on a plat dated January 21, 2026, prepared by Paton Land Surveying, attached hereto as Appendix A and made a part of this Lease ("**Leased Premises**"). Tenant acknowledges having inspected the Leased Premises and hereby agrees to lease the Leased Premises in its "as is" condition.

2. Use of Leased Premises

2.1 Permitted Uses

The Leased Premises may be used only for the following private, non-commercial aeronautical activities:

1. Subject to Section 5.1, construction of a +/-5,625 sq. ft. private aircraft hangar with a 24-foot-high ridge line on and within the Leased Premises to be owned and maintained by Tenant ("**Hangar**"), together with construction of related site improvements including but not limited to a paved vehicular parking lot and a paved aircraft parking apron as may be approved or required by the Lebanon Planning Board pursuant to Site Plan Review and the Lebanon Site Plan Review Regulations ("**Tenant Improvements**").
2. Use of the Hangar by Tenant for the storage, maintenance, and refueling of the Aircraft, provided that such activity is conducted solely by Tenant's employees using Tenant's own equipment, and subject also to terms and conditions set forth in the Airport Rules and Regulations, as adopted on September 1, 1993, and as amended thereafter ("**Airport Regulations**").

2.2 Prohibited Uses

The following uses of the Leased Premises are expressly prohibited:

1. Any activity constituting a commercial aeronautical operation, including but not limited to aircraft rental, flight instruction, charter, air taxi, aircraft maintenance or repair for hire, or fuel sales.
2. Any use that would require an Operating Agreement or separate Airport authorization.
3. Any non-aeronautical or residential use of the premises.
4. Any other use not identified in Section 2.1 above.

3. Term of Lease

3.1 Term

Unless otherwise terminated in accordance with the provisions of this Lease, the Term of this Lease shall be for twenty (20) years, commencing on _____ ("**Commencement Date**") and expiring at midnight on _____ ("**Expiration Date**"). In the event this Lease is terminated by the City prior to the Expiration Date for any reason ("**Termination Date**"), it shall terminate at midnight on the day established as the Termination Date as set forth by the City in a written notice to the Tenant.

3.2 Option to Extend

Tenant may extend this Lease for one additional period of ten (10) years ("**Extension Term**") beginning immediately after the Expiration Date, upon the same terms and conditions of this Lease ("**Option to Extend**"), with the following exceptions:

- (1) the Term of the Lease shall be modified and shall have a new Commencement Date of _____ and a new Expiration Date of _____; and
- (2) the Annual Ground Rent shall be revised at the start of the Extension Term and determined in the manner consistent with the terms in Section 4.4 below.

As a precondition to the exercise and implementation of this Option to Extend, Tenant must:

- (1) not be in Default of the terms and conditions of this Lease at the time it exercises the Option to Extend;
- (2) have had a consistent pattern and practice of being in substantial compliance with all terms of this Lease, including but not limited to regulations applicable under the Airport Regulations and/or those by the Federal Aviation Administration (or successor agencies), with no uncured violations, during the five years preceding the date that it exercises the Option to Extend; and
- (3) give notice to the City in writing that Tenant is exercising its Option to Extend at least one hundred and eighty (180) days but not more than three hundred and sixty-five (365) days before the Term ends.

3.3 Reversion of Leased Premises

Beginning at 12:01 a.m. on the day following the Expiration Date or the Termination Date, the Leased Premises and all improvements thereon shall revert to the City's exclusive control.

3.4 Notice of Lease

The Tenant and the City agree that, no later than thirty (30) days after the Agreement Date, the parties will execute a mutually-agreed-upon written Notice of Lease in recordable form pursuant to RSA 477:7-a, which shall include the Commencement Date and Expiration Date of this Lease and incorporate the terms and conditions of this Lease by reference.

4. Rent

4.1. Annual Ground Rent

On or before the first day of each lease year, the Tenant shall pay the City an Annual Ground Rent for the Leased Premises of \$0.31 per square foot for an annual base rent of \$4,836.00 (Four Thousand 800 Hundred Thirty-Six Dollars Zero Cents), in the form of checks or electronic payments, whichever form is agreed by the parties.

4.2. Escalation of Rent for Subsequent Years

Subject to Section 4.4, beginning on _____ (the one (1) year anniversary of the Commencement Date of this Lease) and on each succeeding anniversary date thereafter, the Annual Ground Rent to the City will be adjusted in accordance with the Consumer Price Index - All Urban Consumers, All-Items, Northeast, hereinafter referred to as "CPI-U", for the past year.

The Annual Ground Rent beginning on _____ and for each succeeding year shall be determined by multiplying the Annual Ground Rent for the preceding year by a fraction, the numerator of which shall be the CPI-U for the month of _____ prior to the applicable anniversary date of the Commencement Date, and the denominator of which shall be the CPI-U for the month of _____ for the preceding year; provided however that if such fraction is less than one, the Annual Ground Rent for the succeeding one-year period shall remain the same as the Annual Ground Rent for the preceding one-year period. Payment of the difference in the adjusted Annual Ground Rent will be made promptly in arrears for any month past if the adjusted Annual Ground Rent cannot be calculated until the CPI-U needed for the numerator is published. Thereafter, the Annual Ground Rent, as adjusted by the CPI-U for that succeeding year, will become due on the same annual basis as described in Section 4.1.

4.3 Late Payments

In the event any rental payment due under this Lease is not paid in full within fifteen (15) days after its due date, the Tenant shall pay to the City a late charge of five percent (5%) of the amount due but not timely paid. Payment of said late charge shall be due to the City, upon and along with payment of the overdue Annual Ground Rent amount. The Tenant shall also pay interest at a rate of one and a half percent (1-1/2%) per month (18% per annum) from the due date on any amount not received by the City within fifteen (15) days of the due date. Tenant agrees that it shall pay all attorneys' fees and costs incurred by the City as a result of Tenant's failure to pay the full amount of rent when due. Failure to make any payment required by this Lease within thirty (30) days of the due date shall constitute a default.

4.4 Five Year Review of Ground Rent

The parties agree that the terms and conditions of ground rent set forth in this Section 4 shall be reviewed and adjusted, as appropriate, as of _____ of every fifth (5) year from the Agreement Date of this Lease. The purpose of the review will be to determine if the ground rent is fair and reasonable to both parties in light of economic conditions and market values at the time of review in order to provide a factual basis for a reasonable increase of the ground rent on _____ of the applicable year. Rental rates applicable in earlier years under this Lease are non-binding when evaluating economic conditions or market values to determine the adjusted rental rate in a future year.

If the parties are unable to agree on the ground rent adjustment, then this matter of rental adjustment may be submitted to non-binding mediation and/or binding arbitration using the dispute resolution procedure as provided in Section 10. Notwithstanding other terms to the contrary, each party shall bear its own expense for the mediation and/or arbitration, including its own attorneys' fees and costs. The arbitrator shall have experience in real estate appraising, and the cost of the arbitrator shall be borne equally by both parties. The arbitrator shall have the power to decide the rent that is representative of fair market rental value but shall not decide on a rental rate that is lower than the rates included in the submissions of each party. Any adjustment or change in the terms of payment shall be effective on July 1st of the applicable five-year anniversary date of the Agreement Date and thereafter, regardless of the date when such terms are actually finalized between the parties.

The parties also acknowledge and agree that this Section 4.4 shall apply for the first time to the year _____ and to all subsequent five-year anniversary dates of the Agreement Date so long as this Lease is in effect.

5. Covenants of Tenant

5.1 Construction, Use and Maintenance of Tenant Improvements

Subject to the indemnification requirements of Section 5.14 and the insurance requirements set forth in Section 5.3, Tenant shall apply for and obtain all required permits and approvals for the construction of the Tenant Improvements including but not limited to Site Plan Review by the Lebanon Planning Board, and shall construct the same and obtain a Final Certificate of Occupancy within two (2) years of the Commencement Date. The site plan set included with the Site Plan Review application shall be prepared by a NH Licensed Engineer, and the application, including the proposed layout and improvements to the Leased Premises, shall be subject to the approval of the Airport Manager.

Construction, use, and maintenance of the Tenant Improvements shall be subject to all approvals required under Lebanon codes, ordinances and regulations administered by the City or by any official, agency, department or board under local, state or federal ordinances or laws.

5.2 Alterations, Renovations, Restorations, Repairs or Additional Improvements

Subject to the indemnification requirements of Section 5.14 and the insurance requirements set forth in Section 5.3, Tenant may, at its sole expense, make alterations, renovations, restorations, repairs or additional improvements to the Hangar or parts thereof, or to the Leased Premises, provided the detailed plans and specifications of all proposed changes are first reviewed and approved in writing by the Airport Manager. Notwithstanding the preceding sentence, Airport Manager approval shall not be required for ordinary repairs or maintenance of the Tenant Improvements, nor to minor interior alterations or renovations to the Tenant Improvements that do not increase or decrease the floor area or volume of the building, nor require any movement or removal of interior or exterior walls, nor change the footprint of the building.

Regardless of whether the Airport Manager's approval is required or not under the preceding paragraph, Tenant must obtain at its sole cost all approvals required under Lebanon codes, ordinances and regulations administered by the City or by any official, agency, department or board under local, state or federal ordinances or laws for any alterations, renovations, restorations, repairs or improvements on or related to the use of the Leased Premises.

All construction of improvements that are initiated by Tenant and/or completed by Tenant shall be owned by Tenant.

5.3 Construction Indemnification and Insurance

Tenant shall require any contractor or subcontractor engaged by or for the Tenant for construction of the Tenant Improvements or any alterations, renovations, restorations, repairs or additional improvements thereto to provide evidence to the City, in the form of certificates of insurance and endorsements that the City has been named Additional Insured, of general liability insurance and workers' compensation insurance policies, and such other insurance as is commercially reasonable and as may be applicable, prior to beginning any construction on the Leased Premises.

5.4 Repairs, Maintenance and Security of Leased Premises

At all times during the term of this Lease, and at its sole cost and expense, Tenant will keep and maintain the Leased Premises and all improvements constructed thereon in a good state of repair and condition and in compliance with all permits and regulatory approvals including but not limited to building permits, Lebanon Planning Board site plan review, and any conditions of approval thereof. Tenant shall be responsible for all repairs, maintenance and security of the Leased Premises and all improvements thereon, including, unless otherwise agreed to by the parties, all snow removal and mowing of lawn on the Leased Premises.

5.5 Aircraft Maintenance and Repairs by Any Transient Operator

In the event Tenant desires any aviation services to be performed, including but not limited to maintenance or repairs on any aircraft based or located on or in the Leased Premises, which services are to be provided by a company or person that does not lease real estate at the Airport (such as, for example, a "Transient Aviation Services Operator" as such term is defined in the Airport Regulations), Tenant shall comply with all requirements of the Airport Regulations with respect to said services being provided by any transient operator. Tenant shall require such transient operator to supply the Airport with any certification, insurance or other information as the Airport may require and to obtain a permit from the Airport Manager prior to services being performed as well as to pay any fees as required by the Airport Regulations. In the event a transient operator fails to perform the aviation services consistent with the Airport's requirements and/or Tenant permits a transient operator to do so, the Airport may deny access to the transient operator until all such requirements are met.

5.6 Avoid Unreasonable Disturbance

The Tenant shall use the Leased Premises in a manner so as not to unreasonably annoy, disturb or be offensive to others at the Airport or to residents abutting the Airport.

5.7 Compliance with Laws and Rules

The Tenant shall comply with all federal, state and/or local laws, ordinances and regulations, including but not limited to those of the Federal Aviation Administration, the United States Department of Transportation, the United States Department of Homeland Security, the United States Environmental Protection Agency, the New Hampshire Department of Transportation and the New Hampshire Department of Environmental Services with respect to the use and occupancy of the Leased Premises and will hold harmless, indemnify, and defend the City, its officers, employees or agents for any damage, penalty or charge imposed or incurred for the violation of any laws, ordinances or regulations, whether occasioned by the Tenant, its agents, contractors, employees, or invitees.

Tenant shall keep in effect and post in a prominent location all necessary and/or required licenses or permits. Tenant shall pay to the City an amount equal to all fines levied by any governmental entity or agency against the City for any breach of governmental requirements by Tenant within fifteen (15) days of the levy.

Tenant shall also comply with the Airport Regulations including but not limited to the payment of all fees or charges required therein. Said Regulations, including any terms defined therein, are made a part of this Lease by reference and incorporated into this Lease as if fully set forth herein. In the event of a conflict between the Regulations and this Lease, the provision that establishes the more stringent standard, limitation or requirement shall control.

5.8 Non-Discrimination

Notwithstanding any other or inconsistent provision of this Lease, during the performance of this Lease, Tenant for itself, its agents, contractors, employees, or invitees, as part of the consideration for this Lease, does hereby covenant and agree that:

- (1) No person on the grounds of race, creed, color, age, religion, sex, disability, national origin, or sexual orientation shall be excluded from participation in or denied the use of the Leased Premises or any services furnished by Tenant at the Airport.
- (2) In the construction of any improvements on, over or under such Leased Premises and the furnishing of services thereon or anywhere at the Airport, no person on the grounds of race, creed, color, age, religion, sex, disability, national origin, or sexual orientation shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination.
- (3) Tenant shall use the Leased Premises and provide services at the Airport, if applicable, in compliance with all requirements imposed by or pursuant to Title 49 of the Code of Federal Regulations, Subtitle A, Office of the Secretary of Transportation, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said regulations may be amended.

(4) Tenant will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall on the grounds of race, creed, color, national origin or sex be excluded from participating in any employment activities covered by 14 CFR Part 152, Subpart E. Tenant assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this Subpart. Tenant assures that it will require that its covered sub-organizations provide assurances to Tenant that they similarly will undertake affirmative action programs and will require assurances from their sub-organizations, as required by 14 CFR, Part 152, Subpart E, to the same effect.

5.9 Vehicles

Tenant agrees to utilize only the existing designated parking areas for the parking of motor vehicles on the Leased Premises. The parking of any motor vehicles inside the Hangar is not allowed except for aircraft crew vehicles for use of customers, vehicles of Tenant's owners and Tenant's invitees, and other vehicles so long as all such vehicles described in this sentence are required for or used in conjunction with the movement, maintenance or operation of the Aircraft. The use, storage, and parking of all motor vehicles on the Leased Premises shall be subject to applicable provisions of the Airport Regulations.

5.10 Lighting, Signage, Antennas

Any Tenant lighting of the Leased Premises, installation of signage, and installation of antennas shall first be approved by the Airport Manager. The approval by the Airport Manager is required in addition to approvals required by any other official, agency, department, or board under local, state or federal ordinances or laws, including but not City of Lebanon Building Code and land use regulations.

5.11 Utilities

The Airport is served by the City's water and sewer system. Tenant agrees to be responsible to arrange for and pay all charges, costs, expenses, taxes and assessments, including so-called "hook-up" charges if applicable, for all utilities, including but not limited to water and sewer contracted for, consumed or used by Tenant, its agents, contractors, employees, or invitees on the Leased Premises for the duration of this Lease.

5.12 Taxes or Other Governmental Levies or Assessments

For the duration of this Lease, the Tenant shall pay all real property taxes levied upon the Leased Premises and upon any and all improvements located or constructed therein and thereon, no later than the due date for payment thereof. Tenant shall timely pay all other expenses and payments in connection with the use of the Leased Premises, including but not limited to taxes on personal property, special or betterment assessments, permit fees, license fees, application fees, or any other governmental fees or levies.

5.13 Liability Insurance

5.13.A. Types of Insurance and Amounts

Tenant will obtain and maintain continuously in effect at all times during the duration of this Lease, at its sole expense, the following occurrence-based insurance policies that a) name the City as additional insured by endorsement (except for workers' compensation coverage), b) are purchased from insurance company(ies) qualified to do business in the State of New Hampshire with a financial rating of A- or better in "Best's Insurance Guide" and c) provide primary, non-contributory coverage to Tenant:

- (1) Commercial or Aviation General Liability Insurance with respect to the Airport and the Leased Premises, not less than, each occurrence, Two Million Dollars (\$2,000,000) each person, Two Million Dollars (\$2,000,000) each accident, and Five Million Dollars (\$5,000,000) aggregate. The policy shall be occurrence-based and name the City as additional insured by endorsement and cover any and all claims arising out of events or occurrences related to the subject matter of this Lease.
- (2) Fire and other property loss insurance with extended coverage in an amount not less than eighty percent (80%) of the Leased Premises' insurable value inclusive of all improvements and naming the City as additional insured by endorsement.

- (3) Workers Compensation/Employer's Liability Insurance with coverage as required by New Hampshire law.
- (4) Hangar Keeper's Liability Insurance for aviation operations, aircraft in the care, custody or control of Tenant, and products-completed operations hazards of Tenant in the minimum amount of Five Million Dollars (\$5,000,000) each aircraft and Ten Million Dollars (\$10,000,000) each occurrence and naming the City as additional insured by endorsement.
- (5) Aircraft Liability Insurance for the aviation operations of Tenant, including bodily injury to pilots and passengers as well as property damage insurance, in the minimum amount of Five Million Dollars (\$5,000,000) each occurrence and naming the City as additional insured by endorsement.
- (6) Environmental Liability Insurance with respect to the Airport, the Leased Premises, and, if applicable, any licensed property to the Tenant under a City-issued operating agreement and license in an amount not less than One Million Dollars (\$1,000,000) each occurrence or incident, and Two Million Dollars (\$2,000,000) in the aggregate.

5.13.B. Certification and the City as Additional Insured

Two days prior to the Execution Date of this Lease, the City shall be provided a duplicate original or a certified copy of the above policies in Section 5.13.A. All such policies shall name the City as Additional Insured by endorsement attached to the policies (except for workers' compensation coverage) on a primary and noncontributory basis.

5.13.C. Review of Coverage Limits

The types of insurance and limits of liability coverage as set forth herein may be periodically reviewed and adjustments made by the City so as to provide insurance coverage in keeping with increases in the Consumer Price Index or with what the City deems to be prudent and reasonable.

5.13.D. Notice to City of Any Claim

Tenant agrees to notify the City in writing as soon as practicable of any claim, demand or action arising out of an occurrence covered hereunder of which Tenant has knowledge, and to cooperate with the City in the investigation and defense thereof.

5.14 Indemnification

Tenant shall indemnify, defend and hold harmless the City, its officers, agents or employees, from and against all claims, losses, costs, damages, actions, liabilities or expenses of any sort or nature including legal fees and court costs, resulting from injury of any kind or death of any person caused by or arising out of any acts of the Tenant, its agents, contractors, employees, or invitees, pursuant to or in furtherance of or under the auspices of this Lease; or arising out of, resulting from, or in connection with Tenant's activities at, from or on the Airport; and/or for any reason associated with or connected to the construction, maintenance, and use of the Tenant Improvements, and/or the use and occupancy of the Leased Premises, regardless of whether permission for such use and occupancy exists or existed or wherever such act or acts may occur.

Additionally, Tenant shall indemnify, defend and hold harmless the City, its officers, agents or employees, from and against all claims, losses, costs, damages, actions, liabilities or expenses of any sort or nature including legal fees and court costs, resulting from injury of any kind or death of any person caused by or arising out of any acts of the Tenant, its agents, contractors, employees, or invitees, as a result of the presence, use, storage, removal or disposal of, or a claim asserting the presence, use, storage, removal or disposal of, any Hazardous Materials at, in or on the Airport, the Leased Premises, or any improvements therein or thereon, or at, in or on any off-site location outside of the boundaries of the Leased Premises or any licensed property, caused by or resulting from the conduct or operations of Tenant, its agents, contractors, employees, or invitees, or arising from Tenant's conduct or operations including that of its agents, contractors, employees, or invitees.

The Tenant's obligation to indemnify as provided herein shall survive the expiration or termination of this Lease.

5.15 Tenant Responsibility for Tenant's Property

The Tenant shall be solely responsible to maintain a reasonably safe environment for the safety and security of persons at, from or on the Leased Premises, and accepts the sole risk of damage or loss related to all real or personal property of every kind on, at or in the Leased Premises. The City shall not be liable to the Tenant, its agents, employees, invitees, successors or assigns or to any other person for any injury, loss, damage or inconvenience occasioned by any cause whatsoever unless due to the willful or grossly reckless acts or omissions of the City, its agents or employees subject to any and all protections, defenses, immunities or limitations of liabilities available to the City, whether authorized by contract, law or otherwise.

5.16 Operating, Monitoring and Securing of Aircraft

Tenant agrees that it shall be responsible for the proper operating, monitoring, securing, and storing of the Aircraft on the Leased Premises and in or on the improvements thereon, including but not limited to, as applicable, setting parking brakes on, placing chocks or tying down all aircraft on the Leased Premises.

5.17 City Inspection

Tenant consents and agrees, upon reasonable prior notice, to allow City officials, employees or agents onto the Leased Premises, or any portion thereof, during the City's normal business hours, for the purpose of inspecting same to determine compliance with the terms, conditions, and requirements of this Lease.

5.18 Re-delivery

Tenant agrees, consistent with Section 3.3, that upon the occurrence of the Expiration or Termination Date of this Lease, it will quit and surrender the Leased Premises, leaving the land, as well as improvements located thereon in reasonably good and clean condition, reasonable wear and tear excepted.

6. Mortgage

After written notice to the Airport Manager and subject to all other terms herein, Tenant may mortgage or encumber its leasehold interest in the Leased Premises and in any Tenant Improvement to secure indebtedness incurred by Tenant to finance the construction, reconstruction or repair of improvements at the Leased Premises, provided however, that: (i) the term and existence of such mortgage, together with the name and address of the mortgagee, is duly recorded in the Grafton County Registry of Deeds, (ii) a copy of said recorded mortgage is given to the City within fifteen (15) days of recordation; and (iii) in the event of foreclosure, said mortgagee shall become the owner of Tenant's interest in the Lease and shall be liable to perform all of the terms and conditions of this Lease as Tenant had been liable to perform before said foreclosure. Tenant shall have no authority to mortgage or encumber in any manner the City's underlying fee interest in land or improvements owned, constructed or installed by the City, or in the City's reversionary interest in all land or improvements.

7. Damage to or Destruction of Improvements or the Leased Premises

7.1 Notification

If any of the land or improvements at or on the Leased Premises should be damaged or destroyed by fire or other casualty, Tenant will promptly notify the City of such casualty. Tenant shall promptly secure the Leased Premises from further damage and protect the public from any hazards related to said damage or destruction. In the event of a spill or release of any Hazardous Materials at, in, or on the land or improvements at the Leased Premises, Tenant shall immediately notify the City and the applicable local, state or federal regulatory authority in writing of the same based on applicable local, state or federal laws or rules.

7.2. Release of Hazardous Materials

If a release of any Hazardous Materials takes place at, in, or on the Leased Premises or the improvements thereon, Tenant shall promptly and fully remediate the hazardous condition according to procedures and standards required by law and/or by the Lebanon Fire Department or other City department or any other regulatory agency and bring the Leased Premises and the improvements reasonably near to their condition immediately prior to the release.

7.3. Damage Due to Fire or Other Casualty

In the event of damage or destruction to the improvements or the Leased Premises due to fire or other casualty:

- (1) Tenant will promptly secure the damaged improvements and/or Leased Premises as necessary to avoid any hazard or nuisance to the public and visually mitigate unsightly damage as soon as reasonably possible.
- (2) Tenant may, in its sole discretion, elect to repair or reconstruct the improvements to be reasonably amenable to the same use as that to which it was put immediately prior to the fire or other casualty. If it so elects, Tenant shall obtain all necessary permits for such repairs or reconstruction with due diligence within eighteen (18) months of the damage or destruction and shall diligently perform and complete such repairs or reconstruction within one (1) year of obtaining all necessary permits.
- (3) In the event Tenant elects not to repair or reconstruct the improvements, fails to obtain all necessary permits for such repairs or reconstruction within the time frame set forth in the preceding paragraph or fails to perform and complete the repairs or reconstruction as also set forth above, then the Lease shall terminate, a Termination Date shall be established in writing by the Airport Manager and the terms of Section 3.3 shall apply.

7.4 Lease Terms Still Applicable

So long as this Lease is not terminated, in the event any damage, release of Hazardous Materials or destruction occurs to the Leased Premises and/or in the event of any period of untenability of the Leased Premises, all terms and conditions of this Lease, including all fees and rental payments due, shall remain in effect and unaltered.

8. Airport Closure

8.1 Permanent Closure

In the event that any governmental agency, other than the City, duly acting under legal authority, shall cause or require the Airport to be permanently closed or abandoned as an airport or airfield for reasons outside of the City's control, the Tenant or the City may elect to terminate the Lease as of the date of permanent closure. Permanent closure shall be defined as the date of closure required by the governmental agency or shall be deemed to have occurred if, due to government orders, the Airport provides no flight services and both of its runways are unavailable for any flights in or out of the Airport for a period of six or more consecutive months, whichever occurs earlier. Tenant shall have no recourse against the City for damages in the event of permanent closure under these circumstances.

8.2 Temporary Closure

In the event that any governmental agency, duly acting under legal authority, shall cause or require the Airport to be temporarily closed, this Lease shall remain in effect and unaltered.

9. Default

9.1 Tenant Default

Should the Tenant be in default of any of the provisions, conditions, covenants or terms contained in this Lease, the Tenant shall have thirty (30) days after the date the Tenant receives written notice from the City

of said default, or within such lesser period of time as may be appropriate to protect the City's interests or to preserve or protect persons or property from harm or liability, to cure said default.

In addition to the above circumstances, the City shall have the right to declare the Tenant in default in the event Tenant files a voluntary petition for bankruptcy without a reorganization plan, makes a general or other assignment of its assets for the benefit of creditors, is involuntarily declared or adjudicated as bankrupt, or if a receiver is appointed for the property or affairs of Tenant and such receivership is not vacated within thirty (30) days after the appointment of such receiver.

9.2 Result of Failure to Cure

Should the Tenant fail to cure the default within the time specified under Section 9.1, the City may (i) declare this Lease terminated by written notice to the Tenant and (ii) enter onto the Leased Premises, or any part or improvements thereon or thereof, and remove the Tenant and to use such reasonable force as may be necessary to repossess and enjoy the Leased Premises, with or without process of law. Tenant waives claims for trespass or damages by reason of the City's reentry or repossession, or by reason of any legal process. Tenant shall remain liable for all payments due under this Lease, including real estate taxes, until such time as the City re-lets the Leased Premises to a new lessee or until the Expiration Date, whichever occurs sooner. Tenant shall also be liable for the following sums paid by the City attributable to Tenant's default within thirty (30) days of receiving the City's invoice for said amounts:

- (1) Reasonable costs or fees incurred by the City for reletting part or all of the Leased Premises;
- (2) The costs of removing or storing Tenant's personal or real property, including removal of signs, trade fixtures, furnishings, equipment, buildings, storage tanks and material which Tenant was permitted to install or maintain under the rights granted herein; and
- (3) Other necessary and reasonable expenses incurred by the City, including but not limited to its reasonable attorneys' fees and costs, in enforcing its remedies.

9.3 Waiver

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any such subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

9.4 Attorney's Fees

If either party hereto deems it necessary to enforce any provision of this Lease by legal action of any kind, the prevailing party as determined by the court shall be entitled to the payment of its reasonable attorneys' fees, court costs and other costs for such legal proceedings.

10. Dispute Resolution

Any controversy arising out of or relating to the application or interpretation of this Lease may be settled by the assistance of a neutral party through binding arbitration. The place of arbitration shall be in Lebanon, New Hampshire. The arbitration hearing shall be held within thirty (30) days after the notice of arbitration is delivered by one party to the other party, unless otherwise agreed. In the event the parties are unable to agree on the arbitrator and/or on the scope of the issue(s) for the arbitrator to decide, then application may be made to the Grafton County Superior Court under RSA Chapter 542, or the dispute will be resolved in court.

Nothing herein relative to arbitration shall diminish or interfere with the right of either party to terminate the Lease due to the default of the other party or to seek declaratory, injunctive and other relief in court.

11. Miscellaneous Provisions

11.1 Choice of Law; City's Rights Under Law

The provisions of this Lease shall be governed and construed in accordance with the laws of the State of New Hampshire. Nothing herein shall be deemed to act as a waiver of the City's right to assert any and all protections, defenses, limitations of liabilities or immunities authorized by contract, law or otherwise, and in the event of a conflict, this provision shall control.

11.2 Separability

Each and every covenant and agreement contained in this Lease shall, for all purposes, be construed to be a separate and independent covenant and agreement, and the breach of any covenant and agreement contained herein by either party shall in no way or manner, discharge or relieve the other party from its obligation to perform each and every covenant and agreement contained herein.

11.3 Severability

If any term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be judged to be legally invalid and/or unenforceable, the validity and/or enforceability of any other term, clause or provision in this Lease will not be affected thereby.

11.4 Binding Effect

All the covenants, conditions and obligations herein contained shall be binding upon and inure to the benefit of the respective legal representatives, successors and permitted assigns of the parties hereto to the same extent as if each such successor and assign were in such case named as a party to this Lease.

11.5 Tenant as Independent Entity

The Tenant is not an agent, agency or department of the City, nor shall anything herein be construed as creating an agency relationship between the City and the Tenant.

11.6 Notice

Any and all notices, demands, or communications required to be given hereunder to the parties of this Lease shall be in writing and sent by certified mail.

A. If to the City, addressed to:

City Manager
Lebanon City Hall
51 North Park Street
Lebanon, NH 03766

Airport Manager
Lebanon Municipal Airport
5 Airpark Road, Suite 1
West Lebanon, NH 03784

B. If intended for the Tenant, addressed to:

11.7 Modifications/Entire Agreement

This Lease constitutes the entire understanding of the parties hereto with respect to the subject matter hereof, and as of the Agreement Date, supersedes all prior or independent agreements between the parties covering the subject matter hereof. No part of it may be changed, altered, amended, modified, limited, or extended orally or by agreement between the parties unless such agreement is expressed in writing, approved by the City Council and Tenant, and signed by the parties hereto.

[Signatures on following page]

IN WITNESS WHEREOF, the parties have executed this Lease on this ____ day of _____, 2026.

CITY OF LEBANON, NEW HAMPSHIRE

By: _____
Andrew Hosmer
City Manager
Duly Authorized
By vote of City Council on _____, 2026

TENANT

Christian Gomes

DL Industries, Inc.

By: _____
Christian Gomes
Title: _____
Duly Authorized

Automotive Realty, LLC

By: _____
Christian Gomes
Title: _____
Duly Authorized

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this ____ day of _____, 2026, before me, the undersigned officer, personally appeared Andrew Hosmer, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument and acknowledged that he executed the same on behalf of the City of Lebanon as City Manager, being duly authorized to do so for the purposes therein contained.

Before me,

Justice of the Peace
Notary Public

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this ____ day of _____, 2026, before me, the undersigned officer, personally appeared Christian Gomes, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument, and acknowledged that he executed the same for the same purposes therein contained.

Before me,

Justice of the Peace
Notary Public

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this ____ day of _____, 2026, before me, the undersigned officer, personally appeared Christian Gomes, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument and acknowledged that he executed the same on behalf of DL Industries, Inc. as _____, being duly authorized to do so for the purposes therein contained.

Before me,

Justice of the Peace

Notary Public

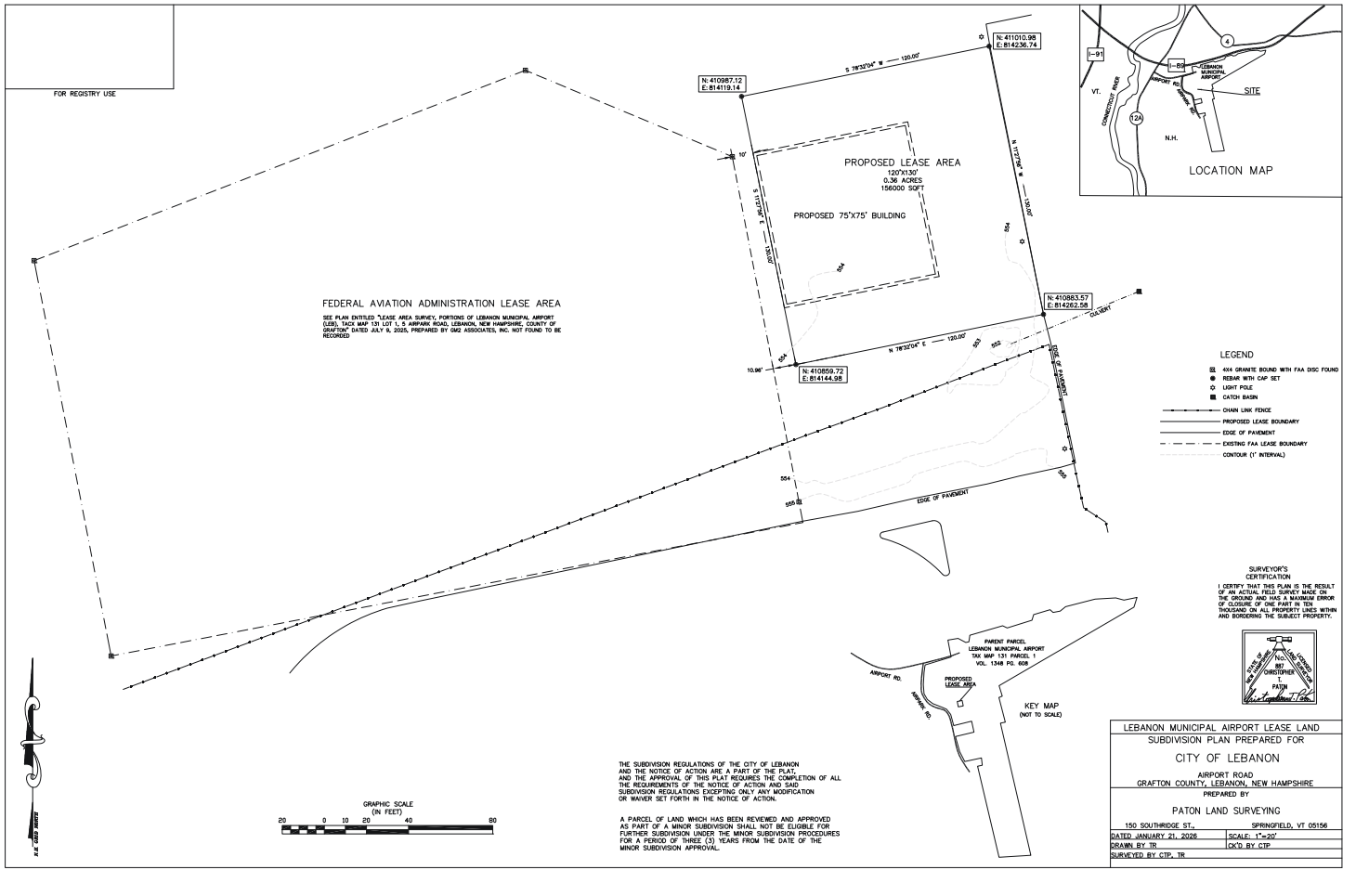
STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this ____ day of _____, 2026, before me, the undersigned officer, personally appeared Christian Gomes, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument and acknowledged that he executed the same on behalf of Automotive Realty, LLC, as _____, being duly authorized to do so for the purposes therein contained.

Before me,

Justice of the Peace
Notary Public

Appendix A
Plat dated January 21, 2026, prepared by Paton Land Surveying

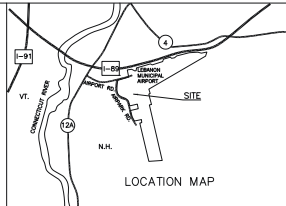


FOR REGISTRY USE

FEDERAL AVIATION ADMINISTRATION LEASE AREA
 SEE PLAN ENTITLED "LEASE AREA SURVEY, PORTIONS OF LEBANON MUNICIPAL AIRPORT
 SITES, TOWN MAP TO LOT 1, S. AIRPORT ROAD, LEBANON, NEW HAMPSHIRE, COUNTY OF
 LEBANON" DATED JULY 9, 2025, PREPARED BY GMS ASSOCIATES, INC. NOT FOUND TO BE
 RECORDED

PROPOSED LEASE AREA
 120'x130'
 0.36 ACRES
 156000 SQ FT

PROPOSED 75'X75' BUILDING



- LEGEND
- 4x4 GRANITE BOUND WITH FAA DISC FOUND
 - REBAR WITH CAP SET
 - LIGHT POLE
 - CATCH BASIN
 - CHAIN LINK FENCE
 - PROPOSED LEASE BOUNDARY
 - EDGE OF PAVEMENT
 - - - EXISTING FAA LEASE BOUNDARY
 - - - CONTOUR (1' INTERVAL)

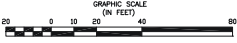
SURVEYOR'S
 CERTIFICATION
 I CERTIFY THAT THIS PLAN IS THE RESULT
 OF AN ACCURATE FIELD SURVEY MADE ON
 THE GROUND AND HAS A MAXIMUM ERROR
 OF SURVEY OF ONE PART IN 100,<000
 THROUGHOUT ON ALL PROPERTY LINES WITHIN
 AND BORDERING THE SUBJECT PROPERTY.



LEBANON MUNICIPAL AIRPORT LEASE LAND
 SUBDIVISION PLAN PREPARED FOR
 CITY OF LEBANON
 AIRPORT ROAD
 GRAFTON COUNTY, LEBANON, NEW HAMPSHIRE
 PREPARED BY
 PATON LAND SURVEYING
 150 SOUTHBRIDGE ST., SPRINGFIELD, VT 05156
 DATED JANUARY 21, 2028 SCALE: 1"=20'
 DRAWN BY: TR _____ INCH BY: CTP
 SURVEYED BY: CTP, TR

THE SUBDIVISION REGULATIONS OF THE CITY OF LEBANON
 AND THE NOTICE OF ACTION ARE A PART OF THIS PLAN.
 AND THE APPROVAL OF THIS PLAN REQUIRES THE COMPLETION OF ALL
 THE REQUIREMENTS OF THE NOTICE OF ACTION AND SAID
 SUBDIVISION REGULATIONS EXCEPTING ONLY ANY MODIFICATION
 OR WAIVER SET FORTH IN THE NOTICE OF ACTION.

A PARCEL OF LAND WHICH HAS BEEN REVIEWED AND APPROVED
 AS PART OF A MINOR SUBDIVISION SHALL NOT BE ELIGIBLE FOR
 FURTHER SUBDIVISION UNDER THE MINOR SUBDIVISION PROCEDURES
 FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF THE
 MINOR SUBDIVISION APPROVAL.



KEY MAP
 (NOT TO SCALE)

**Agenda
Lebanon City Council
April 15, 2026**

11. New Business:

**11.C – Discussion & Set Public Hearing for May 6, 2026: Ordinance #2026-06
to Amend City Code Chapter 97, Landfill Regulations**

Background

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

Chapter 97 and the fee schedule outlined in Appendix A were last revised on October 15, 2025, with an effective date of January 1, 2026, to update the permit and tipping fees to reflect increased disposal and landfill operation costs.

Now, the City Administration is proposing Ordinance #2026-06 to recommend further clarifications to the permitting process in Chapter 97, and to authorize reactivation fees and associated accrued interest charges. The proposed new changes would be effective upon passage.

Action

Should the Council decide to move forward with Ordinance #2026-06 as proposed, the following motion is offered for 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 on proposed Ordinance #2026-06, to amend Lebanon City Code Chapter 97, Landfill Regulations, as presented in the April 15, 2026 City Council agenda packet.

Included in this Section:

1. Proposed Ordinance #2026-06

**CITY OF LEBANON
ORDINANCE #2026-06**

AN ORDINANCE TO AMEND Chapter 97, Landfill Regulations, of the Code of the City of Lebanon, Section 97-6, Permits, and Section 97-7, Commercial generators/waste haulers' accounts and billing.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 97, Landfill Regulations, Section 97-6, Permits, as follows:

§97-6 Permits.

Applications for permits must be submitted electronically using the form provided on the City's website. All applications for permits will be submitted to the Solid Waste Manager for review and approval.

A. Residential Permits.

- (1) Residents of the City of Lebanon or participating communities transporting and disposing of their own residential refuse and/or recycling are required to obtain a permit to access the Facility and its services. In order to obtain a permit, residents must provide the following:
 - (a) A completed application submitted electronically using the form provided on the City's website with proof of residency in Lebanon or in a participating community is required.
 - (b) Payment of applicable fee.
 - (2) Issued permits will be valid for one year and must be renewed before expiration of existing issued permit. Fees for permits will be as outlined in § 97-8.
- ~~NOTE: Beginning September 1, 2023, all existing residential permit holders must update their permits within the EB2gov software system through the City's website before December 31, 2023. Permits issued prior to September 1, 2023 and not updated will not be valid beginning January 1, 2024.~~
- (3) Permits are required to be displayed upon entrance to the Solid Waste Facility and may be required to be presented upon demand of staff on site at any time. Those in possession of an invalid permit will be denied access.
 - (4) One permit is valid for two vehicles from the same household.
 - (5) In order to retain a permit, permit holders must comply with all local, state, and federal regulations for disposal of waste. If a permit holder is found to have violated regulations, permit and associated access to the facility may be revoked.

B. Commercial Permits.

- (1) All commercial generators/waste haulers delivering commercial and/or residential refuse are required to obtain a permit to access the Facility and its services. All refuse delivered for disposal must originate from homes, institutions, medical facilities, or businesses located within Lebanon or a participating community. In order to obtain a permit, commercial generators/waste haulers must provide the following:
 - (a) Establishment of new Waste Hauler Account (to include a Smaller-Load Hauler) if not an existing customer.
 - (b) A completed application submitted electronically using the form provided on the City's website to include current Customer Number associated with Commercial Waste Hauler Account for the City of Lebanon (Note: Commercial Waste Hauler Account must be in good standing in order for permit to be issued).
 - (c) Payment of applicable fee.
- (2) Permits are required to be displayed upon entrance to the Solid Waste Facility and may be required to be presented upon demand of staff on site at any time. Those in possession of an invalid permit will be denied access.
- (3) One permit per vehicle is required.
- (4) In order to retain a permit, permit holders must comply with all local, state, and federal regulations for disposal of waste. If a permit holder is found to have violated regulations, permit and associated access to the facility may be revoked.
- (5) Issued permits will remain valid, subject to an annual renewal fee. New vehicles or changes to the license plate require re-permitting. Fees for permits will be as outlined in § 97-8.

~~NOTE: Beginning September 1, 2023, all existing commercial permit holders must update their permits within the EB2gov software system through the City's website before December 31, 2023. Permits issued prior to September 1, 2023 and not updated will not be valid beginning January 1, 2024.~~

Section 2:

The Code of the City of Lebanon is hereby amended to revise Chapter 97, Landfill Regulations, Section 97-7, Commercial generators/waste haulers' accounts and billing, as follows:

§97-7 Commercial generators/waste haulers' accounts and billing.

All Commercial Generators/Waste Haulers (to include Smaller-Load Haulers) must establish an account with the City of Lebanon before they will be permitted to access and use the Solid Waste Facility. Establishment of an account must be completed in accordance with the requirements of the City's Finance Department.

- A. Use of the Facility. All commercial generators/waste haulers (to include Smaller-Load Haulers) are required to utilize the scales when entering and exiting the facility. Waste will be measured in pounds and charged at the rates provided in the Fee Schedule (attached as Appendix A).

B. Billing.

- (1) Commercial generators/waste haulers ~~other than Smaller-Load Haulers~~ will be provided with an invoice when exiting the landfill each time solid waste is brought to the facility. In addition, the City will mail a ~~reminder~~ statement with a summary of the invoice(s) ~~in from~~ the previous month to commercial generators/waste haulers, other than to Smaller-Load Haulers as set forth in Paragraph 97-7.B.2 below. Payment(s) can be made at any time, but must be paid is due in full within 30 days of the date of the ~~original invoice, not the statement date.~~ Unpaid amounts after 30 days will be subject to 8% interest that will accrue monthly. Failure to pay the unpaid amount in full, including any applicable interest, within 60 days of the ~~invoice statement~~ date shall result in the suspension of the commercial permit and a prohibition on access to the facility. ~~Past due accounts will be assessed interest in the amount of 8%, which will accrue monthly.~~
- (2) Smaller-Load Haulers are not eligible for ~~invoiced statement~~ billing for waste disposal. Payment is required from Smaller-Load Haulers per transaction according to the Fee Schedule at the time of service and must be paid with a valid credit card. Smaller-Load Haulers who have exceeded the 1,000 lbs/week and/or eight trips/month threshold for one year can be reclassified at that time as ordinary Commercial Generators/Waste Haulers for invoicing/billing purposes.
- (3) If a permit is suspended for non-payment, it will not be reinstated~~ituted~~ and access to the facility will not be permitted until such ~~a~~ time that payment is received in full, including all applicable interest, plus a Fifty fifty dollar permit reactivation fee.

Section 3: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdictions, such decisions shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 4: Effective Date

This ordinance shall become effective upon passage.

**Agenda
Lebanon City Council
April 15, 2026**

11. New Business:

11.D – Discussion of Status of Barrows Street Development Project

Background

On February 18, 2026, Councilor McNamara and City staff provided an update on the status of the proposed Barrows Street Cottage Development Project. At that time, the anticipated cost of each proposed cottage dwelling unit was higher than the City's original goal, but comparable to other dwelling units currently available in Lebanon and surrounding towns. A link to the February 18th City Council agenda packet is available below.

As a result of local press coverage of the February 18th discussion, the City was contacted by several businesses expressing an interest in the project. Based on subsequent communications with some of those businesses, the project team has modified the proposed development concept to utilize the recently-adopted Pattern Zoning provisions instead of the Cottage Development provisions. With the new layout concept and additional bid information, the project team believes that five new units could be constructed for an amount closer to the City's original goal of below-market rates.

Councilor McNamara and City staff will provide further updates on the status of the Barrows Street development project.

Action

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

Not Included, but Available

1. [February 18, 2026 City Council Agenda Packet for Barrows Street](#)

**Agenda
Lebanon City Council
April 15, 2026**

11. New Business:

**11.E – Continuation of Discussion on State of Housing with
Planning and Development Department**

Background

On March 18, 2026, the Planning and Development Department provided the first of a series of presentations on the state of housing in Lebanon, including an update on the status of numerous residential developments approved or under review by the Planning Board.

As a continuation of the discussion, the Planning Department has prepared information summarizing recent residential and non-residential developments and other planning metrics tracked by the Department. The Planning Department has also compiled additional supplemental information and prior land use studies, which are provided as links below. As a reminder the Lebanon Housing Task Force is wrapping up its efforts to study the City's housing needs and to update the Housing Chapter of the Master Plan, and will be reporting on its findings and recommendations in early July 2026.

Planning and Development Department staff will be present to discuss the topic with the City Council.

Action

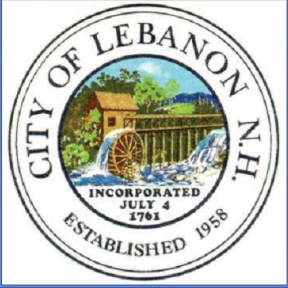
This agenda item is for informational purposes only. No action is required by the City Council.

Included In This Section:

1. Planning and Development Department Presentation of Historical Development Trends and Planning Metrics
2. Lebanon School District, SAU #88, NH, Demographic Study Report 2025

Not Included with Agenda Packet, but Available:

3. [November 16, 2022 Presentation by Urban3 of Phase 2 Cost of Services Analysis for Lebanon](#)
4. [Lebanon Open Space Plan, adopted by the Conservation Commission on November 18, 2021, endorsed by the Planning Board on May 9, 2022, and endorsed by City Council on June 1, 2022](#)
5. [Northern Lebanon Community Plan, dated November 2024](#)



Presentation Outline

4/6/26 Version – for 4/15/26 presentation

- *Historical Development Trends*
- *Future Projected Development* (presented 3/18/2026)
- *Lebanon Long Range Planning Framework:
Historic Summary*
- *Next Steps?*

Presentation - Objective

- *Highlight select planning metrics*
- *Summarize historical long range planning initiatives*
- *Share observations as to potential next steps*

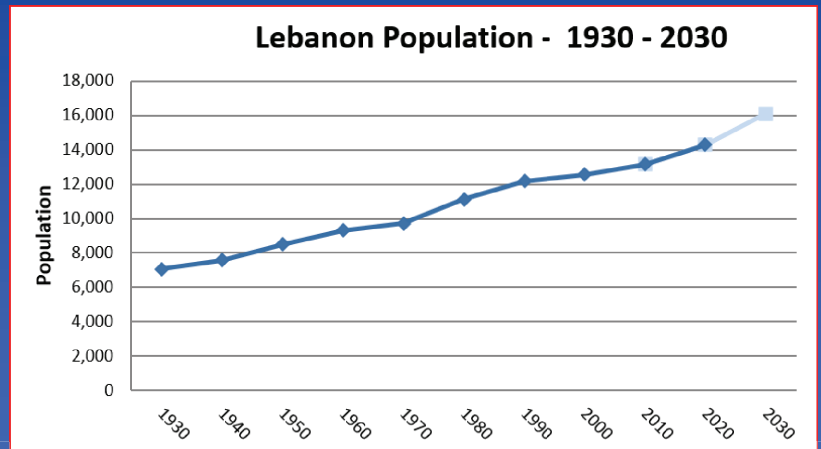
Planning Metrics – “Vital Signs”

- *Population & Housing Demographics*
- *Development Patterns or Trends (Residential & Non-Residential)*
- *Conservation / Open Space*
- *Capacity: Water/Sewer/Landfill*
- *Fiscal / Budget Snapshots*
- *Other ?*

** to be presented to CC on 4/15/2026*

Planning Metrics – Population

Total Population (Census) - Decade Comparison				
Year	Count/People	Projected #	% Change	+/- People
1900	4,965			
1910	5,718		15.17%	753
1920	6,162		7.76%	444
1930	7,073		14.78%	911
1940	7,590		7.31%	517
1950	8,495		11.92%	905
1960	9,299		9.46%	804
1970	9,725		4.58%	426
1980	11,134		14.49%	1,409
1990	12,183		9.42%	1,049
2000	12,568		3.16%	385
2010	13,151		4.64%	583
2020	14,282		8.60%	1,131
2030	16,100	16,100	12.73%	1,818

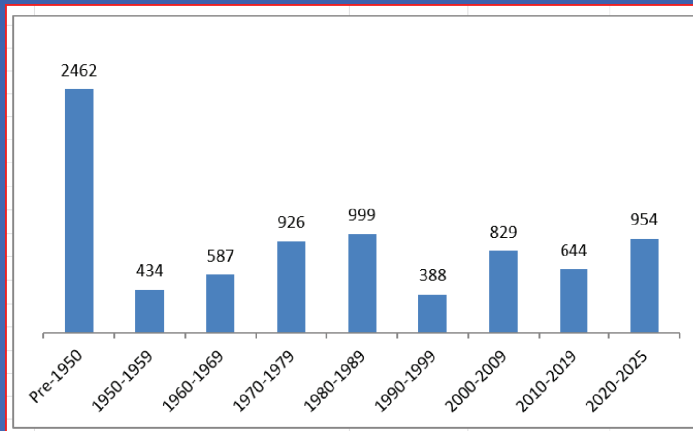


~100 years to “double” (1930-2030)

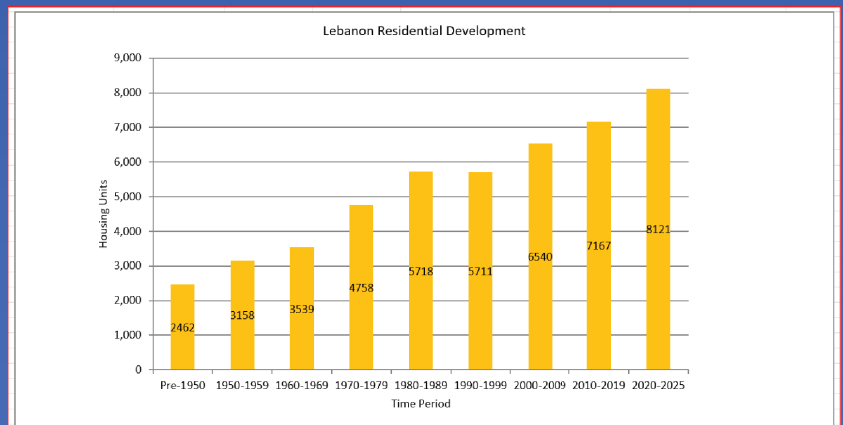
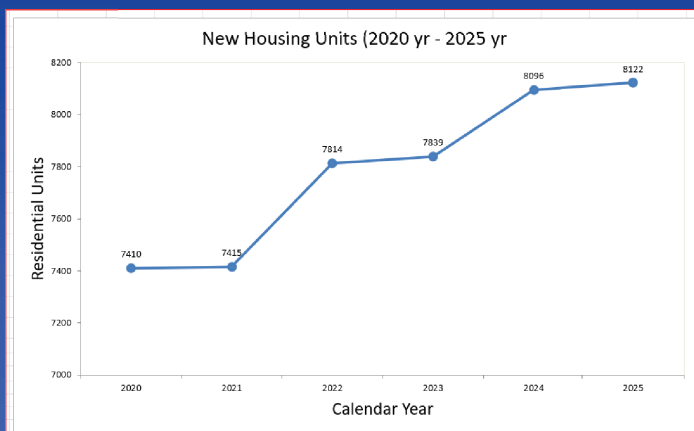
* 2030 Projection figure from 2025 SAU report

Planning Metrics – Housing

<i>Housing Units (Codes Permits & GIS)</i>							D.U. Added 2020- 2025
	2020	2021	2022	2023	2024	2025	
Lebanon							
Single Family	19	7	12	7	7	32	84
Multi-Family	226	4	386	18	250	0	884
New "Additional" Units	0	3	1	0	0	0	4
Manufactured Housing	0	0	0	0	0	0	0
Demo Units Sing Fam	3	9	0	0	0	6	18
Demo Units Multi Fam	0	0	0	0	0	0	0
Demo Units Manuf.	0	0	0	0	0	0	0
Demo Total	3	9	0	0	0	6	18
Gross Housing	245	14	399	25	257	32	972
Net Housing	242	5	399	25	257	26	954



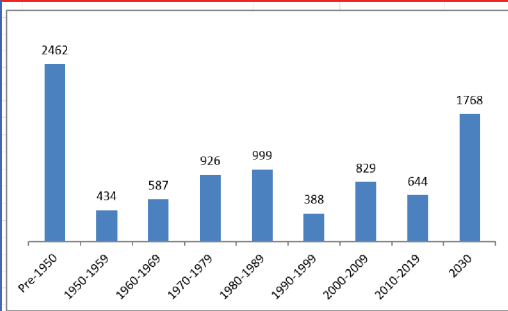
Planning Metrics – Housing



Planning Metrics – Housing

2029 Modelled Trajectory – cont. rate

Units YR Built	singfam	mult fam
2020-2029 (modelled)	130	1768
2020-2025	65	884
2010-2019	126	521
2000-2009	409	420
1990-1999	220	169
1980-1989	509	489
1970-1979	447	477
1960-1969	488	84



Projected Comparison Notes

- Rate of single family construction consistent with previous 2010-2019 decade (e.g. ~130) and approximately 1/4 of the previous decades average (e.g. ~400)
- Multi-Family construction roughly triple the previous 2010-2019 decade, and approximately 5 times the average (~360) of prior decades
- Conservative number of 909 additional units pending from the “pipeline”
- 2022 RPC Housing Needs Assessment - Fair Share

Housing Pipeline

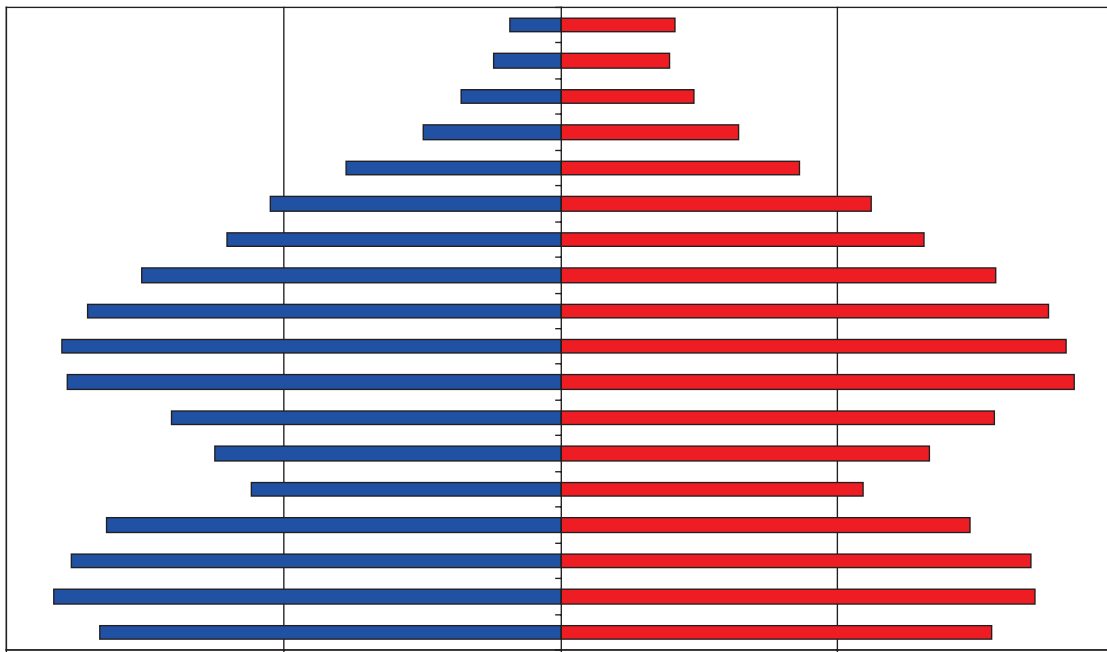
PROJECTS UNDER CONSTRUCTION – Building Permits	435
PROJECTS UNDER CONSTRUCTION – Site Plan Only	474
PROJECTS WITH PLANNING BOARD APPROVALS:	528
PROJECTS SEEKING PLANNING BOARD APPROVAL or RELATED PERMITS	507

	2025	2030	2035	2040
Lebanon	452	848	1102	1249



Lebanon School District SAU#88, NH

Demographic Study Report 2025



Cropper GIS

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Executive Summary

1. The resident total fertility rate for Lebanon School District #88 over the life of the forecasts is significantly below replacement level. (1.28 vs. the replacement level of 2.1)
2. Most in-migration to the district will occur in the 18-34-year-old age group.
3. Main migration outflow is in the 35-44 and 0-17 age groups, as family forming households move out of rental and into owner-based housing. The local 18-22-year-old population also continues to leave the district, going to college or other urban areas. Finally, 65+ year-old out-migration of empty-nesters is offset by in-migration of population moving into retirement communities.
4. The primary factor causing the district's enrollment to remain stable over the next 10 years is the increase in kindergarten enrollment (based on increase in number of births) coupled with a decrease in cohorts moving out of the system.
5. Changes in year-to-year enrollment over the next ten years will primarily be due to varying size of cohorts entering, moving through, and leaving the school system.
6. The median age of the district's population will increase from 39.0 in 2020 to 40.6 in 2035.
7. The pace of new multi-family construction, as well as the rate, magnitude, and price of existing homes, will continue to be the key factors affecting the amount of population and enrollment change.
8. Total district enrollment is forecasted to decrease by 13 students, or -0.8%, between 2024-25 and 2029-30. Total enrollment is forecasted to then increase by 20 students, or 1.2%, from 2029-30 to 2034-35.

INTRODUCTION

By demographic principle, distinctions are made between projections and forecasts. A projection extrapolates the past (and present) into the future with little or no attempt to take into account any factors that may impact the extrapolation (e.g., changes in fertility rates, housing patterns or migration patterns) while a forecast results when a projection is modified by reasoning to take into account the aforementioned factors.

To maximize the use of this study as a planning tool, the ultimate goal is not simply to project the past into the future, but rather to assess various factors' impact on the future. The future population and enrollment change of each school district are influenced by a variety of factors. Not all factors will influence the entire school district at the same level. Some may affect different areas at dissimilar magnitudes and rates causing changes at varying points of time within the same district. The forecaster's judgment, based on a thorough and intimate study of the district, has been used to modify the demographic trends and factors to more accurately predict likely changes. Therefore, strictly speaking, this study is a forecast, not a projection; and the amount of modification of the demographic trends varies between different areas of the district as well as within the timeframe of the forecast.

To calculate population forecasts of any type, particularly for smaller populations such as a school district, realistic suppositions must be made as to what the future will bring in terms of age specific fertility rates and residents' demographic behavior at certain points of the life course. The demographic history of the school district and its interplay with the social and economic history of the area is the starting point and basis of most of these suppositions particularly on key factors such as the age structure of the area. The unique nature of each district's and attendance area's demographic composition and rate of change over time must be assessed and understood to be factors throughout the life of the forecast series. Moreover, no two populations, particularly at the school district and attendance area level, have exactly the same characteristics.

The manifest purpose of these forecasts is to ascertain the demographic factors that will ultimately influence the enrollment levels in the district's schools. There are of course, other non-demographic factors that affect enrollment levels over time. These factors include, but are not limited to transfer policies within the district; student transfers to and from neighboring districts; placement of "special programs" within school facilities that may serve students from outside the attendance area; state or federal mandates that dictate the movement of students from one facility to another (No Child Left Behind was an excellent example of this factor); the development of charter schools in the district; the prevalence of home schooling in the area; and the dynamics of local private schools.

Unless the district specifically requests the calculation of forecasts that reflect the effects of changes in these non-demographic factors, their influences are held constant for the

life of the forecasts. Again, the main function of these forecasts is to determine what impact demographic changes will have on future enrollment. It is quite possible to calculate special "scenario" forecasts to measure the impact of school policy modifications as well as planned economic and financial changes. However, in this case the results of these population and enrollment forecast are meant to represent the most likely scenario for changes over the next 10 years in the district and its attendance areas.

The first part of the report examines the assumptions made in calculating the population forecasts for the Lebanon, Grantham and Plainfield districts that are part of the Authorized Regional Enrollment Area Agreement (AREA). Since the results of the population forecasts drive the subsequent enrollment forecasts, the assumptions listed in this section are paramount to understanding the area's demographic dynamics. The remainder of the report is an explanation and analysis of the district's population forecasts and how they will shape the district's grade level enrollment forecasts.

DATA

The data used for the forecasts come from a variety of sources. The New Hampshire Department of Education enrollment data for school years 2018-19 to 2024-25 were used for enrollment forecasts. The data used for the calculation of migration models came from the United States Bureau of the Census, 2010 to 2020, and the models were designed using demographic, housing and economic factors. The base age-sex population counts used are from the results of the 2020 Census.

The Census Bureau is releasing annual estimates of demographic variables at the block group and tract level from the American Community Survey (ACS). There has been wide scale reporting of these results in the national, state and local media. However, due to the methodological problems the Census Bureau is experiencing with their estimates derived from ACS data, particularly in areas with a population of less than 60,000, the results of the ACS are not used in these forecasts.

To develop the population forecast models, past migration patterns, current age specific fertility patterns, the magnitude and dynamics of the gross migration, the age specific mortality trends, the distribution of the population by age and sex, the rate and type of existing housing unit sales, and future housing unit construction are considered to be primary variables. In addition, the change in household size relative to the age structure of the forecast area was addressed. While there was a slight drop in the average household size in AREA school districts as well as most other areas of the state during the previous 20 years, the rate of this decline has been forecasted to slow over the next ten years.

ASSUMPTIONS

For these forecasts, the mortality probabilities are held constant at the levels calculated for the year 2020. While the number of deaths in an area are impacted by and will change given the proportion of the local population over age 65, in the absence of an extraordinary event such as a natural disaster or a breakthrough in the treatment of heart disease, death rates rarely move rapidly in any direction, particularly at the school district or attendance area level. Thus, significant changes are not foreseen in district's mortality rates between now and the year 2035. (At this point in time, there is insufficient data of the geographic and age level impacts of COVID-19 on mortality rates. We assume that most areas would have returned to their traditional mortality rate levels by 2022). Any increases forecasted in the number of deaths will be due primarily to the general aging of the district's population and specifically to the increase in the number of residents aged 65 and older.

Similarly, fertility rates are assumed to stay fairly constant for the life of the forecasts. Like mortality rates, age specific fertility rates rarely change quickly or dramatically, particularly in small areas. Even with the recently reported rise in the fertility rates of the United States, overall fertility rates have stayed within a 10% range for most of the last 40 years. In fact, the vast majority of year to year change in an area's number of births is due to changes in the number of women in child bearing ages (particularly ages 20-29) rather than any fluctuation in an area's fertility rate.

The resident total fertility rate (TFR), the average number of births a woman will have while living in the school district during her lifetime, is estimated to be 1.28 for the total district for the ten years of the population forecasts. A TFR of 2.1 births per woman is considered to be the theoretical "replacement level" of fertility necessary for a population to remain constant in the absence of in-migration. Therefore, in the absence of migration, fertility alone would be insufficient to maintain the current level of population and enrollment within the AREA school districts over the course of the forecast period.

A close examination of data for AREA schools has shown the age specific pattern of net migration will be nearly constant throughout the life of the forecasts. While the number of in- and out-migrants has changed in past years for the AREA schools (and will change again over the next 10 years), the basic age pattern of the migrants has stayed nearly the same over the last 30 years. Based on the analysis of data it is safe to assume this age specific migration trend will remain unchanged into the future. This pattern of migration shows most of the local out-migration occurring in the 35-44 and corresponding children age groups, moving into larger single-family homes. The second largest out-migration cohort is 65+ age group, as empty nester homeowners continue to leave the district. However, this is counter-balanced by older population moving into retirement communities. Another migration outflow is in local 18-22-year-old age group, leaving for college or for employment opportunities. Vast majority of

the in-migration occurs in the 18-34 age groups, including in large part, but not exclusively, population related to the medical center and higher education including medical professionals, graduate students, faculty, and related services. The changes in migration magnitude and patterns that are not related to new construction usually occur due changes in the household structure in turnover of existing homes.

As the municipalities encompassing Upper Valley are not currently contemplating any major expansions or contractions, the forecasts also assume that the current economic, political, social, and environmental factors, as well as the transportation and public works infrastructure (with a few notable exceptions) of the Lebanon School District and its attendance areas will remain the same through the year 2035. Below is a list of assumptions and issues that are specific to the Lebanon School District. These issues have been used to modify the population forecast models to more accurately predict the impact of these factors on each area's population change. Specifically, the forecasts for the Lebanon School District assume that throughout the study period:

- a. The national, state or regional economy does not go into deep recession at any time during the 10 years of the forecasts; (Deep recession is defined as four consecutive quarters where the GDP contracts greater than 1% per quarter)
- b. Interest rates have climbed from a historic low in 2020 and will not fluctuate more than one percentage point in the short term; the interest rate for a 30-year fixed home mortgage stays below 8.0%;
- c. The rate of mortgage approval stays at 2015-2020 levels and lenders do not return to "sub-prime" mortgage practices;
- d. There are no additional restrictions placed on home mortgage lenders or additional bankruptcies of major credit providers;
- e. The rate of housing foreclosures does not exceed 125% of the 2020-2025 average of Grafton and Sullivan Counties for any year in the forecasts;
- f. All currently planned, platted, approved, and permitted housing developments are built out and completed by 2033. All housing units constructed are occupied by 2035;
- g. The unemployment rates for the Upper Valley area will remain below 7.5% for the 10 years of the forecasts;
- h. The intra district student transfer policy remains unchanged over the next 10 years;
- i. The State of New Hampshire does not change any of its current laws or policies regarding Charter Schools, Vouchers or inter district transfers;
- j. No additional Charter schools open in the district over the next 10 years;
- k. The rate of students transferring into and out of the Lebanon School District will remain at the 2019-20 to 2024-25 average;

- l. The inflation rate for gasoline will stay below 5% per year for the 10 years of the forecasts;
- m. There will be no building moratorium within the district;
- n. Businesses within AREA schools and the surrounding communities remain viable;
- o. The number of existing home sales in the district that are a result of “distress sales” (homes worth less than the current mortgage value) will not exceed 20% of total homes sales in the district for any given year;
- p. Housing turnover rates (sale of existing homes in the district) will remain at their current levels. The majority of existing home sales are made by home owners over the age of 55;
- q. Private school and home school attendance rates will remain constant;
- r. The rate of foreclosures for commercial property remains at the 2020-2025 average for Grafton and Sullivan Counties;
- s. The Grantham and Plainfield School Districts remain in the Authorized Regional Enrollment Area Agreement with Lebanon School District, in which the latter will be responsible for grades seven through twelve for Grantham, and grades nine through twelve for Plainfield School District;
- t. The district will have at least a yearly average of 130 units of existing home sales and 130 new multi-family construction for the next 10 years.

If a major employer in the district or in the Grafton or Sullivan County closes, reduces or expands its operations, the population forecasts would need to be adjusted to reflect the changes brought about by the change in economic and employment conditions. The same holds true for any type of natural disaster, major change in the local infrastructure (e.g., highway construction, water and sewer expansion, changes in zoning regulations etc.), a further economic downturn, any additional weakness in the housing market or any instance or situation that causes rapid and dramatic population changes that could not be foreseen at the time the forecasts were calculated.

Finally, all demographic trends (i.e., births, deaths, and migration) are assumed to be linear in nature and annualized over the forecast period. For example, if 1,000 births are forecasted for a 5-year period, an equal number, or proportion of the births are assumed to occur every year, 200 per year. Actual year-to-year variations do and will occur, but overall year to year trends are expected to be constant.

METHODOLOGY

The population forecasts presented in this report are the result of using the Cohort-Component Method of population forecasting (Siegel, and Swanson, 2004: 561-601) (Smith et. al. 2004). As stated in the **INTRODUCTION**, the difference between a projection and a forecast is in the use of

explicit judgment based upon the unique features of the area under study. Strictly speaking, a cohort projection refers to the future population that would result if a mathematical extrapolation of historical trends. Conversely, a cohort-component forecast refers to the future population that is expected because of a studied and purposeful selection of the components of change (i.e., births, deaths, and migration) and forecast models are developed to measure the impact of these changes in each specific geographic area.

Five sets of data are required to generate population and enrollment forecasts. These five data sets are:

1. a base-year population (here, the 2020 Census population for the Lebanon, Grantham and Plainfield School Districts);
2. a set of age-specific fertility rates for the district to be used over the forecast period;
3. a set of age-specific survival (mortality) rates for the district;
4. a set of age-specific migration rates for the district; and;
5. the historical enrollment figures by grade.

The most significant and difficult aspect of producing enrollment forecasts is the generation of the population forecasts in which the school age population (and enrollment) is embedded. In turn, the most challenging aspect of generating the population forecasts is found in deriving the rates of change in fertility, mortality, and migration. From the standpoint of demographic analysis, the Lebanon School District is classified as a “small area” population (as compared to the population of New Hampshire or to that of the United States). Small area population forecasts are more complicated to calculate because local variations in fertility, mortality, and migration may be more irregular than those at the regional, state or national scale. Especially challenging is the forecast of the migration rates for local areas, because changes in the area’s socioeconomic characteristics can quickly change from past and current patterns (Peters and Larkin, 2002.)

The population forecasts for AREA school districts were calculated using a cohort-component method with the populations divided into male and female groups by five-year age cohorts that range from 0-to-4 years of age to 85 years of age and older (85+). Age- and sex-specific fertility, mortality, and migration models were constructed to specifically reflect the unique demographic characteristics of each of the attendance areas in AREA school districts.

The enrollment forecasts were calculated using a modified average survivorship method. Average survivor rates (i.e., the proportion of students who progress from one grade level to the next given the average amount of net migration for that grade level) over the previous five years of year-to-year enrollment data were calculated for grades two through twelve. This procedure is used to identify specific grades where there are large numbers of students changing facilities for non-demographic factors, such as private school transfers or enrollment in special programs.

The survivorship rates were modified or adjusted to reflect the average rate of forecasted in and out-migration of 5-to-9, 10-to-14 and 15-to-17-year-old cohorts to each of the attendance centers in Lebanon School District for the period 2019 to 2024. These survivorship rates then were adjusted to reflect the forecasted changes in age-specific migration the district should experience over the next five years. These modified survivorship rates were used to project the enrollment of grades 2 through 12 for the period 2024 to 2029. The survivorship rates were adjusted again for the period 2029 to 2034 to reflect the predicted changes in the amount of age-specific migration in the district for the period.

The forecasted enrollments for kindergarten and first grade are derived from the 5-to-9-year-old population of the age-sex population forecast at the elementary attendance center district level. This procedure allows the changes in the incoming grade sizes to be factors of forecasted population change and not an extrapolation of previous class sizes. Given the potentially large amount of variation in kindergarten enrollment due to parental choice, changes in the state's minimum age requirement, and differing district policies on allowing children to start kindergarten early, first grade enrollment is deemed to be a more accurate and reliable starting point for the forecasts. (McKibben, 1996) The level of the accuracy for both the population and enrollment forecasts at the school district level is estimated to be +2.0% for the life of the forecasts.

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Appendix A: Supplemental Tables

Table 1: Forecasted Elementary Area Population Change, 2020 to 2035

	2020	2025	2020-2025 Change	2030	2025-2030 Change	2035	2030-2035 Change	2020-2035 Change
Hanover Street	8,530	9,320	9.3%	10,050	7.8%	10,650	6.0%	24.9%
Mount Lebanon	5,740	5,920	3.1%	6,050	2.2%	6,100	0.8%	6.3%
DISTRICT TOTAL	14,270	15,240	6.8%	16,100	5.6%	16,750	4.0%	17.4%
Grantham District	3,400	3,590	5.6%	3,780	5.3%	3,920	3.7%	15.3%
Plainfield District	2,470	2,450	-0.8%	2,470	0.8%	2,460	-0.4%	-0.4%

Table 2: Household Characteristics by Elementary Area, 2020 Census

	HH w/ Pop Under 18	% HH w/ Pop Under 18	Total Households	Household Population	Persons Per Household
Hanover Street	760	18.7%	2,486	8,539	2.04
Mount Lebanon	567	20.7%	4,866	5,743	2.07
DISTRICT TOTAL	1,327	19.5%	7,352	14,282	2.05
Grantham District	369	26.1%	1,412	3,404	2.41
Plainfield District	228	24.4%	936	2,459	2.46

Table 3: Householder Characteristics by Elementary Area, 2020 Census

	Percentage of Householders aged 35-54	Percentage of Householders aged 65+	Percentage of Householders Who Own Homes
Hanover Street	29.4%	25.1%	44.1%
Mount Lebanon	25.4%	32.5%	47.8%
DISTRICT TOTAL	27.8%	28.1%	45.6%
Grantham District	31.3%	38.9%	89.7%
Plainfield District	31.8%	30.7%	86.2%

Table 4: Percentage of Households that are Single Person Households and Single Person Households that are over age 65 by Elementary Area, 2020 Census

	Percentage of Single Person Households	Percentage of Single Person Households and are 65+
Hanover Street	40.7%	27.8%
Mount Lebanon	35.9%	17.9%
DISTRICT TOTAL	38.8%	23.8%
Grantham District	19.5%	10.3%
Plainfield District	21.8%	9.9%

Table 5: Elementary Enrollment (K-4), 2024, 2029, 2034

	2024	2029	2024-2029 Change	2034	2029-2034 Change	2024-2034 Change
Hanover Street	315	295	-6.3%	323	9.5%	2.5%
Mount Lebanon	196	212	8.2%	223	5.2%	13.8%
DISTRICT TOTAL	511	507	-0.8%	546	7.7%	6.8%

Table 6: Age Under One to Age Ten Population Counts, by Year of Age, by Elementary Area: 2020 Census

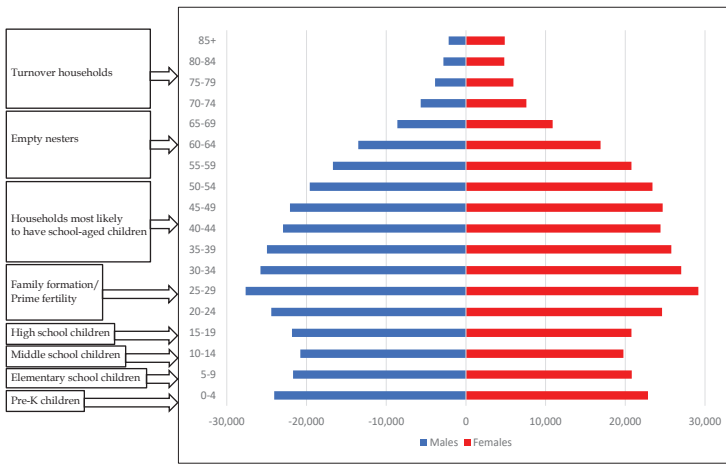
	Under 1 year	1 year	2 years	3 years	4 years	5 years	6 years	7 years	8 years	9 years	10 years	11 years	12 years	13 years
Hanover Street	110	74	103	74	80	80	67	65	82	75	66	68	59	93
Mount Lebanon	54	49	56	51	56	58	46	42	44	51	55	53	47	47
DISTRICT TOTAL	164	123	159	125	136	138	113	107	126	126	121	121	106	140
Grantham District	17	28	25	41	28	32	40	49	33	29	36	40	22	31
Plainfield District	20	7	15	19	25	17	23	32	23	28	23	22	28	30

Appendix B: Population Pyramids

Population pyramids are an effective tool to graphically represent age-sex composition of a given geographical area. They are designed to provide a detailed picture of structure of a population, with age and sex group intervals represented as horizontal bars stacked on one another. Most commonly, the pyramids are represented in 5-year age intervals, with the oldest group being open ended (on top). Male population groups are presented on the left, and female groups are given on the right side of the graph. For the purpose of this report, pyramids are represented as absolute numbers, since these types of pyramids show differences in overall population numbers between age-sex groups and between different geographical areas. Since the size of population between different attendance zones, regions and the district as a whole varies significantly, the pyramids are represented at different scale groupings, varying from: very small (up to 400 per age-sex group); small; (up to 800 per age-sex group); medium-sized (up to 1,200 per age-sex group); large (up to 1,600 per age-sex group); and very-large (up to 2,000 per age-sex group). The scales for the regions as well as for the whole district are naturally larger and are adjusted accordingly.

The shapes of the pyramids, along with the magnitude of the scales, are powerful tool with which one can quickly gain insight into population dynamics of analyzed area. Various types of shapes offer demographers visual aids in determining possible underlying trends regarding not just the age-sex composition of the area, but also provide clues to population components of change (fertility, mortality, and migration). They might also provide insight into possible type of housing, workforce, education level and presence of group quarters (such as correctional institutions, colleges, senior care facilities, etc.) All these factors should be considered when analyzing population trends of a certain area and more importantly while trying to ascertain future trends that this area might experience.

With all of this in mind, one can consider a population pyramid as a demographic fingerprint of a certain area. Consider the pyramid below:

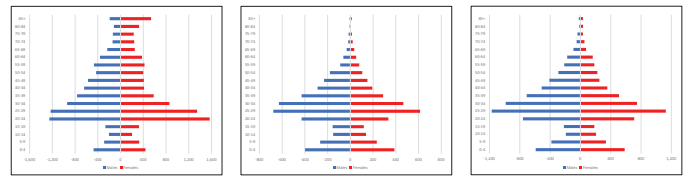


We can classify age groups into eight approximate categories (with an obvious note that 5-year age groups will not perfectly match school levels):

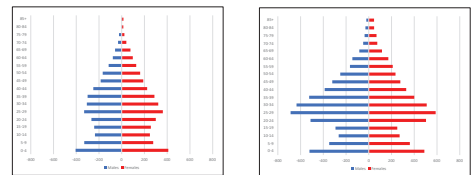
- a) Ages 0-4 - Pre-K children;
- b) Ages 5-9 - Elementary school children;
- c) Ages 10-14 - Middle school children;
- d) Ages: 15-19 - High school children;
- e) Ages: 20-34 - Family formation/prime fertility;
- f) Ages 35-54 - Households most likely to have school-aged children;
- g) Ages 55-74 - Empty nesters; and
- h) Ages 75 - Turnover households.

Using different kinds of typologies, we can classify elementary attendance zones into 7 different types, as follows:

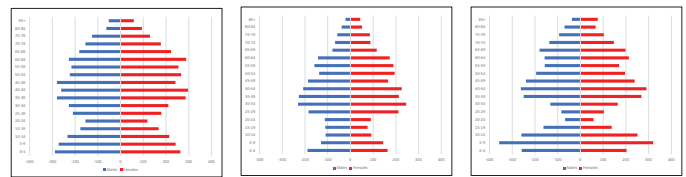
- a) Multi-family - high SES (socioeconomic status): characterized by high proportion of population in their 20s and early 30s, most likely to be renting apartments. In addition, characterized by higher SES.



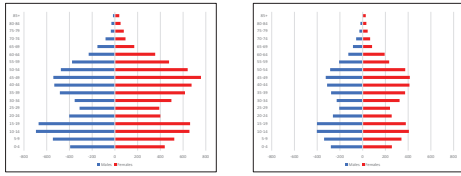
- b) Multi-family - low SES: characterized by high proportion of population in their 20s and early 30s, most likely to be renting apartments. In addition, characterized by lower SES.



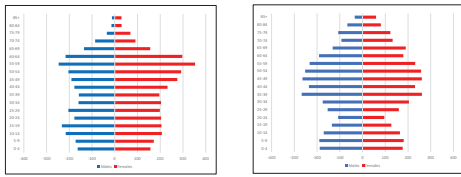
- c) Young suburban: characterized by high proportions of population in their 30s and 40s, as well as young children (pre-K and elementary schoolers).



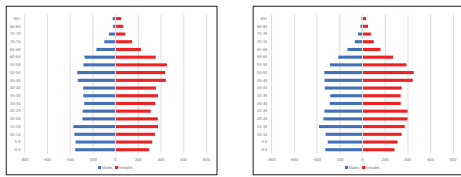
- d) Old suburban: characterized by high proportions of population in their 40s and 50s, as well as older children (middle and high schoolers).



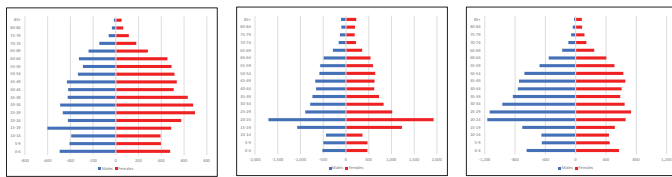
- e) Turnover: characterized by population in 50s and 60s, empty nest households more likely to sell a house and downsize.



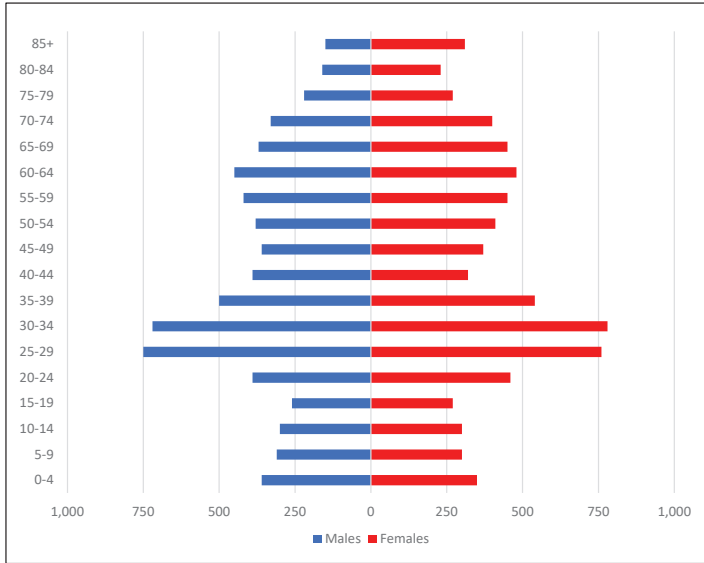
- f) Mixed: characterized by mixed population of various ages and types of housing.



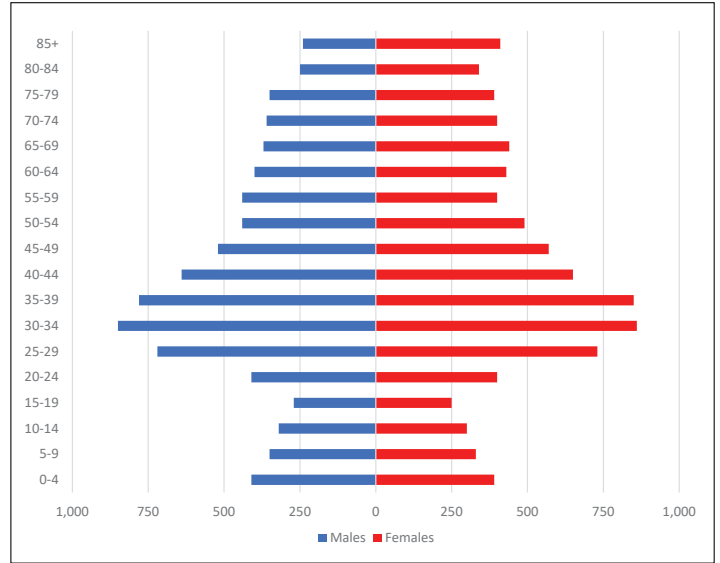
- g) Group quarters: characterized by presence of one specific group of population that is living in either retirement homes, correctional facilities, army bases, student dorms, etc.



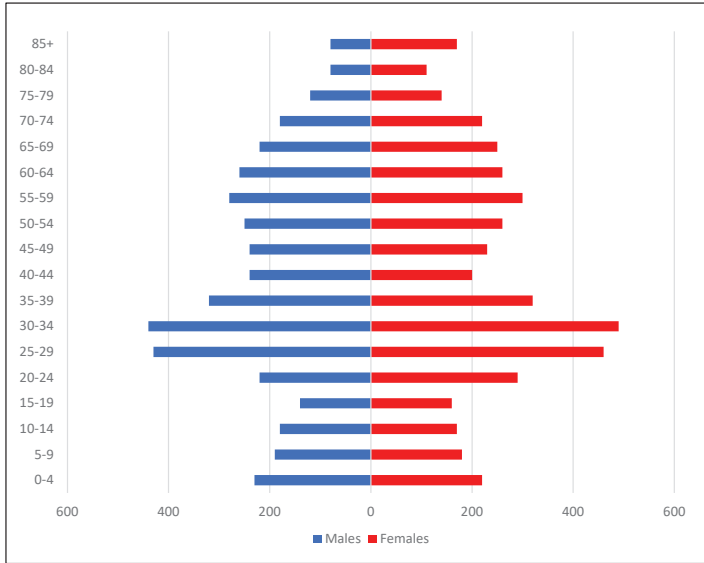
Lebanon School District Total Population - 2020 Census



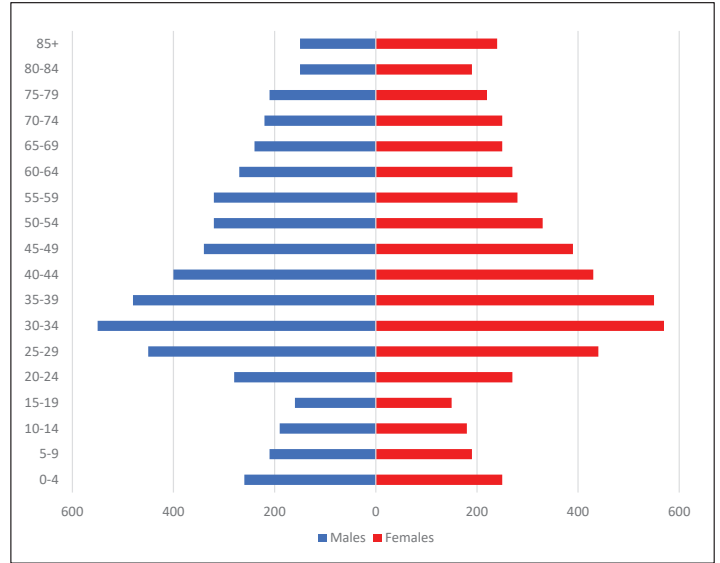
Lebanon School District Total Population - 2035 Forecast



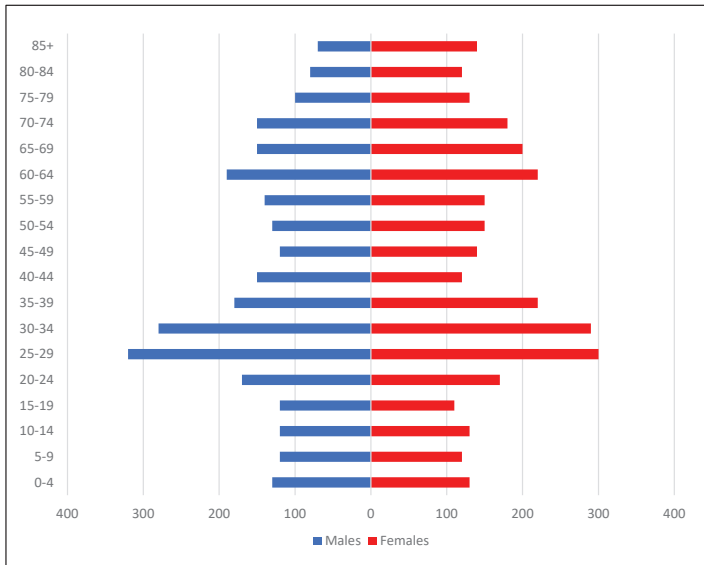
Hanover Street Elementary Zone Total Population - 2020 Census



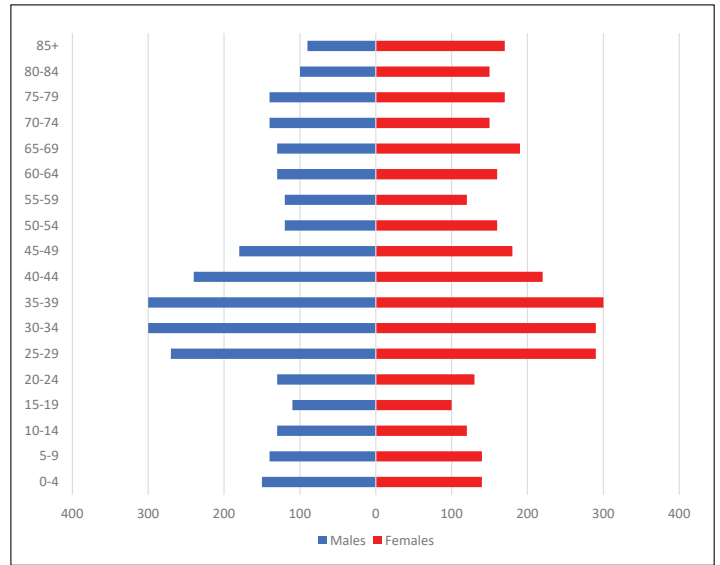
Hanover Street Elementary Zone Total Population - 2035 Forecast



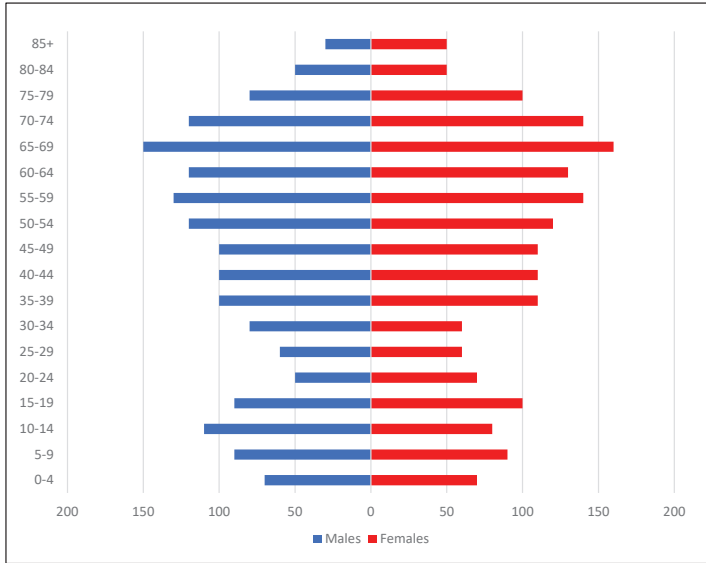
Mount Lebanon Elementary Zone Total Population - 2020 Census



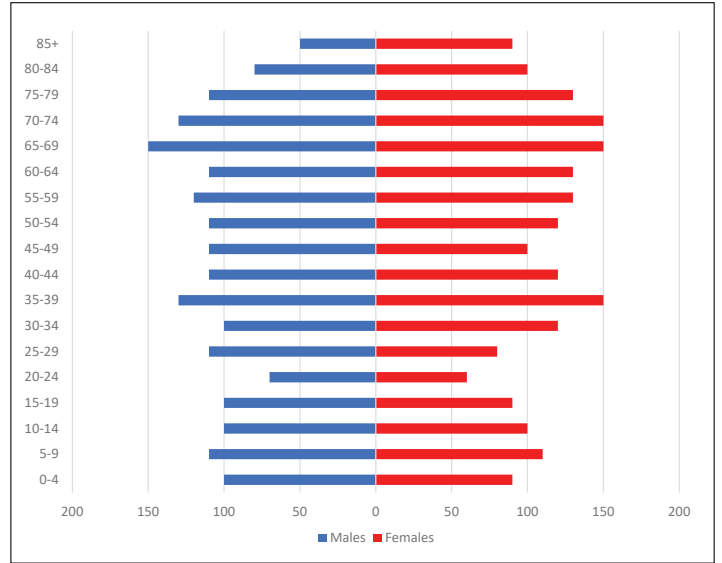
Mount Lebanon Elementary Total Population - 2035 Forecast



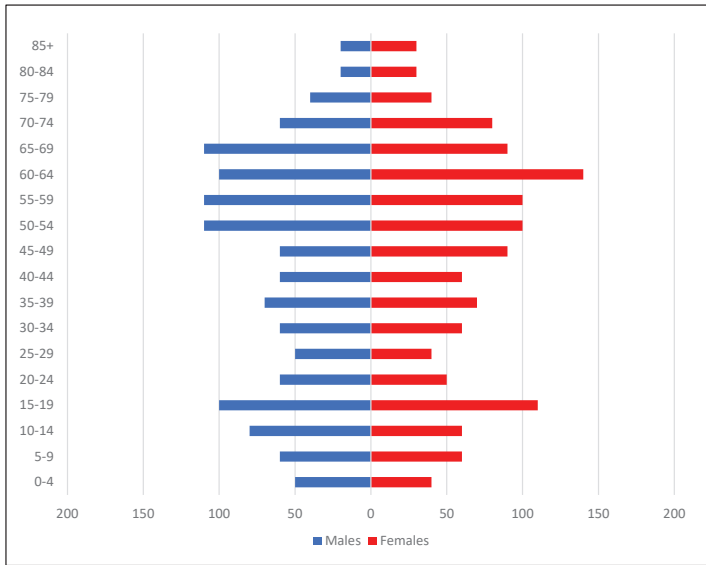
Grantham School District Total Population - 2020 Census



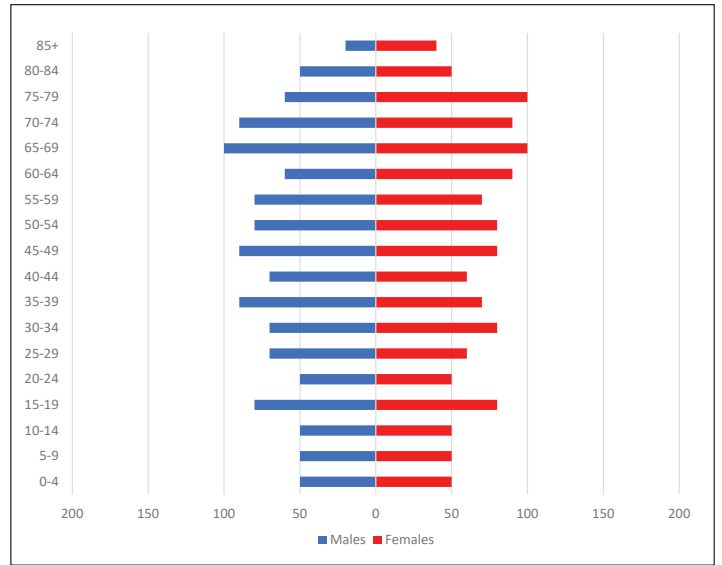
Grantham School District Total Population - 2035 Forecast



Plainfield School District Total Population - 2020 Census



Plainfield School District Total Population - 2035 Forecast



Appendix C: Population Forecasts

Lebanon School District - 2025 Population Forecast

Total	2020	2025	2030	2035
0-4	710	760	790	800
5-9	610	590	640	670
10-14	600	600	580	640
15-19	530	560	560	540
20-24	850	860	860	830
25-29	1,510	1,630	1,580	1,450
30-34	1,500	1,650	1,760	1,690
35-39	1,040	1,250	1,450	1,610
40-44	710	890	1,090	1,270
45-49	730	730	900	1,090
50-54	790	760	770	930
55-59	870	830	810	840
60-64	930	860	860	830
65-69	820	860	790	810
70-74	730	800	830	760
75-79	490	640	690	740
80-84	390	430	550	590
85+	460	540	590	650
Total	14,270	15,240	16,100	16,740
Median Age	39.0	38.9	39.4	40.6

	2020 to 2025	2025 to 2030	2030 to 2035
Births	850	900	890
Deaths	700	790	890
Natural Increase	150	110	0
Net Migration	850	750	650
Change	1,000	860	650

Hanover Street School - 2025 Population Forecast

Total	2020	2025	2030	2035
0-4	450	470	490	510
5-9	370	350	370	390
10-14	350	390	370	390
15-19	300	310	350	330
20-24	510	570	560	570
25-29	890	920	950	890
30-34	930	1,070	1,090	1,100
35-39	640	790	950	1,010
40-44	440	540	670	810
45-49	470	520	620	730
50-54	510	510	560	650
55-59	580	510	550	600
60-64	520	520	500	540
65-69	470	520	500	490
70-74	400	450	490	470
75-79	260	340	380	430
80-84	190	240	310	340
85+	250	300	340	390
Total	8,530	9,320	10,050	10,640
Median Age	38.6	38.7	39.4	40.8

	2020 to 2025	2025 to 2030	2030 to 2035
Births	560	600	600
Deaths	360	430	500
Natural Increase	200	170	100
Net Migration	600	550	500
Change	800	720	600

Differences between period Totals may not equal Change due to rounding.

Mount Lebanon Elementary School - 2025 Population Forecast

Total	2020	2025	2030	2035
0-4	260	290	300	290
5-9	240	240	270	280
10-14	250	210	210	250
15-19	230	250	210	210
20-24	340	290	300	260
25-29	620	710	630	560
30-34	570	580	670	590
35-39	400	460	500	600
40-44	270	350	420	460
45-49	260	210	280	360
50-54	280	250	210	280
55-59	290	320	260	240
60-64	410	340	360	290
65-69	350	340	290	320
70-74	330	350	340	290
75-79	230	300	310	310
80-84	200	190	240	250
85+	210	240	250	260
Total	5,740	5,920	6,050	6,100
Median Age	39.5	39.2	39.4	40.1

	2020 to 2025	2025 to 2030	2030 to 2035
Births	290	300	290
Deaths	340	360	390
Natural Increase	-50	-60	-100
Net Migration	250	200	150
Change	200	140	50

Differences between period Totals may not equal Change due to rounding.

Grantham Village School - 2025 Population Forecast

Total	2020	2025	2030	2035
0-4	140	160	180	190
5-9	180	180	200	220
10-14	190	180	180	200
15-19	190	200	180	190
20-24	120	140	150	130
25-29	120	160	180	190
30-34	140	150	200	220
35-39	210	230	240	280
40-44	210	210	220	230
45-49	210	210	210	210
50-54	240	230	240	230
55-59	270	260	240	250
60-64	250	260	260	240
65-69	310	300	310	300
70-74	260	280	280	280
75-79	180	220	240	240
80-84	100	120	160	180
85+	80	100	110	140
Total	3,400	3,590	3,780	3,920
Median Age	49.8	49.4	48.8	47.6

	2020 to 2025	2025 to 2030	2030 to 2035
Births	160	180	190
Deaths	200	230	260
Natural Increase	-40	-50	-70
Net Migration	230	230	230
Change	190	180	160

Differences between period Totals may not equal Change due to rounding.

Plainfield School - 2025 Population Forecast

Total	2020	2025	2030	2035
0-4	90	100	100	100
5-9	120	90	100	100
10-14	140	120	100	100
15-19	210	200	180	160
20-24	110	130	120	100
25-29	90	120	150	130
30-34	120	90	120	150
35-39	140	160	130	160
40-44	120	130	150	130
45-49	150	140	150	170
50-54	210	160	150	160
55-59	210	210	160	150
60-64	240	200	200	150
65-69	200	230	200	200
70-74	140	170	200	180
75-79	80	100	130	160
80-84	50	60	80	100
85+	50	40	50	60
Total	2,470	2,450	2,470	2,460
Median Age	48.2	48.0	47.8	47.9

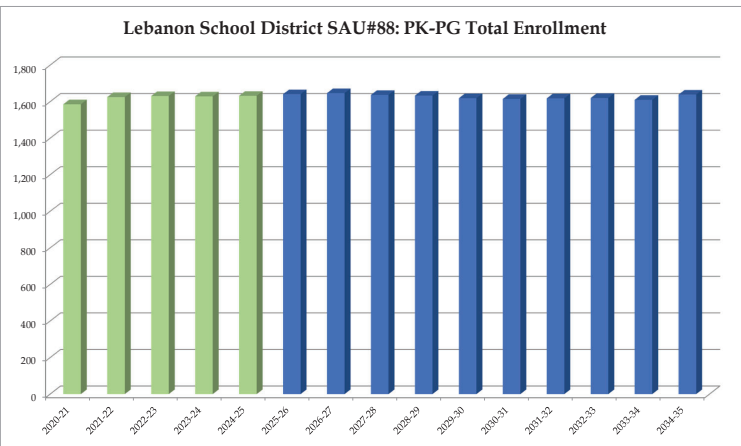
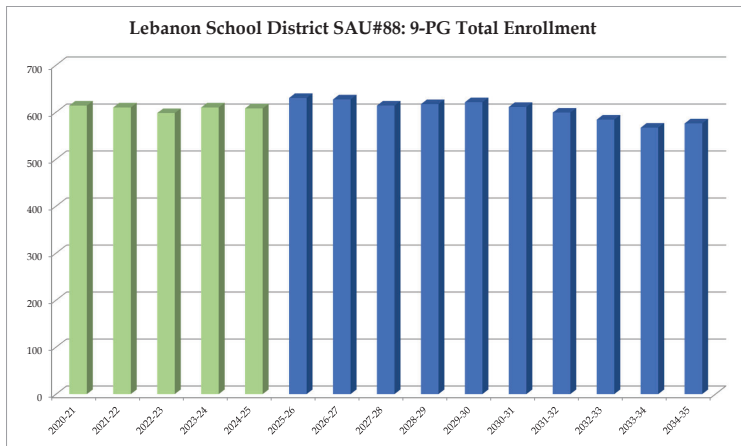
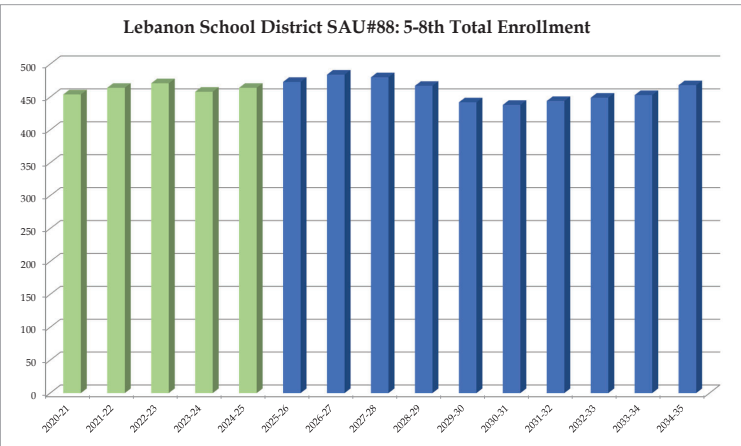
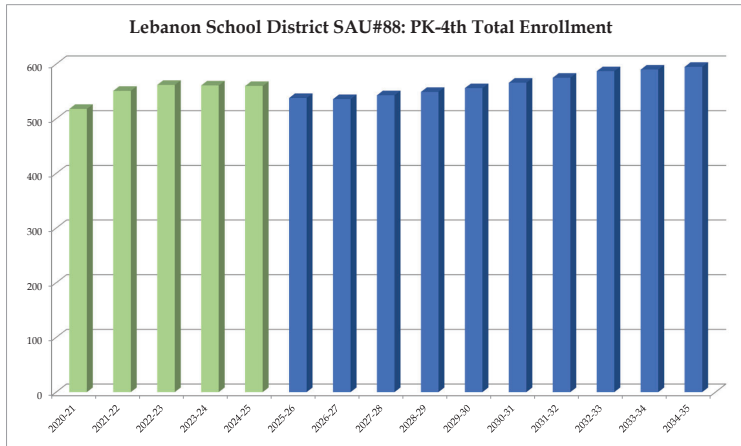
	2020 to 2025	2025 to 2030	2030 to 2035
Births	70	80	80
Deaths	110	130	150
Natural Increase	-40	-50	-70
Net Migration	60	60	60
Change	20	10	-10

Differences between period Totals may not equal Change due to rounding.

Appendix D: Enrollment Forecasts

Lebanon School District SAU#88: Total Enrollment

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
PK	18	37	40	44	49	49	49	49	49	49	49	49	49	49	49
K	112	106	106	89	102	100	101	106	106	108	110	111	113	112	114
1	105	118	104	102	101	102	101	101	106	107	109	111	112	113	113
2	85	102	116	104	95	97	98	97	98	102	103	105	108	107	109
3	100	89	105	120	100	94	97	97	96	98	101	103	105	108	106
4	98	99	91	102	113	96	90	93	94	92	94	96	100	101	104
Total: PK-4	518	551	562	561	560	538	536	543	549	556	566	575	587	590	595
5	90	100	96	93	100	113	95	91	93	94	90	93	100	98	101
6	109	92	103	94	92	100	113	94	91	92	95	91	94	100	98
7	133	139	127	136	132	129	143	149	131	121	128	127	123	128	137
8	122	133	145	135	140	131	133	146	152	135	125	133	132	127	132
Total: 5-8	454	464	471	458	464	473	484	480	467	442	438	444	449	453	468
9	161	148	158	168	161	166	152	153	167	177	151	138	144	149	151
10	159	152	137	149	159	154	159	146	144	157	165	143	131	139	145
11	149	154	152	143	147	159	153	158	144	140	153	162	142	131	142
12	145	156	151	150	135	145	157	151	156	141	136	150	161	142	132
PG					6	6	6	6	6	6	6	6	6	6	6
Total: 9-PG	614	610	598	610	608	630	627	614	617	621	611	599	584	567	576
Total: PK-PG	1,586	1,625	1,631	1,629	1,632	1,641	1,647	1,637	1,633	1,619	1,615	1,618	1,620	1,610	1,639
Total: PK-PG	1,586	1,625	1,631	1,629	1,632	1,641	1,647	1,637	1,633	1,619	1,615	1,618	1,620	1,610	1,639
Change		39	6	-2	3	9	6	-10	-4	-14	-4	3	2	-10	29
% Change		2.5%	0.4%	-0.1%	0.2%	0.6%	0.4%	-0.6%	-0.2%	-0.9%	-0.2%	0.2%	0.1%	-0.6%	1.8%
Total: PK-4	518	551	562	561	560	538	536	543	549	556	566	575	587	590	595
Change		33	11	-1	-1	-22	-2	7	6	7	10	9	12	3	5
% Change		6.4%	2.0%	-0.2%	-0.2%	-3.9%	-0.4%	1.3%	1.1%	1.3%	1.8%	1.6%	2.1%	0.5%	0.8%
Total: 5-8	454	464	471	458	464	473	484	480	467	442	438	444	449	453	468
Change		10	7	-13	6	9	11	-4	-13	-25	-4	6	5	4	15
% Change		2.2%	1.5%	-2.8%	1.3%	1.9%	2.3%	-0.8%	-2.7%	-5.4%	-0.9%	1.4%	1.1%	0.9%	3.3%
Total: 9-PG	614	610	598	610	608	630	627	614	617	621	611	599	584	567	576
Change		-4	-12	12	-2	22	-3	-13	3	4	-10	-12	-15	-17	9
% Change		-0.7%	-2.0%	2.0%	-0.3%	3.6%	-0.5%	-2.1%	0.5%	0.6%	-1.6%	-2.0%	-2.5%	-2.9%	1.6%
Forecasts developed February 2025															
Green cells (2024-2025 and earlier) are historical data															
Blue cells (2025-2026 and later) are forecasted years															



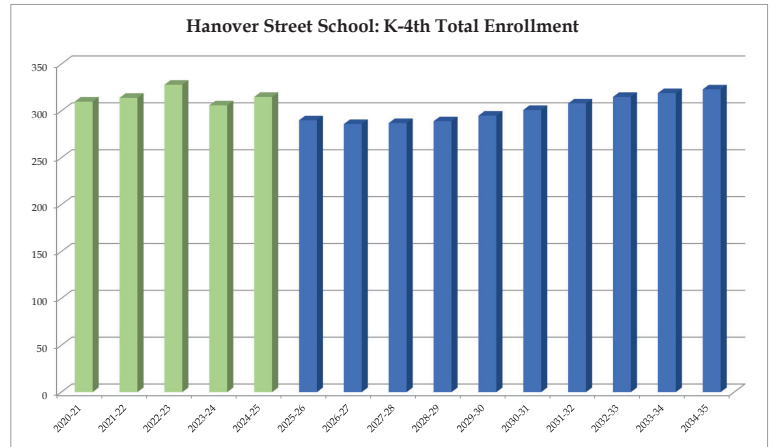
Hanover Street School

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
K	76	68	64	51	55	57	58	61	61	63	64	65	66	67	67
1	56	75	64	60	60	57	57	57	60	61	63	64	65	65	66
2	58	57	76	62	59	60	56	57	57	60	60	62	64	64	64
3	55	61	58	81	61	58	60	55	57	57	60	60	62	64	64
4	65	53	66	52	80	58	55	57	54	54	54	57	58	59	62
Total: K-4	310	314	328	306	315	290	286	287	289	295	301	308	315	319	323
Total: K-4	310	314	328	306	315	290	286	287	289	295	301	308	315	319	323
Change		4	14	-22	9	-25	-4	1	2	6	6	7	7	4	4
% Change		1.3%	4.5%	-6.7%	2.9%	-7.9%	-1.4%	0.3%	0.7%	2.1%	2.0%	2.3%	2.3%	1.3%	1.3%

Forecasts developed February 2025

Green cells (2020-2025 and earlier) are historical data

Blue cells (2025-2035 and later) are forecasted years



Mount Lebanon Elementary School

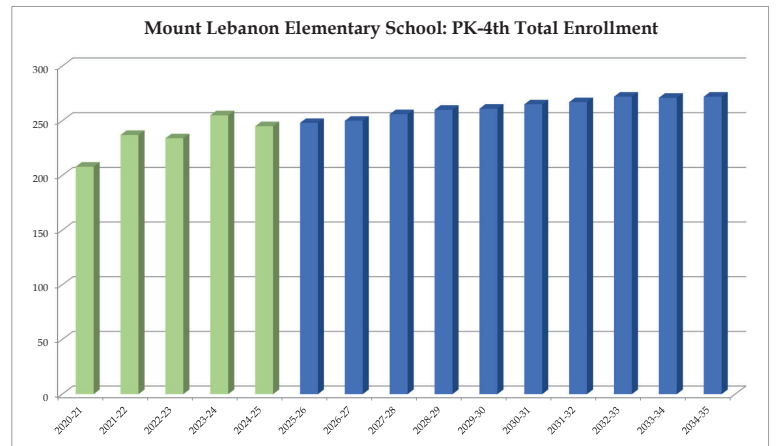
	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
PK	18	37	40	44	49	49	49	49	49	49	49	49	49	49	49
K	36	38	42	38	47	43	43	45	45	45	46	46	47	45	47
1	49	43	40	42	41	45	44	44	46	46	46	47	47	48	47
2	27	45	40	42	36	37	42	40	41	42	43	43	44	43	45
3	45	28	47	39	39	36	37	42	39	41	41	43	43	44	42
4	33	46	25	50	33	38	35	36	40	38	40	39	42	42	42
Total: PK-4	208	237	234	255	245	248	250	256	260	261	265	267	272	271	272

Total: PK-4	208	237	234	255	245	248	250	256	260	261	265	267	272	271	272
Change		29	-3	21	-10	3	2	6	4	1	4	2	5	-1	1
% Change		13.9%	-1.3%	9.0%	-3.9%	1.2%	0.8%	2.4%	1.6%	0.4%	1.5%	0.8%	1.9%	-0.4%	0.4%

Forecasts developed February 2025

Green cells (2020-2025 and earlier) are historical data

Blue cells (2025-2026 and later) are forecasted years



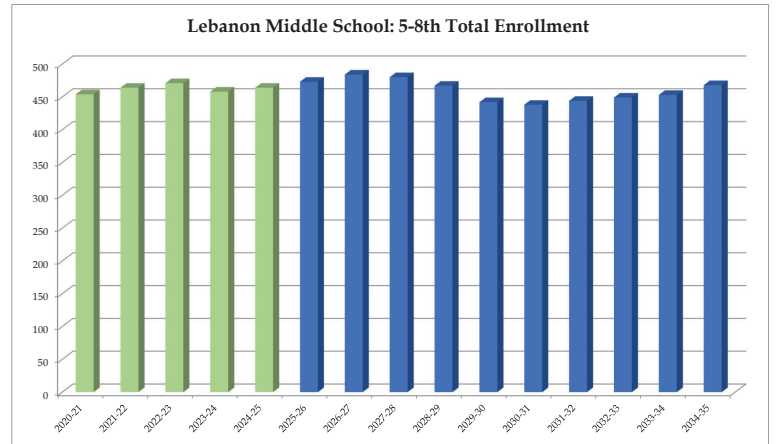
Lebanon Middle School

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
5	90	100	96	93	100	113	95	91	93	94	90	93	100	98	101
6	109	92	103	94	92	100	113	94	91	92	95	91	94	100	98
7	133	139	127	136	132	129	143	149	131	121	128	127	123	128	137
8	122	133	145	135	140	131	133	146	152	135	125	133	132	127	132
Total: 5-8	454	464	471	458	464	473	484	480	467	442	438	444	449	453	468
Total: 5-8	454	464	471	458	464	473	484	480	467	442	438	444	449	453	468
Change		10	7	-13	6	9	11	-4	-13	-25	-4	6	5	4	15
% Change		2.2%	1.5%	-2.8%	1.3%	1.9%	2.3%	-0.8%	-2.7%	-5.4%	-0.9%	1.4%	1.1%	0.9%	3.3%

Forecasts developed February 2025

Green cells (2024-2025 and earlier) are historical data

Blue cells (2025-2026 and later) are forecasted years



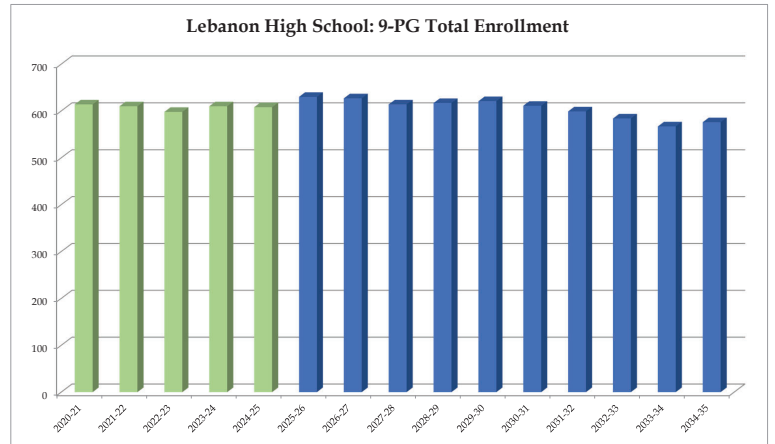
Lebanon High School

	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
9	161	148	158	168	161	166	152	153	167	177	151	138	144	149	151
10	159	152	137	149	159	154	159	146	144	157	165	143	131	139	145
11	149	154	152	143	147	159	153	158	144	140	153	162	142	131	142
12	145	156	151	150	135	145	157	151	156	141	136	150	161	142	132
PG					6	6	6	6	6	6	6	6	6	6	6
Total: 9-PG	614	610	598	610	608	630	627	614	617	621	611	599	584	567	576
Total: 9-PG	614	610	598	610	608	630	627	614	617	621	611	599	584	567	576
Change		-4	-12	12	-2	22	-3	-13	3	4	-10	-12	-15	-17	9
% Change		-0.7%	-2.0%	2.0%	-0.3%	3.6%	-0.5%	-2.1%	0.5%	0.6%	-1.6%	-2.0%	-2.5%	-2.9%	1.6%

Forecasts developed February 2025

Green cells (2020-2025 and earlier) are historical data

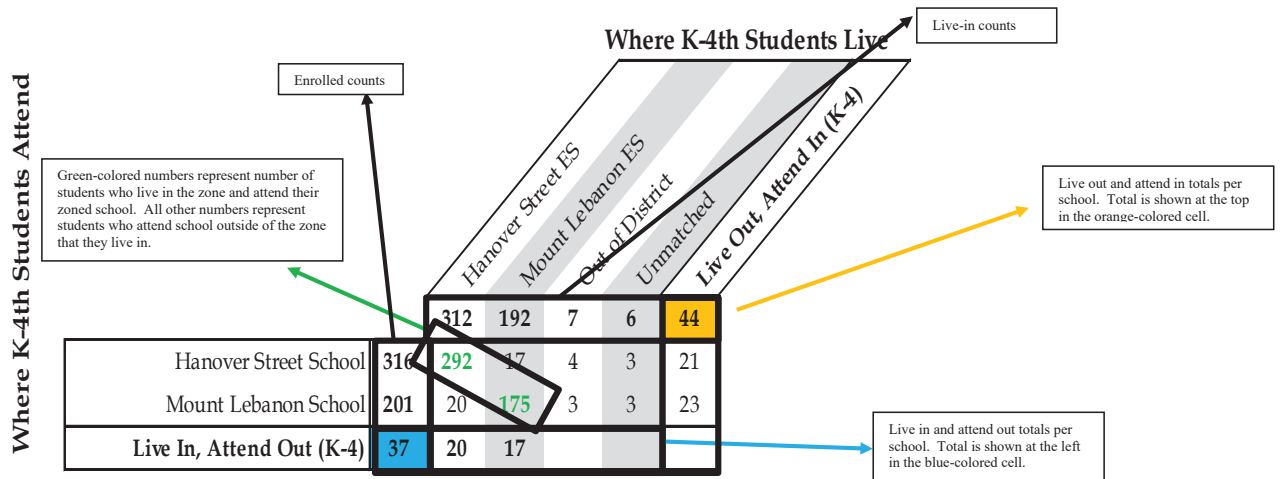
Blue cells (2025-2035 and later) are forecasted years



Appendix E: Live-Attend Analysis

The following tables display where students live and attend relative to school zones. The schools of attendance are listed on the left while the zones are listed on the top. This student data is from the Lebanon School District SAU#88 2024-25 student database.

The first column of numbers to the right of the schools of attendance represents the number of students enrolled at each given school. The first row of numbers below the zones represents the total number of students living inside of each given zone. The green-colored numbers represent number of students who attend the school of the zone in which they live. All other numbers represent students who attend school outside of the zone in which they live. The bottom row represents the number of students that "Live-In and Attend-Out" by school. The blue-colored cell shows the total number of students that "Live-in and Attend-Out". The farthest right column represents the number of students that "Live-Out and Attend-In" by school. The orange-colored cell shows the total number of students that "Live-Out and Attend-In".



Where K-4th Students Live

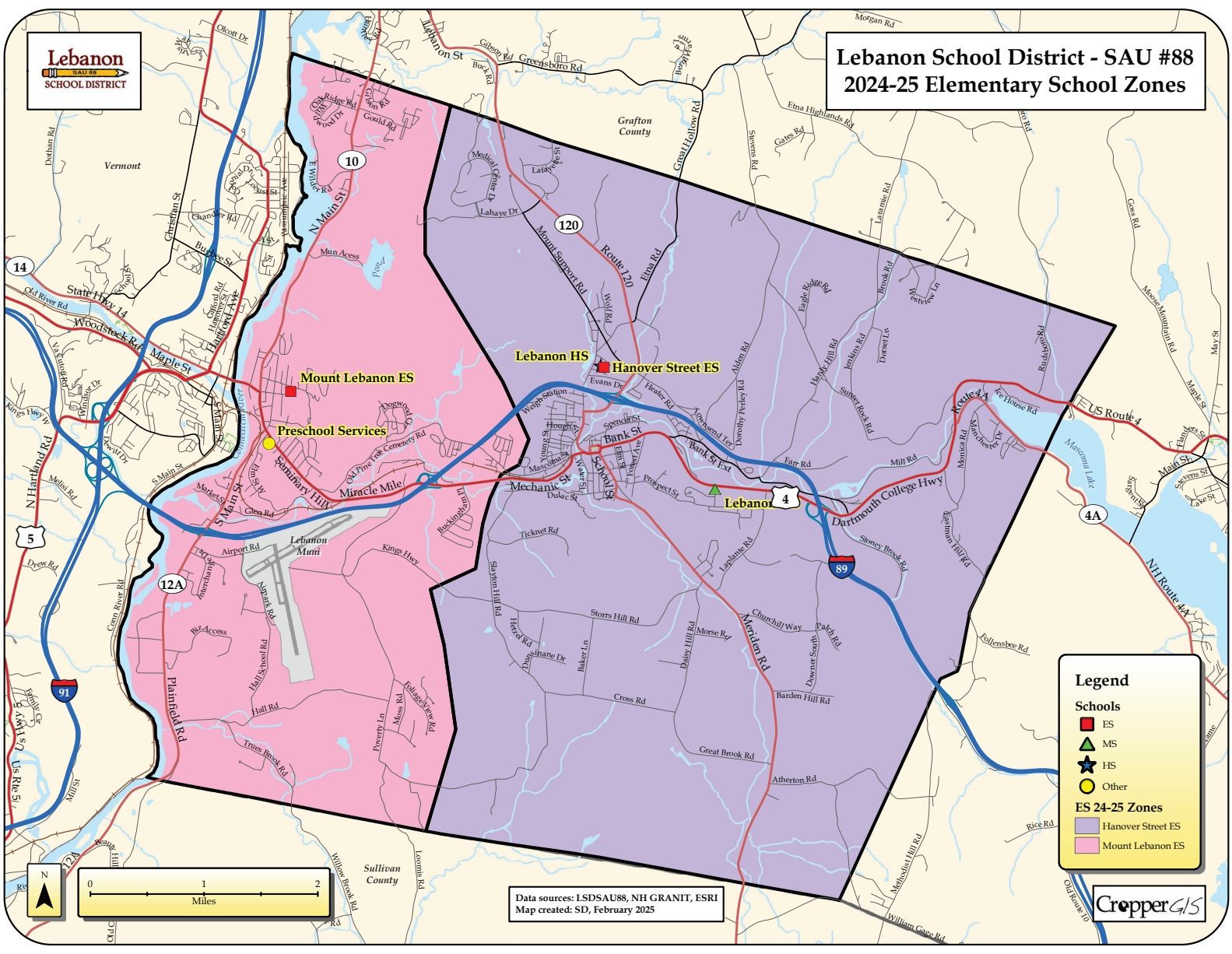
		Hanover Street ES Mount Lebanon ES Out of District Unmatched Live Out, Attend In (K-4)					
		312	192	7	6	44	
Where K-4th Students Attend	Hanover Street School	316	292	17	4	3	21
	Mount Lebanon School	201	20	175	3	3	23
	Live In, Attend Out (K-4)	37	20	17			

Where 5th-8th Students Live

		Lebanon Middle School Out of District Unmatched Live Out, Attend In (5-8)				
		389	75	8	75	
Where 5th- 8th Students Attend	Lebanon Middle School	472	389	75	8	75
	Live In, Attend Out (5-8)	0	0			

Where 9th-12th Students Live

		Lebanon High School Out of District Unmatched Live Out, Attend In (9-12)				
		381	212	14	212	
Where 9th- 12th Students Attend	Lebanon High School	607	381	212	14	212
	Live In, Attend Out (9-12)	0	0			



Legend

- ES
- ▲ MS
- ★ HS
- Other

ES 24-25 Zones

- Hanover Street ES
- Mount Lebanon ES

Data sources: LSDSAU88, NH GRANIT, ESRI
 Map created: SD, February 2025

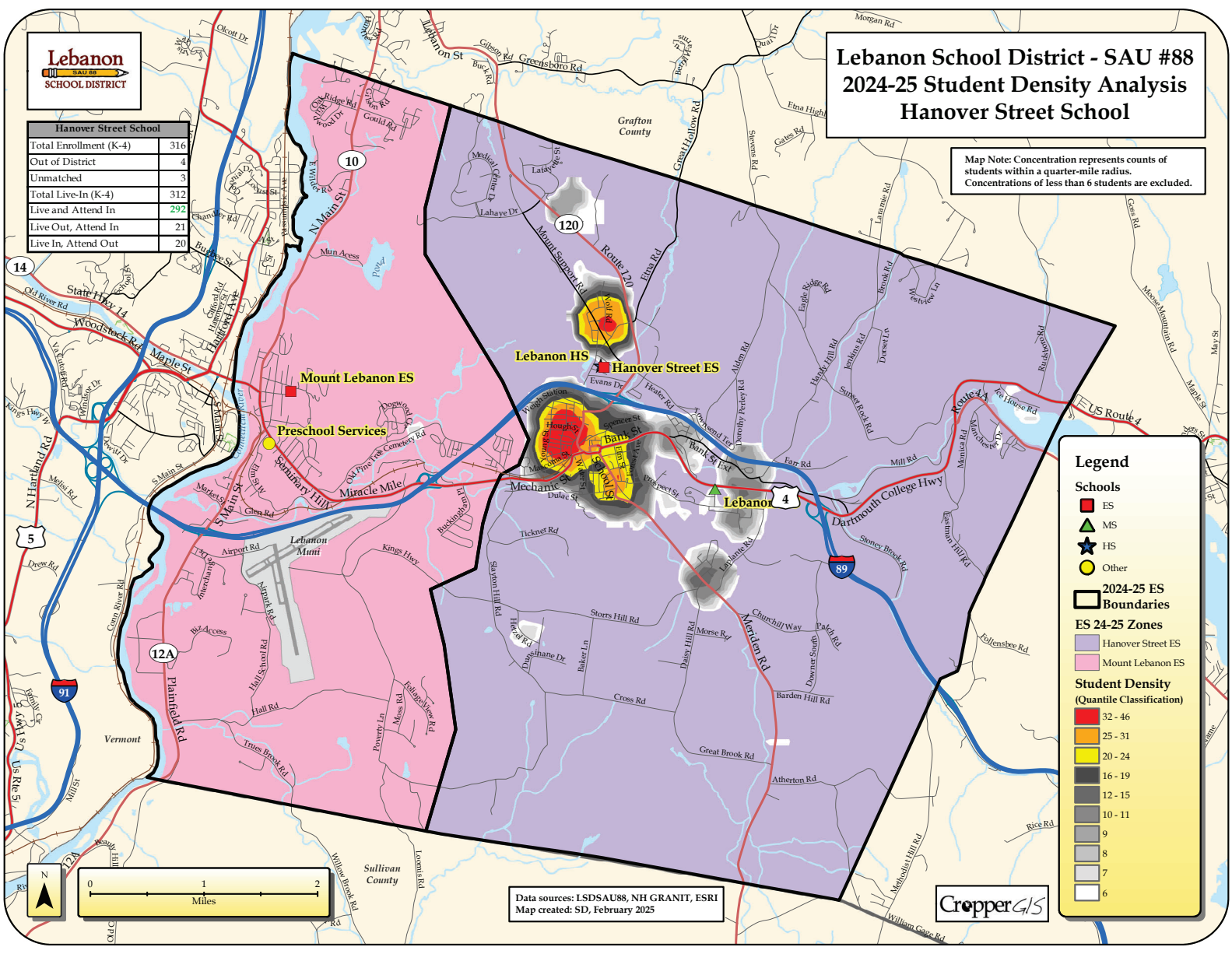




Hanover Street School	
Total Enrollment (K-4)	316
Out of District	4
Unmatched	3
Total Live-In (K-4)	312
Live and Attend In	292
Live Out, Attend In	21
Live In, Attend Out	20

Lebanon School District - SAU #88 2024-25 Student Density Analysis Hanover Street School

Map Note: Concentration represents counts of students within a quarter-mile radius. Concentrations of less than 6 students are excluded.



Legend

Schools

- ES (Red square)
- MS (Green triangle)
- HS (Blue star)
- Other (Yellow circle)

Boundaries

- 2024-25 ES (Black outline)

ES 24-25 Zones

- Hanover Street ES (Purple)
- Mount Lebanon ES (Pink)

Student Density (Quantile Classification)

- 32 - 46 (Red)
- 25 - 31 (Orange)
- 20 - 24 (Yellow)
- 16 - 19 (Light Green)
- 12 - 15 (Green)
- 10 - 11 (Light Blue)
- 9 (Blue)
- 8 (Light Blue)
- 7 (Blue)
- 6 (White)

Data sources: LSDSA88, NH GRANIT, ESRI
Map created: SD, February 2025

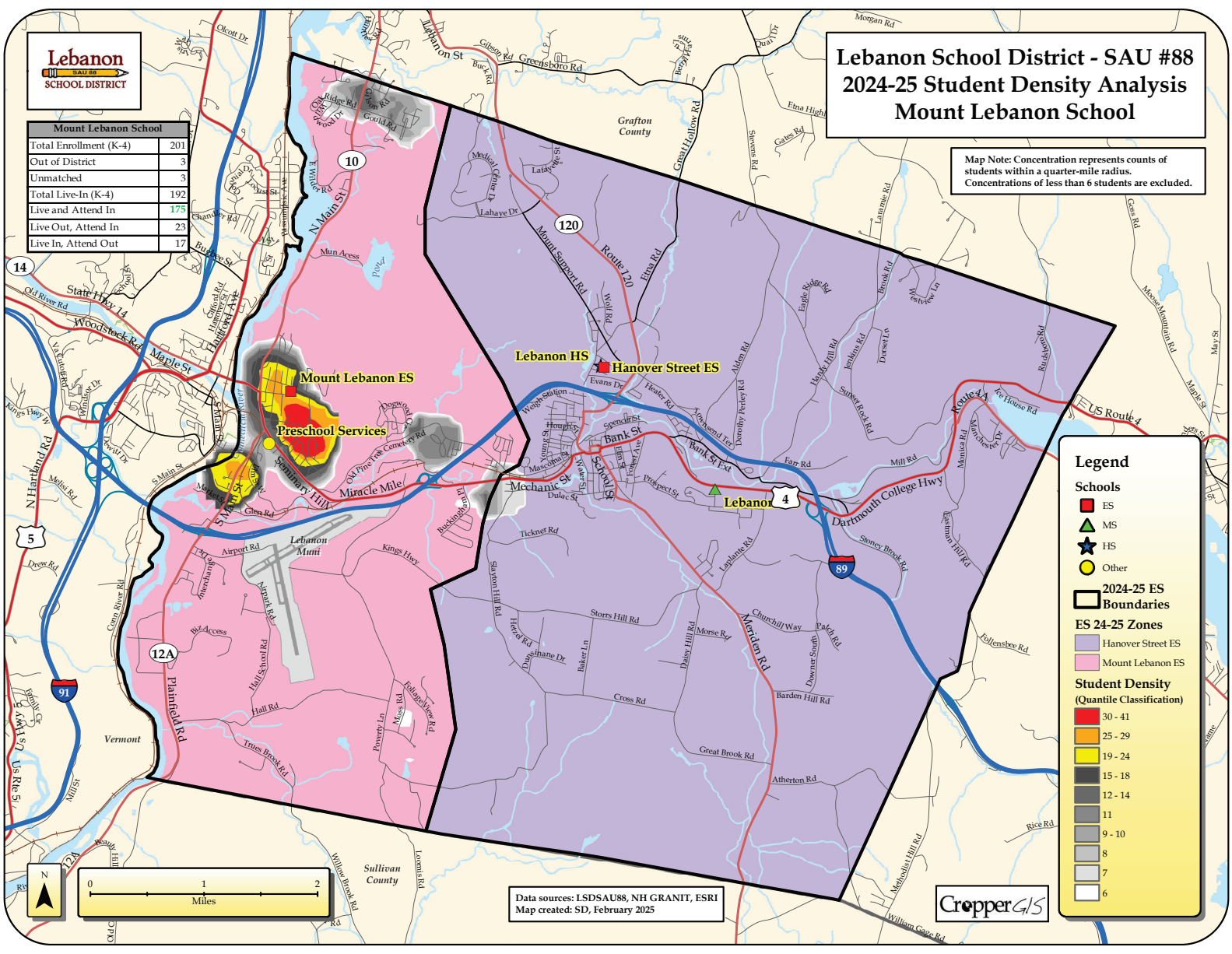




Mount Lebanon School	
Total Enrollment (K-4)	201
Out of District	3
Unmatched	3
Total Live-In (K-4)	192
Live and Attend In	175
Live Out, Attend In	23
Live In, Attend Out	17

Lebanon School District - SAU #88 2024-25 Student Density Analysis Mount Lebanon School

Map Note: Concentration represents counts of students within a quarter-mile radius. Concentrations of less than 6 students are excluded.



Legend

Schools

- ES (Red square)
- MS (Green triangle)
- HS (Blue star)
- Other (Yellow circle)

2024-25 ES Boundaries

- Hanover Street ES (Light purple)
- Mount Lebanon ES (Light pink)

ES 24-25 Zones

- Hanover Street ES (Light purple)
- Mount Lebanon ES (Light pink)

Student Density (Quantile Classification)

- 30 - 41 (Red)
- 25 - 29 (Orange)
- 19 - 24 (Yellow)
- 15 - 18 (Light Green)
- 12 - 14 (Green)
- 11 (Light Blue)
- 9 - 10 (Blue)
- 8 (Dark Blue)
- 7 (Purple)
- 6 (White)

Data sources: LSDSAU88, NH GRANIT, ESRI
Map created: SD, February 2025

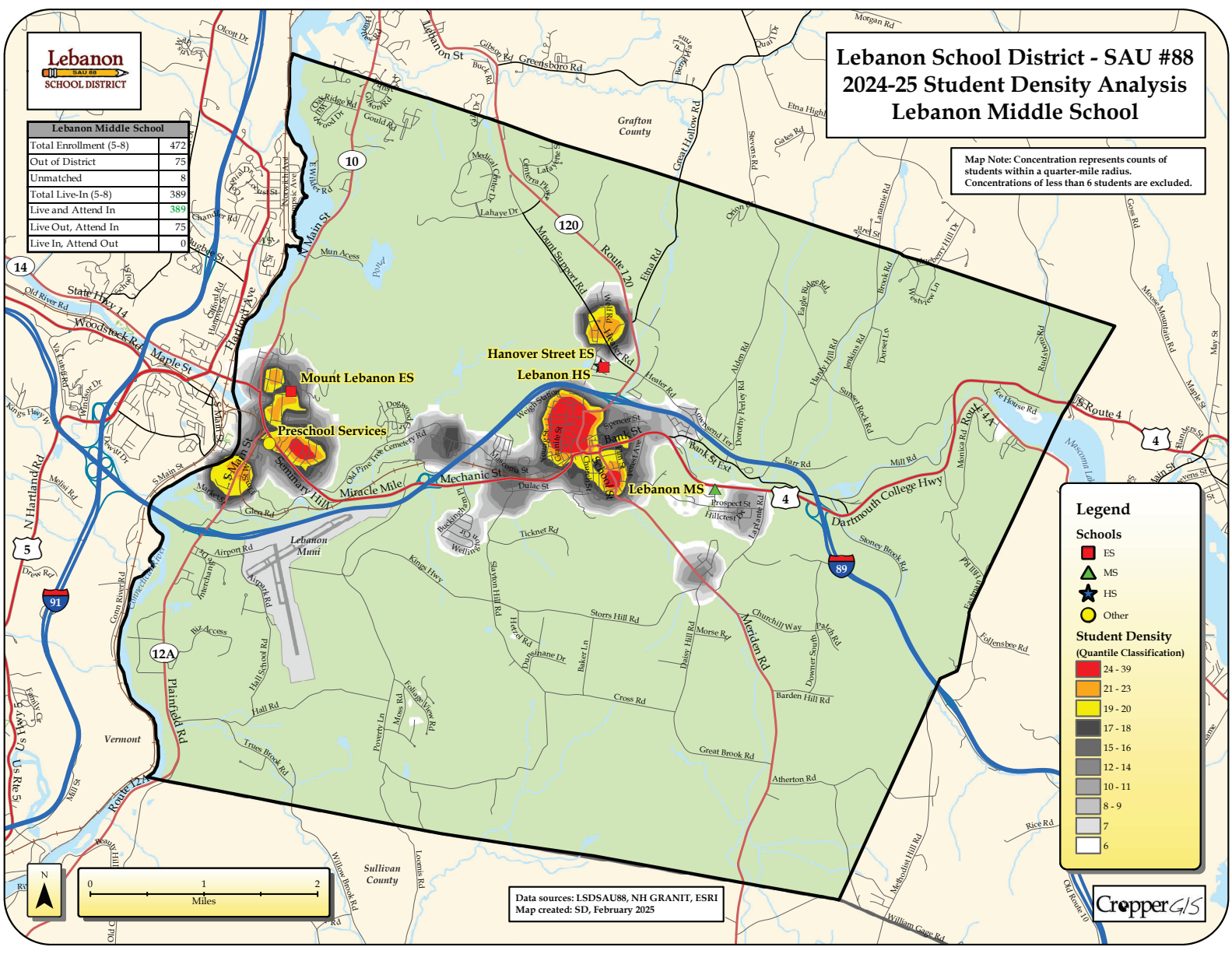




Lebanon School District - SAU #88 2024-25 Student Density Analysis Lebanon Middle School

Lebanon Middle School	
Total Enrollment (5-8)	472
Out of District	75
Unmatched	8
Total Live-In (5-8)	389
Live and Attend In	389
Live Out, Attend In	75
Live In, Attend Out	0

Map Note: Concentration represents counts of students within a quarter-mile radius. Concentrations of less than 6 students are excluded.



Legend

Schools

- ES (Red square)
- MS (Green triangle)
- HS (Blue star)
- Other (Yellow circle)

Student Density (Quantile Classification)

- 24 - 39 (Red)
- 21 - 23 (Orange)
- 19 - 20 (Yellow)
- 17 - 18 (Light Yellow)
- 15 - 16 (Light Green)
- 12 - 14 (Light Blue)
- 10 - 11 (Light Purple)
- 8 - 9 (Light Grey)
- 7 (Light Blue-Grey)
- 6 (White)

Data sources: LSDSA88, NH GRANIT, ESRI
Map created: SD, February 2025

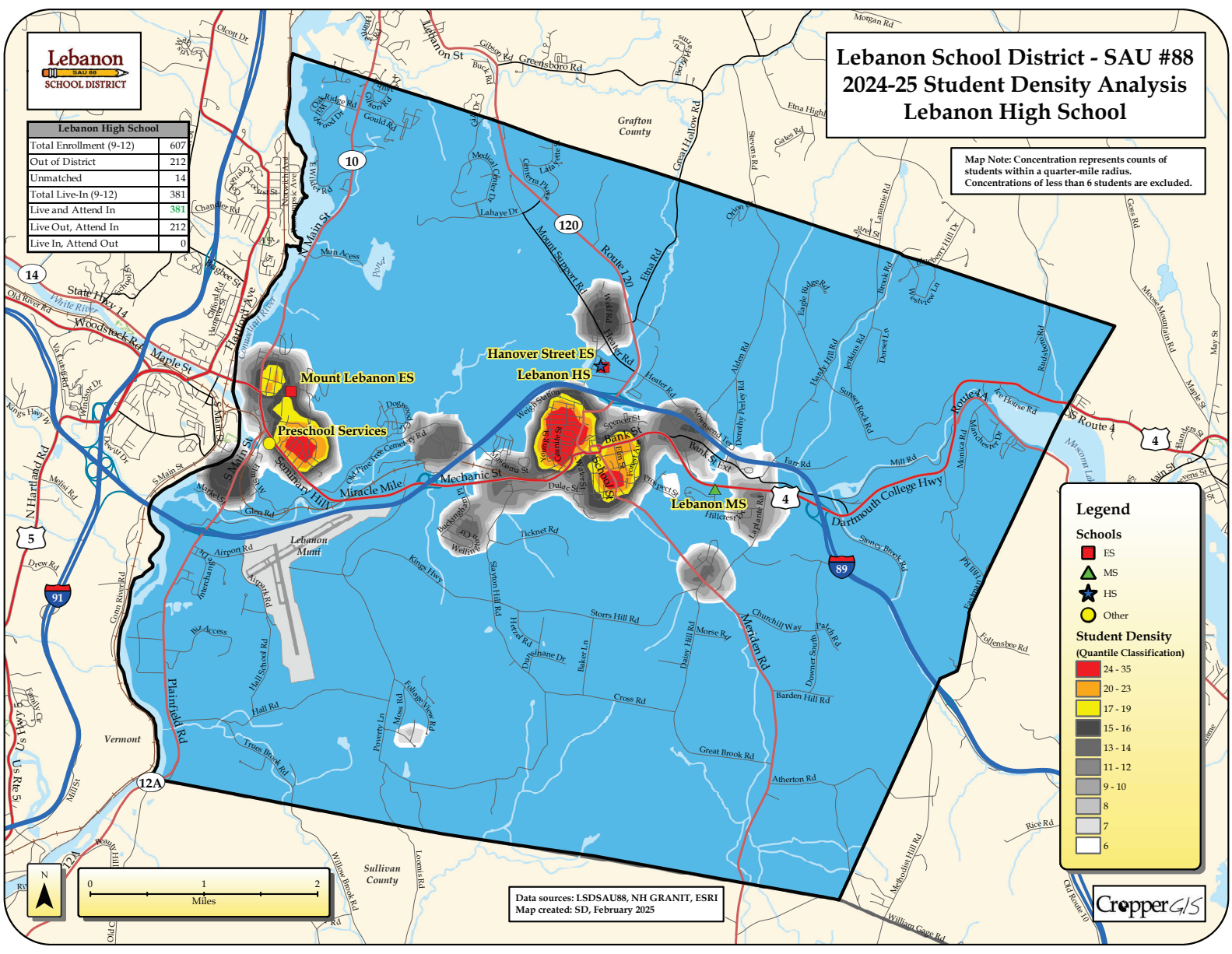




Lebanon High School	
Total Enrollment (9-12)	607
Out of District	212
Unmatched	14
Total Live-In (9-12)	381
Live and Attend In	381
Live Out, Attend In	212
Live In, Attend Out	0

Lebanon School District - SAU #88 2024-25 Student Density Analysis Lebanon High School

Map Note: Concentration represents counts of students within a quarter-mile radius. Concentrations of less than 6 students are excluded.



Legend

Schools

- ES (Red square)
- MS (Green triangle)
- HS (Blue star)
- Other (Yellow circle)

Student Density (Quantile Classification)

- 24 - 35 (Red)
- 20 - 23 (Orange)
- 17 - 19 (Yellow)
- 15 - 16 (Light Yellow)
- 13 - 14 (Light Green)
- 11 - 12 (Light Blue)
- 9 - 10 (Light Purple)
- 8 (Light Grey)
- 7 (Light Blue-White)
- 6 (White)

Data sources: LSDSA88, NH GRANIT, ESRI
Map created: SD, February 2025

