

FINAL

**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

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

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

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

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

Dated this 18th day of March 2026.

Douglas Whittlesey, Mayor
on behalf of the Lebanon City Council

- **Resolutions Honoring Outgoing City Councilors:**

- **COUNCILOR KAREN ZOOK**

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

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

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

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

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

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

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

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

- **COUNCILOR ERLING HEISTAD**

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

and

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

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

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

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

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

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

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

• **COUNCILOR CHRIS SIMON**

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

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

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

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

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

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

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

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

- **COUNCILOR GEORGE SYKES**

WHEREAS, George Sykes served on the Lebanon City Council representing Ward 2 from 2008 to 2010 and again from 2019 to 2026, providing many years of dedicated service to the City of Lebanon; and

WHEREAS, prior to his service on the City Council, George Sykes served the City of Lebanon as a firefighter with the Lebanon Fire Department from June 1989 to January 2007, retiring as the Fire Prevention Deputy Chief, reflecting a longstanding commitment to public service and the safety and well-being of the community; and

WHEREAS, during his time on the City Council, Councilor Sykes represented the Council on the Transportation Advisory Committee of Vital Communities, Downtown Lebanon TIF Advisory Board, Conservation Commission, Pedestrian and Bicyclist Advisory Committee, and Grafton County Development Corporation; and

WHEREAS, through his service in public safety and local government, Councilor Sykes has contributed thoughtful leadership and dedicated attention to transportation, economic development, conservation, accessibility, and community improvement; and

WHEREAS, Councilor Sykes’ years of public service reflect a strong and enduring commitment to the residents of the City of Lebanon; and

WHEREAS, the Lebanon City Council wishes to recognize with gratitude the time, care, and dedication he has given to the community through both his Fire Department service and his years on the City Council.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of Lebanon, extends its sincere appreciation to George Sykes for his longstanding dedicated service and contributions to the community.

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

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

Mayor Whittlesey expressed his gratitude for the relationships/friendships they have formed, noting it has been his pleasure to serve with all of you for the past few years. It has meant a lot to him. He commended them for all the hard work they put into the Council.

7. ACCEPTANCE OF MINUTES:

- March 4, 2026 (Regular Meeting)

Amendments: Page 14, line 6: delete “and have” and replace with “of the”; Page 14, line 14, Capitalize Planned; Page 14, line 16; replace “thought there were” with “thought there would be” ; Page 14, line 20; Add “would” between they and become”; Page 14, line 21; replace “There” with “This”: Page 15, line 30, ADD “would” between “ negotiations and consist of”

- March 12, 2026 (Canvass of Vote)

Amendments: NONE

Councilor McNamara MOVED to approve the March 4, 2026 (Regular Meeting) and the March 12,

2026 (Canvass of Vote) minutes as amended and presented in the March 18, 2026 City Council agenda packet.

Seconded by Councilor Heistad.

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

8. APPOINTMENTS:

- Anna Ulanova (Appointment as Public Representative)

Assistant Mayor Wilkie Moved to NOMINATE Anna Ulanova as a Public Representative to the Diversity, Equity and Inclusion Commission (DEI).

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

- Diversity, Equity and Inclusion Commission, Lucas Mendelsohn (Appointment as Public Representative)

Assistant Mayor Wilkie Moved to NOMINATE Lucas Mendelsohn as a Public Representative to the Diversity, Equity and Inclusion Commission (DEI).

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

- Planning Board, Karen Zook (Appointment as Regular Member)

Assistant Mayor Wilkie Moved to NOMINATE Karen Zook as a Regular member to the Planning Board.

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

- Welcoming Lebanon Task Force, Lindsay Dearborn (Appointment as Resident Member)

Assistant Mayor Wilkie Moved to NOMINATE Lindsay Dearborn as a Resident Member to the Welcoming Lebanon Task Force.

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

- Welcoming Lebanon Task Force, Keiselim Montas (Appointment as Resident Member)

Assistant Mayor Wilkie Moved to NOMINATE Keiselim Montas as an ALTERNATE Member to the Welcoming Lebanon Task Force.

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

- Welcoming Lebanon Task Force, Lucas Mendelsohn (Appointment as Resident Member)

Assistant Mayor Wilkie Moved to NOMINATE Lucas Mendelsohn as a Resident Member to the Welcoming Lebanon Task Force.

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

9. PUBLIC HEARING ITEMS:

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

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

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

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

Deputy City Manager Brooks summarized the background.

BACKGROUND

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

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

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

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

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

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

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

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

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

Mayor Whittlesey opened the Public Hearing.

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

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

Council/Staff Comments:

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

ACTION:

Councilor N. Ford Burley MOVED the following:

RESOLUTION

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

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

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

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

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

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

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

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

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

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

Seconded by Councilor McNamara.

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

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

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

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

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

Deputy City Manager Brooks summarized the background.

BACKGROUND

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

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

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

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

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

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

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

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

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

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

Mayor Whittlesey opened the Public Hearing.

- **Mr. Fran Casale (Ward-2):** He spoke about his reason why he supported the C-PACER Program, noting he felt this was a great program and will improve energy efficiency in our City. He questioned if NH RSA 53-F states that the City will be responsible for handling the billing and collection of the C-PACER loans. Mr. Below noted that was a statement made by the Mayor at the last meeting. That was under the old C-PACER program but under this new program the lenders deal with that directly. The servicing of the loan does not include the City. This was one of the reforms to break the grid lock of this (C-PACER Program) not being used.

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

Council/Staff Comments:

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

ACTION:

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

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

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

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

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

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

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

10. OLD BUSINESS

A. Discuss 2027-2028 NHMA Legislative Policy Process

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

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

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

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.

Council/Staff Comments: NONE

ACTION: *None taken at this meeting.*

11. NEW BUSINESS

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

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

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

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

BACKGROUND

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

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

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

Council/Staff Comments:

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

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

ACTION:

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

Obstruction Removal Capital Project; and to authorize the transfer of up to \$222,450 from the Airport Fund Balance to the Airport Runway 36 Extension and Runway 18-36 Obstruction Removal Capital Project to fund the supplemental appropriation.

Seconded by Councilor McNamara.

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

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

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

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

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

Not Included in Agenda Packet, but Available:

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

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

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

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

BACKGROUND

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

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

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

Totals



MULTI-FAMILY BEDROOM MIX

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



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

Council/Staff Comments:

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

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

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

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

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

Director Reichert reviewed the supporting materials as presented in the agenda packet and noted that the fiscal impact analysis concluded that new units created in the City, regardless of the unit size or type, have a positive impact financially on the City of Lebanon.

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

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

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

12. City Manager Report:

City Manager Hosmer updated the Council on the following:

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

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

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

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

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor Heistad MOVED for adjournment.

Seconded by Councilor Simon.

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

The meeting was adjourned at 9:14 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary