

FINAL

**LEBANON CITY COUNCIL
SPECIAL MEETING MINUTES
Wednesday, April 15, 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT: Mayor Douglas Whittlesey

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Director of Public Engagement and Communications Beth Beraldi, Director of Public Works Jay Cairelli, City Engineer Rod Finley, GIS Coordinator Mark Goodwin, Director of Planning and Development Nathan Reichert, Finance Director Alesia Williams, Deputy Finance Director Victoria Paquin

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

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

2. PLEDGE OF ALLEGIANCE: Councilor McNamara led the Council in the Pledge.

3. PUBLIC FORUM: Assistant Mayor Wilkie made the Public Forum announcement.

4. OPEN COUNCIL DISCUSSION:

Councilor Stavis requested an update of City properties in Downtown West Lebanon, noting that most of the properties are either vacant or are soon to be vacant. She requested the Council have this discussion at a future meeting.

Assistant Mayor Wilkie noted that this past Saturday there was a Styrofoam recycling collection event and congratulated Sustainable Lebanon and the Lebanon Rotary Club for all the work they did on this event. Since this event was so successful, he was wondering if there might be other solutions for collecting and recycling Styrofoam in the future.

5. OPEN TO PUBLIC: NO ONE CAME FORTH

6. RECOGNITIONS:

- **WEEK OF THE YOUNG CHILD PROCLAMATION**

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, Assistant Mayor Devin Wilkie on behalf of 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.

Assistant Mayor Wilkie on behalf of Douglas Whittlesey
Mayor, City of Lebanon, NH

7. ACCEPTANCE OF MINUTES:

- March 18, 2026 (Regular Meeting)

Amendments: Deputy City Manager Brooks noted that at the April 1, 2026 Council meeting, Councilor Cole asked for a couple of clarifications to the March 18, 2026 minutes to make sure certain points were captured from that discussion. On Page 22, lines 1-3: remove the quotations and generalize the statement as follows: Director Reichert reviewed the Supporting Material as presented in the agenda packet and noted that the fiscal impact analysis concluded that new units created in the City, regardless of unit size or type, have a positive impact financially on the City of Lebanon.

***Councilor McNamara MOVED to approve the March 18, 2026, Regular Meeting minutes as amended and presented in the April 15, 2026, City Council agenda packet.
Seconded by Councilor Stavis.***

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

- March 25, 2026 (Organizational Meeting)

Amendments: Page 24: line 24: Add Lori Key (Ward-3); Page 26, line 31; Add after the word question: since the Public Hearing had been closed. Councilor Key requested inclusion of clarifying questions from the public as part of the process.

Councilor N. Ford Burley MOVED to approve the March 25, 2026, Organizational Meeting minutes as amended and presented in the April 15, 2026, City Council agenda packet.

Seconded by Councilor Stavis.

****The Vote on the Motion was approved (7-0-1). Councilor McNamara abstained.***

- April 1, 2026 (Regular Meeting)
Amendments: Page 41, Add after line 13: Councilor Stavis was fully in support of the project and explained her reasons why: Page 10, line 22; Change Session to Exception; Page 33, line 29: Change Mr. Cole to Mr. Casale: Page 39, line 44: Change bidden to bid; Page 41, line 36: Change Councilor Key to Councilor Cole opposed: Page 30, line 13: Change resident to event; Page 31, line 5: Change Pattern Zoning Grant to Pattern Zoning Overlay District: Page 31, line 6: Add Historic before Resources: Page 41, line 12: remove sidewalk and replace with maintenance.

***Councilor N. Ford Burley MOVED to approve the April 1, 2026 Regular Session minutes as amended and presented in the April 15, 2026, City Council agenda packet.
Seconded by Councilor Faunce.***

****The Vote on the Motion was approved (7-0-1). Councilor McNamara abstained because he was absent at this meeting.***

Assistant Mayor Wilkie requested that New Business Item 10 B. Adoption of Proposed Amendments to City Council Rules be taken out of order and discussed by the Council before Appointments.

10 B. Adoption of Proposed Amendments to City Council Rules

Included in the agenda packet: [\(All supportive documents and information can be found on pages 150-160, Council agenda packet\)](#) Minutes do not include screenshots, maps, graphs, or images.)

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

Deputy City Manager Brooks reviewed and explained the background and changes made to the City Council Rules, noting the Council has previously discussed these changes for the last three Council meetings.

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, were discussed and presented to the Council for vote on April 15, 2026.

Council/Staff Comments: NONE

ACTION:

Councilor McNamara 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.

Seconded by Councilor Faunce.

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

Assistant Mayor Wilkie noted that the approval of the City Council Rules will now allow the Council to accept appointments, if we so choose, without needing to interview applicants for simply being promoted.

The Council returned to discussing the following items below in the order they were presented in the agenda packet.

8. APPOINTMENTS:

Assistant Mayor Wilkie noted that due to the long list of appointments we could go through these one at a time or the Council could approve these appointments by what is called a Consent Calendar.

He started the Nomination Approval process by asking the Council if they had any individual applications they wanted to remove from the Consent Calendar noting he recommended that the following two positions be removed from the approval list as written and be revised, noting that Councilor Emeritus Heistad applied to be a Citizen Representative to both of the Boards listed below:

1. Class VI Roads Advisory, Erling Heistad (Citizen Council Representative)
2. Pedestrian and Bicyclist Advisory Committee, Erling Heistad (Citizen Representative)

It was then determined by the Mayor that it is within his power to ask the Council to accept Erling Heistad as the Council's Representative to these boards because of his historical knowledge and to ensure that already busy Councilors do not need to attend added meetings to their schedule. This process is something that began last year.

Assistant Mayor Wilkie noted that the Mayor can appoint a Council Representative to Boards/Committee/Commissions, but he cannot appoint a non-Councilor (Citizen Representative) to a Council seat and discussed the procedure for, and the role of, a Citizen Representative versus a Council Representative to Boards/Committees noting that the Council Representative would give quarterly reports during the Council's quarterly Board/Committee sessions. He also responded to the Council's clarifying questions.

Councilor Cole MOVED to appoint Mr. Erling Heistad as Council Representative to the Class VI Roads Advisory Committee, and he will also be appointed as a Citizens Representative to the Pedestrian and Bicyclist Advisory Committee.

No second needed.

1. Class VI Roads Advisory, Erling Heistad (Council Representative)
2. Pedestrian and Bicyclist Advisory Committee, Erling Heistad (Citizen Representative)

****The Vote on NOMINATIONS were approved (8-0).***

Councilor N. Ford Burley requested that, Roxanne Benzel (Citizen Member) be removed from the Consent Calendar because the Heritage only has two seats available. She will remain as an alternate, simply because she is the newest to the Heritage Committee. This does not need a vote from the Council.

Councilor N. Ford Burley MOVED to approve the following NOMINATIONS:

- Erling Heistad (Alternate Member) to the Conservation Commission.

- Term: 4/15/2026 – 4/16/2029
- Pamela Lee (Alternate Member) to the Conservation Commission.
Term: 4/15/2026 – 4/16/2029
- Lynnette Madsen (Alternate Member) to the Conservation Commission.
Term: 4/15/2026 – 4/16/2029
- Nicole Dittrich (Citizen Member) to the Heritage Commission.
Term: 4/15/2026 – 4/16/2029
- Brian Ware (Citizen Member) to the Heritage Commission.
Term: 4/15/2026 – 4/16/2029
- Sherry Boschert (Reappointment Public Member) to the Lebanon Energy Advisory Committee
Term: 4/15/2026 – 4/16/2028
- William Sterns (Reappointment Public Member) to the Lebanon Energy Advisory Committee.
Term: 4/15/2026 – 4/16/2028
- Kim Chewning (Reappointment Citizen Member) to the Lebanon Housing Authority Board.
Term: 4/15/2026 – 4/16/2031
- Tracy Foor (Public Housing Resident) to the Lebanon Housing Authority Board.
Term: 4/15/2026 – 4/16/2031
- Erling Heistad (Citizen Representative) to the Pedestrian and Bicyclist Advisory Committee
Term: 4/15/2026- 4/16/2029
- Lynnette Madsen (Citizen Representative) to the Pedestrian and Bicyclist Advisory Committee.
Term: 4/15/2026 – 4/16/2029
- Patrick Kennelly (Reappointment Resident Member) to the Planning Board.
Term: 4/15/2026 – 4/16/2029
- Max Terzano (Resident Member) to the Planning Board.
Term: 4/15/2026 – 4/16/2029
- Rupert Burtan (Regular Member) to the Zoning Board of Adjustment.
Term: 4/15/2026 – 4/16/2029
- Michael Morris (Regular Member) to the Zoning Board of Adjustment
Term: 4/15/2026 – 4/16/2029

**The Vote on the Nominations were approved (8-0).*

9. PUBLIC HEARING ITEMS:

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

Included in the agenda packet: ([All supportive documents and information can be found on pages 112-122, Council agenda packet.](#))

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

Mr. Carl Gross (Airport Director) reviewed the background and noted that the Supplemental Appropriation covers ineligible amounts per the FAA. Up until a couple of years ago the Airport was a category C-2, which allowed us to handle larger aircraft. Then the FAA resized the Airport down to a B-2 category based on the size of the aircraft most used by the Airport. We now have over 560 arrivals of larger aircraft coming into the Airport and would like to keep that capacity for those larger aircraft so we can continue to service the local business community. The 500 aircraft last year provided +/- \$280K in landing fees. We request the additional Supplemental Appropriation that will pay for a section of pavement which is roughly 200 ft. long x 25 ft. wide. Airport pavements are typically designed for a 20-year lifespan.

Deputy City Manager Brooks added that the request is to use the Airport's Unassigned Fund Balance to cover this Supplemental Appropriation noting that the unaudited Fund Balance at the end of 2025 was \$1.1M so there are more than adequate reserves in the Fund Balance to cover this cost.

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.

Assistant Mayor Wilkie asked if the Council had any clarifying questions before opening the Public Hearing and noted this was not the time for discussion.

Mr. Gross answered questions from the Council that included the C-2 wing span, which is 75 ft and puts some of that wing span over the grass; how expanding the pavement would allow those types of aircraft to have their wings over pavement while landing or taking off; how the Airport must meet the FAA requirement of having 500 annual landings before the its category can be upgraded; how the current runway was designed for the Safety Project; and, what would need to be done before the Airport's category could be raised to the C-2 level, which was looked at 15 years ago but was halted due to issues with some surrounding terrain.

Assistant Mayor Wilkie opened the Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

Council/Staff Comments:

Councilor McNamara spoke about his reasons why he supports this Supplemental Appropriation.

In response to the question about what would happen if this was not approved, Director Gross noted that some of the larger aircraft would find other airports due to insurance requirements and the City would not have enough funds to make up the entire difference of +/- \$280K so at some point, the Airport would go back to being on the tax roll.

ACTION:

Councilor McNamara *MOVED* the following Resolution:

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.

Seconded by Councilor N. Ford Burley.

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

- 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-** 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.

Included in the agenda packet: ([All supportive documents and information can be found on pages 123-128, Council agenda packet.](#))

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

Deputy City Manager Brooks reviewed the background behind the Mechanic Street (Segment 2) Improvement Capital Project. He apologized for the delay and noted that when this Public Hearing was set, Councilor Key made the request that it be made clear this is one (1) segment of a multi-segment project. We were able to pull that information together and sent it out to Councilors earlier this morning and the online agenda packet was updated so the same information would be made available to the public.

The Public Hearing tonight is strictly related to the additional appropriation for the Segment 2 section of the sidewalk.

BACKGROUND

The Mechanic Street Sidewalk project 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 off 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 in the agenda packet.

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.

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.

City Engineer Rod Finley was present and spoke about the project, and Public Works Director Jay Cairelli was present and spoke about the escalation of costs that have occurred in the past 4-6 years.

City Engineer Rod Finley also updated the Council on the proposed construction of Segments 1 and 3 on Mechanic Street.

For Segment 1: Mr. Finley noted this is mostly unfunded at this time. They do have a \$250K earmark from Congresswoman Goodlander and are trying to determine whether or not this could be used to design the project. Segment 1 would take a number of years (+/- 10 years) before it reached the point of construction.

For Segment 2: Mr. Finley noted this has received an earmark of \$290,250 from Congresswoman Kuster's office. This project was developed in 2021 and hopefully will be constructed this summer (2026). It will take +/- 50 days to construct. The project is out to bid.

For Segment 3: Mr. Finley noted this is an expensive piece of sidewalk and described the retaining wall location. A TAP Application has been prepared for this project and has been escalated to today's dollars. There is a 10-year plan of \$2.5M of which the TAP Grant will pay for \$2M of that \$2.5M, with the City paying \$500K of the matching funds.

Assistant Mayor Wilkie asked if the Council had any clarifying questions before opening the Public Hearing.

In response to the Council's questions, Mr. Finley noted that Congresswoman Kuster's Grant would cover about one third of the costs for Segment 2, noting there really is not a deadline but her office is not going to want to extend this Grant much further than they already have.

Mr. Jay Cairelli, Director of Public Works, spoke briefly about the cost estimates he found from the NH DOT Construction Cost Index and what was driving the increase in costs (for Segment 2) from 2021 vs. the actual bids at today's costs (2026). He noted there was a question from Councilor Key about the 59% increase in costs from the original prediction at the last meeting and spoke about the document that the NH DOT produces that shows the construction cost index. This looks at different construction materials and comes up with a number that is similar to the construction CPI. The City received 6 bids, three of which were local and 3 from farther away. The bid ranges were a little higher than normal. (Low bid was +/- \$444K and the high bid was +/- \$736K.)

Public Works Director Cairelli and Deputy City Manager Brooks responded to the Council's clarifying questions about whether or not the City was technically borrowing any funds for this project. The authorization to borrow is there but the debt obligation funds have not been borrowed yet.

Deputy Finance Director Alesia Williams also noted that the amounts appropriated for the Mack Avenue and Forest Avenue were for Engineering Services and design work and were not going to fully complete the project (i.e., this appropriation would not cover paving, etc.). She further explained her reasons why the funds have not been spent yet.

The Council, Mr. Finley and Mr. Cairelli held further discussions on the costs of Design, construction costs, ROW cost, etc., and potential ways of cutting down the costs in the following chart (i.e., whether or not it would be possible to have construction done inhouse):

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

Assistant Mayor Wilkie opened the Public Hearing, and the following came forward:

- **Mr. Donald Hemenway (Mack Avenue, West Lebanon):** He came forth and spoke about his reasons why he felt the sidewalk should be done internally rather than sending this out externally. He also spoke about his issue/frustration with the sewer system on Mack Avenue and had a problem with moving funds from Mack Avenue to do a sidewalk when his sewer needs to be fixed. Public Works Director Cairelli will discuss his issues further with him.

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

Council/Staff Comments:

The Council continued discussions on the design phase of the project; how the City may be better off doing some of the construction in-house; reasons why the City needs to look more carefully at whether or not the Federal Grants are really the way to go; how the City presently does not have the capacity to add a project like this to DPW’s schedule; what additional Staff capacity would be needed to do a project like this inhouse (adding a FTE CAD Engineer/technician who regularly constructs sidewalks); the potential of having the design work done inhouse to help eliminate the Federal requirements; and how a 59% increase in costs over the original proposed cost is not normal; and reasons why it would not be any cheaper waiting 12-24 months due to the financial reality.

ACTION:

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

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.

Seconded by Councilor Appleton.

Assistant Mayor Wilkie noted he would vote yes on the motion, but it will be along the lines of the recommendation by Councilor McNamara to consider whether future projects could be done more affordably if done inhouse by considering additional staff.

Councilor Cole spoke about his reasons why he would be voting against this project, noting the residents' concern over their property taxes. He felt he could not spend money on what he sees as a want rather than a necessity.

**The Vote on the Motion was approved (6-2). Councilors Key and Cole were opposed, and Mayor Whittlesey was absent at the time this vote was taken.*

10. OLD BUSINESS

A. Discuss 2027-2028 New Hampshire Municipal Association (NHMA) Legislative Policy Process

Included in the agenda packet: [\(All supportive documents and information can be found on pages 129-149, Council agenda packet.\)](#)

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

Deputy City Manager Brooks reviewed the background.

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:

Councilor Stavis noted that she wanted to make the Council aware that she has had conversations with the NHMA about large data mining centers and whether or not they can be accommodated with our City, County or State. She requested NHMA to develop a position that is helpful to the City of Lebanon.

ACTION: NONE

B. Adoption of Proposed Amendments to City Council Rules – Item discussed earlier in the meeting.

C. Discussion and Action on Creation of Strategic Plan Task Force

Included in the agenda packet: ([All supportive documents and information can be found on pages 161-169, Council agenda packet.](#))

1. Strategic Plan Status Update presentation from April 1, 2026.

City Manager Hosmer reviewed the background behind his request to establish a Strategic Plan Task Force (SPTF). He would like the SPTF to begin in June (2026) with a work completion date by December 31, 2026. They will work to develop the focus and Mission of the Strategic Plan to help the Council decide whether or not this should be a consultant-lead initiative, what the proper make-up of a Subcommittee would be (post January 1, 2027), and how to do our best to learn what the best practices are from the State, Region, Country on how to create a functional Strategic Plan. He requested the Council consider a Task Force of Nine (9) people, which would include the following:

- Three (3) City Council members,
- Three (3) Department Heads,
- The City Manager
- The Deputy City Manager, and
- A member of the public.

The SPTF would come back to the Council before the end of the year with their recommendations and next steps.

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.

Council/Staff Comments:

The Council discussed the beginning and end dates of the SPTF; having the Strategic Plan Subcommittee start after January 1, 2027, with their work being completed by the end of June 2027; how, historically, the Strategic Plan helps to inform the budget and whether or not the budget process would be affected by this process; the tight time-line between the budget and the financial outlook on May 20, 2026; the expectation to have directives delivered to Department Heads by May 21, 2026; and whether or not it would be feasible to have the SPTFs work completed by the end of November because December is often very busy given the end of year tasks such as the budget (City Manager Hosmer agreed this could be done).

Councilor N. Ford Burley questioned how many alternate members to the SPTF there would be, and Assistant Mayor Wilkie suggested one (1) alternate.

ACTION:

Councilor N. Ford Burley 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 Three (3) City Councilors to be selected by the Mayor, the City Manager and Deputy City Manager, Three (3) Department Heads to be selected by the City Manager, One (1) member of the public to be appointed by the City Council, and up to One (1) alternate member of the public. The Strategic Plan Task Force shall report to the City Council no later than November 30, 2026, 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.

Seconded by Councilor Stavis.

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

11. NEW BUSINESS

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

Included in the agenda packet: [\(All supportive documents and information can be found on pages 170-174, Council agenda packet.\)](#)

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

Deputy City Manager Brooks reviewed the background.

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.

This request was 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:

Councilor Stavis 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.

Seconded by Councilor Faunce.

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

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

Included in the agenda packet: ([All supportive documents and information can be found on pages 175-191, Council agenda packet.](#))

City Manager Hosmer reviewed the background as listed above noting Mr. Gomes anticipates keeping three (3) aircraft in the hangar. The sooner the lease is signed the sooner he would pay. Once the construction is completed, he would be subject to property taxes paid to the City.

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 draft lease agreement in agenda packet. 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 recommended approval of the lease terms and requested authorization to execute the Land Lease Agreement with Mr. Gomes.

Airport Director Carl Gross noted the lease rate was derived from the 2019 leases that were prepared for Granite Air Center and the Lebanon Hangar Associates. He explained how the rates were adjusted to come up with \$0.31 per square foot and how this lease differed from the others (i.e., will have to provide his own apron; will have to construct the pavement to connect to the Airport apron, etc.).

Council/Staff Comments:

The Council held lengthy discussions on the following: Getting an estimation on what other fees might be charged for the use of the Airport; how aviation fuel is purchased; how adding additional aircraft to the Airport would provide some additional safe funding (Grants) to the City through the NH DOT, which is derived from the aviation fuel sales in the State of NH; landing fees; what the taxable value of this (land lease) would be in terms of property taxes (Answer: Uncertain, but Director Gross noted it could be close to \$1M); taxes on both the land and the building which would provide some additional tax revenue; potential increased traffic from fuel trucks; how the City benefits from fuel sales; whether or not there was anyone else interested in leasing at the Airport and was this advertised; how this property had been advertised twice in the last six (6) years and received no interest in leasing these Airport properties; exploring other airports to the terms of their land lease rates; whether or not the City is setting our sight to low; how the five (5) year lease(s) work at the Airport (will be staggered according to the date the lease(s) were signed) and how each lease has a revaluation clause that renews every five (5) years; how leases are negotiated so a discriminatory rates and fees complaint to the FAA would not be filed; what the Airport would be subject to if the FAA determines that there is discriminatory practices at the Airport (Answer: Airport would be subject to loss of all Grants; subject to fines until that subject/practice is corrected, any existing project Grants would be pulled, and any prior work done at the Airport (including easement) would not issue a Grant); how the Airport might be considered as being discriminatory to Mr. Gomes if we lease it at a rate that is different from similar leases; and, how each lease requires a five (5) year adjustment clause written into the lease.

In response to Councilor Key's question about being discriminatory, City Manager Hosmer explained what a Discriminatory Action would look like and gave examples.

Further discussions ensued regarding how (staggered) lease rates work; potentially waiting on signing the lease with Mr. Gomes until more data is received for land lease rates (could take up to 18/mos. to 2 years); the potential consequences of not signing lease (i.e., the City would lose revenues, both on property taxes and fuel charges); why the land lease rates have not been adjusted since 2019; differences in rates between other regional/state-wide airports; reasons why the CPI (Consumer Price Index) is not always accurate in today's terms; how the Airport is an Enterprise Fund; how the Airport has recently raised fees to generate income for the City by increasing fees for landing fees, doubled fuel flowage fees, and increased the rental rates of all City-owned T-hangars; and, whether or not there is a better/higher use for Airport property.

City Manager Hosmer suggested that Mr. Gomes could have the hangar built very quickly so the City will begin receiving additional revenues. We can wait to see if land fees bump up (i.e., from \$0.31 per square foot to \$0.41 per square foot) but this could possibly take up to 2 years before the land fees can be evaluated, which means the City will be losing property taxes and fuel tax revenues (until these fees are evaluated).

ACTION:

Councilor McNamara 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. Seconded by N. Ford Burley.

****The Vote on the Motion was approved (7-1). Councilor Cole opposed.***

C. Discussion and Set Public Hearing for May 6, 2026: Ordinance 2026-06, to Amend City Code Chapter 97: Landfill Regulations

Included in the agenda packet: (All supportive documents and information can be found on pages 192-195, Council agenda packet.)

1. Proposed Ordinance #2026-06

Mr. Jay Cairelli (DPW Director) reviewed the background for 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.

Council/Staff Comments: NONE

ACTION:

Councilor McNamara 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. Seconded by Councilor Appleton.

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

D. Discussion of Status of Barrows Street Development Project

Not Included in the agenda packet, but available: (All supportive documents and information can be found on page 196, Council agenda packets.)

Deputy City Manager Brooks reviewed the background behind the 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 (up to +/- \$500K per unit) 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 as listed above.

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 (on its own lot) for an amount closer to the City's original goal of below-market rates.

Councilor McNamara came before the Council to present an update of this project noting that one of the major issues with costs for this project is site work, which was \$500K to \$700K for 6 cottages. He realized that since starting this project two years ago, we could adopt the Pattern Zoning Regulations that would take away a lot of the site costs and explained his reasoning. We received calls from a couple of vendors, one of whom was interested in doing the entire project, without having to connect with subcontractors. We also received a call from another modular manufacturer who wanted to reach out to some of their usual vendors to see if those vendors would take on more responsibilities, thereby reducing the costs and the number of subcontractors. We now have two (2) estimates and he will be setting up a spreadsheet for the Council to review. It may be possible to get these units under \$400K each for five (5) units. He explained the composition of the units, the parking lots, and the advantages of each unit having a basement, and the potential tax revenues these units would bring into the City.

It will take him two weeks to look at these two estimates, get his questions answered, and then he would come back to the Council in several weeks to give another report on what is being offered.

Council/Staff Comments:

The Council briefly discussed the NH Partners in Housing, which passed both the NH House and Senate, but was later defunded by the NH Finance Committee and how Councilor Stavis could champion Councilor McNamara's Barrows Street Project at the State level; reasons why ADUs (Accessory Dwelling Units) are not being built; the history behind increasing/decreasing lot sizes; reasons why the big apartment days are over due to a lack of interest; having a long-term visibility strategy that the State could use built upon the Barrows Street Project; thinking about the development of a Housing Commission; whether or not local Realtors have been consulted on this project (Answer: Yes); and, doing a target market analysis now to make sure we have a clear indication, before signing a contract with anyone, so that we have a strong group of potential buyers.

Further discussions took place regarding the differences between Cottage Development costs vs. Pattern Zoning costs and whether or not Land Use Regulations should be adjusted.

ACTION: NONE TAKEN. For informational purposes only.

E. Continuation of Discussion on the State of Housing with the Planning and

Development Department

Included in the agenda packet: (All supportive documents and information can be found on pages 197-238, Council agenda packet.)

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

Mr. Nathan Reichert (Planning and Development Director), and Mr. Mark Goodwin (GIS Coordinator) were present and discussed the background and gave a presentation on State of Housing in Lebanon, NH as requested by the City Council at a previous Council meeting.

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.

Mr. Mark Goodwin (GIS Coordinator) reviewed the presentation Outline which included Historical Development Trends; Future Project Development; Lebanon’s Long Range Planning Framework: Historic Summary: planning metrics, initiatives, and potential next steps. He also reviewed population and housing demographics; development patterns/trends for both residential and non-residential populations; the rise of employment at DHMC and throughout the region; and build out projections.

Councilor McNamara MOVED to extend the meeting to 10:15PM

Seconded by Councilor N. Ford Burley.

****Vote on the Motion was approved by Roll Call Vote amongst the member present (8-0). Mayor Whittlesey was absent at this meeting.***

Mr. Mark Goodwin (GIS Coordinator) continued his presentation which included: tools used by the Planning Department to help develop the Master Plan, Strategic Plans, and regulatory tools; planning and fiscal considerations; Fiscal Impact Studies; fiscal budget snapshots; conservation/open space; encouraging infill instead of sprawl; the need to have a Master Plan and Strategic Plan and the need to have a Vision for the City. He also spoke about his personal observations and noted he was uncertain if everyone in Lebanon had the same vision for the City and felt this was a good time to work on a Master Plan because it has not been revisited since 2012.

Director Reichert asked the Council if they had other particular topics that they wished the Planning Department to cover and spoke about the possible topics they might consider and his reasons why (i.e., future land use and vision for housing, etc.).

Council/Staff Comments:

The Council discussed having a strategic conversation regarding opportunities to develop housing and a thriving commercial area in Downtown West Lebanon; having an assessment done on the costs done for the large build out of the Medical Center and its affect on Lebanon (i.e., what is the Medical Center costing us for us to host them here (in Lebanon) and how do we figure out a path moving forward if there is a gap).

Councilor Faunce MOVED to extend the meeting to 10:25 PM

Seconded by Councilor N. Ford Burley.

****Vote on the Motion was approved by Roll Call Vote amongst the member present (8-0). Mayor Whittlesey was absent at this meeting.***

The Council continued discussions on extrapolating data on the Route 120 area that includes the costs of City Services, etc. so we can make better choices in what we choose to develop that would bring more value to the community; looking at the pros/con of base industry jobs in the City and their natural growth in the future; and, how the factors, as DHMC continues to grow, would this (growth) really inform us what our real estate market might look like over the next decade.

Assistant Mayor Wilkie closed this discussion due to time constraints. This discussion will continue at a future meeting.

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

12. City Manager Report:

City Manager Hosmer updated the Council on the following:

- Financial Outlook is scheduled for May 20, 2026.
- Finance Advisory Committee: Application portal is now open on the City Website.
- Valley News Article regarding a local developer: The City is continuing to have good discussions with the developer about options moving forward to resolve this issue.
- 75 Bank Street access to fields.
- Essential FAA Air Service at the Lebanon Airport: Final due date for applications from airlines that want to be part of our essential air service are due on May 27, 2026.
- West Lebanon opportunities: Meeting scheduled for May 6, 2026 to discuss properties on Main Street.
- Lebanon Winter Shelter Center has closed. The takeaway is that over the course of the months it was open they had an occupancy rate of 99.5%, so almost every night they were at capacity. What is eye-opening was the number of people who characterized themselves as being employed but were still seeking shelter for the winter nights there.

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor McNamara MOVED for adjournment.

Seconded by Councilor Stavis.

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

The meeting was adjourned at 10:27 PM.

Respectfully submitted,

Dona E. Gibson

Recording Secretary