

FINAL

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, June 17, 2026 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, City Engineer Rod Finley, Airport Manager Carl Gross, Human Services Director Lynne Goodwin, Deputy Human Services Director Rebecca Desilets, Associate Planner Catheryn Hembree, Director of Planning & Development Nate Reichert

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

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

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

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

4. CITY MANAGER REPORT:

City Manager Hosmer updated the Council on the following:

- The date of the CIP work session has been changed to a special meeting on October 28, 2026, and will now be a standalone session.
- He acknowledged a transcription mistake in the monthly manager update under the solid waste tonnage, mixing up gallons for tons, and tons for pounds. A corrected version will be sent out tomorrow morning, and it will be posted on the website as well. He thanked Mr. Jay Sims for notifying him of the transcription errors.
- Regarding Mack Avenue, it is anticipated that the smoke test will be on July 1, 2026; he will have the exact date in the next couple of days and will then email the residents of Mack Ave with both the date and time, to allow residents who want to attend do so.
- He let the City Council and public know that the City of Lebanon has received a strategic planning grant award for seeking an alternative water source. There is the possibility of linking with either Hartford or Hanover, with the latter having the desire to offer supplemental water. His goal is to have this second source identified by the end of the year.
- Lastly, Novo Nordisk has generously agreed to sponsor the fireworks and that event will take place on Thursday, July 2nd at Storrs Hill, after the Farmers Market and the Front Porch concert at

Colburn Park. He encouraged attendees that if they see anybody from Novo Nordisk, to thank them for their ongoing and generous support in partnering with the City of Lebanon.

5. OPEN COUNCIL DISCUSSION:

Councilor Cole asked the status of the sidewalk project on Mechanic Street; the sign says the work was to have started June 8th but has not. City Manager Hosmer will check into this and provide an update to the City Council tomorrow.

City Manager Hosmer noted that there will be a brief non-public session at the end of today's public session, to go over a specific exception to 91A in regard to some real estate.

Mayor Whittlesey reiterated that they are currently interviewing applicants to the Finance Advisory Committee. They will be taking votes at the July 1st meeting. They will continue interviewing over the next couple of weeks and encouraged those interested to apply. There will be 4 regular spots, 2 alternates, and 3 City Councilors.

Assistant Mayor Wilkie, shared that the Welcoming Lebanon Task Force that he is leading, has been meeting and discussing options. They have developed an informational handout that they want to get to as many people as possible and they will be seeking public input both at an in-person session at City Hall on July 14, 2026 at 5:30PM, and by other means such as communications directly into the City Manager's office. This office will be receiving feedback via both phone and email, for those who cannot attend the in person meeting.

Assistant Mayor Wilkie also said that Hartford, Bethel, and Lebanon are collaborating on a Juneteenth celebration this Saturday at Lyman Point Park in Hartford, from 2PM to 4PM. All are invited to join what should be a great celebration.

6. OPEN TO PUBLIC:

Mr. Fran Cassell, Ward 2, encouraged people to take a drive through West Lebanon, if they haven't been there recently. It looks wonderful, like a village that has come back to life. The West Lebanon Revitalization Committee will continue their work in reviving this beautiful city.

He referenced the February 4, 2026 City Council meeting where there was discussion about rezoning of the 120 corridor. At the end of that discussion, the plan was to have substantial financial analysis, but it was unclear as to what that would be. He also referenced two subsequent meetings that both referenced financial impacts.

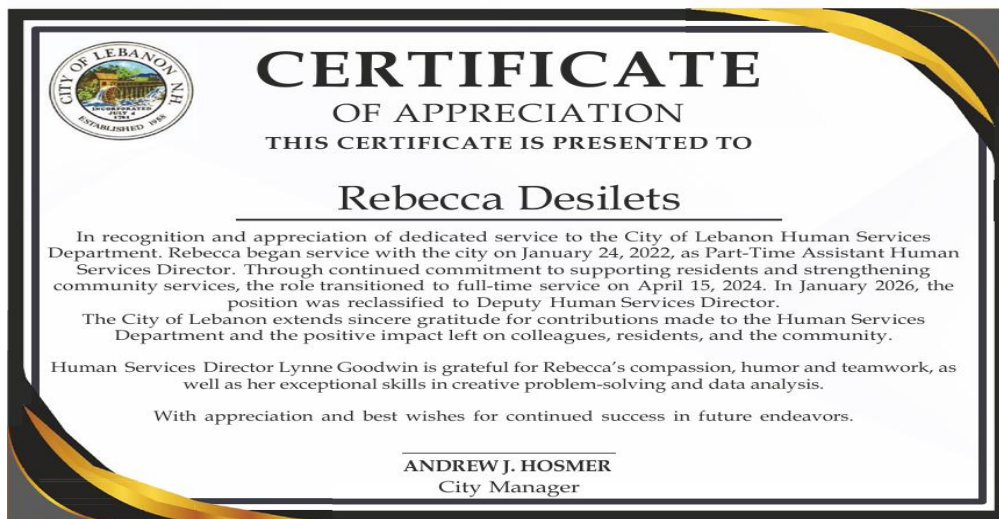
Mayor Whittlesey answered that the commitment in February was not just for a financial analysis but rather they agreed to take a step back and give consideration to the question, what is your vision for the City? The City was readying to undergo substantial rezoning, without consideration for what they want the City to actually look like over the next 5...10 years. That question needs to be answered before doing zoning amendments so that any zoning amendments reflect that vision. They also will be hearing the new Housing Chapter just completed by the Housing Task Force and that, too, will help inform their work and the financial impact.

Councilor McNamara added that a Strategic Planning Task Force is getting kicked off now with him along with Councilors Appleton and Key. They have interviewed citizen candidates, and they will start the TF work soon. This, too, will be linked into the work indicated above by Mayor Whittlesey.

Mayor Whittlesey closed the Open to Public portion of the meeting.

7. RECOGNITIONS: Recognition of Rebecca Desilets, Deputy Human Services Director

Mayor Whittlesey asked all in attendance to stand to recognize Rebecca Desilets, Deputy Human Services Director. He read a letter of commendation from City Manager Andrew Hosmer. Rebecca started with the City in January 2022 and because of her continued commitment to supporting residents and strengthening community services, in January of this year, the position was reclassified to Deputy Human Services Director. She has left countless positive impact on her colleagues, residents and the community. Human Services Director Lynne Goodwin is grateful for Rebecca's compassion, humor, and teamwork, as well as her exceptional skills in creative problem solving and data analysis.



8. ACCEPTANCE OF MINUTES: June 3, 2026 (Regular Meeting)

Amendments:

Page #18, Line #40, after six lots, it should read, (comma), 5 for new homes and one to be retained by the City.

Page #23, Line #2 should read: folks living in Lebanon now to be prioritized.

Page #6, Line #27, change Tax cut to Tax cap

Page #12, Line #24, should read that Councilor Cole abstained

Page #15, Line #38, change resourced to reviewed

Page #17, Line #8, change Wilkie to Key

Page #14, Line #22, change the vote from 9-0 to 7-0

Page 22, Line #32, change cost per square foot from \$15 to \$415 per square foot

Councilor Ford Burley MOVED to approve the June 3, 2026 minutes as amended.

Seconded by Councilor Appleton.

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

****The Vote on the MOTION was approved (9-0)***

9. APPOINTMENTS: NONE

10. PUBLIC HEARING ITEMS:

- A. Ordinance #2026-07: Amendments to City Code Chapter 31, Boards, Committees, and Commissions, Article XVIII, Finance Advisory Committee** – Public hearing for the purpose of receiving public input and taking action on proposed Ordinance #2026-07 to amend City Code Chapter 31, Boards, Committees, and Commissions, Article XVIII, Finance Advisory Committee

Included in the agenda packet: *(All supportive documents and detailed information can be found on pages 25-30, Council agenda packet. Minutes do not include screenshots, graphs, or images.)*

1. Proposed Ordinance #2026-07
2. Chapter 31, Article XVIII, Finance Advisory Committee

Mayor Whittlesey reviewed the background.

BACKGROUND

On December 18, 2025, the City Council voted to pass, without alteration, a Citizens Binding Initiative Petition seeking to amend City Code Chapter 31, Boards, Committees and Commissions, to establish a Finance Advisory Committee (FAC), as reflected in Ordinance #2025-15, to become effective as of July 1, 2026.

Since the creation of the FAC was derived from a Binding Initiative Petition, the City Council had no opportunity to modify the petition or to amend the resulting Ordinance language. The Council's only options at that time were to accept and pass the Ordinance without alteration, or to order that the original, unaltered petition question be placed on the ballot for voter consideration at the March 2026 municipal election.

Even though the original Ordinance was based on a Citizens Binding Initiative Petition process, the City Council, nevertheless, retains the authority, by virtue of the City Charter, state law and case law, to amend the City Code language at any point in time after the initiative-derived language takes effect.

In an effort to address some ambiguity in the petition language relative to membership and appointment procedures and to further clarify the role of the FAC before the committee comes into existence, the City Administration has proposed several amendments to Chapter 31, Article XVIII. Specifically, the proposed amendments would clarify the appointment of citizen members by the City Council to initially staggered terms. Thereafter, all citizen members would be appointed to two-year terms. Also, it is proposed that up to two alternate citizen members be incorporated into the membership to help ensure that a quorum of members is regularly available for meetings.

It is also recommended that the existing language be clarified with respect to the appointment of City Council representatives by the Mayor for one-year terms, which aligns with the Council's Rules and past practices for appointing Council representatives to other boards and committees. In addition, like the Economic Development Commission, it is suggested that the City Council appoint the Chairperson and Vice-Chairperson of the FAC each year from the membership of the committee. Finally, the proposed amendments attempt to clarify the role of the FAC in reviewing and advising the City Council on the annual operating and capital budgets.

The proposed ordinance also includes requested changes (in green font) as discussed by the City Council when the public hearing was scheduled on May 20, 2026.

As proposed, all amendments would become effective as of July 1, 2026, when the FAC comes into existence.

Clarifying Questions from Council: NONE

Mayor Whittlesey opened the Public Hearing.

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

Council/Staff Comments: NONE

ACTION:

Councilor McNamara MOVED, that the Lebanon City Council hereby adopts Ordinance #2026-07 to amend City Code Chapter 31, Boards, Committees and Commissions, Article XVIII, Finance Advisory Committee, as presented in the June 17, 2026 City Council Agenda Packet.

Seconded by Councilor Ford Burley.

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

****The Vote on the MOTION was approved (9-0)***

- B. Supplemental Appropriation of up to \$771,150 for Airport Taxiway A Extension capital project; Authorization to Transfer up to \$19,300 from Airport Fund Balance to Fund the City's Share (2.5%) of the Airport Taxiway A Extension capital project**
– Public hearing for the purpose of receiving public input and taking action to appropriate up to \$771,150 to supplement current funding for the Airport Taxiway A Extension capital project; and to authorize the transfer of up to \$19,300 from the Airport Unassigned Fund Balance to fund the City's Share (2.5%) of the Airport Taxiway A Extension capital project. – **R-2026-6**

Included in the agenda packet: *(All supportive documents and detailed information can be found on pages 31-36, Council agenda packet. Minutes do not include screenshots, maps, graphs, or images.)*

1. April 24, 2026 Memorandum from Alexandra Myers of Stantec to Airport Manager Carl Gross
RE: 2026-RFx-044 Taxiway Alpha Extension to Runway 36-Recommendation of Bid Award

Deputy City Manager David Brooks reviewed; Airport Manager Carl Gross was available for questions

BACKGROUND

On December 17, 2025, the City Council approved the FY2026 capital budget, which included an amendment to the Capital Improvements Project list to add the Airport Taxiway A Extension project. The project was added to the capital budget after the Federal Aviation Administration (FAA) offered to allocate unspent funds from another airport to the Lebanon Airport to complete the Taxiway A Extension project in FY2026 instead of FY2027. For projects undertaken in FY2026, the FAA will cover 95% of costs, the NHDOT will cover 2.5% of costs, and the City is responsible for the remaining 2.5% of costs. For projects undertaken in FY2027, the FAA will only cover 90% of eligible costs, NHDOT will cover 5%, and the City will be responsible for the remaining 5%.

At the time of the budget hearing, the City's consulting engineer estimated the Taxiway A Extension project would cost approximately \$3,925,000, which was the amount of the appropriation added to the FY2026 capital budget. By agreeing to move the Taxiway A Extension project from FY2027 to FY2026, the City's share of the project costs was reduced by 50% or approximately \$98,125.

The Airport advertised for bids for the Taxiway A Extension project in early March 2026 and the bid opening took place on April 22, 2026. As summarized in the enclosed Recommendation of Bid Award from Stantec, the lowest of the seven bids received for the project was \$3,942,570. After including final design, environmental, construction engineering, and administration, the total project cost is expected to be \$4,696,132. The increase in project cost is attributed primarily to the recent surge in oil and asphalt prices resulting from international activities in the Middle East.

Based on the bids received, the Airport is requesting a supplemental appropriation for the overall project in an amount of up to \$771,150, 97.5% of which will be funded by FAA and NHDOT. The City's 2.5% share of the increased cost will be approximately \$19,300, which is requested to be funded from the Airport Fund Balance. If the City elects not to proceed with the Taxiway A Extension project in FY2026, the City's share of the project cost will double from 2.5% to 5% in FY2027, which will likely exceed far exceed the additional \$19,300 currently being requested.

Clarifying Questions from Council:

Councilor Key asked how funds are appropriated and asked if the City actually needs to get funding of \$771,150. Deputy Manager Brooks said that no, this project will proceed according to the project plans and schedule, so the City will not need to borrow funding for this amount, rather the monthly invoices will be paid as they are received, and then the City will submit these for reimbursement.

Mayor Whittlesey opened the Public Hearing.

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

Council/Staff Comments:

Councilor Ford Burley said that the City's share is 2.5% of the project and that waiting in the hopes that something may happen to benefit the City in 2027 is very risky, and so she is in favor of moving forward with this project.

ACTION:

Councilor Ford Burley MOVED the following Resolution:

FOR THE PURPOSE OF finalizing and implementing the Airport Taxiway A Extension capital project.

NOW THEREFORE BE IT RESOLVED, by the Lebanon City Council, that funds be appropriated in the amount of up to \$771,150 (Seven Hundred Seventy-One Thousand, One Hundred Fifty Dollars) for expenditure in the Capital Improvements Fund to supplement current funding for the Airport Taxiway A Extension capital project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that funds in an amount not to exceed \$19,300 be transferred from the Airport Unassigned Fund Balance to the Airport Taxiway A Extension capital project to fund the City's 2.5% share of the supplemental appropriation.

***This resolution shall be effective upon passage.
Seconded by Councilor Stavis.***

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

****The Vote on the MOTION was approved (9-0)***

11. OLD BUSINESS: NONE

12. NEW BUSINESS

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

Included in the agenda packet: *(All supportive documents and detailed information can be found on pages 37-60, Council agenda packet). Minutes do not include screenshots, maps, graphs, or images.)*

1. Presentation of Lebanon Emergency Winter Shelter, 2025-2026 Data Summary

Human Services Director Lynne Goodwin, Deputy Director of Human Services Karry Smardon along with the former Deputy Director of Human Services Rebecca Desilets, Ward 2 reviewed the background and summarized and presented the operational statistics for the 2025-2026 winter season. Topics summarized included:

- NH RSA 165, which covered why Lebanon needed the shelter

- Distribution of Direct Assistance Spending
- The Point in Time Count; Overview of three past winters
- Duration of stay at shelter and overflow
- Residency by individual(s) and bed nights
- Why there are fewer Lebanon residents at shelter
- Gender, age ranges of individuals
- Emergency responses information
- Shelter overflow locations and overflow by State of residence
- Operational expenses/costs, cost sharing and cost of shelters vs. Motels

Ms. Goodwin said that there has been a change at the State level, and now residency is a component of NH RSA 165.

BACKGROUND

On January 3, 2026, Lebanon's Emergency Winter Shelter opened for its third (and final) winter of operations at 160 Mechanic Street. The City once again contracted with the Upper Valley Haven to operate the shelter on a nightly basis. The shelter was open for 100 nights until April 13th, and operated at over 93% capacity for the season, providing shelter for 66 separate individuals for a total of 1,305 bed nights.

She provided several slides with quantitative information on key performance indicators. Regarding the \$166,400 2026 Budget for the Winter Shelter, the actual amount spent was \$88,404, noting that a majority of their budget gets used during the months of January through April. There are several reasons why it came in under budget including reimbursements and funding from The Haven, and cost sharing from the following: Vermont \$53,350, Community Donations from several, including the Lebanon United Methodist Church totaling \$2,700, GEOKON \$1,000, Granite State Organizing (GSOP) raised \$65, and a miscellaneous donor gave \$25 for a total of \$3,790. Additionally, Hanover contributed \$3,300 this year, Newport \$2,850, Dartmouth Health \$2,500, Enfield \$1,000, and Claremont made a contribution of \$50 per night for each of their residents who utilized the shelter, totaling \$300. Equally as helpful was the fact that The Haven hired an excellent chef and so people could go there to get satisfying meals, which was very popular and resulted in reduced costs at the Winter Shelter.

Ms. Desilets gave a special thanks to:

- Upper Valley Haven
- TLC Recovery Program (they maintain an inviting location where they welcome people and it provides a location where many people can feel comfortable and congenial.
- Dartmouth Health
- Department of Public Works
- Lebanon Police Department
- Lebanon Fire Department
- Emergency Medical Services
- Volunteers who helped at the shelter
- The residents of Lebanon who contributed food, clothing and other supplies for shelter guests.

Ms. Goodwin ended by saying they are increasing the number of shelter beds from 14 in Lebanon to 20, in Hartford, VT. They will continue to do their biannual homeless count, to see if that meets the need, while coordinating with the Haven regarding their shelter needs. The VT shelter is year round with beds

upstairs, and also a resource center downstairs for people to hang out and feel like they belong. Laundry facilities are available and dogs are allowed as well.

Council/Staff Comments:

Mayor Whittlesey thanked the Shelter staff for everything they have done, and all the hard work keeping it open for the past three years. He is glad to see that the Haven is about to stand up their own shelter, which is desperately needed.

Assistant Mayor Wilkie echoed his thanks for their efforts and all the data shared tonight. He also cited [Housingfirstuv.org](https://housingfirstuv.org), a website reflecting the information from a coalition of organizations in the area, has gathered the point in time count and homeless count data, including shelter data from last year through YTD 2026. He's also interested to see what information comes out of the Lahey Center.

ACTION: *No action is required. This item is for informational purposes only.*

B. Discussion and Set Public Hearing for August 19, 2026: Proposed Amendments to the Lebanon Zoning Ordinance

Included in the agenda packet: *(All supportive documents and detailed information can be found on pages 61-66, Council agenda packet) Minutes do not include screenshots, maps, graphs, or images.)*

1. June 3, 2026 Memo from Planning and Development Department RE: Proposed Zoning Amendments: Sections 205 and 604

Director of Planning & Development Nate Reichert and Associate Planner Catheryn Hembree reviewed the background

BACKGROUND:

Since the beginning of 2026, a Joint Committee of the School District and City Council have been meeting with the Boys and Girls Club of Central and Northern New Hampshire (BGC) to discuss a proposed childcare facility on City and School District properties near the former Seminary Hill School in West Lebanon. On February 4th, the City Council authorized the City Manager to enter into negotiations with BGC for a long-term lease on a portion of City-owned property at 6 Aldrich Avenue. Subsequently, at the March election, Lebanon voters overwhelmingly approved a warrant article authorizing the School Board to enter into similar negotiations with BGC for a long-term lease of School District property for the project.

As the prospective childcare facility project has evolved over the last several months, the Planning and Development Department has identified zoning amendments that would be necessary to facilitate the project. The enclosed memorandum from the Department summarizes the amendments that would be required to construct a childcare facility as currently proposed and outlines the zoning amendment review process.

This is an off cycle amendment that is bringing forward zoning changes needed for the group childcare center at SAU 88. This has the support of the Planning Board.

Council/Staff Discussions:

Councilor Cole asked if on street parking is needed. Ms. Hembree said parking is allowed there in several

areas, but this is not the current design. The primary goal for parking is to utilize the City's property or the School District's property. If they do have spillover into the street, that is an anomaly, definitely a rare exception.

There are several funding stacks that are incentives to get this project done quickly. They have a CBDG grant (a pass thru, federal grant) that needs to be put into place by the end of July, and it is the major funding component for this along with other projects. They have various other groups of funding.

Councilor Appleton is in complete agreement with this zoning change. She asked about the parking and the usage of adjacent lots. Director of Planning & Development Reichert clarified that it allows for a shared parking arrangement across lots, which is frequently done in commercial districts. It is rarer in residential areas, but this does fit more naturally in a residential setting, and the zoning makes it possible for this narrow use.

Councilor Cole asked about recreational parking side of things and said it would be unfortunate if this would impact people's ability to watch their kids play ball, or something along that line. Associate Planner Hembree has firsthand experience with this specific location and shared that over the past three years, she has only seen this happen one time, on a Wednesday night in December, when children were putting on Frozen at the SAU. So, one time in three years. She elaborated on two things, the timing when parking will typically be needed (pickup 4-5PM is the norm) whereas school sports typically start around 5 to 5:30PM. Not everyone is there at the same times. And the seasons also allow for ample parking given there are less students and more school sports during the summer months.

Councilor McNamara pointed out that this facility is proposed to have a required minimum number of parking spaces, and that the paved area is intended to meet the zoning ordinance. The overflow is simply there for overflow, which he thinks will be on grass. The parking there is primarily there for other school district events.

He added that there will be more opportunity for the City Council to discuss these topics in upcoming meetings.

Councilor Key asked if there was a Site Plan finalized. If so, they should be locked into that for the future.

Councilor McNamara answered for the current funding stack and process yes, but they could go back to request more funding and then go back to the Planning Board for approval. In this site plan, it looks like they don't need to have parking on two separate lots. The intention of the amendment is to look forward and anticipate that at some point in the future this may be needed.

Councilor Faunce was concerned about whether the intended future use of the Child Care Facility would negatively impact all of the desired potential uses of the SAU building and its surrounding grounds.

Director of Planning & Development Nate Reichert responded that we are adding ballfield use by adding more paved parking and more accessible parking. We will continue to work through acute interests in this process and think we've identified those interests, which will be factored into the process.

Deputy Manager Brooks commented on the suggestion of unifying terms. A concern would be if use terms change, this could trigger a ballot amendment. Normally this is not an issue, but with an off-cycle amendment, this could push the decision to next March. We would want to keep the changes such that it doesn't trigger the ballot requirement.

Councilor Cole asked about when the public hearing on the site plan would occur.

Director of Planning & Development Nate Reichert said that the public hearing would be to set the CDBG public hearing on July 1, for July 15th, and then the zoning amendment public hearing on August 19th

Councilor Cole asked if there has been a public hearing for the CDBG facility?

Councilor McNamara replied that there were community input sessions and other public sessions through the School Board.

Councilor Key stated that the recognition of the lease agreement for \$1 was not brought forward, the vote did not say the lease would be \$1 per year. The City is making sure that we are not being accused of spot zoning.

Councilor McNamara MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 19, 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 amendments to Section 205 and Section 604 of the Lebanon Zoning Ordinance to facilitate the potential development of a childcare facility on City and School District properties near the former Seminary Hill School in West Lebanon. The City Council hereby sets the following tentative review schedule:

City Council Kick-Off: June 17, 2026

Planning Board Review: June 22, 2026

Zoning Board of Adjustment Review: July 6, 2026

Conservation Commission Review: July 9, 2026

City Council Work Session Review: July 15, 2026

City Council Public Hearing: August 19, 2026

Seconded by Councilor Stavis

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

****The Vote on the MOTION was approved (9-0)***

B. Draft Housing Chapter of the Master Plan

Included in the agenda packet: ***(All supportive documents and detailed information can be found on pages 67-103, Council agenda packet). Minutes do not include screenshots, maps, graphs, or images.)***

1. June 9, 2026 Memorandum from the Planning & Development Department RE: Draft Housing Chapter of the Lebanon Master Plan, including draft report entitled “Living in Lebanon 2035, A Housing Chapter for the City of Lebanon Master Plan”

The Urban Land Institute’s Technical Assistance Panel along with the Planning and Development Department will be present on July 15th to review and discuss the Housing chapter and to provide recommendations on how best to implement the actions and achieve the goals of the Housing Chapter. The

City Council was asked to review the draft Housing chapter in preparation for the presentation and discussion on July 15th.

Director of Planning & Development Nate Reichert and Associate Planner Catheryn Hembree reviewed the background

BACKGROUND

On July 17, 2024, the City Council established a Lebanon Housing Task Force with a stated goal of producing a report on housing and, based on the findings of said report, recommending changes to (i) the Housing chapter of the City's 2012 Master Plan, and (ii) the Neighborhood and Housing functional area of the City of Lebanon Strategic Plan. The Housing Task Force was directed to complete the final report and recommended Master Plan and Strategic Plan changes no later than July 1, 2026.

In 2024, the City was awarded a \$100,000 Housing Opportunities Planning grant through the InvestNH program, which was used to engage Resilience Planning, a planning consulting firm, to assist the Housing Task Force with data collection and analysis and rewriting the Housing chapter. On June 1st, the Housing Task Force held its last formal meeting and made final edits to the draft Housing chapter, which is enclosed for the Council's review. The planning Board will review the Housing Chapter Master Plan on June 22nd. Ms. Hembree said that the main request today is that each City Councilor read the new Housing Chapter and familiarize themselves with it.

Mr. Reichert explained some of the work done by the Housing Task Force the past two years, headed primarily by Catheryn Hembree. The Task Force Chair (and Councilor) McNamara worked along with Task Force members Vice Chair (and Councilor) Faunce, Mr. Ryan Dube with the Lebanon Housing Authority, Ellen Smith Ahern, a resident representative, Tia Winter with the DEI Commission, Sarah Riley ConCom representative (joined May 2025), Dave Duncan with DHMC and John D'Entremont with the Lebanon School Board along with their consultant, Steve Whitman with Resilience Planning & Design. He invited Council members to participate as much as possible with their four small group meetings with ULI on July 14th and 15th and then that will report out to the City Council meeting on the 15th.

Extensive work and public outreach (resulting in extensive input) went into this initiative and is reflected in this comprehensive document. He cited several other key points, which are spelled out in the Draft. The Task Force and consultant had as a key focus the readability of this document, which they clearly accomplished. Also, it is highly accessible, so that for instance, the reader can skim through it and then focus on key areas of interest.

Council/Staff Discussions:

Councilor Key said that while she admittedly needs to read through the document more, she has not found any financial data. Mr. Reichert directed her to this information, which is substantial.

Councilor McNamara spoke next and said that the real difference in this Housing Chapter is the depth of the data. All decisions were based on data. Through extensive analysis, they identified four primary issues:

- A persistent supply and demand imbalance
- Widespread affordability
- Workforce housing constraints
- Changing household composition

Lastly, one thing that came out again and again, both in discussions and public sessions was the real

desirability to maintain an important characteristic of Lebanon, which is socioeconomic diversity. He found this encouraging having grown up here and finding importance in growing up in a diverse community.

Mayor Whittlesey noted that Council members can also go to the Living in Lebanon housing plan online, and there are several links to take you to some of the resources. ULI will provide best practices that can help inform the City's actions.

Councilor McNamara is happy to answer their questions as they read and digest this volume of information.

Councilor Stavis has read this new Housing Chapter and thinks it is terrific and that it has the capacity to move the needle.

Councilor Faunce is currently championing that they must also elevate vision and land use.

Councilor Stavis observed that most master plans languish because they are typically unwieldy. The City now has the opportunity to take a specific piece of this Master Plan which you know to be serious both now and in the next 10 to 25 years and foreground it and put some energy behind it; she thinks it behooves them to do that.

Councilor Faunce said that elevating housing was a missing piece from the Master Plan. Councilor McNamara added that using this new Housing Chapter will help inform land use and zoning discussions among other things. Councilor Stavis added that if Lebanon does this expeditiously and successfully, it could well serve as a model for the entire state, and she would be willing to push this forward as a piece of legislation.

ACTION: *No action required at this time. This item is for informational purposes only.*

D. Request for Exemption of Zoning Requirements per Section 214 of the Zoning Ordinance for City of Lebanon to Construct Public Infrastructure Improvements for Poverty Lane Isolation Control Valve Building Project

Included in the agenda packet: *(All supportive documents and detailed information can be found on pages 104-117, Council agenda packet). Minutes do not include screenshots, maps, graphs, or images.)*

1. Plan set entitled "City of Lebanon Poverty Lane Isolation Valve Building Project", prepared by Rod Finley, dated February 20, 2026,
2. 2026-001 Lebanon Poverty Lane Iso Building – Project Schedule (Baseline 6.2.26)

City Engineer Rod Finley reviewed the background

BACKGROUND:

This water quality project consists of furnishing and installing an isolation valve building to control the flow of water to and from the Farnum Hill Water Storage Tank. The purpose of the project is to force the Route 12A plaza area to draw water from the Farnum Hill Water Storage Tank by closing a valve along Poverty Lane preventing water being drawn from the Prospect Hill pressure zone. At night, the valve will be opened to allow the Prospect Hill Water Storage tank to refill the Farnum Hill Storage tank. This will allow water to turnover in the Farnum Hill Water Storage Tank thereby improving its quality.

The isolation valve building will be mounted on a cast-in-place reinforced concrete foundation consisting of

frost walls and a slab on grade. Equipment will include a butterfly valve, a flow meter and transmitter, hypochlorite feeding system, chlorine controller, chlorine analyzer, pressure transmitter, telemetry panel, and a power and control panel with a PLC controller. The isolation valve building will be supplied with two wall mounted heaters, a dehumidifier, ventilation fan and louver, and interior and exterior LED lights.

Additional work includes a primary electric service and transformer, secondary underground electrical service, conduit, and meter box, and communication service and conduit. Site work includes interconnections to the existing system, water main, gate valves, copper sampling service, driveway, paved apron, grading, and landscaping. Enclosed with the agenda materials are project plans and a construction schedule.

The building will be located on Lebanon Airport property just north of Poverty Lane and adjacent to the water main. A 5,000 square foot lot (100' wide x 50' deep) is proposed to accommodate the facility. However, the proposed lot size, frontage, and setbacks do not meet the requirements of the Light Industrial zoning district, which typically requires a minimum 2-acre parcel, at least 200 feet of lot frontage, and a minimum 40-foot front setback.

Section 214 of the Zoning Ordinance regulates Governmental Uses: "Governmental Uses shall be governed by RSA 674:54; provided, however, that governmental uses proposed by the City of Lebanon shall be considered to be subject to this ordinance, unless expressly exempted from it by vote of the City Council." The proposed project is a public infrastructure improvement project. The Poverty Lane Isolation Control Valve Building project is a capital improvements project that does not seek any kind of revenue or profit generation. The project is not a "land use" project such as a development of a building lot. Rather, it constitutes a modification of an existing use in response to public need. Therefore, the Department of Public Works requests an exemption from the requirements of Section 214 to accomplish this project.

The project will be constructed as soon as local permitting has been approved.

Council/Staff Discussions:

Mayor Whittlesey asked Mr. Finley to explain why this site was chosen, and Mr. Finley said that it is by the last hydrant before the water tank, and they want to be adjacent to it, and it is just before the turnoff, it's by a power pole and just before the 12 inch lines goes up Farnum Hill. It is a small building with one door, no windows, and is approximately 10'x20' with a small pull in parking spot. This project will allow for the valve to automatically turn the valve on and off, can be set on a timer, and can be operated from the water treatment plant.

Councilor Cole stated that it looks like they have already cleared the property so he wondered if they will notify abutting properties. They will be notified and this will also be addressed in an upcoming Planning meeting.

Councilor Cole asked if they have gone to the Planning Board. City Engineer Finley stated they went to the Planning Board a couple of weeks ago and asked for an exemption. The Board decided to hold a public meeting and not grant the exemption.

Councilor Faunce added that it was not so much about the use of that particular site but rather what is the experience of the people that live nearby, just so they would know that it is happening, and that they would be able to comment on the site and the aesthetic.

Councilor McNamara said that zoning ordinances are not for projects like this and that this is not a light industrial project, but just an infrastructure project like a water line.

Deputy Manager Brooks said that this has to be a lot by FAA regulations, so they are creating a separate plot which will be a leasehold. The property will remain with the airport, but since it is a leasehold, it will qualify as a subdivision. This whole process will have to go through a subdivision at some point.

The leasehold area will be surveyed, but it won't be separated as a separate tax parcel. It will remain the airport's property. The cost of this project is \$379,000.

ACTION:

Assistant Mayor Wilkie *MOVED that in accordance with Section 214 of the Lebanon Zoning Ordinance, the City Council hereby exempts the Poverty Lane Isolation Control Valve Building project from all zoning requirements.*
Seconded by Councilor Ford Burley.

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

***The Vote on the MOTION was approved (9-0).**

13. NON-PUBLIC SESSION:

Asst Mayor Wilkie MOVED for the City Council to go into non-public session pursuant to RSA 91-A:3, II(d), for consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
Seconded by Councilor Faunce

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

***The Vote on the MOTION was unanimously approved (9-0)**

The Council went into a non-public session at 9:33PM.

The Council came out of non-public session at 9:59PM

The Council was back in Public Session.

Asst Mayor Wilkie MOVED for the City Council to seal the minutes of the June 17, 2026 Non-Public Session for 6 months because it is determined that divulgence of this information likely would render a proposed action ineffective.

Seconded by Councilor McNamara

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

****The Vote on the MOTION was unanimously approved (9-0)***

14. ADJOURNMENT:

Councilor McNamara MOVED for adjournment.

Seconded by Councilor Wilkie.

Roll Call Vote:

Voting Yea: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Councilor Kellen Appleton, Councilor Nicole Ford Burley, Councilor Eric Cole, Councilor Andrew Faunce, Councilor Lori Key, Councilor Timothy McNamara and Councilor Laurel Stavis

Voting Nay: None

****The Vote on the MOTION was unanimously approved (9-0)***

The meeting was adjourned at 10:01 PM.

Respectfully submitted,
Cinda Mersel
Recording Secretary