

FINAL

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, July 1, 2026 6:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT: Timothy McNamara

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Deputy Director Planning and Development Tim Corwin, Senior Planner Rebecca Owens, Finance Director Alesia Williams, DPW Director Jay Cairelli

- 1. CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 6:00 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:

- Protocol for the heatwave: Cooling area resources are the Downtown Public Library; the Kilton Public Library, the Lebanon Senior Center, Lebanon City Hall. The Laconia Municipal Pool will be open through the weekend and will be free to the residents of Lebanon. (Detailed information can be found on the City's Website.)
- Significant construction taking place throughout the City of Lebanon. The City has made some tradeoffs and in retrospect we could have revisited some of the pedestrian/bike traffic along walkways and the issues we are having right now in trying to create the safest route.
- July Fireworks: Taking place on July 2nd after the Farmer's Market. Fireworks will be launched from Storrs Hill. Our friends at Novo Nordisk were kind enough to sponsor the fireworks show this year.
- Mack Avenue: Smoke tests are scheduled for July 2nd between 8-9AM. A full analysis will be done once the test is completed.

Councilor Faunce noted the navigation of the Mechanic Street Circle without a flagger is difficult.

- 5. OPEN COUNCIL DISCUSSION:**
- 6. OPEN TO PUBLIC: NO ONE CAME FORTH**
- 7. RECOGNITIONS: NONE**

8. ACCEPTANCE OF MINUTES: June 17, 2026 (Regular Meeting)

Amendments: Page 14, line 15: Change Councilor Stavis to Councilor Cole: Page 15, between line 15 & 16: Add statement- the City is making sure that we are not being accused of spot zoning: Page 14, line 32: Statement should read: asked if there was a site plan finalized. If so, they should be locked into that for the future. Page 14, lines 39-42: For clarification Councilor Faunce’s statement should read as follows: Councilor Faunce was concerned about whether the intended future use of the Child Care Facility would negatively impact all of the desired and potential uses of the SAU building and its surrounding grounds.

Councilor Appleton arrived at approximately 6:10PM.

Councilor Faunce MOVED to approve the June 17, 2026 minutes as amended and presented in the July 1, 2026 City Council agenda packet.

Seconded by Councilor N. Ford Burley.

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

9. APPOINTMENTS:

Mayor Whittlesey noted the Council will be appointing up to 6 candidates tonight: Four (4) will be regular Citizen Members and two (2) will be alternates. He presented the highlights of each of the candidates’ background credentials in alphabetical order as listed below (which can be found on pages 21-33, Council agenda packet).

- Finance Advisory Committee, Francis Casale (Citizen Member) TERM: To Be Determined
- Finance Advisory Committee, Bill Martin (Citizen Member) TERM: To Be Determined
- Finance Advisory Committee, Robert Moses (Citizen Member) TERM: To Be Determined
- Finance Advisory Committee, Kevin Purcell (Citizen Member) TERM: To Be Determined
- Finance Advisory Committee, Jay Simms (Citizen Member) TERM: To Be Determined
- Finance Advisory Committee, Matthew Smith (Citizen Member) TERM: To Be Determined

Mayor Whittlesey handed out two (2) sets of paper ballots to the Council: One to vote on the regular membership and one for voting on alternates and instructed the Council on how the voting process would proceed, noting that the four (4) highest vote getters would be regular members. A vote would then be taken on the alternates. For the sake of transparency, he requested that Councilors sign each of their voting ballots so that they could be included in the minutes, along with the results of the votes.

RESULTS OF THE PAPER BALLOTS FROM THE COUNCIL.

NOTE: The top four (4) candidates were selected to be Regular Citizen Members of the Lebanon Finance Advisory Committee. The remaining two (2) candidates would be voted on separately to fill the Alternate Citizen Membership positions.

SIGNED COUNCIL FINANCE ADVISORY COMMITTEE VOTING RECORDS

SELECTIONS FOR ALTERNATE MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 2)

Kevin Purcell
4

Bill Martin
5

4

COUNCILOR: Stavis

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Cole

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Wilkie

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Key

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Appleton

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Ford Bailey

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Favre

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

COUNCILOR: Whittlesey

SELECTIONS FOR REGULAR MEMBERSHIP OF FINANCIAL ADVISORY COMMITTEE
(Please circle up to 4)

Jay Simms	Matt Smith	Kevin Purcell
Fran Casale	Bob Moses	Bill Martin

Mayor Whittlesey MOVED to NOMINATE each of the following candidates as Regular Citizen Members to the Lebanon Finance Advisory Committee:

1. Jay Simms
2. Robert Moses
3. Bill Martin
4. Matthew Smith

No second required.

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

ALTERNATE MEMBERS:

Mayor Whittlesey MOVED to NOMINATE Kevin Purcell as an Alternate Citizen Member to the Finance Advisory Committee.

No Second required.

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

Mayor Whittlesey MOVED to NOMINATE Francis Casale as an Alternate Citizen Member to the Finance Advisory Committee.

No second required.

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

10. PUBLIC HEARING ITEMS: NONE

11. OLD BUSINESS: NONE

12. NEW BUSINESS

- A. Public Information Presentation for NHDOT Route 10 Culvert Replacement Project, Lebanon 44776

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 34-55, Council agenda packet.\)](#)

1. Lebanon 44776, NH Route 10 Culvert Replacement presentation

Mr. Kirk Mudgett (NH DOT Project Manager for this project), Mr. Chris Wall and Mr. John Parrelli reviewed the background and gave a presentation on the project's location, existing conditions, the project goals, design alternatives, proposed improvements, traffic management, schedule for construction and the proposed costs. Mr. Mudgett also noted they have invited abutting parcel owners to attend this meeting to make sure this meeting serves as a combined public officials and public informational meeting. A Public Hearing for this project is expected to take place later this summer. This project is funded at 80% Federal Funds and 20% State Funds through the Culvert Rehab/Replacement/Drainage Repairs Program. **No Local Funds are being sought.**

BACKGROUND

The New Hampshire Department of Transportation is currently in the design phase of a project to replace an existing culvert underneath NH Route 10 approximately 1/2 mile south of the Wilder Dam and 1/4 mile north of Fountain Way (The Falls). The project proposes the replacement of an existing 3.5'x4' concrete box culvert with an 8'x 5' concrete box culvert. Construction of the project is currently anticipated for Fall 2027.

NHDOT staff requested a present of the project be given at a City Council meeting to serve as a combined public information session and public officials meeting to hear concerns and answer questions from the City and abutters.

Council/Staff Comments:

A summarization of the Council's comments and discussions included the placement of temporary traffic signals; anticipated timeline of construction (within one construction season); streets not listed on the project location map; whether or not any of the right of ways will be located on the River Park land (there will need to be a small easement on that parcel since there is no regulated purchased land for this parcel); whether or not the stream under the culvert is an intermittent or perennial stream (unknown); whether or not the culvert would be sufficient to handle the streams waters in extreme weather conditions; the total length of road before/after the shoulders (the paved length of the lanes from the shoulder will be +/- 11 ft lanes and +/- 5ft shoulders, the paved surface will be +/- 2 ft wide; looking at the full length of that road with respect to whether or not that improvement in the shoulder might be extended (has not been looked at for last 15 years); whether or not there is a plan to provide regular, routine flora maintenance and if not, can a plan be put in place to manage the vegetation along the guardrail (for pedestrians and bicycles); and whether or not this project is undergoing review for §106.

Deputy City Manager Brooks noted that Route 10 is a State-Wide bike route and while going from a 1 ft paved shoulder to a 2 ft. paved shoulder is an improvement for cyclists, going to 3 ft or 4 ft would be even better. This would still provide separation from the guardrail and from the other lanes.

Ms. Rebecca Owens (City of Lebanon Senior Planner, Representative of Advance Transit) came forth and was interested in hearing about the plan they had for stakeholders' outreach for those who have time sensitive services. Mr. Mudgett stated they have not gone through that noting it is a challenge to just keep the roadway open. They have not done outreach specifically for any groups.

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

B. Presentation of Proposals for Essential Air Service Contract with U.S. Department of Transportation for Lebanon Airport

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 56-130, Council agenda packet\)](#)

1. US Department of Transportation Order Requesting Proposals, DOT-OST-2003-14822, issued April 14, 2026
2. Boutique Air, Essential Air Service Proposal
3. Cape Air, Essential Air Service Proposal
4. Contour Airlines, Essential Air Service Proposal
5. 2026 EAS Proposals Summary Spreadsheet
6. Public Comments – as of June 23, 2026

Mayor Whittlesey noted the City has three proposals to provide Essential Air Services (EAS) out of the City of Lebanon's Airport. We will hear each proposal in alphabetical order. We will not hear public comments during the presentations but will take public comments after all EAS presentations have been given. The 3-minute rule will be adhered to given the number of attendees present for this topic. He encouraged attendees not to provide repetitive comments and explained the process of selection, noting that while the Council can provide input to the FAA, the Council does not make a decision on which EAS

the City will have: the FAA makes that decision. The Council's purpose tonight is to hear proposals and make a recommendation for who the City of Lebanon would like to see as EAS.

Representatives from Boutique Air, Cape Air, and Contour Airlines were present on July 1st to review their respective proposals and answer questions.

BACKGROUND

Cape Air's current contract with the U.S. Department of Transportation (USDOT) to provide Essential Air Service (EAS) to the Lebanon Airport will expire on November 30, 2026. In anticipation of the contract expiration, the USDOT issued an order on April 14, 2026 requesting proposals from air carriers interested in providing EAS for a new contract term beginning December 1, 2026.

The USDOT received proposals from Boutique Air, Cape Air, and Contour Airlines prior to the May 27, 2026 submission deadline, which were subsequently forwarded to the City for review. Airport Manager Carl Gross has prepared a spreadsheet summary of the three EAS proposals, including the number flights and destination options presented by each air carrier.

The USDOT is requesting comments from the City Council relative to a recommended EAS carrier for Lebanon Airport for the upcoming contract term. All comments must be submitted to USDOT no later than July 2, 2026.

The following Essential Airline Service (EAS) proposals were presented as follows:

BOUTIQUE AIR:

Mr. Nick Newsome (Assistant Chief Pilot with Boutique Air) and Ms. Katie Igarta (Senior Project Manager/Marketing Director for Boutique Air) reviewed and explained Boutique Air's proposal, the airlines history, a description of their aircraft fleet, the airline's reliability, cost of tickets/fees, revenues and expenses, scheduling proposal for Lebanon, marketing strategies and benefits, safety factors, and connections to other airlines/terminals outside of Lebanon, NH.

Council Comments: NONE

CAPE AIR:

Mr. Mike Migliore (President/CEO Cape Air), Mr. Chuck Ferra (Vice President of Corporate and Airport Affairs) and Ms. Rebecca Chase (Director of Marketing) along with other members of Cape Air were present at this meeting.

Mr. Migliore, Mr. Furara, and Ms. Chase reviewed Cape Air's past history of service in the City of Lebanon, NH and their connections within our community. They reviewed and explained Cape Air's proposal, the airlines history, a description of their aircraft fleet, the airline's reliability, cost of tickets, revenues and expenses, scheduling proposal for Lebanon, marketing strategies and benefits, shuttle services, safety factors, and connections to other airlines/terminals outside of Lebanon, NH.

Council Comments:

Mayor Whittlesey questioned if the Tecnam are the main airplanes being used or if they are still using the Cessna's. Mr. Migliore stated they are still using both, noting they have 30 Tecnams and they schedule the Tecnams 100% of the time but would much rather backfill with the Cessna 402s than cancel flights.

At the request of Mayor Whittlesey, Mr. Migliore gave an overview of the Tecnam's storage, seating capacity (2 for pilots and 9 in back), overall performance: (dual turbo engine, very reliable) has the most advanced avionics for pilots, including radar and GPS, and speed is similar to the 402.

In response to Councilor Cole's question regarding the price of tickets from Lebanon to Boston, Mr. Migliore noted the lowest price starts at \$59.00 right now, but tickets are tiered. Prices are a little different from Boston than White Plains, NY.

CONTOUR AIR:

Mr. Ben Munson (President, Contour Airlines) and Mr. Chris Hanvy (Corporate Controller) reviewed and explained Contour Air's proposal, the airline's history, their plan for Lebanon, a description of their aircraft fleet, the airline's reliability, cost of tickets/fees, revenues and expenses, shuttle services, scheduling proposal for Lebanon, marketing strategies, and connections to other airlines outside of Lebanon, NH.

Summarizations of Clarifying Questions and answers from Council/Staff/Presenters:

City Manager Hosmer noted all three presentations were very good and presented the following questions to the non-Cape Air folks.

- He wanted to know what their ability is to package the shuttle service from White Plains, NY to mid-town and maintain their price structure:
 - Contour Airlines: This is something they would be interested in maintaining if the Westchester Service continues. They would have to find a larger vehicle than they have today but would absolutely be willing to maintain that service transportation connection to the flight.
 - Boutique Airlines: They are willing to extend the same service that is available now.
- The City has limited levers at the Airport to drive revenue, noting this is a City-owned Airport and we need to answer questions from our constituents. As a result, he questioned what is in it for us as a City-owned Airport as it has a significant cost structure. It is a well run Airport and is improving every year to drive additional revenues. One of the levers the City depends on is fuel flowage fees, which is important to the way we operate. We would like to ensure that you will be pumping the same amount of fuel as Cape Air, or more, to make sure that revenue structure will stay in place for a consistent flow of revenues.
 - Boutique Airlines: They primarily purchase fuel at their outstations in Pendelton and Massena. He believed they purchased 25K gallons in Massena for 3 round trips.
 - Contour Airlines: They expect they would be using more fuel (from the Lebanon Airport) but sometimes they manage things a little differently because of the amount of fuel they are consuming and the cost differences (i.e., costs at Dulles vs. Lebanon). They would enter into a contract with the Airport to commit to a minimum fuel flowage fee per month, whether they uplift or not. They can make sure Lebanon maintains the economics it has today.
- If the Lebanon Airport starts to see an increase in demand for services they provide, what is your flexibility in increasing frequency for those very popular routes during specific times of year.
 - Contour Airlines: The aircraft they are operating is built to fly 8-9 hours a day. So, when there is an opportunity with demand, it is our incentive to be flexible.

- We have seen a significant inflationary impact on fuel which creates a little havoc. He wanted to make sure the City, and any EAS provider has the ability to weather these difficult periods in the economy and survive. This is critically important to us once we become dependent on a certain service. He wanted to know how the price of fuel and oil is impacting your overall operational costs so the City can feel good that for the next 4 year stretch the company will still be here.
 - Contour Airlines: They explained their reasons why they would be able to weather the market.
 - Boutique Airlines: They have seen a significant increase in the price of fuel recently (i.e., at Boston it is now \$11/gal.). We have been operating at Boston for roughly 10 years and have had made no changes to services or in ticket prices, so a \$79.00/ticket price is \$79.00.
 - Cape Air: Like Contour, they have been in business for 37 years. As for fuel, they use AvGas, which is a little different than Jet Fuel. (AvGas and diesel fuel are designed for piston engines, whereas jet fuel is designed for turbine engines.) Their overall cost for fuel is roughly about 12% of their total cost so for us it is not that big of a deal.
- Are there any union/labor negotiations that the City should be aware of?
 - Boutique Airlines: They belong to no Unions
 - Contour Airline: They belong to no Unions
 - Cape Air: They have a Pilots' Union and have just entered into a 4-year contract with them.

Mayor Whittlesey opened the meeting for a Public Comment Session regarding EAS at the Lebanon Airport and the following came forth to give their testimonies. He also noted that in the Council agenda packet, there is an extensive list of supportive comments (for each airline).

- **Mr. Chris McIntyre (Grafton, NH):** He spoke about his reasons why he supports Cape Air. There is human interest here, and this is one of them, noting Cape Air, over the years, have woven themselves into the fabric of Lebanon (i.e., we live, work, shop, shop, and go to church here).
- **Mr. Don Muck (Orford, NH):** He spoke about his reasons why he and his wife support Cape Air.
- **Mr. Christopher Johnson (lives in Quechee, VT and has office in NYC):** He is an attorney in NYC and spoke about his reasons why he supported Cape Air, noting their convenient flight frequency, shuttle services, reliability that has been proven over 15 years in Lebanon's weather conditions, safety factors, and the experience of the pilots who fly in/out of Lebanon's Airport. While not an aviation attorney, he spoke about the Contour proposal that specifical states its flights would be conducted as a Part 308 Public AV Charter. His understanding is that it would require Lebanon to wave its Statutory Right to scheduled air service or convert to an alternate EAS program, which is a significant change in the legal framework.
- **Ms. Alice Roberge (St. Albans, VT):** She spoke about her reasons why she supported Cape Air, specifically noting how they saved her life while she was ill with a terminal cancer diagnosis and sought alternative care at the Memorial Kittery Sloan Medical Cancer Center in Manhattan, NY for a Phase I Clinical Trial. She praised the frequency of flights, the competency and empathy of staff, and especially the shuttle services and driver Cape Air provided, who would often drop her off and pick her up at the hospital. You never know when another life may depend on them.

- **Mr. Nursultan Kaylbek (Lebanon, NH):** He spoke about his reasons why he supported Contour Airlines, noting his economic reasons and the potential travel to different destinations.
- **Mr. Peter Spencer (Hanover, NH):** He spoke about his reasons why he supported Cape Air, noting the destinations, frequency of flights, and free ground service (from White Plains, NY).
- **Mr. Shawn O'Donnell (Vermont):** He spoke about his reason why he supported Cape Air.
- **Mr. Sean Cayhill (lives in Woodstock, VT and has firms in both Boston and NYC):** After explaining his job-related duties, he spoke his reasons why he supported Cape Air, noting the reliability, frequency of flights, and fairs.
- **Mr. Bill Sandee (Woodstock, VT):** He spoke about reasons why he supported Cape Air, noting a similar health experience as Ms. Roberge. He praised the willingness of staff to get him on a flight the next day so he could undergo an emergency operation in NYC. The service and quality of their employees are unmatched.
- **Ms. Angela Park (Norwich/Office in Manhattan, NY and lives there part-time):** She spoke about her reason why she supported Cape Air, noting their flight frequency, customer service, and their community ties in Lebanon.
- **Mr. Adam Gaston (Pomfret, VT):** In the interest of full transparency, he used to work for Cape Air from 2001 – 2008 and spoke about his positive work experience with Cape Air and the reason why he supported them, noting Cape Air represents the gold standard of what an EAS should be.
- **Ms. Ann Saban (Lives in NH and works in NYC):** She spoke about her reasons why she supported Cape Air, noting the frequency of flights, friendliness of customer service, and their reliable service and shuttle services.

After hearing no more comments from the public, Mayor Whittlesey closed the Public Comment Session.

At the request of Mayor Whittlesey, Mr. Carl Gross (Airport Director), explained the Part 308 Waiver and some of the legal technicalities. He noted that the Part 308 operates as a Public Charter for aircraft (EAS) that has <10 seats and aircraft > 30 seats. It would be a waiver from a scheduled air service at the airport. With that said, they are operating as a public scheduled charter. What the City went through the last time EAS came up for review was a potential waiver to go from two engines to one engine. Depending on the EAS choice, the Council may potentially need to make that waiver. Cape Air has a twin engine, which the Council would not have to waive right now. For Boutique Airlines, the Council would have to make a single engine waiver.

Once the Council makes a waiver, the ability to demand that type of service in the future is gone. If the City went to a >30 aircraft, the Airport would have to become certificated again and that is when we would have to bring the Fire Service back to the Lebanon Airport. This would mean having a Fire Department Certificated as Airport Rescue and Fire Fighter personnel and we would have to have personnel at the Lebanon Airport at a minimum of 15 minutes before and 15 minutes after any scheduled (airline) arrival or departure. We would essentially be paying the Lebanon Fire Department to come out and provide that service and then the Lebanon Airport, itself, would need to be certified again. For those flights, we would have to have someone who is able to perform an airfield inspection at the airport, which would require more staffing (potentially +/- 2 people) be hired at the airport.

Summarization of Council/Staff Discussions and Comments included:

Whether or not the City would be waiving the requirements for the two engine aircraft to a one engine aircraft in the future; the limitations on what can be required by the City in the proposal and since none of the proposals have more than 30 seats there are no limitations required and no need to recertify the Airport so no additional staffing would be needed; whether or not there are options for a carrier to be able to offer additional departures (they can do this at their own risk but the NH DOT will only subsidize EAS based on the number of seats); what the impact would be the on the City's revenues if the Airport went from 6 flights a day of landing fees to 12 per week on a larger aircraft (this is based on the weight of the aircraft and would almost be a negligible difference for us); how enplanements are going for the City this year and whether or not it is reflective of nationwide trends (the City is currently down +/- 150 passengers from last year and nationwide we have been slightly below last year's average but it is starting to level off); the total number of survey responses (620, as of today. Preferences for a particular airline were Contour – 58% (357), Cape Air 31% (193), Boutique 10% (60). The survey did not ask where those individuals were responding from); the observation that only one person who gave testimony for their preferred airline lives in Lebanon; how the Airport in Lebanon seems to be important to those living outside of Lebanon; why the data on enplanements in Lebanon was down by 10%; the enplanements last year were +/- 8,500; the importance of having 10K enplanements for the Lebanon Airport; the DOT's reauthorization and how they removed the 10K enplanement requirement for funding – their set rate (of funding) is now based on a set rate of per passenger (+/- \$135 per passenger in funding for the Lebanon Airport).

Summarization of Individual Councilor comments:

Councilor N. Ford Burley: She spoke about how impressed she was with the public comments, and the comments included in the agenda packet. She was very surprised with the positive feedback for Contour Air but after reviewing the comments tonight it struck her that most of the positive Cape Air comments were from folks who do fly out of Lebanon and do make use of the Lebanon Airport on a regular basis. She felt the comments in favor of Contour Airlines were aspirational but was wondering how much of their, and Boutique's (proposals) would manifest if one of these were chosen. While this is Lebanon's Airport, make no mistake this is the Upper Valley's Airport.

Councilor Appleton: She spoke about how well the Lebanon Airport is connected regionally in terms of the high quality transportation services we offer. She thought that being able to keep the frequency of airline flights, along with the destinations (Boston/NYC) is more important than being able to access once daily flights to Washington DC or JFK and further explained her reasons. Frequency does matter and that is what makes these services (Cape Air) reliable.

Councilor Stavis: She has flown many Cape Air flights through the years and really appreciated the White Plains, NY flights. She made the observation that, while it is true, many of the people who spoke here this evening do not live in Lebanon, it is to Lebanon's great advantage in having those people utilize our services to conduct their lives and businesses. She finds that Cape Air's Services are exceptional.

Assistant Mayor Wilkie: While he was uncertain where his thoughts would go, he did agree with Councilor Cole regarding the comments that we did get a lot of input on Cape Air from people who do not live in Lebanon. In speaking with his neighbors, there was a general consensus that they are not using Cape Air but would be inclined to use Contours Airlines' services and spoke about his concerns that they may not be frequent flyers. He felt that keeping the base as it is now is something to consider. To date, he thought there is more appetite for strengthening what we already have. Personally, he spoke about his reasons for selecting Contour Airlines. While he was uncertain what his preference would be, he did think

there is value in considering something maintained here and that we should continue to expand on this rather than swap it for something that may be better.

Councilor N. Ford Burley questioned the idea of expanding and moving out of the New England region and further explained her reasoning. She felt the frequency of flights (out of the Lebanon Airport) is important.

Councilor Cole: It sounds like there is potential for additional at risk flights. For Contour it sounds like there is potential, if the demand is there, for additional flights (could add up to 2 additional flights per week if there is the demand). He, Mayor Whittlesey and City Manager Hosmer discussed the at risk flights, the per flight minimum number of passengers that would be needed to make that flight profitable, etc. Councilor Cole's point was that if the demand was there, there is the potential for higher flight frequencies from Contour.

Councilor Key: She spoke about her past flight experience with Cape Air and noted it was difficult because it has only 9 seats and there has never been a seat available. It is a small plane. She liked that the City has had a positive experience with the company, and it has been positive for people who are using it all the time but was uncertain if we really are achieving the full potential of who may utilize the Airline and further spoke about her reasons. An Airline that could support more growth, landings, etc., may open the Airport up to more people who may be interested in flying out of Lebanon.

Councilor Faunce: This is a classical case of having a known entity that is comfortable and delivers a small town easy walk up, free parking, etc. that you cannot get anywhere else. Then you separately have people that may aspire to do something different, like having more options. However, those options are also down the road in Manchester, NH or somewhere else, for family trips or an exotic port of call. We have the something (in Lebanon) now that is working, and that is meeting a lot of needs (be it limited) of a lot of people. He would like to look at the data regarding people's aspirations, or drill into the survey questions, before picking a choice.

Councilor Stavis: She was uncertain how much useful data you can glean from the past and noted that she was once on the Airport Advisory Committee back where there were 18 seats on another airline. As she recalled, enplanements were way down and the Airport was a real problem for Lebanon at that point. If any correlation from that past experience can be drawn to a future experience with larger planes, she wanted to offer this (her comments) as one experience.

Mayor Whittlesey noted the choice comes down to choosing the options that level frequency and convenience, which will have an emphasis on business-related travel or the need for airline activity for leisure travel, or opening up more recreational travel with far less flight options. The Council needs to be very careful so that if the leisure travel is chosen, it would need to offset the loss of business travel. From an overall approach, business travel is a lot less competitive, and the convenience and location are the most critical factor. Being able to fly directly to the airport you can arrive at/come out of and the interline connectivity is also important, especially to Boston and New York. Leisure travel is lot more competitive and can be done in places like Burlington, VT; Manchester, NH; Boston, MA; Hartford, CT; etc., noting that when you are traveling for leisure you are expecting to be traveling and this is not as time sensitive. His concern is that we will not generate the leisure travel enplanements necessary to offset the loss of business travel enplanements. He emphasized that Cape Air is in our community and further explained his reasons.

In response to Councilor Cole’s question about whether or not the Lebanon Airport could have both, Mayor Whittlesey said no. We (the Council) are only making a recommendation to the FAA. They will be choosing one (EAS) provider but will be taking our recommendation into consideration.

Deputy City Manager Brooks (before voting on a Motion) presented a screenshot of the expanded Motion that included the waivers that were discussed.

ACTION:

Councilor Appleton MOVED, that the Lebanon City Council hereby recommends to the United States Department of Transportation that Cape Air be selected to provide Essential Air Service to the Lebanon Airport (LEB) for a (4) Four-year term beginning December 1, 2026.

Be it Further MOVED that the Lebanon City Council understands that Cape Air may operate its service utilizing a 9-seat, single engine aircraft and hereby waives its right to receives Essential Air Service with 15-seat or larger aircraft and waives the right to use a multi-engine aircraft as a selection criterion.

Seconded by Councilor N. Ford Burley.

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

C. Discussion and Set Public Hearing for July 15, 2026:

1. CDBG Application for Boys and Girls Clubs of Central and Northern New Hampshire (BGCCNNH)
2. Adoption of Anti-Displacement and Relocation Assistance Plan for Boys and Girls Clubs of Central and Northern New Hampshire (BGCCNNH)

Mayor Whittlesey emphasized to the Council that the purpose of the remaining two items is just to set the Public Hearing. These items will be discussed, and input will be taken, at the Public Hearing.

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 131-137, Council agenda packet\).](#)

1. Project Description – Boys and Girls Clubs Upper Valley Childcare Center
2. City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for the Boys and Girls Clubs of Central and Northern New Hampshire

Ms. Rebecca Owens (Senior Planner) reviewed and explained the background as listed below. She also noted that this topic is only to set the Public Hearing for July 15, 2026. The Motions, as listed below, will need to be voted on separately. If the grant is awarded; the City would be the grantee and would subgrant funding to the Boys/Girls Clubs through a formal Subrecipient Agreement that is separate from any proposed license of lease agreements. The City would own or operate the facility.

BACKGROUND

The New Hampshire Community Development Finance Authority (CDFA) receives approximately \$9 million annually for the statewide Community Development Block Grant (CDBG) program, which includes all non-entitlement municipalities and counties. Counties and communities can apply annually on a competitive basis for CDBG grants up to \$750,000 for housing and public facilities; \$500,000 for economic development activities that directly benefit low-and moderate-income persons; and up to

\$25,000 for feasibility/planning study grants.

The Boys and Girls Clubs of Central and Northern New Hampshire requests that the Lebanon City Council support and authorize the submission of a CDBG application for Public Facilities for up to \$750,000 to support the Boys and Girls Clubs' Upper Valley childcare facility. The proposed location for the facility is 20 Seminary Hill Road, West Lebanon (Tax Map 86, Lot 25), which is owned by the Lebanon School District, SAU88, with a portion of related site improvements to be located on the adjacent City-owned property at 6 Aldrich Avenue (Tax Map 86, Lot 25, Plot 100).

Summarization of Council/Staff Comments:

In response to Councilor Cole's question regarding if there was any reason why the City would not be administrator, Ms. Owens explained that it could take up to 25% of her time and further explained the costs and work involved in administering the grant. Mayor Whittlesey further explained the technicalities, compliance issues and administrative burden involved with the of administrating a Subrecipient Agreement. The consensus of the Council was that the City would remain the administrator of any grants.

At Councilor Cole's request, Ms. Owens and City Manager Hosmer explained the City of Lebanon's Residential Anti-Displacement and Relocation Assistance Plan.

Councilor Faunce questioned what the ongoing use of the SAU building and how and whether that might be affected by there being another building used specifically for children on the same lot. Mayor Whittlesey noted this would be discussed at the Public Hearing. In response to Councilor Faunce's second question, City Manager Hosmer noted this could be discussed at the Council's Special meeting set for tomorrow, Thursday, July 2nd, 2026.

ACTION:

Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby schedules one public hearings for Wednesday, July 15, 2026, beginning at 6:00pm, Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the following:

- 1) A public hearing for the purpose of receiving public input and taking action on a proposed CDBG grant application for up to \$750,000 in CDBG Public Facilities funds to be sub-granted to the Boys and Girls Clubs of Central and Northern New Hampshire; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract.*

Seconded by Councilor Appleton.

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

Assistant Mayor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, July 15, 2026, beginning at 6:00pm, Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the following:

- 2) A public hearing for the purpose of receiving public input and taking action to adopt the City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for the Boys and Girls Clubs of Central and Northern New Hampshire.*

Seconded by Councilor Appleton

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

D. Discussion & Set Public Hearing for August 19, 2026: Reclassification of an existing Class VI highway (a portion of Old Kings Highway) as a Class V highway pursuant to NH RSA 231:22-a

Included in the agenda packet: (All supportive documents and detailed information, as listed below, can be found on pages 138-147, Council agenda packet).

1. Lebanon Planning Board Notice of Action for application PB2026-12-MIN, dated March 16, 2026.
2. Plat titled, “Proposed Subdivision for Robert S. & Carolyn M. Townsend Rev. Trust Dated May 4, 2006,” prepared by Cardigan Mountain Land Surveys, LLC, dated February 3, 2026, Project #: 25-4089,8292.
3. Plat titled, “Plan of Petitioned Road Reclassification – Old Kings Highway (at end of Storrs Hills Road),” prepared by Cardigan Mountain Land Surveys, LLC, dated March 31, 2026, and revised May 20, 2026.

Mr. Tim Corwin (Deputy Planning and Development Director) summarized the background as listed below.

BACKGROUND

Robert and Carolyn Townsend are the owners of 125 Storrs Hill Road (Tax Map 134, Lot 17), a +/-70.6 acre parcel zoned RL-2 with frontage on:

- Storrs Hill Road, a Class V road (shown in red in Figure 1 below),
- Old Kings Highway, a Class VI road (shown in yellow in Figure 1 below), and
- Baker Lane, a Class VI road (shown in green in Figure 1 below).

Figure 1. Aerial view of 125 Storrs Hill Road highlighting frontages.



On March 16, 2026, the Planning Board approved the Townsend’s request to subdivide the property into two (2) lots as follows:

- Lot 1: +/-4.24 acres, improved with the existing one-family dwelling; and
- Lot 2: +/-66.4 acres, improved with a 2,100 sq. ft. pole barn.

Copies of the Planning Board’s Notice of Action for application PB2026-12-MIN and a copy of the approved subdivision plat are enclosed in the agenda packet for reference.

The proposed lots comply with the applicable zoning dimensional requirements, except with respect to frontage. In the RL-2 District, lots not served by public water and sewer require minimum frontage of 200

ft. on a Class V road or better. Currently, proposed Lot 2 has only +/-34 ft. of frontage on Storrs Hill Road (a Class V road) which terminates at the end of existing pavement, the approximate location of which is marked by the yellow star in Figure 2. At that point, the right-of-way becomes a Class VI road known as Old King's Highway.

Figure 2. Bird's eye view of subject property (looking south).



Consequently, the Planning Board approved the Townsends' subdivision with a condition that, "[t]he applicants shall obtain approval from the City Council to reclassify Old Kings Highway from a Class VI road to a Class V road to the extent necessary to ensure that Lot 2 has a minimum of 200 ft. of frontage on a Class V road[.]" The reclassification is a necessary pre-requisite to recording the approved subdivision plat and creating the proposed lots.

Pursuant to the Planning Board's condition of approval, the Townsends have requested that the City Council reclassify a +/-166 ft. long segment of the Old Kings Highway right-of-way from a Class VI road to a Class V road. Together with the existing +/-34 ft. of frontage on Storrs Hill Road, the proposed reclassification will provide Lot 2 with the 200 ft. of frontage on a Class V road as required by the Zoning Ordinance. The portion of the Old Kings Highway proposed to be reclassified is depicted on the attached plat titled, "Plan of Petitioned Road Reclassification – Old Kings Highway (at end of Storrs Hills Road)," prepared by Cardigan Mountain Land Surveys, LLC, dated March 31, 2026, and revised May 20, 2026.

As depicted on the reclassification plat, the portion of Old Kings Highway proposed to be reclassified begins at the end of Storrs Hill Road where the existing pavement ends adjacent to 135 and 136 Storrs Hill Road. As shown in the street view image in Figure 3 below taken in July 2024, the portion of the Old Kings Highway right-of-way proposed to be reclassified is improved with a gravel drive that turns southward into proposed Lot 2.

Figure 3. Google street view of existing Old Kings Highway gravel drive.



In connection with the Townsend's request, a site visit to evaluate the area proposed to be reclassified was

held on April 28, 2026, and was attended by the Townsends, representatives from the Department of Public Works (including the Director, Deputy Director, City Engineer, and Maintenance Superintendent), the Fire Department (including the Deputy Fire Chief and Fire Inspector), and the Planning and Development Department. Staff concluded that the existing conditions within the area proposed to be reclassified are sufficient and that no upgrades are needed. However, to enable a turnaround for City snowplows and other vehicles, City staff have requested, and the Townsends have agreed, to grant the City an easement over a portion of proposed Lot 2. The proposed 50 ft. by 50 ft. easement area is depicted on the attached plat.

Per RSA 231:22-a, I and II, the City Council may reclassify an existing Class VI right-of-way to Class V by simple majority vote. Although a public hearing is not legally required, staff recommends that the City Council schedule a public hearing for the proposed reclassification as a matter of good policy and public outreach.

Should the City Council vote to reclassify a portion of Old Kings Highway to Class V as requested by the Townsends, the Council will also need to vote to authorize the City Manager to accept the easement for the turnaround over proposed Lot 2. A draft copy of the proposed deed will be prepared and provided to the City Council prior to the public hearing.

For consistency and clarity, staff also recommends that the City Council take action per RSA 231:133, I, to change the name of the reclassified right-of-way from Old Kings Highway to Storrs Hill Road.

Council/Staff Comments:

Deputy Director Corwin explained the purpose and reason behind road footage (footage requirement) and the differences behind a road being classified as a Class V Road vs. a Class VI Road.

In response to Councilor Cole's question regarding where the plows have turned around for all these years, Deputy Director Corwin stated we can get some clarification on this for the Public Hearing.

ACTION:

Councilor N. Ford Burley MOVED , that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 19, 2026, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to reclassify a portion of the Old Kings Highway right-of-way from a Class VI road to a Class V road pursuant to NH RSA 231:22-a, as shown on a plat titled, "Plan of Petitioned Road Reclassification – Old Kings Highway (at end of Storrs Hills Road)," prepared by Cardigan Mountain Land Surveys, LLC, dated March 31, 2026, and revised May 20, 2026, as presented in the July 1, 2026 City Council Agenda Packet.

Seconded by Councilor Stavis.

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

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

Councilor N. Ford Burley MOVED for adjournment.

Seconded by Councilor Faunce.

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

The meeting was adjourned at 9:42 PM.

Respectfully submitted,

Dona E. Gibson

Recording Secretary