



**LEBANON CITY COUNCIL
AUGUST 19, 2026 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 888 376 479#). If you have trouble accessing this meeting, please [email David Brooks](#).

1. Call to Order

The August 19, 2026 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

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

4. City Manager Report

5. Open Council Discussion

6. Open to the Public

7. Recognitions

A. Resolution for Ernst Oidtman

8. Approval of Minutes

A. MOTION TO approve the minutes as presented in the August 19, 2026 agenda packet.

9. Appointments

- A.
- Conservation Commission, Erling Heistad (Regular Member)
 - Tree Advisory Board, Phillip Mulligan (Citizen Member)
 - Upper Valley Lake Sunapee Regional Planning Commission, Dan Nash (Reappointment as the Planning Board Representative)
 - Welcoming Lebanon Task Force, Martha Tecca (Local Nonprofit Organization Representative)

10. Public Hearing Items

- A. Reclassification of a Portion of Old Kings Highway
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 – Public hearing 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 highway to a Class V highway pursuant to NH RSA 231:22-a; and Authorization for City

Manager to accept an easement for turnaround for City vehicles.

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

B. Airport PFAS Site Investigation

Supplemental Appropriation of up to \$104,500 for Airport PFAS Site Investigation Capital Project as Required by NHDES; Authorization to Transfer up to \$104,500 from Airport Fund Balance – Public hearing for the purpose of receiving public input and taking action to appropriate up to \$104,500 for expenditure in the Capital Improvements Fund for a new Airport PFAS Site Investigation Capital Project as required by NHDES; and to authorize the transfer of up to \$104,500 from Airport Fund Balance to the Capital Improvements Fund to fund the supplemental appropriation. – R-2026-8

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

11. Old Business

- A. Proposed Amendments to the Lebanon Zoning Ordinance
- B. Appointment of 2026 Chair and Vice-Chair for Finance Advisory Committee

12. New Business

- A. Review and Discussion of Elderly Exemptions Program
- B. Abatement Request for Lady Rich Express Carwash
Discussion of Sewer Development Charge Abatement Request from Renee Costa for Lady Rich Express Carwash, 1 Martin Drive, West Lebanon
- C. Tax Deeding
City Council Review of Tax Deeding Waivers
- D. Dog Licensing Civil Forfeiture Update
- E. Discussion RE: Council Housing Goals, Potential Zoning Amendments
- F. Ground Lease Agreement for Land at 226 Mascoma Street
Discussion and Authorization for the City Manager to Execute a Ground Lease Agreement for Land at 226 Mascoma Street to the Boys and Girls Clubs of Central and Northern New Hampshire for a proposed childcare facility
- G. Kilton Library HVAC System
Discussion and Set Public Hearing for September 2, 2026: Supplemental Appropriation of up to \$94,000 for Replacement of Kilton Library HVAC System

13. Non-Public Session: None

14. Adjournment

Lebanon City Council Agenda
August 19, 2026

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

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

Future Board/Committee/Commission Appointments:
Board/Committee: Class VI Roads Advisory Committee
Position: Regular
Applicant: E. Backstrom

Board/Committee: Library Board of Trustees
Position: Alternate
Applicant: L. Shutz

Board/Committee: Zoning Board of Adjustment
Position: Regular
Applicant: J. Katz

Proposed Future Agenda Items: Dates may be tentative, and this list is not considered all-inclusive.
September 2, 2026 –

Public Hearing Items:

- A. Reclassification of Baker Lane (Class VI Road #27) from a Class VI Road to a Class A Trail
- B. Reclassification of Tickner Road (Class VI Road #30) from a Class VI Road to a Class A Trail
- C. Supplemental Appropriation of up to \$137,000 for Replacement of Kilton Library HVAC System

New Business:

- A. Authorization for City Manager to Sign Declaration of Restrictive Covenant for Sugarwood, LLC Planned Unit Development
- B. Review and Discussion of 2026 2nd Quarter Budget Report
- C. Landfill Gas to Energy Update and Discussion
- D. Annual Review and Re-Adoption of City Council Policy CC-100, Cash Management & Investment
- E. Annual Review of City Council Policy CC-101.1, Fund Balance

September 16, 2026

Public Hearing Items:

- A. Reclassification of Morse Road (Class VI Road #44) from a Class VI Road to a Class A Trail – Public hearing for the purpose of receiving public input and taking action on the Class VI Road Advisory Committee's recommendation to reclassify Morse Road (Class VI Road #44) from a Class VI Road to a Class A Trail.
- B. Reclassification of Class VI Road #46 (Unnamed Road connecting Daisy Hill Road to Storrs Hill Road) from a Class VI Road to a Class A Trail – Public hearing for the purpose of receiving public input and taking action on the Class VI Road Advisory Committee's recommendation to reclassify Class VI Road #46 (Unnamed Road connecting Daisy Hill Road to Storrs Hill Road), from a Class VI Road to a Class A Trail.

Old Business:

- A. Discussion of Future Redevelopment Goals for City-Owned Properties at 14, 28, and 30 Main Street, West Lebanon

New Business:

- A. Discussion & Set Public Hearing for October 7, 2026: Ordinance #2026-XX, to Amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to Authorize Changes to Certain Public Utilities Fees
- B. Discussion & Set Public Hearing for October 7, 2026: Ordinance #2026-XX, to Amend City Code Chapter 97: Landfill Regulations, Appendix A: Fees
- C. Discussion and Set Public Hearing for October 7, 2026: Ordinance #2026-XX, to Amend City Code Chapter 8, Airport Operations, to Authorize Changes to Landing Fees and Add Hangar Rentals to the Fee Schedule
- D. Welcoming Lebanon Task Force Report
- E. Discussion of Potential Social Districts



Resolution In Honor Of

Ernst Oidtmann

WHEREAS, Ernst Oidtmann served as a dedicated member of the Conservation Commission for the City of Lebanon from March 2008 to June 2026 and served as Chair from 2019 until 2022; and

WHEREAS, Ernst has given freely of his time and energy to the conservation of our natural resources, in the field as well as the meeting setting; and

WHEREAS, Ernst's unwavering dedication to the responsibilities of the Conservation Commission has significantly impacted the shaping of the city's future, reflecting his deep sense of civic duty and genuine concern for the well-being of our current and future residents, natural resources and conservation lands; and

WHEREAS, Mr. Oidtmann's ability to engage with the community, navigate intricate issues, and make informed decisions has set a standard of excellence within the Conservation Commission that will leave a lasting legacy; and

WHEREAS, Ernst Oidtmann consistently went above and beyond, contributing to the creation and implementation of policies that have positively affected the lives of the residents of Lebanon, New Hampshire. His selfless service, leadership, and commitment have been instrumental in the successful operation and achievements of the City of Lebanon's Conservation Commission.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of Lebanon, extends its sincere appreciation for the dedicated service of Ernst Oidtmann for his years of service as a member and Chair of the City of Lebanon's Conservation Commission.

Dated this 19th day of August 2026 at Lebanon, New Hampshire.

Douglas Whittlesey, Mayor
On Behalf of the Lebanon City Council

**Agenda
Lebanon City Council
August 19, 2026**

8. Acceptance Of Minutes:

Minutes To Be Accepted

- July 15, 2026

MOVED, to approve the minutes as presented in the August 19, 2026 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
MEETING MINUTES
Wednesday, July 15, 2026 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, Director Planning and Development Nathan Reichert, Deputy Director Planning and Development Tim Corwin, City Engineer Rod Finley, Finance Director Alesia Williams

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.

Mayor Whittlesey announced that the order of business would be adjusted so that the Urban Land Institute could give their presentation to allow them to get home. This will take place before the Public Hearing items.

3. BOARDS AND COMMITTEE REPORTS:

LEAC: Clifton Below (Ward 3)

Mr. Below updated the Council on the following:

- A written report was given to the Council by Chair Bromberg.
- Community Power Coalition updates on elections, electrical rate changes/savings
- Legislation bills they supported
- Net metering for homes legalities/legislation explained to Councilor Key at her request

DEI (Diversity/Equity/Inclusion) COMMISSION: Assistant Mayor Wilkie

Assistant Mayor Wilkie noted that their report has been submitted by the chair to the Council.

ARTS AND CULTURE COMMISSION: Assistant Mayor Wilkie

Assistant Mayor Wilkie updated the Council on the following:

- Artwork map
- Sidewalk poetry contest
- Participation in Tunnel Mural event at end of June
- Discussed other opportunities for the Commission which included proposal for another tunnel mural and possible opportunities in City Hall.

1 **CONSERVATION COMMISSION:**

2 Report to Council was received late. A written report was given to Council by Councilor Faunce on July
3 16, 2026

4
5 **HERITAGE COMMISSION:** Chair N. Ford Burley

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

- 7 • Issued two (2) Certificates of Approval
- 8 • Have now reviewed three (3) such projects this year
- 9 • Preliminary review of plans to be included in the Pattern Zoning Plan book
- 10 • Commission was part of July 4th Planning Committee
- 11 • Approved reallocation of funds from the Dana House to the Soldiers' Memorial to help with
- 12 surveying that site to make it accessible
- 13 • They voted to nominate the Soldiers Memorial for the New Hampshire Preservation Alliance's
- 14 Seven to Save Program.

15
16 **This portion of the meeting concluded at approximately 6:07 PM.**

17
18 **4. PUBLIC FORUM:** Mayor Whittlesey made the Public Forum announcement.

19
20 **5. CITY MANAGER REPORT:**

21 City Manager Hosmer updated the Council on the following:

- 22 • **Mack Avenue work:** A couple of weeks ago there was a DPW Inspection crew and two private
23 vendors to 1) Put a scope into the sewer system and take a look at how the sewer pipe is
24 functioning, and 2) Do a smoke test. He noted the sewer pipe on Mack Ave. is very clean and
25 clear on both ends. It may not have the pitch as it is supposed to but there is very minimal
26 standing water in that pipe. There were no cracks/fractures/no significant sags or blockage.
27 The smoke test indicated that there was one potential private plumbing issue being looked into.
28 Right now, we are working with a surveyor crew and Rod Finley plotting out the street. He will
29 bring back a list of options that might be needed at some point in the near future. This due
30 diligence will lead us in the direction as to whether we want to dig up the whole street and relay
31 the line and repave the street or whether there is something that can be done which would be less
32 expensive but still has the impact we want.
- 33 • **Water Department problems:** We lost two filters over the course of the weekend which put us in a
34 precarious position. Kudos to the DPW Director Jay Cairelli who was able to bring in 20 people
35 at various times between Friday and Sunday to get the problem fixed. He also thanked our
36 friends in Hanover, NH who provided water to us through their new the pump station. This
37 should remind us about the need to continue the maintenance of some of the City's infrastructure.
- 38 • **Airport PFAS investigation/remediation:** The City is moving forward with a required PFAS site
39 investigation at the Lebanon Airport. Historically, the use of firefighting foam containing PFAS
40 was mandated by the FAA, so as we were using that foam, it was unknowingly polluting the
41 Airport's ground. We were required to use that foam to meet Federal safety requirements. As a
42 result of that historic Federally mandated use, the NHDES is now requiring the City to investigate
43 PFAS contamination at the site. The FAA is working on a plan now to replace the Air Traffic
44 Control Tower but before the tower can be replaced some site work was being done to determine
45 if there is some PFAS that has to be remediated. An item will be placed on the August 19th
46 Council agenda to schedule a PFAS Site Investigation Public Hearing. This will put us in a

position to have a formal Public Hearing on September 6, 2026 that would allow us to proceed with consultant contracting and coordination with the NHDES and required site remediation steps. We do have funding reserves at the Airport that we can draw from to pay for this. We did put out an RFP and the lowest bid came in at +/- \$105,000 to do **just the investigation** work. The City was given 120 days to complete the work, but we will be asking for an extension of time.

Deputy City Manager Brooks clarified that the Public Hearing will be held on August 19, 2026 rather than bringing it before the Council for the first time on August 19th and then holding the formal Public Hearing on September 6, 2026. All the information from the DES letter will be made available along with the bids that we have received.

Councilor McNamara questioned if it might be possible for the Feds and/or the State to chip in (on costs) since they required that PFAS foam be used. Deputy City Manager Brooks was uncertain.

6. OPEN COUNCIL DISCUSSION:

Councilor McNamara gave kudos to the incredible work the DPW team did over the weekend to get the water system back up and running again, noting that water treatment is critical and things can go south very quickly. He also spoke about how a plan was made a couple of years ago to have DHMC and the State fund the pump station.

7. OPEN TO PUBLIC: No One Came Forth

8. RECOGNITIONS: NONE

9. ACCEPTANCE OF MINUTES:

July 1, 2026 (Regular Meeting)

Amendments:

- Page 10 line 36 – Change name to John Parrelli
- Page 12 line 32 and line 36 – Change name to Chuck Ferrara.
- Page 13 line 10 – Change name to Chris Hanvy
- Page 14 line 31 - Change name to Don Muck
- Page 15 line 1 – Change name to Nursultan Kalybek
- Page 19, line 16 - ADD at end of line after Agreement: The consensus of the Council was that the City would remain the administrator of any grants.

Councilor N. Ford Burley MOVED to approve the July 1, 2026 minutes as amended and presented in the July 15, 2026 City Council agenda packet.

Seconded by Councilor Appleton.

**The Vote on the Motion was approved (7-0-1). Councilor McNamara abstained because he was not present at the July 1, 2026 meeting. Councilor Faunce was not present at the time this vote was taken.*

10. APPOINTMENTS:

- Planning Board, Jacqueline Gesek (Resident Member)

City Manager Hosmer MOVED to Nominate Jacqueline Gesek as a Resident Member to the Planning Board. TERM: 07/15/2026 to 07/15/2029

1 **The Vote on the NOMINATION was approved (8-0). Councilor Faunce was not present at the time this*
2 *vote was taken.*

3
4 • Strategic Plan Task Force, George Blike (Resident Member)
5 *Councilors Key/Appleton MOVED to Nominate George Blike as a Resident Member of the Strategic*
6 *Plan Task Force. TERM: TBD*

7 **The Vote on the NOMINATION was approved (7-1). Councilor Cole opposed. Councilor Faunce was*
8 *not present at the time this vote was taken.*

9
10 • Strategic Plan Task Force, Francis Casale (Resident Member)
11 *Mayor Whittlesey MOVED to Nominate Francis Casale as a Resident Member of the Strategic Plan*
12 *Task Force. TERM: TBD*

13 **The Vote on the NOMINATION was approved (8-0). Councilor Faunce was not present at the time this*
14 *vote was taken.*

15
16 * The following Item below was taken out of order from what was presented in the Council Agenda
17 Packet. All other items will be discussed as presented in the agenda packet.

18
19 **13. NEW BUSINESS:**

- 20 **A. Housing Chapter of the Master Plan**
21 Review and Discussion of the draft Housing Chapter of the Master Plan
22 Report by the Housing Task Force with analysis by Urban Land Institute

23 Included in the agenda packet: (All supportive documents and information can be found on page 59,
24 Council agenda packet.)

25
26 Not Included, but Available:

271. [June 17, 2026 City Council Agenda Packet, including draft Housing Chapter of the Lebanon](#)
28 [Master Plan entitled “Living in Lebanon 2035, A Housing Chapter for the City of Lebanon](#)
29 [Master Plan”](#)

30
31 Members of the Urban Land Institute were present, along with the Planning and Development
32 Department and members of the Housing Task Force to review/discuss the draft Housing Chapter and
33 provide recommendations on how best to implement the actions and achieve the goals of the Housing
34 Chapter based on their two-day TAP workshops. Note: This presentation was to give a preliminary
35 glimpse of what the ULT’s final report would include. All panelists donated their time to participate in
36 the TAP Workshops.

37
38 **BACKGROUND**

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

44
45 In Spring 2025, the City was awarded a \$100,000 Housing Opportunities Planning grant through the
46 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 of the Master Plan. The Housing Task Force recently held its last formal meeting and made final edits to the draft Housing chapter, which is enclosed for the Council's review.

In addition, in August 2025, Lebanon was selected to participate in a national Housing Supply Accelerator Challenge, an initiative of the American Planning Association and the National League of Cities designed to accelerate the implementation of proven and innovative housing strategies in communities across the country. Participation in the Accelerator Challenge makes the City eligible for additional technical assistance.

Summarization of Council/Staff Comments:

Mayor Whittlesey noted this work fits in nicely with the work we have been going through this year to understand our history in context. We will very rapidly take this work, as well as the work we have done, and start looking at what do we want to see developed in the City and where do we want to see it.

In response to Councilor Key's question about how we communicate what a return on investment would look like (i.e., overcoming the hurdle of increasing property taxes), different members of TAP Group gave her suggestions.

Councilor Stavis spoke about empowering the Planning Board and their limitations on authority. Giving our legislative framework in NH she was wondering how that could happen. Mr. Tim Cummings (TAP) felt that for this community there are ways to look at it. While using your police power through the PB regulatory process is limited that does not mean you, as a community, can't do proactive engagement to help the community understand your norms, your culture, your values and, if you develop strategic partnerships (i.e., other municipalities, businesses, etc.) you are leveraging them so you can align your goals and gave examples.

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

The Council resumed their regularly scheduled agenda items as listed below.

11. PUBLIC HEARING ITEMS:

A. Barrows Street Housing Development Project

Supplemental Appropriation of up to \$2,050,000 for a new Barrows Street Housing Development Project; Authorization for City Manager to Apply for Loans up to \$1,700,000 to Supplement Existing Grant Funding from NHBEA for Construction and Disposition of the Barrows Street Housing Development Project; Designation of City Manager as Authorized Representative of the City – A public hearing for the purpose of receiving public input and taking action to appropriate up to \$2,050,000 for expenditure in the Redevelopment Properties Revolving Fund for planning, design, permitting, subdivision, construction, sale, and disposition of a new Barrows Street Housing Development project; to authorize the City Manager to apply for loans up to \$1,700,000 to supplement existing grant funding from the NH Department of Business and Economic Affairs (NHBEA) for construction and disposition of the Barrows Street Housing Development project; and to designate the City Manager as the authorized representative of the City. R-2026-7

Included in the agenda packet: (All supportive documents and information can be found on pages 39-49, Council agenda packet.)

1. Barrows Street Pattern Zone Subdivision, Draft Site Plan, prepared by Granite Engineering, Project

- 1 #25-0103-1, dated June 12, 2026
- 2 2. Barrows Street Housing Unit Elevations, Floor Plans, and Rendering, prepared by Preferred Building
- 3 Systems, Project #PB250716-PB250717, dated December 22, 2025
- 4

5 Councilor McNamara gave an overview of the background/history behind this request. He noted that as

6 reported at our last discussion on Barrows Street we had a contractor who was interested in doing the

7 entire project. It was decided that the house design provided, in the context of that proposal, was not

8 optimal given the fact that we had a long discussion on who should be included in the potential buyer

9 pool. The original intent to limit the buyer pool to City, School District and Land Housing employees

10 was probably too narrow and there was interest from the Council to expand/change that pool to include

11 current Lebanon residents. We proceeded on the assumption that we would be changing the potential

12 buyer pool and looked at the design and pricing, which is now approaching +/- \$400K/unit. He further

13 described the differences between the previously proposed housing design and the proposed housing

14 design now, noting the design prepared by PBS (Preferred Building Systems) from Claremont, NH who

15 wanted to modify the design to exactly the same dimensions as the previous design the Council had been

16 looking at. The design included the cost for the homes only, was more than the original pricing, and it did

17 not include the site work. We went out to bid on the site work and when we received the bids on June 30,

18 2026, the lowest bidder for the site work was more than the amount that was carried by the previous

19 bidder for the entire project. We are now at a project that is, if we are lucky, just shy of \$400K per unit.

20

21 Councilor McNamara also felt that the cost as discussed at previous Council's meetings is still

22 appropriate and explained his reasoning, noting this would be a construction loan. We can utilize the

23 funds that have already been received through our State Grant and current Housing fund to make up the

24 difference. What we are not at yet is the exact price but feel comfortable moving forward with at least

25 talking to lenders to get prices on the cost of a construction loan (interest rates, etc.). He also spoke about

26 his previous discussions with Councilors Cole and Key regarding how this can be done, moving forward,

27 with potential buyers (i.e., opening up the pool to current Lebanon residents; requiring a non-refundable

28 deposit; and, having a pre-approved financing). He also suggested having a series of Open Houses that

29 PBS would sponsor so they could show prospective buyers how the buildings would be manufactured

30 (i.e., show prospective buyers housing plans; views, interior design options, etc.).

31

32 The goal would be to try and get started this fall with the site work and to have the houses ready for

33 occupancy by the end of the year or shortly after.

34

35 Deputy City Manager Brooks reiterated that there are no property tax dollars involved in this project. The

36 City has +/- \$600K in grants that have already been received. The rest of the funds would be borrowed

37 and paid back as these units are sold. Councilor McNamara also added that this is land that has not

38 generated any property taxes since the 1940's and the five (5) homes that we have here are likely to

39 generate something on the order of +\$40K/yr. in property taxes that the City is currently not receiving.

40

41 Councilor McNamara explained to Councilor Stavis what individual homeowner's costs would be for

42 their common shared spaces on these lots and gave examples.

43

44 **BACKGROUND**

45 On April 21, 2022, the City Council unanimously adopted a "Resolution on Housing" directing the City

46 Manager to take steps to enable, incentivize, and partner in addressing housing needs not currently being

47 addressed by the market. Among the actions outlined in the Resolution is to "partner with the Lebanon

1 Housing Authority and other residential developers to utilize city-owned properties for the development of
2 new housing units, including the possibility of a ‘demonstration project’ on a city-owned parcel with high
3 visibility and an opportunity for a reasonable number of units to help overcome barriers to affordability.”
4

5 In February 2024, the City Council determined, in accordance with City Council Policy CC-102, Real
6 Property Transactions, that several city-owned properties have redevelopment potential, and authorized the
7 City Manager to pursue redevelopment of the properties, including two parcels located along Barrows Street
8 (Tax Parcels 77-106 and 77-107). In May 2024, the Council discontinued a portion of Barrows Street, which
9 separated the two city-owned properties, allowing them to be merged into a single +/-2.09-acre parcel. The
10 City subsequently had survey work completed, including the boundary of the merged properties along with
11 wetlands and topography.

12 In August 2024, the Lebanon Planning Board granted Site Plan approval allowing the City to complete
13 preliminary site work including clearing, grading, and filling for a proposed future residential development.
14 Later in August, the NH Department of Environmental Services (NHDES) issued a Wetlands and Non-Site
15 Specific Permit to authorize impacts to a small (<950 sq. ft.), isolated wetland in the south-central portion
16 of the property. Work authorized by the
17

18 Planning Board and NHDES approvals was completed by early December 2024, and the site was stabilized
19 in preparation for further development.
20

21 On January 27, 2025, the Planning Board granted conditional approval for the project consisting of five,
22 one-story, detached residential units surrounding a central courtyard, each with approximately 930 square
23 feet of gross living area, plus a full basement for additional storage or living space. The application and
24 development layout were in compliance with the adopted Cottage Development regulations set forth in
25 Section 509 of the Zoning Ordinance.

26 In January 2024, the City received \$440,000 from the State’s InvestNH grant program managed through
27 the NH Department of Business and Economic Affairs (NHBEA). The grant funds were connected to the
28 Lebanon Housing Authority’s construction of 44 new housing units at 258 Heater Road (Heater Landing).
29 The InvestNH Municipal Per Unit grant program allowed the City to receive \$10,000 for each new unit of
30 affordable housing constructed within the City. In February 2024, the City Council authorized the
31 placement of the \$440,000 InvestNH grant funds into a Redevelopment Properties Revolving Fund “to
32 facilitate the planning, design, permitting, construction, and disposition of residential units on City-owned
33 properties included in the fund.”
34

35 On April 15, 2025, NHBEA notified the City that Lebanon’s Housing Infrastructure Municipal (HIM) grant
36 application through the Housing Champions program was recommended for approval. On June 25, 2025,
37 the HIM grant award was finalized for an additional \$158,805 to pay for 75% of anticipated infrastructure
38 improvements associated with the Barrows Street project. A 25% local match is required from the City.

39 During the summer of 2025, the City issued a Request for Proposals (RFP) for modular housing units. The
40 City received three responses and ultimately selected Preferred Building Systems (PBS) of Claremont, NH,
41 and worked with the modular builder to finalize the cottage unit plans. Later in the fall, the City issued
42 RFPs for the remaining site work, and the sub-trades, including mechanical, electrical, and plumbing work,
43 and finish carpentry, in order to develop more accurate cost estimates for each unit and for the overall
44 project.

45 Based on the initial bid responses, the cost of each finished unit was estimated to be considerably higher
46 than the project team was comfortable with. Subsequent efforts by the City to revise the project layout

1 helped reduce the estimated finished costs to an amount comparable to other dwelling units currently
2 available within the City.

3 In February 2026, Councilor McNamara and City staff provided an update on the status of the proposed
4 Barrows Street Cottage Development Project. As a result of local press coverage of the February 18th
5 discussion, the City was contacted by several businesses expressing renewed interest in the project. Based
6 on subsequent communications with some of those businesses, the project team modified the proposed
7 development concept to utilize the recently adopted Pattern Zoning provisions instead of the Cottage
8 Development provisions.

9
10 Over the last several months, the project team has continued to enhance the development layout and the
11 prospective unit design and has obtained refined cost estimates for the project. With the new layout concept
12 and additional cost information, the project team believes that five new units can be constructed for an
13 amount closer to the City's original target price.

14
15 Prior to the last project update in June, the City confirmed access to the Housing Infrastructure grant in the
16 amount of \$158,805 specifically for the Barrows Street project. In addition, the project team distributed an
17 online survey to employees of the City, School District, and Lebanon Housing Authority to gauge the
18 potential level of interest from local public employees. Based on the survey responses, the project team is
19 comfortable that sufficient market demand exists if the City elects to move forward with initially making
20 the project available to public employees before expanding availability to the general public, if needed.

21
22 At the end of the project discussion in June, the City Council scheduled this public hearing for a
23 supplemental appropriation to move forward with construction and disposition of the proposed housing
24 units, and to authorize the City Manager to apply for short-term construction loans that would be repaid
25 following the sale and disposition of the housing units.

26 27 **Summarized Clarifying Questions from Council:**

28
29 In response to Mayor Whittlesey's question, Councilor McNamara noted they have assumed a very
30 conservative interest rate in building their budget but could not recall what that rate is at the moment,
31 noting these would be short-terms loans.

32
33 In response to Councilor Stavis' question regarding what if someone wants to pay cash for one of these
34 houses (i.e., \$550K), Councilor McNamara noted this has not been talked about, but the intention here is
35 to provide affordable owner occupied housing.

36
37 Assistant Mayor Wilkie was curious at what point the decision was made to shift this focus from what he
38 previously understood to be a focus on public employees. He also questioned if: 1) the suggested
39 purchasing pool would be for any Lebanon residents, and 2) how would we ensure that somebody would
40 not turn one of these homes around and rent/sell it for a profit. Councilor McNamara noted a
41 determination has not been made yet as to who is eligible. This was a discussion that the Council had at
42 one of our last meetings and was part of the discussion he would like to have tonight. With regard to
43 Assistant Mayor Wilkie's 2nd question, additional language could be incorporated into the Deed(s) and an
44 agreement(s) saying a person cannot flip this (property) within a certain period of time; you cannot rent
45 this out; you cannot create a situation that is contrary to what we are doing, which is to provide people
46 (with housing) who otherwise could not afford to purchase a home. He emphasized these units are not
47 intended to be a money-making enterprise for anyone who purchases one of these.

1 **Mayor Whittlesey opened the Public Hearing, and the following came forth to give their testimony:**

- 2 • **Mr. Clifton Below (Ward-3):** He spoke about his reasons for supporting this project and felt it
3 should proceed. He suggested having this open to public employees for a certain amount of time
4 and if this goal is not achieved, then opening the pool up to existing Lebanon residents.
- 5 • **Mr. Jay Simms (Ward-2):** He concurred with Councilor McNamara that before a shovel goes
6 into the ground a person must have: 1. Preapproved financing; 2. A significant non-refundable
7 deposit (20%), and: 3. Bank financing. He was against offering these houses to just
8 municipal/school employees. He also wanted to know what the true value of the land is.
9 Councilor McNamara explained how these home/land values were calculated.

10
11 Deputy City Manager Brooks added that the \$2.050M represents \$410K/unit for the five (5)
12 units (gross appropriation amount for the project), noting that Councilor McNamara has already
13 described the grants we have and the balance that we are trying to get permission to borrow to
14 get to that \$2.050M. Some of the grants are specific to this project and are based on
15 reimbursement. One is for the infrastructure that will be built (i.e., roads, water/sewer,
16 electricity, etc.) and we can apply to the State to get reimbursed up to \$158K. The \$440K that
17 we have been using as seed money for the planning/design/permitting phases came through the
18 InvestNH Program with no strings. Some of the money spent was general (i.e. preliminary site
19 work, permitting) and those costs will be rolled into the purchase price of the house that is
20 represented in that \$395K or \$405K or wherever we end up. Some of the other costs were
21 specific to the Cottage Development concept, which is now not moving forward, noting that +/-
22 \$86K will not be recouped by the City. When these units are calculated at costs and the loan is
23 repaid, and we have been reimbursed for the specific infrastructure, we expect to end up with +/-
24 \$350K of the \$440K which can then be used for the next project.

- 25 • **Ms. Samantha Townsend (Ward-2):** She spoke about her reasons why she felt concerned that
26 these homes would be purchased/rented and then turned them over for a profit. Councilor
27 McNamara spoke about explained his reasons why he felt this could be prevented.
- 28 • **Mr. Donald Collins (Ward-2):** He questioned what would happen if a bank foreclosed on one
29 of these properties: would the owners be free to sell this home for anything they wanted.
30 Councilor McNamara noted they have not thought about potential foreclosure.
- 31 • **Ms. Joan Townsend (Ward-2):** She questioned why Lebanon would not accept an offer (i.e.,
32 \$550K) that is over the asking price and further explained her reservations.
- 33 • **Mr. Steve Cole (Ward-2):** He was disappointed that the City is getting into the Real Estate
34 business and agreed with Ms. Townsend's comments. He also noted that a \$400K home is not
35 an affordable home. He agreed that parameters need to be set in place and agreed with Jay that
36 we should not move a rock until we have solid commitments.
- 37 • **Mr. Ben Swanson (Ward-2):** He spoke about his reasons why he felt the Council should open
38 up the lottery pool to not just Lebanon residents but to everyone because someone else who lives
39 outside the City of Lebanon might be just as valuable to the City (i.e., nurses, etc.) He also spoke
40 about his reasons for increasing the cost of these homes a little and having the excess funds used
41 for covering other improvements throughout the City.
- 42 • **Mr. Fran Casale (Ward-2):** He questioned the motion at hand regarding having the City
43 Manager to apply, negotiate a loan for this project and to execute the loan or it just to apply and
44 execute the terms? Councilor McNamara hoped it would be to execute. Deputy City Manager
45 Brooks agreed and explained his reasoning. He also questioned whether or not the City was in

1 the real estate business and Councilor McNamara explained his reasons why this was not
2 happening.

3
4 Mr. Casale also spoke about his reasons why he wanted to make sure all vendors have been
5 properly vetted and hold a performance bond (i.e., excavation workers to plumbers, electrical,
6 finish carpenters, etc.). Councilor McNamara informed Mr. Casel about who would be doing all
7 this work and whether or not they have been vetted. City Engineer Rod Finley also reiterated that
8 this is a very simple site and described all the work that would be done by contractors and
9 subcontractors, noting that having a Performance Bond could increase the purchase price of these
10 units to +/- \$3K to \$9K/unit, depending on a person's creditworthiness.

11
12 Deputy City Manager Brooks added that when we received the additional \$440K Grant from
13 InvestNH Program the Council created a Revolving Fund and those funds were put into this
14 account to pay for the planning/design/permitting and execution of various projects. The Barrows
15 Street project is just one of at least three (3) properties that the Council identified as having the
16 potential for redevelopment and further described how the use of the Revolving Funds would be
17 used.

- 18 • **Ms. Rebecca Kidder (Ward-2):** She is an abutter to this project and spoke about her reasons
19 why she felt her property needed a formal survey done. Councilor McNamara assured her this
20 would be done if this project moves forward.
- 21 • **Ms. Lynne Goodwin (Ward-1):** She spoke about her reasons why she felt the Council should
22 stick to their original plan of creating more affordable housing and not looking to make money.
- 23 • **Ms. Heather Johnson (Ward-2):** She spoke about her reasons why she felt these houses should
24 be opened up to current Lebanon residents and the need to have sale caps set on the property
25 owners.
- 26 • **Mr. Paul Roberts (Ward-2):** He asked what the original project intent was to build these
27 homes, and Councilor McNamara responded that the two (2) intentions were: 1. Demonstrate
28 that this project could be done using the new elements in the Zoning Ordinance and explained
29 the history, and 2. Provide several homes for sale at an affordable price. Mr. Roberts agreed and
30 wanted it stated for the records that he did not believe the City of Lebanon should be in the
31 real estate business and suggested the Council look into what he believed was called the Dillon
32 Rule which was approved. Councilor McNamara was not aware of that previous discussion but
33 noted the Council can always change their mind. Mayor Whittlesey spoke about the reasons why
34 there are public elections every year with 2-year terms: It is to get fresh eyes if people so
35 choose. Mr. Roberts noted, also for the record, that as a licensed Real Estate Broker in the State
36 of NH, \$400K is not affordable housing.

37
38 **Hearing no further comments from the public, the Public Hearing was closed.**

39
40 **Summarization of Council/Staff Comments:**

41
42 Councilor Key: She questioned what the median price of a home in Lebanon is today (assessed value of a
43 home is \$489K). She felt it was a wonderful idea to build these homes on a plot of land that has stayed
44 dormant since the 1940's with no benefit to the citizens of Lebanon and spoke about her reasons why she
45 felt the City should not cut any corners in getting this project done. She also noted it is outside the norm
46 of Lebanon to not have a Performance Bond which ensures that the developers/contractors are going to
47 complete the job as designed Councilor McNamara addressed her concern(s) noting that if there is a real

1 concern among the Council that a Performance Bond is required for this project we can make this happen.
2 Further discussions on a Performance Bond ensued between Councilors Key and McNamara took place.

3
4 Councilor Appleton: Fully supported this project. The project is very solid and made sense to her. In
5 terms of whether or not this is something we should be getting into, she thought this had a relatively small
6 risk that the City is taking in order to incur a public good, which is the role of government. In terms of
7 the cost, she noted this is not an affordable housing project, this is a market rate project and the point of
8 the demonstration here is to show that there can be market rate housing adding lower costs to the median
9 cost of housing that we see right now for new construction. She further discussed her reasoning, noting
10 that she would hate to see a deposit prevent people from being able to afford these houses when they
11 would otherwise be affordable at this price on the market. Mayor Whittlesey clarified that the deposit
12 would become part of the downpayment a person would make on these houses and further explained how
13 the sale of a house/property works. Councilor McNamara also explained his reasons why and how this
14 project would be fully transparent to any contractor who wants to see what the costs are on this project
15 and gave examples.

16
17 Assistant Mayor Wilkie: He spoke about his reasons why he would like to see this project move forward
18 but wanted to address some of the concerns/thoughts brought up tonight:

- 19 • The shift from employees to all Lebanon residents: He appreciated Mr. Below's suggestion that
20 this could be a preliminary period for public employees before opening the project up to all
21 resident of Lebanon and spoke about his reasons why he felt starting with Lebanon's public
22 employees is fair, noting they are salaried employees paid by taxpayer dollars and have value in
23 our community. When we open this to all Lebanon residents the benefit of this project goes to
24 five (5) people. When we put the focus on public employees this will reduce the turnover (of
25 staff) for us and will make housing affordable to a few of our workers. The original intention was
26 to make this (project) serve a public good and, while having this shift serves a public good it
27 reduces the public good if we are no longer focusing on people whose livelihoods are being paid
28 for by the community and further discussed his reasoning.
- 29 • Non-refundable deposit: This (project) is not meant to be a profit-making opportunity, it is not
30 meant to be a massive amount, it is meant to be an indication that someone is purchasing. He
31 spoke about his reasons why he does not see a \$20K deposit viable a non-refundable deposit.

32
33 Councilor Stavis: Was in full support of moving this project forward. One of the things that is deforming
34 the real estate market these days is that homes are being bought as investments rather than homes. Can
35 we legally prevent someone who purchases a property from renting that property in the future. City
36 Manager Hosmer noted that City Attorney Decker was present if she wanted a legal answer but noted that
37 a Deed Restriction defines what can/cannot be done on a piece of property. However, a Deed Restriction
38 may not control the price of the property when there is a transaction in the future. Councilor McNamara
39 could not think of anything more legal than having a Deed restriction with appropriate language and
40 spoke about his reasoning. Mayor Whittlesey added that the Council can look into this as part of the
41 crafting of the Purchase & Sale Agreement. As a solution to a Deed restriction to prevent someone from
42 flipping (one of these homes) at a profit, he suggested that the City include a Right of First Refusal for the
43 1st five (5) years of the sale, and further defined his reasoning (i.e., a way to prevent a home from being
44 flipped for a profit and give the City a hedge in case of foreclosure).

45
46 Councilor Key spoke about her reasons why she felt this project should be opened to renters who live in
47 the City.

1
2 Councilor N. Ford Burley: Agreed with former Councilor Below's suggestion about starting with public
3 employees first and his phased plan. She spoke about her reasons why she was against the idea of
4 opening this up to just current Lebanon residents (i.e., no opportunity for someone who works in Lebanon
5 but lives outside the City). The deposit should be something low/affordable, so people are not excluded
6 because they do not happen to have the cash on hand.
7

8 Councilor Cole: He addressed the deposit first, noting that the City is putting taxpayer dollars at risk and
9 we need to be sure that we have serious/qualified buyers; we need to have all these five (5) units sold
10 before we even touch the ground and spoke about the differences of buying an existing house vs.
11 something that has not been built yet. There is a risk involved for a person who is developing the
12 property (in this case it would be the City). He felt that a \$10K non-refundable deposit should go against
13 the payment. He further spoke about his reasons why he felt the City should not be in the situation we are
14 in, noting that being in the development business is not something the City should be doing, etc. He
15 wanted to see the sale of these properties take place as soon as possible (with as little contingencies,
16 restrictions) so the City can see some revenue. He did want the City to keep track of whether or not
17 someone was making a profit (on sale/rental of homes) and felt the pool of people who want to purchase a
18 house would be lower if there is a right of first refusal. He also spoke about his reasons why he did not
19 want to do anything until people went through the process (i.e., bank appraisal of properties, etc.). He also
20 spoke about his concerns regarding not requiring a Performance Bond; his reasons why he could not
21 support this project unless it was opened to all Lebanon residents: why the Motion (as it appears in the
22 agenda packet) needs to be reworked; and, his reasons why the Council needs more hard costs on this
23 project.
24

25 City Manager Hosmer spoke about a couple of takeaways from the Urban Land Institute noting they made
26 it clear that if we own the land, we are partners and we can demand what we want to see happening on
27 that land and gave examples. This is a policy decision, and every policy decision has a certain price tag
28 associated with it. I don't think anyone up here believes that the \$400K is truly affordable. The only way
29 to make it truly affordable is to find other subsidies that drop that purchase price by 25% and he did not
30 feel they existed right now. It is level of our/your commitment to this policy to make it as affordable as
31 possible so we can continue to build that housing base that does drive revenue. He pointed out that one of
32 the sub costs that the City will never get back is the cost of the Police force (i.e., the cost of the Police
33 Academy) and further explained his reasoning (i.e., City loss of funds when someone goes through the
34 Police Academy and is not able to afford to purchase/rent in Lebanon and then leaves the City). We are
35 so at the mercy of a market that is completely out of control with the price of real estate, and we are doing
36 as much as we can to get our essential public employees to live in the community, or at least live close by.
37 We are not succeeding in this, and these five (5) units will not solve our problem. This is a problem that
38 is creeping in on us slowly and steadily: none of our employees can afford to live in the City and
39 continued to explain his reasoning. As a policy body in Lebanon, there are things that the City Council
40 will need to come to grips with if it goes forward with this project. Five (5) to ten (10) years down the
41 road it may be more expensive to get people to live here and felt it was this body's obligation to do
42 something about it.
43

44 The Council continued discussions/debates regarding whether or not these units should stay open to
45 public employees for a limited time or opened up the all residents of the City of Lebanon; reviewed the
46 data from the number of responses the City received from public employees who express interested in
47 potentially purchasing one of these units and who live inside/outside of Lebanon; potentially considering

1 a hybrid (i.e., citizens of Lebanon/current residents and Employees of Lebanon); how is may become a
2 speculative market if opened to all resident's of Lebanon (i.e., investment properties no matter what is put
3 into the Deed); an ambulance driver who works for the City but lives in Keene, NH; how the State laws
4 should be changed because not everyone can afford to live in the City they work in; the idea of
5 desirability – no way the City will be saddled with these houses, they will still be completely desirable
6 even if we limit the pool; sticking with the original pool and if we do not get the loan approvals/deposits
7 for these five (5) properties then opening the pool up; the need to be careful about restricting the pool of
8 demand; whether or not a person should be prequalified before entering the lottery for the purchase of
9 these units; what the prequalifying process should be; having the City Manager be responsible for
10 monitoring these properties (i.e., flipping for a profit; renting for a profit, etc.).

11
12 **ACTION:**

13 **NOTE:** After further discussion, the Council took the following Action:

14 ***MOTION Items #6 and #8 were modified from the original packet version).***

15
16 ***Councilor N. Ford Burley MOVED the following resolution:***

17
18 ***RESOLVED, by the Lebanon City Council, that funds in the amount of up to \$2,050,000 (Two Million***
19 ***Fifty Thousand Dollars) be appropriated for expenditure in the Redevelopment Properties Revolving***
20 ***Fund for planning, design, permitting, subdivision, construction, sale, and disposition of a new Barrows***
21 ***Street Housing Development project on City-owned land located at Barrows Street, Lebanon, Tax Map***
22 ***77, Lot 106, including any lots created through the subdivision of such property. Said appropriation shall***
23 ***be funded through existing grant proceeds in the Redevelopment Properties Revolving Fund and loan***
24 ***proceeds in an amount not to exceed \$1,700,000.***

25 ***WHEREAS, the Lebanon City Council, by action taken on February 7, 2024, in accordance with City***
26 ***Council Policy, CC-102, Real Property Transactions, determined that City-owned properties, including***
27 ***Tax Map 77, Lots 106 and 107 situated on Barrows Street, have redevelopment potential and are suitable***
28 ***for redevelopment as part of designated Redevelopment Areas; and further authorized the City Manager***
29 ***to pursue redevelopment of the parcels for the purpose of achieving the goals and objectives of the City,***
30 ***including those expressed in the City Council's April 2022 Resolution on Housing, as well as the 2012***
31 ***Master Plan, and the 2024-2027 Strategic Plan; and***

32 ***WHEREAS, the Lebanon City Council hereby determines that the development, construction, sale, and***
33 ***disposition of the Barrows Street Housing Development project, consisting of five (5) new housing units***
34 ***on a parcel of City-owned land, is desirable and in the public interest by virtue of (i) providing for the***
35 ***construction of new housing units that are affordable to local residents; (ii) generating new taxable value***
36 ***from a vacant parcel of land owned by the City for approximately 80 years; and (iii) demonstrating the***
37 ***potential value and benefit of using the Pattern Zoning provisions to construct infill housing units on***
38 ***properties already served by City roads and infrastructure.***

39 ***NOW THEREFORE BE IT RESOLVED, by the Lebanon City Council, that:***

- 40 ***1) The City Manager is hereby authorized on behalf of the City of Lebanon to file an application(s) for***
41 ***a loan(s) for up to \$1,700,000 (One Million Seven Hundred Thousand Dollars) to supplement***
42 ***existing grant funding received from the NH Department of Business and Economic Affairs, for the***
43 ***planning, design, permitting, subdivision, construction, sale, and disposition of the Barrows Street***
44 ***Housing Development project;***
45 ***2) If such loan(s) be made, the City agrees to repay the loan(s) as stipulated in the loan agreement(s);***

- 1 3) *The City Manager is hereby authorized to furnish such information and to take such other actions*
2 *as may be necessary for the City to qualify for the loan(s);*
3 4) *The City Manager is hereby designated as the authorized representative of the City for the purpose*
4 *of furnishing such information, data, and documents pertaining to the City for a loan(s) as may be*
5 *required, and otherwise to act as the authorized representative of the City in connection with this*
6 *application(s); and*
7 5) *Certified copies of this resolution shall be included as part of the application(s) submitted for such*
8 *loan(s);*
9 6) *The City Manager is authorized to sell and convey the residential lots and dwelling units created as*
10 *part of the Barrows Street Housing Development project in accordance with applicable City Charter*
11 *provisions, City Council policies governing the disposition of municipal real property, and any other*
12 *required Council approvals;*
13 7) *All proceeds received from the sale of residential lots and dwellings associated with the Barrows Street*
14 *Housing Development shall be deposited into the Redevelopment Properties Revolving Fund and*
15 *applied to eligible project costs, including repayment of any outstanding debt incurred for the project.*
16 *Any remaining balance shall remain in the Redevelopment Properties Revolving Fund for future*
17 *redevelopment activities in accordance with NH RSA 31:95-h and prior Council authorization.*
18 8) *Additional stipulations shall include that any and all contractors shall retain a performance bond in*
19 *accordance with standard City practice; that any such purchase and sale agreement executed by the*
20 *City Manager in accordance with this project shall require a non-refundable good faith deposit of*
21 *\$1,000 upon selection for purchase and a second non-refundable deposit of \$9,000 shall be required*
22 *at the determination of the City Manager and prior to the start on construction, both of which shall be*
23 *applied to the final purchase price; and that candidates for these houses shall first be pre-qualified by*
24 *a lending institution for the loan amount and be drawn from City Staff, SAU Staff and Lebanon*
25 *Housing Authority Staff, and should there be insufficient candidates (no fewer than 10 applicants)*
26 *within 30 days from announcement of the proposed lottery, then current city residents as of July 15,*
27 *2026 shall also be considered for any remaining properties.*

28 *This resolution shall be effective upon passage.*

29 *Seconded by Councilor Faunce.*

30
31 Councilor Key spoke to the Motion noting she was probably going to vote not because she felt strongly
32 that a good potential compromise would offend any City employees not able to be living in Lebanon and
33 any Lebanon residents. This should be open to them. There are other people really struggling within our
34 City.

35
36 **The Vote on the Motion was approved (8-1). Councilor Key opposed.*

37
38 *Assistant Mayor Wilkie Moved to extend the time of this meeting to 10:45 PM.*

39 *Seconded by Councilor McNamara.*

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

41 Before moving on to the next session, Deputy City Manager Brooks requested that Item 13.C. : Discussion of
42 Future Redevelopment Goals for City-Owned Properties at 14, 28, and 30 Main Street, West Lebanon be
43 postponed until the Council's meeting on September 2, 2026.

44
45 Mayor Whittlesey noted that under New Business, Item 13. B- Presentation on Potential Housing
46 Development Capacity Constraints –**Would Not Be Discussed**

1 **B. Boys and Girls Clubs of Central and Northern NH**

2 Community Development Block Grant (CDBG) Public Facilities Application for Boys and
3 Girls Clubs of Central and Northern NH; Adoption of City of Lebanon Residential Anti-
4 Displacement and Relocation Assistance Plan for Boys and Girls Clubs of Central and
5 Northern NH - Public hearings for the purpose of receiving public input and taking action on
6 a Community Development Block Grant (CDBG) application proposed by the City of
7 Lebanon to the NH Community Development Finance Authority (CDFA).

8 Counties and communities can apply for CDBG grants up to \$750,000 annually on a
9 competitive basis for housing, public facilities, economic development, and for emergency
10 activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available
11 for planning grants. Public hearings are as follows:

- 12 1. A public hearing on a proposed CDBG application for up to \$750,000 in CDBG Public
13 Facilities funds to be sub-granted to Boys and Girls Club of Central and Northern New
14 Hampshire (BGCCNNH); and to authorize the City Manager to sign, submit, and
15 execute any documents which may be necessary to effectuate the CDBG Application
16 and contract; and
17 2. A public hearing to adopt the City of Lebanon Anti-Displacement and Relocation
18 Assistance Plan for Boys and Girls Club of Central and Northern New Hampshire
19 (BGCCNNH).
20

21 Included in the agenda packet: (All supportive documents and information can be found on pages 50-58,
22 Council agenda packet.)

- 23 1. Project Description – Boys and Girls Clubs Upper Valley Childcare Center
24 2. City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for the
25 Boys and Girls Clubs of Central and Northern New Hampshire
26 3. July 7, 2026 Certification of Public Notice Posting
27

28 Ms. Rebecca Owens (Planning Department Senior Planner) reviewed the request as listed above.
29

30 **PROJECT DESCRIPTION (SUMMARY FROM 7/15/2026 COUNCIL PACKET)**
31

32 The proposed project is the Boys & Girls Clubs Upper Valley Childcare Center, a new childcare facility
33 to be constructed, owned, maintained, and operated by the Boys & Girls Clubs of Central and Northern
34 New Hampshire at a Lebanon location on publicly owned land to be leased for the project, subject to final
35 local approvals.
36

37 The project is anticipated to serve approximately 50 children from infancy through age five and create
38 approximately 12 full-time early childhood education jobs. The facility would provide new licensed
39 childcare capacity in Lebanon and would be designed to meet applicable childcare licensing, building, life
40 safety, accessibility, site design, parking, circulation, utility, stormwater, and outdoor play area
41 requirements.
42

43 The project responds to a documented and persistent shortage of childcare capacity in Lebanon and the
44 Upper Valley, particularly for infants and toddlers. Childcare access has been identified locally,
45 regionally, and statewide as a workforce participation issue, family affordability issue, economic
46 development issue, and long-term community sustainability issue. Lack of available childcare affects

families' ability to work, employers' ability to recruit and retain workers, and the region's broader economic vitality.

The project is structured as a partnership-based community development effort. The Boys & Girls Club would lead fundraising, construction, ownership, operations, staffing, licensing, and facility maintenance. The City's role includes public process coordination, grant alignment, permitting coordination, and consideration of a lease of public land for the project. The Grafton Regional Development Corporation is assisting with funding strategy, grant coordination, and regional childcare capacity-building efforts.

The proposed facility would provide substantial public benefit by expanding childcare access, supporting working families, strengthening workforce participation, creating early childhood education employment, leveraging outside federal, state, philanthropic, nonprofit, and regional funding sources, and establishing a long-term community asset in Lebanon without creating a City-owned or City-operated childcare center. CDBG Public Facilities funding is being sought as one component of the project's capital funding stack to help close the remaining funding gap and allow the project to proceed toward final design, permitting, construction, and eventual operation.

As part of the CDBG application process, Ms. Owens requested that Mayor Whittlesey read, verbatim, the following statement and that this statement be included in the minutes in its entirety.

Community Development Block Grant funds are available to municipalities for economic development, public facility, and housing rehabilitation projects and feasibility studies that primarily benefit low- and moderate-income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of the citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

For each of the two funding rounds in 2026, there will be approximately \$1.3 million dollars available for housing and \$1.3 million for public facilities projects. Approximately \$1.3 million will be available in the same funding year for economic development and \$600,000 for planning grants. Economic development and planning grant applications are submitted on a rolling basis until the funds are used up. The City of Lebanon is eligible for up to \$750,000 per year for housing applications, \$750,000 for public facilities, and up to \$500,000 per year for economic development projects. Planning grants are available for up to \$25,000 per year for traditional planning grants and \$100,000 for transformational planning grants.

CDEA has approximately \$3.6 million in Recovery Housing Program (RHP) funds available on a rolling basis. The City of Lebanon is eligible to apply for up to \$1,000,000.

A handout was made available that described the proposed project.

PUBLIC HEARING B.1 – Grant Submission CDBG

This is a Public Hearing for the submittal of a Community Development Block Grant (CDBG) 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 NH (BGCCNNH); and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract, as described in the July 15, 2026 City Council Agenda Packet.

1 **Mayor Whittlesey opened the Public Hearing at 10:03 PM. Hearing no further comments from the**
2 **public, the Public Hearing was closed**

3
4 **Summarization of Council/Staff Discussions:**

5 In response to Councilor Key's question, Ms. Owens informed her about the two (2) grant cycles: July 31
6 (later corrected to July 27) and the second round is in January.

7
8 Councilor Cole asked what the conditions the City will be held to in receiving the money if something went
9 array and the Boy's and Girl's Club was not running in the same capacity that it proposed to be after we have
10 received these funds: is the City responsible for paying these funds back. Ms. Owens explained the BGCCNH
11 would have a Performance Lien and summarized the details of a Performance Lien. Mayor Whittlesey
12 described the mechanisms/remedies for paying back the loan if a default took place and if the BGCCNH was
13 unable to perform under the terms/conditions of the grant.

14
15 **Mr. Jay Simms (Ward-2):** He wanted to make sure the Council understands what the City's legal obligation
16 is. We (the City) is the recipient of the grant and the Boy's/Girl's Club is the subrecipient. The City is
17 responsible for making sure that the Boy's/Girl's Club enrolls 51% of the children enrolled are required to be
18 low/moderate income. If there is only 50% the CDBG can come back to the City and demand payment of
19 the full \$750K. If it was anything other than a Child Care only facility (i.e. senior education) the
20 Boy's/Girl's Club could get around this 51% (enrollment requirement). This requirement is for the life of the
21 facility as long as it is a Child Care Facility. There is reporting for the first five (5) years but requires
22 continued reporting for the life of the project. There are yearly reporting requirements and either the internal
23 staff has to be the program and administrator, or we subcontract those duties over to a Certified Program
24 Administrator, so we have to provide oversight every year.

25
26 Ms. Owens made one clarification noting that based on our discussions with CDFA, if you (City) are not
27 meeting the online requirement (51%), it does not happen overnight that suddenly the money goes away. The
28 City could make a plan and address it.

29
30 Councilor Cole assumed we would be gathering this information and will be monitoring this. Ms. Owens
31 noted that as part of our subrecipient agreement with the Boy's/Girl's Club, that when we have our reporting
32 cadence set, and once there is a contract and they are in operation, this is where the reporting requirements
33 would be. Again, as per the subrecipient agreement, they may be required to share that information with us so
34 that we can fulfill the reporting requirements and spoke about the other projects who have received these types
35 of grants before.

36
37 Councilor Cole questioned what the administrative compensation would be to the City and questioned if
38 there was predetermined amount of funds that is given to the administrator. Ms. Owens explained the
39 reimbursements noting the time is tracked and the cap is set at \$30K. The \$30,000 covered for grant
40 admin costs is mostly for the first 18 months of the project, before it is completed; that can be 10-25% of
41 administrator time depending on the week but after that there is little grant admin over 5 years total
42 beyond semi-annual reports and close-out report, and it's not continuous. The main variable is if HUD
43 audits."

44
45 City Manager Hosmer informed the Council that he knows of one person in the State of New Hampshire
46 whose job it is to oversee CDBG grant administration. This person is hired by some municipalities to

1 monitor their whole grant program. The City of Lebanon has not hired someone to oversee this grant and
2 for right now, administering this grant will be assumed by the City.

3
4 Councilor Cole asked if this would cost the City/taxpayers money and, if so how, how much. City
5 Manager Hosmer stated yes, noting that anytime we dedicate any portion of an hour of staff time to a
6 grant/project, we are putting tax dollars into this. It is difficult to gage just how much, but it does take
7 some staff time.

8
9 Mayor Whittlesey noted (unrelated to the above) that HUD defines low/moderate housing costs at 80% of
10 an area median income. For Lebanon, NH it is +/- \$98,147. To the point of meeting the requirements
11 (CDBG grant), Lebanon's median income is so high he felt the City would not have to struggle to fill the
12 51% requirement of slots.

13
14 Councilor Cole questioned whether or not 50% of the slots would be Lebanon slots.

15
16 Councilor Key thought this was the whole point: that we were going to help families in Lebanon.

17
18 Mayor Whittlesey stated this is going to be hard to say until the actual applications are received and
19 further explained his reasoning, noting there is a significant pent up demand for childcare for people who
20 either live or work here.

21
22 In response to Councilor Stavis' question regarding the selection/enrollment process, Mr. Chris Emond
23 (Boys and Girls Clubs) stated it depends on the site, noting that the Boys and Girls Clubs and the
24 Lebanon's School District (#SAU 88) have certain parameters. If we had a scenario where we had set up
25 a criteria, and if our employees at the Daycare Center (and SAU) had kids, they would be first in-line,
26 then the remaining slots would go to Lebanon residents and the LMI. If that goal (51%) was not achieved
27 we would go outside of Lebanon. We (Boys and Girls Clubs) have lots of experience with block grants
28 and if they do not get the \$750K in grant funds, they (Boys and Girls Clubs) would not be able to go
29 through with the project.

30
31 Councilor Faunce first spoke about his strong support for childcare service for residents of limited means.
32 He supported this project moving forward. After reading what the purpose of this project is for block
33 grant funding and in looking at the language in its broadest form, he was reminded about how this project
34 has been talked about but has not found any mention of the Childcare Project without it being linked to
35 the Seminary School location: this includes the March ballot. He was concerned that Lebanon's support
36 for childcare, with only the Seminary Hill, might be conflated as endorsing the location rather than
37 understand the locations use and the significant trade offs that that entails. He questioned what public
38 forums did the discussions take place regarding the best community use of the Seminary Hill property
39 ahead of the decision to advance a proposal to offer childcare there.

40
41 City Manager Hosmer noted that while Councilor Faunce deserves an answer to his question, it has now
42 become a moot point in the just the last couple of hours.

43
44 Mayor Whittlesey noted we could go into this further now or just focus on the grant application.
45 Councilor McNamara wanted to focus on the Grant Application if in the last couple of hours that site
46 (Seminary Hill) has become not viable.

1 Mayor Whittlesey noted that we can focus on this discussion instead of Item D. under New Business.

2
3 Assistant Mayor Wilkie noted this is not a Public Hearing on the location of the project. There has not
4 been an approval of that location. This is a Public Hearing on the CDBG application. There is a separate
5 conversation that needs to be had by the Council about whatever the location may be chosen. Councilor
6 Faunce was happy to hear the news and was ready to move forward.

7
8 Councilor Stavis wanted to echo what Councilor Faunce said and was totally on board moving forward
9 with the grant application. She, too, had serious misgivings about the Seminary Hill (#SAU88) location.

10
11 Mayor Whittlesey noted these are critical funds needed to support a Childcare Facility that the City
12 desperately needs to have.

13
14 **ACTION:**

15 *Councilor Key MOVED, that the Lebanon City Council hereby approves the submittal of a Community*
16 *Development Block Grant (CDBG) application for up to \$750,000 in CDBG Public Facilities funds to be*
17 *sub-granted to the Boys and Girls Clubs of Central and Northern NH (BGCCNNH); and authorizes the*
18 *City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG*
19 *Application and contract, as described in the July 15, 2026 City Council Agenda Packet.*
20 *Seconded by Councilor McNamara.*

21
22 **The Vote on the MOTION was approved (8-1). Councilor Cole opposed.*

23
24 **PUBLIC HEARING B.2 – Anti Displacement and Relocation Assistance Plan**

25 This is a Public Hearing to adopt the City of Lebanon Residential Anti-Displacement and Relocation
26 Assistance Plan for the Boys and Girls Clubs of Central and Northern NH (BGCCNNH).

27
28 Ms. Owens (Planning Department Senior Planner) noted that if any displacement takes place as a result of
29 the project, the Federal Uniform Relocation Act must be followed, which requires that any displaced
30 household or business in a project using any Federal Fund must be found in a comparable neighborhood
31 and at a comparable price. Under the Certification section of the application, the City will Certify that the
32 Residential Anti-Displacement and Relocation Assistance Plan is in place, and, in the event that it is
33 discovered that this specific project does displace persons or household, and implementation plan must be
34 submitted to New Hampshire CDFA prior to obligating or expending funds.

35
36 **Mayor Whittlesey opened the Public Hearing at 10:29 PM. Hearing no comments from the public, the**
37 **Public Hearing was closed at 10:29:32 PM.**

38
39 **ACTION:**

40 *Councilor McNamara MOVED, that the Lebanon City Council hereby adopts the City of Lebanon*
41 *Residential Anti-Displacement and Relocation Assistance Plan for the Boys and Girls Clubs of Central*
42 *and Northern NH (BGCCNNH), as presented in the July 15, 2026 City Council Agenda Packet.*
43 *Seconded by Councilor N. Ford Burley.*

44
45 **The Vote on the MOTION was approved (9-0).*

46
47 Mayor Whittlesey announced that later tonight (July 15, 2026) the MOU (Memorandum of
48 Understanding) for Deconditioning was not approved by the School Board. Under the MOU, the

Council had temporarily agreed to split decommissioning costs 50-50 with the School District subject to certain rights. (i.e. option to take over the facility once the Boy's/Girl's Club they were not going to run it anymore after 40-60 years). The School Board (SAU #88) voted 4-4 on adopting the Order Authorizing the execution of said lease so it FAILED. The SAU property is no longer an option (for a Childcare Facility). In full credit to the City Manager, he had a contingency plan that he and I discussed. We started preparing the Letter of Intent (sent to the Council) because there was ongoing concerns that the stipulations, even with what we agreed to with the School Board, were being altered, and we were both equally concerned that it was likely not going to be passed by the School Board, but we do want this (Childcare Facility) to move forward. The secondary site is 226 Mascoma Street, Lebanon, NH (City owns this property outright). The property was purchased some years ago and in doing a walkthrough of that property last year, it was deemed uninhabitable. Since there is really not a purpose or use for this building, this is what we would like to move forward on and will provide a Letter of Intent. We will also need to come up with a Lease Agreement, which will need to be brought back before the Council.

Councilor's Faunce, Stavis and Assistant Mayor Wilkie spoke about the need for the Council to have a discussion about the highest and best use for the Seminary Hill School property, regardless of the City's control over the building. Mayor Whittlesey suggested this conversation take place by the West Lebanon Revitalization Committee (WLRAC).

Senior Planner Rebecca Owens commented that perhaps the purpose of the Joint School Board/City Council meetings needs to be revisited.

Ms. Owens also explained that non-binding Letter of Intent from the City (re: 226 Mascoma St.) could be considered by the CDFA. Environmental reviews simultaneously needs to be completed for the Federal Grantors to be satisfied. Mayor Whittlesey noted this would fall under the City Manager's preview.

City Manager Hosmer requested an informal Straw Poll from the Council to take the next steps to open up negotiations on the 226 Mascoma Street location so it could be utilized for a Childcare Facility. This would be built, owned and operated by the Boys and Girls Clubs. He will bring his findings back to the Council for their review and formal consideration. The Council agreed.

Mr. Emond (Boys and Girls Clubs) noted they had spent a lot of money getting Site Engineering and the Architects for the other property. He knows they will not be reimbursed for those costs, but whatever we do here we (Boys and Girls Clubs) have to have some insurance because his Board will not let him make that mistake twice.

*Assistant Mayor Wilkie MOVED to extend the meeting by 5 minutes to 10:50 PM.
Seconded by Mayor Whittlesey.*

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

12. OLD BUSINESS: NONE

13. NEW BUSINESS:

A. Housing Chapter of the Master Plan ITEM MOVED TO AFTER ITEM 10. APPOINTMENTS.

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

B. Presentation on Potential Housing Development Capacity Constraints – **NOT DISCUSSED**
14, 28, and 30 Main Street, West Lebanon

D. Discussion and Authorization for the City Manager to Execute a Donation and Right-of-Entry / Construction Agreement for Land at 6 Aldrich Avenue to Boys and Girls Clubs of Central and Northern New Hampshire **NOT DISCUSSED**

E. Release of Collected Public School Impact Fees (2nd Quarter 2026)
Included in the agenda packet: (All supportive documents and information can be found on pages 196-200, Council agenda packet.)

1. Impact Fee Report as of 06/30/2026
2. November 22, 2021, Memorandum of Understanding between the City of Lebanon and The Lebanon School District, SAU#88

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 \$1,150,461.42 in impact fees have been disbursed to the Lebanon School District.

7/17/2013	\$83,690.78	11/6/2013	\$14,651.99	5/21/2014	\$19,407.00
8/6/2014	\$2,122.75	2/18/2015	\$723.00	5/20/2015	\$2,819.00
7/15/2015	\$1,627.50	11/4/2015	\$936.00	3/2/2016	\$3,156.00
5/18/2016	\$864.00	5/17/2017	\$5,230.00	12/6/2017	\$6,140.75
2/7/2018	\$41,262.70	9/5/2018	\$12,564.45	2/6/2019	\$1,833.10
8/7/2019	\$8,822.20	4/15/2020	\$40,432.02	7/15/2020	\$123,709.65
12/2/2020	\$57,567.42	1/21/2021	\$102,409.40	8/4/2021	\$12,695.86
1/19/2022	\$9,035.45	4/20/2022	\$3,216.15	10/19/2022	\$261,738.35
2/1/2023	\$2,185.00	4/19/2023	\$3,824.44	9/6/2023	\$3,142.57
11/15/2023	\$9,740.60	2/27/2024	\$6,341.26	5/15/2024	\$11,899.60
9/4/2024	\$140,359.34	1/22/2025	\$46,642.06	4/16/2025	\$25,345.80
7/16/2025	\$13,994.41	10/15/2025	\$21,646.65	1/21/2026	\$7,057.04
4/15/2026	\$41,627.13				

This request was for the City Council to authorize the disbursement of \$31,204.48 in collected Public School Impact Fees (through 06/30/2026) to the Lebanon School District.

Council/Staff Discussions: NONE

ACTION:

Assistant Mayor Wilke 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 \$31,204.48 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.

1 *Seconded by Councilor McNamara.*

2
3 **The Vote on the MOTION was approved (9-0).*

4
5 **14. NON-PUBLIC SESSION: NONE**

6
7 **15. ADJOURNMENT:**

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

9 *Seconded by Councilor Faunce.*

10
11 **The Vote on the MOTION was unanimously approved (9-0)*

12
13 **The meeting was adjourned at 10:51 PM.**

14
15 Respectfully submitted,

16 Dona E. Gibson

17 Recording Secretary

Agenda
Lebanon City Council
August 19, 2026

9. Appointments:

Appointments

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

- Conservation Commission, Erling Heistad (Regular Member)
- Tree Advisory Board, Phillip Mulligan (Citizen Member)
- Upper Valley Lake Sunapee Regional Planning Commission, Dan Nash (Reappointment as the Planning Board Representative)
- Welcoming Lebanon Task Force, Martha Tecca (Local Nonprofit Organization Representative)

Included in this Section:

1. Memo from City Clerk / Tax Collector Jaseya Ewing dated August 19, 2026.



MEMORANDUM

DATE: August 19, 2026
TO: The Honorable Mayor and City Council
FROM: Jaseya Ewing, City Clerk & Tax Collector
RE: Appointments Proposed for Council Discussion/Action:

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

Note: nominations do not need to be seconded.

Conservation Commission

1. Erling Heistad – Appointment as a Regular Member to the Conservation Commission for a three-year term.

Term: 08/19/2026 to 08/19/2029

Tree Advisory Board

2. Phillip Mulligan – Appointment as a Citizen Member to the Tree Advisory Board for a three-year term.

Term: 08/19/2026 to 08/19/2029

U.V. Lake Sunapee Regional Planning Commission

3. Dan Nash – Reappointment as the Planning Board Representative to the U.V. Lake Sunapee Regional Planning Commission for a five-year term.

Term: 08/19/2026 to 08/19/2031

Welcoming Lebanon Task Force

4. Martha Tecca – Appointment as the Local Nonprofit Organization Representative serving immigrant or marginalized communities of the Welcoming Lebanon Task Force until the Welcoming Lebanon Task Force's task is completed and is dissolved.

Term: TBD



CITY OF LEBANON BOARD/COMMITTEE APPLICATION

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

BASIC REQUIREMENTS:

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

Check all that apply:

I am an applicant for:

Civils Com

☒ Check if for re-appointment.

Name:

ERLING HEISTAD
(Please print)

Address:

7 FOREST Ave LeB - 03766
(street) (Town) (Zip)

Mailing Address, if different from above: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Email Address: _____

Continued reverse side.....

How long have you resided in Lebanon?

(This will not necessarily reflect on your possible appointment.)

86 YEARS

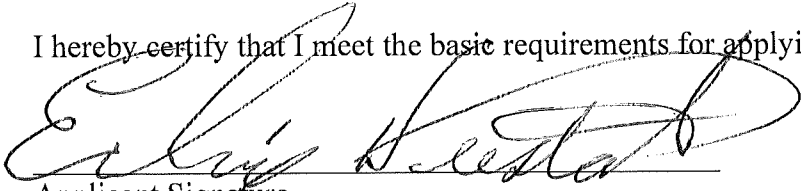
Why would you like to serve?

CONTINUE WORK for Cons Com

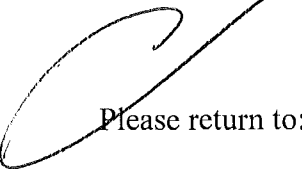
State a few of what you feel your qualifications are or why you wish to be appointed to this board/committee.

CONTINUE WORK for Cons Com

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


Applicant Signature

8/10/2016
Date


Please return to:

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

Email: cityclerk@lebanonnh.gov

City of Lebanon, New Hampshire — Seat Application

Application #2026-046
Submitted Jul 15, 2026

Tree Advisory Board
Citizen Member (Jan 15, 2026 – Jan 14, 2029)

Personal Information

FIRST NAME
phillip

LAST NAME
mulligan

Application Details

QUALIFICATIONS

Frequent planing volunteer

Familiar with arbor work, pruning, planting, plant health

38 year resident of Chelsea Vt before moving to Lebanon where I participated in municipal operations as parks commissioner, planning board member, selectman.

Attended 2 tree advisory board meetings

REASON FOR INTEREST

Want to support my community and the trees in it

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?
2-5 years

IS THIS APPLICATION FOR REAPPOINTMENT?
No

I CONFIRM THAT I HAVE ATTENDED A MEETING.
Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?
Green spaces are places I seek to be in. I. have always lived in rural settings, now that I live in town I want to help make Lebanon a place that grows and honors trees as an important infrastructural component of a healthy community.

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

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

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

Yes

Councilor Interview Report Form

Councilor Name: Nicole Ford Burley

Date of Interview: 8/5/2026

Applicant Name: Phillip Mulligan

Board(s) to Which Applied: Tree Advisory Board

☒ Regular Seat ☐ Alternate Seat

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

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

Recommend Appointment: ☒ Yes ☐ No

☒ Regular Seat ☐ Alternate Seat

General Comments: Phillip is an engaged member of the community with a great deal of experience serving on municipal boards and in community organizations, and a clear commitment to green spaces.

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

Standard Questions for All Applicants:

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

To promote better living conditions in the city.

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

Yes.

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

Served on the Parks Commission in Chelsea, Vermont. He's also served on other municipal committees, including the Chelsea Zoning Board, and he's very familiar with city boards.

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

Yes.

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

No.

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

The care and maintenance of young trees. The city is helping, but it's a lot of trees being planted in a short time that are going to require ongoing care. Another is the challenge of getting people to care for trees and to be careful of them. Coordinating with the city is tricky, especially in terms of communication, but we need to get the whole municipality on board in support of tree care.

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

There's a lot of support for trees. The grant has been a huge opportunity, and there are many resources to support continued work.

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

Finishing up the grant, and planting the trees. Also help to educate people in how to care for the trees for the next 3-5 years.

Specific Questions for Applicants to Land-Use Boards:

Zoning Board of Adjustment:

1) Have you ever appeared before a zoning board, personally or through a representative?

2) Do you have any personal or professional knowledge or background in the area of zoning law?

3) Do you believe you can set aside your personal opinions and make impartial decisions based on the City's adopted Zoning Ordinance?

4) Zoning Board decisions can be controversial. The Board is bound by law to work within the current zoning regulations. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

Planning Board:

1) Have you ever appeared before a planning board, personally or through a representative?

2) Do you have any personal or professional knowledge or background in the area of planning law?

3) Do you believe you can set aside your personal opinions and make impartial decisions based on the City's adopted site plan and subdivision regulations, as well as the Zoning Ordinance?

4) Planning Board decisions can be controversial. The Board is bound by law to work within the current site plan and subdivision regulations. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

Conservation Commission:

- 1) Have you ever appeared before a conservation commission, personally or through a representative?

- 2) The Conservation Commission's advisory role in New Hampshire environmental permitting can be controversial. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

City of Lebanon, New Hampshire — Seat Application

Application #2026-043
Submitted Jul 8, 2026

U.V. Lake Sunapee Regional Planning Commission
Planning Board Representative (Jul 7, 2026 – Jul 6, 2030)

Personal Information

FIRST NAME
Dan

LAST NAME
Nash

Application Details

QUALIFICATIONS

I have been a member for several terms. As an engineer, i believe i have knowledge and skills to serve in this position.

REASON FOR INTEREST

I wish to continue to serve on the RPC. i am particularly concerned with regional transportation issues.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?
15 or more years

IS THIS APPLICATION FOR REAPPOINTMENT?
Yes

I CONFIRM THAT I HAVE ATTENDED A MEETING.
Yes

BRIEFLY DESCRIBE YOUR QUALIFICATIONS AND YOUR REASONS FOR SEEKING AN APPOINTMENT TO THIS BOARD/COMMITTEE/COMMISSION?
I wish to continue to serve as Lebanon's representative to the RPC.

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

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

City of Lebanon, New Hampshire — Seat Application

Application #2026-

045

Submitted Jul 14,

2026

Welcoming Lebanon Task Force

Local Nonprofit Organization Representative serving immigrant or marginalized communities (Jan 1,

2026 – Dec 31, 2027)

Personal Information

FIRST NAME

Martha

LAST NAME

Tecca

Application Details

QUALIFICATIONS

I'm committed to a world in which everyone can lead their best lives in compassionate, engaged, and improving communities. I have led change through collaboration, resourcefulness, and a passion for individual and community involvement. Through a 40+ year career as a management strategist, entrepreneur, and hands-on community-builder, I've helped launch and grow non-profit organizations, networks, businesses, and faith-based programs, aimed at improving wellbeing, healthcare, and lifelong inclusive communities. I have strong networks locally, regionally, and nationally that provide access to great learning from varied experiences.

Nonprofit experience ...

[SHARe](#) (Supporting and Helping Asylees and Refugees) *Board Chair (2025-present), Consultant to the Board (2023-2025)*. SHARe welcomes, supports, and protects immigrant newcomers settling in the Upper Valley. We help newcomers with housing, jobs, education, English language learning, healthcare, legal support, physical and creative outlets, social involvement, and more, as they become increasingly self-sufficient here. We find creative ways to match resources to where they help the most. With increasing threats to new immigrants and many other members of the community, SHARe is part of the growing immigrant solidarity network in the Upper Valley.

[VT-NH Asylum Support Network](#). (2023-present) A learning network of community-based settlement organizations across Vermont and New Hampshire, providing wrap-around services to individuals and families without federal support.

[WE \(Wellbeing and Equity\) in the World](#) *Accompanier (2015-present)* A multiracial community of changemakers working toward a better world for future generations. Building the social and vital conditions we all need to thrive on a foundation of racial and economic justice.

[NH Alliance for Healthy Aging](#) *Steering Committee, Measurement Committee (2017-present)*. Building meaningful partnerships to support and promote healthy aging in communities throughout New Hampshire. "We envision a future where New Hampshire is a great place to live as we age. We imagine a time when no matter where we live or how old we are, we are seen and welcomed in our communities and have the choices

and supports we need to live life to the fullest."

GUVEST (Greater Upper Valley Integrated Services Team, now a program of the Public Health Council of the Upper Valley) *Executive Committee*. Advancing collective impact approaches to improve service delivery and access across the Upper Valley.

First Congregational Church of Thetford *Peace & Equity Team (2021-present)*

[CommunityCare of Lyme](#) *Founding Chair, Executive Director (2014-2024)*. CCL strengthens both individual and community well-being, by fostering a caring, connected, and resilient community. CCL brings neighbors together to support one another through all stages of life by coordinating volunteers, connecting residents with local resources, and offering individualized assistance during times of need. CCL programs address food security, aging in community, wellness, and social connection, while our Helpline ensures immediate access to support. Through strong partnerships with local and regional organizations, and the dedication of volunteers. *CCL fiscally sponsored the launch of the Upper Valley Neighborhood Support Team (NST) through the CCL Welcome Fund. The NST merged operations with SHARe in 2023. CCL hosted the Lyme Health & Wellness Fair, bringing together >60 programs and organizations that contribute to community wellbeing, demo experiences of healthy activities, and participants from across the Upper Valley.*

Town of Lyme *Recreation Commission (1996-2002)* .

Community Funds - Raised, Launched, or served as Trustee:

- SHARe – Philanthropically-funded operations to welcome and support newcomers, Urgent Needs funding capacity (*ongoing fundraising*)
- CommunityCare of Lyme – Penfield Fund (*raised 2024, launched 2025*), Welcome Fund (*raised and launched 2021, balance transferred to SHARe 2025*)
- Lyme Foundation (*Trustee 2013-2022 - Swan Grants, Pearl Dimmick Fund, Citizen of the Year Committee*)
- Lyme Congregational Church *Deacons' Fund (Deacon 2009-2015)*

REASON FOR INTEREST

SHARe welcomes and supports immigrant newcomers to the Upper Valley, the majority of whom live, work, and/or receive services in Lebanon. I am personally committed to doing what I can to help make connections and build relationships within the community and across the Upper Valley to help ensure that everyone is able to contribute and everyone has what they need thrive and feel a sense of belonging. I believe Lebanon is a good city with many special programs and activities and good leaders. I also believe that there's interest and opportunity at this pivotal time to simplify access to resources and promote and expand community generosity and neighborly care. I would love to be a part of the work.

Additional Information

HOW LONG HAVE YOU RESIDED IN LEBANON?

0-1 years

IS THIS APPLICATION FOR REAPPOINTMENT?

No

I CONFIRM THAT I HAVE ATTENDED A MEETING.

No

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

Yes

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

A majority of newcomers accompanied by SHARe live, work, and/or receive services in Lebanon. We want to both advocate for a generous welcome of newcomers and be good organizational partners, sharing what we can and collaborating to strengthen and streamline access to the best Lebanon can offer. We are eager to learn from the community and other members of the committee.

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

Yes

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 8/6/2026

Applicant Name: Martha Tecca

Board(s) to Which Applied: Welcoming Lebanon Task Force

X-org rep Regular Seat

 Alternate Seat

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

(If yes, indicate date of meeting.) Date: 7/14/2026

Recommend Appointment: X Yes No

 X-org rep Regular Seat Alternate Seat

General Comments: Martha is heavily involved in this type of work and her profile is precisely what we had envisioned for this seat. I am happy to recommend her for this seat.

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

Standard Questions for All Applicants:

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

Provide recommendations based on community desires and needs.

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

Yes.

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

Yes – SHARe board chair. Also VT-NH Asylum Support Network; WE (Wellbeing and Equity) in the World Accompanier; NH Alliance for Healthy Aging Steering Committee, Measurement Committee; GUVIST; First Congregational Church of Thetford Peace & Equity Team.

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

Yes — Already involved in this work.

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

No.

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

Quick turnaround for recommendations.

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

Share insight and work on strong community-based solutions.

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

Provide strong recommendations.

**Agenda
Lebanon City Council
August 19, 2026**

10. Public Hearing Items:

10.A – 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

A public hearing 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 highway to a Class V highway pursuant to NH RSA 231:22-a.

The City Council scheduled this public hearing at its July 1, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on August 8, 2026 in accordance with City Code and State Law and was mailed to abutters via certified mail.

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 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 the 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 Kings Highway.

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



Consequently, the Planning Board approved the Townsends's 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 +/-166 feet 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 plan 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 plan, 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 Old Kings Highway right-of-way proposed to be reclassified is already 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 Townsends' request, a site visit to evaluate the area 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 further upgrades are needed. However, to enable a turnaround for City snowplows and other vehicles, the Townsends have agreed to the City's request to grant an easement to the City over a portion of proposed Lot 2. The proposed 50 ft. by 50 ft. easement area is depicted on the attached plan.

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 recommended 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 copy of the proposed easement deed, executed by the property owners, is enclosed.

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 portion of right-of-way from Old Kings Highway to Storrs Hill Road.

Action:

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

MOVED, that the Lebanon City Council hereby reclassifies a +/-166-foot-long segment of Old Kings Highway from a Class VI highway to a Class V highway, pursuant to NH RSA 231:22-a, as shown on a plan titled, "Plan of Petitioned Road Reclassification – Old Kings Highway (at end of Storrs Hill Road)," prepared by Cardigan Mountain Land Surveys, LLC, dated March 31, 2026, and revised May 20, 2026, as presented in the August 19, 2026 City Council Agenda Packet.

BE IT FURTHER MOVED, that the Lebanon City Council hereby authorizes the City Manager to execute and accept a proposed 50' x 50' easement to provide a turnaround for City vehicles over land of Robert and Carolyn Townsend, as depicted on the "Plan of Petitioned Road Reclassification" referenced above.

BE IT FURTHER MOVED, that the Lebanon City Council hereby changes the name of the +/-166-foot-long segment to be reclassified as a Class V highway from Old Kings Highway to Storrs Hill Road, pursuant to NH RSA 231:133, I.

Included in this Section:

1. Letter dated July 16, 2026, from Robert S. and Carolyn M. Townsend
2. Lebanon Planning Board Notice of Action for application PB2026-12-MIN, dated March 16, 2026.
3. 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.
4. Plan 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.
5. Draft Easement Deed executed by Robert S. and Carolyn M. Townsend
6. NH RSA 231:22-a, Reclassifying a Class VI Highway, and NH RSA 231:133, Names; Changes; Signs
7. Notice of Public Hearing as Published in the August 8, 2026 edition of the *Valley News*

125 Storrs Hill Road
Lebanon, NH 03766
16 July 2026

City of Lebanon
Attn: City Council
51 North Park Street
Lebanon, NH 03766

Dear City Council Members,

We are requesting the reclassification the easterly 166.23± feet of Old Kings Highway, where it abuts the westerly end of Storrs Hill Road from a Class VI to Class V road.

Reclassification will provide Class V frontage for a portion of property identified as Tax Lot 134-17 in City assessors' records. Currently there is not enough Class V road frontage to meet City of Lebanon requirements to allow for minor subdivision (PB2026-21-MIN). The need for reclassification was identified by the Planning Board.

The area in question encompasses a portion of the access to the antenna tower and building which houses the City of Lebanon for Emergency Services communications and is already utilized by the City of Lebanon as a turn-around for maintenance vehicles and equipment. The area in question and beyond includes an improved gravel and aggregate traveled way and a contiguous equipment parking and staging area. The surface and subgrade are adequate to support heavy vehicles and equipment during all seasons, evidenced by its use for tractor trailers and heavy machinery associated with farm operations since at least 1971. No physical improvements will be required for this section of road to accommodate normal and typical Class V road function.

Based on meetings with Planning and Department of Public Works an easement has ben prepared to allow the City a turn-around area at the end of Storrs Hill.

Robert S. Townsend

Carolyn M. Townsend



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

NOTICE OF ACTION LEBANON PLANNING BOARD PB2026-12-MIN

Notice is hereby given that on **March 16, 2026**, the following action was taken by a majority of the Lebanon Planning Board in accordance with the City of Lebanon Subdivision Regulations:

“Andrew Faunce moved that the application of Robert S. & Carolyn M. Townsend, Co-Trustees, 125 Storrs Hill Road (Tax Map 134, Lot 17) PB2026-12-MIN is complete enough for the Planning Board to accept jurisdiction and commence review.

The motion was seconded by Kellen Appleton. The vote on the motion was approved, 7-0.”

Notice is hereby given that on **March 16, 2026**, the following action was taken by a majority of the Lebanon Planning Board in accordance with the City of Lebanon Subdivision Regulations:

“Wes Achord moved that the Lebanon Planning Board approve waivers for the application of Robert S. & Carolyn M. Townsend, Co-Trustees, for a proposed two (2)-lot Minor Subdivision of 125 Storrs Hill Road (Tax Map 134, Lot 17), PB2026-12-MIN, from the following Sections of the Subdivision Regulations as these requirements relate/apply to the proposed +/-66.4 acre lot (Lot 2):

1. Section 9.5.A.5 – requiring the plat to depict, “[t]he location of all existing structures, easements, permanent and intermittent watercourses, flood plains and wetlands, rock outcrops, wooded areas, and other significant existing features on the property.”
2. Section 9.5.A.7 – requiring the plat to depict, “[t]he boundary lines of the overall tract, and for each of the proposed lots, including bearings and distances, as determined by an actual field survey certified by a licensed land surveyor[.]”
3. Soil data (misidentified in the applicant’s waiver request letter as “Section 9.5.A.7”):
 - a. Section 9.5.C.2: “Where private individual wastewater systems are proposed, the Applicant shall perform soil tests complying with requirements of Section 13.4 of these Regulations.”
 - b. Section 13.4.A.1-3: soil testing and data requirements.

In support of its decision with respect to the waivers requested from 9.5.A.5, 9.5.A.7, and 9.5.C.2, the Board finds that the applicants have demonstrated the requested waiver satisfies Criteria A set forth in Section 7.15.

In support of its decision with respect to the waiver requested from Section 13.4.A.1-3, the Board finds that, pursuant to the standard set forth in Section 13.18, compliance is not required to meet the purpose and intent of the regulations and that the public good will not be adversely affected.

The motion was seconded by Don Collins. The vote on the motion was approved, 7-0.”

Notice is hereby given that on **March 16, 2026**, the following action was taken by a majority of the Lebanon Planning Board in accordance with the City of Lebanon Subdivision Regulations:

"Kellen Appleton moved to approve the application the application of Robert S. & Carolyn M. Townsend, Co-Trustees, for a proposed two (2)-lot Minor Subdivision of 125 Storrs Hill Road (Tax Map 134, Lot 17), zoned RL-2, PB2026-12-MIN, as shown on a plan set 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 (2 sheets), including any and all supplemental submissions and testimony provided during the public hearing.

In support of its decision, the Board finds that the applicants have submitted plans, testimony, and technical data prepared by a licensed land surveyor that together satisfactorily demonstrate compliance with the applicable requirements of the Subdivision Regulations except as have been waived or as may reasonably be addressed through the imposition of certain conditions of approval, set forth below.

This approval is subject to the following conditions:

A. General Conditions

1. This approval shall be considered void unless all conditions precedent have been met, and the plat has been recorded in the Registry of Deeds, within two (2) years from the date of the Notice of Action (Section 7.12.B). Note: the plat to be recorded is the sheet in the plan set subtitled "conveyance plan."
2. Future development on the new lots shall be subject to City of Lebanon Impact Fees, pursuant to Section 213 of the Zoning Ordinance. The Impact Fee shall be calculated at the time of Building Permit issuance based on the Impact Fee Schedule adopted on May 20, 2024, and such fees shall be due and payable at the time of issuance of a Certificate of Occupancy. In accordance with RSA 674:39, development shall be exempt from any future changes in impact fees and methodology for five years from the date of approval; however, any building permits which are issued after the end of that five-year period shall be fully subject to whatever impact fees and methodology are in effect at the time of building permit issuance.
3. All future construction shall substantially conform with and shall be subject to the requirements and specifications of the recorded plat (Section 7.9.A.2).
4. This approval does not affect or change the legal status of any existing encroachments into, improvements within, or use of the City's rights-of-way, including but not limited to the status of the electric fence and temporary shed located in Baker Lane (as depicted on the subdivision plat). Any rights the applicants may or may not have to encroach into, or retain structures within, or to use the abutting rights-of-way (both Class V and Class VI) are not germane to the applicants' subdivision and remain wholly unaffected by the Planning Board's approval of the subdivision and by the recording of the plat. To be clear, the Planning Board's approval of the subdivision cannot and does not confer approval or ratification of any encroachment into, improvements located with, or use of Bakers Lane, Storrs Hill Road, and Old Kings Highway that may exist at the time of subdivision approval, and regardless of whether any such encroachments, improvements, and uses are or are not depicted on the subdivision plat.

B. Conditions to be Satisfied Prior to the Signing and Recording of the Plat

1. The 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, and shall satisfy any conditions of approval that the City Council imposes in connection with any such reclassification.
2. NHDES approval of all subdivision lots less than five (5) acres in size shall be obtained and a copy of such approval shall be provided to the Planning Board. (9.5.C.2)
3. The applicants shall provide a revised plat depicting the following changes to the satisfaction of the Planning and Development Department:
 - a. Depict the Class V frontage for Lot 2, following reclassification of Old Kings Highway pursuant to condition B.1.
 - b. Depict a turnaround easement on Lot 2 in metes and bounds, if a turnaround easement is required by the City Council in connection with the reclassification of Old Kings Highway pursuant to condition B.1.
 - c. Add condition of approval A.4 as a plan note.
 - d. Revise Note 2 regarding the current status of Old Kings Highway (with respect to which Note 2 is inaccurate/incorrect).
 - e. Within the Lot 2 inset, depict approximate location of pole barn.
 - f. Change the title of the plat from "Proposed Subdivision" to "Minor Subdivision".
 - g. Contact the Assessing Department to confirm the proposed tax map/lot number for the new lots are acceptable/correct, and update plat as needed.
 - h. Add a note indicating that the plat was approved pursuant to the City of Lebanon Subdivision Regulations last revised June 28, 2021.
 - i. Add Planning Board number (PB2026-21-MIN).
 - j. Provide the date and description of the plat revisions. (9.5.A.1)
4. The applicants shall provide a digital record drawing of the revised plat (Cad .dwg format using NH State Plane Coordinate system or an alternative approved by the City's GIS Coordinator).
5. The applicants shall submit two (2) mylars of the approved plat, as revised pursuant to these conditions of approval, together with applicable recording fees to the Planning & Development Department in accordance with Planning & Development Department recording procedures. (8.1.D & 7.11)
6. The applicants shall submit the executed deed for Lot 2 and a revised deed for Lot 1 together with applicable recording fees to the Planning & Development Department to be recorded contemporaneously with the plat.
7. If a turnaround easement on Lot 2 is required by the City Council in connection with a reclassification of Old Kings Highway, the applicants shall submit the executed easement deed with applicable recording fees to the Planning & Development Department to be recorded contemporaneously with the plat.

The motion was seconded by Don Collins. The vote on the motion was approved, 7-0."

PLANNING BOARD NOTICE OF ACTION

125 Storrs Hill Road (Tax Map 134, Lot 17)

PB2026-12-MIN

March 16, 2026

Page 4 of 4

Notice is hereby given that on **March 16, 2026**, the following action was taken by a majority of the Lebanon Planning Board in accordance with the City of Lebanon Subdivision Regulations:

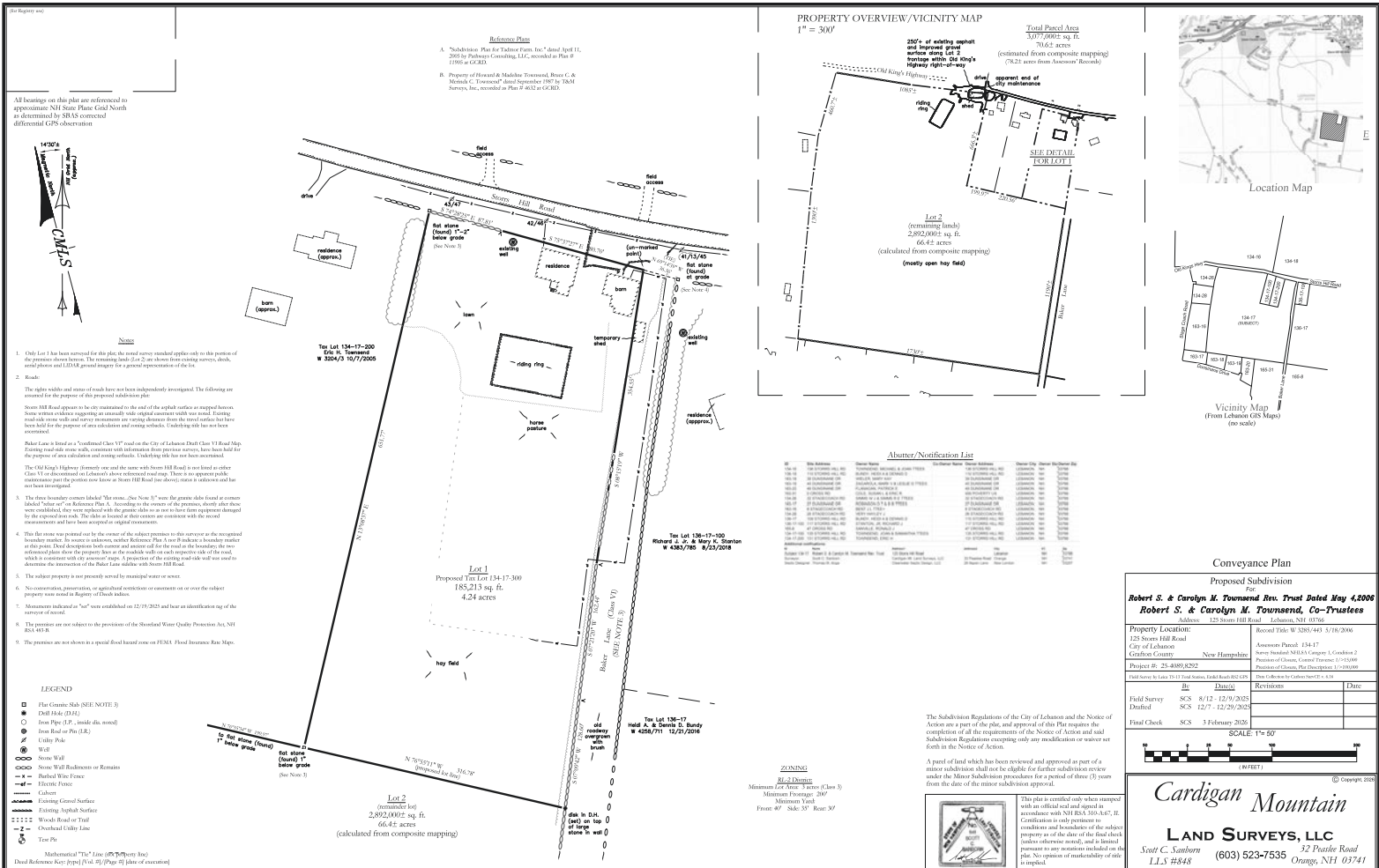
"Kellen Appleton moved that the Lebanon Planning Board authorizes the Chair to sign the Minor Subdivision plat of Robert S. & Carolyn M. Townsend, Co-Trustees, PB2026-12-MIN, titled "Conveyance Plan - Proposed Subdivision for Robert S. & Carolyn M. Townsend Rev. Trust Dated May 4, 2006," prepared by Cardigan Mountain Land Surveys, LLC, dated February 3, 2026, Project #: 25-4089,8292, as revised per the Planning Board's conditions of approval.

The motion was seconded by Don Collins. The vote on the motion was approved, 7-0."

THE CITY OF LEBANON

By: _____ DATE: _____
Planning Board Chair

Notice of Action prepared by: Crystal Taplin, Administrative Assistant, March 23, 2026



Notes

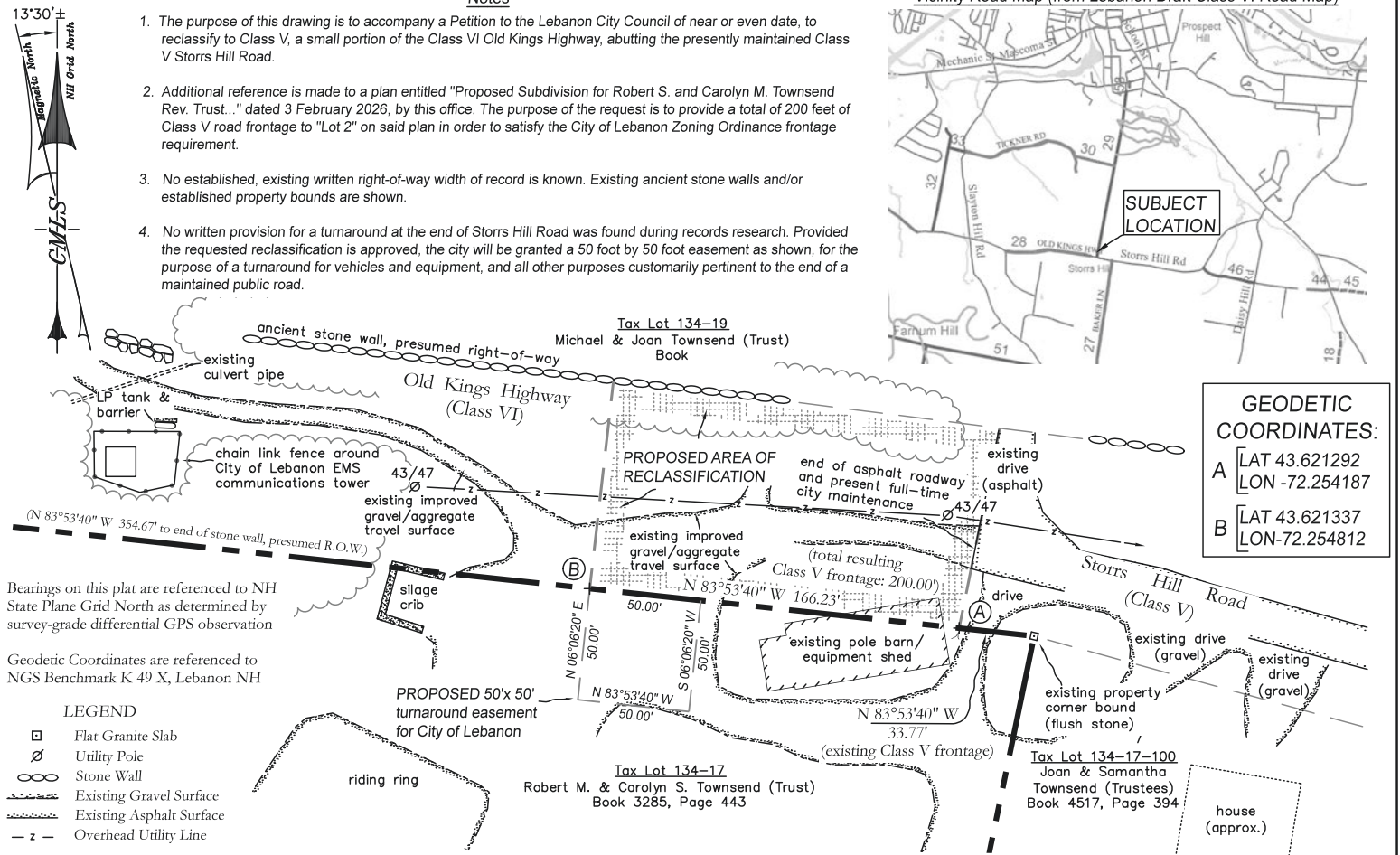
1. The purpose of this drawing is to accompany a Petition to the Lebanon City Council of near or even date, to reclassify to Class V, a small portion of the Class VI Old Kings Highway, abutting the presently maintained Class V Storrs Hill Road.
2. Additional reference is made to a plan entitled "Proposed Subdivision for Robert S. and Carolyn M. Townsend Rev. Trust..." dated 3 February 2026, by this office. The purpose of the request is to provide a total of 200 feet of Class V road frontage to "Lot 2" on said plan in order to satisfy the City of Lebanon Zoning Ordinance frontage requirement.
3. No established, existing written right-of-way width of record is known. Existing ancient stone walls and/or established property bounds are shown.
4. No written provision for a turnaround at the end of Storrs Hill Road was found during records research. Provided the requested reclassification is approved, the city will be granted a 50 foot by 50 foot easement as shown, for the purpose of a turnaround for vehicles and equipment, and all other purposes customarily pertinent to the end of a maintained public road.

Vicinity Road Map (from Lebanon Draft Class VI Road Map)



GEODETTIC COORDINATES:

- A LAT 43.621292
LON -72.254187
- B LAT 43.621337
LON -72.254812



Cardigan Mountain

LAND SURVEYS, LLC

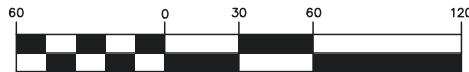
Scott C. Sanborn
LLS #848

(603) 523-7535

32 Peaslee Road
Orange, NH 03741

Prepared 31 March 2026
Revised 5/20/2026: Added geodetic coordinates

SCALE: 1"= 60'



(IN FEET)

Plan of Petitioned Road Reclassification

Old Kings Highway
(at end of Storrs Hill Road)

City of Lebanon, New Hampshire

Return To:
City Manager
City of Lebanon
51 North Park Street
Lebanon, NH 03766

EASEMENT DEED

KNOW ALL BY THESE PRESENTS, that **Robert S. Townsend and Carolyn M. Townsend, as Co-Trustees of the Robert S. and Carolyn M. Townsend Revocable Trust**, having a mailing address of 125 Storrs Hill Road, Lebanon, New Hampshire 03766 (collectively, “Grantors”), for consideration paid, grants to the **City of Lebanon**, a New Hampshire municipal corporation with a principal place of business at 51 North Park Street, Lebanon, New Hampshire 03766 (“City”), with QUITCLAIM COVENANTS, the following described easement.

A perpetual, non-exclusive easement and right-of-way over, across, and upon the fifty foot by fifty foot (50' × 50') area located on a certain parcel of land (“Easement Area”) as shown on a plan entitled “Plan of Petitioned Road Reclassification – Old Kings Highway (at end of Storrs Hill Road),” prepared by Cardigan Mountain Land Surveys, LLC, dated March 31, 2026, and revised May 20, 2026, and recorded in the Grafton County Registry of Deeds as Plan # _____ (“Plan”), for the purpose of providing a municipal vehicle turnaround area for all customary emergency services and municipal maintenance functions, including but not limited to snowplowing and snow storage incidental to plowing operations, sanding, and salting. The storage area for the plowed snow shall be mutually agreed upon by the Grantors and the City.

The Easement Area is shown on the Plan as follows:

[LEGAL DESCRIPTION TO BE INSERTED]

This easement is given in connection with the Grantors’ request to reclassify approximately one hundred sixty-six (166) linear feet of Old Kings Highway from Class VI to Class V, pursuant to which the City determined that a turnaround area for municipal vehicles (including snowplows) is necessary and appropriate and requested a dedicated easement over a portion of the Grantors’ property at 125 Storrs Hill Road, identified as Tax Map 134, Lot 17, a ±70.6-acre parcel within the RL-2 Zoning District (the ‘Property’). The Lebanon Planning Board approved a subdivision of the Property on March 16, 2026 (PB2026-12-MIN), creating Lot 1 and Lot 2, subject to certain

conditions including reclassification of a portion of the adjacent Old Kings Highway right-of-way from a Class VI road to a Class V road.

The Easement is non-exclusive. Grantors may use the Easement Area for any purpose not inconsistent with this Easement, provided no such use obstructs the City's use of the Easement Area as set forth herein. Grantors shall not place structures, vehicles, landscaping, or other obstructions within the Easement Area that would impede the City's exercise of its rights.

It is a condition of this Easement that the City, in the exercise of its rights, shall do no damage to the property of the Grantor and that the City will restore the surface of the Easement Area to substantially the same condition it was in prior to any City-caused damage, including grading and seeding, and replanting of shrubs and trees.

This Easement shall run with the land and be binding upon the Grantors and their successors and assigns.

Meaning and intending to describe and convey an easement over a portion of the property conveyed to Robert S. Townsend and Carolyn M. Townsend, as Co-Trustees of the Robert S. and Carolyn M. Townsend Revocable Trust, by Warranty Deed of Tadmor Farm, LLC, dated May 18, 2006 and recorded in the Grafton County Registry of Deeds at Book 3285, Page 443, et. seq.

This within conveyance is a transfer to a municipality and is therefore exempt from the New Hampshire real estate transfer tax pursuant to RSA 78-B: 2, I, and exempt from the L-chip fee pursuant to RSA 478:17-g, II(a).

EXECUTED on this _____ day of August, 2026.

Robert S. Townsend, Co-Trustee of the
Robert S. and Carolyn M. Townsend
Revocable Trust

Carolyn M. Townsend, Co-Trustee of the
Robert S. and Carolyn M. Townsend
Revocable Trust

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this ____ day of August, 2026, before me, the undersigned officer, personally appeared Robert S. Townsend and Carolyn M. Townsend, as Co-Trustees of the Robert S. and Carolyn M. Townsend Revocable Trust, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument, and acknowledged that he executed the same for the same purposes therein contained.

Before me,

Justice of the Peace
Notary Public

ACCEPTANCE

The City of Lebanon, by its City Manager, accepts this Easement pursuant to authorization granted by vote of the Lebanon City Council on August 19, 2026, and is authorized to be recorded in the Grafton County Registry of Deeds.

DATED this ____ day of ____, 2026.

CITY OF LEBANON

By: _____

Andrew Hosmer, City Manager
Duly Authorized

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this ____ day of ____, 2026, before me, the undersigned officer, personally appeared Andrew Hosmer, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument and acknowledged that he executed the same on behalf of the City of Lebanon as City Manager, being duly authorized to do so for the purposes therein contained.

Before me,

Justice of the Peace
Notary Public

TITLE XX TRANSPORTATION

CHAPTER 231 CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Laying Out Highways

Section 231:22-a

231:22-a Reclassifying a Class VI Highway. –

- I. A class VI highway or portion thereof may be reclassified by vote of the town as a class V highway, or as a class IV highway if located within the compact sections of cities and towns as set forth in RSA 229:5, IV and V.
- II. The warrant article for such a reclassification may be inserted either by the selectmen pursuant to RSA 39:2, or by petition pursuant to RSA 39:3. The reclassification shall become effective upon a majority vote of the registered voters present and voting at any annual or special meeting, or at such later time as may be specified by vote of the meeting.
- III. Any class VI highway may be made subject to reclassification under this section, regardless of whether such class VI status resulted from a layout pursuant to RSA 231:21, a discontinuance subject to gates and bars pursuant to RSA 231:45, or by the failure of the town to maintain and repair such highway in suitable condition for travel thereon for 5 successive years or more as set forth in RSA 229:5, VII.
- IV. A town meeting vote to reclassify a class VI highway under this section may provide that the highway be conditionally reclassified upon compliance with betterment assessments, as provided in RSA 231:28-33, even if such condition was not stated as part of the warrant article. The public hearing required by RSA 231:28 shall be held within 90 days of such a vote, or within such longer period as the vote may specify. The owners of property abutting or served by the highway shall have the same rights and remedies as provided in RSA 231:28-33, including the right to submit, within 10 days following the public hearing, a petition not to conditionally reclassify the highway. The costs assessed against the owners by the selectmen shall not reflect construction standards any higher or more stringent than those reflected in the best town highway giving access to the highway or portion thereof being reclassified. However, this paragraph shall not be deemed to limit the authority of the planning board to impose more stringent construction standards as a condition of approving new development.
- V. This section shall not be deemed to limit the authority of the selectmen to layout an existing class VI highway as a class IV or V highway upon petition pursuant to RSA 231:8. This section shall not affect the classification of any highway which has been reclassified by other means prior to June 18, 1990.

Source. 1990, 155:1, eff. June 18, 1990.

TITLE XX

TRANSPORTATION

CHAPTER 231

CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS

Street Names and Markers

Section 231:133

231:133 Names; Changes; Signs. –

I. In all towns, cities, and those village districts which maintain public highways, every highway and street under the control of the town, city, or village district shall have a name which shall be given it by the governing body. Said name shall be legibly marked on a suitable signboard or other marker and placed in at least 2 conspicuous places on said street. The governing body may change the name of any such street or highway at any time when in its judgment there is occasion for so doing. The governing body may change the name of a private street or highway when the name change is necessary to conform to the requirements of the enhanced 911 telecommunications system. In towns and village districts the governing body may at its discretion provide for public hearing and submit such names for approval at any meeting of the legislative body, and voters may submit a petitioned warrant article for such a name change under the procedure of RSA 39:3.

II. The naming of any new street or highway shall form a part of the return of the layout of the street or highway, or of the acceptance of any dedicated way. The municipality shall not be bound by any name previously assigned to the street or highway by any private owner, developer, or dedicator. No name for a highway or street shall be selected which is already in use, or which is confusingly similar to any such existing name, or which otherwise might delay the locating of any address in an emergency.

III. Whenever a name is assigned to any new street or highway, or a change is made in the name of any street or highway, the governing body shall make a return of the same to the town, city, or village district clerk, who shall make a record of the new name or name change, and shall forward a copy of such record to the commissioner of transportation.

Source. 1911, 79:1. PL 93:5. RL 109:5. 1945, 188:1, part 21:1. RSA 251:1. 1981, 87:1. 1991, 53:1. 2005, 113:1, eff. Aug. 14, 2005.

August 19, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday August 8, 2026 and Tuesday August 11, 2026.

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, August 19, 2026 - 6:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on August 19, 2026, beginning at 6:00pm for the following:

- A.** 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 – Public hearing 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 highway to a Class V highway pursuant to NH RSA 231:22-a; and Authorization for City Manager to accept an easement for turnaround for City vehicles.
- B.** Supplemental Appropriation of up to \$104,500 for Airport PFAS Site Investigation Capital Project as Required by NHDES; Authorization to Transfer up to \$104,500 from Airport Fund Balance – Public hearing for the purpose of receiving public input and taking action to appropriate up to \$104,500 for expenditure in the Capital Improvements Fund for a new Airport PFAS Site Investigation Capital Project as required by NHDES; and to authorize the transfer of up to \$104,500 from Airport Fund Balance to the Capital Improvements Fund to fund the supplemental appropriation. – R-2026-8

The August 19, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by August 14, 2026: LebanonNH.gov/Agendas

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

**Agenda
Lebanon City Council
August 19, 2026**

10. Public Hearing Items:

**10.B – Supplemental Appropriation of up to \$104,500 for a new Airport
PFAS Site Investigation Capital Project as Required by NHDES; Authorization
to Transfer up to \$104,500 from Airport Fund Balance to Capital
Improvements Fund for the Airport PFAS Site Investigation Capital Project**

A public hearing for the purpose of receiving public input and taking action to appropriate up to \$104,500 for a new Airport PFAS Site Investigation capital project as required by the NH Department of Environmental Services; and to authorize the transfer of up to \$104,500 from the Airport Fund Balance to the Capital Improvements Fund for the Airport PFAS Site Investigation capital project to fund the supplemental appropriation.

The scheduling of this public hearing was discussed at the City Council's July 15, 2026 regular meeting. The public hearing was properly noticed in the *Valley News* on August 8, 2026 and August 11, 2026 in accordance with City Code and State Law.

Background

The Federal Aviation Administration (FAA) is currently in the planning, design and permitting phases of a project to construct a new Air Traffic Control Tower (ATCT) at the Lebanon Airport. As part of a Phase II Environmental Site Assessment for the ATCT, the FAA's consultant collected groundwater samples from the airport property between the terminal building and the Granite Air Center in February 2025, which were subsequently submitted to the NH Department of Environmental Services (NHDES). The groundwater samples detected contamination from the presence of one or more per- and polyfluoroalkyl substances (PFAS) in concentrations exceeding the current NH Ambient Groundwater Quality Standards (AGQS).

On May 1, 2026, NHDES issued a letter requiring the City to complete a Site Investigation (SI) pursuant to NH Administrative Code Env-Or-606.01 to (i) determine the source, nature, location, and full extent of contamination; (ii) identify receptors and potential receptors; and (iii) identify the need to conduct further investigation or remedial actions. Env-Or-606.03 requires the Site Investigation to be completed within 120 days of the NHDES letter.

Following receipt of the May 1st letter, the Airport Manager contacted multiple engineering firms to request proposals, including cost and time estimates, for addressing the NHDES Site Investigation requirements. The lowest bid proposal was received from Sanborn Head for a total cost of \$104,300. Because the NHDES requirement to complete the Site Investigation was received in May and was not previously anticipated by the City there was no prior appropriation for this project.

The City proposes to transfer funds from the Airport Fund Balance to cover the required PFAS Site Investigation costs, so there will be no impact on the General Fund or property tax rates.

Action:

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

RESOLVED, by the Lebanon City Council, that funds, in the amount of up to \$104,500 (One Hundred Four Thousand Five Hundred Dollars), be appropriated for expenditure from the Capital Improvements Fund for a New Airport PFAS Site Investigation capital project.

BE IT FURTHER RESOLVED, by the Lebanon City Council, that funds in an amount not to exceed \$104,500 be transferred from the Airport Unassigned Fund Balance to the Airport PFAS Site Investigation capital project to fund the supplemental appropriation.

This resolution shall be effective upon passage.

Included in this Section:

1. May 1, 2026 Letter from NHDES RE: Lebanon-Lebanon Airport, 58 Airport Road, NHDES Site #199406006, SITEEVALHW Project #44343
2. Excerpts from June 29, 2026 Airport PFAS Site Investigation Proposal from Sanborn Head
3. NH Env-Or-606 (excerpt of 606.01 - 606.04)
4. Notice of Public Hearing as Published in the August 8 and August 11, 2026 editions of the *Valley News*



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

EMAIL ONLY

May 1, 2026

Andrew Hosmer, City Manager
City of Lebanon
51 North Park Street
Lebanon, NH 03766

Subject: Lebanon – Lebanon Airport, 58 Airport Road
NHDES Site #199406006, SITEEVALHW Project #44343

*Phase II Environmental Site Assessment (Phase II ESA), prepared by Booz Allen Hamilton,
submitted September 17, 2025*

Dear Andrew Hosmer:

The New Hampshire Department of Environmental Services (NHDES) has reviewed information presented in the above-referenced submittal prepared for the proposed Airport Traffic Control Tower site (referred to as Site 3B), located in the western portion of the Lebanon Municipal Airport (LEB), north of the airport parking area.

NHDES understands that the Phase II ESA was conducted to determine if groundwater at Site 3B has been impacted by per- and polyfluoroalkyl substances (PFAS) from the potential historical use and storage of Aqueous Film Foaming Foam (AFFF) at the LEB. NHDES has the following comments related to the submittal and information in the site file:

- AFFF has been stored in the Aircraft Rescue and Firefighting (ARFF) facility adjacent to the south side of the airport terminal building, approximately 500 feet south of Site 3B.
- On February 10, 2012, a plane crashed approximately 340 east of the southern end of Runway 36 and foam residue was observed *“in the puddles around the crash location.”* No information was available related to the type of foam used at the crash.
- On January 3, 2018, NHDES collected a groundwater sample from a bedrock water supply well serving airport buildings on the LEB property (57 Airport Road) at the request of the Federal Aviation Administration (FAA). Perfluorohexane sulfonic acid (PFHxS) was detected at a concentration exceeding its current NH Ambient Groundwater Quality Standards (AGQS); an AGQS had not yet been established for PFHxS at the time of sampling.
- On February 4, 2025, a groundwater sample was collected as part of Phase II ESA activities from overburden monitoring well B-07, installed along the southern boundary of Site 3B. Perfluorooctanoic acid (PFOA) and perfluorononanoic acid (PFNA) were detected at concentrations exceeding AGQS.

Based on the information available to date, a discharge of a regulated contaminant appears to have occurred at the LEB.

In consideration of the above, NHDES requests that the City of Lebanon complete a Site Investigation (SI) pursuant to Env-Or 606.01 to (i) determine the source, nature, location, and full extent of contamination; (ii) identify receptors and potential receptors; and (iii) identify the need to conduct further investigation or remedial actions. NHDES requests that an SI Report that addresses the requirements of Env-Or 606.03 is provided to NHDES within 120 days of the date of this letter, pursuant to Env-Or 606.03(a). These rules are available on our website at: [NHDES Permits, Rules and Regulatory: Administrative Rules](#). The SI should also include collection of a confirmation sample from the water supply well at 57 Airport Road.

The SI and SI Report shall be completed by, or under the direction of, a professional engineer or professional geologist licensed under RSA 310-A, and the Report shall bear the seal of the professional responsible for the work. A list of companies that conduct Site Investigations ("Remedial Management Consultants") is available on the NHDES OneStop website at [Waste Division Reports and Service Provider Listing](#). Please note that we do not pre-qualify consultants on this list; therefore, NHDES strongly recommends that you review a firm's experience and qualifications prior to retaining them to conduct the required work.

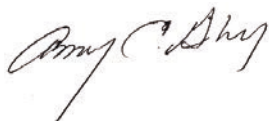
NHDES prefers that documents are submitted in an electronic format via our upload system located on the NHDES OneStop website at [OneStop Navigation | NH Department of Environmental Services](#). NHDES' Hazardous Waste Remediation Bureau (HWRB) stores documents electronically in a file library, which is available to the public on our OneStop website. To be accepted by the file library, all electronic submittals must meet the guidelines published on our website at [NHDES Waste Management Division Submittal Guidelines](#).

NHDES will provide guidance on the need for further site investigation, remediation, or closure of this project after we have reviewed the SI Report. Additionally, NHDES understands that a Phase I ESA was performed for Site 3B in 2024 and requests that the Phase I ESA Report is uploaded to the site file through OneStop.

The Phase II ESA also notes that construction of the new Air Traffic Control Tower (ATCT) is expected to extend to approximately 12 feet below ground surface, and the PFAS-impacted groundwater is likely to be encountered during ATCT construction. Consideration should be given for management and safe handling of potentially impacted material during construction.

Should you have any questions, please do not hesitate to contact me at NHDES' Waste Management Division.

Sincerely,



Amy Gibney
Hazardous Waste Remediation Bureau
Tel: [\(603\) 271-7022](tel:(603)271-7022)
Email: Amy.E.Gibney@des.nh.gov

Andrew Hosmer
NHDES Site #199406006
May 1, 2026
Page 3 of 3

ec: Debbie Duran, Booz Allen Hamilton
 Cambria Caliendo, Federal Aviation Administration
 Kevin Grant, Federal Aviation Administration
 Carl Gross, Lebanon Municipal Airport
 Lebanon Health Officer
 Lea Anne Atwell, P.G., State Sites Supervisor, HWRB

City of Lebanon – Lebanon Municipal Airport
c/o Carl Gross, A.A.E., Airport Manager
5 Airpark Road
West Lebanon, NH 03784

June 29, 2026

Re: Proposal for Per- and Polyfluoroalkyl Substances (PFAS) Site Investigation (SI)

Dear Mr. Gross:

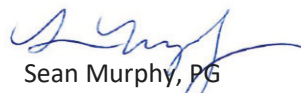
Sanborn, Head & Associates, Inc. (Sanborn Head) appreciates the opportunity to submit this proposal to the City of Lebanon (the City) for a Site Investigation (SI) related to potential impacts associated with the release of per- and polyfluoroalkyl substances (PFAS) at Lebanon Municipal Airport (LEB). We believe our long-standing relationship with the City, deep familiarity with New Hampshire's regulatory framework, and extensive PFAS investigation experience make Sanborn Head well qualified to support this important work

- **Long-Term Partnership with the City** – For over 15 years, Sanborn Head has served as the City's primary engineering and environmental consultant at the Lebanon Regional Solid Waste Facility, providing landfill expansion design and permitting, compliance reporting, groundwater monitoring, and stormwater system upgrades. Most recently, our team has been supporting the City with a cutting-edge pilot study to remove PFAS from landfill leachate, evaluating treatment technologies including foam fractionation, and electrochemical oxidation.
- **Relevant Project Experience** – Sanborn Head brings hands-on SI experience across New Hampshire, serving municipalities, state agencies, private clients, and aviation facilities. At the Manchester-Boston Regional Airport (MHT), we delivered Phase I and Phase II Environmental Site Assessments, subsurface investigations, soil sampling and reporting, and PFAS investigation work. We have also conducted site investigations at fire stations in several towns, including Kingston and Atkinson, and led comprehensive environmental services for the Radio Beacon Superfund site in Londonderry.
- **PFAS Knowledge and Experience** – Sanborn Head has performed over 50 active and completed PFAS investigations in New Hampshire. Our team actively advances the industry through more than 100 technical presentations on PFAS investigation design, transport and fate, and risk assessment. We are also active participants in the Interstate Technology and Regulatory Council (ITRC) PFAS Team, contributing to technical resources that help regulators and stakeholders understand PFAS science.

We are excited about the possibility of continuing to serve the City and welcome the opportunity to discuss our qualifications with you. Please contact me, Samantha Trahan, Assistant Project Manager, by phone at 603.415.6144 or by email at strahan@sanbornhead.com if you have any questions.

Very truly yours,
SANBORN, HEAD & ASSOCIATES, INC.


Samantha Trahan
Assistant Project Manager


Sean Murphy, PG
Vice President

Enclosure: Proposal

PROJECT UNDERSTANDING AND APPROACH

PFAS are a family of chemicals characterized by their carbon-fluorine (C-F) bond. This C-F bond is one of the strongest known bonds in organic chemistry. The strength of the bond, in part, contributes to the unique physical and chemical properties of PFAS contributing to their oil, water and stain repellency and stability under varying chemical and thermal regimes. As a result, PFAS have been widely used in many industries (e.g., semiconductor, medical, automotive, aerospace, etc.) and consumer products (e.g., water- and stain resistant fabrics, food packaging, non-stick cook, car wax, etc.). As a result of its unique physical and chemical properties, the number of PFAS and their uses have expanded widely over the years. There are currently more than 12,000 (estimated) individual PFAS.

The same unique physical and chemical properties which made PFAS an excellent choice for use in oil, water and stain repellent products has also contributed to the ability of PFAS to persist in the environment once released. This has led to PFAS being referred to as “forever chemicals,” which now are ubiquitous in the environment.

Our understanding is that NHDES issued a letter to the City on May 1, 2026, following its review of a Phase II ESA prepared by Booz Allen Hamilton for the proposed Airport Traffic Control Tower (ATCT) site at LEB. Based on that review, NHDES has determined that a discharge of regulated contaminants has occurred at the airport and is formally requiring the City to conduct a SI.

The focus of the investigation is Site 3B, located in the western portion of the airport, which is the proposed location for the new ATCT. PFAS contamination at the site is attributed to the historical use of AFFF, with two identified potential source areas:

- An AFFF storage facility located approximately 500 feet south of Site 3B; and
- A 2012 plane crash at which AFFF was reportedly discharged to the ground surface.

Groundwater sampling from monitoring well B-07 at Site 3B in February 2025 resulted in detection of PFOA and perfluorononanoic acid (PFNA) at concentrations exceeding New Hampshire’s Ambient Groundwater Quality

Standards (AGQS). Additionally, a 2018 sample from a bedrock water supply well at 57 Airport Road showed PFHxS concentrations greater than current AGQS.

The letter is issued under New Hampshire’s environmental response statutes and establishes a 120-day deadline for submission of a completed SI Report, placing the due date at August 29, 2026.

Project Objectives/Scope

Sanborn Head understands the City wishes to address the NHDES request to complete a SI pursuant to Env-Or 606.01 to (i) determine the source, nature, location, and full extent of contamination; (ii) identify receptors and potential receptors; and (iii) identify the need to conduct further investigation or remedial actions. Sanborn Head understands the City plans to submit an extension request; therefore, the proposed project schedule was not developed with the intent to meet the August 29, 2026 deadline.

Sanborn Head understands the City would like to implement a “phased approach” to fulfilling the requirements of the May 1, 2026 NHDES letter. The objective of this proposal is to implement the first phase of assessment, with the understanding that additional phases (if necessary) will be based upon the results of the preceding phase(s).



We propose a Site Investigation consisting of the following tasks:

Task No. 1: Historical Document Review and Site Investigation Work Plan Preparation

Sanborn Head will conduct a historical document review to develop an understanding of pertinent Site history and to facilitate development of an appropriate SI Work Plan scope for submittal to the NHDES. The historical document review will also be completed to meet the requirements of Env-Or 606.04 and results will be included in the SI Report (Task 3 below). Anticipated tasks related to the document review include a review of reasonably ascertainable state (e.g., NHDES OneStop) and local environmental records to identify known or suspected PFAS-related environmental impairments at the Site or in proximity to the Site. Sanborn Head will use a commercial environmental and regulatory database retrieval and mapping service (e.g., Environmental Data Resources, Inc.) to provide data from various federal and state databases and to search for available topographic maps and aerial photographs.

Following the historical document review, Sanborn Head will prepare a draft SI work plan detailing the proposed SI scope of work. The SI work plan will be submitted for review to LEB personnel. Following City approval, Sanborn Head will submit the Work Plan to NHDES to inform them of the planned sampling. In addition, prior to field mobilization, Sanborn Head will prepare a Health and Safety Plan that incorporates site-specific health and safety protocols.

Sanborn Head will also facilitate several meetings with LEB personnel and NHDES to keep the project team updated and foster open communication with NHDES to meet their expectations. The following meetings have been included in this scope of services:

- One pre-field work meeting with LEB personnel to review the proposed scope, answer questions, and coordinate the onsite activities. This meeting would be held prior to finalizing the SI work plan.
- A second pre-field work meeting with LEB personnel and NHDES to present our proposed scope and discuss NHDES expectations and incorporate where practicable. This meeting would be held prior to finalizing the SI work plan.

Task No. 2: Site Investigation Field Implementation

Sanborn Head will execute the SI scope of work, which is anticipated to include the following:

- Sampling the onsite water supply well to confirm the January 2018 PFAS analytical results.
- Sampling the onsite groundwater monitoring well, B-07, to confirm the February 2025 PFAS analytical results.
- Surface soil sampling and PFAS analysis at the following areas of interest, depicted on Figure 1 (**Appendix A**):
 - Site of the 2012 plane crash
 - Vicinity of the Airport Rescue and Fire Fighting Facility
 - Area of former aqueous firefighting foam training activities
 - Presumed downgradient location; and
 - Presumed upgradient location.
 - Note that Sanborn Head will conduct a private utility locating survey prior to advancement of surface soil borings.
- Surface water sampling and PFAS analysis at the five onsite stormwater detention ponds.

Following receipt of analytical results, Sanborn Head will evaluate the data for conditions that require NHDES notification per Env-Or 604. Based on historical data collected from the Site, Sanborn Head is prepared to support the City in notifying the NHDES, if necessary.



Task No. 3: Site Investigation Report Preparation

Sanborn Head will prepare a SI report for review and comment by LEB personnel. The SI report will be prepared in accordance with Env-Or 606.03 and will include:

- A summary of historical background information;
- A summary of subsurface explorations and sampling results;
- A description of the Site's geology and hydrology;
- Development of a conceptual site model; and
- A screening of potential remedial alternatives (if appropriate following evaluation of data) and recommendations.

In order to keep the project team updated and foster open communication with NHDES, Sanborn Head is prepared to facilitate meetings with LEB personnel and NHDES. The following meetings have been included in this scope of services:

- One post-field work meeting with LEB personnel to review data received and discuss recommendations for further assessment or remedial actions, if applicable. This meeting would be held prior to finalizing the SI report.
- A second post-field work meeting with LEB personnel and NHDES to present our proposed recommendations and interpretations of the data and discuss NHDES expectations and incorporate where practicable. This meeting would be held prior to finalizing the SI report.

The final SI report will be submitted to NHDES OneStop.

Approach

Sanborn Head is well experienced in developing and executing investigation work plans in New Hampshire and beyond. In performance of the SI, Sanborn Head will complete the work in general accordance with New Hampshire Code of Administrative Rules Chapter Env-Or 600 Contaminated Site Management, Part Env-Or 610 Monitoring and Reporting, NHDES's PFAS Field Sample Collection Guidance, and general requirements of the RFP.

Quality Assurance / Quality Control

Given the regulatory standards and analytical detection limits associated with PFAS (parts per trillion [ppt]), it is important to follow strict sample collection and handling procedures. In execution of the Work Plan, Sanborn Head will incorporate a Quality Assurance / Quality Control (QA / QC) Program that addresses both the technical and administrative requirements necessary for a successful execution of the Work Plan.

Technical

Sanborn Head understands that the technical elements of the Work Plan should be performed in general accordance with NHDES's Hazardous Waste Remediation Bureau Master Quality Assurance Project Plan (HWRB QAPP)⁴. While not strictly applicable to the Work Plan (i.e., the work is not funded by NHDES), the HWRB QAPP provides a framework to establish a means in which data collected as part of the investigation is of known and documented quality. In boarder terms, the data collected from field, sampling, and analytical activities is representative of site conditions, and generated in a scientifically valid and legally defensible manner.

Sanborn Head regularly prepares numerous QAPPs for a wide range of projects. For example, we have a USEPA Region 1 Brownfields Generic QAPP on file with the USEPA and NHDES. Our QAPPs are frequently updated to follow the most up-to-date field and analytical procedures available. Additionally, each deliverable is reviewed by the project's principal-in-charge. Supplemental review from subject matter experts (e.g., hydrogeologists, geochemists, geotechnical engineers, etc.) is also performed where required. Our analytical data is maintained in an electronic database where it receives QA/QC prior to being released for use on a project. Our electronic database allows for



seamless sharing of analytical data with our drafter and geographic information systems (GIS) analysts reducing the need for manual input and thus potential error.

In general conformance with the HWRB QAPP, Sanborn Head will implement the following protocols as minimum practice:

- Containers used for collecting samples will be compatible with the media being sampled and analysis to be performed. Containers will be obtained from the analytical laboratory and clean, free of potential interferences, and, if required, contain the appropriate preservative. Containers will be labeled appropriately with the date and time sampled, location/sample identifier, project information, and collector's initials.
- Sample preservation and holding time will be in accordance with the method and/or analytical laboratory's requirements. Chain-of-custody protocols and sample delivery procedures will be implemented to ensure the integrity of the samples following collection and prior to transfer to the analytical laboratory.
- Field quality control samples consisting of the following will be collected:
 - Trip Blank – One trip blank per sample cooler (for aqueous PFAS samples).
 - Duplicate Sample - A minimum of one duplicate per 20 samples, per matrix, per analysis, per sampling method.
 - Equipment Blank – One equipment blank will be collected for each piece of non-dedicated equipment (e.g., hand auger, water level meter, etc.).
 - Field Blank – One field blank will be collected each major component of the Work Plan.
- The selection of field equipment and materials will follow best practice to avoid items that may contain PFAS.
- Field staff will document investigation activities in field logbooks and/or field worksheets (paper or electronic).



Administrative

Administratively, Sanborn Head has successfully managed thousands of projects. Our accounting and project management systems provide project managers the capabilities and capacity to track and manage project budget and resources. This enables us to complete our projects on time and on budget, providing our clients with responsible service.

Investigation-derived Waste Management

A description of our proposed investigation-derived waste (IDW) approach is provided below. For the purposes of this scope of services, IDW may include soil, purge water, and decontamination fluids. Consistent with standard practice for management of non-hazardous IDW that does not contain non-aqueous phase liquid:

- Soil from hand augering will be placed back into the borehole to the extent practicable;
- Where backfilling the borehole is not practicable, soil cuttings will be evenly dispersed around the borehole location;
- Purge water from surface water sampling and decontamination fluids will be infiltrated in the respective detention pond with which the sample is associated; and
- The following wastes will be containerized in a drum for proper off-Site disposal:
 - Decontamination fluids;
 - Groundwater monitoring well purge water; and
 - Purge water from drinking water supply wells

COST PROPOSAL

Sanborn Head's Cost Proposal can be found in the table below and includes the cost to complete the scope of services described herein. The cost estimate is based on Sanborn Head's understanding of the project specific requirements and professional judgment of the level of effort necessary to complete this scope of services.

In preparing the cost estimate, we aggregated activities which could be completed concurrently under a single task. In this effort, we can enhance efficiency by completing like items under the same mobilization, thereby reducing the cost to the City.

Specifically, we have broken the Work Plan down into the following tasks for our cost proposal:

Task No. 1 – Historical Document Review and Site Investigation Work Plan Preparation

Task No. 2 – Site Investigation Field Implementation

Task No. 3 – Site Investigation Report Preparation

In developing this cost proposal Sanborn Head has made the following assumptions:

Task No.	Labor	Expenses	Analytical	Subs	Task Total
1.0	\$17,500	\$500	\$0	0	\$18,000
2.0	\$33,500	\$3,800	\$23,200	\$3,500	\$64,000
3.0	\$22,300	\$0	\$0	0	\$22,300
Total					\$104,300

Assumptions

In developing this cost proposal Sanborn Head has made the following assumptions:

• Under Task No. 1:

- Historical document review will be focused on PFAS-related sources, and other information as required by Env-Or 606.04 (e.g., site setting, ownership history).
- Available files from the City of Lebanon can be transmitted electronically; therefore, an in-person file review has not been included.
- SI work plan preparation includes incorporation of one round of comments from LEB personnel; and
- All meetings will be held virtually.

• Under Task No. 2:

- Laboratory samples will be analyzed via EPA Method 1633 for a list of 40 PFAS.

- LEB personnel will pre-mark the soil sampling locations for DigSafe and Sanborn Head will submit the DigSafe ticket at least three business days before ground disturbing activities. In addition, prior to soil boring advancement a private utility locate company will be contracted to clear each boring location. It is assumed that a knowledgeable member of the LEB staff will be present during private utility locating activities. These reasonable precautions are intended to minimize potential damage to the buried utilities or other underground structures. However reasonable the measures taken are, there is no guarantee, and the City accepts the risks associated with subsurface investigation work.
- The SI implementation can be completed in four, 10-hour days with two field personnel. The onsite groundwater monitoring well, B-07, will not be redeveloped prior to sampling. The following parameters will

be monitored during low-flow sampling of the monitoring well and grab sampling of the water supply well and stormwater detention ponds: pH, specific conductance, temperature, dissolved oxygen, oxidation/reduction potential, and turbidity.

- Groundwater monitoring purge water will be containerized in a drum for proper offsite disposal.
- Purge water from the drinking water supply well will be infiltrated to the onsite wastewater system.
- Purge water from surface water sampling can be infiltrated in the respective detention pond with which the sample is associated.
- A minimum 4-week standard turn-around time is assumed for laboratory analytical samples.

- QA/QC samples will be collected in general accordance with NHDES SOP No. HWRB-21, "Sampling for Per- and Poly-Fluorinated Alkyl Substances in Groundwater" (Revision 3, November 2022), and NHDES SOP No. HWRB-23, "Sampling for Per- and Poly-Fluorinated Alkyl Substances in Soil" (November 2022), and will include:

- Two trip blanks;
- Two field blanks;
- Three field duplicates; and
- One equipment blanks.

• **Under Task No. 3:**

- SI report preparation includes incorporation of one round of comments from LEB personnel; and
- All meetings will be held virtually.

PROPOSED SCHEDULE

Sanborn Head is prepared to start work on Task No. 1 immediately upon receiving authorization to proceed. The below schedule provides an overview of the anticipated timeline for each task included in this proposal and is contingent on subcontractor availability and laboratory turnaround time. We anticipate that the scope of work described above, concluding with SI Report submittal to the NHDES, will require approximately 16 weeks to complete.

	Weeks 1 - 6		Weeks 6 - 12		Weeks 10 - 16
Month	1	2	3	4	
Task No. 1	Historical Document Review & SI Work Plan Preparation LEB Work Plan Review, Meeting with NHDES				
Task No. 2			Execute Field Scope Laboratory Turnaround Time		
Task No. 3				SI Report Preparation LEB SI Report Review, Meeting with NHDES Upload to OneStop	

PART Env-Or 606 COMPREHENSIVE RESPONSE ACTIONS

Env-Or 606.01 Site Investigation Required.

- (a) The responsible party shall perform a site investigation following a discharge or groundwater quality violation if so requested by the department pursuant to Env-Or 606.02.
- (b) The site investigation shall:
 - (1) Determine the source, nature, location, and full extent of contamination;
 - (2) Identify receptors and potential receptors; and
 - (3) Identify the need to conduct further investigation or remedial actions.

Source. (See Revision Note at chapter heading for Env-Or 600) #8812, eff 2-1-07; ss by #10831, eff 6-1-15; ss by #14419, eff 11-4-25, EXPIRES: 11-4-35

Env-Or 606.02 Site Investigation Request; Exemptions. The department shall send a written request for a site investigation to the responsible party after receipt of notice under Env-Or 604 unless:

- (a) The department determines that an initial site characterization will be adequate to define the nature and extent of contamination based on a review of any response actions taken, the type and extent of contamination, and risk to receptors; or
- (b) The department determines that the site meets the no further action criteria of Env-Or 609.02.

Source. (See Revision Note at chapter heading for Env-Or 600) #8812, eff 2-1-07; ss by #10831, eff 6-1-15; ss by #14419, eff 11-4-25, EXPIRES: 11-4-35

Env-Or 606.03 Site Investigation Report.

- (a) The responsible party shall submit a report of the site investigation required by Env-Or 606.01 to the department for approval within 120 days of a department request for a site investigation.
- (b) The site investigation report shall include the following:
 - (1) The site background information identified in Env-Or 606.04;
 - (2) The summary of subsurface explorations and sampling identified in Env-Or 606.05;
 - (3) The description of the site's geology and hydrology identified in Env-Or 606.06;
 - (4) The conceptual model identified in Env-Or 606.07;
 - (5) The remedial alternatives, recommendations, and summaries identified in Env-Or 606.08; and
 - (6) The appendices identified in Env-Or 606.09.
- (c) The site investigation report shall be dated, signed, and sealed by the professional of record.
- (d) The department shall accept the site investigation report upon determining that the report contains all information required by (b), above.

Source. (See Revision Note at chapter heading for Env-Or 600) #8812, eff 2-1-07; ss by #10831, eff 6-1-15; ss by #14419, eff 11-4-25, EXPIRES: 11-4-35

Env-Or 606.04 Site Background Information. The site investigation report shall include the following site background information:

- (a) The department site identification number;
- (b) The site name, address, property deed reference by county book and page, and property tax map and lot numbers;
- (c) The name, mailing address, and daytime telephone number of the site owner and of a contact person for the site;
- (d) A history of site ownership and operation based on documented land use, in accordance with “Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process”, ASTM International (ASTM) document ASTM E1527-21, dated 2021, available as noted in Appendix B;
- (e) Copies of historical site plans and Sanborn Fire Insurance maps for the site, where available;
- (f) A list of any aerial photographs reviewed, including the date and source for each photograph and a description of observations;
- (g) A description of possible past or present contamination sources such as the following:
 - (1) Underground or above ground storage tank systems including pumps, piping, and appurtenances;
 - (2) Dry wells and floor drains including discharge locations, if known;
 - (3) Areas of stained soil or stressed or dead vegetation;
 - (4) Landfills;
 - (5) Lagoons;
 - (6) Septic systems;
 - (7) Areas of surface discharges or spills;
 - (8) Drum storage areas;
 - (9) Areas used to store, treat, or dispose of hazardous wastes or hazardous substances;
 - (10) Stockpiled soils;
 - (11) Buried drum areas; and
 - (12) Herbicide and pesticide use, storage, or disposal areas;
- (h) A description of all known discharges of regulated contaminants, including the following information:
 - (1) The date and a description of the discharge, including estimated quantities lost and recovered, the location of the discharge, and the party responsible for the discharge;
 - (2) The date the discharge was reported to the department, if reported; and
 - (3) A description of all response actions taken;
- (i) A list of any previous investigations and reports pertinent to the site relating to a discharge of regulated contaminants, including a brief summary of findings;
- (j) A copy of any previous investigation or report relating to a discharge of regulated contaminants, if not already on file with the department;
- (k) A list of governmental records reviewed relating to discharges at the site;
- (l) A locus plan using a color photocopy of a U.S. Geological Survey (USGS) map, 7-1/2 minute series if available, which clearly identifies the site location;
- (m) A site plan drawn to scale on an 8-1/2 inches by 11 inches or 11 inches by 17 inches sheet, that clearly shows the following:
 - (1) A title, a legend, and a true north arrow;
 - (2) A graphic scale bar;
 - (3) Source(s) from which the site plan was derived, if applicable;

- (4) The location, elevation, and datum of a permanent and recoverable bench mark;
- (5) Surface topography using ground spot elevations, contours, or noted changes in slope;
- (6) The location of the site's property boundaries;
- (7) The areas of known and possible contaminant sources past or present on the site including but not limited to current or former possible sources listed in (g)(1)-(12), above;
- (8) Any paved areas on the site;
- (9) Monitoring wells, test pits, and borings; and
- (10) Identification of the following on and within 100 feet of the site:
 - a. Surface water bodies;
 - b. Water supply wells;
 - c. Surface water sampling stations;
 - d. Structures and buildings;
 - e. Drainage swales; and
 - f. Potential preferential migration pathways including but not limited to underground utilities; and
- (n) Any additional information including the source(s) from which the site background information was obtained.

Source. (See Revision Note at chapter heading for Env-Or 600) #8812, eff 2-1-07; ss by #10831, eff 6-1-15; ss by #14419, eff 11-4-25, EXPIRES: 11-4-35

August 19, 2026.

The foregoing notice was published in the Valley News, a newspaper of general circulation in the City of Lebanon, in accordance with the City's code, on Saturday August 8, 2026 and Tuesday August 11, 2026.

Jay Bish

Jay Bish

Deputy City Clerk



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, August 19, 2026 - 6:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on August 19, 2026, beginning at 6:00pm for the following:

- A.** 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 – Public hearing 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 highway to a Class V highway pursuant to NH RSA 231:22-a; and Authorization for City Manager to accept an easement for turnaround for City vehicles.
- B.** Supplemental Appropriation of up to \$104,500 for Airport PFAS Site Investigation Capital Project as Required by NHDES; Authorization to Transfer up to \$104,500 from Airport Fund Balance – Public hearing for the purpose of receiving public input and taking action to appropriate up to \$104,500 for expenditure in the Capital Improvements Fund for a new Airport PFAS Site Investigation Capital Project as required by NHDES; and to authorize the transfer of up to \$104,500 from Airport Fund Balance to the Capital Improvements Fund to fund the supplemental appropriation. – R-2026-8

The August 19, 2026 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website by August 14, 2026: LebanonNH.gov/Agendas

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

**Agenda
Lebanon City Council
August 19, 2026**

11. Old Business:

11.A – Proposed Amendments to the Lebanon Zoning Ordinance

Background

On June 17, 2026, the City Council initiated the review process for proposed amendments to Section 205 and Section 604 of the Lebanon Zoning Ordinance to facilitate the potential development of a childcare facility by the Boys and Girls Clubs of Central and Northern New Hampshire (BGC) on City and School District properties near the former Seminary Hill School in West Lebanon. At the time, the Council tentatively scheduled a public hearing on the proposed amendments for August 19th.

However, on July 15, 2026, the Lebanon School Board failed to approve preliminary decisions necessary for the Boys and Girls Clubs' proposed childcare facility to proceed on the School District property. As a result, the proposed project will not move forward at the Seminary Hill location, and the proposed zoning amendments intended to facilitate the development are no longer necessary.

This memorandum is intended to close out the zoning amendment review process.

Action

This agenda item is for informational purposes only. No further action is required by the Council.

**Agenda
Lebanon City Council
August 19, 2026**

11. Old Business:

**11.B – Appointment of 2026 Chair and Vice Chair
for the Finance Advisory Committee (FAC)**

Background

On June 17, 2026, the City Council approved Ordinance #2026-07 to amend City Code Chapter 31, Boards, Committees, and Commissions, to update Article XVIII, related to the Finance Advisory Committee (FAC).

According to §31-63.C, the City Council shall annually ... appoint a Chairperson and a Vice-Chairperson from the members of the Committee to serve for the upcoming calendar year.

Action

The following motion is offered for City Council consideration:

MOVED, that _Jay Simms_ be appointed as Chair of the Finance Advisory Committee for the remainder of calendar year 2026.

BE IT FURTHER MOVED, that _Robert Moses_ be appointed as Vice-Chair of the Finance Advisory Committee for the remainder of calendar year 2026.

Included in this Section:

1. FAC Member Roster

Board Name	Current Member	Member Position	Appointed Date	Term Start	Term End
Finance Advisory Committee	Douglas Whittlesey	Councilor	8-Apr-26		
Finance Advisory Committee	Nicole Ford Burley	Councilor	8-Apr-26		
Finance Advisory Committee	Lori Key	Councilor	8-Apr-26		
Finance Advisory Committee	Matthew Smith	Member	1-Jul-26	1-Jul-26	30-Jun-27
Finance Advisory Committee	Jay Simms	Member	1-Jul-26	1-Jul-26	30-Jun-27
Finance Advisory Committee	Robert Moses	Member	1-Jul-26	1-Jul-26	30-Jun-28
Finance Advisory Committee	Bill Martin	Member	1-Jul-26	1-Jul-26	30-Jun-28
Finance Advisory Committee	Kevin Purcell	Alternate Member	1-Jul-26	1-Jul-26	30-Jun-28
Finance Advisory Committee	Fran Casale	Alternate Member	1-Jul-26	1-Jul-26	30-Jun-28

**Agenda
Lebanon City Council
August 19, 2026**

12. New Business:

12.A – Review and Discussion of Elderly Exemptions Program

Background

On April 1, 2026, the City Council reviewed the exemption amounts associated with the City's Elderly Exemption Program. It was noted during the discussion that the tax exemption amounts were last updated in 2023 and the income limits were last updated in 2022, but the asset limits had not been updated since at least 2005. At the conclusion of the discussion, the Council asked for additional information and analysis as to the options available to the City on this issue and the potential impacts of program changes.

The Finance Department and Assessing Division have prepared a presentation to review the City's Elderly Exemption Program, including the income and asset limits, the application process, the assessment methodology, and the fiscal impacts of potential changes to the program. Based on the presentation and discussion, the City Administration requests further direction from the Council on potential future steps.

Action

Recommended action will be determined based on the City Council's discussion of this agenda item.

Included In This Section:

1. Review of the Elderly Exemption Program Presentation



1

Review of the Elderly Exemption Program

Council requested a review of the following:

- Asset limits
- Income limits
- Application process
- Assessment methodology
- Fiscal impacts of potential changes

No recommendations are being presented tonight. The purpose is to provide background information and receive Council direction.



2



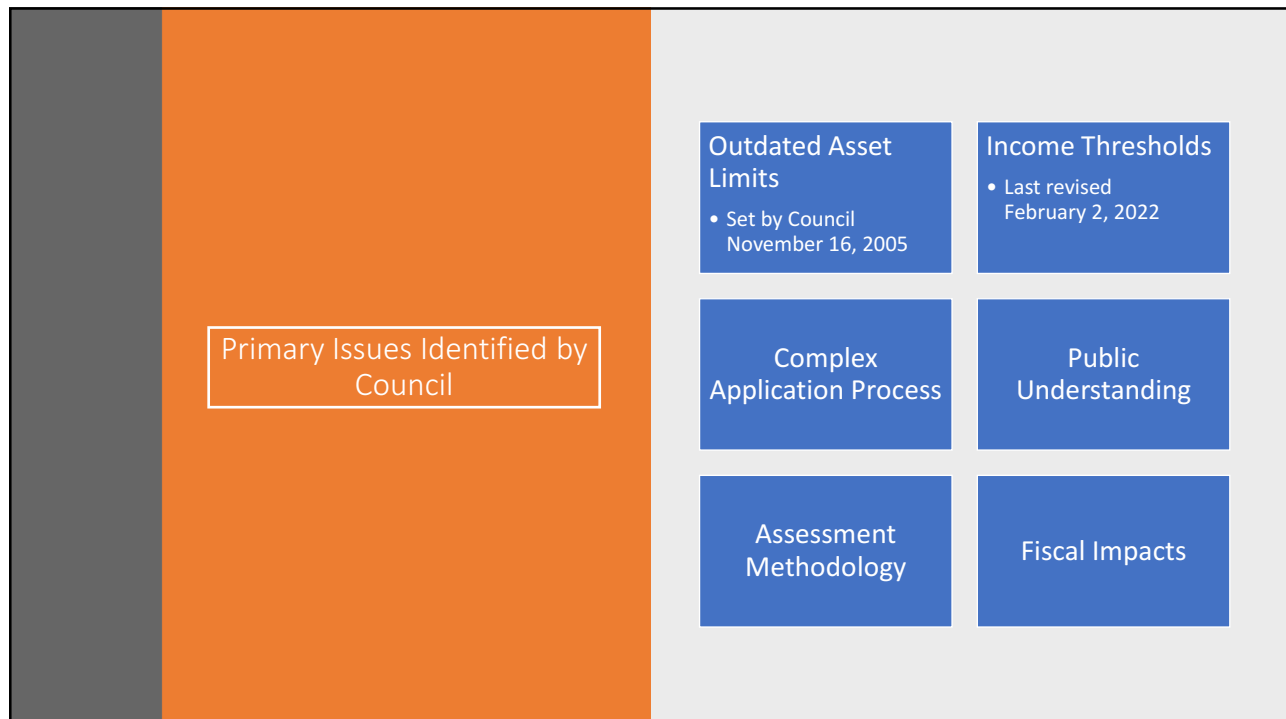
Elderly Exemption Program

- Available for individual or joint homeowners that have been Lebanon residents for at least 3 years and are at least 65 years old before April 1 of the tax year application
- Income less than \$45,000 for single applicants
- Income less than \$65,000 for married applicants
- Assets less than \$100,000 (**excludes actual residence and up to two acres**)

Elderly Property Value Exemption Amounts

- Ages: 65-75 = \$116,000
- Ages: 75-80 = \$164,000
- Ages: 80+ = \$290,000

3



4

Number of Elderly Exemptions by Year

- Participation declined from 99 households to 69 households primarily because of property transfers and the 2025 recertification, not because applicants exceeded the income or asset limits.

	Ages 65-70	Ages 75-80	Ages 80+	Total Exemptions
2022	24	21	54	99
2023	21	24	54	99
2024	20	22	57	99
2025	11	15	42	68
2026	11	16	42	69

5

Tax Bill Amounts & Pre-exempt Valuation Amounts

Participants receive an average of \$4,350 in annual property tax relief.

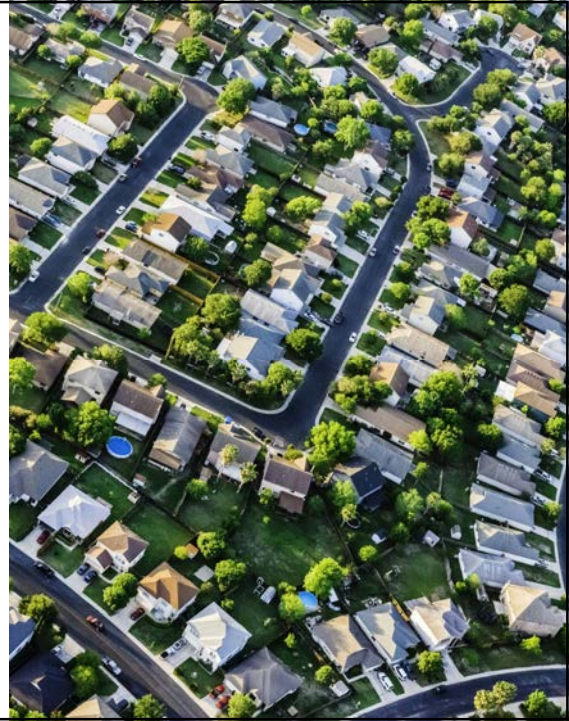
Tax	\$0	\$1-\$2,500	\$2,501-\$5,000	\$5,001-\$7,500	\$7,501 +
2025	22	20	20	4	3

Value	<\$150,000	\$150,001-\$300,000	\$300,001-\$450,000	\$450,000-\$550,000	\$550,000+
2025	16	11	35	4	3

6

Impact on the 2025 Tax Rate

- In 2025, elderly exemptions removed \$17,261,930 from the City's grand list value.
- The result of this reduction in grand list value was an increase in the total tax rate of \$0.04 per \$1,000 or roughly a \$50 annual increase on a property tax bill for a property valued at \$350,000



7

US Census Data – Housing Types

Units & Occupancy

7,855

Number of housing units

the Lebanon-Claremont, NH-VT Micro Area:
123,802

New Hampshire: 648,472

United States: 143,775,360

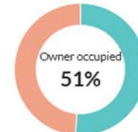
Occupied vs. Vacant



Occupied
Vacant

Show data / Embed

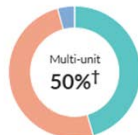
Ownership of occupied units



Owner occupied
Renter occupied

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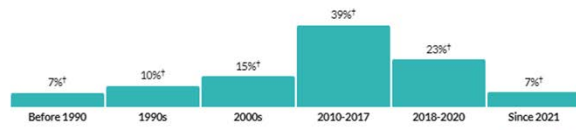
Types of structure



Single unit
Multi-unit
Mobile home
Boat, RV, van, etc.

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Year moved in, by percentage of population



Show data / Embed

Types of structure (Table B25024) View table

Column	Lebanon	Lebanon-Claremont, NH-VT Micro Area	New Hampshire	United States
Single unit	45.5% ±4% 3,572 ±377.5	72.8% ±0.8% 90,168 ±989.3	68.8% ±0.5% 446,010 ±3,021.4	67.5% ±0.1% 97,030,542
Multi-unit	50.4%† ±5.9% 3,956 ±517.4	20% ±0.9% 24,795 ±1,120.9	26% ±0.5% 168,420 ±3,049.2	26.8% ±0.1% 38,516,047
Mobile home	4.2%† ±2% 327 ±101	7.1% ±0.5% 8,749 ±557	5.2% ±0.2% 33,722 ±1,374	5.6% ±0% 8,042,724
Boat, RV, van, etc.	0% ±0% 0 ±19	0.1%† ±0% 90 ±52	0.1%† ±0% 320 ±111	0.1% ±0% 186,040

8

Us Census Data – Age Demographics

Age

38.9

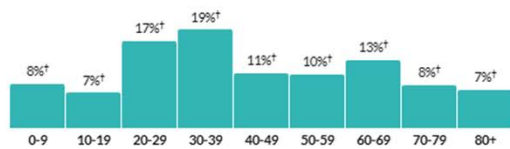
Median age

about 80 percent of the figure in the Lebanon-Claremont, NH-VT Micro Area: 46.1

about 90 percent of the figure in New Hampshire: 43.3

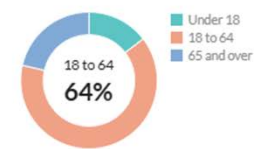
about the same as the figure in United States: 38.9

Population by age range



[Show data / Embed](#)

Population by age category



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Population by age category (Table B01001) [View table](#)

Column	Lebanon	Lebanon-Claremont, NH-VT Micro Area	New Hampshire	United States
Under 18	14.6%† ±2.4% 2,188 ±366.4	16.8% ±0% 37,655 ±738.3	18.2% ±0% 254,480 ±2,143.3	22% ±0% 73,517,834 ±38,886
18 to 64	64% ±4.8% 9,597 ±721.5	59.4% ±0% 132,689 ±1,779.1	61.6% ±0% 859,455 ±4,560.8	60.8% ±0% 203,771,037 ±72,249
65 and over	21.4%† ±2.6% 3,214 ±393.7	23.8% ±0% 53,242 ±1,235.5	20.1% ±0% 280,933 ±3,329	17.2% ±0% 57,633,628 ±50,013

Total Population : 14,999

9

US Census Data – Income & Poverty

Income

\$56,599

Per capita income

about 20 percent higher than the amount in the Lebanon-Claremont, NH-VT Micro Area: \$48,860

about 10 percent higher than the amount in New Hampshire: \$52,798

about 25 percent higher than the amount in United States: \$44,673

\$98,147

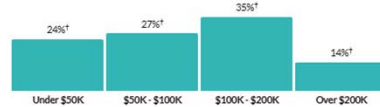
Median household income

about 20 percent higher than the amount in the Lebanon-Claremont, NH-VT Micro Area: \$83,269

about the same as the amount in New Hampshire: \$99,031

about 25 percent higher than the amount in United States: \$80,734

Household income



[Show data / Embed](#)

Poverty

7%

Persons below poverty line

about two-thirds of the rate in the Lebanon-Claremont, NH-VT Micro Area: 9.9%

a little less than the rate in New Hampshire: 7.3%

about three-fifths of the rate in United States: 12.5%

Children (Under 18)



Seniors (65 and over)



[Show data / Embed](#)

[Hide data / Embed](#)

Seniors (65 and over) (Table B17001) [View table](#)

Column	Lebanon	Lebanon-Claremont, NH-VT Micro Area	New Hampshire	United States
Poverty	6.9%† ±2.8% 213 ±90.4	8.9%† ±1% 4,631 ±512.5	7.7% ±0.4% 20,980 ±1,125.8	10.8% ±0% 6,067,159 ±18,601
Non-poverty	93.1% ±3.3% 2,867 ±358.8	91.1% ±1.7% 47,421 ±571.3	92.3% ±0.7% 251,042 ±1,272	89.2% ±0.1% 50,172,478 ±21,111

10

Social Security Income Fast Facts

Maximum Social Security Benefit in 2026 is \$4,152 per month

- Receiving this amount would require contributing at the Maximum level (\$185,000+ in 2026 dollars) from the time that you were 22 years old until full retirement age of 67. Annualized \$49,824
- If you retire at age 62, the benefit amount is \$2,969. Annualized \$35,628

Average Social Security Benefit in 2026 is \$2,071 per month.

- At an average benefit amount the annual income for a single person is \$24,852
- At an average benefit amount the annual income for a couple is \$49,704

Average Social Security income falls below the City's income threshold, suggesting income alone is generally not the limiting factor for many applicants.

11

Lebanon Estimates based on Census Data

Lebanon has 6,912 estimated households. Of those households, statistically 50% of them are likely to be property owners. This represents 3,456 households.

Of those estimated households, statistically 25% are 65+ which is 864 estimated senior households.

Based on Census estimates, approximately 207 senior households may meet the income threshold; actual eligibility also depends on homeownership, assets, residency requirements, and other statutory criteria

12

How to Apply

01

DOWNLOAD THE APPLICATION MATERIALS FROM THE CITY WEBSITE, VISIT CITY HALL FOR A PAPER COPY, OR CALL THE ASSESSING OFFICE TO REQUEST ONE BE MAILED

02

COMPLETE AND SUBMIT APPLICATION AND ALL REQUIRED MATERIALS TO THE ASSESSING OFFICE BY THE APRIL 15TH DEADLINE

03

IF YOU HAVE QUESTIONS – SCHEDULE AN APPOINTMENT! THE ASSESSING OFFICE CAN ASSIST YOU WITH THE APPLICATION

13

What's the process?

- Applications for exemption must be submitted by April 15th for the current tax year.
- Participants are responsible for reporting changes in income or assets to the assessors.
- Assessors will review current exemptions and may request a requalification of any applicant at any time.
- Process for determining the value of assets is governed by RSAs and Assessing Standards Board Rules

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Qualifying Examples - Single

Demographic: Single	Annual Income	Property Type	Assets and Value	Tax Before	Tax After
Age: 65-74	Social Security at max benefit (retired at 62) \$35,628	Manufactured Home on 0.15 Acre Valuation \$155,000	Property Value: Excluded Personal Vehicle: \$40,000 (Current Model Year) Savings Account: \$10,000 Investments: \$40,000 Total: \$90,000	\$3,344	\$845
Age: 75-79	As Above	As Above	As Above	\$3,344	\$0
Age: 80+	As Above	As Above	As Above	\$3,344	\$0

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Qualifying Examples - Joint

Demographic: Married/Joint	Annual Income	Property Type	Assets and Value	Tax Before	Tax After
Age: 65-74	Social Security at average benefit (x2) \$49,704	Single Family Home on 2 acres Valuation \$370,000	Property Value: Excluded Personal Vehicle: \$40,000 (Current Model Year) Personal Vehicle: \$20,000 (3 years old) Savings Account: \$10,000 Investments: \$30,000 Total: \$100,000	\$7,972	\$5,475
Age: 75-79	As Above	As Above	As Above	\$7,972	\$4,440
Age: 80+	As Above	As Above	As Above	\$7,972	\$1,725

16

Asset Limit History and Inflation Comparison

Included (not exclusive):	Additional land
	Rental property
	Savings
	Investments
	Vehicle
Excluded:	Primary Residence
	Up to 2 acres

- Updated in 2005 to \$100,000 and has remained unchanged despite periodic adjustments to income limits and exemption amounts
- If the \$100,000 asset limit had been adjusted for inflation when other revisions were made, it would have increased approximately to:
 - 2005: \$110,000
 - 2019: \$145,000
 - 2021: \$155,000
 - 2022 \$165,000
 - 2023: \$175,000
 - 2026: \$190,000

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Income Limits

- Unlike the asset limit, the income limits have been periodically reviewed and increased by the City Council
- Current: \$45,000 Single, \$65,000 married
- Increase made:
 - 2019: single \$36,800, married \$50,000
 - 2022: single \$45,000, married \$65,000
- If the \$45,000/\$65,000 income limit is adjusted for inflation for 2026 the estimated amounts:
 - Single \$49,300
 - Married \$71,200

18

Exemption Amounts History

Age	2001	2005	2021	2022	2023
65-75	\$24,000	\$45,000	\$55,000	\$66,000	\$116,000
75-80	\$44,000	\$80,000	\$95,000	\$114,000	\$195,000
80+	\$94,000	\$170,000	\$200,000	\$240,000	\$290,000

19

How Does Lebanon Compare?

Municipality	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Asset Limit
Bradford	25,000	40,000	50,000	25,000	35,000	50,000	50,000
Canaan	65,000	75,000	100,000	26,000	42,000	70,000	70,000
Charlestown	20,000	30,000	40,000	25,000	35,000	50,000	50,000
Claremont	54,000	90,000	138,000	27,560	36,400	75,400	75,400
Cornish	45,000	60,000	75,000	22,000	30,000	40,000	40,000
Croydon	10,000	20,000	30,000	26,800	40,800	70,000	70,000
Dorchester	13,000	18,000	23,000	15,000	20,400	35,000	35,000
Enfield	46,000	69,000	92,000	26,000	36,000	70,000	70,000
Grafton	25,000	30,000	35,000	25,000	36,000	40,000	50,000
Grantham	60,000	80,000	100,000	40,000	80,000	100,000	200,000
Hanover	96,000	144,000	198,000	36,800	51,700	125,000	125,000
Haverhill	15,000	25,000	45,000	21,000	35,000	70,000	70,000
Keene	33,000	45,000	60,000	32,000	43,000	61,000	87,000
Lebanon	116,000	164,000	290,000	45,000	65,000	100,000	100,000
Lyme	215,000	270,000	320,000	40,000	50,000	220,000	220,000
New London	65,000	80,000	100,000	40,000	52,000	150,000	150,000
Newbury	60,000	75,000	90,000	23,000	32,000	75,000	75,000
Newport	54,000	81,000	108,000	34,750	44,100	44,000	44,000
Plainfield	112,000	161,000	247,000	35,000	42,000	85,000	85,000
Sunapee	50,000	70,000	90,000	34,000	41,000	75,000	75,000
Wilmot	30,000	45,000	70,000	26,000	40,000	60,000	60,000

20

Possible Policy Options for Council

- Maintain current thresholds
- Increase asset limits
- Increase income limits
- Increase exemptions amounts

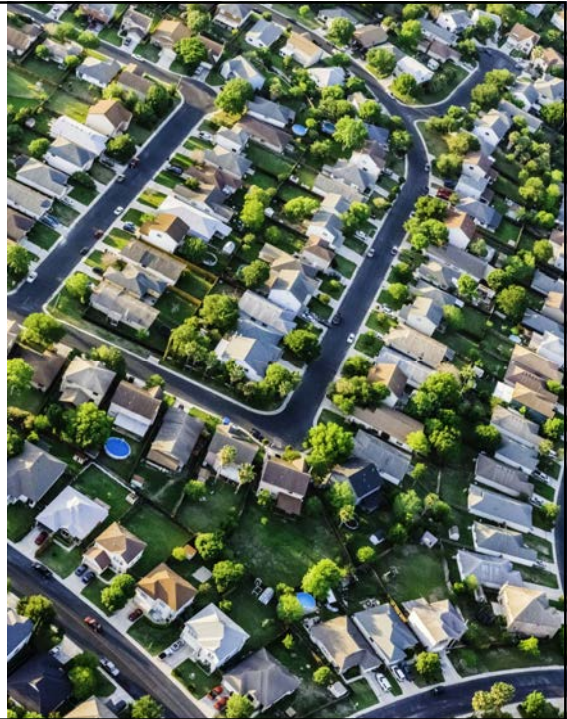
These are not staff recommendations. They are simply the primary policy tools available to Council if it chooses to modify the program. Staff is seeking direction on whether any of these options warrant future analysis.



21

Possible Impacts

- Based on participation rates in 2025 the average reduction in assessed value was \$205,180 per participant household
- If participation returned to approximately 100 households, the exempt value would be approximately \$20,518,000
- This would result in a tax rate impact of approximately \$0.17 per \$1,000
- These estimates assume participation returns to historical levels. The fiscal impact of changing eligibility requirements cannot be estimated because the number of newly eligible households is unknown



22

Agenda

Lebanon City Council

August 19, 2026

12. New Business:

12.B – Discussion of Sewer Development Charge Abatement Request from Renee Costa for Lady Rich Express Carwash, 1 Martin Drive, West Lebanon

Background

On May 26, 2026, Renee Costa, owner of Lady Rich Express Carwash, contacted the City Manager's Office to request a discussion with the City Council concerning the potential abatement of Sewer Development Charges assessed against her carwash facility at 1 Martin Drive, West Lebanon. The City Manager's Office subsequently communicated with Ms. Costa and the Department of Public Works (DPW) to fully understand the history and status of Ms. Costa's concerns.

On July 14th, at the City's request, Ms. Costa clarified and summarized her concerns and questions for the City Council in the enclosed email. In addition, at the request of the City Manager, DPW provided a comprehensive summary of its communications with Ms. Costa regarding the rehabilitation of the carwash property, all of which is attached.

This issue dates to mid-2023 when Ms. Costa submitted a building permit application to rehabilitate a portion of an existing carwash facility in West Lebanon. The building permit application triggered a review of sewer use from the property. DPW found that a sewer connection permit had been issued in 1990 for a self-service car washing use on the property, but no additional sewer permits were found for a drive-thru carwash on the same site. The Sewer Development Charge (SDC) imposed pursuant to Article XV of City Code Chapter 136, Sewer Service, was calculated to be \$61,094.66 based on the anticipated sewer usage. The calculation of the SDC included a credit for the two sewer units approved in 1990 as authorized by Section 136-121.C of the City Code.

In June 2024, Ms. Costa and the City entered into a Sewer Development Charge Acknowledgement and Payment Plan allowing the SDC to be paid over a 12-month period (from July 2024 to June 2025) including applicable interest. However, at this time, approximately \$45,000 in SDC charges remain outstanding pursuant to the Acknowledgement and Payment Plan.

In May 2026, Ms. Costa contacted the City Engineer to request a summary and clarification about the original SDC assessment and inquired whether the charges could be waived or abated. The City Engineer informed Ms. Costa that only the City Council could abate the charges for good cause shown pursuant to Section 136-124 of the City Code. Ms. Costa's inquiry to the City Manager followed thereafter.

Ms. Costa and her representatives, as well as DPW staff, will be present on August 19th to further discuss the history and current status of this issue.

Action

Recommended action will be determined based on the City Council's discussion of this agenda item.

Included In This Section:

1. July 14, 2026 Email from Renee Costa, Lady Rich Express Carwash, requesting clarification and Council consideration of waiving sewer development charges, including sample invoice of catch basin cleaning
2. July 16, 2026 Email from City Engineer Brian Vincent summarizing history and status of sewer use permitting for the carwash property, including May 11, 2026 email to Ms. Costa and supporting documentation
3. City Code Chapter 136, Sewer Service, Article XV, Sewer Development Charge as adopted in December 2019 and in effect in 2023 when subject applications were received.

From: [REDACTED]
To: [David Brooks](#); [Andrew Hosmer](#); [Beth Beraldi](#); [REDACTED]
Subject: [EXTERNAL] Re: Request for Clarification and Consideration / Meeting Questions
Date: Tuesday, July 14, 2026 3:30:35 PM
Attachments: [2. Inv 33598 from Bellemore Property Services LLC 17048.pdf](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

In addition, we installed piping designed to keep the dirt, grime, and sediment contained within the center pit rather than allowing it to flow into the sewer line. This improvement helps protect the municipal sewer system by capturing debris before it can enter the sewer.

To further ensure the system operates properly, I also pay for professional pit cleaning every four months to remove the accumulated dirt and sediment. Please see the attached invoice documenting this ongoing maintenance. This regular cleaning helps keep the sewer line clear and demonstrates our continued commitment to maintaining and protecting the City's sewer infrastructure.

On Tue, Jul 14, 2026 at 9:36 AM Renee Costa [REDACTED] wrote:
Dear David,

We respectfully request clarification and consideration regarding the following questions:

1. Should an existing commercial property with a long history of car wash use be evaluated differently from an entirely new development?
2. Should the property's historical operational capacity and long-standing use of the existing sewer infrastructure be given greater consideration than temporary periods of reduced activity?
3. Does the current policy unintentionally discourage the redevelopment, reinvestment, or reopening of existing commercial properties by treating them the same as new development?
4. Does the current ordinance provide any flexibility, variance authority, or alternative review process for projects involving the rehabilitation of existing commercial properties?
5. In light of these circumstances, we respectfully request that the sewer and development fees, along with the associated interest charges, be waived.

This project was not the construction of a new commercial development. It was the rehabilitation and modernization of an existing building that has historically operated as a car wash. The project did not increase the property's impact on the sewer system or create additional demand beyond its long-established commercial use.

Rather than expanding the burden on public infrastructure, we made significant private

investments to improve the property's functionality, safety, and long-term reliability. We installed new equipment, upgraded the drainage system, and added additional protections that enhance the performance of the existing infrastructure. These improvements benefit both the property and the community while preserving an established commercial business.

Our goal has been to revitalize an existing property, protect our investment, and continue serving the community—not to create a new demand on the City's sewer system. We believe applying new development fees under these circumstances does not reflect the nature of this project or its actual impact.

For these reasons, we respectfully ask the City Council to consider waiving the sewer and development fees, as well as the associated interest charges. We believe this request is fair, reasonable, and consistent with the facts of this project, and we appreciate the Council's time and thoughtful consideration.

Warmest Regards,

Renee Costa

BELLEMORE
P.O. Box 10369
Bedford, NH 03110

Invoice

Lady Rich Car Wash
1 Martin Drive
Lebanon, NH 03784

Date	Invoice #
3/23/2026	33598
P.O. Number	Terms
	Net 30

Item Code	Description	Quantity	Rate	Amount
Catch Basin Cleaning	03/17/2026 - Location: 1 Martin Drive, Lebanon, NH	10	275.00	2,750.00
Hose	Truck # 21 Dave H. and Bill. Vacuuming of the car wash.	10	175.00	1,750.00
Disposal	Additional man, hose and equipment required.	2	250.00	500.00
	Off site disposal of material			
Thank You for Your Business!		Total		\$5,000.00
603-641-6640 www.Bellemore.com				

Did You Know Bellemore offers Pipe Relining?

From: [David Brooks](#)
To: [David Brooks](#)
Subject: FW: 1 Martin Drive
Date: Friday, July 24, 2026 12:31:10 PM
Attachments: [RE EXTERNAL Sewer and Development Expense Fee additional Clarification.msg](#)

From: Brian Vincent <brian.vincent@lebanonnh.gov>

Sent: Thursday, July 16, 2026 9:31 AM

Subject: 1 Martin Drive

David,

Below is a consolidated summary of the background related to the sewer use permitting for the carwash property at 1 Martin Drive:

A building permit application to rehabilitate the existing carwash facility was submitted in mid-2023. As part of the approval, one of the conditions required that all sewer and water fees be paid prior to issuance of a certificate of occupancy. As is standard practice, any building permit involving potential expansion of sewer or water use undergoes review for compliance with City sewer and water requirements.

A Sewer Use Permit application was subsequently submitted to DPW on or about February 8, 2024. Although the applicant provided basic contact information, the majority of technical fields in the application were left blank, resulting in limited usable data at the time of submission.

During the following weeks, DPW staff engaged in multiple discussions and email exchanges with the applicant and their representatives to clarify project details.

Review of City Code 136 confirmed that existing use credit must be applied based on prior approved sewer units. Records show the property was assigned two (2) sewer units in 1990 for a self-service carwash, though the basis for this calculation is unclear.

The applicant's projected sewer use was calculated using NHDES carwash flow estimates and gallons-per-wash measurements obtained through test washes. After accounting for the existing two (2) sewer-unit credit, the applicant effectively requested 21 sewer units. The increase in requested units may be due to the former automatic carwash operating without a permitted sewer use approval sometime after the original 1990 permit for the self-service carwash. It should be noted that sewer units determine Sewer Allocation, which reserves a fixed allowable discharge capacity within the City's sewer system for the life of the property or use. The associated Sewer Development Charge funds future sewer system capital improvements, consistent with the legislative purpose outlined in City Code 136-120, which seeks to avoid unfairly burdening ratepayers with costs from system expansion.

Per City Code 68, the Sewer Development Charge is \$3,006 per unit. For the 21 requested units, this resulted in a total charge of \$61,095.

In 2024, the applicant asked whether a payment plan could be arranged for the Sewer Development Charge. The City Manager at that time approved this approach, and Rick Brown worked with the applicant and the Finance Department to establish and finalize a payment agreement. I was not directly involved in that process.

On May 5, 2026, the applicant contacted me requesting clarification on the permitting history

and asking for prior documentation. Their architect also called the same day with similar questions, and it appeared this individual had not been involved in the earlier permitting effort. The sudden renewed interest in the sewer development charge was unexpected.

I responded on May 11, 2026 with detailed answers, an overview of the permitting history, and guidance on the option to seek an abatement or appeal through City Council. I also learned that the applicant had recently submitted demolition and building permit applications for an expansion project, but both were put on hold due to outstanding property tax issues.

The applicant has repeatedly requested that I waive or abate the sewer development charges; however, I do not have the authority to do so.

Finally, it should be noted that the proposed carwash expansion will likely result in additional sewer units being required and may necessitate a sewer system model update by the City's consultant, which is typically costly and paid for by the applicant. The projected increase in discharge will also likely trigger the need for an NHDES Sewer Discharge Permit.

See attached for backup information.

Please let me know if you would like any further details or supporting documentation.

Happy to discuss as needed.

Brian A. Vincent, PE

City Engineer

From: [Brian Vincent](#)
To: [REDACTED]
Cc: [Rick Brown](#); [Jay Cairelli](#)
Subject: RE: [EXTERNAL] Sewer and Development Expense Fee additional Clarification
Date: Monday, May 11, 2026 10:15:00 AM
Attachments: [1Martin_dr.pdf](#)
[Letter -Additional Sewer App fee - signed.pdf](#)
[Letter -SDC with Alloc. Sewer Permit - signed.pdf](#)
[FORM-Notice of Alloc. - signed.pdf](#)
[FORM-Sewer Permit - signed.pdf](#)
[Lebanon Building Permit 2023-10-26 02-13-51-PM - for CARWASH, EXPRESS RENEE COSTA.pdf](#)
[Payment Plan 1 Martin Drive.pdf](#)
[1 Martin Drive Sewer Permit_prior.pdf](#)

Hi Renee,

Responses below in red, as requested.

Let me know if you have any further questions – happy to discuss.

Thanks,

Brian A. Vincent, PE

City Engineer

City of Lebanon
Department of Public Works
193 Dartmouth College Highway
Lebanon, NH 03766
603-448-3112 x 6252
brian.vincent@lebanonnh.gov

From: Renee Costa [REDACTED]
Sent: Tuesday, May 5, 2026 10:07 AM
To: Brian Vincent <brian.vincent@lebanonnh.gov>; Christopher Kennedy [REDACTED]
[REDACTED]
Subject: [EXTERNAL] Sewer and Development Expense Fee additional Clarification

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Dear Brian,

I am writing regarding the Sewer Development Charge assessed for my property at 1 Martin Drive, totaling \$61,094 plus the initial payment.

I acknowledge the City's authority to impose development-related charges under applicable code and state law. However, I have concerns regarding the timing, communication, and structure of this assessment.

Based on earlier correspondence during the permitting process, including the April 2024 evaluation by the City Engineer indicating the project fell below the 5,000 GPD threshold and would not require additional permitting or modeling, I proceeded in good faith with the understanding that associated costs and requirements had been clearly defined.

The subsequent assessment of significant additional charges shortly before opening, followed by the full Sewer Development Charge and associated interest, was unexpected and created substantial financial strain.

Given these circumstances, I respectfully request:

- A detailed explanation of how the Sewer Development Charge was calculated: **See attached pdf of the calculations sheet. Note that a 2-sewer-unit credit was applied for previous use as documented with prior sewer use permitting (see attached prior sewer permit from the 1990's) . No engineering model was required as the projected flow was below 5000 GPD.**
- Documentation showing when and how this charge was disclosed during the permitting and approval process – **Written notification was made on September 12, 2023 within the building permit application. In addition, a condition of approval was included in the issued building permit dated October 26, 2023. See attached. Also, there were discussions and emails with Pathways (your consultant) and you in February through March 2024. Finally, see letters and attached forms (see attached) dated April 2024. Please note that it is the responsibility of the applicant and their project team to identify and understand project implications including zoning, planning and related permitting requirements and potential costs. The City is happy to assist with questions and provide guidance throughout the permitting process.**
- Consideration of a reduction or waiver of the 14% interest, given the timing and lack of prior clarity. **Please refer to the terms and conditions of your financing agreement with the City dated June 27, 2024 (attached). The purpose of this payment plan was to allow more time to address payment of the sewer development charge, which is normally due within 90 days of issuance of the sewer permit.**
- Discussion of whether any adjustment to the total assessed amount is appropriate. **You may appeal this to the City Council in accordance with City Code 136-120 through 136-124.**

I remain committed to resolving this matter cooperatively and in good faith. **Likewise.**

Thank you for your time and consideration.

Sincerely,
Renee Costa
Owner, Lady Rich Express Car Wash

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

	SU
Existing SU/permit:	2

Sewer			
CF/wash	Gal/wash	washes /day	gpd
5.45	40.77	115	4,688
			22.3 New Sewer units
			20.3 Sewer units w credit
			21.0 Sewer Units Rounded
* 115 Washes per day per NHDES/urbanized area			
41 gal/wash per test wash by the applicant (test washes)			

Water	
Water Applicatin Fee	\$ 100
Water Investment Fee	\$ 1,470
Water Meter Fee	\$ -
Water Development Fee	\$ 14,280
Inspection Fee	\$ -
Water Total Fee	\$ 15,850

Additional App fee:	\$ 2,000.00	Invoice 1
SDC	61,094.66	Invoice 2



CITY OF LEBANON
DEPARTMENT OF PUBLIC WORKS
193 Dartmouth College Highway
Lebanon, NH 03766

April 16, 2024

Lady Rich Express Car Wash, LLC, Renee Costa
56 Ridge Avenue
Claremont, NH 03784

Re: Lebanon Sewer Permitting – Lady Rich Car Wash at 1 Martin Drive, Lebanon, NH.
Permit#: PS24-0004

Dear Applicant:

Enclosed, please find an invoice for additional Sewer Permit Application fee. This invoice has been calculated to be \$2,000.00 in accordance with City Code 136 and 68. Please submit a check for the costs within thirty days of the date of the invoice.

Once this fee is paid, we can proceed with the issuance of the Notice of Sewer Allocation, Sewer Use Permit and Sewer Development Charge.

If you should have any questions, please do not hesitate to contact me.

Thank you,

Brian Vincent, P.E.
City Engineer
(603)448-3112
UtilityPermits@LebanonNH.gov



CITY OF LEBANON
DEPARTMENT OF PUBLIC WORKS
193 Dartmouth College Highway
Lebanon, NH 03766

April 26, 2024

Lady Rich Express Car Wash, LLC, Renee Costa
56 Ridge Avenue
Claremont, NH 03784

Re: Lebanon Sewer Permitting – (PS24-0004) New Commercial Sewer Use at 1 Martin Drive Lebanon, NH.

Dear Applicant,

Enclosed, please find your Notice of Allocation for sewer capacity and the associated Sewer Use Permit. Also enclosed is an invoice for the City Sewer Development Charge (SDC). The SDC has been calculated to be a total of \$61,094.66. Please submit a check for the costs within thirty days of the date of the invoice.

Payment must be made within ninety (90) days of the date of the invoice, or the sewer allocation/permit will automatically expire per City Code 136.

If you should have any questions, please do not hesitate to contact me.

Thank you,

Brian Vincent, P.E.
City Engineer
(603)448-3112
UtilityPermits@LebanonNH.gov



NOTICE OF ALLOCATION

This Notice of Allocation reserves sewer capacity for the applicants' use while other land use permits are attained in accordance with the provisions of Chapter 136 of the City Code. This Notice of Allocation is only valid for a period of two years. To retain this Allocation, the applicant must still apply for a Sewer Use Permit from the City of Lebanon.

Property location: 1 MARTIN DRIVE WEST LEBANON, NH

Tax Map: 129 / **Lot:** 19

Applicant: RENEE COSTA

Type of Sewer use (i.e., Commercial, residential, etc.): COMMERCIAL

Average Daily Flow Reserved: 4,688 GPD

Sewer Units: 21

Issued By: *Shaun Mulholland*
Shaun Mulholland (Apr 26, 2024 13:52 EDT)

Shaun Mulholland, City Manager

Date Issued: 04/26/2024

Date Expires: 04/26/2026

*In order to reserve this allocation, you must remit 20% of the anticipated Sewer Development Charge within 30 days of this notice. Failure to do so will result in revocation of this allocation.

The issuance of a Notice of Allocation or Sewer Use Permit shall not be deemed to create any kind of vested or property right in the City-owned sewer system. The privileges conferred by such permits may not be assigned, traded, exchanged among properties, or applied to a materially different development without the approval of the City Manager acting on a revised application submitted under is section.



SEWER USE PERMIT

This Sewer Use Permit is issued for this location for the estimated flows enumerated below. The permit allows discharge of wastewater into the City's sewer system in accordance with the provisions of Chapter 136 of the City Code as well as applicable federal and state laws, rules, and regulations. This permit is valid unless otherwise revoked for the property and buildings as approved by the Lebanon Planning Board (**PS24-0004 1 MARTIN DRIVE WEST LEBANON, NH**) Any planned modifications to this property which result in additional sewer usage above the allocated amounts detailed below require the property owner to seek a permit modification from the Department of Public Works. Allocation shall be assessed as part of the Building Permit Process or Site Plan review. This permit shall remain valid regardless of a change in ownership of the property unless otherwise revoked by the City in accordance with the provisions of Chapter 136 of the Code of the City of Lebanon and applicable federal and state laws, rules, or regulations.

Sewer Use Permit Number: PS24-0004

Property location: 1 MARTIN DRIVE WEST LEBANON, NH

Permittee: RENEE COSTA

Type of Sewer use (i.e., Commercial, Residential, etc.): COMMERCIAL

Average Daily Permitted Flow: 4,688 GPD

Sewer Units: 21

Issued By: *Shaun Mulholland*
Shaun Mulholland (Apr 26, 2024 13:52 EDT)

Date: Apr 26, 2024

Shaun Mulholland, City Manager



City of Lebanon

51 North Park Street, Lebanon, NH 03766

Phone: (603) 448-1457

<https://lebanonnh.gov/>

Alteration/Renovation (Commercial) Permit

PERMIT #: 2023-0309

ISSUED: 10/26/2023

EXPIRES: 04/23/2024

LOCATION:	OWNER:	CONTRACTOR:
1 MARTIN DR 129-019-00000 Zoning:	CARWASH, EXPRESS RENEE COSTA 2566 N CAMBRIDGE RD JEFFERSONVILLE, VT 05464-9888 Phone: (339) 237-8376	Phone:

Work Description: Renovate an existing carwash. Replace siding, roof, carwash equipment, various mechanical upgrades.

Stipulations: FIRE INSPECTOR 603-448-8810:

- F1. The City of Lebanon Fire Prevention Ordinance adopts the 2021 Edition of the International Fire Code. The design professional shall provide written documentation confirming that the plans comply with this document or they shall be revised.
- F2. Per the 2018 NFPA 1:1.14.4 Review and approval by the AHJ shall not relieve the applicant of the responsibility of compliance with this Code.
- F3. A hot work permit may be required for this project. Please review the requirements in the 2021 IFC to see if the work in the building will require a hot work permit.
- F4. The project shall have a written fire prevention plan in place during the renovation project per the 2021 IFC Chapter 33, Fire Safety During Construction and Demolition. Per 2021 IFC Section 3308.1 Program development and maintenance. The owner or owner's authorized agent shall be responsible for the development, implementation and maintenance of a written plan establishing a fire prevention program at the project site applicable throughout all phases of the construction, repair, alteration or demolition work. The plan shall address the requirements of this chapter and other applicable portions of this code, the duties of staff, and staff training requirements. The plan shall be made available for review by the fire code official upon request.
- F5. The applicant shall set up an on site meeting with the Lebanon Fire Department prior to starting work to review the scope of the project in detail.

BUILDING INSPECTOR 603-448-1457:

- B1. Request a site inspection be scheduled, to walk the site, discuss inspection requirements, access to bathrooms and review construction safeguards.
- B2. Conditional approval for work in area 1 ft above BFE and site work.
- Conditional approval for based on design professional plans and construction documents demonstrating compliance with the floodplain requirements for substantial improvements are provided for review within 4 weeks of issuance of the permit.
 - When the design for the substantial improvements are complete, the applicant and designer are required to review them and forward them to the building official indicating the documents submitted have been reviewed and found to be in general conformance to the Flood Resistant Design and Construction standard ASCE/SEI 24 for the project. Sufficient time is required to be allowed for the building official review and approval process. The substantial improvement design submittal items are not to be installed until the documents have been approved by the building official.

CITY ENGINEER 603-448-3112:

- ENG1. All sewer and water fees shall be paid prior to issuance of certificate of occupancy.

ELECTRICAL INSPECTOR 603-448-1457:

- E1. Contractor will need to meet inspector onsite before the beginning of construction.

**REMARKS: THIS PERMIT IS BEING ISSUED WITH THE FOLLOWING CONDITIONS - SEE ATTACHED CONDITIONS LIST
WORK SHALL NOT PROCEED UNTIL THE CITY INSPECTORS HAVE APPROVED THE FOLLOWING STAGES OF CONSTRUCTION:**

1. Foundation footings, form and reinforcements. Lot pins must be in place at the inspection to assure the setback requirements are met. If the pins are not there or the setbacks cannot be verified, the construction will not be approved or allowed to continue. Mistakes in the location of boundary lines are the sole responsibility of the owner. DO NOT POUR CONCTRETE UNTIL THE ABOVE HAS BEEN APPROVED!
2. Foundation insulation, waterproofing and drainage, prior to backfilling.
3. Structural rough frame, rough electrical and rough plumbing, prior to covering.
4. Prior to concealing any work authorized under this permit.
5. Final Inspection for Certificate of Occupancy, to include plumbing, heating, electrical, and any other code issue or miscellaneous item as applicable to the project including site improvements. PLEASE SCHEDULE THIS AT LEAST 5 DAYS IN ADVANCE.

A building or structure shall not be used or occupied in whole or in part until a CERTIFICATE OF OCCUPANCY has been issued.

Please contact the Codes Department (603) 448-1524 to schedule a site inspection to verify that the minimum yard setbacks have been met.

Fee Description	Fee Category	Quantity	Item Total
Building Permit Fee - Commercial	Standard Item	1,000,000.00	7,991.00
		Fee Total:	7991.00
		Amount Paid:	7991.00
		Balance Due:	0.00

The Permit Card Shall Be Posted And Visible From The Street During Construction



Building Code Official

Code Official

10/26/2023

Date



CD INV # 3081

**SEWER DEVELOPMENT CHARGE
ACKNOWLEDGMENT AND PAYMENT PLAN**

Dated: June 27, 2024

Property Owner: LRX 1 Martin Drive, LLC

Property Address: 1 Martin Drive, Tax Map/Lot 129-19

The undersigned representative of LRX 1 Martin Drive, LLC, as the owner of the above-referenced real property in the City of Lebanon, NH, hereby acknowledges that they are responsible for and will pay the Sewer Development Charge owed with respect to that property under City Code Section 136-120 through -123, which, as of the above date, totals \$61,094, including interest fees.

The undersigned property owner hereby agrees to the following payment terms:

1. **Payment of Sewer Development Charges:**
 - o **Total Amount Due:** \$61,094 (including interest fees)
 - o **Interest Rate:** 12% in accordance with RSA 38:22, II(c)
2. **Payment Schedule:**
 - o **Initial Payment:** \$5,428.13 by July 25, 2024
 - o **Subsequent Payments:** 11 monthly payments of \$5,428.13, starting in August 2024 and due on the 25th of each month within 5 business days.
 - o **Final Payment:** The remaining balance, including all interest, will be due on or before June 25, 2025. Additional interest will accrue on all late or missed payments under this agreement.
3. **Compliance:**
 - o All payments and due dates must be fully and promptly met.
 - o Failure to adhere to the terms of this payment agreement may result in termination of water usage.
 - o The property will be subject to the provisions of RSA 80:58 - :91.
4. **Consequences of Non-Payment:**
 - o Failure to continue regular payments may result in denial of any future extension requests.
 - o This agreement constitutes a lien in accordance with the provisions of RSA 38:22.
 - o The City shall execute a tax lien on the real estate for the unpaid charges, which, if left unpaid, could result in the property being tax-deeded to the City.

PROPERTY OWNER
LRX 1 MARTIN DRIVE, LLC

Date: 7/11/2024

By: [Signature]

Printed Name: RENEE COSTA

Title: MANAGER

(If signed by property owner's authorized representative, signature is to be accompanied by written proof of such representative's authority.)

County of Grafton

State of New Hampshire SS.

On this 11th day of July, 2024, Renee Costa (known to me or proven to be the instrument subscriber) personally appeared before me and acknowledged that he/she executed the foregoing instrument.

[Signature], Notary Public

My Commission Expires: May 15, 2029

VICTORIA M DOUCET
NOTARY PUBLIC
State of New Hampshire
My Commission Expires
May 15, 2029

Accepted by the City of Lebanon:

Date: 7/11/24

By: [Signature]
By: Shaun Mulholland, City Manager

- Ensure all payments are made on time to avoid any penalties or service interruptions.
- Keep a record of all payments and correspondence related to this agreement.
- Contact the city office for any questions or concerns regarding this payment plan.

According to RSA 38:22, Liens and Collection of Charges, municipalities may use various procedures to collect charges for sewer services, including but not limited to direct billing and use of the real estate tax lien and deed recording procedures under RSA Chapter 80 for charges that are not timely paid.



County of Grafton, SS.
On this 11 day of July, 2024,
Shaun Mulholland
known to me or proven to be the instrument subscriber,
personally appeared before me and acknowledged that
he/she executed the foregoing instrument.
[Signature], Notary Public



City of Lebanon

Office of: Wastewater Treatment
Facility

Telephone: 298-5986

SEWER CONNECTION NOTICE

DATE: Nov 20, 1990

TO: Barbara J. Valentine, Public Utilities Bookkeeper

FROM: Kevin Kingston, Wastewater Superintendent

This is notification that the property at:

NAME: RICHARD BAROORF (4 SEASONS AUTOWASH)

STREET: 1 MARTIN DRIVE MAP: 37 LOT: 1

CITY: Lebanon NH

was connected to the City sewer system on Nov 1, 1990.

This is a (new) - existing) building and is a ____ residential
✓ commercial building. The Water Department (has - has not)
been notified for water meter readings on a (new - existing)
water meter.

Billing Account Number: 07-057-04.

✓ Connection notice filed with Public Utilities Bookkeeper.

Date Filed: 11/20/90.



City of Lebanon
51 North Park Street
Lebanon, New Hampshire 03766

PERMIT NO.: _____

TELEPHONE: 603-298-5986

DEPARTMENT OF PUBLIC WORKS
FOR
COMMERCIAL AND INDUSTRIAL SEWER CONNECTION PERMIT

TO THE DEPARTMENT OF PUBLIC WORKS - WASTEWATER DIVISION:

The undersigned being the RICHARD BARDORF of the
(owner)
property located at 1 MARTIN DRIVE 37-1 does
(number) (street) (map & lot)
hereby request a permit to X (install) X (increase use of) a

Commercial/Industrial sewer connection serving the

9 SEASONS AUTO WASH which company is engaged in SELF SERVICE CAR WASHING
(name of company)
at said location.

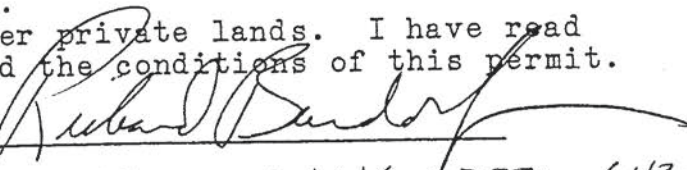
1. A plan of the property showing accurately all sewers and drains now existing is attached hereunto as Exhibit "A".
2. Plans and specifications covering work proposed to be performed under this permit are attached hereunto as Exhibit "B".
3. A complete schedule of all process waters and industrial wastes produced or expected to be produced at said property, including a description of the character of each waste and daily volume and maximum rates of discharge, and representative analysis, is attached hereunto as Exhibit "C".
4. The name, address and phone number of the person or firm who will perform the work covered by this permit is
FSI P.O. BOX 60 W. WINDSOR VT 05037 484-7279.
5. Conditions 1-4 must be supplied before permit is approved and construction begins
6. If flow exceeds 5,000 gallons per day or is an industrial waste, NO permit will be approved until application has been filed by the City with the New Hampshire Water Supply and Pollution Control Commission and approved by the Commission.

In consideration of the granting of this permit, the undersigned agrees:

1. To furnish any additional information relating to the installation or use of the sewer for which this permit is sought as may be requested by the Wastewater Department.
2. To accept and abide by all provisions of the Rules and Regulations of the Wastewater Department of the City of Lebanon and of all pertinent Ordinances or regulations that may be adopted in the future. 0024 10/01 0101 03CHECK 1492-06

3. To operate and maintain any waste pretreatment facilities, as may be required as a condition of the acceptance into the public sewer of the Industrial wastes involved, in an efficient manner at all times, and at no expense to the City of Lebanon.
4. To cooperate at all times with the Wastewater Department and their representatives in their inspecting, sampling and study of the Industrial wastes and any facilities provided for pretreatment.
5. To notify the Wastewater Department Superintendant immediately in the event of any accident, negligence, or other occurrence that occasions discharge to the public sewer of any waste or process waters not covered by this permit.
6. To notify the Wastewater Department when the commercial or industrial sewer is ready for connection to the public sewer and inspection, but before any portion of the work is covered.
7. To file a Highway Excavation Permit with the Public Works Director's office if excavation is within a City road or right-of-way.
8. To notify the contractor installing the sewer of the conditions of this permit.

This permit grants no rights over private lands. I have read this permit and fully understand the conditions of this permit.

SIGNED: 

100 DOGFORD RD. ETNA, N.H. 03750 643-5742
(address and phone number of owner)

FEES: * Sewer units 2
Permit Fee
Sewage Treatment Connection Fee (Ord. 41)
Benefit Assessment
Entrance Fee Rt. 12.11

\$ 5.00
\$ 270.00
\$ N/A
\$ 1217.06

Total \$1492.06

* To be determined by City Manager in accordance with Ord. 40

APPROVALS

Approved for construction only

* This approval contingent upon
Receipt of discharge permit from
State of N.H. Department of
Environmental Services. KRK

John Borden
Wastewater Superintendent Date

Construction of the above sewer line is complete and meets current specs adopted by the City of Lebanon Wastewater Treatment Department. Operation of such sewer may begin upon receipt of signed permit.

Wastewater Superintendent Date
Notice sent to City Hall yes

The following language of City Code Chapter 136, Sewer Service, Article XV, Sewer Development Charge, was adopted on December 4, 2019, pursuant to Ordinance #2019-04, and was the language in effect in 2023 when the Costa/Lady Rich Express Carwash applications were submitted to the City.

ARTICLE XV - SEWER DEVELOPMENT CHARGE

§ 136-120 LEGISLATIVE PURPOSE.

- A. It is regarded as inequitable to finance future capital improvements to the municipal sewer system solely through sewer use (rental) rates. Major capital improvements to a municipal sewer collection and treatment system are most frequently required in order to service future customers, and it appears unfair to require present users to finance this future development, except on some equitable basis. Persons and organizations responsible for development within the City (e.g. developers) are in the best position to allocate costs applicable to the development to the persons and organizations requiring the future services.
- B. Studies done to date by the City of Lebanon identify projects needed to upgrade and reinforce the existing sewer system in order to best meet existing service requirements and to accommodate system expansion. These same studies identify projects required to expand and extend the existing system to serve future customers. It is the purpose of this article to establish a sewer development fee [hereinafter a Sewer Development Charge (SDC)] to recover the costs of maintaining and expanding the system to serve existing and new customers directly from those customers.
- C. By imposing the charges set forth in this article, the costs of maintenance and expansion will be distributed more equitably than if they were to be recovered through the sewer use (rental) rates. This is because the charges set forth in this article allow the investment made by existing customers in core facilities on behalf of future customers, and the higher capital costs of serving new customers to be recognized.

§ 136-121 IMPOSITION OF SEWER DEVELOPMENT CHARGES

- A. An SDC is hereby imposed on all future customers of the City sewer system and on all existing customers who seek to enlarge existing sewer services. This requirement shall apply to customers both within the City and outside the boundaries of the City. (Notwithstanding the foregoing, this article shall not apply to the City, itself, in its role as a developer.) No person or organization shall be legally entitled to connect to the City sewer system or to enlarge an existing sewer service until the sewer development charge imposed by this section is paid. This section is not in derogation of, but is in addition to, all other fees which may be required by the City of Lebanon under any other applicable codes or ordinances.
- B. All SDC's imposed by this article shall be determined by the estimated gallons per day of sewer use of a sewer user. The SDC is based on one sewer unit. See the Code of the City of Lebanon, Chapter 68, Fees, regarding the calculation of amounts.
- C. With respect to persons or organizations seeking to enlarge an existing sewer service, the sewer development charge imposed shall be the difference between the current sewer development charge and any prior paid sewer development charge for the same connection, or if none, the sewer development charge that would have been imposed if a sewer development charge had been assessed on the average actual usage for the previous five

years. The Director of Public Works may take other factors into account when determining the valuation of the sewer system.

§ 136-122 SUBSEQUENT CHANGES IN SEWER DEVELOPMENT CHARGES

- A. The Sewer Development Charge imposed by this article shall be reviewed and updated on an as needed basis. Subsequent updates of the Sewer Development Charge shall be determined generally in accordance with the procedure originally developed by Underwood Engineers, Inc. in their User Rate Assistance Report dated August 26, 2014 and updated by the Department of Public Works in 2019.
- B. It shall be the responsibility of the City Council to establish the sewer development charge, and the Council shall do so following a recommendation of the City Manager, and following a public hearing held by the Council to receive input on the City Manager's recommendation. The City Manager's recommendation shall include a five-year projection of capital expenditures for projects to be funded by moneys generated under the sewer development charge and shall further include a proposed sewer development charge rate schedule.
- C. Following the recommendation of the City Manager, the City Council shall review the recommendation and shall act to accept or modify the City Manager's proposed schedule of fees.
- D. The Sewer Development Charge shall be paid in accordance with the provisions of this Chapter and Chapter 68.

§ 136-123 UNPAID SEWER DEVELOPMENT CHARGES CONSTITUTE A LIEN

If any person shall unlawfully connect to the City sewer system without payment of the sewer development charge set forth in this article, all unpaid sewer development charges shall constitute a lien upon the property which is connected to the system. The lien pursuant to this article shall be placed on the property in accordance with the provisions of RSA 38:22. Interest on these liens shall be calculated in accordance with the provisions of RSA 76:13.

§ 136-124 ABATEMENT OF SEWER DEVELOPMENT CHARGES

The City Council may abate, for good cause shown, any sewer development charge assessed on any person or organization pursuant to this article. Such abatements may be made on such terms and conditions as the City Council shall deem equitable under the circumstances.

Agenda

Lebanon City Council

August 19, 2026

12. New Business:

12.C – City Council Review of Tax Deeding Waivers

Background

Tax bills are mailed on or around June 1st and November 1st each year. Interest accrues at a rate of 8% per annum on property tax bills that are outstanding for more than 30 days. Within 18 months of the date assessed, the Tax Collector places a lien on properties for all uncollected property taxes. These liens have priority over other liens and accrue interest at 14% per annum.

In accordance with NH RSA 80:76, if a property owner has not redeemed their property taxes, penalties, and interest within the 2-year redemption period, the Tax Collector is required to tax deed the property unless the City Council waives acceptance of the tax deed.

If the City Council instructs the Tax Collector that it shall not accept a tax deed, the tax lien shall remain in effect indefinitely. The taxpayer's right of redemption as provided by NH RSA 80:69 shall likewise be extended indefinitely, with interest continuing to accrue until taxes, penalties, and interest have been satisfied.

Should the City Council decide that the reasons for refusing the tax deed no longer apply, and the tax lien has not been satisfied, they may instruct the Tax Collector to commence the statutory tax deeding process.

Initial notices regarding delinquent taxes were issued on February 27, 2024. A second round of notifications was sent on April 1, 2024, informing both taxpayers and their respective mortgage holders of the City's intent to execute tax liens. Liens were officially executed on June 7, 2024.

Impending tax deed notices were mailed to property owners and any existing mortgagors on June 18, 2026. In addition to these formal communications, the City made multiple good-faith efforts to engage with property owners and establish payment arrangements in an attempt to resolve the delinquencies prior to tax deeding.

Waiver of Tax Deeding

The City Administration recommends that the City Council waive the tax deeding process for the following properties, which collectively have an outstanding amount due totaling \$235,641.54. Each of these taxpayers is currently engaged in an active payment plan.

Billed Owner/Location	Map/Lot	Type	2023 Lien	Total Due
20 West Park, LLC 20 West Park Street	91-232-0	Commercial	\$38,360.51	\$140,963.82
Griffin, Heather 10 Pumping Station Rd	93-117	Residence	\$5,597.57	\$18,995.38

Mason, Michael P. TTEE 330 Poverty Lane	188-1-0	Residence	\$19,213.32	\$65,023.21
Oliveira, Guy & Ann 695 Dartmouth College Hwy, 18	99-8-1800	Residence	\$238.31	\$2,692.62
Boutin, Karen 16 Michael Street	90-42-1600	Residential	\$1,159.98	\$4,654.35
Macadam, Daniel 41 T Andrew Street	90-42-4100	Residence	\$1,539.50	\$3,312.16

Authorization for Tax Deeding

There are no parcels with outstanding 2023 property taxes in which the property owner does not have payment arrangements in place.

Action

The following resolution is offered for consideration:

RESOLVED, that the Lebanon City Council, in compliance with the provisions of NH RSA 80:76, has reviewed the Tax Collector's compilation of outstanding tax liens for the 2023 tax year and hereby notifies the Tax Collector that the City will not accept tax deeds for the following properties because the property owners have active payment arrangements with the City and have consistently complied with their payment terms:

Billed Owner/Location	Map/Lot	Type	2023 Lien	Total Due
20 West Park, LLC 20 West Park Street	91-232-0	Commercial	\$38,360.51	\$140,963.82
Griffin, Heather 10 Pumping Station Rd	93-117	Residence	\$5,597.57	\$18,995.38
Mason, Michael P. TTEE 330 Poverty Lane	188-1-0	Residence	\$19,213.32	\$65,023.21
Oliveira, Guy & Ann 695 Dartmouth College Hwy, 18	99-8-1800	Residence	\$238.31	\$2,692.62
Boutin, Karen 16 Michael Street	90-42-1600	Residential	\$1,159.98	\$4,654.35
Macadam, Daniel 41 T Andrew Street	90-42-4100	Residence	\$1,539.50	\$3,312.16

Included In This Section:

1. Property Record Cards, Summary of Tax Payment Activity for the following properties:

- 20 West Park Street
- 10 Pumping Station Road

- 330 Poverty Lane
 - 695 Dartmouth College Highway, Unit #18
 - 16 Michael Street
 - 41 T Andrew Street
2. NH RSA 80:76, Real Estate Tax Liens

2023 Property Tax Deed Review

Parcels Recommended for the Waiver of Tax Deeding

While the following four parcels are eligible for tax deeding due to outstanding 2023 property taxes, the Tax Collector's Office recommends that City Council waives the tax deeding process as each of the property owners are engaged in an active payment plan.

20 W PARK ST

Location 20 W PARK ST

Mblu 91/ 232/ / /

Acct# 2745

Owner 20 WEST PARK, LLC

PBN

Total Market Value \$1,534,200

Appraisal \$1,534,200

PID 1921

Building Count 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$1,209,100	\$325,100	\$1,534,200
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$1,209,100	\$325,100	\$1,534,200

Owner of Record

Owner	20 WEST PARK, LLC	Sale Price	\$0
Co-Owner		Certificate	
Address	20 WEST PARK ST, STE 1 LEBANON, NH 03766	Book & Page	0/0
		Sale Date	03/13/2003
		Instrument	99

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
20 WEST PARK, LLC	\$0		0/0	99	03/13/2003
20 WEST PARK, LLC	\$0		2336/0707	99	08/24/1998
RFR ASSOCIATES, LLC	\$1,250,000		2236/0679	99	08/24/1998
RFR ASSOCIATES, LLC	\$0		2217/0624	99	08/30/1996
FIRST NH BANK	\$0		2239/0987	99	04/04/1985

Building Information

Building 1 : Section 1

Year Built: 1890
Living Area: 30,745
Replacement Cost: \$4,056,757
Building Percent Good: 38
Replacement Cost
Less Depreciation: \$1,109,900

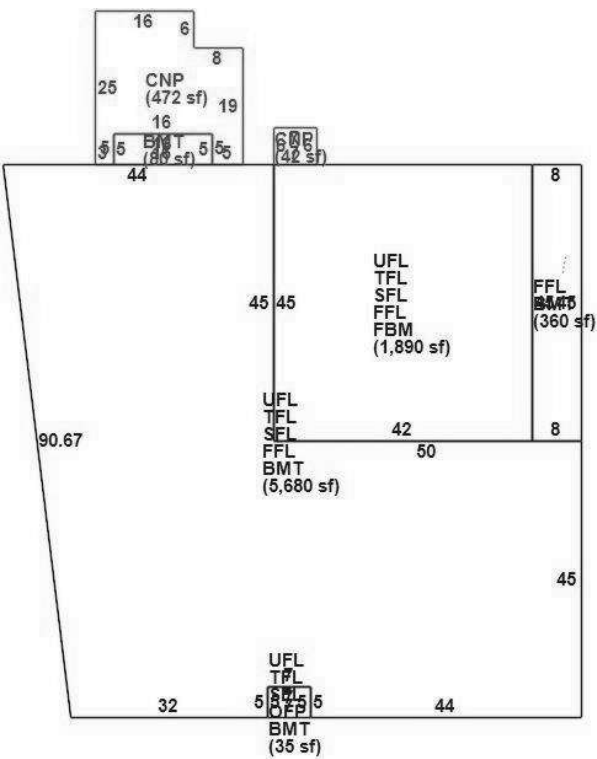
Building Attributes	
Field	Description
Model	COMMERCIAL
Style	OFFICE
Grade	Avg. (+)
Stories	4
Units	
Residential Units	0
Comm Units	16.00
Wall Height	12.00
Exterior Wall 1	BRICK
Exterior Wall 2	
Roof Structure	FLAT
Roof Cover	MEMBRANE
Interior Wall 1	DRYWALL
Interior Wall 2	
Interior Floor 1	CARPET
Interior Floor 2	
Basement Floor	CONCRETE
% Heated	100.00
Heat Fuel	ELECTRIC
Heat Type	FORCED H/A
2nd Heat Type	
# Heat Systems	1.00
AC Percent	100.00
Bedrooms	
Full Bath(s)	0
Bath Rating	AVERAGE
3/4 Bath(s)	0
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	0
Kitchen Rating	AVERAGE

Building Photo



(<https://images.vgsi.com/photos/lebanonnhPhotos//1872.JPG>)

Building Layout



([ParcelSketch.ashx?pid=1921&bid=1921](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	7,930	7,930
SFL	2ND FLOOR	7,605	7,605
TFL	3RD FLOOR	7,605	7,605
UFL	UPPR FLOOR	7,605	7,605
BMT	BASEMENT	6,155	0
CNP	CANOPY	514	0

Extra Kitchen(s)	0
Total Rooms	
Frame	WOOD
Foundation	CONCRETE
Bsmt Garage	0
FBLA	
Rec Room	
Fin Attic	
Parking	TYPICAL
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	
Electric	ADEQUATE
Insulation	TYPICAL
Partition	
Solar Hot Water	No
Central Vac	No
% Sprinkled	100
Sketch Area Adj	
Nbhd Modifier	
Color	

FBM	FINISHED BASEMENT	1,890	0
OFP	OPEN PORCH	35	0
		39,339	30,745

Extra Features

Extra Features				<u>Legend</u>
Code	Description	Size	Value	Bldg #
61	ELEV-PAS	5.00 LEN	\$62,700	1
58	D-UP,PNU	2.00 LEN	\$17,500	1
NDPT	NITE DPT	1.00 LEN	\$2,300	1
63	VAULT	167.00 SF	\$16,700	1

Land

Land Use

Use Code 3400
Description OFFICE
Zone LD
Neighborhood C3
Alt Land Appr No
Category

Land Line Valuation

Size (Acres) 0.33
Frontage
Depth
Total Market Land \$325,100
Appraised Value \$325,100

Outbuildings

Outbuildings						<u>Legend</u>
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
CELIMP	CELIMPROV			1.00 UNITS	\$96,000	1
104	ROOF CELL			1.00 LEN	\$430,800	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$1,209,100	\$325,100	\$1,534,200
2024	\$1,287,400	\$268,700	\$1,556,100
2023	\$1,287,400	\$268,700	\$1,556,100

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$1,209,100	\$325,100	\$1,534,200
2024	\$1,287,400	\$268,700	\$1,556,100
2023	\$1,287,400	\$268,700	\$1,556,100

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

20 WEST PARK, LLC
 20 WEST PARK ST, STE 1
 LEBANON, NH 03766

OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
 Printed Tuesday, July 21, 2026
 Interest Calculated As Of 07/21/2026

Map Lot Sub: 91-232-0

Invoice: 2021P02200958		Acres:	0.33	Location:	20 W PARK ST	
		Bill Amount:	\$ 19,074.00	Due Date:	12/06/2021	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
02/22/2022	Payment of \$309.36	\$ 0.00	(\$ 309.36)	\$ 0.00	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
02/22/2022	Payment of \$19,074.00	(\$ 19,074.00)	\$ 0.00	\$ 0.00	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
Per Diem:		0.0000	Total Due For Invoice 2021P02200958:			\$ 0.00

Invoice: 2022L01265124		Acres:	0.33	Location:	20 W PARK ST	
		Bill Amount:	\$ 38,206.74	Due Date:	07/13/2023	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 63.00	\$ 0.00	
06/18/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
06/18/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 41.00	\$ 0.00	
06/18/2025	Deed Notice	\$ 0.00	\$ 0.00	\$ 20.50	\$ 0.00	
07/01/2025	Payment of \$48,813.55 (#1826)	(\$ 38,133.86)	(\$ 10,536.69)	(\$ 143.00)	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
07/01/2025	Payment of \$72.88 (#1827)	(\$ 72.88)	\$ 0.00	\$ 0.00	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
Per Diem:		0.0000	Total Due For Invoice 2022L01265124:			\$ 0.00

Invoice: 2022P01226245		Acres:	0.33	Location:	20 W PARK ST	
		Bill Amount:	\$ 19,531.00	Due Date:	07/13/2022	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
07/13/2023	Payment of \$19,531.00	(\$ 19,531.00)	\$ 0.00	\$ 0.00	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
07/13/2023	Payment of \$1,562.49	\$ 0.00	(\$ 1,562.49)	\$ 0.00	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
07/13/2023	Payment of \$21.79	\$ 0.00	\$ 0.00	(\$ 21.79)	\$ 0.00	
	Paid By: 20 WEST PARK, LLC					
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 21.79	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2022P01226245:			\$ 0.00

Invoice: 2022P02239910	Acres:	0.33	Location:	20 W PARK ST
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		Bill Amount:	\$ 16,322.00	Due Date:	12/15/2022	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Payment of \$16,322.00		(\$ 16,322.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: 20 WEST PARK, LLC					
07/13/2023	Payment of \$751.25		\$ 0.00	(\$ 751.25)	\$ 0.00	\$ 0.00
	Paid By: 20 WEST PARK, LLC					
07/13/2023	Payment of \$18.21		\$ 0.00	\$ 0.00	(\$ 18.21)	\$ 0.00
	Paid By: 20 WEST PARK, LLC					
07/13/2023	Deed Notice		\$ 0.00	\$ 0.00	\$ 18.21	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2022P02239910:			\$ 0.00

Invoice: 2023L01000001		Acres:	0.33	Location: 20 W PARK ST		
		Bill Amount:	\$ 39,664.63	Due Date: 05/07/2024		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
07/01/2025	Payment of \$23.41 (#1827)		\$ 0.00	(\$ 4.91)	(\$ 18.50)	\$ 0.00
	Paid By: 20 WEST PARK, LLC					
05/26/2026	Payment of \$4,507.00 (#1887)		\$ 0.00	(\$ 4,507.00)	\$ 0.00	\$ 0.00
	Paid By: 20 WEST PARK, LLC					
06/09/2026	Payment of \$4,507.00 (#1888)		\$ 0.00	(\$ 4,507.00)	\$ 0.00	\$ 0.00
	Paid By: 20 WEST PARK, LLC					
07/03/2026	Payment of \$4,507.00 (#1893)		(\$ 1,552.63)	(\$ 2,954.37)	\$ 0.00	\$ 0.00
	Paid By: GODFREY ROAD HOLDINGS LLC					
07/21/2026	Int/Pen From 07/03/2026		\$ 0.00	\$ 0.00	\$ 0.00	\$ 263.13
Per Diem:		14.6183	Total Due For Invoice 2023L01000001:			\$ 38,375.13

Invoice: 2023P01253399		Acres:	0.33	Location: 20 W PARK ST		
		Bill Amount:	\$ 17,927.00	Due Date: 07/05/2023		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
04/01/2024	Lien Notice		\$ 0.00	\$ 0.00	\$ 22.00	\$ 0.00
05/07/2024	Lien Execution		\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
05/07/2024	Lien Exec.		(\$ 17,927.00)	(\$ 1,206.27)	(\$ 41.00)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2023P01253399:			\$ 0.00

Invoice: 2023P02335735		Acres:	0.33	Location: 20 W PARK ST		
		Bill Amount:	\$ 19,855.00	Due Date: 12/13/2023		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Lien Exec.		(\$ 19,855.00)	(\$ 635.36)	\$ 0.00	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2023P02335735:			\$ 0.00

Invoice: 2024L01000001		Acres:	0.33	Location: 20 W PARK ST		
		Bill Amount:	\$ 42,774.19	Due Date: 04/15/2025		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
04/17/2025	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
07/21/2026	Int/Pen From 04/15/2025		\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,598.32
Per Diem:		16.4065	Total Due For Invoice 2024L01000001:			\$ 50,372.51

Invoice: 2024P01000305		Acres:	0.33	Location: 20 W PARK ST	
		Bill Amount:	\$ 18,891.00	Due Date: 07/01/2024	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
03/11/2025	Lien Notice	\$ 0.00	\$ 0.00	\$ 22.50	\$ 0.00
04/15/2025	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
04/15/2025	Lien Exec.	(\$ 18,891.00)	(\$ 1,192.46)	(\$ 41.50)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2024P01000305:		\$ 0.00

Invoice: 2024P02000306		Acres:	0.33	Location:	20 W PARK ST	
		Bill Amount:	\$ 22,003.00	Due Date:	12/02/2024	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
04/15/2025	Lien Exec.		(\$ 22,003.00)	(\$ 646.23)	\$ 0.00	\$ 0.00

Per Diem:	0.0000	Total Due For Invoice 2024P02000306:	\$ 0.00
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Invoice: 2025L01000001		Acres:	0.33	Location:	20 W PARK ST
		Bill Amount:	\$ 35,019.03	Due Date:	06/04/2026
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/04/2026	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
07/21/2026	Int/Pen From 06/04/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 649.80
Per Diem:		13.4320	Total Due For Invoice 2025L01000001:		\$ 35,668.83

Invoice: 2025P01000402		Acres:	0.33	Location:	20 W PARK ST
		Bill Amount:	\$ 20,447.00	Due Date:	07/01/2025
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
04/09/2026	Lien Notice	\$ 0.00	\$ 0.00	\$ 24.00	\$ 0.00
06/04/2026	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
06/04/2026	Lien Exec.	(\$ 20,447.00)	(\$ 1,514.76)	(\$ 43.00)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2025P01000402:		\$ 0.00

Invoice: 2025P02000402		Acres:	0.33	Location:	20 W PARK ST
		Bill Amount:	\$ 12,584.00	Due Date:	12/30/2025
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/04/2026	Lien Exec.	(\$ 12,584.00)	(\$ 430.27)	\$ 0.00	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2025P02000402:		\$ 0.00

Invoice: 2026P01000403		Acres:	0.33	Location:	20 W PARK ST
		Bill Amount:	\$ 16,523.00	Due Date:	07/01/2026
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/21/2026	Int/Pen From 07/01/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72.43
Per Diem:		3.6215	Total Due For Invoice 2026P01000403:		\$ 16,595.43

		Total Due For Parcel 91-232-0:		\$ 141,011.90
Per Diem:	48.0783	Total Due For All Parcels:		\$ 141,011.90

<u>LEVY YEAR TAX TYPE INFORMATION</u>		
B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

10 PUMPING STATION RD

Location

10 PUMPING STATION RD

Mblu

93/ 117/ / /

Acct#

3147

Owner

GRIFFIN, HEATHER

PBN

Total Market Value

\$229,910

Appraisal

\$229,910

PID

2311

Building Count

1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$148,900	\$81,010	\$229,910
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$148,900	\$81,010	\$229,910

Owner of Record

Owner	GRIFFIN, HEATHER	Sale Price	\$0
Co-Owner		Certificate	
Address	10 PUMPING STATION RD LEBANON, NH 03766	Book & Page	4407/0688
		Sale Date	12/13/2018
		Instrument	39

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
GRIFFIN, HEATHER	\$0		4407/0688	39	12/13/2018
GRIFFIN, S R & H CO-TTEES	\$0		4116/0868	44	03/23/2015
GRIFFIN, SHAWN R & HEATHER	\$77,333		4012/0074	21	09/16/2013
MERRIHEW, ANDREW	\$0		1996/0489	99	09/12/1996
MERRIHEW, ANDREW	\$0		0/0	99	09/12/1996

Building Information

Building 1 : Section 1

Year Built:	1950
Living Area:	985
Replacement Cost:	\$225,556
Building Percent Good:	66
Replacement Cost	
Less Depreciation:	\$148,900

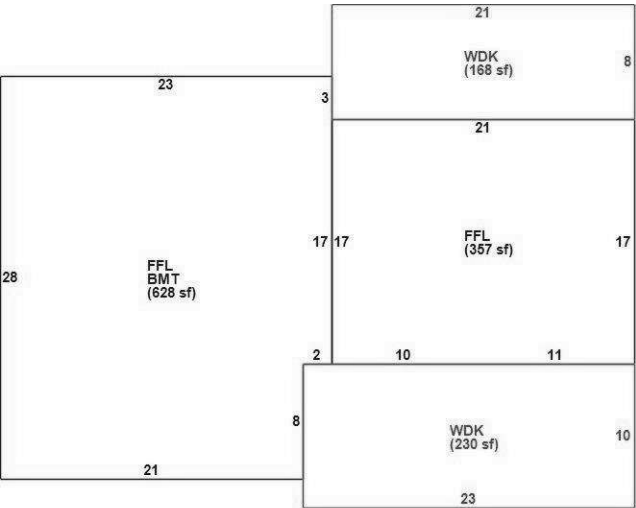
Building Attributes	
Field	Description
Model	RESIDENTIAL
Style	RANCH
Grade	FAIR
Stories	1
Residential Units	1
Comm Units	0
Exterior Wall 1	VINYL
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	METAL
Interior Wall 1	DRYWALL
Interior Wall 2	
Interior Floor 1	CARPET
Interior Floor 2	
Basement Floor	CONCRETE
% Heated	100.00
Heat Fuel	OIL
Heat Type	FORCED H/A
# Heat Systems	1.00
AC Percent	0.00
Bedrooms	2
Full Bath(s)	0
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	FAIR
Total Rooms	6
Frame	WOOD
Foundation	CONC BLOCK

Building Photo



(https://images.vgsi.com/photos/lebanonnhPhotos///0010/IMG_2248_1085;

Building Layout



([ParcelSketch.ashx?pid=2311&bid=2311](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	985	985
BMT	BASEMENT	628	0
WDK	WOOD DECK	398	0
		2,011	985

Bsmt Garage	1
Finished Bsmt	
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	FLOOD 100
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1010	Size (Acres)	0.41
Description	ONE FAM	Frontage	
Zone	R3	Depth	
Neighborhood	R6	Total Market Land	\$81,010
Alt Land Appr	No	Appraised Value	\$81,010
Category			

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal

Valuation Year	Improvements	Land	Total
2025	\$148,900	\$81,010	\$229,910
2024	\$102,000	\$67,000	\$169,000
2023	\$102,000	\$67,000	\$169,000

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$148,900	\$81,010	\$229,910
2024	\$102,000	\$67,000	\$169,000
2023	\$102,000	\$67,000	\$169,000

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

GRIFFIN, HEATHER
10 PUMPING STATION RD
LEBANON, NH 03766

OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
Printed Tuesday, July 21, 2026
Interest Calculated As Of 07/21/2026

Map Lot Sub: 93-117-0**Invoice: 2019L01180880****Acres:** 0.41**Location:** 10 PUMPING STATION RD**Bill Amount:** \$ 2,599.14**Due Date:** 05/21/2020

<u>Date</u>	<u>Activity</u>	<u>Amount</u>	<u>Int. Paid</u>	<u>Penalty</u>	<u>Int./Pen. Due</u>
06/05/2020	Payment of \$25.00 (#E)	\$ 0.00	\$ 0.00	(\$ 25.00)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
06/05/2020	Payment of \$14.95 (#E)	\$ 0.00	(\$ 14.95)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
06/05/2020	Payment of \$760.05 (#E)	(\$ 760.05)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
06/05/2020	Deed Notice	\$ 0.00	\$ 0.00	\$ 25.00	\$ 0.00
03/14/2022	Payment of \$194.42	\$ 0.00	(\$ 194.42)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
03/14/2022	Payment of \$1,543.61	(\$ 1,543.61)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
03/14/2022	Payment of \$456.39	\$ 0.00	(\$ 456.39)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
05/09/2022	Payment of \$295.14	(\$ 295.14)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
05/09/2022	Payment of \$6.34	\$ 0.00	(\$ 6.34)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
05/09/2022	Payment of \$301.48 (#3)	\$ 0.00	(\$ 301.48)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
09/04/2022	Payment of \$0.01 (#5)	\$ 0.00	(\$ 0.01)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
09/04/2022	Payment of \$0.34 (#5)	(\$ 0.34)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
Per Diem: 0.0000		Total Due For Invoice 2019L01180880:			\$ 0.00

Invoice: 2021L01233774**Acres:** 0.41**Location:** 10 PUMPING STATION RD

		Bill Amount:	\$ 1,310.19	Due Date:	07/18/2022
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
05/30/2024	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 20.00	\$ 0.00
05/30/2024	Deed Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
05/30/2024	Deed Notice	\$ 0.00	\$ 0.00	\$ 17.55	\$ 0.00
07/31/2024	Payment of \$250.00 (Cash)	\$ 0.00	(\$ 193.95)	(\$ 56.05)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
09/24/2024	Payment of \$250.00 (#EFT UK)	(\$ 42.42)	(\$ 207.58)	\$ 0.00	\$ 0.00
	Paid By: HEATHER GRIFFIN				
10/22/2024	Payment of \$250.00 (#EFT UK)	(\$ 236.38)	(\$ 13.62)	\$ 0.00	\$ 0.00
	Paid By: HEATHER GRIFFIN				
12/05/2024	Payment of \$350.00 (Cash)	(\$ 332.59)	(\$ 17.41)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
02/26/2025	Payment of \$250.00 (#EFT UK)	(\$ 227.75)	(\$ 22.25)	\$ 0.00	\$ 0.00
	Paid By: HEATHER GRIFFIN				
05/06/2025	Payment of \$483.52 (Cash)	(\$ 471.05)	(\$ 12.47)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
Per Diem:		0.0000	Total Due For Invoice 2021L01233774:		\$ 0.00

Invoice: 2021P01194049		Acres:	0.41	Location:	10 PUMPING STATION RD
		Bill Amount:	\$ 1,135.00	Due Date:	07/12/2021
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/18/2022	Payment of \$1,135.00	(\$ 1,135.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Payment of \$92.55	\$ 0.00	(\$ 92.55)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Payment of \$37.08	\$ 0.00	\$ 0.00	(\$ 37.08)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Deed Notice	\$ 0.00	\$ 0.00	\$ 37.08	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2021P01194049:		\$ 0.00

Invoice: 2021P02200615		Acres:	0.41	Location:	10 PUMPING STATION RD
		Bill Amount:	\$ 1,125.00	Due Date:	12/06/2021
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
05/29/2022	Payment of \$43.65	\$ 0.00	(\$ 43.65)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
05/29/2022	Payment of \$1,081.35	(\$ 1,081.35)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Payment of \$43.65	(\$ 43.65)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Payment of \$0.49	\$ 0.00	(\$ 0.49)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Payment of \$1.42	\$ 0.00	\$ 0.00	(\$ 1.42)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/18/2022	Deed Notice	\$ 0.00	\$ 0.00	\$ 1.42	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2021P02200615:		\$ 0.00

Invoice: 2022L01265112	Acres:	0.41	Location:	10 PUMPING STATION RD
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		Bill Amount:	\$ 4,318.47	Due Date:	07/13/2023
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 25.00	\$ 0.00
06/18/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 20.50	\$ 0.00
06/18/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
06/18/2025	Deed Notice	\$ 0.00	\$ 0.00	\$ 20.50	\$ 0.00
06/19/2025	Payment of \$550.00 (#EFT UK)	\$ 0.00	(\$ 465.50)	(\$ 84.50)	\$ 0.00
	Paid By: HEATHER GRIFFIN				
07/22/2025	Payment of \$550.00 (#EFT UK)	\$ 0.00	(\$ 550.00)	\$ 0.00	\$ 0.00
	Paid By: HEATHER GRIFFIN				
08/18/2025	Payment of \$550.00 (#163)	(\$ 295.05)	(\$ 254.95)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
10/01/2025	Payment of \$550.00 (Cash)	(\$ 482.10)	(\$ 67.90)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
10/23/2025	Payment of \$400.00 (Cash)	(\$ 370.12)	(\$ 29.88)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
11/21/2025	Payment of \$700.00 (#EFT ACH)	(\$ 664.73)	(\$ 35.27)	\$ 0.00	\$ 0.00
	Paid By: HEATHER GRIFFIN				
02/23/2026	Payment of \$1,650.00 (#166)	(\$ 1,559.63)	(\$ 90.37)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
04/08/2026	Payment of \$550.00 (#168)	(\$ 534.02)	(\$ 15.98)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
06/02/2026	Payment of \$421.53 (Cash)	(\$ 412.82)	(\$ 8.71)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
Per Diem:		0.0000	Total Due For Invoice 2022L01265112:		\$ 0.00

Invoice: 2022P01226637		Acres:	0.41	Location:	10 PUMPING STATION RD
		Bill Amount:	\$ 1,131.00	Due Date:	07/13/2022
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Payment of \$1,131.00	(\$ 1,131.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/13/2023	Payment of \$90.48	\$ 0.00	(\$ 90.48)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/13/2023	Payment of \$8.07	\$ 0.00	\$ 0.00	(\$ 8.07)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 8.07	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2022P01226637:		\$ 0.00

Invoice: 2022P02240298		Acres:	0.41	Location:	10 PUMPING STATION RD
		Bill Amount:	\$ 2,933.00	Due Date:	12/15/2022
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Payment of \$2,933.00	(\$ 2,933.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/13/2023	Payment of \$134.99	\$ 0.00	(\$ 134.99)	\$ 0.00	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/13/2023	Payment of \$20.93	\$ 0.00	\$ 0.00	(\$ 20.93)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 20.93	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2022P02240298:		\$ 0.00

Invoice: 2023L01000161		Acres:	0.41	Location:	10 PUMPING STATION RD
		Bill Amount:	\$ 4,347.00	Due Date:	05/07/2024
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
06/11/2024	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 20.00	\$ 0.00
06/02/2026	Payment of \$128.47 (Cash)	\$ 0.00	(\$ 89.97)	(\$ 38.50)	\$ 0.00
	Paid By: GRIFFIN, HEATHER				
07/21/2026	Int/Pen From 06/02/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,252.24
Per Diem:		1.6673	Total Due For Invoice 2023L01000161:		\$ 5,599.24

Invoice: 2023P01253746		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 2,032.00	Due Date:	07/05/2023	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
04/01/2024	Lien Notice	\$ 0.00	\$ 0.00	\$ 22.00	\$ 0.00	
05/07/2024	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00	
05/07/2024	Lien Exec.	(\$ 2,032.00)	(\$ 136.73)	(\$ 41.00)	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2023P01253746:			\$ 0.00

Invoice: 2023P02335464		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 2,071.00	Due Date:	12/13/2023	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
05/07/2024	Lien Exec.	(\$ 2,071.00)	(\$ 66.27)	\$ 0.00	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2023P02335464:			\$ 0.00

Invoice: 2024L01000036		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 4,682.19	Due Date:	04/15/2025	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
04/17/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
06/03/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 20.50	\$ 0.00	
07/21/2026	Int/Pen From 04/15/2025	\$ 0.00	\$ 0.00	\$ 0.00	\$ 868.71	
Per Diem:		1.7959	Total Due For Invoice 2024L01000036:			\$ 5,550.90

Invoice: 2024P01031606		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 2,052.00	Due Date:	07/01/2024	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
03/11/2025	Lien Notice	\$ 0.00	\$ 0.00	\$ 22.50	\$ 0.00	
04/15/2025	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00	
04/15/2025	Lien Exec.	(\$ 2,052.00)	(\$ 129.53)	(\$ 41.50)	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2024P01031606:			\$ 0.00

Invoice: 2024P02031701		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 2,389.00	Due Date:	12/02/2024	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
04/15/2025	Lien Exec.	(\$ 2,389.00)	(\$ 70.16)	\$ 0.00	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2024P02031701:			\$ 0.00

Invoice: 2025L01000030		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 5,251.25	Due Date:	06/04/2026	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
06/04/2026	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
07/21/2026	Int/Pen From 06/04/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 113.17	
Per Diem:		2.0142	Total Due For Invoice 2025L01000030:			\$ 5,364.42

Invoice: 2025P01031502		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 2,231.00	Due Date:	07/01/2025	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
04/09/2026	Lien Notice	\$ 0.00	\$ 0.00	\$ 24.00	\$ 0.00	
06/04/2026	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00	
06/04/2026	Lien Exec.	(\$ 2,231.00)	(\$ 165.28)	(\$ 43.00)	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2025P01031502:			\$ 0.00

Invoice: 2025P02031606		Acres:	0.41	Location:	10 PUMPING STATION RD	
		Bill Amount:	\$ 2,719.00	Due Date:	12/30/2025	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
06/04/2026	Lien Exec.	(\$ 2,719.00)	(\$ 92.97)	\$ 0.00	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2025P02031606:			\$ 0.00

Invoice: 2026P01029407

Acres: 0.41

Location: 10 PUMPING STATION RD

Bill Amount: \$ 2,476.00

Due Date: 07/01/2026

Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/21/2026	Int/Pen From 07/01/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10.85

Per Diem: 0.5427

Total Due For Invoice 2026P01029407: \$ 2,486.85

Total Due For Parcel 93-117-0: \$ 19,001.41

Per Diem: 6.0201

Total Due For All Parcels: \$ 19,001.41

LEVY YEAR TAX TYPE INFORMATION

B - Betterment

P - Property

T - Timber Yield

G - Gravel Yield

R - Residence

U - Use Change

L - Lien

S - Sewer

W - Water

330 POVERTY LN

Location

330 POVERTY LN

Mblu

188/ 1/ / /

Acct#

4908

Owner

MASON, MICHAEL P TTEE +

PBN

Total Market Value

\$887,825

Appraisal

\$887,825

PID

3678

Building Count

1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$733,600	\$154,225	\$887,825
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$733,600	\$154,225	\$887,825

Owner of Record

Owner	MASON, MICHAEL P TTEE +	Sale Price	\$0
Co-Owner	MASON, MICHAEL P REV TRST	Certificate	
Address	330 POVERTY LN	Book & Page	4318/0756
	LEBANON, NH 03766	Sale Date	10/13/2017
		Instrument	44

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
MASON, MICHAEL P TTEE +	\$0		4318/0756	44	10/13/2017
MASON, MICHAEL P TTEE +	\$0		3530/0934	44	06/24/2008
MASON, MICHAEL & KATHY	\$0		3089/0296	99	12/14/2004
MASON, KATHY A TTEE	\$429,000		3046/0019	99	08/27/2004
SMITH, RONALD A &	\$0		3035/0596	99	07/30/2004

Building Information

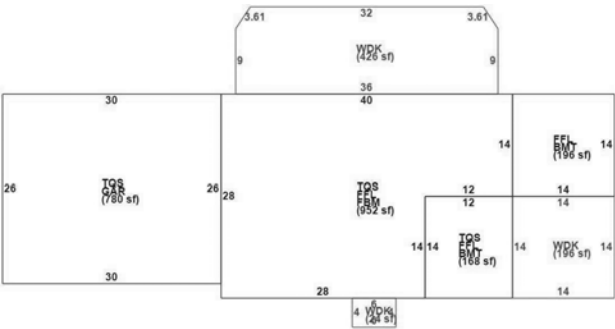
Year Built:	2001
Living Area:	2,741
Replacement Cost:	\$806,171
Building Percent Good:	91
Replacement Cost Less Depreciation:	\$733,600
Building Attributes	
Field	Description
Model	RESIDENTIAL
Style	CAPE
Grade	AVG. (+)
Stories	1T
Residential Units	1
Comm Units	0
Exterior Wall 1	VINYL
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	ASPHALT SH
Interior Wall 1	DRYWALL
Interior Wall 2	
Interior Floor 1	HARDWOOD
Interior Floor 2	CERAM.TILE
Basement Floor	CONCRETE
% Heated	100.00
Heat Fuel	OIL
Heat Type	FORCED H/W
# Heat Systems	1.00
AC Percent	100.00
Bedrooms	4
Full Bath(s)	4
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	AVERAGE
Total Rooms	8
Frame	WOOD
Foundation	CONCRETE

Building Photo



(<https://images.vgsi.com/photos/lebanonnhPhotos//3562.JPG>)

Building Layout



([ParcelSketch.ashx?pid=3678&bid=3678](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
TQS	3/4 STORY	1,900	1,425
FFL	1ST FLOOR	1,316	1,316
BMT	BASEMENT	364	0
FBM	FINISHED BASEMENT	952	0
GAR	GARAGE	780	0
WDC	WOOD DECK	646	0
		5,958	2,741

Bsmt Garage	0
Finished Bsmt	
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	1
WS Flue Rating	AVERAGE
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1010	Size (Acres)	7.5
Description	ONE FAM	Frontage	
Zone	RL1	Depth	
Neighborhood	R5	Total Market Land	\$154,225
Alt Land Appr Category	No	Appraised Value	\$154,225

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total

2025	\$733,600	\$154,225	\$887,825
2024	\$488,000	\$127,700	\$615,700
2023	\$488,000	\$127,700	\$615,700

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$733,600	\$154,225	\$887,825
2024	\$488,000	\$127,700	\$615,700
2023	\$488,000	\$127,700	\$615,700

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

MASON, MICHAEL P TTEE +
MASON, MICHAEL P REV TRST
330 POVERTY LN
LEBANON, NH 03766

OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
Printed Tuesday, July 21, 2026
Interest Calculated As Of 07/21/2026

Map Lot Sub: 188-1-0

Invoice: 2022L01265148		Acres:	7.50	Location:	330 POVERTY LN	
		Bill Amount:	\$ 15,145.04	Due Date:	07/13/2023	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 63.00	\$ 0.00	
06/18/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
06/18/2025	Deed Notice	\$ 0.00	\$ 0.00	\$ 41.00	\$ 0.00	
07/22/2025	Payment of \$2,900.00 (Cash)	\$ 0.00	(\$ 2,777.50)	(\$ 122.50)	\$ 0.00	
	Paid By: MASON, MICHAEL P					
07/22/2025	Payment of \$7,100.00 (#210393743)	(\$ 5,578.80)	(\$ 1,521.20)	\$ 0.00	\$ 0.00	
	Paid By: MASON, MICHAEL					
08/18/2025	Payment of \$1,400.00 (Cash)	(\$ 1,300.93)	(\$ 99.07)	\$ 0.00	\$ 0.00	
	Paid By: MASON, MICHAEL P TTEE +					
09/17/2025	Payment of \$1,380.00 (Cash)	(\$ 1,284.89)	(\$ 95.11)	\$ 0.00	\$ 0.00	
	Paid By: MASON, MICHAEL P TTEE +					
10/17/2025	Payment of \$1,375.00 (#EFT ACH)	(\$ 1,294.68)	(\$ 80.32)	\$ 0.00	\$ 0.00	
	Paid By: MASON, MICHAEL P TTEE +					
11/14/2025	Payment of \$1,400.00 (#EFT ACH)	(\$ 1,338.94)	(\$ 61.06)	\$ 0.00	\$ 0.00	
	Paid By: MICHAEL P MASON					
12/16/2025	Payment of \$1,400.00 (Cash)	(\$ 1,346.65)	(\$ 53.35)	\$ 0.00	\$ 0.00	
	Paid By: MASON, MICHAEL P TTEE +					
01/15/2026	Payment of \$1,400.00 (#EFT ACH)	(\$ 1,365.48)	(\$ 34.52)	\$ 0.00	\$ 0.00	
	Paid By: MICHAEL P MASON					
04/14/2026	Payment of \$1,690.47 (#EFT ACH)	(\$ 1,634.67)	(\$ 55.80)	\$ 0.00	\$ 0.00	
	Paid By: MICHAEL P MASON					
Per Diem:		0.0000	Total Due For Invoice 2022L01265148:			\$ 0.00

Invoice: 2022P01223123		Acres:	7.50	Location:	330 POVERTY LN	
		Bill Amount:	\$ 3,357.00	Due Date:	07/13/2022	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
07/13/2023	Payment of \$3,357.00	(\$ 3,357.00)	\$ 0.00	\$ 0.00	\$ 0.00	
	Paid By: MASON, KATHY A TTEE + MASON, KATHY					
07/13/2023	Payment of \$268.57	\$ 0.00	(\$ 268.57)	\$ 0.00	\$ 0.00	
	Paid By: MASON, KATHY A TTEE + MASON, KATHY					
07/13/2023	Payment of \$18.45	\$ 0.00	\$ 0.00	(\$ 18.45)	\$ 0.00	
	Paid By: MASON, KATHY A TTEE + MASON, KATHY					
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 18.45	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2022P01223123:			\$ 0.00

Invoice: 2022P01226938	Acres:	7.50	Location:	330 POVERTY LN		
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		Bill Amount:	\$ 3,357.00	Due Date:	07/13/2022		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due		
07/13/2023	Payment of \$3,357.00	(\$ 3,357.00)	\$ 0.00	\$ 0.00	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Payment of \$268.57	\$ 0.00	(\$ 268.57)	\$ 0.00	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Payment of \$18.45	\$ 0.00	\$ 0.00	(\$ 18.45)	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 18.45	\$ 0.00		
Per Diem:		0.0000	Total Due For Invoice 2022P01226938:			\$ 0.00	

Invoice: 2022P02236814		Acres:	7.50	Location:	330 POVERTY LN		
		Bill Amount:	\$ 3,736.00	Due Date:	12/15/2022		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due		
07/13/2023	Payment of \$3,736.00	(\$ 3,736.00)	\$ 0.00	\$ 0.00	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Payment of \$171.95	\$ 0.00	(\$ 171.95)	\$ 0.00	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Payment of \$20.55	\$ 0.00	\$ 0.00	(\$ 20.55)	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 20.55	\$ 0.00		
Per Diem:		0.0000	Total Due For Invoice 2022P02236814:			\$ 0.00	

Invoice: 2022P02240589		Acres:	7.50	Location:	330 POVERTY LN		
		Bill Amount:	\$ 3,736.00	Due Date:	12/15/2022		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due		
07/13/2023	Payment of \$3,736.00	(\$ 3,736.00)	\$ 0.00	\$ 0.00	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Payment of \$171.95	\$ 0.00	(\$ 171.95)	\$ 0.00	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Payment of \$20.55	\$ 0.00	\$ 0.00	(\$ 20.55)	\$ 0.00		
	Paid By: MASON, KATHY A TTEE + MASON, KATHY						
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 20.55	\$ 0.00		
Per Diem:		0.0000	Total Due For Invoice 2022P02240589:			\$ 0.00	

Invoice: 2023L01000179		Acres:	7.50	Location:	330 POVERTY LN		
		Bill Amount:	\$ 15,740.66	Due Date:	05/07/2024		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due		
05/07/2024	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00		
05/18/2026	Payment of \$1,400.00 (#EFT ACH)	\$ 0.00	(\$ 1,381.50)	(\$ 18.50)	\$ 0.00		
	Paid By: MICHAEL P MASON						
07/20/2026	Payment of \$1,400.00 (#EFT ACH)	\$ 0.00	(\$ 1,400.00)	\$ 0.00	\$ 0.00		
	Paid By: MICHAEL MASON						
07/21/2026	Int/Pen From 07/20/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,078.70		
Per Diem:		6.0375	Total Due For Invoice 2023L01000179:			\$ 17,819.36	

Invoice: 2023P01250449		Acres:	7.50	Location:	330 POVERTY LN		
		Bill Amount:	\$ 7,093.00	Due Date:	07/05/2023		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due		
04/01/2024	Lien Notice	\$ 0.00	\$ 0.00	\$ 44.00	\$ 0.00		
05/07/2024	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00		
05/07/2024	Lien Exec.	(\$ 7,093.00)	(\$ 477.27)	(\$ 63.00)	\$ 0.00		
Per Diem:		0.0000	Total Due For Invoice 2023P01250449:			\$ 0.00	

Invoice: 2023P02331995		Acres:	7.50	Location:	330 POVERTY LN		
		Bill Amount:	\$ 7,856.00	Due Date:	12/13/2023		
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due		
05/07/2024	Lien Exec.	(\$ 7,856.00)	(\$ 251.39)	\$ 0.00	\$ 0.00		
Per Diem:		0.0000	Total Due For Invoice 2023P02331995:			\$ 0.00	

Invoice: 2024L01000054		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 16,950.04	Due Date:	04/15/2025
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
04/17/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
02/18/2026	Payment of \$1,400.00 (#EFT ACH)	\$ 0.00	(\$ 1,381.50)	(\$ 18.50)	\$ 0.00
	Paid By: MICHAEL P MASON				
03/18/2026	Payment of \$1,400.00 (#EFT ACH)	(\$ 590.53)	(\$ 809.47)	\$ 0.00	\$ 0.00
	Paid By: MICHAEL P MASON				
06/15/2026	Payment of \$1,450.00 (#EFT ACH)	(\$ 891.54)	(\$ 558.46)	\$ 0.00	\$ 0.00
	Paid By: MICHAEL P MASON				
07/21/2026	Int/Pen From 06/15/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 213.59
Per Diem:	5.9329	Total Due For Invoice 2024L01000054:			\$ 15,681.56

Invoice: 2024P01048407		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 7,475.00	Due Date:	07/01/2024
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
03/11/2025	Lien Notice	\$ 0.00	\$ 0.00	\$ 22.50	\$ 0.00
04/15/2025	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
04/15/2025	Lien Exec.	(\$ 7,475.00)	(\$ 471.85)	(\$ 41.50)	\$ 0.00
Per Diem:	0.0000	Total Due For Invoice 2024P01048407:			\$ 0.00

Invoice: 2024P02048306		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 8,706.00	Due Date:	12/02/2024
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
04/15/2025	Lien Exec.	(\$ 8,706.00)	(\$ 255.69)	\$ 0.00	\$ 0.00
Per Diem:	0.0000	Total Due For Invoice 2024P02048306:			\$ 0.00

Invoice: 2025L01000047		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 20,158.28	Due Date:	06/04/2026
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/04/2026	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
07/21/2026	Int/Pen From 06/04/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 381.90
Per Diem:	7.7319	Total Due For Invoice 2025L01000047:			\$ 20,540.18

Invoice: 2025P01048304		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 8,090.00	Due Date:	07/01/2025
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
04/09/2026	Lien Notice	\$ 0.00	\$ 0.00	\$ 48.00	\$ 0.00
06/04/2026	Lien Execution	\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
06/04/2026	Lien Exec.	(\$ 8,090.00)	(\$ 599.32)	(\$ 67.00)	\$ 0.00
Per Diem:	0.0000	Total Due For Invoice 2025P01048304:			\$ 0.00

Invoice: 2025P02048207		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 11,025.00	Due Date:	12/30/2025
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
06/04/2026	Lien Exec.	(\$ 11,025.00)	(\$ 376.96)	\$ 0.00	\$ 0.00
Per Diem:	0.0000	Total Due For Invoice 2025P02048207:			\$ 0.00

Invoice: 2026P01046104		Acres:	7.50	Location:	330 POVERTY LN
		Bill Amount:	\$ 9,562.00	Due Date:	07/01/2026
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/21/2026	Int/Pen From 07/01/2026	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41.92
Per Diem:	2.0958	Total Due For Invoice 2026P01046104:			\$ 9,603.92

Total Due For Parcel 188-1-0: \$ 63,645.02

LEVY YEAR TAX TYPE INFORMATION

B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

695 DARTMOUTH COLLEGE HWY 18

Location	695 DARTMOUTH COLLEGE HWY 18	Mblu	99/ 8/ 1800/ /
		Acct#	5861
Owner	OLIVEIRA, GUY & ANN	PBN	
Total Market Value	\$50,000	Appraisal	\$50,000
PID	4575	Building Count	1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$50,000	\$0	\$50,000
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$50,000	\$0	\$50,000

Owner of Record

Owner	OLIVEIRA, GUY & ANN	Sale Price	\$27,000
Co-Owner		Certificate	
Address	695 DARTMOUTH COLLEGE HWY UNIT #18 LEBANON, NH 03766	Book & Page	4428/0157
		Sale Date	04/19/2019
		Instrument	99

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
OLIVEIRA, GUY & ANN	\$27,000		4428/0157	99	04/19/2019
PARSONS, BENJAMIN L	\$25,000		4274/0442	70	03/24/2017
BRASLEY, KRISTI A	\$15,000		4050/0918	99	04/17/2014
LEE, WELLINGTON N & GLORIA J	\$22,000		2672/0658	99	05/31/2002
MASCOMA SAVINGS BANK	\$22,000		2672/0658	99	05/24/2002

Building Information

Building 1 : Section 1

Year Built:	1978
Living Area:	924
Replacement Cost:	\$101,709
Building Percent Good:	54
Replacement Cost Less Depreciation:	\$49,400

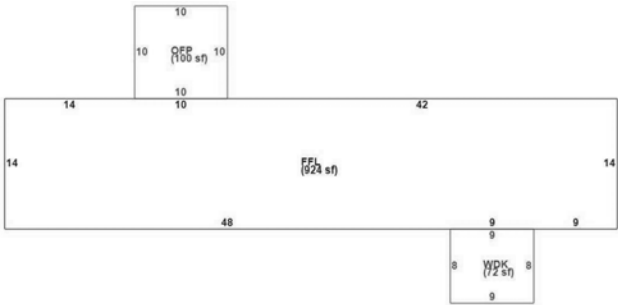
Building Attributes	
Field	Description
Model	MOBILE HOME
Style	MOBILE HM
Grade	FAIR
Stories	1
Residential Units	1
Comm Units	0
Exterior Wall 1	ALUMINUM
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	METAL
Interior Wall 1	PLYWD PANL
Interior Wall 2	
Interior Floor 1	LAMINATE
Interior Floor 2	
Basement Floor	
% Heated	100.00
Heat Fuel	OIL
Heat Type	FORCED H/A
# Heat Systems	1.00
AC Percent	0.00
Bedrooms	2
Full Bath(s)	0
Bath Rating	FAIR
3/4 Bath(s)	
Half Bath(s)	1
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	FAIR
Total Rooms	4
Frame	WOOD
Foundation	PIERS

Building Photo



(<https://images.vgsi.com/photos/lebanonnhPhotos//6214.JPG>)

Building Layout



([ParcelSketch.ashx?pid=4575&bid=4575](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	924	924
OFF	OPEN PORCH	100	0
WDK	WOOD DECK	72	0
		1,096	924

Bsmt Garage	0
Finished Bsmt	
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1030	Size (Acres)	0
Description	MOBIL HM	Frontage	
Zone	RL1	Depth	
Neighborhood	CMH	Total Market Land	\$0
Alt Land Appr Category	No	Appraised Value	\$0

Outbuildings

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
02	SHED/FR			72.00 SF	\$600	1

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total

2025	\$50,000	\$0	\$50,000
2024	\$19,800	\$0	\$19,800
2023	\$19,800	\$0	\$19,800

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$50,000	\$0	\$50,000
2024	\$19,800	\$0	\$19,800
2023	\$19,800	\$0	\$19,800

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

OLIVEIRA, GUY & ANN
695 DARTMOUTH COLLEGE HWY
UNIT #18
LEBANON, NH 03766

OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
Printed Tuesday, July 21, 2026
Interest Calculated As Of 07/21/2026

Map Lot Sub: 99-8-1800

Invoice: 2020L01197399		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 753.78	Due Date:	06/10/2021	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
10/05/2023	Payment of \$244.87	\$ 0.00	(\$ 244.87)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
10/05/2023	Payment of \$753.78	(\$ 753.78)	\$ 0.00	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
10/05/2023	Payment of \$45.00	\$ 0.00	\$ 0.00	(\$ 45.00)	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
10/05/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 45.00	\$ 0.00	
Per Diem:		0.0000	Total Due For Invoice 2020L01197399:			\$ 0.00

Invoice: 2021L01233772		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 758.77	Due Date:	07/18/2022	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
05/30/2024	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
05/30/2024	Deed Notice	\$ 0.00	\$ 0.00	\$ 17.55	\$ 0.00	
07/10/2024	Payment of \$150.00 (Cash)	\$ 0.00	(\$ 113.95)	(\$ 36.05)	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
08/07/2024	Payment of \$150.00 (Cash)	(\$ 45.38)	(\$ 104.62)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
09/16/2024	Payment of \$150.00 (Cash)	(\$ 139.05)	(\$ 10.95)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
10/17/2024	Payment of \$150.00 (Cash)	(\$ 143.17)	(\$ 6.83)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
11/26/2024	Payment of \$150.00 (Cash)	(\$ 143.38)	(\$ 6.62)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
01/14/2025	Payment of \$293.20 (Cash)	(\$ 287.79)	(\$ 5.41)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
Per Diem:		0.0000	Total Due For Invoice 2021L01233772:			\$ 0.00

Invoice: 2021P01192132		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 339.00	Due Date:	07/12/2021	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due	
07/18/2022	Payment of \$339.00	(\$ 339.00)	\$ 0.00	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
07/18/2022	Payment of \$27.64	\$ 0.00	(\$ 27.64)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
07/18/2022	Payment of \$19.31	\$ 0.00	\$ 0.00	(\$ 19.31)	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN					
07/18/2022	Deed Notice	\$ 0.00	\$ 0.00	\$ 19.31	\$ 0.00	

Per Diem:		0.0000	Total Due For Invoice 2021P01192132:		\$ 0.00
Invoice: 2021P02198516		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 337.00	Due Date: 12/06/2021	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/18/2022	Payment of \$337.00	(\$ 337.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/18/2022	Payment of \$16.63	\$ 0.00	(\$ 16.63)	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/18/2022	Payment of \$19.19	\$ 0.00	\$ 0.00	(\$ 19.19)	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/18/2022	Deed Notice	\$ 0.00	\$ 0.00	\$ 19.19	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2021P02198516:		\$ 0.00
Invoice: 2022L01265106		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 528.49	Due Date: 07/13/2023	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 25.00	\$ 0.00
01/14/2025	Payment of \$6.80 (Cash)	\$ 0.00	\$ 0.00	(\$ 6.80)	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
04/14/2025	Payment of \$150.00 (Cash)	(\$ 1.86)	(\$ 129.94)	(\$ 18.20)	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
05/13/2025	Payment of \$150.00 (Cash)	(\$ 144.14)	(\$ 5.86)	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
06/11/2025	Payment of \$150.00 (Cash)	(\$ 145.75)	(\$ 4.25)	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
06/18/2025	Mtge Search/Notice	\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
06/18/2025	Deed Notice	\$ 0.00	\$ 0.00	\$ 20.50	\$ 0.00
07/15/2025	Payment of \$150.00 (Cash)	(\$ 107.91)	(\$ 3.09)	(\$ 39.00)	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
09/30/2025	Payment of \$132.63 (Cash)	(\$ 128.83)	(\$ 3.80)	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
Per Diem:		0.0000	Total Due For Invoice 2022L01265106:		\$ 0.00
Invoice: 2022P01226882		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 338.00	Due Date: 07/13/2022	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Payment of \$338.00	(\$ 338.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/13/2023	Payment of \$27.05	\$ 0.00	(\$ 27.05)	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/13/2023	Payment of \$29.65	\$ 0.00	\$ 0.00	(\$ 29.65)	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 29.65	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2022P01226882:		\$ 0.00
Invoice: 2022P02240543		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18	
		Bill Amount:	\$ 118.00	Due Date: 12/15/2022	
Date	Activity	Amount	Int. Paid	Penalty	Int./Pen. Due
07/13/2023	Payment of \$118.00	(\$ 118.00)	\$ 0.00	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/13/2023	Payment of \$5.44	\$ 0.00	(\$ 5.44)	\$ 0.00	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/13/2023	Payment of \$10.35	\$ 0.00	\$ 0.00	(\$ 10.35)	\$ 0.00
	Paid By: OLIVEIRA, GUY & ANN				
07/13/2023	Deed Notice	\$ 0.00	\$ 0.00	\$ 10.35	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2022P02240543:		\$ 0.00
Invoice: 2023L01000188		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18	

		Bill Amount:	\$ 545.44	Due Date:	05/07/2024		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
05/07/2024	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
09/30/2025	Payment of \$167.37 (Cash)		(\$ 41.96)	(\$ 106.91)	(\$ 18.50)	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN						
12/31/2025	Payment of \$300.00 (#EFT OTC)		(\$ 282.23)	(\$ 17.77)	\$ 0.00	\$ 0.00	
	Paid By: OLIVEIRA, GUY & ANN						
07/21/2026	Int/Pen From 12/31/2025		\$ 0.00	\$ 0.00	\$ 0.00	\$ 17.14	
Per Diem:		0.0849				Total Due For Invoice 2023L01000188:	\$ 238.39

Invoice: 2023P01253985		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 228.00	Due Date:	07/05/2023		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
04/01/2024	Lien Notice		\$ 0.00	\$ 0.00	\$ 22.00	\$ 0.00	
05/07/2024	Lien Execution		\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00	
05/07/2024	Lien Exec.		(\$ 228.00)	(\$ 15.34)	(\$ 41.00)	\$ 0.00	
Per Diem:		0.0000				Total Due For Invoice 2023P01253985:	\$ 0.00

Invoice: 2023P02335704		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 253.00	Due Date:	12/13/2023		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
05/07/2024	Lien Exec.		(\$ 253.00)	(\$ 8.10)	\$ 0.00	\$ 0.00	
Per Diem:		0.0000				Total Due For Invoice 2023P02335704:	\$ 0.00

Invoice: 2024L01000059		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 584.87	Due Date:	04/15/2025		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
04/17/2025	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
07/21/2026	Int/Pen From 04/15/2025		\$ 0.00	\$ 0.00	\$ 0.00	\$ 122.14	
Per Diem:		0.2243				Total Due For Invoice 2024L01000059:	\$ 707.01

Invoice: 2024P01056004		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 240.00	Due Date:	07/01/2024		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
03/11/2025	Lien Notice		\$ 0.00	\$ 0.00	\$ 22.50	\$ 0.00	
04/15/2025	Lien Execution		\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00	
04/15/2025	Lien Exec.		(\$ 240.00)	(\$ 15.15)	(\$ 41.50)	\$ 0.00	
Per Diem:		0.0000				Total Due For Invoice 2024P01056004:	\$ 0.00

Invoice: 2024P02055906		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 280.00	Due Date:	12/02/2024		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
04/15/2025	Lien Exec.		(\$ 280.00)	(\$ 8.22)	\$ 0.00	\$ 0.00	
Per Diem:		0.0000				Total Due For Invoice 2024P02055906:	\$ 0.00

Invoice: 2025L01000052		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 1,167.19	Due Date:	06/04/2026		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
06/04/2026	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00	
07/21/2026	Int/Pen From 06/04/2026		\$ 0.00	\$ 0.00	\$ 0.00	\$ 39.54	
Per Diem:		0.4477				Total Due For Invoice 2025L01000052:	\$ 1,206.73

Invoice: 2025P01056301		Acres:	0.00	Location:	695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 260.00	Due Date:	07/01/2025		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due	
04/09/2026	Lien Notice		\$ 0.00	\$ 0.00	\$ 24.00	\$ 0.00	
06/04/2026	Lien Execution		\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00	
06/04/2026	Lien Exec.		(\$ 260.00)	(\$ 19.26)	(\$ 43.00)	\$ 0.00	

Per Diem:	0.0000	Total Due For Invoice 2025P01056301:	\$ 0.00
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Invoice: 2025P02056206		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 817.00	Due Date: 12/30/2025		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
06/04/2026	Lien Exec.		(\$ 817.00)	(\$ 27.93)	\$ 0.00	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2025P02056206:		\$ 0.00	

Invoice: 2026P01054203		Acres:	0.00	Location: 695 DARTMOUTH COL HWY 18		
		Bill Amount:	\$ 539.00	Due Date: 07/01/2026		
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
07/21/2026	Int/Pen From 07/01/2026		\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.36
Per Diem:		0.1181	Total Due For Invoice 2026P01054203:		\$ 541.36	

		Total Due For Parcel 99-8-1800:	\$ 2,693.49
Per Diem:	0.8750	Total Due For All Parcels:	\$ 2,693.49

LEVY YEAR TAX TYPE INFORMATION		
B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

16 MICHAEL ST

Location 16 MICHAEL ST

Mblu 90/ 42/ 1600/ /

Acct# 2432

Owner BOUTIN, KAREN L

PBN

Total Market Value \$67,100

Appraisal \$67,100

PID 1614

Building Count 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$67,100	\$0	\$67,100
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$67,100	\$0	\$67,100

Owner of Record

Owner	BOUTIN, KAREN L	Sale Price	\$22,000
Co-Owner		Certificate	
Address	16 MICHAEL ST	Book & Page	4493/153
	LEBANON, NH 03766	Sale Date	01/07/2020
		Instrument	99

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
BOUTIN, KAREN L	\$22,000		4493/153	99	01/07/2020
HARVEY, GAIL	\$0		0/0	99	01/04/2016
HARVEY, GAIL +	\$20,000		4106/0951	25	01/16/2015
CORRETTE, ANN	\$14,933		3845/0764	25	12/21/2011
HAZLETT JR, ROBERT	\$13,533		3784/0479	99	04/01/2011

Building Information

Building 1 : Section 1

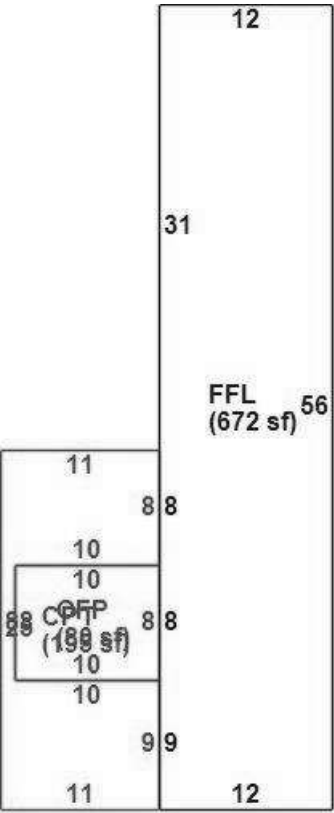
Year Built:	1969
Living Area:	672
Replacement Cost:	\$90,410
Building Percent Good:	82
Replacement Cost Less Depreciation:	\$66,700
Building Attributes	
Field	Description
Model	MOBILE HOME
Style	MOBILE HM
Grade	FAIR
Stories	1
Residential Units	1
Comm Units	0
Exterior Wall 1	STEEL
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	METAL
Interior Wall 1	PLYWD PANL
Interior Wall 2	
Interior Floor 1	LAMINATE
Interior Floor 2	
Basement Floor	
% Heated	100.00
Heat Fuel	GAS
Heat Type	FORCED H/A
# Heat Systems	1.00
AC Percent	0.00
Bedrooms	1
Full Bath(s)	0
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	AVERAGE
Total Rooms	4
Frame	WOOD
Foundation	PIERS

Building Photo



(https://images.vgsi.com/photos/lebanonnhPhotos///0011/IMG_5042_1123)

Building Layout



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pid=1614&bid=1614).

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	672	672
CPT	CARPORT	195	0
OPF	OPEN PORCH	80	0
		947	672

Bsmt Garage	0
Finished Bsmt	
Rec Room	
Fin Attic	
Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use	Land Line Valuation
Use Code1030	Size (Acres)0
DescriptionMOBIL HM	Frontage
ZoneR1	Depth
NeighborhoodJMH	Total Market Land\$0
Alt Land ApprNo	Appraised Value\$0
Category	

Outbuildings

Outbuildings						Legend
Code	Description	Sub Code	Sub Description	Size	Value	Bldg #
02	SHED/FR			48.00 SF	\$400	1

Valuation History

Appraisal

Valuation Year	Improvements	Land	Total
2025	\$67,100	\$0	\$67,100
2024	\$33,400	\$0	\$33,400
2023	\$33,400	\$0	\$33,400

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$67,100	\$0	\$67,100
2024	\$33,400	\$0	\$33,400
2023	\$33,400	\$0	\$33,400

City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

**BOUTIN, KAREN L
16 MICHAEL ST
LEBANON, NH 03766****OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
Printed Tuesday, July 21, 2026
Interest Calculated As Of 07/21/2026****Map Lot Sub: 90-42-1600**

Invoice: 2022P01225997		Acres:	0.00	Location:	16 MICHAEL ST	
		Bill Amount:	\$ 319.00	Due Date:	07/13/2022	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
07/18/2022	Payment of \$319.00 (#2)		(\$ 319.00)	\$ 0.00	\$ 0.00	\$ 0.00
		Paid By: BOUTIN, KAREN L				
Per Diem:		0.0000	Total Due For Invoice 2022P01225997:			\$ 0.00

Invoice: 2022P02239665		Acres:	0.00	Location:	16 MICHAEL ST	
		Bill Amount:	\$ 451.00	Due Date:	12/15/2022	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
02/21/2023	Payment of \$6.72		\$ 0.00	(\$ 6.72)	\$ 0.00	\$ 0.00
		Paid By: BOUTIN, KAREN L				
02/21/2023	Payment of \$451.00		(\$ 451.00)	\$ 0.00	\$ 0.00	\$ 0.00
		Paid By: BOUTIN, KAREN L				
Per Diem:		0.0000	Total Due For Invoice 2022P02239665:			\$ 0.00

Invoice: 2023L01000006		Acres:	0.00	Location:	16 MICHAEL ST	
		Bill Amount:	\$ 891.54	Due Date:	05/07/2024	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
03/27/2025	Payment of \$25.00 (#2170)		\$ 0.00	(\$ 6.50)	(\$ 18.50)	\$ 0.00
		Paid By: BOUTIN, KAREN L				
07/21/2026	Int/Pen From 03/27/2025		\$ 0.00	\$ 0.00	\$ 0.00	\$ 268.78
Per Diem:		0.3420	Total Due For Invoice 2023L01000006:			\$ 1,160.32

Invoice: 2023P01253163		Acres:	0.00	Location:	16 MICHAEL ST	
		Bill Amount:	\$ 385.00	Due Date:	07/05/2023	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
04/01/2024	Lien Notice		\$ 0.00	\$ 0.00	\$ 22.00	\$ 0.00
05/07/2024	Lien Execution		\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
05/07/2024	Lien Exec.		(\$ 385.00)	(\$ 25.91)	(\$ 41.00)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2023P01253163:			\$ 0.00

Invoice: 2023P02334834		Acres:	0.00	Location:	16 MICHAEL ST	
		Bill Amount:	\$ 426.00	Due Date:	12/13/2023	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Lien Exec.		(\$ 426.00)	(\$ 13.63)	\$ 0.00	\$ 0.00

Per Diem:		0.0000	Total Due For Invoice 2023P02334834:		\$ 0.00
Invoice: 2024L01000009		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 958.95	Due Date:	04/15/2025
Date	Activity	Amount		Int. Paid	Penalty
04/17/2025	Mtge Search/Notice	\$ 0.00		\$ 0.00	\$ 18.50
06/03/2025	Mtge Search/Notice	\$ 0.00		\$ 0.00	\$ 20.50
07/21/2026	Int/Pen From 04/15/2025	\$ 0.00		\$ 0.00	\$ 208.93
Per Diem:		0.3678	Total Due For Invoice 2024L01000009:		\$ 1,167.88
Invoice: 2024P01008204		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 405.00	Due Date:	07/01/2024
Date	Activity	Amount		Int. Paid	Penalty
03/11/2025	Lien Notice	\$ 0.00		\$ 0.00	\$ 22.50
04/15/2025	Lien Execution	\$ 0.00		\$ 0.00	\$ 19.00
04/15/2025	Lien Exec.	(\$ 405.00)		(\$ 25.56)	(\$ 41.50)
Per Diem:		0.0000	Total Due For Invoice 2024P01008204:		\$ 0.00
Invoice: 2024P02008206		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 473.00	Due Date:	12/02/2024
Date	Activity	Amount		Int. Paid	Penalty
04/15/2025	Lien Exec.	(\$ 473.00)		(\$ 13.89)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2024P02008206:		\$ 0.00
Invoice: 2025L01000007		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 1,554.92	Due Date:	06/04/2026
Date	Activity	Amount		Int. Paid	Penalty
06/04/2026	Mtge Search/Notice	\$ 0.00		\$ 0.00	\$ 18.50
07/21/2026	Int/Pen From 06/04/2026	\$ 0.00		\$ 0.00	\$ 0.00
Per Diem:		0.5964	Total Due For Invoice 2025L01000007:		\$ 1,601.45
Invoice: 2025P01008207		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 439.00	Due Date:	07/01/2025
Date	Activity	Amount		Int. Paid	Penalty
04/09/2026	Lien Notice	\$ 0.00		\$ 0.00	\$ 24.00
06/04/2026	Lien Execution	\$ 0.00		\$ 0.00	\$ 19.00
06/04/2026	Lien Exec.	(\$ 439.00)		(\$ 32.52)	(\$ 43.00)
Per Diem:		0.0000	Total Due For Invoice 2025P01008207:		\$ 0.00
Invoice: 2025P02008304		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 1,006.00	Due Date:	12/30/2025
Date	Activity	Amount		Int. Paid	Penalty
06/04/2026	Lien Exec.	(\$ 1,006.00)		(\$ 34.40)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2025P02008304:		\$ 0.00
Invoice: 2026P01008201		Acres:	0.00	Location:	16 MICHAEL ST
		Bill Amount:	\$ 723.00	Due Date:	07/01/2026
Date	Activity	Amount		Int. Paid	Penalty
07/21/2026	Int/Pen From 07/01/2026	\$ 0.00		\$ 0.00	\$ 0.00
Per Diem:		0.1585	Total Due For Invoice 2026P01008201:		\$ 726.17
Total Due For Parcel 90-42-1600:					\$ 4,655.82

LEVY YEAR TAX TYPE INFORMATION

B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

41 T ANDREW ST

Location 41 T ANDREW ST

Mblu 90/ 42/ 4100/ /

Acct# 2457

Owner MACADAM, DANIEL R

PBN

Total Market Value \$92,000

Appraisal \$92,000

PID 1639

Building Count 1

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$92,000	\$0	\$92,000
Assessment			
Valuation Year	Improvements	Land	Total
2025	\$92,000	\$0	\$92,000

Owner of Record

Owner	MACADAM, DANIEL R	Sale Price	\$4,000
Co-Owner		Certificate	
Address	41 T ANDREW ST	Book & Page	2042/0227
	LEBANON, NH 03766	Sale Date	08/05/1993
		Instrument	99

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
MACADAM, DANIEL R	\$4,000		2042/0227	99	08/05/1993
MACADAM, JUDITH A	\$35,000		01745/0665	99	06/23/1988
RAYMOND, ALFRED L & LUCINDA M	\$35,000		1745/0665	99	06/17/1988

Building Information

Building 1 : Section 1

Year Built: 1984
Living Area: 840

Replacement Cost: \$131,078
Building Percent Good: 78
Replacement Cost
Less Depreciation: \$92,000

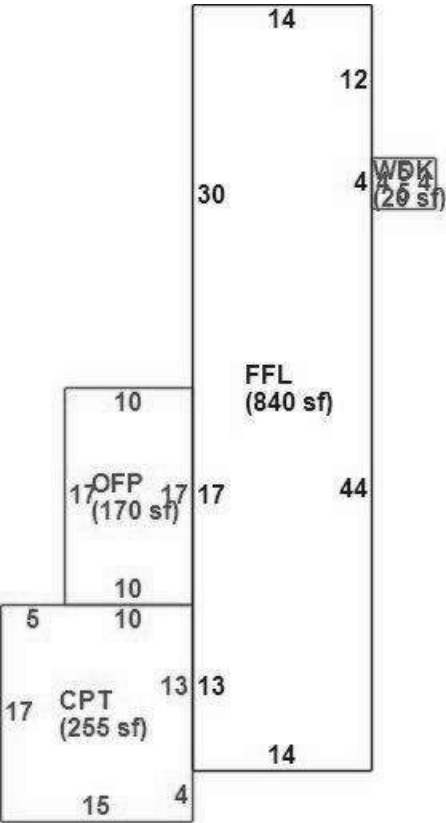
Building Attributes	
Field	Description
Model	MOBILE HOME
Style	MOBILE HM
Grade	AVERAGE
Stories	1
Residential Units	1
Comm Units	0
Exterior Wall 1	STEEL
Exterior Wall 2	
Roof Structure	GABLE
Roof Cover	ASPHALT SH
Interior Wall 1	DRYWALL
Interior Wall 2	PLYWD PANL
Interior Floor 1	CARPET
Interior Floor 2	
Basement Floor	
% Heated	100.00
Heat Fuel	GAS
Heat Type	FORCED H/A
# Heat Systems	1.00
AC Percent	0.00
Bedrooms	2
Full Bath(s)	1
Bath Rating	AVERAGE
3/4 Bath(s)	
Half Bath(s)	0
Extra Fixture(s)	0
Plumbing	TYPICAL
Kitchen(s)	1
Kitchen Rating	AVERAGE
Total Rooms	4
Frame	WOOD
Foundation	PIERS
Bsmt Garage	0
Finished Bsmt	
Rec Room	
Fin Attic	

Building Photo



(https://images.vgsi.com/photos/lebanonnhPhotos///0011/IMG_4546_1110f)

Building Layout



([ParcelSketch.ashx?pid=1639&bid=1639](#))

Building Sub-Areas (sq ft)			Legend
Code	Description	Gross Area	Living Area
FFL	1ST FLOOR	840	840
CPT	CARPORT	255	0
OFP	OPEN PORCH	170	0
WDK	WOOD DECK	20	0
		1,285	840

Parking	
Fireplace(s)	0
Fireplace Rating	
WS Flues	0
WS Flue Rating	
Interior/Exterior	
View	AVERAGE
Electric	ADEQUATE
Insulation	TYPICAL
Partition	TYPICAL
Solar Hot Water	No
Central Vac	No
Nbhd Modifier	
MH Make	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use	Land Line Valuation
Use Code 1030	Size (Acres) 0
Description MOBIL HM	Frontage
Zone R1	Depth
Neighborhood JMH	Total Market Land \$0
Alt Land Appr No	Appraised Value \$0
Category	

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2025	\$92,000	\$0	\$92,000
2024	\$51,500	\$0	\$51,500
2023	\$51,500	\$0	\$51,500

Assessment			
Valuation Year	Improvements	Land	Total
2025	\$92,000	\$0	\$92,000
2024	\$51,500	\$0	\$51,500
2023	\$51,500	\$0	\$51,500

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City of Lebanon

51 N. Park Street

Lebanon, NH 03766

Office Hours

Monday-Thursday 7am - 5pm

(603) 448-3054

MACADAM, DANIEL R
41 T ANDREW ST
LEBANON, NH 03766

OFFICE OF THE TAX COLLECTOR
SUMMARY OF ACTIVITY BY OWNER
Printed Tuesday, July 21, 2026
Interest Calculated As Of 07/21/2026

Map Lot Sub: 90-42-4100

Invoice: 2022P01226025		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 360.00	Due Date:	07/13/2022	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
07/07/2022	Payment of \$360.00 (#2)		(\$ 360.00)	\$ 0.00	\$ 0.00	\$ 0.00
		Paid By: MACADAM, DANIEL R				
Per Diem:		0.0000	Total Due For Invoice 2022P01226025:			\$ 0.00

Invoice: 2022P02239693		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 827.00	Due Date:	12/15/2022	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
12/05/2022	Payment of \$827.00 (#8)		(\$ 827.00)	\$ 0.00	\$ 0.00	\$ 0.00
		Paid By: MACADAM, DANIEL R				
Per Diem:		0.0000	Total Due For Invoice 2022P02239693:			\$ 0.00

Invoice: 2023L01000177		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 1,131.93	Due Date:	05/07/2024	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 18.50	\$ 0.00
06/11/2024	Mtge Search/Notice		\$ 0.00	\$ 0.00	\$ 40.00	\$ 0.00
07/21/2026	Int/Pen From 05/07/2024		\$ 0.00	\$ 0.00	\$ 0.00	\$ 408.00
Per Diem:		0.4342	Total Due For Invoice 2023L01000177:			\$ 1,539.93

Invoice: 2023P01253191		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 594.00	Due Date:	07/05/2023	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
04/01/2024	Lien Notice		\$ 0.00	\$ 0.00	\$ 22.00	\$ 0.00
05/06/2024	Payment of \$220.00 (Cash)		(\$ 158.16)	(\$ 39.84)	(\$ 22.00)	\$ 0.00
		Paid By: MACADAM, DANIEL R				
05/07/2024	Lien Execution		\$ 0.00	\$ 0.00	\$ 19.00	\$ 0.00
05/07/2024	Lien Exec.		(\$ 435.84)	(\$ 0.10)	(\$ 19.00)	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2023P01253191:			\$ 0.00

Invoice: 2023P02334862		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 656.00	Due Date:	12/13/2023	
Date	Activity		Amount	Int. Paid	Penalty	Int./Pen. Due
05/07/2024	Lien Exec.		(\$ 656.00)	(\$ 20.99)	\$ 0.00	\$ 0.00
Per Diem:		0.0000	Total Due For Invoice 2023P02334862:			\$ 0.00

Invoice: 2024L01000050		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 1,455.33	Due Date:	04/15/2025	
Date	Activity	Amount		Int. Paid	Penalty	Int./Pen. Due
04/17/2025	Mtge Search/Notice	\$ 0.00		\$ 0.00	\$ 18.50	\$ 0.00
06/03/2025	Mtge Search/Notice	\$ 0.00		\$ 0.00	\$ 41.50	\$ 0.00
07/21/2026	Int/Pen From 04/15/2025	\$ 0.00		\$ 0.00	\$ 0.00	\$ 317.89
Per Diem:		0.5582		Total Due For Invoice 2024L01000050:		\$ 1,773.22

Invoice: 2024P01046504		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 625.00	Due Date:	07/01/2024	
Date	Activity	Amount		Int. Paid	Penalty	Int./Pen. Due
03/11/2025	Lien Notice	\$ 0.00		\$ 0.00	\$ 22.50	\$ 0.00
04/15/2025	Lien Execution	\$ 0.00		\$ 0.00	\$ 19.00	\$ 0.00
04/15/2025	Lien Exec.	(\$ 625.00)		(\$ 39.45)	(\$ 41.50)	\$ 0.00
Per Diem:		0.0000		Total Due For Invoice 2024P01046504:		\$ 0.00

Invoice: 2024P02046401		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 728.00	Due Date:	12/02/2024	
Date	Activity	Amount		Int. Paid	Penalty	Int./Pen. Due
04/15/2025	Lien Exec.	(\$ 728.00)		(\$ 21.38)	\$ 0.00	\$ 0.00
Per Diem:		0.0000		Total Due For Invoice 2024P02046401:		\$ 0.00

Invoice: 2025P01046303		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 0.00	Due Date:	07/01/2025	
Date	Activity	Amount		Int. Paid	Penalty	Int./Pen. Due
Per Diem:		0.0000		Total Due For Invoice 2025P01046303:		\$ 0.00

Invoice: 2025P02046302		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 0.00	Due Date:	12/30/2025	
Date	Activity	Amount		Int. Paid	Penalty	Int./Pen. Due
Per Diem:		0.0000		Total Due For Invoice 2025P02046302:		\$ 0.00

Invoice: 2026P01044106		Acres:	0.00	Location:	41 T ANDREW ST	
		Bill Amount:	\$ 0.00	Due Date:	07/01/2026	
Date	Activity	Amount		Int. Paid	Penalty	Int./Pen. Due
Per Diem:		0.0000		Total Due For Invoice 2026P01044106:		\$ 0.00

Total Due For Parcel 90-42-4100: \$ 3,313.15

Per Diem: 0.9924 Total Due For All Parcels: \$ 3,313.15

LEVY YEAR TAX TYPE INFORMATION

B - Betterment	P - Property	T - Timber Yield
G - Gravel Yield	R - Residence	U - Use Change
L - Lien	S - Sewer	W - Water

TITLE V TAXATION

CHAPTER 80 COLLECTION OF TAXES

Real Estate Tax Liens

Section 80:76

80:76 Tax Deed. –

I. The collector, after 2 years from the execution of the real estate tax lien, shall execute to the lienholder a deed of the land subject to the real estate tax lien and not redeemed. The deed shall be substantially as follows:

Know all men by these presents, That I, _____, collector of taxes for the Town of _____, in the County of _____ and State of New Hampshire, for the year 19____, by the authority in me vested by the laws of the state, and in consideration of _____ to me paid by _____, do hereby sell and convey to _____, the said _____, (here describe the land sold), to have and to hold the said premises with the appurtenances to _____, forever. And I do hereby covenant with said _____, that in making this conveyance I have in all things complied with the law, and that I have a good right, so far as the right may depend upon the regularity of my own proceedings, to sell and convey the same in manner aforesaid. In witness whereof I have hereunto set my hand and seal the _____ day of _____, _____.

Signed, sealed and delivered in the presence of _____.

II. Notwithstanding the provisions of paragraph I, the collector shall not execute a deed of the real estate to a municipality when the governing body of the municipality has notified the collector that it shall not accept the deed because acceptance would subject the municipality to potential liability as an owner of property under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. section 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. section 6901 et seq., RSA 147-A and 147-B, and any other federal or state environmental statute which imposes strict liability on owners for environmental impairment of the real estate involved.

II-a. In addition to the circumstances described in paragraph II, the governing body of the municipality may refuse to accept a tax deed on behalf of the municipality, and may so notify the collector, whenever in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, including

obligations under real estate covenants or obligations to tenants, or for any other reason would be contrary to the public interest. Such a decision shall not be made solely for the private benefit of a taxpayer.

III. When a governing body has, under paragraph II or II-a, served notice upon the collector it shall not accept the deed, the tax lien shall remain in effect indefinitely, retaining its priority over other liens. The taxpayer's right of redemption as provided by RSA 80:69 shall likewise be extended indefinitely, with interest continuing to accrue as provided in that section. The tax lien may be enforced by the municipality by suit as provided under RSA 80:50, and through any remedy provided by law for the enforcement of other types of liens and attachments. If at any time, in the judgment of the municipal governing body, the reasons for refusing the tax deed no longer apply, and the tax lien has not been satisfied, the governing body may instruct the collector to issue the tax deed, and the collector shall do so after giving the notices required by RSA 80:77 and 80:77-a.

Source. 1987, 322:1. 1994, 199:3. 1997, 266:3, eff. Jan. 1, 1998.

**Agenda
Lebanon City Council
August 19, 2026**

12. New Business:

12.D – Dog Licensing Civil Forfeiture Update

Background

In accordance with NH RSA 466:14, on June 3, 2026, City Clerk Jaseya Ewing presented the Dog Licensing Warrant for Civil Forfeiture Notice to the City Council for approval. NH RSA 466:16 requires the City Clerk to report back to the City Council on or before August 31st with the number of owners who received and paid the civil forfeiture, the number of dogs in the City that have been seized and held, and the number of owners who have received a summons to a district or municipal court for failure to pay the civil forfeiture or license their dog.

Please see the attached memo from City Clerk Jaseya Ewing providing the figures as required by NH RSA 466:16.

Action

This agenda item is for informational purposes only. No further action is required by the Council.

Included in this Section:

1. July 20, 2026, Memo from City Clerk Jaseya Ewing, re: Dog Licensing – Civil Forfeiture Notice – Returns
2. Excerpts of NH RSA 466

MEMORANDUM

TO: Mayor and Members of the City Council

FROM: Jaseya Ewing, City Clerk

DATE: July 20, 2026

RE: Dog Licensing - Civil Forfeiture Notice – Returns

At its meeting on June 3, 2026, the Lebanon City Council issued a warrant authorizing the Lebanon City Clerk's Office to issue Civil Forfeiture notices to all delinquent dog owners per RSA 466:14.

Per RSA 466:16, the City Clerk's Office is required to report back to the City Council on or before August 31st with the number of owners who received and paid the civil forfeiture, the number of dogs in the city or town that have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

As of July 20, 2026:

Local Statistics	
The number of civil forfeiture notices mailed to residential dog owners	361
The number of residents who have paid the civil forfeiture fee	75
The number of residents who have moved or have a deceased dog	2
The number of new dogs since issuing the initial warrant	43
The number of residents who have received a summons issued by the PD*	0
The number of seized dogs in Lebanon, NH**	0

*The Lebanon Police Department does not seize dogs as a result of failure to license.

** A list of negligent owners will be provided to the Police Department who will contact the owners. Summons have not yet been issued but are expected to be soon.

Chapter 466

DOGS AND CATS

Licensing of Dogs

466:1 Procuring License; Tag. — Every owner or keeper of a dog 4 months old or over shall annually, cause it to be registered, numbered, described, and licensed for one year in the office of the clerk of the city or town in which the dog is kept, and shall cause it to wear around its neck a collar to which shall be attached a metal tag with the following information thereon: the name of the city or town, year of issue of license and its registered number. The tag and license shall be furnished by the clerk at the expense of the city or town. Regardless of when the license is obtained, the license shall be effective from May 1 of each year to April 30 of the subsequent year.

Source. 1891, 60:1. 1925, 96:1. PL 150:6. RL 180:6. RSA 466:1. 1957, 217:1. 1995, 298:1. 1996, 67:1. 1997, 273:1, eff. Jan. 1, 1998.

466:11 Records. —

I. Clerks of towns and cities shall keep a record of all licenses issued by them, with the names of the keepers or owners of dogs licensed, and the names, registered numbers and descriptions of all such dogs. Clerks of towns and cities shall furnish yearly to the local governing body a list of those owners who have failed to renew their license for use in preparing the warrant of unlicensed dogs.

II. With the owner's consent, a veterinarian may report the euthanizing or death during treatment of a licensed dog to the town or city clerk in order to have the record reflect that the dog was euthanized or died. A veterinarian providing such a report may also provide the town or city clerk with the mailing and street addresses of the owner of the dog. Written reports, if any, shall be destroyed after receipt by the town or city clerk, and any resulting record reflecting the dog's death shall not specify the manner or cause of death.

Source. 1891, 60:5. PL 150:13. RL 180:13. RSA 466:11. 1994, 353:5. 2008, 42:1, eff. July 11, 2008.

466:13 Forfeiture. — Whoever is the owner or keeper of a dog and who fails to license or renew the dog license pursuant to RSA 466:1 shall forfeit \$25 to the town or city clerk of the municipality in which the dog is kept. If the forfeiture is not made to the town or city clerk within 15 calendar days of the notice of forfeiture, the case may be disposed of in a district court as a violation with a fine not to exceed \$50, notwithstanding the provisions of RSA 651:2, IV. A forfeiture shall not relieve the owner or keeper of the requirement of proper licensing of the dog as required by RSA 466:1. This section shall also apply to cats, if the municipality licenses cats. Any forfeitures collected under this section may be retained by the city or town for the administration and enforcement of this chapter.

Source. 1891, 60:8. PL 150:15. RL 180:15. RSA 466:13. 1994, 353:6. 1995, 298:9. 1996, 67:4. 2001, 274:6, eff. July 16, 2001.

Unlicensed Dogs

466:14 Warrants; Proceedings. – The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

Source. RS 127:5. CS 133:5. GS 105:5. GL 115:7. PS 118:8. 1891, 60:11. PL 150:18. RL 180:18. RSA 466:14. 1965, 325:2. 1967, 150:1. 1977, 559:1. 1983, 198:1. 1987, 91:1. 1994, 353:7. 1995, 298:10. 1996, 67:5. 2000, 128:1. 2001, 274:7. 2014, 178:1, eff. July 1, 2014.

466:16 Returns. – Each local law enforcement officer to whom the warrant named in RSA 466:14 is issued shall return the warrant, on or before August 31, to the local governing body issuing it and, shall state in the return the number of owners who received and paid the civil forfeiture, the number of dogs in the city or town which have been seized and held under the provisions of RSA 466:14, and the number of owners who have received summons to a district or municipal court for failure to pay the civil forfeiture pursuant to RSA 466:13 or to license the dog pursuant to RSA 466:1.

Source. 1891, 60:12. PL 150:20. RL 180:20. RSA 466:16. 1994, 353:8. 2000, 128:2, eff. Jan. 1, 2001.

Agenda

Lebanon City Council

August 19, 2026

12. New Business:

12.E – Discussion of City Council Housing Goals and Potential Zoning Amendments

Background

In February 2026, after discussions about proposed zoning amendments in the Route 120 corridor ended with the City Council choosing to take no action, the Planning & Development Department was asked to provide presentations on the state of housing in the City. In particular, the Council expressed an interest in learning more about the types, numbers, and locations of housing units already approved for development; the status of various approved projects; and how recent planning efforts and development projects align with the existing Master Plan, Open Space Plan, and other guiding documents. The requested presentations were provided in March and April. At the July 15th meeting, the City Council received additional information and studies about potential constraints to further development, including the anticipated capacity of schools, water and wastewater infrastructure, and emergency services to accommodate future growth.

In addition, over the last couple of months, the Lebanon Housing Task Force has wrapped up its two-year effort to study housing and to recommend changes and updates to the Housing chapter of the 2012 Master Plan. The draft Housing chapter was provided to the Council for review on June 17th.

In conjunction with the Housing Task Force's work on the Master Plan chapter, Lebanon was selected in August 2025 to participate in a national Housing Supply Accelerator Challenge, an initiative of the American Planning Association and the National League of Cities designed to accelerate the implementation of proven and innovative housing strategies in communities across the country. Participation in the Accelerator Challenge enabled the City to receive additional technical assistance on the issue of housing. At the July 15th Council meeting, a Technical Assistance Panel (TAP) from the Urban Land Institute-Boston presented a summary of its 2-day effort to tour the City, review the draft Master Plan, and meet with key stakeholders. The TAP provided a preview of recommendations on how best to implement the actions and achieve the goals of the draft Housing chapter. The final report from the TAP is expected within approximately 3 months.

Based on the information, data, and recommendations received over the last several months, the City Council intended to discuss its goals for housing and development, and to provide guidance to the City Administration and the Planning and Development Department on potential zoning amendments and other policies needed to address the community's needs and goals.

Action

Recommended action will be determined based on the City Council's discussion of this agenda item.

Not Included, but Available:

1. [March 18, 2026 City Council Agenda Packet – Item 11.B, Discussion on State of Housing with Planning and Development Department](#)
2. [April 15, 2026 City Council Agenda Packet – Item 11.E – Continuation of Discussion on State of Housing with Planning and Development Department](#)
3. [June 17, 2026 City Council Agenda Packet – Item 12.C – Draft Housing Chapter of the Master Plan](#)
4. [July 15, 2026 City Council Agenda Packet – Item 13.B – Presentation on Potential Housing Development Capacity Constraints](#)
5. [July 15, 2026 City Council Agenda Packet – Item 13.A – Review and Discussion of Draft Housing Chapter of the Master Plan Report by Housing Task Force with Analysis by Urban Land Institute](#)

**Agenda
Lebanon City Council
August 19, 2026**

12. New Business:

12.F – Discussion and Authorization for the City Manager to Execute a Ground Lease Agreement with the Boys and Girls Clubs of Central and Northern New Hampshire for Construction of a Childcare Facility at 226 Mascoma Street

Background

The Boys and Girls Clubs of Central and Northern New Hampshire (“Club”) had been in negotiations with the Lebanon School District (“SAU”) to construct and operate a childcare facility on the SAU’s property at 20 Seminary Hill, West Lebanon. The parties were unable to come to an agreement on the lease terms. As an alternative, the Club is now evaluating the City’s property at 226 Mascoma Street (Tax Map 90, Lot 26) (“Property”) for development of the proposed childcare facility (“Project”). The Project is described in more detail in the attached Letter of Intent dated July 16, 2026, which was signed by the City and the Club following discussion with the City Council at its meeting on July 15, 2026.

Pursuant to the Letter of Intent, the City and Club have negotiated the terms of a lease agreement for the long-term lease of the Property to the Club for purposes of constructing and operating the proposed childcare facility. The negotiated lease terms are included in the attached draft Ground Lease.

The proposed ground lease concerns approximately 0.77 acres of City-owned property at 226 Mascoma Street, currently improved with a vacant single-family residence. The City would demolish the existing structure, after which the Club would take possession for a 40-year lease term, with two optional 10-year extensions. The Club intends to construct, operate, and maintain a childcare center along with related site improvements such as parking, a playground, landscaping, stormwater features, and utilities. The lease structure supports the City’s pursuit of funding to assist with Project financing including CDBG funding and federal FY24 HUD earmark funding. Base rent would be one dollar per year in recognition of the public benefit of developing a childcare facility and the Club’s substantial capital investment in improving the Property. The B&G Club has agreed to pay impact fees associated with building the structure, subject to the Council considering a waiver if requested.

The Club will be responsible for obtaining all zoning, site plan, and building approvals, and may terminate the lease if required Zoning Board or Planning Board conditions materially alter the project. All improvements constructed by the Club would remain Club-owned during the lease term but would revert to the City, free of liens, upon expiration of the lease or earlier termination. The Club will be solely responsible for maintenance, utilities, regulatory compliance, and ensuring the property is safely operated.

The City Manager recommends approval of the lease terms and requests authorization to execute the Ground Lease with the Club.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council, pursuant to its authority to manage municipal property under RSA 41:11-a, hereby authorizes the City Manager to execute a Ground Lease Agreement with the Boys and Girls Clubs of Central and Northern New Hampshire for the potential construction and operation of a childcare facility on City property at 226 Mascoma Street, Lebanon, Tax Map 90, Lot 26, and to execute any related documents and take all actions necessary to implement the Agreement.

Included in this Section:

1. Letter of Intent dated July 16, 2026
2. Draft Ground Lease Agreement between the City of Lebanon and The Boys and Girls Clubs of Central and Northern New Hampshire, Inc.



CITY of LEBANON, NH

City Manager's Office
51 North Park Street
Lebanon, NH 03766
(603) 448-4220
www.LebanonNH.gov

July 16, 2026

Christopher Emond, CEO
Boys & Girls Clubs of Central and Northern NH
55 Bradley Street
Concord, NH 03301

Re: Intent to Lease for Lebanon Childcare Facility – 226 Mascoma Street (Tax Map 90, Lot 26)

Dear Mr. Emond:

On behalf of the City of Lebanon (the “City”), I hereby affirm the City’s intent to enter into a ground lease agreement with the Boys & Girls Clubs of Central and Northern New Hampshire (“BGC”) for development of the BGC Upper Valley childcare facility in Lebanon, New Hampshire (the “Project”). As now proposed, the Project includes construction of a childcare facility on the City’s property at 226 Mascoma Street (“Property”) including parking, access, pedestrian circulation, an outdoor play area, and other related site improvements.

The facility will be funded, constructed, owned, and operated by BGC, which is an affiliate of Boys & Girls Clubs of America, a national organization with an outstanding reputation for not only operations and facilities, but also community impact. The City recognizes and fully supports BGC’s proven capacity to deliver high-quality facilities and services of substantial community value.

The Project’s intent is to serve the documented and immediate regional need for high-quality early childhood education (ECE) and associated dedicated childcare facilities. It is supported by the [Upper Valley Childcare Solutions Partnership](#), launched in 2025 by Grafton Regional Development Corporation. The proposed location is an optimal, centralized candidate. It maximizes activation of currently underutilized assets, demonstrating responsible use of public resources. It also supports local families’ efficient access to services, thereby enhancing their future capacity to stay as members of our community, schools, and economy at large.

The City Manager has been granted authorization by City Council vote to negotiate and enter into a ground lease with BGC. BGC, with Partnership support, has successfully applied for catalyst funding and is ready for full design and construction funding pending site control, including multiple federal funding sources, one of which would be sub-granted by the City.

So that site control can be conveyed, the City is working in earnest with BGC to finalize a ground lease for the Property while the Project design continues to evolve with input from the surrounding community. At the same time, an environmental review will commence shortly in order to meet initial screening requirements, and a survey to define the leased premises will be completed in the near future.

The City is committed to entering into a ground lease with BGC for the Property. The parties are actively negotiating and drafting terms the ground lease, which will require City Council approval prior to execution. The draft ground lease will be presented to the City Council on August 19, 2026, with the intention to proceed to execution immediately upon approval.

The City is fully committed to working in close partnership with BGC to advance the Project, which will meaningfully expand childcare availability in the Upper Valley, strengthen the region's workforce infrastructure, and support families who rely on dependable, high-quality early childhood services. The Project's placement on City property represents a purposeful and strategic deployment of public assets to maximize community benefit in furtherance of the City's vision for expanding childcare capacity in a thoughtful and sustainable manner.

Sincerely,

Andrew Hosmer

Andrew Hosmer
City Manager
City of Lebanon

ACKNOWLEDGED BY:

Christopher Emond
Christopher Emond (Jul 20, 2026 11:26:28 EDT)

Christopher Emond, CEO
Boys & Girls Clubs of Central and Northern NH

cc: Douglas Whittlesey, Mayor, Lebanon, NH
Nancy Merrill, Upper Valley Childcare Solutions Partnership

GROUND LEASE

This GROUND LEASE (this "Lease") is made as of August __, 2026 (the "Effective Date"), by and between the CITY OF LEBANON, a New Hampshire municipal corporation with a mailing address of 51 North Park Street, Lebanon, NH 03766 ("Landlord"), and the BOYS & GIRLS CLUB OF CENTRAL AND NORTHERN NEW HAMPSHIRE, a New Hampshire nonprofit corporation, with a mailing address of 55 Bradley Street, Concord NH 03301 ("Tenant"). Landlord and Tenant may be referred to individually as a "Party" and collectively as the "Parties."

1. Recitals; Purpose.

A. Landlord is the owner of certain real property consisting of +/- 0.77 acres located at 226 Mascoma Street, Lebanon, New Hampshire, identified on Lebanon Tax Map 90 as Lot 26 (the "Property"), which is currently improved with a vacant single-family residence.

B. Tenant desires to lease the Property to construct, operate, and maintain a childcare center and related site improvements, including a playground and associated parking (the "Project").

C. On July 15, 2026, the Lebanon City Council approved the submittal of a Community Development Block Grant ("CDBG") application to the New Hampshire Community Development Finance Authority ("NHCDFA") for up to \$750,000 in CDBG Public Facilities funds to be sub-granted to Tenant ("CDBG Funding"). If awarded, the CDBG Funding will be used to construct the childcare center on the Property. Additionally, the City has been awarded FY24 federal earmark funding from the U.S. Department of Housing and Urban Development ("HUD") which the City will sub-grant to the Tenant for constructing the Project ("FY24 Earmark Funding").

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

2. Leased Property.

2.1 Leased Property. Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the Property as described in **Exhibit A** and as depicted on a survey titled, _____, prepared by _____, dated _____, 2026, Project Number _____, a copy of which is attached as **Exhibit B**, solely for the uses expressly permitted in this Lease, together with the rights appurtenant thereto as expressly granted in this Lease.

2.2 Site Plan.

(i) Within approximately eight (8) months of the Effective Date (the "Site Plan Deadline"), Tenant shall use commercially reasonable efforts to prepare and submit to Landlord a site plan for the Property. The site plan shall reflect any requirements of applicable governmental authorities, and shall depict the final location and configuration of: the childcare facility; all parking areas; the playground; the access drive, walkways, and circulation routes; landscaping; stormwater facilities;

utilities; and any other material site improvements. The Parties acknowledge that the Site Plan Deadline is an estimate based on current engineering projections and that unforeseen conditions may require additional time; accordingly, the Site Plan Deadline shall be extended as reasonably necessary to account for delays beyond Tenant's reasonable control, provided that Tenant is diligently pursuing completion of the site plan.

(ii) Landlord shall review the proposed site plan and shall provide written approval, comments, or objections within thirty (30) days of submission. Landlord's review and approval shall be limited solely to confirming coordination with Landlord's operations and reserved rights under this Lease; it shall not constitute professional design approval or relieve Tenant of responsibility for obtaining required regulatory approvals, and Landlord shall not withhold approval on any basis other than a material conflict with Landlord's operations or reserved rights under this Lease. The site plan approved by Landlord shall be the basis for land use applications discussed in Section 6 of this Lease.

(iv) Following Landlord's approval of the site plan pursuant to Section 2.3(ii), Landlord shall not, during the permitting, design, or construction process, impose requirements, conditions, or modifications to the scope, configuration, or cost of improvements beyond those: (A) required by applicable law or a governmental authority with jurisdiction over the project; or (B) agreed to by Tenant in writing. For the avoidance of doubt, Landlord shall not condition its cooperation, approvals, consents, or access to the Property on Tenant constructing improvements, making contributions, or incurring costs beyond the scope of the Improvements as approved by the applicable governmental authorities, regardless of Tenant's funding status or financing.

2.3 No Conveyance. This Lease conveys a leasehold interest only. Title to the Property remains with Landlord at all times.

2.4 Financing Obligations. Tenant may execute and/or may permit to be recorded any mortgage, performance lien, restrictive covenant, or other security instrument required in connection with the CDBG Funding, if awarded, and the FY24 Earmark Funding, as well as any funding by the Northern Borders Regional Commission (NBRC) and any NHCDFA tax credits. Tenant may not execute and/or allow any other such document or instrument to be executed by any other lender without Landlord approval, which approval shall not be unreasonably withheld, conditioned, or delayed, and, if applicable, NHCDFA or other funding partner approval.

3. Demolition; Term; Possession.

3.1 Demolition. Prior to delivering possession of the Property to Tenant, Landlord shall demolish and remove, at Landlord's sole cost and expense, the existing single-family residence ("Demolition"), which Demolition shall be performed by Landlord in compliance with all codes, ordinances and regulations. The Demolition shall be completed by a date mutually agreeable to the Parties ("Date of Demolition").

3.2 Term. The term of this Lease (the "Term") shall be forty (40) years, commencing one (1) business day following the Date of Demolition (the "Commencement Date") and expiring forty (40) years from the

Commencement Date (the “Expiration Date”), unless earlier terminated in accordance with this Lease, or unless extended per Section 3.4 below.

3.3 Possession. Landlord shall deliver possession of the Property to Tenant on the Commencement Date, subject to (i) existing matters of record, (ii) Landlord’s reserved rights herein, (iii) applicable laws and regulations, and (iv) grant recipient agreement(s), as applicable, including but not limited to the CDBG/HUD Agreements (as defined herein), as well as any grant or conditional funding agreements directly between the Tenant and any other funding partner, including but not limited to the Northern Border Regional Commission (NBRC).

3.4 Option to Extend. Provided that Tenant delivers written notice of exercise to Landlord not less than six (6) months prior to the expiration of the then-current Term, Tenant shall have two (2) consecutive options to extend the Term for a period of ten (10) years each (each, an “Extension Period”). All terms and conditions of this Lease shall apply during each Extension Period, including that Base Rent during any Extension Period shall be One Dollar (\$1.00) per year.

As a precondition to the exercise and implementation of each option to extend, Tenant must:

- (1) not be in default of the terms and conditions of this Lease at the time it exercises the option to extend;
- (2) have had a consistent pattern and practice of being in substantial compliance with all terms of this Lease; and
- (3) give written notice to Landlord that Tenant is exercising its option to extend between 180 and 365 days before the Term or first Extension Period ends, as may be applicable.

Further extensions may be negotiated by mutual written agreement.

3.5 Funding Agreements. As part of the City’s FY24 Earmark Funding grant agreement, and if the CDBG Funding is awarded, the Parties will enter into agreements for each funding source (collectively, the “CDBG/HUD Agreements”), the requirements of which shall automatically be incorporated into this Ground Lease. The requirements of the CDBG/HUD Agreements shall supersede any conflicting provisions of this Ground Lease.

4. Rent; Additional Charges.

4.1 Base Rent. Tenant shall pay Landlord base rent of One Dollar (\$1.00) per year, in recognition of the public benefit provided by Tenant’s childcare operations and Tenant’s substantial capital investment in the Property.

4.2 Late Payments. Any Rent not paid within thirty (30) days after written invoice/due date shall accrue interest at the lesser of (i) 1.5% per annum or (ii) the maximum rate permitted by law.

4.3 Reporting. No less frequently than once per year commencing on the first anniversary of Tenant’s first day of business operation of the proposed childcare facility, Tenant shall provide to Landlord a written

report on its business upon the Property, including the number of staff employed and number of families served broken down by the families' place of residence, as a means of informing the public of the responsible and beneficial use of the Property. In connection with the CDBG Funding, if awarded, Tenant shall also collect and maintain income and household data needed for CDBG low to moderate income ("LMI") compliance.

5. Permitted Use.

5.1 Permitted Use. The Property shall be used by Tenant solely for: (a) constructing, operating and maintaining a childcare center and related youth/family programming customary to such a facility; (b) constructing, operating and maintaining access drives, parking, playground, walkways, landscaping, utilities, stormwater and other site improvements supporting the childcare center, as depicted in the Site Plan (as defined herein); and (c) other uses approved in writing by Landlord in its reasonable discretion, consistent with applicable zoning/land use approvals and consistent with the CDBG/HUD Agreements and all applicable funding partner requirements per Section 6.3 below.

5.2 Prohibited Uses. Tenant shall not use or permit the Property to be used for any unlawful, noxious, hazardous, or materially disruptive use, or any use that would void insurance coverage or materially increase Landlord's risk without Landlord's prior written consent.

6. Compliance; Approvals.

6.1 Compliance with Law. Tenant shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements (including childcare licensing), and ordinances.

6.2 Land Use and Building Approvals. Tenant shall be responsible for obtaining and maintaining all permits and approvals required for its improvements and operations, including zoning and site plan approvals, building permits, and occupancy approvals, as set forth more specifically below. Landlord shall cooperate in good faith and execute such documents and applications as may be reasonably required to support Tenant's permitting efforts, and such cooperation shall not impose additional obligations on Landlord beyond those set forth in this Lease.

(a) Following Landlord's approval of the site plan pursuant to Section 2.3(ii), Tenant shall use commercially reasonable efforts to prepare and submit to the City of Lebanon Planning and Development Department, within a reasonable time, all applications needed to obtain local land use approvals for construction of the Improvements, including but not limited to applications to the City of Lebanon Zoning Board of Adjustment ("ZBA") and the City of Lebanon Planning Board ("Planning Board") as may be required pursuant to the City of Lebanon's land use regulations. All such applications shall comply and conform with established Planning and Development Department procedures, the Lebanon Zoning Ordinance and the Lebanon Site Plan Review Regulations.

(b) The Parties acknowledge that the ZBA and/or Planning Board may, as part of their review of the project, require changes to the site plan or impose conditions of approval that materially impact the configuration of Improvements or use of the Property (e.g., location or size of the childcare building,

parking, or traffic circulation). Tenant shall have thirty (30) days following the ZBA's approval and shall have thirty (30) days following the Planning Board's approval to review the imposed changes and deliver written notice of termination if Tenant deems such changes cause for termination. If Tenant does not deliver a termination notice within such thirty (30)-day periods, the right to terminate under this Section shall be deemed waived and this Lease shall remain in full force and effect. If this Lease is not so terminated, Tenant shall comply with all conditions of the ZBA and Planning Board approvals. Once the site plan is revised to reflect any such conditions (the "Site Plan"), all references herein to the "Improvements" shall refer thereto.

6.3 Funding Compliance. Tenant shall comply with all requirements of the CDBG/HUD Agreements as well as the requirements of any other funding partner through which grant funding, tax credits, or any other source of conditional funding is secured for the Project.

7. Improvements; Ownership/Obligations; No Liens.

7.1 Construction of Improvements. Tenant may construct and operate a childcare facility and associated site improvements on the Property ("Improvements"), as depicted on the Site Plan. For purposes of this Lease, "Improvements" means only those improvements depicted on and consistent with the Site Plan, and shall not include any improvements required by Landlord beyond such scope except as agreed in writing by Tenant.

7.2 Ownership During Term; Disposition at Expiration.

(a) During the Term, Improvements shall be owned by Tenant as leasehold improvements unless otherwise agreed. Except as permitted under Section 2.5 (Financing Obligations) or Section 13 (Assignment; Subletting), no sale or transfer of ownership of the Improvements shall be permitted without Landlord's prior written consent, not to be unreasonably withheld, conditioned, or delayed.

(b) Reversion of Leased Property. At the expiration or earlier termination of this Lease, Improvements shall be surrendered to Landlord without compensation, free of liens. Tenant shall make reasonable and diligent efforts to remove any or all of its personal property in a timely manner prior to or upon such expiration or earlier termination. In the event Tenant fails to remove such property in a timely manner, Landlord, in its sole discretion, may treat all such property as abandoned by Tenant and effect removal in a reasonable manner, at Tenant's expense. Tenant agrees to pay Landlord such expense promptly upon receipt of a proper invoice.

7.3 Mechanic's Liens. Tenant shall not permit any mechanic's, materialman's, or similar lien to attach to Landlord's title. Tenant shall promptly discharge any lien arising from Tenant's work within thirty (30) days after notice, by payment, bonding, or other legally effective means.

7.4 Compliance with Law. In its use of the Property and in the construction and maintenance of the Improvements, Tenant shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and shall be responsible to Landlord for any penalties or violations caused by Tenant, its agents, contractors, employees, or invitees; provided, however, that Tenant shall not be responsible for

any penalties or violations arising from or attributable to the gross negligence or willful misconduct of Landlord, its agents, or employees.

7.5 Tenant's Responsibility for the Property. Tenant shall be solely responsible to maintain a reasonably safe environment for the safety and security of persons at, from or on the Property, and accepts the sole risk of damage or loss related to all real or personal property of every kind on, at or on the Property, except to the extent caused by the gross negligence or willful misconduct of Landlord, its agents, or employees. Landlord shall not be liable for injury, loss, or damage unless due to the gross negligence or willful misconduct of Landlord, its agents or employees, subject to any and all protections, defenses, or immunities available to Landlord, whether authorized by contract, law or otherwise.

8. Utilities. Tenant shall arrange and pay for all utilities serving the Property and Improvements.

9. Maintenance of Property and Improvements. At all times during the term of this Lease, and at its sole cost and expense, Tenant shall keep and maintain the Property and the Improvements in a good state of repair and condition and in compliance with all local, state, and federal permits and regulatory approvals, including but not limited to the site plan approval, reasonable wear and tear excepted, subject to damage by fire, taking and insured casualty.

Landlord shall have no maintenance responsibility with respect to the Property.

10. Insurance.

10.1 Tenant Insurance. Throughout the Term, Tenant shall maintain, at its expense, insurance policies with insurers licensed in New Hampshire and reasonably acceptable to Landlord, including: (a) Commercial General Liability insurance with limits of not less than \$1,000,000.00 per occurrence / \$3,000,000.00 aggregate; (b) Automobile Liability (if applicable) with limits of not less than \$1,000,000.00; (c) Workers' Compensation as required by law; and (d) Property insurance covering the Improvements at replacement cost.

10.2 Additional Insured; Certificates. Landlord shall be named as an additional insured on Tenant's CGL policy for claims arising from Tenant's use/operations, and Tenant shall deliver certificates of insurance to Landlord annually and upon renewal. All such policies shall name Landlord as additional insured by endorsement attached to the policies (except for workers' compensation coverage) on a primary and noncontributory basis.

10.3 Review of Coverage Limits. The types of insurance and limits of liability coverage as set forth herein may be periodically reviewed and adjustments made by Landlord so as to provide insurance coverage in keeping with increases in the Consumer Price Index or with what Landlord deems to be prudent and reasonable.

10.4 Notice to Landlord of Any Claim. Tenant agrees to notify Landlord in writing as soon as practicable of any material claim, demand or action arising out of an occurrence covered hereunder of which Club has knowledge, and to cooperate with Landlord in the investigation and defense thereof.

11. Indemnification; Risk Allocation

11.1 Tenant Indemnification. To the fullest extent permitted by law, Tenant shall indemnify, defend, and hold harmless Landlord and its officers, employees, and agents from and against claims, liabilities, damages, losses, and expenses (including reasonable attorneys' fees) arising out of or related to: (a) Tenant's use/occupancy of the Property; (b) the Improvements; or (c) acts or omissions of Tenant or its employees, contractors, invitees, or program participants, except, in all instances, to the extent caused by Landlord's negligence or willful misconduct of Landlord or its officers, employees, agents, or invitees. Tenant's indemnification obligation shall include claims, etc. relating to real property damage arising out of or relating to site work and the Improvements (e.g. water runoff), except to the extent such claims or damages arise from the gross negligence or willful misconduct of Landlord, its agents, or employees.

11.2 Landlord Indemnification (limited). To the fullest extent permitted by law, Landlord shall indemnify, defend, and hold harmless Tenant and its officers, employees, directors, and agents from and against claims, liabilities, damages, losses, and expenses (including reasonable attorneys' fees) arising out of or related to any damage to the Property or Improvements caused by Landlord; except to the extent caused by the gross negligence or willful misconduct of Tenant.

11.3 No Waiver of Immunities. Nothing in this Lease shall be deemed a waiver of any defenses, immunities, limitations of liability, or protections available to Landlord under New Hampshire or federal law.

12. Taxes; Assessments

12.1 Real Estate Taxes.

(a) The Property is owned by Landlord, a New Hampshire municipal corporation, and the Improvements are owned by Tenant, a New Hampshire nonprofit corporation operating a childcare center for public benefit purposes. The Parties intend and expect that the Property and Improvements shall be exempt from real property taxation under applicable New Hampshire law, including RSA 72:23 (exemptions for municipal property and charitable organizations) and other applicable exemptions to the extent Tenant maintains its charitable status, uses the Property in furtherance of Tenant's charitable purpose, and complies with RSA 72:23, VI and all other legal requirements for charitable tax exemptions.

(b) In the event that any taxing authority (including any future city council or assessing authority) nevertheless assesses any real property tax or similar imposition against the Property, the leasehold interest, or the Improvements, Landlord shall: (i) promptly notify Tenant in writing; (ii) cooperate fully with Tenant, at no cost to Tenant, in seeking an exemption, abatement, or other relief from such assessment by executing any applications, certifications, or legal filings that are required to be submitted by the owner of record. Landlord shall not be required to initiate or join litigation, incur legal fees, or take any discretionary action beyond ministerial cooperation unless mutually agreed in writing; and (iii) not take any discretionary action — including any legislative or administrative action — that is specifically intended to cause or facilitate the imposition of such taxes. If, despite the foregoing, a court of competent jurisdiction determines that any such tax is validly imposed on Tenant's leasehold interest or

Improvements and cannot be abated or exempted, Tenant shall be responsible for payment of such validly imposed taxes.

12.2 Assessments/Impact Fees. Tenant shall pay all municipal assessments and impact fees attributable to the Club's improvements and use, if any, and unless waived by the City of Lebanon.

13. Assignment; Subletting

13.1 Landlord Consent Required. Tenant shall not assign this Lease or sublease all or any portion of the Property without Landlord's prior written consent, which shall not be unreasonably withheld, conditioned, or delayed where the proposed assignee or sublessee is a nonprofit organization operating a childcare, youth services, or community services program consistent with the permitted use. Landlord reserves the right to immediately terminate this Lease if Tenant assigns, subleases, or purports to assign or sublease any portion of the Property to any entity that is not a nonprofit or is not in the business of operating a childcare facility, youth services or community services program upon the Property.

13.2 Permitted Affiliates. Tenant may enter into use agreements or service agreements with childcare operators or program partners without Landlord consent, provided: (i) Tenant remains primarily responsible for all obligations under this Lease; (ii) such arrangements are consistent with the permitted use; (iii) Tenant provides Landlord with written notice of any such arrangement, and (iv) such arrangements are consistent with the requirements of the CDBG/HUD Agreements, any funding agreement with NBRC, and all other applicable funding partner requirements.

14. Defaults; Remedies

14.1 Tenant Events of Default. Each of the following constitutes a Tenant Event of Default: (a) failure to pay Rent within 30 days after written notice; (b) failure to perform a material covenant or remedy a breach of this Lease within 60 days after written notice (or such longer period as is reasonably necessary if diligently commenced and pursued); (c) abandonment or cessation of childcare operations for more than 180 days without Landlord approval (except due to casualty, construction, or force majeure); (d) a default of Tenant's obligations pursuant to the CDBG/HUD Agreements, any funding agreement with NBRC, and all other applicable funding partner requirements.

In addition to the above circumstances, Landlord shall have the right to declare Tenant in default in the event Tenant files a voluntary petition for bankruptcy without a reorganization plan, makes a general or other assignment of its assets for the benefit of creditors, is involuntarily declared or adjudicated as bankrupt, or if a receiver is appointed for the property or affairs of Tenant and such receivership is not vacated within thirty (30) days after the appointment of such receiver.

14.2 Landlord Remedies. Upon a Tenant Event of Default, Landlord may exercise any remedy available at law or in equity, including termination of this Lease, recovery of amounts due, and re-entry, subject to applicable legal requirements, the CDBG/HUD Agreements, and all applicable funding partner requirements.

14.3 Landlord Events of Default. Each of the following constitutes a Landlord Event of Default: (a) material interference with Tenant's use and quiet enjoyment of the Property and failure to cure within ten (10) days after written notice; (b) imposition of requirements, conditions, or costs on Tenant in violation of Section 2.3(ii); (c) failure to perform any other material obligation of Landlord under this Lease within sixty (60) days after written notice (or such longer period as is reasonably necessary if diligently commenced and pursued).

14.4 Tenant Remedies. Upon a Landlord Event of Default, Tenant may exercise any remedy available at law or in equity, including: (a) an action for specific performance to compel Landlord's performance of its obligations; (b) recovery of documented damages caused by Landlord's default, subject to applicable law and any limitations on municipal/school district liability; (c) if Landlord's default materially and permanently impairs Tenant's ability to use and operate the Property for its intended purpose and Landlord fails to cure within the applicable cure period, termination of this Lease upon written notice to Landlord, in which case Tenant shall be entitled to remove its personal property and, at its election and subject to any permitting or approvals required by the Building Code or other applicable state and local regulations and subject to the CDBG/HUD Agreements, any funding agreement with NBRC, and all other applicable funding partner requirements, the Improvements, and shall have no further obligations under this Lease accruing after the date of termination; and (d) such other remedies as may be available at law or in equity. Nothing herein shall be construed as a waiver of Landlord's governmental immunities or statutory protections except to the extent required by applicable law.

14.5 Dispute Resolution. Prior to pursuing formal legal remedies for any non-emergency default, the Parties shall meet and confer in good faith within sixty (60) days of written notice of default in an effort to resolve the dispute. This meet-and-confer requirement shall not extend any applicable cure period and shall not be a condition precedent to seeking emergency injunctive or equitable relief.

14.6 Attorney's Fees. If either Party deems it necessary to enforce any provision of this Lease by legal action of any kind, the prevailing party as determined by the court shall be entitled to the payment of its reasonable attorneys' fees, court costs and other costs for such legal proceedings.

15. Casualty; Condemnation

15.1 Casualty. If the Improvements are substantially damaged, Tenant shall promptly repair/rebuild if economically feasible and required by lenders/insurers and approvals, unless Landlord and Tenant agree otherwise. Insurance proceeds shall be applied to restoration or other disposition per agreement.

15.2 Condemnation. If all of the Property is taken by eminent domain, this Lease shall terminate as of the date of taking. If a portion of the Property is taken and such taking materially impairs Tenant's ability to operate the childcare facility or to use the Property for its intended purpose, Tenant may terminate this Lease by written notice delivered within sixty (60) days of the taking (or within thirty (30) days after Tenant has received sufficient information to assess the impact). If Tenant does not so terminate, this Lease shall continue as to the remaining Property, and this Lease shall terminate solely as to the portion taken. Each Party shall be entitled to pursue its own condemnation award for its respective interest, including Tenant's

leasehold, Improvements, business interruption, and relocation costs, and neither Party shall take any action to impair the other's award.

16. Landlord Access; Inspections

16.1 Right of Entry. Landlord may enter the Property upon reasonable notice (not less than 48 hours except in emergencies) to inspect compliance.

16.2 Emergency Entry. Landlord may enter without notice in emergencies.

17. Surrender; Holding Over

17.1 Surrender. Upon expiration/termination, Tenant shall surrender the Property in the condition required by Section 7.2 and remove personal property, subject to any Landlord election regarding Improvements.

18. Notices

All notices shall be in writing and delivered by personal delivery, certified mail (return receipt), or recognized overnight courier to the addresses below (or such other address as a Party may designate by notice), with a courtesy copy sent by e-mail, to:

If to Landlord, addressed to:

City Manager
Lebanon City Hall
51 North Park Street
Lebanon, NH 03766
manager@lebanonnh.gov

If to Tenant addressed to:

Executive Director
Boys & Girls Clubs of Central and Northern New Hampshire
55 Bradley Street
Concord, NH 03301
emond@nhyouth.org

19. Miscellaneous

19.1 Governing Law. The provisions of this Lease shall be governed and construed in accordance with the laws of the State of New Hampshire. Nothing herein shall be deemed to act as a waiver of Landlord's or Tenant's right to assert any and all protections, defenses, limitations of liabilities or immunities authorized by contract, law or otherwise, and in the event of a conflict, this provision shall control.

19.2 Separability. The breach of any provision contained in this Lease by either Party shall not discharge or relieve the other Party from its obligation to perform each and every provision contained herein.

19.3 Severability. If a provision is invalid, the remainder remains enforceable.

19.4 Binding Effect. All the covenants, conditions and obligations herein contained shall be binding upon and inure to the benefit of the respective legal representatives, successors and permitted assigns of the parties hereto to the same extent as if each such successor and assign were in such case named as a party to this Lease.

19.5 Modifications/Entire Agreement; Amendments. This Lease, including exhibits, is the entire understanding of the Parties with respect to the subject matter hereof, and as of the Effective Date, supersedes all prior or independent agreements between the Parties covering the subject matter hereof, and may be amended only in a writing signed by both Parties (and, if required, authorized by Landlord legislative body action).

19.6 Tenant as Independent Entity. Tenant is not an agent, agency or department of Landlord, nor shall anything herein be construed as creating an agency relationship between Landlord and Tenant.

19.7 Non-Discrimination. Tenant shall operate the childcare center in compliance with applicable non-discrimination laws and licensing requirements.

19.8 Memorandum of Lease. The Parties may execute and record a memorandum of lease in a form acceptable to Landlord.

19.9 Authority. Each Party represents that it has authority to enter this Lease and that the persons signing below are duly authorized.

[signatures on following page]

IN WITNESS WHEREOF, the Parties have executed this Ground Lease as of the Effective Date.

CITY OF LEBANON, NEW HAMPSHIRE,
LANDLORD

By: _____
Andrew Hosmer, City Manager
Duly Authorized
By vote of City Council on August 19, 2026

BOYS & GIRLS CLUB OF CENTRAL AND NORTHERN NEW HAMPSHIRE,
TENANT

By: _____
Christopher Emond, Executive Director
Duly Authorized

Exhibits

Exhibit A: Legal Description of Property

Exhibit B: Survey of Property

**Agenda
Lebanon City Council
August 19, 2026**

12. New Business:

12.G – Discussion and Set Public Hearing for September 2, 2026: Supplemental Appropriation of up to \$94,000 for Replacement of Kilton Library HVAC System

Background

The Kilton Library was designed to have a wood pellet boiler as the primary heat source for the building. Unfortunately, that boiler never functioned properly, and it was removed in 2015. An existing ground source heat pump system, designed mainly for cooling, was unable to heat the building on its own, so a supplemental propane boiler was installed. This followed consultations with the architect who designed the building and the engineer involved in the project to determine how to best remedy the problem.

The ground source heat pumps working in tandem with the small propane boiler also did not work without issues beyond what one would expect from a well-functioning HVAC system, and has proven even more problematic following the installation of replacement heat pumps in 2025. At this time, the Library plans to install a new propane boiler to carry the entire heating load of the building, removing the supplemental boiler. This will have the added benefit of prolonging the lifespan of the new heat pumps, which are quite costly to replace.

This past winter, which was colder than normal, was difficult to get through with inadequate heating. Parts of the building were in the high fifties to low sixties at times. Moving this project forward expeditiously is highly desirable as the heating season approaches.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, September 2, 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 a supplemental appropriation of \$94,000 to the FY2026 Library Operating Budget for the Kilton Library HVAC System Replacement project, to supplement existing operating budget funds with a transfer of \$57,000 from the Library Facilities Capital Improvements Capital Reserve Fund, and a contribution of \$37,000 from the Library Board of Trustees.