

**AGENDA  
LEBANON CITY COUNCIL  
AUGUST 2, 2017**

**5. ACCEPTANCE OF MINUTES:**

**MINUTES TO BE ACCEPTED**

July 19, 2017 (Regular Session)

***MOVED, to approve the minutes as presented in the August 2, 2017 agenda packet.***

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3 **CITY OF LEBANON**  
4 **CITY COUNCIL**  
5 **Minutes, Regular Session, July 19, 2017**  
6 **City Hall—Council Chambers**  
7 **6:00 p.m.**  
8

9 **MEMBERS PRESENT:** Mayor Suzanne Prentiss, Assistant Mayor Tim McNamara,  
10 Councilors Bruce Bronner, Clifton Below, Erling Heistad, Karen  
11 Liot Hill, Shane Smith, Sarah Welsch, Jim Winny  
12

13 **MEMBERS ABSENT:** None  
14

15 **STAFF PRESENT:** Interim City Manager Paula Maville, Airport Manager Rick  
16 Dymont, Grants Administrator Shelley Hadfield, Administrative  
17 Secretary Tina Stearns  
18

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19  
20  
21 The board and committee reports session began at 6:10 p.m.  
22

23 **BOARD AND COMMITTEE REPORTS**  
24

25 ***Planning Board***—Board Chair Keith Davio submitted a written report, as he was unable to  
26 attend the meeting.  
27

28 ***Heritage Commission***—Chair Robert Welsch said the City received another Certified Local  
29 Government grant for an archaeological look at mills. This work will be spilt into two years of  
30 grants; archaeological work will be done this year and a look at above-ground facilities next  
31 year. He said the Fountain Working Group is working on plans for a fountain at Glenwood  
32 Cemetery, looking at how to get running water there. For the Dana House Working Group,  
33 members of the Lebanon Historical Society helped inventory boxes of artifacts there. The  
34 Commission will hire a consultant to see how they can mitigate the lead paint issue and how to  
35 deal with the center of the building. Rebecca Book worked on research regarding the naming of  
36 the Lyman Bridge, and she has been in touch with the Lyman family. Mayor Prentiss said Ms.  
37 Stearns has been working with the Chamber of Commerce regarding signage. Mr. Welsch said  
38 the Commission is looking to educate themselves about their responsibilities and educating the  
39 community.  
40

41 ***Pedestrian & Bicyclist Advisory Committee***—Committee Chair Colin Smith said the Bicycle  
42 Friendly Community group awarded Lebanon Bronze-level recognition. The City benefits from  
43 an independent audit of what they should focus on for the Silver level, including implementation  
44 of and compliance with the Complete Streets policy, finishing a community biking map, bicycle  
45 safety education, including collaboration with schools, and bicycle parking. He said there will be  
46 three bicycle safety workshops over the next three weeks. The Committee is working on

1 analyzing pedestrian and bicycle accidents from Police Department reports to see if there are  
2 patterns. They are using data from many years, as the incidence is low. They will develop a  
3 protocol to minimize accidents as projects are designed. Ms. Maville said the Planning Office  
4 can help with mapping the accident locations.

5  
6 **Lebanon Energy Advisory Committee**—Councilor Below said the Committee co-sponsored a  
7 Solar Expo to let people know that net metering is changing. Some members participated in an  
8 Upper Valley Energy Roundtable. They also co-sponsored a forum on community solar  
9 opportunities. LEAC has been acting as an electricity aggregation committee and has discussed  
10 the proposed City pilot program. He said the Public Utilities Commission (PUC) made an overall  
11 good decision, balancing partial settlements, but he does not feel the City can fully support either  
12 settlement. He said in his testimony, he advocated a middle ground. The PUC decided on  
13 monthly netting with a monetary credit on one’s bill that can be cashed out at the end of the year.  
14 The City will be able to offset costs with behind-the-meter electricity generation.

15  
16 A number of pilots and studies were proposed; the PUC called Lebanon’s pilot with Liberty  
17 Utilities an “innovative and forward-looking project.” Mr. Below showed slides about the pilot  
18 program, with a comparison of Lebanon’s and Hanover’s rates. Regarding the addendum to the  
19 Master Plan about natural gas, he said the Planning Board had an interesting discussion about the  
20 process but voted to adopt the addendum. Assistant Mayor McNamara said he has worked with  
21 Hanover on real-time aggregation, and it has been a fairly simple process. Lebanon could partner  
22 with Hanover to share expenses for the administrative and maintenance costs of the system. Mr.  
23 Below said the Thayer School is looking at retail platforms for real-time pricing.

24  
25 **Conservation Commission**—Councilor Heistad said the Commission discussed the Mount  
26 Support Road fence. There was a meeting with Ms. Maville and Public Works Director Mike  
27 Lavalla, and the Commission is waiting to hear about the cost. The Commission reviewed the  
28 Twin Pines application and a DOT wetlands permit. There was rain damage to Goodwin Park  
29 and Boston Lot. After Tropical Storm Irene, a culvert was installed on the Peanie trail, but it was  
30 too small, and it washed out again, and the fill disappeared. The Boston Lot road was washed out  
31 so emergency vehicles cannot access it. He said the Class VI Roads Committee will meet on July  
32 20 regarding the “Truck Road” under the interstate bridge.

33  
34 The board and committee reports session ended at 6:51 p.m.

35  
36 The regular meeting was called to order at 7:00 p.m. by Mayor Prentiss.

37  
38 **I. PLEDGE OF ALLEGIANCE**

39  
40 Councilor Hill led the Council in the Pledge.

41  
42 **II. PUBLIC FORUM ANNOUNCEMENT BY THE MAYOR**

43  
44 Mayor Prentiss made the announcement.

1 **III. OPEN TO PUBLIC**

2  
3 Bob Joslin, Ward 3, said Lebanon has a great website, but it should include a list of all  
4 delinquent taxpayers. The Elks’ Club owes \$200,000, and if there had been a list, people would  
5 have been aware of that. They will end up selling 10 acres of their land, including the old ball  
6 field.

7  
8 Fran Hanchett, Ward 2, said the old railroad depot building has been offered to the Lebanon  
9 Historical Society, but they need a new location for it. There is limited time, and the Historical  
10 Society has exhausted all of its resources. They would like to find a site that is close to Westboro  
11 Yard. She said she does not know what City property is available. She said they were asking the  
12 City for help finding a suitable place. The owner has already applied for a demolition permit. She  
13 said it is a reminder of the railroad that passed through the city.

14  
15 Curt Jacques said he owns the land the building is on. He gave David Clem time to remove the  
16 building, and he extended the time to try to get this resolved. It is one of the last pieces of history  
17 from the railyard. He reviewed the history of the deteriorating buildings at Westboro Yard. He  
18 said he is willing to hold up his work for two months. Councilor Hill asked who the trailer  
19 underneath belongs to. Mayor Prentiss said it was rented by Mr. Clem. Councilor Heistad asked  
20 if the building can pass under the power lines. Mr. Jacques said the utilities picked everything  
21 up; the issue is the lights. It is easier to take it up Seminary Hill. The building on the trailer has a  
22 height of 21 feet, and it can navigate through the lights up Seminary Hill.

23  
24 **IV. RESOLUTIONS:** None

25  
26 **V. ACCEPTANCE OF MINUTES**

27 July 5, 2017 (Regular Session)

28  
29 Change: Page 7, line 14, replace the second occurrence of “Lebanon” with “Claremont”.

30  
31 ***Karen Liot Hill moved to approve the minutes as presented in the July 19, 2017 agenda***  
32 ***packet as amended. Seconded by Jim Winny.***

33 ***\*The motion passed 8-0. Abstaining: Below.***

34  
35 **VI. APPOINTMENTS**

36  
37 Councilor Hill said she interviewed Chris Roberge for the Conservation Commission, but he had  
38 to withdraw his application, as he was accepted into the AmeriCorps program.

39  
40 **VII. PUBLIC HEARING ITEMS:** None

41  
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43  
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45  
46

1 **VIII. OLD BUSINESS**

2  
3 **A. Presentation of second reading to amend Ordinance No. 18, Salary Plan,**  
4 **Article II, Non-Affiliated Employees, to include the position of Energy &**  
5 **Facilities Manager**  
6

7 Mayor Prentiss noted that the Council has received the job description.  
8

9 ***Karen Liot Hill moved that the Lebanon City Council acknowledges the second of three***  
10 ***presentations to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated***  
11 ***Employees, by amending the language of the current non-affiliated employees’***  
12 ***compensation and classification schedule by adding the position of Energy & Facilities***  
13 ***Manager as a Grade 10. Seconded by Bruce Bronner.***

14 ***\*The motion passed 9-0.***  
15

16 **B. City Manager Search Update**  
17

18 Mayor Prentiss said MRI was on site on July 18 and met with department heads and held a  
19 community meeting at Seminary Hill School. The next forum will be July 26 at City Hall. An  
20 email address for comments is available on the City website. On Aug. 16, the Council will  
21 discuss the candidate profile. Councilor Welsch suggested that a flyer with information about the  
22 forum be available at the farmers’ market. Councilor Hill said the article in the *Valley News*  
23 seemed good. She asked about emailing volunteers about the forum. Ms. Maville said they  
24 notified all board and committee members, Citizens Academy participants, Chamber of  
25 Commerce and Rotary members, the school district, and City employees, and it is on the City  
26 website and in the City newsletter. Councilor Hill asked about creating a Facebook event that can  
27 be shared. Ms. Maville said they can do that. Mayor Prentiss noted that there was also a letter to  
28 the editor in the *Valley News*.  
29

30 **IX. NEW BUSINESS**

31  
32 **A. Discussion and Set Public Hearing for August 2, 2017: CDBG Application—**  
33 **Twin Pines Housing Trust—Tracy Street**  
34

35 (Assistant Mayor McNamara recused himself at this time.)  
36

37 Ms. Hadfield said they are asking for support for a grant application for the Tracy Street  
38 property. They just missed getting a tax credit last year, and this is a newly designed project.  
39 Councilor Welsch said she hoped they can keep the elegance of the roof treatment from the  
40 original design. Laura Beliveau of Twin Pines said they are trying to make the project net-zero  
41 with solar panels on the roof, and she does not know how that will impact the design. They will  
42 have more details in the amended site plan application.  
43

44 ***Bruce Bronner moved that the Lebanon City Council hereby schedules a public hearing for***  
45 ***Wednesday, August 2, 2017, beginning at 7:00 p.m., in Council Chambers, City Hall, as***  
46 ***follows:***

1  
2 **Public hearing for the purpose of receiving public input and taking action on a proposed**  
3 **Housing and Public Facilities grant application for up to \$500,000 in CDBG funds (to be**  
4 **sub-granted to the Twin Pines Housing Trust); and to authorize the City Manager to sign,**  
5 **submit, and execute any documents which may be necessary to effectuate the CDBG**  
6 **application and contract.**

7  
8 *He further moved that the Lebanon City Council hereby adopts the Residential Anti-*  
9 *Displacement and Relocation Plan for the Tracy Street project.*

10  
11 *Seconded by Shane Smith.*

12  
13 *The motion passed 8-0.*

14  
15 **B. Discussion and Update: Commercial Airport Space**

16  
17 (Assistant Mayor McNamara returned to the Council at this time.)

18  
19 Mr. Dymont said they are looking at all commercial properties at the airport, in three groups:  
20 updating existing leases and developing new leases; the “restaurant” space, for which they have  
21 tried three users, none of which worked out; and peripheral parcels, including Phase 1B, near the  
22 Big Green hangar, Phase 2, from the CAP Road east to the police station, and Phase 3, between  
23 the north-south runway and Poverty Lane.

24  
25 He said the City applied for a grant to develop Phase 1B, but they were not successful because  
26 they were not considered needy enough. The area is zoned IND-L, and there are utilities up to  
27 the edge of the property. The City would need to get releases and do road work. They can install  
28 the utilities themselves and lease the property or lease it to someone else to develop. This year,  
29 they are studying the north-south runway safety areas that need fill. They could excavate the  
30 Phase 1B area and have access from the airport. The LHA lease ended in 2011, the Granite Air  
31 lease ended in 2016, and they are preparing a new lease for the executive air center. They will do  
32 a lease and an operating agreement with minimum standards. They expect negotiation about the  
33 leases, and they are having the properties reappraised. The rates will be significantly higher than  
34 they are now.

35  
36 For the restaurant site, they should hire a real estate broker who knows the region and get  
37 someone to sign a lease. The Council packet includes a draft RFP. It would be advantageous to  
38 hire someone who has done aviation real estate. There are no development plans for Phases 1B,  
39 2, and 3. The most recent land use plan showed Phases 2 and 3 as rural residential. What’s the  
40 highest and best use? Mayor Prentiss asked if the FAA would approve solar facilities there. Mr.  
41 Dymont said they would. They had a solar company look at it; it is near the electrical substation.  
42 One issue is reflectivity for pilots and the tower, but that can be worked out. Phase 3 has a lot of  
43 trees and hills; they would have to clear the trees.

44  
45 Councilor Hill said it looks like there will be another year with no revenue from things they  
46 discussed during last year’s budget meetings. She said they should move as quickly as possible.

1 She asked if there was anything the Council can do to push this along. Mr. Dymont said the  
2 attorneys estimate that the leases will be finalized with revenue coming in by December.  
3 Councilor Hill asked why it will take 12 months to sign the lease. Mr. Dymont said they could  
4 have used the existing lease with a new rate, but they are working on a boilerplate ground-rent  
5 lease. Ms. Maville said there have been other extenuating circumstances involving the legal  
6 office. The lease includes two components: the ground lease and the FBO, plus they needed an  
7 updated market analysis and minimum standards so the process will be fluid as they move  
8 forward. There have been discussions about the length of the lease term; the lessees want a 20-  
9 year lease and 10-year renewals.

10  
11 Assistant Mayor McNamara said they discussed finding the existing documentation about the  
12 wetlands in the peripheral areas. He said Phases 2 and 3 have a low potential for development in  
13 the short and medium term. They should have a commercial real estate broker market a long-  
14 term lease with a single user. They should get the RFP out immediately. He said the income for a  
15 broker from the 2,000-square-foot restaurant space would be limited. Councilor Below said in  
16 the RFP, it is not clear what they are asking for and the compensation basis. He said most  
17 brokers work on a commission basis, not a fee structure. He said they should get the space listed  
18 with a commercial broker, use their standard form, and find out what they will do to market it.  
19 Mr. Dymont said he can do a stripped-down version. There should be competition. Councilor  
20 Below said this should not require an upfront payment.

21  
22 Mayor Prentiss asked what the timeframe is for implementing this. Mr. Dymont said he can boil  
23 it down to a simple RFP in about a week. Councilor Bronner said brokers will have their own  
24 form, and they won't want to use the City's. Councilor Hill asked about a follow-up regarding  
25 Phase 1B. Ms. Maville said they have to locate the documents from when that area was  
26 discussed. Mayor Prentiss said this should be added to the Aug. 2 agenda. Ms. Maville said she  
27 will make it a priority.

28  
29 Mr. Dymont noted that the Wings & Wheels event will be on Sept. 23.

30  
31 **X. REPORTS**

32  
33 **A. City Manager**

34  
35 Ms. Maville said she had nothing to add to her written report.

36  
37 Councilor Hill said there appears to be a "permanent yard sale" on School Street. Ms. Maville  
38 said she will check on that.

39  
40 Assistant Mayor McNamara said there are curved bump-outs on Dulac Street that look like they  
41 go to the middle of the road, and it looks like cars in one direction would have to wait for cars in  
42 the other direction. Ms. Maville said she will check on that.



1           **B.       Council Representatives to Other Bodies**

2  
3       Councilor Hill asked about the Westboro depot situation. Assistant Mayor McNamara said he  
4       has been making calls. He is trying to have a discussion with NHDOT management. The City  
5       needs to get it off the site temporarily and then make a decision. The Council discussed possible  
6       temporary locations.

7  
8       **XI.     FUTURE AGENDA ITEMS:** Not discussed.

9  
10      **XII.    NON-PUBLIC SESSION:** None

11  
12      **XIII.   ADJOURNMENT**

13  
14      *Bruce Bronner moved for adjournment. Seconded by Tim McNamara.*

15      *\*The motion passed 9-0.*

16  
17      The meeting was adjourned at 8:21 p.m.

18  
19      Respectfully submitted,

20  
21  
22      Charles Glazer

23      Recording Secretary

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