

**AGENDA
LEBANON CITY COUNCIL
JUNE 5, 2019**

6. APPOINTMENTS:

APPOINTMENTS

Board/Committee Appointments as presented by City Clerk Sandra Allard

- Heritage Commission: Mimi Hains (Alternate Member)
- Lebanon Energy Advisory Committee: Jonathan Chaffee (Regular Member)

Included in this Section:

1. Memo from City Clerk Sandra Allard dated May 28, 2019

**PAGE
INTENTIONALLY
LEFT BLANK**

OFFICE OF THE CITY CLERK

MEMORANDUM

DATE: May 28, 2019
TO: The Honorable Mayor & City Council
FROM: Sandra L. Allard, City Clerk
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.*

Heritage Commission

- **Mimi Hains** – Appointment as alternate member of the Heritage Commission.
Three-year term (6/19-6/22).
Interviewed by: Councilor Zook

Lebanon Energy Advisor Committee

- **Jonathan Chaffee** – Reappointment as a regular member of the LEAC.
Two-year term (6/19-6/21)
Interviewed by: Councilor Winny

From: noreply@civicplus.com
Sent: Wednesday, May 01, 2019 4:37 PM
To: cityclerk; webmaster
Subject: Online Form Submittal: Board Member Application

Board Member Application

Board Member Application
City of Lebanon board / committee member application.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards 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.*

(Section Break)

First Name	Mimi
Last Name	Hains
How long have you resided in Lebanon?	2 years
Current Address	5 churchill way
City	Lebanon
State	NH
Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	6032771221
Work Number	6032771221
Email Address	mimi@house-ology.com

(Section Break)

Is this an application for re-appointment? This application is not for re-appointment.

For which board, committee, or commission are you applying?	Heritage Committee
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	I'm an interior designer with an office on Bank Street, and my background is in social and heritage architecture. Most of my professional experience is from Montreal, where I worked on projects both on the island and in the great north (the Inuit communities). I'm hoping that some of the following skill sets may be of interest to the heritage commission: drafting full sets of plans, writing CSI specifications, graphic design, and social engagement management via different social media platforms. I can also evaluate and draft estimates based on the RSMMeans method, review contractor bids, and review architects and engineers' plans for in-house coordination.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I have 9 years of experience in architecture and interior design, an associate degree in project management from HEC Montreal, and I'm a certified CAPM professional from the Project Management Institute. My resume and portfolio will be sent to Rebecca Owens. Thank you for considering my application, and I hope to hear back from you soon :) Mimi Hains, www.house-ology.com
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Email not displaying correctly? [View it in your browser.](#)

Councilor Interview Report Form

Councilor Name: Karen Zook _____ Date of Interview: __5/14/19__

Applicant Name: ____ Mimi Hains _____

Board(s) to Which Applied: __Heritage Commission _____

____ Regular Seat X Alternate Seat

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

(If yes, indicate date of meeting.) Date: 5/8/19 _____

Recommend Appointment: X Yes ____ No

____ Regular Seat X Alternate Seat

General Comments: Mimi has a lot of experience with architecture/design and a particular interest in the Dana House _____

(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?

There's a lot of story to preserve in the buildings in New England. Making sure the "soul" of the buildings are preserved/presented correctly.

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?

9 years' experience in architecture in Montreal and Nunavut. Worked in community housing (i.e., women's shelters, rehabilitation of homes, social housing; preserving and promoting Inuit culture). Worked in government capacity on airport and hospital projects.

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. Will be attending the upcoming (May 31) Preservation Conference & Achievement Awards in Littleton.

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?

Not often

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

Big transition related to the Master Plan—being intentional about the long-term goals of the residents for the city. Avoiding short-sightedness. Maintaining continuity on the Commission as current members look toward retirement.

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

Fundraising for Dana House. More engagement of community.

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

Fundraising for the Dana House. Supporting “next changes.” Maintenance so things will stay cheaper in the long run.



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 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.

Check all that apply:

I am an applicant for: Lebanon Energy Advisory Committee

Check if for re-appointment

Name: Jonathan Chaffee
 (Please print)

Address: 21 Highland Ave. West Lebanon 03784
 (street) (Town) (Zip)

Mailing Address, if different from above: _____

Home Phone _____ Work Phone: _____ Cell Phone: 603-733-6291

Email Address: jkchaffee@gmail.com

Continued on reverse side.....

How long have you resided in Lebanon? 39 years
 (This will not necessarily reflect on your possible appointment.)

Why would you like to serve?

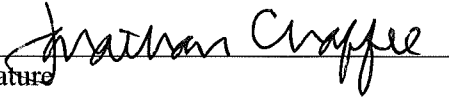
I feel pretty passionate about enacting the Energy Chapter of the Master Plan and would like to continue to serve on LEAC.

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

In my one term I have been active on, attended meetings and contributed to the Municipal Aggregation, the Solar, and the Business Outreach subcommittees. One way I have been useful is that in a number of circumstances I have moved things forward by writing first drafts of documents, work plans, RFQs etc, that have provided a template to then be revised and improved by others.

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

Jonathan Chaffee



Applicant Signature

April 23, 2019

Date

<i>Official Use Only</i>	
<u>Interview Committee Review</u>	
Date Received by City Clerk <u>4/25/19</u>	Date of Review _____
Date of Appointment _____	Appointment Term _____
Committee/Board to which appointed _____	

Please return to:

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

Fax # 442-6148

Email: Sandi.Allard@lebcity.com

Councilor Interview Report Form

Councilor Name: Jim Winny

Date of Interview: 3/3/19

Applicant Name: Jonathan Chaffee

Board(s) to Which Applied: Lebanon Energy Advisory Committee

Regular Seat

Alternate Seat

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

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

Recommend Appointment:

Yes

No

Regular Seat

Alternate Seat

General Comments: Mr. Chaffee currently serves on LEAC and has been an active contributing member.

(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?

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, he currently attends and is able to attend additional meetings as needed

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, he has been an active member of LEAC for 2 years

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, LEAC has been his main retirement activity

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?

Municipal aggregation is an enormous effort, we are working towards this but some parts are dependent on state government, some work is more than volunteers can do, there has been some tension around Tad Montgomery's time allocation, this is being worked out

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

There are several projects related to the goal to reduce emissions by 80% by 2050, the Landfill gas to energy project, various solar projects and building efficiency. This included the possibility of adjustments to new building codes to further push Lebanon towards these goals.

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

Continue with efficiency projects and working with Tad and other city staff.

**PAGE
INTENTIONALLY
LEFT BLANK**