

CITY OF LEBANON



BOARDS, COMMITTEES & COMMISSIONS MEMBERSHIP & DUTIES

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** Represents those boards/committees which are not governed by the City of Lebanon but provide for Lebanon representation on them.*

Last Amended 8/9/2021

ADVANCE TRANSIT BOARD OF DIRECTORS*

(2 members-3 year terms)

Establishment/History:

Advance Transit is a private, nonprofit organization that provides public transportation services for the Upper Valley area. In accordance with the Advance Transit's By-Laws, the majority of Board members are appointed by the towns served. There are also several at-large members.

Membership consists of 1 Citizen Representative appointed for a three-year term by the Mayor and City Council and one Council representative.

Membership:

Devin Wilkie (Council Rep)

Vacant (Alt. Council Rep)

Rebecca Owens, Citizen Rep

Meeting Schedule:

Time Commitment: Meetings are held at 7:30 p.m. in the Advance Transit facility conference room in Wilder, Vermont, typically 4-6 times per year on the fourth Thursday of the month. Participation is also requested on at least one of four standing committees: Finance, Planning and Operations, Marketing, and Personnel. Committees meet in the evening on an as-needed basis with time and place to be agreed by committee members.

ARTS AND CULTURE COMMISSION

Establishment/History:

Established by the City Council on December 5, 2018. The Arts and Culture Commission was established for the purposes of:

1. Promoting arts and cultural activities throughout all three wards of the City of Lebanon;
2. Cultivating relationships, activities and opportunities to grow Lebanon's cultural economy;
3. Supporting the development of public-private partnerships that enhance the quality of life and economic vitality in Lebanon;
4. Establishing policies for consideration and adoption by the Lebanon City Council for the integration of arts into all municipal buildings, structures and spaces;
5. Establishing policies for consideration and adoption by the Lebanon City Council defining prospective spaces for, forms of and processes for the adoption of public art in Lebanon.

The Commission shall consist of nine voting members:

- **One City Councilor**, appointed by the Mayor to serve for their respective term.
- **Three Citizen Representatives**, one from each Ward, appointed by the City Council. Terms shall initially be staggered for periods of one, two and three years. Thereafter, all Citizen Representatives shall be appointed to three-year terms.
- **One Heritage Commission Representative** and **One Economic Vitality Exchange Committee Representative** appointed from their respective bodies.

Lebanon Board Members and Duties

- **Three Representatives** from Art Organizations within the City, appointed by City Council for one-year terms.

The Council may appoint not more than three alternate members, one of which may be a City Councilor and two of which may be Lebanon residents at-large. At all times, a majority of the non-alternate members shall be Lebanon residents. The City Council shall act within sixty (60) days to fill vacancies.

Membership:

Karen Zook, City Council Rep	
, Heritage Commission Rep	
Bill Dunn, Economic Vitality Exchange Committee Rep	
Rebecca Foster, Citizen Rep Ward 1	6/20-6/23
Gavin Fischer, Citizen Rep Ward 2	5/21-5/24
Jessica Giordani, Chair Citizen Rep Ward 3	3/19-3/22
Ben Van Vliet, Arts Organization Rep	6/20-6/21
Joe Clifford, Vice Chair Arts Organization Rep	6/20-6/21
Sherry Fiore, Alternate Rep	3/19-3/22
Nicholas Gaffney, Arts Organization Rep	1/21-1/22
Vacant, Alternate Rep	
Vacant, Alternate Rep	

Meeting Schedule:

To be determined, minimum of one per month.

BOARD OF ASSESSORS:

Establishment/History:

This Board is established in accordance with Chapter 673 of N.H. State Law and City Ordinance #54 (See City of Lebanon Code, Chapter 31, Article IV). Unlike most City boards, members are appointed by the City Manager in accordance with N.H. RSA 48:12 and Section 419:32 of the City Charter. Membership: 5 Citizen Representatives (plus one alternate) appointed for five-year terms by City Manager

Charge:

Duties include overview and decision-making authority for all real property assessments in the City, including decisions on abatement requests, exemptions, value changes and adherence to state law. The goal of the Board of Assessors is to provide equitable defensible assessments for all taxpayers.

Membership:

John Jay Hutchins, Chr.	10/19-10/24
Frank Mastro	02/18-02/23
Barry Seaver	06/17-05/22
Falguni Mehta	06/18-04/22
Brian Ware	07/20-07/25
Vacant, Alternate	

Lebanon Board Members and Duties

Meeting Schedule:

The Board meets the second and fourth Wednesdays of each month. Meetings are held in City Hall, at 12:00 noon.

BOARD OF CEMETERY TRUSTEES

Establishment/History:

At its June 20, 2018 meeting, the City Council adopted [an ordinance to amend Chapter 31](#), Boards, Committees and Commissions, of the Code of the City of Lebanon, by adding Article VIII, Board of Cemetery Trustees. The Board of Cemetery Trustees is to consist of five members who shall be appointed by the City Council. The members shall include one representative from each of the three wards and two at-large members. Initial Cemetery Trustee appointment terms shall be as follows:

- Ward Representatives: 2 years
- At-Large Representatives: 3 years

Cemetery Trustees shall be subject to re-appointment by the City Council for two (2) year terms.

Charge:

The purpose of this ordinance is to establish a City of Lebanon Board of Cemetery Trustees pursuant to RSA 289 to operate and maintain all cemeteries owned by the City of Lebanon.

Notwithstanding RSA 289:7,II, maintenance and other work on cemeteries shall continue to be performed by employees of the Department of Public Works, who shall continue to be subject to all applicable City personnel policies or collective bargaining agreements.

Members:

Susan Painter (Ward 1)	08/20-08/22
David Muzzy (Ward 2)	09/20-09/22
Antonio Palazzo (Ward 3)	10/20-10/22
Fran Hanchett, Chair (At-Large)	08/18-08/21
Caitlyn Hauke (At-Large)	08/18-08/21

Meetings:

Meets 2nd Tuesday of each month from 5:00PM to 7:00PM.

CITY COUNCIL:

Establishment/History:

(See City Charter: 9 members- 2 elected from each ward & 3 elected at large- staggered 2 year terms- Mayor and Asst. Mayor appointed by Council for 1 year terms)

Membership:

Timothy J. McNamara, Mayor	03/20-03/22 (At Large)
Clifton Below, Assistant Mayor	03/21-03/23 (Ward 3)
Douglas Whittlesey	03/21-03/23 (Ward 1)
Devin Wilkie	03/21-03/23 (Ward 2)
Karen Liot Hill	03/21-03/23 (At Large)

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Karen Zook	03/20-03/22 (Ward 3)
Erling Heistad	03/20-03/22 (At Large)
Jim Winny	03/20-03/22 (Ward 1)
George Sykes	03/20/03/22 (Ward 2)

Meeting Schedule:

Regular meetings held the 1st and 3rd Wednesdays of each month beginning at 7:00 pm in City Hall.

CLASS VI ROADS ADVISORY COMMITTEE:

Establishment/History:

On September 1, 2004 the City Council established this advisory committee to the Council with the following membership: Two City Council representatives; one representative from each of the following boards - Conservation Commission, Planning Board, Pedestrian/Bicycle Path Committee and Recreation Commission; and City staff representation from the Planning Office, Public Works Dept and Recreation Dept. One citizen member added by Council 4/6/05. Membership. On June 17, 2009, City Council changed Council representation from 2 Council reps to one Council rep and one alternate Council rep. Membership changed by City Council on 7/7/10 to replace citizen rep with one Heritage Commission rep; remove Parks and Recreation Commission rep; City staff members to be ex officio members; and elimination of alternate Council rep. On 4/15/20, City Council voted to increase membership from five to seven members, the additional two members to be citizen representatives to serve for two-year terms.

Charge:

Charge of committee established on 4/6/05: The Class VI Roads Advisory Committee shall review the status of all of the Class VI roads within the City to include their current, historic, and possible future uses, and to report findings and make recommendations to the Council for their action to continue the present use, upgrade, discontinue or otherwise change the status of the roads.

Membership:

Conservation Commission Rep:	Donald Lacey
Planning Board Rep:	Joan Monroe
Ped & Bike Path Rep:	Colin Smith
City Council Rep:	Erling Heistad
Alt. City Council Rep:	Karen Zook
Heritage Commission Rep:	
Citizen Member:	Stephen Wood
Citizen Member:	Marc Coleman

Staff Members as Ex Officio Members:

Recreation Dept Rep:	Rick Desharnais
Public Works Dept Staff Rep:	
Planning Office Staff Rep:	Mark Goodwin

Meeting Schedule:

Meetings held generally once a month on the second Thursday at 5:30 pm. at City Hall.

CONSERVATION COMMISSION:

Establishment/History:

(7 members-3 year terms and 4 alternates-3 year terms -appointed by City Council - see Ordinance #32- alternates added- see minutes of 6/21/89- additional alternate added 5/19/93 [to make 5] and 9/7/94 - Chr. & V. Chr. elected by vote of the Commission in January of each year). See Lebanon Code: Chapter 31, Article I. Amended on 11/2/05 to have 5 citizen members, 1 Council representative and 1 Recreation Commission representative. Amended 2/1/06 to 7 regular members, one of which to be a Council representative and 4 alternate members, one of which to be a Recreation Commission representative. Amended 9/17/08 to remove alternate Recreation Commission representative.

Charge:

The Conservation Commission conducts research concerning the local area and seeks to coordinate the activities of other organizations working for similar purposes. The Commission may advertise, prepare, print, and distribute books, maps, charts, plans, and pamphlets. It keeps an index of all open areas within the City with the plan of obtaining information pertinent to proper utilization of such open areas. It maintains an index of all wetlands and may recommend to the City Council a program for the promotion and proper utilization of such areas. It makes recommendations to the City Council to purchase additional conservation lands as they become available according to its Master Plan.

Membership:

Don Lacey	06/20-06/23
Erling Heistad, Council Representative	
George Sykes, Alternate Council Rep	
Ernst Oidtmann, Chair	05/20-05/23
Susan Almy	01/21-01/24
Sarah Riley, Regular	08/18-08/21
Bruce James, Regular	09/19-09/22
Christopher Johnson, Regular	12/19-12/22
Suellen Balestra, alternate	07/18-07/21
Darla Bruno, Alternate Regular	09/19-09/22
Barbara Hirai, alternate	01/20-01/23
Megan Smith, alternate	08/21-08/24

Meeting Schedule:

Regular meetings are held on the second Thursday of each month at City Hall, with a 7:00 p.m. starting time.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Establishment/History:

At its July 21, 2021, meeting, the City Council adopted an ordinance to amend Chapter 31 of the Code of the City of Lebanon to add a new section, Article Diversity, Equity and Inclusion Commission. The Commission shall be comprised of no more than nine voting members appointed by the City Council, including two City Councilors and seven members of the public, who are Lebanon residents. The City Manager or their designee shall be a permanent non-voting member of the commission.

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Charge:

The duties and responsibilities of the Diversity, Equity and Inclusion Commission will include:

1. Providing recommendations to the City Manager and City Council that would identify opportunities to address diversity and equity issues, promote inclusion/diversity programs, and provide guidance to create a more accessible, safe, welcoming and inclusive government and community.
2. Enhancing communication across and among the community to promote awareness, understanding and the value of cultural, ethnic and religious differences.
3. Promoting equity among all persons relative to gender, race, ethnicity, religion, age, gender identity, sexual orientation.
4. Promoting inclusion in the workplace, the community and City government.
5. Coordinating economic development activities amongst City representatives and private organizations at the request and direction of the City Council.
6. Establishing a dialogue with City residents to understand the needs and concerns of the community; with local business owners to understand challenges and hindrances to the enhancement of diversity, equity and inclusion.
7. Reporting quarterly to the City Council in accordance with Council directives.
8. Working in partnership with the City Manager and Staff to achieve the objectives of ensuring diversity, equity and inclusion in the City.

Membership:

- City Council Representative
- City Council Representative
- Public Representative
- Public Representative
- Public Representative
- Public Representative
- Public Representative
- Public Representative
- Public Representative
- Public Representative
- Shaun Mulholland, City Manager (non-voting member)

Meeting Schedule:

To be determined

DOWNTOWN LEBANON TIF ADVISORY BOARD:

Establishment/History:

At its October 3, 2018 meeting, the City Council adopted an ordinance to amend Chapter 31 of the Code of the City of Lebanon to add a new section, Article IX as follows: Pursuant to RSA 162-K:14, and in accordance with a Resolution adopted by the City Council on July 11, 2018 establishing the Downtown Lebanon Tax Increment Financing District, there is hereby established a Downtown Lebanon TIF Advisory Board.

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The Advisory Board shall consist of seven voting members who are residents of the City including: one City Councilor; two Citizen Representatives who do not own or occupy real property within or adjacent to the district and four property owners or occupants of real property within or adjacent to the district. The board shall also consist of two ex-officio, non-voting members: City Manager (acting as District Administrator) and the Executive Director of the Lebanon Area Chamber of Commerce.

The terms of the Citizen Representatives shall be staggered. Three Citizen Representatives shall initially be appointed for terms of two years and the remaining three Citizen Representatives shall be appointed for terms of three years. Thereafter, all members shall be appointed to terms of three years.

Charge:

The Downtown Lebanon TIF Advisory Board is established in accordance with RSA 162-K:14 for advising the City Council and the District Administrator on the policies and actions for the administration of the district related to planning, construction, and implementation of the Downtown Lebanon TIF District Development Program, and on maintenance and operation of the District after the Program has been completed.

Membership:

- George Sykes (Council Representative)
- Barry Schuster, Chair (owner/occupant in district representative) 9/19-9/22
- Peter Owens, Vice Chair (owner/occupant in district representative) 9/19-9/22
- Victoria Smith (owner/occupant in district representative) 9/19-9/22
- Ernest “Chip” Fleischer (owner/occupant in district representative) 9/19-9/21

- Vacant (owner/occupant outside of district representative)
- Vacant (owner/occupant outside of district representative)

Meeting Schedule:

As needed.

ECONOMIC DEVELOPMENT COMMISSION

Establishment/History:

At its July 10, 2019 meeting, the City Council adopted an ordinance to amend Chapter 31 of the Code of the City of Lebanon to add a new section, Article XI Economic Development Commission. The Commission is responsible for coordinating the overall economic development of the City in accordance with the City’s sustainability objectives and adopted Master Plan, specifically to lead in the implementation and update of Chapter 6, Economic Development.

The Economic Development Commission is hereby established for the purposes of: Enhancing the City of Lebanon’s economy by investigating current economic conditions; Assisting with the formation and execution of appropriate economic development and marketing opportunities; Coordinating activities to

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enhance or expand economic development; Engaging in such other activities as are necessary to further the City of Lebanon's economic vitality and sustainability.

The Commission shall consist of nine voting members including: two City Councilors and seven Citizen Representatives. The City Manager and the Executive Director of the Lebanon Area Chamber of Commerce shall be permanent non-voting members of the Commission. The Citizen Representatives shall be appointed by the City Council and their terms shall initially be staggered for periods of one and two years. Thereafter, all Citizen Representatives shall be appointed for two-year terms. The City Council representatives shall serve for their respective terms and shall be appointed by the Mayor.

Charge:

Research economic conditions and potential economic development opportunities for the City, primarily focused on the retention or enhancement of existing businesses and the attraction of appropriate new businesses. Develop and recommend to the City Council a marketing plan setting forth the community's vision for economic development. Serve as a resource for the City's boards, commissions, committees and staff, providing recommendations when requested regarding economic development opportunities, strategic planning initiatives and other matters impacting economic development. Coordinate economic development activities amongst City representatives and private organizations at the request and direction of the City Council. Establish a dialogue with City residents to understand the needs of the community; with local business owners to understand current economic challenges and hindrances to the enhancement or expansion of existing businesses; and with potential new business owners to facilitate appropriate economic development opportunities. Undertake any other project or duty as determined by the Commission of the City Council that impact the economic sustainability of the City. Periodically report to the City Council in accordance with Council directives.

Membership:

Shaun Mulholland, City Manager (non-voting member)
Rich Wallace, Chamber of Commerce (non-voting member)
Karen Liot Hill, Vice Chair, City Council Rep.
Douglas Whittlesey, City Council Rep.
William Dunn, Chair, Citizen Rep. (11/19-11/21)
Chip Brown, Citizen Rep. (11/19-11/21)
Dan Nash, Citizen Rep. (3/21-3/23)
David Newlove, Citizen Rep. (02/21-02/23)
Kevin Purcell, Citizen Rep (02/20-02/22)
Vacant, Citizen Rep.

Meeting Schedule:

To be determined

ECONOMIC VITALITY EXCHANGE COMMITTEE:

Establishment/History:

Established through the City Council (adopted February 20, 2013) and created by the City Manager. Membership will consist of three members of the Lebanon City Council, members of the City Staff to include the City Manager and his delegates, members of the Greater Lebanon Chamber of Commerce, and six to seven members of Lebanon’s private business sector. The Chamber of Commerce, working in conjunction with the City Manager will appoint the private sector members to the committee.

Charge:

Created with the purpose to be a community place or forum where elected City leaders and private sector business and organization leaders can come together in an open and candid environment to share analyses, conversation, and listening sessions to build understanding, grow mutual respect, and value each others’ opinions to produce sustainable economic vitality for Lebanon in the 21st Century. The body will not have decision-making power but may provide feedback for consideration and potential implementation in both the public and private sectors.

Membership:

Karen Hill, City Councilor	Rob Taylor, Chamber of Commerce
Clifton Below, City Councilor	Dan Nash
Timothy McNamara, City Councilor	Chip Brown
Shaun Mulholland, City Manager	Vacant
David Brooks, Director of Planning and Zoning	Jeff Goodrich
Dana Key	Steve Whitman
Kevin Purcell	

Meeting Schedule:

The group meets on the 4th Tuesday of each month from 4-5 pm in City Hall.

FAIR HEARINGS OFFICERS RE: WELFARE GUIDELINES:

Establishment/History:

Established through adopted Welfare Guidelines. Two Fair Hearings Officers (1 regular and 1 alternate) appointed by the City Manager for 3-year terms.

Charge:

The role of a Fair Hearings Officer is to render decisions based on findings of fact in accordance with the City’s Welfare Guidelines and state and federal law. Persons serving as Fair Hearings Officers must not have participated in the decision causing dissatisfaction to claimants, to be impartial, and to be sufficiently skilled in interviewing claimants to obtain evidence and facts necessary to make a fair determination. Officers must also be capable of evaluating all evidence fairly and realistically, to explain to a claimant the laws and regulations under which the welfare officer operated, and to interpret to welfare officials any evidence of unsound, unclear or inequitable policies, practices or action.

Membership:

Patrick Hayes	05/17-05/22
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Vacant (alternate)

Meeting Schedule:

Time Commitment: On an as needed basis. Hearings are held during office hours in City Hall at the convenience of the Claimant and Hearings Officer.

GRAFTON COUNTY ECONOMIC DEVELOPMENT COUNCIL*:

Establishment/History:

The GCEDC was founded in 1998 as a result of the consolidation of three smaller regional economic development organizations in Grafton County and now ranks as one of eleven recognized [Regional Development Corporations](#) (RDC's) in New Hampshire. (Replaced Grafton County Regional Economic Development Council - assumed duties of EDCUV.) Lebanon gets one representative appointed by the City Council.

Charge:

The GCEDC's motto is: Economic Development Through Partnerships. We strive to work with other organizations and agencies to promote economic development. Our strategies for encouraging private sector investment include:

1. growing economic development loan program,
2. engaging in business attraction efforts,
3. creating business incubators in order to assist entrepreneurs, and
4. working one-on-one with businesses to provide them with free and confidential counseling.

Membership:

Karen Hill, appointed by Mayor 4/2019.

Meeting Schedule:

Meets once a year for annual meeting.

GRIEVANCE BOARD:

Establishment/History:

This Board was established pursuant to the City's Personnel Policy and Section 419:53a of the City Charter. The Board's membership consists of three members, with a Citizen member appointed by the City Council, a member appointed by the employee association, group or union from which the aggrieved employee may come, and a third member appointed by the first two appointees.

Charge:

The Board's role is to hear specific grievances of non-contractual city employees where solutions are not found by other administrative approaches and to recommend specific solutions, very similar to handling arbitration cases. Cases involving salary, duties, and/or direct supervisory problems are included.

Membership:

Vacant

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Meeting Schedule:

This Board is called on an as needed basis and meets at City Hall at the convenience of the board and the aggrieved employee.

HERITAGE COMMISSION:

Establishment/History:

Established by Ordinance #2006-7 by the City Council on 7/19/06 to replace the Historic District Commission. (Historic District Commission was first established by City Council 6/2/93 - membership appointed 7/21/93. See Ordinance #67 adopted 8/21/96) - 7 member board (includes one Council representative and one Planning Board representative) with up to 5 alternates. Regular and alternate members for 3 year terms. Charge amended 5/21/14. Membership amended 7/21/2021 to 5 regular members from 7 regular members.

See Lebanon Code: Chapter 31, Article VII.

Charge:

The Commission is responsible for the proper recognition, use and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic or community significance within their natural, build or cultural context.

Work towards the purchase and installation of fountains within the City of Lebanon by raising funds; coordinating volunteer efforts, locating fountains for purchase by the City, developing plans for the location of fountains and seeking approval by the Lebanon Heritage Commission and the City Council prior to the installation of any new fountain. (added 5/21/14)

Membership:

- Devin Wilkie, Council rep
- Karen Zook, Alt. Council rep
- Jeremy Rutter, Planning Board Rep
- Douglas Boisvert 10/20-10/23
- Matthew Smith 07/21-07/24
- Nicole Ford Burley, City Historian 07/21-07/24
- Vacant, Alt.
- Vacant, Alt.
- Vacant, Alt.

Meeting Schedule:

The Commission meets on the second Wednesday of each month in City Hall commencing at 7:00 p.m.

LEBANON AIRPORT-TECH PARK TIF ADVISORY BOARD:

Establishment/History:

Established November 6, 2019 by the Lebanon City Council. The board shall consist of five voting members including: 1 City Councillor, 1 Citizen Representative who does not own or occupy real property within or adjacent to the District, and 3 Citizen Representatives who own or occupy real property within

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or adjacent to the District. The City Manager shall be the District Administrator and ex-officio, non-voting member of the Advisory Board. A representative of the Upper Valley Business Alliance shall also be ex-officio, non-voting member. A majority of the voting members shall be residents of the City of Lebanon.

Charge:

Established in accordance with RSA 162-K:14 for the purpose of advising the City Council and the District Administrator on the policies and actions for the administration of the District related to planning, construction, and implementation of the Lebanon Airport-Tech Park TIF District Development Program, an on maintenance and operation of the District after the Program has been completed. The District Administrator shall consult with the Advisory Board within thirty days prior to any proposed action(s) on the phases of the Development Program. The Advisory Board shall have thirty days to appeal any decision of the District Administrator to the City Council for review and appropriate action.

Membership:

Jim Winny, City Council Rep.
Kelly Caron, Property Owner/Occupant 05/20-05/22
Jason Archambeault, Property Owner/Occupant 05/20-05/21
Shaun Mulholland, District Administrator/City Manager
Tracy Hutchins, Representative/Upper Valley Business Alliance
Vacant, Property Owner/Occupant
Vacant, Citizen Rep.

Meeting Schedule:

Meets as needed.

LEBANON ENERGY ADVISORY COMMITTEE:

Establishment/History:

This committee was established by the City Council on 7/18/07. Membership includes 9 regular members (2 Council representatives, 1 Planning Board representative, 1 Lebanon High School Student representative, 1 Thayer Engineering School faculty member or student and 4 at-large citizen representatives). Membership amended on 2/18/09 to include 3 alternate citizen members. Terms will be for two years. Membership amended on 7/7/10 to include 3 at-large citizen representatives, two alternate’s citizen reps, one Council representative and one alternate Council rep. Membership amended on 4/5/2017 to add one additional regular citizen member.

Charge:

To identify opportunities and make recommendations to the City Council with regard to reducing energy use, increasing energy efficiency, exploring alternative energy usage and reducing pollution, to the environmental and fiscal benefit of the City. Charge amended on 2/18/09 to include: To promote energy conservation measures for city residents and businesses, thereby cutting greenhouse gas emissions and reducing energy costs for taxpayers.

Membership:

Clifton Below, Chair, Council rep

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Devin Wilkie, Alternate Council rep	
Keith Davio, Planning Board rep	
Vacant, LHS student representative	
F. Woody Rothe, citizen rep	07/19-07/21
Jonathan Chaffee, citizen rep	08/21-08/23
Gregory Ames, citizen rep	08/19-08/21
Meghan Butts, citizen rep	01/20-01/22
Gene Homicki, alternate	08/20-08/22
Vacant	

Meeting Schedule:

Meetings generally held the third Thursday of the month at 4:00 pm at the West Meeting Room in City Hall.

LEBANON HOUSING AUTHORITY:

Establishment/History:

The LHA and its Board of Commissioners are established in accordance with Chapter 203 of NH State Law by City Council resolution adopted 7/9/1964.

Purpose/Charge:

Lebanon Housing Authority is a public housing agency servicing the City of Lebanon pursuant to State and Federal laws. LHA’s mission is to provide affordable, decent, safe and sanitary housing to income-eligible residents in the community. The LHA is overseen by a six-member Board of Commissioners and managed by professional staff. Funding is provided primarily from the U.S. Department of Housing and Urban Development (HUD) and revenues derived from rents and fees.

The role of the LHA Board is to establish administrative, operational, admissions and occupancy policies in accordance with Federal and State guidelines. It also is responsible for approving all budgets, financial reports, contracts, and disbursements. It reviews all newly proposed housing assistance programs within the City’s jurisdiction and submits recommendations and/or reports to the City Council and any other local board as warranted.

Membership:

Five Citizen members appointed by the City Council for staggered 5 year terms. As allowed by law, a sixth member was appointed 6/5/2002 who must be a public housing resident or assisted housing participant within the programs administered by the Authority.

Current Members:

James Moretti	09/19-09/24
Juliette King, Public Housing Resident	10/17-10/22
Matthew Brown	12/18-12/23
Shelly Lynn Moses	12/19-12/24
Cliff Saunders	10/20-10/25
Ian Girdwood	03/21-10/22

Meeting Schedule:

Regular monthly meeting held on the third Wednesday of each month at 8:00 a.m. Meetings are held in the office of the LHA Executive Director at 31 Romano Circle in West Lebanon unless otherwise

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posted. For more information about the Lebanon Housing Authority, please call 603-298-5753 or go on the web to: www.lebanonhousing.org

LEBANON MUNICIPAL RECORDS BOARD:

Establishment/History:

State Statute 33-A, Disposition of Municipal Records allows for municipalities to establish municipal committees. The municipal officers or their designees together with the clerk, treasurer, assessor and tax collector of each city or town shall constitute a committee to govern the disposition of municipal records pursuant to RSA 33-A.

Charge:

Powers and duties set forth in RSA 33-A.

Membership:

- City Clerk – Kristin Kenniston, Chair
- City Manager – Shaun Mulholland
- Deputy City Manager – Paula Maville
- Treasurer – Vicki Lee
- Assessor Designee – Marlene Boisclair

Meeting Schedule:

Meets as needed

LIBRARY BOARD OF TRUSTEES:

Establishment/History:

Established by City of Lebanon Code: Chapter 100 and RSA Chapter 202-A. Membership consists of seven members elected in March with staggered 3 year terms. Council appoints up to 3 alternates (added by City Council action on 6/18/03). Council fills vacancies.

Charge:

The Library Trustees shall have all the powers and duties set forth in RSA Chapter 202-A.

Membership:

Morgan Swan	03/19-03/22
Susan Weber Valiante, Secretary	03/19-03/22
Francis Oscadal, Chair	03/20-03/23
Michael Stebbins	03/21-03/24
Emma Wunsch	03/21-03/24
Vacant	03/20-03/23
Ann Sharfstein	03/20-03/23
Donna Hartford, Alternate	10/20-10/21
Douglas Whittlesey, Alternate	04/21-04/22
Tina Van Kley, Alternate	06/21-06/22

Meeting Schedule:

Meets monthly, 4th Tuesday at 7:00 pm.

LICENSING BOARD:

Establishment/History:

See Lebanon Code: Chapter 31, Article VI. One Citizen member appointed for a two-year term by the Mayor and City Council, serves with the Mayor's designee (currently a City Councilor), an alternate City Council representative, and the Police Chief.

Charge:

The Licensing Board is responsible for reviewing and granting licenses for the use Colburn Park and the Hanover Street Mall area, and use of City property pursuant to:

1. Lebanon City Code, Chapter 14 Alcoholic Beverages, Article I Consumption in Certain Places (Ordinance #39) regarding the regulation and control of consumption and possession of alcoholic beverages on city-owned land or buildings, including sidewalks, public streets, parking lots, the Hanover Street Mall, city parks, etc.;
2. Lebanon City Code, Chapter 23 Banners (Ordinance #45) regarding the erection or placement of banners across any public street or at Colburn Park;
3. Lebanon City Code, Chapter 31 Boards and Committees, Article VI, Licensing Board (Ordinance #45), Section 31-29 regarding: licensing of amusement places, RSA Chapter 286; pawnbrokers, RSA 298:4; permits for soliciting funds, RSA 31:91; street fairs, RSA 31:100; fireworks, RSA 160-B-7, billiard tables, RSA 2869:6; and, raffles, RSA 287-A:7.
4. Lebanon City Code, Chapter 176, Vending Machines (Ordinance #45) regarding the location of newspaper vending machines in city rights-of-way; and,
5. Lebanon City Code, Chapter 179, Vendors (Ordinance #62) regarding sales by vendors within the general area of Colburn Park and the Hanover Street Mall.

General Process:

- 1) Applicants submit license applications to the City Manager's Office for use of City property and for activities outlined in foregoing ordinances.
- 2) City Manager's Office reviews license applications for completeness.
- 3) City Manager's Office schedules meetings for the Licensing Board as needed at which time applications are reviewed and acted upon.

Membership:

Mayor McNamara (or Mayor's Designee)
Denise Potter (Citizen Member)
Police Chief

Meeting Schedule:

Meetings are held on an as needed basis at the convenience of board members.

***MASCOMA RIVER LOCAL ADVISORY COMMITTEE (Through the UVLSRPC)**

The Mascoma River Local Advisory Committee (Mascoma River LAC), composed of residents of Lebanon, Enfield, and Canaan, is authorized by State law to advise on the management and protection of the Mascoma River. The Mascoma River LAC receives no dedicated funding from the State, instead seeking funding from grants and local sources such as Mascoma River Watershed Council, Rotary Clubs, Lions Club, and other local philanthropic organizations.

Mascoma River LAC members are local citizens interested in the river – they are nominated by their Town and appointed to a three-year term by the Commissioner for NH Department of Environmental Services.

Current member list:

Lebanon: *Ernst Oidtmann, David Rosengarten, and Kathie Romano*

Enfield: *Don MacMeekin, Charles Koburger and Alv Elvestad*

Canaan: *Bill Chabot and two vacancies*

Mascoma River LAC meets the third Tuesday of each month from 6:30 pm to 7:30 pm at the UVLSRPC offices, 10 Water Street, Suite 225, Lebanon, NH 03766. All meetings are open to the public.

Administrator: Vickie Davis
email: vdavis at uvlsrpc.org

PEDESTRIAN AND BICYCLIST ADVISORY COMMITTEE:

Establishment/History:

Formerly the Bicycle/Pedestrian Path Committee established 9/7/94, with members appointed 10/5/94 - See Council meeting of 4/19/95 - and given the short-term charge of drafting a master plan for sidewalks and bicycle transportation improvements for review by the Planning Board and City Council, surveyed potential users of improvement options to help assess relative need and priority, and promoting bicyclist and pedestrian safety education. Committee renamed and re-established with new charge 9/20/95 and 10/5/05. Membership appointed 11/1/95. Membership changed again on 3/15/06). Membership to be 6 citizen representatives*, 1 City Council representative, 1 Planning Board representative, 1 Friends of Northern Rail Trail representative and up to 6 alternate members, one of which to include a **Recreation Commission representative. Terms are 3 years. Note: Terms for the representatives from the City Council, Planning Board, Recreation Commission and Friends of the Northern Rail Trail will run concurrently with those appointments. (Per Council action of 3/15/06). *Upon the resignation of a citizen member, Committee membership will automatically change to 5 citizen representatives and the alternate **Recreation Commission representative will become a regular member position. (Per Council action of 3/15/06). 9/17/14 – due to the disbanding of the Recreation Commission, the Recreation Commission representative will become a regular *citizen* member per Council action of 9/17/14.

Lebanon Board Members and Duties

Charge:

The Pedestrian and Bicyclist Advisory Committee’s mission is to help make the City of Lebanon more safely walkable and bikeable by facilitating, enhancing, and encouraging safe pedestrian and bicyclist travel and connectivity in the City of Lebanon.

To this end, the Committee will:

Help complete the master plan for pedestrian and bicyclist facilities for presentation to the Planning Board and City Council. Coordinate, consult with, and advise City administration (Planning, Public Works, Parks and recreation, Manager) and City Boards (City Council, Planning Board, Public Safety Committee, Recreation Commission and Conservation Commission) on matters that may impact pedestrians and bicyclists, including reviewing City and State public works projects with regard to accommodating pedestrians and bicyclists, assisting with evaluation and preparation of funding applications (especially for the Transportation Enhancement Program [TEP]), and following through on implementation.

Membership:

- Amy Chan, (Friends of Northern Rail Trail representative)
- Erling Heistad, (City Council representative)
- George Sykes (Alternate Council representative)
- Gregorio Amaro (Planning Board representative)
- John Kelleher, Vice Chair (Citizen Member) 05/18-05/21
- Colin Smith, Chair (Citizen Member) 03/19-03/22
- Marie McCormick (Citizen Member) 03/19-03/22
- Alan Schnur, Citizen Member 07/19-07/22
- Sarah Akhtar, Citizen Member 11/18-11/21
- Amy Chan, Citizen Member 08/20-08/23
- Clifton Below, alternate 10/20-10/23
- Vacant, alternate
- Vacant, alternate

Meeting Schedule:

This committee meets on the first Tuesday of each month in City Hall. Meetings start at 7 p.m.

PERSONNEL ADVISORY BOARD:

Establishment/History:

The Personnel Advisory Board, created within Section 419:53 of the City Charter, consists of three citizens **holding no other political office** and appointed as follows: one member by the City Manager, one by the City Council, and the third by these two appointees, with each term consisting of 3 years.

Charge:

It is the duty of the personnel advisory board to study the broad problems of personnel policy and administration, to advise the Council concerning the personnel policies of the City and the City Manager regarding the administration of the merit plan.

Lebanon Board Members and Duties

Membership:

Vacant - (Appointed by Council)
Vacant (Appointed by City Mgr.)
Vacant (Appointed by Board)

Meeting Schedule: Meets as needed.

PLANNING BOARD:

Establishment/History:

This nine-member Board established in City Ordinance #4 (See City of Lebanon Code, Chapter 31, Article V) and State Statute. Nine regular members- 3 year terms- all members nominated by City Manager, with exception of council representative, and appointed by the City Council 7/86- up to 5 Alt. members allowed. 3 Alternates added 2/95 - Chr. & V. Chr. elected by vote of the Board in January of each year. Number of alternates reduced from 5 to 3 on 7/7/10.

Charge:

Responsible for reviewing all new construction, except single family homes, and subdivisions of land occurring in the City. Reviews are carried out under Site Plan and Subdivision Regulations as established by the Board. The Board is responsible for development as well as application of land use regulations and the review of any land use ordinance or amendment referred by the City Council. The Board reviews, revises, and adopts the City Master Plan.

Membership:

Karen Zook, Council representative
Douglas Whittlesey, Alt. Council Rep
Joan A. Monroe 10/19-10/22
Kim Chewning 08/20-08/23
Bruce Garland, Chair 04/20-04/23
Laurel Stavis 01/21-01/24
Matthew Hall, Vice Chair 02/21-02/24
Kathie Romano 02/19-02/22
Jeremy Rutter 08/20-08/23
Gregoria Amaro 10/20-10/23
Michael Smith, Alt 07/21-07/24
Vacant, Alt
Vacant, Alt

Meeting Schedule:

Regular meetings are held at City Hall on the second and fourth Mondays of each month, with a 7:00 p.m. starting time. Special meetings are scheduled as needed.

RAILWAY SERVICE TASK FORCE RE: STATE LAW*:

Establishment/History:

Task Force established through legislation enacted by the 2001 NH General Court. Council and Manager appoint Lebanon representative. No term limit.

Charge:

To conduct an ongoing study, which includes the feasibility of re-establishing the Concord to Lebanon northern passenger rail service line.

Membership:

Daniel Nash (appointed by City Council and Manager on 09/05/01)

Meeting Schedule:

As needed.

REGIONAL TRANSPORTATION ADVISORY COMMITTEE (UVLSRPC)*:

Establishment/History:

Sub-committee of the Upper Valley Lake Sunapee Regional Planning Commission. In addition to one representative from each of the thirty-one Vermont and New Hampshire participating communities, representatives from the New Hampshire and Vermont Departments of Transportation serve as ex-officio members. (See Council minutes of 10/2/91)

Charge:

The mission of this Sub-Committee is to discuss and recommend regional transportation issues and projects.

Membership:

Karen Liot Hill, Public Works Director (Lebanon representative) (appointed 07/02)

Meeting Schedule:

The committee meets generally once a month. Meetings are usually held on the 2nd Tuesday, with a starting time of 5:00 p.m. Meetings are held at various locations throughout the participating area.

STEERING COMMITTEE FOR THE IMPLEMENTATION OF THE MASTER PLAN OR "SCIMP" (PLANNING BOARD SUB-COMMITTEE)

Establishment/History:

SCIMP is a subcommittee of the Planning Board and was formulated by the Planning Board on May 14, 2012, to assist with the implementation of the Master Plan. It is composed of 5 voting members: 3 from the Planning Board with 1 alternate, 1 from the Conservation Commission with 1 alternate, and 1 from the City Council with one alternate.

Charge:

The Steering Committee for the Implementation of the Master Plan (Or SCIMP) is charged with the implementation of the City's Master Plan. The Committee determines which of the Master Plan outcomes, strategies and action items are priorities for a given year, how best to implement them, and provide a forum for educating themselves and the public on ideas and techniques to implement planning and zoning for Lebanon. The Committee's recommendations are then passed on to the Planning Board for action.

The following charge added on May 1, 2013: To include the study and development of recommendations for implementing potential roundabouts in the context of the City's overall long-range transportation plan. (Per disbandment of Ad Hoc Roundabout Committee by City Council.)

Membership:

Planning Board: Keith Davio, Elizabeth Celtrick,
Planning Board Alt: Joan Monroe
City Council: Karen Hill
City Council Alt: Clifton Below
Conservation Commission: Susan Almy
Conservation Commission Alt: Vacant

Meeting Schedule:

The SCIMP will meet the 4th Thursday of January and June. The public is encouraged to attend as there will often be public dialog and guest speakers.

SOLDIERS MEMORIAL BUILDING - Guardian:

Establishment/History:

On May 21, 2014 the Lebanon City Council disbanded the Soldiers Memorial Building Advisory Board and established the positions of Guardian and Deputy Guardian of the Soldiers Memorial Building. Guardian and Deputy Guardian to be appointed by the Mayor for three-year terms.

Responsibilities of the Guardian and Deputy Guardian Include:

1. Directly advising the Department of Public Works concerning the general repairs and maintenance needs of the SMB.
2. Being empowered to solicit, accept and expend all gifts, donations, etc., based on City accounting policies, for the preservation of the Soldiers Memorial Building.
3. Promoting activities to showcase the SMB including, but not limited to: notifying the City Manager's Office of upcoming activities and placing notices of upcoming SMB events on the City website and/or in the City Newsletter.
4. Utilizing the resources and knowledge of the Lebanon Heritage Commission or others whenever guidance or information related to the artifacts and memorabilia presently in the Soldiers Memorial Building is needed.
5. Providing access to the Soldiers Memorial Building for any organization, including but not limited to the Lebanon Historical Society or its representative, for the purpose of taking inventory of or inspecting the condition of items on temporary or permanent loan.

Lebanon Board Members and Duties

- 6. Providing annual report to the City Council on activities of the SMB.

Membership:

Guardian – Bob Therrien (5/21 – 5/24)
Deputy Guardian - vacant

TRUSTEES OF TRUST FUNDS:

Establishment/History:

Established in accordance with Section 419:68 of the City Charter, the Trustee of Trust Funds consists of three members appointed by the Mayor for staggered 3-year terms.

Charge:

Trustees are responsible for investing Trust Funds of the City of Lebanon in securities legal for investment by savings banks of this state.

Members:

John Jay Hutchins	05/19-05/22
Jay Simms	02/21-02/24
Lawrence Kelly	07/21-07/24

Meeting Schedule:

Quarterly meetings are held at City Hall in the early morning at the convenience of Trustee members.

UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION*:

Establishment/History:

See RSA 36:46, III. 3 members- Planning Board nominates -- appointed by Council- up to 4 year terms - Council may appoint up to 3 alternates.

The Upper Valley Lake Sunapee Regional Planning Commission is a public, nonprofit, voluntary association of towns and cities in the Upper Valley and Lake Sunapee Areas. The thirty-one member municipalities are in two states and five counties. The Commission consists of a Board of Commissioners and a professional staff. Each town or city annually appropriates funds for the Commission’s operation and sends representatives (commissioners) to participate on the Board. The Board elects officers, adopts the annual work program and budget, and develops policies and positions on issues that are important to the region and its communities.

Representation is set at two commissioners for each municipality with the following exception: any member municipality with a population in excess of 10,000 is entitled to a third commissioner. A commissioner is a representative of local government who as a member of the UVLSRPC board will make policy decisions and help implement those decisions. Thus, a commissioner is both a diplomat and a local representative, serving local interests in a “commission of equals” and trying to balance local concerns with what is best for the regional community as a whole. In accordance with state law, the local Planning Board is responsible for placing names in nomination for membership for consideration by the governing body.

Lebanon Board Members and Duties

Charge:

The Commission’s work includes transportation planning, solid waste planning, organizing and running household hazardous waste collections, working with communities to develop or amend master plans, capital improvement plans and local land use controls, assisting with the preparation of grant applications, administering grants, using Geographic Information System for mapping and traffic and land use analysis, environmental and resource planning, and assisting communities with issues that arise.

Duties of a commissioner include: attending regular bi-monthly meetings, usually on Wednesdays, at 6:00 p.m.; reviewing agenda materials before the monthly meeting and being ready to discuss and/or decide questions at the meeting; serving on one or more committees such as Planning, Finance, Personnel, Electronic Data Processing, etc.; being available to hear concerns of local officials, citizens and interest groups on regional problems and opportunities, and to bring these issues to the attention of the Commission, help evaluate the issue and decide on a course of action; and reporting back to the community several times during the year on the activities and decisions of the Commission.

Members:

Dan Nash	07/17-07/21
Bruce Garland	04/17-04/23
Laurel Stavis	04/17-04/23

Meeting Schedule:

Meetings generally held bi-monthly on Wednesdays at 6:00 pm.

UVLSRPC TRANSPORTATION ADVISORY COMMITTEE

Establishment/History:

The Transportation Advisory Committee was established as part of the New Hampshire Department of Transportation planning process and is staffed and supported by the Commission. The committee is comprised of representatives from municipalities and agents in the region. Lebanon has one City Council representative.

Charge:

The purpose of the TAC shall be to provide technical advice and policy recommendations regarding transportation planning issues to the Commission. TAC representatives are the liaison between the TAC and municipalities within the region or the agency they represent. The TAC is responsible for creating and amending the Regional Transportation Plan (RTP) to address a long-term vision for growth in the Region as it pertains to the transportation network. The RTP serves as the official Regional policy statement that helps guide statewide transportation funding decisions.

Members:

George Sykes, Council Representative

U.V. SUB-COMMITTEE OF THE CONNECTICUT RIVER JOINT COMMISSIONS*:

Establishment/History:

The Upper Valley River Subcommittee of the Connecticut River Joint Commissions is represented by ten communities on both sides of the Connecticut River. Appointments to this subcommittee are made by the Connecticut River Joint Commissions on the recommendation of Select Boards and the City Council. Each town may nominate two regular members and an unlimited number of alternates, who must be able to represent at least one of these six categories: riverfront landowner, local government, local business, agriculture, recreation, and conservation. Appointed by the Lebanon City Council.

Charge:

Develop a river corridor management plan, and review and advise on all state and federal permits that affect the Connecticut River.

Membership:

Ruth Bleyler	Regular Citizen Member
Eric Agterburg	Regular Citizen Member
Bruce Garland	Alternate Citizen Member
Vacant	Alternate Citizens Member

Meeting Schedule:

Meetings are held on the 3rd Wednesday evening of each month from 7:00 p.m. until 9:00 p.m. at the Lyme Town Office.

U.V. TRANSPORTATION MANAGEMENT ASSOCIATION*:

Charge:

The Vital Communities group’s mission is to provide leadership and education to promote planning, development, and implementation of transportation initiatives to mitigate traffic congestion and reduce reliance on single occupant vehicle commuting. No term lengths.

Membership:

Rebecca Owens (Associate Planner) Lebanon Representative

Meeting Schedule:

As needed.

WEST LEBANON REVITALIZATION ADVISORY COMMITTEE

Establishment/History:

Established August 19, 2020 by the Lebanon City Council with the purpose to work with the City’s Administration to develop plans for the revitalization and redevelopment of the Central Business District area of West Lebanon. The committee shall consist of 9 members: 1 City Councilor, 3 Ward 1 Residents of the City, 3 Ward Business Owners, 1 Member of the Planning Board and 1 Member of the Economic Development Commission. Committee will sunset December 31, 2021.

Lebanon Board Members and Duties

Charge:

- 1) Work with and service in an advisory capacity to the City Manager and the Planning Department regarding plans for revitalization and redevelopment of the Central Business District area of West Lebanon.
- 2) Emphasis on the plans for:
 - a. The Westboro Yard;
 - b. City owned property located at 3 Seminary Hill;
 - c. Streetscape improvements;
 - d. "Bridge Park";
 - e. Potential development of parallel connecting roadways to Main Street.
- 3) Assist the City Administration and present plans to the Council no later than December 31, 2021.

Membership:

Councilor Jim Winny, Chair
Chet Clem, Business Owner Ward 1, Vice Chair
Chris Lin, Business Owner Ward 1
Dean Cashman, Business Owner Ward 1
Graziella Parati, Resident Ward 1
Gregorio Amara, Resident Ward 1
Lauren Groves, Resident Ward 1
Laurel Stavis, Planning Board Representative
Kevin Purcell, Economic Development Commission Representative

Meeting Schedule:

Beginning in January 2021, meetings will be held twice per month on the 2nd and 4th Tuesday beginning at 5:30 PM.

ZONING BOARD OF ADJUSTMENT:

Establishment/History:

Established per State Statute, Chapter 674 and City Charter. Consists of five regular and three alternate (added 4/19/89) members appointed for three-year terms by the Mayor and City Council. Chr. & Vice Chr. elected by vote of the Board in September of each year.

Charge:

The Zoning Board of Adjustment, pursuant to New Hampshire law, hears and decides appeals from administrative decisions, special exceptions and variances. This Board votes and decides on these applications as they conform to the City Zoning Ordinance, and other applicable City and State regulations.

Appointment to the City Zoning Board of Adjustment requires an understanding of the City Zoning Ordinance. The Zoning Administrator serves as support staff for the Zoning Board of Adjustment and must apply the ordinance as it is written and cannot waive any provisions. The Zoning Board of Adjustment may vary the provisions but cannot amend the zoning ordinance and map. Zoning ordinances involve more unusual conditions and extenuating circumstances than other land use regulations. Zoning boards of adjustment are established to provide for the satisfactory resolution of

Lebanon Board Members and Duties

many of these situations without burdening the courts. It is the goal of the City to have a well-maintained balance of perspectives on this and all boards.

Membership:

William Koppenheffer, Vice Chair	07/18-07/21
Jennifer Mercer	06/19-06/22
Dan Nash	05/20-05/23
Jeremy Katz	08/20-08/23
Paul McDonough, Alternate	03/19-03/22
David Newlove, Alternate	04/19-04/22
Vacant, Regular	
Vacant, ZBA	

Meeting Schedule:

Regular meetings are held the third Monday of each month starting at 7:00 p.m. in City Hall.

CITY COUNCIL SUBCOMMITTEES:

GOVERNANCE COMMITTEE:

Establishment/History:

(Replaced Strategic Planning Working Group and Council Budget Committee) Established 3/4/09. Membership includes 3 Councilors and the City Manager.

Charge:

The Governance Committee shall act as an advisory committee to the Lebanon City Council and shall serve as the liaison between the City Council and City staff in order to review the effectiveness of local government. The Governance Committee shall study and formulate recommendations in areas including but not limited to: a) City Council organization, process and rules; b) City budget process and presentation; c) Overall governance structure and; d) Comprehensive planning process.

Membership:

Mayor McNamara, Asst. Mayor Below, Councilor Hill and City Manager Mulholland

Meeting Schedule:

Meets as needed.