

**CITY OF LEBANON**  
**BOARD/COMMITTEE DUTIES AND MEMBERS**  
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*\* Represents those boards/committees which are not governed by the City of Lebanon, but provide for Lebanon representation on them.*

**ADA COMPLIANCE TEAM**

***Establishment/History:***

On-going committee and charge established 7/15/98. Team to consist of 4 citizen members, 2 Councilors (one as regular and one as alternate) and needed staff. Staff will serve as ex-officio members. One alternate member added 10/7/98. Terms of members established 10/7/98 - staggered 3 year terms. Membership increased to 7 regular members and no alternate 10/21/98. If possible, membership to include at least 3 people with disabilities. Two alternates added and Council membership increased to 2 on 04/07/99. Citizen membership reduced to 5 regular members on 04/05/00. Number of Compliance Team membership changed to “up to” seven members. This will enable the team to carry out their business with a majority of the members at the time of doing business. See meeting of 09/06/00. Membership changed to 4 citizen and 2 Council representatives (one to act as alternate) on 10/5/05. Charge was also modified at that time.

***Charge:***

Act as ombudsman for people with disabilities; to advise that all municipal programs and policies are ADA compliant; to advise that all municipal properties, to include, but not limited to, existing and proposed buildings, rehabilitations to buildings, and additions, are ADA compliant; and to ensure that the City is adhering to the Americans with Disabilities Act.

***Membership:***

Karen Hill (Council Rep)	(Council rep terms concurrent
Vacant (Alt. Council Rep)	with Council terms)
Randy Wagoner	08/06-08/09
Vacant	
Vacant	
Vacant	
Kenneth Niemczyk, Team Coordinator	

***Meeting Schedule:***

The Team meets as needed.

**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:**

Scott Pauls (Council Rep)

Raymond A. Buskey

03/07-03/10

**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.

**(LEBANON MUNICIPAL) AIRPORT ADVISORY COMMITTEE:**

**Establishment/History:**

See Lebanon Code, Chapter 31, Article VIII

Established by ordinance 11/19/97. Committee to consist of 10 members: Five citizen reps shall be appointed by City Council. At least two citizen reps shall be residents of the City. Staggered 3 year terms. Two reps from City Council - one rep from Planning Board, one rep from Conservation Commission and the Airport Manager to serve as ex-officio (non-voting) member. Manager to fill unexpired terms. Ordinance amended by adding one alternate member 4/1/98. Membership and charge amended 11/2/05.

**Charge:**

Duties include participating in discussion of the existing or any proposed Airport Master Plan and make recommendations to the City Council. The Committee will also review and make recommendations to the City Council concerning the proposed Airport Capital Improvements Program, and review and comment on any Airport matters requested of the Committee by the City Council or the Airport Manager. The Committee will make recommendations as to obtaining financial support of surrounding communities and area businesses for a separate fund for Airport activities and make recommendations as to marketing Airport services as well. All complaints about the operation of the Airport are referred to the Committee for consideration and comment.

**Membership:**

*Citizen Representatives:*

Daniel Nash, Chair

04/07-04/10

Charles Henry

04/08-04/11

Mark Pfeil

06/08-03/10 (replacement for Freeman)

Vacant

12/05-12/08

Vacant

03/07-03/10 (replacement for Quinn)

Vacant, Alternate

*Council Representatives:*

Georgia Tuttle & Suzanne Prentiss

Paulla Young - *Planning Board Representative:*

Stephen Lauziere - *Conservation Commission Representative:*

Airport Manager (ex-officio)

**Meeting Schedule:**

Meetings are held on the first Tuesday of each month at 5:30 p.m. in City Hall

**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.	02/09-02/14
Shane MacDonald	02/05-02/10
Frank Mastro	02/08-02/13
Cliff Desrosiers	02/07-02/12
Stephen Whitman	07/07- 01/11 (replacement for R. Cole)
Vacant, Alternate	03/07- 05/10

**Meeting Schedule:**

The Board meets the second and fourth Wednesdays of each month. Meetings are held in City Hall, with a starting time of 7 p.m.

**CATV BOARD OF DIRECTORS\*:**

**Establishment/History:**

Lebanon is allowed three representative to the CATV Board of Directors. Representatives are appointed by the City Council.

**Membership:**

- Karen Hill, (Council) Lebanon representative
- Suzanne Prentiss, Lebanon (Council) representative
- Clay Odell, Lebanon representative

**Meeting Schedule:**

Meets 2<sup>nd</sup> Thursday of each month at 3:30 pm at the CATV office.

**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:***

Georgia Tuttle, Mayor	03/08-03/10 (Ward 1)
Scott Pauls, Assistant Mayor	03/09-03/11 (Ward 3)
Bruce Bronner	03/08-03/10 (Ward 2)
Nicole Cormen	03/08-03/10 (At Large)
Karen Liot Hill	03/09-03/11 (At Large)
Denise MacLeod	03/08-03/10 (Ward 3)
Suzanne Prentiss	03/09-03/11 (Ward 1)
George Sykes	03/08-03/10 (at lg.)
Stephen Wood	03/09-03/11 (Ward 2)

***Meeting Schedule:***

Regular meetings held the 1<sup>st</sup> and 3<sup>rd</sup> 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.

***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:	Judy Macnab
Planning Board Rep:	Joan Monroe
Pede & Bike Path Rep:	Colin Smith
Recreation Comm Rep:	Not yet appointed
City Council Rep:	Stephen Wood; Alternate rep, Nicole Cormen
Recreation Dept Rep:	Cindy Heath

Public Works Dept Staff Rep: Loretta Slicer  
 Planning Office Staff Rep: Mark Goodwin  
 Citizen Rep: Carl Porter 06/09-06/11

**Meeting Schedule:**

Meetings held generally once a month on the second Wednesday at 7:00 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:**

Judy Macnab, Chair	09/08-09/11
Stephen Lauziere	11/09-11/12
Don Lacey	10/07-10/10
Suellen Balestra	09/07-09/10
David Jorgensen	05/07-05/10
Stephen Wood, Council Representative	
Denise MacLeod, Alternate Council Rep	
Harrison Bourne, Vice Chair	01/07-01/10
Ernst Oidtmann, alternate	10/08-10/11
Susan Almy, alternate	01/7-01/10
Averill Tinker, alternate	08/08-08/11

**Meeting Schedule:**

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

## **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:***

Vacant  
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.

## **FOUNTAIN COMMITTEE:**

### ***Establishment/History:***

This short-term committee was originally established by the Council 3/19/97 as the Marion Carter Fountain Committee charged with the restoration of the fountain. On May 2, 2001 the committee was renamed the Fountain Committee with the same membership (1 City Councilor, 1 Lebanon Historical Society member, 3 at-large citizen reps, 1 Public Works rep).

### ***Charge:***

Work towards the purchase and installation of fountains within the City of Lebanon. Scope includes raising funds; coordinating volunteer efforts; locating fountains for purchase by the City; developing plans for the location of fountains and seek approval of the Lebanon Historical Commission and the City Council prior to the installation of any new fountain.

### ***Membership:***

George Sykes, Council representative  
Lindamae Peck (Historical Society rep)  
Priscilla Gosselin (appointed 8/4/97)  
Carol Dustin (appointed 8/17/05)  
Lorraine Morrison (appointed 10/07/09)

Public Works representative - Earl Labonte

***Meeting Schedule:***

This committee meets in the evening on the 1<sup>st</sup> Tuesday of each month in City Hall.

**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:***

Gregg Mandsager, City Manager

***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:***

No current members appointed.

**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. 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.

**Membership:**

Bruce Bronner, Council rep

\_\_\_\_\_, Alt. Council rep.

Stephanie Jackson, Planning Board rep

Jean Baarson 04/08-04/11

Linda Cole 08/09-08/12

Robert L. Welsch 03/08-03/11

Joyce C. Lowman 07/07-07/10

Margaret Moore 05/08-05/11

Richard Courtemanche, Alt. 10/09-10/12

Carl Porter, City Historian, Alt. 02/09-02/12

(Note: City Historian to move into regular member position upon availability)

Vacant, Alt. 04/08-04/11 (replace D. Gross)

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 ENERGY ADVISORY COMMITTEE:**

**Establishment/History:**

This committee was established by the City Council on 7/18/07.

**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 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:**

George Sykes, Council rep	
Karen Hill, Council rep	
Stephanie Jackson, Planning Board rep	
Jessica Wade, LHS student representative	
Professor Lee Lynd, Thayer representative	
Linda Armstrong, citizen rep	10/09-10/11
Andrew Ager, citizen rep	01/08-01/10
Robert Higgins, citizen rep	10/08-01/10 (replacement for M. Martin)
N. Jonathan Peress, alternate	03/09-03/11
Emily Neuman, citizen rep	10/09-01/10 (replacement for LeBrun)
Vacant, alternate	
Vacant, alternate	

**Meeting Schedule:**

Meetings generally held the third Tuesday of the month at 5:30 pm in City Hall.

**LEBANON HOUSING AUTHORITY:**

**Establishment/History:**

Established per RSA 203:5.

**Charge:**

The role of the Authority is to establish administrative, operational, admissions and occupancy policies in accordance with Federal 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 consists of 5 citizen members appointed by the Mayor and City Council for 5 year terms. As allowed by law, a sixth member was appointed 06/05/02 as the “public housing resident.”

**Membership:**

Raymond Lagasse	07/06-07/11
Thomas Morgan	09/05-09/10 (replacement for R. Mansell)
Darcey Rogers	07/07-07/12

Carman Deuso, Public Housing Resident	08/07-08/12
Pamela Bean	07/08-07/13
Shelly Lynn Moses	09/09-09/14

**Meeting Schedule:**

Attend regular monthly meetings held on the third Wednesday of each month at 9:30 a.m. Meetings are held in the Office of the Executive Director on Romano Circle.

**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 fill vacancies.

**Charge:**

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

**Membership:**

Beverly Damren, Chair	03/07-03/10
Lianne Moccia	03/07-03/10
Al Michalovic	03/08-03/11
Ann Silverstein	03/09-03/12
J. Stewart Strachan	03/09-03/12
Jane Carroll	03/08-03/11
Martha Smith	03/08-03/11
Susan Desrosiers, Alternate	10/08-10/09
Francis Oscadal, Alternate	09/09-09/10
Jayne Buckley Sykes, Alternate	12/08-12/09

**Meeting Schedule:**

Meets monthly, 4<sup>th</sup> 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 (or Mayor’s Designee - Tuttle)  
 Terri Dudley (Citizen Member) 07/09-07/11  
 Police Chief

**Meeting Schedule:**

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

**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 will be 3 years (after the initial staggering period). 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)

**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:**

- Clifton Below (Citizen member) 5/07 - 5/10
- John Kelleher, Vice Chair (Citizen member) 4/08 - 4/11
- Kenneth Warren (Friends of Northern Rail Trail representative)
- Colin Smith, Chair (Planning Board representative)
- Jonathan Schwartz (citizen member) 03/08-03/11
- George Sykes (City Council representative)
- Vacant (Recreation Commission representative)
- Elisabeth Berthasavage (Citizen member) 6/09 - 6/12
- Richard Dumez (Citizen member) 09/09 - 09/12
- Vacant, alternate 10/06-10/09 (replacement for LaBombard)
- Vacant, alternate 04/07-04/10 (replacement for LaCombe)
- Vacant, alternate 03/76-03/10 (replacement for Schwartz)
- Vacant, alternate 3/06 - 3/08 (replacement for Vallejo)
- 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.

**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 Statue. 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.

**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:**

Matthew Brown, Chair	09/08-09/11
Gregory Schwarz	01/08-01/11
Joan A. Monroe	09/07-09/10
Ken Morley	08/08-08/11
Paul Calandrella, Vice Chair	06/07-06/10
Timothy McNamara	09/09-09/12
Lawrence LeClair	03/08-03/11
Nicole Cormen, Council representative	
Scott Pauls, Alternate Council rep	
Paulla Young	10/09-08/11 (replacement for Jackson)
Colin Smith, Alt.	10/08-10/11

Chris Armen, Alt.	05/08-05/10 (unexp term of G. Schwarz)
Vacant, Alt	04/08-04/11 (replacement for Young)
Vacant, Alt.	01/08-01/11 (unexp term of Ryea)
Vacant, Alt.	10/08-10/11 (replacement for J. Davis)

***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.

**RECREATION & PARKS COMMISSION:**

***Establishment/History:***

Established by City Ordinance #44 (See City of Lebanon Code, Chapter 31, Article II). In addition to seven regular members and one alternate appointed by the Mayor and City Council for three year terms, representatives from the City Council and the School District serve as well. On-going Ex-officio Members include a representative of the Carter Community Building Association, the School Superintendent, the City Manager, and the Recreation Director. Alternate member added 8/7/91 - Chr. & Vice Chr. Appointed in February of each year

***Charge:***

Duties includes attending monthly meetings to review staff, sub-committee, City Council, and School District representative reports. In conjunction with the City Administration, the Commission is involved in master planning, budget preparation, capital improvement planning, and grant applications. Commissioners are asked to serve on one of the following sub-committees: Fund-raising, Master Plan, Volunteer of the Year/Nomination, July Fourth Celebration/Parade, and are invited to assist Department staff in program evaluations and special events.

***Members:***

Patricia Faulkner, Chr.	10/07-10/10
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Cynthia Driscoll, V. Chr.	01/07-01/10
Robert Harris	08/09-08/11
Denise MacLeod, Council rep	
Beth White, School District Rep	
Art Creighton	04/09-04/12
Hao Xu	04/09-04/12
Bill Evans, Alternate	06/08-06/11
On-going Ex-officio Members:	
Carter Community Building Association (vacant)	
School Superintendent	
City Manager	
Recreation Director	

**Meeting Schedule:**

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

**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:**

Michael Lavalla, Public Works Director ( appointed 07/02)  
George Sykes (Council rep)

**Meeting Schedule:**

The committee meets at least four times but not more than eight times a year. Meetings are usually held on Tuesdays, with a starting time of 4:00 p.m. or 4:30 p.m. Meetings are held at various locations throughout the participating area.

**SOLDIERS MEMORIAL BUILDING ADVISORY BOARD:**

**Establishment/History:**

This advisory Board established in Ordinance #52 (See City of Lebanon Code, Chapter 31, Article III) consists of nine members appointed by the City Council, six of which are members in good standing with local Lebanon veterans groups or patriotic groups for 2 year terms. One of

the remaining three members is a citizen representative, with the second being a member of the Lebanon Historical Society, both for two year terms. The third member represents the City Council for a 1 year term.

**Charge:**

This Board advises the City Manager concerning the artifacts and memorabilia presently in the Soldiers Memorial Building as well as general repairs and upgrading the building. It also provides recommendations to the City Manager relative to an annual budget for the operation and preservation of the building, and is empowered to solicit, accept, and expend all gifts, donations, etc., based on City accounting policies, for the preservation of the Soldiers Memorial Building. The Board also makes recommendations to the City Council relative to rental policy and rates for use of the building as well.

**Membership:**

Richard Courtemanche, V. Chair	07/09-07/11	
Bob Therrien, Chair	07/08-07/10	
Everett Farnsworth,	07/08-07/10	(VFW)
Georgia Tuttle, Council rep	04/09-04/10	(Council)
Robert Welsch	07/08-07/10	(Historical Soc.)
David Conrad	08/09-08/11	(American Legion)
Daniel Downes	12/08-12/10	
Annette Scott	01/08-01/10	(American Legion)
Terri Dudley	07/09-07/11	(Citizen)

**Meeting Schedule:**

Meetings are usually held on the second Monday of the month or as needed. Meetings are held at 7:00 p.m. in the Soldiers Memorial Building

**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	02/07-02/10
Peter C. Brown, Chr.	02/08-02/11
Grant MacEwan	02/09-02/12

***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.

***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:***

Larry LeClair	04/08-10/09 (replacement for Orr)
Shawn Donovan	07/08-07/12 (replacement for Hildebrandt)
Joan Monroe	05/09-05/13

**Meeting Schedule:**

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

**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. Two or more Citizen members appointed by the Mayor and City Council serve with one representative of the City Council. There are no terms of office.

**Charge:**

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

**Membership:**

David Jorgensen	Citizen Member
Vacant	Citizen Member
Vacant	Citizen Member
Joan Monroe	Planning Board
Susan Almy, Alt.	Conservation Commission

**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\*:**

**Establishment/History:**

Established in March, 2003 by the Upper Valley Lake Sunapee Regional Planning Commission.

**Charge:**

The 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. One Lebanon representative. No term lengths.

**Membership:**

Matthew Brown

03/03 Council Apt. Representative

**Meeting Schedule:**

As needed.

**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 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:**

James Perry, Vice Chair	10/07-10/10
John Dawson	02/09-02/12
David Shulock, Chair	11/08-11/11
Cliff Desrosiers	10/09-10/12
Jeffrey Halpin	09/09-09/12
Alex Iskandar, Alternate	06/08-06/11
Erika Alders, Alternate	09/09-09/12
William Koppenheffer, Alternate	10/09-04/10 (replacement for Shulock)

**Meeting Schedule:**

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

**CITY COUNCIL SUBCOMMITTEES:**

(See 4/2/86 and 4/4/90 Council minutes - Landfill/Recycling established 5/17/95- Public Facilities charge established 06/20/01). Strategic Planning Working Group established 8/2/06.

## **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 Tuttle, Councilor MacLeod, Councilor Cormen and City Manager Mandsager

### ***Meeting Schedule:***

Approximately twice monthly (generally Tuesdays or Thursdays) at 5:30 pm.

## **PUBLIC FACILITIES COMMITTEE:**

### ***Establishment/History:***

Originated in 1986 (as Public Works Committee) with 4 Council members; in June 2000, 3 citizen members (one from each ward) were added to committee membership; Committee was disbanded by City Council on 3/1/06; Committee was reactivated on June 17, 2009. Membership to include 2 Council reps and 3 citizen reps (one from each ward) with 2 year terms. New charge to be established. Membership amended 7/15/09 to include a Lebanon School Board representative and Lebanon Planning Board representative.

### ***Charge:***

To Be Determined

### ***Membership:***

Suzanne Prentiss (Council Rep)

Bruce Bronner (Council Rep)

Larry LeClair (Lebanon Planning Board representative)

Alan Patterson (Lebanon School Board representative), Mary Jane Thibodeau , alternate

Susan Painter (Ward 1 Citizen Rep) 09/09 - 09/11

Albert "Pete" Quehl (Ward 2 Citizen Rep) 10/09-10/11

John Hamilton (Ward 3 Citizen Rep) 10/09-10/11

### ***Meeting Schedule:***

To Be Determined

## **PUBLIC SAFETY COMMITTEE:**

***Establishment/History:***

Committee established 6/1/05. Membership includes three Council representatives, Police Chief, Fire Chief and Public Works Director.

***Charge:***

New Mission Statement and Charge adopted on June 1, 2005.

MISSION STATEMENT: The City Council Public Safety Sub-Committee shall evaluate traffic and pedestrian safety issues that are raised as a matter of concern by the general public. The Committee shall coordinate and solicit feedback from citizens, and make recommendations to the City Council for appropriate policy or legislative action.

CHARGE: The Public Safety Committee will:

1. Listen to local traffic and pedestrian safety concerns from citizens and public safety officials.
2. Identify and recommend solutions in the interest of public traffic and pedestrian safety, in accordance with all Federal and State laws, and City Codes.
3. Submit recommendations to the City Council for legislative or policy action.

***Membership:***

Councilors Prentiss, Sykes MacLeod, Police Chief, Fire Chief and DPW Director.

***Meeting Schedule:***

Committee meets 4<sup>th</sup> Monday of every other month at 5:30 pm (Jan, March, May, July, Sept, Nov).

**WESTBORO YARD COMMITTEE:**

***Establishment/History:***

Established 5/7/03 as a City Council Subcommittee with three Council representatives.

***Charge:***

To work with City staff to develop the Westboro Yard as a benefit to the community.

***Membership:***

Councilors Hill, Tuttle and Bronner

***Meeting Schedule:***

Generally meets the last Tuesday of each month at 5:30 pm in City Hall.

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

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## **DISBANDED OR INACTIVE COMMITTEES**

### **NOISE ORDINANCE CITIZENS COMMITTEE:**

(Short-term - Established 06/18/97 - Membership: 2 citizen members and representation from City Council, Planning Bd., Zoning Bd., Conservation Commission, and City staff. Charge: prepare comprehensive noise ordinance by working with legal and technical consultants retained by City. Noise Control Ordinance put on hold until March of 2001. See Council meeting of March 1, 2000. March 7, 2001: Committee reactivated. Mayor to appoint membership other than B. Solari who volunteered to serve as Council representative. Charge: Develop a less comprehensive noise ordinance than what was presented in March of 2000.) **Membership Pending**

### **PUBLIC UTILITIES COMMITTEE (Subcommittee of City Council):**

(Inactive at this time)

### **LANDFILL/RECYCLING COMMITTEE (Subcommittee of City Council:**

(Inactive at this time)

### **ROUTE 12A Citizen Design Review Committee for State of NH I-89 Reconstruction Project**

As recommended by NH DOT, the Council established this committee on January 16, 2002 consisting of one Council member, one technical City staff person, a member of the Federal Highway Administration, 2 non-voting representatives from the NH DOT and seven citizen members. It's purpose is to provide a forum for the City and citizens of Lebanon to exchange ideas and view points as final design progresses. While the group will not have any authority to change the overall project, they will be involved in all aspects of the final design. Issues such as the type of material to use for sidewalks and raised median islands, traffic signals, the schedule of work hours or times not to work. The state will also be looking for landscaping ideas and the layout of the mitigation area in back of K-Mart. The committee will provide a means of keeping the City and citizens informed as to the schedule of the project. Inactive at this time.

#### Citizen members: (up to 7)

Norma Jerry (appointed 2/06/02)

Larry Huot and John M. Smyrski (appointed 2/20/02)

Nicole Cormen and Chuck Dickerson (appointed 3/06/02)

Bill Solari, Council Representative (04/06-04/07)

Technical City staff member (vacant)

### **SEWER ABATEMENT COMMITTEE:**

#### ***Establishment/History:***

(Formerly Chapter 123, Article XVIII 123-117). Mayor appoints 2 Councilors to review

requests with City Manager & Public Works Director)  
Repealed 2/21/01.