

**DUTIES & RESPONSIBILITIES OF
CITY BOARDS/COMMITTEES (6/25/08)**

ADA (Americans with Disabilities Act) Compliance Team

This committee was established as an on-going committee by the City Council on July 15, 1998. Amendments made to the membership on 9/5/00. Amendments made to the membership and charge on 10/5/05.

Membership: Necessary staff support that will serve as ex-officio members, four (4) citizen members and two (2) City Council members (one to act as alternate). If possible, membership is to include at least three persons with disabilities. Three year terms.

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.

Time Commitment: The Team meets twice a year (January and July) on the fourth Tuesday of the month at 5:30 p.m. in City Hall.

Advance Transit Board of Directors

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: 1 Citizen Representative appointed for a three year term by the Mayor and City Council.

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

This nine member Committee was established by ordinance (See City of Lebanon Code, Chapter 31, Article VIII) November 19, 1997. (An alternate member was added 4/1/98. Airport Manager added as member on 11/2/05.) 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.

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Membership: Five citizen members and one alternate appointed for staggered three year terms by the Lebanon City Council, with at least two being residents of the City. Two representatives of the City Council, one representative of the Planning Board, one representative of the Conservation Commission also serve on this committee and the Airport Manager to serve as ex-officio (non-voting) member. City Manager to fill unexpired terms.

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

Board of Assessors

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. 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 appointed for five year terms by City Manager.

Time Commitment: The Board meets the second and fourth Wednesdays in January, February, March and April and less than once a month the remainder of the year. Meetings are held in City Hall, with a starting time of 7 p.m.

Class VI Roads Advisory Committee

Charge: 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.

Committee was established by the City Council on September 1, 2004. Charge was established on April 6, 2005.

Membership: two Council representatives; one representative from each of the following boards - Conservation Commission, Planning Board, Pedestrian/Bicycle Path Committee, Recreation Commission; one citizen representative (added 4/6/05); City staff representation from the Planning Office, Public Works Dept and Recreation Dept.

Time Commitment: Meetings held generally once a month on the second Wednesday at 7:00 pm. at City Hall.

Conservation Commission

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,

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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.

This seven member Commission has been in existence since 1970 and was created by the City Council with the establishment of Ordinance #32 (See City of Lebanon Code, Chapter 31, Article I) in accordance with N.H. RSA Chapter 36-A.

Membership: Seven regular members and four alternates appointed by the Mayor and City Council for 3 year terms.

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

Dana House Committee

This Committee was originally established by the City Council in 1987 at the time the oldest existing house in Lebanon was purchased and moved from its Main Street, West Lebanon, location to school property on Seminary Hill.

Since reorganizing, this Committee of several citizen members serve with one City Councilor, the City Manager or his designee, who is a non-voting member; and the School Superintendent or his designee. Five alternate members were added 08/01/01.

The Committee is charged with: attending meetings, helping with the actual renovation/restoration work of the oldest existing house in Lebanon, developing a prioritized Cost Expenditure Plan for the preservation of the building's historical architecture, soliciting donations of cash, labor, and materials for renovating the building, developing a Master Plan for the restoration, future use, and maintenance of the building, and with the help of City staff, preparing an annual operating budget to include backup information.

Membership: Several Citizen and five alternate members appointed by the Mayor and City Council with no terms of office.

Time commitment: The committee meets the fourth Tuesday of each month. Meetings start at 7:00 p.m. and held at the Dana House, Seminary Hill, West Lebanon, during the summer months and at City Hall during the winter months.

The Heritage Commission assumed the duties of the Dana House Committee and the Dana House Committee was disbanded on May 2, 2007.

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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: Two Fair Hearings Officers (1 regular and 1 alternate) appointed by the City Manager for 3 year terms.

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

This committee was originally established in 1997 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. The charge of the committee was established as: 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: One City Council representative, and 3 citizen members.

Time Commitment: This committee meets in the evening on the 1st Tuesday of each month in City Hall.

Grievance Board

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.

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: One Citizen representative appointed for a two year term by the Mayor and City Council.

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

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Heritage Commission (replaced Historic District Commission)

The Heritage Commission was established by Ordinance #2006-7 on July 19, 2006 (See City of Lebanon Code, Chapter 31, Article VII) in accordance with NH RSA 674:44, 675:7 and 676:1. The Heritage Commission replaced the previous Historic District Commission.

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: Seven Citizen members and up to five alternates appointed for three year terms by the Mayor and City Council. One of the Commission's regular members shall be a member of the City Council and another may be a member of the Planning Board.

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

City Historian

This is an honorary position held for an indefinite term of office. The Mayor appoints and the appointment is confirmed by the City Council as a whole. The City Historian acts in an advisory capacity to the Council on any matters concerning the City's historical heritage, such as naming of streets, and especially to offer advice relative to what has historical significance in general and should or should not be preserved by the City, what City records and documents should be kept for historical reference after their current use is ended; and to act in any other capacity deemed necessary on matters of historical interest.

Membership: One Citizen member appointed by Mayor and City Council, with no term of office (See City of Lebanon Code, Chapter 85)

Time Commitment: Researches records, provides information to the City Council as requested. Attends City Council meetings (first and third Wednesdays of each month in City Hall, with a 7 p.m. starting time) on occasion when requested.

Lebanon Energy Advisory Committee

This committee was established by the City Council and issued the following 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.

Membership: 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. Terms will be for two years. Meeting schedule not yet established.

Lebanon Housing Authority

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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: Five Citizen members appointed by the Mayor and Council for 5 year terms.

Commitment: 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.

Licensing Board

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: 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.

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

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Meetings are typically held in the afternoon.

Noise Ordinance Citizens Committee

This short-term committee, established by the City Council June 18, 1997, was given a charge of preparing a comprehensive noise ordinance by working with legal and technical consultants retained by the City. Membership consists of two citizen members and representation from the City Council, the Planning Board, the Zoning Board of Adjustment, the Conservation Commission, and the City staff. Meetings are held monthly on Wednesdays at 5 p.m.

Note: The proposed ordinance prepared by this Committee was put on hold for one year (until March of 2001) to determine the type of noise complaints the City receives.

On March 7, 2001, the City Council reactivated the committee to come up with a less comprehensive ordinance. Membership pending.

Pedestrian & Bicyclist Advisory Committee

The existing Committee, formerly the Bicycle/Pedestrian Path Committee, was a short-term Committee which had been charged with 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. On October 5, 2005, the following mission statement and charge was adopted by the City Council:

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: Membership consists of 6 citizen members, one Council representative, one Planning Board representative, 1 Friends of Northern Rail Trail representative, one Recreation Commission representative and up to 5 alternate members. Citizen members are appointed by the City Council for 3 year terms.

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

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Personnel Advisory Board

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. 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: One Citizen representative appointed for a 3 year term by the Mayor and City Council.

Time Commitment: This Committee has not been active for some time.

Planning Board

This nine member Board established in City Ordinance #4 (See City of Lebanon Code, Chapter 31, Article V) pursuant to state statutes is 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: Thirteen Citizen members (eight regular members and five alternates) serve with two representatives, one of those being an alternate, of the City Council. Citizen members are appointed by the Mayor and Council for 3 year terms.

Time Commitment: 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

This task force was established through legislation enacted by the 2001 NH General Court to conduct an ongoing study, which includes the feasibility of re-establishing the Concord to Lebanon northern passenger rail service line.

Membership: One member appointed by City Council. No term.

Recreation Commission

Duties of the Recreation Commission members, as outlined in City Ordinance #44 (See City of Lebanon Code, Chapter 31, Article II), includes attending monthly meetings to review staff, sub-committee, City Council, and School District representative reports. In conjunction with the City

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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.

In addition to seven regular members and one alternate appointed by the Mayor and City Council, 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.

Membership: Eight Citizen members (1 alternate) are appointed for three year terms by the Mayor and City Council.

Time Commitment: 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)

The mission of this Sub-Committee of the Upper Valley Lake Sunapee Regional Planning Commission is to discuss and recommend regional transportation issues and projects.

Membership: 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..

Time Commitment: 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

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.

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.

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Membership: Eight members appointed for two year terms by Mayor and City Council.

Time Commitment: 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.

Trustee of Trust Funds

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

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

Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC)

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.

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.

Time Commitment & Duties: Duties of a commissioner include: attending regular bi-monthly meetings, usually on Wednesdays, at 6:00 p.m.; reviewing agenda materials before the monthly

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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.

Upper Valley River Sub-Committee of the Connecticut River Joint Commissions

The Upper Valley River Subcommittee of the Connecticut River Joint Commissions is represented by ten communities on both sides of the Connecticut River charged with developing a river corridor management plan, and review and advise on all state and federal permits that affect 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.

Membership: 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.

Time Commitment: 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.

Upper Valley Transportation Management Association

Established in early 2003, this 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.

Membership: One City Council representative. No term.

Zoning Board of Adjustment

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.

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Membership: Five regular and three alternate members appointed for three year terms by the Mayor and City Council.

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