

# **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 5/29/19*

## **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:***

Suzanne Prentiss (Council Rep)

Shane Smith (Alt. Council Rep)

Vacant, 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	
Robert Welsch, Heritage Commission Rep	
Bill Dunn, Economic Vitality Exchange Committee Rep	
Rebecca Foster, Citizen Rep Ward 1	3/19-3/20
Devin Wilkie, Citizen Rep Ward 2	3/19-3/21
Jessica Giordoni, Chair Citizen Rep Ward 3	3/19-3/22
Ben Van Vliet, Arts Organization Rep	3/19-3/20
Joe Clifford, Vice Chair Arts Organization Rep	3/19-3/20
Amy Dingley, Arts Organization Rep	3/19-3/20
Sherry Fiore, Alternate Rep	3/19-3/22
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.	02/14-02/19
B. Shane MacDonald	02/15-02/20
Frank Mastro	02/18-02/23
Barry Seaver	06/17-05/22
Vacant, Regular	
Vacant, Alternate	

**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)	08/18-08/20
David Muzzy (Ward 2)	08/18-08/20
Antonio Palazzo (Ward 3)	08/18-08/20
Fran Hanchette (At-Large)	08/18-08/21
Caitlyn Hauke (At-Large)	08/18-08/21

**Meetings:**

Meets 2<sup>nd</sup> Tuesday of each month from 5:00PM to 7:00PM.

**CATV BOARD OF DIRECTORS\***

**Establishment/History:**

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

**Membership:**

Bruce Bronner, (Council) Lebanon representative  
Suzanne Prentiss, (Council) Alt. Lebanon representative  
Falguni Mehta, Lebanon representative  
Rob Taylor (Chamber of Commerce rep, not appointed by Council)

**Lebanon Board Members and Duties**

**Meeting Schedule:**

Meets 2<sup>nd</sup> Tuesday 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:**

Suzanne Prentiss, Mayor	03/17-03/19 (Ward 1)
Timothy J. McNamara, Assistant Mayor	03/18-03/20 (At Large)
Bruce Bronner	03/18-03/20 (Ward 2)
Karen Liot Hill	03/17-03/19 (At Large)
Karen Zook	03/18-03/20 (Ward 3)
Erling Heistad	03/18-03/20 (At Large)
Shane Smith	03/17-03/19 (Ward 2)
Clifton Below	03/17-03/19 (Ward 3)
Jim Winny	03/18-03/20 (Ward 1)

**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. 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.

**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

**Lebanon Board Members and Duties**

City Council Rep: Erling Heistad  
Alt. City Council Rep: Timothy McNamara  
Heritage Commission Rep: Raymond Book  
Staff Members as Ex Officio Members:  
Recreation Dept Rep: Paul Coats  
Public Works Dept Staff Rep: Mike Hammond  
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 02/17-02/20  
Erling Heistad, Council Representative  
Shane Smith, Alternate Council Rep  
Harrison Bourne, Chair 07/16-07/19  
Ernst Oidtmann 04/17-04/20  
Susan Almy 06/17-06/20  
Vacant, regular  
Albert Miltner 04/18-04/21  
Suellen Balestra, alternate 07/18-07/21  
Sarah Riley, alternate 06/17-06/20  
Vacant, alternate

**Meeting Schedule:**

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

**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 21<sup>st</sup> 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 4<sup>th</sup> Tuesday of each month from 4-5 pm in City Hall, West Meeting Room.

**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	03/16-03/19
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**Lebanon Board Members and Duties**

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

**Lebanon Board Members and Duties**

**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.

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:**

Karen Zook, Council rep	
Bruce Bronner, Alt. Council rep	
Gregory Schwarz, Planning Board rep	
Linda Cole	06/16-06/19
Robert L. Welsch, Chair	10/17-10/20
Lindamae Peck, Vice Chair	02/19-02/22
Rebecca Book	06/18-06/21
Raymond Book, Alt.	10/16-10/19
Edward Ashey, Alt & City Historian	03/17-03/20
Joshua Lascell	09/17-09/20
Morgan Swan, Alt.	03/19-03/22
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. 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	
Karen Hill, Alternate Council rep	
Keith Davio, Planning Board rep	
Vacant, LHS student representative	
F. Woody Rothe, citizen rep	05/17-05/19
Jonathan Chaffee, citizen rep	05/17-05/19
Gregory Ames, citizen rep	06/17-06/19
Meghan Butts, citizen rep	12/17-12/19
Gene Homicki, alternate	05/18-05/20
Peter Beardsley, alternate	05/18-05/20

***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.

**Lebanon Board Members and Duties**

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	01/14-01/19
Juliette King, Public Housing Resident	10/17-10/22
Matthew Brown	12/18-12/23
Shelly Lynn Moses	10/14-10/19
Carolyn Crocker	07/16-07/21
Courtney Rogers	10/17-10/22

**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 posted. For more information about the Lebanon Housing Authority, please call 603-298-5753 or go on the web to: [www.lebanonhousing.org](http://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 – Sandra Allard, Chair
- City Manager Designee – Paula Maville
- Treasurer – Leonard Jarvi
- Assessor – Rick Vincent
- Tax Collector – Susan McBain

**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	03/16-03/22
Francis Oscadal, Chair	03/17-03/20
Susan Desrosiers	03/18-03/21
Stephen Taylor, Treasurer	03/18-03/21
Laura Barrett	03/17-03/20
Laura Braunstein	03/17-03/20
Ann Sharfstein, Alternate	07/18-07/19
Emma Wunsch, Alternate	02/18-02/19
Vacant, Alternate	

### ***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.

## ***Lebanon Board Members and Duties***

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 Prentiss (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.

## **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.

### ***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.

**Lebanon Board Members and Duties**

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:**

- Vacant (Friends of Northern Rail Trail representative)
- Erling Heistad, (City Council representative)
- Shane Smith (Alternate Council representative)
- Vacant (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 07/16-07/19
- Sarah Akhtar, Citizen Member 11/18-11/21
- Megan Chapman, Citizen Member 01/17-01/20
- Clifton Below, alternate 01/17-01/20
- 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 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:***

Gregory Schwarz	04/17-04/20
Joan A. Monroe	10/16-10/19
Karen Zook, Council representative	
Jim Winny, Alt. Council Rep	
Sarah Welsch	04/18-04/21
Bruce Garland, Vice Chair	01/17-01/20
Laurel Stavis	12/17-12/20
Matthew Hall	11/18-03/21
Kathie Romano	02/19-02/22
Vacant, Regular	
Matthew Cole, Alt	08/18-08/21
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.



***Lebanon Board Members and Duties***

***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:***

Michael Lavalla, Public Works Director (Lebanon representative) ( appointed 07/02)

***Meeting Schedule:***

The committee meets generally once a month. Meetings are usually held on the 2<sup>nd</sup> 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.)

## ***Lebanon Board Members and Duties***

### ***Membership:***

Planning Board: Keith Davio, Elizabeth Celtrick, Gregory Schwarz

Planning Board Alt: Joan Monroe

City Council: Clifton Below

City Council Alt: Karen Hill

Conservation Commission: Susan Almy

Conservation Commission Alt: Vacant

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

The SCIMP will meet the 4<sup>th</sup> 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.
6. Providing annual report to the City Council on activities of the SMB.

### ***Membership:***

Guardian – Bob Therrien (8/17 – 8/20)

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.

**Lebanon Board Members and Duties**

**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	04/16-04/19
Jay Simms	11/17-11/20
Eric Janson	07/18-07/21

**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

**Lebanon Board Members and Duties**

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:**

Karen Liot Hill, 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.

***Lebanon Board Members and Duties***

***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. One Lebanon representative. No term lengths.

***Membership:***

Rebecca Owens (Associate Planner) Lebanon 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:***

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William Koppenheffer, Vice Chair	07/18-07/21
Jennifer Mercer	06/16-06/19
Alan Patterson Sr.	07/18-07/21
Dan Nash	05/17-05/20
N. Jonathan Peress	03/19-03/20
Paul McDonough, Alternate	03/19-03/20
Jeremy Katz, Alternate	03/19-03/20
Vacant, Alternate	

**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 Prentiss, Asst. Mayor McNamara, Councilor Hill and City Manager

**Meeting Schedule:**

Meets as needed.

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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

## ***Lebanon Board Members and Duties***

serve as Council representative. Charge: Develop a less comprehensive noise ordinance than what was presented in March of 2000.)

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

(Inactive at this time)

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

Established 5/17/95) (Inactive at this time)

### **(LEBANON MUNICIPAL) AIRPORT ADVISORY COMMITTEE (disbanded 4/2/2014)**

#### ***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. Membership amended 7/7/10 to include 4 regular citizen members, one alternate citizen member, one Council representative and one alternate Council representative.

### **PUBLIC FACILITIES COMMITTEE (disbanded 4/2/2014)**

#### ***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. Charge established 4/21/10. Membership amended 7/15/09 to include a Lebanon School Board representative and Lebanon Planning Board representative.

### **PUBLIC SAFETY COMMITTEE (disbanded 4/2/2014)**

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

Committee established 6/1/05. Membership includes three Council representatives. Administrative representation includes: Police Chief, Fire Chief and Public Works Director. New Mission Statement and Charge adopted on June 1, 2005.

### **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

## ***Lebanon Board Members and Duties***

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.

### **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.

### **ADA COMPLIANCE TEAM *(Disbanded by City Council on 7/7/10)***

#### ***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.

### **AdHoc Roundabout Committee *(Disbanded by City Council on 5/1/13)***

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

The City Council established this Committee on January 5, 2011 comprised of one representative each from the Planning Board, the City Council, the Department of Public Works and the Planning Office, for the purpose of expediting a feasibility study and developing specific recommendations for the possible implementation of a roundabout at the intersection of Glen Road and Route 12A, West Lebanon. The Roundabout Committee's duties shall include, but no be limited to, meeting with abutting property owners regarding associated right-of-way impacts and potential mitigation; identifying estimated costs and payment options; and reporting to the Planning Board and City Council at least twice monthly, with a goal of concluding this work by March 15, 2011.

Charge revised by the City Council on June 1, 2011 as follows: The charge of the Ad-Hoc Roundabout Committee was expanded to include the study and development of recommendations for implementing roundabouts in the Route 12A corridor, and elsewhere in the City as may be deemed worthy of consideration. The Committee's duties shall include, but no be limited to, meeting with abutting property owners regarding associated right-of-way impacts and potential mitigation; identifying estimated costs and payment options; and reporting to the Planning Board and City Council at regular meetings of those bodies. The Committee's composition shall include one representative and one alternate each from the Planning Board and the City Council, plus representation from the Department of Public Works and the Department of Planning and Zoning.



**WESTBORO YARD COMMITTEE (disbanded 4/2/2014)**

***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.

**FOUNTAIN COMMITTEE:** (disbanded on 5/21/14)

***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 Councillor, 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.

**SOLDIERS MEMORIAL BUILDING ADVISORY BOARD:** (disbanded 5/21/14)

***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.

**RECREATION & PARKS COMMISSION:** (disbanded by City Council 9/17/14)

***Establishment/History:***

Established by City of Lebanon Code, Chapter 31, Article II (previously Ordinance #44). In addition to five regular citizen members and two alternates 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

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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 include attending quarterly 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.