

FINAL

**LEBANON CITY COUNCIL
MINUTES, CIP Work Session
Wednesday, October 21, 2020, 5:30 p.m.
Remote Via Microsoft Teams: LebanonNH.gov/Live**

MEMBERS PRESENT: Assistant Mayor Clifton Below, Bruce Bronner, Erling Heistad, Karen Liot Hill (arrived at approximately 5:41PM), Suzanne Prentiss, George Sykes, Jim Winny (arrived at approximately 5:50PM), Karen Zook and Mayor Tim McNamara

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Shaun Mulholland, City Clerk Kristin Kenniston, Director of Planning & Zoning David Brooks, Lebanon Police Chief Richard Mello, Director of Public Works James Donison, Assistant Director, Public Works Jay Cairelli, Engineering Tech Erica Brittner, City Engineer Christina Hall, Deputy Finance Director Tina Stearns, Fire Chief, Emergency Management Director Chris Christopoulos, Airport Director Carl Gross, Parks & Recreation Director Paul Coats, HR Director Gloria Leskiewicz, Library Director Sean Fleming, Library Deputy Director Amy Lappin, Kelly Crate, DPW, Cemetery Sexton Patrick McCarthy, Planning Board Chair Bruce Garland, Melanie McDonough (IT)

Mayor McNamara called the meeting to order at 5:30 p.m.

This meeting took place virtually due to the COVID-19 Pandemic and was conducted in accordance with the Emergency Orders issued by the New Hampshire Governor according to NH RSA 91-A "Right-to-Know Law."

This is a Workshop, not a regular meeting, but the public is allowed to participate in terms of listening to the meeting, but comments will not be taken at this time.

A Roll Call was taken and all City Councilors who attended the virtual meeting are listed above.

1. NEW BUSINESS

Included in the City Council agenda packet were 108 pages of the detailed proposed 2021-2026 Capital Improvement Projects list.

Mr. David Brooks came before the Council noting that the agenda packet includes a summary of the Planning Board review process and the subcommittee's review process. The project materials are listed at the back of the agenda packet and are listed in the order as they appear in the spread sheet on page 27 out of 108 in the agenda packet.

Mr. Brooks gave an overview of the CIP process for others who may be listening or watching from home.

The Capital Improvement Program is developed annually for use by City Council to review the proposed budget expenditures relative to the Capital needs in the community and provides the mechanism for anticipating future facility/infrastructure requirements, as well as ensuring they are funded in a

responsible and systematic fashion. The CIP is prepared in accordance with statutory requirements and is based on, and supports, the goals of the City's Master Plan. A CIP bridges the gap between planning and spending between the visions of the Master Plan and the fiscal realities of improving expanded community facilities. The CIP normally covers a minimum of six (6) years to allow the City to plan for large expenditures and avoid significant fluctuations in spending and tax rates to the extent possible. The Council only considers year one (2021 in this case) as part of the annual budget review process. The remaining years are used to anticipate upcoming capital expenditures.

For the first time, this year's CIP list includes projects anticipated for funding beyond the immediate 6-year time period in order to further enhance the usefulness of the CIP as a community planning tool. While the annual budget is approved by the City Council, the Planning Board is responsible for adapting the Capital Improvement Program each year.

The Planning Board Capital Improvement Program Items (CIP Items) will be those items that pertain to planning and land use within the City only. CIP Items include:

- a) Any Physical Public Betterment and studies relative thereto;
- b) Acquisition of land;
- c) Construction of new buildings and facilities with an estimated value in excess of \$50,000;
- d) Facilities engineering design and other pre-construction costs in excess of \$50,000, unless such costs are part of a project that does not result in more capacity for growth;
- e) Major planning-related studies and analysis requiring utilization of independent professional consultants in excess of \$25,000;
- f) Reconstruction of existing facilities resulting in more capacity for City growth. Capital items that are operational in scope, vehicles for example, are not considered to be CIP Items.

Other Capital expenditures, including operational items and maintenance improvements that do not increase capacity for growth are excluded from the Board's definition of a CIP item. The Planning Board only reviews CIP items and does not review or comment on other capital expenditures.

The Planning Board Capital Improvement Program Subcommittee is responsible for the initial ranking and review of CIP projects and for recommending appropriate capital projects through the full Planning Board. The full Board then reviews the subcommittee's comments and recommendations and prepares its own recommendations to the City Council and City Manager.

One final point to highlight is that there have been changes to the CIP since the Planning Board's review in August/September. In some cases, cost estimates for certain projects have been revised or additional information has been received. In other cases, projects have been removed from the CIP entirely as the need for the project has changed.

Mr. Bruce Garland, Planning Board Chair, came before the Council and explained that the CIP process is mandated by law, and encouraged Planning Board members to participate. Unfortunately, there were only three (3) Board members on the subcommittee who put together a spread sheet (in agenda packet) which contains the results of their review for each project and assigns points to that project resulting in an overall rating. He urged the Council to take that (overall rating) with a certain amount of skepticism for two reasons: 1. Although the subcommittee met twice for roughly 7-hours each to get through all the projects, they never had a follow-up meeting to compare the results; 2. Mr. Brooks and he have struggled with the criteria over the last couple of years and one item in particular was emergency/safety

issues, noting that in last year's process the rating was changed to reflect that if there was really an emergency the project would stand out above all others and given 15 points. Zero points were given if there was no emergency. This year it was done on a sliding scale. He suggested getting rid of that criteria next year because emergencies are not something the Planning Board covers and, more importantly, the Council would not wait for the CIP if there really were an emergency. He requested suggestions from the Council as to how the Planning Board might be able to address this issue next year and presented some extreme situations to illustrate his point (i.e., fire trucks, ambulances), noting it might be better to have one new building for the fire equipment and different buildings spread over the City for ambulances. According to the fire chief, 70% of the calls his department receives are ambulance-related and 30% are fire-related. This information was not available at the time the CIP was reviewed, and Chair Garland felt this department's CIP should be labelled the Department of Emergencies.

The point Chair Garland made is that while they are certainly willing to review projects, he was uncertain about the extent the Planning Board can be helpful in the Council's process, noting the ratings were not particularly useful.

Karen Liot Hill made the point that it was really important for the Planning Board to understand and become more educated in municipal operations for the City of Lebanon, since the role of advising the City Council on CIPs is different from what they usually do but is connected to the City's long-term planning.

Mr. Mulholland gave a slide presentation, which can be found on pages 112-128 in the October 21, 2020 City Council agenda packet and spoke about the CIP projects that will not be included in the budget process due to the lack of funds. They are:

- Central Fire Station replacement.
- Community Center: Funds will be raised through grants/tax credits and donations.
- Athletic Field.
- West Lebanon improvements, which is a major focus of the Planning Department to get this moving.
- City Hall upgrades.
- Lebanon Police Department upgrades.
- Hanover Street improvements, with the exception of one small portion.
- Downtown roadway reconstruction.
- Climate Action Plan: Assistant Mayor Below thought it was interesting the scoring done by the Planning Board was a zero. Pushing this out beyond 2027 does not make sense because a greater number of people are recognizing that we are in a climate emergency and it's like a fire alarm fire in some places. Without starting to take into account a Climate Action Plan, we face an uncertain future in terms of capacity for growth vs. decline if the climate starts to spin out of control. This Climate Action Plan addresses a big deficiency in the City's energy system, and felt it important to keep this on the agenda and try to find less expensive ways to work at this.

Mr. Mulholland explained there are a number of projects in place to reduce the City's carbon footprint and those projects are moving forward. However, he would like to utilize the studies done by other communities. It's not that we are totally eliminating the Climate Action Plan, we are just not going to have a formal study done that would be paid by the City.

- Sidewalk extension plan; However, we are still going to continue to extend some of the sidewalk system along Mechanic Street to connect to Downtown West Lebanon.

The following CIP projects (which are listed in bold red text on the attached project list) were reviewed and discussed by the Planning Board: The cost of individual projects is based on the best estimates available at the time this plan was prepared; actual project costs are a function of detailed study by architects and engineers

Department

1. Airport Runway Safety Area Improvements:

Cost estimate for entire project: \$8-9 M

Mr. Carl Gross came forth to review the Airport Runway Safety Area Improvements (starts on page 30 of 128 in agenda packet).

Project Description

FAA has a national requirement and top priority to improve Runway Safety Areas (RSAs) to meet FAA design criteria to the extent feasible. In 2016, the City Council approved the LEB Comprehensive Airport Master Plan, and approved the plan for RSA improvements contained in the Master Plan.

The project will perform an Environmental Assessment (EA) of the proposed runway 18-36 safety area improvement project as required by the Federal Aviation Administration (FAA) under the National Environmental Protection Act (NEPA). A Limited Scope Airport Layout Plan update was approved and is in progress.

Total Estimated Cost: \$220,000 to be divided up as follows:

- \$200,000 – Federal - 90%
- \$10,000 – NH DOT - 5%
- \$10,000 – City – 5%

The project will also fund a Reimbursable Agreement for an internal FAA study to determine the feasibility of relocating the airport glideslope. The glideslope provides an electronic signal to align a plane with the centerline of the runway for landing in inclement weather and is usually located at the end of the runway. The project shifts the runway the glideslope will need to be relocated. The purpose of the agreement is to reimburse the Technical Operations section of FAA for performing the study.

The 2021 - 2026 Capital Improvement Program Reimbursable Agreement (FAA) – Localizer Relocation Feasibility Study.

Total Estimated Cost: \$55,000 to be divided up as follows?

- \$50,000 – Federal - 90%
- \$2,500 – NH DOT - 5%
- \$2,500 – City – 5%

2. Planning & Zoning: Airport TIF District Infrastructure Improvements

Appropriation: \$2,964,700

Mr. David Brooks came forth to present the Airport TIF District Infrastructure Improvement as detailed on (pages 35-38, agenda packet)

Project Description

On November 6, 2019, the City Council voted unanimously to establish the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District on lands adjacent to the airport. Subsequently, the Council approved a capital project to fund the initial design and permitting of a roadway and utility infrastructure within the TIF District. Preliminary (30%) plans have been prepared by the City's engineering consultant based on guidance provided by the City.

As requested by the City, the proposed TIF District infrastructure has been designed to allow for construction in two phases. This phased approach allows the City to make the minimum upfront investment necessary to provide access to the property and to enable development of 2-3 building sites on the City's property. The first phase construction would also facilitate access to developable land on the east side of the adjacent Upper Valley Tech Park, LLC property (M/L 131-3; also, part of the TIF District), which is separated by wetlands from the western portion of that property. The westerly portion of the property is already accessible from Technology Drive within Airport Phase 1A and would begin to generate TIF proceeds with any new development undertaken in that area.

The engineering consultant has provided preliminary cost estimates for construction of the access roadway, water, sewer, and storm drainage improvements, as well as landscaping and lighting based on the 30% plans. The consultant has also provided a cost estimate for clearing, grubbing, and rough grading of the first phase area (approximately 8.8 acres) to get the first 2-3 building sites ready for development. Preliminary cost estimates for the extension of 3-phase power to serve the area have been received from Liberty Utilities.

Only after development begins to occur and a tax increment begins to be generated would the City commit additional resources to construct the remainder of the TIF District roadway and utilities, which would open up the remaining 2-3 building sites on the City's property and potentially one additional site on the Upper Valley Tech Park property

3. Lebanon Library Renovation: Design/Engr/Constr.

Appropriation: \$1,720,215

Library Director Sean Fleming came forth to review the 9 East Park Street Lebanon Library Renovation as detailed on pages 39-40 in the agenda packet.

Project Description

The Lebanon Public Library was constructed in 1909, with an addition completed in 1985. The library has HVAC systems that are nearing or past the end of their expected life, and the building would benefit from energy efficiency improvements. Safety issues, including a dangerous landing by the front entrance, and the lack of a firewall between the elevator room and boiler room, need to be addressed. A central stairwell would improve access for patrons, replace stairs that do not meet code, and allow staff to better monitor the entire building. Many areas of the building that had been used for office space should be converted for

patrons use; these efforts will require the elimination of some walls. Some cosmetic upgrades to the interior of the building, including new carpeting and tile, shelving and furniture also need to be included.

Mr. Fran Oscadal, Library Board of Trustees, came forth and spoke about the ADA compliance issues needed to bring the Lebanon Library up to code, as well as general accessibility around the building.

Mr. Phillip Bush, Library Foundation Treasurer, came forth and reviewed the Library Foundation's capital campaign, whose goal is to raise \$300K to be put towards the Lebanon Library renovation. He spoke about the interior projects that would be renovated, such as the Children's room, bathrooms, teen room and meeting room.

Mr. Steve Taylor came forth and discussed the replacement of the old heating system with a new HVAC heat pump system, which is desperately needed now, especially due to the COVID pandemic.

Mr. Pat Hayes, Library Foundation President, came forth and reviewed the proposed improved reading spaces and spoke about the reasons why the Council should consider this CIP project.

In response to Council Heistad's question regarding the exchange rate of the new HVAC system, Mr. Jason LaCombe (Architect/Engineer) said he would look into this and get back to City Staff with this information

13. ADJOURNMENT:

The meeting was adjourned at 6:54 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary