

FINAL

**LEBANON CITY COUNCIL
BUDGET WORK SESSION
Wednesday, November 9, 2022 at 5:30 PM
CITY HALL – COUNCIL CHAMBERS or
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT Mayor Timothy McNamara, Assistant Mayor Clifton Below, Councilors Erling Heistad, Karen Liot Hill, Christian Simon, George Sykes, Douglas Whittlesey, Devin Wilkie, Karen Zook

MEMBERS ABSENT

STAFF PRESENT Shaun Mulholland (City Manager), David Brooks (Deputy City Manager), Nik Coates (Deputy City Manager – Public Services), Jay Cairelli (DPW Assistant Director), Everett Hammond (DPW Assistant Director), Kristin Kenniston (City Clerk), Beth Beraldi (Executive Assistant), Kelly Crate (DPW Administrative Services Manager), Erica Douglas (Solid Waste Manager), Brian Vincent (City Engineer), Dan Knox (Waste Water Superintendent), Jesse Dumayne (Fleet Maintenance Superintendent), Robert Buras (Water Plant Operator), Vicki Lee (Finance Director), Alesia Williams (Deputy Finance Director), Rod Finley (City Engineer), Tad Montgomery (Energy and Facilities Manager), Rick Brown (Utilities Maintenance Supervisor)

Mayor Timothy McNamara opened the work session at 5:30 PM.

City Manager Mulholland gave the access information for the meeting and announced the open meeting for public input on the budget will be December 14, 2022, at 6 PM. The regular meeting on December 7, 2022, will also include an opportunity for public comment.

1. REVIEW OF 2023 CITY BUDGET - QUESTION & ANSWER SESSION WITH CITY DEPARTMENTS

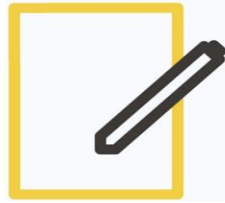
Public Works

Administration (Engineering, Energy & Facilities, Operations & Maintenance)

Deputy City Manager for Public Services Nik Coates opened the presentation by telling the story of public works as a department that builds and fixes things for the City.

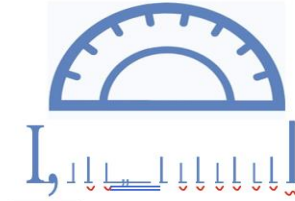
Lebanon Public Works

2 0 2 2 ACCOMPLISHMENTS



APPLICATIONS REVIEWED

42 Site Plan Applications Reviewed



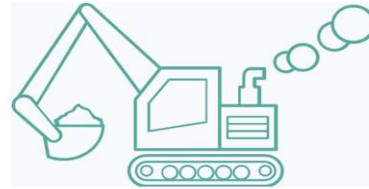
ENGINEERING

21 Projects In Design Phase



PROJECTS

12 Major Projects Completed



PERMITS PROCESSED

90 Permits Reviewed and Processed
(Driveways, Excavation, Sewer, Water,
Floodplain)

Mr. Coates introduced the staff responsible for each section of the department.

- Jay Cairelli and Everett Hammond, Assistant Directors
- Kelly Crate, Finance
- Rod Finley and Brian Vincent, Engineering
- Alan Hamilton, Operations & Maintenance
- Pat McCarthy, Cemeteries
- Rick Brown, Utilities
- Jesse Dumayne, Fleet
- Erica Douglas, Solid Waste
- Robert Buras, Water
- Dan Knox, Wastewater
- Tad Montgomery, Energy & Facilities
- Nik Coates, Director/Deputy City Manager

- Engineering – Mr. Coates gave an overview of the areas of the budget.



Engineering

2023 Budget Highlights

- 

Attend monthly Planning Board meetings to provide answers to board member's questions regarding technical issues related to site plans and subdivisions.
- 

Review and process Driveway Permits, Excavation Permits, Sewer Use Permits, Water Use Permits, Stormwater Permits, and Floodplain Permits.
- 

Project Management for the construction of twelve major projects including roadways, combined sewer separation, and improvements to and expansion of Northern Rail Trail and Mascoma River Greenway.
- 

Project Management and design of twenty-one major projects including intersection upgrades, roadways, streetscapes, sidewalks, multi-use paths, bridges, and utility extensions.
- 

In-house design of a water booster pump station, control valve vault, and pressure sewer at Baker's Crossing.
- 

Conceptual designs and opinions of probable costs for greenways and pedestrian bridges.

- Operations and Maintenance – Assistant Director Hammond explained road strategies and costs for preservation, rehab, and rural reconstruction.



Operations & Maintenance

2023 Budget Highlights

- 

Continuation of the City roads upgrades to MUTCD standard
- 

Painting of crosswalks, arrows, short lines, etc. by Highway
- 

Proposed new Operator to catch up on maintenance
- 

Sidewalk replacement: Evans Drive
- 

Guard rail replacement: Townsend Terrace
- 

Pavement preservation: Slayton Hill, section of Poverty Lane, School Street area, Water Street, Church Street, Spring Street. \$1.3m requested, CM cut to \$525,000.
- 

Pavement rehab: Poverty Lane section. Paid for by one-time block grant from State for \$277,000

Mr. Hammond noted low staffing at present and explained the request for one new position as a priority for filling the expected hours of work. Mr. Hammond added that eventually two positions would be needed to accomplish the projected amount of work.

Mr. Mulholland stressed that the priority is public safety. Several specific preservation projects were highlighted including fourteen streets south of the park, Slayton Hill, and Poverty Lane.

- Cemeteries – Pat McCarthy presented the budget highlights for maintenance and expansion.



Cemeteries 2023 Budget Highlights

-  Create compost site to reuse excavated soil, leaves, and debris.
-  Upgrade water lines and spigots in West Lebanon Cemetery and Glenwood Cemetery.
-  Create digital map through GIS for residents to access online to do genealogy research.
-  Continue to expand Columbarium's to additional cemeteries to conserve space for future
-  Create master plan for cemetery maintenance (Turf management, tree management, paving plan)
-  Create stone maintenance management plan to involve contracted services as well as yearly volunteer days to reduce cost to city and taxpayers.

- Utilities – Utilities Maintenance Supervisor Rick Brown gave a status update.



Utilities 2023 Budget Highlights

-  Raise 18 sewer manholes
-  Completion of water mapping project
-  Continue maintaining water and sewer easements
-  Replace 9 hydrants
-  Flush water mains through 906 hydrants
-  Quarterly gas, grease, and grit inspections (64)
-  Exercise water main gate valves (goal 1,000)

- Jesse Dumayne shared an update on equipment and fleet maintenance. Inspections are required annually in September for all vehicles, which creates a major increase in work. Councilor Sykes raised the issue of the cost effectiveness of bidding out work versus doing it in house. Mr. Mulholland noted the exceptional job that Mr. Dumayne and his crew have done to handle

the amount of work and in the most cost-effective manner. Councilor Whittlesey inquired about adequacy of fleet maintenance supplies. Mr. Dumayne stated that they appreciate the facility and tools that they have available, and they always need updated technology as it becomes available. Councilor Liot Hill inquired about the level of difficulty with certain department vehicles. Mr. Dumayne stated that the Fire Department vehicles need the timeliest service.



Fleet 2023 Budget Highlights

-  Support Citywide decision making on equipment purchasing
-  Continue vehicle and equipment standardization
-  Safely complete NH state inspection of 94 vehicles
-  Continue efficiently improving preventive maintenance for all departments
-  Continue with fleet asset management (maintenance tracking)
-  Providing mechanic training classes for further technical education
-  Improving the vehicle replacement program

- Solid Waste Disposal - Erica Douglas

Ms. Douglas stated that rates are going up for bag cards, and signs will be updated with color coding. Soils for City projects will be provided in house, scale technology will be updated for commercial accounts, equipment is being replaced. She explained the plans for funding.



Solid Waste 2023 Budget Highlights

-  Tip fee for MSW is increasing 3%; begun discussion on flow control
-  50 cent (\$0.50) per bag fee increase
-  Updated Signs at Recycling Center
-  Soils management improvements in partnership with Operations and Maintenance
-  Touchless scale software update
-  Excavator Replacement
-  Landfill Gas Collection Improvements
-  \$605,000 UFB utilized to balance SW budget:
Comprised of \$255,000 for excavator purchase and \$350,000 for Phase 3 & 4 expansion

- Water Treatment & Distribution - Robert Buras provided an overview of work planned and procedures. Councilor Heistad inquired about the cleaning of water tanks. Mr. Buras stated that an outside specialist is hired every five years for a thorough internal cleaning.



Water

2023 Budget Highlights

-  Water Treatment Plant filter #2 rebuild
-  Sprinkler system Water Treatment Plant filter building
-  Cleaning of the interior of tanks and clear well
-  Booster Pump Station - Chlorine analyzer automation for remote process control
-  SCADA – process control automation and improvements (PH control, additional monitors, security)
-  Win911 SCADA alarm program - upgrade and mobile addition

- Sewage Collection & Disposal - Dan Knox
Mr. Knox covered the budget highlights for the automated system, equipment being refurbished, the maintenance of tanks, and replacement of equipment. There has been an increase in septage.



Wastewater

2023 Budget Highlights

-  E-One pump to replace aging pumps that service Mechanic St. at Jake's Market, Family Health and Gardner Supply.
-  SCADA functionality and lifetime assessment to ensure our control and data acquisition equipment is updated and current so that it will perform to expectations for years to come.
-  Sludge Grinder refurbishing due to high volume processed and wear to components.
-  Fixed inline Hach Solitax solids meters to measure mixed liquor and return activated sludge concentrations constantly, allowing us better control of process for solids inventory and wasting function.
-  Borger pump rebuild kits to replace worn items from high volume pumping operations.
-  Roll-off 30-yard container (new) to replace old unit which is rusting due to sludge acidity and hydrogen sulfide.
-  4A and 12A pump station tank coatings to protect concrete from degradation due to hydrogen sulfide.

- Energy & Facilities – Tad Montgomery

Mr. Montgomery shared budget highlights for the energy facilities, which includes solar, EV charging stations, energy audits, new generators, and City Hall repairs. He presented City-wide cost reduction measures with new lighting, solar, conservation, strategic fuel purchases, and wholesale power and peak curtailment procedures.



Energy & Facilities 2023 Budget Highlights

-  Phase 3 Solar
-  Public EV Charging Stations
-  Municipal EV Charging Stations
-  Continue Energy Audits and Retro-Commissioning
-  Dana House Renovations
-  New Generators – Goal for DPW Admin and Highway Garage (grant funding contingent)
-  City Hall Roof Repairs and Protections

Citywide Cost Reduction Measures



Streetlights



Solar



Conservation



Fuel Pre-Purchase



Wholesale Power + Peak Curtailment

2021: \$81,650

2022: \$92,000

\$15,000 per year, Average

City Hall Renovation: \$78,200 in 2022

2022 Savings: \$58,200

Wholesale & Curtailment - Cumulative Savings Since 2019: \$75,220

Total of These Items, Ave/yr: \$262,200

Mr. Coates summarized the impact of specific cost increases on the budget, including the details of both the solid waste and wastewater budgets using a comparison of the 2022 adopted budget and the 2023 proposed budget. The largest increases are in the area of wages with fixed costs and an added position, along with the increased cost of energy in the current market.

DPW Budget Comparison: All Budgets*			
	2022 Adopted	2023 Proposed	
 Wages	\$5,768,757	\$6,250,430	*Wages, Energy, Services = All General Fund & Enterprise Funds Admin Overhead = Funds going back to General Fund from Enterprise Funds Debt = Enterprise Funds Only Chemicals = Water and Wastewater Only
 Energy	\$944,268	\$1,423,850	
 Outside Services	\$1,819,685	\$1,912,700	
 Debt	\$6,772,354	\$7,368,510	
 Admin / Overhead	\$1,096,210	\$1,218,360	
 Chemicals	\$410,800	\$538,240	
	Total of These Items \$16,812,074	Total of These Items \$18,712,090	
			\$ Variance \$1,900,016

Councilor Sykes inquired about water testing. Mr. Knox stated that outside companies have been used since June, and presently there is an inhouse lab tech candidate.

Mr. Mulholland invited additional comments from the Councilors.

Hearing none, the meeting was adjourned at 7:02 PM.

Respectfully submitted,

Holly Howes
Recording Secretary