



**LEBANON CITY COUNCIL
MARCH 1, 2023 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 626 303 458#). If you have trouble accessing this meeting, please [email David Brooks](#).

The March 1, 2023 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **(Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.)**

4. Open to the Public

5. Recognitions: None

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the March 1, 2023 agenda packet.

7. Appointments

- A. West Lebanon Revitalization Advisory Committee, Jim Winny (Alternate Citizen Member)
Economic Development Commission, Dan Nash (Citizen Member)

8. Public Hearing Items

- A. RESCIND PRIOR AUTHORIZATIONS FOR ISSUANCE OF BONDS OR NOTES, RESCIND PRIOR APPROPRIATIONS FOR CAPITAL PROJECTS, TRANSFER APPROPRIATED BUT UNSPENT FUNDS: A public hearing for the purpose of receiving public input and taking action to rescind prior authorizations for issuance of bonds or notes, to rescind prior appropriation authority for capital projects, and to transfer appropriated but unspent funds.
- i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:

- iv. Closing of the Public Hearing:
- v. Council Deliberation & Action:

9. Old Business: None

10. New Business

- A. Discussion and Resolution in Support of Increased State Funding for Public Transportation
- B. Discussion on Advance Transit's Transit Development Plan and Service Options

11. City Manager Report

12. Council Representatives to Other Bodies Report

13. Future Agenda Items

14. Non-Public Session

15. Adjournment

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

FUTURE BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Board/Committee: Zoning Board of Adjustment
Position: Alternate Member
Applicant: J. Walker
Assigned Councilor: D. Whittlesey
Assigned Date: 02/07/2023

PROPOSED FUTURE AGENDA ITEMS: Dates may be tentative and this list is not considered all-inclusive.

MARCH 15, 2023

PUBLIC HEARING ITEMS:

- A. SUPPLEMENTAL APPROPRIATION and AUTHORITY TO BOND: Purchase of Properties 14, 28, 30 Main Street, West Lebanon

NEW BUSINESS

- A. Tree Advisory Board Informational Presentation
- B. Ordinance #18 – First Reading
- C. Request for Exception from City Code Chapter 110, Noise from Sound Amplification: Lebanon Opera House, Nexus Music and Arts Festival
- D. Discussion & Set Public Hearing for April 5, 2023: Ordinance #2023-02 to Amend City Code Chapter 179, Vendors, Section 179-4, Permits and fees

MARCH 16, 2023 – CANVASS OF THE VOTE

MARCH 29, 2023 – ORGANIZATIONAL MEETING

APRIL 5, 2023

OLD BUSINESS:

- A. Ordinance #18 – Second Reading

**AGENDA
LEBANON CITY COUNCIL
MARCH 01, 2023**

6. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- February 15, 2023 (Regular Meeting)

MOVED, to approve the minutes as presented in the March 01, 2023 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, February 15, 2023, 7:00 p.m.
Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)**

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Erling Heistad, Karen Liot Hill, Christian Simon, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT: George Sykes

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Associate Planner Rebecca Owens, City Chief Assessor Michael Pelletier

-
- 1. CALL TO ORDER:** Mayor McNamara called the meeting to order at 7:00 p.m.
- City Manager Shaun Mulholland announced the meeting criteria for the public.

2. PLEDGE OF ALLEGIANCE: Not Done

3. PUBLIC FORUM: Mayor McNamara made the Public Forum announcement.

4. OPEN TO PUBLIC: No one came forth.

5. RECOGNITIONS: NONE

6. ACCEPTANCE OF MINUTES: February 1, 2023 (Regular Meeting)
Amendments: For clarification purposes the following edits should be made: Page 12, Line 25: Change “Motion #1” to “Main Motion.” Page 12, Line 32: Should read: Assistant Mayor Below MOVED to amend the Main Motion as listed below.” Page 12, Line 34: Change “Motion #2” to “Motion to Amend.” Page 12, Line 35: Should read: Assistant Mayor Below Moved to Amend to Main Motion to read.....: Page 36 , Line 6: Should read “The MOTION to Amend was approved....; Page 36, Strike Lines 8-9, Line 11 should read: “Roll Call on the Main Motion as Amended.” Page 36, Line 16 should read: The Vote on the Motion as Amended was approved.

*Councilor Heistad MOVED to approve the February 1, 2023 minutes as amended and presented in the February 15, 2023 City Council agenda packet.
Seconded by Councilor Wilkie.*

**The Vote on the Motion was approved (8-0)*

Item 7., Appointments was taken out of order from the agenda packet. All items are now listed in the order they were discussed by the Council

8. PUBLIC HEARING ITEMS:

- A. ELDERLY TAX EXEMPTIONS:** A public hearing for the purpose of receiving public input and taking action to review and modify Elderly Tax Exemptions.

1 Included in the agenda packet:

2 1. February 2, 2023 Memo from Michael Pelletier, Assessing Agent; re: 2023 Elderly Tax
3 Exemptions including Summary of Elderly Tax Exemptions (*Pages 31- 39*)

4
5 City Manager Reviewed the proposed changes to the Elderly Tax Exemption.

6
7 **BACKGROUND**

8 In response to concerns over higher assessed values following the 2022 citywide revaluation and the
9 dramatic increases in real estate prices, the Assessing Office was asked to review existing Elderly
10 Exemptions to see if changes to the qualifications were appropriate at this time. Many property owners are
11 seeing dramatic increases in their assessed valuations. Real estate values have been on the rise since 2012,
12 with the most dramatic increases occurring between 2019 and 2022. The cost of living and inflation levels
13 are changing at a rate that has not been seen in 40 years.

14
15 What is being proposed is changing the value of the assessed property limits/values as follows:

- 16 • Changing the Elderly I Tax Exemption for ages 65-74 from \$66,000 to \$116,000.
- 17 • Changing the Elderly II Tax Exemption for ages 75-79 from \$114,000 to \$164,000.
- 18 • Changing the Elderly III Tax Exemption ages 80+ from \$240,000 to \$290,000.
- 19 • The income limit is currently \$45,000 for single applicants and \$65,000 for married couples. The
20 asset limit is \$100,000 for both single and married applicants.

21
22 It is noted that a clerical error was discovered following the scheduling of the public hearing on February
23 1st. In the agenda materials provided to the Council for the February 1st meeting, the current exemption
24 amount for ages 75-79 was incorrectly cited as \$145,000 when, in fact, the current amount is \$114,000.

25 For additional details and proposed recommendations, please see memo and explanation of the Elderly Tax
26 Exemption process as completed by Assessing Agent Michael Pelletier. (*Pages 33-38 , Council agenda
27 packet*)

28
29 **Mayor McNamara opened the Public Hearing.**

30
31 In response to a question from the public, Mayor McNamara clarified the three categories of the Elderly
32 Tax Exemption as explained above.

33
34 Mr. Michael Pelletier explained how they came up with these figures, noting that when the changes were
35 calculated, they had an issue arise from people who were used to receiving the complete exemption
36 amount. When the revaluation was done, the exemption amounts did not cover the tax increase. He then
37 figured out what the median tax increase was due to the revaluation and made an adjustment to each
38 exemption amount based on the median increase.

39
40 Mayor McNamara noted there is a set of criteria for assets, income and the value of property and
41 suggested people contact the City Assessing Office who would be able to help people fill out the forms.
42 The deadline to fill out these forms is April 15, 2023, and will affect the fall bill. He also explained this is
43 due to the incredible demand for housing in Lebanon, which has driven prices up. Correspondingly, due
44 to COVID, commercial property revaluations did not increase as much, because there was no demand for
45 commercial property. Revaluations are determined by the State of New Hampshire, and we have to
46 follow their guidelines as to when they should be done. The City fell outside a set of State Standards so
47 we were forced to do revaluations in accordance with the State's criteria.

1 Hearing no further comments from the public, the Public Hearing was closed.

2
3 **ACTION:**

4 *Councilor Liot Hill MOVED, that the Lebanon City Council, in accordance with NH RSA 72:39-b,*
5 *hereby increases the amount of assessed property value exempted for three elderly age groups as*
6 *follows:*

- 7 • *Elderly I (ages 65-74) amount of assessed property value exempted increased to \$116,000*
8 *(One Hundred Sixteen Thousand Dollars)*
- 9 • *Elderly II (ages 75-79) amount of assessed property value exempted increased to \$164,000*
10 *(One Hundred Sixty-Four Thousand Dollars)*
- 11 • *Elderly III (ages 80 and above) amount of assessed property value exempted increased to*
12 *\$290,000 (Two Hundred Ninety Thousand Dollars).*

13
14 *BE IT FURTHER MOVED that the amount of assessed property value exempted, as set forth*
15 *above, shall be effective immediately.*

16
17 *Seconded by Councilor Heistad.*

18
19 Mayor McNamara noted income levels for the elderly would be discussed at a future Council meeting.

20
21 **The Vote on the Motion was approved (8-0)*

22
23 **7. APPOINTMENTS:**

- 24 • West Lebanon Revitalization Advisory Committee, James Marshal (Appointment as a
25 Ward 1 Resident Member)

26
27 *Councilor Simon MOVED to NOMINATE James Marshal for appointment as a Ward 1 Resident*
28 *Member of the West Lebanon Revitalization Advisory Committee.*

29 *Seconded by Councilor Liot Hill.*

30
31 **The Vote on the Motion was approved (8-0)*

32
33 **9. OLD BUSINESS - NONE**

34
35 Mayor McNamara noted that Item 10. D, New Business, would be taken out of order from the
36 agenda packet, so the following will be presented in the order as discussed by the Council.

37
38 **10. New Business**

39 **D. Presentation of 2022-2023 Lebanon Historic Landmark Designations**

40 In this twenty-fifth (25th) year of the City's Historic Landmark Designation Program, the Lebanon
41 Heritage Commission has identified ten (10) properties for designation as local Historic Landmarks.
42 Since the Program's inception in 1997, there have been eighty-six (86) other properties selected for
43 Landmark Designation throughout the City.

44
45 **This year's designations include the following properties:**

- 46 ❖ Storrs Hill Ski Area, 60 Spring Street; Owned by City of Lebanon
- 47 ❖ 15 Winter Street; Owned by Elizabeth and Harry Studer
- 48 ❖ 19 Winter Street; Owned by Rennie and Michael Howerin
- 49 ❖ 79 Hanover Street; Owned by Barry Schuster, TTEE

- ❖ 91 Hanover Street; Owned by Asher 3 LLC
- ❖ 93 Hanover Street; Owned by 93 LLC
- ❖ 119 Hanover Street; Owned by David Walthour
- ❖ 136 Hanover Street; Owned by Richard Zablocki
- ❖ 144 Hanover Street; Owned by Noppakao and Sompradthana Woonbamroong
- ❖ 149 Hanover Street; Owned by Geoffrey Tomlinson

Included in the agenda packet: *(Please refer to pages 149-161 in the Council agenda packet for detailed information and pictures of the above listed properties.)*

1. Designated Property Details
2. Historic Landmark Designation Program – Inventory and Plaque Status Verification as of November 15, 2022 (does not include the ten proposed designations for 2023)

Ms. Nicole Burley, Heritage Commission Chair and City Historian, reviewed the background/history of the Lebanon Heritage Commission, The Historic Landmark Designation Program, and described this year's (2023) ten (10) designation properties.

BACKGROUND

The Lebanon Heritage Commission was established in 2006 to take the place of the Historic District Commission. In addition to its regulatory role within the Lebanon Historic District, the Heritage Commission plays an advisory role citywide, and is responsible for the dissemination of information regarding the City's historical resources and for conducting the Historic Landmark Program.

In accordance with its purpose statement, the Heritage 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, built or cultural context. Lebanon is endowed with a trove of properties having historic, architectural, and/or cultural significance that the Heritage Commission strives to recognize to foster individual and community pride.

The Historic Landmark Designation Program was created to identify and aid in the protection of sites of significant community value in the City. Among the action items of Chapter 11, Historic Resources, in Lebanon's Master Plan, is the following: "Continue identifying structures that qualify for the State and/or National Historic Register and the Historic Landmark Designation Programs." (#11.1.A3). The Program aims to increase awareness in, and encourage, property owners to invest in the rehabilitation of their buildings, in turn to conserve property values and strengthen the local economy. There may also be some direct benefits to the property owner; for example, with the recent expansion of 79E Economic Revitalization zone boundaries for tax credit eligibility landmark designation could bolster 79E qualifications.

The Landmark Designation Program is an honorary celebration of our community's legacies and does not subject properties to any special or additional regulations or restrictions within the City or otherwise. Property owners of proposed designated landmarks are contacted by mail prior to submission for Council nomination. Of the eleven (11) properties originally proposed in 2022, only one property owner (84 Hanover St.) declined the recognition.



For a building to receive Historic Landmark Designation it must possess **historical, architectural and/or cultural significance**. For example, qualifying sites may be associated with historical events or with the lives of significant persons in our past, or the site may embody the distinctive characteristics of a

1 particular style.

2
3 It should be noted that most of the candidates vetted by the Commission for 2022 designation have been
4 ‘pre-screened’ by professionals. Specifically, dozens of “contributing” properties in the Colburn Park
5 National Register-designated Historic District and other National Register- eligible locations in Lebanon
6 (Maple Street, Hanover Street, etc.) are detailed with neighborhood-scale and property-specific research
7 in Area Forms provided by the State of New Hampshire. As a result, it is anticipated that this program has
8 a robust pipeline for future designations as well, until a logical cap is determined based on what is
9 deemed eligible.

10
11 In addition to the above proposal of new designations, the Lebanon Heritage Commission, with efforts led
12 by Jerry Rutte, Devin Wilkie, and Matt Smith, has evaluated the statuses of prior designations. The 86
13 existing landmarks were reviewed primarily for a) display of awarded plaques and b) physical state.
14 Associated findings are summarized in the attached “Inventory and Plaque Status Verification
15 spreadsheet”, noting that the display of plaques may be imprecise in some cases, as verification was based
16 on viewability from the street. Commission members observed that at least three (3) of the properties that
17 were designated in part due to the attributes of their structural elements have new physical states, i.e.,
18 have ceased to exist, including the Lebanon Baptist Church, and the Westboro Yard Roundhouse and
19 Sandhouse. In recognition of these alterations, the Heritage Commission wishes to retire those properties
20 from the active landmarks list and has created an emeritus designation for landmarks that are no longer in
21 existence due to natural or human causes.

22
23 For more program details, visit: <https://lebanonnh.gov/1103/Historic-Landmark-Designations>.

24
25 Plaques were handed out to those property owners present in the audience. Plaques for those not present
26 will be sent to them.

27
28 **ACTION: No action required. Item for informational purposes only.**

29 30 **10. NEW BUSINESS**

31 **A. Presentation of 2021 Audit**

32
33 Included in the agenda packet: *(Pages 40-141)*

34
35 Mr. Kyle Gingras of Plodzick & Sanderson presented and reviewed the 2021 Financial Audit as
36 presented in the agenda packet pages listed above, starting on page 46.

37
38 He specifically spoke about the Independent Auditor’s Report, which was their opinion on the financial
39 statements (*pages 49-51*); the City’s Management Discussion and Analysis (*pages 52-62*); The Basic
40 Financial Statements (Exhibit A-Balance Sheet (*page 64*); Exhibit B, Revenues/Expenses (*page 65*);
41 Exhibit C-1 to C-3, Balance Sheet for Governmental Funds (*pages 66-68*); Exhibit C-4, Reconciliation of
42 the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds to the
43 Statement of Activities (*page 69*); Exhibit D, Statement of Revenues, Expenditures, and Changes in
44 Fund Balance Budget and Actual (Non-GAAP Budgetary Basis) General Fund (*page 70*); Exhibit E-1,
45 Proprietary funds (*page 71*); Exhibit E-2 (*page 72*); Exhibit E-3 (*page 73*); Exhibit F-1 (*page 74*); and,
46 Exhibit F-2 (*page 75*). *NOTE: All page numbers refer to the Council agenda packet.*

47
48 Council Discussions:

49 The Council and Mr. Gingras discussed the City’s level of risk in the Governance Letter, with Gingras
50 noting the Governance Letters is a standardized report with the format being laid out by the AICPA. For

1 this year, they AICPA added the area of significant risks identified. In the Opinion Letter, what they do is
2 identify any particular risks of the City and perform audit procedures relative to those risks. These three
3 risks are consistent for all governmental entities that they audit and are: 1) Management override of
4 controls. 2) Improper Revenue Recognition. 3) COVID 19 grant funds. They also discussed the
5 difference between the single audit and the financial statements and how these were calculated.
6

7 From a management perspective, Mr. Gingras reviewed and explained a couple of supplementary
8 schedules that are included on pages 122-128, Council agenda packet. He noted that a positive variance
9 is favorable and a negative variance is unfavorable.

10
11 **ACTION: No action required. Item was for informational purposes only.**

12
13 **B. Discussion & Set Public Hearing for March 1, 2023: Request to Rescind Prior**
14 **Authorizations for Issuance of Bonds or Notes, to Rescind Prior Appropriations for Capital**
15 **Projects, and to Transfer Appropriated but Unspent Funds.**
16

17 Included in the agenda packet: *(Pages 142-147)*

18 1. Memo from Finance Director Vicki Lee, dated February 8, 2023
19

20 Finance Director Vicki Lee reviewed the background and the reasons behind her request above.
21

22 **BACKGROUND**

23 The purpose of this agenda item is to request the City Council to rescind prior authorizations for
24 unissued bonds or notes that are no longer required, and therefore, will not be issued. In addition, the
25 Council is asked to rescind prior appropriation authority for capital projects and authorize the transfer of
26 appropriated, but unspent project funds from completed capital projects to other capital projects. The
27 total amount of prior authorizations for issuance of bonds or notes to be rescinded is \$924,296.09. The
28 total amount of prior appropriation authority for capital projects to be rescinded is \$322,110.68. The total
29 amount of funding and appropriation authority to be transferred from completed capital projects to a new
30 capital project is \$184,679.82. And the total amount of appropriated, but unspent funds to be transferred
31 from completed capital projects to ongoing capital projects is \$739,773.94.
32

Completed Capital Project	Rescind Bonding Authorizatio n	Rescind Appropriation Authorization	Transfer Funding and Appropriation Authorization	Transfer Unspent Funds Only
Community Center	-		\$ 12,254.53	
Emergency Intersection Control System	-		\$ 24,539.00	\$ 9,050.00
Water Treatment Facility Upgrade		\$ 84,969.52		\$ 64,969.52
Hillcrest Acres infrastructure Construction	\$ 554,296.09		\$ 139,612.48	\$ 554,296.09
Miracle Mile Pedestrian and Transit Improvements	\$ 200,000.00	\$ 29,374.65		-
LPD HVAC Repair and Upgrade		\$ 133,521.08		\$ 83,521.08
LPD Radio Communications Repeater Replacement	\$ 170,000.00	\$ 46,308.18		-

Landfill Tarp Machine Replacement		\$ 27,937.25		\$ 27,937.25
Valley Cemetery Maintenance Building	-		\$ 1,513.81	
Parks Storage and Maintenance Building	-		\$ 6,760.00	
	\$ 924,296.09	\$ 322,110.68	\$ 184,679.82	\$ 739,773.94

Please see the memorandum in the Council agenda packet from the Finance Director for further description of the requested rescissions of bonding and appropriation authority and transfers of appropriated but unspent funds.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, March 1, 2023, beginning at 7:00 pm, in Council Chambers, City Hall and remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to rescind prior authorizations for the issuance of bonds or notes totaling \$924,296.09, to rescind prior appropriations for capital projects totaling \$322,110.68, to authorize the transfer of appropriation authority and unspent funds to a new capital project totaling \$184,679.82, and to transfer appropriated, but unspent funds totaling \$739,773.94 from completed capital projects to ongoing capital projects.

Seconded by Councilor Heistad.

**The Vote on the Motion was approved (8-0)*

C. Discussion & Set Public Hearing for March 15, 2023: Request for Supplemental Appropriation in the Amount of \$1,800,000 for the Purchase of 14, 28 and 30 Main Street, West Lebanon and Authorization to Issue Bonds or Notes

Included in the agenda packet: *(Page 148))*

City Manager Mulholland reviewed the request for the Supplemental Appropriation as listed above.

BACKGROUND

On February 1, 2023, the City Council voted unanimously, pursuant to its authority under NH RSA 47:5, to authorize the purchase of three parcels situated on Main Street in West Lebanon, including specifically: 14 Main Street (Tax Map 72, Lot 88; +/-0.11 Acres); 28 Main Street (Tax Map 72, Lot 84; +/-0.48 Acres), and 30 Main Street (Tax Map 72, Lot 83; +/-0.45 Acres) for a purchase price of \$1,750,000 (One Million Seven Hundred Fifty Thousand Dollars). As part of its motion, the Council designated and authorized the City Manager to act on behalf of the City Council to undertake all actions and execute all documents as may be required to enter into a Purchase & Sale Agreement (P&S) for the acquisition of the properties and to perform all obligations of the City under the P&S.

Based on the City Council's action, the City Manager has initiated due diligence efforts, including environmental review of the properties prior to closing. It is estimated that Phase 1 and Phase 2 Environmental Site Assessments will cost approximately \$50,000, bringing the total cost of acquiring the properties to \$1,800,000.

Mayor McNamara thought this was a once in a lifetime opportunity for the City to acquire property in Downtown West Lebanon to give us some real options down the road to use these properties for either a

public purpose or to use as a public-private partnership. This will give the City some control over the way Downtown West Lebanon will look for the next one hundred years into the future. He was encouraged that we would be able to do something that will then encourage other private landowners to invest in Downtown West Lebanon, which has not happened for a significant period of time. In his opinion, this falls into what he would term a strategic investment.

ACTION:

Councilor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, March 15, 2023, beginning at 7:00pm, in Council Chambers, City Hall and remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to appropriate the sum of \$1,800,000 to fund the purchase and acquisition of properties located at 14, 28 and 30 Main Street, West Lebanon, and to authorize the issuance of bonds/notes in the amount of \$1,800,000 in accordance with the Municipal Finance Act (NH RSA 33).

Seconded by Councilor Whittlesey.

****The Vote on the Motion was approved (8-0)***

11. City Manager Report:

Mayor McNamara updated the Council on the following:

- He had a very productive meeting with the Twin Pines Housing Trust regarding 3 Seminary Hill, which we think is a viable project, noting they have some conceptual designs for a 4-unit townhouse building. Twin Pines, at their cost, has retained an architect to look into this and do some preliminary cost estimates. We hope to have these in the next 2-3 months. Sources of funding would be procured through Twin Pines Housing Trust, which would allow us to leverage some funds to get the price down. The idea is that these would be owner occupied, would be sold as work force housing, potentially to a restricted group (i.e., City and School District employees). These would be well below market rate housing, with a capped repurchase option, which would allow someone to buy into a property at an affordable price, build a reasonable amount of equity, and when they decide to move out they would only be able to take advantage of a limited amount of equity, not the full market price of the property. Because this project is highly dependent on Federal Funds, it will take a long time to work through this process and will more likely be a 2023 construction project. He would like to see this project up and running before the Dry Bridge Project.
- At the Mayor's meeting, they had a presentation by Coast Transportation who serves portions of Maine and coastal New Hampshire. They, along with the cities of Dover and Portsmouth, are looking to have a proposal made to the State to increase the amount of funding for public transportation. The summary provided by Coast Transportation was shocking and compared New Hampshire to all the remaining New England States. New Hampshire's funding for public transportation is around \$0.15 per capita, which is well below what Massachusetts and others are providing. Like a lot of things in New Hampshire, public transportation gets pushed down to the communities and donors, noting that for Advance Transit, Vermont is essentially subsidizing NH. He will be coming before the Council in the near future to seek a Resolution in support of this. Whether we get any traction from the State on this matter is uncertain.
- The Mayor's group has assembled a Homelessness Working Group (HWG), which now consists of 10 out of the 13 municipalities. It is hoped that within 60-90 days they can bring their recommendations to the Mayor's group for their review before submission to the State.

City Manager Shaun Mulholland updated the Council on the following:

- Purchase of 1 High Street: It will be cheaper for us to buy this property than it would be to wait on the State and further spoke about his reasons for doing so.

1
2 **12. COUNCIL REPRESENTATIVES TO OTHER BODIES:**

3 Assistant Mayor Below noted that the Connecticut River Joint Commission has a series starting on
4 February 23, 2023, with a virtual session starting at 2:30 PM with regard to climate migration. They will
5 also have a program on March 29th (details TBD). He spoke about a couple of links on their website,
6 which talked about studies regarding migration into the Connecticut River Valley, noting there was a
7 7.1% increase in the population for Lebanon over the past 10 years and further gave statistics on
8 migration during the COVID pandemic, which ranked our region as the second quickest growing
9 community in the entire country.

10
11 **13. FUTURE AGENDA ITEMS:** Next Meeting on March 1, 2023 @ 7:00 PM, City Hall, Council
12 Chambers

13
14 **14. NON-PUBLIC SESSION:**

15
16 **Session #1**

17 ***Councilor Wilkie MOVED to go into NON-PUBLIC SESSION #1 for the purpose of discussing RSA***
18 ***91-A:3, II(e) – “Consideration or negotiation of pending claims or litigation which has been***
19 ***threatened in writing or filed by or against the public body or any subdivision thereof, or by or***
20 ***against any member thereof because of his or her membership in such public body, until the claim***
21 ***or litigation has been fully adjudicated or otherwise settled. Any application filed for tax***
22 ***abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed***
23 ***litigation against any public body for the purposes of this subparagraph.”***

24 ***Seconded by Councilor Whittlesey.***

25
26 **Roll Call Vote:**

27 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Whittlesey, Wilkie, Zook and Mayor
28 McNamara all voting Yea.
29 None voted Nay.

30
31 ****The Vote on the MOTION was approved (8-0).***

32
33 Staff Present: City Manager Shaun Mulholland, GIS Coordinator Mark Goodwin, City Attorney Matthew
34 Decker.

35
36 **The Council entered into NON-PUBLIC Session #1 at 8:19 PM**

37
38 The Council discussed a strategy for a mediation session in the Patch litigation.

39
40
41 **Session #2**

42 **Councilor Simon Moved to enter into Non-public Session #2 for the purpose of discussion RSA 91-**
43 **A:3II(a) “the dismissal, promotion, or compensation of any public employee.**

44 ***Seconded by Councilor Whittlesey.***

45
46 **Roll Call Vote:**

47 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Whittlesey, Wilkie, Zook and Mayor
48 McNamara all voting Yea.
49 None voted Nay.

1 **The Vote on the Motion was approved (8-0).*

2
3 Staff Present: City Manager Shaun Mulholland

4
5 **The Council entered into NON-PUBLIC Session #2 at 9:50 PM**

6
7 The Council Discussed Scott Traudt's email to the City Council

8
9 ***Councilor Whittlesey MOVED to come out of NON-PUBLIC Session.***
10 ***Seconded by Councilor Heistad.***

11
12 **Roll Call Vote:**

13 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Whittlesey, Wilkie, Zook and Mayor
14 McNamara all voting Yea.
15 None voted Nay.

16
17 **The Vote on the MOTION was approved (8-0).*

18
19 **The Council came out of Non-Public Sessions #1 and #2 at 10:00 PM**

20
21 **The Council was now in Regular Session.**

22
23 **15. ADJOURNMENT:**

24
25 ***Councilor Whittlesey MOVED for adjournment.***
26 ***Seconded by Councilor Heistad***

27
28 **Roll Call Vote:**

29 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Whittlesey, Wilkie, Zook and Mayor
30 McNamara all voting Yea.
31 None voted Nay.

32
33 **The Vote on the MOTION was unanimously approved (8-0)*

34
35 **The meeting was adjourned at approximately 10:01 PM.**

36
37 Respectfully submitted,
38 Dona E. Gibson
39 Recording Secretary

**AGENDA
LEBANON CITY COUNCIL
MARCH 01, 2023**

7. APPOINTMENTS:

APPOINTMENTS

Board/Committee Appointments as presented by City Clerk Kristin Kenniston

- West Lebanon Revitalization Advisory Committee, Jim Winny (Alternate Citizen Member)
- Economic Development Commission, Dan Nash (Citizen Member)

Included in this Section:

1. Memo from City Clerk Kristin Kenniston dated February 22, 2023

OFFICE OF THE CITY CLERK

MEMORANDUM

DATE: February 22, 2023

TO: The Honorable Mayor & City Council

FROM: Kristin M. Kenniston, City Clerk

RE: **Appointments Proposed for Council Discussion/Action:**

If the Council wishes to proceed with action on the appointments below, a nomination should be made and voted on for each appointment. *Note: nominations do not need to be seconded.*

West Lebanon Revitalization Advisory Committee

- **Jim Winny** – Appointment as an alternate Citizen member for a two-year term. Recommended by Chair Simon.
Term: (2/23-2/25)

Economic Development Commission

- **Dan Nash** – Reappointment as a Citizen member for a two-year term. Recommended by Chair Dunn.
Term: (2/23-2/25)

From: [cityclerk](#)
To: [Kristin Kenniston](#)
Subject: FW: [EXTERNAL] Online Form Submission #6630 for Board Member Application
Date: Monday, October 3, 2022 11:19:31 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, October 3, 2022 10:51 AM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #6630 for Board Member Application

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Board Member Application

Application Process

After submitting this application, you will be contacted and interviewed by one of our City Councilors. Your application will then go before the full Council at one of their regular meetings for consideration of appointment. If you have questions, please contact City Clerk Kristin Kenniston at 603-448-3054 or cityclerk@lebanonnh.gov.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
- *Willingness to learn*
- *Commitment to attend meetings*
- *Treat people fairly*
- *Consider the best interest of the community as a whole when making decisions*
- *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*

(Section Break)

First Name	Jim
------------	-----

Last Name	Winny
-----------	-------

Physical Address	19 Dana St
City	West Lebanon
State	NH
Zip Code	03784
Is this your mailing address?	Yes
Home Phone Number	603-252-0247
Work Number	<i>Field not completed.</i>
Email Address	jwinny@gmail.com
How long have you resided in Lebanon?	17 years
(Section Break)	
Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	West Lebanon Revitalization Advisory Committee
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	To continue supporting development and investment of City resources in West Lebanon
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	Chair of the committee for a year, former City Councilor for Ward 1 for 5 years, homeowner in West Lebanon
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Email not displaying correctly? [View it in your browser.](#)

From: [Dan Nash](#)
To: [Allard, Sandi](#)
Subject: FW: Online Form Submittal: Board Member Application
Date: Tuesday, October 15, 2019 10:08:20 AM

Filed on-line, 11july2019

Dan Nash
Advanced Geomatics and Design
105 Bank Street
Lebanon, NH 03766
603-448-6295
802-356-4928 mobile
Advancedgeomatics@comcast.net
www.advancedgeomatics.org

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, July 11, 2019 9:44 AM
To: advancedgeomatics@comcast.net
Subject: Online Form Submittal: Board Member Application

Board Member Application

Board Member Application
City of Lebanon board / committee member application.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
- *Willingness to learn*
- *Commitment to attend meetings*
- *Treat people fairly*
- *Consider the best interest of the community as a whole when making decisions*
- *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*

(Section Break)

First Name	dan
------------	-----

Last Name	nash
-----------	------

How long have you resided in Lebanon?	40 years
Current Address	387 poverty lane
City	lebanon
State	nh
Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	6034486023
Work Number	6034486295
Email Address	advancedgeomatics@comcast.net
(Section Break)	
Is this an application for re-appointment?	Yes
For which board, committee, or commission are you applying?	Other (please fill in blank)
Other Committee	EDC
Why would you like to serve?	The city needs healthy growth that grows the grand list and softens annual tax increases. I am ever optimistic that the group can foster vitality and economic development.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I have been on EVEC since its inception. I do site design and permitting for Lebanon projects and am aware of what policies and procedures can foster healthy development.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Email not displaying correctly? [View it in your browser.](#)

**AGENDA
LEBANON CITY COUNCIL
MARCH 01, 2023**

8. PUBLIC HEARING ITEMS:

8.A – REQUEST TO RESCIND PRIOR AUTHORIZATIONS FOR ISSUANCE OF BONDS OR NOTES, TO RESCIND PRIOR APPROPRIATIONS FOR CAPITAL PROJECTS, AND TO TRANSFER APPROPRIATED BUT UNSPENT FUNDS

A public hearing for the purpose of receiving public input and taking action to rescind prior authorizations for unissued bonds or notes that are no longer required, and therefore, will not be issued. In addition, the Council is asked to rescind prior appropriation authority for capital projects and authorize the transfer of appropriated, but unspent project funds from completed capital projects to other capital projects.

The City Council scheduled this public hearing at its February 15, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on February 18, 2023 in accordance with City Code and State Law.

BACKGROUND

The periodic recission of prior authorizations by the City Council to issue bonds or notes is part of an ongoing objective to reduce outstanding authorized, but unissued, long-term debt, and ultimately, the City's debt exposure and the significant costs associated with servicing that debt. In addition, transferring appropriated but unspent funds from completed projects to on-going capital projects can further reduce or eliminate the need for the issuance of authorized long-term debt.

The total amount of prior authorizations for issuance of bonds or notes to be rescinded is \$924,296.09. The total amount of prior appropriation authority for capital projects to be rescinded is \$322,110.68. The total amount of funding and appropriation authority to be transferred from completed capital projects to a new capital project is \$184,679.82. And the total amount of appropriated, but unspent funds to be transferred from completed capital projects to ongoing capital projects is \$739,773.94.

Completed Capital Project	Rescind Bonding Authorization	Rescind Appropriation Authorization	Transfer Funding and Appropriation Authorization	Transfer Unspent Funds Only
Community Center	-		\$ 12,254.53	
Emergency Intersection Control System	-		\$ 24,539.00	\$ 9,050.00
Water Treatment Facility Upgrade		\$ 84,969.52		\$ 64,969.52
Hillcrest Acres infrastructure Construction	\$ 554,296.09		\$ 139,612.48	\$ 554,296.09
Miracle Mile Pedestrian and Transit Improvements	\$ 200,000.00	\$ 29,374.65		-
LPD HVAC Repair and Upgrade		\$ 133,521.08		\$ 83,521.08

LPD Radio Communications Repeater Replacement	\$ 170,000.00	\$ 46,308.18		-
Landfill Tarp Machine Replacement		\$ 27,937.25		\$ 27,937.25
Valley Cemetery Maintenance Building	-		\$ 1,513.81	
Parks Storage and Maintenance Building	-		\$ 6,760.00	
Total	\$ 924,296.09	\$ 322,110.68	\$ 184,679.82	\$ 739,773.94

Please see the attached memorandum from the Finance Director for further description of the requested rescissions of bonding and appropriation authority and transfers of appropriated but unspent funds.

ACTION

If the Council decides to move forward with the rescissions of bonding and appropriation authority and transfers of appropriated but unspent funds, the following motions are offered for consideration:

1. Motion by Councilor _____ Relative to the 2020 Community Center Capital Project:

WHEREAS, the Lebanon City Council, on December 18, 2019, authorized the transfer of \$50,000 from the General Fund Unassigned Fund Balance to the Capital Improvements Fund to partially fund the 2020 Community Center capital project; and

WHEREAS, after some preliminary design and engineering and evaluation of potential locations, a balance of Twelve Thousand Two Hundred Fifty-Four Dollars and Fifty-Three Cents (\$12,254.53) remains in the Community Center project account; and

WHEREAS, it has been decided to temporarily forego development of a Community Center until a suitable location can be identified.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$12,254.53 be transferred from the 2020 Community Center project to the new Childcare Center capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____. VOTE ON THE MOTION ____/____.

2. Motion by Councilor _____ Relative to the 2020 Emergency Intersection Control System Capital Project:

WHEREAS, the Lebanon City Council, on December 18, 2019, authorized the transfer of \$190,000 from the General Fund Unassigned Fund Balance to the Capital Improvements Fund to partially fund the 2020 Emergency Intersection Control System capital project; and

WHEREAS, the Emergency Intersection Control System project is complete and a balance of Thirty-Three Thousand Five Hundred Eighty-Nine Dollars (\$33,589.00) remains in the capital project account.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of Twenty-Four Thousand Five Hundred Thirty-Nine Dollars (\$24,539.00) be transferred from the Emergency Intersection Control System project to the new Childcare Center capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of One Thousand Six Hundred Thirty-Seven Dollars and Seventy-Six Cents (\$1,637.76) be transferred from the Emergency Intersection Control System project to the Asset Management capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of Seven Thousand Four Hundred Twelve Dollars and Twenty-Four Cents (\$7,412.24) be transferred from the Emergency Intersection Control System project to the Lebanon Police Department Radio Communications Repeater Replacement capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

3. Motion by Councilor _____ Relative to the Water Treatment Facility Improvements Capital Project:

WHEREAS, the Lebanon City Council, on December 20, 2017, authorized the transfer of \$250,000 from the Water Treatment and Distribution Improvements Capital Reserve Fund to partially fund the Water Treatment Facility Improvements capital project; and

WHEREAS, there is a remaining funded balance of Sixty-Four Thousand Nine Hundred Sixty-Nine Dollars and Fifty-Two Cents (\$64,969.52), which is not required as the Water Treatment Facility Improvements project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 20, 2017 in the amount of \$84,969.52 in connection with the Water Treatment Facility Improvements project, is rescinded; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$64,969.52 be transferred from the Water Treatment Facility Improvements project to the Kimball Street Infrastructure capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

4. Motion by Councilor _____ Relative to the 2019 Hillcrest Acres Infrastructure Construction Capital Project:

WHEREAS, the Lebanon City Council, on December 19, 2018, authorized the issuance of bonds or notes in the amount of \$19,925,000, including \$4,550,000 to partially fund the 2019 Hillcrest Acres Infrastructure Construction capital project; and

WHEREAS, there is a remaining funded balance of Six Hundred Ninety-Three Thousand Nine Hundred Eight Dollars and Fifty-Seven Cents (\$693,908.57) and an outstanding debt funding authorization of Five Hundred Fifty-Four Thousand Two Hundred Ninety-Six Dollars and Nine Cents (\$554,296.09), which are not required as the Hillcrest Acres Infrastructure Construction project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 19, 2018 to be issued in the amount of \$554,296.09, but as yet unissued, in connection with the Hillcrest Acres Infrastructure Construction project, is rescinded.

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$180,125.35 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the Miracle Mile Pedestrian and Transit Improvements capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$334,000.00 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the Kimball Street Infrastructure capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$40,170.74 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the Lebanon Police Department Radio Communications Repeater Replacement capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$139,612.48 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the new Childcare Center capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

5. Motion by Councilor _____ Relative to the 2020 Miracle Mile Pedestrian and Transit Improvements Capital Project:

WHEREAS, the Lebanon City Council, on December 18, 2019, authorized the issuance of bonds or notes in the amount of \$8,350,270, including \$200,000 to partially fund the 2020 Miracle Mile Pedestrian and Transit Improvements capital project; and

WHEREAS, there is an outstanding debt funding authorization of Two Hundred Thousand Dollars (\$200,000), which is not required as Phases 1 and 2 of the Miracle Mile Pedestrian and Transit Improvements project have been completed with funding from alternative sources.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 18, 2019 to be issued in the amount of \$200,000, but as yet unissued, in connection with the Miracle Mile Pedestrian and Transit Improvements capital project, is rescinded; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 18, 2019 in the amount of \$29,374.65 in connection with the Miracle Mile Pedestrian and Transit Improvements capital project, is rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____. VOTE ON THE MOTION ____/____.

6. Motion by Councilor _____ Relative to the 2019 Lebanon Police Department HVAC Repair and Upgrade Capital Project:

WHEREAS, the Lebanon City Council, on December 19, 2018, authorized the issuance of bonds or notes in the amount of \$19,925,000, including \$620,000 to partially fund the 2019 Lebanon Police Department HVAC Repair and Upgrade capital project; and

WHEREAS, there is a remaining funded balance of Eighty-Three Thousand Five Hundred Twenty-One Dollars and Eight Cents (\$83,521.08), which is not required as the Lebanon Police Department HVAC Repair and Upgrade project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$83,521.08 be transferred from the 2019 Lebanon Police Department HVAC Repair and Upgrade project to the Lebanon Police Department Radio Communications Repeater Replacement capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 19, 2018 in the amount of \$133,521.08 in connection with the Lebanon Police Department HVAC Repair and Upgrade project, is rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____. VOTE ON THE MOTION ____/____.

7. Motion by Councilor _____ Relative to the LPD Radio Communications Repeater Replacement Capital Project:

WHEREAS, the Lebanon City Council, on December 19, 2018, authorized the issuance of bonds or notes in the amount of \$19,925,000, including \$1,070,000 to partially fund the LPD Radio Communications Repeater Replacement capital project; and

WHEREAS, there is an outstanding debt funding authorization of One Hundred Seventy Thousand Dollars (\$170,000), which is not required as the LPD Radio Communications Repeater Replacement Project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 19, 2018 to be issued in the amount of \$170,000, but as yet unissued, in connection with the LPD Radio Communications Repeater Replacement project, is rescinded; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 19, 2018 in the amount of \$46,308.18 in connection with the LPD Radio Communications Repeater Replacement capital project, is rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

8. Motion by Councilor _____ Relative to the 2022 Landfill Tarp Machine Replacement Capital Project:

WHEREAS, the Lebanon City Council, on December 15, 2021, authorized the disbursement of \$100,000 from the Landfill Capital Reserve Fund to the Capital Improvements Fund to fund the 2022 Landfill Tarp Machine Replacement project; and

WHEREAS, Seventy-Two Thousand Sixty-Two Dollars and Seventy-Five Cents (\$72,062.75) was expended for the purchase of a replacement Landfill Tarp Machine, leaving a balance of Twenty-Seven Thousand Nine Hundred Thirty-Seven Dollars and Twenty-Five Cents (\$27,937.25) in the capital project account.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that unspent funds in the amount of Twenty-Seven Thousand Nine Hundred Thirty-Seven Dollars and Twenty-Five Cents (\$27,937.25) be transferred from the Landfill Tarp Machine Replacement capital project to the Landfill Gas Collection & Control capital project, and that the appropriation of an equal amount for the Landfill Tarp Machine Replacement project is hereby rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

9. Motion by Councilor _____ Relative to the 2021 Valley Cemetery Maintenance Building Replacement Capital Project:

WHEREAS, the Lebanon City Council, on December 16, 2020, authorized the issuance of bonds or notes in the amount of \$6,972,720, including \$405,000 to partially fund the 2021 Valley Cemetery Maintenance Building Replacement capital project; and

WHEREAS, there is a remaining funded balance of One Thousand Five Hundred Thirteen Dollars and Eighty-One Cents (\$1,513.81), which is not required as the Valley Cemetery Maintenance Building Replacement project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$1,513.81 be transferred from the 2021 Valley Cemetery Maintenance Building Replacement project to the new Childcare Center capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

10. Motion by Councilor _____ Relative to the 2021 Parks Storage and Maintenance Building Capital Project:

WHEREAS, the Lebanon City Council, on December 16, 2020, authorized the issuance of bonds or notes in the amount of \$6,972,720, including \$120,000 to finance a portion of the 2021 Parks Storage and Maintenance Building capital project; and

WHEREAS, there is a remaining funded balance of Six Thousand Seven Hundred Sixty Dollars (\$6,760.00), which is not required as the Parks Storage and Maintenance Building project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$6,760.00 be transferred from the 2021 Parks Storage and Maintenance Building project to the new Childcare Center capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR _____ . VOTE ON THE MOTION ____/____.

Included in this Section:

1. Memo from Finance Director Vicki Lee, dated February 8, 2023
2. Notice of Public Hearing as published in the February 18, 2023 Edition of the *Valley News*

To: Honorable Mayor and City Council
Cc: Shaun Mulholland, City Manager
From: Vicki Lee, Finance Director
Date: February 8, 2023
Re: Request for Rescission of Prior Authorizations and Appropriations and Transfer of Unspent Funds from Completed Capital Projects to Other Capital Projects

The periodic rescission of prior authorizations by the City Council to issue bonds or notes is part of an ongoing objective to reduce outstanding authorized, but unissued, long-term debt, and ultimately, the City's debt exposure and the significant costs associated with servicing that debt.

The following is a list of completed capital projects for which authorized, but unissued, bond or notes are no longer required. In some cases, the remaining balance of previously-appropriated funds can and should be transferred to other ongoing capital projects to reduce or eliminate the need for the issuance of other authorized long-term debt.

COMMUNITY CENTER

WHEREAS, the Lebanon City Council, on December 18, 2019, authorized the transfer of \$50,000 from the General Fund Unassigned Fund Balance to the Capital Improvements Fund to partially fund the 2020 Community Center capital project; and

WHEREAS, after some preliminary design and engineering and evaluation of potential locations, a balance of Twelve Thousand Two Hundred Fifty-Four Dollars and Fifty-Three Cents (\$12,254.53) remains in the Community Center project account; and

WHEREAS, it has been decided to temporarily forego development of a Community Center until a suitable location can be identified.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$12,254.53 be transferred from the 2020 Community Center project to the new Childcare Center capital project.

EMERGENCY INTERSECTION CONTROL SYSTEM

WHEREAS, the Lebanon City Council, on December 18, 2019, authorized the transfer of \$190,000 from the General Fund Unassigned Fund Balance to the Capital Improvements Fund to partially fund the 2020 Emergency Intersection Control System capital project; and

WHEREAS, the Emergency Intersection Control System project is complete and a balance of Thirty-Three Thousand Five Hundred Eighty-Nine Dollars (\$33,589.00) remains in the capital project account.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of Twenty-Four Thousand Five Hundred Thirty-Nine Dollars (\$24,539.00) be transferred from the Emergency Intersection Control System project to the new Childcare Center capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of One Thousand Six Hundred Thirty-Seven Dollars and Seventy-Six Cents (\$1,637.76) be transferred from the Emergency Intersection Control System project to the Asset Management capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of Seven Thousand Four Hundred Twelve Dollars and Twenty-Four Cents (\$7,412.24) be transferred from the Emergency Intersection Control System project to the Lebanon Police Department Radio Communications Repeater Replacement capital project.

WATER TREATMENT FACILITY IMPROVEMENTS

WHEREAS, the Lebanon City Council, on December 20, 2017, authorized the transfer of \$250,000 from the Water Treatment and Distribution Improvements Capital Reserve Fund to partially fund the Water Treatment Facility Improvements capital project; and

WHEREAS, there is a remaining funded balance of Sixty-Four Thousand Nine Hundred Sixty-Nine Dollars and Fifty-Two Cents (\$64,969.52), which is not required as the Water Treatment Facility Improvements project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 20, 2017 in the amount of \$84,969.52 in connection with the Water Treatment Facility Improvements project, is rescinded; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$64,969.52 be transferred from the 2019 Water Treatment Facility Improvements project to the Kimball Street Infrastructure capital project.

HILLCREST INFRASTRUCTURE PROJECT

WHEREAS, the Lebanon City Council, on December 19, 2018, authorized the issuance of bonds or notes in the amount of \$19,925,000, including \$4,550,000 to partially fund the 2019 Hillcrest Acres Infrastructure Construction capital project; and

WHEREAS, there is a remaining funded balance of Six Hundred Ninety-Three Thousand Nine Hundred Eight Dollars and Fifty-Seven Cents (\$693,908.57) and an outstanding debt funding authorization of Five Hundred Fifty-Four Thousand Two Hundred Ninety-Six Dollars and Nine Cents (\$554,296.09), which are not required as the Hillcrest Acres Infrastructure Construction project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 19, 2018 to be issued in the amount of \$554,296.09, but as yet unissued, in connection with the Hillcrest Acres Infrastructure Construction project, is rescinded.

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$180,125.35 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the Miracle Mile Pedestrian and Transit Improvements capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$334,000.00 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the Kimball Street Infrastructure capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$40,170.74 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the Lebanon Police Department Radio Communications Repeater Replacement capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$139,612.48 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the new Childcare Center capital project.

MIRACLE MILE PEDESTRIAN AND TRANSIT IMPROVEMENTS

WHEREAS, the Lebanon City Council, on December 18, 2019, authorized the issuance of bonds or notes in the amount of \$8,350,270, including \$200,000 to partially fund the 2020 Miracle Mile Pedestrian and Transit Improvements capital project; and

WHEREAS, there is an outstanding debt funding authorization of Two Hundred Thousand Dollars (\$200,000), which is not required as Phases 1 and 2 of the Miracle Mile Pedestrian and Transit Improvements project have been completed with funding from alternative sources.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 18, 2019 to be issued in the amount of \$200,000, but as yet unissued, in connection with the Miracle Mile Pedestrian and Transit Improvements capital project, is rescinded; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 18, 2019 in the amount of \$29,374.65 in connection with the Miracle Mile Pedestrian and Transit Improvements capital project, is rescinded.

LEBANON POLICE DEPARTMENT HVAC REPAIR AND UPGRADE PROJECT

WHEREAS, the Lebanon City Council, on December 19, 2018, authorized the issuance of bonds or notes in the amount of \$19,925,000, including \$620,000 to partially fund the 2019 Lebanon Police Department HVAC Repair and Upgrade capital project; and

WHEREAS, there is a remaining funded balance of Eighty-Three Thousand Five Hundred Twenty-One Dollars and Eight Cents (\$83,521.08), which is not required as the Lebanon Police Department HVAC Repair and Upgrade project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that unspent funds in the amount of \$83,521.08 be transferred from the 2019 Lebanon Police Department HVAC Repair and Upgrade project to the Lebanon Police Department Radio Communications Repeater Replacement capital project; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 19, 2018 in the amount of \$133,521.08 in connection with the Lebanon Police Department HVAC Repair and Upgrade project, is rescinded.

LEBANON POLICE DEPARTMENT RADIO COMMUNICATIONS REPEATER REPLACEMENT PROJECT

WHEREAS, the Lebanon City Council, on December 19, 2018, authorized the issuance of bonds or notes in the amount of \$19,925,000, including \$1,070,000 to partially fund the 2018 LPD Radio Communications Repeater Replacement capital project; and

WHEREAS, there is an outstanding debt funding authorization of One Hundred Seventy Thousand Dollars (\$170,000), which is not required as the LPD Radio Communications Repeater Replacement Project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 19, 2018 to be issued in the amount of \$170,000, but as yet unissued, in connection with the 2018 LPD Radio Communications Repeater Replacement project, is rescinded; and

BE IT FURTHER RESOLVED, by the City of Lebanon, that the remaining appropriation authorized on December 19, 2018 in the amount of \$46,308.18 in connection with the LPD Radio Communications Repeater Replacement capital project, is rescinded.

LANDFILL TARP MACHINE

WHEREAS, the Lebanon City Council, on December 15, 2021, authorized the disbursement of \$100,000 from the Landfill Capital Reserve Fund to the Capital Improvements Fund to fund the 2022 Landfill Tarp Machine Replacement project; and

WHEREAS, Seventy-Two Thousand Sixty-Two Dollars and Seventy-Five Cents (\$72,062.75) was expended for the purchase of a replacement Landfill Tarp Machine, leaving a balance of Twenty-Seven Thousand Nine Hundred Thirty-Seven Dollars and Twenty-Five Cents (\$27,937.25) in the capital project account.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that unspent funds in the amount of Twenty-Seven Thousand Nine Hundred Thirty-Seven Dollars and Twenty-Five Cents (\$27,937.25) be transferred from the Landfill Tarp Machine Replacement capital project to the Landfill Gas Collection & Control capital project, and that the appropriation of an equal amount for the Landfill Tarp Machine Replacement project is hereby rescinded.

VALLEY CEMETERY MAINTENANCE BUILDING REPLACEMENT

WHEREAS, the Lebanon City Council, on December 16, 2020, authorized the issuance of bonds or notes in the amount of \$6,972,720, including \$405,000 to partially fund the 2021 Valley Cemetery Maintenance Building Replacement capital project; and

WHEREAS, there is a remaining funded balance of One Thousand Five Hundred Thirteen Dollars and Eighty-One Cents (\$1,513.81), which is not required as the Valley Cemetery Maintenance Building Replacement project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$1,513.81 be transferred from the 2021 Valley Cemetery Maintenance Building Replacement project to the new Childcare Center capital project.

PARKS STORAGE AND MAINTENANCE BUILDING

WHEREAS, the Lebanon City Council, on December 16, 2020, authorized the issuance of bonds or notes in the amount of \$6,972,720, including \$120,000 to finance a portion of the 2021 Parks Storage and Maintenance Building capital project; and

WHEREAS, there is a remaining funded balance of Six Thousand Seven Hundred Sixty Dollars (\$6,760.00), which is not required as the Parks Storage and Maintenance Building project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds in the amount of \$6,760.00 be transferred from the 2021 Parks Storage and Maintenance Building project to the new Childcare Center capital project.



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, March 1, 2023 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold a public hearing on March 1, 2023, beginning at 7:00pm for the following:

- A. RESCIND PRIOR AUTHORIZATIONS FOR ISSUANCE OF BONDS OR NOTES, RESCIND PRIOR APPROPRIATIONS FOR CAPITAL PROJECTS, TRANSFER APPROPRIATED BUT UNSPENT FUNDS: A public hearing for the purpose of receiving public input and taking action to rescind prior authorizations for issuance of bonds or notes, to rescind prior appropriation authority for capital projects, and to transfer appropriated but unspent funds.

The March 1, 2023 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning February 24, 2023: LebanonNH.gov/Agendas

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

The foregoing notice was published in the *Valley News*, a newspaper of general circulation in the City of Lebanon, in accordance with the Code of the City of Lebanon on Saturday, February 18, 2023.

Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
MARCH 01, 2023**

10. NEW BUSINESS:

**10.A – DISCUSSION AND RESOLUTION IN SUPPORT OF INCREASED
STATE FUNDING FOR PUBLIC TRANSPORTATION**

BACKGROUND

During the February 15th City Council meeting, the Council was briefed on a presentation made to the mayors of the 13 New Hampshire cities about a newly-formed Statewide Public Transportation Coalition. The Coalition, which includes Advance Transit and other public transit systems in New Hampshire, seeks to advocate for increased state funding in support of public transit operating and capital needs.

Currently, the State of New Hampshire provides just \$200,000 per year in general funds statewide for public bus transportation, which is by far the lowest amount in the New England region.

The Coalition is seeking expressions of support from the cities and other NH communities served by transit for increased funding to enhance the transit providers' ability to continue supporting workforce transportation and mobility options for other basic needs around the state.

Information and materials from the Coalition's presentation to the NH Mayor's Roundtable are attached for the Council's review. Adams Carroll, Executive Director of Advance Transit, will also be available to answer questions about the Coalition.

ACTION

If the Council decides to express support for increased financial support for public transportation operations from the State, the following resolution is offered for consideration:

RESOLVED, by the Lebanon City Council, that:

WHEREAS, the City of Lebanon fully supports and promotes public transit in our community; and

WHEREAS, Advance Transit is part of an effort to start a meaningful dialogue on increasing financial support for public transportation operations throughout the State of New Hampshire; and

WHEREAS, a Statewide coalition of public transit and community-based transportation providers and the communities, businesses, and other organizations they serve is being formed and is known as the Statewide Public Transportation Coalition; and

WHEREAS, the initial policy objective of this Coalition is to increase the State's share of the operating costs of public transit, as the State's per capita contribution to public transit operations according to the American Association of State Highway and

Transportation Officials is by far the lowest in New England and is among the lowest in the nation; and

WHEREAS, with federal emergency relief funding currently provided to public transit system operators expected to be fully expended by 2024, and operating costs having increased significantly due to workforce shortages and inflation, additional State support is urgently needed to avoid deep cuts in the services provided by the State's public transit agencies; and

WHEREAS, there are recently approved federal funds that will be unavailable to public transit systems in New Hampshire if matching funds are not available from the State. Without increased State support to unlock these new federal funds, the services provided by the State's public transit agencies will need to be significantly reduced by 2024-2025; and

WHEREAS, cuts in services will create adverse impacts to vulnerable members of the Lebanon community who rely on public transit, and will hinder the realization of the City's goals of resilience in energy and infrastructure policy.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the Lebanon City Council supports the policy objective of significantly increased financial support for public transportation from the State of New Hampshire and strongly urges that these increased funds be included in the State Fiscal Year 2024-2025 biennial budget. Also, the Lebanon City Council supports the City of Lebanon joining the Statewide Public Transportation Coalition and will work with other coalition members to advocate for reasonable State funding levels so that public transit agencies across the State will be able to continue operations into the foreseeable future.

Included in this Section:

1. The New Hampshire Public Transportation Coalition presentation slides
2. "Building a Statewide Public Transportation Coalition" overview memorandum
3. New Hampshire Public Transportation Coalition Flyer



JOIN US
The New Hampshire
Public Transportation Coalition

Public Transportation's Vital Role

We connect people and places, supporting

- Economic Development
- Educational Opportunity
- Independent Living for Older Adults and Individuals Living with Disabilities
- Healthy Communities



Public Transportation in NH

- Operating in 34 communities around the state
- Federally funded through the Federal Transit Administration's (FTA's) large and small urban 5307 programs and rural 5311 program
- Serve as key participants and passthrough entities in the state's burgeoning regional transportation mobility management network which has much broader geographic coverage across the state

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Current Challenges

- As essential service providers we were awarded millions of dollars in emergency operating funds through the COVID-19 pandemic that remain critically important to our recovering operations
- Depending on the agency, these emergency funds will be fully expended either later this year or by the end of FY24
- Facing unprecedented labor shortages, particularly with adequately licensed operators (CDL)
- Facing acute inflationary pressures in the transportation industry as a whole

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A Unique Opportunity

- Under the IIJA the Federal government is allocating significantly more funding for public transit to New Hampshire (+27%)
- Unlike the emergency relief funds however, these federal dollars must be matched by state or local funds at either a 1:1 or 4:1 rate (federal to non-federal) to be put into use, depending on the type of expense
- Transit systems and their member communities have been innovative and worked hard to increase and diversify revenue streams that serve as match



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An Increased State Role

Increased state funds will unlock at least a 1:1 federal match available through the bipartisan Infrastructure Investment and Jobs Act and ensure those funds are put to use in New Hampshire.

Public Transit Funding in New England States (2020)

State	2020 Total State Funding (Capital & Operations)	2020 Population	2020 Total State Funding Per Capita	2020 State Funding for Operations	State Funding for Operations Per Capita
Massachusetts	\$ 2,333,718,671	7,022,220	\$ 332.33	\$ 1,567,711,731	\$ 223.25
Connecticut	\$ 708,350,572	3,600,260	\$ 196.75	\$ 472,350,572	\$ 131.20
Rhode Island	\$ 63,383,734	1,096,229	\$ 57.82	\$ 54,649,134	\$ 49.85
Vermont	\$ 8,156,111	642,495	\$ 12.69	\$ 7,087,000	\$ 11.03
Maine	\$ 14,732,041	1,362,280	\$ 10.81	\$ 4,061,833	\$ 2.98
New Hampshire	\$ 815,387 *	1,377,848	\$ 0.59	\$ 200,000 **	\$ 0.15

* Includes \$161K of NH Turnpike Toll Revenues used for short-term Spaulding Turnpike construction mitigation projects.

** For the first time in over a decade, the 2020-21 NH State Budget allocated \$200k/yr. to support public transit operations. State funding before that had been \$0 for the previous decade.

National Average \$ 63.00
National Median \$ 5.94

Source: AASHTO 2022 Survey of State Funding for Public Transportation

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Our Objective

- We have requested \$2.75M in state operating funds in each year of the SFY24-25 biennial budget (approx. \$2.00 per capita)
- In their Efficiency Budget Requests, the NHDOT included level funding for annual statewide public transit operations (\$200,000).
- The NHDOT's Additional Prioritized Needs Requests included an increase, to \$602,495 in SFY24 and \$1,680,794 in SFY25
- Any additional funding will likely need to be added into the budget as trailer in HB2

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Our Ask of You

- Could the Roundtable support our objective and publicly express your support?
- Would your cities be willing to pass a resolution in support of the coalition?
- As beneficiaries of the public transit services we provide in your communities, can you help us to spread the word, educate legislators on our needs, and advocate for our funding request?

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Contacts



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Director
Transport New Hampshire
steve@transportnh.org

Building a Statewide Public Transportation Coalition



A Unique Opportunity to Fund Public Transit in New Hampshire

Please join us in a newly formed Statewide Public Transportation Coalition to advocate for increased state funding in support of public transit operating and capital needs as the upcoming state budget for the SFY24-25 biennium is being developed.

Public transit plays a vital role in economic development, connecting people with jobs and consumers to goods and services. It also increases access to educational opportunities, helps older adults continue to live independently, and supports healthy communities by connecting people to what they need. A recent economic impact analysis of COAST's operations on the seacoast highlighted an overall economic contribution to the region of nearly \$25M in FY19 which translates to a return of \$4.08 for every public dollar invested.

Public transit systems operating in New Hampshire include COAST in the Seacoast, Tri-Country Transit in the North Country, Advance Transit in the Upper Valley, Sullivan County Transportation, the City Express in Keene, Concord Area Transit, Manchester Transit/CART, and Nashua Transit and form the backbone of our public and community transportation services. These systems are almost all also key participants and pass through entities in the state's burgeoning regional transportation mobility management system. The critical need for these services was recognized by the federal government and is the reason that emergency COVID relief funds were provided through the Federal Transit Administration (FTA). These much needed emergency funds were essential to continuing operations during the worst impacts of the pandemic and remain essential. Unfortunately, these emergency funds will be exhausted in FY24 or FY25 depending on the transit system. At the same time, these systems have been faced with unprecedented labor shortages, forcing operator pay rates to climb, as well as all the other inflationary cost escalations. While we know these impacts affect many sectors, it has been particularly acute for the transportation industry.

As the Federal emergency funds these public transit systems were awarded are nearly fully expended, a unique opportunity has presented itself through the Infrastructure Investment and Jobs Act (IIJA). Under the IIJA the Federal government is allocating significantly more funding for public transit to New Hampshire. Unlike the emergency relief funds however, these federal dollars must be matched by state or local funds at either a 1:1 (federal to non-federal) or 4:1 rate to be put into use, depending on the type of expense.

Transit systems and their member communities have been innovative and worked hard to increase local match contributions, secure charitable contributions, and diversify revenue streams through bus stop and on-bus advertising, and additional contracted services when the fee for such services could be used to match FTA funds. Ultimately, it is increased state funding

that could now provide the greatest leverage opportunity and ensure that New Hampshire is able to maximize our access to the federal funds available to the state. A state increase is where the impact could be the greatest with the leveraging power state funds could have.

Public Transit Funding in New England States (2020)					
State	2020 Total State Funding (Capital & Operations)	2020 Population	2020 Total State Funding Per Capita	2020 State Funding for Operations	State Funding for Operations Per Capita
Massachusetts	\$ 2,333,718,671	7,022,220	\$ 332.33	\$ 1,567,711,731	\$ 223.25
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New Hampshire	\$ 815,387 *	1,377,848	\$ 0.59	\$ 200,000 **	\$ 0.15
* Includes \$161K of NH Turnpike Toll Revenues used for short-term Spaulding Turnpike construction mitigation projects.				National Average	\$ 63.00
				National Median	\$ 5.94
** For the first time in over a decade, the 2020-21 NH State Budget allocated \$200k/yr. to support public transit operations. State funding before that had been \$0 for the previous decade.					
Source: AASHTO 2022 Survey of State Funding for Public Transportation					

Currently statewide funding for public transit operations across the state is \$200,000 annually. This puts New Hampshire at approximately one fortieth of the median per capita state investment in transit nationally; and by far the lowest of the New England States – approximately one twentieth of what Maine or one seventieth of what Vermont invest as small, largely rural peer states.

Based on a desire to leverage roughly one quarter of the total match needed for the FTA funds allocated to New Hampshire under the IIJA, public transit providers have asked for \$2.75M annually in state operating support. This equates to approximately \$2.00 per capita through the next biennium. While a significant increase, New Hampshire would remain at the lowest per capita funding level in New England, Maine being the second lowest at \$2.98 (\$4.06M) in 2020 (the last year for which there is currently data). But, the \$2.75M of state funding could leverage another estimated \$2.75M to \$4.125M of IIJA funding committed to New Hampshire to be put into use advancing our statewide economy and serving our residents for whom these services are a lifeline.

After the New Hampshire Transit Association's request, the NH Dept. of Transportation submitted an additional prioritized needs request for the upcoming SFY24-25 State Budget that included state public transit operating funds increases to \$602,495 in SFY24 and \$1,680,794 in SFY25.

Without increased state support, NH transportation agencies and the services we currently provide will not exist in their current shape or form. NH transit providers' ability to continue supporting critical workforce transportation and mobility for other basic life needs, let alone our ability to expand our economic impact, is severely limited if continued state underfunding forces transportation services to be reduced.

Policy Objective:

→ Policy Objective #1: Increase public transportation operating funding in the New Hampshire state budget.

For most public transit systems receiving their share of the current \$200,000 of state operating funds, these dollars cover 1.5-4 days of service per year (3-8 days when used to leverage FTA match). The remainder of services are funded through federal grants, municipal funding (property taxes and fees), other grants, and additional revenue such as advertising and ticket sales (fares).

- ◆ **ASK:** \$2.75 million in state operating support per year through the next biennium. Based on a desire to leverage roughly 1/4 of the total match needed for the FTA funds allocated to New Hampshire under the IIJA, public transit providers have made this request. This equates to approximately \$2.00 per capita through the next biennium. While a significant increase, New Hampshire would remain at the lowest per capita funding level in New England, Maine being the second lowest at \$2.98 (\$4.06M) in 2020 (the last year for which there is currently data). But, \$2.75M of state funding could leverage another estimated \$2.75M to \$4.125M of IIJA funding committed to New Hampshire to be put into use advancing our statewide economy and serving our residents for whom these services are a lifeline.
- ◆ **SUPPORT:** NHDOT's additional prioritized needs request which is to increase the current \$200,000 of annual state operating support by \$402,495 in SFY24 and \$1,480,794 in SFY25.

Will you join us to help actively call this matter into focus for our Legislators and Senators? Let's make a difference together.



New Hampshire Public Transportation Funding

1:1 Federal Match

MAXIMIZE IMPACT

Increased state funds will unlock at least a 1:1 federal match available through the bipartisan Infrastructure Investment and Jobs Act and ensure those funds are put to use in New Hampshire.

Partners

DOING THEIR PART

Local municipalities are investing \$4.7 million dollars a year in regional and local public transit services across New Hampshire.

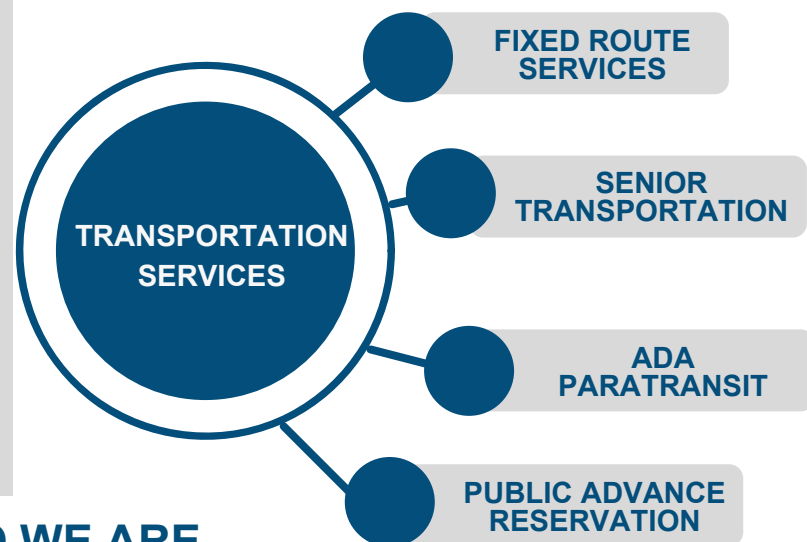
110,000

RIDERS PER MONTH

We support New Hampshire's workforce, students, older adults, and disabled residents through our fixed route and advance reservation services.

FY 24 - 25 STATE BUDGET

The New Hampshire Transit Coalition seeks \$2.75 million in state operating funds annually. This will stabilize our services to keep up with increased costs. That is approximately \$2.00 per capita in New Hampshire.



WHO WE ARE

The New Hampshire Public Transportation Coalition is a statewide alliance of public transportation and community-based transportation providers, communities, organizations, and businesses from across New Hampshire. We support expanded state funding of public transit and community-based transportation in New Hampshire.

NEW HAMPSHIRE PUBLIC TRANSPORTATION COALITION



Public Transit Funding in New England States (2020)

State	2020 Total State Funding (Capital & Operations)	2020 Population	2020 Total State Funding Per Capita	2020 State Funding for Operations	State Funding for Operations Per Capita
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* Includes \$161K of NH Turnpike Toll Revenues used for short-term Spaulding Turnpike construction mitigation projects.

** For the first time in over a decade, the 2020-21 NH State Budget allocated \$200k/yr. to support public transit operations. State funding before that had been \$0 for the previous decade.

National Average \$ 63.00
National Median \$ 5.94

Source: AASHTO 2022 Survey of State Funding for Public Transportation

Room to Improve

LARGE HUMAN IMPACT

While \$2.75M annually (approx. \$2.00 per capita) would represent a significant increase in state support, New Hampshire would remain at the lowest per capita funding level in New England. Maine is the second lowest at \$2.98 (\$4.06M) in 2020 (the last year for which there is currently data).

It would also leverage between \$2.75M - \$4.125M of FTA funds already allocated and ready to be put to use in NH.



**AGENDA
LEBANON CITY COUNCIL
MARCH 01, 2023**

10. NEW BUSINESS:

**10.B – DISCUSSION OF ADVANCE TRANSIT’S TRANSIT
DEVELOPMENT PLAN AND SERVICE OPTIONS**

BACKGROUND

Every five years, Advance Transit (AT) undertakes a service planning process called the Transit Development Plan (TDP). In 2022, AT collected public feedback and data about the current state of the Advance Transit System.

In January 2023, Advance Transit released the Transit Development Plan Interim Report, which summarizes the feedback and comments collected throughout the process. The full Interim Report is available through AT’s website (<https://advancetransit.com/plan/>) and an Executive Summary is attached for review.

Among the key planning themes documented in the Interim Report is a need and desire for extended service hours, including evening and weekend service options. To that end, AT has begun discussions with the City, the Town of Hanover, Dartmouth College, and Dartmouth-Hitchcock to consider how best to provide expanded services. A broad array of options is under preliminary consideration ranging from full fixed route operations to a fully demand-response micro-transit service option, along with a variety of reduced or hybrid alternatives in between. Advance Transit and its consultants are continuing to analyze expanded service options and will be seeking additional public input in the future.

Adams Carroll, Executive Director of Advance Transit, will be on hand to discuss the Transit Development Plan and the evaluation of additional service options.

ACTION

No action required. This is for informational purposes only.

Included in this Section:

1. 2023 Transit Development Plan, Interim Report Executive Summary



2023 Transit Development Plan **Interim Report Executive Summary**

Every five years, Advance Transit (AT) completes a service planning process called the Transit Development Plan. In 2022, AT collected public feedback and data about the current state of the Advance Transit System.

Now, AT has released an interim report, which summarizes the feedback that was collected through listening sessions, online survey, driver interviews, and rider survey. The report compiles this feedback with demographic and operational data that helps AT identify emerging trends and issues that should be addressed in our service planning efforts.

Moving forward, AT will develop service concepts that address the issues highlighted below. Once these concepts have been developed, AT will reengage with the public to collect feedback on any proposed changes to the system.

Key Planning Themes

- Riders and non-riders alike expressed a strong need for **extended service hours** on weekdays and for new service on weekends – especially Saturdays. Evening and weekend service options should be considered moving forward.
- All routes lost ridership during the peak years of the COVID-19 pandemic, but some routes were more resilient than others.
 - The **Red Route**, which serves shopping and employment destinations on 12a, retained more ridership than other routes during the peak years of the pandemic.
 - **Orange Route** ridership was relatively resilient, in part due to increased frequencies in Hartford.
 - The **Blue Route**, which serves a significant number of commuters between Lebanon and Hanover, saw significant declines in ridership but is now growing and recovering faster than other routes.

- The **Yellow Route**, which was launched towards the beginning of the pandemic, has not gained traction in its current form. This route warrants further study and alternatives should be considered moving forward.
- Across the country and here in the Upper Valley, more people are working from home.
- Compared to previous studies, more students and people without access to a car are riding AT in 2022.
- As work from home has increased, AT has an opportunity to serve more types of trips than it has focused on in the past.