



**LEBANON CITY COUNCIL
MAY 17, 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: 807 035 445#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The May 17, 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

- A. Resolution Honoring Curt and Sharon Jacques and their Contributions to the City

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the May 17, 2023 agenda packet.

7. Appointments: None

8. Public Hearing Items

- A. PUBLIC FACILITIES CDBG APPLICATION FOR FAMILIES FLOURISH NORTHEAST Public hearings for the purpose of receiving public input and taking action on Community Development Block Grant (CDBG) and Recovery Housing Program (RHP) applications proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and communities can apply for up to \$500,000 annually on a competitive basis for housing, public facilities, economic development, and for emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants. Public hearings are as follows:

1. A public hearing for the purpose of receiving public input and taking action on a proposed CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract; and
2. A public hearing for the purpose of receiving public input and taking action on a proposed Recovery Housing Program (RHP) grant application for up to \$500,000 to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the RHP Application and contract; and
3. A public hearing for the purpose of receiving public input and taking action to adopt the City of Lebanon Anti-displacement and Relocation Assistance Plan for Families Flourish Northeast.

- 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. Presentation of Grafton County Commissioners' Proposed Budget with Wendy Piper, Chair of Grafton County Board of Commissioners
- B. Authorization for City Manager to Approve Sub-lease Agreement between Alpha Sierra, LLC (tenant), Granite Air Center, LLC (tenant), and Lebanon Aircraft Condominium Association (Sub-tenant)
- C. Review and Discussion of 2023 1st Quarter Budget Reports
- D. Discussion and Presentation of collection and analysis of data on homelessness
- E. Discussion and Set Public Hearing for June 7, 2023: Establishment of a Revolving Fund in accordance with NH RSA 31:95-h for Operation and Maintenance of 14, 28 & 30 Main Street, West Lebanon, and 226 Mascoma Street, Lebanon
- F. Discussion on creating a process for the development of 14, 28 & 30 Main Street, West Lebanon Properties
- G. Presentation of Annual Update of Greenhouse Gas Inventory and Reduction Initiatives

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

Board/Committee: Planning Board
Position: Regular Member
Applicant: L. Gilbert
Assigned Councilor: S. Mulholland
Assigned Date: 04/04/2023

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

JUNE 7, 2023

PUBLIC HEARING ITEMS:

A. ESTABLISHMENT OF A REVOLVING FUND: A public hearing for the purpose of receiving public input and taking action on the Establishment of a Revolving Fund in accordance with NH RSA 31:95-h for Operation and Maintenance of 14, 28 & 30 Main Street, West Lebanon, and 226 Mascoma Street, Lebanon

NEW BUSINESS:

- A. Presentation of Proposed Changes to Landfill Operations
- B. Presentation and Adoption of the Walk-Bike-Ride Lebanon Plan
- C. Discussion of 2 Mascoma Street Sewer Development Charge Extension Request
- D. Discussion & Set Public Hearing for June 21, 2023: Community Revitalization Tax Relief Program (RSA 79-E) Application – Lebanon Woolen Mill, LLC for rehabilitation of former Kleen Laundry facilities at 1 Foundry Street and replacement of structures at 25 Mechanic Street and 43 Mechanic Street
- E. Discussion and Set Public Hearing for July 5, 2023: Request for Supplemental Appropriation for annual operation and maintenance of 14, 28 & 30 Main Street, West Lebanon
- F. Discussion of Redevelopment of 20 Spencer Street Property

JUNE 12, 2023 – COUNCIL LEADERSHIP SUMMIT

JUNE 21, 2023

PUBLIC HEARING ITEMS:

A. COMMUNITY REVITALIZATION TAX RELIEF PROGRAM APPLICATION – A public hearing for the purpose of receiving public input and taking action on a Community Revitalization Tax Relief Program Application (per NH RSA 79-E) by Lebanon Woolen Mill, LLC for rehabilitation of former Kleen Laundry facilities at 1 Foundry Street and replacement of structures at 25 Mechanic Street and 43 Mechanic Street.

NEW BUSINESS:

- A. Warrant for Civil Forfeiture Notice
- B. NHMA 2024-2025 Legislative Policy Recommendations
- C. Discussion of Priorities and Guidance for Economic Development Commission

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

6. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- April 25, 2023 (Work Session)
- April 27, 2023 (Work Session)
- May 3, 2023 (Regular Meeting)

MOVED, to approve the minutes as presented in the May 17, 2023 agenda packet.

DRAFT

LEBANON CITY COUNCIL
ANNUAL WORK SESSION MINUTES
Tuesday, April 25, 2023, 5:30 p.m.
Council Chambers

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, George Sykes, Douglas Whittlesey (Remote), and Devin Wilkie

MEMBERS ABSENT: Karen Zook

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Interim City Clerk Darlene Cook, Director of Planning & Development Nathan Reichert, Deputy City Manager Public Works Nik Coates, Public Works Assistant Director Jay Cairelli, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, HR Director Samantha Lauzon, Human Services Director Lynne Goodwin, Library Director Sean Fleming, DPW Administrative Services Manager Kelly Crate, Chief Innovation Officer Melanie McDonough, Cyber Services Director Perry Eaton, Planning & Development Dept Administrative Assistant Crystal Taplin

1
2 **1. CALL TO ORDER:** Mayor McNamara called the meeting to order at 5:30 p.m.

- 3 • City Manager Shaun Mulholland announced the meeting criteria for the public, noting that there
4 will be another opportunity for public comments at the May 3, 2023 City Council Meeting.
5 • Councilor Whittlesey noted he was participating remotely due to lack of childcare.
6

7 **2. PLEDGE OF ALLEGIANCE:** Councilor Simon led the Council in the Pledge.
8

9 **3. ANNUAL WORK SESSION:** Presentation of Draft Strategic Plan Objectives (*Pages 2-4, Council*
10 *agenda packet*)
11

12 City Manager Mulholland reviewed the background/history for the City's new Strategic Plan process and
13 how it will be used in the budget process, which will work in concert with the City's Master Plan. The focus
14 of the Master Plan is on land use, while the Strategic Plan will focus on the operational issues of the City, as
15 well as other issues outside of the scope of the Master Plan. The genesis of the Strategic Plan comes from
16 the annual Outcomes & Work Plan (OWP), which is department-focused and developed by staff on an
17 annual basis. The Strategic Plan will focus on key functional areas of the City government. The City of
18 Lebanon is building its Strategic Plan using Miro, a popular collaborative whiteboard tool, which will allow
19 the City to work through its strategic planning process in an open, transparent, collaborative environment.
20

21 The objective is to have the Council driving this process. This process will also include input from the City
22 Boards/Commissions/Committees, City Staff, and the public. Comments will be presented to the Council so
23 they can direct which direction the City should be going and is a more formal way in which the Council will
24 actually approve the objectives of the City. This is also a process that is being pushed by International
25 City/County Management Association (ICMA) across the country.
26

More information will be provided as it becomes available, but the most recent additions to the Lebanon Strategic Plan can always be viewed by visiting the City's website: LebanonNH.gov/StrategicPlanBoard

Council members have already submitted some proposed changes to the City Manager. At this meeting, Council members will also propose changes to either the Summary of Strategic Objectives or the Vision Statements in the areas below and discuss their reasons for changes and will also work on rephrasing of language and send them to the City Manager for his review and incorporation into the Strategic Plan. It is hoped that once the changes have been made to the City's Strategic Plan, the Council will be able to review and approve this new document at their meeting on May 10, 2023. It is also hoped the Council will be able to approve the Action Items by the end of July. (*Note: Action Items were not included in this presentation.*)

- **HIGH PERFORMING GOVERNMENT:** City Manager, City Clerk, Cyber Services, Public Works, Human Resources, Planning and Development

Summary of Strategic Objectives

- 1.1** Operate City government at a very high level of Transparency. To the extent possible government documents are available in digital formats through the City's website minimizing the need to make requests to staff.
- 1.2** Recruit, Develop, and Retain trained and qualified City staff.
- 1.3** Enhance process innovation using technology, data, and key performance objectives.
- 1.4** Advocate at the Regional, State, and Federal level.
- 1.5** Enhance the credibility of the City's government.
- 1.6** Enhance community engagement.

Vision Statement

The city government has to be responsive to the needs of its residents, businesses and partners. The delivery and/or the facilitation of the delivery of services is one of the cornerstones of effective local government. A responsive and effective city government does the following:

- **Transparency-** the decision making processes must be open and as accessible as possible to allow the public to participate. Government records need to be available, easily accessible and in a timely manner.
- **Ethics-** City officials and staff meet public expectations of very high ethical standards while conducting City business as well as in the pursuit of their personal lives. Ethical expectations directly relate to the credibility of the City in view that people have of it. City officials comply with statutory and regulatory requirements.
- **Problem Solving-** the expectation is that the City government is an organization that functions to identify and develop solutions to address problems and the needs of the community. Data driven decision making is operationalized when and where appropriate.
- **Teamwork-** highly effective organizations are those that can bring together the players to achieve the mission. Our team consists of elected officials, appointed officials, staff, volunteers, service providers and our partners who work together to drive and achieve success.
- **Communication-** an effective City government utilizes multiple modes of communication to inform residents including emergency messaging, how to information, education materials, opportunities and the activities of the organization. This must be timely, accurate, accessible and sufficient to keep the public informed.
- **Engaging-** the City takes proactive steps to engage the general public and key stakeholders in the development of public policy.
- **Efficiency-** the City utilizes management practices and process review procedures such as LEAN to reduce wasted time and money while at the same time enhance the quality of city services. City officials and staff operate in a culture of continuous quality improvement.
- **Technology-** the City utilizes technology to enhance the quality, accessibility, timeliness and efficiency of City services.
- **Innovation-** the City uses or develops innovative approaches to problem-solving and service delivery.

- **Technology**-the City utilizes technology to enhance the quality, accessibility, timeliness and efficiency of City services.
- **Innovation**- the City uses or develops innovative approaches to problem-solving and service delivery.
- **Human Capital**- the quality, skill base, experience and emotional intelligence of City officials is of very high quality. The City invests in training and staff development constantly enhancing the effectiveness of City staff. The City is “growing” leaders from within its ranks to perform higher level and leadership roles in the organization. The retention of qualified personnel is a key objective for City leaders.
- **Partnership**- City leaders value the importance of partnerships with other municipalities, the school district, the housing authority and the other levels of government. Working with the business community, non-profit entities and neighborhood groups is highly valued in solving problems and providing services to the community.
- **Leadership**- the City values and understands its leadership role in the Upper Valley and the State of New Hampshire from a political, economic and social perspective. It actively advocates and exercises that leadership role in service to the people of the City and the Upper Valley.

Staff Presentations and Council Discussions:

- 1.1 City Manager Mulholland spoke about and noted that progress has been made in this area.
- 1.2 Ms. Samantha Lauzon, Director of Human Resources (HR), spoke about this item and noted some of the reasons she stated were important for the City in order to recruit, attract, retain, engage and develop a competitive workforce. One of the Key Performance Indicators (KPI) they have drafted is implementing a citywide professional development training program by the end of 2024. Currently, each department manages their own Professional Development Training. The City Manager will negotiate new Collective Bargaining Agreements (CBA) with a goal of reaching an agreement by October of 2024. Currently, all CBAs are operating on a contract that began in 2022 and ends in December of 2024. HR will conduct wage classifications studies for all employee groups, one each year, with a goal of achieving the 60th percentile of the market rate. (This will vary depending upon the category of the employee).

Councilor Whittlesey suggested creating language to reflect the market rate by adding: “60% of the relevant market.”

City Manager Mulholland noted there will be videos within embedded documents on the City’s website.

- 1.3 For community engagement, the City will be transitioning to more videos and PowerPoint presentations (i.e., Alesia Williams, Deputy Finance Director, volunteered to do a video regarding how tax rates are determined)

Councilor Whittlesey would like to see an increase in Wi-Fi services to Colburn Park, etc..

Councilor Liot Hill spoke about what she approved of in the Vision Statement (listed on video). She opposed bullet #2 (Ethics) in the Visions Statement and strongly felt that an employee’s personal life does not belong in the Strategic Plan.

The Council had a robust discussion regarding whether a reference to any employee’s personal life belongs in the Strategic Planning document and most agreed this should be rephrased so it is not perceived that the Council is engaging in subjective judgements regarding a person’s personal behavior. Council members will submit their proposed language changes to the City Manager.

Under 1.2 in the Strategic Objectives, it was suggested the phrase “diverse group” be incorporated into this item.

- **HOUSING AND NEIGHBORHOOD**: City Manager, Human Services, Planning and Development

Summary of Strategic Objectives

- 2.1** Facilitate the Development/Redevelopment of Housing.
- 2.2** Work cooperatively to address Homelessness.
- 2.3** Revise Land Use Regulations to limit barriers to development/redevelopment while preserving neighborhood character.
- 2.4** Development of a comprehensive Citywide housing strategy.

Vision Statement

The City of Lebanon shall actively foster a diverse range of housing opportunities and choices for current and prospective residents, and will strive to promote the development of diverse, sustainable neighborhoods that reflect Lebanon's "small-town" character and distinctiveness.

The City of Lebanon shall encourage a range of housing options for all segments of the population. New housing development should contribute positively to existing neighborhoods and create safe and desirable new neighborhoods consistent with the other planning goals of the City as expressed in this Master Plan.

An inclusive community has a range of housing types to meet the needs of a diverse population. Those housing types include;

- Single Family
- Multi-Family (spanning duplexes to large apartment buildings)
- Elderly Housing
- Accessory Dwelling Units
- Manufactured Housing
- Temporary Housing - Homeless Shelters and Transitional Housing Units

The housing inventory of the City must include a mix to meet the affordability needs of its residents such that no more than 30% of combined household income is committed to housing. That mix of housing affordability includes;

- Market Rate Housing
- Workforce Housing
- Low Income Housing

[Chapter 7 of the City's Master Plan](#) is incorporated into this Strategic Plan.

Staff Presentations and Council Discussions:

2.1 City Manager Mulholland noted that housing and housing needs have become arguably the most critical issue in the State of New Hampshire, as well as in Lebanon.

Mayor McNamara would like to see the word "continuum" added to this item in order to emphasize that housing is not all equal. We do not need just housing, but we need to work on a healthy continuum of housing.

2.2 Ms. Lynne Goodwin, Human Services Director, spoke about the City's homeless population, noting that on May 17th, 2023, she will be presenting a report to the Council regarding the assessment of

1 Lebanon's unhoused populations. She will also be making some recommendations for housing solutions,
2 based on options for a continuum of housing to meet people's needs. The idea of a "continuum" is
3 important to bring awareness when we think about options.

4
5 Councilor Wilkie spoke about his concerns over the term "address homelessness" and questioned if this
6 could be made more explicit in the Vision Statement. He felt it should be made clear that the intention is
7 to eliminate homelessness by supporting the people afflicted by homelessness. He will try to rephrase
8 this item and send his suggested edits to the City Manager.

9
10 2.3 Mr. Nathan Reichert (Director of Planning & Development) spoke about Land Use and how we can
11 encourage some thoughtfully designed, planned redevelopment in existing neighborhoods and infill areas.
12 This is an ongoing, ever present challenge and explained his reasons. One of the things we want to make
13 sure of is that we are allowing for the development of housing and making sure that housing meets the
14 needs of neighborhoods in a safe manner (i.e., Accessory Dwelling Units (ADUs) are being permitted
15 correctly, inspections are done, etc.). An update in the Housing Master Plan is being done by the
16 Planning Board and will likely take 10 months to two years to complete. Currently, the Master Plan does
17 not include homelessness. While we can shape the policy, we also need to make sure it is consistent with
18 the City's Zoning Ordinance. There are several other large studies they would like to do to help us adapt
19 our regulations, so we are creating a regulatory environment.

20
21 Mayor McNamara noted that while preservation was great, he would like to see references not to just
22 preserve a neighborhood's character, but also preserving and enhancing a neighborhood's character, and
23 spoke about his reasons. He would also like to see the timeline moved up, noting that housing is an
24 immediate need. The Planning Board's efforts should move forward as quickly as possible ($\leq$ 18-24
25 months.). There is an urgency to getting this section of the Housing Master Plan taken care of.

26
27 Assistant Mayor Below also noted another great urgency is climate action and spoke about his reasons to
28 make housing stock designed to be net zero energy and economically and environmentally sustainable
29 over the long term. This needs to be part of our vision for housing. He will work on the language for this
30 item in the Vision Statement and send in his suggested changes to the City Manager.

31
32 Mr. Reichert spoke about Energy Codes updates and the need for resources.

33
34 Councilor Whittlesey suggested a lot of this could fall under another Strategic Objective (2.5): "Support
35 and/or facilitate innovative solutions to housing" and spoke about his reasons.

36
37 Councilor Liot Hill questioned what the City Council's role would be in the cost/affordability of housing,
38 and supporting wage growth in the City.

39
40 Councilor Heistad spoke about maintaining the history of neighborhoods, with the City Manager noting
41 the Heritage Commission would be doing short snip-it videos about Lebanon's history.

42
43 Councilor Wilkie suggested adding the word "nurturing" to neighborhoods and spoke about his reasons.

44
45 Mr. Reichert spoke about creating a Neighborhood Planning Report Card that could be placed on the
46 Planning website page.

47
48 Councilor Liot Hill noted the Council should also address/acknowledge the human aspect in this item
49 because some residents look at development as very threatening to the City's future.

➤ **FINANCIAL STABILITY AND EFFICIENCY:** City Manager, Finance

Summary of Strategic Objectives

- 3.1** Maintain a responsible debt management plan.
- 3.2** Maintain a long term strategy to stabilize the tax rate and user fees to avoid spikes in the rates
- 3.3** Advocate and seek funding at the State and Federal level to reduce the impact on property taxes and user fees.
- 3.4** Maintain adequate cash reserves to ensure cash flow, the ability to respond to emergencies and the resources to take advantage of opportunities.

Vision Statement

The City strives to diversify its revenue streams to reduce the reliance upon the property tax as the primary source of revenue for general government operations. User fees have a direct relationship to the services provided and are commensurate with the actual cost of the services provided. The use of Unassigned Fund Balances in the General Fund as well as the enterprise funds is a strategy to minimize tax and fee rate spikes.

The Unassigned Fund Balance in the General Fund is healthy when it:

- is within a range of 19% to 24% of the current General Fund expenditure budget;
- provides a cash reserve to address emergencies;
- provides sufficient cash flow between semi-annual tax billings.

Financial planning is based on a long-term strategy to stabilize tax and user fee rates to minimize rate hikes. Planning for capital projects in the six-year Capital Improvements Plan that allows a more even spread of debt service payments where possible is utilized.

The City's debt load is maintained within the statutory requirements and the City Council's Debt Management policy for all funds.

The City utilizes federal, state, and private grant funding to offset the cost of capital and operating expenses. Additionally, the City advocates in partnership with other municipalities and the New Hampshire Municipal Association for more state funding to offset the impact to local property taxes. The City takes active steps to transition education funding from the statewide and local property tax to a more equitable cost share with other revenue sources.

Staff Presentations and Council Discussions:

Alesia Williams, Deputy Finance Director, reviewed the Summary of Strategic Objectives and the Vision Statements.

City Manager Mulholland noted that Rebecca Owens has transitioned into the Grant Writing position and will be seeking out and managing all grants for State and Federal funding opportunities. He also noted the tax rate in the recent past was 2.5% but expects this to rise to 4% for the City this year.

Mayor McNamara noted that while we cannot affect a lot of things at the state level, we need to be cognizant of the conditions we have and the sources of funding we have available to us as a NH community. This is unlikely to change for a very long time. The City has a lot of aspirations but we are never going to get outside support allowing us to do certain things we would like to do. We really have to prioritize.

City Manager Mulholland spoke about how the Council needs to be realistic when it comes to things the City can actually do in the Action Plans.

➤ **ECONOMIC VITALITY:** City Manager, Planning and Development

Summary of Strategic Objectives

- 8.1** Facilitate a Sustainable and Resilient Economy.
- 8.2** Facilitate and develop partnerships to increase Early Childhood Education capacity and reduce cost.
- 8.3** Work cooperatively with UVBA, the Corporate Council and others to enhance the business climate in the region.
- 8.4** Coordinate regionally to enhance tourism opportunities in the Upper Valley
- 8.5** Implement opportunities for redevelopment in the four core business districts of the City.

Vision Statement

The City is the economic hub of the Upper Valley. Most of the jobs in the region are located here in the City. The City is the host of a diversified and resilient economy. Traditionally the impacts of worldwide and national economic downturns impact the region to a lesser extent. The predominance of the medical sector, with Dartmouth Health being the largest employer in the region and the largest employer in the State, results in considerable supplemental and complimentary economic activity. The area has over 120 high-tech businesses, many of which are medtech and biotech companies. Many of these companies have a direct relationship or lineage from Dartmouth College and Dartmouth Health.

The region has the highest average salaries in the State. The Upper Valley economy is vibrant and resilient when it has the following:

- A trained workforce adequate to meet the needs of all employers;
- An innovative, creative, and entrepreneurial culture that drives and develops new ideas;
- A diversified commercial/industrial sector that includes small, medium, and large businesses;
- Adequate housing to meet the needs of the workforce needed for the economy;
- Adequate childcare and early childcare development to allow parents to work in the economy;
- Adequate public education and postsecondary education to develop and maintain a skilled workforce; and
- Vibrant and diversified retail, food, and general service sectors that meet the supporting needs of the Upper Valley.

The City's Master Plan addresses the larger vision statement relative to [Economic Development](#) located in Chapter 6.

Staff Presentations and Council Discussions:

City Manager Mulholland reviewed the Summary of Strategic Objectives for Economic Vitality and noted what he considers to be the four core business areas of the City as being: The Downtown Business area; West Lebanon Downtown; the retail shopping district on Route 12A; and the Centerra/Mount Support Road area. He also noted we need to look at the regional resources we have and help the people in this region develop it in a positive way.

In response to Councilor Wilkie's question regarding Action Plans for the four (4) core business areas in the City, City Manager Mulholland noted that we are looking to develop plans and Action items for each of these four (4) areas.

Assistant Mayor Below noted a general observation for the Vision Statement and suggested using wording that includes "the region" throughout and explained his reasoning.

Councilor Liot Hill thought this might be the place to add "Living Wage Support" and placed under the 3rd bullet point to read: A diversified commercial/industrial sector that includes small, medium, and large

businesses that provide for 1) high paying jobs; or 2) wages that support the cost of life in the Upper Valley, and adding “Quality of Life into this topic. (i.e., adding to the title: Economic Vitality & Quality of Life.) Councilor Liot Hill will write up something and send her suggested wording to the Council.

Social Health & Justice: City Manager, Human Resources, Human Services, Planning and Development, Library

Summary of Strategic Objectives

- 9.1** Develop and implement a citywide Equity Plan.
- 9.2** Maintain the City's ADA Transition Plan.
- 9.3** Implement equity in all policies, codes, charter and in the delivery of City services.
- 9.4** Be a welcoming community to people of all cultures, races, skin color, national or ethnic origin, language, religions, gender identity or expression, sexual orientation, mental or physical ability, age, political opinion or activity, economic status, immigration status or housing status.
- 9.5** Develop the concept of Environmental Justice throughout the organization and the community.

Vision Statement

The City supports and upholds the federal and state constitutions.

The City resolves the following:

- Preserving the public trust and promoting community identity, civic pride, and quality of life for all residents, regardless of race, skin color, national or ethnic origin, age, sex, gender identity or expression, sexual orientation, mental or physical disability, religious or political opinion or activity, immigration status, socio-economic status, or housing status.
- The City takes a leading role in protecting civil liberties, promoting inclusiveness, and providing equal protection under the law to all persons in the City.
- A diverse population supports a resilient economy and fosters a high quality of life for its residents and visitors, in accordance with the City's Sustainability Principles.
- That while Free Speech is protected under the First Amendment; we can speak out against and discourage hate speech as contrary to our values.
- The City demonstrates its commitment to protecting its residents and visitors against discrimination on the basis of race, skin color, national or ethnic origin, age, sex, gender identity or expression, sexual orientation, mental or physical disability, immigration status, religious or political opinion or activity, socio-economic status, or housing status.
- The City takes a stand against ideologies of violence, hatred, and intolerance. The City denounces and rejects all ideologies based on discrimination, hatred, and intolerance, including racism, xenophobia, and homophobia, and condemns activities that promote these ideologies.
- The City is committed to fair and equal treatment of everyone in our community, including in housing, education, employment, and healthcare, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

Staff Presentations and Council Discussions:

City Manager Mulholland noted this is a new category and has never appeared in the City's Master Plan.

- For 9.1: The Diversity, Equity & Inclusion (DEI) Commission will be working on this topic.

- For 9.2: This is a Planning Board function.
- For 9.3 and 9.4 : The DEI has already been working on this. (Note the Vision Statement above).
- For 9.5: DEI will be taking the lead on this topic in conjunction with the Tree Advisory Board and Conservation Commission in order to develop what the concept means (it means a lot of different things to different people).

Assistant Mayor Below suggested adding an additional item: “Sustainable Lebanon.”

Councilor Wilkie noted that in the Action Plans, there is also a Strategic Objective (9.6) by the library and was unsure if this should join the other Strategic Objectives. City Manager Mulholland noted he has not had a chance to review the (Libraries) categories yet.

Councilor Wilkie suggested that 9.4 should be rephrased to focus on the process by adding “Striving to become a welcoming community,” and explained his reasoning. Councilor Whittlesey suggested adding the phrase “Building a welcoming community.....” This was acceptable by Councilor Wilkie,

Councilor Whittlesey suggested he would like to see “transphobia” added at the end of the statement in 9.4.

NEXT COUNCIL WORKSHOP MEETING: Thursday, April 27, 2023, 5:30PM.

3. ADJOURNMENT: The meeting was adjourned at 5:30 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
ANNUAL WORK SESSION MINUTES
Thursday, April 27, 2023, 5:30 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Director of Planning & Development Nathan Reichert, Chief of Police Phillip Roberts, Fire Chief & Emergency Management Director Jim Wheatley, Deputy Finance Director Alesia Williams, Chief Innovation Officer Melanie McDonough, Cyber Services Director Perry Eaton Recreation, Arts & Parks Director Paul Coats, Recreation Coordinator Meagan Henry, Libraries Deputy Director Amy Lappin

1. CALL TO ORDER: Mayor McNamara called the meeting to order at 5:30 p.m.

- City Manager Shaun Mulholland announced the meeting criteria for the public, noting there will be another opportunity for public comments at the May 3, 2023 City Council Meeting.
- Councilor Liot Hill noted she was participating remotely in order to supervise homework.

2. PLEDGE OF ALLEGIANCE: Mayor McNamara led the Council in the Pledge.

3. ANNUAL WORK SESSION: Presentation of Draft Strategic Plan Objectives (*Pages 2-4, City Council agenda packet*)

As a review for those Councilors who were absent at the April 25, 2023, City Council Work Session, City Manager Mulholland reviewed the background/history for the City's new Strategic Plan process; how it would be used in the budget process; and it will work in concert with the City's Master Plan. The focus of the Master Plan is on land use, while the Strategic Plan will focus on the operational issues of the City, as well as other issues outside of the scope of the Master Plan. The genesis of the Strategic Plan comes from the annual Outcomes & Work Plan (OWP), which is department-focused and developed by staff on an annual basis. The Strategic Plan will focus on key functional areas of the City government. The City of Lebanon is building its Strategic Plan using Miro, a popular collaborative whiteboard tool, which will allow the City to work through its strategic planning process in an open, transparent, collaborative environment.

The objective is to have the Council be the driving force with this new process. This process will also include input from the City Boards/Commissions/Committees, City Staff, and the public. Comments will be presented to the Council so they can determine which direction the City should be going in and is a more formal way for the Council to approve the objectives of the City.

More information will be provided as it becomes available, but the most recent additions to the Lebanon Strategic Plan can always be viewed by visiting the City's website: LebanonNH.gov/StrategicPlanBoard.

Council members have already submitted some proposed changes to the City Manager. At this meeting, the Council will also propose changes, or the rephrasing of language, in either the Summary of Strategic Objectives or the Vision Statements in the areas below and discuss their reasons for changes. Any suggested changes will be sent to the City Manager for his review and incorporation into the Strategic Plan. It is hoped that once all changes have been made to the proposed City's Strategic Plan, the Council will be able to review and approve the Strategic Plan at their meeting on May 10, 2023. It is also hoped the Council will be able to approve the Action Items by the end of July. (*Note: Action Items were not included in this presentation.*)

(**Please note:** In order to increase the readability of the Strategic Plan, the Strategic Objectives and Vision Statement items below have been reformatted and do not include all the information, graphics, etc. as depicted on the City's website.)

- **RECREATION, ARTS & PARKS:** City Manager; Recreation, Arts, and Parks; Library; Planning and Development

Summary of Strategic Objectives

- 4.1** Provide a wide array of recreational programming in conjunction with other entities in the Upper Valley.
- 4.2** Maintain and expand recreation infrastructure in the City to include parks, athletic facilities, trails, and greenways.
- 4.3** Enhance the vitality of Arts & Culture in the City in cooperation with arts community in the Upper Valley. This includes energizing the arts economy as well as opportunities for public art.
- 4.4** Celebrate the City's rich history and enhancing the public's awareness of its history through multiple modalities.
- 4.5** Celebrate the City's diverse cultural makeup by providing opportunities allow the public to experience the diverse cultures in the Upper Valley.

Vision Statement

Recreation

The City has a wide array of recreational opportunities available to its residents. The programs are operated by the City while others are provided by not-for-profit entities and for-profit entities. A robust range of recreational opportunities has a positive impact on the physical and emotional health of our people. The City's vision for Recreation is further outlined in [Chapter 10: Recreation](#) of the Master Plan.

Arts, Culture, and the Humanities

The City celebrates the arts, culture and the humanities in its various modalities. The City's recently created Arts and Culture Commission is the primary City body to advocate and advance the arts in the community. The City supports a vibrant partnership with a growing arts community to enhance opportunities for equitable participation and inclusion. The City continues to enhance opportunities for displays of art in public places to create a livelier living environment. The City's vision is further outlined in [Chapter 12: Community Design and Civic Art](#) of the Master Plan.

Parks

The City maintains parks in various parts of the City to enhance neighborhood environments and provide outdoor spaces for its residents to enjoy the outdoor world. Everything from athletic fields, the Storrs Hill Ski facility, the Mascoma Greenway, the Northern Rail Trail and various nature trails and conservation areas provide opportunities to exercise and enjoy nature.

Libraries

Our vision is to be the hub of the community, a place where individuals of all ages and backgrounds can find the resources, technology, and support they need to achieve their goals and realize their full potential. We strive to create a dynamic and innovative library system that reflects the diverse needs and interests of our community and empowers everyone to lead fulfilling and meaningful lives.

1 Paul Coats (Director of Recreation, Arts & Parks) and Meagan Henry (Recreation Coordinator) reviewed
2 their Summary of the Strategic Objectives and their Vision Statement (as listed above) and explained what
3 they are doing to meet those objectives/visions. The wide array of recreational opportunities available in the
4 City is not only offered by the City, but through non-profit/for-profit agencies. These activities include
5 things like athletic fields, the Lebanon Storrs Hill Ski area, Mascoma Greenway, rail trails, and conservation
6 lands trails.

8 Amy Lappin, Deputy Lebanon Libraries Director, spoke about the libraries vision, which is to be the hub of
9 the community. We are able to meet the needs of our citizens (residents) in a flexible manner, whether that
10 is providing them with technology, programs on topical issues, and providing materials/resources that
11 people need. For example: We have 23 garden beds (and will be creating an Abenaki Heritage Garden) and
12 an Art Gallery at the Kilton Library. We are there for the public, whether it is informational, educational,
13 entertainment, etc. She spoke about the free programs offered to teens (i.e., Art programs, Dungeon &
14 Dragons, free musical experiences) who may not have the funds to attend. They are looking into digitizing
15 their records and preserving their oral history. She also spoke about the Talking Bridge Program at Kilton
16 Library, which is a program that welcomes people who are not native English speakers to the community,
17 and the Walking Bridge Program.

19 Meagan Henry reviewed the Recreation, Arts & Parks' Strategic Objectives, noting they plan to partner with
20 citizen action groups and others and plan to enhance their current and future offerings. This can be done
21 through the Lebanon School District by offering shared facilities with them. We contract programming with
22 other organizations and plan to incorporate diversity in the programming by developing videos; removing
23 barriers for participation in order to attract a wide demographic area in our community through
24 sponsorships; keeping our fees low; working with schools and counselors to identify youth who are at risk;
25 providing a scholarship program; adding interpretative and way finding signage throughout the City;
26 developing current events that celebrate the cultural makeup of the Upper Valley; and installing public art
27 that represents the cultural diversity of the Upper Valley.

29 Director Coats noted 95% of their time is spent on having parks and spaces that are inviting and welcoming
30 for people to enjoy. Hopefully, this will include building a future Community Center; building additional
31 athletic fields in West Lebanon; adding public Wi-Fi to our existing parks; updating/adding ADA
32 compliance to all of the facilities; examining future development opportunities in West Lebanon (i.e.,
33 Westboro Park and associated trail); and extending the Mascoma River Greenway.

35 **Council Discussions/Recommendations:**

37 In response to Councilor Sykes' question regarding what is being done for young people who feel there is
38 "no life" in Lebanon, Director Coats explained that young professional (20's to 30's) is a demographic that
39 is the least represented. We are trying to do some things that are attractive to people who want to live an
40 active lifestyle. In the past we have offered YOLO (You Only Live Once) trips, the Food Truck Festival;
41 Cornhole Tournament; live music, etc. This conversation should take place at the level of the Upper Valley
42 Business Alliance and people who are collaborating with young professionals on a regular basis (i.e.,
43 DHMC). He also noted that Lebanon is not Boston, nor should it be.

45 The City Manager spoke about the Local Upper Valley app that was developed during COVID, and contains
46 activities that people can participate in.

The Council continued to discuss: What is being done by the Economic Development Commission (EDC) to alleviate this gap; how Lebanon cannot deliver some things that are typical in an urban environment (i.e., bars, etc.); what the Upper Valley Young Professional Group Programs are providing (i.e., Mountain Biking Program, etc.); how the Heritage Commission will be doing digital videos depicting Lebanon's history and oral history; and, the need for more advertising of programs.

Councilor Liot Hill noted that since this issue has come up so frequently, she would like to:

- 1) See Young Professional Activities added to either the Vision Statement or Strategic Objectives for this topic, and
- 2) Explore the idea of having a Focus Group to look into this issue for 20–40-year-olds.

Councilors Simon and Whittlesey encouraged the Council to remember West Lebanon (i.e., smaller scale Farmers' Market, or smaller scale Food Truck Fest, and parks), and suggested that West Lebanon should specifically be included under the Strategic Objectives (for Recreation, Arts & Parks). The City Manager wanted to note a word of caution: Lebanon has multiple neighborhoods in the City and we need to be consistent across the entire City.

City Manager Mulholland passed around a document to the Council from Claremont depicting their initiatives.

- **ENVIRONMENT & SUSTAINABILITY:** Public Works; Recreation, Arts, and Parks; Planning and Development

Summary of Strategic Objectives

Waste Management

- 5.1** Enhance the City's waste management practices with the end goal of reducing the City's waste to zero non-renewal material.
- 5.2** Managing solid waste and wastewater to ensure public health, the protection of wildlife, the protection of plant life and minimizing the impact on the environment.

Energy

- 5.3** Ensuring the City's waste management infrastructure systems will meet the City's needs today and into the future.
- 5.4** Reduce the GHG emissions produced by City government's activities by transitioning to 100% renewable energy sources by 2050.
- 5.5** Encourage and support communitywide initiatives to transition the community to 100% renewable energy sources by 2050 in alignment with the Energy Chapter of the City's Master Plan.

Conservation & Natural Resources

- 5.6** Enhance, support and implement measures to sustain the City's public and private forests. Implement urban forest management programs to address urban heat zones and aesthetics.
- 5.7** Maintain and highlight the City's conservation resources.
- 5.8** Protect the water resources within the City.
- 5.9** Protect the wildlife, aquatic organisms and plants from the impacts of human activity and climate change.

Vision Statement

The City is proactive in sustainable environmental stewardship. [Lebanon's Principles of Sustainability](#) focus on seven principles. Principal #3 is Environmental Responsibility and Energy Efficiency.

Principle #3 – Environmental Responsibility and Energy Efficiency

Does the action. . .

- A. Sustain and enhance a healthy natural environment: air, water, soil, and ecosystems?
- B. Promote and reinforce a network ("green infrastructure") of protected open space and natural areas?
- C. Improve energy efficiency and reduce the City's carbon footprint?
- D. Engage the Lebanon community to conserve energy and adopt more sustainable technologies for heating, cooling, lighting, transportation, and so forth?

The functions of the City government will achieve the objective of reducing its greenhouse gas emission 80% below 1990 levels by 2050. The City supports the Paris Climate Accords and the implementation of the goals of the Paris Climate Agreement.

Waste Management

The goal is to achieve zero waste. The City manages a number of waste materials from the City itself and the Upper Valley as a region. The goal is to recycle the materials where possible or dispose of the materials in an environmentally safe fashion that does not impair the public health. As technological solutions become available the City implements them to achieve the ultimate goal of eliminating waste.

Energy

The City's Master Plan outlines the City's policies regarding Energy in [Chapter 13](#). The City implements a number of strategies to reduce the amount of energy used in the community with a shift from energy that produces greenhouse gas emissions. This includes a shift to the use of electric powered vehicles and electric powered building heating sources. The shift to energy produced by solar, landfill gas and other renewable sources.

Conservation and Natural Resources

The City's Master Plan outlines the City's policies regarding Natural Resources in [Chapter 5](#). The City has considerable conservation and natural resource assets that it continues to maintain and protect

Nik Coates, Deputy City Manager –Public Services noted the Department of Public Works (DPW) serves as a support network and has a support function for many of the departments in the City. We talk about economic development, which is closely tied to the City's infrastructure and our environment, especially in New Hampshire where clean water is critical to having good tourism and its economy. We want to be good environmental stewards and leaders in the City where people can enjoy the natural resources that we have (i.e., enhancing our water resources by protecting our water; handling PFAS and other emerging environmental challenges; and reducing our greenhouse gas to conserve energy and be more energy efficient). We also want to reduce what is going into our landfill and support the highly impactful work of Lebanon Community Power.

Councilor Whittlesey would like to add "maximizing the life of the landfill".

Mr. Coates then reviewed the Strategic Objectives and the Vision Statement and explained what DPW will be doing to achieve their goals. Specific things they will be focusing on is looking at our streams and how trash/recycling is disposed; optimizing our space through compaction; reducing the soil needed for daily cover; and looking at how to enhance the food scrap program.

Mr. Coates also noted that PFAS is the next big thing when it comes to water/wastewater/landfill contamination. DPW is starting to figure this out, but there are many things we have not been able to work out yet. A Focus Group was created to look at emerging technologies that could potentially be put into place to deal with those contaminations.

1 The City Manager spoke about a pilot project which, hopefully, would be funded by the state or federal
2 government. Since we know the City has PFAS in our landfill, we are paying very close attention to this.
3 Fortunately, we do not have PFAS in our drinking water, but the present EPA standard is about to go to
4 parts per quadrillion (ppq), which we cannot test for right now, but the change is expected to be coming
5 out within the next +/- five (5) years.

6
7 Councilor Sykes spoke about his concerns regarding the changes coming to the standard for PFAS and
8 hoped the City would not be investing too much money now and then find out what we invested in was
9 pointless because of the new standards. The City Manager noted this is a legitimate worry because PFAS
10 is everywhere, and it is called the forever chemical for a reason. This is why he provided the caveat,
11 noting that what we do know is the EPA will be putting into place a requirement for drinking water of
12 parts per trillion in at least four (4) of the 12K PFAS compounds. He cannot guarantee the City will not
13 have PFAS at the parts per quadrillion (ppq) level but the ability to evaluate for that level is very
14 questionable at the present time.

15
16 Mr. Coates noted that for water/wastewater treatment, we want to maintain the standards that the EPA
17 sets and want to exceed those standards.

18
19 Councilor Heistad questioned if we knew how long it would take PFAS to reach the well we are drilling.
20 City Manager Mulholland noted this well has 150' of sand, which is a pretty good filtering system, noting
21 Lebanon has one of the best situations in New England in terms of the aquifer that will be created.
22 However, those particulates in PFAS are exceptionally small. Eventually, people are going to have to
23 filter their water and the City will need to have treatment technology to be able to do that. The question
24 is: Can we filter out parts per quadrillion (ppq)? This is why the EPA is taking their time putting this
25 requirement into their standards, especially if the requirement cannot be achieved.

26
27 Assistant Mayor Below spoke about the references to the 100% renewable energy (5.4 & 5.5) and felt it
28 might be better to say: "100% renewable, or carbon free, energy" and explained his reasoning.

29
30 Planning & Development Director Reichert spoke about how they will be trying to transition homes and
31 businesses over to renewable energy. As we move forward year-by-year, you will see more focus on
32 energy policy initiatives (i.e., EVs, etc.) and continued to explain what DPW will be doing for
33 Conservation and Natural Resources in order to achieve their goals, noting Lebanon has a very active
34 Conservation Commission who has been working on many conservation issues (i.e. amphibian crossings;
35 water resources, preservation of conservation lands; public rights of ways preservation, park ranger work,
36 etc.).

37
38 City Manager Mulholland reminded the Council about the problems Lebanon had with the Mascoma
39 River last year and suspects it will continue this year, noting we have been working closely with our
40 partners in Enfield for a long-term strategy.

41
42 Further suggested recommendations by the Council:

- 43 • Under Responsible Groups Add: LEAC; Lebanon Community Power Coalition; West Lebanon
44 Revitalization Advisory Committee (WLRAC)

45
46 Councilor Whittlesey: Under Energy, suggested adding a new 5.6 that says: "Develop zoning and other
47 incentives to support infill and redevelopment to minimize environmental impact and population growth"
48 and explained his reasoning. Councilors Simon and Wilkie concurred that this should be a Strategic

Objective.

Assistant Mayor Below will work rephrasing the language and potentially where it should be added.

- **PUBLIC SAFETY**: Cyber Public Works; Recreation, Arts, and Parks; Planning and Development

Summary of Strategic Objectives

- 6.1** Enhance Emergency Management capability regarding Planning for, Preparing for, Responding to, Recovery from and Mitigation of Disasters.
- 6.2** Enhance Code Enforcement efforts.
- 6.3** Maintain a proactive Traffic Safety Program.
- 6.4** Maintain a proactive Crime Prevention and Response Program.
- 6.5** Maintain an effective Fire Prevention effort and Fire Suppression capability.
- 6.6** Enhance multi-modal transportation safety through prevention, education, enforcement and infrastructure improvements
- 6.7** Enhance the City government's cyber security posture to minimize impact on city services. Enhance the police department's ability to prevent, investigate and prosecute cybercrimes that impact businesses and residents.

Vision Statement

Perceptions of public safety, whether they are real or perceived, impact the way people feel and interact in the community. Public safety is not just about injury prevention and crime prevention; it is about building a strong, cohesive, vibrant, participatory City. Individuals and families enjoy a sustained quality of life, participation in work, leisure, social, cultural, artistic and educational activities, and preservation of income and assets. A safe community embraces a methodology and infrastructure where all sectors of the community work together collaboratively to safeguard citizens' well-being and property. Our vision of the City involves the following aspects.

Emergency Management: The City has a robust emergency management capability that adequately:

- foresees and plans for natural and human made disasters;
- prepares for these events and provides advanced warning and guidance to residents, businesses and other partners. This also includes training for, having the necessary equipment facilities, supplies and partnerships available to respond to disasters;
- responds to disasters to effectively reduce the risk to life and property;
- recovery from disasters such that the community is able to return to normal as soon as possible. This includes psychological recovery from the impacts of disasters;
- mitigation steps are taken in advance of and during disasters to reduce the impacts of known or disasters that are likely to impact the City.

Code Enforcement: The City has adequate life safety codes that reduce the risk of injury or death as well as the protection of property. The City effectively educates the public regarding these regulations. The City takes a proactive step to address violations.

Crime Prevention and Response: The City takes proactive steps to reduce the amount of, severity of and the impacts of crime. Residents and visitors in the City have a quality of life and are able to pursue and obtain the fullest benefits from their domestic, social and economic lives without fear or hindrance from crime and disorder. The City is able to respond to criminal incidents proactively, quickly and effectively.

Domestic and Sexual Violence: The City in partnership with other entities leads efforts to protect and assist victims of sexual and domestic violence.

Cyber Security: The City's cyber infrastructure and protected information are secure from hacking, damage, or destruction and other disruptions.

Traffic Safety: The City has a multi-pronged approach to addressing safety on City streets, sidewalks, greenways, and rail trails. Proactive steps are taken to minimize motor vehicle accidents as well as accidents involving bicycles and other wheeled vehicles. A number of strategies are used to enhance pedestrian safety with the goal of zero pedestrian accidents.

Fire Prevention and Suppression: The City implements strategies to prevent death, injuries and damage to property from the impacts of fire. The fire department has adequate resources and strategies to respond to fires to save lives and minimize damage to property.

1
2 Police Chief Phillip Roberts and Fire Chief Jim Wheatley came forth representing this topic.

3
4 Chief Wheatley noted they want to make sure we have a vital community where everyone feels safe when
5 they are traveling, and make sure Lebanon's residents feel safe.

6
7 For Emergency Management, the Lebanon Fire Department (LFD) recently developed a Hazard
8 Mitigation Plan. They are looking to expand and make a more robust Emergency Management Plan to
9 develop the infrastructure within the City. For Code Enforcement, they have been working closely with
10 the Codes Department to make sure buildings/life safety is robust and will be expanding their outreach
11 programs.

12
13 Director of Planning & Development Nathan Reichert explained that when it comes to Code Enforcement
14 it is really a team effort between Zoning and Fire. When you look at resourcing within this area it has
15 been rather thin in recent times and Code Enforcement has been a significant concern with the increase in
16 building permits/development within the City. It is very complex and often very expensive to do Code
17 Enforcement when you have a non-compliant person, especially if cases come before the court. We need
18 to make sure that people have safe, inspected housing that meets the Fire Code and Zoning Ordinance.
19 He also spoke about not having the focus needed in these areas as they pull together their budget requests.
20 This will be an area we want to address.

21
22 Councilor Sykes spoke about his reasons and concerns regarding the need to have a City Public Health
23 Officer. It was his firm belief that we do not make a big enough effort in this regard and felt it should be
24 part of the Vision Statement for Public Health.

25
26 City Manager Mulholland noted the City continues to expand local government because other
27 government entities are not necessarily taking care of some of these functions to the extent, we would like
28 them to. The City certainly has the authority to develop its own Health Code; to hire adequate staff, but
29 noted, we are already struggling to do things we have traditionally done. Larger cities do have a Health
30 Code and a Health Department, but we have to remember that at the end of the day, the Strategic
31 Objectives are the tasks we are going to carry into "Action Items" to get those things done. We need to be
32 realistic because the City's tax rate will be 4% this year instead of the 2.5% as originally proposed. On
33 May 10th, 2023, the financial outlook moving forward will be presented, and this will be a departure from
34 where we were. Ultimately, the decisions (made on the budget) will be the City Council's. However, he
35 requested the Council to keep in mind how more Action Items will be funded.

36
37 Councilors Liot Hill, Wilkie, Heistad, Sykes, and Mayor McNamara spoke about their reasons either for
38 or against a Public Health Officer and suggested creating a Task Force to study what a comprehensive
39 public health plan would be for the City.

40
41 City Manager Mulholland will draft language that can be placed under Public Health as a new Strategic
42 Objective Item.

43
44 Lebanon Police Department (LPD) Chief Roberts spoke about the Traffic Program and explained what
45 the LPD is doing to resolve problem issues, noting the #1 cause of injury to Lebanon residents is due to
46 traffic accidents. He also spoke about Crime Prevention and the Domestic Sexual Violence Programs.
47 Moving forward, the LPD will continue to utilize best practices and will continue to evaluate those on a
48 regular basis.

49
50 LFD Chief Wheatley spoke about Fire Prevention and Suppression, noting they are looking to expand
51 their activities in a more proactive risk reduction model (i.e., formal school education program in fire

1 prevention and having adequate equipment to respond to emergencies).

2
3 LPD Chief Roberts spoke about how fortunate Lebanon is to have a Cyber Crimes unit. Their unit not
4 only conducts investigations, but an important part of what they do is community outreach and education.
5 It is critical that we, as a City, keep our unit up to date on the most current training available and provide
6 them with the necessary equipment to conduct cyber-related investigations.
7

8 Perry Eaton (Cyber Services Director) spoke about the importance of enhancing the City government's
9 Cyber Services Department's posture to minimize the impact on services. This is an ongoing process and
10 they consistently mitigate any risks that might occur. One of the ways they can do this is through new
11 technology in the future. They will also be continuing to improve cyber security training for City Staff;
12 will use tabletop exercises regarding cyber incidents, and will continue to maintain/update security
13 policies.
14

15 Council Suggestions/Recommendations:

16
17 Councilor Liot Hill would like language added referencing "maintaining the Commission on
18 Accreditation for Law Enforcement (CALEA) Accreditation." LPD Chief Roberts said he would add that
19 to their Strategic Objectives.
20

21 Councilor Whittlesey would like "domestic/gender-based violence" added to their Vision Statement under
22 the Domestic and Sexual Violence Section. The City Manager will work on the language.
23

24 Assistant Mayor Below would like this added to High Performing Government. The City Manager noted
25 they could add a new 6.8 item.
26

- 27 ➤ **TRANSPORTATION:** Public Works; Recreation, Arts and Parks; Airport
28

Summary of Strategic Objectives

Public Transit

- 7.1 Maintain & expand public transportation availability in the Upper Valley.

Airport

- 7.2 Support efforts to maintain Essential Air Service
7.3 Support efforts to maintain general aviation.

Multi-Modal Transportation

- 7.4 Maintain, enhance and expand the Mascoma Greenway Northern Rail Trail and new connector segments to strengthen the multi-use recreational/transportation network.
7.5 Maintain, enhance and expand the City's sidewalk network connecting the segments to create a comprehensive network.

Roadway Infrastructure

- 7.6 Enhance the City's roadway infrastructure maintenance plan.
7.7 Enhance the City's roadway system to adequately manage present and projected traffic volumes.
7.8 Coordinate with NH DOT's efforts to enhance state transportation improvements in the City.

Vision Statement

The City operates a multi-modal transportation system and partners with other entities to meet the transportation needs of the City within the context of the larger transportation network in the Upper Valley. The City's Master Plan further delineates the larger transportation goals located in [Chapter 9](#).

The City will continue to use innovative technologies and make infrastructure investments to ensure those systems are adequately maintained to ensure they function effectively and safely. The focus will be on the lifecycle maintenance of infrastructure and properly tracking the infrastructure through a fixed asset management system.

The City will continue with its Complete Streets strategy when reconstructing a street to include upgrading all of the assets within the street where appropriate.

City Manager Mulholland noted he made a change to 7.1 to say: Support the maintenance and expansion of public transportation availability in the Upper Valley.

Councilor Sykes questioned if Advance Transit would expand services to the Airport/Proposed Day Care (i.e., and night/weekend services). City Manager Mulholland spoke about the potential micro-bus services, which he felt would be appropriate for this area

The Council discussed Advance Transit fares and how keeping free transportation increases the utilization of ridership for Advance Transit.

Mr. Carl Gross (Airport Director) spoke about how the Airport is working with Cape Air to enhance marketing efforts; working with local TV stations to start an ad campaign; completing their renovations; making the Airport more energy efficient; how TSA is bringing in more screening equipment for passengers; rehabilitating one apron at the Airport; doing mid-life maintenance on another apron; looking at construction for additional hangars at the Airport through FDA funding; and, looking at adding solar power at the T-hangers.

Councilor Whittlesey would like to add under

- 7.2: at the end “minimum enplanement schedules”
- 7.3: After the word maintain: “enhance and grow general aviation”

The Council discussed how some residents in Lebanon do not approve of the growth of the Airport; having a future discussion to bring back the Airport Advisory Committee; and, whether or not 7.4 should remain here or moved over to Recreation, Arts, & Parks.

Deputy City Manager – Public Services Nik Coates reviewed the status of the city sidewalks and the road infrastructure. The goal is to create and maintain these networks where people can get around the city safely. For the sidewalks, this means identifying gaps (where there is nothing existing and where sidewalks are not functional). A lot of what we will be doing is data driven, finding where those gaps are, prioritizing them, and figuring out how to fund them. The same process will be used for roads.

City Manager Mulholland noted the City is behind in the sidewalks, but we made small progress last year on Mascoma Street and spoke about other areas in the City that have gaps.

Deputy City Manager David Brooks spoke about a project that will identify gaps in the network and potential grants that will help fund these projects.

Mr. Coates also noted that with the current operating budget being funded, we are only able to do one sidewalk a year. Funding for these projects (both sidewalks and roads) will be a big part of this year's budget request. For roads, a big part of this is having a solid plan for both preservation and larger scale work. What is being worked on now is determining what is an acceptable/unacceptable road conditions and project funding. Currently our funding rate for paving is about \$500K/yr. but the need is really about \$1.5M/yr.

City Manager Mulholland noted we need to be cautious because if we continue to spend \$500K/yr. on roads, we will continue to have major expenses in the future.

Councilor Liot Hill spoke about addressing the snowplowing issues of sidewalks in the Strategic Objectives in the Transportation Section and explained her reasons. The City Manager is trying to tackle this issue, noting this one of his major concerns because there are people walking in the street because they cannot walk on the sidewalk, which causes a safety issue. The Council, City Manager and Councilor Liot Hill had a lengthy discussion regarding this issue.

Councilor Wilkie spoke about 7.1 and requested the word "use" be added after availability. For 7.4, he requested that the word "use" be added. He will draft some proposed language.

Councilor Sykes suggested that the Upper Valley Lake Sunapee Regional Planning Commission be placed in the Transportation Department section.

- **PUBLIC HEALTH:** City Manager; Public Works; Human Services; Police; Fire; Planning and Development

Summary of Strategic Objectives

- 10.1** Continue partnership with West Central Behavioral Health to enhance Mental Health Care and Response.
- 10.2** Provide effective Mobile Integrated Health Care.
- 10.3** Provide high quality Emergency Medical response capability.
- 10.4** Maintain the partnership with the Upper Valley Public Health Network to respond to public health emergencies.
- 10.5** Continue partnerships to provide Medical and Dental Care for those who cannot afford it.
- 10.6** Enhance community engagement.

Vision Statement

The goal of public health is to preserve the medical and mental health of those who reside in the City and those who visit it. Eliminating or minimizing the risk of disease and injury as well as responding to and providing care to those who need it are primary objectives of municipal governments. The City works in partnership with an array of state and federal agencies along with not for profit entities to meet the objectives of the Ten Essential Public Health Services:

- Monitor Health
- Diagnose and Investigate
- Inform, Educate, and Empower
- Mobilize Community Partnerships
- Develop Policies
- Enforce Laws
- Link to Services
- Assure Competent Workforce
- Evaluate



LFD Chief Wheatley, LPD Chief Roberts and Human Resources Director Lynne Goodwin represented this topic and reviewed their portions of the Strategic Objectives and Vision Statement.

10.1: City Manager Mulholland spoke about the importance of continuing to partner with West Central Behavioral Health

10.2: LFD Chief Wheatley spoke about Mobile Integrated Health Care and the City's relationship to DHMC. They will be looking to expand this program and have also incorporated the Lebanon Community Nurses under this umbrella.

10.3: LFD Chief Wheatley noted Lebanon is the leader in the State of New Hampshire. We are typically on the leading edge for equipment, high level training, and are a high level interfacility transport from APD to DHMC for critically ill patients. As our service demands continue to increase, the number of patients are also increasing.

10.4: LFD Chief Wheatley spoke about the Upper Valley Public Health Network, which they have a good relationship with and are reaching out to engage them more in the Emergency Management Plan and are looking to broaden the resource pool between both.

10.5: Human Services Director Lynne Goodwin spoke about continuing the partnerships to provide

1 medical and dental care for those who cannot afford it. The City partners with the Good Neighbor Health
2 Clinic to help fund them for some of the services for our Lebanon residents. We recently supported the
3 Mascoma Health Clinic with their efforts to expand.

4
5 10.6: City Manager Mulholland noted the State of NH's model for local governments is a bigger picture
6 issue. This does not have to be here, but he added it is because he is trying to follow what the state is
7 trying to do. (See circle above)

8
9 Councilor Whittlesey suggested 10.6 should have more information as to who makes up these essential
10 health services (i.e., the State of NH; CDC etc.). He suggested the language should read something like:
11 "to meet the objectives of essential public health services as stated by the State of New Hampshire, etc."
12 Or Adding a 10.7.

13
14 **15. ADJOURNMENT: The meeting was adjourned at 8:48 PM.**

15
16 Respectfully submitted,
17 Dona E. Gibson
18 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, May 3, 2023, 7:00 p.m.
Council Chambers**

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, George Sykes, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Clerk Kara Tracy, Public Relations Coordinator Beth Beraldi, Senior Planner Rebecca Owens, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Cemetery Sexton/DPW Maintenance Manager Patrick McCarthy, Chief Innovation Officer Melanie McDonough, Planning & Development Administrative Assistant Crystal Taplin

1. CALL TO ORDER: Mayor McNamara called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE: Councilor Heistad led the Council in the Pledge.

- City Manager Shaun Mulholland announced the meeting criteria for the public.

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

4. OPEN TO PUBLIC: No one came forth.

5. RECOGNITIONS:

- **Drawing of Top Dog Contest Winners by Mayor McNamara (not in agenda file).**

And the Top Dog owner winners were Mabel Darling, James Goodman, and Laura Goudreau

- **Professional Municipal Clerks Week Proclamation**

PROCLAMATION

PROFESSIONAL MUNICIPAL CLERKS WEEK April 30 - May 6, 2023

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Professional Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

1 **WHEREAS**, The Professional Municipal Clerk serves as the information center on functions of local
2 government and community.

3
4 **WHEREAS**, Professional Municipal Clerks continually strive to improve the administration of the affairs
5 of the Office of the Professional Municipal Clerk through participation in education programs, seminars,
6 workshops and the annual meetings of their state, provincial, county and international professional
7 organizations.

8
9 **WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Professional
10 Municipal Clerk.

11
12 **NOW, THEREFORE BE IT RESOLVED**, that the Lebanon City Council, on behalf of the City of Lebanon
13 recognizes the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further
14 extend appreciation to our Interim City Clerk, Deputy City Clerk and Assistant City Clerks and to all
15 Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the
16 communities they represent.

17
18 Dated this 3rd day of May 2023.

19
20 _____
21 Timothy J. McNamara, Mayor
22 *on behalf of the Lebanon City Council*

- 23 • Resolution Honoring the Lebanon Police Department Cyber Crimes Unit
24

25 **RESOLUTION HONORING**

26 **THE LEBANON POLICE DEPARTMENT CYBER CRIMES UNIT**

27
28 **WHEREAS**, the Lebanon Police Department's Cyber Crimes Unit has been educating the citizens of
29 Lebanon through Internet Safety Forums since its inception in 2017; and

30
31 **WHEREAS**, in June of 2022, because of a forum held at a senior living facility, a resident reported being
32 defrauded out of several thousand dollars in crypto currency online, and

33
34 **WHEREAS**, during the following ten months, Detective James Pike, with the assistance of Lieutenant
35 Richard Norris of the Cyber Crimes Unit, utilized software specifically designed to trace the victim's
36 transactions to a cryptocurrency exchange and eventually the suspect's cryptocurrency wallet; and

37
38 **WHEREAS**, the Cyber Crimes Unit, located the suspect's cryptocurrency wallet and executed legal
39 process to freeze the wallet and forfeit the illegally obtained currency to return to the victim, and

40
41 **WHEREAS**, through exceptional investigative skills, dedication, and commitment. the Cyber Crimes Unit
42 received justice for the victim. The Cyber Crimes Unit consistently demonstrates their commitment to
43 protecting the public from cyber-crimes and securing the integrity of the digital economy, contributing to
44 the safety and well-being of our community.

45
46 **NOW, THEREFORE BE IT RESOLVED**, that the Lebanon City Council, on behalf of the City of
47 Lebanon, extends its sincere appreciation to the Lebanon Police Department's Cyber Crimes Unit for their

1 continuous efforts to investigate, prosecute, and disrupt a wide array of cyber and cyber-enabled crimes,
2 as well as their commitment in protecting the City's citizens and providing internet safety outreach and
3 education to various community groups.

4
5 Dated this 3rd day of May 2023.

6
7 Timothy J. McNamara, Mayor
8 *on behalf of the Lebanon City Council*
9

10 City Manager Mulholland noted Cyber Crime is very difficult to investigate, noting only a handful of
11 Police Departments in our State have the capability and trained staff that we do. We are talking about
12 international-level crime and there are thousands of people who are victimized by this type of crime.

13
14 **6. ACCEPTANCE OF MINUTES:** April 19, 2023 (Regular Meeting)
15 *Councilor Heistad MOVED to approve the April 19, 2023 (Regular Session) minutes as written and*
16 *presented in the May 3, 2023 City Council agenda packet.*
17 *Seconded by Councilor Wilkie.*

18
19 **The Vote on the Motion was approved (9-0).*

20
21 **7. APPOINTMENTS:**

- 22 • Planning Board, Patrick Kennelly (Regular Member)

23
24 *Councilor Liot Hill put forth the NOMINATION of Patrick Kennelly as a Regular Member of the*
25 *Planning Board. Term: (4/23-4/26)*

26
27 **The Vote on the NOMINATION was approved (9-0).*

- 28
29 • Planning Board, Andrew Faunce (Regular Member)

30
31 *Councilor Simon put forth the NOMINATION of Andrew Faunce as a Regular Member of the*
32 *Planning Board. Term: (4/23-4/26)*

33
34 **The Vote on the NOMINATION was approved (9-0).*

35
36 **8. PUBLIC HEARING ITEMS: NONE**

37
38 **9. OLD BUSINESS: NONE**

39
40 **10. NEW BUSINESS:**

41 Mayor McNamara requested the New Business items be taken out of order from what was presented in
42 the Council agenda packet so the following items will be listed in the order as discussed by the Council.

43 **C. Request for Exception from City Code Chapter 110, Noise from Sound**
44 **Amplification Systems; American Legion Post 22, Memorial Day Parade and Ceremony**

45
46
47
48 Included in the agenda packet:

1. City Code Chapter 110, Noise from Sound Amplification Systems. ([Pages 51-55, Council agenda packet](#))

BACKGROUND

City Code Chapter 110, “Noise from Sound Amplification Systems,” allows residents to obtain a permit for sound amplification between the hours of 8am – 8pm on Mondays through Saturdays, and between 1pm – 5pm on Sundays and legal holidays. Chapter 110-2(B) allows the City of Lebanon upon its own motion, or upon application and for good cause shown, to modify, suspend, repeal, or amend the provisions of any rule, regulation, or section contained within the chapter.

The American Legion Post 22 has requested permission to host a Memorial Day Parade and Ceremony in Colburn Park between 11:00am – 1:00pm on Monday, May 29, 2023, the Memorial Day legal holiday. The Lebanon Police Department has approved the sound permit for the permitted timeframe pending City Council approval.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council, in accordance with City Code Chapter 110, Noise from Sound Amplification Systems, Section 110-2, hereby authorizes the American Legion Post 22 to utilize noise amplification equipment between the hours of 11:00am and 1:00pm on Memorial Day, Monday, May 29, 2023.

Seconded by Assistant Mayor Below.

**The Vote on the Motion was approved (9-0).*

B. Discussion & Set Public Hearings for May 17, 2023:

- 1. CDBG Application For Families Flourish Northeast**
- 2. RHP Application for Families Flourish Northeast**
- 3. Adoption of Anti-Displacement & Relocation Assistance Plan for Families Flourish Northeast**

Included in the agenda packet:

Please refer to the documents listed below, which can be found on [pages 45-50, Council agenda packet](#), for more information on the description and project overview.

1. Project Description – Families Flourish Northeast – Upper Valley Facility
2. City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast

BACKGROUND

The New Hampshire Community Development Finance Authority (CDFA) receives approximately \$9 million annually for the statewide Community Development Block Grant (CDBG) program, which includes all non-entitlement municipalities and counties. Up to \$500,000 annually is available to communities or counties on a competitive basis in each of the four categories of housing, public facilities, economic development, and emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants. The Recovery Housing Program is a pilot program for special needs housing, which municipalities and non- profits may apply to for up to \$500,000. Families Flourish Northeast requests that the Lebanon City Council support the submission of a CDBG

1 application for Public Facilities for up to \$500,000 and a Recovery Housing Program application for up to
2 \$500,000 to support the development of a high-intensity residential substance-use treatment center for
3 pregnant and parenting women and their children in the Upper Valley. The proposed location for the facility
4 is the Homestead Building on Mascoma Street which is a part of the Alice Peck Day campus. The cost of
5 the renovation is estimated at \$4.9 million. The goal is to begin providing services at the new facility in late
6 2024.

7
8 A request to submit an application for CDBG funds was approved by the City Council in June of 2022;
9 however, the matching funds were not committed by the time the CDBG applications were due and the
10 application was withdrawn. The proposal includes funds from both CDBG and the Recovery Housing
11 Program, which are both administered by CDFA and carry similar program criteria to CDBG and a separate
12 application.

13
14 Ms. Rebecca Owens, Senior Planner, introduced Ms. Courtney Tanner, DHMC representative, who is
15 leading the proposal for Families Flourish Northeast.

16
17 Ms. Tanner noted she works at Dartmouth Health as Director of Government Relations. She also has the
18 privilege of serving as the Board Chair for Families Flourish. This is a heavily supported project by
19 Dartmouth Health and was attending to answer any questions that the Council may have.

20
21 **ACTION:**

22
23 *Councilor Whittlesey MOVED, that the Lebanon City Council hereby schedules public hearings for*
24 *Wednesday, May 17, 2023, beginning at 7:00pm, Council Chambers, City Hall, and Remote via the City's*
25 *Virtual Platform, for the following:*

- 26
27 1) *A public hearing for the purpose of receiving public input and taking action on a proposed*
28 *CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to*
29 *Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute*
30 *any documents which may be necessary to effectuate the CDBG Application and contract.*
31
32 2) *A public hearing for the purpose of receiving public input and taking action on a proposed*
33 *Recovery Housing Program (RHP) grant application for up to \$500,000 to be sub-granted to*
34 *Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any*
35 *documents which may be necessary to effectuate the RHP Application and contract.*
36
37 3) *A public hearing for the purpose of receiving public input and taking action to adopt the City of*
38 *Lebanon Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast.*
39

40 *Seconded by Councilor Sykes.*

41
42 **The Vote on the Motion was approved (9-0).*

43
44 **A. Receive public input on Strategic Plan**

45
46 Below was included in the agenda packet: *(Pages 32- 44 Council agenda packet)*

- 47 1. [Lebanon Strategic Plan webpage](#) with link to the Strategic Plan Miro Board
48 2. April 25, 2023 City Council Work Session Documents
49 3. April 27, 2023 City Council Work Session Documents
50

BACKGROUND

The public was invited to provide input to the City Council and members of City staff on the proposed Lebanon Strategic Plan.

The following members of the public came forth to speak about their recommendations:

Ms. Sarah Riley, Chair of the Conservation Commission, came forth to speak on behalf of her colleagues on the Conservation Commission. She noted they have submitted numerous strategic action items to this plan and spoke about what they found to be important that should be added to the Strategic Plan:

- Water-related items: Flood waters; the protection of floodplain forests; Mascoma River's bank expansion; the importance of letting water infiltrate on site; and the New Hampshire Soak up the Rain Program.
- Water Resources: Build new wildlife friendly culverts. She would like to see this be a focus when new culverts need to be constructed, or when there is an opportunity to redo a culvert.
- Threats to our drinking water quality: Highlighted the importance of protecting our existing drinking water source, which is Mascoma Lake. While we have heard about threats from cyanobacteria, she thought our drinking water source is still quite safe but more can be done to protect it beyond looking at a second source (i.e., regulating septic, protect buffers; take steps to help minimize the amount of fertilizers/chemicals used in close proximity to water bodies; reduce lawns, which will help reduce the amount of fertilizers entering into our waterways).

Mayor McNamara questioned if Ms. Riley was looking to add her points as Action Items, if they fall into one or more of the Strategic Objectives, or if the City needs to add more Strategic Objectives. Ms. Riley responded by saying she did not hear about or see many of these items itemized (in the Strategic Plan). Mayor McNamara will look to see if more Strategic Objectives need to be added, or whether these could fit in as specific Action Items under one or more of the Strategic Objectives.

City Manager Mulholland noted it was important that the staff person for the Conservation Commission (Mark Goodwin) work on getting these Action Items framed out and boxed up on the Miro Board. They have until the end of July to do this. He suggested Ms. Riley work with Mark to get this done.

Council Discussions:

The Council discussed the changes that had been added to the proposed Strategic Plan at their last work session and spoke about additional changes they wanted added. Ms. Melanie McDonough, Lebanon's Chief Innovation Officer, made real-time updated changes to the Miro Board. The Council is scheduled to vote on the proposed, updated Strategic Plan at their next meeting on May 10th, 2023 meeting.

Assistant Mayor Below read his proposed language that should be added as a new item to the Strategic Objective under Housing and Neighborhoods as follows:

“Development of policies and a plan to move new residential construction toward being zero carbon ready and being mindful of how collaboration with other stakeholders, Planning Regulations, Zoning, and building codes might best support and encourage sustainable and affordable development such as through creative infill and construction of high performance energy efficient buildings that can be run on renewable or zero carbon energy.”

Councilor Liot Hill brought up the topic of Ethics under the Vision Section of High Performance Government (bullet #2) and spoke about the Council's discussion on April 29th referencing "personal lives." She felt the Council should discuss this statement again and find a different way to rephrase the language.

After the Council had a lengthy discussion and submitted/spoke about their proposed language suggestions, it was decided by Straw Vote that the final language should read as follows:

"City officials and staff meet public expectations of very high ethical standards while representing the City. Ethical expectations directly relate to the credibility of the City and view that people have of it. City officials comply with statutory and regulatory requirements."

Ms. Melanie McDonough made "real-time changes" incorporating this language into the High Performance Government Section of the Strategic Plan under bullet #2 of the Vision Statement.

ACTION:

No action is required by the City Council. This item is for informational purposes only

11. City Manager Report:

City Manager Mulholland updated the Council on the following:

- School Street Cemetery (landslide): Mr. Patrick McCarthy noted there was a typographic company coming in and bringing equipment to do a GPR (Ground Penetrating Radar) study in the areas of concern.

City Manager Mulholland noted that for right now the slope from the one landslide that occurred is stabilized. One house in a nearby area has water/soil coming into the bottom of that house. We are concerned about the safety of the occupants in that one building because there are trees hanging over the top of that property. We have warned that person about this credible threat to them and have put them up in a hotel room and are providing per diem food at least through this week. One option is condemnation of the property, at least for the period of time until the hazard is gone, but he would rather not exercise this option unless it is absolutely necessary.

We have contracted with an engineering firm (Sanborn, Head and Associates) to do some additional assessments of the soil (in the areas affected by landslides) to see what mitigation measures need to be put into place. This can be a very expensive proposition (\$250K-\$500K). Insurance will not cover any of this and it is something we have not budgeted for so he may be coming back to the Council for a supplemental appropriation and bonding authorization. He noted that out of the 2022 budget, there was only \$17K left over. As soon as the report comes in from Sanborn, Head & Associates, he will take action and keep the Council updated.

- Leadership Summit: June 12th, 2023, 12PM to 6PM. Lunch/Dinner will be provided.
- May 10th Council Meeting: Council to vote on Strategic Plan and the 2023 Financial Outlook will be presented.
- Spencer Street: Delayed. Waiting on the Lebanon Housing Authority (LHA) to give the City a proposal for workforce housing.

Councilor Liot Hill questioned if this (LHA proposal) would be going back to the Economic Development Commission (EDC) for their review since it was originally a joint EDC/TIF process. City Manager Mulholland noted they would be able to take a look at it, but he would not be taking any extra steps because what we discussed before was to develop housing there.

1
2 Councilor Liot Hill noted the Council had directed the EDC to put together a request for that area,
3 but we did not specify if we wanted all workforce housing or anything else at that point. We
4 went through a process that involved the EDC/TIF and felt it would be appropriate for the
5 EDC/TIF to revisit this since the project is potentially changing substantially, noting the EDC/TIF
6 were valuable partners in this process.
7

8 City Manager Mulholland said that when the proposal comes in the EDC/TIF can provide updates
9 to the extent that it has changed from what the original intent was. Both proposals were for
10 housing which consisted of market-rate housing. The goal was to get as much workforce housing
11 as we could and felt this did not change anything from where we were before.
12

13 Mayor McNamara noted it is potentially a very different economic model than when we were
14 using a private developer who would be selling the property for a nexus of \$1M, and was going to
15 pay for the property taxes. If this is a typical LHA project, or even a Twin Pines project, we are
16 likely not to get the revenue from the sale of the land, and they are not likely to pay full property
17 taxes. We do have to look at the economics of this as well and felt this proposal needs to go to
18 EDC/TIF for their review and comments..
19

20 Councilor Whittlesey noted the EDC/TIF is looking at the back parking lots and there is a lot of
21 activity they are doing from a redevelopment perspective for Downtown West Lebanon.
22 Depending on what is being done on Spencer Street, he felt it would have a direct impact on what
23 we want to look at for the back parking lots, noting the RFIs (Request for Information) responses
24 received were a mix of commercial and market rate housing. While he did not want to restart the
25 process, he would like the EDC/TIF to have enough advanced time to really dig in, discuss, and
26 give the Council their thoughts/concerns/recommendations on this proposal (LHA).
27

28 Councilor Liot Hill noted we have to be really careful in our TIF Districts. The whole point of
29 the TIF Districts is to generate economic activity that will then help the City generate revenue
30 from the TIFs so we can invest in their infrastructure. While housing is a part of the discussion,
31 this is a bigger discussion when we think about economic development, especially when it is in a
32 TIF District.
33

34 City Manager Mulholland noted he is looking at a homeless problem that is not going away, and
35 is looking for housing that can be built.
36

37 Councilor Whittlesey understood what the City Manager was talking about and spoke about how
38 the City is in a tax crisis impacting people on fixed incomes; the looming budget crunches
39 because of inflation, etc. While he was not opposed to LHS building there, he felt it was worth
40 being cautious by having the EDC/TIF take a secondary look.
41

42 City Manager Mulholland noted he did not want the LHA to spend any more money on their
43 proposal if the Council was not committed to doing this project, noting that for LHA to put a
44 proposal together they have to spend some money. Either we are committed to go in this
45 direction or not, but we need to communicate the Council's decision to the LHA.
46

47 Mayor McNamara was unsure of the discussions between the LHA and the City Manager, but
48 even something as simple as a Mission Statement from the LHA describing what the City is
49 looking for (i.e., a mixture of xyz apartments, price range, etc.) would give us a chance to review:
50 1) What are the economic implications for the City in terms of tax revenue? and 2) If they are

1 anticipating the City will be giving them the property. We should have some idea from the LHA
2 about what they see as their ideal program.

3
4 The Council had further discussions regarding the LHA proposal; the purpose of the TIF
5 Districts; the urgent need for housing; and, the need for the Council to have further discussions
6 about what the right direction for this particular parcel is.

7
8 The City Manager noted this is an agenda item and he will put the brakes on the LHA proposal
9 for now.

10
11 Councilor Wilkie noted this should be discussed very soon. He has heard from a number of
12 people multiple times about their concerns and this is a pressing issue we need to get on an
13 upcoming Council agenda soon.

14
15 Councilor Whittlesey would like this agenda item to include discussions regarding the economic
16 impacts (i.e., if the decision is made to go with the LHA, what does that mean for the City's tax
17 base?) and wanted to make sure we are evaluating this proposal with consideration given to all of
18 the ramifications and costs.

19
20 Council Liot Hill will submit the agenda request with the information the Council would like to
21 see.

- 22
23 • Grant Updates (due by June 30, 2023: EV Subcommittee grant (80/20 split); Tree Advisory
24 Board (50/50 split); Phase III Solar Project. Volunteers are working on these because the City
25 does not have enough staff.

26
27 **12. COUNCIL REPRESENTATIVES TO OTHER BODIES:**

- 28 • Staffing levels were discussed.
29 • Councilor Simon reminded the Council that the West Lebanon Revitalization Advisory
30 Committee (WLRAC) would like to see more activities taking place in West Lebanon (i.e., food
31 trucks, festivals, etc.)

32
33 **13. FUTURE AGENDA ITEMS:**

- 34 • Spencer Street Development Discussion

35
36 **14. NON-PUBLIC SESSION: None**

37
38 **15. ADJOURNMENT:**

39
40 *Councilor Heistad MOVED for adjournment.*
41 *Seconded by Councilor Sykes.*

42
43 **The Vote on the MOTION was unanimously approved (9-0)*

44
45 **The meeting was adjourned at 8:42 PM.**

46
47 Respectfully submitted,
48 Dona E. Gibson
49 Recording Secretary

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

8. PUBLIC HEARING ITEMS:

**8.A – PUBLIC FACILITIES CDBG APPLICATION AND RECOVERY HOUSING
PROGRAM APPLICATION FOR FAMILIES FLOURISH NORTHEAST**

A public hearing for the purpose of receiving public input and taking action on Community Development Block Grant (CDBG) and Recovery Housing Program (RHP) applications proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and communities can apply for up to \$500,000 in CDBG funding annually on a competitive basis for housing, public facilities, economic development, and for emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants. Further, communities may apply for up to \$500,000 for eligible projects under the Recovery Housing Program.

Public hearings are as follows:

1. Proposed CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract;
2. Proposed Recovery Housing Program (RHP) grant application for up to \$500,000 to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the RHP Application and contract; and
3. Adoption the City of Lebanon Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast.

The City Council scheduled these public hearings at its May 3, 2023 regular meeting. The public hearings were properly noticed in the *Valley News* on May 6, 2023 in accordance with City Code and State Law.

BACKGROUND

CDFA receives federal funds annually for the statewide Community Development Block Grant (CDBG) program, which includes all non-entitlement municipalities and counties. Up to \$500,000 annually is available to counties and communities on a competitive basis in each of the four categories of housing, public facilities, economic development, and emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants.

In addition, CDFA has Recovery Housing Program (RHP) funds, which are available to grantees to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

Families Flourish Northeast requests that the Lebanon City Council support the submission of a CDBG application for Public Facilities for up to \$500,000 and an RHP application for up to \$500,000 to support the development of a high-intensity residential substance-use treatment center for pregnant and parenting women and their children in the Upper Valley. The

organization is currently seeking funding for startup costs and renovation/construction of its future home in the Upper Valley with a goal of providing services by late 2024.

Please see the attached description and project overview for more information.

ACTION

As part of the CDBG and RHP application process, the following language must be read into the record:

Community Development Block Grant funds are available to municipalities for economic development, public facility, and housing rehabilitation projects and feasibility studies that primarily benefit low- and moderate-income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of the citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

For the remainder of 2023, there will be approximately \$1.3 million dollars available for housing and \$1.3 million for public facilities projects. Approximately \$1.3 million will be available for economic development and \$200,000 for planning grants. Economic development and planning grant applications are submitted on a rolling basis until the funds are used up. The City of Lebanon is eligible for up to \$500,000 per year for both public facility and housing applications and up to \$500,000 per year for economic development projects, as well as up to \$500,000 per year in emergency funds. Planning grants are available for up to \$25,000 per year.

The CDFA has identified that there is critical need for recovery housing in New Hampshire and that Recovery Housing Program funds aim to help alleviate the significant shortage of this type of housing across the state. CDFA has approximately \$2.8 million in Recovery Housing Program (RHP) funds available on a rolling basis. The City of Lebanon is eligible to apply for up to \$500,000.

NOTE: PLEASE CONDUCT THE PUBLIC HEARINGS INDIVIDUALLY AND ACT ON EACH PUBLIC HEARING BY SEPARATE MOTION

PUBLIC HEARING A.1:

MOVED, that the Lebanon City Council hereby approves the submittal of the CDBG application and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract for Families Flourish Northeast in the amount of up to \$500,000 and as described in the May 17, 2023 City Council Agenda Packet.

PUBLIC HEARING A.2:

MOVED, that the Lebanon City Council hereby approves the submittal of the RHP application and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the RHP contract for Families Flourish Northeast in the amount of up to \$500,000 and as described in the May 17, 2023 City Council Agenda Packet.

PUBLIC HEARING A.3:

MOVED, that the Lebanon City Council hereby adopts the City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast as presented in the May 17, 2023 City Council Agenda Packet.

Included in this Section:

1. Project Description – Families Flourish Northeast – Upper Valley Facility
2. City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast
3. May 9, 2023 Certification of Public Notice Posting
4. Notice of Public Hearing as Published in the May 6, 2023 Edition of the *Valley News*

Name and Town: Families Flourish Northeast, Lebanon, NH

Email: info@familiesflourishne.org

Families Flourish Northeast (FFNE) is a New Hampshire 501(c)3 nonprofit corporation in the final planning phase for a high-intensity residential substance-use treatment center for pregnant and parenting women and their children. The organization is currently seeking \$4.9 million dollars in funding for startup costs and renovation/construction of its future home in the Upper Valley of New Hampshire, with a goal of providing services by late 2024.

Filling the critical gap in access to family-centered residential treatment in New Hampshire. Rural families and communities in central and northern New Hampshire have been severely impacted by our state's substance use crisis yet have far less access to treatment than the more heavily-populated southern part of our state. In 2020, the proportion of newborns born at Dartmouth-Hitchcock with prenatal substance exposure rose to 10.3%, in contrast to 6.7% for New Hampshire overall. By March 2021, these numbers had risen again to 11.6% for DHMC and 7.1 % for the state. Since the onset of the COVID-19 pandemic, rates of substance exposed pregnancies and the severity of maternal substance use have increased in the Upper Valley, as well as statewide. Unfortunately, treatment need far exceeds supply. The two family-centered residential programs in New Hampshire are in the southern part of the state, comprise only 26 treatment beds, and carry up to a 6-month waiting list. FFNE will significantly increase treatment capacity for this vulnerable population by providing comprehensive treatment for up to 14 pregnant and parenting women and their children up to age 12.

Mission: Our mission is to fill a critical gap by providing trauma-informed residential substance use disorder treatment for pregnant and parenting women in a warm, safe and supportive community.

Vision: Our vision is to support lifelong health, healing and recovery for women, children, families, and communities by interrupting the intergenerational cycle of addiction.

Clinical Model Overview: The Families Flourish Northeast (FFNE) program will provide the American Society of Addiction Medicine level 3.5, Clinically Managed High-Intensity Residential Substance Use Treatment for women. This level of care includes residential services capable of addressing complex co-occurring mental health needs, providing 24-hour care with trained addiction and mental health counselors to stabilize and prepare participants for outpatient treatment. The FFNE 12-month program will be divided into three phases: stabilization, active treatment, and transition. FFNE's multidisciplinary approach will include comprehensive substance use and psychiatric evaluation, individual and group therapy, treatment medications as indicated, parent-child psychotherapy and attachment interventions, and critical parenting support. As women progress through treatment, emphasis will shift to recovery maintenance, development of life skills, employment training, and re-entry to the workforce. Pediatric services will include comprehensive behavioral and development assessment and age-appropriate interventions for children 0-12 years. FFNE will work closely with the Division of Children, Youth, and Families to support family reunification for women who do not have custody of their children.

Urgent need for residential services: Between 2018-2020, 29 women attending Dartmouth-Hitchcock's Moms in Recovery intensive outpatient treatment program were referred to residential treatment, of whom 25 declined referral due to lack of gender-specific services that would allow them to bring their children with them or to continue visitation with their children who were not in their care. Over 80% of program participants had co-occurring mental health diagnoses and many were experiencing family violence.

Gap in Existing Services: Currently, treatment for pregnant and parenting women with Substance Use Disorder (SUD) in Cheshire, Sullivan, Grafton, Carroll and Coos counties are entirely outpatient-based, with one gender-specific Intensive Outpatient Program (IOP) in Lebanon in the Moms in Recovery program. As mentioned previously, southern New Hampshire currently has two programs offering clinically managed, high intensity residential treatment for women with children, totaling 26 beds, both carry waitlists up to 6 months. While 28-day residential beds in mixed-gender facilities are more available, these programs do not allow women to bring their children with them. Lack of accessible treatment for parenting women is contributing to the current strain on New Hampshire's child welfare, criminal justice, and correctional systems.

Effectiveness of FFNE treatment model: FFNE aims to provide the appropriate level of addiction treatment needed to support sustained recovery, community reintegration, and intact maternal-child relationships. The FFNE model is based on the evidence-based *Horizons for Women* program, which provides long term residential treatment for women with children at the University of North Carolina. This treatment program is based on a relational model utilizing state-of-the-science practices in women's treatment, parent-child psychotherapy, and attachment-based approaches which address the developmental needs of children impacted by maternal substance use.

FFNE's program will support women as they move from initial stabilization through treatment, recovery maintenance, and finally re-entry into the community setting. The program will be provided in a structured environment which builds women's capacity for safely parenting their children, supports family reunification, and reduces the impact of adverse childhood events. Case management starting on admission will work proactively with community-based services, affordable housing providers, and employers to ensure successful reintegration to a woman's home community following residential program completion.

Physical space needed to deliver the Families Flourish clinical model. FFNE's future home will meet all requirements for NH residential program licensure, and accreditation by the Council for Accreditation of Rehabilitation Facilities (CARF), in an innovative family-centered model facility. Residential accommodations will allow for stabilization, active treatment, supported employment, and transition to independent, community-based recovery over the course of the 9–12-month program. Family units will be designed to facilitate mentored parenting skill development and attachment, in the context of a larger family-centered recovery community. At the close of 2021, FFNE signed a Letter of Intent to lease and renovate the Homestead Building on the campus of Alice Peck Day Memorial Hospital. As a result, FFNE and APD are now actively negotiating a long-term lease for the building with a goal to begin renovations by the end of 2024.

Additional Funding Sources. Families Flourish Northeast has worked diligently to explore multiple avenues of revenue to fund start-up and renovation costs. During the past several years, FFNE has received foundational support from the New Hampshire Charitable Foundation and DHMC, investing a combined total of over \$250,000 for the planning and development of our organization. FFNE is confident that the first phase of our upcoming Capital Campaign will be successful in recruiting several individuals, corporations, and philanthropists throughout New England who will be eager to support our project. FFNE will utilize a seasoned development consultant to help strengthen community connections and expand our current prospect pool through 2023. Additionally, FFNE is actively seeking additional community, state and federal funding for infrastructure and capacity building including the following opportunities: USDA Recovery Grant, HRHA, Community Development Block Grant (CDBG), Recovery Housing Program Pilot (RHP), Governor's Office for Emergency Relief and Recovery (GOFERR), and New Hampshire Housing Finance Committee (NHHFA). Once operational, FFNE will seek programmatic funding from SAMSHA, HUD, NIH, and other federal agency opportunities.

**CITY OF LEBANON
RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
FAMILIES FLOURISH NORTHEAST**

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project and a Recovery Housing project undertaken by the municipality. THE FAMILIES FLOURISH NORTHEAST WILL INCLUDE DISPLACEMENT of one or more existing businesses. Families Flourish will develop and submit a Relocation Plan.

However, in the event of displacement as a result of a federally funded award, the CITY OF LEBANON will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or;
 2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in

subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and

- k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

CITY OF LEBANON anticipates displacement or relocation activities will be necessitated by this project, the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: _____

Title: _____

Signature: _____

Date of Adoption by the Lebanon City Council : _____



The May 17, 2023 Notice of Public Hearing for the FAMILIES FLOURISH NORTHEAST PUBLIC FACILITIES CDBG APPLICATION AND RECOVERY HOUSING PROGRAM (RHP) APPLICATION was posted on Monday, May 1, 2023 in the following three public places:

Lebanon City Hall, Lebanon, NH
Lebanon Public Library, Lebanon, NH
Kilton Public Library, West Lebanon, NH

The Notice was also published in the *Valley News* on Saturday, May 6, 2023.

Certified by:

David Brooks
Deputy City Manager
City of Lebanon, NH

Dated: May 10, 2023

May 9, 2023



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, May 17, 2023 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on May 17, 2023, beginning at 7:00pm for the following:

A. PUBLIC FACILITIES CDBG APPLICATION FOR FAMILIES FLOURISH NORTHEAST Public hearings for the purpose of receiving public input and taking action on Community Development Block Grant (CDBG) and Recovery Housing Program (RHP) applications proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and communities can apply for up to \$500,000 annually on a competitive basis for housing, public facilities, economic development, and for emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants. Public hearings are as follows:

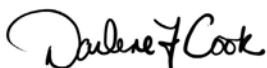
1. A public hearing for the purpose of receiving public input and taking action on a proposed CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application and contract; and
2. A public hearing for the purpose of receiving public input and taking action on a proposed Recovery Housing Program (RHP) grant application for up to \$500,000 to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the RHP Application and contract; and
3. A public hearing for the purpose of receiving public input and taking action to adopt the City of Lebanon Anti-displacement and Relocation Assistance Plan for Families Flourish Northeast.

The May 17, 2023 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning May 12, 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 disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

NE-417883

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, May 6, 2023.



Darlene Cook, Interim City Clerk

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

**10.A – PRESENTATION OF GRAFTON COUNTY COMMISSIONERS'
PROPOSED BUDGET WITH WENDY PIPER, CHAIR OF
GRAFTON COUNTY BOARD OF COMMISSIONERS**

BACKGROUND

Grafton County Board of Commissioners Chair Wendy Piper will be present to update the Council on happenings in the County and discuss the Commissioners' Proposed FY '24 Budget.

ACTION

No action is required by Council; item is for discussion purposes only.

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

**10.B – AUTHORIZATION FOR CITY MANAGER TO APPROVE A SUBLEASE
AGREEMENT BETWEEN ALPHA SIERRA, LLC (TENANT),
GRANITE AIR CENTER, LLC (TENANT), AND LEBANON AIRCRAFT
CONDOMINIUM ASSOCIATION (SUB-TENANT)**

BACKGROUND

The City of Lebanon entered into a ground lease agreement with Alpha Sierra, LLC and Granite Air Center, LLC as master tenants on October 16, 2019. Articles 2.3 – *Sublease of Leased Premises*, and 7.1 – *Assignments or Subleases* of the ground lease agreement provide a means for the master tenant to sub-lease portions of the leased property, subject to City approval.

Terms have been successfully renegotiated between Alpha Sierra, LLC, Granite Air Center, LLC, and Lebanon Aircraft Condominium Association (sub-tenant), which can be found in the attached sub-lease agreement. Renegotiated terms include, but are not limited to:

- The sub-lease is now extended through June 30, 2049. It is coterminous with the Master Lease agreement.
- Use of the sub-leased property must be consistent with the Airport's Rules and Regulations.
- The sub-lease is subordinate to the following: (1) the provisions of any existing or future agreement between the City and the United States, relative to the operation or maintenance of the Airport; and (2) the Master Lease.
- The sub-lease is retroactive to July 1, 2019.
- The term of sub-lease is 30 years (expiring June 30, 2049 with no automatic extensions).

ACTION

If the Council decides to move forward with the lease agreement, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby authorizes the City Manager to approve the sub-lease agreement between Alpha Sierra, LLC (Tenant) and Granite Air Center, LLC (Tenant's Affiliate) and Lebanon Aircraft Condominium Association as presented in the May 17, 2023 City Council Agenda Packet.

Included in this Section:

1. Airport Sublease: Alpha Sierra, LLC, Granite Air Center, LLC, and Lebanon Aircraft Condominium Association.

AIRPORT SUBLEASE

This sublease agreement (hereinafter "Sublease") is executed on the date set forth and notarized below, by and between Alpha Sierra, LLC, a New Hampshire limited liability company, having a principal place of business at 58 Airport Road, Lebanon, NH 03784 and Granite Air Center, LLC, a New Hampshire limited liability company, having a principal place of business at 58 Airport Road, Lebanon, NH 03784 (collectively "Master Tenant") and Lebanon Aircraft Condominium Association ("Sub-Tenant") a Condominium Association formed under the laws of the state of New Hampshire having a principal place of business at Airport Road, West Lebanon, New Hampshire. This Sublease will become effective upon execution by Sub-Tenant and Master Tenant.

RECITALS

- A. By Declaration of Condominium dated March 19, 1978, recorded at the Grafton County Registry of Deeds at Book 1353, Page 802 (the "Declaration"), Lebanon Airport Development Corporation ("LADC") created the Lebanon Aircraft Condominium ("the Condominium").
- B. Pursuant to the Declaration, LADC provided the Condominium with a leasehold interest in premises leased by LADC from the Lebanon Regional Airport Authority. The lease between the LADC and the Lebanon Regional Airport Authority was for a term commencing on May 1, 1970 and terminating on April 30, 2000 ("1970 Master Lease").
- C. By "Lease Assignment" signed September 15 and 18, 1995 recorded at the Grafton County Registry of Deeds at Book 2238, Page 902, HL Leasing Corp. ("HL") succeeded to LADC.
- D. By a Second Amendment to the Declaration ("Second Amendment to Declaration"), HL was succeeded by Signal Aviation Services, Inc. and it was agreed that a lease between the City of Lebanon ("City") and HL dated June 10, 1996 ("1996 Master Lease") replaced the 1970 Master Lease.
- E. The 1996 Master Lease was for the term of July 1, 1996 to June 30, 2016 and included a renewal option for July 1, 2016 to June 30, 2026. The 1996 Master Lease was assigned by Signal Aviation Services to the Master Tenant on July 10, 2012 and the Master Tenant advised the City it was exercising its option to extend the Lease Term to 2026 subject to their agreement upon terms.
- F. Thereafter, the Master Tenant and the City reached an agreement as to the terms which were memorialized in a Lease between the City and Master Tenant approved by the City Council on October 16, 2019, a true and accurate copy of which is annexed hereto as **Attachment 1** (hereinafter "2019 Master Lease").

- G. The 2019 Master Lease provides the Master Tenant with a leasehold interest that extends until midnight, June 30, 2049.
- H. The 2019 Master Lease requires that any sublease of any portion of the leased premises must be approved by the City and be subordinate to the terms of the 2019 Master Lease and the Rules and Regulations for the Operation of the Airport as adopted by the City as amended from time to time (hereinafter "Airport's Rules and Regulations").
- I. Master Tenant desires to continue to sublease the premises identified herein in Attachment 2 (hereinafter "Subleased Premises") to the Sub-Tenant.
- J. Sub-Tenant desires to continue to sublease the Subleased Premises and to extend the term to be coterminous with the 2019 Master Lease.

Master Tenant and Sub-Tenant desire for Members, as that term is defined in Article 2, to pay Rent, as that term is defined in Article 4, directly to the Master Tenant.

TERMS

Article 1. Description of the Subleased Premises.

The Master Tenant hereby leases to the Sub-Tenant, together with a right of ingress and egress for vehicles or aircraft at the Lebanon Regional Airport (the "Airport"), a leasehold interest only in the Subleased Premises described in detail in **Attachment 2**.

Article 2. Use of Subleased Premises and Improvements

2.1 The Sub-Tenant shall continue to permit the Subleased Premises to be occupied by Condominium Units (as that term is defined in the Declaration) that are erected on the leasehold interest. The Condominium Units are owned by the members of the Sub-Tenant ("Members") consistent with the Declaration as amended by (1) the First Amendment to Declaration of Condominium of Lebanon Aircraft Condominium dated April 11, 1984, (2) the Second Amendment to Condominium Declaration dated January 23, 1998, and (3) the Third Amendment to Condominium Declaration dated _____.

2.2 Subleased Premises shall be used and occupied as follows:

- (a) Use and occupancy shall be limited to the storage of aircraft only with the exception of Condominium Units A in Buildings 1 and 2 which shall be used for purposes incidental and accessory to the ownership and operation of aircraft only.
- (b) No Condominium Unit may be occupied or used for any commercial purpose, except leasing or rental of the Condominium Unit provided the Member complies with the provisions set forth in Article 7.

- (c) Use of the Subleased Premises by Sub-Tenant and Members must be consistent with the Airport's Rules and Regulations.
- (d) Master Tenant is allowed to use any Condominium Unit it owns or possesses for commercial purposes.
- (e) Any guests for Sub-Tenant or Members must be escorted by Sub-Tenant or Member when on the Subleased Premises or the Airport.
- (f) To the extent that Sub-Tenant or Member retains a Transient Service Operator (as that term is defined in the Airports Rules and Regulations), Sub-Tenant or Member retaining the Transient Service Operator is responsible for confirming that the Transient Service Operator has obtained the required permit to operate at the Airport.
- (g) Each Member is responsible at its own expense to keep their Condominium Unit and its equipment and appurtenances in good order, condition and repair and in a clean and sanitary condition. In addition, each Member shall be responsible for maintenance, repair or replacement of any equipment, lighting fixtures or utilities which are exclusively for use in connection with their Condominium Unit, whether they are located within the unit or in the common area.
- (h) No bulk storage of gasoline or other hazardous substances is allowed within a Condominium Unit or on the Subleased Premises, but this does not prohibit retention of fuel in aircraft fuel tanks.

2.3 Non-Exclusive Use of Airport Facilities.

Sub-Tenant and Members shall be entitled, non-exclusively and in common with others so authorized, to the use of all facilities and improvements of a public nature which are now, or may hereafter be, connected with or appurtenant to the Airport, including the use of landing areas, runways, taxiways, navigational aids, terminal facilities and aircraft parking areas designated by the City.

2.4 Sublease is Subordinate.

This Sublease is subordinate to the following: (1) the provisions of any existing or future agreement between the City and the United States, relative to the operation or maintenance of the Airport; and (2) the Master Lease.

2.5 Consent by the City.

This Sublease shall be effective only upon review and consent by the City as required by the Master Lease.

Article 3. Term of Sublease; Commencement, Expiration and Termination Date.

Unless otherwise terminated in accordance with the provisions of this Sublease, the term of this Sublease shall be for thirty (30) years. The term is retroactive and shall be deemed to have commenced on July 1, 2019 and expiring at midnight on June 30, 2049 (the "Expiration Date"). In the event this Sublease is terminated prior to the Expiration Date for any reason (hereinafter the "Termination Date"), it shall terminate at midnight on the day established as the Termination Date as set forth by either Sub-Tenant or Master Tenant in a written notice to the other party, in a manner consistent with the terms of this Sublease for said termination. The provisions relating to Rent as set forth in Article 4 shall not be retroactive. Notwithstanding the foregoing, if this Sublease is executed subsequent to January 1, 2023, the provisions relating to Rent set forth in Article 4.1 herein will only be retroactive to January 1, 2023.

3.1 Reversion of Subleased Premises and Obligations Regarding Improvements at End of Sublease.

All of Sub-Tenant and Member's property and improvements must be removed from the Subleased Premises on or before 12:01 a.m. on the date following the Termination Date or Expiration Date. Property and improvements remaining on the Subleased Premises after 12:01 a.m. following the Termination Date or Expiration Date shall become the property of the Master Tenant or the City.

Article 4. Rent.

Master Tenant shall charge annual rent in the amount of \$22,319.37 for the use and occupancy of the Subleased Premises ("Rent") which shall be paid as set forth in subsection 4.1 herein. The Rent shall be subject to the escalation provision set forth in subsection 4.2 and five (5) year review set forth in subsection 4.4 set forth herein.

4.1 Payment of Rent.

Rent shall be due on the first day of each month without notice or invoice and must be paid to the Master Tenant in the form of check or electronic payment. Each Member shall be liable to the Master Tenant for the payment of Rent in an amount determined according to the guidelines and percentages set forth in Appendix B of the Declaration, annexed hereto as **Attachment 3**. Based on those guidelines and percentages, the rates will be as follows:

- (a) Members owning a 5% interest will be responsible for payment of \$93.00 per month;
- (b) Members owning a 7% interest will be responsible for payment of \$130.20 per month;
- (c) Members owning an 8% interest will be responsible for payment of \$148.80 per month; and
- (d) Members owning a 13% interest will be responsible for \$241.79 per month.

The foregoing rates are all subject to the rent escalation provision set forth in subsection 4.2 and the five-year review set forth in subsection 4.4.

4.2 Escalation of Rent.

Subject to subsection 4.4 of this Article, beginning on July 1, 2023 and on July 1 of each succeeding anniversary date thereafter, the Rent will be adjusted in accordance with the Consumer Price Index – All Urban Consumers, All-Items, Northeast (base period 1982-84 = 100), hereinafter referred to as CPI – U, for the past year.

The Rent beginning on July 1, 2023 and for each succeeding year shall be determined by multiplying the Rent for the preceding year by a fraction, the numerator of which shall be the CPI-U for the month of April prior to the applicable anniversary date of the Commencement Date, and the denominator of which shall be the CPI-U for the month of April for the preceding year; provided however that if such fraction is less than one, the Rent for the succeeding one-year period shall remain the same as the Rent for the preceding one-year period.

4.3 Late Payments.

In the event that any payment due under this Sublease is not paid in full within fifteen (15) days after its due date, the Member responsible for the late payment shall pay to the Master Tenant a late charge of eighteen percent (18%) per annum of the amount due but not timely paid. Payment of said late charge shall be due to the Master Tenant, without notice, or invoice, upon and along with payment for the overdue rent amount. Member further agrees that it shall pay all attorneys' fees and costs incurred by the Master Tenant as a result of Member's failure to pay the full amount of Rent when due. Late charges will be assessed as set forth herein for Rent and all other sums due to Master Tenant ("Additional Rent"). Failure to make any payment required by this Sublease within thirty (30) days of the due date shall constitute a default and entitles the Master Tenant to the remedies set forth in Article 8.1 as well as all remedies available at common law.

4.4 Five Year Review of Sub-Tenant's Rent Obligations.

The 2019 Master Lease contains provisions for Master Tenant's rent to be reviewed and adjusted on July 1, 2024 and every five (5) years thereafter. The purpose of the review will be to determine if the rent charged to the Master Tenant is fair and reasonable in light of economic conditions and market values at the time of review in order to provide a factual basis for an adjustment of the Master Tenant's rent on July 1 of the applicable year. Rent will be adjusted in proportion to the adjustment of the rent due under the Master Lease.

4.5 Payment of Property Taxes

Payment of property taxes will commence with the tax year starting April 1, 2022 and will be billed annually after Master Tenant receives the second property tax bill in November of each

year. Members shall be responsible for payment of their pro-rata share of property taxes assessed against the Subleased Premises. Members pro-rata share will be assessed in the same proportion as Rent set forth in Section 4.1 above. Master Tenant shall pay the property taxes directly to the City and shall invoice Members for their pro-rata share. Members will pay the invoices for property taxes and such shall constitute Additional Rent.

Article 5. Covenants of Sub-Tenant and Members

5.1 Alterations, Renovations, Repairs or Improvements on or related to Subleased Premises.

The Sub-Tenant or Member may, at its sole expense, make alterations, renovations, restorations, repairs or improvements to the Subleased Premises, provided the detailed plans and specifications of all proposed changes are first reviewed and approved in writing first by the Sub-Tenant followed by written approval from the Master Tenant and the Airport Manager, such consent not to be unreasonably withheld. Sub-Tenant or Member must also obtain at its sole cost all approvals and permits required under Lebanon codes, ordinances and regulations administered by the City or by any official, agency, department or board under local, state or federal ordinances or laws for any alterations, renovations, restorations, repairs or improvements on or related to the use of the Subleased Premises. Such additional approvals are beyond the control of the Master Tenant and Airport Manager.

In the event that Sub-Tenant or Member initiates construction of any alterations, renovations, restorations, repairs or improvements, Sub-Tenant or Member shall indemnify, defend and hold harmless the City and the Master Tenant by reason of construction or occupancy from all costs and expenses, including legal fees and costs or such costs and expenses arising from any claim for workers' compensation costs or benefits resulting from injury of any kind or death of any person performing services pursuant to this Sublease who is not required to be covered by workers' compensation insurance, incurred by the City and/or Master Tenant arising out of the Sub-Tenant's or Member's activities, or those of its employees, agents, contractors, consultants or invitees during the construction of same. Sub-Tenant or Member shall require any contractor or subcontractor engaged by or for the Sub-Tenant or Member for construction of alterations, renovations, restorations, repairs or improvements on or related to the use of the Subleased Premises, to provide evidence to the City and Master Tenant, in the form of certificates of insurance and endorsements that the City and Master Tenant have been named Additional Insureds, of general liability insurance and workers' compensation insurance policies, and such other insurance as is commercially reasonable and as may be applicable, prior to beginning any construction on the Subleased Premises.

5.2 Repairs, Maintenance and Security of the Subleased Premises.

At all times during the term of this Sublease, and at its sole cost and expense, the Sub-Tenant and Members will keep and maintain the Subleased Premises and improvements placed therein and thereon in a good state of repair and condition, use all reasonable precautions to prevent waste, damage or injury to the Subleased Premises and all improvements, and be

responsible for all repairs, maintenance and security of the Subleased Premises and all improvements.

5.3 Aircraft Maintenance and Repairs by Transient Operator.

In the event that Sub-Tenant or any Member desires any aviation services to be performed, including, but not limited to, maintenance or repairs on any aircraft based or located on or in the Subleased Premises, which services are to be provided by a company or person that does not lease real estate at the Airport (such as for example, a "Transient Aviation Services Operator") as such term is defined in the Airport's Rules and Regulations, Sub-Tenant or Member (whomever is retaining such services) shall comply with all requirements of the Airport's Rules and Regulations with respect to said services being provided by any transient operator. Sub-Tenant or Member (whomever is retaining such services) shall require such transient operator to supply the Airport with any certification, insurance, or other information as the Airport may require and to obtain a permit from the Airport Manager prior to services being performed as well as to pay any fees as required by the Airport's Rules and Regulations. In the event a transient operator fails to perform the aviation services consistent with the Airport's requirements and/or Sub-Tenant permits a transient operator to do so, the Airport may deny access to the transient operator or Member until all such requirements are met.

5.4 Avoid Unreasonable Disturbance.

Without limiting Sub-Tenant and Member's aeronautical activities or use of the Subleased Premises for the purposes intended under Article 2 herein, the Sub-Tenant shall use the Subleased Premises in a manner so as not to unreasonably annoy, disturb or be offensive to others at the Airport or to residents abutting the Airport.

5.5 Compliance with Laws and Rules.

Sub-Tenant and Members shall comply with all federal, state and/or local laws, ordinances and regulations including, but not limited to, those of the Federal Aviation Administration ("FAA"), the United States Department of Transportation, the United States Department of Homeland Security, the United States Environmental Protection Agency, the New Hampshire Department of Transportation and the New Hampshire Department of Environmental Services with respect to the use and occupancy of the Subleased Premises and will hold harmless, indemnify, and defend the City, Master Tenant and their respective officers, employees or agents for any damage, penalty or charge imposed or incurred for the violation of any laws, ordinances or regulations, whether occasioned by the Sub-Tenant or Member, its agents, contractors, employees, invitees, sublessees or assigns.

Sub-Tenant and Members shall keep in effect and post in a prominent location all necessary and/or required licenses or permits. Sub-Tenant or Member shall pay to the City and/or Master Tenant an amount equal for all fines levied by any governmental entity or agency against the City and/or Master Tenant for any breach of governmental requirements by the Sub-Tenant or Member within fifteen (15) days of the levy.

Sub-Tenant and Members shall also comply with the Airport's Rules and Regulations (which address aeronautical, commercial and other operational matters at the Airport), as adopted by the City and as amended, including but not limited to the payment of all fees or charges required therein. The Airport's Rules and Regulations, including any terms defined therein, are made a part of this Sublease by reference and incorporated into this Sublease as if fully set forth herein. In the event of a conflict between the Airport's Rules and Regulations and this Sublease, the provision that establishes the more stringent standard, limitation or requirement shall control. All fees or charges set forth in the Airport's Rules and Regulations, and their payment, shall be in addition to the payments otherwise due under this Sublease.

5.6 Personal Property.

The personal property of the Sub-Tenant and Members located on the Subleased Premises shall remain the property of the Sub-Tenant or Member while this Sublease is in effect. If Sub-Tenant or Member fails to remove its personal property from the Subleased Premises as set forth in Article 3.1, Sub-Tenant and/or Member's personal property will be considered abandoned and the City and or Master Tenant may dispose all personal property as it sees fit without any liability for doing so.

5.7 Vehicles.

The use, storage and parking of all motor vehicles on the Subleased Premises shall be subject to applicable Airport's Rules and Regulations as may be amended from time to time and such storage and use shall in no way inhibit operation and movement of aircraft on Subleased Premises or public ramps.

5.8 Lighting.

Any lighting of the Subleased Premises by Sub-Tenant or Member shall first be approved by Sub-Tenant, then by Master Tenant followed by approval by the Airport Manager. Sub-Tenant further agrees to maintain, replace, repair or remove, as necessary, this illumination for the duration of the Sublease. Such lighting shall not interfere with aircraft operations or unreasonably disturb others at or near the Airport. In addition to the approvals of the Sub-Tenant, Master Tenant and Airport Manager additional approvals may be required by local, state or federal ordinances or laws, including, but not limited to, the Lebanon code office and its zoning and planning boards or departments. Such additional approvals required are beyond the control of the Airport Manager.

5.9 INTENTIONALLY OMITTED

5.10 Airport Obstructions and Antennas.

Sub-Tenant and Members shall not erect, construct or build any structure on the Subleased Premises which may limit the use of the aerial approaches of the Airport, limit the usefulness of the Airport or otherwise constitute a hazard to aircraft.

Sub-Tenant and Members shall not install, erect, or place any antennas or the structures for any antennas without the prior written approval of the Airport Manager, which approval shall

not be unreasonably withheld. The approval by the Airport Manager is required in addition to approvals required by any other official, agency, department or board under local, state and federal ordinances or law including, but not limited to, the Lebanon code office and its zoning and planning boards or departments. Such additional approvals are required and beyond the control of the Airport Manager.

5.11 Utilities.

Master Tenant is responsible for supplying electricity to all Condominium Units with the exception of Condominium Unit 9A in Building 1 and unit 9 in Building 2. Sub-Tenant is responsible for providing all other utilities. The Member who owns Condominium Unit 9A in Building 1 shall be responsible for all costs associated with water and sewer usage.

5.12 Liability Insurance.

(a) Sub-Tenant will obtain and maintain continuously in effect at all times during the term of this Sublease, at its sole expense, all insurance coverages required by the Airport Rules and Regulations and any Operating Agreement with the City and all such insurance policies (except workers' compensation coverage) shall (1) name Master Tenant and the City as an Additional Insureds by endorsement; (2) be purchased from an insurance company(ies) qualified to do business in the State of New Hampshire with a financial rating of A- or better in "Best's Insurance Guide"; and (c) also provide primary non-contributory coverage. In no case shall the coverages be less than the following:

- (1) General Liability and Property Damage with limits of \$1 Million;
- (2) Hangarkeepers Legal Liability with limits of \$5,000,000 per occurrence (\$1,000,000 per aircraft);
- (3) Workers' Compensation as required by the State of New Hampshire (City and Master Tenant are not required to be named Additional Insureds by endorsement);
- (4) Automobile liability with limits of \$500,000, per occurrence; and
- (5) Environmental Pollution Liability Legal Liability, at a minimum limit not less than \$1 Million per occurrence and annual aggregate providing coverage for damages against, but not limited to, third-party liability, clean up, corrective action including assessment, remediation and defense costs.

(b) Members shall maintain insurance coverages required by the Airport Rules and Regulations and any Operating Agreement with the City and all such insurance policies shall: (1) name Master Tenant and the City as an Additional Insured by endorsement; (2) be purchased from an insurance company qualified to do business in the State of New Hampshire with a financial rating of A- or better in "Best's Insurance Guide"; and (3) also provide primary non-contributory coverage. In no case shall the coverage be less than \$1 Million general liability and property damage insurance and aircraft hull insurance covering the value of the aircraft.

5.13.A Certification and the City and Master Tenant as Additional Insureds.

Upon request, the Sub-Tenant and Members shall provide the Airport Manager and/or Master Tenant with an opportunity to review the above policies. Certificates of insurance for the same policies and copies of all endorsements that name the City and the Master Tenant as Additional Insureds shall be provided to the City and the Master Tenant respectively. Sub-Tenant and Members shall ensure the Airport Manager and Master Tenant receives thirty (30) days prior written notice of any material change or cancellation to any policy (including, but not limited to, a change in the insurer). Ten (10) days prior written notice may be given to Airport Manager and Master Tenant in the event of cancellation for non-payment.

5.13.B Review of Coverage Limits.

The types of insurance and limits of liability coverage as set forth herein shall be periodically reviewed by the City and/or Master Tenant and adjustments made by the City and/or Master Tenant so as to provide insurance coverage in keeping with increases in the Consumer Price Index or with what the City and/or Master Tenant deems to be prudent and reasonable.

5.14 Indemnification.

The Sub-Tenant and Members shall indemnify, defend and hold harmless (collectively, "indemnify") the City and the Master Tenant, and their respective officers, agents or employees, from and against all claims, losses, costs, damages, actions, liabilities or expenses of any sort or nature, including legal fees and court costs or any claim for workers' compensation costs or benefits resulting from injury of any kind or death of any person arising out of Sub-Tenant and/or Members use and occupancy of the Subleased Premises and/or caused any acts of negligence, failure, fault or breach of the Sub-Tenant or Members, their agents contractors, employees, invitees, sublessees or assigns. The Sub-Tenant's obligation to indemnify as provided herein shall survive the expiration or termination of this Sublease. The foregoing shall not apply to any loss, cost, damage or liability or expense arising from the sole negligence of the City, Master Tenant, or any of their respective officers, agents, or employees.

5.15 Environmental Indemnification.

The Sub-Tenant and Members shall indemnify, defend and hold harmless (collectively "indemnify") the City, the Master Tenant and their respective officers, agents and/or employees, from and against all claims, losses, costs, damages, actions, liabilities or expenses of any sort or nature, including legal fees and court costs or any claim for workers' compensation costs or benefits resulting from injury of any kind or death of any person performing services under this Sublease, that the City, Master Tenant and/or their respective officers, agents, or employees may incur or be put to remedy as a result of the presence, use, storage, removal, or disposal of, or a claim asserting the presence, use, storage, removal or disposal of, any Hazardous Materials at, in or on the Airport, the Subleased Premises or any improvements therein or thereon, or at in, or on any off-site location outside of the boundaries of the Subleased Premises caused by or resulting from the conduct or operations of the Sub-Tenant or Member (including that of its agents, contractors, employees, invitees, sublessees or assigns, pursuant to this Sublease). The Sub-Tenant's obligation to indemnify as provided herein shall survive the expiration or termination of this Sublease. The foregoing shall not apply to any loss, cost, damage or liability

or expense arising from the sole negligence of the City, Master Tenant, or any of their respective officers, agents, or employees.

5.16 Sub-Tenant Responsibility for Sub-Tenant's Property and For Persons Using Subleased Premises.

Sub-Tenant and Members shall be solely responsible to maintain a reasonably safe environment for the safety and security of persons at, in or on the Subleased Premises or any improvements therein or thereon and accepts the sole risk of damage or loss related to all real or personal property of every kind at in or on the Subleased Premises. The City and Master Tenant shall not be liable to the Sub-Tenant, Members, their respective agents, employees, invitees, successors or assigns or to any other person for any injury, loss, damage, or inconvenience occasioned by any cause whatsoever unless due to the willful or negligent acts or omissions of the City or Master Tenant, their respective agents or employees subject to any and all protections, defenses, immunities or limitations of liabilities available to the City and/or Master Tenant, whether authorized by contract, law, immunities or limitations of liabilities available to the City and/or Master Tenant.

5.17 Operating, Monitoring and Securing Aircraft.

Sub-Tenant and Members agree that they shall each be responsible for the proper operating, monitoring, securing, and storing of all aircraft on the Subleased Premises and in or on the improvements thereon, including, but not limited to, as applicable, setting parking brakes on, placing chocks or tying down all aircraft on the Subleased Premises. Sub-Tenant and Members shall not interfere with the safe ingress and egress of the City, Master Tenant and properly – authorized persons on marked passageways throughout the Airport.

5.18 Inspection by City and Master Tenant.

Sub-Tenant and Members consent and agree, upon reasonable prior notice, to allow City officials, employees or agents and/or the Master Tenant's representatives onto the Subleased Premises, or any portion thereof, during normal business hours, for the purpose of inspecting same to determine compliance with the terms, conditions and requirements of this Sublease.

In the event of an emergency, the City and/or Master Tenant may enter the premises for purposes of taking immediate action as may be required for the protection of persons or property at the Airport without, however, having any obligation to do so.

5.19 Re-delivery.

The Sub-Tenant and Members agree, consistent with Article 3.1 that upon the occurrence of the Expiration or Termination Date of this Sublease, it will quit and surrender the Subleased Premises, leaving the land, as well as improvements located thereon in the event Sub-Tenant or Member elects to transfer the improvements to the Master Tenant, assuming that the Master Tenant will remain a tenant of the Airport, or the City, in situations where the Master Tenant will no longer remain a tenant of the Airport, in reasonably good and clean condition and fit for the use specified in Article 2 of this Sublease, reasonable wear and tear expected. In the event that Sub-Tenant elects to raze and remove all improvements on the Subleased Premises, the land

shall be left in good clean condition and without any Hazardous Materials, waste, or construction and demolition materials remaining on the Subleased Premises. The requirements described in the preceding two sentences shall be performed to the written satisfaction of the Master Tenant (assuming Subleased Premises are surrendered to the Master Tenant) or the Airport Manager (assuming Subleased Premises are surrendered to the City) and in compliance with all local, state and federal laws and regulations. If the Sub-Tenant fails to fully perform its obligation to leave the land in a good clean condition and without any Hazardous Materials, waste, or construction and demolition materials remaining on the Subleased Premises and the City or Master Tenant incurs expense to perform this obligation of Sub-Tenant, Sub-Tenant shall be liable for the City and/or Master Tenant's expenses and Sub-Tenant shall reimburse such expenses within thirty (30) days of the City or Master Tenant presenting an invoice to Sub-Tenant listing such costs. This obligation of Sub-Tenant shall survive the Termination Date or Expiration Date of this Sublease.

Article 6. Covenants of Master Tenant.

6.1 Adhere to the Terms of the Master Lease.

Master Tenant covenants to adhere to the terms of the Master Lease.

6.2 Right of Ingress and Egress.

Master Tenant shall provide Sub-Tenant and Members with the right, in common with others, to ingress and egress from the Subleased Premises for the purpose of accessing the airfield without additional charge to the Sub-Tenant, its agents or invitees, unless required by the Airport's Rules and Regulations as adopted by the City as amended from time to time.

6.3 Quiet Enjoyment.

Notwithstanding any other provision of this Sublease or applicable local, state, or federal laws, in consideration of Member's timely payment of rent and performance of all Sublease terms, covenants, and conditions contained herein, the Sub-Tenant and Members may peaceably and quietly have, hold, occupy, and enjoy the Subleased Premises for the purposes set forth in Article 2 without hindrance from the City or Master Tenant.

6.4 Snow Removal

Master Tenant shall be responsible for snow removal on the Subleased Premises and Airport shall be responsible for the snow removal from public aircraft operating areas. Snow removal shall be as is reasonable and necessary to permit aircraft operations as soon as practicable under the circumstances, as customarily performed at the Airport.

Article 7. Assignments, Mortgages or Subleasing.

The Sub-Tenant and Members shall not assign this Sublease or any portion thereof, without the prior written consent of the Master Tenant and the City, which consent shall not be unreasonably withheld. Neither Sub-Tenant nor Member may lease or sublease any portion of the Subleased Premises or permit the Subleased Premises or any portion thereof, to be occupied by any person, firm or corporation for commercial purposes (as that term is defined in the

Airport's Rules and Regulations.) Notwithstanding the foregoing, the Sub-Tenant and Member shall have the right to sublet portions of the Subleased Premises from time to time for the storage of aircraft, subject to any limitations contained in this Sublease and the Master Lease. Any sublease by the Sub-Tenant or Member shall not exceed the term of this Sublease. Any sublease or assignment by a Member shall require the approval of the Master Tenant.

Article 8. Default.

8.1 Sub-Tenant/Member Default.

A. Sub-Tenant Default: Should the Sub-Tenant be in default of any of the provisions, conditions, covenants or terms contained in this Sublease, the Sub-Tenant shall have thirty (30) days after the date the Sub-Tenant/Member receives written notice from the Master Tenant of said default or within such lesser period of time as may be appropriate to protect the City's interests or to preserve or protect persons or property from harm or liability, to cure said default. Members shall receive notice of Sub-Tenant default and may cure same on behalf of the Sub-Tenant.

In addition to the above circumstances, Master Tenant shall have the right to declare the Sub-Tenant in default in the event Sub-Tenant files a voluntary petition for bankruptcy without a reorganization plan, makes a general or other assignment of its assets for the benefit of creditors, is involuntarily declared or adjudicated as bankrupt or if receiver is appointed for the property or affairs of Sub-Tenant and such receivership is not vacated within thirty (30) days after the appointment of such receiver.

Should the Sub-Tenant or Member fail to cure the default within the time specified above, the Master Tenant may declare the Sublease terminated by written notice to the Sub-Tenant and Members and Master Tenant shall have all rights and remedies available to it in law or in equity resulting from the Sub-Tenant or Member's default. Sub-Tenant shall remain liable for all payments due under this Sublease. Sub-Tenant shall also be liable for the following sums paid by the Master Tenant attributable to Sub-Tenant default within thirty (30) days of receiving the Master Tenant's invoice for said amounts:

- (1) The costs of removing or storing Sub-Tenant's personal or real property, including removal of signs, trade fixtures, furnishings, equipment, buildings, storage tanks and material which Sub-Tenant was permitted to install or maintain under the rights granted herein; and
- (2) Other reasonable and necessary expenses incurred by the Master Tenant, including, but not limited to, its reasonable attorneys' fees and costs incurred in enforcing its remedies.

If Sub-Tenant shall be in default for reason(s) other than nonpayment of rent or other payments due under this Sublease and said default cannot, with due diligence as stated above, be cured within thirty (30) days of being given notice of default as stated above, and if Sub-Tenant also commences to eliminate the cause of such default and to cure such default with diligence and reasonable dispatch, the Master Tenant shall not have the right to declare that the Sublease is terminated by reason of such default.

B. Default of Member. In the event of non-payment of rent or other payments due from a Member under this Sublease, such shall be a default of the Sub-Tenant. In addition to all remedies against the Sub-Tenant, Master Tenant shall be entitled to all remedies at law against Member including, but not limited to, a lien against the Member's hangar. In addition and without waiving any other remedy, Master Tenant may at its option, mail or deliver to the owner this in default a written notice of its intention to take possession of the Member's Condominium Unit. The written notice shall specifically set forth the amount in default and shall specify the date upon which entry onto the premises will be made, which date shall not be less than thirty (30) days from the date of posting or delivery of the notice. Upon expiration of the notice, Master Tenant shall have the right to take immediate possession of the premises without necessity for legal action and to use the premises for its own use or rent the Condominium Unit and upon such rents as Master Tenant determines. Any aircraft in the Condominium Unit and other property located within the Condominium Unit may be removed by Master Tenant for storage and/or to be tied down in the designated tie-down area. Any costs incurred by Master Tenant in such removal and storage shall be added to the monthly service fee obligations of the Member. Member shall have the right to redeem the premises upon payment to Master Tenant of all monthly service fees in default together with all amounts expended or costs incurred as a result of the default of the monthly services fee and interest accruing as a result of the default. During its period of possession, Master Tenant shall not be liable to pay any rent to the Member or abate rent owed by the Member and shall further be under no obligation to rent the premises to a third-party. All rents and profits received by Master Tenant during its term of possession shall become the property of Master Tenant and Master Tenant shall have no obligation to render an accounting to the Member.

During any such period that Master Tenant so takes possession of a Condominium Unit, Master Tenant shall pay to the Lebanon Aircraft Condominium Association all Condominium assessments against the Condominium Unit that Master Tenant is possessing during the period of possession.

8.2 Default by Master Tenant.

Should the Master Tenant be in default of any of the provisions, conditions, covenants and terms contained in this Sublease, the Master Tenant shall have 30 days after receipt of written notice from the Sub-Tenant of said default to cure said default.

If the Master Tenant is in default of any provision of this Sublease and said default cannot, with due diligence, be cured within thirty (30) days after being given notice of default as aforesaid, and the Master Tenant also commences to eliminate the cause of such default and to cure such default with diligence and reasonable dispatch (including obtaining required approvals), the Sub-Tenant shall not have the right to declare that the Sublease is terminated by reason of such default.

8.3 Waiver.

The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a

waiver of any such subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

Article 9. Waiver of Subrogation Rights.

Anything contained in this Sublease to the contrary notwithstanding, and to the extent not prohibited by applicable law, Master Tenant, Sub-Tenant and Member each waive for themselves and their respective insurers any and all rights of recovery, claims, actions or causes of action against the other, its agents, officers and employees, for any loss or damage that may occur to the Subleased Premises, or any improvements thereto, or any personal property, by reason of fire, the elements, or any other cause which could be insured against under the terms of a commercial general liability insurance policy and further covenant that no insurer shall hold any right of subrogation against either Sub-Tenant, Member or Master Tenant.

Article 10. Dispute Resolution

In the event of any controversy between Sub-Tenant and Master Tenant arising out of or relating to the application or interpretation of this Sublease may be settled by the assistance of a neutral party through non-binding mediation and/or binding arbitration. If the parties choose arbitration, the parties shall set forth in writing a submission agreement that agrees on the scope of the issue(s) for the arbitrator to decide and select an arbitrator. In the event the parties are unable to agree on the issue and scope of dispute prior to submission to arbitration, the dispute will be resolved in court. The arbitrator shall adopt appropriate arbitration rules similar to the American Arbitration Association or any other arbitration procedure. The place of arbitration shall be in Lebanon, New Hampshire. The arbitration hearing shall be held within thirty (30) days after the notice of arbitration is delivered by one party to the other party, unless otherwise agreed. In the event the parties are unable to agree on the arbitrator then application may be made to the Grafton County Superior Court under RSA Chapter 542 or the dispute will be resolved in court.

The arbitrator shall have the power solely to construe or apply the terms of the Sublease or to issue an order to cure a violation in order for the parties to implement its terms. New Hampshire law shall not be in anyway, abridged or limited by the Sublease and in the event of any inconsistency, New Hampshire law shall prevail. Moreover, the arbitrator shall have no power to change, amend, add to, subtract from, modify or amend any of the terms or provisions of this Sublease and any errors of law in any award of an arbitrator shall be reviewable in an appeal to court in addition to those issues that are reviewable under RSA Chapter 541. Interest shall be awarded consistent with the terms of this Sublease or as modified by the parties' submission agreement.

To the extent that the parties proceed with mediation or arbitration, the mediator and/or arbitrator's fees shall be shared equally among the parties. Nothing herein is intended to apply to a dispute arising between any Member and the Master Tenant.

Nothing herein relative to arbitration shall diminish or interfere with the right of either party to terminate the Sublease due to the default of the other party or to seek declaratory, injunctive and other relief in court.

Article 11. Right of First Refusal.

As provided for in paragraph 11 of the Second Amendment to Declaration, Neither Sub-Tenant nor Member shall sublease, assign or otherwise transfer a Condominium Unit to a third party without City of Lebanon and Master Tenant being first offered in writing a right of first refusal on the same consideration and terms that the Sub-Tenant or Member is able to realize from a bona fide third party purchaser. This right to purchase shall not apply to any transfer that does not result in a change of beneficial ownership or to mortgage deeds and any foreclosure thereof.

Upon receipt of written notice (by certified mail, return receipt requested) or offer, Master Tenant shall have ten (10) days within which to accept the offer by written notice by certified mail, return receipt requested) to the transferor. Master Tenant's right of first refusal shall be subordinate to any right of first refusal that the City may have in the Condominium Unit.

Failure to exercise this right to purchase or lease as to one sublease, assigning or transfer shall not constitute a release for any subsequent transfers of the same unit and it shall be necessary for the property to be offered to Master Tenant pursuant to these provisions before each and every transfer of a Condominium Unit.

Article 12. Miscellaneous Provisions.

12.1 Choice of Law and Venue.

The provisions of this Sublease shall be governed and construed in accordance with the laws of the State of New Hampshire. Subject to the terms of Article 10, any claims arising out of this Sublease shall be brought in a State or Federal Courts located in New Hampshire.

12.2 Prevailing Party.

If either party brings any proceeding in a court of law seeking interpretation, enforcement, termination, cancellation or rescission of this Sublease, or for damages for the breach thereof, the prevailing party in any such proceeding or appeal thereon shall be entitled to its reasonable attorneys' fees and court and other reasonable costs incurred, to be paid by the losing party as fixed by the court in the same or a separate proceeding.

12.3 Headings and Terms.

The headings used in the various articles of this Sublease have been inserted for convenience and shall not, in any manner, be construed as modifying, amending or in any other way affecting the express terms of the provisions herein.

12.4 Separability.

Each and every covenant and agreement contained in this Sublease shall, for all purposes, be construed to be a separate and independent covenant and agreement, and the breach of any covenant and agreement contained herein by either party shall in no way or manner, discharge or relieve the other party from its obligation to perform each and every covenant and agreement contained herein.

12.5 Severability.

If any term or provision of this Sublease, or the application thereof to any person or circumstance shall, to any extent be judged to be legally invalid and/or unenforceable, the validity and/or enforceability of any other term, clause or provision in this Sublease will not be affected thereby.

12.6 Binding Effect.

This Sublease is not binding upon either party unless approved by the City as required by Article 7. All of the covenants, conditions and obligations herein contained shall be binding upon and inure to the benefit of the respective legal representatives, successors and permitted assigns of the parties hereto to the same extent as if each successor and assign were in such case named as a party to this Sublease.

12.7 Modifications/Entire Agreement.

This Sublease constitutes the entire understanding of the parties hereto with respect to the subject matter hereof, and as of the execution of this Sublease, supersedes all prior or independent agreements between the parties covering the subject matter hereof. No part of it may be changed, altered, amended, modified, limited or extended orally or by agreement between the parties unless such agreement is expressed in writing, approved by the City of Lebanon City Council and signed by the parties hereto.

12.8 Amendments to Sublease.

The parties agree that the Master Tenant may seek review or amendment of this Sublease in order to maintain consistency with or to address existing or anticipated material changes to: (1) aviation industry standards, including those required by the FAA; (2) risk management and loss prevention standards; (3) Airport physical premises or operating conditions, (4) Airport safety or security standards, (5) requirements of law including the Airport's Rules and Regulations; (6) use and occupancy of the Subleased Premises or public portions of the Airport used by others, or (7) the City's modification of the Master Tenant's lease and/or operating agreement.

Master Tenant agrees not to exercise its rights under this provision unless the City has exercised its rights to seek review or amendment of the Master Tenant's lease and/or operating agreement. To the extent that the City exercises its rights, any such required modification that impacts a term of this Sublease shall be applied to the within Sublease and the term will be modified accordingly.

In such circumstances, the Master Tenant shall serve written notice thereof, and the parties shall thereafter negotiate in good faith and seek mutual agreement as to terms. If the parties agree on the modification after discussion, it shall be set forth in writing, promptly signed by both parties in the same manner as this Sublease and attached hereto as an exhibit. Amendments under this Article shall not be made effective less than ninety (90) days after the written notice. Where compliance is not practical within ninety (90) days, upon request Sub-Tenant shall be provided with a commercially reasonable time to achieve compliance.

Where the parties cannot agree to modification, the parties may engage in dispute resolution provided in Article 10 and/or file a Complaint seeking in State or Federal Courts located in New Hampshire.

12.9 Notice.

Any and all notices, demands, or communications required to be given hereunder to the parties of this Sublease shall be in writing sent via email and either hand-delivered or sent by certified to:

If to the Master Tenant, addressed to:

Mr. Jason Archambeault
Mr. Gregory J Soho
Granite Air Center, LLC
58 Airport Rd.
West Lebanon, NH 03784
gsoho@graniteair.com
jarchambeault@graniteair.com

If to the Sub-Tenant, addressed to:

If to Member, at the address specified for each Member in **Attachment 4**.

Sub-Tenant and Members are responsible to provide changed names and addresses for the purposes of Notice. Unless the Master Tenant is informed in writing of a change, the Master Tenant shall send notices as set forth herein.

12.10 No Impact on the Governance of the Lebanon Aircraft Condominium

Nothing herein is intended to impact the governance of the Lebanon Aircraft Condominium or modify the terms or conditions set forth in the Declaration other than to update the terms pertaining to the premises leased to the Lebanon Aircraft Condominium.

IN WITNESS WHEREOF, the parties have executed this Sublease on this _____ day of _____, 2023.

GRANITE AIR CENTER, LLC

By:

Title:

Duly Authorized

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this _____ day of _____, 2023, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument and acknowledged that he executed the same on behalf of Granite Air Center, LLC as _____, being duly authorized to do so for the purposes herein contained.

Before me,

Notary Public

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Lebanon Aircraft Condominium Association

By:

Title:

Duly Authorized

STATE OF NEW HAMPSHIRE
GRAFTON, SS.

On this _____ day of _____, 2023, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed in the foregoing instrument and acknowledged that he executed the same on behalf of _____, as _____, being duly authorized to do so for the purposes herein contained.

Before me,

Notary Public

MEMBER ACKNOWLEDGEMENT

The members of Lebanon Aircraft Condominium Association hereby acknowledge and approve the terms of the within Sublease and agree to abide by the terms set forth herein.

Acknowledged by:

John Jayne
Owner of Unit 1, Building 1

Stephen F. Christy
Owner of Unit 3, Building 1

Brian Gardner
Owner of Unit 2 & 2A, Building 1

Richard O. Bushway
Owner of Unit 4, Building 1

Upper Valley Aero, LLC
Owner of Unit 5, Building 1

Constantine G. Vlahakis
Owner of Unit 6, Building 1

David R. Lenart
Owner of Unit 7, Building 1

The Birds' Nest, LLC
Owner of Unit 9A, Building 1

Robert A. Darnall
Owner of Unit 1, Building 2

Tim Quill
Owner of Unit 5, Building 2

Granite Air Center
Owner of Unit 2 & 2A, Building 2

Marissa Devlin
Owner of Unit 6, Building 2

Klaus Lubbe
Owner of Unit 3, Building 2

Valley Flyers, LLC
Owner of Unit 7, Building 2

Aviation Associates of Hanover, LLC
Owner of Unit 4, Building 2

Henry K. Wakeman, III
Owner of Unit 8, Building 2

Donald H. Wakeman
Owner of Unit 9 & 10, Building 2

Attachment 4

Notice to Members

John Jayne
Unit 1, Building 1
Airport Road
West Lebanon, NH 03766

Brian Gardner
Unit 2, Building 1
Airport Road
West Lebanon, NH 03766

Stephen F. Christy
Unit 3, Building 1
Airport Road
West Lebanon, NH 03766

Richard O. Bushway
Unit 4, Building 1
Airport Road
West Lebanon, NH 03766

Upper Valley Aero. LLC
Unit 5, Building 1
Airport Road
West Lebanon, NH 03766

Constantine G. Vlahakis
Unit 6, Building 1
Airport Road
West Lebanon, NH 03766

David R. Lenart
Unit 7, Building 1
Airport Road
West Lebanon, NH 03766

The Birds' Nest, LLC
Unit 9A, Building 1
Airport Road
West Lebanon, NH 03766

Robert A. Darnall
Unit 1, Building 2
Airport Road
West Lebanon, NH 03766

Granite Air Center, LLC
Unit 2 & 2A, Building 2
Airport Road
West Lebanon, NH 03766

Klaus Lubbe
Unit 3, Building 2
Airport Road
West Lebanon, NH 03766

Aviation Associates of Hanover, LLC
Unit 4, Building 2
Airport Road
West Lebanon, NH 03766

Tim Quill
Unit 5, Building 2
Airport Road
West Lebanon, NH 03766

Marissa Devlin
Unit 6, Building 2
Airport Road
West Lebanon, NH 03766

Valley Flyers, LLC
Unit 7, Building 2
Airport Road
West Lebanon, NH 03766

Henry K. Wakeman, III
Unit 8, Building 2
Airport Road
West Lebanon, NH 03766

Attachment 4 (cont.)

Donald H. Wakeman
Unit 9 & 10, Building 2
Airport Road
West Lebanon, NH 03766

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

10.C – REVIEW AND DISCUSSION OF 2023 1st QUARTER BUDGET REPORTS

BACKGROUND

The attached budget reports present in summary form year-to-date expenditures and revenues activity for the first quarter of 2023.

Please see attached memo from Finance Director Vicki Lee for more information. Ms. Lee will be available during the meeting to answer any questions the Council may have.

ACTION

No action is required. Item is for informational purposes only.

Included in this Section:

1. May 10, 2023 Memo and 1st Quarter 2023 Budget Report from Vicki Lee, Finance Director, and Alesia Williams, Deputy Finance Director



CITY OF LEBANON

FINANCE DEPARTMENT

51 North Park Street
Lebanon, NH 03766

Phone: (603) 448-0682
email: Finance@LebanonNH.gov

To: Mayor and City Council

From: Finance

Date: May 17, 2023

Re: 1st Quarter Financial Report (March 31, 2023)

The following report highlights key points for the City's General Fund operating budget, Solid Waste Disposal Fund, Water Treatment and Distribution Fund, Sewage Collection and Disposal Fund and Municipal Airport Fund. Please don't hesitate to contact us if you have any questions.

GENERAL FUND

Expenditures

The following chart summarizes appropriations, expenditures and amounts encumbered as of March 31st (25% of the fiscal year) by department. For FY 2023, 31.3% of appropriations have been expended or encumbered (obligated for future expenditure) during the quarter.

Not all operating costs are absorbed equally over the course of each year. For example, most debt service payments are due in the 3rd or 4th quarter, and support for local non-profit organizations is typically disbursed in the first month of the fiscal year.

The 31.3% expended and encumbered to date is higher than the past two fiscal years, which had percentages of 28.9% (2022) and 27.2% (2021), respectively, this is due to encumbrances.

QUARTLERY REPORT FOR CITY OF LEBANON

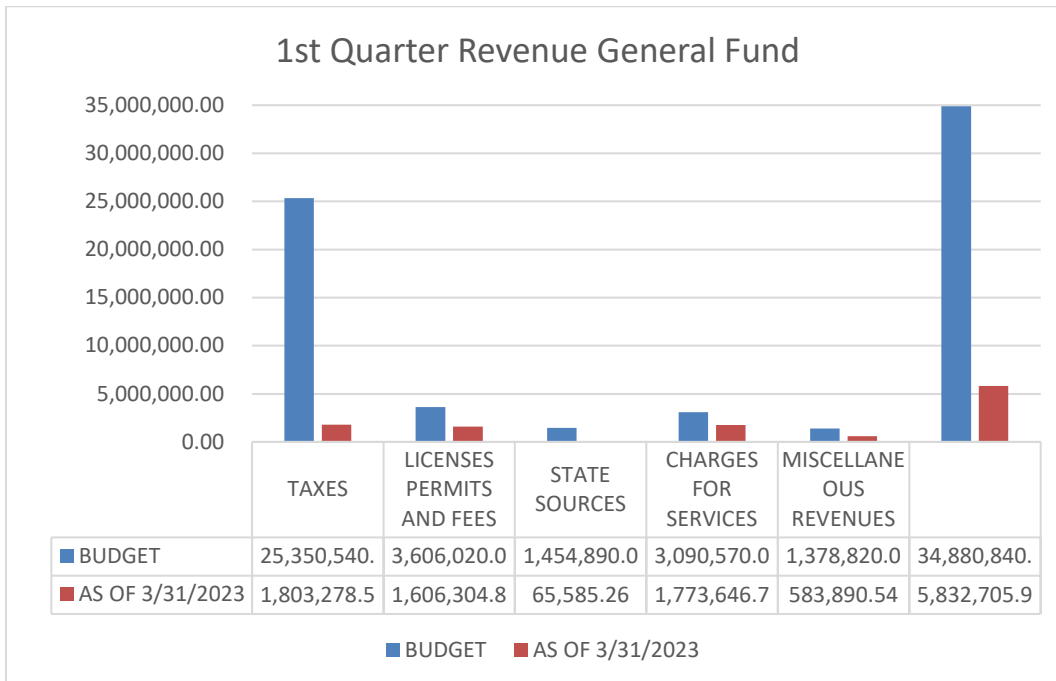
AS OF MARCH 31, 2023

GENERAL FUND		2023 BUDGET	AS OF 3/31/2023	ENCUMBRANCES	YTD AVAILABLE BALANCE	% OF BUDGET USED
	CITY CLERK	\$ 791,990	\$ 194,271	\$ -	\$ 597,719	24.5%
	CITY MANAGER	\$ 1,489,480	\$ 351,862	\$ 23,650	\$ 1,113,968	25.2%
	CYBER SERVICES	\$ 1,904,070	\$ 358,814	\$ 327,547	\$ 1,217,709	36.0%
	FINANCE	\$ 5,670,180	\$ 1,687,311	\$ 175,000	\$ 3,807,869	32.8%
	FIRE	\$ 4,906,550	\$ 1,247,748	\$ 11,775	\$ 3,647,027	25.7%
	HUMAN RESOURCES	\$ 434,400	\$ 84,277	\$ -	\$ 350,123	19.4%
	HUMAN SERVICES	\$ 610,730	\$ 387,660	\$ -	\$ 223,070	63.5%
	LIBRARY	\$ 1,514,740	\$ 377,282	\$ 15,921	\$ 1,121,537	26.0%
	PLANNING	\$ 1,217,330	\$ 281,327	\$ -	\$ 936,003	23.1%
	POLICE	\$ 7,302,660	\$ 1,571,578	\$ 75,013	\$ 5,656,069	22.5%
	PUBLIC WORKS	\$ 5,415,420	\$ 1,260,080	\$ 697,844	\$ 3,457,496	36.2%
	RECREATION ARTS & PARKS	\$ 1,303,040	\$ 234,574	\$ 100,838	\$ 967,627	25.7%
	DEBT SERVICE	\$ 4,803,350	\$ 1,496,055	\$ -	\$ 3,307,295	31.1%
	INTERFUND TRANSFER	\$ 1,096,900	\$ 1,096,900	\$ -	\$ -	100.0%
	TOTALS	\$ 38,460,840	\$ 10,629,740	\$ 1,427,589	\$ 26,403,511	31.3%

Revenues

The following chart summaries amounts budgeted and collected year-to-date by general revenue category. Revenues collected through March 31, 2023, total 16.7% of the amount budgeted for FY 2023, which compares to 14.6% (2022) and 14.6% (2021) in the previous two fiscal years. Highlights for the quarter include:

- Tax bills will be going out in June.
- Motor vehicle registrations are just below the quarterly benchmark at 23.6% collected.
- Building permits are trending well above the quarterly benchmark at 129% collected.
- Ambulance Service revenue is collected just above the quarterly benchmark at 27%.



Other Funds –

- Solid Waste Disposal Fund is responsible for the operation and maintenance of the landfill, recycling facilities and hazardous waste processing.

QUARTLERY REPORT FOR CITY OF LEBANON					
AS OF MARCH 31, 2023					
LANDFILL FUND	2023 BUDGET	AS OF 3/31/2023	ENCUMBRANCES	YTD AVAILABLE BALANCE	% OF BUDGET USED
REVENUE	\$ 4,311,230	\$ 954,200	\$ -	\$ 3,357,030	22.1%
EXPENDITURES	\$ 4,916,230	\$ 2,042,129	\$ 18,917	\$ 2,855,184	41.9%

- Water Treatment and Distribution Fund is responsible for the provision and distribution of clean and safe drinking water, the planning, maintenance and replacement of water treatment facilities, pump stations, water tanks, and the water distribution system.

QUARTLERY REPORT FOR CITY OF LEBANON					
AS OF MARCH 31, 2023					
WATER FUND	2023 BUDGET	AS OF 3/31/2023	ENCUMBRANCES	YTD AVAILABLE BALANCE	% OF BUDGET USED
REVENUE	\$ 4,436,960	\$ 1,335,851	\$ -	\$ 3,101,109	30.1%
EXPENDITURES	\$ 4,436,960	\$ 1,735,511	\$ 293,788	\$ 2,407,661	45.7%

- Sewage Collection and Disposal Fund is responsible for the safe and hygienic collection and treatment of wastewater, and the planning, maintenance and replacement of the wastewater collection system, pump stations and wastewater treatment plant.

QUARTLERY REPORT FOR CITY OF LEBANON					
AS OF MARCH 31, 2023					
SEWER FUND	2023 BUDGET	AS OF 3/31/2023	ENCUMBRANCES	YTD AVAILABLE BALANCE	% OF BUDGET USED
REVENUE	\$ 7,862,020	\$ 1,765,235	\$ -	\$ 6,096,785	22.5%
EXPENDITURES	\$ 7,862,020	\$ 3,366,681	\$ 301,322	\$ 4,194,017	46.7%

- Municipal Airport Fund is responsible for the operation and maintenance of the Lebanon Municipal Airport.

QUARTLERY REPORT FOR CITY OF LEBANON					
AS OF MARCH 31, 2023					
AIRPORT FUND	2023 BUDGET	AS OF 3/31/2023	ENCUMBRANCES	YTD AVAILABLE BALANCE	% OF BUDGET USED
REVENUE	\$ 1,810,620	\$ 201,123	\$ -	\$ 1,609,497	11.1%
EXPENDITURES	\$ 2,035,470	\$ 897,868	\$ 19,650	\$ 1,117,952	45.1%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
GENERAL FUND							
Estimated Revenues							
CITY CLERK							
1100-3220-0010-9090-0000	MOTOR VEHICLE REGISTRATIONS	2,700,000.00	2,700,000.00	638,319.00		2,061,681.00	23.6%
1100-3290-0010-9110-0001	DOG LICENSES	13,500.00	13,500.00	1,159.00		12,341.00	8.6%
1100-3290-0010-9110-0002	BOAT REGISTRATIONS	1,800.00	1,800.00	322.87		1,477.13	17.9%
1100-3290-0010-9110-0003	MISCELLANEOUS CITY CLERK	40,000.00	40,000.00	7,894.00		32,106.00	19.7%
1100-3290-0010-9110-0004	MOTOR VEHICLE TRANSACTION FEES	60,000.00	60,000.00	13,976.00		46,024.00	23.3%
1100-3290-0010-9110-0005	TRANS MANAGEMENT FUND ADMIN FEE	6,800.00	6,800.00	1,578.00		5,222.00	23.2%
1100-3290-0010-9110-0006	LANDFILL PERMIT APPLICATION ADMIN FEE	500.00	500.00	270.00		230.00	54.0%
1100-3509-0010-9570-0060	MV TRANSPORTATION IMPROVEMENT FUND	61,100.00	61,100.00	14,202.00		46,898.00	23.2%
CITY CLERK		2,883,700.00	2,883,700.00	677,720.87	0.00	2,205,979.13	23.5%
FIRE DEPARTMENT							
1100-3290-0010-9110-0011	ANNUAL ALARM FEES-FIRE	85,000.00	85,000.00	0.00		85,000.00	0.0%
1100-3401-0010-9390-0140	AMBULANCE SERVICES: PLAINFIELD	28,000.00	28,000.00	0.00		28,000.00	0.0%
1100-3401-0010-9390-0150	AMBULANCE SERVICES: ENFIELD	87,250.00	87,250.00	0.00		87,250.00	0.0%
1100-3401-0010-9390-0160	AMBULANCE SERVICES	1,000,000.00	1,000,000.00	269,735.56		730,264.44	27.0%
1100-3401-0010-9390-0170	AMBULANCE INTERCEPTS	12,000.00	12,000.00	1,950.00		10,050.00	16.3%
1100-3401-0010-9390-0180	AMBULANCE SERVICES: GRANTHAM	67,680.00	67,680.00	0.00		67,680.00	0.0%
1100-3401-0010-9390-0190	FIRE RECORDS	150.00	150.00	150.00		-	100.0%
1100-3401-0010-9390-0200	FIRE CODE ENFORCEMENT	12,000.00	12,000.00	3,660.00		8,340.00	30.5%
1100-3401-0010-9390-0210	FIRE: MISC REVENUE	2,000.00	2,000.00	518.34		1,481.66	25.9%
1100-3401-0010-9390-0340	DHMC MIH PROGRAM	222,880.00	222,880.00	0.00		222,880.00	0.0%
FIRE DEPARTMENT		1,516,960.00	1,516,960.00	276,013.90	0.00	1,240,946.10	18.2%
PLANNING & DEVELOPMENT							
1100-3230-0010-9100-0000	BUILDING PERMITS	600,000.00	600,000.00	774,080.99		(174,080.99)	129.0%
1100-3401-0010-9390-0020	PLANNING FEES	25,000.00	25,000.00	4,352.40		20,647.60	17.4%
1100-3401-0010-9390-0030	ZONING FEES	7,500.00	7,500.00	1,483.81		6,016.19	19.8%
PLANNING & DEVELOPMENT		632,500.00	632,500.00	779,917.20	0.00	(147,417.20)	123.3%
POLICE							
1100-3290-0010-9110-0009	PISTOL PERMITS	400.00	400.00	40.00		360.00	10.0%
1100-3290-0010-9110-0010	ANNUAL ALARM FEES-POLICE	85,000.00	85,000.00	168,040.00		(83,040.00)	197.7%
1100-3359-0010-9370-0020	DRUG TASK FORCE OFFICER NHDOJ	60,000.00	60,000.00	0.00		60,000.00	0.0%
1100-3379-0010-9380-0010	LEBANON SCHOOL DIST RESOURCE OFFICER	60,000.00	60,000.00	0.00		60,000.00	0.0%
1100-3379-0010-9380-0020	SCHOOL DISTRICT CROSSING GUARDS	1,480.00	1,480.00	0.00		1,480.00	0.0%
1100-3401-0010-9390-0100	POLICE RECORDS	5,000.00	5,000.00	1,273.00		3,727.00	25.5%
1100-3503-0010-9530-0020	NH DEPT CORRECTIONS	1,670.00	1,670.00	416.25		1,253.75	24.9%
1100-3504-0010-9540-0010	CITY CODE/ORDINANCE VIOLATIONS-POLICE	6,000.00	6,000.00	26.79		5,973.21	0.4%
1100-3504-0010-9540-0020	PARKING TICKETS	8,000.00	8,000.00	1,030.00		6,970.00	12.9%
1100-3504-0010-9540-0030	FALSE ALARM FINES	16,000.00	16,000.00	1,100.00		14,900.00	6.9%
POLICE		243,550.00	243,550.00	171,926.04	0.00	71,623.96	70.6%
RECREATION, ARTS & PARKS							
1100-3401-0010-9390-0260	RECREATION PROGRAMS	48,000.00	48,000.00	17,803.78		30,196.22	37.1%
1100-3401-0010-9390-0270	RECREATION DAY CAMP	87,000.00	87,000.00	57,703.95		29,296.05	66.3%
1100-3401-0010-9390-0280	RECREATION POOL	27,500.00	27,500.00	2,447.00		25,053.00	8.9%
1100-3401-0010-9390-0290	RECREATION SKI PROGRAM	1,200.00	1,200.00	75.00		1,125.00	6.3%
1100-3401-0010-9390-0310	MISCELLANEOUS RECREATION	1,200.00	1,200.00	127.00		1,073.00	10.6%
1100-3401-0010-9390-0320	FARMERS' MARKET	10,000.00	10,000.00	7,207.00		2,793.00	72.1%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
RECREATION, ARTS & PARKS		174,900.00	174,900.00	85,363.73	0.00	89,536.27	48.8%
DEPARTMENT OF PUBLIC WORKS							
1100-3290-0010-9110-0008	ROADWAY DEGRADATION FEE	12,000.00	12,000.00	0.00		12,000.00	0.0%
1100-3290-0010-9110-0019	DRIVEWAY PERMITS	500.00	500.00	375.00		125.00	75.0%
1100-3290-0010-9110-0020	FLOODPLAIN PERMITS	250.00	250.00	250.00		-	100.0%
1100-3290-0010-9110-0021	STORMWATER PERMITS	250.00	250.00	0.00		250.00	0.0%
1100-3290-0010-9110-0022	POLE & CONDUIT LICENSE	20.00	20.00	0.00		20.00	0.0%
1100-3353-0010-9320-0010	HIGHWAY BLOCK	327,930.00	327,930.00	65,585.26		262,344.74	20.0%
1100-3401-0010-9390-0060	CEMETERY INCOME/LOTS	40,000.00	40,000.00	7,100.00		32,900.00	17.8%
1100-3401-0010-9390-0220	EXCAVATION PERMITS	3,000.00	3,000.00	400.00		2,600.00	13.3%
1100-3401-0010-9390-0230	ENGINEERING SITE PLAN REVIEWS	5,000.00	5,000.00	682.50		4,317.50	13.7%
1100-3401-0010-9390-0250	MAINTENANCE BILLABLES	2,000.00	2,000.00	767.44		1,232.56	38.4%
DEPARTMENT OF PUBLIC WORKS		390,950.00	390,950.00	75,160.20	0.00	315,789.80	19.2%
NON-DEPARTMENTAL REVENUES							
1100-3110-0010-9000-0000	PROPERTY TAXES REVENUE	23,324,660.00	23,324,660.00	12,560.00		23,312,100.00	0.05%
1100-3110-0010-9001-0000	PROPERTY TAXES OVERLAY	0.00	0.00	(127,505.53)		127,505.53	#DIV/0!
1100-3185-0010-9030-0000	YIELD TAXES	5,000.00	5,000.00	2,291.01		2,708.99	45.8%
1100-3186-0010-9040-0000	LEBANON HOUSING AUTHORITY	40,310.00	40,310.00	0.00		40,310.00	0.0%
1100-3186-0010-9040-0010	MASCOMA HYDRO	3,000.00	3,000.00	11,470.02		(8,470.02)	382.3%
1100-3186-0010-9040-0020	RIVERMILL HYDRO	1,720.00	1,720.00	0.00		1,720.00	0.0%
1100-3186-0010-9040-0030	DHMC	1,866,540.00	1,866,540.00	1,879,317.00		(12,777.00)	100.7%
1100-3186-0010-9040-0040	PARKHURST	10,000.00	10,000.00	0.00		10,000.00	0.0%
1100-3186-0010-9040-0050	SKYHIGH LLC SOLAR	4,310.00	4,310.00	4,959.21		(649.21)	115.1%
1100-3187-0010-9050-0000	EXCAVATION TAX	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-3190-0010-9070-0000	LATE TAX PAYMENTS	90,000.00	90,000.00	20,186.83		69,813.17	22.4%
1100-3352-0010-9310-0010	MEALS & ROOMS TAX	960,000.00	960,000.00	0.00		960,000.00	0.0%
1100-3354-0010-9330-0030	#C-844 CSO WSTWTR/SAG	13,900.00	13,900.00	0.00		13,900.00	0.0%
1100-3354-0010-9330-0050	#C-903 CSO DANA&CRAFT AVE/SAG	16,340.00	16,340.00	0.00		16,340.00	0.0%
1100-3354-0010-9330-0060	#C-924 CSO11-PHASE 1/SAG	14,040.00	14,040.00	0.00		14,040.00	0.0%
1100-3359-0010-9370-0010	RAILROAD TAX	1,200.00	1,200.00	0.00		1,200.00	0.0%
1100-3409-0010-9450-0010	COMPUTER SERVICES	118,160.00	118,160.00	118,160.00		-	100.0%
1100-3409-0010-9450-0020	ADMINISTRATIVE OVERHEAD	1,278,050.00	1,278,050.00	1,278,050.00		-	100.0%
1100-3500-0010-9500-0000	MT SUPPORT RD SPECIAL ASSESSMENT	46,280.00	46,280.00	0.00		46,280.00	0.0%
1100-3501-0010-9510-0010	CITY PROPERTY EX: EQUIPMENT, LAND	0.00	0.00	0.00	4,000.00	(4,000.00)	#DIV/0!
1100-3502-0010-9520-0010	INVESTMENT INCOME/INTEREST	60,000.00	60,000.00	137,257.96		(77,257.96)	228.8%
1100-3503-0010-9530-0010	MASCOMA HYDRO	15,000.00	15,000.00	0.00		15,000.00	0.0%
1100-3503-0010-9530-0100	226 MASCOMA STREET	1,500.00	1,500.00	1,600.00		(100.00)	106.7%
1100-3509-0010-9570-0010	CABLE TV FRANCHISE FEE	150,000.00	150,000.00	0.00		150,000.00	0.0%
1100-3509-0010-9570-0020	MISCELLANEOUS REVENUE	90,300.00	90,300.00	2,431.23		87,868.77	2.7%
1100-3509-0010-9570-0025	MISCELLANEOUS COPY CHARGES	30.00	30.00	1.00		29.00	3.3%
1100-3509-0010-9570-0040	LANDFILL FUND HOST COMMUNITY FEE	550,000.00	550,000.00	142,887.85		407,112.15	26.0%
1100-3509-0010-9570-0050	TRNS FROM SEWER FUND	3,340.00	3,340.00	3,340.00		-	100.0%
1100-3509-0010-9570-0290	DOWNTOWN TIFD FUND	279,600.00	279,600.00	279,597.46		2.54	100.0%
1100-3915-4520-9570-0300	TRANSFER FROM CAPITAL RESERVE	90,000.00	90,000.00	0.00		90,000.00	0.0%
NON-DEPARTMENTAL REVENUES		29,038,280.00	29,038,280.00	3,766,604.04	4,000.00	25,267,675.96	13.0%
TOTAL REVENUES		34,880,840.00	34,880,840.00	5,832,705.98	4,000.00	29,044,134.02	16.7%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
Appropriations							
CITY CLERK							
1100-4140-0000-1100-0000	FULL TIME WAGES	430,580.00	430,580.00	105,307.73		325,272.27	24.5%
1100-4140-0000-1200-0000	TEMPORARY PT WAGES	46,000.00	46,000.00	6,986.05		39,013.95	15.2%
1100-4140-0000-1300-0000	OVERTIME WAGES	10,000.00	10,000.00	3,856.21		6,143.79	38.6%
1100-4140-0000-2150-0000	LIFE & DISABILITY INSURANCE	5,500.00	5,500.00	870.60		4,629.40	15.8%
1100-4140-0000-2200-0000	FICA & MEDICARE TAXES	37,230.00	37,230.00	8,591.85		28,638.15	23.1%
1100-4140-0000-2301-0000	RETIREMENT: MUNICIPAL	60,560.00	60,560.00	15,211.93		45,348.07	25.1%
1100-4140-0000-2450-0000	TRAINING/LICENSES/DUES	8,780.00	8,780.00	3,972.25		4,807.75	45.2%
1100-4140-0000-2600-0000	WORKERS' COMPENSATION	840.00	840.00	206.70		633.30	24.6%
1100-4140-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	51,500.00	51,500.00	26,874.80		24,625.20	52.2%
1100-4140-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4140-0000-5000-0000	OTHER PURCHASED SERVICES	67,350.00	67,350.00	550.20		66,799.80	0.8%
1100-4140-0000-5400-0000	ADVERTISING	9,000.00	9,000.00	708.75		8,291.25	7.9%
1100-4140-0000-5800-0000	TRAVEL	13,120.00	13,120.00	1,084.20		12,035.80	8.3%
1100-4140-0000-5875-0000	MILEAGE	1,190.00	1,190.00	0.00		1,190.00	0.0%
1100-4140-0000-6000-0000	OFFICE SUPPLIES	10,000.00	10,000.00	1,891.59		8,108.41	18.9%
1100-4140-0000-6100-0000	GENERAL SUPPLIES	900.00	900.00	968.40		(68.40)	107.6%
1100-4140-0000-6400-0000	REFERENCE PUBLICATIONS	700.00	700.00	489.95		210.05	70.0%
1100-4140-0030-1200-0000	TEMPORARY PT WAGES	6,000.00	6,000.00	7,581.39		(1,581.39)	126.4%
1100-4140-0030-2200-0000	FICA & MEDICARE TAXES	30.00	30.00	40.52		(10.52)	135.1%
1100-4140-0030-2600-0000	WORKERS' COMPENSATION	10.00	10.00	13.29		(3.29)	132.9%
1100-4140-0030-4300-0000	REPAIR/MAINTENANCE SERVICES	1,750.00	1,750.00	1,300.00		450.00	74.3%
1100-4140-0030-5000-0000	OTHER PURCHASED SERVICES	27,250.00	27,250.00	3,556.49		23,693.51	13.1%
1100-4140-0030-5400-0000	ADVERTISING	850.00	850.00	348.96		501.04	41.1%
1100-4140-0030-5500-0000	OUTSIDE DUPLICATION	1,200.00	1,200.00	3,345.50		(2,145.50)	278.8%
1100-4140-0030-6000-0000	OFFICE SUPPLIES	350.00	350.00	513.21		(163.21)	146.6%
1100-4140-0030-6100-0000	GENERAL SUPPLIES	300.00	300.00	0.00		300.00	0.0%
CITY CLERK		791,990.00	791,990.00	194,270.57	0.00	597,719.43	24.5%
CITY MANAGER							
1100-4130-0040-5000-0000	OTHER PURCHASED SERVICES	0.00	0.00	0.00	2,500.00	(2,500.00)	#DIV/0!
1100-4130-0050-1100-0000	FULL TIME WAGES	364,650.00	364,650.00	87,856.76		276,793.24	24.1%
1100-4130-0050-1125-0000	PART TIME WAGES 25-29	0.00	68,560.00	15,074.04		53,485.96	22.0%
1100-4130-0050-1200-0000	TEMPORARY PT WAGES	68,560.00	0.00	0.00		-	#DIV/0!
1100-4130-0050-1300-0000	OVERTIME WAGES	2,000.00	2,000.00	0.00		2,000.00	0.0%
1100-4130-0050-2150-0000	LIFE & DISABILITY INSURANCE	4,650.00	4,650.00	693.54		3,956.46	14.9%
1100-4130-0050-2200-0000	FICA & MEDICARE TAXES	33,300.00	33,300.00	7,948.52		25,351.48	23.9%
1100-4130-0050-2301-0000	RETIREMENT: MUNICIPAL	30,130.00	30,130.00	7,431.67		22,698.33	24.7%
1100-4130-0050-2310-0000	RETIREMENT: ICMA	20,450.00	20,450.00	4,921.02		15,528.98	24.1%
1100-4130-0050-2450-0000	TRAINING/LICENSES/DUES	28,850.00	28,850.00	19,856.00		8,994.00	68.8%
1100-4130-0050-2600-0000	WORKERS' COMPENSATION	750.00	750.00	185.35		564.65	24.7%
1100-4130-0050-5000-0000	OTHER PURCHASED SERVICES	10,000.00	10,000.00	682.00		9,318.00	6.8%
1100-4130-0050-5300-0000	COMMUNICATIONS	2,000.00	2,000.00	453.45		1,546.55	22.7%
1100-4130-0050-5400-0000	ADVERTISING	3,500.00	3,500.00	0.00		3,500.00	0.0%
1100-4130-0050-5500-0000	OUTSIDE DUPLICATION	9,500.00	9,500.00	0.00		9,500.00	0.0%
1100-4130-0050-5800-0000	TRAVEL	4,000.00	4,000.00	(90.98)		4,090.98	-2.3%
1100-4130-0050-5875-0000	MILEAGE	1,000.00	1,000.00	241.56		758.44	24.2%
1100-4130-0050-6000-0000	OFFICE SUPPLIES	3,000.00	3,000.00	71.44		2,928.56	2.4%
1100-4130-0050-6400-0000	REFERENCE PUBLICATIONS	500.00	500.00	325.00		175.00	65.0%
1100-4130-0070-1100-0000	FULL TIME WAGES	102,720.00	102,720.00	25,605.45		77,114.55	24.9%
1100-4130-0070-2150-0000	LIFE & DISABILITY INSURANCE	1,310.00	1,310.00	218.84		1,091.16	16.7%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4130-0070-2200-0000	FICA & MEDICARE TAXES	7,860.00	7,860.00	1,788.97		6,071.03	22.8%
1100-4130-0070-2301-0000	RETIREMENT: MUNICIPAL	14,170.00	14,170.00	3,600.09		10,569.91	25.4%
1100-4130-0070-2450-0000	TRAINING/LICENSES/DUES	2,000.00	2,000.00	200.00		1,800.00	10.0%
1100-4130-0070-2600-0000	WORKERS' COMPENSATION	180.00	180.00	46.13		133.87	25.6%
1100-4130-0070-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	80,700.00	80,700.00	64,114.42		16,585.58	79.4%
1100-4130-0070-5800-0000	TRAVEL	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4130-0070-6000-0000	OFFICE SUPPLIES	500.00	500.00	0.00		500.00	0.0%
1100-4130-0080-5000-0000	OTHER PURCHASED SERVICES	65,000.00	125,000.00	5,063.01	21,150.00	98,786.99	21.0%
1100-4153-0000-3000-0000	LEGAL SERVICES	200,000.00	200,000.00	12,156.00		187,844.00	6.1%
1100-4153-0000-3000-0002	CITY MANAGER	0.00	0.00	9,160.84		(9,160.84)	#DIV/0!
1100-4153-0000-3000-0003	CITY CLERK	0.00	0.00	2,434.12		(2,434.12)	#DIV/0!
1100-4153-0000-3000-0004	CODE ENFORCEMENT	0.00	0.00	837.20		(837.20)	#DIV/0!
1100-4153-0000-3000-0005	PUBLIC WORKS	0.00	0.00	7,299.76		(7,299.76)	#DIV/0!
1100-4153-0000-3000-0006	FINANCE	0.00	0.00	348.92		(348.92)	#DIV/0!
1100-4153-0000-3000-0007	FIRE	0.00	0.00	239.20		(239.20)	#DIV/0!
1100-4153-0000-3000-0008	PLANNING & ZONING	0.00	0.00	1,985.36		(1,985.36)	#DIV/0!
1100-4153-0000-3000-0009	LIBRARY	0.00	0.00	1,015.56		(1,015.56)	#DIV/0!
1100-4153-0000-3000-0012	POLICE	0.00	0.00	697.84		(697.84)	#DIV/0!
1100-4153-0000-3000-0014	PERSONNEL	100,000.00	100,000.00	2,601.18		97,398.82	2.6%
1100-4197-0010-5910-0000	ADVANCE TRANSIT	267,200.00	267,200.00	66,800.00		200,400.00	25.0%
CITY MANAGER		1,429,480.00	1,489,480.00	351,862.26	23,650.00	1,113,967.74	25.2%
CYBER SERVICES							
1100-4150-0080-1100-0000	FULL TIME WAGES	500,500.00	500,500.00	122,875.48		377,624.52	24.6%
1100-4150-0080-1300-0000	OVERTIME WAGES	7,000.00	7,000.00	1,426.40		5,573.60	20.4%
1100-4150-0080-2150-0000	LIFE & DISABILITY INSURANCE	6,390.00	6,390.00	1,032.80		5,357.20	16.2%
1100-4150-0080-2200-0000	FICA & MEDICARE TAXES	38,900.00	38,900.00	9,210.45		29,689.55	23.7%
1100-4150-0080-2301-0000	RETIREMENT: MUNICIPAL	70,010.00	70,010.00	17,476.80		52,533.20	25.0%
1100-4150-0080-2450-0000	TRAINING/LICENSES/DUES	25,700.00	25,700.00	0.00		25,700.00	0.0%
1100-4150-0080-2600-0000	WORKERS' COMPENSATION	870.00	870.00	222.91		647.09	25.6%
1100-4150-0080-3400-0000	TECHNICAL/ENGINEERING SERVICES	50,000.00	50,000.00	9,963.75	41,725.00	(1,688.75)	103.4%
1100-4150-0080-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	253,050.00	253,050.00	52,602.08	165,971.00	34,476.92	86.4%
1100-4150-0080-3420-0000	CYBERSECURITY	312,050.00	312,050.00	81,016.59		231,033.41	26.0%
1100-4150-0080-4300-0000	REPAIR/MAINTENANCE SERVICES	93,660.00	93,660.00	8,209.07	1,054.94	84,395.99	9.9%
1100-4150-0080-4410-0000	RENTAL:LAND/BUILDINGS	33,560.00	33,560.00	10,766.39		22,793.61	32.1%
1100-4150-0080-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	60,770.00	60,770.00	20,256.00		40,514.00	33.3%
1100-4150-0080-5000-0000	OTHER PURCHASED SERVICES	5,000.00	5,000.00	701.01		4,298.99	14.0%
1100-4150-0080-5300-0000	COMMUNICATIONS	7,200.00	7,200.00	2,522.81		4,677.19	35.0%
1100-4150-0080-5335-0000	INFORMATION ACCESS	76,960.00	76,960.00	11,357.90		65,602.10	14.8%
1100-4150-0080-5400-0000	ADVERTISING	600.00	600.00	0.00		600.00	0.0%
1100-4150-0080-5800-0000	TRAVEL	6,000.00	6,000.00	0.00		6,000.00	0.0%
1100-4150-0080-5875-0000	MILEAGE	4,000.00	4,000.00	95.81		3,904.19	2.4%
1100-4150-0080-6000-0000	OFFICE SUPPLIES	3,000.00	3,000.00	75.86		2,924.14	2.5%
1100-4150-0080-6220-0000	ELECTRICITY	4,800.00	4,800.00	617.35		4,182.65	12.9%
1100-4150-0080-6230-0000	BOTTLED GAS	5,500.00	5,500.00	650.40		4,849.60	11.8%
1100-4150-0080-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	138,600.00	138,600.00	1,176.01	29,119.90	108,304.09	21.9%
1100-4150-0080-7510-0000	MACHINERY/EQUIPMENT	150,000.00	150,000.00	0.00	89,676.55	60,323.45	59.8%
1100-4150-0080-7600-0000	SOFTWARE	0.00	0.00	388.00		(388.00)	#DIV/0!
1100-4199-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	17,450.00	17,450.00	1,759.23		15,690.77	10.1%
1100-4199-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	22,000.00	22,000.00	2,657.01		19,342.99	12.1%
1100-4199-0010-6000-0000	OFFICE SUPPLIES	2,000.00	2,000.00	568.49		1,431.51	28.4%
1100-4199-0020-5300-0000	COMMUNICATIONS	8,500.00	8,500.00	1,185.43		7,314.57	13.9%
CYBER SERVICES		1,904,070.00	1,904,070.00	358,814.03	327,547.39	1,217,708.58	36.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
ASSESSING							
1100-4152-0000-1100-0000	FULL TIME WAGES	72,340.00	72,340.00	17,722.40		54,617.60	24.5%
1100-4152-0000-1300-0000	OVERTIME WAGES	5,000.00	5,000.00	102.89		4,897.11	2.1%
1100-4152-0000-2150-0000	LIFE & DISABILITY INSURANCE	930.00	930.00	148.46		781.54	16.0%
1100-4152-0000-2200-0000	FICA & MEDICARE TAXES	5,920.00	5,920.00	1,339.45		4,580.55	22.6%
1100-4152-0000-2301-0000	RETIREMENT: MUNICIPAL	10,680.00	10,680.00	2,506.25		8,173.75	23.5%
1100-4152-0000-2450-0000	TRAINING/LICENSES/DUES	1,030.00	1,030.00	240.00		790.00	23.3%
1100-4152-0000-2600-0000	WORKERS' COMPENSATION	140.00	140.00	32.04		107.96	22.9%
1100-4152-0000-3020-0000	CONSULTANTS	4,000.00	4,000.00	214.80		3,785.20	5.4%
1100-4152-0000-3100-0000	OFFICIAL/ADMINISTRATIVE SERVICES	210,160.00	210,160.00	0.00	175,000.00	35,160.00	83.3%
1100-4152-0000-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	22,540.00	22,540.00	10,975.00		11,565.00	48.7%
1100-4152-0000-5000-0000	OTHER PURCHASED SERVICES	500.00	500.00	57.89		442.11	11.6%
1100-4152-0000-5400-0000	ADVERTISING	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4152-0000-5800-0000	TRAVEL	2,500.00	2,500.00	0.00		2,500.00	0.0%
1100-4152-0000-5875-0000	MILEAGE	500.00	500.00	0.00		500.00	0.0%
1100-4152-0000-6000-0000	OFFICE SUPPLIES	1,000.00	1,000.00	125.21		874.79	12.5%
1100-4152-0000-6400-0000	REFERENCE PUBLICATIONS	6,810.00	6,810.00	0.00		6,810.00	0.0%
1100-4152-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	0.00	122.22		(122.22)	#DIV/0!
ASSESSING		345,050.00	345,050.00	33,586.61	175,000.00	136,463.39	60.5%
FINANCE							
1100-4150-0010-1100-0000	FULL TIME WAGES	486,510.00	486,510.00	107,316.86		379,193.14	22.1%
1100-4150-0010-1120-0000	PART TIME WAGES 20-24	33,670.00	33,670.00	6,970.16		26,699.84	20.7%
1100-4150-0010-1300-0000	OVERTIME WAGES	15,000.00	15,000.00	1,440.97		13,559.03	9.6%
1100-4150-0010-2150-0000	LIFE & DISABILITY INSURANCE	5,840.00	5,840.00	860.75		4,979.25	14.7%
1100-4150-0010-2200-0000	FICA & MEDICARE TAXES	40,950.00	40,950.00	8,363.73		32,586.27	20.4%
1100-4150-0010-2301-0000	RETIREMENT: MUNICIPAL	63,430.00	63,430.00	15,291.38		48,138.62	24.1%
1100-4150-0010-2450-0000	TRAINING/LICENSES/DUES	12,350.00	12,350.00	2,992.50		9,357.50	24.2%
1100-4150-0010-2600-0000	WORKERS' COMPENSATION	920.00	920.00	207.41		712.59	22.5%
1100-4150-0010-3020-0000	CONSULTANTS	5,800.00	5,800.00	0.00		5,800.00	0.0%
1100-4150-0010-3100-0000	OFFICIAL/ADMINISTRATIVE	60,000.00	60,000.00	0.00		60,000.00	0.0%
1100-4150-0010-3400-0000	TECHNICAL/ENGINEERING SERVICES	67,000.00	67,000.00	0.00		67,000.00	0.0%
1100-4150-0010-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	58,140.00	58,140.00	64,135.04		(5,995.04)	110.3%
1100-4150-0010-5000-0000	OTHER PURCHASED SERVICES	20,000.00	20,000.00	387.85		19,612.15	1.9%
1100-4150-0010-5335-0000	INFORMATION ACCESS	2,100.00	2,100.00	360.11		1,739.89	17.1%
1100-4150-0010-5800-0000	TRAVEL	4,510.00	4,510.00	0.00		4,510.00	0.0%
1100-4150-0010-5875-0000	MILEAGE	2,000.00	2,000.00	82.53		1,917.47	4.1%
1100-4150-0010-6000-0000	OFFICE SUPPLIES	5,000.00	5,000.00	670.18		4,329.82	13.4%
1100-4150-0010-6400-0000	REFERENCE PUBLICATIONS	430.00	430.00	65.00		365.00	15.1%
1100-4150-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	4,000.00	4,000.00	260.96		3,739.04	6.5%
1100-4150-0020-1100-0000	FULL TIME WAGES	75,370.00	75,370.00	18,777.22		56,592.78	24.9%
1100-4150-0020-1300-0000	OVERTIME WAGES	5,000.00	5,000.00	880.19		4,119.81	17.6%
1100-4150-0020-2150-0000	LIFE & DISABILITY INSURANCE	970.00	970.00	164.14		805.86	16.9%
1100-4150-0020-2200-0000	FICA & MEDICARE TAXES	6,150.00	6,150.00	1,414.26		4,735.74	23.0%
1100-4150-0020-2301-0000	RETIREMENT: MUNICIPAL	11,100.00	11,100.00	2,763.82		8,336.18	24.9%
1100-4150-0020-2450-0000	TRAINING/LICENSES/DUES	2,500.00	2,500.00	0.00		2,500.00	0.0%
1100-4150-0020-2600-0000	WORKERS' COMPENSATION	150.00	150.00	34.82		115.18	23.2%
1100-4150-0020-5875-0000	MILEAGE	120.00	120.00	0.00		120.00	0.0%
1100-4150-0020-6000-0000	OFFICE SUPPLIES	4,000.00	4,000.00	1,580.22		2,419.78	39.5%
1100-4150-0020-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	2,000.00	2,000.00	15.99		1,984.01	0.8%
1100-4150-0050-3010-0000	AUDIT SERVICES	80,000.00	80,000.00	0.00		80,000.00	0.0%
1100-4155-0020-2100-0000	HEALTH/DENTAL INSURANCE	3,270,300.00	3,270,300.00	729,603.05		2,540,696.95	22.3%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4155-0020-2200-0000	FICA & MEDICARE TAXES	5,000.00	5,000.00	1,033.41		3,966.59	20.7%
1100-4155-0020-2500-0000	UNEMPLOYMENT COMPENSATION	7,200.00	7,200.00	6,274.00		926.00	87.1%
1100-4155-0030-2940-0000	HEALTH SAVINGS ACCOUNT	620,000.00	620,000.00	498,000.00		122,000.00	80.3%
1100-4155-0030-2950-0000	F S A (DEPENDENT CARE ONLY)	36,000.00	36,000.00	33,631.81		2,368.19	93.4%
1100-4155-0040-2200-0000	FICA & MEDICARE TAXES	3,000.00	3,000.00	348.65		2,651.35	11.6%
1100-4155-0040-2301-0000	RETIREMENT: MUNICIPAL	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4155-0040-2302-0000	RETIREMENT:POLICE	0.00	0.00	0.00		-	#DIV/0!
1100-4155-0040-2303-0000	RETIREMENT:FIRE	0.00	0.00	7,496.15		(7,496.15)	#DIV/0!
1100-4155-0040-2600-0000	WORKERS' COMPENSATION	0.00	0.00	1,502.19		(1,502.19)	#DIV/0!
1100-4155-0040-2900-0000	SICK PAYOUT	0.00	0.00	22,991.10		(22,991.10)	#DIV/0!
1100-4196-0000-5200-0000	PROPERTY/LIABILITY	230,000.00	230,000.00	113,223.04		116,776.96	49.2%
1100-4199-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	800.00	800.00	925.00		(125.00)	115.6%
1100-4199-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	600.00	600.00	126.00		474.00	21.0%
1100-4199-0000-5500-0000	PRINT/MAIL SERVICE	18,000.00	18,000.00	3,234.35		14,765.65	18.0%
1100-4199-0000-5600-0000	POSTAGE	23,000.00	23,000.00	0.00		23,000.00	0.0%
1100-4199-0000-5600-0010	OUTSIDE POSTAGE	29,000.00	29,000.00	0.00		29,000.00	0.0%
1100-4199-0000-6000-0000	OFFICE SUPPLIES	1,500.00	1,500.00	0.00		1,500.00	0.0%
1100-4199-0030-5010-0000	SHREDDING	720.00	720.00	300.00		420.00	41.7%
FINANCE		5,325,130.00	5,325,130.00	1,653,724.84	0.00	3,671,405.16	31.1%
FIRE DEPARTMENT							
1100-4220-0010-1100-0000	FULL TIME WAGES	471,220.00	471,220.00	114,421.26		356,798.74	24.3%
1100-4220-0010-1300-0000	OVERTIME WAGES	1,000.00	1,000.00	161.42		838.58	16.1%
1100-4220-0010-2150-0000	LIFE & DISABILITY INSURANCE	6,010.00	6,010.00	991.22		5,018.78	16.5%
1100-4220-0010-2200-0000	FICA & MEDICARE TAXES	11,270.00	11,270.00	2,588.79		8,681.21	23.0%
1100-4220-0010-2301-0000	RETIREMENT: MUNICIPAL	9,880.00	9,880.00	2,489.74		7,390.26	25.2%
1100-4220-0010-2303-0000	RETIREMENT:FIRE	127,670.00	127,670.00	31,958.95		95,711.05	25.0%
1100-4220-0010-2450-0000	TRAINING/LICENSES/DUES	3,800.00	3,800.00	0.00		3,800.00	0.0%
1100-4220-0010-2600-0000	WORKERS' COMPENSATION	25,740.00	25,740.00	6,233.66		19,506.34	24.2%
1100-4220-0010-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	25,000.00	25,000.00	17,707.10		7,292.90	70.8%
1100-4220-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	11,200.00	11,200.00	9,880.07		1,319.93	88.2%
1100-4220-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	1,860.00	1,860.00	428.82		1,431.18	23.1%
1100-4220-0010-5000-0000	OTHER PURCHASED SERVICES	6,000.00	6,000.00	1,787.74		4,212.26	29.8%
1100-4220-0010-5300-0000	COMMUNICATIONS	11,600.00	11,600.00	2,124.57		9,475.43	18.3%
1100-4220-0010-5335-0000	INFORMATION ACCESS	14,400.00	14,400.00	2,466.60		11,933.40	17.1%
1100-4220-0010-6000-0000	OFFICE SUPPLIES	2,000.00	2,000.00	262.47		1,737.53	13.1%
1100-4220-0010-6100-0000	GENERAL SUPPLIES	3,500.00	3,500.00	1,114.60		2,385.40	31.8%
1100-4220-0010-6400-0000	REFERENCE PUBLICATIONS	350.00	350.00	85.00		265.00	24.3%
1100-4220-0020-1100-0000	FULL TIME WAGES	1,855,820.00	1,855,820.00	458,955.92		1,396,864.08	24.7%
1100-4220-0020-1200-0000	TEMPORARY PT WAGES	10,000.00	10,000.00	681.44		9,318.56	6.8%
1100-4220-0020-1300-0000	OVERTIME WAGES	450,000.00	450,000.00	118,708.99		331,291.01	26.4%
1100-4220-0020-2150-0000	LIFE & DISABILITY INSURANCE	24,470.00	24,470.00	3,646.93		20,823.07	14.9%
1100-4220-0020-2200-0000	FICA & MEDICARE TAXES	34,640.00	34,640.00	8,060.75		26,579.25	23.3%
1100-4220-0020-2303-0000	RETIREMENT:FIRE	741,860.00	741,860.00	190,571.68		551,288.32	25.7%
1100-4220-0020-2450-0000	TRAINING/LICENSES/DUES	1,200.00	1,200.00	0.00		1,200.00	0.0%
1100-4220-0020-2600-0000	WORKERS' COMPENSATION	150,370.00	150,370.00	35,376.89		114,993.11	23.5%
1100-4220-0020-2910-0000	UNIFORMS/CLOTHING	22,000.00	22,000.00	4,151.02		17,848.98	18.9%
1100-4220-0020-2911-0000	UNIFORM CLEANING	16,000.00	16,000.00	1,906.55		14,093.45	11.9%
1100-4220-0020-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	20,950.00	20,950.00	5,085.58	11,775.00	4,089.42	80.5%
1100-4220-0020-4300-0000	REPAIR/MAINTENANCE SERVICES	500.00	9,800.00	9,800.03		(0.03)	100.0%
1100-4220-0020-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	300.00	300.00	0.00		300.00	0.0%
1100-4220-0020-5000-0000	OTHER PURCHASED SERVICES	59,800.00	50,500.00	6,211.61		44,288.39	12.3%
1100-4220-0020-5400-0000	ADVERTISING	500.00	500.00	0.00		500.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4220-0020-6100-0000	GENERAL SUPPLIES	52,000.00	52,000.00	16,218.92		35,781.08	31.2%
1100-4220-0020-6260-0000	GASOLINE	10,650.00	10,650.00	1,170.15		9,479.85	11.0%
1100-4220-0020-6265-0000	DIESEL FUEL	44,270.00	44,270.00	6,944.44		37,325.56	15.7%
1100-4220-0030-6100-0000	GENERAL SUPPLIES	8,100.00	8,100.00	19.99		8,080.01	0.2%
1100-4220-0040-1300-0000	OVERTIME WAGES	59,670.00	59,670.00	23,057.18		36,612.82	38.6%
1100-4220-0040-2200-0000	FICA & MEDICARE TAXES	870.00	870.00	323.91		546.09	37.2%
1100-4220-0040-2303-0000	RETIREMENT:FIRE	18,900.00	18,900.00	7,606.57		11,293.43	40.2%
1100-4220-0040-2450-0000	TRAINING/LICENSES/DUES	42,950.00	42,950.00	9,165.54		33,784.46	21.3%
1100-4220-0040-2600-0000	WORKERS' COMPENSATION	3,830.00	3,830.00	1,008.51		2,821.49	26.3%
1100-4220-0040-5800-0000	TRAVEL	3,000.00	3,000.00	2,348.61		651.39	78.3%
1100-4220-0040-5875-0000	MILEAGE	250.00	250.00	0.00		250.00	0.0%
1100-4220-0050-1100-0000	FULL TIME WAGES	74,630.00	74,630.00	18,611.61		56,018.39	24.9%
1100-4220-0050-1300-0000	OVERTIME WAGES	3,500.00	3,500.00	430.69		3,069.31	12.3%
1100-4220-0050-2150-0000	LIFE & DISABILITY INSURANCE	760.00	760.00	164.32		595.68	21.6%
1100-4220-0050-2200-0000	FICA & MEDICARE TAXES	1,140.00	1,140.00	261.60		878.40	22.9%
1100-4220-0050-2303-0000	RETIREMENT:FIRE	24,750.00	24,750.00	6,282.05		18,467.95	25.4%
1100-4220-0050-2600-0000	WORKERS' COMPENSATION	2,180.00	2,180.00	506.46		1,673.54	23.2%
1100-4220-0050-4300-0000	REPAIR/MAINTENANCE SERVICES	6,400.00	6,400.00	7,354.88		(954.88)	114.9%
1100-4220-0050-6100-0000	GENERAL SUPPLIES	11,100.00	11,100.00	1,237.21		9,862.79	11.1%
1100-4220-0060-4300-0000	REPAIR/MAINTENANCE SERVICES	22,000.00	22,000.00	12,688.54		9,311.46	57.7%
1100-4220-0060-6100-0000	GENERAL SUPPLIES	16,000.00	16,000.00	3,457.14		12,542.86	21.6%
1100-4220-0060-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	0.00		1,500.00	0.0%
1100-4220-0070-3050-0000	MEDICAL SERVICES	23,000.00	23,000.00	282.00		22,718.00	1.2%
1100-4220-0080-4110-0000	WATER	4,500.00	4,500.00	737.27		3,762.73	16.4%
1100-4220-0080-4120-0000	SEWER	4,500.00	4,500.00	996.35		3,503.65	22.1%
1100-4220-0080-4300-0000	REPAIR/MAINTENANCE SERVICES	42,580.00	42,580.00	7,931.10		34,648.90	18.6%
1100-4220-0080-6100-0000	GENERAL SUPPLIES	15,000.00	15,000.00	4,291.46		10,708.54	28.6%
1100-4220-0080-6220-0000	ELECTRICITY	38,420.00	38,420.00	9,476.76		28,943.24	24.7%
1100-4220-0080-6230-0000	BOTTLED GAS	19,270.00	19,270.00	8,577.20		10,692.80	44.5%
1100-4220-0080-6240-0000	FUEL OIL	20,160.00	20,160.00	7,081.82		13,078.18	35.1%
1100-4220-0090-1100-0000	FULL TIME WAGES	76,820.00	76,820.00	19,047.60		57,772.40	24.8%
1100-4220-0090-2150-0000	LIFE & DISABILITY INSURANCE	780.00	780.00	169.04		610.96	21.7%
1100-4220-0090-2200-0000	FICA & MEDICARE TAXES	1,120.00	1,120.00	262.42		857.58	23.4%
1100-4220-0090-2303-0000	RETIREMENT:FIRE	24,330.00	24,330.00	6,283.78		18,046.22	25.8%
1100-4220-0090-2450-0000	TRAINING/LICENSES/DUES	4,000.00	4,000.00	0.00		4,000.00	0.0%
1100-4220-0090-2600-0000	WORKERS' COMPENSATION	5,000.00	5,000.00	1,251.40		3,748.60	25.0%
1100-4220-0090-6100-0000	GENERAL SUPPLIES	5,000.00	5,000.00	2,109.18		2,890.82	42.2%
1100-4220-0100-1120-0000	PART TIME WAGES 20-24	79,730.00	79,730.00	20,009.24		59,720.76	25.1%
1100-4220-0100-2200-0000	FICA & MEDICARE TAXES	6,100.00	6,100.00	1,530.71		4,569.29	25.1%
1100-4220-0100-2600-0000	WORKERS' COMPENSATION	3,180.00	3,180.00	794.35		2,385.65	25.0%
1100-4220-0100-5300-0000	COMMUNICATIONS	1,200.00	1,200.00	0.00		1,200.00	0.0%
1100-4220-0100-5875-0000	MILEAGE	1,500.00	1,500.00	198.27		1,301.73	13.2%
1100-4220-0100-6100-0000	GENERAL SUPPLIES	1,000.00	1,000.00	0.00		1,000.00	0.0%
FIRE DEPARTMENT		4,906,550.00	4,906,550.00	1,247,747.67	11,775.00	3,647,027.33	25.7%
HUMAN RESOURCES							
1100-4156-0000-1100-0000	FULL TIME WAGES	266,670.00	266,670.00	47,759.30		218,910.70	17.9%
1100-4156-0000-1125-0000	PART TIME WAGES 25-29	72,080.00	72,080.00	13,474.88		58,605.12	18.7%
1100-4156-0000-1200-0000	TEMPORARY PT WAGES	0.00	0.00	(247.70)		247.70	#DIV/0!
1100-4156-0000-1300-0000	OVERTIME WAGES	1,000.00	1,000.00	140.84		859.16	14.1%
1100-4156-0000-2150-0000	LIFE & DISABILITY INSURANCE	2,630.00	2,630.00	413.12		2,216.88	15.7%
1100-4156-0000-2200-0000	FICA & MEDICARE TAXES	26,010.00	26,010.00	4,786.13		21,223.87	18.4%
1100-4156-0000-2301-0000	RETIREMENT: MUNICIPAL	36,860.00	36,860.00	7,246.12		29,613.88	19.7%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4156-0000-2450-0000	TRAINING/LICENSES/DUES	4,700.00	4,700.00	320.00		4,380.00	6.8%
1100-4156-0000-2600-0000	WORKERS' COMPENSATION	600.00	600.00	138.89		461.11	23.1%
1100-4156-0000-2920-0000	WELLNESS PROGRAM	4,000.00	4,000.00	100.00		3,900.00	2.5%
1100-4156-0000-3100-0000	OFFICIAL/ADMINISTRATIVE	750.00	750.00	19.25		730.75	2.6%
1100-4156-0000-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	9,500.00	9,500.00	8,563.75		936.25	90.1%
1100-4156-0000-5000-0000	OTHER PURCHASED SERVICES	3,000.00	3,000.00	83.25		2,916.75	2.8%
1100-4156-0000-5400-0000	ADVERTISING	2,000.00	2,000.00	954.75		1,045.25	47.7%
1100-4156-0000-5800-0000	TRAVEL	2,000.00	2,000.00	0.00		2,000.00	0.0%
1100-4156-0000-5875-0000	MILEAGE	1,100.00	1,100.00	59.30		1,040.70	5.4%
1100-4156-0000-6000-0000	OFFICE SUPPLIES	1,500.00	1,500.00	465.56		1,034.44	31.0%
HUMAN RESOURCES		434,400.00	434,400.00	84,277.44	0.00	350,122.56	19.4%
HUMAN SERVICES							
1100-4441-0000-1100-0000	FULL TIME WAGES	93,030.00	93,030.00	23,236.68		69,793.32	25.0%
1100-4441-0000-1125-0000	PART TIME WAGES 25-29	42,780.00	42,780.00	11,055.54		31,724.46	25.8%
1100-4441-0000-2150-0000	LIFE & DISABILITY INSURANCE	1,740.00	1,740.00	196.72		1,543.28	11.3%
1100-4441-0000-2200-0000	FICA & MEDICARE TAXES	10,390.00	10,390.00	2,570.96		7,819.04	24.7%
1100-4441-0000-2301-0000	RETIREMENT: MUNICIPAL	12,840.00	12,840.00	3,267.09		9,572.91	25.4%
1100-4441-0000-2450-0000	TRAINING/LICENSES/DUES	1,350.00	1,350.00	15.00		1,335.00	1.1%
1100-4441-0000-2600-0000	WORKERS' COMPENSATION	240.00	240.00	61.74		178.26	25.7%
1100-4441-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	1,100.00	1,100.00	0.00		1,100.00	0.0%
1100-4441-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	1,090.00	1,090.00	617.27		472.73	56.6%
1100-4441-0000-4410-0000	RENTAL:LAND/BUILDINGS	15,700.00	15,700.00	4,434.48		11,265.52	28.2%
1100-4441-0000-5000-0000	OTHER PURCHASED SERVICES	200.00	200.00	0.00		200.00	0.0%
1100-4441-0000-5300-0000	COMMUNICATIONS	900.00	900.00	216.42		683.58	24.0%
1100-4441-0000-5335-0000	INFORMATION ACCESS	1,200.00	1,200.00	275.70		924.30	23.0%
1100-4441-0000-5800-0000	TRAVEL	500.00	500.00	0.00		500.00	0.0%
1100-4441-0000-5875-0000	MILEAGE	500.00	500.00	0.00		500.00	0.0%
1100-4441-0000-6000-0000	OFFICE SUPPLIES	1,650.00	1,650.00	173.52		1,476.48	10.5%
1100-4441-0000-6400-0000	REFERENCE PUBLICATIONS	350.00	350.00	351.00		(1.00)	100.3%
1100-4442-0000-5900-0000	DIRECT ASSISTANCE: OTHER	9,500.00	9,500.00	0.00		9,500.00	0.0%
1100-4442-0000-5901-0010	DIRECT ASSISTANCE:FOOD	2,000.00	2,000.00	0.00		2,000.00	0.0%
1100-4442-0000-5902-0010	DIRECT ASSISTANCE:RENT	105,000.00	105,000.00	55,835.97		49,164.03	53.2%
1100-4442-0000-5903-0010	DIRECT ASSISTANCE:FUEL	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4442-0000-5904-0010	DIRECT ASSISTANCE:MEDICAL	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4442-0000-5905-0010	DIRECT ASSISTANCE:UTILITIES	3,000.00	3,000.00	0.00		3,000.00	0.0%
1100-4445-0000-5901-0000	SENIOR CITIZENS CENTER	63,750.00	63,750.00	63,750.00		-	100.0%
1100-4445-0000-5902-0000	VISITING NURSES ALLIANCE-VT/NH	59,390.00	59,390.00	59,390.00		-	100.0%
1100-4445-0000-5903-0000	HEADREST INC	50,000.00	50,000.00	50,000.00		-	100.0%
1100-4445-0000-5904-0000	LISTEN INC	25,000.00	25,000.00	25,000.00		-	100.0%
1100-4445-0000-5906-0000	WISE	15,000.00	15,000.00	15,000.00		-	100.0%
1100-4445-0000-5907-0000	HIV/HCV RESOURCE CENTER	5,000.00	5,000.00	5,000.00		-	100.0%
1100-4445-0000-5908-0000	WEST CENTRAL BEHAVIORAL HEALTH	18,000.00	18,000.00	18,000.00		-	100.0%
1100-4445-0000-5909-0000	TRI COUNTY CAP INC	0.00	28,600.00	14,282.00		14,318.00	49.9%
1100-4445-0000-5911-0000	GOOD NEIGHBOR HEALTH CLINIC	11,040.00	11,040.00	11,040.00		-	100.0%
1100-4445-0000-5912-0000	UPPER VALLEY HAVEN, INC.	5,000.00	5,000.00	5,000.00		-	100.0%
1100-4445-0000-5913-0000	TWIN PINES HOUSING TRUST	10,890.00	10,890.00	10,890.00		-	100.0%
1100-4445-0000-5917-0000	VALLEY COURT DIVISION COURT DIVERSION PR	8,000.00	8,000.00	8,000.00		-	100.0%
HUMAN SERVICES		582,130.00	610,730.00	387,660.09	0.00	223,069.91	63.5%
PUBLIC LIBRARIES							
1100-4550-0000-1100-0000	FULL TIME WAGES	745,110.00	745,110.00	182,156.22		562,953.78	24.4%
1100-4550-0000-1120-0000	PART TIME WAGES 20-24	53,590.00	53,590.00	341.91		53,248.09	0.6%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4550-0000-1125-0000	PART TIME WAGES 25-29	119,500.00	119,500.00	37,254.49		82,245.51	31.2%
1100-4550-0000-1200-0000	TEMPORARY PT WAGES	84,020.00	84,020.00	21,931.89		62,088.11	26.1%
1100-4550-0000-1300-0000	OVERTIME WAGES	1,000.00	1,000.00	104.49		895.51	10.4%
1100-4550-0000-2150-0000	LIFE & DISABILITY INSURANCE	9,370.00	9,370.00	1,434.98		7,935.02	15.3%
1100-4550-0000-2200-0000	FICA & MEDICARE TAXES	76,690.00	76,690.00	17,990.86		58,699.14	23.5%
1100-4550-0000-2301-0000	RETIREMENT: MUNICIPAL	102,780.00	102,780.00	25,593.94		77,186.06	24.9%
1100-4550-0000-2450-0000	TRAINING/LICENSES/DUES	9,600.00	9,600.00	2,649.24		6,950.76	27.6%
1100-4550-0000-2600-0000	WORKERS' COMPENSATION	3,540.00	3,540.00	872.12		2,667.88	24.6%
1100-4550-0000-3000-0000	LEGAL SERVICES	2,000.00	2,000.00	0.00		2,000.00	0.0%
1100-4550-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	11,030.00	11,030.00	9,000.35		2,029.65	81.6%
1100-4550-0000-4110-0000	WATER	2,000.00	2,000.00	484.37		1,515.63	24.2%
1100-4550-0000-4120-0000	SEWER	1,500.00	1,500.00	408.44		1,091.56	27.2%
1100-4550-0000-4225-0000	LAWN CARE/SNOW PLOWING	20,500.00	20,500.00	3,575.00		16,925.00	17.4%
1100-4550-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	25,500.00	25,500.00	5,740.61	15,921.00	3,838.39	84.9%
1100-4550-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,200.00	3,200.00	877.20		2,322.80	27.4%
1100-4550-0000-5000-0000	OTHER PURCHASED SERVICES	15,900.00	15,900.00	2,170.31		13,729.69	13.6%
1100-4550-0000-5300-0000	COMMUNICATIONS	2,470.00	2,470.00	627.60		1,842.40	25.4%
1100-4550-0000-5335-0000	INFORMATION ACCESS	6,900.00	6,900.00	275.00		6,625.00	4.0%
1100-4550-0000-5400-0000	ADVERTISING	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4550-0000-5800-0000	TRAVEL	17,150.00	17,150.00	1,959.96		15,190.04	11.4%
1100-4550-0000-5875-0000	MILEAGE	1,250.00	1,250.00	210.39		1,039.61	16.8%
1100-4550-0000-6000-0000	OFFICE SUPPLIES	2,500.00	2,500.00	562.83		1,937.17	22.5%
1100-4550-0000-6100-0000	GENERAL SUPPLIES	20,000.00	20,000.00	6,840.30		13,159.70	34.2%
1100-4550-0000-6220-0000	ELECTRICITY	87,910.00	87,910.00	37,321.39		50,588.61	42.5%
1100-4550-0000-6230-0000	BOTTLED GAS	1,230.00	1,230.00	2,928.69		(1,698.69)	238.1%
1100-4550-0000-6240-0000	FUEL OIL	2,500.00	2,500.00	545.29		1,954.71	21.8%
1100-4550-0000-6400-0010	BOOKS/PERIODICALS/AUDIO/VISUAL SUPPLIES	50,000.00	50,000.00	10,291.78		39,708.22	20.6%
1100-4550-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	35,000.00	35,000.00	3,132.25		31,867.75	8.9%
PUBLIC LIBRARIES		1,514,740.00	1,514,740.00	377,281.90	15,921.00	1,121,537.10	26.0%
PLANNING & DEVELOPMENT							
1100-4191-0010-1100-0000	FULL TIME WAGES	381,090.00	381,090.00	93,932.97		287,157.03	24.6%
1100-4191-0010-1300-0000	OVERTIME WAGES	1,000.00	1,000.00	47.04		952.96	4.7%
1100-4191-0010-2150-0000	LIFE & DISABILITY INSURANCE	4,440.00	4,440.00	745.42		3,694.58	16.8%
1100-4191-0010-2200-0000	FICA & MEDICARE TAXES	29,250.00	29,250.00	6,846.07		22,403.93	23.4%
1100-4191-0010-2301-0000	RETIREMENT: MUNICIPAL	52,700.00	52,700.00	13,213.58		39,486.42	25.1%
1100-4191-0010-2450-0000	TRAINING/LICENSES/DUES	8,160.00	8,160.00	2,299.00		5,861.00	28.2%
1100-4191-0010-2600-0000	WORKERS' COMPENSATION	650.00	650.00	169.16		480.84	26.0%
1100-4191-0010-2910-0000	UNIFORMS/CLOTHING	200.00	200.00	200.00		-	100.0%
1100-4191-0010-3020-0000	CONSULTANTS	55,000.00	55,000.00	0.00		55,000.00	0.0%
1100-4191-0010-5000-0000	OTHER PURCHASED SERVICES	2,000.00	2,000.00	19.99		1,980.01	1.0%
1100-4191-0010-5335-0000	INFORMATION ACCESS	2,000.00	2,000.00	360.09		1,639.91	18.0%
1100-4191-0010-5400-0000	ADVERTISING	6,000.00	6,000.00	972.67		5,027.33	16.2%
1100-4191-0010-5800-0000	TRAVEL	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4191-0010-5875-0000	MILEAGE	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4191-0010-6000-0000	OFFICE SUPPLIES	2,000.00	2,000.00	(319.66)		2,319.66	-16.0%
1100-4191-0010-6400-0000	REFERENCE PUBLICATIONS	1,900.00	1,900.00	104.00		1,796.00	5.5%
1100-4191-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	3,000.00	3,000.00	82.77		2,917.23	2.8%
1100-4191-0020-1100-0000	FULL TIME WAGES	100,810.00	100,810.00	25,012.65		75,797.35	24.8%
1100-4191-0020-2150-0000	LIFE & DISABILITY INSURANCE	1,020.00	1,020.00	183.84		836.16	18.0%
1100-4191-0020-2200-0000	FICA & MEDICARE TAXES	7,730.00	7,730.00	1,856.02		5,873.98	24.0%
1100-4191-0020-2301-0000	RETIREMENT: MUNICIPAL	13,910.00	13,910.00	3,516.76		10,393.24	25.3%
1100-4191-0020-2450-0000	TRAINING/LICENSES/DUES	1,780.00	1,780.00	1,790.00		(10.00)	100.6%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4191-0020-2600-0000	WORKERS' COMPENSATION	180.00	180.00	45.02		134.98	25.0%
1100-4191-0020-2910-0000	UNIFORMS/CLOTHING	200.00	200.00	200.00		-	100.0%
1100-4191-0020-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	15,000.00	15,000.00	11,750.00		3,250.00	78.3%
1100-4191-0020-6400-0000	REFERENCE PUBLICATIONS	0.00	0.00	0.00		-	#DIV/0!
1100-4197-0000-3300-0000	OTHER PROFESSIONAL SERVICES/DUES	27,050.00	27,050.00	0.00		27,050.00	0.0%
1100-4240-0000-1100-0000	FULL TIME WAGES	373,570.00	373,570.00	91,982.81		281,587.19	24.6%
1100-4240-0000-1300-0000	OVERTIME WAGES	2,000.00	2,000.00	11.98		1,988.02	0.6%
1100-4240-0000-2150-0000	LIFE & DISABILITY INSURANCE	4,150.00	4,150.00	665.18		3,484.82	16.0%
1100-4240-0000-2200-0000	FICA & MEDICARE TAXES	28,860.00	28,860.00	6,831.72		22,028.28	23.7%
1100-4240-0000-2301-0000	RETIREMENT: MUNICIPAL	51,890.00	51,890.00	12,934.39		38,955.61	24.9%
1100-4240-0000-2600-0000	WORKERS' COMPENSATION	9,590.00	9,590.00	2,330.94		7,259.06	24.3%
1100-4240-0000-2910-0000	UNIFORMS/CLOTHING	1,650.00	1,650.00	1,650.00		-	100.0%
1100-4240-0000-3400-0000	TECHNICAL/ENGINEERING SERVICES	6,750.00	6,750.00	0.00		6,750.00	0.0%
1100-4240-0000-5800-0000	TRAVEL	500.00	500.00	0.00		500.00	0.0%
1100-4240-0000-5875-0000	MILEAGE	7,190.00	7,190.00	1,892.85		5,297.15	26.3%
1100-4611-0000-1200-0000	TEMPORARY PT WAGES	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4611-0000-2200-0000	FICA & MEDICARE TAXES	390.00	390.00	0.00		390.00	0.0%
1100-4611-0000-2450-0000	TRAINING/LICENSES/DUES	1,200.00	1,200.00	0.00		1,200.00	0.0%
1100-4611-0000-2600-0000	WORKERS' COMPENSATION	130.00	130.00	0.00		130.00	0.0%
1100-4611-0000-5000-0000	OTHER PURCHASED SERVICES	3,150.00	3,150.00	0.00		3,150.00	0.0%
1100-4611-0000-5875-0000	MILEAGE	260.00	260.00	0.00		260.00	0.0%
1100-4611-0000-6100-0000	GENERAL SUPPLIES	980.00	980.00	0.00		980.00	0.0%
1100-4611-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	1,000.00	1,000.00	0.00		1,000.00	0.0%
PLANNING & DEVELOPMENT		1,217,330.00	1,217,330.00	281,327.26	0.00	936,002.74	23.1%
POLICE							
1100-4210-0010-1100-0000	FULL TIME WAGES	428,440.00	428,440.00	105,415.05		323,024.95	24.6%
1100-4210-0010-1300-0000	OVERTIME WAGES	250.00	250.00	67.75		182.25	27.1%
1100-4210-0010-2150-0000	LIFE & DISABILITY INSURANCE	4,780.00	4,780.00	886.70		3,893.30	18.6%
1100-4210-0010-2200-0000	FICA & MEDICARE TAXES	16,820.00	16,820.00	3,895.51		12,924.49	23.2%
1100-4210-0010-2301-0000	RETIREMENT: MUNICIPAL	23,560.00	23,560.00	5,937.91		17,622.09	25.2%
1100-4210-0010-2302-0000	RETIREMENT:POLICE	101,070.00	101,070.00	21,429.20		79,640.80	21.2%
1100-4210-0010-2450-0000	TRAINING/LICENSES/DUES	24,500.00	24,500.00	1,839.00		22,661.00	7.5%
1100-4210-0010-2600-0000	WORKERS' COMPENSATION	4,670.00	4,670.00	1,239.73		3,430.27	26.5%
1100-4210-0010-2910-0000	UNIFORMS/CLOTHING	3,600.00	3,600.00	913.74		2,686.26	25.4%
1100-4210-0010-2911-0000	UNIFORM CLEANING	1,800.00	1,800.00	143.25		1,656.75	8.0%
1100-4210-0010-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	10,000.00	10,000.00	5,630.71		4,369.29	56.3%
1100-4210-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	3,500.00	3,500.00	23.43		3,476.57	0.7%
1100-4210-0010-4410-0000	RENTAL:LAND/BUILDINGS	44,390.00	44,390.00	0.00		44,390.00	0.0%
1100-4210-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	22,500.00	22,500.00	0.00		22,500.00	0.0%
1100-4210-0010-5000-0000	OTHER PURCHASED SERVICES	20,000.00	20,000.00	1,777.83		18,222.17	8.9%
1100-4210-0010-5400-0000	ADVERTISING	1,500.00	1,500.00	0.00		1,500.00	0.0%
1100-4210-0010-5800-0000	TRAVEL	2,500.00	2,500.00	3,767.48		(1,267.48)	150.7%
1100-4210-0010-6260-0000	GASOLINE	8,250.00	8,250.00	780.69		7,469.31	9.5%
1100-4210-0010-6400-0000	REFERENCE PUBLICATIONS	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4210-0020-1100-0000	FULL TIME WAGES	449,100.00	449,100.00	103,426.41		345,673.59	23.0%
1100-4210-0020-1300-0000	OVERTIME WAGES	30,000.00	30,000.00	4,411.30		25,588.70	14.7%
1100-4210-0020-2150-0000	LIFE & DISABILITY INSURANCE	4,540.00	4,540.00	707.24		3,832.76	15.6%
1100-4210-0020-2200-0000	FICA & MEDICARE TAXES	6,950.00	6,950.00	1,522.19		5,427.81	21.9%
1100-4210-0020-2302-0000	RETIREMENT:POLICE	155,790.00	155,790.00	36,535.29		119,254.71	23.5%
1100-4210-0020-2600-0000	WORKERS' COMPENSATION	8,500.00	8,500.00	1,957.03		6,542.97	23.0%
1100-4210-0020-2910-0000	UNIFORMS/CLOTHING	3,000.00	3,000.00	717.39		2,282.61	23.9%
1100-4210-0020-2911-0000	UNIFORM CLEANING	2,500.00	2,500.00	0.00		2,500.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4210-0020-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	1,400.00	1,400.00	0.00		1,400.00	0.0%
1100-4210-0020-4300-0000	REPAIR/MAINTENANCE SERVICES	2,000.00	2,000.00	21.07		1,978.93	1.1%
1100-4210-0020-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	15,460.00	15,460.00	607.11		14,852.89	3.9%
1100-4210-0020-5000-0000	OTHER PURCHASED SERVICES	14,900.00	14,900.00	1,091.62		13,808.38	7.3%
1100-4210-0020-6100-0000	GENERAL SUPPLIES	8,500.00	8,500.00	90.62		8,409.38	1.1%
1100-4210-0020-6260-0000	GASOLINE	9,000.00	9,000.00	1,158.49		7,841.51	12.9%
1100-4210-0030-1100-0000	FULL TIME WAGES	2,204,130.00	2,204,130.00	452,457.95		1,751,672.05	20.5%
1100-4210-0030-1200-0010	PART TIME WAGES CROSSING GUARD	20,580.00	20,580.00	4,968.29		15,611.71	24.1%
1100-4210-0030-1200-0020	PART TIME WAGES SPECIAL POLICE	25,000.00	25,000.00	8,625.88		16,374.12	34.5%
1100-4210-0030-1200-0030	PART TIME WAGES PARKING CONTROL	10,000.00	10,000.00	723.69		9,276.31	7.2%
1100-4210-0030-1300-0000	OVERTIME WAGES	205,000.00	205,000.00	51,340.87		153,659.13	25.0%
1100-4210-0030-2150-0000	LIFE & DISABILITY INSURANCE	22,240.00	22,240.00	3,258.72		18,981.28	14.7%
1100-4210-0030-2200-0000	FICA & MEDICARE TAXES	39,290.00	39,290.00	8,126.74		31,163.26	20.7%
1100-4210-0030-2302-0000	RETIREMENT:POLICE	784,200.00	784,200.00	164,779.90		619,420.10	21.0%
1100-4210-0030-2600-0000	WORKERS' COMPENSATION	42,340.00	42,340.00	9,128.09		33,211.91	21.6%
1100-4210-0030-2910-0000	UNIFORMS/CLOTHING	30,000.00	30,000.00	5,259.12		24,740.88	17.5%
1100-4210-0030-2911-0000	UNIFORM CLEANING	4,500.00	4,500.00	430.75		4,069.25	9.6%
1100-4210-0030-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	3,500.00	3,500.00	0.00		3,500.00	0.0%
1100-4210-0030-3030-0000	RECRUITMENT TESTING	4,500.00	4,500.00	1,570.00		2,930.00	34.9%
1100-4210-0030-3040-0000	VETENARIAN SERVICES	4,000.00	4,000.00	3,566.92		433.08	89.2%
1100-4210-0030-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	2,500.00	2,500.00	26,442.68		(23,942.68)	1057.7%
1100-4210-0030-4300-0000	REPAIR/MAINTENANCE SERVICES	22,000.00	22,000.00	1,113.94		20,886.06	5.1%
1100-4210-0030-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	148,000.00	148,000.00	0.00		148,000.00	0.0%
1100-4210-0030-5000-0000	OTHER PURCHASED SERVICES	4,500.00	4,500.00	91.37		4,408.63	2.0%
1100-4210-0030-5030-0000	ANIMAL SHELTER	5,000.00	5,000.00	5,000.00		-	100.0%
1100-4210-0030-5400-0000	ADVERTISING	3,500.00	3,500.00	0.00		3,500.00	0.0%
1100-4210-0030-6100-0000	GENERAL SUPPLIES	154,000.00	154,000.00	8,308.07	32,279.80	113,412.13	26.4%
1100-4210-0030-6101-0000	TAC SUPPLIES/EQUIPMENT	15,000.00	15,000.00	41.35		14,958.65	0.3%
1100-4210-0030-6102-0000	K9 SUPPLIES	4,000.00	4,000.00	1,451.19		2,548.81	36.3%
1100-4210-0030-6260-0000	GASOLINE	101,510.00	101,510.00	9,193.97		92,316.03	9.1%
1100-4210-0030-6400-0000	REFERENCE PUBLICATIONS	3,000.00	3,000.00	0.00		3,000.00	0.0%
1100-4210-0030-7520-0000	VEHICLES	0.00	0.00	0.00	6,130.00	(6,130.00)	#DIV/0!
1100-4210-0040-1100-0000	FULL TIME WAGES	220,760.00	220,760.00	54,496.26		166,263.74	24.7%
1100-4210-0040-1200-0000	TEMPORARY PT WAGES	12,000.00	12,000.00	1,516.35		10,483.65	12.6%
1100-4210-0040-1300-0000	OVERTIME WAGES	60,000.00	60,000.00	8,038.75		51,961.25	13.4%
1100-4210-0040-2150-0000	LIFE & DISABILITY INSURANCE	2,230.00	2,230.00	370.66		1,859.34	16.6%
1100-4210-0040-2200-0000	FICA & MEDICARE TAXES	5,020.00	5,020.00	998.70		4,021.30	19.9%
1100-4210-0040-2302-0000	RETIREMENT:POLICE	91,450.00	91,450.00	21,186.92		70,263.08	23.2%
1100-4210-0040-2450-0000	TRAINING/LICENSES/DUES	40,000.00	40,000.00	11,194.50		28,805.50	28.0%
1100-4210-0040-2600-0000	WORKERS' COMPENSATION	4,940.00	4,940.00	1,129.23		3,810.77	22.9%
1100-4210-0040-2910-0000	UNIFORMS/CLOTHING	1,100.00	1,100.00	1,100.00		-	100.0%
1100-4210-0040-5000-0000	OTHER PURCHASED SERVICES	3,000.00	3,000.00	348.00		2,652.00	11.6%
1100-4210-0040-5800-0000	TRAVEL	12,000.00	12,000.00	4,745.78		7,254.22	39.5%
1100-4210-0050-1100-0000	FULL TIME WAGES	144,590.00	144,590.00	35,796.84		108,793.16	24.8%
1100-4210-0050-1300-0000	OVERTIME WAGES	7,000.00	7,000.00	425.96		6,574.04	6.1%
1100-4210-0050-2150-0000	LIFE & DISABILITY INSURANCE	1,850.00	1,850.00	302.88		1,547.12	16.4%
1100-4210-0050-2200-0000	FICA & MEDICARE TAXES	11,600.00	11,600.00	2,724.27		8,875.73	23.5%
1100-4210-0050-2301-0000	RETIREMENT: MUNICIPAL	20,910.00	20,910.00	5,092.96		15,817.04	24.4%
1100-4210-0050-2600-0000	WORKERS' COMPENSATION	260.00	260.00	65.01		194.99	25.0%
1100-4210-0050-4300-0000	REPAIR/MAINTENANCE SERVICES	2,100.00	2,100.00	791.60		1,308.40	37.7%
1100-4210-0050-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	3,800.00	3,800.00	828.72		2,971.28	21.8%
1100-4210-0050-5600-0000	POSTAGE	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4210-0050-6000-0000	OFFICE SUPPLIES	10,000.00	10,000.00	2,708.96		7,291.04	27.1%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4210-0060-1300-0000	OVERTIME WAGES	5,000.00	5,000.00	2,582.47		2,417.53	51.6%
1100-4210-0060-2200-0000	FICA & MEDICARE TAXES	80.00	80.00	36.84		43.16	46.1%
1100-4210-0060-2302-0000	RETIREMENT:POLICE	1,630.00	1,630.00	874.95		755.05	53.7%
1100-4210-0060-2600-0000	WORKERS' COMPENSATION	10.00	10.00	31.66		(21.66)	316.6%
1100-4210-0060-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	57,000.00	57,000.00	37,997.48		19,002.52	66.7%
1100-4210-0060-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	1,000.00	1,000.00	27.87		972.13	2.8%
1100-4210-0070-1100-0000	FULL TIME WAGES	53,210.00	53,210.00	13,234.00		39,976.00	24.9%
1100-4210-0070-1300-0000	OVERTIME WAGES	1,500.00	1,500.00	9.54		1,490.46	0.6%
1100-4210-0070-2150-0000	LIFE & DISABILITY INSURANCE	680.00	680.00	119.52		560.48	17.6%
1100-4210-0070-2200-0000	FICA & MEDICARE TAXES	4,200.00	4,200.00	934.30		3,265.70	22.2%
1100-4210-0070-2301-0000	RETIREMENT: MUNICIPAL	7,550.00	7,550.00	1,862.03		5,687.97	24.7%
1100-4210-0070-2600-0000	WORKERS' COMPENSATION	990.00	990.00	243.65		746.35	24.6%
1100-4210-0070-2910-0000	UNIFORMS/CLOTHING	500.00	500.00	0.00		500.00	0.0%
1100-4210-0070-4110-0000	WATER	1,800.00	1,800.00	465.43		1,334.57	25.9%
1100-4210-0070-4225-0000	LAWN CARE/SNOW PLOWING	16,320.00	16,320.00	4,520.00		11,800.00	27.7%
1100-4210-0070-4300-0000	REPAIR/MAINTENANCE SERVICES	37,000.00	37,000.00	5,908.56	36,603.20	(5,511.76)	114.9%
1100-4210-0070-5800-0000	TRAVEL	150.00	150.00	0.00		150.00	0.0%
1100-4210-0070-6100-0000	GENERAL SUPPLIES	9,000.00	9,000.00	2,525.62		6,474.38	28.1%
1100-4210-0070-6220-0000	ELECTRICITY	94,890.00	94,890.00	12,563.06		82,326.94	13.2%
1100-4210-0070-6230-0000	BOTTLED GAS	27,000.00	27,000.00	8,242.36		18,757.64	30.5%
1100-4210-0070-6240-0000	FUEL OIL	2,000.00	2,000.00	0.00		2,000.00	0.0%
1100-4210-0070-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	0.00	1,172.45		(1,172.45)	#DIV/0!
1100-4212-0000-1100-0000	FULL TIME WAGES	602,700.00	602,700.00	138,039.89		464,660.11	22.9%
1100-4212-0000-1200-0000	TEMPORARY PT WAGES	16,000.00	16,000.00	2,153.81		13,846.19	13.5%
1100-4212-0000-1300-0000	OVERTIME WAGES	85,000.00	85,000.00	19,428.64		65,571.36	22.9%
1100-4212-0000-2150-0000	LIFE & DISABILITY INSURANCE	7,410.00	7,410.00	1,060.88		6,349.12	14.3%
1100-4212-0000-2200-0000	FICA & MEDICARE TAXES	53,860.00	53,860.00	12,099.48		41,760.52	22.5%
1100-4212-0000-2301-0000	RETIREMENT: MUNICIPAL	94,860.00	94,860.00	22,801.36		72,058.64	24.0%
1100-4212-0000-2450-0000	TRAINING/LICENSES/DUES	5,250.00	5,250.00	309.00		4,941.00	5.9%
1100-4212-0000-2600-0000	WORKERS' COMPENSATION	1,200.00	1,200.00	275.37		924.63	22.9%
1100-4212-0000-2910-0000	UNIFORMS/CLOTHING	1,800.00	1,800.00	119.49		1,680.51	6.6%
1100-4212-0000-3030-0000	RECRUITMENT TESTING	1,500.00	1,500.00	1,085.00		415.00	72.3%
1100-4212-0000-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	40,000.00	40,000.00	10,325.00		29,675.00	25.8%
1100-4212-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	40,000.00	40,000.00	25,435.00		14,565.00	63.6%
1100-4212-0000-4410-0000	RENTAL:LAND/BUILDINGS	6,800.00	6,800.00	0.00		6,800.00	0.0%
1100-4212-0000-5000-0000	OTHER PURCHASED SERVICES	3,000.00	3,000.00	0.00		3,000.00	0.0%
1100-4212-0000-5300-0000	COMMUNICATIONS	11,000.00	11,000.00	1,400.08		9,599.92	12.7%
1100-4212-0000-5335-0000	INFORMATION ACCESS	49,000.00	49,000.00	17,577.89		31,422.11	35.9%
1100-4212-0000-5600-0000	POSTAGE	100.00	100.00	0.00		100.00	0.0%
1100-4212-0000-5800-0000	TRAVEL	1,500.00	1,500.00	0.00		1,500.00	0.0%
1100-4212-0000-6000-0000	OFFICE SUPPLIES	2,500.00	2,500.00	380.08		2,119.92	15.2%
1100-4212-0000-6100-0000	GENERAL SUPPLIES	4,500.00	4,500.00	0.00		4,500.00	0.0%
1100-4212-0000-6230-0000	BOTTLED GAS	500.00	500.00	0.00		500.00	0.0%
POLICE		7,302,660.00	7,302,660.00	1,571,578.34	75,013.00	5,656,068.66	22.5%
RECREATION, ARTS & PARKS							
1100-4520-0000-1100-0000	FULL TIME WAGES	383,930.00	383,930.00	94,512.52		289,417.48	24.6%
1100-4520-0000-2150-0000	LIFE & DISABILITY INSURANCE	4,900.00	4,900.00	687.56		4,212.44	14.0%
1100-4520-0000-2200-0000	FICA & MEDICARE TAXES	29,420.00	29,420.00	6,981.57		22,438.43	23.7%
1100-4520-0000-2301-0000	RETIREMENT: MUNICIPAL	52,960.00	52,960.00	13,288.38		39,671.62	25.1%
1100-4520-0000-2450-0000	TRAINING/LICENSES/DUES	1,770.00	1,770.00	0.00		1,770.00	0.0%
1100-4520-0000-2600-0000	WORKERS' COMPENSATION	6,860.00	6,860.00	1,638.65		5,221.35	23.9%
1100-4520-0000-2910-0000	UNIFORMS/CLOTHING	600.00	600.00	600.00		-	100.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4520-0000-3410-0000	SOFTWARE: SUPPORT/SERVICE/SUBSCRIPTIONS	5,520.00	5,520.00	5,402.92		117.08	97.9%
1100-4520-0000-5000-0000	OTHER PURCHASED SERVICES	9,050.00	9,050.00	1,600.41		7,449.59	17.7%
1100-4520-0000-5300-0000	COMMUNICATIONS	510.00	510.00	123.15		386.85	24.1%
1100-4520-0000-5400-0000	ADVERTISING	1,100.00	1,100.00	0.00		1,100.00	0.0%
1100-4520-0000-5500-0000	OUTSIDE DUPLICATION	400.00	400.00	0.00		400.00	0.0%
1100-4520-0000-5800-0000	TRAVEL	1,800.00	1,800.00	0.00		1,800.00	0.0%
1100-4520-0000-5875-0000	MILEAGE	200.00	200.00	0.00		200.00	0.0%
1100-4520-0000-6000-0000	OFFICE SUPPLIES	350.00	350.00	0.00		350.00	0.0%
1100-4520-0010-1200-0000	TEMPORARY PT WAGES	15,460.00	15,460.00	413.60		15,046.40	2.7%
1100-4520-0010-1300-0000	OVERTIME WAGES	400.00	400.00	0.00		400.00	0.0%
1100-4520-0010-2200-0000	FICA & MEDICARE TAXES	1,190.00	1,190.00	31.64		1,158.36	2.7%
1100-4520-0010-2450-0000	TRAINING/LICENSES/DUES	950.00	950.00	106.25		843.75	11.2%
1100-4520-0010-2600-0000	WORKERS' COMPENSATION	390.00	390.00	9.96		380.04	2.6%
1100-4520-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	1,700.00	1,700.00	0.00		1,700.00	0.0%
1100-4520-0010-4410-0000	RENTAL:LAND/BUILDINGS	42,510.00	42,510.00	10,550.00		31,960.00	24.8%
1100-4520-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	150.00	150.00	0.00		150.00	0.0%
1100-4520-0010-5000-0000	OTHER PURCHASED SERVICES	36,740.00	36,740.00	4,578.00		32,162.00	12.5%
1100-4520-0010-6100-0000	GENERAL SUPPLIES	7,350.00	7,350.00	2,113.64		5,236.36	28.8%
1100-4520-0010-6100-0030	PLAYGROUND/SPORTS SUPPLIES	9,150.00	9,150.00	0.00		9,150.00	0.0%
1100-4520-0010-6260-0000	GASOLINE	1,030.00	1,030.00	164.26		865.74	15.9%
1100-4520-0010-6265-0000	DIESEL FUEL	0.00	0.00	60.00		(60.00)	#DIV/0!
1100-4520-0020-1200-0000	TEMPORARY PT WAGES	74,380.00	74,380.00	0.00		74,380.00	0.0%
1100-4520-0020-1300-0000	OVERTIME WAGES	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4520-0020-2200-0000	FICA & MEDICARE TAXES	6,080.00	6,080.00	0.00		6,080.00	0.0%
1100-4520-0020-2450-0000	TRAINING/LICENSES/DUES	0.00	0.00	2,007.00		(2,007.00)	#DIV/0!
1100-4520-0020-2600-0000	WORKERS' COMPENSATION	1,980.00	1,980.00	0.00		1,980.00	0.0%
1100-4520-0020-5000-0000	OTHER PURCHASED SERVICES	3,500.00	3,500.00	0.00		3,500.00	0.0%
1100-4520-0020-5000-0020	REC CAMP: FIELD TRIPS	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4520-0020-5000-0030	REC CAMP: TRANSPORTATION	17,000.00	17,000.00	0.00		17,000.00	0.0%
1100-4520-0020-5300-0000	COMMUNICATIONS	120.00	120.00	0.00		120.00	0.0%
1100-4520-0020-5800-0000	TRAVEL	0.00	0.00	0.00		-	#DIV/0!
1100-4520-0020-5875-0000	MILEAGE	100.00	100.00	0.00		100.00	0.0%
1100-4520-0020-6100-0000	GENERAL SUPPLIES	4,800.00	4,800.00	0.00		4,800.00	0.0%
1100-4520-0030-1200-0000	TEMPORARY PT WAGES	81,830.00	81,830.00	0.00		81,830.00	0.0%
1100-4520-0030-1300-0000	OVERTIME WAGES	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4520-0030-2200-0000	FICA & MEDICARE TAXES	6,650.00	6,650.00	0.00		6,650.00	0.0%
1100-4520-0030-2450-0000	TRAINING/LICENSES/DUES	1,730.00	1,730.00	0.00		1,730.00	0.0%
1100-4520-0030-2600-0000	WORKERS' COMPENSATION	1,730.00	1,730.00	0.00		1,730.00	0.0%
1100-4520-0030-2910-0000	UNIFORMS/CLOTHING	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4520-0030-4110-0000	WATER	3,000.00	3,000.00	215.35		2,784.65	7.2%
1100-4520-0030-4120-0000	SEWER	4,500.00	4,500.00	247.45		4,252.55	5.5%
1100-4520-0030-4300-0000	REPAIR/MAINTENANCE SERVICES	23,350.00	23,350.00	0.00		23,350.00	0.0%
1100-4520-0030-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	200.00	200.00	0.00		200.00	0.0%
1100-4520-0030-5300-0000	COMMUNICATIONS	650.00	650.00	54.70		595.30	8.4%
1100-4520-0030-6100-0000	GENERAL SUPPLIES	9,550.00	9,550.00	0.00		9,550.00	0.0%
1100-4520-0030-6220-0000	ELECTRICITY	13,130.00	13,130.00	0.00		13,130.00	0.0%
1100-4520-0030-6230-0000	BOTTLED GAS	1,440.00	1,440.00	0.00		1,440.00	0.0%
1100-4520-0030-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	3,100.00	3,100.00	0.00		3,100.00	0.0%
1100-4520-0040-1200-0000	TEMPORARY PT WAGES	9,860.00	9,860.00	1,103.02		8,756.98	11.2%
1100-4520-0040-2200-0000	FICA & MEDICARE TAXES	760.00	760.00	84.38		675.62	11.1%
1100-4520-0040-2600-0000	WORKERS' COMPENSATION	250.00	250.00	26.58		223.42	10.6%
1100-4520-0040-3210-0000	INSTRUCTIONAL PROGRAMS	7,500.00	7,500.00	0.00		7,500.00	0.0%
1100-4520-0040-5000-0000	OTHER PURCHASED SERVICES	1,530.00	1,530.00	1,371.17		158.83	89.6%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4520-0040-5400-0000	ADVERTISING	50.00	50.00	0.00		50.00	0.0%
1100-4520-0040-6100-0000	GENERAL SUPPLIES	100.00	100.00	0.00		100.00	0.0%
1100-4520-0200-1100-0000	FULL TIME WAGES	68,640.00	68,640.00	17,056.00		51,584.00	24.8%
1100-4520-0200-1200-0000	TEMPORARY PT WAGES	26,580.00	26,580.00	0.00		26,580.00	0.0%
1100-4520-0200-1300-0000	OVERTIME WAGES	1,000.00	1,000.00	295.20		704.80	29.5%
1100-4520-0200-2150-0000	LIFE & DISABILITY INSURANCE	700.00	700.00	116.40		583.60	16.6%
1100-4520-0200-2200-0000	FICA & MEDICARE TAXES	9,460.00	9,460.00	1,327.98		8,132.02	14.0%
1100-4520-0200-2301-0000	RETIREMENT: MUNICIPAL	9,610.00	9,610.00	2,439.60		7,170.40	25.4%
1100-4520-0200-2450-0000	TRAINING/LICENSES/DUES	320.00	320.00	95.00		225.00	29.7%
1100-4520-0200-2600-0000	WORKERS' COMPENSATION	3,140.00	3,140.00	415.78		2,724.22	13.2%
1100-4520-0200-2910-0000	UNIFORMS/CLOTHING	1,000.00	1,000.00	745.00		255.00	74.5%
1100-4520-0200-4110-0000	WATER	600.00	600.00	136.08		463.92	22.7%
1100-4520-0200-4120-0000	SEWER	1,000.00	1,000.00	63.14		936.86	6.3%
1100-4520-0200-4140-0000	LANDFILL: TIPPING FEES	1,400.00	1,400.00	41.82		1,358.18	3.0%
1100-4520-0200-4300-0000	REPAIR/MAINTENANCE SERVICES	71,360.00	71,360.00	1,497.98	13,000.00	56,862.02	20.3%
1100-4520-0200-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	200.00	200.00	0.00		200.00	0.0%
1100-4520-0200-5000-0000	OTHER PURCHASED SERVICES	8,250.00	8,250.00	0.00		8,250.00	0.0%
1100-4520-0200-5335-0000	INFORMATION ACCESS	4,800.00	4,800.00	738.05		4,061.95	15.4%
1100-4520-0200-6100-0000	GENERAL SUPPLIES	16,700.00	16,700.00	1,771.70		14,928.30	10.6%
1100-4520-0200-6220-0000	ELECTRICITY	4,200.00	4,200.00	1,506.31		2,693.69	35.9%
1100-4520-0200-6230-0000	BOTTLED GAS	500.00	500.00	844.32		(344.32)	168.9%
1100-4520-0200-6260-0000	GASOLINE	3,890.00	3,890.00	289.73		3,600.27	7.4%
1100-4520-0200-6265-0000	DIESEL FUEL	700.00	700.00	88.62		611.38	12.7%
1100-4520-0200-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	92,500.00	92,500.00	386.90	87,838.37	4,274.73	95.4%
1100-4583-0000-5000-0000	OTHER PURCHASED SERVICES	12,000.00	12,000.00	12,000.00		-	100.0%
1100-4589-0010-5000-0000	OTHER PURCHASED SERVICES	8,000.00	8,000.00	1,016.70		6,983.30	12.7%
1100-4589-1000-5000-0040	LEBANON OUTING CLUB	40,000.00	40,000.00	40,000.00		-	100.0%
1100-4589-1000-5000-0050	GREATER LEBANON YOUTH HOCKEY ASSOCIATION	3,730.00	3,730.00	3,730.00		-	100.0%
1100-4589-1000-5000-0060	LEBANON YOUTH BASEBALL	1,500.00	1,500.00	0.00		1,500.00	0.0%
RECREATION, ARTS & PARKS		1,303,040.00	1,303,040.00	234,574.47	100,838.37	967,627.16	25.7%
DEPARTMENT OF PUBLIC WORKS							
1100-4194-0000-1100-0000	FULL TIME WAGES	147,370.00	147,370.00	36,426.67		110,943.33	24.7%
1100-4194-0000-1300-0000	OVERTIME WAGES	5,600.00	5,600.00	961.54		4,638.46	17.2%
1100-4194-0000-2150-0000	LIFE & DISABILITY INSURANCE	1,640.00	1,640.00	272.42		1,367.58	16.6%
1100-4194-0000-2200-0000	FICA & MEDICARE TAXES	11,720.00	11,720.00	2,391.28		9,328.72	20.4%
1100-4194-0000-2301-0000	RETIREMENT: MUNICIPAL	21,100.00	21,100.00	4,645.23		16,454.77	22.0%
1100-4194-0000-2450-0000	TRAINING/LICENSES/DUES	2,800.00	2,800.00	467.50		2,332.50	16.7%
1100-4194-0000-2600-0000	WORKERS' COMPENSATION	2,380.00	2,380.00	553.70		1,826.30	23.3%
1100-4194-0000-2910-0000	UNIFORMS/CLOTHING	200.00	200.00	200.00		-	100.0%
1100-4194-0000-5300-0000	COMMUNICATIONS	980.00	980.00	123.15		856.85	12.6%
1100-4194-0000-5400-0000	ADVERTISING	100.00	100.00	0.00		100.00	0.0%
1100-4194-0000-5800-0000	TRAVEL	500.00	500.00	0.00		500.00	0.0%
1100-4194-0000-5875-0000	MILEAGE	100.00	100.00	0.00		100.00	0.0%
1100-4194-0000-6000-0000	OFFICE SUPPLIES	500.00	500.00	0.00		500.00	0.0%
1100-4194-0000-6400-0000	REFERENCE PUBLICATIONS	300.00	300.00	0.00		300.00	0.0%
1100-4194-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	500.00	500.00	0.00		500.00	0.0%
1100-4194-0010-4110-0000	WATER	4,200.00	4,200.00	586.41		3,613.59	14.0%
1100-4194-0010-4120-0000	SEWER	5,400.00	5,400.00	859.33		4,540.67	15.9%
1100-4194-0010-4230-0000	CUSTODIAL SERVICES	7,200.00	7,200.00	725.45		6,474.55	10.1%
1100-4194-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	91,750.00	91,750.00	11,991.86	19,030.50	60,727.64	33.8%
1100-4194-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	1,970.00	1,970.00	529.59		1,440.41	26.9%
1100-4194-0010-5000-0000	OTHER PURCHASED SERVICES	5,000.00	5,000.00	0.00		5,000.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4194-0010-6100-0000	GENERAL SUPPLIES	15,000.00	15,000.00	4,081.35		10,918.65	27.2%
1100-4194-0010-6220-0000	ELECTRICITY	93,440.00	93,440.00	14,989.17		78,450.83	16.0%
1100-4194-0010-6230-0000	BOTTLED GAS	40,820.00	40,820.00	14,607.11		26,212.89	35.8%
1100-4194-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4194-0020-4110-0000	WATER	710.00	710.00	104.79		605.21	14.8%
1100-4194-0020-4120-0000	SEWER	490.00	490.00	29.60		460.40	6.0%
1100-4194-0020-4300-0000	REPAIR/MAINTENANCE SERVICES	14,600.00	14,600.00	0.00	3,232.00	11,368.00	22.1%
1100-4194-0020-6100-0000	GENERAL SUPPLIES	1,100.00	1,100.00	0.00		1,100.00	0.0%
1100-4194-0020-6220-0000	ELECTRICITY	2,180.00	2,180.00	561.74		1,618.26	25.8%
1100-4194-0020-6240-0000	FUEL OIL	5,390.00	5,390.00	2,528.65		2,861.35	46.9%
1100-4194-0030-4110-0000	WATER	240.00	240.00	0.00		240.00	0.0%
1100-4194-0030-4120-0000	SEWER	450.00	450.00	0.00		450.00	0.0%
1100-4194-0030-4300-0000	REPAIR/MAINTENANCE SERVICES	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4194-0030-5000-0000	OTHER PURCHASED SERVICES	500.00	500.00	0.00		500.00	0.0%
1100-4194-0030-5300-0000	COMMUNICATIONS	880.00	880.00	54.69		825.31	6.2%
1100-4194-0030-6100-0000	GENERAL SUPPLIES	500.00	500.00	0.00		500.00	0.0%
1100-4194-0030-6220-0000	ELECTRICITY	1,280.00	1,280.00	668.57		611.43	52.2%
1100-4195-0000-2450-0000	TRAINING/LICENSES/DUES	170.00	170.00	0.00		170.00	0.0%
1100-4195-0000-4110-0000	WATER	440.00	440.00	99.60		340.40	22.6%
1100-4195-0000-4140-0000	LANDFILL: TIPPING FEES	100.00	100.00	0.00		100.00	0.0%
1100-4195-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	92,060.00	92,060.00	35,450.00		56,610.00	38.5%
1100-4195-0000-6100-0000	GENERAL SUPPLIES	7,000.00	7,000.00	1,857.44		5,142.56	26.5%
1100-4195-0000-6220-0000	ELECTRICITY	580.00	580.00	(803.70)		1,383.70	-138.6%
1100-4195-0000-6230-0000	BOTTLED GAS	3,190.00	3,190.00	807.23		2,382.77	25.3%
1100-4195-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	2,500.00	2,500.00	4,599.99		(2,099.99)	184.0%
1100-4195-0000-7600-0000	SOFTWARE	1,480.00	1,480.00	650.00		830.00	43.9%
1100-4311-0000-1100-0000	FULL TIME WAGES	486,370.00	486,370.00	119,807.23		366,562.77	24.6%
1100-4311-0000-1125-0000	PART TIME WAGES 25-29	29,590.00	29,590.00	8,436.37		21,153.63	28.5%
1100-4311-0000-1300-0000	OVERTIME WAGES	300.00	300.00	102.65		197.35	34.2%
1100-4311-0000-2150-0000	LIFE & DISABILITY INSURANCE	4,910.00	4,910.00	949.02		3,960.98	19.3%
1100-4311-0000-2200-0000	FICA & MEDICARE TAXES	39,520.00	39,520.00	9,561.23		29,958.77	24.2%
1100-4311-0000-2301-0000	RETIREMENT: MUNICIPAL	67,130.00	67,130.00	16,859.22		50,270.78	25.1%
1100-4311-0000-2450-0000	TRAINING/LICENSES/DUES	4,200.00	4,200.00	584.00		3,616.00	13.9%
1100-4311-0000-2600-0000	WORKERS' COMPENSATION	4,790.00	4,790.00	1,285.28		3,504.72	26.8%
1100-4311-0000-2910-0000	UNIFORMS/CLOTHING	200.00	200.00	0.00		200.00	0.0%
1100-4311-0000-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	400.00	400.00	200.00		200.00	50.0%
1100-4311-0000-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	5,050.00	5,050.00	250.00		4,800.00	5.0%
1100-4311-0000-4110-0000	WATER	820.00	820.00	170.87		649.13	20.8%
1100-4311-0000-4120-0000	SEWER	540.00	540.00	139.35		400.65	25.8%
1100-4311-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	16,440.00	16,440.00	1,446.72	7,091.00	7,902.28	51.9%
1100-4311-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	7,370.00	7,370.00	1,880.79		5,489.21	25.5%
1100-4311-0000-5000-0000	OTHER PURCHASED SERVICES	12,350.00	12,350.00	578.80		11,771.20	4.7%
1100-4311-0000-5300-0000	COMMUNICATIONS	2,280.00	2,280.00	276.66		2,003.34	12.1%
1100-4311-0000-5335-0000	INFORMATION ACCESS	640.00	640.00	120.03		519.97	18.8%
1100-4311-0000-5400-0000	ADVERTISING	1,000.00	1,000.00	462.30		537.70	46.2%
1100-4311-0000-5800-0000	TRAVEL	750.00	750.00	0.00		750.00	0.0%
1100-4311-0000-5875-0000	MILEAGE	300.00	300.00	32.91		267.09	11.0%
1100-4311-0000-6000-0000	OFFICE SUPPLIES	3,500.00	3,500.00	1,043.17		2,456.83	29.8%
1100-4311-0000-6100-0000	GENERAL SUPPLIES	2,970.00	2,970.00	1,081.75		1,888.25	36.4%
1100-4311-0000-6220-0000	ELECTRICITY	9,430.00	9,430.00	3,384.79		6,045.21	35.9%
1100-4311-0000-6230-0000	BOTTLED GAS	5,380.00	5,380.00	1,837.31		3,542.69	34.2%
1100-4311-0000-6260-0000	GASOLINE	0.00	0.00	16.00		(16.00)	#DIV/0!
1100-4311-0000-6400-0000	REFERENCE PUBLICATIONS	300.00	300.00	351.00		(51.00)	117.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4311-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	100.00	100.00	0.00		100.00	0.0%
1100-4311-0010-1100-0000	FULL TIME WAGES	299,300.00	299,300.00	53,015.30		246,284.70	17.7%
1100-4311-0010-1300-0000	OVERTIME WAGES	3,000.00	3,000.00	0.00		3,000.00	0.0%
1100-4311-0010-2150-0000	LIFE & DISABILITY INSURANCE	3,020.00	3,020.00	356.60		2,663.40	11.8%
1100-4311-0010-2200-0000	FICA & MEDICARE TAXES	23,260.00	23,260.00	3,951.64		19,308.36	17.0%
1100-4311-0010-2301-0000	RETIREMENT: MUNICIPAL	41,710.00	41,710.00	7,453.94		34,256.06	17.9%
1100-4311-0010-2450-0000	TRAINING/LICENSES/DUES	7,700.00	7,700.00	60.00		7,640.00	0.8%
1100-4311-0010-2600-0000	WORKERS' COMPENSATION	1,530.00	1,530.00	272.20		1,257.80	17.8%
1100-4311-0010-2910-0000	UNIFORMS/CLOTHING	1,650.00	1,650.00	1,100.00		550.00	66.7%
1100-4311-0010-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	500.00	500.00	0.00		500.00	0.0%
1100-4311-0010-5000-0000	OTHER PURCHASED SERVICES	7,500.00	7,500.00	750.00		6,750.00	10.0%
1100-4311-0010-5300-0000	COMMUNICATIONS	2,040.00	2,040.00	246.30		1,793.70	12.1%
1100-4311-0010-5335-0000	INFORMATION ACCESS	640.00	640.00	120.03		519.97	18.8%
1100-4311-0010-5800-0000	TRAVEL	1,000.00	1,000.00	0.00		1,000.00	0.0%
1100-4311-0010-5875-0000	MILEAGE	300.00	300.00	0.00		300.00	0.0%
1100-4311-0010-6400-0000	REFERENCE PUBLICATIONS	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4311-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	0.00	0.00	691.94		(691.94)	#DIV/0!
1100-4312-0000-1100-0000	FULL TIME WAGES	1,127,960.00	1,127,960.00	241,513.51		886,446.49	21.4%
1100-4312-0000-1200-0000	TEMPORARY PT WAGES	183,300.00	183,300.00	8,739.55		174,560.45	4.8%
1100-4312-0000-1300-0000	OVERTIME WAGES	140,000.00	140,000.00	111,121.32		28,878.68	79.4%
1100-4312-0000-2150-0000	LIFE & DISABILITY INSURANCE	10,800.00	10,800.00	1,703.43		9,096.57	15.8%
1100-4312-0000-2200-0000	FICA & MEDICARE TAXES	115,390.00	115,390.00	28,065.44		87,324.56	24.3%
1100-4312-0000-2301-0000	RETIREMENT: MUNICIPAL	168,700.00	168,700.00	48,096.34		120,603.66	28.5%
1100-4312-0000-2450-0000	TRAINING/LICENSES/DUES	6,100.00	6,100.00	4,141.46		1,958.54	67.9%
1100-4312-0000-2600-0000	WORKERS' COMPENSATION	52,580.00	52,580.00	10,857.24		41,722.76	20.6%
1100-4312-0000-2910-0000	UNIFORMS/CLOTHING	12,830.00	12,830.00	8,355.00		4,475.00	65.1%
1100-4312-0000-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	2,000.00	2,000.00	757.55		1,242.45	37.9%
1100-4312-0000-4110-0000	WATER	1,300.00	1,300.00	476.75		823.25	36.7%
1100-4312-0000-4120-0000	SEWER	1,500.00	1,500.00	694.65		805.35	46.3%
1100-4312-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	20,600.00	20,600.00	918.00	9,165.00	10,517.00	48.9%
1100-4312-0000-4410-0000	RENTAL:LAND/BUILDINGS	2,300.00	2,300.00	0.00		2,300.00	0.0%
1100-4312-0000-5000-0000	OTHER PURCHASED SERVICES	2,000.00	2,000.00	1,387.40		612.60	69.4%
1100-4312-0000-5300-0000	COMMUNICATIONS	0.00	0.00	109.38		(109.38)	#DIV/0!
1100-4312-0000-5335-0000	INFORMATION ACCESS	4,700.00	4,700.00	2,004.06		2,695.94	42.6%
1100-4312-0000-5400-0000	ADVERTISING	1,500.00	1,500.00	359.37		1,140.63	24.0%
1100-4312-0000-5800-0000	TRAVEL	500.00	500.00	0.00		500.00	0.0%
1100-4312-0000-6000-0000	OFFICE SUPPLIES	750.00	750.00	1,481.14		(731.14)	197.5%
1100-4312-0000-6100-0000	GENERAL SUPPLIES	5,000.00	5,000.00	1,051.12		3,948.88	21.0%
1100-4312-0000-6220-0000	ELECTRICITY	32,710.00	32,710.00	10,863.60		21,846.40	33.2%
1100-4312-0000-6230-0000	BOTTLED GAS	39,550.00	39,550.00	13,893.69		25,656.31	35.1%
1100-4312-0000-6260-0000	GASOLINE	17,200.00	17,200.00	2,084.00		15,116.00	12.1%
1100-4312-0000-6265-0000	DIESEL FUEL	116,500.00	116,500.00	25,897.12		90,602.88	22.2%
1100-4312-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	4,000.00	4,000.00	767.01		3,232.99	19.2%
1100-4312-0000-7510-0000	MACHINERY/EQUIPMENT	83,000.00	83,000.00	0.00		83,000.00	0.0%
1100-4312-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	16,300.00	16,300.00	0.00	2,685.00	13,615.00	16.5%
1100-4312-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	9,000.00	9,000.00	0.00		9,000.00	0.0%
1100-4312-0010-6100-0000	GENERAL SUPPLIES	40,000.00	40,000.00	3,412.69		36,587.31	8.5%
1100-4312-0010-6230-0000	BOTTLED GAS	300.00	300.00	0.00		300.00	0.0%
1100-4312-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	6,500.00	6,500.00	731.29		5,768.71	11.3%
1100-4312-0020-5000-0000	OTHER PURCHASED SERVICES	14,000.00	14,000.00	0.00		14,000.00	0.0%
1100-4312-0020-6100-0000	GENERAL SUPPLIES	40,000.00	40,000.00	0.00		40,000.00	0.0%
1100-4312-0030-4220-0000	CONTRACTED SNOW REMOVAL	119,700.00	119,700.00	34,375.00		85,325.00	28.7%
1100-4312-0030-6100-0000	GENERAL SUPPLIES	209,400.00	209,400.00	183,582.84	94,250.00	(68,432.84)	132.7%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4312-0040-4300-0000	REPAIR/MAINTENANCE SERVICES	55,000.00	55,000.00	0.00	33,833.00	21,167.00	61.5%
1100-4312-0040-6100-0000	GENERAL SUPPLIES	50,000.00	50,000.00	6,337.95		43,662.05	12.7%
1100-4312-0050-4300-0000	REPAIR/MAINTENANCE SERVICES	2,500.00	2,500.00	0.00		2,500.00	0.0%
1100-4312-0050-6100-0000	GENERAL SUPPLIES	12,000.00	12,000.00	1,862.78		10,137.22	15.5%
1100-4312-0060-4300-0000	REPAIR/MAINTENANCE SERVICES	520,000.00	520,000.00	0.00	528,557.30	(8,557.30)	101.6%
1100-4312-0060-6100-0000	GENERAL SUPPLIES	5,000.00	5,000.00	0.00		5,000.00	0.0%
1100-4312-0070-2450-0000	TRAINING/LICENSES/DUES	4,000.00	4,000.00	2,859.89		1,140.11	71.5%
1100-4312-0070-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	2,200.00	2,200.00	241.03		1,958.97	11.0%
1100-4312-0070-4300-0000	REPAIR/MAINTENANCE SERVICES	7,000.00	7,000.00	3,450.08		3,549.92	49.3%
1100-4312-0070-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	400.00	400.00	1,200.94		(800.94)	300.2%
1100-4312-0070-6100-0000	GENERAL SUPPLIES	224,000.00	224,000.00	68,995.66		155,004.34	30.8%
1100-4312-0070-6400-0000	REFERENCE PUBLICATIONS	1,800.00	1,800.00	0.00		1,800.00	0.0%
1100-4312-0070-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	22,000.00	22,000.00	7,788.46		14,211.54	35.4%
1100-4312-0070-7520-0000	VEHICLES	17,450.00	17,450.00	18,101.47		(651.47)	103.7%
1100-4312-0070-7600-0000	SOFTWARE	3,200.00	3,200.00	0.00		3,200.00	0.0%
1100-4313-0000-6100-0000	GENERAL SUPPLIES	3,500.00	3,500.00	0.00		3,500.00	0.0%
1100-4316-0000-5300-0000	COMMUNICATIONS	1,120.00	1,120.00	141.33		978.67	12.6%
1100-4316-0000-6220-0000	ELECTRICITY	108,120.00	108,120.00	18,617.32		89,502.68	17.2%
1100-4520-0250-4140-0000	LANDFILL: TIPPING FEES	1,250.00	1,250.00	0.00		1,250.00	0.0%
1100-4520-0250-4300-0000	REPAIR/MAINTENANCE SERVICES	2,000.00	2,000.00	0.00		2,000.00	0.0%
1100-4520-0250-6100-0000	GENERAL SUPPLIES	33,000.00	33,000.00	2,190.64		30,809.36	6.6%
1100-4520-0250-6220-0000	ELECTRICITY	3,220.00	3,220.00	49.74		3,170.26	1.5%
1100-4520-0250-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	1,500.00	1,500.00	907.37		592.63	60.5%
1100-4520-0250-7510-0000	MACHINERY/EQUIPMENT	20,000.00	20,000.00	0.00		20,000.00	0.0%
DEPARTMENT OF PUBLIC WORKS		5,415,420.00	5,415,420.00	1,260,080.37	697,843.80	3,457,495.83	36.2%
DEBT SERVICE DETAIL							
1100-4711-0000-9819-0000	NHMBB03C	55,660.00	55,660.00	0.00		55,660.00	0.0%
1100-4711-0000-9820-0000	NHMBB04B	172,150.00	172,150.00	0.00		172,150.00	0.0%
1100-4711-0000-9821-0000	NHMBB05B	225,000.00	225,000.00	0.00		225,000.00	0.0%
1100-4711-0000-9822-0000	NHMBB06A	220,000.00	220,000.00	0.00		220,000.00	0.0%
1100-4711-0000-9823-0000	NHMBB07B	298,600.00	298,600.00	0.00		298,600.00	0.0%
1100-4711-0000-9824-0000	NHMBB08A	69,530.00	69,530.00	0.00		69,530.00	0.0%
1100-4711-0000-9825-0000	NHMBB09C	121,000.00	121,000.00	0.00		121,000.00	0.0%
1100-4711-0000-9826-0000	NHMBB10B	197,370.00	197,370.00	0.00		197,370.00	0.0%
1100-4711-0000-9827-0000	NHMBB11B	170,000.00	170,000.00	0.00		170,000.00	0.0%
1100-4711-0000-9828-0000	NHMBB12B	20,360.00	20,360.00	0.00		20,360.00	0.0%
1100-4711-0000-9829-0001	NHMBB14A	65,000.00	65,000.00	0.00		65,000.00	0.0%
1100-4711-0000-9830-0000	NHMBB16B	90,000.00	90,000.00	0.00		90,000.00	0.0%
1100-4711-0000-9831-0000	NHMBB17B	115,000.00	115,000.00	0.00		115,000.00	0.0%
1100-4711-0000-9832-0000	NHMBB18B	164,000.00	164,000.00	0.00		164,000.00	0.0%
1100-4711-0000-9833-0000	NHMBB20B	408,810.00	408,810.00	0.00		408,810.00	0.0%
1100-4711-0000-9834-0000	NHMBB20A	375,000.00	375,000.00	375,000.00		-	100.0%
1100-4711-0000-9835-0000	NHMBB21C	67,000.00	67,000.00	0.00		67,000.00	0.0%
1100-4711-0000-9836-0000	NHMBB22C	96,720.00	96,720.00	0.00		96,720.00	0.0%
1100-4711-0010-9801-0010	CS-333092-05 CSO	74,040.00	74,040.00	74,035.36		4.64	100.0%
1100-4711-0010-9802-0010	CS-333092-07 CSO	55,750.00	55,750.00	55,747.07		2.93	100.0%
1100-4711-0010-9803-0010	CS-333092-08 CSO	56,000.00	56,000.00	56,000.00		-	100.0%
1100-4711-0010-9804-0010	CS-330092-10 CSO	32,780.00	32,780.00	0.00		32,780.00	0.0%
1100-4711-0010-9805-0010	1321010-02 CSO	35,600.00	35,600.00	0.00		35,600.00	0.0%
1100-4711-0010-9806-0010	CS-330092-11 CSO	202,040.00	202,040.00	202,036.08		3.92	100.0%
1100-4711-0010-9807-0010	CS-330092-12 CSO	62,210.00	62,210.00	0.00		62,210.00	0.0%
1100-4711-0010-9808-0010	DWGT-17	2,800.00	2,800.00	0.00		2,800.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
1100-4711-0010-9809-0010	CS-330092-14 CSO	31,560.00	31,560.00	0.00		31,560.00	0.0%
1100-4711-0010-9811-0010	SRF MIRACLE MILE ROADWAY	45,000.00	45,000.00	0.00		45,000.00	0.0%
1100-4721-0000-9819-0000	NHMBB03C	1,740.00	1,740.00	1,110.00		630.00	63.8%
1100-4721-0000-9820-0000	NHMBB04B	12,810.00	12,810.00	8,605.00		4,205.00	67.2%
1100-4721-0000-9821-0000	NHMBB05B	19,820.00	19,820.00	14,901.25		4,918.75	75.2%
1100-4721-0000-9822-0000	NHMBB06A	19,420.00	19,420.00	8,924.37		10,495.63	46.0%
1100-4721-0000-9823-0000	NHMBB07B	27,920.00	27,920.00	18,786.25		9,133.75	67.3%
1100-4721-0000-9824-0000	NHMBB08A	13,090.00	13,090.00	6,449.75		6,640.25	49.3%
1100-4721-0000-9825-0000	NHMBB09C	31,340.00	31,340.00	15,662.38		15,677.62	50.0%
1100-4721-0000-9826-0000	NHMBB10B	63,890.00	63,890.00	31,940.00		31,950.00	50.0%
1100-4721-0000-9827-0000	NHMBB11B	61,200.00	61,200.00	30,600.00		30,600.00	50.0%
1100-4721-0000-9828-0000	NHMBB12B	7,270.00	7,270.00	3,625.63		3,644.37	49.9%
1100-4721-0000-9829-0001	NHMBB14A	6,630.00	6,630.00	3,315.00		3,315.00	50.0%
1100-4721-0000-9830-0000	NHMBB16B	42,670.00	42,670.00	21,332.25		21,337.75	50.0%
1100-4721-0000-9831-0000	NHMBB17B	55,780.00	55,780.00	27,890.00		27,890.00	50.0%
1100-4721-0000-9832-0000	NHMBB18B	95,540.00	95,540.00	47,760.63		47,779.37	50.0%
1100-4721-0000-9833-0000	NHMBB20B	236,800.00	236,800.00	118,865.67		117,934.33	50.2%
1100-4721-0000-9834-0000	NHMBB20A	237,730.00	237,730.00	123,180.01		114,549.99	51.8%
1100-4721-0000-9835-0000	NHMBB21C	47,540.00	47,540.00	23,767.50		23,772.50	50.0%
1100-4721-0000-9836-0000	NHMBB22C	102,010.00	102,010.00	94,873.85		7,136.15	93.0%
1100-4721-0010-9801-0010	CS-333092-05 CSO	27,630.00	27,630.00	27,624.07		5.93	100.0%
1100-4721-0010-9802-0010	CS-333092-07 CSO	15,610.00	15,610.00	15,609.17		0.83	100.0%
1100-4721-0010-9803-0010	CS-333092-08 CSO	15,680.00	15,680.00	15,680.00		-	100.0%
1100-4721-0010-9804-0010	CS-330092-10 CSO	13,300.00	13,300.00	0.00		13,300.00	0.0%
1100-4721-0010-9805-0010	1321010-02 CSO	10,310.00	10,310.00	0.00		10,310.00	0.0%
1100-4721-0010-9806-0010	CS-330092-11 CSO	72,740.00	72,740.00	72,733.27		6.73	100.0%
1100-4721-0010-9807-0010	CS-330092-12 CSO	22,400.00	22,400.00	0.00		22,400.00	0.0%
1100-4721-0010-9808-0010	DWGT-17	1,510.00	1,510.00	0.00		1,510.00	0.0%
1100-4721-0010-9809-0010	CS-330092-14 CSO	11,990.00	11,990.00	0.00		11,990.00	0.0%
DEBT SERVICE DETAIL		4,803,350.00	4,803,350.00	1,496,054.56	0.00	3,307,295.44	31.1%
INTERFUND TRANSFERS DETAIL							
1100-4912-0000-9100-0003	HERITAGE FUND	400.00	400.00	400.00		-	100.0%
1100-4912-0000-9100-0005	EMERGENCY MANAGEMENT FUND-EQUIPMENT	25,000.00	25,000.00	25,000.00		-	100.0%
1100-4914-0050-9100-0001	FIRE PROTECTION: HYDRANTS	276,500.00	276,500.00	276,500.00		-	100.0%
1100-4915-0000-9600-0001	FIRE EQUIPMENT	325,000.00	325,000.00	325,000.00		-	100.0%
1100-4915-0000-9600-0002	DPW VEHICLES/EQUIPMENT	450,000.00	450,000.00	450,000.00		-	100.0%
1100-4915-0000-9600-0003	RECREATION EQUIPMENT/VEHICLES	20,000.00	20,000.00	20,000.00		-	100.0%
INTERFUND TRANSFERS DETAIL		1,096,900.00	1,096,900.00	1,096,900.00	0.00	-	100.0%
Appropriations		38,372,240.00	38,460,840.00	10,629,740.41	1,427,588.56	26,403,511.03	31.3%
Fund 1100 - GENERAL FUND:							
TOTAL ESTIMATED REVENUES		34,880,840.00	34,880,840.00	5,832,705.98	4,000.00	29,044,134.02	16.7%
TOTAL APPROPRIATIONS		38,372,240.00	38,460,840.00	10,629,740.41	1,427,588.56	26,403,511.03	31.3%

2108

Estimated Revenues							
SOLID WASTE							
2108-3290-0010-9110-0007	PERMIT APPLICATION FEE	2,000.00	2,000.00	700.00		1,300.00	35.0%
2108-3354-0010-9330-0070	C&D CLOSURE GRANT #L-136/145	11,230.00	11,230.00	0.00		11,230.00	0.0%
2108-3404-0010-9420-0000	TIPPING FEES/LANDFILL SALES	3,590,000.00	3,590,000.00	843,001.25		2,746,998.75	23.5%
2108-3404-0010-9420-0010	RECYCLABLE SALES	175,000.00	175,000.00	24,713.71		150,286.29	14.1%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2108-3502-0010-9520-0010	INVESTMENT INCOME/INTEREST	15,000.00	15,000.00	0.00		15,000.00	0.0%
2108-3503-0010-9530-0050	FORE-U GOLF CENTER	15,000.00	15,000.00	0.00		15,000.00	0.0%
2108-3509-0010-9570-0020	MISCELLANEOUS REVENUE	5,000.00	5,000.00	0.00		5,000.00	0.0%
2108-3509-0010-9570-0030	COUPON SALES-ORANGE TICKETS (CITY HALL)	75,000.00	75,000.00	15,785.00		59,215.00	21.0%
2108-3509-0010-9570-0035	COUPON SALES-OUTSIDE SALES	413,000.00	413,000.00	70,000.00		343,000.00	16.9%
2108-3509-0010-9570-0038	LANDFILL BAG SALES	10,000.00	10,000.00	0.00		10,000.00	0.0%
SOLID WASTE	TOTAL REVENUES	4,311,230.00	4,311,230.00	954,199.96	0.00	3,357,030.04	22.1%
Appropriations							
SOLID WASTE							
2108-4155-0020-2100-0000	HEALTH/DENTAL INSURANCE	174,500.00	174,500.00	38,425.76		136,074.24	22.0%
2108-4155-0020-2200-0000	FICA & MEDICARE TAXES	0.00	0.00	68.88		(68.88)	#DIV/0!
2108-4155-0030-2200-0000	FICA & MEDICARE TAXES	0.00	0.00	513.94		(513.94)	#DIV/0!
2108-4155-0030-2940-0000	HEALTH SAVINGS ACCOUNT	40,000.00	40,000.00	30,718.06		9,281.94	76.8%
2108-4155-0030-2950-0000	F S A (DEPENDENT CARE ONLY)	5,000.00	5,000.00	3,749.85		1,250.15	75.0%
2108-4321-0000-1100-0000	FULL TIME WAGES	106,280.00	106,280.00	22,763.78		83,516.22	21.4%
2108-4321-0000-2150-0000	LIFE & DISABILITY INSURANCE	1,080.00	1,080.00	155.98		924.02	14.4%
2108-4321-0000-2200-0000	FICA & MEDICARE TAXES	8,180.00	8,180.00	1,640.42		6,539.58	20.1%
2108-4321-0000-2301-0000	RETIREMENT: MUNICIPAL	14,670.00	14,670.00	3,200.60		11,469.40	21.8%
2108-4321-0000-2450-0000	TRAINING/LICENSES/DUES	1,770.00	1,770.00	834.00		936.00	47.1%
2108-4321-0000-2600-0000	WORKERS' COMPENSATION	190.00	190.00	113.83		76.17	59.9%
2108-4321-0000-2910-0000	UNIFORMS/CLOTHING	550.00	550.00	550.00		-	100.0%
2108-4321-0000-3000-0000	LEGAL SERVICES	5,000.00	5,000.00	1,638.00		3,362.00	32.8%
2108-4321-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	450.00	450.00	0.00		450.00	0.0%
2108-4321-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	10,000.00	10,000.00	0.00		10,000.00	0.0%
2108-4321-0000-5000-0000	OTHER PURCHASED SERVICES	187,000.00	187,000.00	0.00		187,000.00	0.0%
2108-4321-0000-5200-0000	PROPERTY/LIABILITY	10,510.00	10,510.00	5,249.43		5,260.57	49.9%
2108-4321-0000-5300-0000	COMMUNICATIONS	2,270.00	2,270.00	355.69		1,914.31	15.7%
2108-4321-0000-5335-0000	INFORMATION ACCESS	1,220.00	1,220.00	840.21		379.79	68.9%
2108-4321-0000-5400-0000	ADVERTISING	7,000.00	7,000.00	377.30		6,622.70	5.4%
2108-4321-0000-6000-0000	OFFICE SUPPLIES	2,500.00	2,500.00	2,214.19		285.81	88.6%
2108-4321-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	18,900.00	18,900.00	1,987.64		16,912.36	10.5%
2108-4324-0010-1100-0000	FULL TIME WAGES	343,620.00	343,620.00	82,884.70		260,735.30	24.1%
2108-4324-0010-1200-0000	TEMPORARY PT WAGES	44,660.00	44,660.00	0.00		44,660.00	0.0%
2108-4324-0010-1300-0000	OVERTIME WAGES	60,000.00	60,000.00	30,186.60		29,813.40	50.3%
2108-4324-0010-2150-0000	LIFE & DISABILITY INSURANCE	3,420.00	3,420.00	574.04		2,845.96	16.8%
2108-4324-0010-2200-0000	FICA & MEDICARE TAXES	35,790.00	35,790.00	8,680.43		27,109.57	24.3%
2108-4324-0010-2301-0000	RETIREMENT: MUNICIPAL	58,700.00	58,700.00	15,897.79		42,802.21	27.1%
2108-4324-0010-2450-0000	TRAINING/LICENSES/DUES	8,000.00	8,000.00	7,245.75		754.25	90.6%
2108-4324-0010-2450-0010	CERTIFICATIONS	2,060.00	2,060.00	914.00		1,146.00	44.4%
2108-4324-0010-2600-0000	WORKERS' COMPENSATION	12,240.00	12,240.00	2,206.13		10,033.87	18.0%
2108-4324-0010-2910-0000	UNIFORMS/CLOTHING	4,470.00	4,470.00	3,662.00		808.00	81.9%
2108-4324-0010-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	3,000.00	3,000.00	542.55		2,457.45	18.1%
2108-4324-0010-3400-0000	TECHNICAL/ENGINEERING SERVICES	134,000.00	134,000.00	91,378.22		42,621.78	68.2%
2108-4324-0010-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	6,000.00	6,000.00	1,656.59		4,343.41	27.6%
2108-4324-0010-4110-0000	WATER	1,840.00	1,840.00	420.08		1,419.92	22.8%
2108-4324-0010-4120-0000	SEWER	92,600.00	92,600.00	22,445.04		70,154.96	24.2%
2108-4324-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	160,500.00	160,500.00	8,326.20	18,917.00	133,256.80	17.0%
2108-4324-0010-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	127,000.00	127,000.00	45.00		126,955.00	0.0%
2108-4324-0010-5000-0000	OTHER PURCHASED SERVICES	72,300.00	72,300.00	1,197.07		71,102.93	1.7%
2108-4324-0010-5800-0000	TRAVEL	200.00	200.00	0.00		200.00	0.0%
2108-4324-0010-5875-0000	MILEAGE	0.00	0.00	1,472.05		(1,472.05)	#DIV/0!
2108-4324-0010-6100-0000	GENERAL SUPPLIES	167,000.00	167,000.00	29,828.42		137,171.58	17.9%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2108-4324-0010-6220-0000	ELECTRICITY	20,450.00	20,450.00	9,018.63		11,431.37	44.1%
2108-4324-0010-6230-0000	BOTTLED GAS	400.00	400.00	0.00		400.00	0.0%
2108-4324-0010-6240-0000	FUEL OIL	23,200.00	23,200.00	9,463.18		13,736.82	40.8%
2108-4324-0010-6260-0000	GASOLINE	2,500.00	2,500.00	98.34		2,401.66	3.9%
2108-4324-0010-6265-0000	DIESEL FUEL	149,120.00	149,120.00	26,454.81		122,665.19	17.7%
2108-4324-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	3,500.00	3,500.00	209.00		3,291.00	6.0%
2108-4324-0010-7510-0000	MACHINERY/EQUIPMENT	20,000.00	20,000.00	0.00		20,000.00	0.0%
2108-4324-0030-1100-0000	FULL TIME WAGES	108,070.00	108,070.00	25,258.00		82,812.00	23.4%
2108-4324-0030-1300-0000	OVERTIME WAGES	16,500.00	16,500.00	6,874.84		9,625.16	41.7%
2108-4324-0030-2150-0000	LIFE & DISABILITY INSURANCE	1,100.00	1,100.00	172.30		927.70	15.7%
2108-4324-0030-2200-0000	FICA & MEDICARE TAXES	9,650.00	9,650.00	2,405.45		7,244.55	24.9%
2108-4324-0030-2301-0000	RETIREMENT: MUNICIPAL	17,230.00	17,230.00	4,517.86		12,712.14	26.2%
2108-4324-0030-2450-0000	TRAINING/LICENSES/DUES	1,000.00	1,000.00	0.00		1,000.00	0.0%
2108-4324-0030-2600-0000	WORKERS' COMPENSATION	3,290.00	3,290.00	772.87		2,517.13	23.5%
2108-4324-0030-2910-0000	UNIFORMS/CLOTHING	1,490.00	1,490.00	745.00		745.00	50.0%
2108-4324-0030-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	700.00	700.00	0.00		700.00	0.0%
2108-4324-0030-4110-0000	WATER	1,600.00	1,600.00	275.45		1,324.55	17.2%
2108-4324-0030-4120-0000	SEWER	650.00	650.00	40.78		609.22	6.3%
2108-4324-0030-4300-0000	REPAIR/MAINTENANCE SERVICES	15,000.00	15,000.00	50.00		14,950.00	0.3%
2108-4324-0030-5000-0000	OTHER PURCHASED SERVICES	37,500.00	37,500.00	8,983.59		28,516.41	24.0%
2108-4324-0030-5300-0000	COMMUNICATIONS	5,000.00	5,000.00	0.00		5,000.00	0.0%
2108-4324-0030-5800-0000	TRAVEL	100.00	100.00	0.00		100.00	0.0%
2108-4324-0030-5875-0000	MILEAGE	200.00	200.00	0.00		200.00	0.0%
2108-4324-0030-6100-0000	GENERAL SUPPLIES	10,000.00	10,000.00	540.54		9,459.46	5.4%
2108-4324-0030-6220-0000	ELECTRICITY	9,940.00	9,940.00	2,830.70		7,109.30	28.5%
2108-4324-0030-6230-0000	BOTTLED GAS	7,200.00	7,200.00	2,755.17		4,444.83	38.3%
2108-4324-0030-6265-0000	DIESEL FUEL	9,320.00	9,320.00	0.00		9,320.00	0.0%
2108-4324-0030-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	500.00	500.00	0.00		500.00	0.0%
2108-4325-0020-5000-0000	OTHER PURCHASED SERVICES	40,500.00	40,500.00	3,145.18		37,354.82	7.8%
2108-4711-0000-9828-0000	NHMBB12B	295,000.00	295,000.00	0.00		295,000.00	0.0%
2108-4721-0000-9828-0000	NHMBB12B	1,600.00	1,600.00	800.00		800.00	50.0%
2108-4911-0000-9100-0009	ADMINISTRATIVE OVERHEAD	350,210.00	350,210.00	350,210.00		-	100.0%
2108-4911-0000-9100-0015	HOST COMMUNITY FEE	550,000.00	550,000.00	142,887.85		407,112.15	26.0%
2108-4911-0000-9100-0017	COMPUTER SERVICES	29,540.00	29,540.00	29,540.00		-	100.0%
2108-4913-0000-9300-0031	LANDFILL PHASE 3-4 DESIGN & PERMITTING	500,000.00	500,000.00	500,000.00		-	100.0%
2108-4913-0000-9300-0032	LANDFILL GAS & COLLECTION	144,700.00	144,700.00	144,700.00		-	100.0%
2108-4913-0000-9300-0043	LANDFILL EQUIPMENT	255,000.00	255,000.00	255,000.00		-	100.0%
2108-4915-0000-9600-0015	CLOSEOUT/LTMM SECURED LANDFILL CAPITAL R	295,000.00	295,000.00	44,419.00		250,581.00	15.1%
2108-4915-0000-9600-0016	LTMM UNSECURED LANDFILL CAPITAL RESERVE	40,000.00	40,000.00	40,000.00		-	100.0%
2108-4915-0000-9600-0017	TRNS CR: ACCRUED BENEFITS LIABILITY	5,000.00	5,000.00	5,000.00		-	100.0%
SOLID WASTE	TOTAL EXPENDITURES	4,916,230.00	4,916,230.00	2,042,128.76	18,917.00	2,855,184.24	41.9%
Fund 2108 - LANDFILL FUND:							
TOTAL ESTIMATED REVENUES		4,311,230.00	4,311,230.00	954,199.96	0.00	3,357,030.04	22.1%
TOTAL APPROPRIATIONS		4,916,230.00	4,916,230.00	2,042,128.76	18,917.00	2,855,184.24	41.9%
2110							
Estimated Revenues							
WATER TREATMENT & DISTRIBUTION							
2110-3290-0010-9110-0013	WATER DEVELOPMENT FEE	84,390.00	76,330.00	1,700.00		74,630.00	2.2%
2110-3290-0010-9110-0014	WATER APP FEE	2,500.00	2,500.00	573.00		1,927.00	22.9%
2110-3354-0010-9330-0030	#C-844 CSO WSTWTR/SAG	10,430.00	10,430.00	0.00		10,430.00	0.0%
2110-3354-0010-9330-0050	#C-903 CSO DANA&CRAFT AVE/SAG	12,250.00	12,250.00	0.00		12,250.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2110-3354-0010-9330-0060	#C-924 CSO 11-PHASE1 SAG	10,530.00	10,530.00	0.00		10,530.00	0.0%
2110-3402-0010-9400-0000	WATER USER CHARGES	3,605,960.00	3,605,960.00	952,251.23		2,653,708.77	26.4%
2110-3402-0010-9400-0010	SPRINKLER CHARGES	203,000.00	203,000.00	49,491.89		153,508.11	24.4%
2110-3402-0010-9400-0020	HYDRANT CHARGES	94,000.00	94,000.00	12,521.00		81,479.00	13.3%
2110-3402-0010-9400-0030	BACKFLOW CHARGES	85,630.00	85,630.00	12,931.00		72,699.00	15.1%
2110-3402-0010-9400-0040	WATER SERVICE FEES	11,000.00	11,000.00	1,960.00		9,040.00	17.8%
2110-3502-0010-9520-0010	INVESTMENT INCOME/INTEREST	10,000.00	10,000.00	0.00		10,000.00	0.0%
2110-3509-0010-9570-0020	MISCELLANEOUS REVENUE	9,000.00	9,000.00	1,479.31		7,520.69	16.4%
2110-3509-0010-9570-0195	WATER BILL INTEREST	5,000.00	5,000.00	1,613.24		3,386.76	32.3%
2110-3911-1100-9600-0000	HYDRANTS	268,440.00	276,500.00	276,500.00		-	100.0%
2110-3914-2115-9100-0013	RADIO READ CONVERSION	22,320.00	22,320.00	22,320.00		-	100.0%
2110-3914-2115-9100-0014	USE OF BOND PROCEEDS CSO	2,510.00	2,510.00	2,510.00		-	100.0%
WATER TREATMENT & DISTRIBUTION	TOTAL REVENUES	4,436,960.00	4,436,960.00	1,335,850.67	0.00	3,101,109.33	30.1%
Appropriations							
WATER TREATMENT & DISTRIBUTION							
2110-4155-0020-2100-0000	HEALTH/DENTAL INSURANCE	181,000.00	181,000.00	36,685.13		144,314.87	20.3%
2110-4155-0020-2200-0000	FICA & MEDICARE TAXES	450.00	450.00	68.83		381.17	15.3%
2110-4155-0030-2940-0000	HEALTH SAVINGS ACCOUNT	37,750.00	37,750.00	27,000.00		10,750.00	71.5%
2110-4155-0030-2950-0000	F S A (DEPENDENT CARE ONLY)	2,500.00	2,500.00	961.50		1,538.50	38.5%
2110-4155-0040-2200-0000	FICA & MEDICARE TAXES	0.00	0.00	292.21		(292.21)	#DIV/0!
2110-4155-0040-2600-0000	WORKERS' COMPENSATION	0.00	0.00	61.84		(61.84)	#DIV/0!
2110-4155-0040-2900-0000	SICK PAYOUT	0.00	0.00	3,865.20		(3,865.20)	#DIV/0!
2110-4312-0075-2450-0000	TRAINING/LICENSES/DUES	700.00	700.00	0.00		700.00	0.0%
2110-4312-0075-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	500.00	500.00	190.31		309.69	38.1%
2110-4312-0075-4300-0000	REPAIR/MAINTENANCE SERVICES	500.00	500.00	20.39		479.61	4.1%
2110-4312-0075-5000-0000	OTHER PURCHASED SERVICES	65,400.00	65,400.00	85.28		65,314.72	0.1%
2110-4312-0075-5800-0000	TRAVEL	100.00	100.00	0.00		100.00	0.0%
2110-4312-0075-6100-0000	GENERAL SUPPLIES	15,000.00	15,000.00	7,542.78		7,457.22	50.3%
2110-4312-0075-6260-0000	GASOLINE	2,000.00	2,000.00	0.00		2,000.00	0.0%
2110-4312-0075-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	1,000.00	1,000.00	85.71		914.29	8.6%
2110-4312-0080-2450-0000	TRAINING/LICENSES/DUES	3,000.00	3,000.00	888.00		2,112.00	29.6%
2110-4312-0080-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	1,000.00	1,000.00	27.78		972.22	2.8%
2110-4312-0080-4140-0000	LANDFILL: TIPPING FEES	200.00	200.00	20.00		180.00	10.0%
2110-4312-0080-4300-0000	REPAIR/MAINTENANCE SERVICES	22,000.00	22,000.00	0.00	12,750.00	9,250.00	58.0%
2110-4312-0080-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	500.00	500.00	0.00		500.00	0.0%
2110-4312-0080-5000-0000	OTHER PURCHASED SERVICES	1,000.00	1,000.00	104.50		895.50	10.5%
2110-4312-0080-5300-0000	COMMUNICATIONS	1,400.00	1,400.00	253.80		1,146.20	18.1%
2110-4312-0080-5335-0000	INFORMATION ACCESS	730.00	730.00	301.41		428.59	41.3%
2110-4312-0080-5400-0000	ADVERTISING	500.00	500.00	0.00		500.00	0.0%
2110-4312-0080-5800-0000	TRAVEL	200.00	200.00	0.00		200.00	0.0%
2110-4312-0080-6100-0000	GENERAL SUPPLIES	45,000.00	45,000.00	2,484.37		42,515.63	5.5%
2110-4312-0080-6220-0000	ELECTRICITY	300.00	300.00	40.08		259.92	13.4%
2110-4312-0080-6240-0000	FUEL OIL	2,280.00	2,280.00	0.00		2,280.00	0.0%
2110-4312-0080-6260-0000	GASOLINE	8,200.00	8,200.00	197.97		8,002.03	2.4%
2110-4312-0080-6265-0000	DIESEL FUEL	4,660.00	4,660.00	768.03		3,891.97	16.5%
2110-4312-0080-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	3,500.00	3,500.00	766.99		2,733.01	21.9%
2110-4335-0000-1100-0000	FULL TIME WAGES	591,190.00	591,190.00	131,445.12		459,744.88	22.2%
2110-4335-0000-1200-0000	TEMPORARY PT WAGES	0.00	0.00	19,759.21		(19,759.21)	#DIV/0!
2110-4335-0000-1300-0000	OVERTIME WAGES	53,570.00	53,570.00	9,263.34		44,306.66	17.3%
2110-4335-0000-2150-0000	LIFE & DISABILITY INSURANCE	5,810.00	5,810.00	661.54		5,148.46	11.4%
2110-4335-0000-2200-0000	FICA & MEDICARE TAXES	49,770.00	49,770.00	12,067.70		37,702.30	24.2%
2110-4335-0000-2301-0000	RETIREMENT: MUNICIPAL	84,710.00	84,710.00	18,519.85		66,190.15	21.9%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2110-4335-0000-2450-0000	TRAINING/LICENSES/DUES	7,870.00	7,870.00	1,078.00	5,225.00	1,567.00	80.1%
2110-4335-0000-2600-0000	WORKERS' COMPENSATION	10,740.00	10,740.00	2,868.12		7,871.88	26.7%
2110-4335-0000-2910-0000	UNIFORMS/CLOTHING	5,770.00	5,770.00	4,275.00		1,495.00	74.1%
2110-4335-0000-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	3,000.00	3,000.00	179.40		2,820.60	6.0%
2110-4335-0000-3000-0000	LEGAL SERVICES	3,000.00	3,000.00	454.48		2,545.52	15.1%
2110-4335-0000-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	7,700.00	7,700.00	250.00		7,450.00	3.2%
2110-4335-0000-4120-0000	SEWER	6,260.00	6,260.00	1,268.88		4,991.12	20.3%
2110-4335-0000-4140-0000	LANDFILL: TIPPING FEES	500.00	500.00	30.00		470.00	6.0%
2110-4335-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	86,940.00	86,940.00	18,759.94	20,519.00	47,661.06	45.2%
2110-4335-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	500.00	500.00	0.00		500.00	0.0%
2110-4335-0000-5000-0000	OTHER PURCHASED SERVICES	55,220.00	55,220.00	3,474.90		51,745.10	6.3%
2110-4335-0000-5200-0000	PROPERTY/LIABILITY	21,220.00	21,220.00	10,601.79		10,618.21	50.0%
2110-4335-0000-5300-0000	COMMUNICATIONS	5,090.00	4,090.00	266.75		3,823.25	6.5%
2110-4335-0000-5335-0000	INFORMATION ACCESS	16,900.00	16,900.00	4,163.72		12,736.28	24.6%
2110-4335-0000-5400-0000	ADVERTISING	1,000.00	1,000.00	0.00		1,000.00	0.0%
2110-4335-0000-5800-0000	TRAVEL	200.00	200.00	0.00		200.00	0.0%
2110-4335-0000-6000-0000	OFFICE SUPPLIES	1,000.00	1,000.00	283.94		716.06	28.4%
2110-4335-0000-6100-0000	GENERAL SUPPLIES	30,000.00	30,000.00	11,596.65		18,403.35	38.7%
2110-4335-0000-6100-0010	LAB SUPPLIES/CHEMICALS	303,160.00	303,160.00	31,683.72	248,044.41	23,431.87	92.3%
2110-4335-0000-6220-0000	ELECTRICITY	236,970.00	236,970.00	23,938.18		213,031.82	10.1%
2110-4335-0000-6230-0000	BOTTLED GAS	19,260.00	19,260.00	7,071.58		12,188.42	36.7%
2110-4335-0000-6260-0000	GASOLINE	4,100.00	4,100.00	379.34		3,720.66	9.3%
2110-4335-0000-6265-0000	DIESEL FUEL	1,860.00	1,860.00	0.00		1,860.00	0.0%
2110-4335-0000-6400-0000	REFERENCE PUBLICATIONS	500.00	500.00	195.18		304.82	39.0%
2110-4335-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	10,500.00	10,500.00	1,024.77		9,475.23	9.8%
2110-4335-0000-7520-0000	VEHICLES	0.00	0.00	0.00	0.00	-	#DIV/0!
2110-4335-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	60,000.00	60,000.00	0.00	7,250.00	52,750.00	12.1%
2110-4335-0010-6100-0000	GENERAL SUPPLIES	10,000.00	10,000.00	209.99		9,790.01	2.1%
2110-4335-0010-6220-0000	ELECTRICITY	65,930.00	65,930.00	17,983.72		47,946.28	27.3%
2110-4335-0010-6230-0000	BOTTLED GAS	910.00	910.00	410.57		499.43	45.1%
2110-4711-0000-9821-0000	NHMBB05B	30,000.00	30,000.00	0.00		30,000.00	0.0%
2110-4711-0000-9822-0000	NHMBB06A	30,000.00	30,000.00	0.00		30,000.00	0.0%
2110-4711-0000-9823-0000	NHMBB07B	77,370.00	77,370.00	0.00		77,370.00	0.0%
2110-4711-0000-9824-0000	NHMBB08A	39,000.00	39,000.00	0.00		39,000.00	0.0%
2110-4711-0000-9825-0000	NHMBB09C	34,500.00	34,500.00	0.00		34,500.00	0.0%
2110-4711-0000-9826-0000	NHMBB10B	49,110.00	49,110.00	0.00		49,110.00	0.0%
2110-4711-0000-9827-0000	NHMBB11B	135,000.00	135,000.00	0.00		135,000.00	0.0%
2110-4711-0000-9828-0000	NHMBB12B	10,500.00	10,500.00	0.00		10,500.00	0.0%
2110-4711-0000-9832-0000	NHMBB18B	40,500.00	40,500.00	0.00		40,500.00	0.0%
2110-4711-0000-9833-0000	NHMBB20B	103,210.00	103,210.00	0.00		103,210.00	0.0%
2110-4711-0000-9835-0000	NHMBB21C	39,000.00	39,000.00	0.00		39,000.00	0.0%
2110-4711-0000-9836-0000	NHMBB22C	21,600.00	21,600.00	0.00		21,600.00	0.0%
2110-4711-0010-9801-0010	CS-333092-05 CSO	55,530.00	55,530.00	55,526.52		3.48	100.0%
2110-4711-0010-9802-0010	CS-333092-07 CSO	41,820.00	41,820.00	41,810.30		9.70	100.0%
2110-4711-0010-9802-0020	1321010 ARRA WATER METER CONVERSION	34,620.00	34,620.00	0.00		34,620.00	0.0%
2110-4711-0010-9803-0010	CS-333092-08 CSO	42,000.00	42,000.00	42,000.00		-	100.0%
2110-4711-0010-9804-0010	CS-330092-10 CSO	24,580.00	24,580.00	0.00		24,580.00	0.0%
2110-4711-0010-9805-0010	1321010-02 CSO	26,700.00	26,700.00	0.00		26,700.00	0.0%
2110-4711-0010-9805-0015	1321010-01 WATER MAIN	9,270.00	9,270.00	0.00		9,270.00	0.0%
2110-4711-0010-9806-0010	CS-330092-11 CSO	151,530.00	151,530.00	151,527.06		2.94	100.0%
2110-4711-0010-9807-0010	CS-330092-12 CSO	46,660.00	46,660.00	0.00		46,660.00	0.0%
2110-4711-0010-9808-0010	DWGT-17	2,100.00	2,100.00	0.00		2,100.00	0.0%
2110-4711-0010-9809-0010	CS-330092-14 CSO	23,670.00	23,670.00	0.00		23,670.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2110-4711-0010-9810-0020	DWGT-23	100,150.00	100,150.00	100,147.63		2.37	100.0%
2110-4721-0000-9821-0000	NHMBB05B	3,980.00	3,980.00	1,990.00		1,990.00	50.0%
2110-4721-0000-9822-0000	NHMBB06A	5,650.00	5,650.00	5,647.50		2.50	100.0%
2110-4721-0000-9823-0000	NHMBB07B	18,380.00	18,380.00	13,998.25		4,381.75	76.2%
2110-4721-0000-9824-0000	NHMBB08A	7,400.00	7,400.00	3,700.00		3,700.00	50.0%
2110-4721-0000-9825-0000	NHMBB09C	8,840.00	8,840.00	4,420.00		4,420.00	50.0%
2110-4721-0000-9826-0000	NHMBB10B	16,130.00	16,130.00	8,065.00		8,065.00	50.0%
2110-4721-0000-9827-0000	NHMBB11B	48,600.00	48,600.00	24,300.00		24,300.00	50.0%
2110-4721-0000-9828-0000	NHMBB12B	3,750.00	3,750.00	1,875.00		1,875.00	50.0%
2110-4721-0000-9832-0000	NHMBB18B	27,030.00	27,030.00	13,515.00		13,515.00	50.0%
2110-4721-0000-9833-0000	NHMBB20B	66,840.00	66,840.00	33,421.00		33,419.00	50.0%
2110-4721-0000-9835-0000	NHMBB21C	29,480.00	29,480.00	14,737.50		14,742.50	50.0%
2110-4721-0000-9836-0000	NHMBB22C	22,810.00	22,810.00	11,402.50		11,407.50	50.0%
2110-4721-0010-9801-0010	CS-333092-05 CSO	20,720.00	20,720.00	20,718.06		1.94	100.0%
2110-4721-0010-9802-0010	CS-333092-07 CSO	11,710.00	11,710.00	11,706.89		3.11	100.0%
2110-4721-0010-9802-0020	1321010 ARRA WATER METER CONVERSION	10,020.00	10,020.00	0.00		10,020.00	0.0%
2110-4721-0010-9803-0010	CS-333092-08 CSO	11,760.00	11,760.00	11,760.00		-	100.0%
2110-4721-0010-9804-0010	CS-330092-10 CSO	9,970.00	9,970.00	0.00		9,970.00	0.0%
2110-4721-0010-9805-0010	1321010-02 CSO	7,730.00	7,730.00	0.00		7,730.00	0.0%
2110-4721-0010-9805-0015	1321010-01 WATER MAIN	2,920.00	2,920.00	0.00		2,920.00	0.0%
2110-4721-0010-9806-0010	CS-330092-11 CSO	54,550.00	54,550.00	54,549.60		0.40	100.0%
2110-4721-0010-9807-0010	CS-330092-12 CSO	16,800.00	16,800.00	0.00		16,800.00	0.0%
2110-4721-0010-9808-0010	DWGT-17	1,130.00	1,130.00	0.00		1,130.00	0.0%
2110-4721-0010-9809-0010	CS-330092-14 CSO	9,000.00	9,000.00	0.00		9,000.00	0.0%
2110-4721-0010-9810-0020	DWGT-23	88,610.00	88,610.00	88,605.57		4.43	100.0%
2110-4911-0000-9100-0009	ADMINISTRATIVE OVERHEAD	317,670.00	318,670.00	318,670.00		-	100.0%
2110-4911-0000-9100-0017	COMPUTER SERVICES	29,540.00	29,540.00	29,540.00		-	100.0%
2110-4915-0000-9600-0018	ACCRUED BENEFITS LIABILITY	5,000.00	5,000.00	5,000.00		-	100.0%
2110-4915-0000-9600-0019	WATER IMPROVEMENTS	250,000.00	250,000.00	250,000.00		-	100.0%
WATER TREATMENT & DISTRIBUTION	TOTAL EXPENDITURES	4,436,960.00	4,436,960.00	1,735,510.87	293,788.41	2,407,660.72	45.7%

Fund 2110 - WATER FUND:							
TOTAL ESTIMATED REVENUES		4,436,960.00	4,436,960.00	1,335,850.67	0.00	3,101,109.33	30.1%
TOTAL APPROPRIATIONS		4,436,960.00	4,436,960.00	1,735,510.87	293,788.41	2,407,660.72	45.7%

Estimated Revenues							
SEWAGE COLLECTION							
2115-3290-0010-9110-0015	SEWER APPLICATION FEE	42,600.00	42,600.00	1,350.00		41,250.00	3.2%
2115-3290-0010-9110-0016	SEWER DEVELOPMENT FEE	370,170.00	370,170.00	0.00		370,170.00	0.0%
2115-3354-0010-9330-0030	#C-844 CSO WSTWTR/SAG	10,430.00	10,430.00	0.00		10,430.00	0.0%
2115-3354-0010-9330-0040	#C-769 WWTP UPGRADE	22,750.00	22,750.00	0.00		22,750.00	0.0%
2115-3354-0010-9330-0050	#C-903 CSO DANA&CRAFT AVE/SAG	12,250.00	12,250.00	0.00		12,250.00	0.0%
2115-3354-0010-9330-0060	#C-924 CSO 11-PHASE1 SAG	10,530.00	10,530.00	0.00		10,530.00	0.0%
2115-3354-0010-9330-0090	#C-874 WSTWR/SAG	171,070.00	171,070.00	0.00		171,070.00	0.0%
2115-3354-0010-9330-0100	#C-899 WSTWTR/SAG	28,320.00	28,320.00	0.00		28,320.00	0.0%
2115-3354-0010-9330-0110	#C-928 ETNA RD/NH120/SAG	110,140.00	110,140.00	0.00		110,140.00	0.0%
2115-3403-0010-9410-0000	SEWER USER CHARGES	6,227,730.00	6,227,730.00	1,667,644.99		4,560,085.01	26.8%
2115-3403-0010-9410-0010	ENFIELD CONNECTOR	553,520.00	553,520.00	15,874.61		537,645.39	2.9%
2115-3403-0010-9410-0020	SEPTAGE	177,300.00	177,300.00	53,147.40		124,152.60	30.0%
2115-3403-0010-9410-0030	LEACHATE	99,210.00	99,210.00	24,385.12		74,824.88	24.6%
2115-3502-0010-9520-0010	INVESTMENT INCOME/INTEREST	10,000.00	10,000.00	19.82		9,980.18	0.2%
2115-3509-0010-9570-0020	MISCELLANEOUS REVENUE	10,000.00	10,000.00	0.00		10,000.00	0.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2115-3509-0010-9570-0130	SEWER BILL INTEREST	6,000.00	6,000.00	2,812.74		3,187.26	46.9%
SEWAGE COLLECTION		7,862,020.00	7,862,020.00	1,765,234.68	0.00	6,096,785.32	22.5%
Appropriations							
SEWAGE COLLECTION							
2115-4155-0020-2100-0000	HEALTH/DENTAL INSURANCE	215,300.00	215,300.00	35,279.05		180,020.95	16.4%
2115-4155-0020-2200-0000	FICA & MEDICARE TAXES	460.00	460.00	114.80		345.20	25.0%
2115-4155-0030-2940-0000	HEALTH SAVINGS ACCOUNT	42,250.00	42,250.00	26,500.00		15,750.00	62.7%
2115-4155-0030-2950-0000	F S A (DEPENDENT CARE ONLY)	2,500.00	2,500.00	0.00		2,500.00	0.0%
2115-4312-0090-2450-0000	TRAINING/LICENSES/DUES	3,000.00	3,000.00	0.00		3,000.00	0.0%
2115-4312-0090-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	2,500.00	2,500.00	3.00		2,497.00	0.1%
2115-4312-0090-4140-0000	LANDFILL: TIPPING FEES	400.00	400.00	0.00		400.00	0.0%
2115-4312-0090-4300-0000	REPAIR/MAINTENANCE SERVICES	192,820.00	192,820.00	13,680.00	79,315.00	99,825.00	48.2%
2115-4312-0090-5000-0000	OTHER PURCHASED SERVICES	1,000.00	1,000.00	104.50		895.50	10.5%
2115-4312-0090-5300-0000	COMMUNICATIONS	1,800.00	1,800.00	253.80		1,546.20	14.1%
2115-4312-0090-5335-0000	INFORMATION ACCESS	1,560.00	1,560.00	181.38		1,378.62	11.6%
2115-4312-0090-5400-0000	ADVERTISING	300.00	300.00	0.00		300.00	0.0%
2115-4312-0090-5800-0000	TRAVEL	200.00	200.00	0.00		200.00	0.0%
2115-4312-0090-6100-0000	GENERAL SUPPLIES	14,000.00	14,000.00	769.43		13,230.57	5.5%
2115-4312-0090-6220-0000	ELECTRICITY	250.00	250.00	19.97		230.03	8.0%
2115-4312-0090-6240-0000	FUEL OIL	2,280.00	2,280.00	0.00		2,280.00	0.0%
2115-4312-0090-6260-0000	GASOLINE	4,100.00	4,100.00	236.16		3,863.84	5.8%
2115-4312-0090-6265-0000	DIESEL FUEL	9,320.00	9,320.00	1,100.09		8,219.91	11.8%
2115-4312-0090-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	9,000.00	9,000.00	83.20		8,916.80	0.9%
2115-4326-0000-2450-0000	TRAINING/LICENSES/DUES	2,120.00	2,120.00	0.00	5,225.00	(3,105.00)	246.5%
2115-4326-0000-3000-0000	LEGAL SERVICES	4,690.00	4,690.00	0.00		4,690.00	0.0%
2115-4326-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	2,120.00	2,120.00	1,805.52		314.48	85.2%
2115-4326-0000-5000-0000	OTHER PURCHASED SERVICES	35,650.00	35,650.00	0.00		35,650.00	0.0%
2115-4326-0000-5200-0000	PROPERTY/LIABILITY	18,040.00	18,040.00	9,011.53		9,028.47	50.0%
2115-4326-0000-5300-0000	COMMUNICATIONS	1,920.00	1,920.00	164.07		1,755.93	8.5%
2115-4326-0000-5335-0000	INFORMATION ACCESS	1,320.00	1,320.00	569.73		750.27	43.2%
2115-4326-0000-5400-0000	ADVERTISING	200.00	200.00	0.00		200.00	0.0%
2115-4326-0000-6000-0000	OFFICE SUPPLIES	750.00	750.00	0.00		750.00	0.0%
2115-4326-0000-6400-0000	REFERENCE PUBLICATIONS	400.00	400.00	0.00		400.00	0.0%
2115-4326-0010-4110-0000	WATER	2,100.00	2,100.00	543.44		1,556.56	25.9%
2115-4326-0010-4130-0000	HANOVER SEWER CHARGE	950,000.00	950,000.00	0.00		950,000.00	0.0%
2115-4326-0010-4300-0000	REPAIR/MAINTENANCE SERVICES	45,000.00	45,000.00	0.00		45,000.00	0.0%
2115-4326-0010-5300-0000	COMMUNICATIONS	3,490.00	3,490.00	371.31		3,118.69	10.6%
2115-4326-0010-6100-0000	GENERAL SUPPLIES	11,000.00	11,000.00	79.99		10,920.01	0.7%
2115-4326-0010-6220-0000	ELECTRICITY	18,990.00	18,990.00	6,971.73		12,018.27	36.7%
2115-4326-0010-6230-0000	BOTTLED GAS	250.00	250.00	0.00		250.00	0.0%
2115-4326-0010-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	15,450.00	15,450.00	0.00		15,450.00	0.0%
2115-4326-0020-1100-0000	FULL TIME WAGES	824,000.00	824,000.00	176,398.77		647,601.23	21.4%
2115-4326-0020-1300-0000	OVERTIME WAGES	57,000.00	57,000.00	11,980.80		45,019.20	21.0%
2115-4326-0020-2150-0000	LIFE & DISABILITY INSURANCE	8,160.00	8,160.00	2,768.50		5,391.50	33.9%
2115-4326-0020-2200-0000	FICA & MEDICARE TAXES	72,300.00	72,300.00	15,207.23		57,092.77	21.0%
2115-4326-0020-2301-0000	RETIREMENT: MUNICIPAL	115,300.00	115,300.00	26,845.68		88,454.32	23.3%
2115-4326-0020-2450-0000	TRAINING/LICENSES/DUES	5,000.00	5,000.00	60.00		4,940.00	1.2%
2115-4326-0020-2600-0000	WORKERS' COMPENSATION	16,050.00	16,050.00	4,046.22		12,003.78	25.2%
2115-4326-0020-2910-0000	UNIFORMS/CLOTHING	7,260.00	7,260.00	5,570.00		1,690.00	76.7%
2115-4326-0020-2915-0000	PROTECTIVE CLOTHING/SAFETY SUP	3,000.00	3,000.00	188.99		2,811.01	6.3%
2115-4326-0020-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	11,350.00	11,350.00	250.00		11,100.00	2.2%
2115-4326-0020-4110-0000	WATER	36,000.00	36,000.00	7,513.51		28,486.49	20.9%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2115-4326-0020-4140-0000	LANDFILL: TIPPING FEES	215,650.00	213,140.00	36,787.89		176,352.11	17.3%
2115-4326-0020-4300-0000	REPAIR/MAINTENANCE SERVICES	162,710.00	162,710.00	4,550.00	46,985.00	111,175.00	31.7%
2115-4326-0020-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	1,000.00	1,000.00	0.00		1,000.00	0.0%
2115-4326-0020-5000-0000	OTHER PURCHASED SERVICES	72,590.00	72,590.00	445.00		72,145.00	0.6%
2115-4326-0020-5300-0000	COMMUNICATIONS	1,670.00	1,670.00	123.15		1,546.85	7.4%
2115-4326-0020-5800-0000	TRAVEL	500.00	500.00	0.00		500.00	0.0%
2115-4326-0020-6100-0000	GENERAL SUPPLIES	61,200.00	61,200.00	9,371.78	62,280.00	(10,451.78)	117.1%
2115-4326-0020-6100-0010	LAB SUPPLIES/CHEMICALS	235,080.00	235,080.00	27,252.68	59,500.16	148,327.16	36.9%
2115-4326-0020-6220-0000	ELECTRICITY	275,850.00	275,850.00	28,796.67		247,053.33	10.4%
2115-4326-0020-6230-0000	BOTTLED GAS	4,070.00	4,070.00	1,844.77		2,225.23	45.3%
2115-4326-0020-6240-0000	FUEL OIL	42,090.00	42,090.00	20,919.39		21,170.61	49.7%
2115-4326-0020-6260-0000	GASOLINE	4,100.00	4,100.00	249.08		3,850.92	6.1%
2115-4326-0020-6265-0000	DIESEL FUEL	4,660.00	4,660.00	36.56		4,623.44	0.8%
2115-4326-0020-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	42,300.00	42,300.00	23,132.13	9,017.01	10,150.86	76.0%
2115-4326-0020-7510-0000	MACHINERY/EQUIPMENT	0.00	0.00	0.00	39,000.00	(39,000.00)	#DIV/0!
2115-4711-0000-9819-0000	NHMBB03C	19,340.00	19,340.00	0.00		19,340.00	0.0%
2115-4711-0000-9820-0000	NHMBB04B	27,860.00	27,860.00	0.00		27,860.00	0.0%
2115-4711-0000-9821-0000	NHMBB05B	30,000.00	30,000.00	0.00		30,000.00	0.0%
2115-4711-0000-9822-0000	NHMBB06A	30,000.00	30,000.00	0.00		30,000.00	0.0%
2115-4711-0000-9823-0000	NHMBB07B	37,460.00	37,460.00	0.00		37,460.00	0.0%
2115-4711-0000-9824-0000	NHMBB08A	66,480.00	66,480.00	0.00		66,480.00	0.0%
2115-4711-0000-9825-0000	NHMBB09C	34,500.00	34,500.00	0.00		34,500.00	0.0%
2115-4711-0000-9826-0000	NHMBB10B	108,520.00	108,520.00	0.00		108,520.00	0.0%
2115-4711-0000-9827-0000	NHMBB11B	100,000.00	100,000.00	0.00		100,000.00	0.0%
2115-4711-0000-9828-0000	NHMBB12B	24,140.00	24,140.00	0.00		24,140.00	0.0%
2115-4711-0000-9829-0000	NHMBB13C	110,000.00	110,000.00	0.00		110,000.00	0.0%
2115-4711-0000-9832-0000	NHMBB18B	40,500.00	40,500.00	0.00		40,500.00	0.0%
2115-4711-0000-9833-0000	NHMBB20B	47,650.00	47,650.00	0.00		47,650.00	0.0%
2115-4711-0000-9835-0000	NHMBB21C	84,000.00	84,000.00	0.00		84,000.00	0.0%
2115-4711-0000-9836-0000	NHMBB22C	21,600.00	21,600.00	0.00		21,600.00	0.0%
2115-4711-0010-9801-0010	CS-333092-05 CSO	55,530.00	55,530.00	55,526.52		3.48	100.0%
2115-4711-0010-9801-0020	WWTF CS-330092-03	78,830.00	78,830.00	78,820.81		9.19	100.0%
2115-4711-0010-9802-0010	CS-333092-07 CSO	41,820.00	41,820.00	41,810.30		9.70	100.0%
2115-4711-0010-9803-0010	CS-333092-08 CSO	42,000.00	42,000.00	42,000.00		-	100.0%
2115-4711-0010-9803-0020	CS-333092-04 WWTF PHASE II	577,080.00	577,080.00	577,078.19		1.81	100.0%
2115-4711-0010-9804-0010	CS-330092-10 CSO	24,580.00	24,580.00	0.00		24,580.00	0.0%
2115-4711-0010-9805-0010	1321010-02 CSO	26,700.00	26,700.00	0.00		26,700.00	0.0%
2115-4711-0010-9806-0010	CS-330092-11 CSO	183,280.00	183,280.00	183,277.05		2.95	100.0%
2115-4711-0010-9806-0020	CS-333092-06 CSO	76,560.00	76,560.00	76,550.71		9.29	100.0%
2115-4711-0010-9807-0010	CS-330092-12 CSO	46,660.00	46,660.00	0.00		46,660.00	0.0%
2115-4711-0010-9807-0020	CS-333092-09 CSO	233,610.00	233,610.00	233,604.49		5.51	100.0%
2115-4711-0010-9808-0010	DWGT-17	2,100.00	2,100.00	0.00		2,100.00	0.0%
2115-4711-0010-9809-0010	CS-330092-14 CSO	23,670.00	23,670.00	0.00		23,670.00	0.0%
2115-4721-0000-9819-0000	NHMBB03C	780.00	780.00	390.00		390.00	50.0%
2115-4721-0000-9820-0000	NHMBB04B	2,790.00	2,790.00	1,395.00		1,395.00	50.0%
2115-4721-0000-9821-0000	NHMBB05B	3,980.00	3,980.00	1,990.00		1,990.00	50.0%
2115-4721-0000-9822-0000	NHMBB06A	5,650.00	5,650.00	5,647.50		2.50	100.0%
2115-4721-0000-9823-0000	NHMBB07B	8,900.00	8,900.00	8,896.75		3.25	100.0%
2115-4721-0000-9824-0000	NHMBB08A	12,550.00	12,550.00	6,275.00		6,275.00	50.0%
2115-4721-0000-9825-0000	NHMBB09C	8,840.00	8,840.00	4,420.00		4,420.00	50.0%
2115-4721-0000-9826-0000	NHMBB10B	35,630.00	35,630.00	17,815.00		17,815.00	50.0%
2115-4721-0000-9827-0000	NHMBB11B	36,000.00	36,000.00	18,000.00		18,000.00	50.0%
2115-4721-0000-9828-0000	NHMBB12B	8,620.00	8,620.00	4,310.00		4,310.00	50.0%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2115-4721-0000-9829-0000	NHMBB13C	58,510.00	58,510.00	29,255.00		29,255.00	50.0%
2115-4721-0000-9832-0000	NHMBB18B	27,030.00	27,030.00	13,515.00		13,515.00	50.0%
2115-4721-0000-9833-0000	NHMBB20B	30,370.00	30,370.00	15,185.00		15,185.00	50.0%
2115-4721-0000-9835-0000	NHMBB21C	60,350.00	60,350.00	30,172.50		30,177.50	50.0%
2115-4721-0000-9836-0000	NHMBB22C	22,810.00	22,810.00	11,402.50		11,407.50	50.0%
2115-4721-0010-9801-0010	CS-333092-05 CSO	20,720.00	20,720.00	20,718.06		1.94	100.0%
2115-4721-0010-9801-0020	CS-330092-03 WWTF	15,860.00	15,860.00	15,852.44		7.56	100.0%
2115-4721-0010-9802-0010	CS-333092-07 CSO	11,710.00	11,710.00	11,706.89		3.11	100.0%
2115-4721-0010-9803-0010	CS-333092-08 CSO	11,760.00	11,760.00	11,760.00		-	100.0%
2115-4721-0010-9803-0020	CS-333092-04 WWTF PHASE II	161,590.00	161,590.00	161,581.89		8.11	100.0%
2115-4721-0010-9804-0010	CS-330092-10 CSO	9,970.00	9,970.00	0.00		9,970.00	0.0%
2115-4721-0010-9805-0010	1321010-02 CSO	7,740.00	7,740.00	0.00		7,740.00	0.0%
2115-4721-0010-9806-0010	CS-330092-11 CSO	65,980.00	65,980.00	65,979.60		0.40	100.0%
2115-4721-0010-9806-0020	CS-333092-06 CSO	21,440.00	21,440.00	21,434.20		5.80	100.0%
2115-4721-0010-9807-0010	CS-330092-12 CSO	16,800.00	16,800.00	0.00		16,800.00	0.0%
2115-4721-0010-9807-0020	CS-333092-09 CSO	84,940.00	84,940.00	84,938.60		1.40	100.0%
2115-4721-0010-9808-0010	DWGT-17	1,130.00	1,130.00	0.00		1,130.00	0.0%
2115-4721-0010-9809-0010	CS-330092-14 CSO	9,000.00	9,000.00	0.00		9,000.00	0.0%
2115-4911-0000-9100-0008	USE OF BOND PROCEEDS CSO	3,340.00	3,340.00	3,340.00		-	100.0%
2115-4911-0000-9100-0009	ADMINISTRATIVE OVERHEAD	550,480.00	550,480.00	550,480.00		-	100.0%
2115-4911-0000-9100-0017	COMPUTER SERVICES	29,540.00	29,540.00	29,540.00		-	100.0%
2115-4914-0050-9100-0007	RADIO READ CONVERSION	0.00	2,510.00	2,510.00		-	100.0%
2115-4914-0050-9100-0008	USE OF BOND PROCEEDS CSO	22,320.00	22,320.00	22,320.00		-	100.0%
2115-4915-0000-9600-0020	ACCRUED BENEFITS LIABILITY	5,000.00	5,000.00	5,000.00		-	100.0%
2115-4915-0000-9600-0021	SEWER EQUIPMENT	400,000.00	400,000.00	400,000.00		-	100.0%
SEWAGE COLLECTION	TOTAL APPROPRIATIONS	7,862,020.00	7,862,020.00	3,366,680.50	301,322.17	4,194,017.33	46.7%
Fund 2115 - WASTEWATER FUND:							
TOTAL ESTIMATED REVENUES		7,862,020.00	7,862,020.00	1,765,234.68	0.00	6,096,785.32	22.5%
TOTAL APPROPRIATIONS		7,862,020.00	7,862,020.00	3,366,680.50	301,322.17	4,194,017.33	46.7%
2120							
MUNICIPAL AIRPORT							
2120-3319-0010-9140-0010	ACRGP (CARES ACT) - CRRSA AIP67	30,000.00	30,000.00	0.00		30,000.00	0.0%
2120-3319-0010-9140-0050	AIP69 ARPA	650,000.00	650,000.00	0.00		650,000.00	0.0%
2120-3359-0010-9370-0030	NHAC AID	7,150.00	7,150.00	0.00		7,150.00	0.0%
2120-3406-0010-9440-0010	AIR CARRIER LANDING FEES	198,850.00	198,850.00	30,458.00		168,392.00	15.3%
2120-3406-0010-9440-0020	GENERAL AVIATION LANDING FEES	216,000.00	216,000.00	13,002.75		202,997.25	6.0%
2120-3406-0010-9440-0030	RENT-A-CAR FEES	150,000.00	150,000.00	18,761.30		131,238.70	12.5%
2120-3409-0010-9450-0030	AIR CARRIER FUEL FLOWAGE	6,000.00	6,000.00	651.44		5,348.56	10.9%
2120-3409-0010-9450-0040	GEN AVIATION FUEL FLOWAGE	65,320.00	65,320.00	3,228.96		62,091.04	4.9%
2120-3502-0010-9520-0010	INVESTMENT INCOME/INTEREST	1,800.00	1,800.00	0.00		1,800.00	0.0%
2120-3503-0010-9530-0060	TERMINAL BUILDING RENT	116,230.00	116,230.00	35,552.08		80,677.92	30.6%
2120-3503-0010-9530-0070	LAND RENT	177,480.00	177,480.00	50,455.65		127,024.35	28.4%
2120-3503-0010-9530-0080	LAND RENT: POLICE FACILITY	44,830.00	44,830.00	0.00		44,830.00	0.0%
2120-3503-0010-9530-0090	PARKING LOT RENTAL	5,380.00	5,380.00	1,488.42		3,891.58	27.7%
2120-3503-0010-9530-0110	HANGAR RENTALS	141,580.00	141,580.00	47,158.28		94,421.72	33.3%
2120-3509-0010-9570-0020	MISCELLANEOUS REVENUE	0.00	0.00	366.48		(366.48)	#DIV/0!
MUNICIPAL AIRPORT	TOTAL REVENUES	1,810,620.00	1,810,620.00	201,123.36	0.00	1,609,496.64	11.1%
MUNICIPAL AIRPORT							
2120-4155-0020-2100-0000	HEALTH/DENTAL INSURANCE	79,420.00	79,420.00	24,913.70		54,506.30	31.4%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2120-4155-0030-2940-0000	HEALTH SAVINGS ACCOUNT	13,500.00	13,500.00	13,500.00		-	100.0%
2120-4301-0000-1100-0000	FULL TIME WAGES	182,450.00	182,450.00	47,537.68		134,912.32	26.1%
2120-4301-0000-1300-0000	OVERTIME WAGES	2,500.00	2,500.00	108.32		2,391.68	4.3%
2120-4301-0000-2150-0000	LIFE & DISABILITY INSURANCE	2,330.00	2,330.00	390.80		1,939.20	16.8%
2120-4301-0000-2200-0000	FICA & MEDICARE TAXES	14,150.00	14,150.00	3,422.75		10,727.25	24.2%
2120-4301-0000-2301-0000	RETIREMENT: MUNICIPAL	25,520.00	25,520.00	6,699.03		18,820.97	26.3%
2120-4301-0000-2450-0000	TRAINING/LICENSES/DUES	11,020.00	11,020.00	6,286.75		4,733.25	57.0%
2120-4301-0000-2600-0000	WORKERS' COMPENSATION	320.00	320.00	85.71		234.29	26.8%
2120-4301-0000-3000-0000	LEGAL SERVICES	25,000.00	25,000.00	0.00		25,000.00	0.0%
2120-4301-0000-4230-0000	CUSTODIAL SERVICES	38,330.00	38,330.00	0.00		38,330.00	0.0%
2120-4301-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	1,000.00	1,000.00	2,279.60	11,511.50	(12,791.10)	1379.1%
2120-4301-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	1,000.00	1,000.00	318.66		681.34	31.9%
2120-4301-0000-5000-0000	OTHER PURCHASED SERVICES	75,000.00	75,000.00	1,012.01		73,987.99	1.3%
2120-4301-0000-5200-0000	PROPERTY/LIABILITY	27,350.00	27,350.00	16,236.21		11,113.79	59.4%
2120-4301-0000-5300-0000	COMMUNICATIONS	3,170.00	3,170.00	449.83		2,720.17	14.2%
2120-4301-0000-5335-0000	INFORMATION ACCESS	5,530.00	5,530.00	1,876.68		3,653.32	33.9%
2120-4301-0000-5400-0000	ADVERTISING	15,000.00	15,000.00	7,100.00		7,900.00	47.3%
2120-4301-0000-5800-0000	TRAVEL	5,000.00	5,000.00	614.75		4,385.25	12.3%
2120-4301-0000-5875-0000	MILEAGE	250.00	250.00	94.32		155.68	37.7%
2120-4301-0000-6000-0000	OFFICE SUPPLIES	1,000.00	1,000.00	378.67		621.33	37.9%
2120-4301-0000-6100-0000	GENERAL SUPPLIES	200.00	200.00	5,449.66		(5,249.66)	2724.8%
2120-4301-0000-6400-0000	REFERENCE PUBLICATIONS	200.00	200.00	0.00		200.00	0.0%
2120-4302-0000-1100-0000	FULL TIME WAGES	146,370.00	146,370.00	38,659.49		107,710.51	26.4%
2120-4302-0000-1125-0000	PART TIME WAGES 25-29	72,200.00	72,200.00	19,166.13		53,033.87	26.5%
2120-4302-0000-1200-0000	TEMPORARY PT WAGES	28,080.00	28,080.00	0.00		28,080.00	0.0%
2120-4302-0000-1300-0000	OVERTIME WAGES	30,000.00	30,000.00	19,826.45		10,173.55	66.1%
2120-4302-0000-2150-0000	LIFE & DISABILITY INSURANCE	1,400.00	1,400.00	81.24		1,318.76	5.8%
2120-4302-0000-2200-0000	FICA & MEDICARE TAXES	21,310.00	21,310.00	5,844.88		15,465.12	27.4%
2120-4302-0000-2301-0000	RETIREMENT: MUNICIPAL	23,300.00	23,300.00	6,831.77		16,468.23	29.3%
2120-4302-0000-2600-0000	WORKERS' COMPENSATION	8,480.00	8,480.00	2,329.92		6,150.08	27.5%
2120-4302-0000-2910-0000	UNIFORMS/CLOTHING	2,500.00	2,500.00	1,490.00		1,010.00	59.6%
2120-4302-0000-3410-0000	SOFTWARE SUPPORT/SERVICE/SUBSCRIPTIONS	26,260.00	25,260.00	4,000.00		21,260.00	15.8%
2120-4302-0000-4110-0000	WATER	8,100.00	8,100.00	1,362.55		6,737.45	16.8%
2120-4302-0000-4120-0000	SEWER	6,970.00	6,970.00	1,230.18		5,739.82	17.6%
2120-4302-0000-4300-0000	REPAIR/MAINTENANCE SERVICES	80,000.00	80,000.00	10,377.51	6,653.11	62,969.38	21.3%
2120-4302-0000-4420-0000	RENTAL OF EQUIPMENT & VEHICLES	5,000.00	5,000.00	0.00		5,000.00	0.0%
2120-4302-0000-6100-0000	GENERAL SUPPLIES	80,000.00	80,000.00	28,730.80	1,485.00	49,784.20	37.8%
2120-4302-0000-6220-0010	ELECTRICITY:TERMINAL	106,750.00	106,750.00	27,410.53		79,339.47	25.7%
2120-4302-0000-6220-0020	ELECTRICITY:AIRFIELD	26,600.00	26,600.00	14,731.47		11,868.53	55.4%
2120-4302-0000-6230-0000	BOTTLED GAS	19,000.00	19,000.00	12,912.20		6,087.80	68.0%
2120-4302-0000-6240-0000	FUEL OIL	27,880.00	27,880.00	10,003.97		17,876.03	35.9%
2120-4302-0000-6260-0000	GASOLINE	4,500.00	4,500.00	314.96		4,185.04	7.0%
2120-4302-0000-6265-0000	DIESEL FUEL	48,460.00	48,460.00	17,704.94		30,755.06	36.5%
2120-4302-0000-7500-0000	FURNISHINGS, SMALL TOOLS & EQUIPMENT	5,000.00	5,000.00	5,290.51		(290.51)	105.8%
2120-4302-0000-7510-0000	MACHINERY/EQUIPMENT	0.00	0.00	0.00		-	#DIV/0!
2120-4309-0000-6100-0000	GENERAL SUPPLIES	2,500.00	2,500.00	0.00		2,500.00	0.0%
2120-4711-0000-9822-0000	NHMBB06A	45,000.00	45,000.00	0.00		45,000.00	0.0%
2120-4711-0000-9823-0000	NHMBB07B	21,580.00	21,580.00	0.00		21,580.00	0.0%
2120-4711-0000-9836-0000	NHMBB22C	66,290.00	66,290.00	0.00		66,290.00	0.0%
2120-4721-0000-9822-0000	NHMBB06A	8,000.00	8,000.00	10,133.76		(2,133.76)	126.7%
2120-4721-0000-9823-0000	NHMBB07B	6,080.00	6,080.00	10,450.00		(4,370.00)	171.9%
2120-4721-0000-9836-0000	NHMBB22C	69,990.00	69,990.00	0.00		69,990.00	0.0%
2120-4911-0000-9100-0009	ADMINISTRATIVE OVERHEAD	57,090.00	58,090.00	58,690.00		(600.00)	101.1%

31-Mar-23		2023	2023	2023	2023	2023	% Used
GL Number	Description	Proposed	Approved	Activity	Encumbrance	Balance	
2120-4911-0000-9100-0017	COMPUTER SERVICES	29,540.00	29,540.00	29,540.00		-	100.0%
2120-4913-0000-9300-0040	RUNWAYSAFETY PROJECT 18/36	352,000.00	352,000.00	352,000.00		-	100.0%
2120-4913-0000-9300-0044	NORTH AIR CARRIER APRON	55,000.00	55,000.00	55,000.00		-	100.0%
2120-4913-0000-9300-0045	LOCALIZER RELOCATION CONSTRUC OVERSIGHT	10,000.00	10,000.00	10,000.00		-	100.0%
2120-4915-0000-9600-0023	ACCRUED BENEFITS LIABILITY	5,000.00	5,000.00	5,000.00		-	100.0%
MUNICIPAL AIRPORT	TOTAL APPROPRIATIONS	2,035,470.00	2,035,470.00	897,868.39	19,649.61	1,117,952.00	45.1%
Fund 2120 - AIRPORT FUND:							
TOTAL ESTIMATED REVENUES		1,810,620.00	1,810,620.00	201,123.36	0.00	1,609,496.64	11.1%
TOTAL APPROPRIATIONS		2,035,470.00	2,035,470.00	897,868.39	19,649.61	1,117,952.00	45.1%

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

**10.D – DISCUSSION AND PRESENTATION OF COLLECTION
AND ANALYSIS OF DATA ON HOMELESSNESS**

BACKGROUND

On February 1, 2023, the City Council held a discussion on the housing continuum and low-barrier shelter options in Lebanon based on an agenda request submitted by Councilor Wilkie and Councilor Sykes. At the conclusion of the discussion, the Council voted unanimously to direct “the City Manager to collect and analyze appropriate data, to inform a future discussion of possible funding, development and operating models and options for shelter solutions for the unhoused and to provide a report to the City Council prior to the end of May 2023, if possible.”

Since receiving the directive, the Human Services Department has coordinated the collection and analysis of data available from the most recent Point-in-Time count and other state and local sources and has prepared the attached report and recommendations for the Council’s review.

Director Lynne Goodwin will be available to present and discuss the data analysis and recommendations.

ACTION

No action is required. This agenda item is for informational purposes only.

Included in this Section:

1. Data Analysis and Recommended Solutions for the City of Lebanon’s Unhoused Population, Report for the Lebanon City Council, May 17, 2023



Data Analysis and Recommended Solutions for the City of Lebanon's Unhoused Population

Report for the Lebanon City Council
May 17, 2023

Lynne Goodwin, Director, Lebanon Human Services
Rebecca Desilets, Assistant Human Services Director
with support from
Lebanon Housing First
and
Angela Zhang, Programs Director, LISTEN Community Services

The City of Lebanon, like many cities nationwide, is experiencing a housing crisis . . . a humanitarian crisis. Despite 380 units of rental housing completed and ready for occupancy in 2022ⁱ, the supply of rental housing has not kept pace with the demand, resulting in lower vacancy rates, higher rents, and a competitive rental market that does not meet the needs of our most vulnerable residents.

Lebanon has . . .

- a rental housing vacancy rate of less than 0.5%. A healthy rental market has a vacancy rate of 5%.
- a shortage of affordable housing options compared to market rate housing options [Of the 380 rental units completed in 2022, only 44 units (Heater Landing) are affordable for low-income households.]
- residents with poor credit or no credit, criminal records, and eviction histories that interfere with their ability to obtain housing.
- residents with mental health conditions and substance use disorders that interfere with their ability to maintain housing.
- residents who have physical disabilities and cannot find accessible housing.

The above factors have resulted in an increase in the number of people who are unhoused or precariously housed in Lebanon. Recognizing the need to identify housing solutions, the City Council directed city administration to collect and analyze appropriate data, to inform a future discussion of possible funding, development and operating models and options for shelter solutions for the unhoused.

Data Collection/Analysis

The Point-in-Time (PIT) count is a national, HUD-required count of sheltered and unsheltered people experiencing homelessness on a single night in late January. The intention is that each count is planned, coordinated, and carried out locally on an annual basis.

The NH Department of Health and Human Services, Bureau of Homeless Services (BHS; formerly named Bureau of Housing Supports) is the Homeless Management Information System (HMIS) Lead for the Continuums of Care (CoC) in NH. BHS contracts with the Institute for Community Alliances (ICA) to be the HMIS System Administrator in NH. PIT count planning is the responsibility of each Continuum of Care. There are three CoC's in NH: the Manchester CoC, the Greater Nashua CoC, and the Balance of State CoC. In the Balance of State, BHS coordinates with local groups conducting homeless outreach for the PIT count. Data is recorded and submitted to ICA via Google Forms. Emergency Shelters and Safe Havens submit their PIT count information through HMIS.

PIT count data gets reported to HUD by CoC's. There is no HUD requirement that the PIT count data be broken down by county; however, BHS has manually sorted the PIT reports from the HMIS System Administrator by county. Through 2020, BHS released reports of the number of sheltered and unsheltered individuals by county.ⁱⁱ

Beginning with the PIT count in January 2021, reports have been broken down by CoC's instead of counties. HUD releases annual reports of sheltered and unsheltered counts for NH as a whole, as well as

for each CoC.ⁱⁱⁱ Annual reports of the State of Homelessness in New Hampshire, produced by the New Hampshire Coalition to End Homelessness, also shifted to data broken down by CoC's with the 2020 report.^{iv}

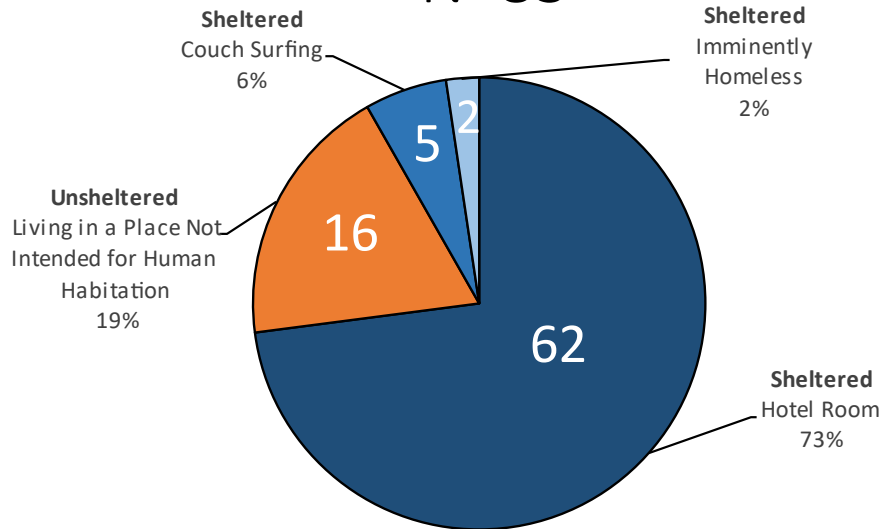
County-specific data was minimally useful in making assumptions about data for the Lebanon area. CoC-specific data is barely useful at all. Lebanon Human Services met with Melissa Hatfield, BHS Director, in an attempt to locate Lebanon-specific data from past PIT counts. Although the PIT count survey asks individuals, "In which New Hampshire town and county did you stay the night of the PIT count?", that data point was not required by HUD and was therefore not consistently collected by volunteers and included in the data set released by ICA to BHS.

PIT Count, January 2023

Under the leadership of LISTEN Community Services and Lebanon Human Services, this year's PIT count was conducted by local service providers and volunteers (including City of Lebanon employees) for the night of 1/25/23. Two-person teams conducted street outreach at known locations in the greater Lebanon area where people experiencing homelessness have been previously known to stay. Service providers also conducted outreach at area hotels. This year's PIT count was the most well-organized count conducted during the last 10 winters in Lebanon. Eighty-five (85) unduplicated individuals representing seventy-one (71) unique households were counted. PIT counts are generally known to be an under-representation of the unsheltered and sheltered populations experiencing homelessness, but the 2023 data is the best local data we have to analyze.

Where Did You Stay Last Night?

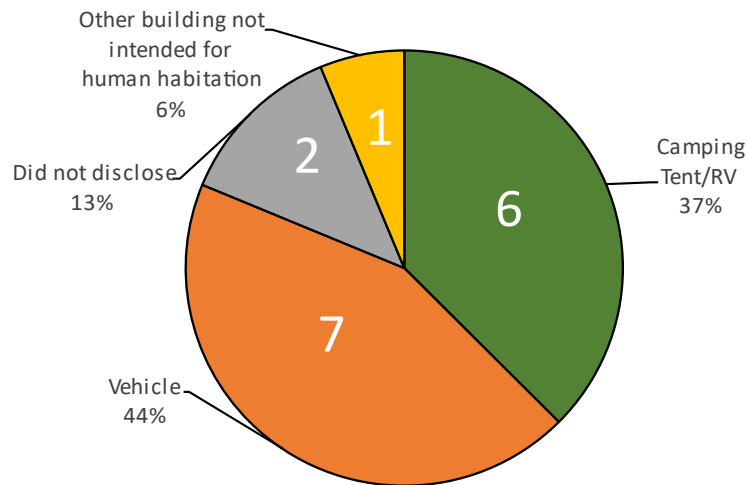
N=85



2023 PIT Count Data Slide 1

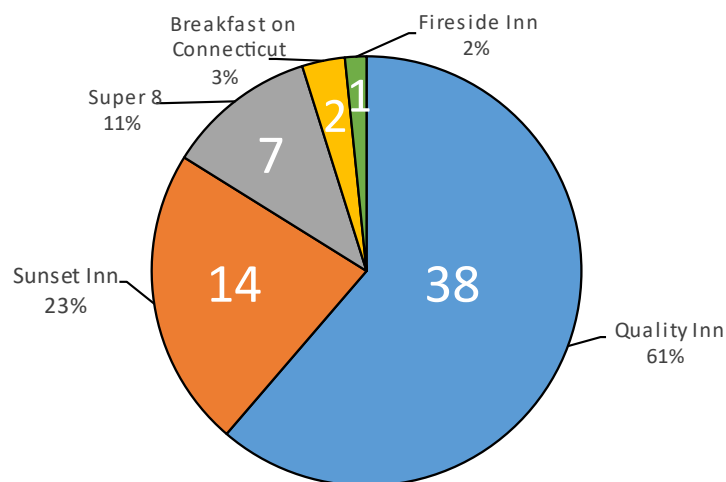
Location. PIT Count volunteers asked individuals where they slept on the night of January 25, and eighty-one percent (81%) of the individuals counted were sheltered in a hotel room, couch surfing, or were imminently homeless. It is probable that many more individuals were couch surfing in Lebanon on January 25 than were counted as that population was “hidden” from our team of volunteers. Sixteen (16) individuals were staying in places not meant for human habitation, such as in their vehicle (7), camping in either a tent or RV (6), or an unheated shed/garage (1); two individuals did not disclose where they stayed but indicated they were unsheltered.

Where Did You Stay Last Night? (Unsheltered=16)



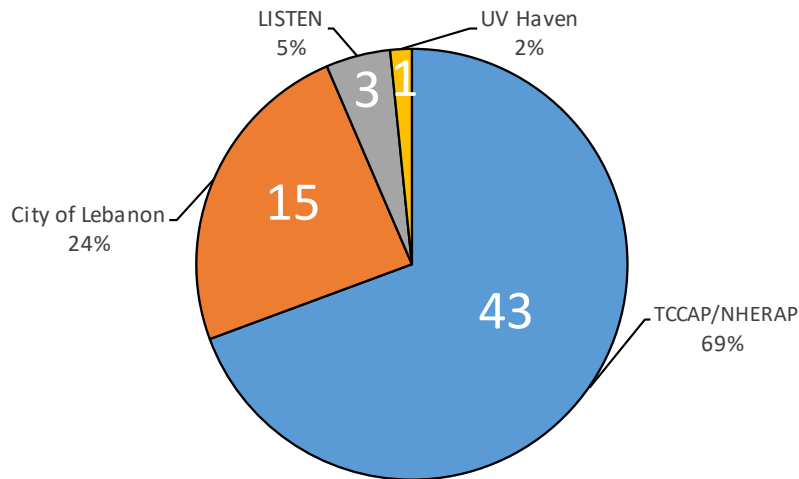
2023 PIT Count Data Slide 2

Where Did You Stay Last Night? (Sheltered/Hotel Guests=62)



2023 PIT Count Data Slide 3

Who Paid for Your Hotel Stay? (Sheltered/Hotel Guests=62)



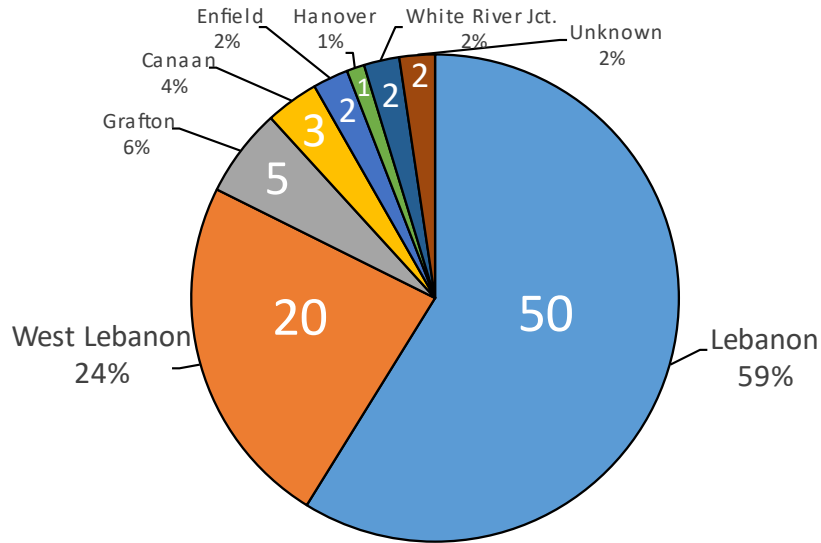
2023 PIT Count Data Slide 4

The majority of the individuals counted during the PIT Count were staying in hotels paid for by either the City or another social service organization. Of note, the hotel program funded by NHERAP and managed by Tri-County CAP was ongoing but not accepting new clients at the time of the PIT count. Sixty-nine percent (69%) of the individuals staying in hotel rooms on January 25 were funded by NHERAP. That program has since ended for all individuals except families with children.

Individuals in non-Lebanon hotels were counted when the agency that paid for the stay was either the City of Lebanon or a social service agency located in Lebanon. For instance, seven guests at the Super 8 in White River Junction were counted in the PIT Count because their stay was being paid for by the City of Lebanon.

Demographics. Most of the individuals (83%) interviewed by the team of volunteers during the PIT count reported that they were members of the Lebanon/West Lebanon community. Fifty-nine percent (59%) of households were single males, twenty-seven percent (27%) were single females, and five were couples. There were five families with children, including one family with children who were staying in their vehicle. Individuals were disproportionately male compared to the area's general population. There were at least four Veterans counted, and seven individuals reported that they were fleeing domestic violence.

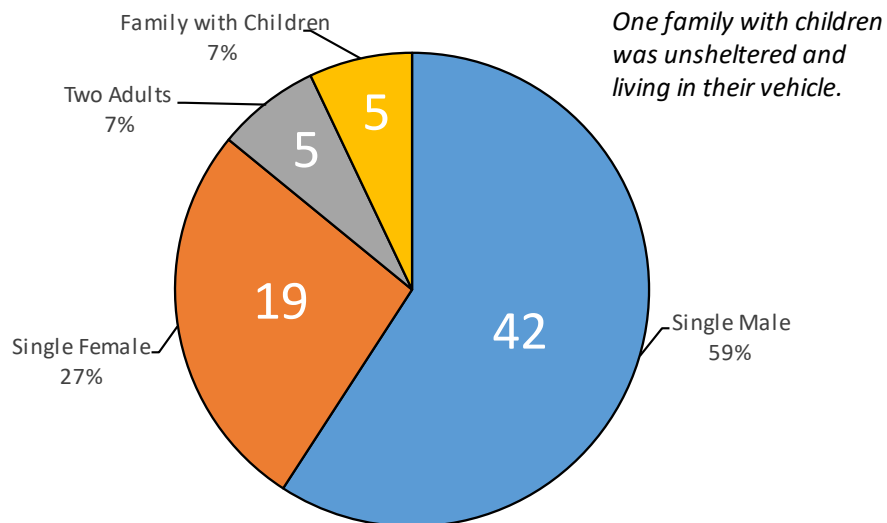
What Town Are You From?



2023 PIT Count Data Slide 5

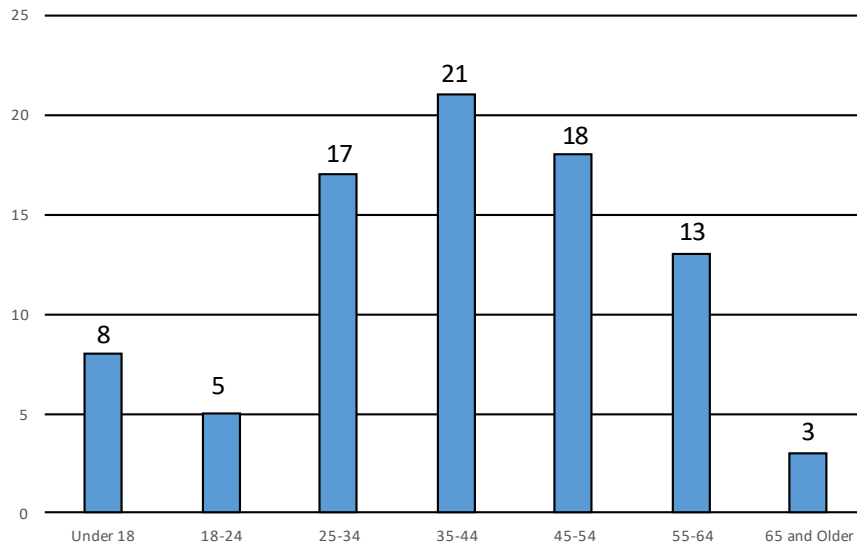
Household Composition

n=71



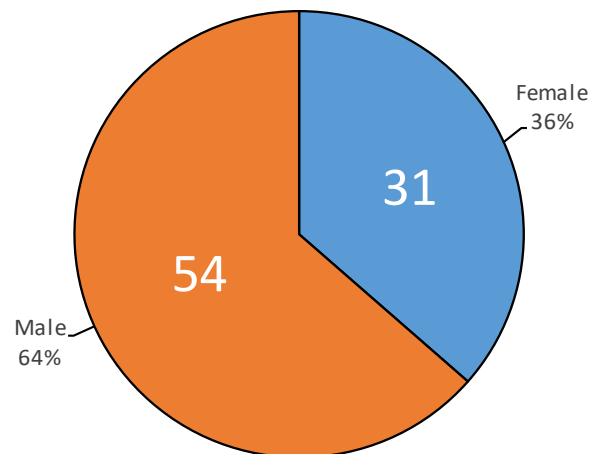
2023 PIT Count Data Slide 6

Age Range



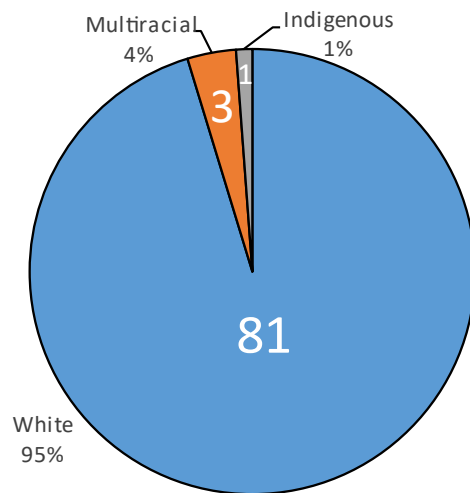
2023 PIT Count Data Slide 7

Gender



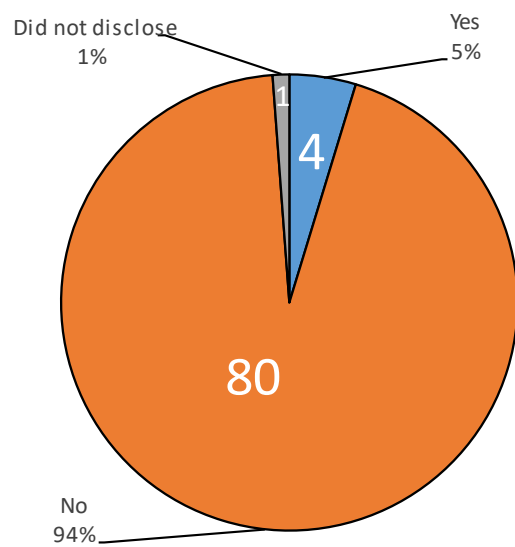
2023 PIT Count Data Slide 8

Race



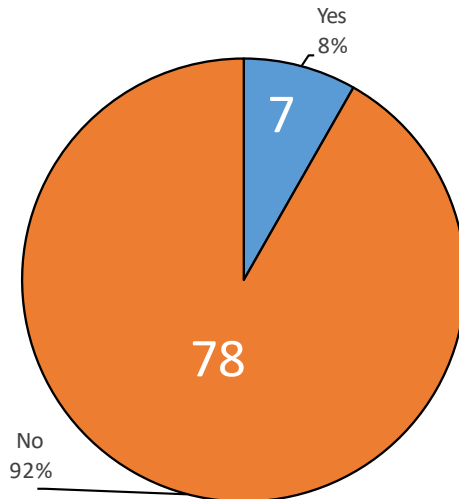
2023 PIT Count Data Slide 9

Veterans



2023 PIT Count Data Slide 10

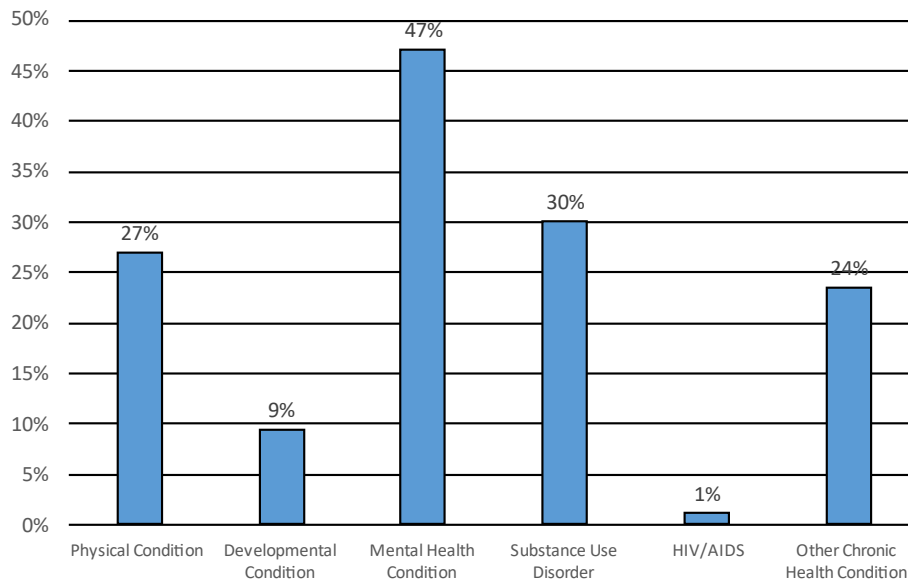
Currently Fleeing Domestic Violence



2023 PIT Count Data Slide 11

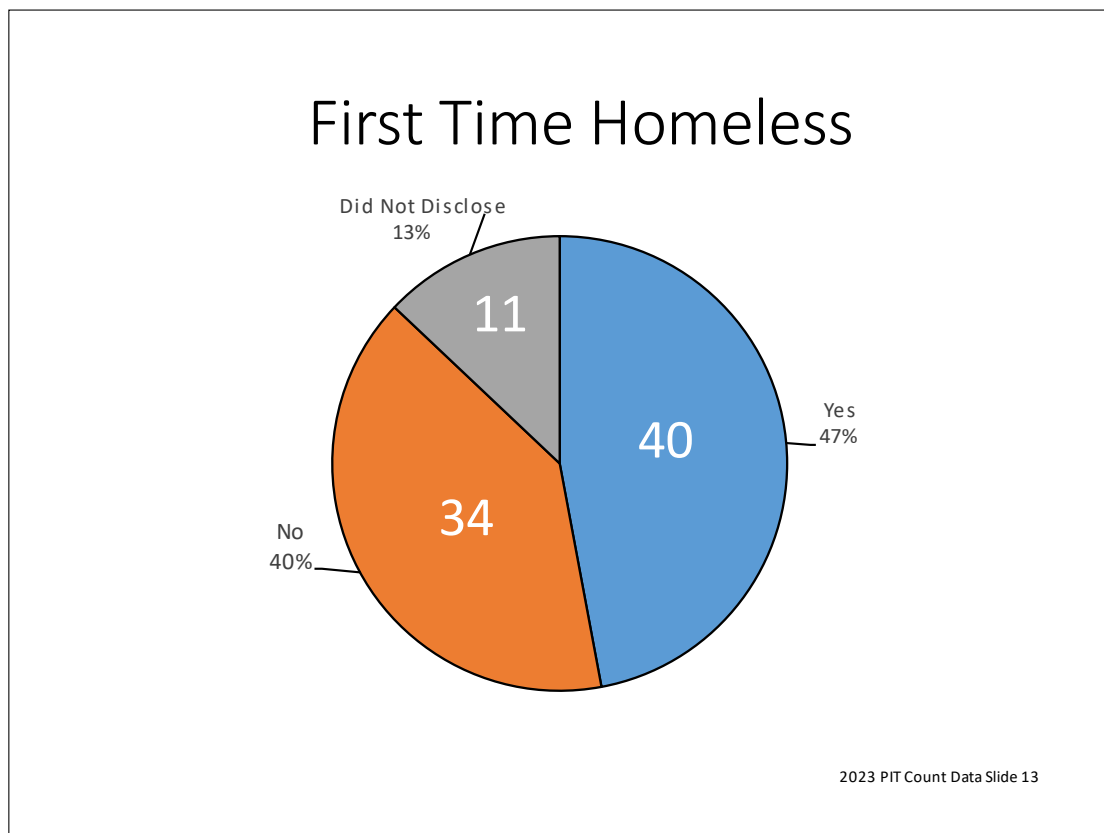
Risk factors. Individuals were asked to self-report whether they had risk factors for homelessness, including physical, developmental, mental health, or other chronic health condition(s), a substance use disorder, and/or HIV/AIDS. Individuals could report any and all that applied. Fifty-nine (59) individuals (69%) self-reported at least one health-related risk factor for homelessness. Due to the sensitivity and stigma surrounding the risk factors, it is likely that these conditions were underreported. The most commonly reported risk factor was a mental health condition, which forty-seven percent (47%) of individuals reported. Substance use disorders (30%) and physical conditions (27%) were also common among the individuals interviewed.

Risk Factors



2023 PIT Count Data Slide 12

Without accurate historical data to compare to, it is difficult to draw conclusions; however, the Housing First committee was surprised to learn that 40 individuals reported that this was their first time being unhoused. This high level of first-time homelessness may be a reflection of the current tight rental market.



What does the data tell us?

- There were a significant number of *unsheltered individuals* (16) on January 25.
- The number of *sheltered individuals receiving emergency shelter in hotels/motels* (62) on January 25 was nearly four times greater than the number of unsheltered. Without federal and state funding for the motel program, more people might have been *unsheltered*.
- Those surveyed were predominantly from Lebanon.
- Roughly 50% of people surveyed were experiencing homelessness for the first time.
- The most common self-reported risk factors were mental health, substance use, and physical conditions.

The Need

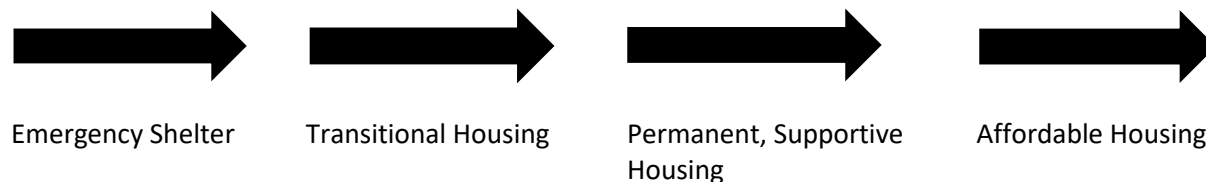
The National Alliance to End Homelessness defines Housing First as a model of homeless assistance that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their

quality of life. This approach is guided by the belief that people’s basic needs must be met before they can attend to other things, such as getting a job, budgeting properly, and engaging in treatment for mental health and substance use disorders.

To address the housing risk factors identified in the data above, we need temporary, short-term, long-term, and permanent housing options for adults with mental health conditions, substance use disorders, physical health conditions and limited mobility. Housing options need to address all three legs of the housing stool – *physical units, rental subsidies, and supportive services*. Case management services can assist adults with mental health conditions to remain housed despite behavioral challenges and interpersonal conflict with neighbors. Recovery friendly housing for adults with substance use disorders is not just sober housing. It’s supportive housing based on the understanding that abstinence alone doesn’t address substance use disorder. Relapse can be common, and someone’s housing shouldn’t be at risk if someone relapses during their recovery from substance use. Lastly, ground-floor or universal access housing can meet the needs of Lebanon residents with limited mobility who need safe places to live.

System of Care

Lebanon needs a healthy and robust system of care to provide housing options along a continuum, from temporary emergency shelter to permanent, affordable housing.



Emergency shelter (e.g. congregate shelters, micro-dwellings, hotels/motels) provides immediate physical shelter for people experiencing homelessness. It’s a harm reduction strategy to prevent loss of life during severe weather, and also to prevent substance use as a coping mechanism to manage bodily pain associated with outdoor camping. The intention is that shelter stays are brief, with frequent bed turnover so that others can access this option. But given the shortage of other housing options to move on to, shelter stays have increased in duration. In Fiscal Year (FY) 2023 [July 1, 2022-current], the average length of stay at the Haven’s family shelter has been 102 days, compared to 86 days in FY 2022. Since July 1, 2022, the average length of stay at the Haven’s adult shelter has been 183 days, compared to 149 days in FY 2022 and 140 days in FY 2021. The Claremont shelter’s average length of stay in calendar year 2022 was 69 days for folks who exited into permanent housing situations. However, this data point does not tell the full story. Lebanon Human Services recently sponsored a family at the Claremont shelter for 360 days until they secured permanent affordable housing.

Using hotels/motels as a means of temporary emergency shelter has been a welfare practice that saves lives during cold weather months when shelter beds are unavailable, and bridges short-term gaps until

permanent housing is secured. The hotel/motel option was relied upon during the COVID-19 pandemic and funded by federal, state, and municipal dollars. While this shelter option undoubtedly saved lives during the last two winters, it is neither a cost-effective nor sustainable model for emergency shelter.

Lebanon, with approximately 15,000 residents, is among the largest communities in New Hampshire without a homeless shelter. The two nearest shelters are in White River Junction and Claremont. The Upper Valley Haven provides shelter for up to 20 individuals at the Hixon House Adult Shelter, and up to 8 families (46 beds) at the Byrne House Family Shelter. The Claremont shelter, run by Southwestern Community Services, provides shelter for up to 15 men and up to 25 women/children (total of 40 beds). Human Services regularly makes referrals to both shelters, but beds are unavailable more often than not.

Investment in building and operating shelter(s) in Lebanon would be far more cost-effective than providing temporary emergency housing in hotels/motels. For example, the Claremont shelter charges the City of Lebanon \$20/day for a single adult and \$30/day for a family. Lebanon hotels/motels have charged the City of Lebanon \$159 plus tax per night or \$179 plus tax for a handicap accessible room. To illustrate this point, the City of Lebanon would pay the Claremont shelter a total of \$10,800 for a family to reside at the shelter for 360 days. In contrast, the City of Lebanon would pay a hotel/motel \$62,107 for the same family's lodging for 360 days. In addition, hotel/motel expenses are not inclusive of supportive services that, if provided, are provided by outside agencies at additional cost to those agencies.

There are other challenges with using hotels/motels for temporary emergency shelter. There are times of the year when there are no vacancies, such as Dartmouth College commencement weekend and peak foliage weeks. Hotel/motel staff are not trained in trauma-informed practices and can be insensitive to working with the population of unhoused people. Use of hotels/motels should be reserved for unhoused residents of Lebanon who are not appropriate for congregate shelter, such as those with physical disabilities for whom the shelter environment is not accommodating, those with traumatic histories and mental health conditions who are triggered by living in close proximity to others, and those with criminal records involving violent and/or sexual offenses.

Even when communities have shelter services, high barriers to entering emergency shelter programs deter many individuals and families from seeking services. Sobriety requirements, criminal background checks, "no pets allowed", "no couples placed together", limits on personal belongings, and early curfews screen out many households in need of emergency shelter. Creating a low-barrier environment means removing as many entry requirements as possible and responding to the individual needs and concerns of people seeking shelter. Low-barrier shelters emphasize welcoming guests in as they are and focusing on harm reduction, while having clear and simple behavioral expectations that apply to anyone residing in the shelter. These expectations are based on maintaining a safe environment for all shelter guests. And creative problem-solving, such as allowing couples to bunk together and offering storage space for personal belongings, leads to lower threshold options that encourage people to come inside.

The Haven and Claremont shelters are not low-barrier shelters in the strictest sense of the definition, but they have lower thresholds in terms of alcohol and drug use. Drugs and alcohol are not permitted on shelter property, and a violation of this rule can result in immediate termination from the program. The response to alcohol and drug use off site, however, is grounded in a "low threshold/more tolerant"

approach. If someone returns to the adult shelter under the influence, an assessment is done for safety and ability to be respectful of other guests and staff. Substance misuse-related behavior that poses a safety risk to self, others, or property will likely result in being asked to leave the shelter. A disruptive episode that is out of character for the individual is assessed through a lens of exploring supports and treatment options, as well as the individual's ability to engage in treatment. To that end, the Haven will hold a shelter bed for someone in the adult shelter who goes into residential treatment for 14 days or is hospitalized for an overdose or to detox. The seasonal shelter run by the Haven prior to the pandemic allowed guests who are under the influence but emphasized appropriate behavior in the communal space and lack of safety violations. In the family shelters, guests risk losing their shelter bed if they engage in substance use off site and return to the shelter under the influence. The presence of children is the rationale for this "higher threshold/less tolerant" approach.

Micro-dwellings provide a shelter option for unhoused individuals who have not had successful experiences living in congregate care settings. A micro-dwelling offers privacy and far less social stimulation for the resident but does not mean they are on their own without support. In fact, many developers of micro-dwellings require that supportive social services be attached to the physical dwellings, so that immediate needs of residents are addressed while developing long-term housing solutions.

In the Upper Valley, unhoused members of the community have been matched with individuals who wish to support them with a space to park a mobile micro-dwelling. Ideal spaces are those within walking distance to services and public transportation. Several faith-based organizations have offered space for a micro-dwelling in their respective parking lots, but these offers typically run afoul of local zoning ordinances as well as building and fire codes. Additional efforts should be proposed to modify zoning to allow micro-dwellings. Inspection and approval of micro-dwellings for life safety is also critical.

The City of Burlington, VT, invested \$1.6 million in federal pandemic aid to create the low-barrier Elmwood Community Shelter (ECS) on city-owned land (a former parking lot). With capacity for 35 individuals, ECS offers 25 single-unit pods and 5 double-units that can accommodate two residents. The prefabricated pods have one or two single beds, a small refrigerator, heat, air conditioning, and electricity. Residents share bathroom facilities and a central community space where meals are served. Champlain Housing Trust manages the project for the City of Burlington. ECS does not require that residents be sober or compliant with mental health or substance use disorder treatment; however, use of alcohol or drugs is prohibited on site. ECS provides specialized support services to ECS residents with mental health and medical conditions, substance use disorder, and other challenges to accessing traditional shelter options.

Transitional housing provides a time-limited, supportive environment for people to live in while they try to obtain permanent, affordable housing. Transitional housing offers more independence to tenants than communal shelter environments but has some structure to support tenants as they develop or improve their functional living skills. Some transitional housing programs are population-specific (e.g. WISE will soon be offering transitional housing for their shelter guests; West Central Behavioral Health currently offers transitional housing for individuals diagnosed with Severe and Persistent Mental Illness).

Other transitional housing programs, such as LISTEN's pilot program, are targeted at helping hotel/motel guests transition into permanent housing.

Current transitional housing options in Lebanon total 6; 4 units for WISE [opening soon], 1 two-bedroom unit for WCBH, and 1 one-bedroom unit for LISTEN. WCBH is actively working on additional transitional housing units to meet the needs of their clientele. While Headrest offers a 90-day, low-intensity residential program for individuals with substance use disorders, Lebanon does not have recovery friendly transitional housing that graduates of the residential program can transition to.

Permanent, supportive housing is an evidence-based option for people experiencing chronic homelessness to move from sheltered or unsheltered homelessness into permanent, affordable housing with supportive services. Twin Pines Housing (TPH) partners with the Upper Valley Haven to provide 18 one-bedroom units in Lebanon at 10 Parkhurst Street. In 2017, Lebanon's Housing First coalition brought community partners together to engage in problem-solving for the individuals living in an encampment on city-owned land in West Lebanon. Parkhurst Community Housing was born out of community collaboration and opened in the summer of 2018.

Recognizing the need for additional permanent, supportive housing for the chronically homeless, and building off the success of Parkhurst Community Housing, TPH is developing a similar project at 747 Hartford Avenue in White River Junction. This project will also include 18 units of permanent, affordable housing, with supportive services provided by both the Haven and TPH. Whereas 10 Parkhurst Street was an existing apartment building that was renovated to meet project needs, 747 Hartford Avenue will bring 18 units of additional housing to the Upper Valley.

Affordable housing

Lebanon has a variety of rental housing options (e.g. single room occupancy (SROs); studio, 1-bedroom, 2-bedroom, and 3-bedroom units; single-family homes; duplexes), but affordability is a major concern. Affordable housing is generally defined as housing, rental or owner-occupied, that costs no more than 30% of one's gross income. Rental cost is defined as rent plus utilities. Ownership cost is defined as monthly principal, interest, taxes and insurance.^v

Home prices and market rate rents have risen drastically in recent years. Some landlords have sold their rental properties for maximum profit, while other landlords have renovated their units and significantly increased the rent. The demand for housing has also created an environment in which landlords can be choosy about who they rent to. Applicants with poor landlord references, criminal records, and well short of "required income 3X the rent" cannot compete for housing in this market.

The supply of affordable rental housing has not kept pace with the supply of market rate rental housing. As noted earlier in this report, of the 380 units added to Lebanon's rental housing inventory in the past 12 months, only 44 units are classified as affordable housing. To date, Lebanon has 568 units of subsidized and affordable housing. This includes Lebanon Housing Authority's Heater Landing development which added 44 affordable, tax-credit units in November 2022. Unless the supply of

subsidized and affordable housing increases, more low-income and fixed-income residents are going to struggle with housing costs and may begin to experience housing instability and homelessness.

SROs (single room occupancy) are a housing option aimed at residents with low or minimal incomes. SRO units offer single bedrooms with shared bathroom/kitchen/living areas. They are typically the least expensive form of non-subsidized housing and can be transitional or permanent in nature. In 2013, weekly rents for Lebanon SROs ranged from \$120-170. In 2023, weekly rents range from \$170-205, making rent unaffordable for someone on Supplemental Security Income of \$800-900 per month. Lebanon had approximately 70 SRO units but lost 8 units at 14 Bank Street on 4/1/23.

Long-term rental assistance, such as Section 8 Housing Choice Vouchers (HCVs), helps address the affordability of permanent housing. HCVs allow very low-income households to choose and lease safe and affordable privately-owned rental housing. Lebanon Housing Authority (LHA) has a total of 166 HCVs per its contract with HUD. Currently, 142 HCVs are utilized. 5 HCVs have been issued and the recipients are searching for housing. Steven Stancek, Leased Housing Officer at LHA, explained the reason for the discrepancy between 166 available HCVs and 147 utilized/issued. "That is because the expected calendar year appropriation is approximately \$1,200,000 and at current spending levels, LHA is expecting to exceed its Annual Budget Authority which limits further issuance of new HCVs. In anticipation of HCV turnovers due to sickness, death, evictions, etc., LHA will continue to issue a modest number of additional HCVs through the 2023 year."

HCVs are less effective in tight rental markets. Property owners can raise rents above subsidy levels or choose not to rent to voucher holders. To mitigate this challenge, LHA created a Section 8 Landlord Incentive Program (LIP) in 2022. The LIP is available to any landlord-owner who leases a rental unit to new admission participants, current participants relocating in the community, or current participants who are at risk of lapsing leases. The LIP pays an incentive payment equivalent of \$100 monthly for the term of any initial 12-month contract on behalf of a newly admitted HCV participant or relocating current HCV participant, and for a renegotiated lapsing lease renewal. Said payments are disbursed in an aggregate sum of \$1,200 at time of contract signing.

According to Steven Stancek, since the August 2022 implementation of the LIP, only a half-dozen payments have been disbursed. Many households issued HCVs in 2022 and searching for units opted to apply and wait for the opening of LHA's Heater Landing, which ultimately leased up 15 HCV participants. LHA did not receive any payments from the LIP due to a conflict of interest as part owner and manager of the complex. In general, landlord reaction to the LIP has been lukewarm. Owners having rental turnovers are aggressively increasing rents by more than \$100 per month in many cases and have quickly reached beyond current LHA Payment Standards, even at 120% of HUD Fair Market Rents for Lebanon.^{vi}

FY 2023 Fair Market Rents/Payment Standards for Grafton County, NH [LHA approved Payment Standards in brackets]						
	Date Effective	0 BR	1 BR	2 BR	3 BR	4 BR
HUD	10/01/2022	898	1020	1343	1714	2057
LHA	10/01/2022	[1077]	[1224]	[1611]	[2056]	[2468]

HUD picks up the additional cost of the LHA payment standards subject to prior approval, such as a reasonable accommodation for a disabled person or family. To achieve program-wide approval of the higher payment standards, LHA took advantage of 2 waivers made available to Public Housing Authorities through the Federal CARES Act and American Rescue Plan Act. The current waiver expires on 12/31/23.

LHA is currently operating the Section 8 HCV Program at 100% of Budget Authority but is anticipating issuance of more HCVs in the next several months to allow for participant turnover. There is concern that turnover of Section 8 apartments won't necessarily be reoccupied by new HCV participants given the rate and scope of market rent increases and, in some cases, sales of properties to new out-of-town owners. It is expected that newly issued and searching HCVs will continue to experience great difficulty in finding apartments that can be approved by the Section 8 HCV Program.^{vii}

Recommendations

After analyzing the 2023 Point-in-Time data and the current system of care in Lebanon, the following recommendations, many of which are grounded in best practice^{viii}, are offered for the Council's consideration:

- Locate a site for a 2023-2024 seasonal shelter that can provide life-saving shelter for up to 15 individuals. Apply for funding to add sprinklers to meet life safety codes and to make other upgrades as needed. Showers and lockers for overnight guests as well as the larger community of unhoused individuals. Contract with the Haven to operate the seasonal shelter.
- Develop a year-round, low-barrier emergency shelter for **20 individuals**. Some pets allowed. Showers and lockers for overnight guests as well as the larger community of unhoused individuals. Location close to public transportation and services. Contract with a social service agency to operate the shelter.
- Develop an additional year-round emergency shelter for **10 individuals and 4 families**. Some pets allowed. Showers and lockers for overnight guests as well as the larger community of unhoused individuals and families. Replicate the Haven's shelter model in a location close to public transportation and services. Contract with a social service agency to operate the shelter.
- Develop a site(s) for micro-dwellings/pods for **5-10 individuals**. Replicate emerging best practice models for micro-dwellings/pods on a small scale for Lebanon. Contract with a social service agency to operate these shelters as emergency or transitional housing based on individual needs.
- Develop additional SRO units for **20 individuals**. Weekly rents need to be capped to be affordable for people living on SSI incomes of \$800-900 per month.
- Develop additional Transitional Housing units – substance use recovery friendly units for **8 individuals**, mental health friendly units for **8 individuals**, family friendly units for **4 families**.

- Develop additional permanent, supportive housing for 20 individuals.
- Incentivize leasing to low-income households with housing barriers by providing landlords additional financial incentives and ensuring the availability of supportive services for tenants.
- Partner with developers to build workforce housing with a goal of 20% of all new rental units being affordable for households earning less than 50% of the area medium income (AMI) for Lebanon (\$73,704).

Lebanon cannot and should not be the only municipality in lower Grafton County to assess homelessness and develop housing solutions. To this end, it is recommended that the City of Lebanon contract with Parker Advisors^{ix} to provide a regional assessment of homelessness in the Upper Valley and recommend regional solutions. Parker Advisors recently conducted a Homelessness Needs Assessment and Action Plan for the City of Montpelier, VT, and welcomes the opportunity to work with the City of Lebanon.

Endnotes

ⁱ Summit on Juniper, 309 units; 195 Mechanic Street, 27 units; Heater Landing, 44 units.

ⁱⁱ <https://www.dhhs.nh.gov/sites/g/files/ehbemt476/files/documents2/pit-2020.pdf>

ⁱⁱⁱ https://files.hudexchange.info/reports/published/CoC_PopSub_State_NH_2021.pdf
https://files.hudexchange.info/reports/published/CoC_PopSub_CoC_NH-500-2021_NH_2021.pdf
https://files.hudexchange.info/reports/published/CoC_PopSub_State_NH_2022.pdf
https://files.hudexchange.info/reports/published/CoC_PopSub_CoC_NH-500-2022_NH_2022.pdf

^{iv} <https://www.nhceh.org/wp-content/uploads/2022/01/2020-State-of-Homelessness-in-NH-Report-Online-Final-compressed-1.pdf>
https://www.nhceh.org/wp-content/uploads/2022/09/2022-NHCEH-Full-Report-6.2.2022_compressed.pdf

^v <https://www.nhhfa.org/housing-terms/>

^{vi} <https://www.lebanonhousing.org/notices.aspx>

^{vii} <https://www.lebanonhousing.org/section8.aspx>

^{viii} <https://www.nhceh.org/research/best-practices/>

^{ix} Parker Advisors, LLC; Daniel Towle, Founder & President; Montpelier, VT

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

**10.E – DISCUSSION AND SET PUBLIC HEARING FOR JUNE 7, 2023:
ESTABLISHMENT OF A REVOLVING FUND IN ACCORDANCE WITH NH RSA
31:95-h FOR OPERATION AND MAINTENANCE OF 14, 28, & 30 MAIN STREET,
WEST LEBANON AND 226 MASCOMA STREET, LEBANON**

BACKGROUND

In late 2022, the City was presented with the opportunity to acquire multiple properties along Main Street in West Lebanon, 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). On February 1st, the City Council authorized the City Manager to negotiate a Purchase & Sale Agreement and to take further actions necessary to pursue acquisition. The City and the property owner entered into a Purchase & Sale Agreement on February 27, 2023, and since that time, the City has been conducting due diligence efforts, including environmental review of the properties prior to closing.

Following acquisition of the properties, the City anticipates continuing to lease the occupied (or occupiable) commercial and residential spaces to existing and/or future tenants until the properties are ready for redevelopment.

In addition, the City also acquired property at 226 Mascoma Street in January 2022 to allow for the future expansion of the Valley Cemetery. When the City acquired the property, it leased the residence back to the prior owner for a period of two years until January 2024. Once the residence is vacated by the current tenant, the City proposes to partner with a local human services organization to allow the property to be used for transitional housing until such time as the property is needed for cemetery expansion, which is anticipated to be several years into the future.

In order to provide for the ownership and ongoing operation and maintenance of these properties until future uses are determined and imminent, the City Manager recommends that the City Council establish a Revolving Fund for the properties pursuant to NH RSA 31:95-h for the accrual of lease revenues and for the payment of applicable property taxes, utility bills, and other expenses associated with the ownership, operation, and maintenance of the properties.

ACTION

If the Council decides to move forward with the establishment of a Revolving Fund, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, June 7, 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 establish a Revolving Fund pursuant to NH RSA 31:95-h, to facilitate the ownership, operation, and maintenance of City-owned properties at 14 Main Street, 28 Main Street, 30 Main Street, and 226 Mascoma Street.

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

**10.F – DISCUSSION ON CREATING A PROCESS FOR THE REDEVELOPMENT
OF 14, 28 & 30 MAIN STREET, WEST LEBANON PROPERTIES**

BACKGROUND

On February 1st, the City Council authorized the City Manager to negotiate a Purchase & Sale Agreement and to take further actions necessary to pursue acquisition of multiple properties along Main Street in West Lebanon, specifically: 14 Main Street, 28 Main Street, and 30 Main Street. The City and the property owner entered into a Purchase & Sale Agreement on February 27, 2023, and since that time, the City has been conducting due diligence efforts, including environmental review of the properties prior to closing.

The Mayor has recommended that the City Council have a discussion to establish a process to determine the future use of the properties following acquisition.

ACTION

Action to be determined based on the Council's discussion.

**AGENDA
LEBANON CITY COUNCIL
MAY 17, 2023**

10. NEW BUSINESS:

**10.G – PRESENTATION OF ANNUAL UPDATE OF GREENHOUSE GAS
INVENTORY AND REDUCTION INITIATIVES**

BACKGROUND

In 2017, the City Council adopted a Resolution in support of the Paris Climate Agreement and a policy to achieve compliance with the goals of the New Hampshire Climate Action Plan, which calls for a reduction of Greenhouse Gas (GHG) emissions by 80 percent below 1990 levels by 2050.

Over the last several years, the City has tracked and reported on GHG emissions from local government operations (LGO) as an indication of how far the City has progressed toward the stated policy goal and outlined actions and strategies for achieving further reductions.

GIS Coordinator Mark Goodwin and Energy and Facilities Manager Tad Montgomery will be available to review and discuss the presentation.

ACTION

No action is required. This agenda item is for informational purposes only.

Included in this Section:

1. City of Lebanon Greenhouse Gas Reduction Initiatives, Annual Update presentation

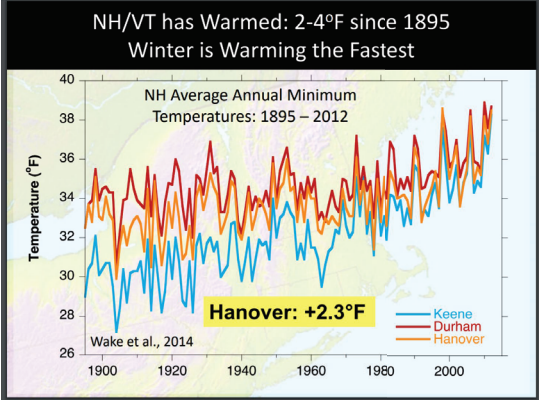
City of Lebanon Greenhouse Gas Reduction Initiatives

Annual Update
Presented to the City
Council
April 26th, 2023



Why is reducing GHG emissions important?

It's happening

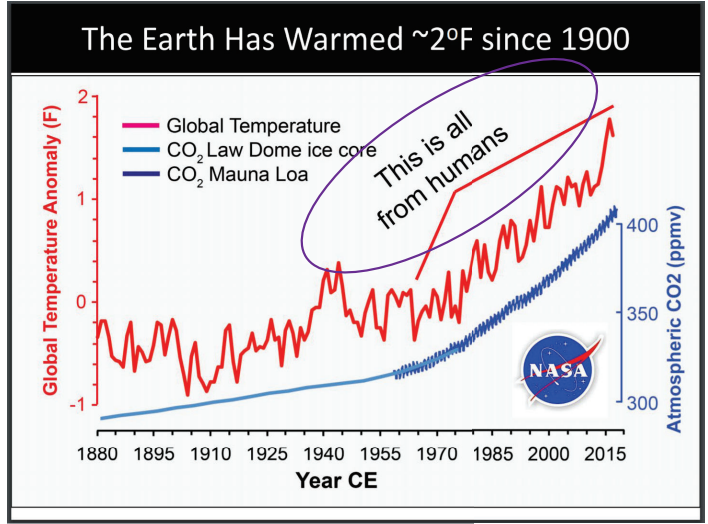


It will continue to happen

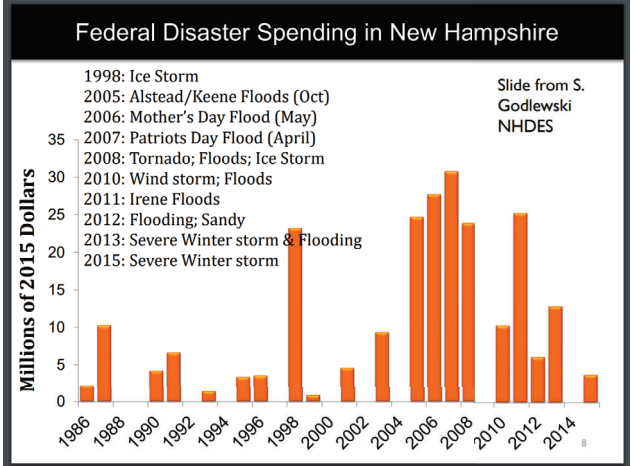
Take Home Messages

- Downpours (extreme rainfall) jumped up 50% in 1996
 - Caused by Hurricanes, Nor'easters and thunderstorms
- Drought is more frequent in NH & VT than you may think and has real impacts
- The future:
 - More downpours likely
 - More summer drought is possible

It is from us



It is expensive !



Slides courtesy of Erich Osterberg, Dartmouth College

History of City of Lebanon Policy Commitments and Associated Targets

• 2017 – In Support of the Paris Climate Agreement



- City Council Policy Adoption
- NH Climate Action Plan: **80% reduction of GHG emissions by 2050**

**** Ongoing interest to revisit and recalibrate targets and goals**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEBANON, NEW HAMPSHIRE

IN SUPPORT OF THE PARIS CLIMATE AGREEMENT

WHEREAS, consensus exists among the world's leading climate scientists that global warming caused by emissions of greenhouse gases from human activities is among the most significant problems facing the world today; and

WHEREAS, documented impacts of global warming include but are not limited to increased occurrences of extreme weather events (e.g. droughts and floods), adverse impacts on ecosystems, demographic patterns and economic value chains; and

WHEREAS, the State of New Hampshire through its Climate Action Plan developed under the auspices of the Department of Environmental Services has called for a statewide **reduction of GHG emissions by 80% below 1990 levels by 2050**; and

WHEREAS, the City of Lebanon, New Hampshire, has adopted an Energy Chapter to its Master Plan as official City policy that calls for the City to be an innovative leader in energy efficiency and reliance on renewable energy, and **compliance with the goal of the New Hampshire Climate Action Plan to reduce GHG emissions by 80% below 1990 levels by 2050**.

WHEREAS, responding to climate change provides communities an opportunity to access first mover advantage in the range of products, services and know-how that transitioning to a climate-compatible future brings; and

WHEREAS, the Paris Agreement resulted in a commitment from almost every nation to take action and enact programs to limit global temperature increase to less than 2 degrees Celsius, with an expectation that this goal would be reduced to 1.5 degrees in the future;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF LEBANON:

Indicates its continuing commitment to reducing GHG emissions through its implementation of its Master Plan; and

Joins other US cities and municipalities in the **Climate Mayors network** and otherwise in adopting and supporting the goals of the Paris Agreement; and

Commits to exploring the potential benefits and costs of adopting policies and programs that promote the long-term goal of GHG emissions reduction while maximizing economic and social co-benefits of such action; and

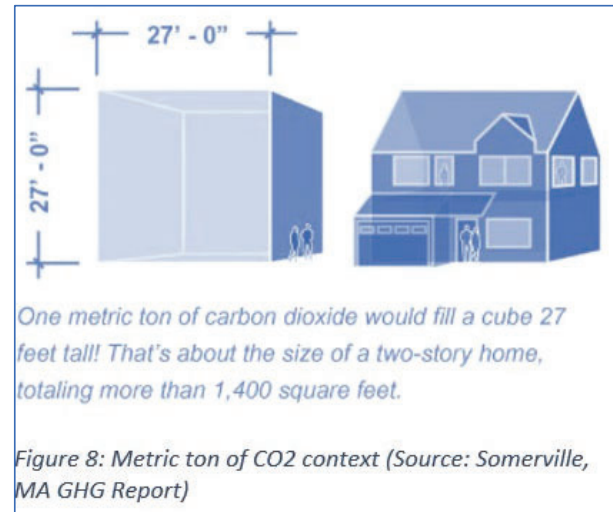
Stands ready to work with other communities and towns across the state, to provide the leadership and resources at the local level that will reduce greenhouse gas emissions, protect our most vulnerable residents from the impacts of climate change, and reap the benefits of the transition to a clean energy economy.

2015 – 2022 Comparison Local Gov. Operations (LGO)

	2015	2018	2021	2022	% Change 2018-2022
Landfill	12,712	7,169	5,986	6,466	-49.1%
Fleet	1,050	1,157	1,105	1,082	3.0%
Heating Fuel	1,022	1,038	909	874	-14.5%
Electricity*	1,284	1,054	827	??	n/a
Employee Commute ^	420	429	344	344	-18.1%
Business Travel	17	12	12	5	-70.6%
Total MTCO2e	16,505	10,859	9,183	9,000+	-46.9%

Approach

Local Government Operations Inventory
Program Used: EPA Local GHG Inventory
Tool



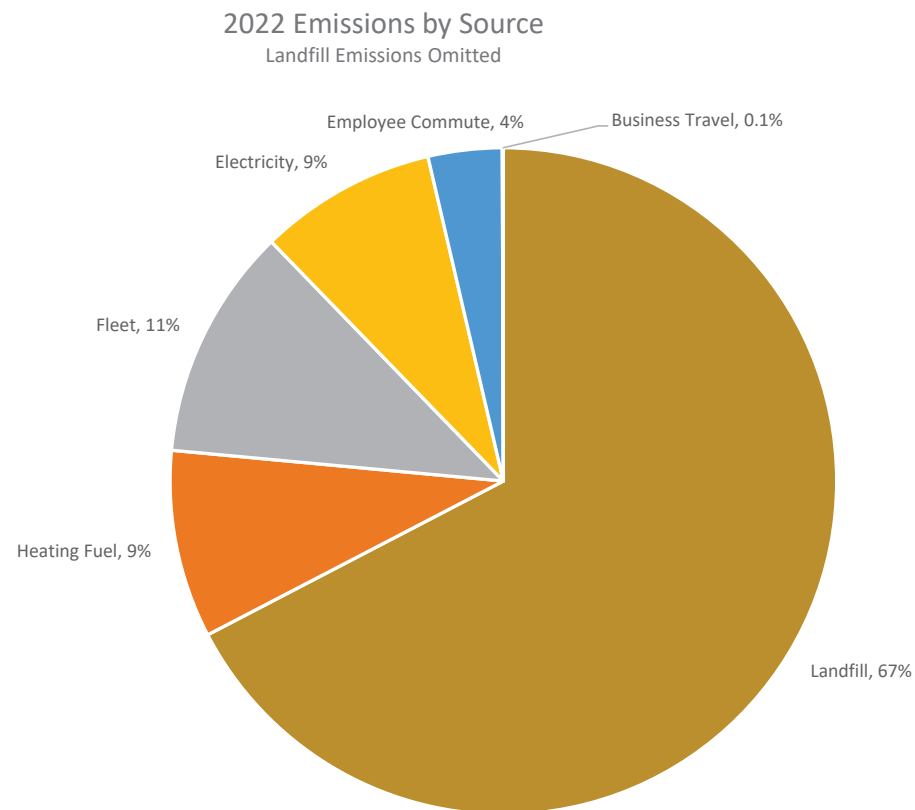
^ conceptual modeled numbers

LGO Reduction Goal Status

	2015	2018	2021	2022
Total MTCO2e	16,505	10,859	9,183	9,000+

- The 80% reduction equates to CoL LGO emissions of 3,301 in 2050yr
- Requires a baseline reduction of 13,204 MTCO2
- 6,907 MTCO2 have been eliminated as of 2022yr; a 42% reduction
- To hit the 80% target, an additional 6,297 MTCO2 need to be eliminated – **how to achieve that goal?**

2022 Emissions by Source



Landfill Notes

	2015	2018	2021	2022	% Change 2015-2022
Landfill (MTCO ₂)	12,712	7,169	5,986	6,466	-49.13%

Biogenic Emissions

The combustion of landfill gas, a biomass-based fuel, produces CO₂. These emissions are not included in the inventory because according to the current protocol, they are considered biogenic. Unlike the carbon in fossil fuels, biogenic carbon was recently contained in living organic matter and is included in the carbon cycle.

- Fugitive CH₄ emissions released from solid waste = that which was not collected & the small percent collected but not destroyed
- Landfill emissions are for fugitive methane and do account for the carbon dioxide produced from flaring landfill gas because it is considered a biogenic carbon source.

Sanborn Report = 6,981 MTCO₂ 2022yr

Fleet Notes

	2015	2018	2021	2022	% Change 2015-2022
MTCO2	1,050	1,157	1,105	1,082	3.05%

- Fleet includes both fuel purchased at Miracle Mile Evans, as well as fuel deliveries (DPW wastewater, Airport, and Landfill)
- Trends not reflecting reductions
- CoL operations consume a lot of expensive fuel!
- EV Fleet offers reduction opportunities!

	2015	2018	2021	2022
SUM Gas	40,168	46,925	38,732	38,894
SUM Diesel	69,791	73,652	74,938	72,024

\$4 x 115,000 gallons = \$460,000 annual cost

Fleet Notes

Top Ten – Gas Consumption

Vehicle(s)	Department	Vehicle Type	Fuel Consumption
LPD CAR 8	Police		2612.0
LPD CAR 2	Police		2397.8
Planning Dept. Inspector	Civic-General	Pers. Car - Reimburse	2,146.2
LPD CAR 10	Police		2069.2
LPD CAR 5	Police		1937.6
LPD CAR 3	Police		1890.1
LPD CAR 4	Police		1795.9
LPD CAR 9	Police		1730.2
LPD CAR 1	Police		1714.9
LPD CAR 12	Police		1524.9

Random Observations - 2021-2022 comparison:

- Recreation 32% increase (gas)
- DPW Wastewater 32.7% decrease (gas)
- Airport 23.9% decrease (gas)
- Fire 8.7% increase (diesel); 8.9% increase (gas)
- Police 3.7% increase (gas)
- DPW – WTP 26.7% increase (diesel)

Heating Notes

MTCO2	2015	2018	2021	2022	% Change 2015-2022
Heating Fuel	1,022	1,038	909	874	-14.48%

Department	Total 2015 yr	Total 2018 yr	Total 2021 yr	Total 2022 yr	4 yr Average	2022yr %change from Avg
Airport	121	129	125	143	129	7.4%
Civic-General	313	309	140	133	223	-28.5%
Recreation	1	1	1	5	2	112.8%
DPW-O&M	142	154	153	142	148	3.9%
DPW-SolidWaste	68	72	75	77	73	7.0%
DPW-Water	52	62	53	47	54	2.9%
DPW-Wastewater	105	113	148	141	126	20.5%
Fire	98	109	114	100	105	8.0%
Library	28	32	19	11	23	-19.6%
Police	95	58	80	76	77	-18.9%
Total Stationary Combustion Emissions	1,022	1,038	909	874	961	-6.0%

- **Random Observations:**
- City Hall Renovation Project = major contributor to decrease (?)
- Heating Fuel to Propane emission reduction (?)
- Rec increase = new Civic Field (equipment storage building) w/propane heater (Aldrich Ave) 491.1 gal. propane

Heating Notes – Building Top Propane Consumption

Building	2022 (gal.)
BLDG - City Hall	20,838
STRUCTURE - DPW Garage	18,982
BLDG - Police Department	12,583
BLDG - Airport Maintenance	9,766
BLDG - Fire Station #1	8,460

Electricity Notes

- Liberty Utility – New Liberty Database / System: *Insufficient Data Available*

Business Travel Notes

CoL employees traveling in personal vehicles

	2015	2018	2021	2022	% Change 2015-2022
(MTCO ₂ e)	17	12	12	5	-71%

- Input Data Modelled: = budgeted dollars spent divided by \$4 = gallons
- Approximately 1014 gallons consumed 2022yr
- Decrease likely attributed to change within MTCO₂ accounting

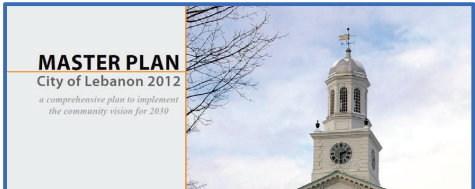
Employee Commute Notes

	2015	2018	2021*	2022*	% Change 2018-2021
Employee Commute (MTCO ₂ e)	420	429	344	344	-22.09%

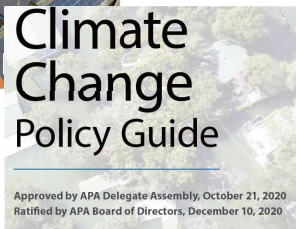
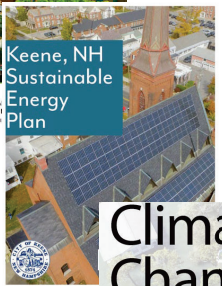
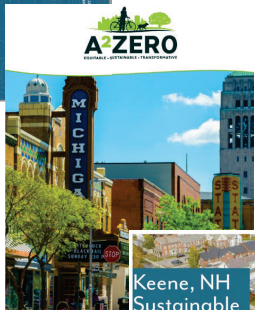
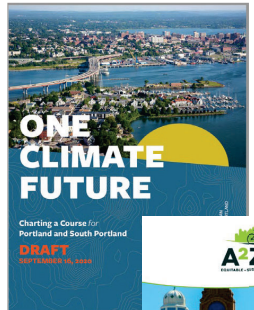
** 4 Day work week Model*

- Model Variables
 - 12.6 mile average commute
 - Approximately 227 employees
 - Workdays per year for 5 day work week = 240
 - Workdays per year for 4 day work week = 192

20% Reduction in MTCO₂e emissions associated with a change to a 4 day work week!



11) Energy	
11A) Executive Summary The City of Lebanon spends about \$1 million of taxpayer money on energy per year. This Energy Plan explains how the City is well positioned to save money by reducing energy use, support the local economy by diversifying energy sources, and improve the quality of life for its residents and surrounding communities.	
11B) Vision & Purpose The long term vision for Lebanon's energy future is to increase energy savings for residents, businesses, and municipal facilities, to secure a robust and stable energy economy, and to reduce the impacts of greenhouse gas emissions that result from a fossil fuel-dependent economy. The purpose of the Energy Plan is to develop a strategic vision, mission, and action plan for a strong foundation for Lebanon's energy future, for the local and environmental benefit and security of the City and its residents. The Energy Plan and planning process are: • Prioritize specific recommendations focused on increasing municipal energy efficiency to save taxpayer money and reduce municipal energy demand, and recommend policies that promote energy efficiency over the long term in the municipal, commercial, and residential sectors. • Provide a strategic direction for the Lebanon Energy Advisory Committee and build the committee's capacity to advocate and implement initiatives in the public interest. • Involve citizens in shaping Lebanon's energy future. Vision for energy savings: • The City of Lebanon shall be a regional leader in energy efficiency, innovation, and fiscal responsibility. • The City shall improve the energy efficiency of municipal buildings, municipal vehicles, and streetlights, and it shall promote similar efficiency measures for the commercial and residential sectors in order to significantly reduce the City's overall energy use. • The City shall explore innovative energy options for purchase and development such as hydro, wind, solar, geothermal, biomass, and methane, within the City's control, to reduce reliance on non-local and foreign sources of energy, and promote similar projects in the commercial sector. • The City shall address energy-related employee behaviors, such as commuting, turning off lights, waste management, etc., through social marketing and incentives. • The City and the Lebanon Energy Advisory Committee shall involve the greater Lebanon community in a social marketing campaign that engages citizens in reducing their energy use. Educational techniques could include the following: holding topical community forums, developing visual, easily understood illustrations of the City's energy use, and giving more attention to current and recently completed municipal and commercial energy related projects. City of Lebanon Master Plan Adopted March 26, 2012 Chapter Adopted May 29, 2012 energy 113-1	



Identifying Additional Actions

2021 City of Lebanon Project Action List

	A	B	C	D	E	F	G
		LMP	Com/City	Time Frame	Point Person	Action	
1	BUILDINGS AND ENERGY						
2	Municipal Energy Supply & Buildings						
3	Renewable Municipal Electricity	Y	Leb	2021	LEAC/City Staff?	General assessment of existing opportunities	
4						Panels returned to LPD & Landfill, or relocated to Airport hangars. Assessment and installation of Airport tracker.	
5	Municipal Solar	Y	Leb	2021	DPW/ReVision(?)		
6	Landfill Gas to Energy	Y	Leb	2021	LEAC/DPW Lfill	Details to be provided by MM	
7	Col. Building Envelope Renovations and/or System Upgrade / Conversion (Heat/Air/Cool/Lighting)		Leb	2021	DPW	Are there additional buildings slated for renovation? Police Station complete? City Library pending?, Fire new or renovated? Airport, others?	
8	New Col. Buildings - Net-Zero Energy	Y	Leb		Pin	Define Net-Zero standard; select which City projects would it be applicable to (e.g. Fire Dept., all?), City Council to adopt policy?	
9	Power Street Lighting and Traffic Signals with LED		Leb		DPW	Finalize post LED conversion billing with Liberty; Phase 2 LED conversion; examine additional energy savings from dimming	
13	New Construction and Energy Efficiency and Decarbonization						
14	Energy Stretch Code	Y	Leb-Com	2021	Pin	To utilize an energy code that would apply higher standard to All development	
15	Solar-Ready and EV-Ready Code Requirements (?)	Y	Leb-Com	2021	Pin	Could include LEAD standards as well. Zoning, Site Plan tools for Implementation	
17	Existing Building Energy Efficiency and Decarbonization						
18	Building Performance Standards	??				Need better understanding of how applied	
19	Building Energy Benchmarking	??			RPC? / Vital Com?		
20	District Heating Opportunities	Y	Leb-Com				
21	Energy Efficiency Spending (?)		Leb	2021	EM	Energy Manager to establish building energy performance tracking system	
22	Expand Weatherization Program		Com		LEAC? / Vital Com.?		
23	Renewable Heating and Cooling		Com		RPC? / Vital Com?/Utilities?		
24	Bulk Buy Programs		Com				
25	Launch Green Business Challenge	Y	Com				
26	Energy Efficient Rental Housing		Com				
27	Citizen Leadership, Outreach, and Education	Y	Leb-Com		LEAC		
28							
29	Electrical Grid with 100% Renewable						
30	Community Choice Aggregation	Leb-Com		2021-09	LEAC/?	Leb Com. Power	
31	Community Solarize Program	Y	Com		LEAC? / Vital Com.		
32	Community Hydro Projects	Y	Com				
33	Battery / Energy Storage						
34	GHG Inventory						
35	Updated LGO GHG Inventory		Leb		Pin	Que up a 2022 LGO GHG update	
36	Community GHG Inventory		Com		Pin	Assess opportunity to expand LGO to a Com GHG	

2012 Master Plan Energy, Trans, Landuse, NatRes, etc

Municipal Climate Action Plans

Evolution of the Lebanon Municipal Climate Action Plan

Transition to Green Electricity

Proposed Projects:

- Lebanon Community Power – switch all available City electric accounts to Clean 100
- Landfill Gas to Energy (LFGTE) Electricity Production
- Phase 3 Solar
- Additional GHG reduction from LED Streetlight Conversion

Existing CoL LGO 2021yr Electricity Emissions = 827 MTCO₂

Projected CoL LGO Electricity Emissions = tbd MTCO₂

** projected timeframe 2023-2025*

** proposed projects provide GHG MTCO₂ reductions beyond CoL LGO*

OTHER CITY-WIDE GREENHOUSE GAS REDUCTION PROJECTS

- Lebanon Community Power – 3% of Default Svc. users opt for 50% Renewable Energy: 231
- Lebanon Community Power – 95% of Default Svc. users opt for 34% Renewable Energy: 1,465
- Lebanon Community Power – 100% of Default Svc. users opt for 100% Renewable Energy: 11,809

Transition City Buildings Off Fossil Fuels

Proposed Projects:

- Fire Station #1 – Conversion to Heat Pumps (w/renewable electricity)
- Fire Station #2 – Conversion to Heat Pumps (w/renewable electricity)
- DPW Garage – 100% Conversion to Heat Pumps (w/renewable electricity)
- Landfill Maintenance Garage – Conversion to Heat Pumps (w/renewable electricity)
- ~ City Hall – Convert to Biodiesel Heating Fuel

Existing CoL LGO 2022yr Heating Fuel Emissions = 874 MTCO₂

Projected CoL Heating Fuel Emissions = 600 MTCO₂

** projected timeframe 2023-2025*

Transition City Fleet Off Fossil Fuels

DEPT.	YEAR MADE	MAKE/MODEL	REPLACE WITH	YEAR TO BE REPLACED	FUEL USED PER YEAR - GAL.	GHG REDUCED - MTCO2e
DPW	2019	SKID STEER/LOADER - Diesel	SKID STEER W/ATTACHMENTS	2028	3,380	34.5
DPW	2018	FORD F-150 EXTENDED CAB	F250 QUAD CAB WITH PLOW	2029	251	2.2
DPW	2013	FORD F250 PICKUP TRUCK	3/4 TON PICKUP W/PLOW	2023	716	6.4
DPW	2017	FORD F-150 CREW CAB	F250 4WD CREW CAB PICKUP W/ PLOW	2027	606	5.4
DPW	2014	FORD F-250	QUAD CAB F250 3/4 TON PICKUP W/PLOW	2025	572	5.1
DPW	2019	TOYOTA HIGHLANDER	FULL SIZE CAR	2029	1,000	8.9
DPW	2009	FORD TAURUS	PASSENGER	2024	129	1.1
DPW	2014	FORD FUSION	PASSENGER	2024?	93	0.8
AIR	2012	CHEVY SILVERADO 2500	SIMILAR MAKE/MODEL	2026	270	2.4
AIR	2009	CHEVY SILVERADO 3500	SIMILAR MAKE/MODEL	2029	270	2.4
AIR	2011	FORD F350	SIMILAR MAKE/MODEL	2032	270	2.4
AIR	2001	CASE 821 FRONT END LOADER - diesel	SIMILAR MAKE/MODEL	2027	1,143	11.3
AIR	2009	NEW HOLLAND TRACTOR - TV6070 - diesel	SIMILAR MAKE/MODEL	2030	1,182	12.1
REC	2011	FORD F250	ONE TON DUMP WITH PLOW	2025	200	1.8
REC	2011	FORD RANGER	F150 LIGHTNING OR EQUIVALENT	2026	600	5.3
FIRE	2015	FORD EXPLORER: FD CAR 2	EQUIVALENT EV	2025	561	5.0
FIRE	2016	FORD EXPLORER: FD CAR 3	EQUIVALENT EV	2026	219	1.9
FIRE	2017	FORD EXPLORER: FD MIH	EQUIVALENT EV	2027	317	2.8
PD	2016	RAM 1500: PD -21	EQUIVALENT EV		183	1.6
PD	2017	FORD EXPLORER POLICE INTERCEPTOR: PD-25	EQUIVALENT EV		897	8.0
PD	2014	FORD TAURUS POLICE INTERCEPTOR: PD-26	EQUIVALENT EV		254	2.3
PD	2016	FORD EXPLORER: PD-27	EQUIVALENT EV		415	3.7
TOTAL POTENTIAL GHG OFFSET:						128

Existing CoL LGO Fleet Emissions = 1082 MTCO2

Projected CoL LGO Electricity Emissions = 954 MTCO2

- *projected timeframe 2023-2029*
- *reduction contingent on numerous factors*

Questions / Comments