



**LEBANON CITY COUNCIL
JUNE 7, 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: 686 897 479#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The June 7, 2023 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

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

4. Open to the Public

5. Recognitions: None

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the June 7, 2023 agenda packet.

7. Appointments

- A.
- West Lebanon Revitalization Advisory Committee, Andrew Faunce (Regular Member)
 - Lebanon Energy Advisory Committee, James Mashal (Alternate Member)

8. Public Hearing Items

- A. ESTABLISHMENT OF AN ENTERPRISE PROPERTIES REVOLVING FUND: A public hearing for the purpose of receiving public input and taking action on the establishment of an Enterprise Properties 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; that money in the Enterprise Properties Revolving Fund shall accumulate from year to year and shall not be considered part of the City's General Fund; and that the City Manager

shall be the agent of the City to carry out the objects of the Fund as established by the City Council

- 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 Changes to Landfill Operations
- B. Presentation and Adoption of the Walk, Bike, Ride, Leb 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 – Your Best Day, LLC for rehabilitation of property at 3 Main Street, West Lebanon
- E. Discussion and Set Public Hearing for July 5, 2023: Request for Supplemental Appropriation in the amount of \$116,350 for operation and maintenance of 14, 28 & 30 Main Street, West Lebanon for the remainder of Fiscal Year 2023
- F. Discussion and Authorization for City Manager to Enter into Lease Agreements with Tenants of 14, 28, and 30 Main Street
- G. Discussion of Redevelopment of 20 Spencer Street Property

11. City Manager Report

12. Council Representatives to Other Bodies Report

13. Future Agenda Items

14. Non-Public Session

- A. NH RSA 91-A:3, II(d) – “Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

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: 05/31/2023

Lebanon City Council Agenda
June 7, 2023

Board/Committee: Pedestrian & Bicyclist Advisory Committee
Position: Regular Member
Applicant: M. Jared Toon
Assigned Councilor: E. Heistad
Assigned Date: 06/01/2023

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

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

JULY 5, 2023

PUBLIC HEARING ITEMS:

A. SUPPLEMENTAL APPROPRIATION: A public hearing for the purpose of receiving public input and taking action on the request for Supplemental Appropriation in the amount of \$116,350 for annual operation and maintenance of 14, 28 & 30 Main Street, West Lebanon

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

6. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- May 10, 2023 (Special Meeting)
- May 17, 2023 (Regular Meeting)

MOVED, to approve the minutes as presented in the June 7, 2023 agenda packet.

DRAFT

LEBANON CITY COUNCIL
SPECIAL SESSION MINUTES
Wednesday, May 10, 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), George Sykes, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT: Christian Simon

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Deputy City Manager-Public Services Nik Coates, Lebanon Chief of Police Phillip Roberts, Cyber Services Director Perry Eaton, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Library Director Sean Fleming

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

3
4 **2. PLEDGE OF ALLEGIANCE:** Councilor Whittlesey led the Council in the Pledge.

- 5 • City Manager Shaun Mulholland announced the meeting criteria for the public.
- 6 • Councilor Liot Hill attended remotely via cell phone because she was in the midst of a long
- 7 commute and got held up by traffic.

8 **3. SPECIAL MEETING:**

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

17
18 The objective is to have the Council driving this process. This process also included input from City
19 Boards/Commissions/Committees, City Staff, the public, the Lebanon School Board, and the Lebanon
20 Housing Authority (not able to participate at the time). Comments from the April 25, 2023, and the April
21 27, 2023, meetings were incorporated into the proposed Strategic Plan. This is also a process that is being
22 pushed by International City/County Management Association (ICMA) across the country.

23
24 The most recent Lebanon Strategic Plan can always be viewed by visiting the City's website:
25 LebanonNH.gov/StrategicPlanBoard

26
27 At this meeting, Council members will actually vote on the proposed Strategic Plan, which will cover a
28 three (3) year period with the primary focus being 2024 and then 2025/2026. The Strategic Plan is designed
29 to be practical and *not aspirational*. These are things the City plans to do. It is hoped the Council will be
30 able to approve the Action Items to the Strategic Plan by the end of July. (*Note: Action Items were not*
31 *included in this presentation.*)

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- A. Review and vote to approve the Strategic Plan (*Pages 2-12, Council agenda packet*), which included the Strategic Objective and Vision Statements for following topics.

Proposed Strategic Plan Objectives

- High Performing Government
- Housing and Neighborhood
- Financial Stability and Efficiency
- Recreation, Arts, and Parks
- Environment and Sustainability
- Public Safety
- Transportation
- Economic Vitality
- Social Health and Justice
- Public Health

LebanonNH.gov/StrategicPlan

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6
7 Mayor McNamara pointed out a couple of grammatical changes he wanted made.

Amendments:

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15
1. Under the Recreation, Arts and Parks Vision Statement: The second statement: Change to read: "The City has "recently" created the Arts & Culture Commission.
 2. Under Environment & Sustainability Vision Statement/Energy Section: The previous sentence starts with "This includes a shift to the use of electric power vehicles and electric power building heating sources...: Add: "and a shift to energy produced by solar, landfill gas, and other renewable sources."

16 Mayor McNamara opened the floor to the public for their comments: No one came forth, either in person or virtually.

17
18
19 *Councilor Heistad MOVED to adopt the City of Lebanon's Strategic Plan Objectives as currently proposed, with the amendments above, and as presented on pages 2-12 in the May 10, 2023, Council agenda packet.*

20
21
22 Seconded by Councilor Whittlesey.

Roll Call Vote:

23
24
25 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

26
27 None voted Nay.

28 Absent from vote: Councilor Simon.

29
30 **The Vote on the MOTION was approved by those present (8-0)*

- 31
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- B. Presentation of 2024 Financial Outlook (*For complete budget details, please refer to pages 13-43, Council agenda packet.*)

35 City Manager Shaun Mulholland reviewed and explained the 2024 Financial Outlook for the City of Lebanon as listed below. (*Please note: Not all Charts listed in the May 10, 2023 Council agenda packet*)

are listed below, but the page #'s where these Chart can be located have been included.)



- **Consumer Price Index Chart:** [Page 14, Council agenda packet.](#)
- **Municipal Cost Index Chart:** [Page 15, Council agenda packet.](#)

City Revenue Impacts Vary by Source



For property taxes this year, we estimate a +/- 4.3% increase in new inventory, so the growth in the tax base is lower than projected; Motor Vehicle (MV) Registration fees are down a little; Rooms & Meals Tax will probably be about the same; Development Fees are still strong for now, although construction seems to be slowing in the City due to the cost of capital and construction.

State Revenue Impacts

No funding this year to offset retirement system

Municipal Bridge Aid & Highway Block Grant funding

Grants relative to Housing

Rooms & Meals Tax Distribution

The NH State Budget has not passed yet, so it is uncertain how much funding the City will receive from State Revenues.

Challenges

CIP Projects stacking up = Debt Service spike scenarios

Return of Airport Fund subsidy = draw on the general fund

Unassigned Fund Balance diminishing = Reduces ability to hedge the tax rate

Competitive Labor Markets = Upward pressure on salaries

Tax base growth slowing as construction slows = limits spread of cost on tax base

Roadway/Infrastructure maintenance backlog growing worse

For Roadway/Infrastructure: The City has been spending \$500K/year for years and the cost of construction has gone up considerably. In the last couple of years, we used what was left over in the budget to do roadwork to improve the situation. If we continue to just spend \$500K/year, we will be looking at more repairs and budget challenges in the future.

PLANNED TAX RATE INCREASES

Tax rate increases were planned in conjunction with the use of fund balance to reduce tax rate spikes and allow for adequate service delivery.

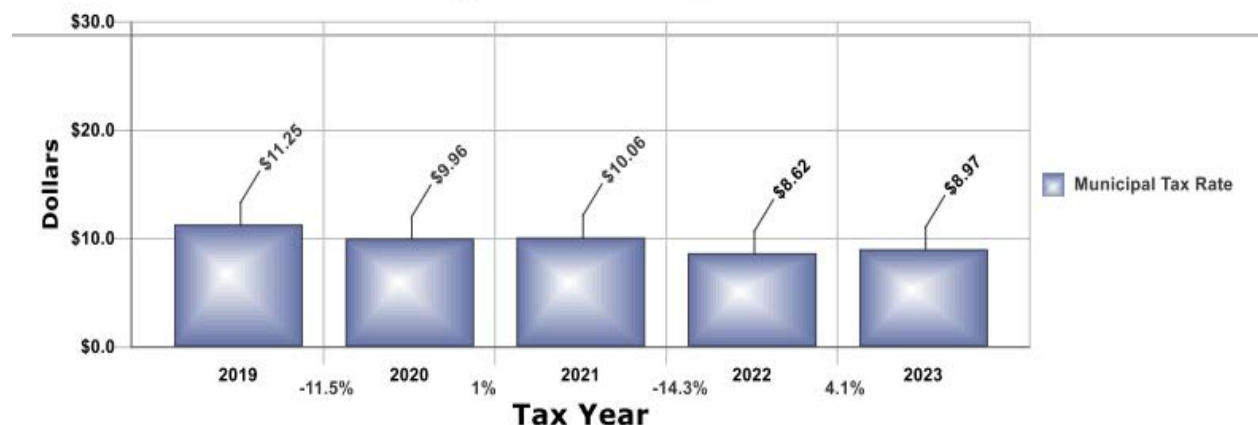
Planned tax rate increases

2023- 4%

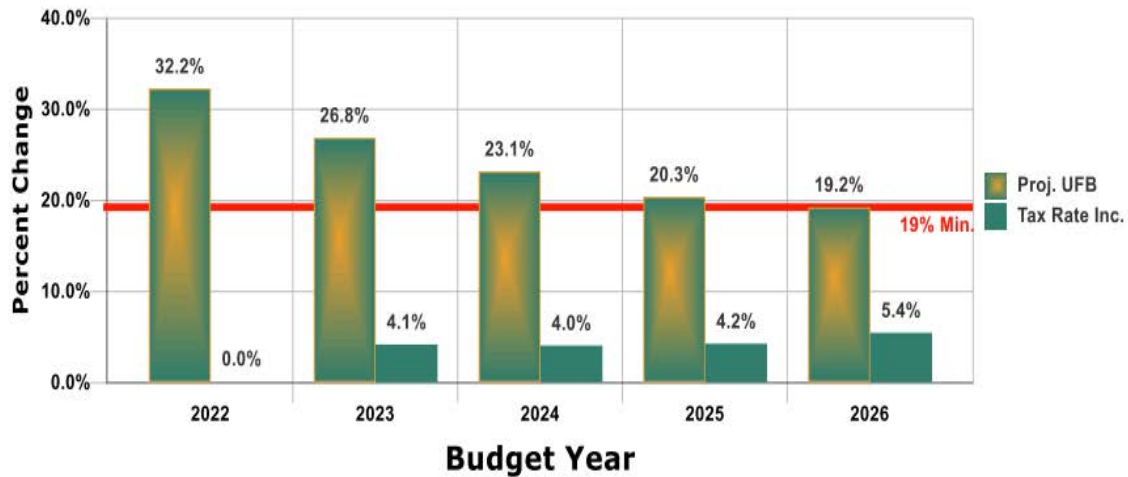
Projected tax rate increases for 2024-2026

4-5% each year

Change in Municipal Tax Rate



Unassigned Fund Balance Change



The slide above is the most important one to pay attention to because the Unassigned Fund Balance is where the concern is. We are presently at 32.2% (2022) and are expecting it to drop down to 26.8% this year (2023) even when a small amount of the Unassigned Fund Balance is used. We expected to have \$650K from the 2022 budget that would go into the Unassigned Fund Balance but instead we have about \$17K. The Unassigned Fund Balance is being depleted faster than we can replenish it. In 2025 (it could be earlier), we will be at the bare minimum for our Unassigned Fund Balance, which means there is less to offset the Tax Rate so the Tax Rate will go up even higher.

Payment In Lieu of Taxes (PILOT)

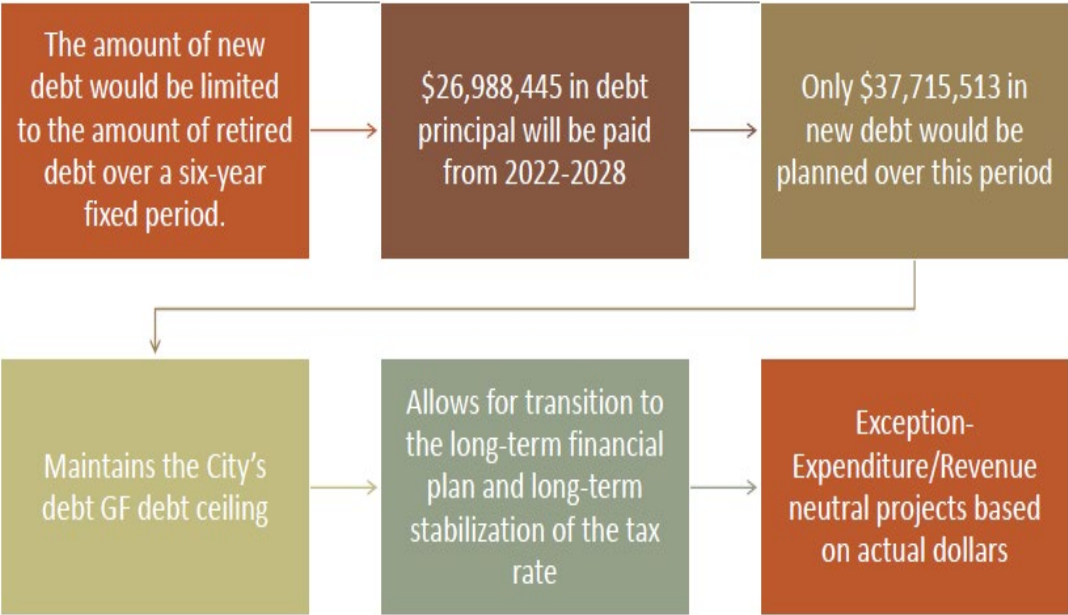
Alice Peck Day Hospital
owes approximately
\$856,096 in property
taxes

PILOT agreement
presently under
negotiation

Alice Peck Day has paid their 2022 taxes but has not paid the 2021 tax. We have been in discussion with them and are cautiously optimistic they will take care of this issue.

Water/Sewer Rate Increases Chart: [Page 23, Council agenda packet.](#)

Limitation of Future Capital Projects General Fund



Impacts on CIP

Projects have been backed up due to the impact of the CSO

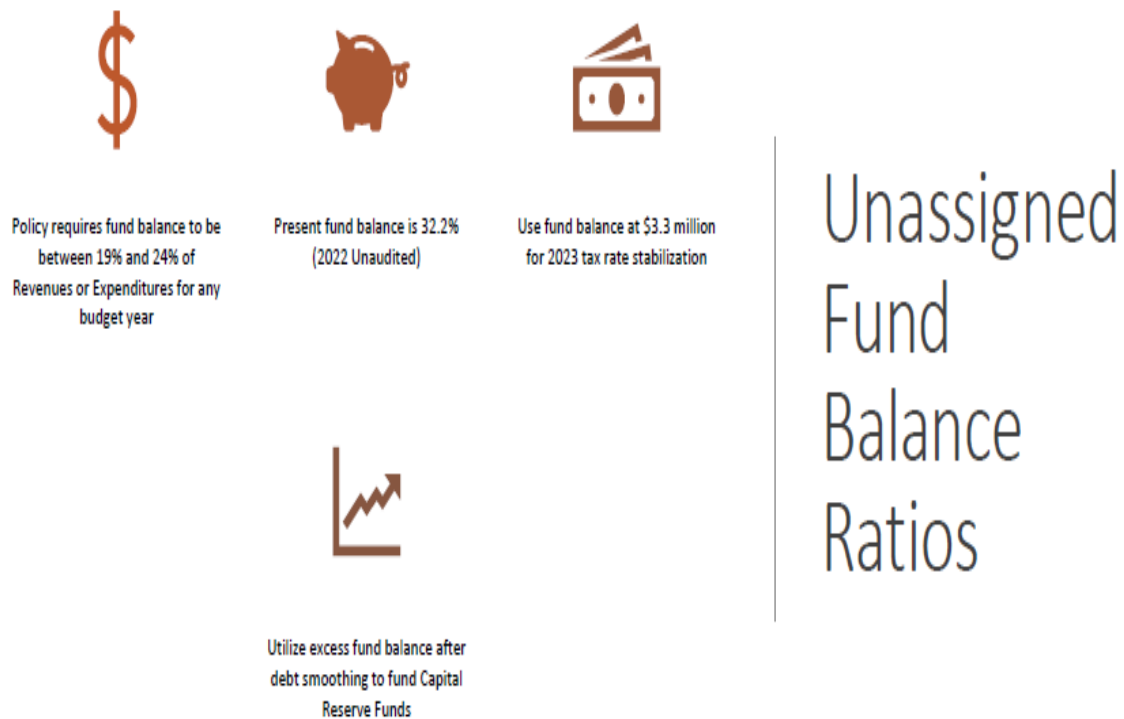
Failure to address known issues may result in cascading impacts

- Facilities
- Transportation Infrastructure
- Equipment and Vehicles

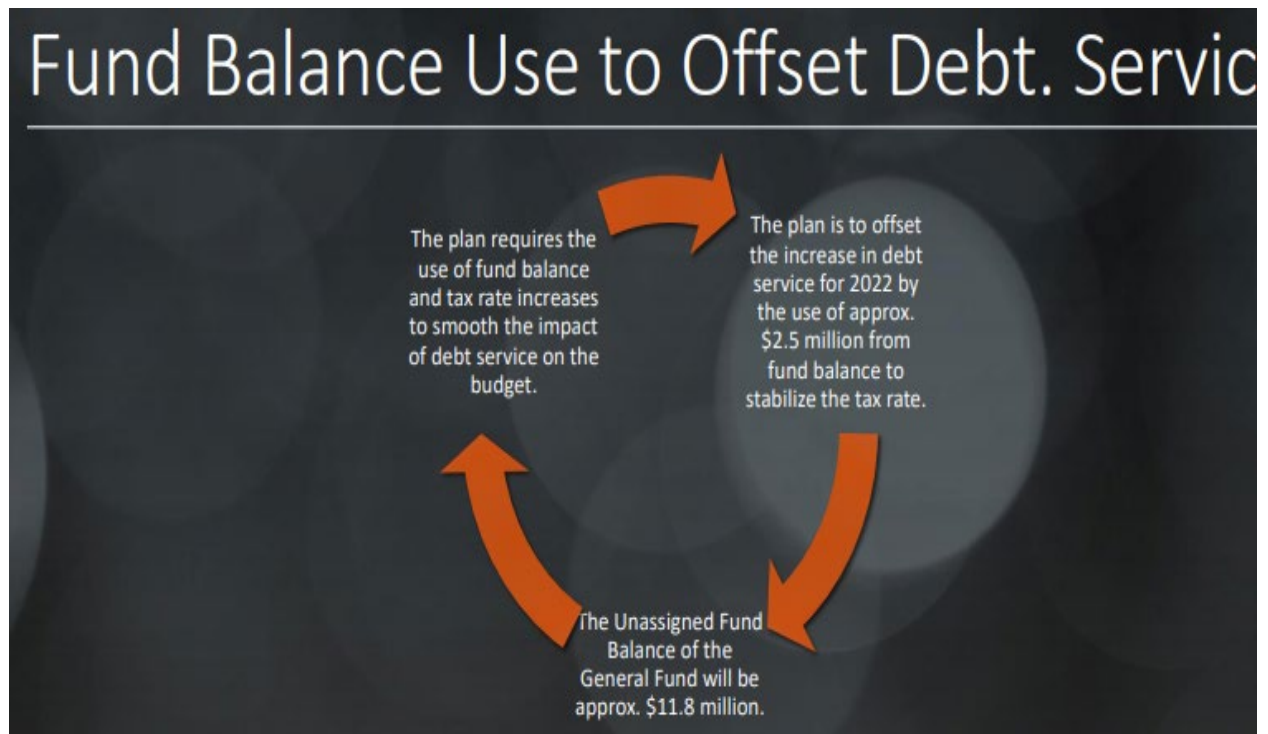
Could result in higher long-term costs and negative service delivery impacts



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This will continue to be a problem because we will have less money to do this fund.

Long Term Financial Plan

Reduce or eliminate	Reduce or eliminate the use of fund balance to offset the tax rate.
Utilize	Utilize the Unassigned Fund Balance to offset the cost of Capital Projects • Pay as you go- using cash to pay for projects/equipment • Capital Reserve Funds
Eliminate	Eliminate the use of the UFB to subsidize the cost of operating expenses

Uncollected Property Tax Chart: [Page 29 , Council agenda packet.](#)

GENERAL FUND: [Pages 31-32, Council agenda packet.](#)

- General Fund Debt Service Chart
- MV Collection Rates Chart

SEWER FUND: [Pages 32-53, Council agenda packet.](#)

- Sewer Fund Debt Service Chart
- State Aid Grants-Waste Water Projects Chart

WASTEWATER FUND: [Page 37, Council agenda packet.](#)

- Water Fund Debt Service Chart: This will change dramatically when the additional well is added and when we look at the distribution system costs. Our policy on water rates will probably have to change once the cost for the distribution system is known.

SOLID WASTE FUND: [Page 39, Council agenda packet.](#)

- Solid Waste Fund Debt Service Chart: It is uncertain what the cost will be for the PFAS issue but it will cost something at some point in time.

AIRPORT:

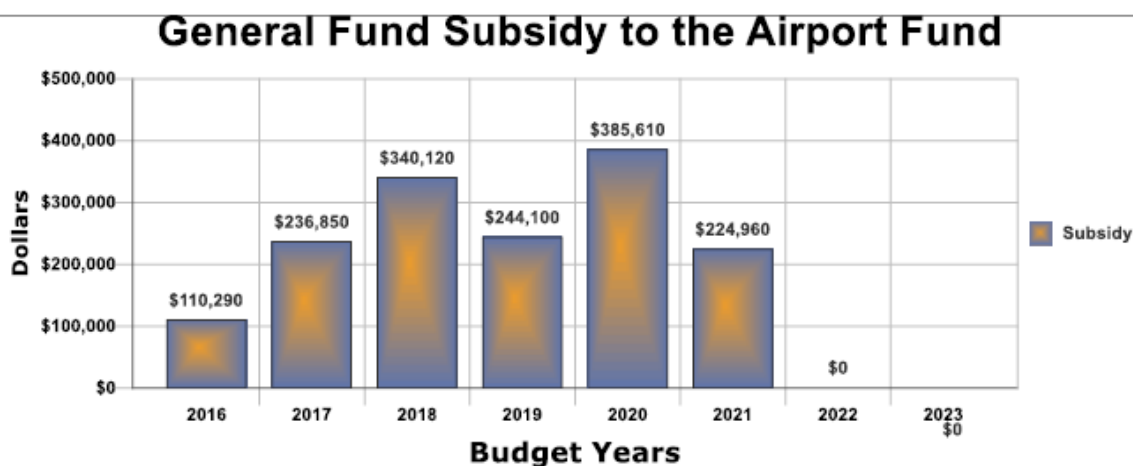
Airport COVID Related Grants

Grant Name	Grant Number	Award Year	Amount	Drawdown	Remaining
CARES Act	63	2020	\$1,060,370	\$1,060,370	\$0
ACRGP (Airport Coronavirus Response Grant Program)	67	2021	\$1,003,536	\$1,003,536	\$0
ACRGP Concession Relief	68	2021	\$2,220	\$2,220	\$0
ARPA (Airport Rescue Grant)	69	2022	\$1,051,081	\$353,239	\$697,842

Sooner or later the money from these grants will be running out.

Airport Fund Debt Service Grant Chart: [Page 42, Council agenda packet.](#)

General Fund Subsidy to the Airport Chart: [Page 43, Council agenda packet.](#)



C. Input from City Council: 2024 Budget Process

Mayor McNamara noted that for the next two years we cannot anticipate a lot of additional revenue. He thought the boom in construction projects over the last several years has slowed down because of the increase in construction costs. Those extra revenues we have seen, in terms of development fees and property taxes, are not likely to continue. He was looking at the 4-5% increases in the Tax Rate over the next several years and noted we need to really look at is:

- Where we can cut;
- How do we make the best utilization of funds;
- What are the basic services we need/want to provide; and

- 1 • What is reasonable in terms of tax increases?

2
3 This past spring, the Elderly Exemption was increased, and we may need to do this again. We are still
4 seeing a lot of people on fixed incomes, or nearly fixed incomes, who probably cannot tolerate a 4-5%
5 increase in the Tax Rate over multiple years and was concerned about the population who are very
6 sensitive to even a 1% increase.

7
8 Councilor Whittlesey concurred with Mayor McNamara's comments, noting the City is going to get
9 squeezed from inflation and limited revenue growth. He added to the Mayor's comments by stating it is
10 not just what services we provide but also the level of services we will be able to provide and spoke about
11 his reasons. The Council should start looking out several years in advance.

12
13 Mayor McNamara agreed with Councilor Whittlesey, noting the Council should look at the budget issues
14 with a multi-year focus.

15
16 Councilor Sykes asked the Council to be mindful of, as discussions continue, the City Manager and the
17 Department Heads who will present a budget to us and if there are hard decisions to be made, we, as the
18 Council, should be making them.

19
20 Councilor Heistad noted that as we think about the budget, it is one thing to see a single year increase of
21 4-5%, but it is another thing to see a 4-5% increase that goes over 4-5 years. Then, you are looking at
22 20% rather than 4-5%. We really need to keep the budget in perspective as it would put a lot of people in
23 a lot of (financial) trouble and wanted to make sure the Council does not push the budget up any more
24 than it has to be.

25
26 Mayor McNamara never thought there would be a silver lining with COVID, but felt the influx in federal
27 COVID funds that we were able to take advantage of in the last couple of years has helped the City keep
28 our property tax collections up and able to subsidize things like the Airport and do some capital projects.
29 He spoke about the (tax) disparity across the State and noted it is unlikely that a wholesale change in the
30 NH tax system will be coming over the next several years.

31
32 **Councilor Liot Hill was no longer able to participate in this meeting.**

33
34 **4. ADJOURNMENT:**

35
36 *Councilor Whittlesey MOVED for adjournment.*

37 *Seconded by Councilor Heistad.*

38
39 **The Vote on the MOTION was unanimously approved by those present (7-0).*

40
41 **The meeting was adjourned at 6:16 PM.**

42
43 Respectfully submitted,
44 Dona E. Gibson
45 Recording Secretary

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, May 17, 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 (Remote), George Sykes, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT: Christian Simon

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Senior Planner Rebecca Owens, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Airport Director Carl Gross, Human Services Director Lynne Goodwin, Energy & Facilities Manager Tad Montgomery, GIS Coordinator Mark Goodwin, DPW Administrative Services Manager Kelly Crate

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

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

- City Manager Shaun Mulholland announced the meeting criteria for the public.
- Councilor Liot Hill was attending remotely because she was traveling cross country.

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

4. OPEN TO PUBLIC: No one came forth.

5. RECOGNITIONS:

**RESOLUTION HONORING CURT AND SHARON JACQUES
AND THEIR CONTRIBUTIONS TO THE CITY**

WHEREAS, Curt and Sharon Jacques are retiring after 28 years of owning and operating West Lebanon Feed and Supply, a core business in downtown West Lebanon since the 1920's, and

WHEREAS, during the period of their ownership and through their hard work, diligence, and financial investments they transformed and expanded West Lebanon Feed and Supply into the retail powerhouse it is today, and

WHEREAS, Curt and Sharon's vision for and dedication to their business resulted in numerous awards including:

- 2007 Business of the Year by the Greater Lebanon Area Chamber of Commerce,
- 2009 Grafton County Business of the Year by the Grafton County Economic Development Commission,
- 2010 New Hampshire Business Excellence in Retail Award from New Hampshire Business Review,
- 2012 Global Pet Excellence in Community Service Award in for their commitment to community service in our local region and beyond, and

- 2012 New Hampshire Retail/Wholesale Business of the Year by Business New Hampshire Magazine, and

WHEREAS, Curt and Sharon have spent countless hours volunteering in support of the community, including Curt's critical contributions to the Lebanon Area Chamber of Commerce over many years, as well as strong support of local and regional Police Canine Programs, numerous Disaster Relief Initiatives including raising funds and coordinating volunteerism in response to Hurricane Katrina, Hurricane Irene, Hurricane Harvey, Community Relief during the COVID pandemic, and most recently for humanitarian and pet relief during the Ukraine Invasion.

NOW, THEREFORE BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizens of Lebanon, express our gratitude to Curt and Sharon Jacques for their many contributions to the City and beyond over the past 28 years, and wish them the best in their retirement.

BE IT FURTHER RESOLVED, that this Resolution be written in the minutes of the Lebanon City Council meeting and a copy be presented to Curt and Sharon Jacques.

Dated this 17th day of May 2023.

Timothy J. McNamara, Mayor
on behalf of the Lebanon City Council

6. ACCEPTANCE OF MINUTES:

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

Councilor Heistad MOVED to approve the April 25, 2023 (Work Session), the April 27, 2023 (Work Session), and the May 3, 2023 (Regular Meeting) minutes as written and presented in the May 17, 2023 City Council agenda packet.
Seconded by Councilor Whittlesey.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

Absent from vote: Councilor Simon.

**The Vote on the MOTION was approved by those present (8-0).*

7. APPOINTMENTS: NONE

8. PUBLIC HEARING ITEMS:

A. PUBLIC FACILITIES CDBG APPLICATION AND RECOVERY HOUSING PROGRAM

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

1 apply for up to \$500,000 annually on a competitive basis for housing, public facilities, economic
2 development, and for emergency activities that directly benefit low- and moderate-income
3 persons. Up to \$25,000 is available for planning grants. Public hearings are as follows:
4

- 5 1. A public hearing for the purpose of receiving public input and taking action on a proposed
6 CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted
7 to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute
8 any documents which may be necessary to effectuate the CDBG Application and contract; and
- 9 2. A public hearing for the purpose of receiving public input and taking action on a proposed
10 Recovery Housing Program (RHP) grant application for up to \$500,000 to be sub-granted to
11 Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute
12 any documents which may be necessary to effectuate the RHP Application and contract; and
- 13 3. A public hearing for the purpose of receiving public input and taking action to adopt the City
14 of Lebanon Anti-displacement and Relocation Assistance Plan for Families Flourish
15 Northeast.
16

17 Included in the agenda packet: *(Pages 36-44: NOTE: "Handout was available")*

- 18 1. Project Description – Families Flourish Northeast – Upper Valley Facility
- 19 2. City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for Families
20 Flourish Northeast
21

22 **BACKGROUND**

23 CDFA receives federal funds annually for the statewide Community Development Block Grant (CDBG)
24 program, which includes all non-entitlement municipalities and counties. Up to \$500,000 annually
25 is available to counties and communities on a competitive basis in each of the four categories of housing,
26 public facilities, economic development, and emergency activities that directly benefit low- and moderate-
27 income persons. Up to \$25,000 is available for planning grants.
28

29 In addition, CDFA has Recovery Housing Program (RHP) funds, which are available to grantees to help
30 increase the availability of stable, temporary housing to individuals in recovery from a substance use
31 disorder.
32

33 Families Flourish Northeast requests that the Lebanon City Council support the submission of a CDBG
34 application for Public Facilities for up to \$500,000 and an RHP application for up to
35 \$500,000 to support the development of a high-intensity residential substance-use treatment center for
36 pregnant and parenting women and their children in the Upper Valley. The organization is
37 currently seeking funding for startup costs and renovation/construction of its future home in the
38 Upper Valley with a goal of providing services by late 2024.
39

40 Deputy City Manager Brooks and Senior Planner Rebecca Owens represented and reviewed the CDBG
41 Grant, the CDFA Recovery Program and the Families Flourish Northeast request. This is a very detailed
42 process and must be just right for CDBG and HUD purposes. Mr. Brooks noted that there needs to three
43 (3) public hearings with three (3) separate motions for the items being discussed.
44

45 Ms. Owens noted that *as part of the CDBG and RHP application process, the following language must be*
46 *read into the record:*
47

48 ***Community Development Block Grant funds are available to municipalities for economic development,***
49 ***public facility, and housing rehabilitation projects and feasibility studies that primarily benefit low- and***

1 *moderate-income persons. The purpose of the public hearings required for CDBG funding is to solicit*
2 *the view of the citizens on community development; furnish the citizens with information concerning the*
3 *amount of funds available and the range of community development activities which may be undertaken*
4 *under the Community Development Act.*

5
6 *For the remainder of 2023, there will be approximately \$1.3 million dollars available for housing and*
7 *\$1.3 million for public facilities projects. Approximately \$1.3 million will be available for economic*
8 *development and \$200,000 for planning grants. Economic development and planning grant applications*
9 *are submitted on a rolling basis until the funds are used up. The City of Lebanon is eligible for up to*
10 *\$500,000 per year for both public facility and housing applications and up to \$500,000 per year for*
11 *economic development projects, as well as up to \$500,000 per year in emergency funds. Planning grants*
12 *are available for up to \$25,000 per year.*

13
14 *The CDFA has identified that there is critical need for recovery housing in New Hampshire and that*
15 *Recovery Housing Program funds aim to help alleviate the significant shortage of this type of housing*
16 *across the state. CDFA has approximately \$2.8 million in Recovery Housing Program (RHP) funds*
17 *available on a rolling basis. The City of Lebanon is eligible to apply for up to \$500,000.*

18
19 **Mayor McNamara opened the First Public Hearing as listed below:**

- 20
21 1. A public hearing for the purpose of receiving public input and taking action on a proposed CDBG
22 grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to
23 Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any
24 documents which may be necessary to effectuate the CDBG Application and contract;

25
26 The following person came forth to speak:

27
28 ***Ms. Margorie Sa'adah (Ward 2):*** She spoke about her reasons in support of all these proposals, noting
29 that she was a foster parent and housing and recovery housing is unavailable for young people who are
30 struggling with substance use. Some folks do not even live long enough to recover.

31
32 **Hearing no further comments from the public, the Public Hearing was closed.**

33
34 **ACTIONS:**

35
36 **PUBLIC HEARING 8A.1:**

37
38 ***Assistant Mayor Below MOVED, that the Lebanon City Council hereby approves the submittal of the***
39 ***CDBG application and authorizes the City Manager to sign, submit, and execute any documents which***
40 ***may be necessary to effectuate the CDBG contract for Families Flourish Northeast in the amount of up***
41 ***to \$500,000 and as described in the May 17, 2023 City Council Agenda Packet.***
42 ***Seconded by Councilor Heistad.***

43
44 **Council Discussions:**

45
46 Councilors Sykes, Whittlesey, Wilkie, Heistad, Zook and Assistant Mayor Below all spoke about their
47 reasons supporting this motion.
48

1 **Roll Call Vote:**

2 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor
3 McNamara all voting Yea.

4 None voted Nay.

5 Absent from vote: Councilor Simon.

7 **The Vote on MOTION 8A:1 was approved by those present (8-0).*

9 **PUBLIC HEARING 8A.2:**

- 11 2. This is a public hearing for the purpose of receiving public input and taking action on a proposed
12 Recovery Housing Program (RHP) grant application for up to \$500,000 to be sub-granted to
13 Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any
14 documents which may be necessary to effectuate the RHP Application and contract.

16 **Mayor McNamara opened the second Public Hearing. Hearing no comments from the public, the
17 Public Hearing was closed.**

19 **PUBLIC HEARING 8A.2:**

21 *Councilor Sykes MOVED, that the Lebanon City Council hereby approves the submittal of the RHP
22 application and authorizes the City Manager to sign, submit, and execute any documents which may be
23 necessary to effectuate the RHP contract for Families Flourish Northeast in the amount of up to
24 \$500,000 and as described in the May 17, 2023 City Council Agenda Packet.*

26 *Seconded by Councilor Wilkie.*

28 Councilors Sykes, Whittlesey, Wilkie, Heistad, Zook and Assistant Mayor Below all spoke about their
29 reasons supporting this motion.

31 **Roll Call Vote:**

32 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor
33 McNamara all voting Yea.

34 None voted Nay.

35 Absent from vote: Councilor Simon.

37 **The Vote on MOTION 8:A2 was approved by those present (8-0).*

39 **PUBLIC HEARING 8A.3:**

- 41 3. This is a public hearing for the purpose of receiving public input and taking action to adopt the
42 City of Lebanon Anti-displacement and Relocation Assistance Plan for Families Flourish
43 Northeast.

45 Before Mayor McNamara opened the public hearing on this item, Deputy City Manager David Brooks
46 noted there was a Residential Anti-displacement Plan that was built into the agenda packet for this
47 meeting and included what has turned out to be an erroneous statement. He presented the following

redline version as listed below depicting what should be deleted from the original version of this document:

**CITY OF LEBANON
RESIDENTIAL ANTIDISPLACEMENT 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.

Mr. Brooks noted that it turns out a flooding incident occurred within the building that The Families Flourish intends to occupy, but the tenant has already vacated the space so the building is already vacant and therefore will not be displaced by this project in association with this CDBG and the RHP Grant. What was sent out to the Council in advance of this meeting was:

1. The redline version of the document (as listed above) clarifying the statement that would be removed from the RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN document, and
2. The clean version, which can be signed at the conclusion of tonight's Public Hearing. The Clean version is listed below in its entirety, which does clarify that in the event of any displacement, the City will be obligated to comply with the Uniform Relocation Act:

Note: Below is the clean version in its entirety that includes the edits as presented above:

**CITY OF LEBANON
RESIDENTIAL ANTIDISPLACEMENT 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.

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;

- 1 c. The general location on a map and appropriate number of dwelling units by number of bedrooms that
2 will be demolished or converted to a use other than as low and moderate income dwelling units as a
3 direct result of the assisted activity;
4
5 d. A time schedule for the commencement and completion date of the demolition or conversion;
6
7 e. The general location on a map and appropriate number of dwelling units by number of bedrooms that
8 will be provided as replacement dwelling units;
9
10 f. The source of funding and a time schedule for the provision of replacement dwelling units;
11
12 g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income
13 dwelling unit for at least ten (10) years from the date of initial occupancy;
14
15 h. Relocation benefits for all low or moderate income persons shall be provided, including
16 reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other
17 related expenses and either:
18
19 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any
20 displaced low/moderate income household shall not bear a ratio of shelter costs to income that
21 exceeds thirty (30) percent, or:
22
23 2. If elected by a family, a lump-sum payment equal to the capitalized value of the
24 compensation available under subparagraph 1. above to permit the household to secure
25 participation in a housing cooperative or mutual housing association, or a Section 8 certificate
26 of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
27
28 i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and
29 sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not
30 subject to unreasonably adverse environmental conditions;
31
32 j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph
33 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition
34 Policies Act of 1970 if such persons determine that it is in their best interest to do so; and
35
36 k. The right of appeal to the executive director of CDFA where a claim for assistance under
37 subparagraph 2. above, is denied by the grantee. The executive director's decision shall be final
38 unless a court determines the decision was arbitrary and capricious.
39
40 l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that
41 there is an adequate supply of decent, affordable low/moderate income housing in the area.
42

43 **CERTIFICATION OF COMPLIANCE**

44
45 **CITY OF LEBANON** anticipates displacement or relocation activities will be necessitated by this
46 project, the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the
47 Housing and Community Development Act of 1974, as amended.
48

49 Printed Municipal Official Name: _____
50

1 Title: _____

2
3 Signature: _____

4
5 Date of Adoption by the Lebanon City Council : _____

6
7 **Mayor McNamara opened the third Public Hearing. Hearing no comments from the public, the**
8 **Public Hearing was closed.**

9
10 **ACTION PUBLIC HEARING 8:A.3:**

11
12 *Councilor Wilkie MOVED, that the Lebanon City Council hereby adopts the City of Lebanon*
13 *Residential Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast as*
14 *presented in the May 17, 2023 City Council Agenda Packet, showing a redline change to the version*
15 *presented in the agenda packet.*

16
17 *Seconded by Councilor Whittlesey.*

18
19 **Roll Call Vote:**

20 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor
21 McNamara all voting Yea.

22 None voted Nay.

23 Absent from vote: Councilor Simon.

24
25 **The Vote on MOTION 8:A3 was approved by those present (8-0).*

26
27 **9. OLD BUSINESS: NONE**

28
29 **10. NEW BUSINESS**

- 30 **A.** Presentation of Grafton County Commissioners' Proposed Budget with Wendy Piper, Chair of
31 Grafton County Board of Commissioners

32
33 Included in the agenda packet: *(Page 45)*

34
35 **BACKGROUND**

36 Grafton County Board of Commissioners Chair Wendy Piper presented and discussed the
37 Commissioners' Proposed FY '24 Budget. As one of her highlights, she spoke about the ARPA funding,
38 noting that Grafton County was awarded \$17.1M. They still have some outstanding feasibility studies that
39 need to be done as they seek to build their own water wells and septic systems which will be taken out of the
40 ARPA funds. Also, the Executive Committee authorized \$2M dollars to go out to communities (\$1M to go
41 out to towns/City; \$500K for businesses, and \$500K for nonprofits). Recommendations will be going to the
42 Executive Committee for their approval.

43
44 For the third year in a row, the Grafton County Board of Commissioners have been able to decrease the
45 amount in taxes they were asking for and Ms. Piper explained how this was done (i.e., Proshare; employee
46 wages/benefits, the use of designated Fund Balance, etc.).

47
48 **ACTION:** *No action was required by Council; item was for discussion purposes only.*

1
2 **B. Authorization for City Manager to Approve Sub-lease Agreement between Alpha Sierra, LLC**
3 **(tenant), Granite Air Center, LLC (tenant), and Lebanon Aircraft Condominium Association**
4 **(Sub-tenant)**
5

6 Included in the agenda packet:

- 7 1. Airport Sublease: Alpha Sierra, LLC, Granite Air Center, LLC, and Lebanon Aircraft
8 Condominium Association. *(Pages 46-69)*
9

10 Airport Director Carl Gross reviewed the history and terms of the Sub-lease Agreement between Alpha
11 Sierra, LLC (tenant), Granite Air Center, LLC (tenant), and Lebanon Aircraft Condominium Association
12 (Sub-tenant)
13

14 **BACKGROUND**

15 The City of Lebanon entered into a ground lease agreement with Alpha Sierra, LLC and Granite Air
16 Center, LLC as master tenants on October 16, 2019. Articles 2.3 – *Sublease of Leased Premises*, and 7.1
17 – *Assignments or Subleases* of the ground lease agreement provide a means for the master tenant to sub-
18 lease portions of the leased property, subject to City approval.
19

20 Terms have been successfully renegotiated between Alpha Sierra, LLC, Granite Air Center, LLC, and
21 Lebanon Aircraft Condominium Association (sub-tenant), which can be found in the attached sub-lease
22 agreement. Renegotiated terms include, but are not limited to:
23

- 24 – The sub-lease is now extended through June 30, 2049. It is coterminous with the Master Lease
25 agreement.
26 – Use of the sub-leased property must be consistent with the Airport's Rules and Regulations.
27 – The sub-lease is subordinate to the following: (1) the provisions of any existing or future
28 agreement between the City and the United States, relative to the operation or maintenance of
29 the Airport; and (2) the Master Lease.
30 – The sub-lease is retroactive to July 1, 2019.
31 – The term of sub-lease is 30 years (expiring June 30, 2049 with no automatic extensions).
32

33 In response to Councilor Liot Hill's question asking if the term of Master Lease is the same as the term of
34 the sub-lease, Director Gross said yes, they will both be expiring at the same time.
35

36 **ACTION:**

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

41 **Seconded by Councilor Sykes.**
42

43 **Roll Call Vote:**

44 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor
45 McNamara all voting Yea.

46 None voted Nay.

47 Absent from vote: Councilor Simon.

48 ****The Vote on the MOTION was approved by those present (8-0).***
49

1 C. Review and Discussion of 2023 1st Quarter Budget Reports

2
3 Included in the agenda packet:

- 4 1. May 10, 2023 Memo and 1st Quarter 2023 Budget Report from Vicki Lee, Finance
5 Director, and Alesia Williams, Deputy Finance Director (*Pages 70-101*)

6
7 Finance Director Vicki Lee updated the Council on the 1st Quarter 2023 Budget Report, which
8 represents a summary for the year-to-date expenditures and revenue activities for the first quarter of 2023.
9 *For complete details, please refer to the budget report charts, and Finance Director Vicki Lee's memo,*
10 *which can be found on [pages 70-101](#), Council agenda packet.*

11
12 **ACTION:**

13 *No action is required. Item was for informational purposes only*

14
15 D. Discussion and Presentation of collection and analysis of data on homelessness

16
17 Included in the agenda packet: (*Pages 102-121*)

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

20
21 **BACKGROUND**

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

28
29 Since receiving the directive, the Human Services Department has coordinated the collection and analysis
30 of data available from the most recent Point-in-Time count and other state and local sources and has
31 prepared their report and recommendations for the Council's review. Their detailed report can be found
32 on [pages 102-121](#) in the May 17, 2023, Council agenda packet.

33
34 Human Services Director Lynne Goodwin presented and reviewed the data analysis and recommendations
35 on homelessness in the City of Lebanon and the surrounding region.

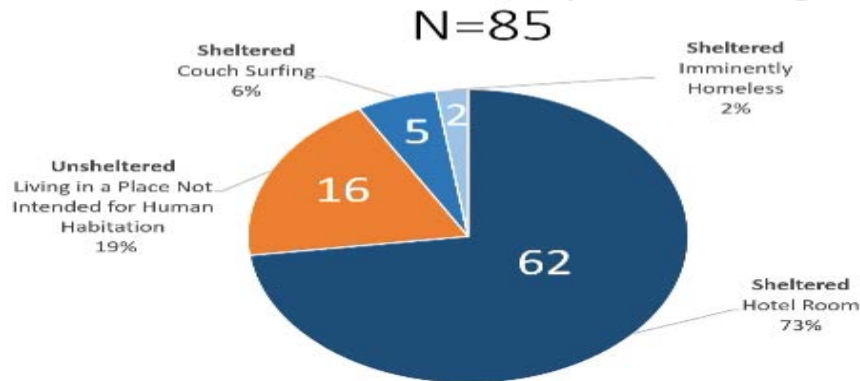
36
37 **PIT (Point-in-Time) Count, January 2023:** Under the leadership of LISTEN Community Services and
38 Lebanon Human Services, this year's PIT count was conducted by local service providers and volunteers
39 (including City of Lebanon employees) for the night of 1/25/23. Two-person teams conducted street
40 outreach at known locations in the greater Lebanon area where people experiencing homelessness have
41 been previously known to stay. Service providers also conducted outreach at area hotels. This year's PIT
42 count was the most well-organized count conducted during the past 10 winters in Lebanon. Eighty-five
43 (85) unduplicated individuals representing seventy-one (71) unique households were counted. PIT counts
44 are generally known to be an under-representation of the unsheltered and sheltered populations
45 experiencing homelessness, but the 2023 data is the best local data we have to analyze.

46
47 Director Goodwin walked the Council through the PIT count, as depicted on some of her survey slides
48 below for January 25, 2023:

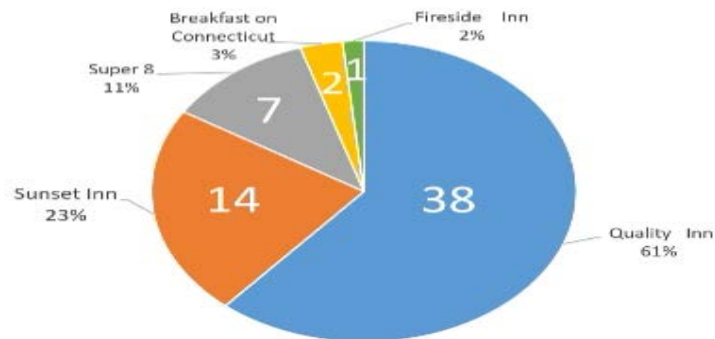
Survey Results

N=85 (non-duplicated individuals)
n=71 households

Where Did You Stay Last Night?

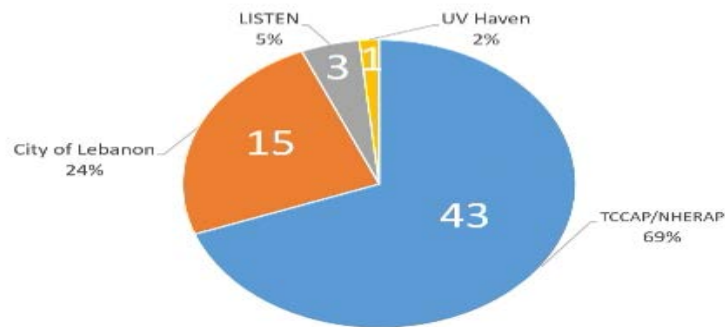


Where Did You Stay Last Night? (Sheltered/Hotel Guests=62)



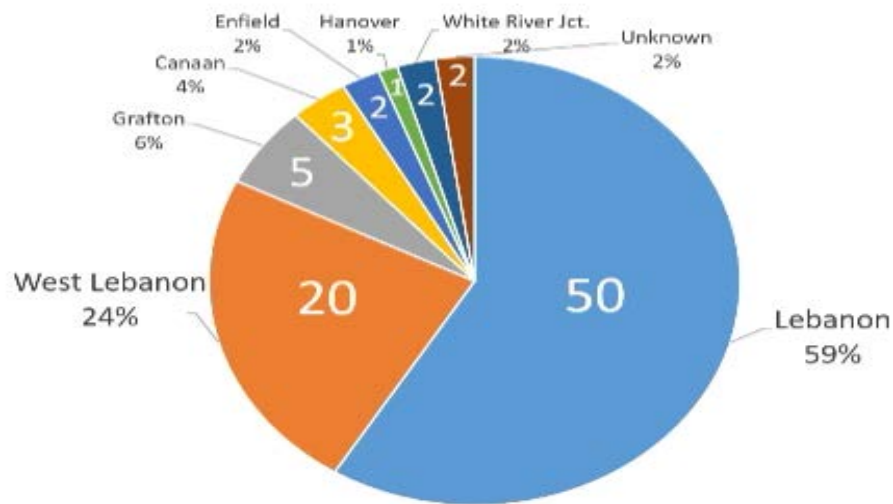
Director Goodwin noted that of the 16 unsheltered individuals, some were staying in a vehicle; 6 were camping in a tent or an RV; 1 was in an outbuilding; and 2 did not disclose where they stayed. Of the folks who were sheltered in hotels: 38 individuals were at the Quality Inn; 14 at the Sunset Inn; 7 at the Super 8; 2 at the Breakfast on the Connecticut in Lyme; and, 1 at the Fireside Inn. (Note: there was an error in the original packet but this was corrected.)

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



In terms of payment, Director Goodwin thought the City might have had a few more individuals that it was paying for, but thought more people might have been seeking available beds anywhere in the State and/or couch surfing if hotel assistance was not readily available.

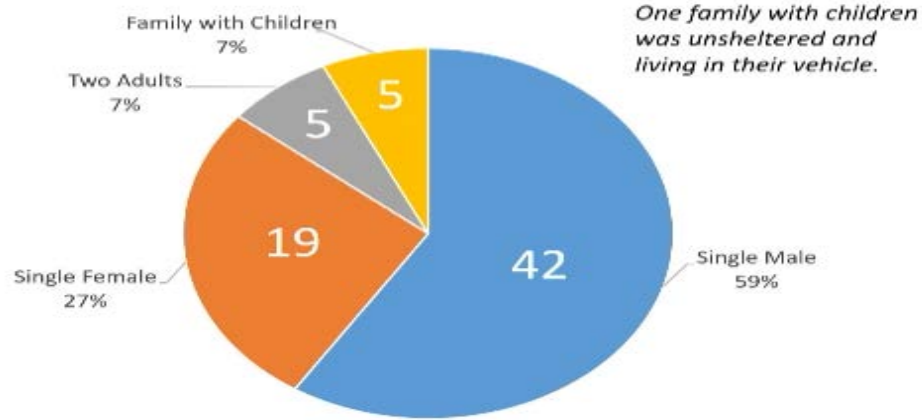
What Town Are You From?



NOTE: 70 individuals are residents from the Lebanon/West Lebanon area and the rest come from the Upper Valley region. They did try to drill down as to where these individuals last had a permanent address.

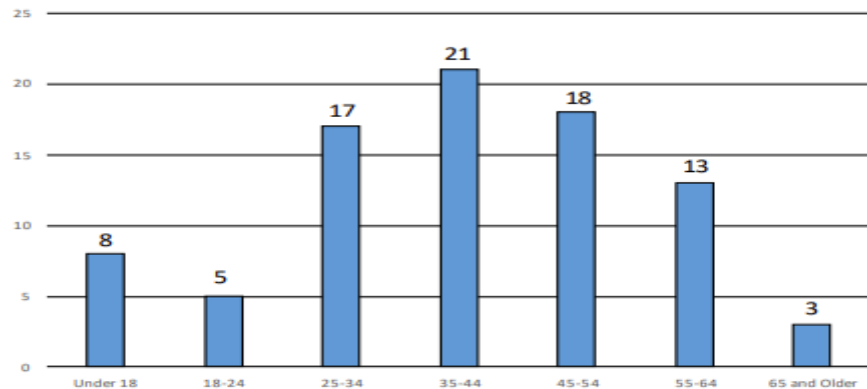
Household Composition

n=71



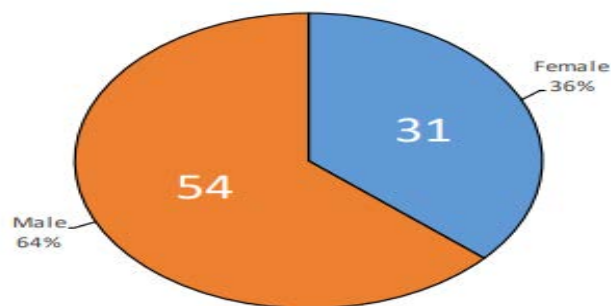
The Age/Gender/Race/Veterans/Domestic Violence slides are broken down below:

Age Range

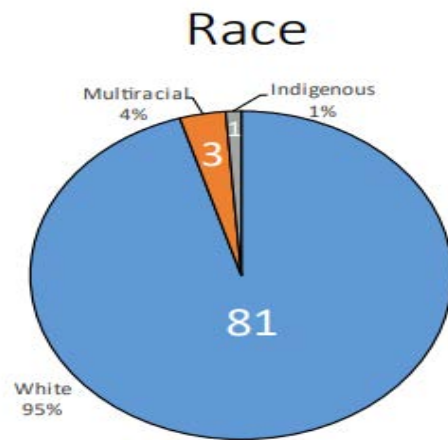


2023 PIT Count Data Slide 7

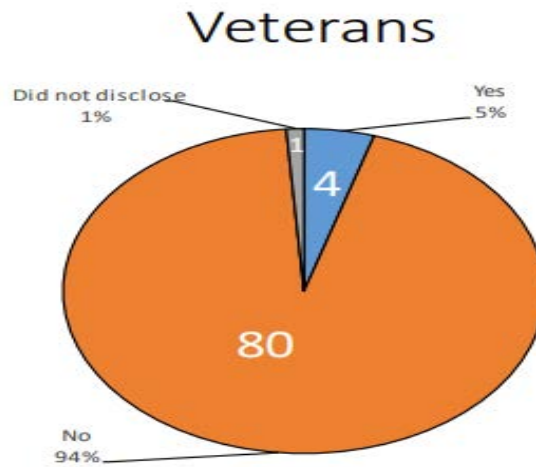
Gender



1



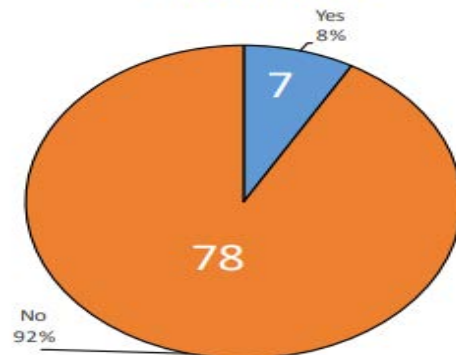
2



3

4

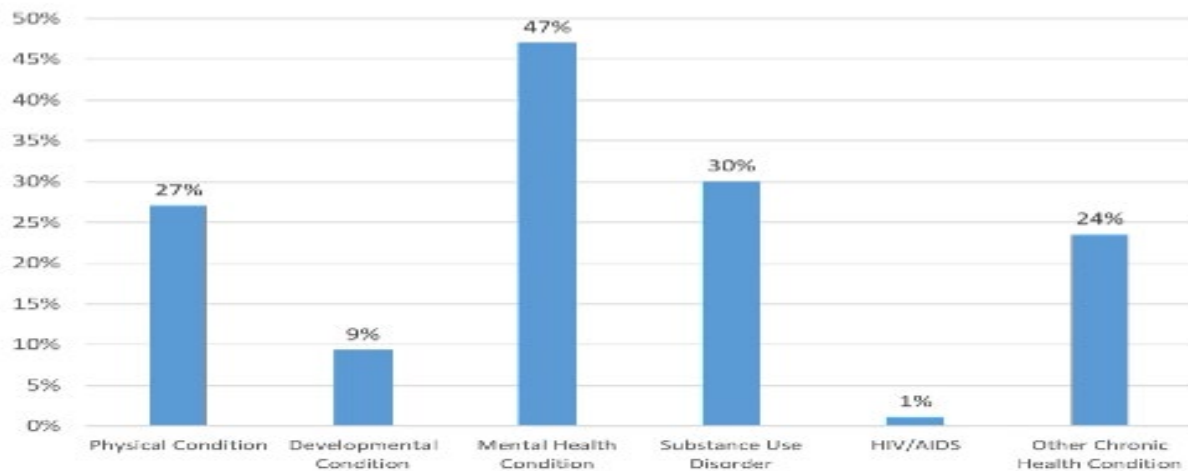
Currently Fleeing Domestic Violence



5

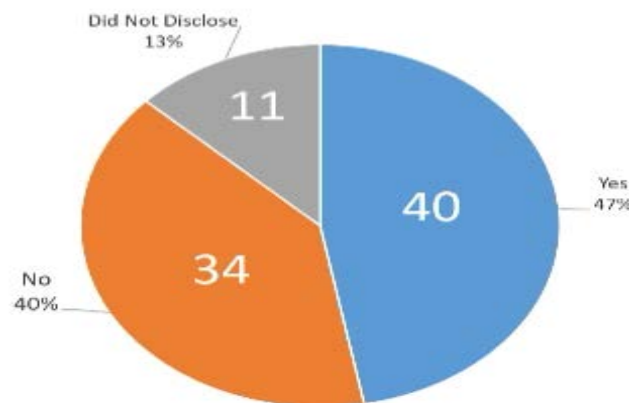
6

Risk Factors



For the 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.

First Time Homeless



Without accurate historical data to compare this data to, it is difficult to draw conclusions. However, the Housing First Committee was surprised to learn that 40 individuals reported this was their first time being unhoused. This high level of first-time homelessness may be a reflection of the current tight rental market (Note: 47% were homeless for the first time.)

What does the data tell us?

- There were a significant number of unsheltered individuals (16) on January 25, 2023.
- 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.

In response to Councilor Sykes' question regarding why there were 40 more individuals who were homeless for the first time, Director Goodwin stated this question was not on the PIT Survey. This information is updated (and collected) regularly through a service provider and is entered into the Homeless Management Information system.

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. *(See pages 115-119, Council agenda packet for detailed information on the slide below.)*



Assistant Mayor Below noted that at one period of time Headrest did provide some emergency shelter and questioned when this stopped. Director Goodwin thought it stopped in the early 2000s.

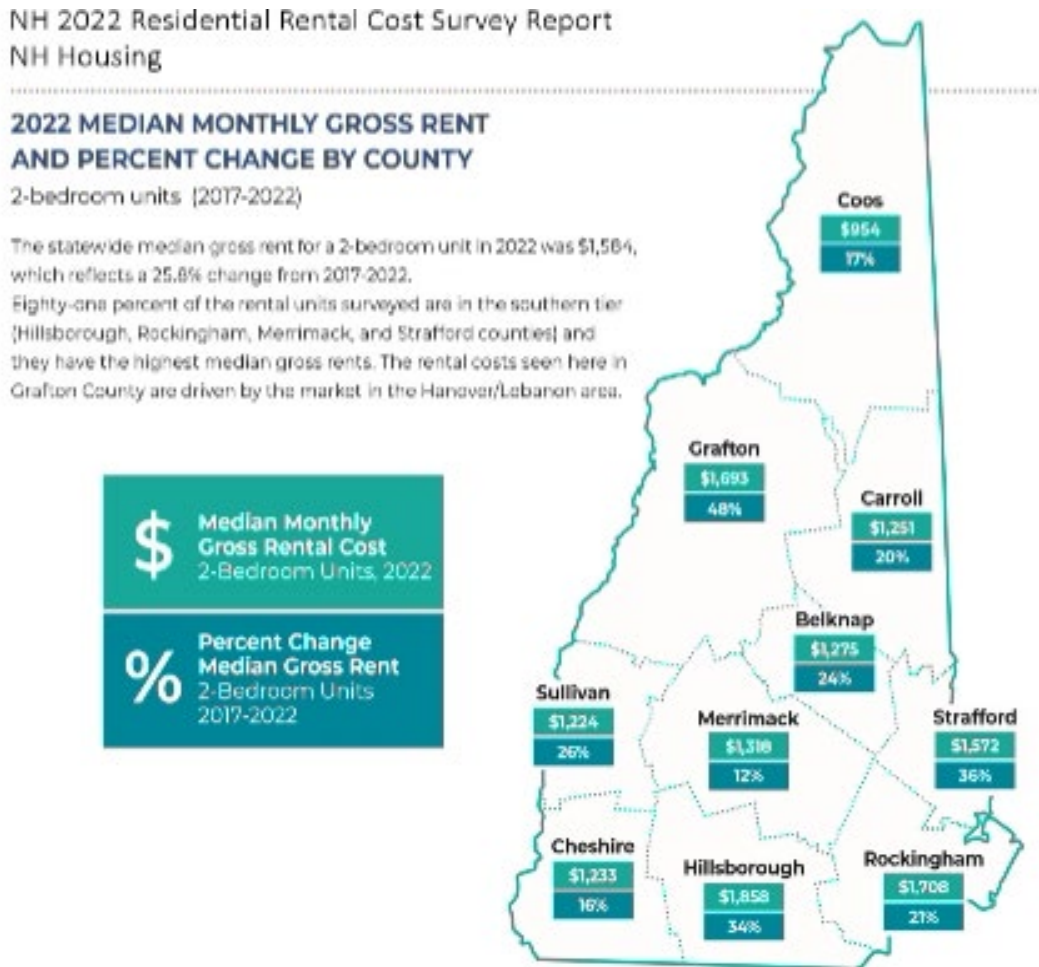
Assistant Mayor Below questioned what the ideal turnover would be in terms of occupancy. Director Goodwin stated the NH Housing holds the wait list and housing vouchers come through the NH Housing Program and thought at least 10 households have taken advantage of a voucher and moved on. The ideal housing scenario is supported by the 3-legged housing stool below. You have to have all 3 legs of the stool, or it will not stand up. For Heater Landing, there are 44 (of 380) units of affordable housing completed and ready for occupancy in 2023.

3-Legged Housing Stool



- Physical units
- Rental subsidies
- Supportive services

Director Goodwin spoke about the following slide(s) for the State of NH noting a new map should be coming out soon. Grafton County has a median cost of \$1,693K/month for a two-bedroom unit.



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]

RECOMMENDATIONS (In order of temporary to permanent solutions, not necessarily priority):

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}, were offered for the Council's consideration by Director Goodwin. (Note: additional comments are highlighted and italicized in *blue*):

- 1
2 ■ Locate a site for a 2023-2024 seasonal shelter that can provide life-saving shelter for up to **15**
3 **individuals**. Apply for funding to add sprinklers to meet life safety codes and to make other upgrades
4 as needed. Showers and lockers for overnight guests, as well as the larger community of unhoused
5 individuals. Contract with The Haven to operate the seasonal shelter. *(The way to do this most*
6 *expediently is to locate a site on City-owned property because it is not cost effective to look at any*
7 *rental property in the Downtown Central Business District which is zoned for a shelter.)*
8
- 9 ■ Develop a year-round, low-barrier emergency shelter for **20 individuals**. Some pets allowed.
10 Showers and lockers for overnight guests, as well as the larger community of unhoused individuals.
11 Location close to public transportation and services. Contract with a social service agency to operate
12 the shelter. *(It has recently become public that The Haven is exploring an option like this on the*
13 *other side of the Connecticut River, which would help the need greatly if successful.)*
14
- 15 ■ Develop an additional year-round emergency shelter for **10 individuals and 4 families**. Some
16 pets allowed. Showers and lockers for overnight guests, as well as the larger community of unhoused
17 individuals and families. Replicate the Haven's shelter model in a location close to public
18 transportation and services. Contract with a social service agency to operate the shelter. *(We need*
19 *additional places that are not the lowest barrier, but can house people for as long as necessary.)*
20
- 21 ■ Develop a site(s) for micro-dwellings/pods for **5-10 individuals**. Replicate emerging best practice
22 models for micro-dwellings/pods on a small scale for Lebanon. Contract with a social service agency
23 to operate these shelters as emergency or transitional housing based on individual needs. *(This type*
24 *of housing is needed for people who cannot live in close proximity to others due to mental health,*
25 *trauma, or other issues. Mr. Brooks noted there are some provisions in the Ordinance that allow*
26 *for multiple units on a single site if it is part of an approved project such as a Cottage*
27 *Development, PUDs, etc. The Planning Department specifically built in language a few years ago*
28 *related to group residences. There is some language in the Zoning Ordinance that may need to be*
29 *tweaked depending on a specific location and the zone it is in.)*
30
- 31 ■ Develop additional SRO (Single Residency Occupancy) units for **20 individuals**. Weekly rents
32 need to be capped to be affordable for people living on (total) SSI incomes of \$800-900 per month.
33 *(We had around 70 units but are now down to 61 after losing the units at 14 Bank Street.)*
34 *Director Goodwin noted these individual can only afford a maximum of \$125.00/week and*
35 *explained ways which could be used to offset this cost.)*
36
- 37 ■ Develop additional Transitional Housing units – substance use recovery friendly units for **8**
38 **individuals**, mental health friendly units for **8 individuals**, family friendly units for **4 families**.
39 *(Families Flourish could presumably achieve a portion of this.)*
40
- 41 ■ Develop additional permanent, supportive housing for **20 individuals**.
42
- 43 ■ Incentivize leasing to low-income households with housing barriers by providing landlords
44 additional financial incentives and ensuring the availability of supportive services for tenants. *(LHA*
45 *has a \$100/month incentive for landlords. A larger incentive that would entice a landlord to take a*
46 *chance would be the assurance that LISTEN/The Haven would be working regularly with these*
47 *individuals to address any issues.)*

- 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).

Out of all the 10 recommendations above, Director Goodwin presented their (Lebanon Human Services) Action Plan below:

Recommended Action Plan

- Contract with Parker Advisors to provide a regional assessment of homelessness in the Upper Valley and recommend regional solutions. (#10)
June-August 2023
- Choose a city-owned site for a 2023-2024 seasonal shelter that can provide life-saving shelter for up to 15 individuals. Apply for funding to rent mobile units, 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. (#1)
June 2023-March 2024
- Financially support the Haven's development and/or operation of 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. (#2) 2024
- Develop additional Transitional Housing units in city-owned properties. (#6)
Summer 2023

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.

Council Discussions:

Mayor McNamara requested a copy of the Parker Advisory report from Montpelier, VT. Mr. Brooks has a copy that he will forward to the Council, saying he spoke with the Montpelier Deputy City Manager and they were very satisfied with the result. The cost of this study would be approximately \$1K per week for 12 weeks (\$12K) and would include extensive data in terms of who they interview and the report they provide regarding funding sources.

Mr. Brooks noted the City was able to enlarge its funding this year for the hotel program to get through the winter, but those funds will cease in June for families and have already ended for single households. We want to avoid facing this problem again next winter (2023-2024).

The Council discussed: Interim mobile units that might be available for rent (i.e., FEMA mobile units; mobile classrooms; etc. for rent or purchase); exploring the federal rating requirements for mobile home units in the northeast; the cost of renting hotel rooms last winter for the homeless (\$65K for two months); how The Haven's proposed year round low-barrier shelter, if approved, would not be available until 2023;

1 the need for transitional housing; the median wage of salaries in Lebanon (\$14.43 after taxes), which only
2 leaves people approximately \$138/week to spend on housing (does not include electricity, food, clothes,
3 etc.); how housing should be a regional solution; the shock of realizing that 80% of the housing needs
4 were Lebanon residents; the urgent need for the Council to act on the housing spectrum; contracting with
5 Parker Advisors to help address the needs of Lebanon residents and the surrounding region; how the #1
6 priority should be locking in a seasonal shelter to get through the 2023-2024 cold weather season; and,
7 doing an analysis of what options make sense soon (i.e., the proximity of public transportation, etc.) so
8 the Council and Lebanon residents have time for deliberations.

9
10 **Mr. William Dunn, Chair of the EDC (Economic Development Committee):** He spoke about his
11 concerns regarding how City-owned properties should be used to generate revenues and was worried that
12 if these opportunities were used for housing it would not allow for the vibrancy of economic opportunities
13 that the City is seeking. He felt City-owned property is a limited resource and should be looked at
14 carefully before it is dedicated to anything.

15
16 City Manager Mulholland spoke about the need to move quickly on this item or the City will not have
17 anything up and running before the weather turns cold. No matter where you put this (housing) you are
18 going to have people say: “Not in my backyard.” In response to the Mayor’s question about costs, he will
19 look into this and get back to the Council and explained his reasons.

20
21 After more discussions took place regarding housing recommendations and associated costs for the
22 homeless in the City of Lebanon, the Council took the following action:

23
24 **ACTION:**

25 ***Councilor Liot Hill MOVED that the Lebanon City Council directs City Staff to review potential City-***
26 ***owned properties for a 2023-2024 seasonal shelter as per the recommendation in the May 17, 2023***
27 ***Lebanon City Council agenda packet, and to prepare preliminary cost estimates, and to bring a set of***
28 ***options to the City Council as soon as possible.***

29
30 ***Seconded by Councilor Wilkie.***

31
32 Councilor Sykes spoke about what the general risk/safety to people’s lives would be if the Council was
33 not prepared to do something.

34
35 Councilor Whittlesey spoke about when that question was asked: “What is the cost of saving a person’s
36 life?” To him it really emphasizes the need to find solutions because people are going to be risking their
37 lives over the winter if the Council does not take action. There will be associated costs with meeting this
38 need. What can we do now while we work on fixing the broader, more systemic problem?

39
40 Councilor Wilkie agreed with Councilor Whittlesey and noted that his second was not intended to gate-
41 keep this action on the basis of price, but rather to act with the assumption that locating a property and
42 estimating a cost is already what City Staff would do in the process of choosing a site and preparing a
43 shelter. He did not see the cost estimated becoming a point of concern for him because we are talking
44 about human lives.

45
46 Councilor Zook addressed the cost of saving lives and noted the most cost effective way to do this is to
47 get them into shelters and explained her reasons.

Councilor Liot Hill spoke about her motion, noting she intended this motion to start a process of bringing in information to the Council about potential locations and costs. Even if it is a temporary seasonal shelter, it is a City facility and the Council is involved with identifying suitable locations for City infrastructure and City facilities. We need to do this in a public forum and it is important for the public to have a chance to weigh in on potential locations. The data is very clear that this needs to be done, but we do not have any specific data about where the location needs to be. She wanted to send a very clear message that the Council wants to start this process, but wanted to give the signal they need to start pulling together costs and potential locations so the data can be evaluated in public for their feedback.

Councilor Heistad spoke about how City Staff is keenly aware of the City's limitations, as well as investigating options.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

Absent from vote: Councilor Simon.

****The Vote on the MOTION was approved by those present (8-0).***

Councilor Liot Hill wanted to make sure the information from this report will be provided to the EDC (Economic Development Commission), added to their agenda, and that their recommendations be provided to the Council for their feedback as quickly as possible.

- 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

Included in the agenda packet: *(Pages 122-123)*

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

1 used for transitional housing until such time as the property is needed for cemetery expansion, which is
2 anticipated to be several years into the future.

3
4 In order to provide for the ownership and ongoing operation and maintenance of these properties until
5 future uses are determined and imminent, the City Manager recommends that the City Council establish a
6 Revolving Fund for the properties pursuant to NH RSA 31:95-h for the accrual of lease revenues and for
7 the payment of applicable property taxes, utility bills, and other expenses associated with the ownership,
8 operation, and maintenance of the properties.

9
10 **ACTION:**

11 *Councilor Sykes MOVED, that the Lebanon City Council hereby schedules a public hearing for*
12 *Wednesday, June 7, 2023, beginning at 7:00pm in Council Chambers, City Hall, and Remote via the*
13 *City's Virtual Platform, for the purpose of receiving public input and taking action to establish a*
14 *Revolving Fund pursuant to NH RSA 31:95- h, to facilitate the ownership, operation, and maintenance*
15 *of City-owned properties at 14 Main Street, 28 Main Street, 30 Main Street, and 226 Mascoma Street.*

16 *Seconded by Councilor Whittlesey.*

17
18 **Roll Call Vote:**

19 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor
20 McNamara all voting Yea.

21 None voted Nay.

22 Absent from vote: Councilor Simon.

23
24 **The Vote on the MOTION was approved by those present (8-0).*

25
26 **F.** Discussion on creating a process for the redevelopment of 14, 28 & 30 Main Street, West
27 Lebanon Properties

28
29 Included in the agenda packet: *(Pages 124)*

30
31
32 **BACKGROUND**

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

38
39 The Mayor recommended that the City Council have a discussion to establish a process to determine the
40 future use of the properties following acquisition.

41
42 Council Discussions:

43
44 Mayor McNamara noted that Councilor Simon, who chairs the WLRAC (West Lebanon Revitalization
45 Advisory Committee), was absent but he had a chance to speak with him about a process moving forward
46 that would include public involvement and discussion of these three (3) properties. Since there has been a
47 lot of interest from the residents of West Lebanon, we want this to be a very open process. Their thoughts
48 were:

1. The WLRAC is the most logical place to start.
2. We thought it would make sense for them to hold some joint meetings with the Economic Development Commission.
3. We thought there should be at least 2-4 public meetings on this (at Kilton Library) and the starting point should be the 2020 West Lebanon report based on the meetings we had back in the fall of 2019. Hopefully would have the WLRAC/EDC start this process in June and we should ask for their joint recommendation(s) by the end of the year so the Council can review at a meeting in January.

Councilor Liot Hill would like to include the West Lebanon Fire Station, and where it should go. Mayor McNamara noted this would be one of the options that would be considered in both the public discussion and by the WLRAC.

Councilor Whittlesey would like to see proposals, such as affordable housing, a community center, etc., to become part of the discussion.

Mayor McNamara and Councilor Simon will be reporting back to Council regularly over the next few months.

City Manager Mulholland spoke about the funding piece of this, noting that the Council had approved the supplemental appropriation bond for \$1.4M. He sent in an application for the most recent bond sale, which is coming up in July, but has pulled the application. The application would make sense if a Fire Station or some other public structure were to be built. In the interim, and as an alternative to bonds, the City can borrow funds from Mascoma Bank for short periods of time while we are deciding which way to go. For at least 12 months, he can use the cash we have and not borrow any money, so the sooner we can move forward the better and further explained the financing options.

Assistant Mayor Below noted the site might be big enough to do both a Fire Station and some other uses, but was uncertain about this right now and explained his reasons why this could possibly be done.

Mr. Brooks noted the WLRAC has already scheduled a tour of the West Lebanon Fire Station to find out what the deficiencies are in that existing building and what is going to be needed that cannot be accommodated on the site. This will be scheduled in July.

ACTION: NONE TAKEN

G. Presentation of Annual Update of Greenhouse Gas Inventory and Reduction Initiatives

Included in the agenda packet:

1. City of Lebanon Greenhouse Gas Reduction Initiatives, Annual Update presentation (*Pages 126-144*)

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. (*Note: For more detailed information, please refer to the 19 page report on pages 126-144 in the May 17, 2023, Council agenda packet.*)

GIS Coordinator Mark Goodwin and Energy and Facilities Manager Tad Montgomery presented and reviewed the Annual Update of Greenhouse Gas Inventory and Reduction Initiatives for the local government in the City of Lebanon, NH. While it is labor intensive to collect all the data, part of the value of doing this annually is to stay on top of the data so we know how much work still needs to be done to lower our emission within the City. Mr. Goodwin reviewed the Operation side of things, and Mr. Montgomery reviewed the strategies and actions the City could take to reduce its admissions.

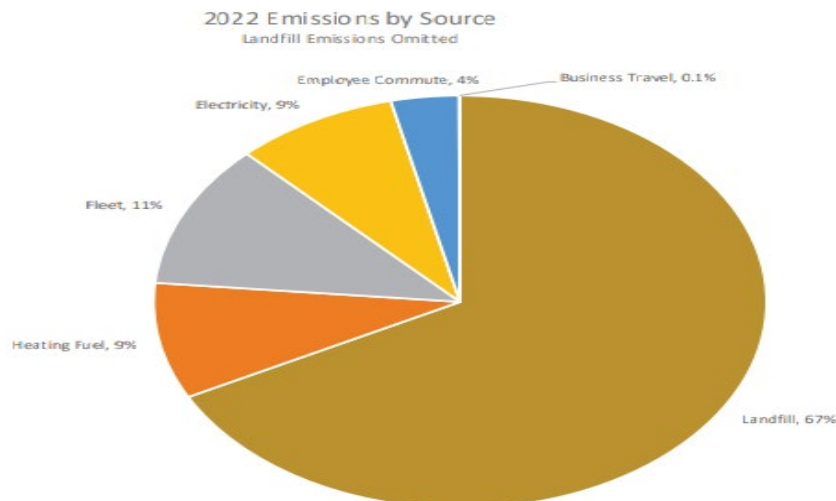
2015 – 2022 Comparison Local Gov. Operations (LGO)

	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%

Electricity: We do not have a complete set of data on this because Liberty Utilities switched their database system this year.

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 needs to be eliminated



**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)

HOW TO ACHIEVE THAT GOAL: (Tad Montgomery, Energy & Facilities Manager)

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 *(See the complete list of City Fleet chart on page 143, Council agenda packed).*

Existing CoL LGO Fleet Emissions = 1082 MTCO₂

Projected CoL LGO Electricity Emissions = 954 MTCO₂

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

ACTION: No action is required. For informational purposes only

11. City Manager Report:

City Manager Mulholland updated the Council on the following:

- School Street Cemetery slope stabilization status.
- Paving Changes: Poverty Lane will not be reconstructed but will be reclaimed.
- Westboro Yard: There is a tentative agreement between the City and the NH DOT as to where the proposed boundary line would be south of the Connecticut River Ridge. Mr. Brooks explained the work that still needs to be done.
- Miracle Mile Project.
- Sound Permit Revisions.
- Lebanon Police Department sinkholes.
- Fire Station Slopes where trees fell down.
- Northern Rail Trail slopes.

12. COUNCIL REPRESENTATIVES TO OTHER BODIES: NONE

13. FUTURE AGENDA ITEMS: NONE

14. NON-PUBLIC SESSION: NONE

15. ADJOURNMENT:

*Councilor Heistad MOVED for adjournment.
Seconded by Councilor Whittlesey*

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Sykes, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

Absent from vote: Councilor Simon.

**The Vote on the MOTION was approved by those present (8-0)*

The meeting was adjourned at 10:03 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

7. APPOINTMENTS:

APPOINTMENTS

Board/Committee Appointments as presented by Deputy City Clerk Kara Tracy

- West Lebanon Revitalization Advisory Committee, Andrew Faunce (Regular Member)
- Lebanon Energy Advisory Committee, James Mashal (Alternate Member)

Included in this Section:

1. Memo from Deputy City Clerk Kara Tracy dated June 7, 2023

OFFICE OF THE CITY CLERK

MEMORANDUM

DATE: June 7, 2023

TO: The Honorable Mayor & City Council

FROM: Kara Tracy, Deputy City Clerk

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

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

West Lebanon Revitalization Advisory Committee

- **Andrew Faunce** – Appointment as a Ward 1 Resident Member for a three-year term. Interview By: Councilor Simon
Term: (6/23-6/26)

Lebanon Energy Advisory Committee

- **James Mashal** – Appointment as an alternate member of the Lebanon Energy Advisory Committee for a two-year term. Interview By: Councilor Wilkie
Term: (6/23-6/25)

From: [cityclerk](#)
To: [Kristin Kenniston](#)
Subject: FW: [EXTERNAL] Online Form Submission #7060 for Board Member Application
Date: Monday, March 13, 2023 8:28:29 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, March 13, 2023 8:09 AM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #7060 for Board Member Application

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

Board Member Application

Application Process

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

Basic Requirements

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

(Section Break)

First Name Andrew

Last Name Faunce

Physical Address	
City	West Lebanon
State	NH
Zip Code	03784
Is this your mailing address?	Yes
Home Phone Number	
Work Number	
Email Address	
How long have you resided in Lebanon?	20+ yrs
(Section Break)	
Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	West Lebanon Revitalization Advisory Committee
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	I'm encouraged by the opportunity to improve the West Lebanon downtown experience for residents and visitors, and by the prioritization of this objective by the city. I am at a point professionally where I have more time to offer to this and other civic engagements.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I have experience with many of the processes associated with this endeavor, given extensive experience as the technology design principal for undergraduate classroom projects at Dartmouth. As I move into retirement, I would like begin applying my skills to civic projects that benefit my community. Coming on board in a currently vacant community member alternate role could be a good place to start.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Councilor Interview Report Form

Councilor Name: _____ Chris Simon _____

Date of Interview: 04/07/23 _____

Applicant Name: _____ Andrew Faunce _____

Board(s) to Which Applied: _____ WLRAC _____

_____ Regular Seat

___X___ Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? _____ Yes _____X___ No

(If yes, indicate date of meeting.) Date: _____

Recommend Appointment: _____X___ Yes _____ No

_____ Regular Seat

___X___ Alternate Seat

General Comments:

_____ Mr. Faunce will be a positive addition to the committee. _____

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

To explore and promote the vision of the citizens and bring fourth to promote our community of West Lebanon working with both the citizens and officials to accomplish these goals.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee?

Would you be available for additional meetings, site visits, or other official events when necessary?

Yes and meeting and attending extras as needed.

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

Work history of dealing in focus groups taking in input and ideas and bring them forward to accomplish goals as intended.

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Yes, time dependent and to learn more about working on and with civic groups and committees.

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No, unless one is brought forth.

6) What do you think are the key challenges for this Board/Committee?

The possibilities are many and have to work with honoring tradition and growth with safety concerns and fiscal concerns.

7) What do you think are the key opportunities for this Board/Committee?

Making the best use of our assets which is our community making West Lebanon a destination and not just an area commuters drive thru.

8) What would you like to see this Board/Committee accomplish in the next year?

Keeping our citizens informed and involved.

Specific Questions for Applicants to Land-Use Boards:

Zoning Board of Adjustment:

1) Have you ever appeared before a zoning board, personally or through a representative?

2) Do you have any personal or professional knowledge or background in the area of zoning law?

3) Do you believe you can set aside your personal opinions and make impartial decisions based on the City's adopted Zoning Ordinance?

4) Zoning Board decisions can be controversial. The Board is bound by law to work within the current zoning regulations. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

Planning Board:

1) Have you ever appeared before a planning board, personally or through a representative?

2) Do you have any personal or professional knowledge or background in the area of planning law?

3) Do you believe you can set aside your personal opinions and make impartial decisions based on the City's adopted site plan and subdivision regulations, as well as the Zoning Ordinance?

4) Planning Board decisions can be controversial. The Board is bound by law to work within the current site plan and subdivision regulations. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

Conservation Commission:

- 1) Have you ever appeared before a conservation commission, personally or through a representative?

- 2) The Conservation Commission's advisory role in New Hampshire environmental permitting can be controversial. Do you believe you can tolerate possible criticism from your friends and neighbors as a result of how you may have voted?

From: [cityclerk](#)
To: [Kara Tracy](#)
Subject: FW: [EXTERNAL] Online Form Submission #7317 for Board Member Application
Date: Tuesday, May 23, 2023 7:05:55 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, May 23, 2023 5:54 AM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #7317 for Board Member Application

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

Board Member Application

Application Process

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

Basic Requirements

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

(Section Break)

First Name	James
------------	-------

Last Name	Mashal
-----------	--------

Physical Address	
City	W. Lebanon
State	New Hampshire
Zip Code	03784
Is this your mailing address?	Yes
Home Phone Number	
Work Number	<i>Field not completed.</i>
Email Address	
How long have you resided in Lebanon?	<i>Field not completed.</i>
(Section Break)	
Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	Lebanon Energy Advisory Committee
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	To help my community and apply my experience and expertise from working in energy, particularly around LCP/CPCNH
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I currently work in procurement for a large battery energy storage company (Fluence) and previously worked on policy improvements to accelerate the adoption of energy storage. Prior to that I worked at the Brattle Group on wholesale power market design in a variety of ISO/RTOs including ISONE. LCP/CPCNH is empowering communities to control their electricity supply in a way that lowers costs and is more aligned with the local priorities. There are also interesting opportunities to improve locally/city generated energy that lower emissions and cost, consistent with the City's goals.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Councilor Interview Report Form

Councilor Name: Devin R. Wilkie

Date of Interview: 31 May 2023

Applicant Name: James Marshal

Board(s) to Which Applied: Lebanon Energy Advisory Committee

 Regular Seat

 X Alternate Seat

Has Applicant Attended Meeting of Board to Which Applying? X Yes No

(If yes, indicate date of meeting.) Date: 20 April 2023

Recommend Appointment: X Yes No

 Regular Seat X Alternate Seat

General Comments: James is knowledgeable and interested in energy, and he already has experience from his employment in the industry. He has already joined one other committee and is keen to do what he can to support our community. I am happy to recommend his appointment.

(PLEASE NOTE: THIS FORM WILL BE INCLUDED IN THE AGENDA MATERIALS WHEN APPLICANT IS SCHEDULED TO APPEAR BEFORE THE CITY COUNCIL.)

Standard Questions for All Applicants:

1) What do you believe is the purpose of this Board/Committee?

Advise CC and management on the way we use energy and whether it aligns with our goals and best practices. Day-to-day management is an extension of this, e.g. with CPCNH.

2) Are you familiar with the meeting dates and time commitments of this Board/Committee? Would you be available for additional meetings, site visits, or other official events when necessary?

Yes.

3) Do you have any previous experience working with this type of Board/Committee, or in a related field, in this community or any other community?

West Lebanon Revitalization Advisory Committee, and he is currently employed for a large battery energy storage company. See application for other qualifications.

4) Do you have any interest in attending educational presentations and seminars in order to further educate yourself relative to the work of this Board/Committee?

Certainly open to learning, and already involved in the industry.

5) Do you anticipate that you would have to recuse yourself from more than an occasional meeting due to a conflict of interest (perceived or real) relating to your past or present employment, organizational membership, real estate holdings, family ties, or other reasons?

No.

6) What do you think are the key challenges for this Board/Committee?

Working with LCP & CPCNH – an opportunity but also a challenge to balance sustainability with affordability, for instance. Key point of conflict in energy discussions.

Another challenge is working within government structure, takes time and may include conflicting individual priorities. And people have busy schedules, so how to prioritize what is most important.

7) What do you think are the key opportunities for this Board/Committee?

LCP/CPCNH is most interesting & exciting.

8) What would you like to see this Board/Committee accomplish in the next year?

There are some great projects in the works, including landfill gas project. The committee should continue to look for opportunities to overcome those obstacles.

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

8. PUBLIC HEARING ITEMS:

**8.A – ESTABLISHMENT OF AN ENTERPRISE PROPERTIES 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**

A public hearing for the purpose of receiving public input and taking action on the establishment of an Enterprise Properties 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; that money in the Enterprise Properties Revolving Fund shall accumulate from year to year and shall not be considered part of the City's General Fund; and that the City Manager shall be the agent of the City to carry out the objects of the Fund as established by the City Council

The City Council scheduled this public hearing at its May 17, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on Saturday, May 27, 2023 in accordance with City Code and State Law.

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 an Enterprise Properties 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, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby authorizes the establishment of an Enterprise Properties Revolving Fund pursuant to NH RSA 31:95-h for the purpose of accumulating lease revenues and for the payment of applicable property taxes, utility bills, and other expenses associated with the ownership, operation, and maintenance of City-owned properties located at 14 Main Street, 28 Main Street, and 30 Main Street in West Lebanon, and 226 Mascoma Street in Lebanon; that money in the Enterprise Properties Revolving Fund shall accumulate from year to year and shall not be considered part of the City's General Fund; and that the City Manager shall be the agent of the City to carry out the objects of the Fund as established by the City Council.

Included in this Section:

1. Notice of Public Hearing as Published in the May 27, 2023 Edition of the *Valley News*

May 31, 2023



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING**
Wednesday, June 07, 2023 - 7:00 PM
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

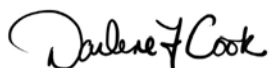
The Lebanon City Council will hold a public hearing on June 7, 2023, beginning at 7:00 pm for the following:

A. ESTABLISHMENT OF AN ENTERPRISE PROPERTIES REVOLVING FUND: A public hearing for the purpose of receiving public input and taking action on the establishment of an Enterprise Properties 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; that money in the Enterprise Properties Revolving Fund shall accumulate from year to year and shall not be considered part of the City's General Fund; and that the City Manager shall be the agent of the City to carry out the objects of the Fund as established by the City Council

The June 7, 2023 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning June 2, 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.

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 27, 2023.



Darlene Cook, Interim City Clerk

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

10. NEW BUSINESS:

10.A – PRESENTATION OF CHANGES TO LANDFILL OPERATIONS

BACKGROUND

INTRODUCTION OF CUSTOMIZED MUNICIPAL TRASH BAGS

As part of our effort and long-term goal to preserve the life of the landfill through waste reduction methods, the City is updating its Pay-As-You-Throw (PAYT) Program to include customized municipal trash bags as an option for disposal of residential bagged waste. While use of these bags will be an option for Lebanon residents for the foreseeable future, it will be a requirement for non-Lebanon residents beginning January 1, 2024 (punch cards will remain an option for Lebanon residents but will no longer be available for non-residents).

Beginning August 7, 2023, customized 15-gallon and 30-gallon purple trash bags will be available at local retailers (locations to be announced). Bags will be sold at the equivalent price of a current punch on a punch card; for example, 15-gallon bags will be sold in rolls of 10 for \$10.00 and 30-gallon bags will be sold in rolls of 5 for \$10.00. The cost of the bags includes disposal fees so no punch card will be required to dispose of these bags. To facilitate the production and distribution of our customized bags, the City has contracted with WasteZero, a well-known, long-established company specializing in waste reduction methods. Mark Dancy from WasteZero will be in attendance at the meeting to discuss the company and provide information on the benefits of using bags as part of a PAYT program.

INTRODUCTION OF EB2GOV SOFTWARE PLATFORM

As we work to increase efficiency of operations at the Solid Waste Facility we are implementing software that will be capable of combining our permitting process with the ability to accept credit cards as a payment method at the scale house.

CREDIT CARDS - Beginning in August (with the goal of August 7th) credit cards will begin to be accepted as payment for disposal of itemized and scale-weighted bulky loads. This will be available to residential users, smaller-load commercial haulers, and those who obtain temporary use permits. Should they choose, all residential users will be able to pay to dispose of these types of waste with punch cards, but only until December 31, 2023. Beginning January 1, 2024, disposal of all non-bagged waste by all residential users (Lebanon residents included) will require payment via credit/debit card. This will streamline operations at the scale house and prevent the need for customers to leave the facility to purchase additional punch cards and return to pay for waste disposal.

UPDATED PERMITS – Beginning in August (with the goal of August 7th) all landfill users will be asked to update their permits. New permits will not be effective until January 1, 2024, in order to give time for a full transition to the new permitting software; and to coincide with the date that punch cards will expire for non-Lebanon residents, and the date that credit cards will be required as described above. Updated permits will be required to access the facility after December 31, 2023.

UPDATES TO CITY CODE – CHAPTER 97, LANDFILL REGULATIONS

Updates to Chapter 97 will aid in streamlining the process to implement some of the changes discussed above. The City Administration plans to present an ordinance to the Council at the June 21st meeting.

COMMUNICATIONS & PUBLIC OUTREACH

Attached hereto is an informational flyer that will be mass-mailed to Lebanon residents, distributed at the scale house, handed out at the City Clerk's counter, and provided to all of our participating communities for them to share with their residents. It will also be posted to our website and will be included in LebNews for our regular readers.

Also attached is a sample of the letter to our local retailers to introduce them to the program and to WasteZero so they are aware of what we are requesting of them.

ACTION

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

Included in this Section:

1. PowerPoint Presentation – Changes Coming to the Lebanon Landfill
2. Sample Letter to Local Retailers
3. Informational Flyer – Changes Coming to the Lebanon Landfill



CHANGES COMING TO PAY AS YOU THROW PROGRAM

Contents

Introduction of Customized City Trash Bags
Continued Use of Punch Cards
Cost Comparisons (Bags vs. Punch Cards)
Integration of New Software
Smaller-Load Haulers
Chapter 97 Updates
Implementation
Communications & Public Outreach
Questions

Customized City Trash Bags

AUGUST 7, 2023

15-gallon Bags:

Roll of 10 - \$10

30-gallon Bags:

Roll of 5 - \$10



"Fill"



Continued Use of Punch Cards

LEBANON RESIDENTS

- Punch Cards will remain an option
- Customized Bags NOT required
- Punch Cards no longer sold at City Hall beginning January 1, 2024
- Credit Cards required for all non-bagged (itemized & bulky) waste beginning January 1, 2024
- Commercial Accounts Required for Smaller-Load Haulers Beginning January 1, 2024

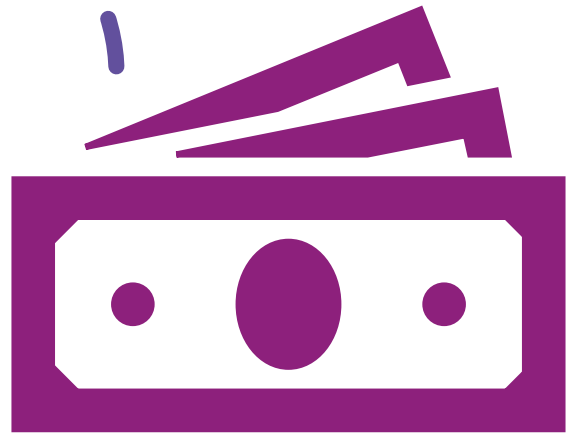
NON-LEBANON RESIDENTS

- Punch Cards will remain an option until January 1, 2024
- Customized Bags required beginning January 1, 2024
- Punch Cards no longer available beginning January 1, 2024
- Credit Cards required for all non-bagged (itemized & bulky) waste beginning January 1, 2024
- Commercial Accounts Required for Smaller-Load Haulers Beginning January 1, 2024

COST COMPARISONS

BAGS vs. PUNCH CARDS

- Pre Paid Bags
 - \$1 for 15 Gallon bag
 - \$2 for 30 Gallon bag
- Punch Cards
 - \$2 for a bag (no standard size)
 - \$4 for contractor bags



**Integration
of New
Software
(EB2gov)**

**UPDATED PERMITS REQUIRED
FOR ALL USERS**

**ACCURATE DATA
COLLECTION & REPORTING**

**CREDIT CARDS REQUIRED
FOR DISPOSAL OF ALL
NON-BAGGED WASTE
(ITEMIZED & BULKY)**

SMALLER- LOAD HAULERS

- Business's- small contractors-out of state contractors
- Pay by credit card
- Can get permit quickly

Chapter 97 Updates

DEFINITIONS

- Include "Smaller-Load Haulers"

PERMITTING

- Annual Process for all with \$5.00 Fee (absorb transaction fees)
- Language updates to coincide with EB2gov Software

COMMERCIAL ACCOUNTS & BILLING

- Language updates to coincide with new process and EB2gov Software

FEES

- Include \$1.00 fee for 15-gallon trash bags
- Update Residential Permit Fee to \$5.00
- Update Commercial Permit Fee to \$50.00 annually

Implementation



Aug. 2023

Customized Bags Arrive at Retail Locations
EB2gov Operational for Updating Permits and
Accepting Credit Cards



Jan. 2024

Punch Cards no longer in use for non-Lebanon residents; no longer for sale at City Hall
Credit Cards required for disposal of non-bagged itemized or scale-weighted bulky waste
Updated Permits required for ALL Users
Commercial Accounts required for Smaller-Load Haulers

COMMUNICATION & PUBLIC OUTREACH

- Hard Copy Flyers to be Distributed at Scale House
- Mass Mailing of Flyer to Lebanon Residents
- Information to be Posted to City Website and included in Weekly LebNews
- Informational video on new process to be posted to the website
- Attendance at 2 Farmers' Market Events to distribute flyers and demo customized bags
- Information to be Provided to Participating Communities for Distribution to non-residents
- Information to be Provided to DHMC and other large employers
- Valley News will be requested to publish an article
- Flyers to be distributed to those purchasing punch cards (at City Hall and local retailers)

WasteZero

“The leading residential waste reduction company in the U.S.. Committed to a more sustainable future, environmentally & financially.”

New England is facing a waste crisis

- Incinerators are closing
- Landfills are running out of capacity and closing
- There is no new capacity

WasteZero has worked with 300 municipalities over the past 30 years

- Bag-based systems are preferred by 95% of residents in PAYT programs
- Convenience – just a bag and not a bag and a punch card
- Fairness - all residents have standard-sized bags
- Flexibility – providing municipalities with multiple size options, and simple administration
- Effectiveness – provides the largest reduction in trash and costs, therefore creating savings for the municipality.

Bags are manufactured with high recycled content

- Purple bags can use between 50-70% of reclaimed material

Under a PAYT system, bags have proven to be environmentally and economically effective.



CITY OF LEBANON, NH
51 North Park Street, Lebanon, NH 03766
603-448-4220
Lebanonnh.gov

Dear Retailer:

As you may be aware, the City is updating its Pay As You Throw Program for disposal of residential waste at the Landfill with the inclusion of Official Municipal Pay As You Throw Trash Bags for retail sale. We are looking to incorporate the use of these bags as a part of our long-term goal to reduce the amount of waste entering the landfill and thereby preserving the life of this valuable resource. In order to make this a success, we are asking that you take part in the program and sell our bags at your store. Bags will not be offered for sale at City Hall or any other City location, so we hope to have them for sale at numerous locations throughout the community.

To facilitate the production and distribution of our bags, the City has contracted with WasteZero, (<https://www.wastezero.com>), a well-known, long-established company specializing in waste reduction methods with manufacturing operations here in the Northeast. WasteZero representatives will soon be reaching out to you to discuss their business methods and answer any questions you may have about the process. We look forward to our working relationship with WasteZero and hope you will agree to take part in the program so together we may provide an outstanding level of customer service for all residents, while working to preserve the life of the landfill.

Here is an outline of the program provided by WasteZero:

TERMS OF PARTICIPATION

Some of the key terms of your participation in the Program include that you:

- Sell the Official Municipal PAYT Trash Bags selected by the City of Lebanon
- Sell these bags at the unit cost set by the City of Lebanon (**you may not mark up those prices**).
- **Do not add sales tax to the sale of these bags.**

In order to prevent a stock-out of Official Municipal PAYT Trash Bags and an inconvenience to your customers:

- You agree to keep a three-week supply of cases of each bag size on hand.
- You must place your orders with WasteZero at the contact information in this letter. Typically, your orders will be delivered within five (5) business days following.
IMPORTANT: To ensure “same week” bag delivery, orders MUST be placed no later than Tuesday at 3pm EST. Orders will then be delivered the same week usually Thursday or Friday.
- **When your bags are delivered, you will sign a shipping receipt acknowledging the number and type of bags that were delivered. (Your acceptance of the shipment reaffirms your agreement to the terms in this letter.)**

ORDERING BAGS

HOW TO ESTIMATE ORDERS

Your program start date is: _____

This is the deadline to place your first order, to guarantee bags will be available for your customers.

When the program first starts (usually the first month), it's likely you will experience “surge” volumes often three times higher than later, more “normal” months) as customers purchase their initial supply. Over time, however, the

“Our Latchstring Always Out”

volume will level off.

Please monitor the product closely during the program's initial weeks and alert us promptly to potential stock-out situations. WasteZero will provide reasonable assistance to help you avoid a stock-out, but if you fail to place your orders on a timely basis and require rush delivery, WasteZero reserves the right to bill you for the excess freight charges that will accrue.

HOW TO PLACE ORDERS

It's easy! Place bag orders with WasteZero in any of the following ways:

- By phone: 1-800-866-3954
- By e-mail: customerservice@wastezero.com

Lebanon's Official Municipal PAYT Bags are packaged in the following quantities at the following prices:

Product	Bags per Sleeve	Sleeves per Case	Price per Sleeve	Price per Case	UPC
Large Trash	5	40	\$10.00	\$400.00	
Small/Tall Kitchen	10	20	\$10.00	\$200.00	

HOW TO RECEIVE DELIVERY AND MAKE PAYMENTS

1. Once your bags are delivered, you will sign a delivery receipt acknowledging the number and type of bags that were delivered.
2. WasteZero will invoice you for each delivery based on that delivery receipt (which indicates the number and types of bags you received as well as the dollar amount for each size).
3. All invoices billed to you are due and payable, net 30 days from date of invoice.
Please **make payment** out to: City of Lebanon
Please **mail payments** to: City of Lebanon c/o WasteZero
11943 Grandhaven Drive, Suite A-1
Murrells Inlet, SC 29576
Please **include the invoice number** on your payment

PLEASE NOTE:

An invoice becomes overdue on the 31st day. On day 45, WasteZero will apply a credit hold until overdue invoices are paid in full. During a credit hold, WasteZero will not accept new orders or make new deliveries.

RETURNS AND REPLACEMENTS

WasteZero wants you and your customers to be completely satisfied with the quality of Official Municipal PAYT Bags. Should you or your customer experience any product defect with an Official Municipal PAYT Bags, WasteZero will replace the defective product at no charge with a product of equivalent specification. Defective products must be returned for inspection. Replacements will be processed at the point of sale. Cash refunds or discounts are not authorized. To obtain appropriate credit, you must return the defective product to WasteZero.

If WasteZero ships a greater quantity of product or a different product from what you specified on your order, at your election, WasteZero will honor a request for inventory return. Please coordinate inventory returns with the

"Our Latchstring Always Out"

same WasteZero personnel you placed the order with. WasteZero, however, will not bear the cost of correcting errors you may have made in placing your order.

WARRANTIES

Except as expressly provided herein, all official municipal trash bags and services provided by WasteZero under this agreement are provided "as-is" without any warranties, express or implied, including without limitation the implied warranties of merchantability or fitness for a particular purpose.

WasteZero will not be liable to municipality, retailer, customer of retailer, or end user for any special, exemplary, incidental, consequential, treble or punitive damages, or any loss of revenues, loss of profits or loss of reputation arising out of or relating to this agreement, or the manufacture or sale of product or provision of services. These limitations apply even if a party has been advised of the possibility of recovering these damages or losses and notwithstanding any failure of essential purpose of any limited remedy. Notwithstanding anything to the contrary herein, WasteZero's aggregate liability for any claims or causes of action arising out of or relating to this agreement, the manufacturer or sale of product or provision of services will not exceed the total amount paid by municipality to WasteZero during the six-month period preceding the act giving rise to the claim for damages.

Please call WasteZero with your questions. We have an Agreement with the City of Lebanon to support the Program.¹

We look forward to working with you! If you have any questions or concerns, please feel free to contact us at 800-866-3954.

Sincerely,
Customer Service
WasteZero, Inc.

Placing Orders

- Phone: 1-800-866-3954
- E-mail: customerservice@wastezero.com

Timing of Orders

- You may place orders on any business day.
- Delivery will be made within 5 business days.
- Keep a 3-week supply on hand.
- Rush orders will be billed excess freight.

Making Payments

- Make payment out to: City of Lebanon
- Mail payment to: City of Lebanon c/o WasteZero
11943 Grandhaven Drive, Suite A-1
Murrells Inlet, SC 29576

Please include the invoice number on your payment

Bag Order Reference Sheet

**WasteZero
Customer
Service:
1-800-866-
3954**

¹ The terms in this letter supersede and replace any pre-printed or additional terms that might be included on your purchase order or correspondence. By participating in the Program, you agree to these terms.

"Our Latchstring Always Out"

CHANGES COMING TO THE LEBANON LANDFILL

CUSTOMIZED CITY TRASH BAGS

On August 7, 2023, the City will begin offering 15 & 30-gallon customized purple trash bags for purchase at a number of retailers in the region (locations to be announced) 30-gallon bags will be sold in rolls of 5; and 15-gallon bags will be sold in rolls of 10. Regardless of size, each roll will cost \$10 and the cost of the bags will include disposal fees. Punch cards will not be needed to dispose of these bags.

FOR LEBANON RESIDENTS

The use of the customized bags is a second option in our Pay-As-You-Throw program. Punch cards will continue to be an option for the foreseeable future, but as of January 1, 2024, they will no longer be sold at City Hall. They will continue to be sold at local retailers.

FOR NON-LEBANON RESIDENTS

Punch cards will only be able to be used until December 31, 2023. Beginning January 1, 2024, non-Lebanon residents who bring waste directly to the landfill will be required to dispose of bagged waste in customized purple trash bags, and to pay for other forms of waste via credit card.

CREDIT CARDS REQUIRED

Beginning January 1, 2024, credit cards will be the required form of payment to dispose of all non-bagged itemized or scale-weighted bulky waste. Residential loads will no longer be estimated for weight and will be required to be weighed by use of the scales.

FOR ALL RESIDENTIAL USERS

Residential users of ALL communities will be required to have an updated permit issued through our new online platform. Applications for updated permits will be open when new software is launched (date to be announced) but will not be effective until January 1, 2024. ALL USERS are asked to apply for their permit as soon as the application becomes available.

COMMERCIAL ACCOUNTS REQUIRED FOR SMALLER-LOAD HAULERS

For all smaller-load haulers (disposing more than _____ but less than _____ tons per month) a commercial account will be required to be established and must be in place by January 1, 2024. Beginning January 1, 2024, disposal transactions must then be paid for via credit card on a per-visit basis.

AGENDA

LEBANON CITY COUNCIL

JUNE 07, 2023

10. NEW BUSINESS:

10.B – PRESENTATION AND ADOPTION OF WALK, BIKE, RIDE LEB PLAN

BACKGROUND

In recent years, progress has been made toward improving the safety, comfort, and convenience of walking and bicycling in the City of Lebanon. Notable achievements include constructing the Mascoma River Greenway, improving pedestrian facilities along the Miracle Mile and Route 12-A, and adopting a Complete Streets policy. However, Lebanon has never had a comprehensive, City-wide plan for walking and bicycling infrastructure and programming needs.

Walk, Bike, Ride Leb (WBRL) was developed jointly between the City's Planning & Development Department and the Upper Valley Lake Sunapee Regional Planning Commission between 2022 and 2023, and included a diverse Project Advisory Committee. *WBRL* is a plan to create a safe, comfortable, and connected walking and bicycling network in the City of Lebanon, including connections to public transportation. The *WBRL* Plan is founded in the review of existing data and plans, and the incorporation of diverse public input. It identifies the community's highest priority multi-modal improvements. The plan is envisioned as a key tool to inform how walking and bicycling improvements are factored into City budgets and Capital Improvements Programs, which grant opportunities are pursued, and how new and existing developments can be connected to the walking and bicycling network.

At its meeting on May 2, 2023, the Pedestrian & Bicyclist Advisory Committee (PBAC) reviewed and commented on a final draft version of the *WBRL* Plan and made a motion to endorse it ("with comments addressed") for consideration by the City Council for adoption. On May 22, 2023, the Planning Board also reviewed the draft *WBRL* Plan and approved a motion to endorse it.

Members of the Planning & Development Department will be present at the meeting to present and discuss the *Walk, Bike, Ride Leb Plan* and to answer any questions the Council may have prior to considering adoption.

ACTION

Should the City Council wish to adopt the *Walk, Bike, Ride Leb* Plan endorsed by the Pedestrian & Bicyclist Advisory Committee on May 2, 2023 and by the Lebanon Planning Board on May 22, 2023, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby adopts the "Walk, Bike, Ride Leb" Plan, as endorsed by the Pedestrian & Bicyclist Advisory Committee on May 2, 2023 and by the Lebanon Planning Board on May 22, 2023, and as presented in the June 7, 2023 City Council Agenda Packet.

Included in this Section:

1. Memorandum from Planning & Development Department staff, dated May 25, 2023

Information Available but Not Included in this Section:

1. [Walk, Bike, Ride, Leb Plan](#)



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon City Council

CC: Shaun Mulholland, City Manager
David Brooks, Deputy City Manager

FROM: Planning & Development Department Staff

RE: Adoption of Walk Bike Ride Leb Plan

DATE: May 25, 2023

Overview

Over the years, progress has been made toward improving the safety and comfort of walking and bicycling in the City of Lebanon. Some notable achievements include constructing the Mascoma River Greenway, improving pedestrian facilities along the Miracle Mile, and adopting a [Complete Streets policy](#). However, Lebanon has never had a comprehensive, citywide guide for walking and bicycling infrastructure and programming needs.



Walk, Bike, Ride Leb (WBRL), developed between 2022 and 2023, is a plan to create a **safe**, **comfortable**, and **connected** walking and bicycling network in the City of Lebanon, including connections to public transportation. The WBRL Plan is founded in review of existing data and plans, and incorporation of diverse public input. It identifies the community's highest priority multimodal improvements. The plan is poised as a key tool to inform how walking and bicycling improvements are factored into [City budgets](#) and [Capital Improvements Programs](#), which grant opportunities are pursued, **and how new and existing developments can be connected to the walking and bicycling network.**

In the long-term, one of the WBRL Plan's strategic recommendations is for there to be a regular interdepartmental review of the plan and priority projects, in conjunction with updates to WBRL's living tools, the network map and capital and non-capital project lists.

Development of the Plan

Development of the WBRL plan was led by a Project Team comprised of the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) and the City's Planning and Development Department. The Lebanon Pedestrian and Bicyclist Advisory Committee (PBAC) was involved at all points in the process between project scoping and priority project identification. Other Project Advisory Committee (PAC) members included representatives from the Department of Public Works, Department of Recreation, Arts and Parks, City Manager's Office, Police Department, Planning Board, and Advance Transit. Numerous project contributors from throughout the community were also engaged.

Community outreach, review of existing data, plans and studies, and multimodal network analysis were the primary outcomes of Phase 1 of the project. Phase 2 focused on the identification, categorization and prioritization of key projects and strategies shared by the community, to create an actionable plan that helps decision-makers focus on “pre-vetted” opportunities for improvement.

The WBRL plan’s major recommendations fall into two main buckets: (1) network improvement projects or the “Implementation Plan” (i.e., priority capital projects list) and (2) non-capital project “Related Key Strategies” (i.e., education, design, maintenance, operations, policy, and safety).

Some of the input tools created for the outreach process, including the network map and non-capital projects list, were developed for on-going utilization—as permanent tools to help the City continuously refine priorities going forward.

As a final outcome, the plan produced conceptual designs and cost estimates for three network improvements from the priority projects list, which are included in the appendix with some similar pre-engineering due diligence generated by the City for three additional priority improvements. These six capital project concepts are intended to support grant readiness for the City. One, the MRG Extension via Riverside Park, is already progressing toward funding in the State’s Ten Year Plan, demonstrating that the WBRL process has helped elevate readiness for project implementation.

For more information about the project’s development and input process, the WBRL [website](#) includes links to the City’s Complete Streets Policy, WBRL public survey dashboard, network map, CIP proposal, and Scope of Work.

Endorsement and Adoption

At their regular monthly meeting on May 2, 2023, the PBAC reviewed and commented on a final draft version of the WBRL Plan and made a motion to endorse it (“with comments addressed”) for consideration by City Council for adoption. Concurrently, members of the PAC were emailed the final draft for review and comment and the public was notified of the draft via LebNews.

On May 22, 2023, the Planning Board also reviewed the WBRL Plan and approved a motion to endorse. Staff provided the Planning Board’s comments to UVLSRPC which prepared the attached final draft WBRL plan for consideration and recommended adoption by the City Council on June 7, 2023.

Following adoption, the completed WBRL plan will be published to the City website.

Attachment

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

10. NEW BUSINESS:

**10.C – REQUEST FOR EXTENSION OF PAYMENT OF
SEWER DEVELOPMENT CHARGES**

BACKGROUND

The City Manager's Office received a request on May 5, 2023, from Tim Sidore, Chief of Operations for Ledgeworks, Inc., for an extension of time for the payment of sewer development charges owed by Recreo, LLC. The document itself shows a signed date of April 28, 2023. The sewer development charges are owed pursuant to an application submitted by Recreo, LLC for a sewer use permit for the development of the property located at 2 Mascoma Street. Recreo, LLC requests an extension of time to make the payment until May 29, 2023.

City Code § 136-105 **Sewer use permit and notice of allocation.**

Section D

Notice of permitted allocation. Once a capacity analysis has been completed and a determination has been made that adequate sewer capacity is available to serve a proposed development in accordance with the standards of this article, the City Manager shall issue a notice of allocation to the applicant. The effect of the notice of allocation shall be to allow the applicant to reserve the permitted capacity for the applicant's use while other land use permits required for the particular development are applied for and reviewed. At the time of receipt of the notice of allocation, the applicant is required to pay 20% of the current sewer development charge as described in Article **XV** below, in an amount set forth in the Code of the City of Lebanon, Chapter **68**, Fees. The applicant must make payment of the sewer development charge within 30 days or the notice of allocation will expire automatically.

Section G

In order to retain the permitted sewer allocation, the applicant must obtain a final subdivision, site plan, or other approval within two years of the date of the notice of allocation. If Planning Board approval, or, if none is required for the development, then a building permit or other required approval, is not obtained within two years, or if any such approval is denied, and such denial becomes final, then the notice of allocation shall expire, and the associated sewer capacity will be returned to the system for use by others. If Planning Board or other approval is obtained within two years of the date of notice of allocation, and if the applicant has received approval from the Director of Public Works for any sewer construction plans required for the project, the City Manager shall issue a sewer use permit. **Upon receipt of the permit, applicant shall pay the remaining 80% of the assessed sewer development charge within 90 days or the permit will expire.** The sewer use permit shall run concurrently and congruently with its associated Planning Board or other approval. Should the Planning Board or other approval lapse or be revoked for any reason, the sewer use permit will become null and void.

§ 136-124 **Abatement of sewer development charges.**

The City Council may abate, for good cause shown, any sewer development charge assessed on any person or organization pursuant to this article. Such abatements may be made on such terms and conditions as the City Council shall deem equitable under the circumstances.

Recreo, LLC, through Tim Sidore, is also making the following additional requests:

1. Requesting the City Council to reconsider the sewer development charge.
2. Requesting credit from its sewer usage from 75 Bank St.
3. Requesting an extension of the time limits to pay the sewer development charge.

ACTION

No action required unless the City Council chooses to make changes to the City Code.

Included in this Section:

1. Article XV Sewer Development Charge <https://ecode360.com/36134591>
2. Article XIV Sewer Connections, Extensions and Expanded Sewer Use Allocations <https://ecode360.com/36134589>
3. 2023-05-05 Email from Tim Sidore regarding request to extend payment period and revisit allocation methodology.
4. Abatement request from Recreo, LLC requesting extended period to pay Sewer Development Charge.

From: [Tim Sidore](#)
To: [Brian Vincent](#); [Shaun Mulholland](#); [Mike Davidson](#)
Subject: [EXTERNAL] 2 Mascoma Street Sewer Development Charge/Abatement Request
Date: Friday, May 5, 2023 5:13:34 PM
Attachments: [2 Mascoma Sewer Development Agreement.pdf](#)

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

Brian & Shaun,

Please see attached. As discussed, the abatement form requests an extension to pay the fee (through May 29, 2023), but we want to use this period to revisit the assessed fee. We request that the City of Lebanon reconsider the sewer development charge. While the regulations indicate a 60 gallon per day standard for studio/one bedroom apartments, historical usage at similar apartments shows significantly less water than this standard. The studio/one bedroom apartments at 75 Bank Street have used 28.75 gpd on average over the last year, and less when factoring in the 7,500 +/- square feet of commercial space at the building. Similarly, the studio apartments at Execusuite's new 132 South Main Street building in WRJ use 36 gpd on average (and include in-unit washing machines and dishwashers, which 75 Bank does not); this also does not factor in the 2,800 square feet of commercial office space at 132 South Main.

Also, a review of the 75 Bank Street usage shows the actual use has been consistent over the nine years since residential tenants first took occupancy. Based on what the Lebanon Junior High School must have used while the school was still open, and the actual usage of Execusuite's apartments, we request a credit be issued.

I will mail the hard copy of the form tomorrow, 5/6/2023.

Please let Mike and me know the next steps and if you have any questions.

Best,

Tim Sidore, CAM, NALP
Chief of Operations
Ledgeworks, Inc
[\(603\) 727-9024](tel:6037279024) (O)
Option #2 for After-Hours Emergency Maintenance
[\(603\) 727-9168](tel:6037279168) (F)

Managing Agent for:

Execusuite, LLC
21 Agua Street, LLC
Michael Davidson Properties
O' Brothers, LLC
One NorthPark, LLC
Chorro, LLC
Recreo, LLC



City of Lebanon
 Department of Public Works
 193 Dartmouth College Highway
 Lebanon, NH 03766
 (603) 448-3112

Application for Water & Sewer Bill Abatement

Fill in all blanks, attach additional paperwork as necessary. Any request for abatement must be filed in writing to the Department of Public Works within 30 days of the billing period. The filing of this form does not guarantee that your abatement will be granted or relieve the applicant of the responsibility to pay the water or sewer usage bill in full by the due date specified. Further documentation may be required.

Instructions: Account & Property Information:

<u>2 MASCOMA STREET</u>	<u>0338300</u>	<u> </u>
Service Street Address	Acct Number	Bill Number
<u>RECRO LLC</u>	<u>TIM SIDORE</u>	
Last Name or Business Name	First Name or Business Contact	
<u>(603) 322-3260</u>	<u>tim@ledgeworks.com</u>	
Contact Phone	Contact Email	
<u> </u>	<u> </u>	
Date of Contested Bill	Amount owed on Contested Bill	

Reason for Abatement Request:

☐	Leaking Toilet
☐	Household Plumbing Leak
☐	Outdoor Water Usage (power washer, hose, pool)
☐	Building Unoccupied
☐	Faulty Water Heater
☒	Other: <u>Time Extension Request for payment of Sewer Development Charge</u>

Monthly Payment Plan Requested

Please provide explanation describing your request for abatement. Attach additional sheets, if necessary.

REQUEST EXTENSION THROUGH MAY 29, 2023 TO PAY SEWER DEVELOPMENT CHARGE.

Date _____

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

10. NEW BUSINESS:

**10.D – DISCUSSION & SET PUBLIC HEARING FOR JUNE 21, 2023: COMMUNITY
REVITALIZATION TAX RELIEF INCENTIVE PROGRAM (RSA 79-E)
APPLICATION – YOUR BEST DAY, LLC FOR REHABILITATION OF
PROPERTY AT 3 MAIN STREET, WEST LEBANON**

BACKGROUND

On February 17, 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E to encourage the rehabilitation of existing buildings and structures in downtown Lebanon and downtown West Lebanon. On May 22, 2023, Foremost Builders and Your Best Day, LLC applied for consideration under the program.

Your Best Day, LLC is the owner of property located at 3 Main Street, West Lebanon (Tax Map 86, Lot 22), which is situated in the Central Business (CB) Zoning District and is currently improved with two attached multi-tenant commercial buildings. The anticipated improvements will include exterior renovations and an interior renovation of +/-2500 sq. ft. of retail space into additional office space for Foremost Builders, a current tenant.

For detailed information regarding the project, please see the attached memo from Deputy Planning & Development Director Tim Corwin, along with the accompanying application and supporting documentation submitted by Your Best Day, LLC.

ACTION

Should the Council decide to schedule a public hearing on this application, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, June 21, 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 on a request by Your Best Day, LLC for tax relief under the provisions of the Community Revitalization Tax Relief Incentive Program (NH RSA 79-E) as adopted by the City Council on February 17, 2016.

Included in this Section:

1. May 25, 2023 Memorandum from Deputy Planning & Development Director Tim Corwin re: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application of Foremost Builders/Your Best Day, LLC – 3 Main Street; M/L 86-22, including a Sample Resolution
2. 79-E Application & Supporting Documentation: Foremost Builders/Your Best Day, LLC



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Honorable Mayor and City Councilors

CC: Shaun Mulholland, City Manager
David Brooks, Deputy City Manager
Nathan Reichert, Planning & Development Director

FROM: Tim Corwin, Deputy Planning & Development Director

RE: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application
Foremost Builders/Your Best Day, LLC – 3 Main Street; M/L 86-22

DATE: May 25, 2023

INTRODUCTION:

In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E to encourage rehabilitation of existing buildings and structures in downtown Lebanon and downtown West Lebanon. On May 22, 2023, Foremost Builders and Your Best Day, LLC applied for consideration under the program.

Your Best Day, LLC is the owner of property located at 3 Main Street, West Lebanon (Tax Map 86, Lot 22), which is situated in the Central Business (CB) Zoning District and is currently improved with two attached multi-tenant commercial buildings. The anticipated improvements will include exterior renovations and an interior renovation of +/-2500 sq. ft. of retail space into additional office space for Foremost Builders, a current tenant. Excerpts of project plans and elevation drawings from the pending building permit application are attached for review.

Under the terms of the 79-E program, the City Council must hold a public hearing on the application within 60 days from receipt of the application to determine whether the structure at issue is a Qualifying Structure; whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to granting the requested tax relief, and if so, for what duration.

Does the project involve a Qualifying Structure?

The existing building, located at 3 Main Street, is situated within the Downtown West Lebanon 79-E District as adopted by the City Council and, therefore, the property can be considered a Qualifying Structure.

Is the project a Substantial Rehabilitation?

Since receiving the application, the City Assessor has reviewed the property and verified the current pre-rehabilitation assessed valuation to be \$756,600. Under the terms of the 79-E program as adopted by the City, the project must cost at least 15% of the pre-rehabilitation assessed valuation (\$113,490) or \$75,000, whichever is less, in order to be considered substantial. The applicant has provided a cost estimate of \$192,000 for completing the entire renovation project as proposed. The Building Inspector has reviewed the proposed project plans to verify that the estimated cost is reasonable based on the scope of the project and is comfortable

that the project will far exceed 15% of the current assessed valuation as required. As a result, the project can be considered a Substantial Rehabilitation.

Does the project generate one or more Public Benefits?

The 79-E statute, and the program as adopted by the City, requires the City Council to determine that one or more of the following enumerated public benefits is generated by a project in order to grant the tax relief:

- *Enhancement of the economic vitality of the downtown; (RSA 79-E:7, I)*
- Enhancement and improvement of a structure that is culturally or historically important on a local, regional, state or national level, either independently or within the context of an historic district, town center, or village center; (RSA 79-E:7, II)
- *Promotion of the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures; (RSA 79-E:7, II-a)*
- *Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B (State Economic Growth, Resource Protection, and Planning Policy) (RSA 79-E:7, III); or*
- Increase of residential housing in urban or town centers. (RSA 79-E:7, IV)

As noted in the application form and cover letter, the applicant has indicated that the project addresses the public benefits italicized above. If the City Council agrees with one or more of the applicant's statements made on page 3 of their application form, the project can be considered to generate one or more Public Benefits in furtherance of the purposes of the 79-E program.

For how long may tax relief be granted?

The applicant has requested three (3) years of tax relief for the project. Under the terms of the 79-E program, the City Council may, in its discretion, grant up to five (5) years of tax assessment relief for a project that complies with the program requirements. [Although not applicable to the subject request, note that the City Council may also, in its discretion, grant up to two (2) additional years of tax relief for a project that results in new residential units and up to four (4) additional years of tax relief for a project that includes affordable housing.] For any amount of tax relief approved, such tax relief begins upon the completion of the Substantial Rehabilitation.

Since the City Council is essentially deciding whether to forego potential property tax revenue by granting limited tax relief through the 79-E program, Planning staff recommends that the City Council carefully balance the benefit of enabling projects that might not otherwise "pencil out" and the public benefits to be derived from such projects versus the property tax revenue foregone through the tax relief.

RECOMMENDATION:

Staff recommends that the City Council schedule and hold a public hearing on the application in order to receive public input on the request prior to making a final determination. Following the public hearing, the City Council will make a determination as to whether the applicant's Project and Property comply with the requirements of the 79-E Program as set forth above, and if so, whether to grant the requested tax relief and for how long. Following is a sample Resolution for the Council's consideration in advance of the public hearing.

SAMPLE RESOLUTION

BE IT HEREBY RESOLVED by the Lebanon City Council, after a duly-noticed public hearing, that:

WHEREAS, the City Council has determined that the application of Your Best Day, LLC (hereinafter the "Applicant") for property assessment tax relief under the City's 79-E Program is complete enough to commence consideration, and

WHEREAS, the City Council has determined that the Applicant's property, 3 Main Street, Tax Map 86, Lot 22 (hereinafter the "Property"), is situated in the Downtown West Lebanon 79-E District as adopted by the City and, therefore, meets the 79-E Program requirement as a Qualifying Structure, and

WHEREAS, the City Council has determined that the Applicant's project to complete interior renovation and exterior rehabilitation on the Property pursuant to plans and information provided in the application (hereinafter the "Project") exceeds the lesser of 15% of the current pre-rehabilitation assessed valuation or \$75,000 and, therefore, meets the 79-E Program requirement as a Substantial Rehabilitation, and

WHEREAS, the City Council has determined that the Applicant's proposed Project will generate one or more Public Benefits to the City, including:

1. Enhancement of the economic vitality of Downtown West Lebanon, and
2. Promotion of the preservation and reuse of existing building stock, and
3. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B.

NOW THEREFORE, pursuant to the provisions of the Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program, as adopted by the City, the City Council hereby grants to the Applicant _____ years of property assessment tax relief for the Property to commence upon completion of Project, with the following conditions:

1. The Applicant shall grant to the City of Lebanon a Declaration of Covenant to be recorded in the Grafton County Registry of Deeds ensuring that the Project shall be maintained and used in a manner that furthers the Public Benefit(s) set forth above for which this property tax relief is granted. The term of the Declaration of Covenant shall be effective for _____ years, which is twice the duration of the approved tax relief period as permitted under RSA 79-E:8, II.
2. The Applicant shall obtain and maintain property and casualty insurance, as well as flood insurance, if appropriate, for the term of the Declaration of Covenant set forth above to ensure proper restoration or replacement of the Project and Property. Such insurance shall, effective as of the date on which the Project is completed, name the City of Lebanon as an additional insured by endorsement and the City shall be provided with certificates of insurance annually. Further, the applicant shall agree to have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the Property and any structures thereon, for the purpose of ensuring proper and timely restoration or demolition of the Property, including any damaged structures thereon. The Applicant shall agree to commence any restoration or demolition of such structures within one year following the date of any occurrence or incident for which an insurance claim is or could be made; otherwise the Applicant shall be subject to the termination provisions set forth in RSA 79-E:9, I.
3. The Applicant shall obtain a Building Permit for the Project and commence construction no later than one year from the date of this Resolution, unless otherwise extended by the City Council in writing. The Project, as approved, shall be completed on or before _____, unless otherwise extended by the City Council in writing.

5/19/23

Lebanon City Council
City Hall
51 North Park Street
Lebanon, NH 03766

Re: 79E Community Revitalization Tax Relief Incentive Program

Dear Council Members,

Christine Clarenbach, DBA Your Best Day LLC/Clarenbach Realty, purchased the 3 Main St building in 2013. There are two adjoining buildings on the lot. Un Dun LLC has occupied Building 2, and Two Sections of Building 1, totaling approximately 2,500 SQ FT as of April 2023. The remaining square footage, totaling approximately 1,500 SQ FT in two floors, is being rented by Foremost Builders as Office space.

Foremost Builders LLC, is a Design Build remodeling firm started in 1998 that relocated their main office from Sunapee to West Lebanon in 2015. Foremost Builders had historically done most of their work around Lake Sunapee & New London and saw relocation as an opportunity to expand into a new geographic area. The company has continued to grow and have outgrown their current office space.

After close discussions with the building owner, Christine Clarenbach, in 2023 Foremost Builders determined that the current retail space in Building 1 (2500 SQ FT) could be more fully utilized by Foremost as a new Design Studio and office space. As such, the current retail operation would be condensed into the Building 2 footprint. Foremost Builders will renovate the existing retail space into 6 new enclosed offices, a conference room, and design showroom with potential to comfortably accommodate for 7-9 employees. The existing Foremost Office, will remain as office space with minor upgrades to be rented out.

The remodel will see the remaining face of Building 1 be upgraded from aluminum siding to the specialty weathered siding with decorative metal skirting. We are also replacing two large retail windows with energy-efficient double-hung windows that will help give the façade a more human scale to it. Extensive interior upgrades will include portions of new LED lighting and an upscale design showroom and half bath remodel.

We feel that this conversion from retail to office represents a good model for adapting building use in the changing face of retail. We will be bringing clients to our offices, often from out of State, that would otherwise be making selections and purchases in larger regional urban center or online. This will contribute to the economic vitality of the area directly but also through additional employees and clients frequenting nearby restaurants and shops.

We had been aware of the 79-E program, but just recently have looked into it as a real possibility. With guidance from City Planning staff we have filled out the application and started the process. While the potential tax savings are modest, we believe that every bit helps and also affirms our efforts to further establish locally.

In summary, we see our efforts strongly in line with the desire to see Main Street in West Lebanon become an attractive and desirable place to do business in the City of Lebanon. Revitalization will only occur as a result of private and public cooperation, and we believe the 79-E program is a great potential example of this. We feel that by investing our resources in downtown West Lebanon, we are helping create a vibrant downtown center that is adapting to the changing economic climate. As such, we are requesting a 3-year waiver on the property assessment within the 79E program.

Thank you for your consideration,

A handwritten signature in black ink that reads "Dave B. Clarenbach". The signature is stylized with a large, looped "D" and "C".

Dave Clarenbach, President
Foremost Builders

Christine Clarenbach, Building Owner
3 Main St. West Lebanon, NH



APPLICATION FOR COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM (RSA 79-E)

Date application submitted: 5/22/23

Received by: J. Corwin

Note: Application must be accompanied by a \$50 application fee at the time of submission.

APPLICANT:	OWNER: (if different from applicant)
Name: Dave Clarenbach - Foremost Builders	Name: Your Best Day, LLC Co-Owner: Christine Clarenbach
Mailing Address: PO 5310	Mailing Address: 3 Main St West Lebanon, NH 03784
City, State, Zip: West Lebanon, NH 03784	City, State, Zip: West Lebanon, NH 03784
Phone / Fax: 603-763-1344	Phone / Fax: 603-298-7028
Email: daveclarenbach@foremostbuilders.com	Email: christine.clarenbach@gmail.com

PROPERTY / BUILDING INFORMATION:			
Building Name (if any):		Year Built: 1920	
Building Address: 3 Main St West Lebanon, NH 03766		Gross Square Footage of Building: ~4,100 SQ FT Living space in "Building 1"	
Tax Map # 86	Lot # 22	Plot #	
Grafton County Registry Book # 4010		Page # 0554	

Existing Property / Building Information: (Describe <i>current</i> use, size, number of units, number of employees, etc.) The area we are renovating in Building 1 is about 2500 SQ FT currently used as Adult Retail Space with one office and two half baths. The retail component had 1-2 employees working in that square footage.
Proposed Property / Building Information: (Describe <i>proposed</i> use, size, number of units, number of employees, etc.) We are proposing converting about 2500 SQ FT into a design studio for Foremost Builders with 5 new enclosed offices, 2 open offices and 1 conference room. One office and two half baths will remain, renovated. We are proposing re-siding a section of the front of the building and changing retail windows to double-hung.
Is there a change of use associated with this project? Yes ☒ No ☐ If yes, please describe Commercial - Retail to Commercial - Office
Will the project include new residential units? Yes ☐ No ☒ If yes, please describe
Will the project include new subsidized residential units? Yes ☐ No ☒ If yes, please describe

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a State or National Register Historic District? Yes ☐ No ☒ If yes, provide a copy of the approved designation by the State or National Register of the building or the district.
Is the building located within and is it significant to a locally-designated historic district? Yes ☐ No ☒
Is the property located in an existing Tax Increment Finance (TIF) District? Yes ☐ No ☒
Has an abatement application been filed or has abatement been awarded on this property within the last year? Yes ☐ No ☒
Will any state or federal grants or funds or low income subsidies or tax credits be used in this project? Yes ☐ No ☒ If yes, what is the amount of the aid? \$_____ Describe and detail any terms of repayment, if applicable.

PROJECT INFORMATION:

Describe the work to be done and the estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates. Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help describe and explain this application.

Expected Project Start Date: <u>7/1/23</u>	Expected Project Completion Date: <u>9/15/23</u>
Structural: N/A	\$ _____
Exterior Alterations: (storefront/façade, walls, windows, doors, etc.) New siding & windows on portion of front facade.	\$ 15,000
Interior Alterations: (walls, ceilings, moldings, doors, etc.) new interior partitions for offices. repainting new cabinetry and countertops for design studio/materials library	\$ 140,000
Electrical: New interior lighting	\$ 13,000
Plumbing/Heating: reconfigure heat ducts as needed for new layout. renovate 1/2 bath. add coffee station with small sink.	\$ 12,000
Mechanical: Ventilation system	\$ 12,000
Fire Protection: N/A	\$ _____
Other:	\$ _____
Total: NOTE: In completing this form, the applicant certifies that the estimated costs provided herein are reasonable and that such costs meet the above program requirements. Failure to meet the program requirements or the listing of unreasonable construction costs will result in denial of the application and forfeiture of the application fee.	\$ 192,000

To be considered for this tax relief incentive program, the total project cost must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less. In the case of historic structures, the project must devote at least 10% of the pre-rehabilitation assessed value or \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation.

TO BE COMPLETED BY CITY ASSESSING DEPARTMENT:

Pre-Rehabilitation Assessed Valuation as of date of application submission: \$ _____

Are the cost threshold requirements satisfied by the project as proposed? Yes ___ / No ___

PROPOSED PUBLIC BENEFIT (RSA 79-E:7)

In order to qualify for property assessment tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed *replacement* of a qualifying structure must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the Project provide the following public benefits? (Check all that apply)

Enhances the economic vitality of the designated areas.

If yes, please describe.

We have historically done the majority of our construction work around the Lake Sunapee area. We relocated our office to West Lebanon 5 years ago. We have been looking for new office and Design Studio locations and we feel investing further in West Lebanon will continue to increase our visibility in the Upper Valley and bring many of our clients from further south to the area to visit other local showrooms such as the Marvin Design Gallery, Sink and Spout (Granite Group), Barre Tile, Carpet Mill, etc. This is business that could otherwise go to Concord, Boston, New York or online retailers. This further highlights our belief in West Lebanon as a center of economic vitality.

Yes ☒
No ☐

Enhances and improves a culturally or historically important structure.

If yes, please describe.

I do not believe the building would be described as historically or culturally important.

Yes ☐
No ☒

Promotes preservation and reuse of existing building stock by rehabilitation of historic structures in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

If yes, please describe.

The upgrades that we are proposing are to making are in line with long standing desire for investment in West Lebanon. The finished interior spaces will have an appealing, upscale feel and the outdoor look will be more cohesive all within the existing building footprint. A remodel 3 years ago brought the space up to modern insulation standards. We will expand that to include replacement of two large commercial (retail) windows for modern energy efficient double-hungs.

Yes ☒
No ☐

Promotes development in the designated areas, providing for efficiency, safety, and a greater sense of community, consistent with RSA Chapter 9-B.

If yes, please describe.

We were looking at land and potential office/studio spaces in Grantham, Enfield, Sunapee and beyond. Some of those certainly would not have been in the spirit of Smart Growth. Working with the current landlord, we came up with a plan for both businesses that would consolidate their retail operation and allow for greater utilization of existing building footprint by renovating and renting it to Foremost Builders. Further establishing on Main St West Lebanon will contribute in, a small way, to future revitalization.

Yes ☒
No ☐

Increases residential housing in the designated areas.

If yes, please describe.

Yes ☐
No ☒

SHEET	SHEET TITLE
A1.1	EXISTING AND DEMO PLAN
A1.2	PROPOSED PLAN
A2.1	EXTERIOR ELEVATIONS
A4.1	CABINET DETAIL PLAN

REMODEL EXISTING RETAIL SPACE INTO DESIGN STUDIO WITH SELECTION CENTER AND OFFICES. INCLUDES REPLACING SIDING ON A PORTION OF THE FRONT OF THE BUILDING. INCLUDES ONE 1/2 BATH REMODEL AND THE ADDITION OF A COFFEE STATION DISPLAY WITH SINK.



Proposed Exterior Display Window

[illegible]

	EXTERIOR ELEVATION
	BUILDING SECTION
	INTERIOR ELEVATION
	WINDOW LABEL
	DOOR LABEL
	ELEVATION MARKER

2D VIEWS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. RENDER VIEWS ARE REPRESENTATIONS OF WHAT THE VIEW COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 2D VIEWS ALWAYS SUPERCEDE 3D VIEWS

NOT FOR CONSTRUCTION

© FORNIGHT STUDIOS. ALL RIGHTS RESERVED. DUPLICATION AND DISTRIBUTION OF THIS PLAN WITHOUT WRITTEN PERMISSION IS PROHIBITED.

FOREMOST BUILDERS
DESIGN • BUILD • REMODEL

3 MAIN ST.
WEST LEBANON, NH
(603) 763-1344

DESIGN STUDIO + OFFICES

WEST LEBANON, NH 03784

DATE: _____

4/14/2023

SCHEMATIC DESIGN

DRAWN BY:

KDH

REVISIONS:

SCALE:

SHEET TITLE:
COVER SHEET

SHEET #:

HISTORICAL REQUIREMENT FOR REPLACEMENT OF QUALIFYING STRUCTURES

In the case of replacement of qualifying structure(s), the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian and a letter issued by the Lebanon Heritage Commission that identifies any and all historical, cultural, and architectural value of the structure(s) that are proposed to be replaced and the property on which those structure(s) are located.

Note: An application for replacement of a qualifying structure shall not be considered complete, and no public hearing shall be scheduled, until the Individual Inventory Form and the Heritage Commission letter, as well as any other required information, have been submitted.

IMPORTANT

Per RSA 79-E:13, II, the Base or "Original" Assessed Value for any tax relief period is only set after the following two conditions are met:

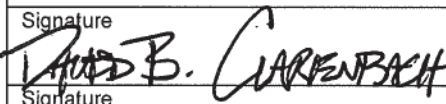
1. Approval of the tax relief by the City Council following a public hearing.
2. The applicant's entering into a Covenant with the City of Lebanon to protect the public benefit(s).

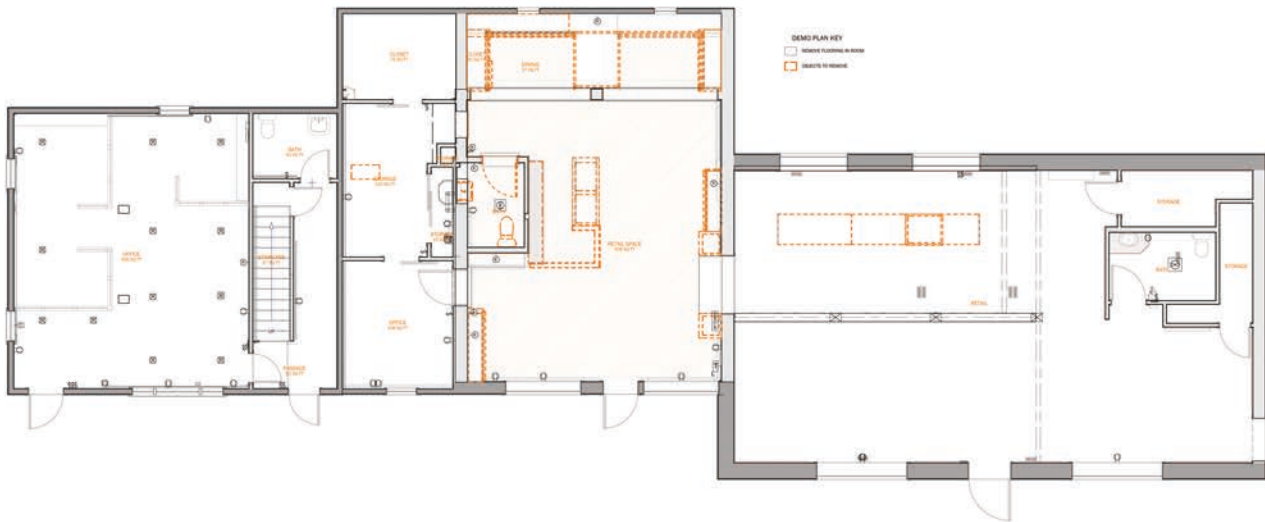
Therefore, the applicant and/or property owner shall not commence any of the improvements included in this application until such time as he or she has satisfied the above requirements. This prohibition shall include any demolition to the existing structure.

AFFIDAVIT

I/We have read and understand the Community Revitalization Tax Relief Incentive (RSA 79-E) and am/are aware that this will be a public process, including a public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the City and pay any reasonable expenses associated with the drafting of the covenant. I/We understand the application will not be determined as complete or recommended to the City Council for consideration until all of the necessary information is provided.

The undersigned hereby acknowledge understanding of the above statement and certify that the information provided herein are true and correct:

Signature 	Print Name DAVID B. CARENBACH	Date: 5-26-23
Signature	Print Name	Date:
Signature	Print Name	Date:
Signature	Print Name	Date:
Signature	Print Name	Date:



1 1ST FLOOR - FLOOR: 1
1/4" = 1'-0"

NOT FOR CONSTRUCTION



20. WORKS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. DESIGNER VIEWS ARE REPRESENTATIONS OF WHAT THE VIEW COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 20. FEDERAL AGENCY SUPERVISOR, 20. 10/10/10

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3 MAIN ST
WEST LEBANON, NH 03784
(603) 783-1344

DESIGN STUDIO + OFFICES

DATE:

4/14/2023

SCHEMATIC
DESIGN

DRAWN BY:

KDH

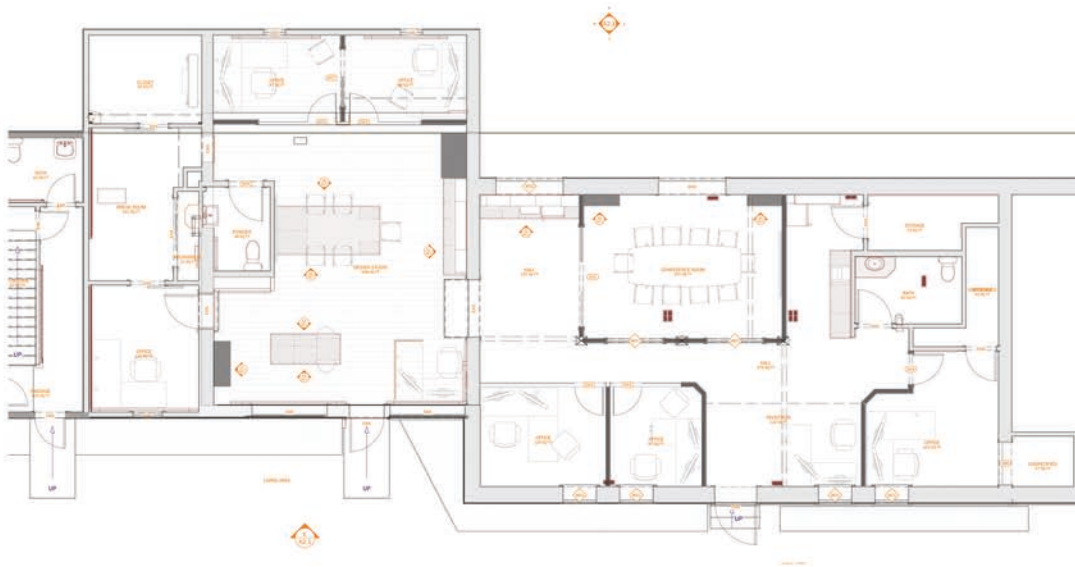
REVISIONS:

SCALE:
1/4" = 1'-0"

SHEET TITLE:
EXISTING AND
DEMO PLAN

SHEET #:

A1.1



1 ARCHITECTURAL PLAN - FLOOR: 1
1/4" = 1'-0"

FINISH SCHEDULE									
NO.	QTY	FINISH	DESCRIPTION	UNIT	QTY	FINISH	DESCRIPTION	UNIT	QTY
101	1	PAINT	INTERIOR WALLS	SQ. FT.	101	1	PAINT	INTERIOR WALLS	SQ. FT.
102	1	PAINT	INTERIOR CEILING	SQ. FT.	102	1	PAINT	INTERIOR CEILING	SQ. FT.
103	1	PAINT	INTERIOR FLOORS	SQ. FT.	103	1	PAINT	INTERIOR FLOORS	SQ. FT.
104	1	PAINT	EXTERIOR WALLS	SQ. FT.	104	1	PAINT	EXTERIOR WALLS	SQ. FT.
105	1	PAINT	EXTERIOR CEILING	SQ. FT.	105	1	PAINT	EXTERIOR CEILING	SQ. FT.
106	1	PAINT	EXTERIOR FLOORS	SQ. FT.	106	1	PAINT	EXTERIOR FLOORS	SQ. FT.
107	1	PAINT	EXTERIOR ROOF	SQ. FT.	107	1	PAINT	EXTERIOR ROOF	SQ. FT.
108	1	PAINT	EXTERIOR PORCHES	SQ. FT.	108	1	PAINT	EXTERIOR PORCHES	SQ. FT.
109	1	PAINT	EXTERIOR PATIOS	SQ. FT.	109	1	PAINT	EXTERIOR PATIOS	SQ. FT.
110	1	PAINT	EXTERIOR DRIVEWAYS	SQ. FT.	110	1	PAINT	EXTERIOR DRIVEWAYS	SQ. FT.

POUR SCHEDULE									
NO.	QTY	POUR	DESCRIPTION	UNIT	QTY	POUR	DESCRIPTION	UNIT	QTY
201	1	CONCRETE	INTERIOR FLOORS	SQ. FT.	201	1	CONCRETE	INTERIOR FLOORS	SQ. FT.
202	1	CONCRETE	EXTERIOR FLOORS	SQ. FT.	202	1	CONCRETE	EXTERIOR FLOORS	SQ. FT.
203	1	CONCRETE	EXTERIOR ROOF	SQ. FT.	203	1	CONCRETE	EXTERIOR ROOF	SQ. FT.
204	1	CONCRETE	EXTERIOR PORCHES	SQ. FT.	204	1	CONCRETE	EXTERIOR PORCHES	SQ. FT.
205	1	CONCRETE	EXTERIOR PATIOS	SQ. FT.	205	1	CONCRETE	EXTERIOR PATIOS	SQ. FT.
206	1	CONCRETE	EXTERIOR DRIVEWAYS	SQ. FT.	206	1	CONCRETE	EXTERIOR DRIVEWAYS	SQ. FT.

NOT FOR CONSTRUCTION



20 WORKS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. DESIGNER VIEWS ARE REPRESENTATIONS OF WHAT THE VIEW COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 20. FEDERAL WATER SUPERVISOR, 20.10.10.10.

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(603) 783-1344

DESIGN STUDIO + OFFICES

DATE:

4/14/2023

SCHEMATIC
DESIGN

DRAWN BY:

KDH

REVISIONS:

SCALE:
1/4" = 1'

SHEET TITLE:
PROPOSED PLAN

SHEET #:
A1.2



E EAST ELEVATION - FLOOR:
1/4" = 1' FT

NOT FOR CONSTRUCTION

2D WORKS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. DESIGN FEES ARE REPRESENTATIONS OF WHAT THE WORK COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 2D WORK ALWAYS SUPERSEDES 3D WORK.

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(603) 783-1344

DESIGN STUDIO + OFFICES

DATE:

4/14/2023

SCHEMATIC
DESIGN

DRAWN BY:

KDH

REVISIONS:

SCALE:
1/4" = 1'

SHEET TITLE:

EXTERIOR
ELEVATIONS

SHEET #:

A2.1



1 DETAIL PLAN : CABINETS
1/2 IN = 1 FT



E1 ELEVATION 1 - FLOOR:
1/2 IN = 1 FT



E2 ELEVATION 2 - FLOOR:
1/2 IN = 1 FT



E3 ELEVATION 3 - FLOOR:
1/2 IN = 1 FT



E4 ELEVATION 4 - FLOOR:
1/2 IN = 1 FT



E5 ELEVATION 5 - FLOOR:
1/2 IN = 1 FT



E6 ELEVATION 6 - FLOOR:
1/2 IN = 1 FT



E7 ELEVATION 7 - FLOOR:
1/2 IN = 1 FT



E8 ELEVATION 8 - FLOOR:
1/2 IN = 1 FT



E9 ELEVATION 9 - FLOOR:
1/2 IN = 1 FT

CABINET SCHEDULE									
ITEM	QTY	ROOM NAME	DESCRIPTION	UNIT	PRICE	AMOUNT	REMARKS	NOTES	COMMENTS
1	1	POWDER	POWDER ROOM	1	100.00	100.00			
2	1	POWDER	POWDER ROOM	1	100.00	100.00			
3	1	POWDER	POWDER ROOM	1	100.00	100.00			
4	1	POWDER	POWDER ROOM	1	100.00	100.00			
5	1	POWDER	POWDER ROOM	1	100.00	100.00			
6	1	POWDER	POWDER ROOM	1	100.00	100.00			
7	1	POWDER	POWDER ROOM	1	100.00	100.00			
8	1	POWDER	POWDER ROOM	1	100.00	100.00			
9	1	POWDER	POWDER ROOM	1	100.00	100.00			
10	1	POWDER	POWDER ROOM	1	100.00	100.00			
11	1	POWDER	POWDER ROOM	1	100.00	100.00			
12	1	POWDER	POWDER ROOM	1	100.00	100.00			
13	1	POWDER	POWDER ROOM	1	100.00	100.00			
14	1	POWDER	POWDER ROOM	1	100.00	100.00			
15	1	POWDER	POWDER ROOM	1	100.00	100.00			
16	1	POWDER	POWDER ROOM	1	100.00	100.00			
17	1	POWDER	POWDER ROOM	1	100.00	100.00			
18	1	POWDER	POWDER ROOM	1	100.00	100.00			
19	1	POWDER	POWDER ROOM	1	100.00	100.00			
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23	1	POWDER	POWDER ROOM	1	100.00	100.00			
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26	1	POWDER	POWDER ROOM	1	100.00	100.00			
27	1	POWDER	POWDER ROOM	1	100.00	100.00			
28	1	POWDER	POWDER ROOM	1	100.00	100.00			
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56	1	POWDER	POWDER ROOM	1	100.00	100.00			
57	1	POWDER	POWDER ROOM	1	100.00	100.00			
58	1	POWDER	POWDER ROOM	1	100.00	100.00			
59	1	POWDER	POWDER ROOM	1	100.00	100.00			
60	1	POWDER	POWDER ROOM	1	100.00	100.00			
61	1	POWDER	POWDER ROOM	1	100.00	100.00			
62	1	POWDER	POWDER ROOM	1	100.00	100.00			
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67	1	POWDER	POWDER ROOM	1	100.00	100.00			
68	1	POWDER	POWDER ROOM	1	100.00	100.00			
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71	1	POWDER	POWDER ROOM	1	100.00	100.00			
72	1	POWDER	POWDER ROOM	1	100.00	100.00			
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74	1	POWDER	POWDER ROOM	1	100.00	100.00			
75	1	POWDER	POWDER ROOM	1	100.00	100.00			
76	1	POWDER	POWDER ROOM	1	100.00	100.00			
77	1	POWDER	POWDER ROOM	1	100.00	100.00			
78	1	POWDER	POWDER ROOM	1	100.00	100.00			
79	1	POWDER	POWDER ROOM	1	100.00	100.00			
80	1	POWDER	POWDER ROOM	1	100.00	100.00			
81	1	POWDER	POWDER ROOM	1	100.00	100.00			
82	1	POWDER	POWDER ROOM	1	100.00	100.00			
83	1	POWDER	POWDER ROOM	1	100.00	100.00			
84	1	POWDER	POWDER ROOM	1	100.00	100.00			
85	1	POWDER	POWDER ROOM	1	100.00	100.00			
86	1	POWDER	POWDER ROOM	1	100.00	100.00			
87	1	POWDER	POWDER ROOM	1	100.00	100.00			
88	1	POWDER	POWDER ROOM	1	100.00	100.00			
89	1	POWDER	POWDER ROOM	1	100.00	100.00			
90	1	POWDER	POWDER ROOM	1	100.00	100.00			
91	1	POWDER	POWDER ROOM	1	100.00	100.00			
92	1	POWDER	POWDER ROOM	1	100.00	100.00			
93	1	POWDER	POWDER ROOM	1	100.00	100.00			
94	1	POWDER	POWDER ROOM	1	100.00	100.00			
95	1	POWDER	POWDER ROOM	1	100.00	100.00			
96	1	POWDER	POWDER ROOM	1	100.00	100.00			
97	1	POWDER	POWDER ROOM	1	100.00	100.00			
98	1	POWDER	POWDER ROOM	1	100.00	100.00			
99	1	POWDER	POWDER ROOM	1	100.00	100.00			
100	1	POWDER	POWDER ROOM	1	100.00	100.00			

NOT FOR CONSTRUCTION



**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

10. NEW BUSINESS:

**10.E – DISCUSSION AND SET PUBLIC HEARING FOR JULY 5, 2023: REQUEST
FOR SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$116,350 FOR
OPERATION AND MAINTENANCE OF 14, 28 & 30 MAIN STREET, WEST LEBANON
FOR THE REMAINDER OF FISCAL YEAR 2023**

BACKGROUND

On February 1, 2023, 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 the acquisition of the properties is scheduled to be completed on May 31, 2023.

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 while the City and the community develop a plan for how best to utilize the properties.

The City Council has been requested, under a separate agenda item, to create an Enterprise Properties Revolving Fund to allow 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. In conjunction with the Revolving Fund, the City Council must appropriate funds for the City's anticipated expenses associated with the properties, which will be offset to some extent by lease revenues from the existing and potential future tenants.

The Department of Public Works has developed an estimated annual budget for the City to own and operate the existing structures based on revenue and expenditure information provided by the seller as well as from other sources. The cost for a full year of ownership and operation is estimated at just over \$156,000. In addition, the expected annual debt service associated with a short-term loan from Mascoma Bank for the purchase of the properties will be \$76,500.

The projected full-year expenses for Fiscal Year 2024 will be incorporated into next year's budget. However, a supplemental appropriation in the amount of \$116,350, representing approximately one-half of the estimated annual budget, is required to cover the anticipated expenses for the remainder of the current fiscal year (FY2023).

In accordance with City Charter Section C419:43, Appropriations After Budget Is Adopted, no appropriations shall be made for any purpose not included in the annual budget as adopted unless voted by two-thirds majority of the council after a public hearing held to discuss said appropriation, and notice of such public hearing shall be printed in a newspaper published or circulated locally, once a week in two successive calendar weeks, the last publication being at least seven days including the day of publication before the public hearing. The council shall by resolution designate the source of any money so appropriated.

ACTION

The Council is asked to consider the following motion:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, July 5, 2023, beginning at 7:00pm, in Council Chambers, City Hall and remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to appropriate the sum of \$116,350 to fund the operation and maintenance of City-acquired properties located at 14, 28 and 30 Main Street, West Lebanon, for the remainder of Fiscal Year 2023.

Included in this Section:

1. Department of Public Works Estimated Annual Budget for 14, 28, and 30 Main Street Properties

ESTIMATED ANNUAL BUDGET FOR 14, 28, & 30 MAIN STREET

	14 MAIN ST	28 MAIN ST	30 MAIN ST	Notes	Remaining FY23
ANNUAL PROPERTY TAXES	\$ 10,513.00	\$ 12,276.00	\$ 10,557.00		
ANNUAL HAZARD INSURANCE					
ANNUAL Winter Maint	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	Time & material \$212.X 26 storms	
CONTRACTED SERVICES (Plumbing/Elect)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		
ANNUAL HVAC	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$500.00 Per bldg for cleaning,	
ANNUAL VLS	\$ 500.00	\$ 500.00	\$ 500.00	Life Safety Inspections	
ANNUAL Summer Maint	\$ 500.00	\$ 500.00	\$ 1,000.00		
ANNUAL FUEL CONSUMPTION	\$ 5,900.00	\$ 6,700.00		Numbers from seller's information	
ANNUAL ELECTRIC COSTS	\$ 7,200.00	\$ 7,200.00	\$ 12,000.00		
ANNUAL TRASH REMOVAL	\$ 4,020.00	\$ 4,020.00		335.00 Per month	
ANNUAL WATER/SEWER	\$ 2,000.00	\$ 1,900.00	\$ 900.00	(added 16% for W&S)	
OTHER MAINT SUPPLIES (cleaning,painting,locks)	\$ 7,500.00	\$ 7,500.00	\$ 2,000.00		
Drainage issue			\$ 5,000.00	30 Main Street, culvert out back	
Other					
TOTAL EXPENSES	\$ 48,633.00	\$ 58,096.00	\$ 49,457.00	\$156,186.00	\$78,093.00
Annual debt service payment-Mascoma Bank	\$76,500.00				\$38,250.00
					\$116,343.00
MONTHLY RENTAL INCOME	\$ 4,000.00	\$ 3,000.00	\$ -	\$ 84,000.00	\$48,050.00
SECURITY DEPOSIT AMOUNT	\$ 1,250.00	\$ 475.00	\$ -		

**AGENDA
LEBANON CITY COUNCIL
JUNE 07, 2023**

10. NEW BUSINESS:

**10.F – DISCUSSION AND AUTHORIZATION FOR CITY MANAGER TO ENTER INTO
LEASE AGREEMENTS WITH TENANTS OF 14, 28 & 30 MAIN STREET**

BACKGROUND

On February 1, 2023, 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 the acquisition of the properties was completed on May 31, 2023.

To continue occupancy of the available spaces, the City's attorney has developed a template lease for the existing occupied commercial and residential units at 14 and 28 Main Street. The 30 Main Street building was occupied by the seller for its own business purposes and is not currently leased. Should a tenant be found for the space, the template lease will be utilized.

The City anticipates continuing to lease the occupied (or occupiable) commercial and residential spaces to existing and/or future tenants while the City and the community develop a plan for how best to utilize the properties.

The City Council is asked to authorize the City Manager to enter into lease agreements with existing and/or future tenants for the occupied or occupiable commercial and residential units within the 14, 28, and 30 Main Street properties.

ACTION

Should the Council decide to authorize the City Manager to enter into lease agreements with existing and future tenants of the newly-acquired properties along Main Street in West Lebanon, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby authorizes the City Manager to enter into lease agreements with existing and future tenants for all occupied and occupiable spaces in 14, 28, and 30 Main Street until such time as the City elects to move forward with other uses of the above-referenced properties.

AGENDA

LEBANON CITY COUNCIL

JUNE 07, 2023

10. NEW BUSINESS:

10.G – DISCUSSION OF REDEVELOPMENT OF 20 SPENCER STREET PROPERTY

BACKGROUND

Councilor Hill has submitted an agenda request to have the City Council discuss the redevelopment of the 20 Spencer Street property. The discussion request stems from the withdrawal of The Braverman Company from the previous Development Agreement executed in October 2020, and comes on the heels of recent interest expressed by other development and design firms in potentially redeveloping the surface parking areas behind City Hall, which are proximate to the 20 Spencer Street site.

The Spencer Street Redevelopment project page is still available on the City's website, which includes the original Request for Proposals and other supporting documentation for the site. The City has updated the project page with recent reports and information relating to the environmental clean-up of the property. The original RFP responses from The Braverman Company and from Northland Residential Corporation are available through the links below. In addition, the Spencer Street Reconstruction project page is also available on the City's website, including the contract plans revised through October 2021.

It is noted that during a recent joint meeting of the Economic Development Commission and the Downtown Lebanon TIF Advisory Board, the committees discussed the 20 Spencer Street property and jointly agreed to submit the attached letter to the Council expressing their interest in being involved in further discussions about redeveloping the property.

ACTION

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

Included in this Section:

1. December 17, 2019 memorandum to the City Council summarizing the original RFP review process and results
2. May 25, 2023 letter to Council from Lebanon Economic Development Commission and the Downtown Lebanon TIF Advisory Board

Available through the City's website:

- [20 Spencer Street Redevelopment project](#) webpage
- RFP Response from [The Braverman Company](#)
- RFP Response from [Northland Residential Corporation](#)
- [Spencer Street Reconstruction project](#) webpage



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Lebanon City Council

CC: Shaun Mulholland, City Manager
Paula Maville, Deputy City Manager

FROM: David Brooks, Planning Director

RE: 20 Spencer Street – RFP review

DATE: December 17, 2019

Honorable Mayor and City Councilors,

In late August 2019, the City of Lebanon advertised a Request for Proposals (RFP) seeking a qualified and capable developer to propose and complete the redevelopment of the 20 Spencer Street property. Responses were received from The Braverman Company of Stowe, VT and Northland Residential Corporation of Concord, MA prior to the submission deadline of November 15, 2019.

A review committee comprised of members of the Economic Vitality Exchange Committee and the Downtown TIF Advisory Board reviewed the proposals on November 19th and agreed to interview both respondents. Greg Young of Northland Residential Corp. presented their proposal on November 25th and Ken Braverman presented the Braverman Company's proposal on December 3rd. On December 16th, the review committee convened to score both proposals to form the basis of a recommendation to the City Council. Attached for the Council's consideration is the RFP review committee's scoring summary.

Based on the review committee's results, the City Administration recommends that the City Council authorize the City Manager to enter into further negotiations with The Braverman Company to create an agreement for the redevelopment of the 20 Spencer Street property.

	Weighted Points	The Braverman Co, LLC	Northland Residential Corp.
DEVELOPMENT TEAM (20%)		15	13
1 Relevant credentials, particularly related to comparable residential and/or mixed-use development projects.	6	6	5
2 Demonstrated ability to effectively execute work in a timely manner.	5		
3 Proven ability to work effectively and productively with the community and public agencies.	5	5	5
4 Track record in contributing to the revitalization of adjacent neighborhoods and sustainable building practices.	4	4	3
DEVELOPMENT VISION (40%)		34	22
1 Creativity and overall development vision for this site	9	9	6
2 Design aesthetic as demonstrated in previous projects and as proposed.	8	8	5
3 Responsiveness to the characteristics and qualities presented in the Master Plan and Downtown Visioning Study, and the connectivity to creating a vibrant and interesting urban core	9	9	6
4 Experience with and commitment in this project to high performance, energy efficient, and sustainable building practices, including use of renewable energy and low impact development techniques	7	5	5
5 Any proposal, or option for, affordable workforce housing units, including proposed eligibility criteria	7	3	0
FINANCIAL (30%)		16	9
1 Revenue generated from the sale of the property	7	6	2
2 The value to the community of any proposed commitment to affordable workforce housing units in exchange for a reduction in the sale price	6	2	0
3 Revenue generated in the form of projected tax income	7	6	4
4 Updates to public infrastructure	5	2	3
5 Other components, which might result from a public/private partnership	5		
OTHER FACTORS (10%)		9	7
1 Completeness and quality of the submission	4	3	3
2 Other compelling information and materials as provided by the development team	3	3	2
3 Overall value of the project in supporting goals of the City's Master Plan, Visioning Study, and Sustainability Principles	3	3	2
		74	51

Lebanon Economic Development Commission
Downtown Lebanon TIF Advisory Board

May 25, 2023

City Council
City of Lebanon

Dear Council:

The Lebanon Economic Development Commission and the Downtown Lebanon TIF Advisory Board have been meeting to discuss the opportunities that might be realized with the two downtown parking lots. Having now learned that the Braverman group is no longer involved with the Spencer Street property, the two committees would like also to be involved in a discussion of the Spencer Street property. If this request is acceptable to the Council, we would most appreciate the chance to include Spencer Street in our consideration of development potentials in the downtown area.

Respectfully,

William Dunn
Chair, Lebanon Economic Development Commission

Barry Schuster
Chair, Downtown Lebanon TIF Advisory Board

LEBANON CITY COUNCIL
AGENDA REQUEST FORM

Karen Liot Hill

1. Councilor Name: _____

As soon as possible

2. Preferred Date of Council Meeting to Consider Item: _____

Please keep in mind that if this request is for an agenda item and is not urgent in nature, a future date is preferable in order to allow proper time to prepare materials. See Council Rules § A191-7. Agenda, last amended 4-20-2011.

3. Is there a deadline associated with this item, if so, what is it:

Identifying a path forward for the redevelopment of 20 Spencer Street is an urgent matter.

4. Name of agenda topic item:

Redevelopment of 20 Spencer Street

5. Reason for topic item:

In 2019, the City Council approved a development agreement for the former Public Works facility at 20 Spencer Street with the Braverman Company, based on a recommendation from the Economic Development Commission and Downtown Lebanon TIF District Committee. The City Council then approved infrastructure improvements in the vicinity to support the redevelopment of 20 Spencer Street.

The City Manager recently informed the City Council that the project proposed by the

6. Specific questions related to topic item:

What is the status of 20 Spencer Street? (e.g. environmental clean-up, infrastructure improvements in area, etc.)

What type of redevelopment project does the Council wish to see at 20 Spencer Street, given changing economic conditions since 2019 and the site's location within the downtown Lebanon TIF district?

7. Proposed or possible action, motion, goal, and/or code or policy amendment:

The 20 Spencer Street RFP process took place prior to COVID-19, and economic conditions have changed substantially since that time. Furthermore, the Economic Development Commission/TIF District Board are currently in the process of reviewing concepts for potential redevelopment of the parking lots behind City Hall, an adjacent site. Three developers have recently submitted responses to a Request for Information for the redevelopment of the parking lots behind City Hall. Given the interest in redeveloping this adjacent property, it is possible that these developers would be similarly interested in the redevelopment opportunity at 20 Spencer Street, and it could benefit the City to engage these interested parties in this discussion.

The City Council could consider asking the Economic Development Commission/TIF Board to revisit this topic and make recommendations to the City Council about the redevelopment of 20 Spencer Street, given their extensive previous involvement.

8. Supporting documentation requested re: topic item:

Economic Development Commission/Downtown Lebanon TIF District Committee recommendation to the City Council re: 20 Spencer Street

City of Lebanon RFP re: 20 Spencer Street

Braverman proposal that was selected

Reports/memos relating to environmental clean-up of 20 Spencer Street

Reports/memos relating to status of infrastructure improvements recently completed in 20 Spencer Street neighborhood

9. Other: