

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, May 17, 2023, 7:00 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, 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

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

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

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

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

BACKGROUND

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

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

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

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

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

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

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

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

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

Mayor McNamara opened the First Public Hearing as listed below:

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

The following person came forth to speak:

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

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

ACTIONS:

PUBLIC HEARING 8A.1:

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

Council Discussions:

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

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

PUBLIC HEARING 8A.2:

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

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

PUBLIC HEARING 8A.2:

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

Seconded by Councilor Wilkie.

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

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 MOTION 8A:2 was approved by those present (8-0).***

PUBLIC HEARING 8A.3:

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

Before Mayor McNamara opened the public hearing on this item, Deputy City Manager David Brooks noted there was a Residential Anti-displacement Plan that was built into the agenda packet for this 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;

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

CERTIFICATION OF COMPLIANCE

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

Printed Municipal Official Name: _____

Title: _____

Signature: _____

Date of Adoption by the Lebanon City Council : _____

Mayor McNamara opened the third Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

ACTION PUBLIC HEARING 8:A.3:

Councilor Wilkie MOVED, that the Lebanon City Council hereby adopts the City of Lebanon Residential Anti-Displacement and Relocation Assistance Plan for Families Flourish Northeast as presented in the May 17, 2023 City Council Agenda Packet, showing a redline change to the version presented in the 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 MOTION 8:A3 was approved by those present (8-0).***

9. OLD BUSINESS: NONE

10. NEW BUSINESS

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

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

BACKGROUND

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

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

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

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

Included in the agenda packet:

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

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

BACKGROUND

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

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

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

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

ACTION:

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

Seconded by Councilor Sykes.

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).***

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

Included in the agenda packet:

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

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

ACTION:

No action is required. Item was for informational purposes only

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

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

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

BACKGROUND

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

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

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

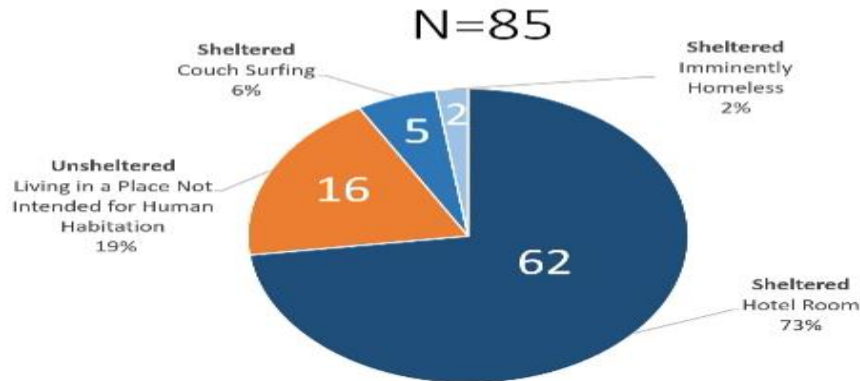
PIT (Point-in-Time) Count, January 2023: Under the leadership of LISTEN Community Services and Lebanon Human Services, this year's PIT count was conducted by local service providers and volunteers (including City of Lebanon employees) for the night of 1/25/23. Two-person teams conducted street outreach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

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

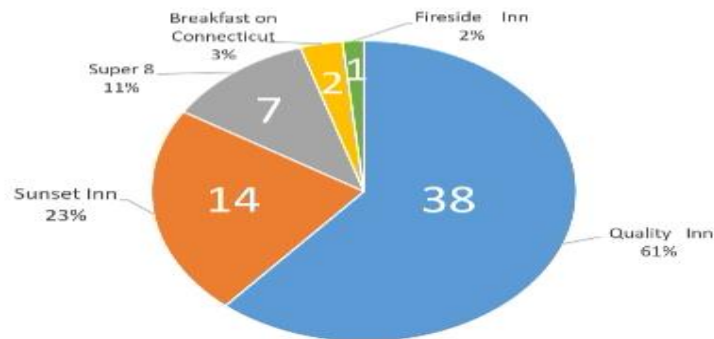
Survey Results

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

Where Did You Stay Last Night?

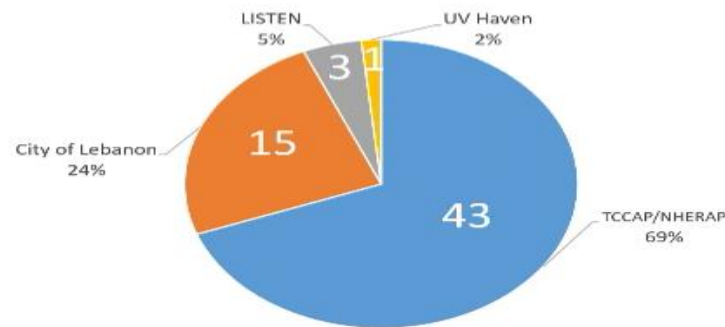


Where Did You Stay Last Night? (Sheltered/Hotel Guests=62)



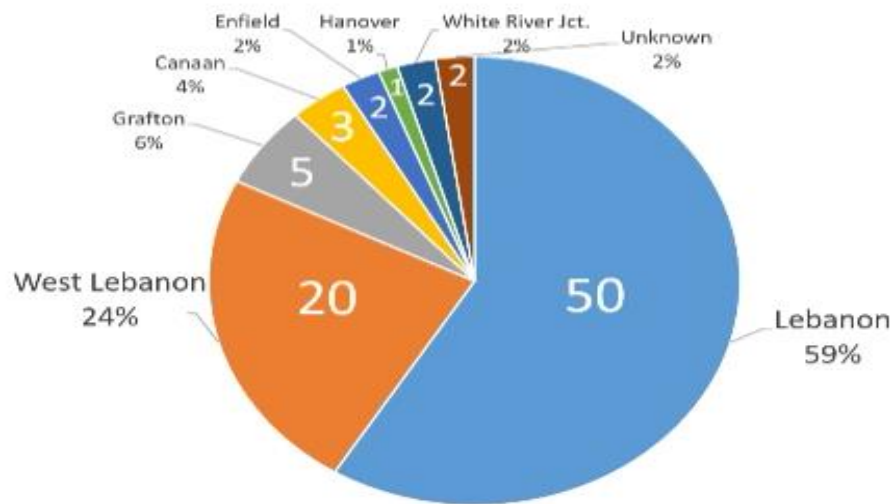
Director Goodwin noted that of the 16 unsheltered individuals, some were staying in a vehicle; 6 were camping in a tent or an RV; 1 was in an outbuilding; and 2 did not disclose where they stayed. Of the folks who were sheltered in hotels: 38 individuals were at the Quality Inn; 14 at the Sunset Inn; 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)

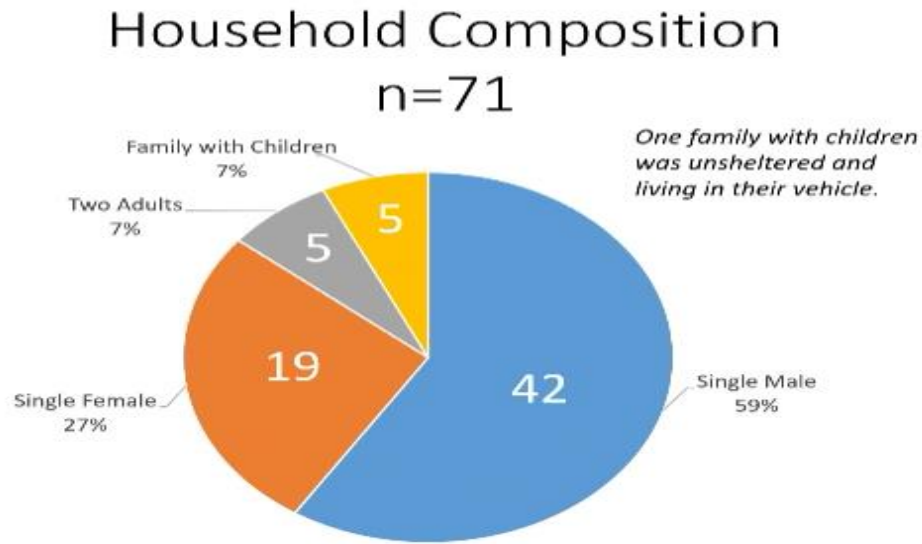


In terms of payment, Director Goodwin thought the City might have had a few more individuals that it was paying for, but thought more people might have been seeking available beds anywhere in the State and/or couch surfing if hotel assistance was not readily available.

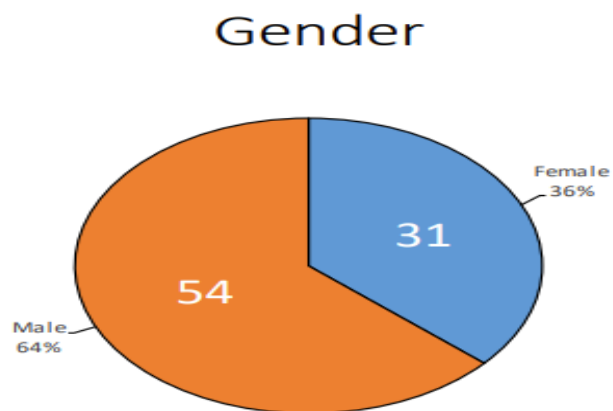
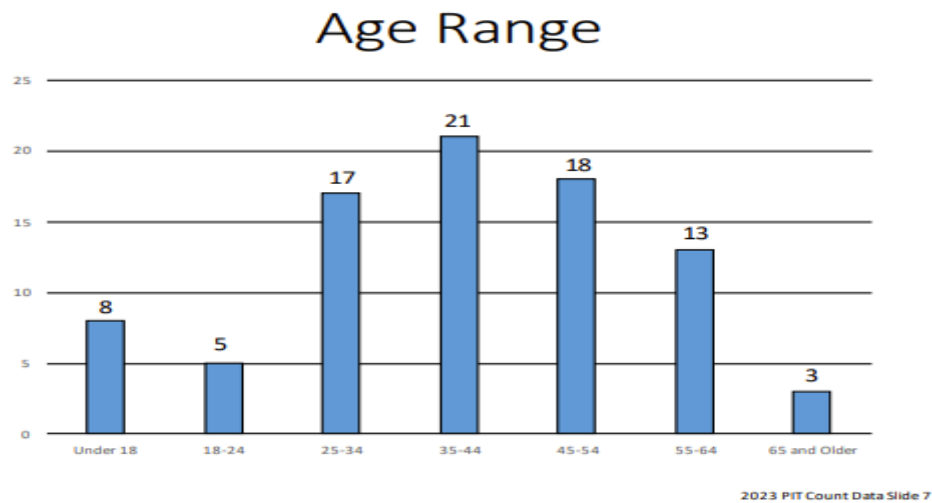
What Town Are You From?

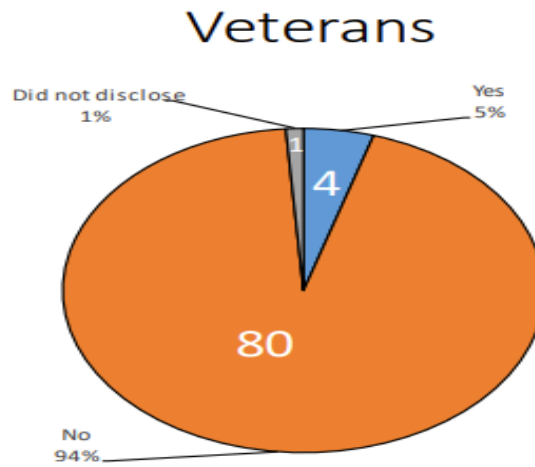
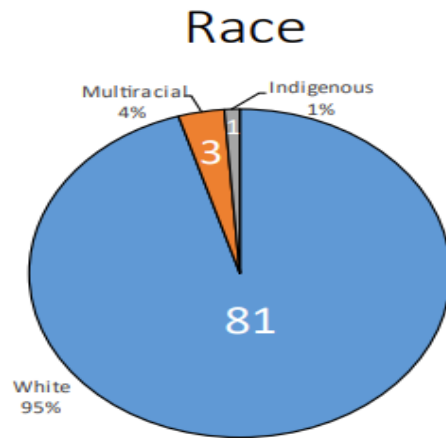


NOTE: 70 individuals are residents from the Lebanon/West Lebanon area and the rest come from the Upper Valley region. They did try to drill down as to where these individuals last had a permanent address.



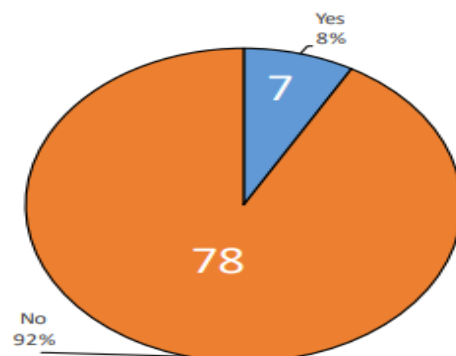
The Age/Gender/Race/Veterans/Domestic Violence slides are broken down below:

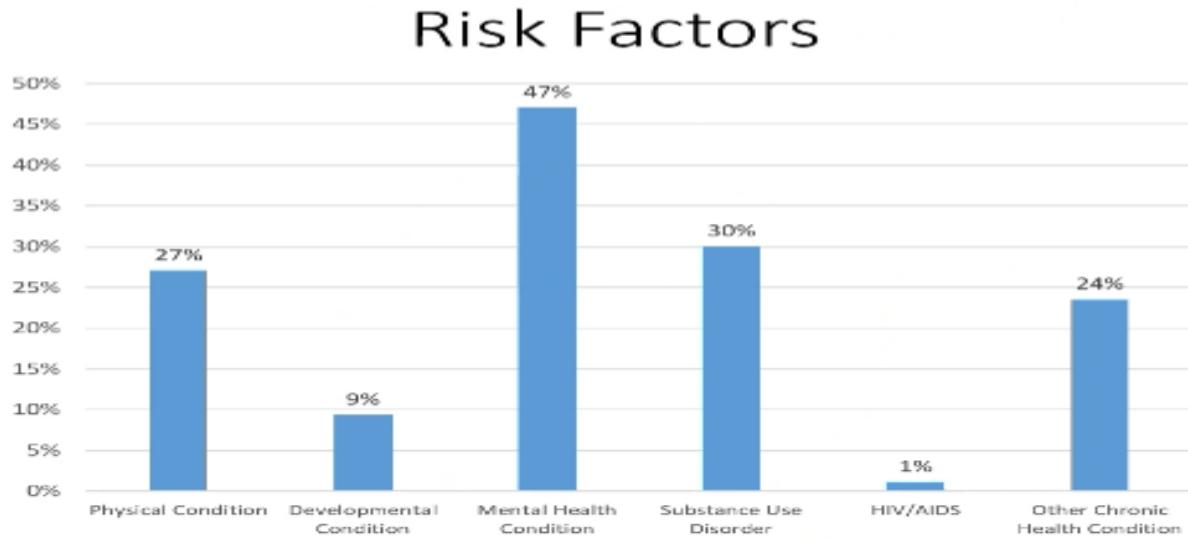




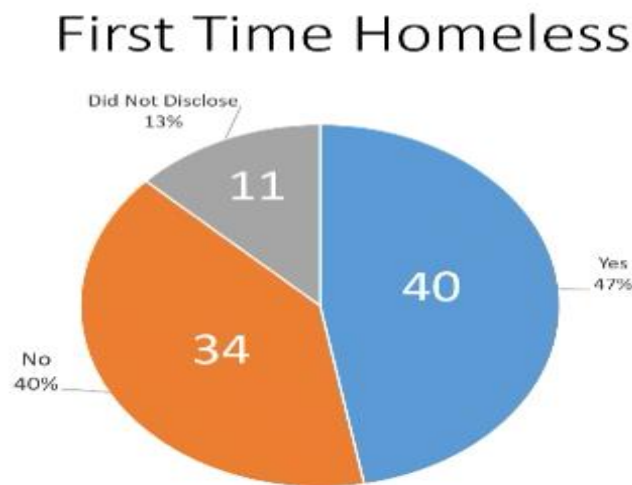
2023 PIT Count Data

Currently Fleeing Domestic Violence





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.



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.)

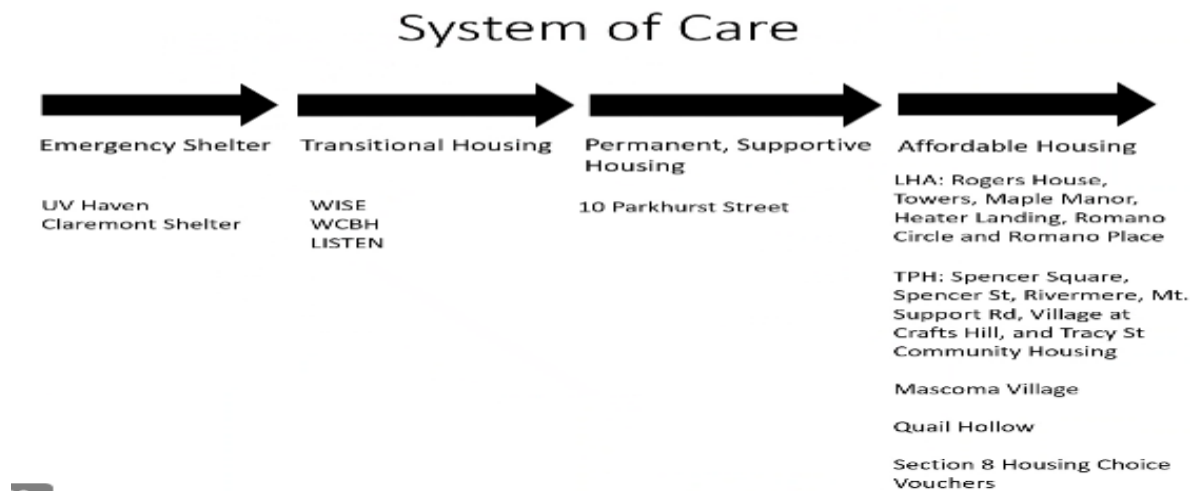
What does the data tell us?

- 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.

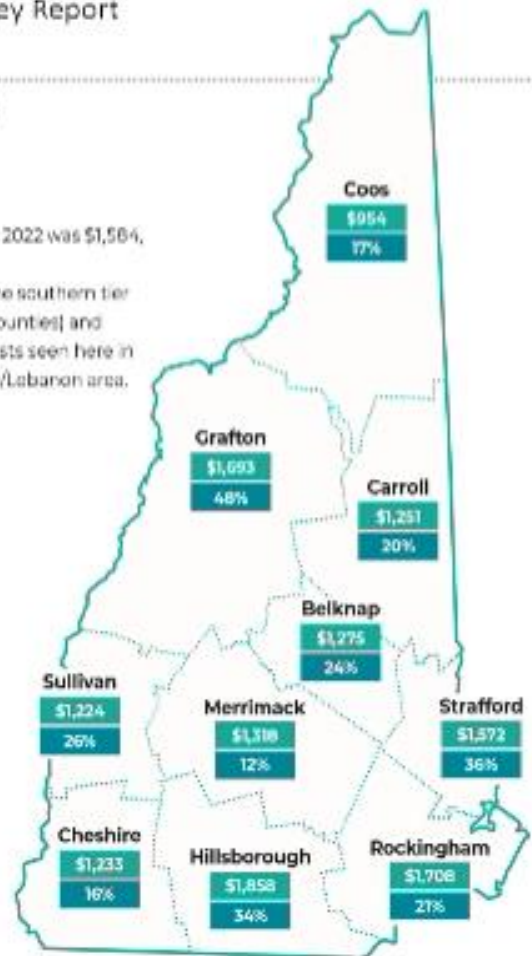
NH 2022 Residential Rental Cost Survey Report NH Housing

2022 MEDIAN MONTHLY GROSS RENT AND PERCENT CHANGE BY COUNTY

2-bedroom units. (2017-2022)

The statewide median gross rent for a 2-bedroom unit in 2022 was \$1,564, which reflects a 25.6% change from 2017-2022.

Eighty-one percent of the rental units surveyed are in the southern tier (Hillsborough, Rockingham, Merrimack, and Strafford counties) and they have the highest median gross rents. The rental costs seen here in Grafton County are driven by the market in the Hanover/Lebanon area.



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*):

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

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

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

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

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

ACTION:

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

Seconded by Councilor Wilkie.

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

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

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

Councilor Zook addressed the cost of saving lives and noted the most cost effective way to do this is to 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

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

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

ACTION:

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

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).***

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

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

BACKGROUND

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

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

Council Discussions:

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

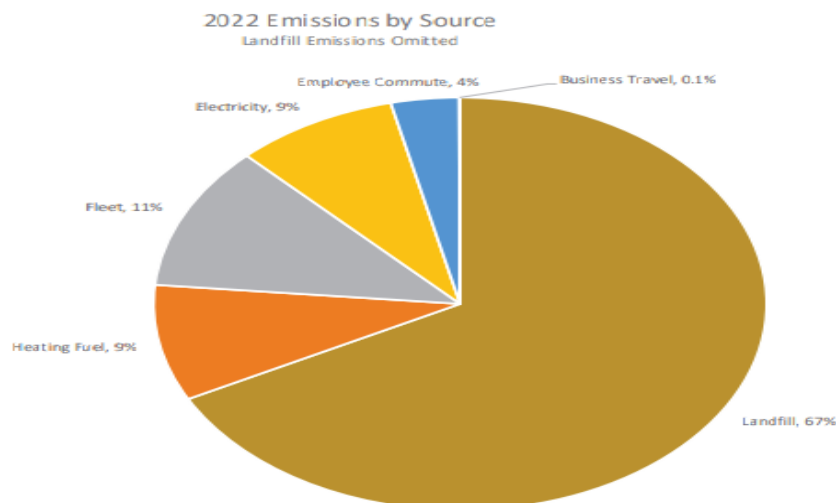
2015 – 2022 Comparison Local Gov. Operations (LGO)

	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