



**LEBANON CITY COUNCIL
DECEMBER 6, 2023 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 710 769 177#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The December 6, 2023 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

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

4. Open to the Public

5. Recognitions

- A.
- Resolution in Honor of Fran Hanchett
 - Resolution in Honor of Rod Finley

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the December 6, 2023 agenda packet.

7. Appointments

- A. Arts & Culture Commission, Claire Geno (Alternate Member)

8. Public Hearing Items

- A. ORDINANCE #2023-05 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the Water Service Rate and a 5.2% increase to the Sewer Service Rate.
- i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:

- iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
 - B. ORDINANCE #2023-06 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, by updating the current fee schedule.
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
 - C. ORDINANCE #2023-07 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter to amend City Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport Landing Fees
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
 - D. AIRPORT TECH-PARK TAX INCREMENT FINANCE (TIF) DISTRICT – A public hearing for the purpose of receiving public input to amend the Airport Tech-Park Tax Increment Finance (TIF) District Development Plan to include the construction of the extension of Technology Dr. and associated utilities. **Action on this item will take place at the January 3, 2024 City Council Meeting.**
 - 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**
 - A. Presentation of Second Reading: Amendments to Ordinance #18, Salary Plan, to include implementation of a 2.2% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.
- 10. **New Business**
 - A. Public Input on Proposed 2024 Municipal Budget
 - B. Review of Request for NHDES Granite State Clean Fleets Grant Funds for the purchase of two 100% electric Global Brand Street Sweepers and two EV Charging Stations
- 11. **City Manager Report**
- 12. **Council Representatives to Other Bodies Report**
- 13. **Future Agenda Items**
- 14. **Non-Public Session**

- A. RSA 91-A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."

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: Conservation Commission
Position: Alternate Member
Applicant: B. Hill
City Councilor: C. Below
Assigned Date: 11/14/2023

Proposed Future Agenda Items: Dates may be tentative and this list is not considered all-inclusive.

December 13, 2023

Public Hearing Items

- A. ADOPTION OF 2024 CITY BUDGET – Public Hearing for the purpose of receiving public input and taking action to adopt the 2024 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2024 capital improvements; authorizing the disbursement of Water Investment Fee funds; establishing an Urban Forestry Trust Fund in accordance with NH RSA 31:19-a; establishing a Dependent Care Flexible Spending Account Reimbursement Revolving Fund in accordance with NH RSA 31:95-h; rescinding prior authorizations for the issuance of bonds or notes; and authorizing the disbursement of Recreation Impact Fees.
- B. AMEND ORDINANCE NO. 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, to include implementation of a 2.2% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

December 14, 2023 – Special Meeting

Special Meeting

- A. Community Revitalization Tax Relief Application - Request by LWM Residential 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.

January 3, 2024

Old Business:

- A. Action to adopt revisions to the Airport Tech-Park TIF District Development Plan.
- B. AMENDMENTS TO CITY CHARTER – Review of comments by State agencies and order to place proposed charter amendments on the ballot for the March 12, 2024 municipal election.

New Business:

- A. Review and Adoption of 2024 Annual Calendar
- B. Appointment of 2024 Chair and Vice-Chair for Economic Development Commission
- C. Discussion & Set Public Hearing for January 17, 2024: Ordinance #2024-XX to amend City Code Chapter 168, Vehicles and Traffic, to designate no parking areas along Eldridge Street, Laplante Road, and Prospect Street Extension, Lebanon.
- D. Discussion & Set Public Hearing for January 17, 2024: Ordinance #2024-XX to amend City Code Chapter 68, Fees, to include a fee schedule for applications to the Zoning Board of Adjustment and Building Code Board of Appeals.
- E. Discuss and set public hearing to change the amounts of the Veteran's Credits.
- F. Discussion of Traffic Patterns on Elm Street West, West Lebanon
- G. Discussion and Set Public Hearing for January 17, 2024 - Discontinuance of Sections of Class VI Roads (Durkee, Atherton, McAllister) and Acceptance of Class A Trail Barden Hill Road and Dedication of New Class VI Road
- H. Discuss the City Manager's plan to begin the process of determining the development plan for the parking lots behind City Hall.

Agenda
Lebanon City Council
December 06, 2023

5. Recognitions:

- Resolution in honor of Fran Hanchett
- Resolution in honor of City Engineer Rod Finley

Included in this Section:

1. Resolution Honoring Fran Hanchett
2. Resolution Honoring City Engineer Rod Finley



Resolution Honoring Fran Hanchett

WHEREAS, Fran Hanchett served as the City Historian, and the first female City Historian, for the City of Lebanon from 2020 to 2021; and

WHEREAS, Fran Hanchett served as President and as a long-standing member of the Lebanon Historical Society, providing leadership and historical expertise both to the organization and to the community; and

WHEREAS, demonstrating her commitment to preserving history, Fran Hanchett documented all of the burials in the cemeteries in Lebanon and throughout the Upper Valley and created the Adopt a Civil War Veteran Program, through which 85 Civil War veterans were recognized with military burial stones; and

WHEREAS, in these capacities, Fran Hanchett dedicated herself to preserving the history of Lebanon and its inhabitants, and to sharing this history with the community; and

WHEREAS, Fran Hanchett further served on the City of Lebanon Board of Cemetery Trustees from 2018 to 2023; and

WHEREAS, Fran Hanchett's contributions to Lebanon and its history have been significant and have served to highlight underappreciated aspects of the city's history and its residents.

NOW, THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of Lebanon, extends its sincere appreciation and gratitude to the family of Fran Hanchett for her effort and knowledge shared with the community during her lifetime.

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting.

Dated this 6th day of December 2023.

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



Resolution Honoring City Engineer Rod Finley

WHEREAS, the City of Lebanon is committed to responsible stewardship of taxpayer funds, ensuring that the resources of our community are utilized efficiently and effectively; and

WHEREAS, City Engineer Rod Finley has consistently demonstrated remarkable dedication to this principle by undertaking initiatives and project management strategies that significantly reduce project costs while maintaining high standards of quality and safety; and

WHEREAS, City Engineer Rod Finley's commitment to fiscal responsibility has led to substantial cost savings on various critical infrastructure projects within the City of Lebanon, for which he deserves commendation and recognition; and

WHEREAS, some specific projects were:

Lebanon/Hanover Booster Pump Station: Recognizing the potential for cost savings, Mr. Finley diligently reviewed the initial design of the Lebanon/Hanover Booster Pump Station project. His innovative approach and expertise led to the successful redesign of the project, resulting in the requirement for a pump station only, thereby reducing project costs by \$485,000. This substantial reduction demonstrates Mr. Finley's commitment to optimizing the use of taxpayer dollars.

Miracle Mile Water Main: Through a thorough review and a focus on efficient project management, Mr. Finley identified opportunities for cost reduction in the Miracle Mile Water Main project. His innovative redesign eliminated the need for temporary water service, saving the City approximately \$1,000,000. This remarkable achievement showcases Mr. Finley's dedication to delivering value to our community.

Kimball Street/Forest Avenue Reconstruction: In the case of the Kimball Street/Forest Avenue reconstruction project, Mr. Finley's astute decision to switch from jack hammering to ledge blasting resulted in substantial cost savings of approximately \$622,100. His adaptability and cost-conscious approach exemplify his commitment to prudent financial management.

NOW, THEREFORE BE IT RESOLVED, that the City Council extends its sincere gratitude to Mr. Finley for his dedication, initiative, and the expertise he has consistently demonstrated in achieving significant cost savings, ultimately benefiting the taxpayers and the City of Lebanon as a whole.

Dated this 6th day of December 2023.

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

**Agenda
Lebanon City Council
December 06, 2023**

6. Acceptance Of Minutes:

Minutes To Be Accepted

- November 7, 2023 (Budget Work Session)
- November 8, 2023 (Budget Work Session)
- November 14, 2023 (Budget Work Session)
- November 15, 2023 (Regular Meeting)
- November 16, 2023 (Budget Work Session)

MOVED, to approve the minutes as presented in the December 6, 2023 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
BUDGET WORK SESSION MINUTES
Wednesday, November 7, 2023, 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager, Special Project Paula Maville, Cyber Services Director Perry Eaton, Library Director Sean Fleming, Airport Director Carl Gross, Deputy Chief of Police Matthew Isham, Finance Director Vicki Lee, Director of Planning & Development Nathan Reichert, Chief of Police Phillip Roberts, Deputy Finance Director Alesia Williams

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

- Councilor Whittlesey attended this meeting remotely.

City Manager Shaun Mulholland noted this a workshop and no action would be taken by the Council tonight. Action on budget items will occur at the Public Hearing on December 13, 2023. The purpose for tonight's meeting is so the City Council can understand the budget and ask questions based on the information provided.

2. Review Of 2024 City Budget - Question & Answer Session

- City Manager (To include City Manager & City Council Operations, Legal, and Advance Transit)

City Manager Shaun Mulholland requested that Advance Transit give their presentation first.

Advance Transit (AT)

REQUESTING: \$342,100.

Included in Agenda Packet: *(All supportive documents and financial information can be found on Pages 5-127, Council agenda packet)*

BACKGROUND:

<u>Year</u>	<u>Amount Requested</u>	<u>Amount Received</u>
2021	\$249,710	\$249,710
2022	\$249,710	\$249,710
2023	\$267,200	\$267,200

A.	<u>Program/Service/Activity</u>	<u>Amount Requested</u>
	Public Transportation Service	\$275,210.00
B.	Weekday Evening and Saturday Public Transit Service	\$66,890.00
C.		\$0.00
D.		\$0.00
E.		\$0.00
F.		\$0.00
G.		\$0.00
	TOTAL	<u>\$342,100.00</u>

Funding is used to support a portion of the cost of providing public transit service. Lebanon's contribution, in cooperation with funds from other municipal and private partners in the region, allows AT to leverage state and federal grants for the same purpose. An additional request is being made this year to extend the schedule of the Red, Blue, Orange, and Green routes by two hours on weekday evenings and to provide ten hours of Saturday service on those same four routes. This expansion addresses a long- standing desire from AT's riders, community members, and local leaders for additional hours of service.

Mr. Adams Carroll, Executive Director of Advance Transit, briefly reviewed the background and reasons behind his requested increase. He talked about their expanded services for evenings and Saturdays that started in September (2023). Two additional hours were added on weekday evenings and 10 hours of service on four routes on Saturdays. For the 4 buses on Saturdays at 10-hours for each route, it is about 40 hours. For the 4 buses on weekdays, it also works out to about 40 hours. Ridership has been very strong for both. On weekday evenings, in Lebanon alone, we had 2800 boardings for the first 6 weeks and on Saturdays we had 2,794 Boardings over the 6-week period. November numbers should be coming out soon and this data will be published on their website. While it is fun to see the numbers go up, for him it has been more meaningful to talk to riders and to hear about what it means for people to have these expanded hours and gave examples.

Mr. Carroll noted that for funding we did get additional support from our Federal Grant Programs through the State of New Hampshire/Vermont. These are Federal reimbursement grants that will cover the majority of the cost of the new services, but in order to use those Federal Funds, we need to bring a local match to the table: For Operations it is a 1-1 match; there are some categories where we have a higher reimbursement rate (i.e., preventative maintenance, paratransit) which are 80% reimbursements. We also have increased funding from Dartmouth College and a commitment from DHMC to increase their funding next year. We are in the process of going to the voters in Norwich, Hanover, and Canaan to get on their ballots next year. In Harford and Norwich, VT we get on the Town Meeting Warrant and the voters directly vote.

Council Discussions:

In response to Mayor McNamara's question, Mr. Carroll noted that Dartmouth launched their new service last year and have added another route this year. The Dartmouth bus shuttles are only for Dartmouth's students, faculty and staff members. The goal behind their service is because there are more Dartmouth students living off campus.

In response to Councilor Liot Hill's questions regarding AT's operation budget, Mr. Carroll stated it is about \$7.5M and a +/- 20% increase for the addition of extra hours. In addition to the buses on the road, we also need office support staff, a dispatcher, a shift supervisor, a mechanic for breakdowns, etc.

1 Councilor Sykes questioned if it might be possible to make the on demand type service more visible to
2 Alice Peck Day patients. Mr. Carroll noted that one of the things they are working on is the idea of a
3 variant to the Red Route and explained his thoughts on how this would be done.

4
5 City Manager Mulholland reviewed the remaining 2024 City Manager's proposed budget items (below),
6 noting it is a total 1% increase that includes Advance Transit.

7
8 **City Council:** *(Page 4, Council agenda packet)*
9 **REQUESTING: \$3,727 (A 0% increase from 2023)**

10
11 **City Manager Operations** *(Page 4, Council agenda packet)*
12 **REQUESTING: \$649,980 (An increase of \$63,140 or 11%)**

13
14 **City Manager Other: GER** *(Page 4, Council agenda packet)*
15 **REQUESTING: \$65,000 (New)**

16
17 **Department: Legal** *(Page 4, Council agenda packet)*
18 **REQUESTING: \$250,000, (A decrease of \$50,000/-17%)**

19
20 **Council Discussions:**

21
22 Councilor Sykes suggested that during this year's budget work sessions, we find the time to have more
23 substantive discussions about whatever changes the Council might be thinking about rather than waiting
24 until the Public Hearing in December, noting he may have possible cuts/changes in the way we look at
25 things and felt the workshops were the best place to discuss these.

26
27 Mayor McNamara encouraged the Council to reach out to the City Manager with any questions,
28 comments, suggestions in advance (of a work session).

29
30 Assistant Mayor Below questioned why Legal items were distributed to different departments. City
31 Manager Mulholland noted that when the City switched to BS&A software, our finance staff was able to
32 do a lot more work with this program (i.e., the series of account codes are longer, which allowed us to do
33 a lot more things with our programming and budget tracking and allows us to get a better idea of what we
34 are spending our money on).

35
36 Councilor Simon noted that in the past there was some discussions about adding a City Attorney and
37 asked if there has been any talk/thought about this recently. City Manager Mulholland said no and gave
38 his reasons why he felt this was not a good idea and how it would be more costly, noting that if we did
39 this, we would not only have to hire an attorney, but a paralegal and probably an administrative assistant
40 so we would be looking at hiring 3 people to do the same work our firm is now doing.

41
42 In response to Councilor Whittlesey's question regarding why part-time wages are going up, City
43 Manager Mulholland said it was to cover the salary for Ms. Maville in her role as Deputy City Manager -
44 Special Projects. Ms. Maville will backfill for him here at City Hall and he spoke about the projects on
45 her radar to make sure we stay on top of issues. He also noted that he needs to spend more time at DPW
46 due to leadership changes.

47
48 Councilor Whittlesey asked if there was any kind of expected reduction in the budget to account for
49 vacancies or would these just roll into the Unassigned Fund Balance at the end of 2024. City Manager
50 Mulholland was not anticipating there would be any funds from DPW going into the Unassigned Fund
51 Balance. DPW needs to spend every dime in their budget to do road work that we are so far behind on

and if there are any funds left over, they will encumber those funds to do sidewalks, etc. The Council will be hearing more about this tomorrow, November 8, 2023.

In response to Councilor Whittlesey's request regarding (Departmental) Software Support Services, City Manager Mulholland stated we have been consolidating all those line items into Cyber Services.

4. Presentation By City Manager & Finance Director

- Overview of Proposed 2024 Annual Budget

Included in Agenda Packet: *(The presentation in its entirety can be found on Pages 128-159, Council agenda packet.)*

Available but not included in Agenda Packet:

[City of Lebanon 2024 Proposed Operating Budget](https://lebanonnh.gov/Budget) available at LebanonNH.gov/Budget

City Manager Shaun Mulholland spent a lot of time reviewing, explaining, and giving examples of the Proposed 2024 Annual Budget for the City of Lebanon in order to provide the Council with what they need to be able to make the decisions they will have to make. His review included the following:

Strategic Budgeting



Budget Objectives:



Opportunities:



Challenges:



Pending Challenges:

Return of Airport Subsidy 2025	Revaluation of Properties 2025	Losing ground on the pavement management program.	Losing ground on sidewalk repair/maint.
Staffing needs-DPW, HS, RAP, Police and Fire.	Growing list in the Capital Improvements Program that remain unfunded.	Landfill-PFAS and cell expansion.	Water-Distribution and Treatment System for new well.

City Manager Mulholland noted he has not added any additional staffing in the budget. Requests were made and he denied all of them in all departments. The only difference is that in the Fire Department, there was a request to take one of the Community Nurse positions from part-time to full-time, and that will be funded by the Towns of Grantham and Enfield in the amount of an additional \$3K. This is the only change in staffing that he included in the budget due to tax rate increases.

How your dollars are spent:

Out of every dollar, the below depicts what is spent in tax dollars:

School State: 7 (7%)	Municipal: 37 (37%)	County: 6 (7%)	School Local: 49 (49%)
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City Manager Mulholland spoke about the RAND case that the City is a party to. That would be \$3.9M of property taxpayer dollars that would potentially be paid to Concord for their proposed Education Trust Fund, with no idea of what might come back to Lebanon. Whatever doesn't come back, the City will have to raise again to be able to provide the same level of education here in the City. This bears paying very close attention to in the future, noting he knows there is a bill in front of the State Ways & Means Commission to do just that (have the local state-wide education property tax be sent to the State).

Consumer Price Index & Tax Rate Change-New England Regions

Year	CPI Jun-Jun	Tax Rate	Change in T Rate
2018	2.2%	\$10.97	2.5%
2019	1.9%	\$11.25	2.5%
2020	0.4%	\$9.96	-11.5%
2021	4.0%	\$10.06	1%
2022	7.9%	\$8.62	*2.5%
2023	1.8%	\$8.97	4.1%
TOTAL Change	18.2%		12.6% (does not include 2020)

The above graph shows the economy is growing faster than City Government is.

Tax Rate Factors (All the below determines Tax Rate):

- Expenditures
- Revenues (Other than Property Taxes)
- Fund Balance Used to Reduce Tax Rate
- Assessed Valuation
- Overlay (Offsets Tax Abatements)
- War Service Tax Credits

Financial Projections:

	2024	2025	2026	2027	2028
Tax Base Growth	.25%	.25%	.25%	.25%	.25%
Unassigned Fund Balance	\$9.6 million	\$8.7 million	\$8 million	\$7.5 million	\$7.3 million
UFB % of Budget	23.8%	20.5%	17.8%	15.4%	14.1%
UFB Used	\$2.8 million	\$2.6 million	\$2.4 million	\$2.2 million	\$1.9 million
Surplus	\$1.5 million	\$1.5 million	\$1.5 million	\$1.5 million	\$1.5 million
General Fund Budget	\$40.7 million	\$42.7 million	\$45.3 million	\$49.1 million	\$52.1 million
T Rate Chg.	4.6%	7%	8.3%	11.8%	8.4%

Tax Base Growth: This is new properties/structures coming online that add to the tax base and does not include existing properties that are appreciating in value. We have lowered our expectations in the growth in the tax rate. He suspects the .25% is going to change but does not know when but expects there will be an increase in building structures. When this does occur (outside of the TIF District) this will help the bottom line.

Unassigned Fund Balance: Shows the draw down based on the present projections. In the past, the plan was to build up the Unassigned Fund Balance which allowed the City to deal with Debt Service spikes, which is why the tax rate has remained relatively low in terms of a tax increases in the past. Most of these funds are now gone and we have not been replenishing this fund as we hoped to.

UFB% of Budget: Our present policy is 19-24%, but we are drawing this down to a range so that by 2025 we will not be at those (UFB) levels. The City Manager proposed the new range be from 15-19%, which is more in line with the GFOA Standards and any amounts over this could be used to deal with capital and pay-as-you-go type projects.

UFB Used: This amount is trailing down. There are some assumptions that are not planned for and explained some of the potential assumptions that will bring in or take away revenues.

Surplus: This shows the \$1.5M in additional revenues that we are hoping/planning for. If we do not make this mark, this will deplete the Unassigned Fund Balance, so there are some cautionary things that we need to pay close attention to.

General Fund Budget: This makes assumptions that in 2027, for at least half the year, we will be funding all of the firefighter positions that we will be applying for in their SAFER Grant plus the added costs that will go along with that. It also makes the assumption that in 2025, we are going to be taking a cut in the tax rate due to the revaluation process that takes place every couple of years. This projection does not include any new positions, other than the firefighter positions that were talked about.

Councilor Simon requested the reason of why we are required to do the revaluation. City Manager Mulholland noted that DRA requires us to be within a certain range, so whatever the Market Value is for a home (i.e., you build a \$100K home and the Market Price of that home has been devalued and is now \$50K, but the City is still taxing that property at \$100K, that is unfair taxation; if that same home is selling for \$150K, then the City is not taking in the right amount of property taxes.) So, if you bought a house 10 years ago and it is valued at a much lower rate, it is important to have a revaluation, so everyone is treated fairly.

Assistant Mayor Below noted this is in our State Constitution and spoke about a case that was brought before the court regarding consistency in (property) valuations, which is relevant in the State-wide property tax element. Essentially, the State lost that case and as a result, in order to address the court decision, the Legislation created a Standards Board that worked with DRA to develop more criteria and some of this was codified into law. That's why there are these statistical measurements and once you are out of bounds you are required to reevaluate.

Tax Rate Change: These Tax Rate Changes are not only taking place in Lebanon, but are state-wide.

Mayor McNamara noted that if you total the Tax Rate Changes (from 2023-2028) it adds up to 40% and he knows this is going to be a real challenge for two particular groups of folks (1. Those on fixed incomes, and 2. Younger folks wanting to get into the (housing) market.) We have some tough years ahead. While we have a great moving economy, the downside of this is the increased cost of housing and the decreased availability of housing. He gave examples of people who have moved to another state with more affordable housing. His concern is that the City will lose some talent because of the cost of housing, noting that other than being citizens there is not much at the City level that we can do with the taxation issues in New Hampshire.

More discussions took place regarding the housing/development issues in Lebanon and the willingness of, and the efforts taken by, the City Council to tackle this situation.

Change in Municipal Tax Rates from 2019 projected out to 2028: *Graph on page 136, agenda packet.*

NOTE: The tax rate for 2024-2028 is projected based on a set of variable assumptions. The actual rate will be set in the fall of each year.

UNASSIGNED FUND BALANCE POLICY



MAINTAIN A RANGE
BETWEEN **19% TO 24%** OF
CURRENT GENERAL FUND
EXPENDITURE BUDGET



STANDARD DEVELOPED
BY THE GOVERNMENTAL
ACCOUNTING STANDARDS
BOARD (GASB)



ALLOWS FOR ADEQUATE
CASH FLOW BETWEEN
TAX BILLINGS

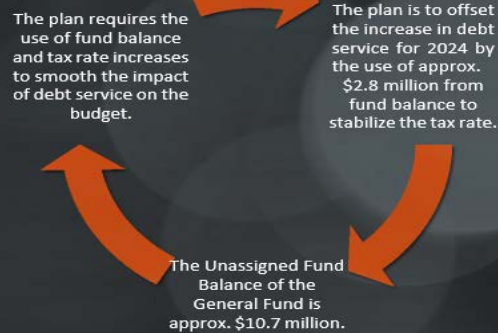


SERVES AS A CASH
RESERVE FOR
EMERGENCIES

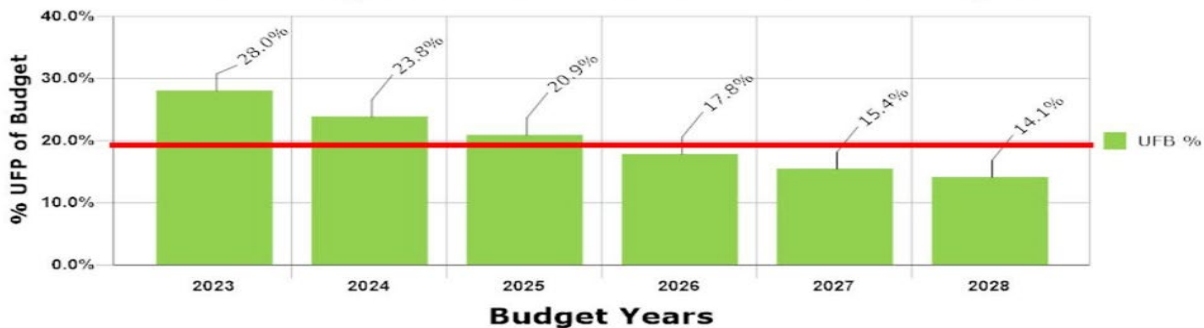
Adopt Revised UFB (Unassigned Fund Policy)

- NH Dept. of Revenue Administration, Government Finance Officers Assoc. and National Advisory Council on State & Local Budgeting guidance.
- at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."
- Recommend revision of policy to establish a new range from **15%-19%** from the present 19%-24%.

Fund Balance Use to Offset Debt. Service



Unassigned Fund Balance % of Budget



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

IN SUMMARY:



The 2024 Total budget is **15%** higher than the 2023 Budget.



The 2024 total projected revenues increase by **15.1%**.



The 2024 General Fund Budget is up by **5.8%**.



4.6% projected increase in the 2024 tax rate.



7.2% increase in Water rates and **5.2%** increase in Sewer rates.

2023 Budget

- 4.1% increase in Tax Rate
- 8% increase in Water Rates
- 7.2% increase in Sewer Rates
- Total Budget **\$99,841,240**
- Without capital \$58,360,700

2024 Budget

- 4.6% increase in Tax Rate
- 7.2% increase in Water Rates
- 5.2% increase in Sewer Rates
- Total Budget **\$114,779,210**
- Without capital \$61,442,260 (5.2%)

General Fund Budget Change:

\$38,460,840

2023

2024

\$40,702,460 5.8% Increase

City Manager Mulholland reiterated again that no new positions were added in the 2024 budget increase. He will provide the cuts he made in the budget to the Council. There is a need for every single (staff) request and documentation for those requests have been made, but in his view he could not afford any one of those, including the ones in the Fire Department even though there is clearly a need to add those positions and further explained his reasons.

Wage Increases (COLA):

2.2% General Wage Increase (COLA)

3% Merit or Step Increase (for those eligible)

Consumer Price Index for Northeast is 2.2% (6/30)

2024 Budgetary Impacts (Without CIP)

The 2024 Budget represents a cost increase of **5.2%** equal to **\$3,081,560.**

The total impact of cost increase drivers as listed on subsequent slides is equal to **\$3,097,340.**

Cost Increase Drivers:

Wages \$1,060,860
(2.2% GWI & 3%
Merit/Step)

Health 3.9%/Dental
4.7% Ins. cost
increase \$447,740

Retirement/WC/UC/
FICA/Medicare
\$87,000

Human Services -
\$487,190

Wastewater
Repairs/Maint
\$324,300

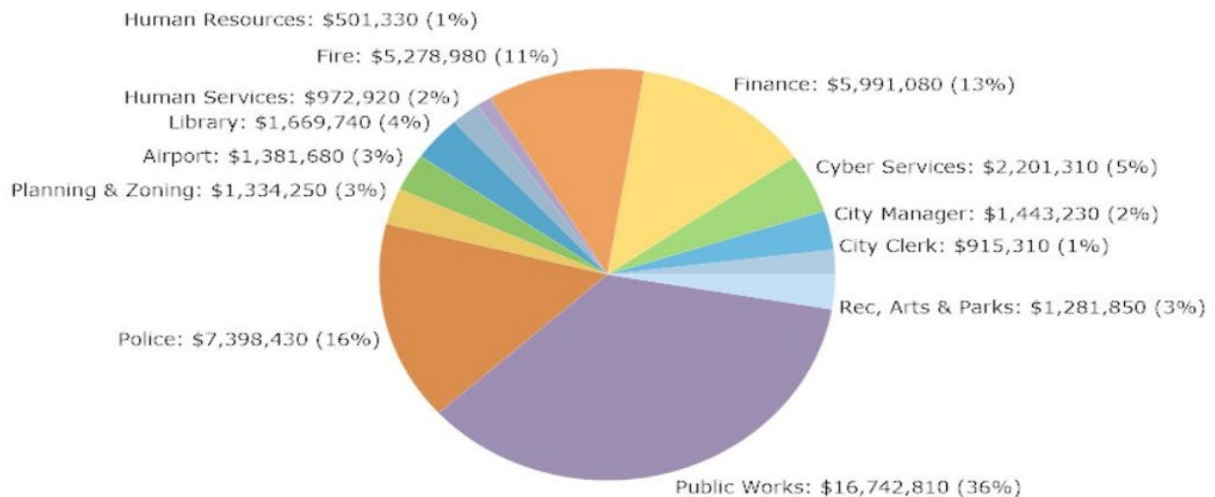
Water
Transfer to CRF
\$241,200

Library
Repairs/Maint
\$54,160

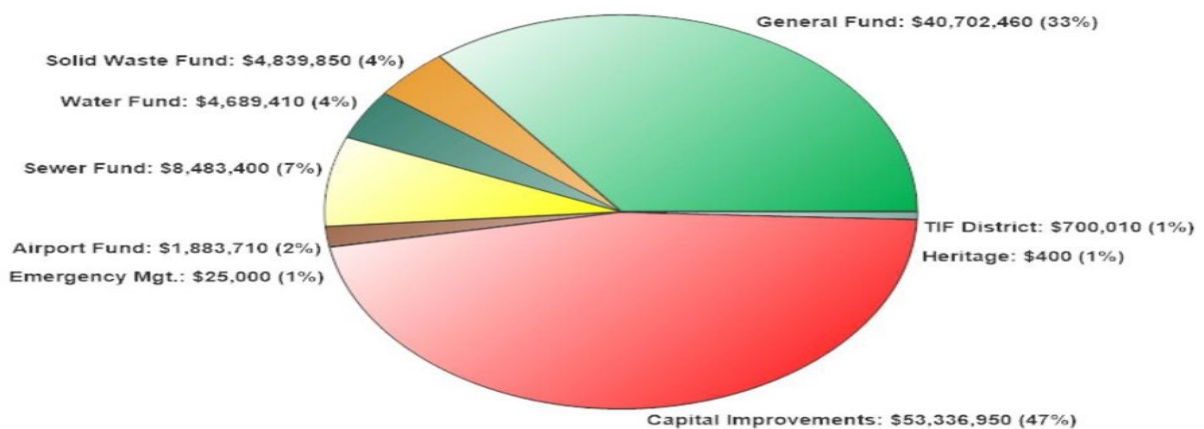
DPW Vehicle
Leases
\$192,890

DPW Repairs
Sidewalk/Signals
\$202,000

Operating Budget by Department:



2024 Budget by Fund:



City Revenue Impacts vary by Source: Property Tax; MV Registrations; Rooms & Meals Tax; Development Fees; Utility Users Tax/Franchise Payments, and Recreation and Fee Programs.

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

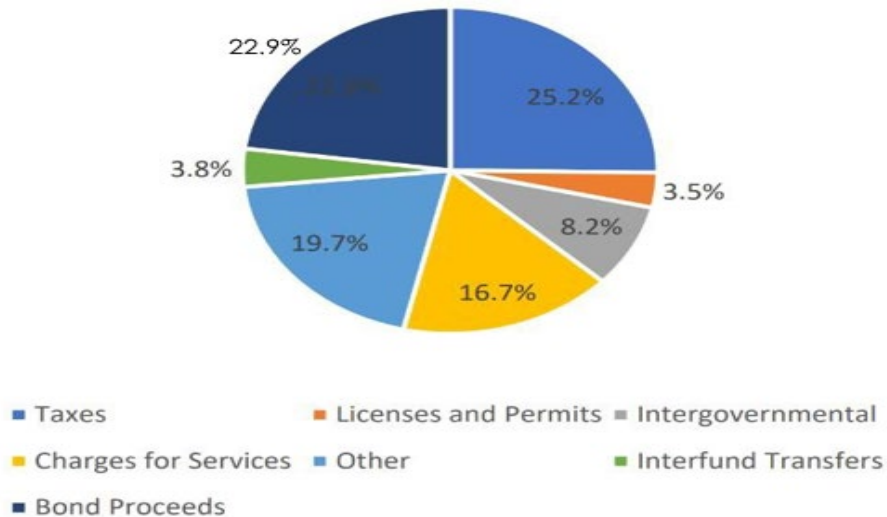
Payment in Lieu of Taxes (Pilot)

Alice Peck Day Hospital
owes approximately
\$919,713 in property
taxes

PILOT agreement
presently under
negotiation

Revenue Projections :

- Taxes- 0.76% Increase
- Licenses & Permits – 6.19% Decrease
- Intergovernmental- 61.4% Decrease
- Charges for Services- 8.5% Increase
- Miscellaneous Sources- 262.9% Increase
- Interfund Transfers- 10.9% Decrease
- Bond Proceeds- 95.8% Increase



Council Discussions:

Assistant Mayor Below questioned the assumption about the growth in the City and felt the .25% increases are historically low. The City Manager was predicting a slowdown in development across the 4-5 years and was wondering if this (calculation) was doubled to .50% per year how much of an impact this would have, assuming the .25% was real growth and not just an increase in values.

City Manager Mulholland expected this will change, noting there is so much demand right now it has to turn around, but he just doesn't know when or how much. He spoke about the TIF Districts construction, which does not affect the General Fund at all for now. His plan is that once they get the third building up, we will be able to meet the Debt Service and we should close that TIF District down, which will allow

1 funds to flow to the General Fund, School District, etc. TIF had a 5-year plan last year so where that
2 stands and how the economy affects this is unknown at this time and further explained his reasons.

3
4 Mayor McNamara noted that one thing we need to be aware of is that at some point in time we will run
5 out of infrastructure areas to add new construction, noting municipal infrastructure now is minimal and
6 unless we want to consider expanding municipal infrastructure, we will reach the limit to grow and will
7 have to reach into a redevelopment situation. We do have a very small area to work with here, so once
8 the Woolen Mill gets reconstructed, and once Mt. Support Road is built out, we do not have a lot of other
9 areas for new development, which may cause things to slow down significantly. We have no plans to
10 expand the Airport Industrial Park and he does not think we will want to go further down Route 12A. We
11 are not out of land yet, but we are getting there. We have been fortunate that the tannery closed down
12 when it did because we were able to get that wastewater treatment plant constructed, which provided us
13 with excess capacity that we have been able to utilize, but at some point, we may run into some
14 restrictions there, too. When he thinks about the future, he thinks about continuing to be dependent on
15 growth of the tax based on new construction and going forward felt this would be slowing down and does
16 not know where we go from here.

17
18 Councilor Sykes asked if a recent analysis of revenues from other sources (i.e., fees, etc.) had
19 comparative studies done to see if there is any room for growth.

20
21 City Manager Mulholland hoped the (State) Legislature will respond to that in a way that would ensure
22 we at least will get the same local vehicle registration fees and if that is not the case, we will have less
23 revenue outside property taxes available to us. He and Councilor Liot Hill tried to testify on the
24 occupancy bill and got nowhere. This would have brought in \$400K-\$700K of additional money into the
25 City, which would have provided revenue from another source instead of this heavy reliance on one main
26 source of revenue (property taxes) that disproportionately impacts people.

27
28 Mayor McNamara also noted that if they (State Legislature) would increase indirect things like State
29 support for transportation, this would allow communities to back off a little bit (on property taxes). We
30 are also continuing to look at increased landing fees at the Airport. These things all together can help a
31 little bit here and there, but we need to start being increasingly creative in how we think about the little
32 things.

33
34 City Manager Mulholland also spoke about contracting a weather service that will be able to provide the
35 City with close to real time information about roads (i.e., when they freeze, or it snows) to reduce
36 bringing staff in and having them waiting. This will reduce the cost of overtime and help save money on
37 sand and salt which could potentially save the City thousands of dollars. He also spoke about the City's
38 volunteers and what they have done to help save the City some money (i.e., grant writing, work by a
39 volunteer who saved the City thousands of dollars in EV costs).

40
41 Councilor Simon concurred that we are all in this together and one of the things that our citizens can do is
42 start talking to other citizens in other communities, friends, and family and explained his reasons (i.e.,
43 sales tax). If we can't get the State to hear what a few communities are being faced with, then we are just
44 in the same boat of spiraling downward. Let's be honest, 90% of the State holds 10% of us hostage from
45 trying to do anything we can to provide services.

46
47 Councilor Sykes wanted to hear the City Manager explain why the tax rate burden shifted dramatically
48 from commercial to residential at the last revaluation. The City Manager stated that while commercial

1 properties are increasing in value, they are not increasing in value at the same rate that residential
2 properties are because of the demand for residential properties and further explained his reasoning.

3
4 Mayor McNamara also noted that you cannot have a different rate for commercial properties and a
5 different rate for residential properties in the State of New Hampshire.

6
7 Assistant Mayor Below thought this could be done and this question has been presented to the Supreme
8 Court, but the Legislature did not enable it.

9
10 Mayor McNamara noted there is very little that a municipality in New Hampshire can do if it is not
11 enabled by the State Legislature. This category of change of messing with the tax rates falls into a
12 category. People automatically assume that cities/towns can do whatever they want to do, but we can
13 only do what the State Legislature allows us to do. Some states have two rates: an industrial/commercial
14 rate and a residential rate. When folks come here, they do not know the State has only one rate that
15 applies to everybody.

16
17 More discussions took place regarding commercial vs. residential tax rates and how commercial
18 properties actually cost the City more than residential properties because of the services they demand (i.e.,
19 police/fire services, etc.).

20 21 **3. ADJOURNMENT:**

22
23 **The meeting was adjourned at 7:18 PM.**

24
25 Respectfully submitted,
26 Dona E. Gibson
27 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
WORK SESSION MINUTES
Wednesday, November 8, 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, Christian Simon, George Sykes, Douglas Whittlesey-Rem Devin Wilkie, Karen Zook-Remote

MEMBERS ABSENT: Karen Liot Hill

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager-Public Services Nik Coates, Deputy Finance Director Alesia Williams, Solid Waste Manager Erica Douglas, DPW Administrative Services Manager Kelly Crate, Acting DPW Director Jay Cairelli, Deputy Human Resources Director Chris Kilmer, DPW Utilities Maintenance Superintendent Rick Brown, Finance Director Vicki Lee

- 1
2
3 **1. City Manager Shaun Mulholland opened the meeting at 5:30 PM.**
4 • **Councilor Zook attended the meeting remotely.**
5

- 6 **2. Review Of 2024 City Budget - Question & Answer Session**
7

8 **Public Works (DPW)**
9

10 Acting DPW Director Jay Cairelli provided a presentation of the previous years' challenges and
11 accomplishments. Director Cairelli outlined several challenges for the coming year.
12

- 13 • DPW Administration (Engineering, Energy & Facilities, Operations &
14 Maintenance)
15 Requesting: \$6,396,520
16 Included in Agenda: All supporting documents and presentation can be found on pages
17 123-126 of the Budget Report, Council agenda packet.
18

19 Acting Director Cairelli reviewed and explained the budget request. The need for road
20 repairs was highlighted as a significant portion of the budget.
21

- 22 • DPW Water Treatment & Distribution
23 Requesting: \$4,689,410
24 Included in Agenda: Supporting budget documents can be found on pages 132-134 of the
25 Budget Report, Council agenda packet.
26

27 Acting Director Cairelli reviewed and explained the request. The budget reflects the status
28 quo, but there is a need for a capital reserve for a coming rate spike.
29

- 30 • DPW Sewage Collection & Disposal

1 Requesting: \$4,839,850

2 Included in Agenda: Supporting budget documents can be found on pages 136-139 of the
3 Budget Report, Council agenda packet.

4
5 Acting Director Cairelli reviewed and explained the request. The budget reflects the status
6 quo, noting a sewer development charge and the fact that the facility would be taking more
7 septage than before.

8
9 **Council Discussion:**

10
11 Councilor Sykes inquired about the lifespan of the city roads. City Manager Mulholland
12 explained the maintenance process and costs as related to the budget. Councilor Whittlesey
13 commented on the issue of bonding for road repair.

14
15 Acting Director Cairelli shared three scenarios of the budget for road pavement preservation as
16 the most important factor regarding road maintenance. Staffing was also highlighted. The
17 engineering department has two positions that remain unfilled. An additional maintenance
18 position is also being requested. Councilor Sykes noted that money was likely not saved by
19 contracting out work and inquired whether the savings would be short-term or long-term. Acting
20 Director Cairelli stated that filling a position allows the new worker to complete other minor
21 tasks.

22
23 Councilor Simon inquired about presenting a budget from both the department heads and the City
24 Manager to get a clear picture of the needs as perceived by the departments rather than the
25 amended version from the City Manager. Councilor Whittlesey inquired about the items that
26 would be cut if the new positions were approved. Acting Director Cairelli stated that it is difficult
27 to determine the actual savings. Councilor Wilkie inquired about the cost savings with the new
28 engineering positions. City Manager Mulholland noted that some engineering coming up would
29 be extremely expensive if it is outsourced.

30
31 Councilor Sykes inquired about the plowing contract. Acting Director Cairelli stated that the
32 contracts are in place.

33
34 • **DPW Solid Waste Disposal**

35 Requesting: \$4,839,850

36 Included in Agenda: Supporting budget documents can be found on pages 128-130 of the
37 Budget Report, Council agenda packet.

38
39 Solid Waste Manager Erica Douglas reviewed and explained the request.

40
41 **BACKGROUND**

42
43 Manager Douglas shared highlights of the new programs at the landfill. Some rates will
44 increase this year due to equipment replacement costs, expansion, and contractor fees.
45 Additional staff will be needed to manage the additional food waste coming to the landfill due
46 to a new law.

47
48 **Council Discussions:**

49
50 Councilor Simon inquired about leasing equipment. Manager Douglas stated that it costs more
51 over time.

1
2 Councilor Sykes inquired about compacting for single family homes versus commercial users that
3 are required by law to bring it. Manager Douglas stated that it is charged by the ton. Composting
4 material is being used on site and around the city. Councilor Sykes inquired about the methods to
5 cover material. Manager Douglas stated that tarps are being used when weather allows, and mixed
6 material is also used as cover.
7

8 Manager Douglas explained the new positions being requested to replace seasonal employees. The
9 rate increases were detailed.
10

11 Manager Douglas described the cost and staff needed to shred matter. Mayor McNamara
12 commented on increasing user rates to incentivize more recycling and even speed up the increases.
13 Councilor Sykes noted that the increases are needed and reasonable and could be accelerated.
14 Manager Mulholland invited a recommendation for a higher number.
15

16 *A Straw Poll was taken regarding an increase to \$105 per ton. The councilors present were in*
17 *favor of the increase.*
18

19 Manager Mulholland will calculate the increased revenue for a comparison to the increased cost of
20 new positions.
21

22 Councilor Sykes inquired about the age of the shredder. Manager Douglas stated that it is due to be
23 replaced in two years. Councilor Sykes stated that finding additional revenues is important to help
24 with the tax rate. Mayor McNamara noted that equipment allowing staff to be more efficient is
25 important.
26

27 **3. Adjournment**
28

29 **The special session ended at 7:04 PM.**
30

31 Respectfully submitted,
32

33 Holly Howes
34 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
COUNCIL CHAMBERS OR
REMOTE VIA VIRTUAL PLATFORM
5:30PM, TUESDAY NOVEMBER 14, 2023**

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Deputy City Manager of Special Projects Paula Maville (Remote), Director of Human Services Lynne Goodwin, Assistant Director of Human Services Rebecca Desilets, Deputy Chief of Police Matthew Isham, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Director of Cyber Services Perry Eaton, Human Resources Director Samantha Lauzon, DPW Administrative Services Manager Kelly Crate

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

City Manager Shaun Mulholland explained the meeting is available by phone, livestream via the City's website and virtually via Microsoft Teams. He said all three methods can be accessed live via the Meetings Page of the City's website. He said public comment is reserved for the Public Hearing, scheduled for December 13, 2023 at 6:00pm.

City Manager Mulholland explained the purpose of the work session. Mayor McNamara said Councilor Whittlesey was attending remotely because of illness.

2. Review Of 2024 City Budget - Question & Answer Session

A. HUMAN SERVICES - Presented by Lynne Goodwin, Director of Human Services (HS). (Complete Line Item Details can be found on *page 4, City Council agenda packet*).

Human Services Director Lynne Goodwin said she would begin with the Human Services direct budget for assistance, and then discuss the Outside Agencies 2024 assistance requests.

Wages

Ms. Goodwin noted that the budget that City Manager Mulholland had provided the Council included her own full-time wage and the part-time wage of the Assistant Human

Services Director. She said she had submitted the request that the part-time position be made into a full-time position for 2024. She said the Assistant Human Services Director has been working an average of 29 hours per week in 2023. She said the numbers of people seeking assistance have increased greatly in the last two years:

Comparison Appointments		
Jan -June 2023 vs Jan – June 2022		
Month	2023	2022
Jan	49	19
Feb	64	19
March	87	22
April	60	19
May	75	14
June	74	22

She said they have been making home visits to clients who are either hotel-bound or are living in the transitional housing unit. She said she is often away from the office because of the work she is doing related to community and statewide efforts to improve homeless and housing services, and it would be beneficial to the department to have the Assistant Director there full-time to cover the office hours while she is away. She said she understands that the budget increase is significant this year, and that City Manager Mulholland did not put forward the request for that position to become full-time.

Emergency Winter Shelter

She said a significant increase in the Human Services budget for 2024 is under **Other Purchased Services**, which includes \$210,000 for the operational expenses of the Emergency Winter shelter. She said the City is still developing the contract with The Upper Valley Haven for those services.

Assistant Mayor Below asked what the budget impact would be to have the part-time position become full-time. Ms. Goodwin said for the HS budget, an additional \$27,400 in wages, FICA & Medicare, and Life/Disability insurance costs. She said the change would include the cost of a benefits package for the Finance Department budget. City Manager Mulholland estimated the total additional budget impact would be about \$55-60,000.

Ms. Goodwin said she attributes the increase in need to the economy, the lack of housing, and an increase in homelessness. She also noted there has not been an increase in direct assistance provided to individual households. She said there is still an average of 100 households a year that receive direct financial assistance, but there are far more that need help accessing state and federal benefits, applying for housing, maintaining housing etc. She said her department is becoming a one-stop location for many kinds of support.

1 Councilor Liot Hill said it is not just the funding for unhoused people that has gone away;
2 stimulus-related funding has also gone away. Ms. Goodwin said currently there is no
3 money to be accessed for paying for hotels or for eviction prevention. She said it is far
4 more cost effective to help people stay in their homes than finding them new housing, but
5 she said there are very few partners who can help them with rents that are in arrears. She
6 said Listen and The Haven are major partners, but Tri-County CAP and Southwestern
7 Community Services have not had eviction prevention funds for months. She said there
8 had been a lot of money available with Covid funding, but there is nothing now for
9 eviction prevention. She said they are making decisions on a case-by-case basis.

10
11 Councilor Sykes said Assistant Mayor Below added funding last budget year to help with
12 expenses and \$60,000 for a new position, which did not happen. He asked how the
13 numbers of this budget compare to the added funding of last year.

- 14
15 • Ms. Goodwin said the **Direct Assistance: Rent** line item is \$165,000, which was
16 \$60,000 more than what she had requested. She said that \$60,000 difference is the
17 additional funds appropriated by the Council last year.
- 18 • She said the **Public Assistance Revolving Fund** had had \$125,000 in it. She said
19 \$35,000 of that was used last year in January and February for the Emergency Winter
20 Shelter program and the rest was used to help off-set the overage in the HS budget for
21 housing assistance.
- 22 • City Manager Mulholland said other money was transferred from other parts of the
23 budget to cover the expenses.

24
25 Councilor Sykes said the budget requested reflects further expenses in this department, so
26 the City does not fall further behind. City Manager Mulholland said there is a 45%
27 increase in the HS department budget from last year to meet those needs. He said the
28 federal funding programs are gone and very little comes from the state. He said besides
29 donations, the City is on its own to meet the need. He reminded the Council that the City
30 has a statutory requirement to meet these needs, so funds will have to be allocated from
31 other parts of the budget if the HS budget falls short.

32
33 Mayor McNamara noted that of the \$165,000 allocated for **Direct Assistance: Rent**, the
34 2023 Year-to-Date expenditures are \$154-155,000, according to the budget materials in
35 the agenda packet; he said by the end of 2023, that will probably be \$165,000. Ms.
36 Goodwin said the 2023 YTD figures are as of October 16, 2023. Mayor McNamara said
37 the budget for this department is different than others because of the statutory
38 requirement that the City must meet, so funding must be provided.

39
40 Councilor Wilkie said last year, an outside payment to Tri-County CAP for more
41 assistance in homeless outreach was added back to the budget to ease the burden on the
42 City's HS department. He asked if any results or increase in involvement from Tri-
43 County CAP have been realized.

1
2 Ms. Goodwin provided some **additional data on 2023 expenditures**:

- 3 • From May to October 2023, the department spent \$15,000 per month in direct
4 assistance for housing, shelter sponsorship, electric assistance, cremation, etc. She
5 said that is a significant increase from past years.
- 6 • YTD in 2023, the City has spent \$95,000 on motel assistance alone. She said the
7 average cost per night is \$172.
- 8 • The \$100-120,000 in the 2022 **Public Assistance Revolving Fund** for the Emergency
9 Winter Shelter Program was paid for January and February 2023. She said they hope
10 the current budget request for \$210,000 for operational expenses at the Emergency
11 Winter Shelter will provide shelter for four months in 2024 for up to 15 people. She
12 said the money will go significantly farther for more people for more nights.

13
14 Mayor McNamara noted the operational expenses will also be offset by donations. City
15 Manager Mulholland said the City is proposing adding additional money into that fund as
16 a reserve. He said, if there is money left in the fund, it would be given to the shelter in
17 Hartford, VT, which is not a seasonal facility like the Emergency Winter Shelter.

18
19 Councilor Sykes said he is very concerned that, with the rise in obligations that the City
20 is facing, the part-time position is not being expanded to full-time. City Manager
21 Mulholland said the main objective of the department is to meet the statutory
22 requirements and that is how the money is allocated. He said there is no question the
23 department could use more full-time staff, but, because of the anticipated rise in the tax
24 rate, he told all departments that no new staff positions would be approved. He said the
25 City must focus on providing direct services to people with the current staff.

26
27 • **Outside Human Services Agencies**

28 City Manager Mulholland said there would not be individual presentations for
29 each of the agencies. He said only two have changes from last year's budget.

30
31 **Listen**

32 Ms. Goodwin said the pilot project with Listen to create a transitional housing
33 program from motels to permanent housing has been very successful. She said
34 remaining funds in the 2022 budget were used to fund that program. She said
35 the current budget request for funds for this program looks like a big request,
36 but she said she doesn't have leftover funds in the budget this year to put
37 toward the project.

38
39 She said the \$25,000 in last year's budget funded Listen's core programs:
40 food, housing, electric, and utilities. She said this year's budget shows a 25%
41 increase for each of those programs. She said about \$30,000 in this year's
42 budget is for the transitional housing program, which covers a year's worth of
43 rent, utilities, cleaning to turn over the property and supportive services. She

1 said five households (6 adults and one child) have taken advantage of the
2 program.

3
4 Mayor McNamara noted that these expenses are significantly less than hotel
5 costs. He asked if the City is also receiving funds from Listen. Ms. Goodwin
6 said every dollar that the City spends to help Listen provide food, housing,
7 and utilities, that is money that doesn't have to come out of the HS budget.

8
9 Councilor Sykes said he supports the additional funding for Listen and this
10 project. He said the housing at 10 Parkhurst Street, which is a similar
11 transitional housing situation, has been one of the true successes in the City.
12 He said finding ways to provide further transitional housing is money well
13 spent.

14 **Central Behavioral Health / Twin Pines / Valley Court Diversion**

15 Ms. Goodwin said the budgets for these agencies have increased slightly
16 because the number of clients increased or the cost to provide services
17 increased.

18
19
20 Councilor Sykes asked if the transition of responsibilities between Valley
21 Court Division and Communities for Alcohol-and Drug-Free Youth (CADY),
22 Inc, is the reason for the additional funds in this year's budget. Ms. Ellen
23 Whitcomb, Executive Director of Valley Court Diversion, said the plan to
24 transition services with CADY did not come to fruition. She said Valley Court
25 Diversion has seen an uptick in referrals throughout the county. She said
26 people also have a much higher level of need.

27 **Tri-County CAP**

28
29 Councilor Wilkie asked again about what the City has seen from Tri-County
30 CAP since last year. Ms. Goodwin said she had concerns that, when the
31 Emergency Rental Assistance Program ended for people in motels, it would
32 be difficult to know which people were Lebanon residents prior to going into
33 the motels, who then might need her department's assistance. She said
34 funding ended fully on June 15. She said there was no warm hand-off from
35 the CAP agency, and she only knew who the Lebanon residents were by
36 visiting the motels and asking them. She said the transition and support from
37 Tri-County CAP did not go well. She said of all the partnerships her
38 department has with other agencies, this is the one where there is not an easy
39 transfer of information.

40
41 She said Deputy City Manager Brooks conducted an evaluation mid-year
42 (2023) and found that Tri-County CAP had provided \$428,000 in benefit
43 services to Lebanon residents from January 1 to June 30. She said only half

1 the budget amount of \$28,600 had been paid by that point. She said for every
2 dollar that Lebanon had provided to Tri-County CAP, more than \$30 in state
3 and federal funds were accessed to support Lebanon residents. She said that is
4 a significant contribution to the City.
5

6 She said Tri-County CAP does not get paid to do homeless outreach in
7 Lebanon. She said her department did not know that and will no longer expect
8 it to do homeless outreach. She said there has been a staff member
9 participating in Housing First meetings in 2023, and the agency has provided
10 operational guidance and emotional support to people in the Emergency
11 Shelter program.
12

13 She said, however, staff turnover happens, and her department is never
14 notified – she said she is notified by clients. She said the Lebanon Tri-County
15 CAP office appears to be vacant and no one is ever there. She said, as of early
16 2023, the phone number is a centralized number for housing stability services,
17 and clients and service providers have reported that they never hear back from
18 case workers. She said, as of last Friday, she learned that Tri-County CAP is
19 now using just one phone number for all services, and all referrals for any
20 services must go through 211. She said now, her department cannot make
21 direct referrals to Tri-County CAP. She said recently her office tried to make a
22 referral to Tri-County CAP to ask if there were any available beds at a local
23 shelter. She said her office was told it's against shelter policy to disclose
24 whether there are available beds. She said she asked to see the policy and has
25 not heard back.
26

27 Mayor McNamara asked if the \$400,000 that was provided to Lebanon
28 residents was Covid funding. Ms. Goodwin said no – it was fuel assistance,
29 electric assistance, and housing stability services provided by the state. She
30 said that money is available this year, except for eviction prevention funds,
31 which do not seem to be available. She said the funds that Lebanon provides
32 to Tri-County CAP are for administrative operations.
33

34 Mayor McNamara asked if we do not give the budgeted funds to Tri-County
35 CAP, will Lebanon residents not receive this assistance. City Manager
36 Mulholland said the funds are federal and state grants that must be allocated to
37 all communities in the coverage area. Mayor McNamara asked if the City
38 would not be better served if the funds were used in the City's HS department
39 instead of being given to Tri-County CAP.
40

41 Councilor Wilkie said last year the fact that the department is overextended
42 was discussed and the funds for Tri-County CAP were supposed to alleviate
43 the burden. He said it does not sound like that has happened. He said it seems

1 like the City has seen less support from Tri-County CAP and the City's HS
2 department is even more overburdened. City Manager Mulholland said Tri-
3 County CAP is providing heating assistance and other direct services to
4 Lebanon residents. He said they are just not sharing information like other
5 outside agencies do. He said, last year, the Mayors' group asked DHHS for a
6 response to the issues that Lebanon and other communities were having with
7 CAP agencies and never got a response. Councilor Wilkie said our goal of
8 helping our HS department with the funds to Tri-County CAP was not met, so
9 it seems there is an acute need for additional staff support in the City's HS
10 department, whether that comes from the Tri-County CAP line item or not.

11
12 Councilor Sykes said he is on the Board of Tri-County CAP. He asked the
13 Councilors to consider the following points:

- 14 • Tri-County CAP provides a wide range of services to the City, and we
15 should not diminish that contribution because of the concerns we have
16 about homelessness.
- 17 • Homelessness is one of Tri-County CAP's programs that operates at a
18 significant deficit. He said they don't have the money for
19 administrative work they do or for the needed services to residents.
- 20 • The switch to 211 was in cooperation with DHHS's Bureau of
21 Homeless Services. He said sometimes the agencies are directed to
22 make changes. He said there is a dispute at the agency about what kind
23 of information can be disclosed and what cannot.
- 24 • Steps are being taken to try to do more with Tri-County CAP and
25 progress is being made. He asked the Council to be patient with the
26 challenges Tri-County CAP has with homelessness.

27
28 Councilor Heistad said it would be difficult for the City's HS department to
29 provide the services that Tri-County CAP provides, with or without the
30 budgeted funds. Mayor McNamara said, if the budget funds to Tri-County
31 CAP were reduced, the City would still receive their services and the rest of
32 the budgeted funds could go to the City's HS department. City Manager
33 Mulholland said reducing the funds would make it even harder for Tri-County
34 CAP to provide services to Lebanon residents. He said this is a problem, but he
35 did not feel taking the money out of the budget was the right solution.

36
37 Paula Maville, Deputy City Manager of Special Projects, said she has had
38 direct experience working with Tri-County CAP. She said they are the
39 gatekeepers of the funds, so the City does need their services to administer the
40 state and federal monies that comes through them. She said we cannot keep
41 having unrealistic expectations about Tri-County CAP's role in the support
42 system for Lebanon residents. She said the City should allow Tri-County CAP
43 to play its part and not expect it to be more than it is.

1
2 Mayor McNamara said he learned in his conversation with other mayors that
3 some mayors had no problems with their CAP agencies, but the most concerns
4 shared were about Tri-County CAP. He said clearly it is a big source of
5 frustration that the City cannot get a basic operational level of service from
6 Tri-County CAP that other mayors get from their respective CAP agencies.
7

8 Councilor Liot Hill said she said she understands Mayor McNamara's idea of
9 possibly removing the funds from Tri-County CAP. She said she would be
10 interested in understanding from Tri-County CAP why we cannot seem to have
11 a better working relationship.
12

13 She asked if Tri-County CAP does not have a contract for homeless outreach,
14 which organization does provide homeless outreach. Ms. Goodwin said
15 individual agencies apply for state funding, and in the past, homeless outreach
16 was part of the contract Tri-County CAP had with the state, but it is not part of
17 this currently. She said no other agency that provides these services to the
18 Lebanon area has sought that contract with the state.
19

20 [No representative from Tri-County CAP was present at the Work Session to
21 answer the questions that were raised by Councilor Liot Hill.]
22

23 Councilor Whittlesey said it is not fair to say Tri-County CAP does not get
24 federal funding for administrative operations. He said the agency gets a 14%
25 Indirect Cost Rate, which is money to cover administrative overhead. He said
26 he roughly estimates that, based on its 2021 Single Audit, Tri-County CAP
27 spent between \$2.4-2.7 million for F&A (facilities and administration). He said
28 it is part of Tri-County CAP's mandate to provide services to Lebanon
29 residents. He said he's hesitant to continue allocating funds if the City is
30 putting money in and getting nothing for it. He said, if the agency is not
31 alleviating any burden, perhaps the City should use the funds for the full-time
32 position. City Manager Mulholland said New Hampshire is set up in such a
33 way that the state receives the federal funds and distributes them to the various
34 agencies. Councilor Whittlesey said the state is paid indirect funds as well.
35

36 Councilor Liot Hill said the funds that Tri-County CAP provides are funds that
37 people who qualify are entitled to. She said it is very troubling to see that
38 Lebanon is the most densely populated City in the service area, and there does
39 not seem be a staffed office in Lebanon to provide these services. She said she
40 is glad that \$400,000 was provided to Lebanon residents in the first half of
41 2023, but if it should have been \$800,000, and people just could not reach
42 anyone to receive service, then our residents may be underserved. She said the
43 Council needs to have a conversation with Tri-County CAP about these issues.

1 She said this is the second year in a row that the relationship is unsatisfactory,
2 and nothing has improved, and this situation is untenable.

3
4 Councilor Simon suggested reducing the amount of budgeted funds provided
5 to Tri-County CAP to send a message that things need to improve. Councilor
6 Sykes said it is not necessary to do that; he said the Tri-County CAP Executive
7 Director would be happy to come and talk to the Council. Councilor Simon
8 said he would support what the Mayor is asking the Council to do.

9
10 Ms. Goodwin said if the Bureau of Homeless Services made the
11 recommendation that all referral requests go through 211, she said she will
12 look further into it. She said if it is a statewide change for referrals, that makes
13 it a little easier to accept.

14 15 **B. Fire Department**

16 Fire Chief Wheatley reviewed the budget materials for the Fire Department (FD) included
17 in the agenda packet materials. (Complete Line Item Details can be found on *pages 8 - 10,*
18 *City Council agenda packet*).

19
20 Fire Chief Wheatley gave an overview of the organizational structure of the Fire
21 Department. He said the department measures its service delivery by availability,
22 capability, and operational effectiveness.

23
24 He said 75% of the **Call Volume** is EMS-related (Emergency Medical Services) and the
25 other 25% is everything else.

26 27 **Technical Rescue:**

28 Chief Wheatley detailed the Technical Rescue services provided:

- 29 • Ice Rescue
- 30 • Swiftwater Rescue
- 31 • Heights Rescue
- 32 • Confined Space Rescue
- 33 • Active Threat Rescue

34
35 He said the department has specialized equipment and highly trained staff to execute
36 these services. He noted that airport rescue firefighting demand will increase as activity at
37 the Lebanon Airport increases. He said the replacement fire engine that is being requested
38 in the Capital Program is to fight fires at the airport.

39
40 He reviewed the incidence of **Simultaneous Calls** and noted that the volume continues to
41 increase. He explained the three-year breakdown of simultaneous calls. He also reviewed
42 the **Calls per Member** for 2022. He said the calls for Lebanon for 2023 will total 168,
43 per the current call volume.

1 He said the Lebanon Fire Department has one of the largest land areas in the state. He
2 said the 2022 FD budget was about 12.6% of the total City budget. He said the 2023 FD
3 budget is 11-12% of the total City budget. He said, when compared to other communities,
4 Lebanon's FD is one of the lower funded departments in the general operating budget.

5
6 He said potential increased **Revenues** for 2024 include:

- 7
- 8 • EMS contracts with Enfield and Grantham are up for renewal and will have a 3%
9 rate increase (estimated \$33,000 increase)
 - 10 • Significant Medicaid base rate increase (estimated \$100,000 increase)
 - 11 • Annual increase in call volume by 3% (estimated \$32,500 increase)
- 12

13 He noted that, of all their **Energy Expenditures** (including heating, electricity, propane,
14 gasoline, and diesel fuel), diesel fuel is the greatest expense. He said once the new fire
15 station is built, it will include electrical vehicle charging. He said the technology for EV
16 emergency vehicles and fire trucks is not quite refined enough to be appropriate for
17 Lebanon, but he said the department is looking forward to the future when EVs can be
18 used to help reduce the amount and cost of fuels used by the FD.

19
20 Chief Wheatley said **Mutual Aid** requests (where Lebanon needs to call other
21 communities to help with a fire or an emergency) continue to rise. He said the negative
22 impact is that Lebanon is taxing other communities that are also busy and, every time his
23 department calls another community for ambulance mutual aid, the City loses that
24 transport revenue to the other community.

25 26 **Total Call Volumes**

27 Chief Wheatley gave an overview of call volume in West Lebanon. He said Zone 2 is the
28 busiest volume because it is the most densely populated. also gave an overview of call
29 volume in Lebanon. He said the busiest zone is Downtown Lebanon. He said the biggest
30 increase in call volume is Zone 6 because it is becoming more densely populated with
31 businesses and residents.

32 33 **National Standards NFPA 1710**

34 He said the National Standard is to have **4 firefighters on an engine no less than 90%**
35 **of the time**. He said the Lebanon Fire Department is achieving this standard 9% of the
36 time right now. He said the City is applying for a grant to fund more firefighters to
37 improve this situation.

38
39 He said the National Standard is to have an **ambulance arrive on scene in less than 4**
40 **minutes no less than 90% of the time**. He said Lebanon EMS teams are achieving this
41 standard 40% of the time right now. He said Lebanon will never be able to meet this
42 standard 100% of the time because of the vast service area and the distance between the
43 fire stations in Lebanon.

1
2 **Revenues Generated**

3 Chief Wheatley said the revenue dropped in 2022 because of a problem with the EMS
4 billing system. He said the revenue for 2023 should recover the small loss in 2022
5 because the billing error has been corrected. He said EMS billing is the biggest source of
6 revenue for the fire department. He said the alarm fees are used to offset the cost of the
7 alarm inspector. He said the department is projected to be \$150-175,000 ahead of last
8 year with revenue.
9

10 **Budget Changes for 2024**

11 Chief Wheatley said there's an 8% increase in the 2024 budget (about \$5.2 million). He
12 said training costs are higher because of the EMS refresher cycle scheduled for 2024.
13

14 He said a staff vehicle is due for replacement this year, so that amount is up 2% for 2024.
15 He said this cost would typically be in the CIP, but it was added to the general operating
16 budget this year.
17

18 He said the **Medical Services** line item is up to \$60,000 to cover annual physicals, chest
19 X-rays, blood draws, and cancer screenings for all firefighters.
20

21 Councilor Liot Hill asked if the projected increases in revenue will result in an increase in
22 workload. Chief Wheatley said no, and City Manager Mulholland said much of the
23 increase in revenue is due to the increases in Medicaid rates, which does not impact staff
24 workload.
25

26 Chief Wheatley explained that ambulance intercepts are situations where Lebanon EMS
27 staff will meet an ambulance en route from another smaller community to provide
28 advanced services (i.e. paramedic level of services) that the other community is not
29 equipped to provide.
30

31 Chief Wheatley said the staff vehicle up for replacement serves a fire inspector and it is
32 one of the oldest vehicles in the fleet. He said it has the highest mileage and hours and
33 some cosmetic damage. He said it currently does not incur significant expenses but that
34 could change at any time.
35

36 **C. Human Resources**

37 Human Resources Director Samantha Lauzon gave an overview of the 2024 Human
38 Resources (HR) Budget. (Complete Line Item Details can be found on *page 57, City*
39 *Council agenda packet*). She said approximately 90% of the budget is for wages and
40 benefits for three full-time employees and one part-time employee.
41

42 **She noted two changes for 2024:**

- Increase in full-time wages of 20% - Ms. Lauzon said this increase reflects the full wage of the Deputy Director of HR. She said the position was only funded for nine months in 2022. She said there will be similar increases in the benefits line item for the same reason.
- \$3,000 for the Human Resources Employee Programs line – to offer implicit bias training for City staff and elected officials

She gave an overview of the HR services provided to the City staff, which includes retirees. She said this past year was a year of transition, and the changes were handled seamlessly by the City's HR staff.

Ms. Lauzon detailed the **accomplishments of the HR department in 2023:**

- Started the wage classification study in preparation for upcoming negotiations
- Began work on implementing a citywide professional development program to better prepare new and future leaders
- Reconstituted the City's staff equity team to evaluate how the City, as an employer, can be a more inclusive workplace
- Requested \$3,000 to begin implicit bias training program for City staff and appointed / elected officials
- Conducted an employee demographic survey to better understand the population of City staff to create a more inclusive work environment
- Went to market for ancillary benefits and selected a new carrier that will provide a better experience for employees (saving the City approx. \$8,800 per year)
- Created new ADA-compliant job description templates and have begun revising all job descriptions. City Manager Mulholland said the City received help from the Diversity, Equity, and Inclusion Commission (DEI) on those job description revisions.
- Migrated to new applicant-tracking platform

City Manager Mulholland said the HR department has provided an improved level of service and has pushed the City's HR services far ahead of where it was. He said he is very impressed with Director Lauzon and her team.

Councilor Sykes asked if, during the job description revisions to make them more ADA-compliant, employees are involved in the process. Ms. Lauzon said employees are involved in the process of revising their job descriptions. City Manager Mulholland said the unions also give input into job descriptions. He said the police department will be the first to participate in the wage classification study and will have input on job descriptions.

Councilor Liot Hill said she is glad to hear the City is taking on an implicit bias training program and that work continues on the City's diversity / equity / inclusiveness programs.

1
2 **D. Cyber Services**

3 Mr. Perry Eaton, Director of Cyber Services, reviewed the 2024 Budget for Cyber
4 Services (Complete Line Item Details can be found on *page 59, City Council agenda*
5 *packet*).
6

7 He recognized his staff for their **work in 2023** (\$12,000 / year in savings for the City);

- 8 • Responded to more than 2,000 Help Desk cases
 - 9 • Replaced 61 PC laptops
 - 10 • Completed OneDrive to Sharepoint migration
 - 11 • Migrated scale virtual server environment to VMWare
 - 12 • Completed move from DocuSign to Adobe Sign
- 13

14 He said his team also implemented a new **Project Management Application**, called
15 Atlassian (a JIRA / Confluence product). He said this tool will help City staff work
16 collaboratively on projects and will help the City Manager keep track of work as it is
17 being accomplished. City Manager Mulholland said the goal is to create a public
18 dashboard and to provide a tool to track activity and allow for collaboration across teams.
19

20 **Cybersecurity**

21 Mr. Eaton said, this year, the team implemented an AI system to help identify anomalous
22 behavior and help prevent attacks. He said ongoing internal and external penetration
23 assessments performed by a third party to ensure property security measures are in place.
24

25 He provided the following **data**:

- 26 • Phishing attacks are responsible for 90% of data breaches
- 27 • 4.1 million websites are infected with malware; of those, 18% contain critical
28 cybersecurity threats
- 29 • An estimated 300,000 new malware is created every day; a hack attack occurs every
30 39 seconds
- 31 • 92% of the attacks are distributed through email and with an average of 49 days to be
32 detected
- 33 • There was a 95% increase in cyber-attacks on government organizations in the last
34 six months of 2022
35

36 City Manager Mulholland said the City employs a company to try to break into its
37 systems and get access to computers in the buildings. He said Mr. Eaton schedules the
38 attacks and does not tell him when they are happening. He said employees have been
39 very responsive to alerting IT about potential phishing emails.
40

41 Mr. Eaton said his department will implement a formal cybersecurity training program
42 this year for all City staff, which will include in-person training, videos, continued

1 phishing tests, and training related to social engineering. He said ongoing cybersecurity
2 training includes cybersecurity tabletop exercises.

4 **Wi-Fi for City Parks**

5 Mr. Eaton said an ongoing initiative is to bring Wi-Fi to City parks. He said Civic
6 Memorial, Eldridge, and Riverside Parks are being evaluated for what technology is
7 needed to implement Wi-Fi. He said Eldridge Park should have Wi-Fi by Spring 2024.

9 **Redundancy**

10 Mr. Eaton said the City is going to be using **Starlink Satellite Internet** services to
11 provide redundancy to City facilities that provide critical services. He said the Landfill is
12 the first facility targeted for this technology, because it will soon be relying on credit card
13 payments and system redundancy is needed to ensure uninterrupted service.

15 **Budget Increases for 2024**

16 Mr. Eaton said budget increases for 2024 involve the following:

- 17 • Technical Services – Funds are needed to upgrade the 2019 Windows Operating
18 Systems and to add public Wi-Fi
- 19 • SAS (Software as a Service) – Some of the City Manager's SAS costs have been
20 added into the Cyber Services budget, as well as the Atlassian software
- 21 • Other Purchased Services: Have a fiber assessment done of the fiber network
22 (previously managed by the Fire Department) that exists throughout the City

23
24 Mr. Eaton said the Fire Department had been maintaining the fiber network and the City
25 would like to move that cost to the Cyber Security budget. He said he would like to build
26 resiliency into the fiber network.

27
28 ***City Manager Mulholland said the Council will now move to non-meeting.***

29
30 ***The Work Session ended at 7:23pm.***

31
32 Respectfully Submitted,
33 Paula Roux
34 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, November 15, 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, Christian Simon, George Sykes, Douglas Whittlesey (Remote), Devin Wilkie, and Karen Zook

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Deputy Director Planning & Development Tim Corwin, Finance Director Vicki Lee, Finance Payroll Specialist Conni Brown, Airport Director Carl Gross, Director of Planning & Development Nathan Reichert, Human Services Director Lynne Goodwin, HR Director Samantha Lauzon, Planning/Development Administrative Assistant Crystal Taplin

-
- 1
2 **1. CALL TO ORDER:** Mayor McNamara called the meeting to order at 7:00 p.m.
3 • City Manager Shaun Mulholland announced the meeting criteria for the public.
4 • Councilor Whittlesey attended the meeting remotely because he was ill.
5

- 6 **2. PLEDGE OF ALLEGIANCE:** Councilor Liot Hill led the Council in the Pledge.
7

- 8 **3. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
9

- 10 **4. OPEN TO PUBLIC: No one came forth.**
11

- 12 **5. RECOGNITIONS:**

SMALL BUSINESS SATURDAY PROCLAMATION

13
14
15 **WHEREAS**, the City of Lebanon, New Hampshire, takes pride in acknowledging the invaluable
16 contributions of our local small businesses to our vibrant economy and community; and
17

18 **WHEREAS**, as per data from the U.S. Small Business Administration, the United States is home to a
19 staggering 33.2 million small businesses, representing a remarkable 99.7% of all firms with paid
20 employees. Small businesses have been instrumental in generating 62.7% of net new jobs since 1995, and
21 they employ a substantial 46.4% of the private sector workforce in the United States; and
22

23 **WHEREAS**, it is a known fact that a remarkable 68 cents of every dollar spent at a small business in the
24 United States reverberates through our local communities, fostering a dynamic environment where every
25 dollar spent at small businesses creates an additional 48 cents in local business activity. This ripple effect
26 is a result of both employees and local businesses supporting one another through the purchase of local
27 goods and services; and
28

1 **WHEREAS**, the City of Lebanon, New Hampshire, wholeheartedly endorses and stands by our local
2 businesses that consistently play a pivotal role in job creation, economic advancement, and the
3 preservation of our Upper Valley communities; and
4

5 **WHEREAS**, numerous advocacy groups, as well as public and private organizations nationwide, have
6 collectively endorsed the Saturday after Thanksgiving as Small Business Saturday.
7

8 **THEREFORE, BE IT NOW RESOLVED**, that the City of Lebanon proclaims November 25, 2023, to
9 be Small Business Saturday and encourages everyone to support our small businesses and merchants and
10 consistently “Shop Small” throughout the year.
11

12 Proclaimed this 15th Day of November in the year 2023.
13

14 _____
15 Timothy J. McNamara
16 Mayor, City of Lebanon

17 **6. ACCEPTANCE OF MINUTES:**

- 18 • October 25, 2023 (Joint Meeting with Economic Development Commission and
19 Downtown Lebanon TIF Advisory Board)
20 • November 1, 2023 (Regular Meeting)
21

22 *Councilor Heistad MOVED to approve the October 25, 2023 Joint Economic Development*
23 *Commission and Downtown Lebanon TIF Advisory Boards Meeting and the November 1, 2023*
24 *Regular Session minutes as written and presented in the November 15, 2023 City Council agenda*
25 *packet.*

26 *Seconded by Councilor Liot Hill.*
27

28 **Roll Call Vote:**

29 *Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, Zook and*
30 *Mayor McNamara all voting Yea.*
31 *None voted Nay.*
32

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

35 **7. APPOINTMENTS:**

- 36 • Tree Advisory Board, Kelsey Haigh (Reappointment Regular Member)
37 • Tree Advisory Board, Mary Maxfield (Reappointment Regular Member)
38

39 *City Manager Mulholland appointed Kelsey Haigh and Mary Maxfield for Reappointment to the Tree*
40 *Advisory Board for a three-year term. Terms: 11/23-11/26*
41

- 42 • Lebanon Energy Advisory Board, Henry Bromberg (Regular Member)

43 *Councilor Wilkie MOVED to NOMINATE Henry Bromberg as a Regular Member of Lebanon*
44 *Energy Advisory Board for a two-year term. Term: 11/23-11/25*
45
46

1 **Roll Call Vote:**

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

4 *None voted Nay.*

6 *The Vote on the NOMINATION was approved (9-0)*

- 8 • Zoning Board of Adjustment, Michael Morris (Alternate Member)

9 *Councilor Sykes MOVED to NOMINATE Michael Morris as an Alternate Member of the Zoning*
10 *Board of Adjustment for a three-year term. Term: 11/23-11/26*

12 **Roll Call Vote:**

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

15 *None voted Nay.*

17 *The Vote on the NOMINATION was approved (9-0)*

19 **8. PUBLIC HEARING ITEMS**

- 20 **A. Community Revitalization Tax Relief Application** - A public hearing for the purpose of
21 receiving public input and taking action on a request by LWM Residential LLC, for tax relief
22 under the provisions of the Community Revitalization Tax Relief Incentive Program (NH RSA
23 79-E) as adopted by the City Council on February 17, 2016.

25 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
26 *pages 41-57, Council agenda packet.*

28 Available but not included in agenda packet:

29 All renderings from Mr. Livadas can be viewed in the Video for the November 15, 2023 City Council
30 Meeting.

32 **BACKGROUND**

33 In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief
34 Incentive Program pursuant to NH RSA 79-E to encourage rehabilitation of existing buildings and
35 structures in downtown Lebanon and downtown West Lebanon. On February 26, 2021, One Mechanic
36 Street, LLC applied for consideration under the program.

38 LWM Residential LLC is the owner of 1 Foundry Street (Tax Map 91, Lot 263) and 25 Mechanic Street
39 (Tax Map 91, Lot 267) in downtown Lebanon. On October 24, 2022, the Planning Board granted Site Plan
40 approval for a phased, 196-unit, multi-family development to include the renovation of the existing mill
41 building at 1 Foundry Street and the construction of three new buildings to be located on 1 Foundry Street
42 and 25 & 43 Mechanic Street. LWM is planning to return to the Planning Board to request an amendment
43 of their original site plan approval to remove the 43 Mechanic Street site from the development and
44 construct a total of 183 new units on the Foundry Street and 25 Mechanic Street parcels. The development
45 will include the renovation of the existing mill structure, the construction of two new buildings, the
46 demolition of blighted buildings, and the remediation of a longstanding brownfields site. The central area
47 of the site will be preserved as a park (the "Mill Yard") which will be open to the public. Below grade

1 parking and surface parking will be available for both tenants and visitors.

2
3 Under the terms of the 79-E program, the City Council must hold a public hearing on the application within
4 60 days from receipt of the application to determine whether the structure at issue is a Qualifying Structure;
5 whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to
6 granting the requested tax relief, and if so, for what duration.

7
8 Does the project involve a Qualifying Structure?

9 The existing buildings, located at 1 Foundry Street and 25 Mechanic Street, are situated within the
10 Downtown Lebanon 79- E District as adopted by the City Council and, therefore, are considered
11 Qualifying Structures.

12
13 Is the project a Substantial Rehabilitation?

14 Under the terms of the 79-E program as adopted by the City, the project must cost at least 15% of the pre-
15 rehabilitation assessed valuation or \$75,000, whichever is less, in order to be considered substantial. The
16 applicant has provided a cost estimate of \$55,000,000 for completing the entire renovation and
17 rehabilitation project as proposed. Based on the combined current assessed value totaling approximately
18 \$1,660,000 the project will far exceed 15% of the current assessed valuation as required. As a result, the
19 project can be considered a Substantial Rehabilitation.

20
21 Does the project generate one or more Public Benefits?

22 Appropriate public benefits for consideration of the 79-E program are specifically identified
23 within the state law, including:

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

35
36 As noted in the application form and cover letter, the applicant has indicated that the project will address
37 several of the stated public benefits, including enhancing economic vitality, enhancing and improving a
38 historically important structure, promoting the preservation and reuse of existing building stock, promoting
39 the development of municipal centers, and increasing residential housing in municipal centers. If the City
40 Council agrees with the above statements, the project can be considered to generate one or more Public
41 Benefits in furtherance of the purposes of the 79-E program.

42
43 For how long may tax relief be granted?

44 Under the terms of the 79-E program, the City Council may, in its discretion, grant up to five (5) years of
45 tax assessment relief for a project that complies with the program requirements. The City Council may
46 also, in its discretion, grant up to two (2) additional years of tax relief for a project that results in new
47 residential units and up to four (4) additional years of tax relief for a project that includes affordable
48 housing. An additional four (4) years of tax relief may also be granted for the substantial rehabilitation of

1 a qualifying structure that is listed on or determined to be eligible for listing on the National Register of
2 Historic Places, state register of historic places, or is located within and important to a locally designated
3 historic district. For any amount of tax relief approved, such tax relief begins upon the completion of the
4 Substantial Rehabilitation.

5
6 **The applicant has requested fifteen (15) years of tax relief for the project:**

- 7 • **5 years for a project that complies with the program requirements;**
- 8 • **2 years for a project that results in new residential units;**
- 9 • **4 years for a project that includes affordable housing; and**
- 10 • **4 years for a project that substantially rehabilitates a qualifying historic structure**

11
12 RSA 79-E does not define the term "affordable" for purposes of the tax relief incentive program nor does
13 it specify any minimum number or percentage of units that must be considered affordable in order to
14 merit the tax relief. LWM Residential is proposing that ten percent (10%) of the total units in the
15 development will be affordable and spread evenly across unit types and 60%, 80%, and 100% of AMI
16 classifications

17
18 Since the City Council is essentially deciding whether to forego potential property tax revenue by granting
19 limited tax relief through the 79-E program, staff recommends that the City Council carefully balance the
20 benefit of enabling projects that might not otherwise "pencil out" and the public benefits to be derived
21 from such projects versus the property tax revenue foregone through the tax relief.

22
23 The 79-E statute, and the program as adopted by the City, already requires the City Council to determine
24 that one or more of the enumerated public benefits is generated by a project in order to grant up to five (5)
25 years of tax relief. And whereas an increase of residential housing in our downtowns is a goal expressed
26 in the 2012 Master Plan as well as the recent visioning efforts conducted for both Downtown Lebanon and
27 West Lebanon Village, granting two (2) more years for projects that result in new downtown housing
28 seems to address stated community goals.

29
30 For purposes of determining whether to grant additional years of tax relief for projects that will include
31 affordable housing, staff recommends that the City utilize the definition of "workforce housing" instead
32 of the term "affordable" from RSA 674:58. In that statute, the State defines workforce housing for rental
33 units to mean "rental housing which is affordable to a household with an income of no more than 60
34 percent of the median income for a 3-person household". While "affordable" connotes a relative and
35 variable threshold as determined by an individual household's gross annual income, "workforce housing"
36 provides a rental threshold that is specifically tied to the region's Area Median Incomes (AMI) and the
37 community's need for truly affordable housing. New Hampshire Housing Finance Authority annually
38 publishes "Workforce Housing Purchase and Rent Limits", which provides information about the
39 estimated maximum affordable amounts for purchase and rent in each of the State's Metropolitan or
40 County (Non- Metro) Fair Market Rent Areas and which incorporates the 60% of AMI threshold for rental
41 units (see attached).

42
43 In exchange for granting the additional four (4) years of tax relief for projects that include "workforce"
44 housing, staff recommends that the City Council require developers to provide either: a) at least 40% of
45 residential units at rates affordable to households with an income of no more than 60% of AMI or, b) at
46 least 20% of units at rates affordable to households with an income of no more than 50% of AMI. These
47 thresholds are the same as those associated with the Low Income Housing Tax Credit (LIHTC) program
48 administered through the New Hampshire Housing Finance Authority and provide clearly definable

requirements for the number of units and level of affordability necessary to merit the additional tax relief.

However, staff understands that a significant purpose of the 79-E program is to enable and incentive rehabilitation projects that may not otherwise be financially viable. If the City Council concludes that requiring a project to achieve the recommended affordability standards would undermine the viability of the project and prevent it from occurring at all, then the Council should have the discretion and freedom to vary the affordability requirements while still balancing the overall benefit to the community against the potential tax revenue foregone.

PRESENTATION & COUNCIL DISCUSSIONS

City Manager Mulholland noted this is a statutory process that the City has adopted. The Council will have to act on this within 60 days one way or the other. There are a number of things required:

- Make a determination of the years in the different categories, and
- Make a finding of public value.

Mr. Jon Livadas, Developer & Representative of LWM Residential LLC, walked the Council through their proposal for the Woolen Mill and gave a few pictorial renderings in his presentation. He spoke about the new changes made to the Woolen Mill, the new site plan, ingress/egress to the Woolen Mill, and a rendering of what the mill will look like once completed.

SUMMARY OF PROJECT CHANGES

REMOVAL OF NEW BUILDING AT 43 MECHANIC ST.

- NEW BUILDING AT 43 MECHANIC ST. WAS REMOVED AND THE EXISTING BUILDING WILL REMAIN AND BE RENOVATED. SURFACE PARKING WILL BE PROVIDED ON THE REMAINDER OF THE LOT.

REDUCTION IN UNIT COUNT

- 183 UNITS (PREVIOUSLY 196)

PARKING RATIO WAS INCREASED

- PARKING COUNT REMAINS AT APPROXIMATELY 213 SPACES

New Site Plan:



1
2 **Mill Court Yard Rendering:**



3
4
5 **The applicant has requested fifteen (15) years of 79-E abatement (tax relief) for the project:**

- 6 • **5 years for the base project that complies with the program requirements;**
- 7 • **2 years for the rehabilitation project that results in new residential units;**
- 8 • **4 years for a project that substantially rehabilitates a qualifying historic structure,**
- 9 • **4 years for a project that includes 10% of their units for affordable housing, with that**
- 10 **affordability being spread evenly across unit type and 60%/80%/100% of AMI**
- 11 **classifications.**

12
13 Mr. Livadas added that they are aware that there are funds that the City has received from an H&S Grant
14 for the Heater Road Development, and we would like to also ask for the ability to utilize that money
15 immediately for remediation/demolition and explained his reasons, noting this is a brown site.

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

19
20 **Council Discussions:**

21
22 Mayor McNamara noted that 15 years (tax abatement) is something that the City has never had. What is
23 being asked for (from the applicant) is +/- \$11M-\$18M over the 15-year period. This is essentially
24 money the taxpayers are going to be funding for this project. He felt this is a really good project in an
25 area of the City that is not attractive; it does bring a large amount of housing into Lebanon's Downtown;
26 and also noted it is a brown site. From the Council's perspective we want to make sure that this taxpayer
27 investment is enough to make this pencil out for Mr. Livadas, but do not spend more tax money than we
28 need to.

29
30 Mr. Livadas spoke about the present net value of the Mill and noted it is pretty clear they qualify for 7
31 years and with the historic component it will get us to 11 years. The value of those additional 4-years at
32 the end are the least valuable for them. The reality of the situation they are in is an unprecedented time
33 for inflation (up 40%), interest rates have more than doubled (theirs went up by \$1M). In terms of just
34 trying to quantify those dollar amounts by adding affordability, in today's dollar, that reduction in rent is

1 a loss in value of \$6M on their project. Fast forward to 12 years, it goes to \$8M in (lost) value. If we are
2 talking about today, we are talking about today, the economic and finance availability is the biggest issue
3 because lenders aren't lending and investors are not willing to take the risk. They are not just here asking
4 because for this it is not viable, this is the legislation that was passed years ago, and our development is
5 exactly what this legislation is for and further explained his reasoning.

6
7 Mayor McNamara reiterated again that while this is a wonderful project the Council still answers to the
8 taxpayers. This is an investment, by them, in the downtown and we want to make sure we get the best
9 investment we can for the taxpayers. The first 11-years is pretty clear to him, but he was not as confident
10 in the last 4-years for the 18 affordable units. With regard for the funds the City received from the State
11 for the Heater Landing Project, he was less inclined to throw that into the pot because the City would be
12 better off in using that \$440K to help facilitate a project that is dealing to what we referred to as the
13 "missing middle" (small, affordable owner occupied housing). The \$440K will go a long way toward
14 prepping a site for that type of housing project. He was inclined toward giving 79-E funding to some
15 extent but was dis-inclined to add the Heater Landing funds.

16
17 Council Liot Hill noted the Council received an email from the City Manager and read the memo
18 verbatim into the record as follows:

19
20 Mayor McNamara and Councilors;

21
22 In advance of the public hearing on 11/15 regarding the 79-E application for the Woolen Mill I wanted to
23 make sure the Council takes certain pieces of information into consideration.

- 24
25 1. To clarify it is important to remember that the statutory provisions allowing for the number of
26 years of tax exemption are the maximums the City can provide. The Council has the flexibility to
27 provide none, some or the maximum number of years requested. Similar projects that Jon has
28 been involved in, in the Town of Newport and City of Claremont in which he has requested 79-E
29 relief have resulted in 3 years and 7 years, respectively.
- 30 2. I would highly encourage the Council to have very specific language to be included in the
31 covenant regarding the public use components that Jon is proposing. There is no going back once
32 we ink the agreement. Jon is a good person to work with however he is not the only partner, and
33 it is common for these enterprises to be sold after they are built.
- 34 3. The City of Nashua only provides the number of years of tax exemption that are necessary to
35 ensure the project pencils out. We haven't but we could ask Jon to provide his financials and
36 demonstrate the gap. Nashua has been very successful in this effort involving similar
37 projects. Everyone else who applies for a property tax exemption including our elderly residents
38 must provide their financials. All our non-profits must do the same on forms that we provide
39 (state forms). Because of the size of his project the Council may wish to consider this.
- 40 4. Although no one has asked I am providing what the project tax exemption amount would be. If
41 you use Jon's value he indicated on application, it would be approximately \$1.2 million in tax
42 dollars per year based on the 2022 tax rate. That is likely to go up every year as you well
43 know. If you use Jon's numbers that would equate to \$18 million dollars in exempted tax
44 revenue over a 15-year period. Jon has subsequently stated that he thinks the buildings will equal
45 a value of \$36 million. That is about \$700,000 a year or \$11 million over a 15-year period again
46 based on the 2022 tax rate which is of course higher now and is likely to increase each year
47 resulting in a higher number.

- 1 5. There has been much talk about the island. The Council may want to consider having Jon agree
2 to a conservation easement for the island if we do not want him to turn it over to the City.
3 6. The timing of this discussion could not be worse. We just announced the tax rate would be going
4 up \$1.24 for 2023 and we are projecting a 4.6% increase in the City rate for 2024, unknown what
5 the school, county or SWEPT rates will be. While most residents will be paying more in the tax
6 bills, they will be receiving probably around the time of this public hearing in two weeks, we will
7 be providing a tax exemption to a for profit entity. This will likely be a front-page Valley News
8 article. I am sure the timing is not lost on you.
9

10 Staff has been working with Jon for several years on this project to help him be successful. The present
11 derelict structure is a drain on our downtown. Jon's plans are a real plus for the City in so many
12 ways. Critical housing will be provided in our downtown core. When we generated the policy for 79-E it
13 was written in the context of the Woolen Mill Project as we anticipated there would be an application at
14 some point for this project. The Woolen Mill is exactly the type of project that RSA 79-E was created
15 for. We very much want Jon to proceed with this project. What I am suggesting is that the Council look
16 at this critically as I know you will. We should be careful that we do not give up more than we need to
17 and that we clearly delineate in the covenants the public use that has been proffered. If anyone has any
18 questions, please do not hesitate to contact me.
19

20 Shaun Mulholland
21 City Manager
22 City of Lebanon, NH
23 51 N. Park St.
24
25

26 City Manager Mulholland noted this is a critical project and Deputy City Manager David Brooks helped
27 to draft this policy we were looking at for this project. At the time there was no application in
28 consideration, but we expected there would be. The Woolen Mill is probably the worst looking building
29 in our downtown area, and it has a lot of hazardous material. This is what our City's 79-E Program was
30 designed for: to help make these projects viable so that they can be cleaned up by the private sector. He
31 also suggested that we do not give up more than we have to and further explained his reasons.
32

33 Mr. Livadas spoke about the design of the building around the public plaza, noting they did not have to do
34 this and did not have to build a river walk, or connect off Mechanic Street. We have 196 units approved.
35 While he agreed with the City about this project being a partnership, he could not guarantee he would be
36 here in 15 years, but his desire is to own this project and they have gone above and beyond in thinking
37 about the public good. In terms of financials, he thought it was a dangerous precedent to start sending
38 financials around. We are at the inflection point of whether or not we risk building this project. In terms
39 of the island, his desire is to one day have access to that island noting that for conservation everyone may
40 be looking at it differently in 15 years. While he was open for a discussion (on a conservation easement)
41 he felt this would just get in the way of the bigger discussion at hand.
42

43 In response to Mayor McNamara's question regarding the approximate premium for turning this into a
44 public space vs. parking/parking garage, Mr. Livadas noted that a surface parking space costs +/- \$35K
45 per space and a parking garage is +/- \$50K. Additionally, the parking garage would be built into a
46 hillside and spoke about the work/cost that would be needed.
47

1 At the request of Councilor Liot Hill, Mr. Livadas spoke about his background, experiences, personal
2 investments over the last 15 years as a developer, and the locations/companies where he previously
3 worked. Both he and his partners are Dartmouth/Tuck School of Engineering Alumni.
4

5 In response to Councilor Liot Hill's question regarding whether or not this project would be viable if he
6 was only granted a 7-year (tax abatement) instead of 11 or 15 years, Mr. Livadas noted it would make
7 things more difficult and he would have to check with the investors. We need every bit of assistance to
8 move this along. In response to Councilor Liot Hill's question regarding whether or not this project is
9 more or less viable if it's 11-years without the affordability component, or if it is 15-years with the
10 affordability component, Mr. Livadas said it would be close to the same and explained his financial
11 reasons.
12

13 Councilor Sykes spoke about his reasons why he felt a conservation easement would be a good thing for
14 the island. Mr. Livadas noted he has no problem with an easement but he has no information about the
15 island. He was just saying that making a decision on that now with no information would just be getting
16 in the way of the big decisions. Councilor Sykes was interested in either a conservation easement or
17 something else that prohibits any development of the island forever.
18

19 Councilor Wilkie concurred with Mayor McNamara around the affordability and questioned whether this
20 project is actually a good benefit to the community and asked for rent projections. He spoke about the
21 many open positions in the retail/food services and the wages people make in these areas who will require
22 more affordable housing. His concern is that if most of the units (90%) are going to be more than the
23 AMI, we are creating a greater need for affordable housing rather than lessening the burden.
24

25 Mr. Livadas explained the income needed for a one person household would be \$80K/year; a studio for a
26 single person would be \$2K per month and noted that the market now is 99% leased. Building 200 units
27 will create more supply, which will help with demand. The issue we have now is that people are paying
28 \$2K to live in a 300 sq. ft basement/apartment. There are people who are making enough money to live
29 in these apartments (i.e., DHMC staff). We feel like we are developing a true market rate development in
30 a prime walkable location that will justify those rents and further explained his reasons.
31

32 Councilor Wilkie felt the Council was being pushed into the smallest and most expensive opportunity.
33 He understands that we are trying to alleviate the incredible low vacancy rate in the City and spoke about
34 his reasons why he was concerned about the City entering into this partnership, noting that the 11-15 year
35 (tax abatement) is unprecedented and wanted to make sure that if the City becomes a partner without
36 seeing the financials that we are not shooting ourselves in the foot by providing rental housing at rates
37 that people might expect to be purchasing a home at. He was excited about this project, but was uncertain
38 if it was worth having the taxpayers support 15-years of tax abatement for primarily market rate housing.
39

40 Councilor Heistad spoke about why he agreed with Councilor Sykes' comments regarding a Conservation
41 Easement for the island.
42

43 Assistant Mayor Below suggested that one part of this deal could be that the City ends up owning this
44 island, which could then be preserved for public access further down the road. He further suggested the
45 open plaza be formalized in an agreement that public access be maintained. We are at a point of whether

1 or not we can balance the employment opportunities with the hot residential real estate market and felt
2 this project would be a significant step moving forward and it would be attractive housing for many
3 people. There is value in getting those 10% of affordable units.
4

5 Mr. Livadas said he would be open to the proposals regarding public access and can figure out a way to
6 make it work out, but we are not going to be in a position to put in easements, or anything legally
7 speaking that would hinder the value of the property or creating friction with the ownerships of the
8 property. In terms of making the City comfortable, they will be giving access to the public.
9

10 Assistant Mayor Below noted this would make it tough and suggested that in between an easement and
11 just a good faith intent there should be some form of license. City Manager Mulholland noted this could
12 be a covenant and explained the difference between an easement and a covenant. Mayor McNamara also
13 noted there is a difference between a formal easement and a legally binding agreement for usage. Further
14 discussion ensued regarding the legal language and the time requirements for a covenant.
15

16 Councilor Simon spoke about the \$440K to dismantle 25 Mechanic Street, noting that as much he would
17 like to see this (property) gone tomorrow, we have an obligation to not only work with Mr. Livadas but
18 with other folks who are trying to develop our community. We own several pieces of vacant property
19 where we have talked about putting in cottage clusters and other types of housing. He was not inclined to
20 give them that money right now, noting the City has other needs for those funds. He wholeheartedly
21 agreed with Assistant Mayor Below regarding the positive effects this housing project would have and the
22 unique situation we are in with the shortage of employment in the area. He also noting he had friends
23 that would have stayed in Lebanon if there were apartments like this because they wanted all the
24 amenities. We are in the process of building affordable workforce housing on Spencer Street, so this is
25 not the only project that will attempt to provide some need. It is somewhat of a victory that we have this
26 proposal with the affordable housing component. He struggled with the 15-year (tax abatement) because
27 at the end of the day, he has to look at what his taxpayers say to him: Geesh, I can't remodel my house
28 under any of these rules, but I get a visit from the tax assessor and my tax bill goes up, but now you are
29 giving millions of dollars of tax abatement. He also concurred with Assistant Mayor Below and the City
30 Manager regarding (a covenant) for the island.
31

32 Councilor Sykes spoke about his reasons why it was important to address the issue of a conservation
33 easement for the island and to have a requirement for public access that is clearly laid out. He also felt
34 the 10% of affordable housing was an important component for this project and was against adding the
35 Heater Landing funds items to this project.
36

37 Councilor Whittlesey spoke about his reasons why he supported having legal rights built into any
38 agreement. Like any other investor, we are seeking assurances regarding our rights and would not want
39 to move forward without some kind of covenant that protects our rights. His concern overall is the
40 financials because it is really hard to evaluate what is a reasonable amount of the 79-E request vs. the
41 public/taxpayer needs and the needs of the developer. The scale is so much different than the other 79-E
42 programs he has been involved with for the City and because of all this, he believed Mr. Livadas was
43 seeing a higher degree of review by the Council and felt this was warranted and justified. He did not feel
44 the extra 4-years (tax abatement) for affordable housing made sense and further explained his reasons.
45

1 Mr. Livadas wanted to compare what they are doing as compared to the other 79-E projects, noting we are
2 renovating a historic mill, building a park, and a riverwalk and going out of our way to do these. We
3 want to work together to get there but it feels a little bit like because of these things, we are now in this
4 broader discussion about how many years should we give them, even though we qualify. He is just trying
5 to understand, if we are looking at past precedent, when was 9-years given; what year was that; what was
6 the interest rate; what was the cost to build it; did they have a public plaza? We want the City to feel
7 comfortable knowing you will have access (public access) forever, and we can figure that out.
8 Conservation for the island, there is no issue with that. He also talked about the current parking lot in the
9 Mill.

10
11 Mayor McNamara could not recall the specifics of other 79-E projects. In generalities, the delta between
12 their condition when the 79-E approval was given, and theirs was a smaller delta than Mr. Lavada's
13 project. In those projects, the City was an investor but we were relatively a minor investor for a relatively
14 short period of time. In this project, the City is truly a very major investor. Let's say this is a \$50M
15 project and even at \$1M-\$3M in forgone tax revenue over 15 years, we are an \$18M investor on a \$55M
16 project. For him, this is the most major 79-E project the Council has ever had come before us.

17
18 In response to Councilor Liot Hill's question, Deputy City Manager David Brooks noted that since the
19 program was adopted by the Council in 2016 there have been 4 projects that have received tax relief.
20 Two projects resulted in new residential dwelling units, so they received 5-years for the base program
21 (renovation/restore an existing structure) and received 2-years for the creation of new residential units:
22 7-years total. There were two other projects (Hanover St/Main Street W. Leb) that involved energy
23 upgrades, façade improvements, etc. that did not result in residential units. In both of those cases they
24 requested and received 5-years for the base program. No project has ever received more than 7-years. He
25 was also not aware of any project that has ever been proposed that would hit all the boxes to even request
26 more than 7-years. City Manager Mulholland noted it is important to understand that these structures
27 already existed and we are talking about really small numbers compared to this project, which is huge.
28 Mayor McNamara noted that while there are some new buildings in this project, this is not all historic
29 preservation of an existing building.

30
31 Councilor Liot Hill spoke about the history of the State's legislation for the 79-E program, noting that
32 each community has to actually adopt (the 79-E Program) for themselves. Our past precedence has been
33 that projects who qualify have been given the maximum base, which is 5-years. Based on the Council's
34 precedent, we can get to 11 years on a very basic project, a project that does not have to include the island
35 or any public access to the property. To her, it seems this (Mill) project qualifies for 11 years without
36 some of the additional public amenities. The law requires that we find public benefit. The law does not
37 require that there be public amenities. The river trail, access to the Mill yard, and access to the island are
38 actually public amenities. To her, this project qualifies for the public benefit. The question then
39 becomes:

- 40 • Do we add an additional 4-years for affordability (housing)?
- 41 • How do we address the public amenities (an additional public benefit) in an equitable way?

42
43 She further talked about the affordability component; the location of the Mill and all that it offers to the
44 public; the cost to the taxpayers of \$18M over time; do we think that this project is worth somewhere

1 between \$2.8 - \$4.8M to add 20 units of affordable housing to the downtown and further explained her
2 reasons. She felt it was worth investing that additional amount and spoke about her reasons.

3
4 In response to Councilor Wilkie's clarifying questions, Deputy City Manager Brooks noted that the
5 application for 1 Mechanic Street predated the creation of the (AMI) template and used a different
6 definition (30% of income). The Council concluded that this property did not qualify for the additional 4-
7 years. For South Park Street, renovation of the main building was started before the City's 79-E program
8 was even adopted. What was granted for this project only applied to the new addition.

9
10 Mayor McNamara did not feel there was a lack of flexibility, nor did he necessarily feel the need to pay
11 an additional amount for public amenities and explained his reasonings. He did not feel tied to 11/15-
12 years and thought the Council had a lot of flexibility based on the characteristics of the project.

13
14 Councilor Sykes spoke about his reasons why he felt the public good was huge for this project, noting
15 employers need more housing units and the City needs more housing units.

16
17 Mayor McNamara felt it important to make the distinction that not all applications apply to new units
18 (i.e., no subsidy for units on Mt. Support Road). The importance of this project is these units are being
19 created in downtown and in a 79-E District.

20
21 Councilor Heistad spoke about how the Mill is depreciating and is not being repaired or maintained and
22 by going forward with this project, we would be making a better use of an asset we have and will not lose
23 it.

24
25 Mr. Livadas again spoke about his reasons why this project actually qualifies for 2 additional years and
26 then spoke again about the benefits to the City. He also respectfully informed the Council that if they do
27 not get the 79-E funds as requested, those public amenities will be the first to go away due to finances.

28
29 The Council, including Mr. Livadas, discussed: whether or not to move forward with a Motion tonight;
30 the need to address public access to the island in any agreement; how time is of the essence for Mr.
31 Livadas; making a Motion of Intent; discussions around the 15-year tax abatement; discussions around
32 having the tax abatement go to 11 or 12 years; the rental affordability of the Mill's apartments; potentially
33 raising the affordability housing units to 20% instead of 10%; expressing the intent in a motion that
34 includes 15-years providing all language regarding public access and a covenant to protection the island
35 are included.

36
37 ***Councilor Liot Hill MOVED, that the Lebanon City Council expresses the intent to enter into and***
38 ***approve the application of LWM Residential LLC for a 79-E for property assessment tax relief under***
39 ***79-E as expressed in the City Council packet of November 15, 2023, provided that agreements be***
40 ***executed regarding public access to the development and public access or ownership of the island for***
41 ***15-years.***

42
43 ***Seconded by Assistant Mayor Below.***
44

1 The Council continued to debate the wording of the Motion at 15-years; whether or not Mr. Livadas
2 should withdraw his application and resubmit it adding the terms of an agreement that addresses public
3 access to the amenities, public access to the island (Conservation Agreement); Opening/closing times of
4 access to the public ; how agreeing to 11-years tonight would help give Mr. Livadas the direction LWM
5 Residential LLC should go; if potentially withdrawing the Motion would provide a faster turnaround
6 time; the need to not rush into this project (\$18M) because the City needs to know what they are buying
7 into; how the public hearing must be held within 60 days of receiving the application and the Council
8 would then have up to 45-days to make a determination; adding into the Motion: “ the results of the
9 negotiation, if any, shall come back to us (Council) by such and such a date.”

10
11 In response to Mr. Livadas’ question about whether it was possible to have a consensus that would make
12 LWM Residential LLC feel a little more comfortable and allow them to keep on working as we are
13 marketing it; Mayor McNamara said a Straw Poll could be taken.

14
15 Councilor Zook suggested that the Motion by Councilor Liot Hill be withdrawn, and a Straw Poll be
16 taken that would give LWM Residential LLC some direction without committing the Council to the
17 details of what an arrangement would be.

18
19 Councilor Liot Hill withdrew her Motion.

20
21 City Manager Mulholland explained to Mr. Livadas that we would be setting a Public Hearing tonight and
22 then he would come back at a future date. When we come to that Public Hearing we will have the
23 information that the public can actually see what is being proposed.

24
25 Mayor McNamara called for a Straw Poll regarding a re-application for 11-years (tax abatement) without
26 the affordable housing but with some more definitive language on the public amenities and the island.

27
28 **Councilors in support of 11-years (tax abatement):** Whittlesey, Zook, Simon, , Heistad, Wilkie,
29 Assistant Mayor Below (prefers to the affordable component to this with 15-years), Councilor Liot Hill
30 also prefers to see the 15-years with the affordability; Sykes voted against the 11 years because he would
31 like to see 15-years: Mayor McNamara would vote for 12-years with an affordable component.

32 **Voting for: (5)**

33 **Voting against: (4)**

34
35 ***Councilor Simon MOVED to table this matter until a Special Meeting can be held on December 14,***
36 ***2023, at 7:00PM in Council Chambers.***

37 ***Seconded by Councilor Sykes.***

38
39 **Roll Call Vote:**

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

42 ***Voting Nay: Council Wilkie***

43
44 ****The Vote on the Motion was approved (8-1).***
45

1 **NOTE:** The Draft Resolution presented in the Council agenda packet was removed as this may be
2 changing after the Council and Mr. Livadas meet again in December.

3
4 ***Councilor Liot Hill MOVED to extend the meeting to 10:30 PM***
5 ***Seconded by Councilor Heistad.***

6
7 **Roll Call Vote:**

8 ***Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, Zook and***
9 ***Mayor McNamara all voting Yea.***
10 ***None voted Nay.***

11
12 ****The Vote on the Motion was approved (9-0).***

13
14 **ACTION:**

- 15
16 **B. City Charter Amendments** - A public hearing for the purpose of receiving public input and
17 taking action on a resolution to direct the City Manager to file a report with the City Clerk and
18 subsequently with required State agencies for review of proposed Charter amendments in
19 accordance with NH RSA 49-B:5,I(b).

20
21 Included in the agenda: ***NOTE: All supportive documents and information can be found on pages***
22 ***58-62, Council agenda packet.***

- 23 1. Draft Proposed Charter Amendment Language

24
25 **BACKGROUND**

26 The Charter was first created and formally effectuated in 1957 when Lebanon chose to become a City with
27 a City Council-City Manager form of government. As we continue to evolve with changes in laws,
28 regulations, processes, and technology, it has become apparent that changes to the Charter are needed to
29 create consistency and increase efficiency.

30
31 In accordance with the provisions of RSA 49-C, to change the Lebanon Charter, the City Council must
32 first schedule and hold a public hearing concerning the proposed amendment(s). Following the public
33 hearing, if the Council votes to proceed with the amendment process, the Council must cause a report to be
34 filed with the City Clerk containing the final draft of the proposed Charter amendment(s). The City Clerk
35 must then file a certified copy of the report with the NH Secretary of State, the NH Attorney General, and
36 the Commissioner of the NH Department of Revenue Administration, each of whom has 45 days to review
37 the proposed amendment to ensure that it is consistent with the general laws of the state. Only after the
38 three state agencies have approved the proposed amendment can the Council take action to have the
39 proposed Charter amendment placed on the ballot at the next municipal election.

40
41 The 2024 Municipal Election will take place on March 12th. If passed by the voters, the Charter amendments
42 would not be effective until July 1, 2024.

43
44 **Mayor McNamara opened the Public Hearing. Hearing no comments from the public, the Public**
45 **Hearing was closed.**

ACTION:

Councilor Liot Hill MOVED to,

BE IT RESOLVED that the Lebanon City Council hereby determines that the proposed amendments to the Lebanon City Charter to remove the requirements for a Personnel Advisory Board and a Grievance Board is necessary and appropriate.

Proposed amendments are as follows:

Amend Section III, Administration, §C419:17 by deleting reference to the manager's power to appoint a member of the personnel advisory board under Section 53.

Amend Section IV, Merit Plan, §C419:53 and §C419:53a by deleting and repealing the sections in their entirety.

Explanation: The purpose of these amendments is to remove the provisions from the Charter as they are administrative in nature and governed by the City Manager through provisions in the Employee Handbook and the four collective bargaining agreements. The Employee Handbook is amended from time to time through the process outlined in

§C419:51 of the City Charter.

BE IT FURTHER RESOLVED that the Lebanon City Council hereby directs the City Manager to cause a report to be filed with the City Clerk containing the final draft of the proposed Charter amendments to delete and repeal §C419:53 & §C419:53a; and to amend

§C419:17 by deleting reference to the manager's power to appoint a member of the personnel advisory board as summarized in the agenda packet materials for the City Council's November 15, 2023 meeting, after which the City Clerk, in accordance with NH RSA 49-B:4-a, I, shall cause a certified copy of such report to be filed with the New Hampshire Secretary of State, the New Hampshire Attorney General, and the Commissioner of the New Hampshire Department of Revenue Administration.

Seconded by Councilor Simon.

Roll Call Vote:

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

None voted Nay.

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

**CHAPTER C
CHARTER**

CITY OF LEBANON, NEW HAMPSHIRE

CHAPTER 419 – Excerpt of Relevant Sections to be Amended

1 III
2 Administration

3 § C419:17 Mayor.

4 [Amended 11-6-1973; 11-16-2022]

5
6 Each year the council shall elect one of its members mayor at its first meeting after the terms of office of
7 the newly elected members begin. A majority vote of all members of the council is necessary for election
8 of the mayor. The mayor shall preside at council meetings and may speak and vote at those meetings. The
9 mayor shall be head of the city for all ceremonial purposes. The mayor and council voting as a unit,
10 neither with a veto over the other, shall make appointments of members of the Lebanon Housing
11 Authority and the Zoning Board of Adjustment. All other administrative duties prescribed by the general
12 statutes shall be exercised by the manager. Nothing in this section shall be construed to take away the
13 manager's power to appoint all administrative officers listed in Section 32 of this chapter, ~~or his or her~~
14 ~~power to appoint a member of the personnel advisory board under Section 53 of this chapter,~~ or the
15 manager's power to appoint an administrative official of the city to the Planning Board, or the manager's
16 general power to appoint any administrative officers authorized under any ordinance. Each year the
17 council shall elect from its members an assistant mayor who shall act as mayor during the absence or
18 disability of the mayor, and if a vacancy occurs, shall become mayor for the completion of the unexpired
19 term.

20
21 IV
22 MERIT PLAN

23 ~~§ C419:53 Personnel Advisory Board.~~

24 ~~[Amended 3-8-1977]~~

25
26 ~~There is hereby established a personnel advisory board of three citizens holding no other political office~~
27 ~~and appointed, one member by the manager, one by the council, and the third by these two appointees. In~~
28 ~~the first instance only, the member appointed by the manager shall serve for one year, the member~~
29 ~~appointed by the council for two years and the third member for three years, in each case beginning on the~~
30 ~~date of appointment; the term of all succeeding members shall be for three years beginning on the~~
31 ~~expiration of the term each succeeds. It shall be the duty of the personnel advisory board to study the~~
32 ~~broad problems of personnel policy and administration, to advise the council concerning the personnel~~
33 ~~policies of the city and the manager regarding the administration of the merit plan.~~

34
35 ~~§ C419:53a The Grievance Board.~~

36 ~~[Amended 3-8-1977]~~

37
38 ~~There is also hereby established the Grievance Board of the City of Lebanon whose duty shall be to hear~~
39 ~~appeals of any employees aggrieved as to their status or condition of their employment. The Grievance~~
40 ~~Board shall consist of three members: one member shall be appointed by the city council, one member~~
41 ~~shall be appointed by the employee association, group or union from which the aggrieved employee may~~
42 ~~come, and the third member shall be appointed by the first two appointees. The member appointed by the~~
43 ~~city council shall serve for a two year term. The other two members will be appointed at the time of a~~
44 ~~request for a specific grievance hearing. In case of an unavailability to serve by any member during any~~

~~grievance procedure, a replacement will be chosen for the term of that procedure in the same manner as the original holder of the appointment.~~

9. OLD BUSINESS: NONE

10. NEW BUSINESS

- A.** Request from the Lebanon Opera House for an Exemption (per §14-5) of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City property in 2024.

Included in the agenda packet: ***NOTE: All supportive documents and information can be found on pages 63-68, Council agenda packet.***

BACKGROUND

Lebanon Opera House (LOH) is requesting the City Council grant an alcohol exemption to provide them with the ability to serve alcoholic beverages on certain City property and within City Hall during LOH events and performances. City property outside of City Hall to be included in this request are the alley between City Hall and the neighboring building located at 55 North Park Street (Dutille's Jewelry building), the back parking lot behind City Hall, the sidewalk in front of City Hall, and all other areas immediately surrounding the building. The request is from January 1, 2024, through December 31, 2024.

City Administration has no objection to any of the above.

City Code Chapter 14, Alcoholic Beverages, §14-5, Exemption states that, "Any person, publicly recognized organization, organized group, family group or business may be exempted from the provisions of this article for a short period of time not exceeding 12 hours, upon first obtaining permission from the City Manager after consultation with and approval by the Chief of Police.

For a period of time exceeding 12 hours but not exceeding one year, permission must first be obtained from the Lebanon City Council and reviewed on an annual basis." Due to the nature of the business and the desire to continue to serve alcohol on City-owned property, Council approval is required pursuant to §14-5 above.

ACTION:

Assistant Mayor Below MOVED, that the Lebanon City Council hereby grants an exemption pursuant to §14-5 of City Code Chapter 14, Alcoholic Beverages, to Lebanon Opera House to serve alcoholic beverages during LOH events and performances in areas as described in the November 15, 2023 City Council Agenda Packet. Exemption shall be valid beginning January 1, 2024 and shall expire on December 31, 2024

Seconded by Councilor Wilkie.

Roll Call Vote:

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

None voted Nay.

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

- 1
2 **B. Presentation of First Reading & Set Public Hearing for December 13, 2023: Amendments to**
3 **Ordinance #18, Salary Plan, to include implementation of a 2.2% General Wage Increase, and to**
4 **retitle, reclassify, and add positions to the existing salary plan.**
5

6 Included in the agenda packet: ***NOTE: All supportive documents and detailed information can be***
7 ***found on pages 69-78, Council agenda packet.***
8

9 **BACKGROUND**

10 The City Council is asked to take action to amend Ordinance #18, Salary Plan, as follows:

- 11 1. Implement a 2.2% General Wage Increase for 2024, for all Non-Affiliated positions, and
12 all positions within the following Bargaining Units: Lebanon Professional,
13 Administrative, and Salaried Employees (LPASE), Lebanon Permanent Firefighters'
14 Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF) and
15 Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent
16 Association (NEPBA)
17 2. Article II, Non-Affiliated Employees to:
18 I. Add the non-exempt position of Facilities Maintenance Specialist,
19 within the Public Works Department, to Grade 4.
20 3. Article II, LPASE Employees to:
21 I. Add the non-exempt position of Cemetery Supervisor, within the
22 Public Works Department, to Grade 9.
23 II. Retitle Solid Waste Foreperson, Grade 9 position, to Solid
24 Waste Supervisor.
25 4. Article II, Seasonal/Temporary & Stipend Employees to:
26 I. Retitle the following positions, with the Library Department:
27 a. Circulation Substitutes retitled to Library Clerk I
28 b. Custodian Substitutes retitled to Library Custodian Substitute
29 c. Reference Librarian Substitutes retitled to Library Clerk II
30 II. Implement additional wage adjustments to the following positions:
31 a. Outdoor Adventurer – Educator
32 b. Library Clerk I (Newly Retitled)
33 c. Library Custodian Substitute (Newly Retitled)
34 III. Relocate the following positions:
35 a. Tree Warden from Recreation, Arts & Parks Stipend
36 Positions, to Public Works Positions, as a non-exempt
37 position.
38 b. Softball Coordinator position from Recreation, Arts &
39 Parks Positions, to Recreation, Arts & Parks as a
40 stipend position.
41 5. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL
42 #1348/COUNCIL 93 AFL-CIO, to:
43 I. Retitle the following positions:
44 a. Airport Maintenance Foreman to Airport
45 Maintenance Supervisor
46 b. Foreman to Supervisor
47 c. Parks & Grounds Crew Foreman to Parks & Grounds

Crew Supervisor

6. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to:
 - I. Adjust pay grades in conformance to the Collective Bargaining Agreement, and the Wage Study conducted in May of 2021.

2024 General Wage Increase (GWI)

The City Manager is responsible for maintaining the City's Compensation and Classification Plan. Within Ordinance #18, compensation for exempt (salaried) and non-exempt (hourly) Non-Affiliated employees is expressed as a minimum and maximum grade range, via hourly rates for non-exempt employees, and weekly rates for exempt (salaried) employees. Movement within ranges is achieved through annual General Wage Increases, and merit or step adjustments, applicable for employees who are not already at the top of their wage range. To be useful, it is imperative that compensation and classification systems be kept current. This is achieved primarily by revising compensation ranges through regular general wage adjustments and by systematically reviewing all positions on a regular basis. This is achieved by meaningful sampling of the labor market and internally relative to other positions.

For general wage adjustments, the City's practice is to use the percentage change in the Northeast Region CPI for June, from 12 months prior, with a minimum adjustment of 1% (floor), and a maximum adjustment of 3% (ceiling). This is true for Non-Affiliated (non-union) employees, as well as those that belong to our Collective Bargaining Units, which include:

- Lebanon Professional, Administrative, and Salaried Employees (LPASE)
- American Federation of State, County and Municipal Employees, Local #1348/Council 93 AFL-CIO (AFSCME)
- Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF)
- Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

The increase in the Northeast Region CPI, for the period of June 2022-June 2023, was 2.2%. As a result, the City Council is being asked to take action, and implement a 2.2% General Wage Increase for all employees, as part of the 2024 City Budget. This change would be effective as of the first pay period of 2024.

In addition to the General Wage Increase (GWI), City Administration is proposing additional amendments, as outlined below.

Article II, Non-Affiliated Employees

City Administration is proposing the addition of a Facilities Maintenance Specialist position. The Facilities Maintenance Specialist is a non-exempt, Grade 4 position.

Article II, LPASE Employees

City Administration is proposing the addition of a Cemetery Supervisor position. The Cemetery Supervisor is a non-exempt, Grade 9 position.

Administration is also proposing that the Grade 9, Solid Waste Foreperson position be retitled Solid Waste Supervisor.

Article II, Seasonal/Temporary & Stipend Employees

The following positions within the Library Department are to be retitled:

1. Circulation Substitutes retitled to Library Clerk I
2. Custodian Substitutes retitled to Library Custodian Substitutes
3. Reference Librarian retitled to Library Clerk II

Furthermore, due to the difficulty hiring for specific positions within the Seasonal/Temporary & Stipend classification, Administration is proposing additional wage adjustments, above the 2.2% GWI, for three positions, to include:

1. Outdoor Adventurer – Educator
2. Library Clerk I (Newly Titled)
3. Library Custodian Substitutes (Newly Titled)

Administration is proposing that the Tree Warden position, currently a position within the Recreation, Arts and Parks Department, be relocated to the Public Works Department and be changed from a stipend employee to an hourly employee; and that the Softball Coordinator position be relocated from an hourly employee to a stipend employee.

Article III, Bargaining Unit Employees

SECTION A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

For consistency purposes, City Administration is proposing that the following AFSCME positions be retitled:

1. Foreman retitled to Supervisor
2. Airport Maintenance Foreman retitled to Airport Maintenance Supervisor
3. Parks & Grounds Crew Foreman retitled to Parks & Grounds Crew Supervisor

**SECTION B, LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION, LOCAL 3197/
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)**

In conformance with the Collective Bargaining Agreement, and in addition to the GWI of 2.2%, pay grades in this Bargaining Unit will be escalated to the 60th percentile of the Wage and Salary Study, conducted in May of 2021.

**SECTION C, LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND
POLICE BENEVOLENT ASSOCIATION (NEPBA)**

1
2 No additional amendments are proposed.

3 **Amendment Process**

4 Amending Ordinance #18 requires three separate presentations (see City Charter subsections
5 §419:22, §419:24, §419:25, §419:52), followed by a public hearing, and the vote of at least two-
6 thirds (2/3) of all members of the City Council - six (6) members - to adopt.

7
8 The Council is asked to recognize the first of three presentations on November 15, 2023, and to
9 schedule a public hearing for December 13, 2023, to amend the Ordinance. The second and third
10 presentations will occur on December 6, 2023, and December 13, 2023, respectively.

11
12 The tables in the Council agenda packet reflect all changes (as shown in red text), to include the addition
13 of new positions, changes in position titles and/or classification, as well as the 2.2% General Wage
14 Increase. These changes would be effective as of the first pay period of 2024.

15 **ACTION:**

16 **1. ACKNOWLEDGE FIRST PRESENTATION:**

17 *Councilor Whittlesey MOVED, that the Lebanon City Council acknowledges the first of three*
18 *presentations to amend Ordinance #18, Salary Plan, as outlined in the tables contained on pages 70*
19 *through 78 of the November 15, 2023, City Council Agenda Packet*

20 **2. SCHEDULE PUBLIC HEARING:**

21
22 *Councilor Whittlesey further MOVED, that the Lebanon City Council hereby schedules a public hearing*
23 *for Wednesday, December 13, 2023, beginning at 6:00 PM, Council Chambers, City Hall, Lebanon, and*
24 *Remote via City's Virtual Platform, for the purpose of receiving public input and taking action to amend*
25 *Ordinance No. 18, Salary Plan, as fully described and contained in the November 15, 2023, City Council*
26 *Agenda Packet.*

27
28 *Seconded by Councilor Simon.*

29 **Roll Call Vote:**

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

32 *None voted Nay.*

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

34
35
36 C. Discussion & Set Public Hearing for December 6, 2023: Ordinance #2023-05 to amend City
37 Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to
38 authorize a 7.2% increase to the Water Service Rate and a 5.2% increase to the Sewer Service
39 Rate.

40
41 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
42 *pages 79-81, Council agenda packet.*

43 **BACKGROUND**

1 An increase of 7.2% to the Water Service Rate (base user rate and minimum charge) and 5.2% to the
2 Sewer Service Rate (base user rates, minimum charge, and residential flat rate), effective January 1,
3 2024, is being requested.

4
5 The proposed increases are in-line with projections offered by Raftelis as part of the 2018 Water and
6 Sewer Rate Study and are suggested in order to provide current and future resources to absorb projected
7 operations and maintenance and debt service expenses in both enterprise funds.
8

9 **ACTION:**

10 *Councilor Liot Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for*
11 *Wednesday, December 6, 2023, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote*
12 *via City's Virtual Platform, for the purpose of receiving public input and taking action on proposed*
13 *Ordinance #2023-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15,*
14 *Enumeration of Fees, to authorize an 7.2% increase to the water service rate and a 5.2% increase to*
15 *the sewer service rate, effective January 1, 2024.*

16 *Seconded by Councilor Wilkie.*
17

18 **Roll Call Vote:**

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

21 *None voted Nay.*
22

23 **The Vote on the Motion was approved (9-0).*
24

25 **D.** Discussion & Set Public Hearing for December 6, 2023: Ordinance #2023-06 to amend City Code
26 Chapter 97, Landfill Regulations, by updating the current fee schedule
27

28 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
29 *pages 82-84, Council agenda packet.*
30

31 **BACKGROUND**

32 City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language
33 from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee
34 schedule for disposal of refuse and recycling of certain materials. The fee schedule is to be reviewed
35 annually for possible updates based on current market rates.
36

37 Ordinance #2023-06 amends the current fee schedule to reflect increased disposal rates and proposes a
38 minor amendment to the definition of "Bulky Waste."
39

40 **ACTION:**

41 *Assistant Mayor Below MOVED, that the Lebanon City Council hereby schedules a public hearing*
42 *for Wednesday, December 6, 2023, beginning at 7:00pm, in Council Chambers, City Hall, and Remote*
43 *via the City's Virtual Platform, for the purpose of receiving public input and taking action on*
44 *proposed Ordinance #2023-06, to amend the Code of the City of Lebanon, Chapter 97, Landfill*
45 *Regulations, effective January 1, 2024.*

1 *Seconded by Councilor Simon.*

2
3 **Roll Call Vote:**

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

6 *None voted Nay.*

7
8 **The Vote on the Motion was approved (9-0).*

- 9
10 E. Discussion & Set Public Hearing for December 6, 2023: Ordinance #2023-07 to amend City
11 Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport
12 Landing Fees

13
14 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
15 *pages 85-86, Council agenda packet.*

16
17 **BACKGROUND**

18 Landing fees at the Lebanon Municipal Airport were last adjusted in 2021, along with an update of the
19 Rules & Regulations and Minimum Standards. A comparison of the existing landing fees and the
20 landing fees adjusted by the CPI-U Northeast was completed and the recommended adjustments to the
21 existing landing fees is shown in Ordinance 2023-07. A new category, Aircraft Detailer, was added to
22 the fees. The airport will continue to monitor the CPI-U and existing fees to request adjustments as
23 necessary.

24 **ACTION:**

25 *Councilor Sykes MOVED, that the Lebanon City Council hereby schedules a public hearing for*
26 *Wednesday, December 6, 2023, beginning at 7:00 pm in Council Chambers, City Hall, and Remote via*
27 *City's Virtual Platform, for the purpose of receiving public input and taking action on Ordinance*
28 *#2023-07 to amend City Code Chapter 8, Section 8.4, Airport Rules and Regulations, to amend Airport*
29 *Landing Fees, effective January 1, 2024.*

30 *Seconded by Councilor Heistad.*

31
32 **Roll Call Vote:**

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

35 *None voted Nay.*

36
37 **The Vote on the Motion was approved (9-0).*

- 38
39 F. Review and Discussion of 2023 3rd Quarter Budget Report and Release of Collected Public
40 Schools Impact Fees

41
42 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
43 *pages 87-130, Council agenda packet.*

1 **BACKGROUND**

2 Finance Director Vicki Lee was present at the meeting to review the 3rd Quarter Budget Report.

3 The Budget Report presents in summary form year-to-date activity for both expenditures and revenues.
4 City Charter §C419:44 requires financial information to be presented to the City Council for each
5 quarterly period of the year. Administration typically provides required financial information on a
6 monthly basis during the 4th quarter.

7 **ACTION:** *This agenda item was for informational purposes only. No action is required by the Council.*

8
9 **Release Of Collected Public School Impact Fees**

10
11 A Memorandum of Understanding (MOU) was developed in 2010 between the City and the School
12 District for the quarterly transfer of collected Public School Impact Fees to the Lebanon School District
13 for application toward the payment of debt on the (then) new middle school.

14
15 On October 12, 2021, the Planning Board authorized a broader use of Public School Impact Fees to
16 include construction, renovation, improvement, or expansion of K-12 school buildings and related
17 building systems, equipment, and furnishings. A revised MOU was developed and signed on November
18 22, 2021.

19
20 To date \$825,807.53 has been disbursed to the Lebanon School District.

7/17/2013	\$83,690.78	5/17/2017	\$5,230.00	1/19/2022	\$9,035.45
11/6/2013	\$14,651.99	12/6/2017	\$6,140.75	4/20/2022	\$3,216.15
5/21/2014	\$19,407.00	2/7/2018	\$41,262.70	10/19/2022	\$261,738.35
8/6/2014	\$2,122.75	9/5/2018	\$12,564.45	2/1/2023	\$2,185.00
2/18/2015	\$723.00	2/6/2019	\$1,833.10	4/19/2023	\$3,824.44
5/20/2015	\$2,819.00	8/7/2019	\$8,822.20	9/6/2023	\$3,142.57
7/15/2015	\$1,627.50	4/15/2020	\$40,432.02		
11/4/2015	\$936.00	7/15/2020	\$123,709.65		
3/2/2016	\$3,156.00	12/2/2020	\$57,567.42		
5/18/2016	\$864.00	1/21/2021	\$102,409.40		
		8/4/2021	\$12,695.86		

21 This request is for the City Council to authorize disbursement of \$9,740.60 in collected Public School
22 Impact Fees (through 09/30/2023) to the Lebanon School District.

23 **ACTION:**

24 *Councilor Whittlesey MOVED, that in accordance with Section 213.10 (Administration of Impact*
25 *Fees) of the Lebanon Zoning Ordinance, and the November 22, 2021 Memorandum of Understanding*
26 *between the City of Lebanon and the Lebanon School District, SAU 88, the City Council hereby*
27 *authorizes the disbursement of \$9,740.60 in collected Public School Impact Fees to the Lebanon*
28 *School District to be applied toward the construction, renovation, improvement or expansion of K-12*
29 *school buildings and related building systems, equipment, and furnishings.*

1 *Seconded by Councilor Simon.*

2
3 **Roll Call Vote:**

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

6 *None voted Nay.*

7
8 **The Vote on the Motion was approved (9-0).*

9
10 **Councilor Wilkie left the meeting at approximately 10:05PM.**

11
12 **G.** Review and adoption of revised Allowable Levels of Assistance contained in Appendix A of
13 the General Assistance Program Guidelines

14
15 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
16 *pages 131-142, Council agenda packet.*

17
18 Ms. Lynne Goodwin, Human Services Director reviewed the background and explained the data changes
19 as presented in the November 15, 2023 Council agenda packet.

20
21 **BACKGROUND**

22
23 The City's General Assistance Program is governed by New Hampshire RSA 165, Aid to Assisted
24 Persons. Section 165:1, Who Entitled; Local Responsibility states in part:

25
26 II. "The local governing body, as defined in RSA 672:6, of every town and city in the state shall adopt
27 written guidelines relative to general assistance. The guidelines shall include, but not be limited to
28 the following:

- 29 (a) The process for application for general assistance.
30 (b) The criteria for determining eligibility
31 (c) The process for appealing a decision relative to the granting of general assistance.
32 (d) The process for the application of rents under RSA 165:4-b, if the municipality uses the
33 offset provisions of RSA 165:4-a.
34 (e) A statement that qualified state assistance reductions under RSA 167:82,VIII may be
35 deemed as income, if the local governing body has permitted the welfare administrator
36 to treat a qualified state assistance reduction as deemed income under RSA 165:1-e."

37
38 Beyond the requirements listed in Section 165:1(II), RSA 165 also requires that municipalities adopt
39 Payment Levels for Allowable Expenses. The Allowable Levels of Assistance are included in Appendix
40 A of the City's General Assistance Program Guidelines. Food allowances have been updated annually to
41 coincide with the current data available from the Supplemental Nutrition Assistance Program (formerly
42 known as "Food Stamps"). Existing shelter allowances were updated in 2022. Non-food allowances
43 have not been updated since 2015.

44
45 Non-food allowances are meant to cover basic expenses for toiletries, paper products, and personal
46 items. Existing non-food allowances have been updated to include a 15% increase for a single-person
47 household. Subsequent household sizes receive incremental increases of \$20.

1
2 According to NH Housing Finance Authority's 2023 Residential Rental Cost Survey Report, the median
3 rent for a 2-bedroom unit in Grafton County has increased 82% from 2018-2023. The high rental costs in
4 Grafton County are driven by the Lebanon/Enfield area and Holderness/Plymouth area. Existing shelter
5 allowances for Lebanon have been updated to include 15-21% increases.
6

7 **ACTION:**

8 *Councilor Liot Hill MOVED, that the Lebanon City Council hereby adopts the amended Allowable*
9 *Levels of Assistance as presented in the November 15, 2023 City Council Agenda Packet.*

10 *Seconded by Councilor Sykes.*
11

12 **Roll Call Vote:**

13 *Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Zook and Mayor*
14 *McNamara all voting Yea.*

15 *None voted Nay.*

16 *Absent from vote: Councilor Wilkie*
17

18 **The Vote on the Motion was approved (8-0).*
19

20 **H.** Authorization for the City Manager to enter into a Development Agreement with Upper Valley
21 Tech Park for Improvements to Technology Drive
22

23 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
24 *pages 143-147, Council agenda packet.*
25

26 **BACKGROUND**

27 On August 2, 2023, the City Council accepted the dedication of the road rights-of-way for both
28 Commerce Avenue and Technology Drive and subsequently approved the expansion of the boundary of
29 the Airport Tech-Park Tax Increment Finance (TIF) District to include approximately 221 feet of an
30 unconstructed portion of Technology Drive. Construction of this portion of Technology Drive will allow
31 access to the adjacent property owned by Upper Valley Tech Park, LLC (UVTP, LLC).
32

33 UVTP, LLC plans to develop the property for industrial purposes. They will be responsible for the
34 construction of the roadway, sewer, water, drainage, and associated roadway infrastructure in
35 accordance with City standards. In return the City would reimburse them for the cost of the construction
36 of the infrastructure when TIF increment revenue is generated from the development of their parcel.
37

38 The City Manager has worked with UVTP, LLC and the City's legal counsel to create a development
39 agreement specifying the obligations of the parties, which is attached for your use.
40

41 **ACTION:**

42 *Assistant Mayor Below MOVED, that the Lebanon City Council hereby authorizes the City Manager*
43 *to enter into a development agreement with Upper Valley Tech Park, LLC, to construct the extension of*
44 *Technology Drive and all associated utility infrastructure as described in the proposed Development*
45 *Agreement between the City of Lebanon and Upper Valley Tech Park, LLC included in the November*
46 *15, 2023, City Council Agenda Packet.*

1
2 *Seconded by Councilor Simon.*

3
4 **Roll Call Vote:**

5 *Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Zook and Mayor*
6 *McNamara all voting Yea.*

7 *None voted Nay.*

8 *Absent from vote: Councilor Wilkie*

9
10 **The Vote on the Motion was approved (8-0).*

11
12 **I. Discussion & Set Public Hearing for December 6, 2023: Amendment to the Development**
13 **Program for the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District**

14
15 Included in the agenda packet: *NOTE: All supportive documents and information can be found on*
16 *pages 148-165, Council agenda packet.*

17
18 **BACKGROUND**

19 On November 6, 2019, the City Council created the Lebanon Airport-Tech Park Tax Increment
20 Finance (TIF) District. Since the creation of the District, the City has extended Airpark Road to
21 access developable areas on both the City's land as well as the Upper Valley Tech Park (UVTP)
22 parcel. To date, UVTP has received approval for a 3-lot Planned Unit Development of its property,
23 and development applications have been approved by the Planning Board for the two parcels
24 accessed from the extended Airpark Road (see the attached plan of the UVTP Planned Unit
25 Development). In addition, the City is planning for the development of an Early Childhood
26 Learning Center facility on the City's parcel.

27 The owners of the UVTP parcel have also received interest for a potential development on the
28 westerly side of their property (the third lot of the 3-lot PUD), which would be accessed from
29 Technology Drive within the Phase 1A Airport Business Park. However, the constructed portion of
30 Technology Drive and the associated water and sewer infrastructure do not extend the full length of
31 the public right-of-way and stop short of the UVTP parcel boundary. Since the Technology Drive
32 right-of-way is already publicly owned, it is expected that any further extension of the roadway and
33 utility infrastructure within the right-of-way will become the City's responsibility for ownership and
34 maintenance.

35 On August 2, 2023, the City Council amended the boundary of the TIF district to include the
36 southernmost +/-220 feet of the Technology Drive right-of-way. Including the area of right-of-way
37 will not have any fiscal impact on the district itself since the area is non-taxable, but will allow for
38 TIF revenues to be used for the construction and maintenance of the new segments of roadway and
39 utility infrastructure within the right-of-way.

40 The development plan for the TIF district needs to be amended to include the construction of this
41 roadway and related utilities as required by RSA 162-K.

42 **ACTION:**

43 *Assistant Mayor Below MOVED, that the Lebanon City Council hereby schedules a public hearing*
44 *for Wednesday, December 6, 2023, beginning at 7:00pm, in Council Chambers, City Hall and*

1 *remote via the City's Virtual Platform, for the purpose of receiving public input and taking action*
2 *to amend the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District Development*
3 *Plan to include the construction of the roadway and related infrastructure of the southernmost*
4 *approximately 220 feet of the right-of-way of Technology Drive adjacent to the TIF District*
5 *previously added to the TIF District on August 2, 2023.*

6 *Seconded by Councilor Simon.*

7
8 **Roll Call Vote:**

9 *Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Zook and Mayor*
10 *McNamara all voting Yea.*

11 *None voted Nay.*

12 *Absent from vote: Councilor Wilkie*

13
14 **The Vote on the Motion was approved (8-0).*

15
16 **NOTE: The Council will not act on the amendment until January 3, 2024 as the RSA 162-K:4**
17 **requires that action can only be taken after at least 15 days have passed since the public hearing**
18

19 **J. Discuss Potential TIF District for West Lebanon**

20 Councilor Simon requested this item be discussed at a future meeting.

21
22 **BACKGROUND**

23 Councilor Simon has submitted an agenda request to discuss the potential creation of a Tax Increment
24 Finance District in the downtown (Main Street) area of West Lebanon.
25

26 **11. CITY MANAGER REPORT: NONE**

27
28 **12. COUNCIL REPRESENTATIVES TO OTHER BODIES: NONE**
29

30 **13. FUTURE AGENDA ITEMS:**

- 31
 - Discuss Potential TIF District for West Lebanon
 - Non-Public Session: RSA 91-A:3, II(a) "The dismissal, promotion, or compensation of any public employee...": Move to a December 2023 date.

34
35 **14. NON-PUBLIC SESSION: Mayor McNamar and City Councilors agreed to have this session**
36 **postponed to December 2023.**

37 **A. RSA 91-A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."**
38

39 **15. ADJOURNMENT:**
40

41 *Councilor Heistad MOVED for adjournment.*

42 *Seconded by Councilor Simon.*

43
44 **Roll Call Vote:**

1 *Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Zook and Mayor*
2 *McNamara all voting Yea.*

3 *None voted Nay.*

4 *Absent from vote: Councilor Wilkie*

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

8 **The meeting was adjourned at 10:15 PM.**

10 Respectfully submitted,

11 Dona E. Gibson

12 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
WORK SESSION MINUTES
Thursday, November 16, 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, Christian Simon, Karen Liot Hill, George Sykes, Douglas Whittlesey-Remote, Devin Wilkie, Karen Zook-Remote

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager-Administrative Services David Brooks, Chief of Police Phillip Roberts, Deputy Police Chief Matthew Isham, Airport Director Carl Gross, Director of Planning and Development Nathan Reichert, Deputy Director of Planning and Development Tim Corwin, Library Director Sean Fleming, Deputy Finance Director Alesia Williams, Finance Director Vicki Lee, DPW Administrative Services Manager Kelly Crate

1. Review Of 2024 City Budget - Question & Answer Session Public Works

- Police – Chief of Police Phillip Roberts
Requesting: \$7,398,430
Included in Agenda: All supporting budget documents can be found on pages 113-117 of the Budget Report, Council agenda packet.

BACKGROUND:

Chief of Police Phillip Roberts provided a presentation of the department's positions, challenges, accomplishments, and current needs. Chief Roberts outlined several challenges for the coming year related to staffing. There are a significant number of officers leaving the department and other departments around the state. The statistics related to traffic stops and accidents were presented in addition to calls for service at DHMC and local businesses, with shoplifting the most common offense. The Cyber Crimes Unit received an award from the FBI for their work on a case. Much of their work involves devices.

Council Discussion:

Councilor Sykes inquired about COPS Grants. Chief Roberts stated that they have not looked into them recently. Councilor Sykes inquired about the number of positions open at present. Chief Roberts stated that there are two positions open at this time.

Councilor Simon shared his appreciation for the police presence and their work in the city.

Assistant Mayor Below inquired about the detective role in the department. Chief Roberts stated that they are spread throughout the departments as part time assignments.

1 Councilor Sykes inquired about revenue and related legislation. Chief Roberts stated that there are several
2 sources for modest revenue, most of which goes to the State. Councilor Whittlesey inquired if the revenue
3 from traffic fines goes to the State. Chief Roberts confirmed that it does. Manager Mulholland stated that
4 Special Assessment Districts are allowed, but Lebanon does not participate.

- 5
6
7 • Airport – Airport Director Carl Gross
8 Requesting: \$1,883,710
9 Included in Agenda: All supporting documents and presentation can be found on pages
10 145-148 of the Budget Report, Council agenda packet.
11

12 **BACKGROUND:**

13 Airport Director Gross reviewed and explained the budget request. Director Gross stated
14 that ridership has increased this year, and air traffic has increased. The Cape Air draft lease
15 is under review. There is a wait list for hangar space. Landing fees are increasing and
16 provide additional revenue. Rental car revenue has increased following the reduction to
17 one company.
18

19 **Council Discussion:**

20
21 Councilor Simon inquired about the revenue from T-hangars and the potential for increasing the
22 monthly rental fee. Director Gross stated that the T-hangars are fully occupied. Councilor Wilkie
23 noted that the current waiting list would indicate the potential for increasing rates. Director Gross
24 stated that he would reach out to other regional airports regarding rates. Councilor Liot Hill noted
25 that initially the T-hangars were not fully occupied early on. Councilor Sykes stated that proper
26 planning with data could reveal potential revenue. Manager Mulholland stated that information
27 could be gathered and available in January. Director Gross explained the current program for
28 funding the construction of new T-hangars, which is within the CIP.
29

30 Director Gross stated that there will be a CPI increase in July. Utility costs are expected to
31 decrease, and several other cost increases were explained.
32

33 Mayor McNamara stated that landing fees being increased and he will be submitting plans for
34 increases.

35 Councilor Sykes inquired about vehicles being allowed to cross roadways. Director Gross noted
36 that some companies with vertical takeoff and landing vehicles will be more common in the
37 future.

38 Councilor Liot Hill inquired about Cape Air's plans to replace part of their fleet and update
39 marketing plans. Director Gross noted that there have been factory delays, and they will bring in
40 new planes as available. The passengers are happy with the comfort of the new planes. Assistant
41 Mayor Below inquired about E-planes and plans for charging stations. Director Gross stated that
42 they have the underground feed available to provide those services. Manager Mulholland
43 explained the funding for the TIF district and bonding. Councilor Liot Hill invited clarification on

1 the current bond and the status of the restaurant. Director Gross stated that payments are being
2 made while changes are being made.

- 3
4
5 • Planning & Development – Director of Planning and Development Nathan Reichert
6 Requesting: \$1,334,250
7 Included in Agenda: All supporting documents and presentation can be found on pages
8 109-112 of the Budget Report, Council agenda packet.
9

10 **BACKGROUND:**

11 Director Nathan Reichert reviewed and explained the budget request.
12 Director Reichert noted that Rebecca Owens was promoted to the new Senior Planner
13 position for Project Development and Funding, and grant applications have been
14 submitted. He explained various increases in revenue streams and shared that Catheryn
15 Hembree, a new Associate Planner with excellent experience, has joined the department.
16 The revenue to support the new positions comes largely from previously outsourced
17 positions. The Pattern Zones Study and a report to the City Council will be made next
18 summer. There is potential for infill in the city. Recalculating impact fees is underway,
19 and the City Council will be asked about including the Fire Department in the impact fee
20 calculation. Zoning updates passed in March. The new permit software has helped
21 streamline the process when dealing with incomplete applications, which causes delays. It
22 provides a roadmap for applicants. Revenue and the number of permits issued have
23 increased over 2021 and 2022.
24

25 **Council Discussion:**

26
27 Councilor Liot Hill inquired about pattern zoning applied only to ADU's. Director Reichert stated
28 that it is not that limited.
29 Councilor Sykes inquired about the dip in applications. Director Reichert noted that interest rates
30 and manpower shortages have impacted the start of new projects. Several large projects have been
31 approved. The number of building permits issued is impacted by the same issues. Manager
32 Mulholland noted that it can fluctuate due to interest rate increases. Some builders are holding off
33 currently and waiting for the best situation. Councilor Liot Hill inquired about the Mill project.
34 Director Reichert stated that they just completed the second review, and the project will likely be
35 approved December 11, 2023.
36
37

- 38 • Library – Library Director Sean Fleming
39 Requesting: \$1,669,740
40 Included in Agenda: All supporting documents and presentation can be found on pages
41 106-108 of the Budget Report, Council agenda packet.
42

43 **BACKGROUND:**

44 Director Fleming reviewed and explained the budget request. The library programs for
45 outreach and youth services have greatly increased. The community has expressed its

1 appreciation. Most of the budget increase is in facilities maintenance due to the renovation
2 at Lebanon Library and the newness of Kilton Library. The Kilton HVAC control system
3 is no longer being supported, and the cost for addressing that will appear in a future year.
4 There are trainings for addressing issues with patrons. There are fewer discounts from
5 book vendors, which is creating an increase in the book budget. The library circulates
6 about 100,000 items a year. The book budget is funded by the Foundation, the Trustees,
7 and the City. The computer budget is increasing to replace the servers. Most computer-
8 related items have been waiting due to budget constraints.
9

10 **Council Discussion:**

11 Councilor Liot Hill inquired about the Library of Things. Director Fleming noted that the collection
12 is primarily tools and entertainment items.

13 Councilor Heistad commented on the enjoyment of patrons attending programs.
14

15 Manager Mulholland noted that there will be one final work session on November 28, 2023.
16 December 6, 2023, will be a regular meeting for public comment on the budget.
17

18 **1. Adjournment**
19

20 **The special session ended at 7:10 PM.**
21

22 Respectfully submitted,
23

24 Holly Howes

25 Recording Secretary

**Agenda
Lebanon City Council
December 06, 2023**

7. Appointments:

Appointments

Board/Committee Appointments as presented by City Clerk Jaseya Ewing

- Arts & Culture Commission, Claire Geno (Alternate Member)

Included in this Section:

1. Memo from City Clerk Jaseya Ewing dated December 6, 2023



Office of the City Clerk & Tax Collector
51 N. Park Street
Lebanon, NH 03766

MEMORANDUM

DATE: December 6, 2023
TO: The Honorable Mayor & City Council
FROM: Jaseya Ewing, City Clerk & Tax Collector
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.

Arts & Culture Commission

- **Claire Geno** – Appointment as an alternate Member of Arts & Culture Commission for a one-year term. Appointment recommended by Chris Simon.

Term: 12/23-12/24

[REDACTED]

[REDACTED]

[REDACTED]

[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	Claire
Last Name	Geno
Physical Address	137 Slayton Hill Rd
City	Lebanon
State	NH
Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	
Work Number	Field not completed.
Email Address	
How long have you resided in Lebanon?	3 years

(Section Break)

Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	Arts and Culture Commission
Other Committee	Field not completed.
Why would you like to serve?	I am passionate about the arts and the value art brings to individuals and communities. As a newly permanent resident of Lebanon, I'm excited to get involved and give back in my hometown.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I've been a passionate artist my entire life. I studied art and design in undergrad, and continue to practice in a variety of mediums. Additionally, my husband and I recently became permanent residents of Lebanon, and I'm eager to give back in my community. I have experience serving on boards of nonprofit

organizations as well as previous involvement in committees with the Hoover Chamber of Commerce in Hoover, Alabama, and Vestavia Chamber of Commerce in Vestavia Hills, Alabama.

I'm thrilled that Lebanon has an Arts and Culture committee, and would be excited to be part of a group that is working to promote arts and cultural activities in all areas of our city.

Certification

I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

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

Councilor Interview Report Form

Councilor Name: C. Simon Date of Interview: 11/27/23

Applicant Name: Claire Geno

Board(s) to Which Applied: Arts & Culture

☐ Regular Seat ☒ Alternate Seat

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

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

Recommend Appointment: ☒ Yes ☐ No

☐ Regular Seat ☒ Alternate Seat

General Comments:

Will be an excellent addition to the
committee with an extensive background.

(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?

Promote the Arts & make it available to all.

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?

Past member w/ Chambers of Commerce's

- 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

- 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?

None foreseen at this time.

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

Getting Community involvement

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

Expanding the reach/knowledge & opportunities for the arts

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

Extending/Expanding our visible art's thru out the community

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?

Agenda

Lebanon City Council

December 06, 2023

8. Public Hearing Items:

8.A – Ordinance #2023-05 To Amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, To Authorize a 7.2% Increase to the Water Service Rate And a 5.2% Increase to the Sewer Service Rate

A public hearing for the purpose of receiving public input and taking action on proposed Ordinance #2023-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the water service rate and a 5.2% increase to the sewer service rate, effective January 1, 2024.

The City Council scheduled this public hearing at their November 15, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on November 25, 2023 in accordance with City Code and State Law.

Background

An increase of 7.2% to the Water Service Rate (base user rate and minimum charge) and 5.2% to the Sewer Service Rate (base user rates, minimum charge, and residential flat rate), effective January 1, 2024, is being requested.

The proposed increases are in-line with projections offered by Raftelis as part of the 2018 Water and Sewer Rate Study and are suggested in order to provide current and future resources to absorb projected operations and maintenance and debt service expenses in both enterprise funds.

Action

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

MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the water service rate and a 5.2% increase to the sewer service rate, effective January 1, 2024.

Included in this Section:

1. Ordinance #2023-05
2. Notice of Public Hearing as Published in the November 25, 2023 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2023-05**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees, to increase water and sewer service rates.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, for the purpose of effecting changes to water and sewer rates, as follows:

§68-15.B Public Utilities (water/sewer) fees shall be as follows:

§68-15.B(1) Water service rates:

§68-15.B(1)(a) Per 100 cubic feet:

- [1] Single-family residential: 0 to 1,200 cubic feet: ~~\$4.07~~ 4.36
- [2] Single-family residential: greater than 1,200 cubic feet: ~~\$8.14~~ 8.73
- [3] Non-residential and non-single-family residential: ~~\$6.11~~ 6.55

§68-15.B(1)(b) Fixed charge per quarter:

- [1] 5/8-inch: ~~\$21.37~~ 22.91
- [2] 3/4-inch: ~~\$68.29~~ 73.21
- [3] One-inch: ~~\$101.54~~ 108.85
- [4] 1.5-inch: ~~\$178.58~~ 191.44
- [5] Two-inch: ~~\$295.79~~ 317.09
- [6] Three-inch: ~~\$761.34~~ 816.16
- [7] Four-inch: ~~\$2,954.15~~ 3,166.85
- [8] Six-inch: ~~\$5,632.66~~ 6,038.21
- [9] Eight-inch: ~~\$10,821.85~~ 11,601.02

§68-15.B(7) Sewer service rates:

§68-15.B(7)(a) Fixed charge per quarter:

- [1] 5/8-inch: ~~\$31.73~~ 33.38
- [2] 3/4-inch: ~~\$101.44~~ 106.71
- [3] One-inch: ~~\$150.84~~ 158.68
- [4] 1.5-inch: ~~\$265.27~~ 279.06
- [5] Two-inch: ~~\$439.40~~ 462.25
- [6] Three-inch: ~~\$1,130.97~~ 1,189.78
- [7] Four-inch: ~~\$4,388.42~~ 4,616.62
- [8] Six-inch: ~~\$8,367.45~~ 8,802.56
- [9] Eight-inch: ~~\$16,076.08~~ 16,912.04

§68-15.B(7)(b) Per 100 cubic feet of metered water usage: ~~\$11.98~~ 12.60

§68-15.B(7)(c) Flat rate (limited to consumers who are not provided water service or a meter for computing flow):

[1] Residential: ~~\$391.47~~ 411.83 per quarter.

[2] Commercial: estimated flow to be computed by the Department of Public Works based on facility use and occupancy at the rate contained in Subsection **B(7)(b)** above.

§68-15.B(10) Town of Enfield Sewer Rental Rate

§68-15.B(10)(a) ~~\$14.45~~ 15.20 per 100 cubic feet.

§68-15.B(10)(b) New or expanded sewer users within the Town of Enfield are subject to the Sewer Development Charge at the same rate charged to sewer users within the City of Lebanon.

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause, or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses, or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective January 1, 2024.



CITY OF LEBANON
NOTICE OF PUBLIC HEARINGS
Wednesday, December 06, 2023 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

The Lebanon City Council will hold public hearings on December 6, 2023, beginning at 7:00pm for the following:

- A. ORDINANCE #2023-05** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the Water Service Rate and a 5.2% increase to the Sewer Service Rate.
- B. ORDINANCE #2023-06** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, by updating the current fee schedule.
- C. ORDINANCE #2023-07** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter to amend City Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport Landing Fees.
- D. AIRPORT TECH-PARK TAX INCREMENT FINANCE (TIF) DISTRICT** – A public hearing for the purpose of receiving public input to amend the Airport Tech-Park Tax Increment Finance (TIF) District Development Plan to include the construction of the extension of Technology Dr. and associated utilities. **Action on this item will take place at the January 3, 2024 City Council Meeting.**

The December 6, 2023 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning December 1, 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, November 25, 2023.

Jaseya Ewing, City Clerk

Agenda
Lebanon City Council
December 06, 2023

8. Public Hearing Items:

**8.B – Ordinance #2023-06 To Amend City Code Chapter 97,
Landfill Regulations**

A public hearing for the purpose of receiving public input and taking action on proposed Ordinance #2023-06, to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, effective January 1, 2024.

The City Council scheduled this public hearing at their November 15, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on November 25, 2023 in accordance with City Code and State Law.

Background

City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee schedule for disposal of refuse and recycling of certain materials. The fee schedule is to be reviewed annually for possible updates based on current market rates.

Ordinance #2023-06 amends the current fee schedule to reflect increased disposal rates and proposes a minor amendment to the definition of “Bulky Waste.”

Action

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

MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-06, to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, effective January 1, 2024.

Included in this Section:

1. Ordinance #2023-06
2. Notice of Public Hearing as Published in the November 25, 2023 Edition of the *Valley News*

CITY OF LEBANON ORDINANCE #2023-06

AN ORDINANCE TO AMEND Chapter 97, Landfill Regulations of the Code of the City of Lebanon, Section 97-4, Definitions and Appendix A, Fee Schedule.

BE IT ORDAINED, by the City Council of the City of Lebanon as follows:

Section 1

The Code of the City of Lebanon, Chapter 97, Landfill Regulations, §97-4, Definitions, is amended as follows:

BULKY WASTE

Waste material from a residential or commercial source other than construction and demolition debris or hazardous waste. Bulky wastes include items such as mattresses, couches, chairs, carpet, ~~appliances, tires,~~ and other wastes that are oversized or overweight. Specific load requirements and limitations for bulky items are as provided in Appendix A, Fee Schedule.

Section 2.

The Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule, is amended as follows:

Item	Fee
MSW – Commercial	\$78.80 <u>105.00</u> /ton
MSW – Residential	\$2.00/household bag \$4.00/contractor bag \$20.00 per punch card <u>\$1.00/15 Gallon PAYT household bag</u> <u>\$2.00/30-Gallon PAYT household bag</u>
Minimum Load – Scale Use <u>Scale Use (200lbs)</u>	MSW - \$10 <u>30.00</u> (5-15 punches) C&D - \$16 <u>23.00</u> (8 punches) Bulky - \$12 <u>22.00</u> (6 punches)
Construction and demolition debris – commercial NOTE: This does not include mixed aggregates	\$150 <u>225.00</u> /ton
Construction and demolition debris – residential	1 punch = 20 lbs of C&D 1 card = 200 lbs of C&D
Mattresses <u>-Box spring is under bulky</u>	\$10 per item (5 punches) \$120/ton (oversized bulky waste rate) <u>Twin or Full \$25.00</u> <u>Queen or King \$35.00</u>
<u>Bulky-Furniture, cabinets, sofa, chairs, box spring; excluding Mattresses</u>	\$10 per item (5 punches) <u>\$ 5.00 Small (10-35lbs)</u> <u>\$12.00 Medium (36lbs to 80lbs)</u> <u>\$20.00 Large (81lbs and up)</u>

	\$120 <u>135.00/ton</u> <u>Sectionals charged by the piece</u>
Tires	\$10 <u>12.00/tire (5 punches)</u> <u>Maximum of 10 tires per load.</u> \$175/ton farm/construction tires
Yard trimmings and brush	\$15.00/ton for loads larger than 2 cubic yards <u>for all commercial haulers and non-residents.</u> <u>Lebanon Residents - free for loads less than 2 Cubic yards which only contain leaves, wood chips, grass clippings, and tree branches 4 inches or less in diameter.</u>
Bulk loads of glass, asphalt, brick and concrete and mixed aggregate	\$30 <u>50.00/ton</u>
Electronic waste – monitors and TVs	\$20.00/item (10 punches) \$0.30/lb on CRTs larger than 27"
Electronic waste – solar panels	\$40.00/panel (20 punches)
Electronic devices – DVD, VCR, stereo, etc.	\$10.00/item (5 punches)
Freon-containing devices	\$20.00/unit (10 punches)
Fluorescent bulbs	\$0.15/ft.
Compact fluorescent lamps (CFLs)	\$0.60/each
Cover materials	\$15.00/ton
Food waste	\$50.00/ton
Food scraps – household	No charge for food scrap composting- <u>Residential</u>
<u>Glass (Bulk Load)</u>	<u>\$35.00/ton</u>
<u>In-Person permit</u>	<u>\$15.00 (including the cost of the permit)</u>
Equipment Assist	\$50 <u>75.00</u>
Scale Use Fee	\$10.00
<u>Propane tanks 20lb</u>	<u>\$12.00</u>
<u>Propane tanks 1lb</u>	<u>\$2.00</u>
<u>Change of scale ticket</u>	<u>\$30.00 (if change is required any day after original transaction date)</u>
<u>Lost RFID Card</u>	<u>\$25.00 (each replacement)</u>
<u>Account Reactivation</u>	<u>\$50.00</u>
<u>Found in Load Fee</u>	<u>Additional \$10.00 on top of cost of item</u>
<u>Mixed Loads</u>	<u>Charged at the highest rate of items contained in load</u>

Section 2. Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdictions, such decisions shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3. Effective Date.

This ordinance shall become effective January 1, 2024.



CITY OF LEBANON
NOTICE OF PUBLIC HEARINGS
Wednesday, December 06, 2023 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

The Lebanon City Council will hold public hearings on December 6, 2023, beginning at 7:00pm for the following:

- A. ORDINANCE #2023-05** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the Water Service Rate and a 5.2% increase to the Sewer Service Rate.
- B. ORDINANCE #2023-06** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, by updating the current fee schedule.
- C. ORDINANCE #2023-07** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter to amend City Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport Landing Fees.
- D. AIRPORT TECH-PARK TAX INCREMENT FINANCE (TIF) DISTRICT** – A public hearing for the purpose of receiving public input to amend the Airport Tech-Park Tax Increment Finance (TIF) District Development Plan to include the construction of the extension of Technology Dr. and associated utilities. **Action on this item will take place at the January 3, 2024 City Council Meeting.**

The December 6, 2023 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning December 1, 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, November 25, 2023.

Jaseya Ewing, City Clerk

Agenda

Lebanon City Council

December 06, 2023

8. Public Hearing Items:

8.C – Ordinance #2023-07 To Amend City Code Chapter 8, Section 8.4, Airport Rules and Regulations, to Amend Airport Landing Fees

A public hearing for the purpose of receiving public input and taking action on Ordinance #2023-07 to amend City Code Chapter 8, Section 8.4, Airport Rules and Regulations, to amend Airport Landing Fees, effective January 1, 2024.

The City Council scheduled this public hearing at their November 15, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on November 25, 2023 in accordance with City Code and State Law.

Background

Landing fees at the Lebanon Municipal Airport were last adjusted in 2021, along with an update of the Rules & Regulations and Minimum Standards. A comparison of the existing landing fees and the landing fees adjusted by the CPI-U Northeast was completed and the recommended adjustments to the existing landing fees is shown in Ordinance 2023-07. A new category, Aircraft Detailer, was added to the fees. The airport will continue to monitor the CPI-U and existing fees to request adjustments as necessary.

Action

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

MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-07 to amend City Code Chapter 8, Section 8.4, Airport Rules and Regulations, to amend Airport Landing Fees, effective January 1, 2024.

Included in this Section:

1. Ordinance #2023-07
2. Alternative Proposed Landing Fees Submitted by Mayor Timothy McNamara
3. Notice of Public Hearing as Published in the November 25, 2023 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2023-07**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 8, Airport Operations, Section 8.4, Airport Rules and Regulations.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

Part 5, Fees, of the Lebanon Municipal Airport Rules and Regulations, Section 1.A.1 regarding Aircraft Landing Fees is hereby amended to change the fees for Aircraft Landings as follows:

Section 1 - Fees

A. Aircraft Landing Fees

1. The Airport Manager is authorized to collect Landing Fees for Non-based Aircraft utilizing the Airport, which are as follows:

- Single Engine / Commercial N/A
- ~~\$12~~ 15: Light Twin-Engine
- ~~\$12~~ 15: Piston Helicopter
- ~~\$18~~ 20: Turbine Helicopters
- ~~\$30~~ 35: Turboprops < 9,001 pounds weight
- ~~\$60~~ 70: Turboprops 9,001- 27,000 pounds weight (SE)
- ~~\$60~~ 70: Turboprops 9,001- 27,000 pounds weight (ME)
- ~~\$105~~ 115: Turboprops > 27,000 pounds weight
- ~~\$60~~ 70: Very Light Jets (VLJs)
- ~~\$155~~ 175: Jets 9,001 - 27,000 pounds weight
- ~~\$180~~ 205: Jets 27,000 - 60,000 pounds weight
- ~~\$205~~ 230: Jets >60,000 pounds weight
- ~~\$260~~ 290: Jets (Airline Category)
- \$50: Aircraft Detailer

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3: Effective Date

Ordinance shall be effective January 1, 2024.

Landing Fees	Aircraft Type	5-Year Average					Average	Total Fee	Estimated Remittance
		2018	2019	2020	2021	2022			
\$ -	Single Engine / Commercial	1	0	0	0	0	0.2	\$ -	\$ -
\$ 12.00	Light Twin Engine	152	126	86	91	127	116.4	\$ 1,396.80	\$ 1,047.60
\$ 30.00	Turboprop (<9,001 lbs)	21	46	16	54	53	38	\$ 1,140.00	\$ 855.00
\$ 60.00	Turboprops (9,001 - 27,000 Pounds) (SE)	254	246	123	199	237	211.8	\$ 12,708.00	\$ 9,531.00
\$ 60.00	Turboprops (9,001 - 27,000 Pounds) (ME)	329	217	112	216	199	214.6	\$ 12,876.00	\$ 9,657.00
\$ 105.00	Turboprops (> 27,000 Pounds)	2	0	0	0	3	1	\$ 105.00	\$ 78.75
\$ 60.00	Jet (Very Light Jets - VLJs)	5	5	3	23	40	15.2	\$ 912.00	\$ 684.00
\$ 155.00	Jet (9,001 - 27,000 Pounds)	684	720	438	764	734	668	\$ 103,540.00	\$ 77,655.00
\$ 180.00	Jet (27,001 - 60,000 Pounds)	672	682	454	781	696	657	\$ 118,260.00	\$ 88,695.00
\$ 205.00	Jet (> 60,000 Pounds)	0	125	85	158	114	96.4	\$ 19,762.00	\$ 14,821.50
\$ 260.00	Jet (Airline Category)	0	0	0	0	0	0	\$ -	\$ -
\$ 12.00	All Piston Helicopters	5	2	5	3	0	3	\$ 36.00	\$ 27.00
\$ 18.00	All Turbine Helicopters	41	40	22	72	57	46.4	\$ 835.20	\$ 626.40
	Yearly Estimate 2023							\$ 271,571.00	\$ 203,678.25

FY 2024 Proposed Rates	FY 2024 Estimated Remittance	Alternative Rate	Total Est. Remit.	Increase
\$ 15.00	\$ 1,309.50	\$15.00	\$1,309.50	\$0.00
\$ 35.00	\$ 997.50	\$40.00	\$1,140.00	\$142.50
\$ 70.00	\$ 11,119.50	\$80.00	\$12,708.00	\$1,588.50
\$ 70.00	\$ 11,266.50	\$80.00	\$12,876.00	\$1,609.50
\$ 115.00	\$ 86.25	\$145.00	\$108.75	\$22.50
\$ 70.00	\$ 798.00	\$100.00	\$1,140.00	\$342.00
\$ 175.00	\$ 87,675.00	\$325.00	\$162,825.00	\$75,150.00
\$ 250.00	\$ 123,187.50	\$450.00	\$221,737.50	\$98,550.00
\$ 230.00	\$ 16,629.00	\$500.00	\$36,150.00	\$19,521.00
\$ 290.00	\$ -	\$800.00	\$0.00	\$0.00
\$ 15.00	\$ 33.75	\$15.00	\$33.75	\$0.00
\$ 20.00	\$ 696.00	\$20.00	\$696.00	\$0.00
	\$ 253,798.50		\$450,724.50	\$196,926.00



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Jaseya Ewing, City Clerk

Agenda

Lebanon City Council

December 06, 2023

8. Public Hearing Items:

8.D – Amendment to the Development Program for the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District

A public hearing for the purpose of receiving public input and taking action to amend the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District Development Plan to include the construction of the roadway and related infrastructure of the southernmost approximately 220 feet of the right-of-way of Technology Drive adjacent to the TIF District previously added to the TIF District on August 2, 2023.

The City Council scheduled this public hearing at their November 15, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on November 25, 2023 in accordance with City Code and State Law.

Background

On November 6, 2019 the City Council created the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District. Since the creation of the District, the City has extended Airpark Road to access developable areas on both the City's land as well as the Upper Valley Tech Park (UVTP) parcel. To date, UVTP has received approval for a 3-lot Planned Unit Development of its property, and development applications have been approved by the Planning Board for the two parcels accessed from the extended Airpark Road (see the attached plan of the UVTP Planned Unit Development). In addition, the City is planning for the development of an Early Childhood Learning Center facility on the City's parcel.

The owners of the UVTP parcel have also received interest for a potential development on the westerly side of their property (the third lot of the 3-lot PUD), which would be accessed from Technology Drive within the Phase 1A Airport Business Park. However, the constructed portion of Technology Drive and the associated water and sewer infrastructure do not extend the full length of the public right-of-way and stop short of the UVTP parcel boundary. Since the Technology Drive right-of-way is already publicly owned, it is expected that any further extension of the roadway and utility infrastructure within the right-of-way will become the City's responsibility for ownership and maintenance.

On August 2, 2023, the City Council amended the boundary of the TIF district to include the southern most +/-220 feet of the Technology Drive right-of-way. Including the area of right-of-way will not have any fiscal impact on the district itself since the area is non-taxable, but will allow for TIF revenues to be used for the construction and maintenance of the new segments of roadway and utility infrastructure within the right-of-way.

The development plan for the TIF district needs to be amended to include the construction of this roadway and related utilities as required by RSA 162-K.

Action

The Council will not act on the amendment until January 3, 2024, as RSA 162-K:4 requires that action can only be taken after at least 15 days have passed since the public hearing.

Included in this Section:

1. 2019 Lebanon Airport-Tech Park TIF District Development Plan
2. Proposed Addendum to 2019 Lebanon Airport-Tech Park TIF District Development Plan
3. August 2, 2023 Airport-Tech Park TIF District Expansion Area
4. November 28, 2023 - Notice of Public Hearing as provided to Grafton County Commissioners
5. November 28, 2023 - Notice of Public Hearing as provided to the Lebanon School District
6. Notice of Public Hearing as Published in the November 25, 2023 Edition of the Valley News

Lebanon Airport - Tech Park TIF District Boundaries



Lebanon Airport - Tech Park

TIF District Development Program

The following Development Program will guide development that occurs within the Lebanon Airport - Tech Park Tax Increment Finance District (TIFD) as per RSA 162-K:6.

The City's initial activities in developing the Lebanon Airport - Tech Park TIF District will include construction of roadways, sidewalks, water, sewer, utilities, and drainage infrastructure improvements on City-owned land identified as Tax Map 159, Lot 4, to enable subdivision and/or development of the property. It may further include marketing and promotion of the District, negotiation of development agreements, and/or the sale of property for commercial and infill development.

Property Disposition & Reuse of Private Property

The City may convey or lease all or a portion of public lots located within the TIFD to private developers under the terms of specific development agreements designed to promote the objectives of the Development Program. The terms of purchase and sale agreements, lease agreements or development agreements pertaining to properties transferred or leased by the City must be approved by the City Council. Although not anticipated, should the City need to acquire private property within the TIFD, it shall be accomplished only with approval of the City Council as required by law and be reused for public purposes.

Public Facilities to be constructed

The initial public facilities and infrastructure to be constructed may include new public roadway, sidewalk, water, sewer, and/or drainage infrastructure; placement of private utility distribution lines underground; expansion or replacement of public utility infrastructure; improvements to public streetscape and lighting, seasonal and permanent landscaping; and maintenance and administrative costs.

Following the capital investment in the preparation and implementation of the 2017 Comprehensive Airport Master Plan, future public infrastructure within the TIFD, as outlined in the City's Capital Improvement Program and subject to final approval by the City Council, may include additional elements, which center on improvements necessary to encourage positive economic development within the Lebanon Airport - Tech Park area.

In addition to the guidelines already described, the construction of the public facilities will adhere to and comply with the following guidelines:

- All relevant rules and regulations related to environmental controls;
- Facilities constructed are anticipated to be operated and maintained by the City of Lebanon during and following the completion of capital improvements within the TIFD.

Public Utilities

The City of Lebanon operates and maintains municipal water, wastewater and storm water utilities within Lebanon's Airport area.

Private Utilities

In addition to the above referenced Public Utilities, Liberty Utilities is the provider of electric service to all areas of the City of Lebanon.

The City's land development regulations require new development to place all utilities underground. The Master Plan encourages the City to look at placing existing utilities underground as well. All public facility programs will meet this goal.

Land Use Regulations

As established by the City's development practices, public and private property within the TIFD, consistent with the City's Master Plan, shall be developed or redeveloped in accordance with the goals, objectives, and standards set by the following City documents, as amended:

- Zoning ordinance;
- Subdivision of land regulations;
- Site Plan Review regulations;
- Building and life safety codes;
- All applicable state and federal laws.

Relocation of persons, businesses or others:

The City's proposed development of public infrastructure does not anticipate the displacement of any persons, businesses or others. The area of initial and planned future public infrastructure development is municipally-owned property or currently undeveloped private property, therefore, no plan for relocation is necessary.

Powers and authorities:

In conformity with the Development Program within the district, the City, via the City Council, may invoke the various powers and authorities as set forth in RSA 162-K:6, III.

District changes and modifications:

The area of the TIFD may be amended following the date of the designation, subject to further public hearings and vote of the City Council, in accordance with RSA 162-K:5.

The Tax Increment Financing Plan may be modified with the approval of the City Council in accordance with 162-K:9, IV.

Lebanon Airport - Tech Park

TIF Financing Plan

New Hampshire's Revised Statutes Annotated (RSA) govern the State's wellbeing and authorities allowed to local communities. RSA 162-K:9 requires that the City of Lebanon adopt a Tax Increment Financing Plan (TIFP), prior to establishing a TIF District.

Objective

It is the objective of the City of Lebanon to use the Tax Increment Financing District (TIFD) to support infill and economic development in the airport area by implementing public infrastructure improvements. In order to assist in that endeavor, it is necessary that the City of Lebanon fund public improvements to attract private investors to the airport area of the community. In turn, those private investors and their projects will provide needed taxable assessment, business revenue, and employment activities to the airport area and the community as a whole. Without the creation of the TIFD, public infrastructure needs in the airport area may not be resolved, the City may not be the beneficiary of millions of dollars of private investments, and the opportunity to benefit from the additional taxable value those private investments generate to fund the aforementioned public improvements would be lost.

Additionally, the creation of the TIFD is contemplated by the Lebanon Master Plan, which notes that "[s]outh of the existing business park there is land available for additional development by both the City and private property owners." [2]C-2c] The Master Plan also encourages the City "to take a more organized and active role in promoting sustainable economic development" [6.1.S1] and notes that the City should "[s]eek a way for Lebanon Airport to pay for itself while better serving the needs of residents and businesses". [6.1.S6]

Sale of City-Owned Real Estate within the TIF District

As part of the Development Program, the City may convey or lease individual properties to private entities for the purposes of development consistent with the purposes of the TIFD. Net revenues generated from the sale or lease of these parcels shall benefit the City.

As part of the sale or lease of public property for redevelopment, the City shall enter into a development agreement with the purchaser. At a minimum, a development agreement will document:

- An agreed construction timeline
- A minimum post-development value for the property
- Requirements for the developer to pay the City any shortfall between the City's actual cost for bond debt service and the incremental tax revenues that would have been generated from the guaranteed post-development value of the property should the assessed value for the project fall below an agreed upon value

Among the improvements envisioned for enabling new development in the Lebanon Airport - Tech Park TIFD is the construction of up to approximately 2,000 linear feet of roadway as well

as installation of water, sewer, utility and drainage infrastructure improvements along such roadway. For purposes of this Financing Plan, the estimated cost of such improvements is \$1,300/linear foot for a total of \$2,600,000. Other potential future capital projects, which could be funded, in whole or in part, with TIF revenues, include, but are not limited to:

- Roadway and streetscape improvements along Airpark, Commerce, and Technology Drives in the event the District is expanded to include Airport Business Park Phase 1A.
- Construction or acceptance of additional roadway and water, sewer, utility and drainage infrastructure improvements on the Upper Valley Tech Park, LLC property (Tax Map 131, Lot 1)

TIFD incremental revenues will be allocated to fund the infrastructure improvements over the coming years. TIFD revenues may be allocated to offset the cost of those improvements both by a direct annual allocation of TIFD revenues and/or repayment of general obligation bonds, should the City elect to fund public-sector infrastructure improvements with municipal bonds.

In addition to infrastructure elements, TIFD incremental revenues may be allocated to maintenance of existing improvements and management of the TIFD.

Annual TIF District Revenues

TIF revenues will be generated by property taxes levied on the incremental assessed valuation within the District after the date of its creation. The assumptions incorporated into the projected incremental revenues are:

Table A: Projected Incremental Revenue Assumptions

ASSUMPTIONS	
New Investment	
Annual New Development Square Feet	8,000
Assessment Increment/SF	\$ 85
New Investment	\$ 680,000
Annual Cost Increase New Investment	1.5%
Annual Rate of Increase in Assessed Value of Current Properties	1.5%
Annual Financing Constant (Principal+Interest)	7.5%
2018 Tax Rate	
City	\$ 10.97
County	\$ 2.01
Local School	\$ 14.39
State School	\$ 2.35
Total	\$ 29.72
% of Tax Rate Assigned to TIF	100.0%
Annual Increase in Tax Rate	0.0%
C:\Users\brooks\OneDrive - City of Lebanon\Documents\Airport.TIF\2019.08.16_Airport.TIF_Properties-Value-Area.xlsx]TIF-Limitations	

The resulting projected incremental revenues on an annual basis are:

Table B: Projected Assessed Valuation and Incremental Tax Revenues

	2020	2022	2027	2032	2037	2040
Beginning TIF District Taxable Value	\$ 670	\$ 690	\$ 3,608,800	\$ 7,775,900	\$ 12,563,700	\$ 15,765,200
Annual Increase in Assessed Value:						
Current Properties	\$ 10	\$ 10	\$ 54,100	\$ 116,600	\$ 188,500	\$ 236,500
New Investment		\$ 680,000	\$ 733,000	\$ 789,000	\$ 850,000	\$ 889,000
Ending Assessed Value	\$ 680	\$ 680,700	\$ 4,395,900	\$ 8,681,500	\$ 13,602,200	\$ 16,890,700
Tax Rate (per \$1000)	\$ 29.72	\$ 29.72	\$ 29.72	\$ 29.72	\$ 29.72	\$ 29.72
Taxes Generated at 2018 Rate	\$ 20	\$ 20,000	\$ 131,000	\$ 258,000	\$ 404,000	\$ 502,000
Incremental Revenues	\$ -	\$ 19,980	\$ 130,980	\$ 257,980	\$ 403,980	\$ 501,980

Various factors, including the actual pace and character of new development within the TIFD, actual valuations assigned to TIF properties, and property tax rate, may alter the captured assessed valuation. Furthermore, the assumptions utilize a fixed tax rate of \$29.72 over the life of the pro forma. Actual increments shall be calculated based upon the adopted tax rate, as certified by the New Hampshire Department of Revenue Administration.

Although the assumptions above do not anticipate the use of grant funding, or the allocation of unexpended bond proceeds to offset Development Program costs within the TIFD, should grant funding or unexpended bond proceeds become available, the City Council may allocate them to offset Development Program costs within the TIFD. As future development agreements are negotiated as part of the sale or development of public land, specific tax revenue expectations will be built into the agreement allowing for redevelopment of the property.

Annual Allocation of Captured Value

Where annual tax increment revenues from the TIFD, together with unexpended balances of such revenues from prior years, exceed the amount necessary for annual debt service payments, such revenues will accumulate within a capital reserve to be used to retire bond debt incurred for public improvements within the TIFD. Through the annual adoption of the Capital Improvement Program and the adoption of the annual municipal budget, the City Council may also authorize their use for future public improvements, secured by developer agreements.

Subject to current and future debt obligations being satisfied, the balance of any unobligated tax increment revenues may be allocated for the operation, maintenance, replacement, and/or upgrades of public infrastructure within the TIFD or returned in whole or part to the General Fund following a vote of the City Council and adoption of the annual municipal budget.

Impact of RSA 162-K TIF District on Related Taxing Jurisdictions

In accordance with RSA 162-K:10, all property tax revenues generated by the original assessed value (base value) of the TIFD will continue to accrue to the City's general fund.

In accordance with RSA 162-K:9, Grafton County and the Lebanon School Board will specifically be provided an opportunity to meet with the City Council, the governing body of the City of Lebanon, so they can be informed of the TIFD plan and proposed district prior to adoption. They will also be allowed to contribute comments during the public hearing on the establishment of the proposed TIFD.

Operation and Maintenance

The City will be responsible for the operation and maintenance of all public facilities.

Duration

The Lebanon Airport - Tech Park TIF District will expire at the conclusion of the bond repayment schedule associated with the planned public improvements within the TIFD, which currently consists of infrastructure improvements. This bond repayment is anticipated to be complete in no more than twenty-five (25) years. Upon expiration of the TIFD, all incremental valuation that has been created within the TIFD becomes available as new property tax revenues for the City's general fund.

Lebanon Airport - Tech Park

TIF Limitations

The Lebanon Airport - Tech Park Tax Increment Financing District must meet certain guidelines and restrictions in its formation and utilization. In accordance with RSA 162-K:5, the Lebanon City Council understands that any individual Tax Increment Financing District (TIFD) must demonstrate that the taxable valuation must not be more than eight percent (8%) of the City's total taxable value. Furthermore, the land area within any individual TIFD shall encompass no more than five percent (5%) of the City's total land area. The properties included within the TIFD are set forth in Table D, appended to this document

The Lebanon Airport - Tech Park TIF District is proposed to meet the following:

Table C: TIF Limitations

	Taxable Valuation	Land Area Acres
City Total (from 2018 MS-1 report)	\$1,908,962,821	24,220.08
Maximum Allowable Individual TIFD-%	8%	5%
Maximum Allowable Individual TIFD	\$152,717,026	1,211.00
Lebanon Airport - Tech Park TIFD Baseline 2018	\$670	86.16
As % of City Total	0.00%	0.36%
Maximum Allowable Cumulative TIFD - %	16%	10%
Maximum Allowable Cumulative TIFD	\$305,434,051	2,422.01
Existing Downtown Lebanon TIFD	\$86,242,028	106.24
Proposed Lebanon Airport - Tech Park TIFD	\$670	86.16
Total Existing and Proposed	\$86,242,698	192.40
Total Existing and Proposed - %	4.52%	0.79%
S:\PLN\Projects_Reports_Studies\ECONOMIC_FISCAL (FOLDER)\Tax.Increment.Financing-TIF-Feasibility.Study_2017-18\tifd limitation calcs.xlsx]Sheet1		

The proposed Lebanon Airport - Tech Park TIFD currently has a total taxable valuation of just \$670 and is thus below the mandated eight percent (8%) of the City's total taxable value for an individual TIFD. The proposed land area in the Lebanon Airport - Tech Park TIFD is +/- 86.16 acres (including both taxable and non-taxable properties), which is less than one-half of one percent of the City's total land area. Thus, the proposed Lebanon Airport - Tech Park TIFD conforms to the requirement to not be more than five percent (5%) of total land area.

The statute also limits the cumulative taxable valuation and land area within all TIF districts of a municipality to sixteen percent (16%) of total assessed valuation and ten percent (10%) of total land area. Adding the proposed Lebanon Airport - Tech Park TIF District to the existing Downtown Lebanon TIF District meets the cumulative requirements.

Lebanon Airport - Tech Park

TIF Administration Plan

Proper administration of the Tax Increment Financing District (TIFD) is of paramount importance. Strict adherence to the Development and Financing Plans as well as proper fiscal controls and oversight of the use of a TIFD to promote economic activity must be consistent and constant. In accordance with RSA 162-K, the following administrative processes will govern the TIFD.

Administrator

By designation of the City Council, and consistent with the responsibilities for municipal administration established by the Lebanon City Charter, the Administrator of the Lebanon Airport - Tech Park TIF District shall be the City Manager, who shall be granted the powers and duties outlined in 162-K:13, subject to City Council approval. Additionally, the Administrator shall make an annual financial report to the City Council, as per RSA 162-K:11.

Advisory Board

In accordance with RSA 162-K:14, and in conformance with Chapter 31 of the City of Lebanon Code, the Lebanon City Council shall create an Advisory Board for the TIFD, which shall have operating rules. The Advisory Board shall be known as the "Lebanon Airport - Tech Park TIF Advisory Board" and shall consist of five (5) voting members including a City Councilor, one (1) Citizen Representative, who does not own or occupy real property within or adjacent to the district, and three (3) property owners or occupants of real property within or adjacent to the district, which shall be interpreted to include all parcels within the existing Airport Business Park Phase 1A. The City Manager and the Executive Director of the Lebanon Area Chamber of Commerce shall be ex-officio, non-voting members.

The Board shall operate under the provisions of 162-K:14, which governs the powers and authority of the Advisory Board. The purpose of the Advisory Board shall be to advise the City Council on the policies and actions for the administration of the district relating to planning, construction and implementation of the Development Program and the operation and maintenance of the District after the Program is completed.

The Advisory Board shall meet either as determined by the chair of the Board or request by the City Manager to examine operation and maintenance of the TIFD.

The Advisory Board shall have 30 days to appeal any decision of the District Administrator to the City Council for review and appropriate action.

Amendments

Amendments to the boundaries of the TIFD, the Development Program, or the Financing Plan shall be undertaken in accordance with the public hearing process set forth within RSA 162-K:4, including its requirements for reasonable notification to the Lebanon School District and Grafton County Commissioners, in accordance with RSA 162-K:9.

Duration of Program

The Lebanon Airport - Tech Park Tax Increment Financing District will expire at the conclusion of the bond repayment schedule associated with public improvements made within the TIFD, which is anticipated to be not more than twenty-five (25) years.

Computation of tax increments:

Upon formation of a development district, the Lebanon Tax Assessor shall determine the current assessed value of the real property within the District in conformity with RSA 162-K:10. The current assessed value shall be known as the "Original Assessed Value." Each year thereafter, the Assessor(s) shall determine the amount by which the assessed value of the district has increased or decreased from the Original Assessed Value. Any amount by which the current assessed value of the district exceeds the Original Assessed Value will be referred to as the "Captured Assessed Value." This amount will be determined annually.

Captured assessed value dedication:

The City of Lebanon shall expend the tax increments received in accordance with the Tax Increment Financing Plan. Tax increments shall be used only to pay the costs (including debt service) and administrative expenses incurred in developing and maintaining the public facilities and infrastructure to be constructed within the TIFD.

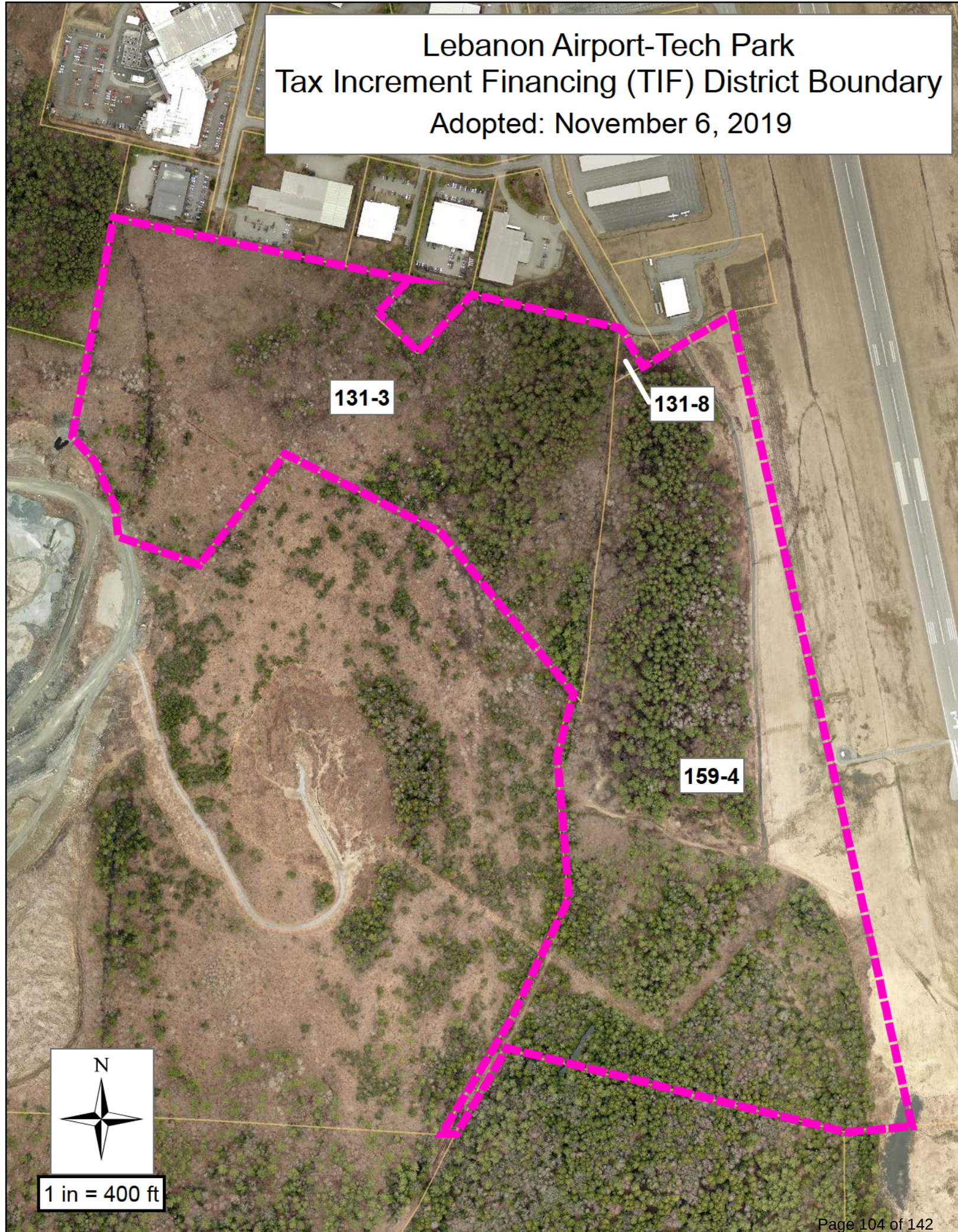
TABLE D

**Table D - Current Assessed Value and Land Area:
Lebanon Airport - Tech Park TIF District
as of September 1, 2019**

GIS_ID	MAP/LOT	Account Number	Street Number	Street Name	Current Total Assessed Value	Current Acres
			TAXABLE PROPERTIES			
0131 0003 00000	131-3	3345	0	PLAINFIELD RD	\$670	36.83
			Subtotal: Taxable Base Value		\$670	36.83
S:\PLN\Projects_Reports_Studies\ECONOMIC_FISCAL (FOLDER)\Tax.Increment.Financing-TIF-Feasibility.Study_2017-18\2018.04.25_TIF.Table-Value-Land.Area_summary-RV.RT.xlsx]Tiff-ver1						
			NON-TAXABLE PROPERTIES			
0159 0004 00000	159-4	3470	0	AIRPARK RD	\$2,122,100	49.10
0131 0008 00000	131-8	5554	0	AIRPARK RD	\$21,100	0.23
			Subtotal: Non-Taxable Base Value		\$2,143,200	49.33
Combined Taxable and Non-Taxable					\$2,143,870	86.16

C:\Users\owner\Documents\lebanon downtown tif\tif ordinance\[Table A Assessed Value and Land Area in District.xlsx]Tiff-ver1

Lebanon Airport-Tech Park
Tax Increment Financing (TIF) District Boundary
Adopted: November 6, 2019



WHEREAS: The City Council of the City of Lebanon has adopted the provisions of RSA 162-K, Municipal Economic Development and Revitalization Districts, pursuant to a Resolution passed by the City Council on July 11, 2018; and

WHEREAS: The City Council of the City of Lebanon undertook the 2017 Comprehensive Airport Master Plan to develop a strategy and plan for the long-term operation, management, capital improvement, and financial viability of the Lebanon Airport; and

WHEREAS: The City of Lebanon's 2012 Master Plan's Land Use and Economic Development chapters recommend that the City "take a more organized and active role in promoting sustainable economic development" and "seek a way for Lebanon Airport to pay for itself while better serving the needs of residents and businesses"; and

WHEREAS: The City Council of the City of Lebanon finds that the issuance of general obligation bonds, issued for the purposes of constructing and installing necessary public infrastructure and utilities to enable subdivision and/or development of land adjacent to the Lebanon Airport, provides a general public use and fulfills a public purpose; and

WHEREAS: The City Council of the City of Lebanon finds that the financing of public infrastructure improvements serves a public purpose and is consistent with the City's long-term recognition of the importance and unique nature of the Lebanon Airport and its desire to support and enhance the Airport's viability and prosperity.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND LEBANON CITY COUNCIL:

That a municipal economic development and revitalization district is hereby designated as shown on the attached Proposed TIF District Boundary Plan. The district shall be named the "Lebanon Airport - Tech Park Tax Increment Financing District," ("the District") and parcels included are documented on the attached Proposed TIFD Tax Map Parcels.

That the attached Lebanon Airport - Tech Park Tax Increment Financing District Development Program ("the Program") is hereby adopted in its entirety by the City Council of the City of Lebanon and that the District and the Program, as proposed, meet the requirements of RSA 162-K.

That the attached Lebanon Airport - Tech Park Tax Increment Financing Plan ("the Plan") is hereby adopted for use in accordance with said Program in the District, consistent with the requirements of RSA 162-K.

That in accordance with the provisions of RSA 162-K:5 and consistent with the attached Lebanon Airport - Tech Park TIF Limitations, the City Council hereby resolves that the total assessed value of taxable real property in the District shall not exceed eight (8%) percent of the most recent total assessed value of all taxable assessed value in the City and that the total assessed value of

taxable real property within all development districts for which bonds remain outstanding shall not exceed sixteen (16%) percent of the most recent total assessed value of all taxable real property in the City. Furthermore, the land area within the District shall not encompass more than five percent (5%) of the City's land area and the total land area within all development districts for which bonds remain outstanding shall not exceed ten (10%) percent of the City's land area.

That the attached Lebanon Airport - Tech Park TIF Administration Plan is hereby adopted and that, consistent with that Plan, the City Manager is designated as the District Administrator for a board to be known as the "Lebanon Airport - Tech Park TIF Advisory Board."

That pursuant to RSA 162-K:14, via separate ordinance the City Council shall establish an advisory board to be known as the "Lebanon Airport - Tech Park TIF Advisory Board."

This Resolution shall be effective upon passage.

Lebanon Airport - Tech Park TIF District Development Program

Addendum #1

This addendum constitutes a revision to the development plan related to the expansion of the boundary of the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District approved by the City Council on August 2, 2023 to include approximately 220 feet of the unconstructed southernmost portion of Technology Dr. located on City property. The purpose of the August 2, 2023 amendment was to allow roadway construction and utility extension to afford access to Tax Parcel 131-3 for development purposes.

This addendum is an addition to the **“Public Facilities to be constructed”** section of the original development program adopted on November 6, 2019. This addendum adds the construction of approximately 220 feet of roadway from the present terminus of the southern most paved portion of Technology Dr. over City property located in the right of way to the intersection of the property boundary of Tax Parcel 131-3. This addition includes the construction of the roadway extension and related drainage, sewer, water, sidewalk, lighting, and any other related utility infrastructure.

Airport-Tech Park TIF Expansion Area

Adopted 8/2/2023

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

City of Lebanon, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 06/07/2023
Data updated 11/18/2018

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.

From: Shaun Mulholland
Sent: Tuesday, November 28, 2023 4:06 PM
To: Julie Libby <jlibby@graftoncountynh.gov>
Subject: TIF District Amendments

Julie

See attached public hearing notice for changes to the Airpark TIF District. If you have any questions or concerns please let me know.

Shaun Mulholland
City Manager
City of Lebanon, NH
51 N. Park St.
Lebanon, NH 03766
603-448-4220



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING**
Wednesday, December 6, 2023 - 7:00pm
Council Chambers, City Hall or
Remote Via Virtual Platform
LebanonNH.gov/LIVE

To the Grafton County Commissioners:

In accordance with NH RSA 162-K:9, III, you are hereby notified that the Lebanon City Council will hold a public hearing on December 6, 2023, beginning at 7:00 p.m. in the City Hall Council Chambers or remote via the City's Virtual Platform for the following purpose:

To receive public input and take action on an Amendment to the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District Development Plan to construct +/-220 feet of roadway and related utilities infrastructure on Technology Drive located within the amended boundary of the existing TIF District.

You are invited to attend the public hearing in order to be fully informed of the fiscal and economic implications of the proposed amendment to the Lebanon Airport-Tech Park TIF District.

Documents are available for review in the office of the City Clerk Monday through Thursday from 7:00am to 5:00pm. The full agenda package for the December 6, 2023 City Council meeting will be available in City Hall and on the City's website (www.lebanonnh.gov) beginning November 29, 2023.

Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the ADA coordinator at City Hall by calling 448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

From: Shaun Mulholland
Sent: Tuesday, November 28, 2023 4:07 PM
To: Amy Allen <aallen@sau88.net>; tball@sau88.net
Subject: Airpark TIF District Amendment

Amy and Tim

See the public hearing notice relative to the Airpark TIF District amendment. If you have any questions or concerns please let me know.

Shaun Mulholland
City Manager
City of Lebanon, NH
51 N. Park St.
Lebanon, NH 03766
603-448-4220



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
Wednesday, December 6, 2023 - 7:00pm
Council Chambers, City Hall or
Remote Via Virtual Platform
[LebanonNH.gov/LIVE](https://lebanonnh.gov/LIVE)**

To the Lebanon School Board:

In accordance with NH RSA 162-K:9, III, you are hereby notified that the Lebanon City Council will hold a public hearing on December 6, 2023, beginning at 7:00 p.m. in the City Hall Council Chambers or remote via the City's Virtual Platform for the following purpose:

To receive public input and take action on an Amendment to the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District Development Plan to construct +/-220 feet of roadway and related utilities infrastructure on Technology Drive located within the amended boundary of the existing TIF District.

You are invited to attend the public hearing in order to be fully informed of the fiscal and economic implications of the proposed amendment to the Lebanon Airport-Tech Park TIF District.

Documents are available for review in the office of the City Clerk Monday through Thursday from 7:00am to 5:00pm. The full agenda package for the December 6, 2023 City Council meeting will be available in City Hall and on the City's website (www.lebanonnh.gov) beginning November 29, 2023.

Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the ADA coordinator at City Hall by calling 448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.



CITY OF LEBANON
NOTICE OF PUBLIC HEARINGS
Wednesday, December 06, 2023 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

The Lebanon City Council will hold public hearings on December 6, 2023, beginning at 7:00pm for the following:

- A. ORDINANCE #2023-05** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the Water Service Rate and a 5.2% increase to the Sewer Service Rate.
- B. ORDINANCE #2023-06** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, by updating the current fee schedule.
- C. ORDINANCE #2023-07** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter to amend City Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport Landing Fees.
- D. AIRPORT TECH-PARK TAX INCREMENT FINANCE (TIF) DISTRICT** – A public hearing for the purpose of receiving public input to amend the Airport Tech-Park Tax Increment Finance (TIF) District Development Plan to include the construction of the extension of Technology Dr. and associated utilities. **Action on this item will take place at the January 3, 2024 City Council Meeting.**

The December 6, 2023 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning December 1, 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, November 25, 2023.

Jaseya Ewing, City Clerk

**Agenda
Lebanon City Council
December 6, 2023**

9. Old Business:

**9.A – Presentation of Second Reading: Amendments to Ordinance
#18, Salary Plan, To Include Implementation of A 2.2% General Wage
Increase, And To Retitle, Reclassify, And Add Positions to the
Existing Salary Plan**

BACKGROUND

The City Council is asked to take action to amend Ordinance #18, Salary Plan, as follows:

1. Implement a 2.2% General Wage Increase for 2024, for all Non-Affiliated positions, and all positions within the following Bargaining Units: Lebanon Professional, Administrative, and Salaried Employees (LPASE), Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF) and Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)
2. Article II, Non-Affiliated Employees to:
 - I. Add the non-exempt position of Facilities Maintenance Specialist, within the Public Works Department, to Grade 4.
3. Article II, LPASE Employees to:
 - I. Add the non-exempt position of Cemetery Supervisor, within the Public Works Department, to Grade 9.
 - II. Retitle Solid Waste Foreperson, Grade 9 position, to Solid Waste Supervisor.
4. Article II, Seasonal/Temporary & Stipend Employees to:
 - I. Retitle the following positions, with the Library Department:
 - a. Circulation Substitutes retitled to Library Clerk I
 - b. Custodian Substitutes retitled to Library Custodian Substitute
 - c. Reference Librarian Substitutes retitled to Library Clerk II
 - II. Implement additional wage adjustments to the following positions:
 - a. Outdoor Adventurer – Educator
 - b. Library Clerk I (Newly Retitled)
 - c. Library Custodian Substitute (Newly Retitled)
 - III. Relocate the following positions:
 - a. Tree Warden from Recreation, Arts & Parks Stipend Positions, to Public Works Positions, as a non-exempt position.
 - b. Softball Coordinator position from Recreation, Arts & Parks Positions, to Recreation, Arts & Parks as a stipend position.
5. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO, to:
 - I. Retitle the following positions:

- a. Airport Maintenance Foreman to Airport Maintenance Supervisor
 - b. Foreman to Supervisor
 - c. Parks & Grounds Crew Foreman to Parks & Grounds Crew Supervisor
6. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to:
 - I. Adjust pay grades in conformance to the Collective Bargaining Agreement, and the Wage Study conducted in May of 2021.

2024 General Wage Increase (GWI)

The City Manager is responsible for maintaining the City's Compensation and Classification Plan. Within Ordinance #18, compensation for exempt (salaried) and non-exempt (hourly) Non-Affiliated employees is expressed as a minimum and maximum grade range, via hourly rates for non-exempt employees, and weekly rates for exempt (salaried) employees. Movement within ranges is achieved through annual General Wage Increases, and merit or step adjustments, applicable for employees who are not already at the top of their wage range. To be useful, it is imperative that compensation and classification systems be kept current. This is achieved primarily by revising compensation ranges through regular general wage adjustments and by systematically reviewing all positions on a regular basis. This is achieved by meaningful sampling of the labor market and internally relative to other positions.

For general wage adjustments, the City's practice is to use the percentage change in the Northeast Region CPI for June, from 12 months prior, with a minimum adjustment of 1% (floor), and a maximum adjustment of 3% (ceiling). This is true for Non-Affiliated (non-union) employees, as well as those that belong to our Collective Bargaining Units, which include:

- Lebanon Professional, Administrative, and Salaried Employees (LPASE)
- American Federation of State, County and Municipal Employees, Local #1348/Council 93 AFL-CIO (AFSCME)
- Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF)
- Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

The increase in the Northeast Region CPI, for the period of June 2022-June 2023, was 2.2%. As a result, the City Council is being asked to take action, and implement a 2.2% General Wage Increase for all employees, as part of the 2024 City Budget. This change would be effective as of the first pay period of 2024.

In addition to the General Wage Increase (GWI), City Administration is proposing additional amendments, as outlined below.

Article II, Non-Affiliated Employees

City Administration is proposing the addition of a Facilities Maintenance Specialist position. The Facilities Maintenance Specialist is a non-exempt, Grade 4 position.

Article II, LPASE Employees

City Administration is proposing the addition of a Cemetery Supervisor position. The Cemetery Supervisor is a non-exempt, Grade 9 position.

Administration is also proposing that the Grade 9, Solid Waste Foreperson position be retitled Solid Waste Supervisor.

Article II, Seasonal/Temporary & Stipend Employees

The following positions within the Library Department are to be retitled:

1. Circulation Substitutes retitled to Library Clerk I
2. Custodian Substitutes retitled to Library Custodian Substitutes
3. Reference Librarian retitled to Library Clerk II

Furthermore, due to the difficulty hiring for specific positions within the Seasonal/Temporary & Stipend classification, Administration is proposing additional wage adjustments, above the 2.2% GWI, for three positions, to include:

1. Outdoor Adventurer – Educator
2. Library Clerk I (Newly Titled)
3. Library Custodian Substitutes (Newly Titled)

Administration is proposing that the Tree Warden position, currently a position within the Recreation, Arts and Parks Department, be relocated to the Public Works Department and be changed from a stipend employee to an hourly employee; and that the Softball Coordinator position be relocated from an hourly employee to a stipend employee.

Article III, Bargaining Unit Employees

SECTION A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

For consistency purposes, City Administration is proposing that the following AFSCME positions be retitled:

1. Foreman retitled to Supervisor
2. Airport Maintenance Foreman retitled to Airport Maintenance Supervisor
3. Parks & Grounds Crew Foreman retitled to Parks & Grounds Crew Supervisor

SECTION B, LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION, LOCAL 3197/ INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)

In conformance with the Collective Bargaining Agreement, and in addition to the GWI of 2.2%, pay grades in this Bargaining Unit will be escalated to the 60th percentile of the Wage and Salary Study, conducted in May of 2021.

SECTION C, LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)

No additional amendments are proposed.

Amendment Process

Samantha Lauzon, Human Resources Director, will be present to discuss all proposed amendments and answer any questions the City Council may have.

Amending Ordinance #18 requires three separate presentations (see City Charter subsections §419:22, §419:24, §419:25, §419:52), followed by a public hearing, and the vote of at least two-thirds (2/3) of all members of the City Council - six (6) members - to adopt.

The first presentation was recognized by the City Council on November 15, 2023. The Council is now asked to recognize the second of three presentations. The third presentation will occur on December 13, 2023, along with a public hearing to adopt the amendments as proposed.

The tables below reflect all changes (as shown in red text), to include the addition of new positions, changes in position titles and/or classification, as well as the 2.2% General Wage Increase. These changes would be effective as of the first pay period of 2024.

ACTION

The City Council is asked to recognize the second of three presentations as follows:

1. ACKNOWLEDGE SECOND PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the second of three presentations to amend Ordinance #18, Salary Plan, as outlined in the tables contained on pages ____ through ____ of the December 6, 2023, City Council Agenda Packet:

The following pay plan shall be in effect the first pay period of 2024.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2024 SALARY & GRADES TO INCLUDE 2.2% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern	\$18.18	\$26.57	-	-
2	Custodian	\$20.43	\$27.58	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$21.67	\$29.24	-	-

	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$22.95	\$30.98	-	-
	Custodial Supervisor	-	-	-	-
	Facilities Maintenance Specialist (New)	-	-	-	-
5		\$24.32	\$32.85	-	-
6		\$25.77	\$35.18	-	-
7	Administrative Secretary	\$27.34	\$38.67	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Accounting Clerk III	\$30.07	\$40.58	-	-
	Administrative Assistant	-	-	-	-
	Benefits Specialist	-	-	-	-
	Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,202.64	\$1,623.50
	Children's Librarian	-	-	-	-
9	Code Health Inspector**	\$33.07	\$44.65	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Solid Waste Foreperson**	-	-	-	-
	Solid Waste Supervisor**	-	-	-	-
	Cemetery Supervisor** (New)	-	-	-	-
	Associate Planner**	-	-	\$1,322.88	\$1,786.15
10	Asset Manager**	\$36.42	\$49.16	-	-
	Assistant City Engineer**	-	-	-	-
	Financial Analyst	-	-	-	-
	Community Nurse	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,456.88	\$1,966.38
	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$38.60	\$52.10	-	-
	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-

	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	System Administrator	-	-	-	-
	Airport Operations Supervisor**	-	-	\$1,544.04	\$2,083.91
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Fire Marshal**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$40.91	\$55.23	-	-
	Water Treatment Superintendent**	-	-	-	-
	Administrative Services Manager**	-	-	\$1,636.34	\$2,209.02
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager	-	-	-	-
13	Chief Innovation Officer	-	-	\$1,734.53	\$2,341.63
	Cyber Security Analyst	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director	-	-	-	-
	Deputy Fire Chief**	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager	-	-	-	-
	Police Captain**	-	-	-	-
	Deputy Planning and Development Director	-	-	-	-
	Systems and Operations Administrator	-	-	-	-
14	Human Resources Specialist	\$45.97	\$62.06	-	-
	Airport Manager	-	-	\$1,838.70	\$2,482.05
	Assistant Director/Public Works	-	-	-	-
	Assistant Fire Chief	-	-	-	-
	Chief Assessor	-	-	-	-
	Human Resources Director	-	-	-	-
	Library Director	-	-	-	-
	Lead Network Infrastructure Engineer	-	-	-	-
	Recreation, Arts & Parks Director	-	-	-	-
15	Deputy Police Chief	-	-	\$2,065.67	\$2,630.81
16	Technical Advisor II	\$56.57	\$71.59	-	-
	Chief of Police	-	-	\$2,262.71	\$2,863.64

	Planning and Development Director	-	-	-	-
	Public Works Director	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Cyber Services Director	-	-	-	-
	Deputy City Manager	-	-	-	-

**Denotes LPASE Employees for which the January 1, 2024, GWI shall be based on the Northeast Region CPI for June 2022 – June 2023, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

B. Seasonal/Temporary& Stipend Employees

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk	-	\$15.63
Election Assistant	-	\$15.63
Supervisors of the Checklist	-	\$15.63
Moderator	-	\$22.32
Ward Clerk	-	\$22.32
ELECTION DAY STIPEND		
Chair Supervisor of the Checklist	-	\$250.25
Supervisor of the Checklist	-	\$212.00
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$12.56	\$31.85
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$11.32	\$17.02
Lifeguards	\$11.32	\$19.53
Head/Lead Counselors	\$14.74	\$18.12
Head & WSI Lifeguards	\$13.59	\$20.37
Head Front Desk Attendant - Pool	\$13.59	\$17.00
Outdoor Adventurer - Educator	\$15.00	\$20.00
Softball Coordinator	\$14.15	\$18.12
Day Camp Counselors	\$11.32	\$17.02
Arts & Craft Director	\$14.74	\$18.97
Farmers Market Coordinator	\$15.86	\$20.39
Market Assistant	\$13.59	\$17.00
Tennis Instructor	\$17.00	\$21.52
Stomp & Romp	\$17.00	\$21.52
Pool Operations Manager	\$17.00	\$23.43
Asst. Pool Director	\$17.00	\$23.43
Assistant Camp Director	\$17.00	\$23.43
Pool Director	\$18.12	\$26.78
Camp Director	\$18.12	\$26.78
RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$228.74	\$797.81
Softball Coordinator - Stipend	\$1,981.00	\$2,536.80

Tree Warden—Stipend	\$2,555.00	\$5,110.00
LIBRARY POSITIONS		
Circulation Substitutes Library Clerk I	-	\$18.00
Custodian Substitutes Library Custodian Substitutes	-	\$20.00
Reference Librarian Substitutes Library Clerk II	-	\$25.27
PUBLIC WORK POSITIONS		
Engineering Clerk	\$12.47	\$15.86
GIS Clerk – (or Intern)	\$17.00	\$19.26
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$18.12	\$22.90
Tree Warden	\$23.00	\$26.00
CDL Seasonal Drivers	\$25.45	\$55.79
PLANNING POSITIONS		
Park Ranger	\$17.00	\$19.26
POLICE DEPARTMENT POSITIONS		
Crossing Guard	-	\$18.45
*Communications Specialist	\$27.34	\$38.67
Police Administrative Aide	\$22.66	\$26.05
Parking Control Officer	\$22.66	\$26.05
Police Officers	\$29.34	\$38.78
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$27.34	\$38.67
Lead Recording Secretary	\$25.46	\$30.98
Recording Secretary	\$24.35	\$26.61
Recording Secretary Coordinator	\$25.46	\$27.19
SHARED POSITION		
General Intern I	\$14.74	\$18.69

Article III, Bargaining Unit Employees

A. AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and AFSCME (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL-CIO, (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

AFSCME POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Recycling Attendant; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician;
5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Maintainer (Cemetery Crew Leader); Utilities Operator I;
6	Mechanic; Water Treatment Plant Operator; Wastewater Treatment Plant Operator;

7	Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Foreman Supervisor; Utilities Maintenance Mechanic; Engineering Technician;
8	Foreman Supervisor; Parks & Grounds Crew Foreman Supervisor
9	Chief of Quality Assurance, Electrician

AFSCME LOCAL 1348 - 2024 SALARY GRADES							2.2% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	\$19.96	\$20.52	\$21.12	\$21.72	\$22.27	\$22.96	\$23.67
2	\$21.53	\$22.16	\$22.80	\$23.42	\$24.04	\$24.78	\$25.55
3	\$23.25	\$23.95	\$24.65	\$25.31	\$26.04	\$26.85	\$27.68
4	\$25.11	\$25.89	\$26.63	\$27.40	\$28.20	\$29.07	\$29.98
5	\$27.21	\$28.03	\$28.86	\$29.69	\$30.56	\$31.51	\$32.49
6	\$29.46	\$30.34	\$31.32	\$32.28	\$33.26	\$34.25	\$35.18
7	\$31.92	\$32.92	\$33.96	\$35.00	\$36.05	\$37.13	\$38.13
8	\$33.52	\$34.58	\$35.68	\$36.78	\$37.96	\$39.12	\$40.64
9	\$36.40	\$37.54	\$38.77	\$39.98	\$41.21	\$42.44	\$44.18

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197 / INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 2022 to December 31, 2024), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2024 SALARY GRADES							2.2% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Firefighter - EMT	\$25.81	\$26.64	\$27.46	\$28.32	\$29.13	\$29.96	\$30.88
Firefighter - Paramedic	\$29.23	\$30.11	\$31.04	\$31.89	\$32.76	\$33.66	\$34.59
Fire Alarm Technician	\$35.94	\$36.69	\$37.44	\$38.15	\$38.90	\$39.61	\$40.33
Lieutenant	\$34.59	\$35.07	\$35.56	\$36.06	\$36.54	\$37.02	\$37.51
Fire Inspector	\$36.22	\$36.80	\$37.43	\$38.01	\$38.63	\$39.22	\$39.87
Lieutenant - Paramedic	\$36.09	\$36.57	\$37.04	\$37.51	\$38.01	\$38.46	\$38.95
Captain	\$42.24	\$42.67	\$43.17	\$43.62	\$44.08	\$44.56	\$45.01

Inspector - Paramedic	\$37.52	\$38.10	\$38.67	\$39.27	\$39.84	\$40.41	\$41.06
Captain - Paramedic	\$42.71	\$43.16	\$43.59	\$44.04	\$44.50	\$44.93	\$45.44

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), (effective January 1, 2022 to December 31, 2024), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION – 2024 SALARY GRADES							2.2%GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$29.34	\$31.05	\$32.12	\$33.71	\$35.40	\$37.19	\$38.78
Corporal	\$39.90	-	-	-	-	-	-
Sergeant	\$39.90	\$40.74	\$41.78	\$42.85	\$43.89	\$44.94	\$46.04

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

**Agenda
Lebanon City Council
December 06, 2023**

10. New Business:

10.A – Public Input on Proposed 2024 Municipal Budget

Background

The public is invited to provide input to the City Council and members of the City staff on the proposed 2024 Municipal Budget.

Action

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

Included In this Section:

1. November 20, 2023 email from Jeanne Robillard, CEO Tri-County CAP, RE: Stats Explanation
2. Tri-County CAP Service Information for Lebanon
3. November 20, 2023 email from Jeanne Robillard, CEO Tri-County CAP, RE: Planning for end of Lebanon Hotel/Motel Assistance
4. July 31, 2023 email from Taylor Caswell, Commissioner Governor's Office for Emergency Relief & Recovery, RE: Data Conversation – Homeless Data Review

Information available but not included herein:

[2024 Municipal Budget as proposed by the City Manager](#)

From: Robillard, Jeanne <jrobillard@tccap.org>
Sent: Monday, November 20, 2023 3:45 PM
To: Shaun Mulholland <Shaun.Mulholland@lebanonnh.gov>
Subject: [EXTERNAL] Stats Explanation

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

Hi Shaun,
Attached please find a file with the stats in question.

Our previous municipal funds coordinator always named the stats files to match the application program year so the correct stats would go with the correct application. For example, the 2024 City Budget Application would have had actual FY23 stats but the physical FILE would be named FY24 to match the City FY24 APPLICATION. I did not follow this practice because I don't usually do this job.

Our stats are always one year behind due to the timing of municipal applications. Our current FY23 stats were not available yet in July when the 2024 application was due. This was explained in the application. I included the previous application's stats with our 2024 application as an example of the level of services we provide. I also included what stats we had, to date, in the 2024 application. The FY22 stats (FILE named for the 2023

application) were an example only.

I sincerely apologize for any confusion my inconsistent labeling of the file may have created. Or if the example of the FY 22 stats from the 2023 city application was also confusing.

Please feel free to reach out with questions.

Best-

Jeanne

Tri-County CAP Disclaimer: The content of this message(s), and any files transmitted within it, are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

1. The agency serves a core group of Lebanon residents.

How many residents participate or benefit from the services provided?

We are still in the process of compiling our full year statistics; however, we did submit statistics for January through June of 2023 with our last request for the release of funds. They are included below. **We have also attached last year's stats for a measure of how many Lebanon residents we typically serve and the value of that service.** According to preliminary results for the last year, TCCAP served 559 households in the City of Lebanon.

Regular Programs:

- Fuel/Energy Assistance/SEFAP/SSEBP: (season) 195 Households/335 Individuals \$223,247.64
- Weatherization (including HHRP): 40 Units/Homes \$115,089.75
- TEFAP/USDA Food Distribution: 1026 cases of food valued at \$38,491.91
- Guardianship: 2 Clients @\$472.00 per client
- Housing Stability Services: 47 Households \$40,760 (direct cash assistance- NON-NHERAP)
- 211 Call response: 35 calls, serving 40 individuals @\$1,400- 2,800

Special Programs:

- NHERAP Housing Assistance and Emergency Temporary Housing, (entire program -ended June 15): 488 Households \$8,886,305.09
- Cold Weather Shelter Funds (CWSF) December- April: 60 Bednights /7 People \$6,589.67 spent, \$10,344.00 allocated, 4 Emergency Cold Weather Back Packs & tents \$400.00

This represents a total of \$428,323 in services to the City of Lebanon (not including NHERAP) for the time period and 331 households served.

2. The agency provides a service that directly or indirectly reduces City expenditures or provides a service that the City would otherwise be obligated to provide.

How does the mission of your organization best inform the requirements of the City to "relieve and maintain" those in our community that are unable to sustain the basic needs of food, shelter, and emergency medical assistance?

Tri-County Community Action Program's (TCCAP) mission is to provide opportunities for low to moderate income families and individuals that will, in turn, strengthen the communities they live in. According to our agency values, we believe that that empowering

FY23 Actual

Unavailable at time of 2024 Budget
Year Application.

Lebanon

Total Clients: 1,151

Total Value: \$1,626,940.00

7/1/2022 - 6/30/2023

AGENCY EMPLOYMENT

Payroll (No Fringe)	\$6,852,690.00
Benefits	\$1,749,332.00
Total:	\$8,602,022.00

ECONOMIC SUPPORTS

Energy Assistance Services

Fuel Assistance	Grafton County
Households	1922
Value	\$3,242,402.00
LEBANON	195
	\$310,971.00

Electric Assistance	Grafton County
Households	1154
Value	\$645,729.00
LEBANON	71
	\$43,019.00

Tri County Transit

	Grafton County
Households	174
Value	\$11,628.00

FACILITIES, ADMINISTRATION & OPERATIONS

Weatherization (Including Heating Systems)

	Grafton County
Clients	108
Value	\$605,710.00
LEBANON	40
	\$125,839.00

(1)

HEALTH & NUTRITION

Head Start

Grafton County		
Students	137	
Value	\$697,890.00	

HOMELESS SERVICES

Grafton County		
Coordinated Entry/211 Calls	298	\$25,887.00
Housing Services	699	\$199,215.00
NHERAP (Households)	1,039	\$8,328,035.00

Lebanon Coordinated Entry/211 Calls	109	\$9,579.00
Lebanon Housing Services	245	\$69,825.00
Lebanon NHERAP (Households)	322	\$1,047,133.00

SHELTER SERVICES

Tyler Blain House

Grafton County		
Clients	0	
Value	\$0.00	
LEBANON	0	\$0.00

Burch House

Grafton County		
Clients	6	
Value	\$232,791.00	
LEBANON	2	\$20,574.00

USDA FOOD DISTRIBUTION

Grafton County		
Cases of Food	3027	
Value	\$91,850.00	
Distributed to Listen SK, Listen Food Pantry, Wellspring and Crosspoint		
LEBANON	0	\$0.00

TRI-COUNTY CAP FAMILY DENTAL

Grafton County		
Clients	94	
Value		
LEBANON	1	\$0.00

2

FY 22 Actual, submitted with Budget Year 2023 Application and named "FY23" to match city budget year. Included in FY24 Budget Year Application as an example only, see highlighted application.

Lebanon

Total Clients: 807 Total Value: \$772,108

AGENCY EMPLOYMENT

Payroll (No Fringe)	\$6,484,485
Benefits (Fringe, Taxes, etc.)	\$1,531,781
Total	\$8,016,266

ECONOMIC SUPPORTS

Energy Assistance Services

Fuel Assistance	Carroll	Coos	Grafton	Total
Households	1,455	1,957	1,792	5,204
Value	\$2,006,122	\$2,693,852	\$2,351,614	\$7,057,589
Lebanon			164	\$211,444

Electric Assistance	Carroll	Coos	Grafton	Total
Households	1,350	2,039	2,302	5,691
Value	\$584,209	\$848,999	\$990,417	\$2,423,624
Lebanon			212	\$96,063

Guardianship	Carroll	Coos	Grafton	Total
Clients	28	25	54	107
Value	\$55,680	\$44,412	\$201,240	\$301,332
Lebanon			2	\$4,968

Tri-County Transit

Door to Door Service	Carroll	Coos	Grafton	Total
Clients	692	1,621	433	2,746
Trips	3,624	13,593	927	18,144
Value	\$318,572	\$423,357	\$180,604	\$922,533

Flex Route Service	Coos	Grafton	Total
Trips	9,788	5,445	15,233
Value	\$180,019	\$101,260	\$281,279

Long Distance Medical Service	Trips	Miles	Value
	1,078	47,960	\$29,736

All Services	Trips	Value
Total	34,445	\$1,233,548

HOUSING STABILITY

Cornerstone North			Residents	Total Rent Paid
Coos			12	\$160,704
Homeless Intervention	Outreach	Case Management	Rental Assistance	Total Value
Carroll	209	42	1	\$242,554
Coos	362	52	4	\$503,261
Grafton	546	207	5	\$325,161
Lebanon	156	40	3	\$85,922
NHERAP	Carroll	Coos	Grafton	Total
Clients	377	514	1,304	415
Value	\$3,156,815	\$3,611,042	\$13,293,136	\$20,060,993
Shelter Services				
Tyler Blain House	Carroll	Coos	Grafton	Total
Bed Nights	1	463	130	594
Value	\$381	\$176,403	\$49,530	\$226,314
Lebanon			56	\$21,336
Burch House	Carroll	Coos	Grafton	Total
Bed Nights	2	514	667	1,183
Value	\$762	\$195,834	\$25,127	\$221,723
211 Response	Carroll	Coos	Grafton	Total
Clients	43	52	247	5,691
Value	\$4,904	\$5,930	\$28,168	\$39,002
Lebanon			91	\$10,378
USDA Food Distribution	Carroll	Coos	Grafton	Total
Cases of Food	6,356	6,257	8,853	21,464
Value	\$262,218	\$229,143	\$332,962	\$824,322
Lebanon			3,081	\$123,119

“

The RSVP knitters are the heroes of our story. They have knitted dozens of adult and child hat and mitten sets that have been donated to local agencies. The response is always positive, with many saying that they would not have been able to have a hat or gloves without the donated item.

Cheryl O'Malley, ServiceLink & RSVP Director

From: Robillard, Jeanne <jrobillard@tccap.org>
Sent: Monday, November 20, 2023 8:46 PM
To: Shaun Mulholland <Shaun.Mulholland@lebanonnh.gov>
Subject: Fwd: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

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

FYI. You can start at the bottom.

Get [Outlook for iOS](#)

From: Lynn Greenleaf Lippitt <llippitt@nhhfa.org>
Sent: Friday, February 24, 2023 3:37 PM
To: Robillard, Jeanne <jrobillard@tccap.org>; Lynne Goodwin <lynne.goodwin@lebanonnh.gov>
Subject: RE: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

Hi Lynne,

It was good to see you at the meeting last week! I can provide household numbers weekly that will allow towns to budget for households that may need assistance after the ETH program ends. GOFERR does not allow household level data to be released. Sorry if what I said at the meeting was misleading. CAPs, including TCCAP, will work

collaboratively with local welfare offices, however it's up to each household whether they want to be connected with their local welfare office preemptively. I provided a contact for each CAP that towns can reach out to when a household applies for town assistance to get information on when the household's rent or hotel payment ends. The CAPs are also providing housing stabilization services to interested households to assist them in moving to permanent housing from the hotel or to locate other temporary housing once the ETH program ends.

I hope this helps! Enjoy the weekend!

LYNN LIPPITT, MEd (*she/her/hers*)
Director, Housing Services
New Hampshire Housing
PO Box 5087 | Manchester, NH 03108
603.310.9221
llippitt@nhhfa.org | [NH Housing.org](https://www.nhhousing.org)

From: Robillard, Jeanne <jrobillard@tccap.org>
Sent: Friday, February 24, 2023 3:21 PM
To: Lynne Goodwin <lynne.goodwin@lebanonnh.gov>
Cc: Lynn Greenleaf Lippitt <llippitt@nhhfa.org>
Subject: Re: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

I will have to let Lynn respond to that, as these decisions are made by GOFERR.

I suppose there is always the chance that some of the households in hotels will not seek town assistance...

From: Lynne Goodwin <Lynne.Goodwin@lebanonnh.gov>
Sent: Friday, February 24, 2023 3:18 PM
To: Robillard, Jeanne <jrobillard@tccap.org>
Cc: Lynn Greenleaf Lippitt <llippitt@nhhfa.org>
Subject: RE: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

Jeanne,

Yes, Lynn provided the numbers of households in motels in Lebanon (as seen below in my initial email). However, she also said that the CAPs will be collaborating with welfare offices to plan ahead for those households before their motel assistance through ERAP or ETH ends. Tri-County CAP provided a list of households in motels when ERAP ended in October. At a minimum, can't Tri-County CAP provide a list of the households currently housed in Lebanon motels so I can begin planning for them? Only 2 households have made contact with my office so far.

Thanks, Lynne.

Lynne P. Goodwin, MSW

Human Services Director
City of Lebanon
24 Hanover Street, Suite 9
Lebanon, NH 03766
603-448-2944
Fax 603-448-0698
www.lebanonnh.gov/hs

#HousingEndsHomelessness #ShelterSavesLives #WorkingTogetherIsWhatWorks

From: Robillard, Jeanne <jrobillard@tccap.org>
Sent: Friday, February 24, 2023 2:42 PM
To: Lynne Goodwin <Lynne.Goodwin@lebanonnh.gov>
Subject: Re: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

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

Hi Lynne,
I did double check with Lynn Lippitt and per GOFERR, NHHFA is sending those numbers directly to municipalities.

Lynn said she sent the information to David Brooks on 2/15/23.

Hope that is helpful-

Best-
Jeanne

From: Lynne Goodwin <Lynne.Goodwin@lebanonnh.gov>
Sent: Friday, February 24, 2023 1:56 PM
To: Robillard, Jeanne <jrobillard@tccap.org>
Subject: RE: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

Hi Jeanne. I'm checking in on the status of the list of motel guests. Will I be receiving the list today?

Thanks, Lynne.

Lynne P. Goodwin, MSW
Human Services Director
City of Lebanon
24 Hanover Street, Suite 9

Lebanon, NH 03766
603-448-2944
Fax 603-448-0698
www.lebanonnh.gov/hs

#HousingEndsHomelessness #ShelterSavesLives #WorkingTogetherIsWhatWorks

From: Robillard, Jeanne <jrobillard@tccap.org>
Sent: Friday, February 17, 2023 9:52 AM
To: Lynne Goodwin <Lynne.Goodwin@lebanonnh.gov>
Subject: [EXTERNAL] Re: Planning for end of Lebanon Hotel/Motel Assistance

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

Hello Lynn-

Funny you should mention it! We are working right now on getting a list together for all the municipalities who may have hotel guests coming to them for assistance at the April 1 deadline. And we will have a list of households at the beginning of June who may also be looking for assistance at the June 30 cut-off.

We should have that out by next Friday.

Have a great day-
Jeanne

From: Lynne Goodwin <Lynne.Goodwin@lebanonnh.gov>
Sent: Friday, February 17, 2023 9:22 AM
To: Robillard, Jeanne <jrobillard@tccap.org>
Subject: Planning for end of Lebanon Hotel/Motel Assistance

Good morning, Jeanne. Hope you are well. Yesterday Lynn Lippitt presented at the Local Welfare Administrators Association General Meeting. She is providing all municipalities with data regarding the number of households currently housed in hotels/motels in the municipality paid for by ERAP or ETH. She informed Welfare Administrators that CAPs will be partnering with local welfare to provide information about those households so planning can take place prior to the loss of funding on April 1 or June 15.

Lynn provided the City of Lebanon with the following information:

Number of households staying in Lebanon hotels: 55

Households with children: 7

Households whose town of origin is a different town: 5

Town residents staying in hotels in another town: 11

Which member(s) of your staff can I partner with to get the names of the households by 2/24/23 so my office can begin proactively planning for these households?

With appreciation,

Lynne

Lynne P. Goodwin, MSW
Human Services Director
City of Lebanon
24 Hanover Street, Suite 9
Lebanon, NH 03766
603-448-2944
Fax 603-448-0698
www.lebanonnh.gov/hs

#HousingEndsHomelessness #ShelterSavesLives #WorkingTogetherIsWhatWorks

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From: Caswell, Taylor - GOFERR <Taylor.Caswell-G@goferr.nh.gov>
Sent: Monday, July 31, 2023 4:25:34 PM
To: Shaun Mulholland <Shaun.Mulholland@lebanonnh.gov>
Cc: Hagaman, Chase - GOFERR <Chase.A.Hagaman-G@goferr.nh.gov>
Subject: [EXTERNAL] data conversation

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

Shaun

Thanks again for the conversation last week. Always great to talk with the group. I wanted to followup on the conversation related to homeless data review. We went back and reviewed federal statutory language on confidentiality in the programs. Below are the relevant areas. If there are some data points that we can provide that keep us within the applicable federal rules, then let's explore that. Happy to talk more about it or entertain any questions on the subject.

Here is the language with links:

Grantees under ERA1 must comply with the requirement in section 501(g)(4) of Division N of the Consolidated Appropriations Act, 2021, to establish data privacy and security requirements for information they collect; grantees under ERA2 are also encouraged to comply with those requirements.⁷ The assistance listing number assigned to the ERA is 21.023.

Footnote 7: Specifically, the statute establishing ERA1 requires grantees to establish data privacy and security requirements for certain information regarding applicants that (i) include appropriate measures to ensure that the privacy of the individuals and households is protected; (ii) provide that the information, including any personally identifiable information, is collected and used only for the purpose of submitting reports to Treasury; and (iii) provide confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking.

<https://home.treasury.gov/system/files/136/ERA-FAQ-7.27.22.pdf>

Statutory language:

(4) PRIVACY REQUIREMENTS.- (A) IN GENERAL.-Each eligible grantee that receives a payment under this section shall establish data privacy and security requirements for the information described in paragraph (1) that- (i) include appropriate measures to ensure that the privacy of the individuals and households is protected; (ii) provide that the information, including any personally identifiable information, is collected and used only for the purpose of submitting reports under paragraph (1); and (iii) provide confidentiality protections for data collected about any individuals who are survivors of intimate partner violence, sexual assault, or stalking. (B) STATISTICAL RESEARCH.- (i) IN GENERAL.-The Secretary- (I) may provide full and unredacted information provided under subparagraphs (A) through (F) of paragraph (1), including personally identifiable information, for statistical research purposes in accordance with existing law; and (II) may collect and make available for statistical research, at the census tract level, information collected under subparagraph (A). (ii) APPLICATION OF PRIVACY

REQUIREMENTS.-A recipient of information under clause (i) shall establish for such information the data privacy and security requirements described in subparagraph (A).

<https://home.treasury.gov/system/files/136/era-1-program-statute-section-501.pdf>

Taylor Caswell

Commissioner

[Governor's Office for Emergency Relief & Recovery](#) [GOFERR]



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**Agenda
Lebanon City Council
December 06, 2023**

10. New Business:

10.B – Review of Request for NHDES Granite State Clean Fleets Grant Funds for the Purchase of two 100% Electric Global Brand Street Sweepers and two Electric Vehicle Charging Stations

Background

The City applied to the NH Dept. of Environmental Services for a grant for two (2) 100% electric street sweepers to replace two (2) existing diesel-powered street sweepers. In addition to purchasing the electric street sweepers, a Level 2 charging station would be installed at the Department of Public Works (DPW) Garage on Dartmouth College Highway and a Level 3 DC Fast Charger station would be installed at the Lebanon Solid Waste Facility. Work would include procurement and training for the new units, procurement and installation of the Level 2 and Level 3 charging stations, and procurement and installation of related City and utility electrical upgrades to each site.

The total cost of the project is: \$2,960,238. The City's contribution, which includes the required five percent (5%) matching funds and other ineligible project costs, is estimated at: \$165,854. We believe these costs to be conservative as they include a 15% inflation factor. The street sweepers and EV charging infrastructure installation will be put out to bid.

The current fleet of three (3) street sweepers is comprised of a 2002, a 2008 and a 2015 model. The 2002 is beyond its lifespan, the 2008 is nearing the end of its life span and the 2015 has an anticipated three to five years of service life left. Replacement cost for a new diesel-powered sweeper is approximately \$384,000, while used machines can be purchased for approximately \$50,000.

Operationally, for about four to five weeks in April or May, weather dependent, 24 hour a day street sweeping is commenced for five (5) days a week utilizing two (2) sweepers. The third sweeper is utilized if one of the primary sweepers is down or if weather has delayed cleanup and there is sufficient manpower to fill the third machine.

The proposed electric sweepers have a 5000-hour, 10-year minimum battery life span with a 5-year battery warranty. Long term storage will occur at the O&M garage. For the spring cleanup duration, they will be stored at Solid Waste to utilize the Level 3 charger. The Level 2 Charger to be located at O&M will be sufficient for routine summer use as needed. The Level 3 charger affords a fast charge time of 4 hours to full charge, which equates to 8 hours run time. The manufacturer recommends charging once below 2 hours of remaining charge and to not run them down to zero charge. The Level 2 charger is a 1 to 1 charge time, six (6) hours charge equals six (6) hours run time.

This project is a step towards electrification of the City's fleet and reduction of our greenhouse gases. The Level 3 DC fast charger was designed into the grant application, specifically at the Solid Waste Facility, in order to make use of electricity from the gas-to-energy project. This will allow for lower-cost rapid charging of the sweepers and other City fleet vehicles as they are procured. It will serve the additional purpose of providing City EV charging when the electric grid goes down. This latter is of critical importance to emergency service vehicles as they are transitioned to electric. Neighboring towns have expressed a strong interest in having access to such emergency Electric Vehicle charging in the future, so this project could substantially assist with regional municipal fleet electrification.

Notice of award was initially scheduled for November 17, 2023. Due to a large number of applications, that date has been extended by NH DES to an undetermined date. Should the grant be awarded, matching funds to secure the grant will be required. If it is awarded prior to action on the 2024 municipal budget, Administration may request the Council amend the budget to include the required amount. If it is awarded after the 2024 budget is approved, administration may return to the Council to request a supplemental appropriation.

Action

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

Included in this Section:

1. Budget Outline for Granite State Clean Fleet Grant - EVSE Costs - ChargePoint

Granite State Clean Fleet Grant - EVSE Costs - ChargePoint

RFP Eligible Costs		Total Cost	With Contingency Factor Applied (15%)	City % of match	City Cost	Notes (*Procurement will be competitive; Waldron, etc. mentioned here for initial quotes)
Level 3						
<u>EVSE</u>						
Module 2 L3	EVSE - One Port	\$30,754.00	\$35,367.10	5%	\$1,768.36	from ChargePoint - PL 2000 Express Plus
Shipping	Shipping/freight charges - EVSE	\$7,500.00	\$8,625.00	5%	\$431.25	from Chargepoint
ineligible	Additional Port	\$0.00	\$0.00		\$0.00	The PL 2000 unit is Dual Port, but only one port is enabled under this grant application.
DCFC Level 3 Power	Power Cabinet	x1 @ 40,731	\$46,840.65	5%	\$2,342.03	from Chargepoint
DCFC Level 3 Power	Power Modules	x5 @ 9520	\$47,699.00	5%	\$2,742.69	from Chargepoint; each module is 100kWh to give us 500kWh worth of charging; power cabinet is expandable for up to 10 modules
Labor costs related to construction/installation	Installation - Labor	\$0.00	\$0.00		\$0.00	NA (incl. with "Construction...Contractor")
EVSE Total:		\$126,684.00	\$145,686.60		\$7,284.33	
<u>Upgrades to consumer-side electric supply</u>						
Upgrades to consumer electric supply	Engineering & Design Work	\$47,000.00	\$54,050.00	5%	\$2,702.50	from Waldron: engineering, design, project management
Electric Upgrades Total:		\$47,000.00	\$54,050.00		\$2,702.50	
<u>Site Work</u>						
Upgrades to consumer electric supply	Electrical Equipment	\$116,000.00	\$133,400.00	5%	\$6,670.00	from Waldron: 500 kVA X-Transformer, 800 AMP Switchboard, Lights, Metering; (eligible under 4.2.3-4 of RFP)
Mounting equipment	Construction Direct Payments - Contractors	\$139,000.00	\$159,850.00	5%	\$7,992.50	bollards (eligible under 4.2.3-4 of RFP)
Labor costs related to construction/installation	Construction Indirects	\$30,000.00	\$34,500.00	5%	\$1,725.00	From Waldron: On-site CM, Const. Indirects (eligible under 4.2.3-4 of RFP)
Labor costs related to construction/installation	Commissioning Support	\$6,000.00	\$6,900.00	5%	\$345.00	from Waldron: Assist NEECO/ChargePoint Tech
Labor costs related to construction/installation	Site Paving	\$0.00	\$0.00		\$0.00	NA (won't be paved; DES says there are no requirements unless publically accessible. Grant can cover re-paving if laying conduit requires it, but not just in order to have a paved parking area.)
Site Work Total:		\$291,000.00	\$334,650.00		\$16,732.50	
<u>Upgrades to utility-side electric supply</u>						
Upgrades to utility-side electric supply	Make-Ready Fees for Main Service Entrance, >480V	\$250,000.00	\$287,500.00	5%	\$14,375.00	Based on Utility application form from Liberty: \$100-250k (we est. closer to \$20,000-\$30,000 for DCFC and per budget narrative)
Utility Total:		\$250,000.00	\$287,500.00		\$14,375.00	
<u>Other</u>						
Planning and permit fees	Planning and permit fees	\$0.00	\$0.00		\$0.00	NA.City Engineers said there are no fees if the site is not being paved.
Labor costs related to construction/installation	Commissioning	\$1,500.00	\$1,725.00	5%	\$86.25	from Chargepoint; Includes both unit and PowerBlock
Non-labor construction costs related to site preparation a	System Activation	\$672.00	\$772.80	5%	\$38.64	from Chargepoint
ineligible	Signage	\$1,000.00	\$1,150.00	100%	\$1,150.00	(ineligible cost)
ineligible	O&M	\$3,119.87	\$3,587.85	100%	\$3,587.85	Annual PM cost, based on PayEnergy costs for the ABB Terra HVC-150 Power Cabinet and Depot Charge Box (ineligible cost)
ineligible	Network Costs	\$2,285.00	\$2,627.75	100%	\$2,627.75	1 Year (ineligible cost)
ineligible	Warranty	\$4,740.00	\$5,451.00	100%	\$5,451.00	link & Power block* (ineligible cost)
Other Total:		\$13,316.87	\$15,314.40		\$12,941.49	
EVSE L3 TOTAL:		\$728,000.87	\$837,201.00		\$54,035.82	
Level 2						
<u>EVSE</u>						
Module 2 L2	EVSE - one port	\$2,902.00	\$3,337.30	5%	\$166.87	ABB Terra - AC Wall Box 80A + D + M 80A unit with display, metering capability, and SIM card option
Shipping	EVSE Shipping	\$100.00	\$115.00	5%	\$5.75	- 16.6 kW
ineligible	Additional Port	\$2,902.00	\$3,337.30	100%	\$3,337.30	estimated
Labor costs related to construction/installation	Installation - Labor	\$2,000.00	\$2,300.00	5%	\$115.00	same as other port
Upgrades to utility-side electric supply	Make-Ready Fees for Main Service Entrance, >208V	\$50,000.00	\$57,500.00	5%	\$2,875.00	City electrician's time - 2 days x 2 chargers
Labor costs related to construction/installation	Site Work/Secondary CoL Constr. Work	\$0.00	\$0.00	5%	\$0.00	Based on Utility application form from Liberty: \$20-50k
Upgrades to consumer electric supply	Electrical Equipment	\$1,000.00	\$1,150.00	5%	\$57.50	NA based on City Electrician's conversation with Rick Huntley 10/3/2023
ineligible	O&M	\$0.00	\$0.00	100%	\$0.00	100A Breaker, wire & conduit procured/installed by City
ineligible	Network Costs	\$2,285.00	\$2,627.75	100%	\$2,627.75	Should not need much O&M
ineligible	Warranty	\$0.00	\$0.00	100%	\$0.00	1 year for fully networked system
EVSE L2 TOTAL:		\$61,189.00	\$70,367.35		\$9,185.17	PayEnergy - 2 years warranty; \$150/yr per unit thereafter
EVSE TOTAL:		\$789,189.87	NA -already applied above		\$63,220.99	
STREET SWEEPERS x 2:		\$1,784,930.00	\$2,052,669.50	5%	\$102,633.48	
PROJECT GRAND TOTAL		\$2,574,119.87	\$2,960,237.85		\$165,854.46	
Total Eligible Costs (must match Module 4)		\$2,557,788.00	\$2,941,456.20		\$147,072.81	City match to come from Council Special Appropriation and est. \$1500 each via MuniCity Bid
Ineligible Costs		\$16,331.87	\$18,781.65		\$18,781.65	scrap/salvage income