LEBANON SCHOOL DISTRICT & CITY COUNCIL JOINT PARTNERSHIP TASK FORCE
MAY 23, 2024 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE

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1. Call to Order

A. The May 23, 2024 Lebanon School District and City Council Joint Partnership Task Force Meeting is hereby called to order.

2. Approval of Minutes

A. January 25, 2024

3. New Business

A. Discuss projected combined City and School District tax rates and potential impacts for 2024

B. Discuss the future of the Dana House which is operated by the City on land owned by the School District

C. Evans Drive sidewalk project status update

D. Discussion regarding the Early Childhood Initiative in the city, updates on housing for staff, and Capital Improvement Project Planning

4. Future Agenda Items

5. Next Meeting Date

A. October 24, 2024

6. Other Business

7. 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.

DRAFT

LEBANON SCHOOL DISTRICT & CITY COUNCIL
JOINT PARTNERSHIP TASK FORCE
MEETING ROOM 3, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
6:00PM, THURSDAY JANUARY 25, 2024

CITY COUNCIL / STAFF MEMBERS PRESENT:
City Manager Shaun Mulholland, Mayor Tim McNamara, George Sykes, Douglas Whittlesey (REMOTE)

SCHOOL DISTRICT MEMBERS PRESENT:
Superintendent Amy Allen, Kevin Schultz, Business Administrator Tim Ball, Wendy Hall, Jessica Saturley-Hall

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1. CALL TO ORDER: City Manager Shaun Mulholland called the meeting to order at 6:30pm. He reviewed the City's meeting in-person and REMOTE attendance policies and procedures.

Superintendent Allen said she would like to add future collaboration and communication and how to continue to strengthen the relationship between the School District and the City to the discussion items for this meeting. She said it will be particularly important for the School District and City to be aligned when it comes to planning for long-term projects.

2. NEW BUSINESS

A. Projected City and School District Tax Rates & Potential Impacts

City Manager Mulholland said the projected tax rate increase is 6.6%, based on the approved budget and revenue projections. He said the projected tax rate is impacted by the planned projects that the City feels need to get done. He said he is concerned about the response he anticipates from the community.

The group discussed how coordination between the City and School District occurs on plans and large projects. Ms. Saturley-Hall said it is unclear how, besides the quarterly meetings, the teams will work toward greater alignment. Mayor McNamara said City Manager Mulholland and Superintendent Allen coordinate routinely and then communicate with their respective teams. He said anything that needs more discussion can be brought up at the quarterly meeting or a special meeting, if necessary. He said it might be difficult to schedule more frequent meetings with both groups.

Mayor MacNamara noted that the School District budget and the City budget are on different cycles, and that presents challenges for coordinating efforts and planning for projects. City Manager Mulholland said the City's CIP process begins in May and the School District is notified of the projects at that time. The group discussed how looking further out than the annual budget cycles might help align efforts in the longer term.

Mr. Ball said the School District has worked hard to keep increases small and under control. Ms. Hall said the District has looked at staff reductions through retirement as natural attrition. She said some open teaching positions were not filled as a way to reduce the budget. The District group discussed impact fees and tuition rate calculations / formulas and how they impact the School District's budgets and enrollment projections.

Mr. Ball noted another budget impact is the cost to send students to the Hartford Area Career & Technology Center (HACTC), which he said has increased significantly over the last two years. Ms. Hall said about 70 students go to the HACTC. Ms. Saturley-Hall also discussed one of the warrants they have this year is for $200,000 for the Capital Reserve Fund to start saving to address the needs of school buildings and facilities that are aging and need to be updated.

Ms. Hall said the District is taking a new, more comprehensive approach to its Strategic Plan, to include long-term plans and possible financial commitments to projects. Ms. Saturley-Hall said the District would like to work in conjunction with the City to possibly coordinate with the City's planned projects.

B. Future of Dana House

City Manager Mulholland said the City's Heritage Commission is considering uses of the Dana House, and will make sure the School District (which owns land) previews any proposed plans. He said the Heritage Commission is considering redeveloping it for residential use. Ms. Hall asked if the Dana House could house a preschool program hosted by the City's Recreation Department as an extension of the CampK program. City Manager Mulholland said the City Recreation Department does not employ trained educators and the work to bring the Dana House up to the educational standards to meet requirements would be significant.

Discussion led to the possible future uses for the former SAU building, and the zoning and cost restrictions that limit the usability of the structure. City Manager Mulholland said the City is focused on current capital projects which will max out funds for the next six years, and so will not be focusing on redeveloping the former SAU building. Mr. Ball said the fire department will be moving into the facility as of July 1 for a year while the new fire station is being built. Councilor Whittlesey suggested the School District could conduct a survey (like what the West Leb Revitalization Committee did) to determine what ideas that residents may have for the SAU building.

C. City / School District Housing on Three City-Owned Properties

City Manager Mulholland gave an overview of a model housing project that he said the City has been developing. He explained the plan is to construct architecturally designed housing on three City-owned properties on the following streets:

- Hanover Street Extension
- Barrows Street
- Seminary Hill Road

He said the City will hire the developer and sell the homes at cost through a lottery to City / School District employees. Mayor MacNamara said owners would only be able to recapture a small percentage of the cost if they decide to sell, and the City will have first chance to buy if owners want to sell.

Mayor MacNamara said the City is considering building pocket neighborhoods for the Hanover Street and Barrows Street sites. He said pocket neighborhoods consist of 6-12 small, efficiently designed homes grouped around common open space and maintained by a homeowner's association. He said this kind of project achieves the following:

- more homes on each site
- smaller homes, which cost less to build
- grouped homes that create communities

D. Other Areas of Cooperation

- **Urban Forestry Grant-Tree Corps**
  City Manager Mulholland said the City was one of two communities in New Hampshire to receive an Urban Forestry Grant. He said student volunteers could be involved to help with the planting of about 44 trees per year for five years.

- **Lynx Emergency Alerting System**
  City Manager Mulholland briefly explained how the Lynx Emergency Alert system operates. He said the City is going to be changing from the Inforce911 Emergency system to the Lynx system.

- **Evans Drive Reconstruction Project**
  City Manager Mulholland said, this spring, the City will be reconstructing Evans Drive, which is near the Hanover Street / Lebanon High School. He said the City will communicate with the School District as work begins. Mr. Ball said the School District had just started discussions about rerunning the sprinkler line to Evans Drive, so they could possibly coordinate that installation during the construction.

- **Microtransit Through Advance Transit**
  City Manager Mulholland said the City is discussing the implementation of a

microtransit system in Lebanon to provide additional transportation solutions for residents. He said it could be particularly helpful for parents who need help getting their children to and from after-school programs.

- **Roadway/Bridge Construction Project**
  City Manager Mulholland said the Route 12A project is planned for 2025-2026, and the **Main Street West Lebanon Reconstruction & Roundabout Project** is planned for 2025 as well. He said there will probably be significant impacts to traffic. He said the City is considering employing a Communications Coordinator and Traffic Czar to help keep communications up-to-date with residents and the School District.

E. City Strategic Plan Annual Review

City Manager Mulholland said the City is reviewing its Strategic Plan and hopes to have approval of the updated plan by May 2024. He asked the School District group to provide input on any projects. He asked that input be submitted by March 1. Superintendent Allen said they will have a group review of the plan and get input back to the City. She noted that the District has engaged in a program for students to build airplanes using kits, which they plan to build and then sell.

Ms. Hall asked about whether services for salt and gas could be coordinated with the City. Mr. Ball said the District often purchases salting services from the City, which already has the trucks and storage facilities.

3. FUTURE AGENDA ITEMS

4. NEXT MEETING DATE

Next Meeting date is May 23, 2004

5. OTHER BUSINESS

6. ADJOURNMENT

The meeting ended at 7:05pm.

Respectfully Submitted,
Paula Roux
Recording Secretary