



**LEBANON CITY COUNCIL
SEPTEMBER 4, 2024 - 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: 777 084 121#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The September 4, 2024 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

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

4. Open to the Public

5. Recognitions: None

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the September 4, 2024 agenda packet.

7. Appointments

- A.
- Lebanon Housing Authority, James Moretti (Reappointment Regular Member)
 - Lebanon Housing Task Force, David Duncan (Business Representative)

8. Public Hearing Items: None

9. Old Business: None

10. New Business

- A. Release of Collected Public School Impacts Fees (2nd Quarter 2024)
- B. Annual review and re-adoption of City Council Policy CC-100, Cash Management & Investment
- C. Annual review of City Council Policy CC-101, Fund Balance

- D. LEAC/Lebanon Energy Savings Project Presentation
- 11. City Manager Report**
- 12. Council Representatives to Other Bodies Report**
- 13. Future Agenda Items**
- 14. Non-Public Session**
- 15. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

Future Board/Committee/Commission Appointments
Board/Committee: Economic Development Commission
Position: Citizen Member
Applicant: B. Carter
City Councilor: D. Whittlesey
Assigned Date: 7/1/2024

Board/Committee: Housing Task Force
Position: Regular Member
Applicant: E. Ahern
City Councilor: T. McNamara
Assigned Date: 8/13/2024

Board/Committee: Housing Task Force
Position: Regular Member
Applicant: R. Dube
City Councilor: G. Sykes
Assigned Date: 8/12/2024

Board/Committee: Planning Board
Position: Regular Member
Applicant: K. Appleton
City Councilor:
Assigned Date: 8/19/2024

Board/Committee: Upper Valley Local River Subcommittee
Position: Alternate Citizen Member
Applicant: M. Terhune
City Councilor: C. Below
Assigned Date: 7/23/2024

Proposed Future Agenda Items: Dates may be tentative, and this list is not considered all-inclusive.
September 5, 2024 - Community Conversation with Councilors

September 18, 2024

New Business:

- A. Discussion and Set Public Hearing for October 2, 2024: Amend City Code Chapter 31; Article IV for Dissolution of Board of Assessors
- B. Pattern Zones Presentation? (joint w/ Planning Board?)
- C. Route 120 Study Presentation? (joint w/ Planning Board?)
- D. Discussion and Set Public Hearing for October 2, 2024: Ordinance #2024-11 to Amend City Code Chapter 23, Banners
- E. Discussion of potential Sachem Village-Dartmouth Hitchcock Connector project

October 2, 2024

**Agenda
Lebanon City Council
September 4, 2024**

6. Acceptance Of Minutes:

Minutes To Be Accepted

- August 21, 2024 (Regular Meeting)

MOVED, to approve the minutes as presented in the September 4, 2024 agenda packet.

DRAFT

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, August 21, 2024 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, , Devin Wilkie, and

MEMBERS ABSENT: Karen Zook and Douglas Whittlesey

STAFF PRESENT: Deputy City Manager David Brooks, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Fire Chief Jim Wheatley, Assistant Fire Chief Jeff Libbey

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

3
4 **2. PLEDGE OF ALLEGIANCE:** Councilor Heistad led the Council in the Pledge.
5 • Deputy City Manager David Brooks announced the meeting criteria for the public.

6
7 **3. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.

8
9 **4. OPEN TO PUBLIC:**

- 10 • **Ms. Abby Brae (self-identified as currently homeless):** She spoke about her concerns
11 regarding children in schools being subjected to crack and that she has seen sex abuse. She
12 wanted to see counseling nation-wide. She also spoke about how the transient population is
13 being exploited to give money to individuals who use it to buy crack. The situation is getting
14 really bad.
15 • **Councilor Simon,** for the record, spoke about the dog waste and bags being left behind in
16 cemeteries, as mentioned several weeks ago by Mr. Eric Bates, and wanted the Council to know
17 that nothing has been done on this issue. He will follow-up with City Manager Mulholland when
18 he returns.

19
20 **Councilor Liot Hill Arrived at approximately 7:08 PM.**

21
22 **5. RECOGNITIONS: NONE**

23
24 **6. ACCEPTANCE OF MINUTES:** August 7, 2024 (Regular Meeting)

25 Amendments:

26 Page 10, Line 27: "Remove "MOVED to."

27
28 *Councilor Heistad MOVED to approve the August 7, 2024 Regular Session minutes as amended and*
29 *presented in the August 21, 2024 City Council agenda packet.*

30 *Seconded by Councilor Wilkie.*

31
32 **The Vote on the Motion was approved by members present (5-0-2).* Mayor McNamara and Councilor
33 Sykes abstained because they were not in attendance for this meeting

1
2
3 **7. APPOINTMENTS:**

- 4 A. Upper Valley Subcommittee of the Connecticut River Joint Commissions, Jude Stull
5 (Alternate Citizen Member)
6

7 *Councilor Wilkie MOVED to NOMINATE Jude Stull as an Alternate Citizen Member of the Upper*
8 *Valley Subcommittee of the Connecticut River Joint Commissions. Term: 8/24-N/A*
9 **The Vote on the NOMINATION was approved among members present (7-0).*
10

11 **8. PUBLIC HEARING ITEMS: NONE**
12

13 **9. OLD BUSINESS: NONE**
14

15 **10. NEW BUSINESS:**

- 16 A. Reaffirm Discontinuance of Romano Circle in West Lebanon as a Class V Public
17 Highway and Authorize the City Manager to Execute Documents for Conveyance of
18 Land Underlying the Roadway to the Lebanon Housing Authority
19

20 Included in the agenda packet: *(All supportive documents, Site Plan Maps and information can*
21 *be found on pages 22-27, Council agenda packet)*

- 22 1. "Lot Merger, Ground Lease & Easement Plan in Lebanon, Grafton County, New
23 Hampshire for Lebanon Housing Authority", prepared by Bruno Associates, dated
24 June 5, 2009
25 2. Granite Engineering - Lebanon Housing Authority, Conceptual Overview
26 Plan, dated February 9, 2024
27 3. July 26, 2024 Statement of Public Benefit from Deputy City Manager Brooks.
28

29 Deputy City Manager Brooks reviewed the background and the reasons behind the request as
30 listed above.
31

32 **BACKGROUND**

33 On May 15, 2024, the City Council voted to discontinue Romano Circle in West Lebanon as a Class V
34 public highway. The discontinuance was conditioned upon Lebanon Housing Authority (LHA) granting
35 easements to the City for continued access to and maintenance of existing utility infrastructure in the
36 roadway.
37

38 The discontinuance was requested by Lebanon Housing Authority, which owns property completely
39 surrounding Romano Circle, in order to help facilitate the proposed construction of a new office building
40 on the property.
41

42 While preparing the applicable utility easements, it was determined that the City of Lebanon owns the
43 underlying land beneath Romano Circle in fee simple by virtue of a November 1973 deed, instead of simply
44 having a public right-of-way over the land. As a result, even after the discontinuance of the roadway is
45 complete, the City would still own the underlying land unless the Council also decides to convey title to
46 the property to the Lebanon Housing Authority. Once the roadway has been discontinued as a public
47 highway, with maintenance responsibility turned over to LHA, there will be no other reason for the City to
48 retain fee simple ownership of the underlying land. The City will still require and obtain easements to access
49 and maintain the existing utility infrastructure on the property.
50

1 In accordance with City Council Policy CC-102, Real Property Transactions, the City Manager has
2 prepared a statement of public benefit which is attached for your review.

3 The City Manager recommends that the City Council reaffirm the discontinuance of Romano Circle,
4 approve the conveyance of the underlying land to the Lebanon Housing Authority, and authorize the City
5 Manager to execute the deed and take all other actions necessary to complete the conveyance transaction.
6

7 **ACTION:**

8 *Councilor Wilkie MOVED, that the Lebanon City Council hereby reaffirms the May 15, 2024 decision*
9 *to discontinue completely, and in its entirety, Romano Circle in West Lebanon, as a Class V Public*
10 *Highway as shown on plans and information included in the May 15, 2024 City Council Agenda Packet.*

11 *BE IT FURTHER MOVED, that such discontinuance remains conditional upon, and shall not take*
12 *effect unless and until, the Lebanon Housing Authority conveys to the City full easement rights for*
13 *continued access to and maintenance of existing municipal utilities, including water, sewer, and storm*
14 *drainage systems, located within such street subject to approval by the Public Works Director and the*
15 *City's attorney.*

16 *BE IT FURTHER MOVED, that once the condition specified above is complete and the discontinuance*
17 *becomes final, the Lebanon City Council hereby agrees to convey fee simple ownership of the underlying*
18 *land area of Romano Circle to the Lebanon Housing Authority, and hereby authorizes the City Manager*
19 *to execute the deed and take all other actions necessary to complete the conveyance transaction.*
20 *Seconded by Councilor Liot Hill.*

21
22 **The Vote on the Motion was approved amongst members present (7-0).*
23

24 **B. Discussion of Church Street and Fire Station Modifications**
25

26 Included in the agenda packet: *(All supportive documents and information, including photos*
27 *and Map renditions, can be found on pages 28-41, Council agenda packet)*

- 28 1. Agenda Request Form submitted by Assistant Mayor Below
 - 29 2. Letter from VHB Engineers regarding roadway width
 - 30 3. Letter from Lavallee Brensinger Architects regarding building design
 - 31 4. Letter from Lebanon Public Safety Committee
- 32

33 **BACKGROUND**

34 On August 5, 2024. Assistant Mayor Clifton Below submitted an agenda request pursuant to *Rules §*
35 *A191-7* regarding modification of Church Street to allow for two-way traffic. See the agenda request form
36 for further explanation.
37

38 The agenda request submission states the following:
39

40 *Move to establish a city policy that when significant city work is being done to a paved*
41 *street where two-way traffic is allowed or has been since 2020, that a minimum width,*
42 *curb to curb or to edge or pavement, of 20 feet be established or maintained where*
43 *reasonably practical and affordable.*
44

45 *Move to request for a future agenda item to set a hearing for a proposal to repeal*
46 *Ordinance No. 2024-06 to allow 2-way traffic along the entire length of Church Street*

1 *to be effective upon a date after the completion of exterior building and site work on*
2 *the east side of the new Fire Station along the northern 325 feet of Church Street.*
3

4 Assistant Mayor below reviewed the background behind his request above, the letter from VHB
5 Engineers regarding roadway width, the letter from Lavallee Brensinger Architects (LBA) regarding
6 building design, and the Letter from Lebanon Public Safety Committee. He noted that at the time the
7 Council held a previous Public Hearing, representatives from the First Congregational Church had not heard
8 about Church Street and there was some misunderstanding as to what we were doing. The argument was
9 that the street would be too narrow because the building had to be moved over to accommodate two-way
10 traffic. After looking into this, he realized that some of the city's streets were pretty narrow and some of
11 them often have cars parked on both sides of the street, which made them pretty narrow areas for two cars to
12 pass.
13

14 It appears that the plans for the Fire Station could be modified to make the entire length of Church Street
15 at least 20' wide, which would be wider than 3 alternatives (Valley, Davis and Pine) and also create an
16 alternative to the 4th access, turning north from Spring Street onto a ~22% grade on Church. This would
17 promote equity and inclusion by enabling better access to the parking area & accessible entrance for the
18 Congregational Church to accommodate people with walking disabilities, elderly parishioners, services,
19 concerts, etc., especially in the winter.
20

21 Specific questions from Assistant Mayor below were:

22 1. Could a modification to the curb line along the south end of the church (east side of Church) be
23 incorporated into the project to widen the south end of the constrained area to 20', aligning with curb to
24 south of parking lot entrance and estimated cost?

25 2. What is the dimension of the projection of the main (public) entrance beyond the main building plane?
26 It appears to be about 1'-10" based the plans available. (It is actually 2 ft.)

27 3. Is it feasible and what might it cost to modify the architectural design to reduce that current projection
28 of the main (public) entrance along Church Street by about 10 inches to 1 ft. from approximately 1'-10"
29 projection beyond the plane of the rest of the eastern facade of the new Fire Station to enable a minimum
30 20'-0" width the full length of the portion of Church Street that is becoming one way?

31 4. Related, are there structural steel beams that would need to be shortened and are they already in
32 production, and is the interior "storefront" window from the public lobby to the "Firefighter EMS &
33 Office" in production and can it be modified to 10" to 1' narrower to accommodate the interior wall of the
34 vestibule being moved 10" to 1' further into the lobby?
35

36 **Assistant Mayor Below proposed the following action, motion, goal, and/or code or policy**
37 **amendment(s):**

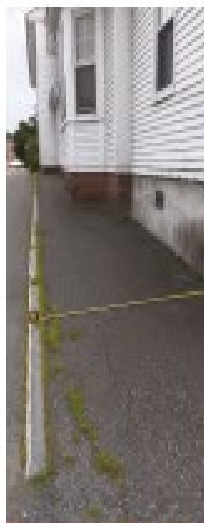
38 Move to establish a city policy that when significant city work is being done to a paved street
39 where two-way traffic is allowed or has been since 2020, that a minimum width, curb to curb or
40 to edge or pavement, of 20 feet be established or maintained where reasonably practical and
41 affordable.
42

43 Move to request for a future agenda item to set a hearing for a proposal to repeal Ordinance No.
44 2024-06 to allow 2-way traffic along the entire length of Church Street to be effective upon a
45 date after the completion of exterior building and site work on the east side of the new Fire
46 Station along the northern 325 feet of Church Street. **No action needs to be taken on this for a**
47 **while because it is projected to be closed off for a couple years with the construction.**

Assistant Mayor Below spoke with Reverend Silver who assured him that the First Congregational Church would be happy to work with the City to enable modification of the curb and street line along the south end of the church, even if such would entail an encroachment onto the property of the church. He also presented and explained the screenshot of the neighborhood below, which is the same as presented in the City Council agenda packet:

CHURCH STREET NEIGHBORHOOD IMPACTS from making north end of Church Street one way northbound only. Impacted groups:

1. Fire Station employees and vehicles parked at rear, w/ most on weekdays.
2. Church employees and people needing accessible parking and entrance to church services, concerts, and other gatherings - mostly weekends & evenings.
3. Employees of Headrest, near top of hill. **FOR GROUPS 1-3:** ALTERNATE ROUTES SHOWN BELOW ARE NOT BETTER OPTIONS
4. Residents of about 40 homes (some multi-family) in neighborhood.
5. Others passing through neighborhood to get to Storrs Hill Ski Area, Goodwin Park and other homes for whom Water & Spring Streets are already likely preferable for most (more width, fewer excessive grades).



Church Street rises 60' from Valley Street to the vicinity of entrances to the parking lots behind the Church and Fire Station, with grades of up to 15% - so not great traveling during a snow or ice storm compared to the level entrance off S. Park to those same parking lots if Church St. was restored to 2-way traffic after the end of construction.

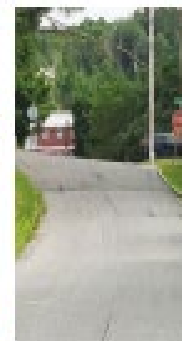
Valley Street at Water is 20' wide at its entrance but within about a car's length reduces to 19'-6", enlarges up to 19'-10" mid-street with a high retaining wall within about 1' of the northerly granite curb line, but shrinks to 18'-11" near the stop line at Valley and Church, curb to curb.

Davis Street is only 17'-4" curb to curb at the west end and 17'-5" at the east end at Church St. It has granite curbs. The stop lines are less than 9' long.

Prepared by Asst. Mayor Clifton Below, 7/21/24.

South end of Pine Street is 19'-11" wide with a steep grade of 25-30% a short ways in.

Turning N. onto Church from Spring St. entails turning from a 12% grade onto a drop with a 20% to 22% grade, where some cars, including my Prius, bottom out on this turn onto Church.



Church St. looking south at Spring St.

Allen St. (off Bank) is another example of a 2-way 19'-11" wide street, rebuilt as part of CSO.

Assistant Mayor Below noted the width of the asphalt skirt (including curb width) between Church Street and the oldest part of the church (north end) is only about 2'. The width of the skirt along the south ~80' of the church is about 5' to 6' except at the bay window where there is only 3'-3". The shift in the alignment of this curb line at the south end to make it 1'-2" closer to the church, would still leave at least 2'-1" of skirt space at the bay window, which is not less than the narrowest width of the skirt along the 75' long north end of the church and further explained how

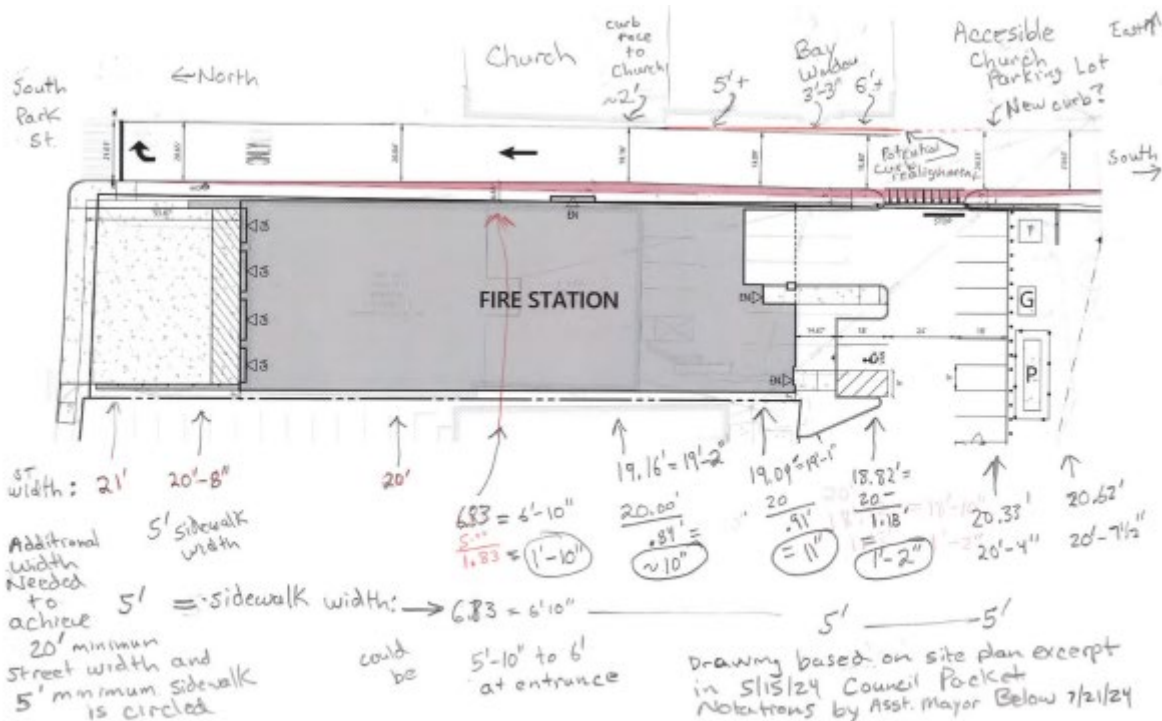
- 1 the dimensions of the sidewalk/building could be modified (to accommodate two-way traffic).
- 2

New Fire Station: Potential to adjust vestibule to maintain 5' sidewalk width outside entrance door and 20' Church St. width.

The projection of the Public Vestibule and entrance door beyond the rest of the eastern building façade is about 1'-10" based on sidewalk bowing out to 6'-10" beyond the 5'-0" width at the north and south ends of the building. This projection seems to be about or less than the distance between the inner vestibule wall and the door to the stair well, so either bringing the outer vestibule flush to the façade or reducing the projection by about half (10" to 12") would allow 5' sidewalk width outside entrance door and 20'-0" street width at this point. With realignment of the curb on the east side of the street (only at the south end of the church) to match curb lines at either end of this ~80' section, the entire width of Church Street could be at least 20', which is wider than 3 of the other 4 alternate routes to the back of these 2 buildings.



3

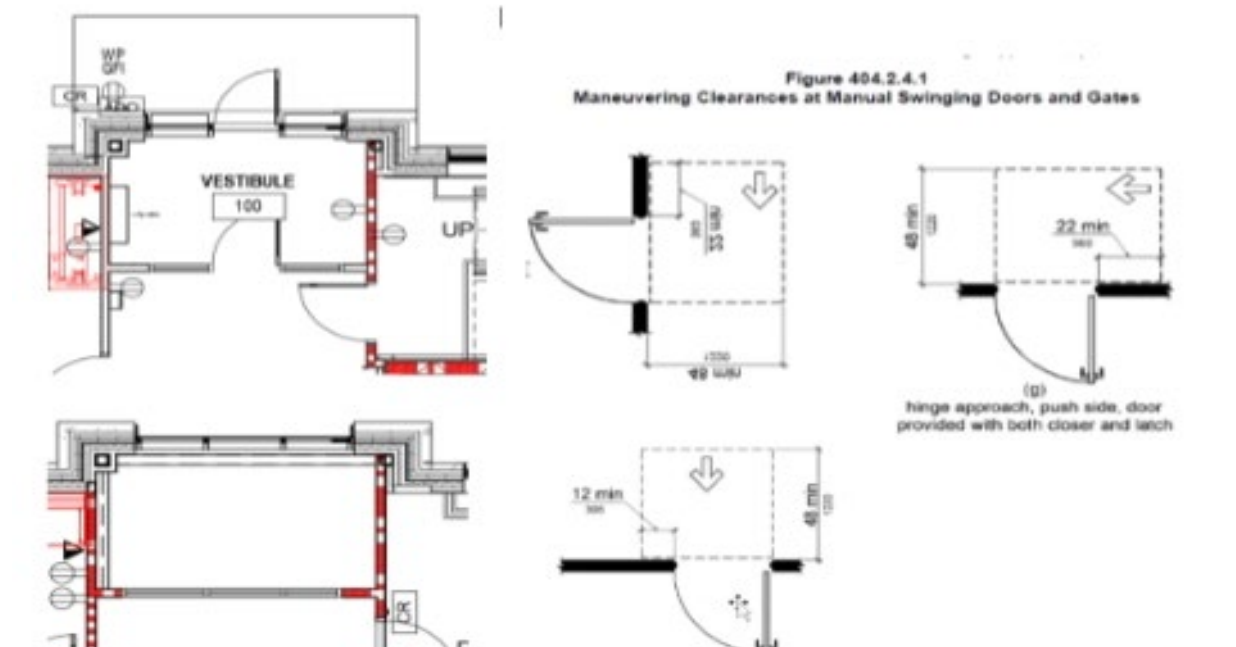


4

Assistant Mayor Below then briefly reviewed and gave his responses to: 1) The letter sent to City Manager Mulholland dated August 6, 2024 regarding the Church Street Traffic Patterns/Lebanon Fire Station (as listed on [pages 34-35, Council agenda packet](#)): 2) The response from LaVallee/Brensinger Architects (LBA) dated August 14, 2024 regarding the City of Lebanon's New Fire Station and the Church Street Traffic Pattern ([as listed on pages 36-39, Council agenda packet](#)); and 3) the response from the City of Lebanon's Public Safety Committee dated August 14, 2024 regarding Church Street ([as listed on pages 40-41, Council agenda packet](#)).

Assistant Mayor Below noted the City, over the past two decades, has constructed at least 15 streets, designed by a professional engineer, that are 20 feet or less in width and most of them almost always have two-way traffic on some portions of those streets. He then presented and explained examples of different street width designs that were done for the CSO projects. (**Note:** These designs were not included in the Council agenda packet.)

Assistant Mayor Below, a representative from VHB (name not identified) and Mr. John Adams from (LBA) had a lengthy discussion regarding whether or not the curb line was feasible; regulatory requirements; design/width of the sidewalk (on Church Street); and how, potentially, the design of the building could/could not be modified (to allow for two-way traffic), with Mr. Adams specifically mentioning the requirements for ADA (handicapped) access to the building he had to follow. The aesthetics, along with other technical materials that could be used in/out of building without moving the building were also discussed. In particular, the vestibule (see design below) was discussed at length.



At the request of Mayor McNamara, the following came forth to give their testimony either for/against the proposed changes as presented by Assistant Mayor Below:

- **Reverend Steve Silver (Ward-2)** questioned if it might be possible to put in a yield sign, noting the Street (Church Street) has been two-way for a long time, noting he felt there should be a way forward. He explained his reasons why he felt it is really important for them to maintain the two-way access into their parking for the people/groups who use the church.

- 1
- 2
- 3 • **Mr. Brian Clancy (Ward 2 & administrator for the First Congregational Church in**
- 4 **Lebanon)** He spoke about how turning Church Street into a one-way street would affect the
- 5 church and the individuals/groups who use the church and gave examples. His point was that
- 6 their parking lot gets used a lot and all of their functional and most frequently used entrances are
- 7 off of that lot. If the street becomes one way, he spoke about his reasons why he felt Church
- 8 Street should become a one-way street going in the opposite direction (of the plan now) so that
- 9 people arriving at the Church would at least be able to turn right onto Church Street. He also
- 10 spoke about his reasons why he felt the detours/alternate routes in place now are more dangerous
- 11 than the traffic on Church Street and gave examples.
- 12
- 13 • **Mr. Ben Van Vliet (Ward 1& Executive Director, Upper Valley Music Center):** He spoke
- 14 about his reasons why he felt Church Street should remain a two-way Street.
- 15
- 16 • **Ms. Elizabeth Borowsky (Ward 2):** She spoke about her use of the First Congregational
- 17 Church and why she felt Church Street should remain a two-way street.

18 There were no further comments from the public.

19 Council Comments:

20 Mayor McNamara noted that what we are talking about tonight is not the architectural changes but

21 whether or not the Council should change (street) policy.

22

23 Deputy City Manager Brooks noted the design details is delegated to the City Manager according to the

24 City Charter, so this is not really open for discussion but was sure City Manager Mulholland would be

25 open to a conversations with the Council when he returns from vacation. The Council certainly has

26 purview over whether or not a roadway is a one-way or two-way. The Council also has the authority to

27 revisit Ordinance 2024-06 and rescind it if they choose to. You have some ability to impact the

28 design/width of the road. However, there is no money in the budget for this project (the road is outside

29 the scope of this project) so revisiting the width of the road and getting a proper design would require

30 supplemental appropriations just for the design piece. Once we have a design and get some cost

31 estimates, then there would be another supplemental appropriation to actually construct the road. With

32 respect to the operation of the right-of-way he would suggest that the Council actually do a Statutory

33 Layout Process to formally widen the road and the right-of-way rather than simply relying on easements

34 and somewhat less formal agreements. The reason for that is there are buildings immediately adjacent to

35 both sides of this road and any kind of regular road maintenance and operational assistance from Public

36 Works so the City will want to have some kind of indemnification/protection to do what it has to do with

37 respect to the operation of and plowing the roads and not rely on agreements. This could involve

38 additional expenses with respect to legal work due to the Deeds/Layout/Indemnification, etc. He

39 reiterated again what is in the Council's purview as listed below:

- 40
- 41
- 42 • Control of the Statutory layout process
- 43 • One-way vs. two-way of the road
- 44

45 He suggested that other questions about the design of the building be set aside for tonight because City

46 Manager Mulholland is not present to have those discussions with the Council.

47

48 Mayor McNamara and Councilor Liot Hill supported Assistant Mayor Below's changes, with Mayor

49 McNamara noting we are talking about a \$24M investment that needs to last the for the next 70 years and

50 wanted to get it right the first time.

Assistant Mayor Below offered one more design suggestion and that was to relocate the fire hydrant across the street and explained his reasons. Where it is located now would affect how snow can be removed during the winter. A number of the city's streets that have been designed to be 18 ft. or 20 ft wide have fire hydrants on them.

Lebanon Fire Chief/Emergency Management Director wanted to mention that a comment made about Public Safety Committee letter that the Fire Department was unwilling to work with anyone was not true. What they set out to do was to be very objective and look at Public Safety and just wanted to clear the air about this. The code language about the fire hydrant is that if this (Church Street) is to be a two-way street, it needs to be 26 ft. so a fire truck can be parked on the street and attached to that fire hydrant.

In response to Councilor Liot Hill's questions, Assistant Mayor Below agreed that it was to:

- Maintain Character
- Make improvements when possible
- Meet as many neutrally beneficial goals as possible, and
- To create options for the next 75 years

The Council continued discussion regarding Church Street's width and whether or not there should be 1 sidewalk or 2 sidewalks.

Councilor Sykes spoke about his reason why he felt more information is needed so this project could be cost effective to achieve the results the City wants. He could not vote on any motion where there are no cost estimates, etc.

ACTION:

Councilor Liot Hill MOVED, to establish a city policy that when significant city work is being done to a paved street where two-way traffic is allowed or has been since 2020, that a minimum width, curb to curb or to edge of pavement be established or maintained or as close thereto as is reasonably practical and affordable.

Seconded by Assistant Mayor Below.

****The Vote on the Motion was approved amongst the members present (6-1). Councilor Simon opposed.***

**NO ACTION WAS TAKEN, AND WAS NOT REQUIRED, ON THE MOTION BELOW.
WILL BE DISCUSSED AT A FUTURE DATE.**

MOVED to request for a future agenda item to set a hearing for a proposal to repeal Ordinance No. 2024-06 to allow 2-way traffic along the entire length of Church Street to be effective upon a date after the completion of exterior building and site work on the east side of the new Fire Station along the northern 325 feet of Church Street.

11. CITY MANAGER REPORT:

Deputy City Manager Brooks updated the Council on the following:

- Barrows Street Development Project
- Ambro Designs: Will now be part of the Pattern Zoning Program
- Hanover Street Extension housing project

- 3 Seminary Hill housing project
- 20 Spencer Street: City Staff will be asking the Planning Board to hold a special meeting because there is an October 1, 2024 deadline to apply for some of the New Hampshire Housing Finance Authority funding, noting a Conditional approval is needed by October 1, 2024.
- Rail Trail Playground
- West Lebanon Main Street Redevelopment RFPs from Developers
- Transportation & Energy Projects: Funding discussions with representatives from Senator Shaheen's office
- Updated State Hazard Mitigation Plan

12. COUNCIL REPRESENTATIVES TO OTHER BODIES: NONE

13. FUTURE AGENDA ITEMS: NONE

14. NON-PUBLIC SESSION: NONE

15. ADJOURNMENT:

Councilor Wilkie MOVED for adjournment.

Seconded by Councilor Heistad.

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

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Dona E. Gibson

Recording Secretary

Agenda
Lebanon City Council
September 4, 2024

7. Appointments:

Appointments

Board/Committee Appointments as presented by City Clerk/Tax Collector Jaseya Ewing

- Lebanon Housing Authority, James Moretti (Reappointment Regular Member)
- Lebanon Housing Task Force, David Duncan (Business Representative)

Included in this Section:

1. Memo from City Clerk/Tax Collector Jaseya Ewing dated September 4, 2024.



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

MEMORANDUM

DATE: September 4, 2024
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.

Lebanon Housing Authority

- **James Moretti** – Reappointment as a regular member for a five-year term.

Term: 9/24-9/29

Lebanon Housing Task Force

- **David Duncan** – Appointment as a Business Member Representative.

Term: 9/24-7/1/26

Interviewed by: Councilor C. Simon

From: [cityclerk](#)
To: [Kara Tracy](#); [Jaseya Ewing](#)
Subject: FW: [EXTERNAL] Online Form Submission #10681 for Board Member Application
Date: Wednesday, August 21, 2024 11:51:14 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, August 21, 2024 11:00 AM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #10681 for Board Member Application

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

Board Member Application

Application Process

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

Basic Requirements

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

(Section Break)

First Name JAMES

Last Name MORETTI

Physical Address	
City	
State	
Zip Code	
Is this your mailing address?	Yes
Home Phone Number	
Work Number	Field not completed.
Email Address	
How long have you resided in Lebanon?	34 years
(Section Break)	
Is this an application for re-appointment?	This application is for re-appointment.
For which board, committee, or commission are you applying?	Other (please fill in blank)
Other Committee	Lebanon Housing Authority
Why would you like to serve?	I would like to continue providing guidance to the LHA in helping them provide affordable housing to the public, especially in the current housing market that is very difficult to manage.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I have been involved with the LHA for several years now and serve as the Chairperson of the Board of Commissioners. I have 45 years of experience in financial and HR management.
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.](#)

From: [Kara Tracy](#)
To: [Kara Tracy](#)
Subject: FW: [EXTERNAL] Online Form Submission #10645 for Board Member Application
Date: Monday, August 12, 2024 2:15:06 PM

[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	David
------------	-------

Last Name	Duncan
-----------	--------

Physical Address	
------------------	--

City	
------	--

State	
-------	--

Zip Code	
Is this your mailing address?	
Home Phone Number	
Work Number	
Email Address	
How long have you resided in Lebanon?	4 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?	Other (please fill in blank)
Other Committee	Housing Task Force
Why would you like to serve?	The community needs a way to help improve permanent housing options
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	35 years leading facilities operations, planning and construction at large health care facilities. I'm very involved with Dartmouth Health's housing needs
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: Chris Simon_____

Date of Interview: 08-14-24_____

Applicant Name: _____David Duncan_____

Board(s) to Which Applied: Housing Task Force_____

☒ 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: Mr. Duncan is well suited and very knowledgeable in the challenges of housing in the Upper valley. _____

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

Standard Questions for All Applicants:

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

To bring forth new ideas for meeting the needs for permanent housing.

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?

Yes he was on several other boards in past communities.

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?

Only as it relates to his employer might there be a possibility but otherwise no. Mr. Duncan is employed at DHMC.

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

Recommending changes that promote increased opportunities for home ownership may require thinking outside the box.

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

Working as a team to bring fresh ideas and being respectful and listening to other members point of view.

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

Creating the new ideas.

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?

N/A

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

N/A

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

N/A

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

N/A

Planning Board:

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

N/A

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

N/A

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

N/A

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

N/A

Conservation Commission:

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

N/A

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

N/A

**Agenda
Lebanon City Council
September 4, 2024**

10. New Business:

**10.A – Release of Collected Public School Impact Fees
(2nd Quarter 2024)**

Background

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

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

To date \$853,788.99 has been disbursed to the Lebanon School District.

7/17/2013	\$83,690.78	11/6/2013	\$14,651.99	5/21/2014	\$19,407.00
8/6/2014	\$2,122.75	2/18/2015	\$723.00	5/20/2015	\$2,819.00
7/15/2015	\$1,627.50	11/4/2015	\$936.00	3/2/2016	\$3,156.00
5/18/2016	\$864.00	5/17/2017	\$5,230.00	12/6/2017	\$6,140.75
2/7/2018	\$41,262.70	9/5/2018	\$12,564.45	2/6/2019	\$1,833.10
8/7/2019	\$8,822.20	4/15/2020	\$40,432.02	7/15/2020	\$123,709.65
12/2/2020	\$57,567.42	1/21/2021	\$102,409.40	8/4/2021	\$12,695.86
1/19/2022	\$9,035.45	4/20/2022	\$3,216.15	10/19/2022	\$261,738.35
2/1/2023	\$2,185.00	4/19/2023	\$3,824.44	9/6/2023	\$3,142.57
11/15/2023	\$9,740.60	2/27/2024	\$6,341.26	5/15/2024	\$11,899.60

This request is for the City Council to authorize the disbursement of \$140,359.34 in collected Public School Impact Fees (through 06/30/2024) to the Lebanon School District.

Action:

The Council is requested to take action on the following motion:

MOVED, that in accordance with Section 213.10 (Administration of Impact Fees) of the Lebanon Zoning Ordinance, and the November 22, 2021 Memorandum of Understanding between the City of Lebanon and the Lebanon School District, SAU 88, the City Council hereby authorizes the disbursement of \$140,359.34 in collected Public School Impact Fees to the Lebanon School District to be applied toward the construction, renovation, improvement or expansion of K-12 school buildings and related building systems, equipment, and furnishings.

Included in this Section:

1. Impact Fee Report as of 06/30/2024
2. November 22, 2021, Memorandum of Understanding between the City of Lebanon and the Lebanon School District, SAU#88

PUBLIC FACILITIES IMPACT FEES

	PAID BY/LOCATION	MAP/LOT/PLOT	School
12/31/2023	July-December 2023 Interest		\$ 198.80
4/2/2024	SPNH Mount Support LLC	24/1	\$ 129,840.54
4/15/2024	Patch Orchards	138/14	\$ 3,480.00
4/24/2024	Rock Ridge LLC	74/3/156	\$ 3,704.00
5/30/2024	Justin and Jana Montgomery	98/24	\$ 3,136.00
		Balance 06/30/2024	\$ 140,359.34

<https://lebnhgov.sharepoint.com/sites/FinanceDepartment/Shared Documents/Finance Shared/IMPACT FEES/2011-2023 IMPACT FEES-including interest allocation>

MEMORANDUM OF UNDERSTANDING
between
THE CITY OF LEBANON
and
THE LEBANON SCHOOL DISTRICT, SAU 88

WHEREAS, New Hampshire RSA 674:21,V authorizes municipalities to adopt impact fees to offset municipal costs occasioned by new residential and non-residential development, and

WHEREAS, New Hampshire RSA 674:21,V requires that a municipality have enacted a Capital Improvement Program pursuant to RSA 674:5-7 before adopting impact fees, and

WHEREAS, the City of Lebanon annually reviews and adopts a Capital Improvement Program, and

WHEREAS, the Lebanon City Council duly amended Section 213 of its Zoning Ordinance, adopting impact fees and authorizing the Lebanon Planning Board to assess impact fees on new development in proportion to its demand on the public capital facilities of the City of Lebanon and the Lebanon School District, and

WHEREAS, the Lebanon Planning Board commissioned Bruce C. Mayberry, working as BCM Planning LLC, to provide a foundation document justifying the basis for the assessment of impact fees and to provide a schedule of fees, and

WHEREAS, the Lebanon Planning Board on October 12, 2021 duly adopted a report entitled “City of Lebanon Impact Fee Update 2021, Basis for School, Recreation, Police and Fire Department Impact Fees”, dated August 30, 2021 and prepared by BCM Planning LLC (copy attached) and City of Lebanon Impact Fee Schedule 2021 (copy attached), and

WHEREAS, the Impact Fee Schedule 2021 assigns fees for School Facilities, Recreation Facilities, Police Department Facilities, and Fire Department Equipment and Apparatus, and

WHEREAS, through the adoption of the Impact Fee Schedule 2021, the Lebanon Planning Board authorized the use of impact fees collected for School Facilities to be applied toward the construction, renovation, improvement or expansion of K-12 school buildings and related building systems, equipment, and furnishings;

NOW THEREFORE, the City of Lebanon and Lebanon School District, parties to this Memorandum of Understanding, agree as follows:

1. The City of Lebanon shall collect and manage all impact fees pursuant to Section 213 of the Lebanon Zoning Ordinance and in accordance with the report entitled “City of Lebanon Impact Fee Update 2021, Basis for School, Recreation, Police and Fire Department Impact Fees”, dated August 30, 2021 and the City of Lebanon Impact Fee Schedule 2021, which

may be amended from time-to-time.

2. The City of Lebanon shall maintain all monies received as impact fees in separate accounts, each dollar identified by contributor, date received, and fund (School Facilities, Recreation Facilities, Police Department Facilities, and Fire Department Equipment and Apparatus).
3. The City of Lebanon shall transfer, once each quarter of the calendar year, all monies in the School Facilities Fund to the Lebanon School District.
4. The Lebanon School District shall apply all monies received from the School Facilities Fund toward the construction, renovation, improvement, or expansion of K-12 school buildings and related building systems, equipment, and furnishings.
5. The Lebanon School District shall provide an annual report to the City of Lebanon accounting for the use of such monies from the School Facilities Fund.
6. This Memorandum of Understanding shall supersede the prior Memorandum of Understanding between the parties executed on September 21, 2010 by Interim City Manager Leonard W. Jarvi on behalf of the City of Lebanon and executed on September 30, 2010 by Superintendent Gail E. Paludi on behalf of the Lebanon School District, SAU 88.

APPROVED BY:

City of Lebanon

DocuSigned by:
 11/22/2021
AE8C225904D9436...
Date

Lebanon City Manager

Title

Lebanon School District, SAU 88

DocuSigned by:
 11/22/2021
5D702A0EC4B6489...
Date

Superintendent, SAU #88

Title

Agenda

Lebanon City Council

September 4, 2024

10.B New Business:

10.B – Review and Readoption of City Council Policy CC-100, Cash Management and Investment

Background

The purpose of the City's Cash Management and Investment Policy is to ensure that the administration of the City's cash management system is handled at its highest public trust. Finance Director Vicki Lee is charged with oversight of the City's cash management system.

The Policy applies to all cash, cash equivalents (assets that are readily convertible into cash), and investments in the custody of the City Treasurer in accordance with State law. This Policy does not apply to cash, cash equivalents, and investments in the custody of the Trustees of Trust Funds and the Board of Trustees of the Library, who must formally adopt their own Investment Policies that are reviewed and confirmed at least annually for all investments made by them (or by their agents) for trust funds in their custody (NH RSA 31:25 and 202-A:23).

The custody and investment of City funds are to be made in a manner that provides maximum security of principal invested, meets the cash flow needs of the City, and conforms to applicable State law. Funds in the custody of the Trustees of the Trust Funds are with Citizens Private Wealth - Citizens Bank; City funds in the custody of the City Treasurer are with Mascoma Bank.

New Hampshire RSA 47:6 requires the City Council to at least annually review and adopt an investment policy. The Council last reviewed and re-adopted the Cash Management and Investment Policy September 6, 2023. No changes are proposed to the Policy.

Action

The Council is requested to consider the following motion:

MOVED, that the Lebanon City Council adopts City Council Policy CC-100, Cash Management and Investment, as presented in the September 4, 2024, City Council Agenda packet, to be effective upon passage.

Included in this Section:

1. August 26, 2024 Memo from Vicki Lee, Finance Director, re: Review and Adoption of the 2024 Cash Management and Investment Policy
2. City Council Policy CC-100, Cash Management and Investment Policy



Finance Department

51 North Park Street

Lebanon, NH 03766

603-448-0682

MEMO FROM THE FINANCE DIRECTOR

TO: City Council
City Manager Shaun Mulholland
Deputy City Manager David Brooks

FROM: Vicki Lee, Finance Director and Alesia Williams, Deputy Finance Director

DATE: August 26, 2024

RE: Review and Adoption of the 2024 Cash Management and Investment Policy

New Hampshire RSA 47:6 requires the City Council to review and adopt an Investment Policy at least annually. Vicki Lee, Finance Director, and Alesia Williams, Deputy Finance Director, are the City Treasurer and Deputy City Treasurer, respectively.

No changes have been made to the accompanying Cash Management and Investment Policy from the Policy adopted September 6, 2023, by the City Council.

The City's treasury activities consist of accounts receivable or payment processing; accounts payable/disbursements; and investing – that is, cash mobilization: get the cash in as fast as possible; controlled disbursement: release the cash at the last possible moment; and investment program: do something worthwhile with the cash in the meantime.

The Policy applies to all cash, cash equivalents (assets that are readily convertible into cash), and investments in the custody of the City Treasurer in accordance with State law. This Policy does not apply to cash, cash equivalents, and investments in the custody of the Trustees of Trust Funds and the Board of Trustees of the Library, who must formally adopt their own Investment Policies that are reviewed and confirmed at least annually for all investments made by them (or by their agents) for trust funds in their custody (NH RSA 31:25 and 202-A:23).

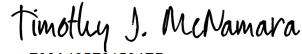
City funds in the custody of the City Treasurer are with Mascoma Bank; funds in the custody of the Trustees of the Trust Funds are with Citizens Private Wealth - Citizens Bank.

The purpose of the City's Cash Management and Investment Policy is to ensure that the administration of the City's cash management system shall be handled as its highest public trust. The custody and investment of City funds are to be made in a manner that provides maximum security of principal invested, meets the cash flow needs of the City and conforms to applicable State law.

It is the policy that City funds be managed and invested with three primary objectives in order of priority: safety, liquidity, and yield. Effective cash management is recognized as essential to good fiscal management. The City shall maintain a cash management system that includes collection of accounts receivable, prudent investment of available cash, management of banking services and disbursement of payments in accordance with invoice terms, the City's Purchasing Policy (City Council) and Purchase Agreements Policy (administrative), and City Charter.



City of Lebanon
New Hampshire

COUNCIL POLICY Cash Management and Investment Policy			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-100	06/20/2018	08/04/2021	Page 1 of 8
<i>Approved by:</i>	City Council	<i>DocuSigned by:</i>  F08A405F81504ED...	

Section 1.0: Purpose

To ensure the administration of the City's cash management system shall be handled as its highest public trust. The custody and investment of City funds shall be made in a manner that will provide the highest investment return with the maximum security of principal invested while meeting the cash flow needs of the City while conforming to State law.

Section 2.0: Scope

- 1) *General* – This Policy applies to all cash, cash equivalents (assets that are readily convertible into cash) and investments in the custody of the City Treasurer (NH RSA 48:16).
- 2) *Exceptions* – This Policy does not apply to cash, cash equivalents and investments in the custody of the Trustees of the Trust Funds and the Board of Trustees of the Library who must formally adopt an investment policy that is reviewed and confirmed at least annually for all investments made by them or by their agents for any trust funds in their custody (NH RSA 31:25 and NH RSA 202-A:23).
- 3) *Pooling of Funds* – The City will consolidate cash for management purposes to achieve efficiency, effective management and maximum investment opportunity unless effective administration requires otherwise such as in the instance of accounting for bond proceeds associated with capital improvements. Ownership of cash, cash equivalents and investments shall be identified and accounted for by fund. Interest earnings shall be allocated annually on a proportional basis to ten funds: general, solid waste disposal, water treatment and distribution, sewage collection and disposal, municipal airport, capital improvements, Lebanon open space, water investment fee funds, public facilities impact fees, and tax increment fund district and cemetery maintenance fund.



City of Lebanon
New Hampshire

COUNCIL POLICY Cash Management and Investment Policy			
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Section 3.0: Definitions

- 1) *Cash Flow* – is a measure of cash inflow and outflow from the City. Positive cash flow means more money is coming into the City than is leaving; negative cash flow is the converse.
- 2) *Banking Services* -- consist of, but are not limited to: account maintenance services (account analysis; reconciliation services; and daily collected funds reports), cash concentration services (lock-box; concentration account; sweep accounts), investment services (overnight repurchase facilities) and credit facilities.
- 3) *Rate of Return* – is the amount of income received from an investment expressed as a percentage. Market rate of return is the yield that an investor can expect to receive in the current interest-rate environment utilizing a buy-and-hold to maturity investment strategy.
- 4) *Fund* -- segregates resources (revenue) and requirements (expenditures) that are legally restricted to specific uses. A fund is analogous to a filing cabinet with each drawer a separate fund. Within each drawer, or fund, there are many file folders, or municipal functions which, in turn contain programs, services and activities managed by City departments aimed at accomplishing a function for which the City is responsible.

Section 4.0: Policy Detail

- 1) Investment Objective:
 - a. It is the policy that City funds be managed and invested with three primary objectives in order of priority: safety, liquidity and yield. Effective cash management is recognized as essential to good fiscal management. The City shall maintain a cash management system that includes collection of accounts receivable, prudent investment of available cash, management of banking services and disbursement of payments in accordance with invoice terms, the City's Purchasing Policy, Purchase Agreements Policy and City Charter.



City of Lebanon
New Hampshire

COUNCIL POLICY Cash Management and Investment Policy			
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CC-100	06/20/2018	08/04/2021	Page 3 of 8
<i>Approved by:</i>	City Council		

2) Selected Objectives:

- a. *Safety of Principal* – is the foremost objective of this Policy. Each investment and/or depository transaction shall be undertaken in a manner that seeks first to ensure the preservation of capital in the overall portfolio.
- b. *Liquidity* – The investment and/or depository portfolios shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- c. *Yield* – The investment and/or depository portfolios shall be designed with the objective of attaining a market rate of return considering investment risk constraints and liquidity needs. Return on investment is of least importance as an objective as compared to the safety and liquidity objectives.

3) Authority and Responsibilities:

- a. *Authorized Representative of the City* – The City Treasurer (NH RSA 48:16) is authorized to act on behalf of the City, to execute, for the purpose of purchasing cash management products and services offered by a banking services provider, such applications, agreements, schedules, service requests and related documents and amendments to such applications, agreements, schedules, service requests and related documents in such forms as may be provided and/or required by the banking services provider and in so doing shall bind the City to the terms and conditions of the cash management document(s) so executed.
- b. *Authority to Issue Tax Anticipation Notes* – On December 17, 1996, the City Council authorized the City Treasurer (Municipal Finance Act, NH RSA 33:7), with approval of the City Manager, to borrow in increments as the need arises, a sum or sums of money from time to time during the current financial year, to issue and sell with interest at maturity, temporary notes of the City in an amount sufficient to cover expenses and to refund such note expenses.
- c. *Electronic Payment* – The payment of local taxes, charges generated by the sale of utility services, or other fees or charges by use of a credit card, debit card, or such other means of electronic transaction is



City of Lebanon
New Hampshire

COUNCIL POLICY Cash Management and Investment Policy			
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<i>Approved by:</i>	City Council		

authorized in accordance with NH RSA 80:52-c or any other applicable State law. A service charge for the acceptance of such payments may be added to the amount due at the time of billing in addition to any penalties and interest payable; at the time of billing the amount of the service charge shall be disclosed.

- d. *Depository Designation* – The City Council is responsible for designating the depository or depositories for City funds (419:46). Important considerations in the selection and retention of a banking services provider include credit-worthiness, credit characteristics, financial history, institutional capabilities, resources and relevant experience in managing the operational aspects of municipal cash management and investment needs and requirements. The City Treasurer is responsible for investment and depository management decisions and activities including, but not limited to, the selection of acceptable depository and investment instruments in accordance with this Policy and State law.
- e. *Custody of City Funds* – The City Treasurer, appointed by the City Manager in accordance with City Charter Section 419:32, shall have custody of all City funds (NH RSA 48:16).
- f. *Investment of Excess City Funds* – Whenever the City Treasurer has in custody an excess of funds which are not immediately needed for expenditure, the City Treasurer shall invest same in authorized investments in accordance with this Policy and State law.
- g. *Recording and Reporting* – The City Treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the City treasury, and of all notes given by the City, with the particulars thereof.
- h. *Independent Audit* – At the close of each fiscal year, a reporting shall be made to the City by the City Treasurer giving an account of all financial transactions during the year which shall be independently audited.



City of Lebanon
New Hampshire

COUNCIL POLICY Cash Management and Investment Policy			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
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<i>Approved by:</i>	City Council		

4) Standards of Care:

- a. *Prudence* -- The standard of prudence to be used by the City Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The City Treasurer, acting in accordance with established procedures and this Policy, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, that appropriate action is taken to control adverse developments, and that the liquidity and sale of securities are carried out in accordance with the terms of this Policy. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- b. *Ethics and Conflicts of Interest* -- City employees, officials, and representatives and agents of the City involved in the cash management process shall refrain from personal business activity that could conflict (or appear to conflict) with the proper execution of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material financial interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio.
- c. *Position Bonding* -- The City Treasurer and others as prescribed by State law shall be bonded by position under a blanket bond from a surety company authorized to do business in the State of New Hampshire (NH RSA 41:6). The bond shall indemnify against losses through the failure of City employees covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or fraudulent or dishonest acts committed by the covered employees.



City of Lebanon
New Hampshire

COUNCIL POLICY Cash Management and Investment Policy			
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CC-100	06/20/2018	08/04/2021	Page 6 of 8
<i>Approved by:</i>	City Council		

5) Internal Controls:

- a. *Internal Control System* – The City Treasurer shall establish and maintain a system of internal controls that shall be reviewed annually with the independent auditors. The controls shall be designed to prevent loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees of the City.
- b. *Cash Flow Forecasting* – The City Treasurer shall maintain a cash flow forecasting process designed to monitor and forecast cash positions for cash management and investment purposes.
- c. *Written Confirmation of Telephone and Electronic Transactions for Investments and Wire Transfers* – Due to the potential for error and improprieties arising from telephone transactions, all telephone and electronic transactions shall be supported by written communications and approved by the appropriate person.
- d. *Documentation of Transactions* – All transactions undertaken through this Policy shall be appropriately documented to facilitate review of the transactions by the independent auditors.
- e. *Remittance of School District and County Tax Assessments* – Property taxes billed and collected by the City include taxes levied for the Lebanon School District and Grafton County, which are remitted to those governmental units as required by law. The former is paid over the course of the year in accordance (NH RSA 198:5) based on a cash requirements schedule provided by the district; the latter is paid in December (NH RSA 29:11). Ultimate responsibility for the collection of taxes rests with the City.

6) Authorized Investments:

- a. *General* – City Treasurer may invest in participation units in the public deposit investment pool established (NH RSA 383:22), or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the State, or in obligations fully guaranteed as to principal and interest by the



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United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations. As additional types of securities are approved for investment by State law they will be eligible for investment by the City Treasurer.

- b. *Maturities* – Investment maturities shall be scheduled to coincide with projected cash-flow needs, taking into account anticipated revenue inflows, routine expenditures and large non-routine expenditures.

7) Safekeeping and Collateralization:

- a. *City funds shall be secured in accordance with NH RS 48:16.*
- b. *Interest-bearing Deposits Meeting Certain Conditions* -- Excess funds held by the City may be invested in interest-bearing deposits which meet all of the following conditions: (a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer. (b) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer. (c) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance. (d) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer. (e) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.
- c. *Collateralization* -- Excess funds held by the City may for deposit or investment, including repurchase agreements, may be secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive use of the City.



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Only securities defined by the bank commission as provided by rules adopted pursuant to RSA 383-B:3-301(e) shall be eligible to be pledged as collateral.

- 8) This Policy, in accordance with NH RSA 47:6, shall be reviewed and readopted annually by the City Council with revisions as warranted.

Section 5.0: References (Charter/Code/State Statues)

- 1) *City Charter Section 419:46 Depository.*
- 2) *NH 29:11 Tax Warrants and Extents.*
- 3) *NH 31:25 Custody; Investment.*
- 4) *NH RSA 41:6 Surety Bond Required.*
- 5) *NH RSA 47.6 Financial Supervision.*
- 6) *NH RSA 48:16 City Treasurer; Duties.*
- 7) *NH RSA 80:52-c Electronic Payment.*
- 8) *NH RSA 198:5 Assessment.*
- 9) *NH RSA 202-A:23 Exceptions.*
- 10) *NH RSA 383:22 Public Deposit Investment Pool.*
- 11) *NH RSA 383-B:3-301(e) Banking Business.*

Section 6.0: Policy & Procedure Revision History

	Section	Revisions	Date
Original Adoption			6/20/18
Re-Adoption			6/19/19
Re-Adoption			7/15/20
Amendment	2.0.3	Amended Section	8/04/21
Re-Adoption			8/03/22
Re-Adoption			9/06/23

Agenda

Lebanon City Council

September 4, 2024

10.C New Business:

10.C – Annual Review of City Council Policy CC-101.1, Fund Balance

Background

A fund segregates resources (revenues) and requirements (expenditures) that are legally restricted to specific uses. Budgets are adopted by the City Council on a fund basis. Funds other than the General Fund exist primarily to ensure and demonstrate compliance with limitations on the use of existing resources or as enterprises. The General Fund, as the chief operating fund of the City, has a broader mandate, which may include accumulating sufficient financial resources for contingencies. Accordingly, the Fund Balance Policy is limited to the General Fund.

The purpose of the Policy is to provide adequate financial resources to ensure the continued orderly operation of government and the provision of services to residents and the continued stability of the tax or rate structure that can be threatened by uncertainty emanating from a number of areas including economic uncertainty, unanticipated changes in federal and state policies, imposition of federal and state mandates, unanticipated expenditures resulting from natural disasters or other unforeseen circumstances, errors in estimating expenditures and revenues, potential drain on resources from funds facing financial difficulties, and disparities in timing between revenue collections and expenditures.

During the combined sewer separation (CSO) program, the City intentionally maintained a higher fund balance range of 19% to 24% to help fund the program and smooth the tax rate in those years where debt service spikes occurred. The CSO separation program was completed in 2021. On December 13, 2023, the City Council voted to amend the Fund Balance Policy (which was also renumbered to CC-101.1) to establish a fund balance range of 15% to 19%. The lower fund balance range was recommended by the City Manager as a revision to the policy that is projected to meet the emergency needs and cash flow needs of the City. The result is consistent with how the New Hampshire Department of Revenue Administration (DRA) calculates its fund balance retention guidelines (middle ranges), minus the uncertainty of factoring in Net Required County, Local Education and State Education Tax Efforts, which are not known until the annual tax rate setting process in October.

The Fund Balance Policy is normally reviewed annually by the City Council, but unlike the Cash Management and Investment Policy, it is not required to be readopted. The current Fund Balance Policy was adopted by the City Council June 20, 2018, and reviewed on June 19, 2019, July 15, 2020, August 4, 2021, August 3, 2022, and September 6, 2023. As noted, the Fund Balance Policy was amended on December 13, 2023.

Action

No action is required at this time, as this is an annual review of the Fund Balance Policy, which was adopted on June 20, 2018, and amended on December 13, 2023.

Included in this Section:

1. City Council Policy #CC-101.1, Fund Balance Policy



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COUNCIL POLICY			
Fund Balance Policy			
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<i>Approved by:</i>	City Council <u>Timothy J. McNamara</u> Timothy J. McNamara (Dec 14, 2023 13:50 EST)		

Section 1.0: Purpose

To provide adequate financial resources to ensure the continued orderly operation of government and the provision of services to residents and the continued stability of the tax or rate structure that can be threatened by uncertainty emanating from a number of areas including economic uncertainty, unanticipated changes in federal and state policies, imposition of federal and state mandates, unanticipated expenditures resulting from natural disasters or other unforeseen circumstances, errors in estimating expenditures and revenues, potential drain on resources from funds facing financial difficulties, and disparities in timing between revenue collections and expenditures.

Section 2.0: Scope

Funds other than the General Fund exist primarily to ensure and demonstrate compliance with limitations on the use of existing resources or as enterprises. The General Fund, as the chief operating fund of the City, has a broader mandate which may include accumulating sufficient financial resources for contingencies. Accordingly, this Policy is limited to the General Fund. Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. Governmental Accounting Standards Board (GASB) Statement No. 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent.

Section 3.0: Definitions

- 1) *Appropriate* – is a policy decision to set apart from the public revenue a certain sum for a specified public purpose and to authorize the expenditure of that sum for that purpose. The most important policy tool is the annual budget. Policy is *what* is going to be done. The budget is the means of determining *what* will get done because that is where money is allocated to programs, services, projects and facilities.



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Fund Balance Policy

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Appropriations can be made only by vote of the legislative body. Legislative power is the power to set overall policy, the power to raise and appropriate money (tax and spend) and set the purposes for expenditures. The City Council is the City's legislative body; the county convention, which consists of the state representatives comprising Grafton County, is the county's legislative body (NH RSA 24), acting on budgetary recommendations compiled by the county commissioners; the annual meeting of the Lebanon School District is that entity's legislative body.

- 2) *Assigned Fund Balance* – includes amounts the City intends to be *used for specific purposes but are neither restricted or committed*. In accordance with GASB Statement No. 54, funds that are intended to be used for specific purpose, but have not received the formal approval action at the governing body level (City Council), may be recorded as assigned fund balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the City Council. GASB Statement No. 54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives the authority to do so. Therefore, having considered the requirements to assign fund balance, the City Manager, or the City Manager's designee, shall have the authority to assign fund balance.

Encumbrances (purchase orders), or other contractual commitments, the provision of contingency for assessment abatements and bankruptcy proceedings, special revenue funds and capital project funds are examples of assigned fund balance.

- 3) *Committed Fund Balance* – includes amounts that can be *used only for the specific purposes determined by a vote of the City Council*. Commitments may be rescinded, changed or lifted only by a subsequent vote of the City Council. Included are expendable trust funds (capital reserve funds).
- 4) *Current General Fund Budgeted Expenditures* – are related to the appropriated budget of the current year and not prior year expenditures carried over to the current year as encumbrances or non-budgeted current year expenditure adjustments.
- 5) *Encumbrance* – is a purchase order, a contractual (outstanding) commitment. The process of encumbering budgeted funds is meant to



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ensure budgetary compliance both to prevent overspending appropriations for the year and to detect violations of budgetary authority.

- 6) *Fund* – segregates resources (revenues) and requirements (expenditures) that are legally restricted to specific uses.
- 7) *Non-spendable Fund Balance* – includes amounts *not in spendable form*, such as inventory, or amounts required to be maintained intact legally or contractually such as for inventory, prepaid items, and the non-expendable portion of permanent trust funds.
- 8) *Restricted Fund Balance* – includes *amounts that are subject to externally enforceable legal restrictions* and can be spent only for the specific purposes stipulated by law, ordinance or regulation, external resource providers or through enabling legislation. Restrictions applicable to this fund balance may not be changed or lifted by the City without the consent of the resource providers or enabling legislation. Included are library funds, the income balance of permanent funds (trust funds), grant funds and unspent bond proceeds.
- 9) *Unassigned Fund Balance* – is the *residual classification for the City's General Fund* and includes all amounts not contained in other fund balance component classifications and therefore not subject to any constraints. Appropriation from Unassigned Fund Balance requires approval of the City Council.
- 10) *Unassigned Fund Balance Maintenance Range* – an amount of money, in dollars or as a percentage of a defined base, that is considered a prudent level at which to maintain the unassigned fund balance.
- 11) *Unrestricted Fund Balance* – is total fund balance less non-spendable fund balance and restricted fund balance, which is the total of committed fund balance, assigned fund balance and Unassigned Fund Balance.

Section 4.0: Policy Detail

- 1) Spending Prioritization:
 - a. When both restricted and unrestricted funds (committed, assigned and unassigned) are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.



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COUNCIL POLICY

Fund Balance Policy

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- b. When committed, assigned and unassigned funds are available for expenditure, committed funds should be spent first, assigned funds second, and unassigned funds last.
- 2) Unassigned Fund Balance Maintenance Range:
- a. It is the objective of the City to maintain an Unassigned Fund Balance of 15% to 19% of gross current General Fund budgeted expenditures.
 - b. The City considers a balance of less than 15% to be a cause for concern and, considering factors or circumstances that may require a higher than normal maximum level of Unassigned Fund Balance, a balance of more than 19% as excessive.
 - c. In the event Unassigned Fund Balance is less than 15%, restorative steps shall be taken in the immediate subsequent fiscal years.
 - d. In the event Unassigned Fund Balance is more than 19%, steps should be taken to reduce the excess balance in the immediate subsequent fiscal years, or a plan for doing so over a reasonable period should be prepared, including an explanation of how the excess fund balance will be reduced to an acceptable level. An amount more than 19% may be considered to reduce tax levy requirements determined in conjunction with the annual budget process, as a capital improvement funding component, for reservation to accumulate funding for future capital improvements, or for any legal purpose deemed appropriate and desirable by the City Council.
 - e. This Policy is not intended to preclude the administrative application of Unassigned Fund Balance as a companion to the budgeted application of Unassigned Fund Balance as a mitigating utility in setting the annual Municipal Tax Rate.
- 3) This Policy shall be reviewed annually by the City Council and revised as warranted.



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Section 5.0: References (Charter/Code/State Statues)

- 1) *Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.*
- 2) *NH Department of Revenue Administration administrative rule Rev. 1702.05 Hierarchy of Generally Accepted Accounting Principles for Municipalities.*
- 3) *The National Advisory Council on State and Local Budgeting (NACSLB), (1998), Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1), pg 17.*

Section 6.0: Policy & Procedure Revision History

	Section	Revisions	Date
Original Adoption			6/20/18
Reviewed			6/19/19
Reviewed			7/15/20
Reviewed			8/04/21
Reviewed			8/3/22
Revised	2, a,b,c,d	Change UFB balance range to 15%-19%	12/13/23

Agenda

Lebanon City Council

September 4, 2024

10. New Business:

10.D – LEAC / Lebanon Energy Savings Project Presentation

Background

The Lebanon Energy Advisory Committee (LEAC) partnered with Planning & Development Department staff over the summer months of 2024 to assess the City's residential sector's greenhouse gas (GHG) emissions footprint. A student "fellow" from the UNH Sustainability Institute (UNHSI) was brought on board to assist with data collection and analysis. In 2019, Lebanon also benefitted from the UNH program to update our local government operations GHG baseline inventory and identify possible mitigation opportunities. The 2024 project expands on Lebanon's understanding of community GHG contributions that impact climate change to continue addressing the City's sustainability commitments.

A key energy-saving and GHG-lowering opportunity identified by LEAC for the residential sector is heat pump technology, which electrifies home heating with emissions-free ground or air source energy. A major task for this past summer was to collect home electricity and heating source type and usage data, as well as a sense of household income from Lebanon's residents, via survey and landlord outreach. The purpose of the data was to complete the residential GHG inventory, and also to identify: a) how much of an opportunity exists in Lebanon for heat pumps (i.e., whether most residents still use GHG-intensive and expensive oil and gas), and b) who could benefit the most from potential federal rebates and similar technical and financial assistance.

The results of the team's data collection efforts and analysis will be presented on September 4, 2024. By undertaking projects like this effort and following a cyclical approach to measuring greenhouse gas emissions, as well as by tracking the potential and actual positive impacts of home weatherization and heating system replacements and similar GHG mitigation projects, Lebanon reinforces its leadership in local sustainability. In turn, that makes the community not only cleaner, but more affordable and livable.

Action

This presentation is for informational purposes only; no action is required at this time.

Included In This Section:

1. August 23, 2024 memorandum from Planning Staff / LEAC re: 2024 Residential Greenhouse Gas Assessment
2. Greenhouse Gas Inventory, Baseline Residential Footprint for the City of Lebanon, New Hampshire



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Honorable Mayor and City Councilors

CC: City Manager's Office

FROM: Planning Staff/LEAC

RE: 2024 Residential Greenhouse Gas Assessment

DATE: August 23, 2024

The Lebanon Energy Advisory Committee (LEAC) partnered with City Planning staff over the summer months of 2024 to assess the residential sector's greenhouse gas emissions (GHG) footprint. A student "fellow" from the UNH Sustainability Institute (UNHSI), Jason Staples, was brought on board to assist with data collection and analysis. As Councilors may recall, in 2019, Lebanon also benefitted from the UNH program to update our local government operations GHG baseline inventory and identify possible mitigation opportunities. The 2024 project expands on Lebanon's understanding of community GHG contributions that impact climate change, to continue our related address of the City's sustainability commitments. As adapted from the 2019 UNHSI memo:

- In 2007 the City signed an agreement encouraging itself to meet or beat the Kyoto Protocol.
- In 2009, in response to the agreement, the City completed a baseline emissions inventory of municipal operations, establishing a "benchmark" from which reduction goals could be measured.
- In 2012, as part of the adoption of the Lebanon Master Plan, the City committed to the goal of reducing greenhouse gas emissions (GHG) 80% below 1990 levels by 2050.
- A subsequent benchmarking of municipal operations was completed in 2015.
- In 2017, the Lebanon City Council approved a resolution for the City to join the Climate Mayors Network and commit the City to the goals of the Paris Climate Accord.
- In 2019 the City applied to the UNHSI and was subsequently awarded a fellow to conduct an updated local government operations emissions inventory.
- In 2024, the City works with an UNHSI fellow to scale up the City's GHG baseline data to the rest of the community, with review of the residential sector.

As a result of these GHG assessments, the City becomes more organized with its emissions inventories, to facilitate them in future years, and better informed as to how to best to mitigate our most significant GHG sources. A key energy-saving and GHG-lowering opportunity identified by LEAC for the residential sector is heat pump technology, which electrifies home heating with emissions-free ground or air source energy. LEAC's long-term objective is to connect residents with financial assistance to do energy audits, weatherize homes, and install heat pumps and other energy-saving technology for much greater savings. A task for this past summer was to collect home electricity and heating source type and usage data, as well as a sense of household income from Lebanon's residents, via survey and landlord outreach. The purpose of the data was to complete the residential GHG inventory but moreover to identify a) how much an opportunity exists in Lebanon for heat pumps (i.e., whether most residents still use GHG-intensive and

expensive oil and gas) and b) who could benefit the most from potential federal rebates and similar technical and financial assistance. An ultimate goal is for LEAC to find funding sources to help such households access existing and anticipated resources.

The 2024 UNHSI project's data methodology required adjustment early on to favor more of a quantitative modeling approach that the fellow developed to compare the actual survey results with carefully reviewed sub-sets of single-family household assessor data for Lebanon, and regional emissions factor data. The National Renewable Energy Lab (NREL) Standard Energy Efficiency Data (SEED) tool was initially explored as a way to organize and extrapolate on our data to highlight key efficiency opportunities; however the final project data did not match well to that tool and the team pressed forward with a custom spreadsheet.

The results of the team's data collection efforts and Jason's analysis are presented on September 4th for informational purposes only, with no action requested. By undertaking projects like this effort and following a cyclical approach to measuring greenhouse gas emissions, as well as by tracking the potential and actual positive impacts of home weatherization and heating system replacements and similar GHG mitigation projects, Lebanon reinforces its leadership in local sustainability. In turn, that makes the community not only cleaner, but more affordable and livable. More details are available at [Lebanon Energy Savings Project | Lebanon, NH \(lebanonnh.gov\)](#).

BACKUP INFORMATION:

2024-09-04_CityCouncil_residentialGHG_presentaton (draft)



Greenhouse Gas Inventory

Baseline Residential Footprint for the City of Lebanon, New Hampshire

Prepared by Jason Staples

University of New Hampshire Summer Sustainability Fellow 2024

Overview

- ▶ Working towards Lebanon's Master Plan for a stable and sustainable energy economy
- ▶ The 2018 Sustainability Fellowship oversaw the analysis of Municipality energy usage and GHG emissions
- ▶ This project aims to begin the process of tracking and reducing the energy usage of the residential sector
 - ▶ With a particular focus supporting low-income and disadvantaged residents
- ▶ Critically, this will be an ongoing process that requires regular maintenance and support to be effective.

Residential Sector Breakdown

- ▶ The City of Lebanon contained 6,099 housing units in 2020
 - ▶ An additional 633 multifamily units have been added by 2024.
- ▶ Rental units make up a majority of the housing stock
- ▶ Many buildings are old and rely on antiquated oil heating systems
 - ▶ 55% of homeowners, 24% of renters
 - ▶ Propane heating is used in another 25% of both totals
- ▶ Many residents would like to partially or completely replace their current heating systems, but are presently unable to do so

Creating a Baseline Footprint

- ▶ Combined utilities per month in Grafton county: \$359
- ▶ Average electricity usage per month: \$154
- ▶ Utilities minus electricity: \$204
- ▶ This cost of then used to find the amount of fuel needed for each heating system
- ▶ Fuel type and amount gives the average amount of emissions per household using that fuel
- ▶ Number of households gives the assumed average emissions for each heating method

Average Baseline Results

Household fuel usage:	# of Households	2023 average price in NH	Est. Heating cost	Amount of fuel (units)	Conversion Base	Conversion Output	MTCDE:	Total per Fuel Type
Utility Gas (natural gas)*	602	20.51\$ per 1000 sq. feet (2022)	\$204.56	9.97 (1000's of sq feet)	9970 sq feet Nat. Gas.	10328920 (BTU)	0.55	331.1
Bottled Gas (propane)	1333	\$4.29 Per Gallon	\$204.56	47.68 (gallons)	N/A	N/A	0.24	319.92
Electric	1072	\$0.258 per kW/h	\$204.56	792.87 (kW/h)	N/A	N/A	0.29	310.88
Fuel Oil (oil)	2571	4.13 per gallon	\$204.56	49.53 (gallons)	N/A	N/A	0.51	1311.21

Total MTCDE/Month	Per year
Heating: 2273.11	27277.32
Electricity: 1500	17,600

Residential Outreach

- Developed and distributed a survey about utility usage to residents
 - Current heat/electricity usage
 - State of home weatherization
 - Interest in heat pumps and/or weatherization
- Collaborated with landlords and building owners to collect large amounts of utility information
- Shared information with local interest groups to foster community participation
 - Community Power, LEAC, now the city council itself

Interim Results

- ▶ Baseline average results: 27,277 MTCDE/year (heating) + 17,600 MTCDE/year (Electricity)
- ▶ Continue gathering data to evaluate the true emission amount
 - ▶ Every piece of utility data gathered brings us closer to the true value
- ▶ Converting 10% of the baseline from fossil fuel heating to heat pumps would reduce yearly emissions to 25,295 MTCDE/year (7.3% reduction)
- ▶ These factors will change over time, requiring regular updates to the protocol

Community Sustainability Action

