

FINAL

DOWNTOWN LEBANON TIF ADVISORY BOARD
WEDNESDAY, JULY 24, 2024 – 6:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES

EDC MEMBERS PRESENT: Barry Schuster (Chair), George Sykes, Chris Haidari, Peter Owens

EDC MEMBERS ABSENT: Victoria Smith, Tracy Hutchins (Upper Valley Business Alliance)

STAFF PRESENT: City Manager Shaun Mulholland

1. CALL TO ORDER:

The July 24, 2024 Downtown Lebanon TIF Advisory Board Meeting is hereby called to order.

2. APPROVAL OF MINUTES:

A. October 30, 2023

Motion by Chris Haidari to approve the minutes of October 30, 2023, as presented. Second by George Sykes.

** The Vote on the MOTION was approved (3-0-1, with Mr. Owens abstaining).*

3. NEW BUSINESS:

A. Discuss and make recommendations for the projected revenues and proposed appropriations for the 2025 Budget

City Manager Shaun Mulholland explained that the Board needs to make a recommendation to the District Administrator, which is himself, with regards to the proposed 2025 budget. The City Council will make ultimate decisions on the City budget after a public hearing. This new budget will take effect on January 1, 2025. The estimated revenues for the first half of the year were approximately \$4,000. This will likely increase to more than the \$410,000 in the second half. There is a bond payment included in the budget which goes down every year. The architectural firm putting together the back parking lots proposal is estimated to cost \$313,500 this year. The EV charger expansion is expected to cost approximately \$50,000. The artwork project on both sides of the tunnel is estimated to cost \$100,000. Survey work from VHB is an additional \$20,000. All of this totals to an estimated budget for next year of approximately \$810,000. The Board could consider voting to recommend to the District Administrator a budget of \$810,000 in revenues and \$810,000 in expenditures in 2025.

Chair Schuster asked what the \$810,000 in expenditures will be used for. City Manager Shaun Mulholland stated that this is yet unknown. As the Board will be bringing in a certain amount of funding, it has to go someplace, as this is a special TIF Fund. If this money is not all allocated within the budget year, it will go back into the TIF fund, which will continue to accumulate beyond the existing \$1.5M.

City Manager Shaun Mulholland stated that on September 25, 2024, there will be a joint meeting with this Board and the EDC.

B. Discuss Lebanon Energy Advisory Committee (LEAC) proposal to utilize tax increment funds (TIF) funds to purchase and install a solar electric vehicle (EV) charging station

Sherry Boschert, Chair of the EV Subcommittee, explained that EV charging reduces greenhouse gases, saves drivers money, reduces pollution, etc. Most of Lebanon's and New Hampshire's greenhouse gases come from transportation, with the largest percentage coming from passenger cars and trucks. Currently, people who have electric vehicles and have access to that cleaner way of driving are saving money. These are mostly people who live in single family homes and can charge at home. However, in Lebanon nearly half of the housing is not single-family family housing. It is multi-unit housing, where it is much more difficult to find charging for these cars. Thus, people are less likely to switch to EV's and end up paying more for gasoline. For public EV charging, the City has been applying for federal grants and the Charging and Fueling Infrastructure Grant program. There is also a potential to use TIF funds for downtown EV charging stations. The City is also finishing a workplace charging program for City employees to be able to use the City's existing EV chargers for their personal cars as long as they pay for the

electricity. Lebanon recently changed its Zoning Code so that any new developments must have EV charging. The City continues to gradually electrify its fleet. The Subcommittee has continued to do outreach to the public trying to get private landowners and businesses to install EV chargers.

Ms. Boschert stated that last year the City applied for a Charging and Fueling Infrastructure Grant program to put EV chargers all over Lebanon. Each of the proposed sites is, by design, near multi-unit housing, especially affordable housing. The City did not receive this award, but in late May, the Department of Transportation allowed those communities that were turned down to reapply for an extra half billion dollars. The City resubmitted its application for this \$5.2M in federal funding. There is also a second round of CFI funding that will be available. The Subcommittee issued an RFI request for information on EV charger installers and responses should be received by Friday. There is currently no public charging in downtown Lebanon. The Subcommittee believes it is appropriate to use TIF funds for this, as there is a proven economic benefit from installing EV chargers. As the Taylor Street area is slated for redevelopment, the Subcommittee considered installing a freestanding solar EV charger. The City Council gave their unanimous support for this idea. This project would cost \$50,000 but it is expected that the City could receive a rebate from the IRS through elective pay or direct pay. The Subcommittee is also considering this for other sites. Most of these EV chargers would not be owned by the City, but instead by the property owners or third parties that own and operate the chargers. The City would recoup expenses from revenue sharing agreements with them for any of those that can charge user fees. The Fire Chief has agreed to come to the next Subcommittee meeting regarding the future plan for EV chargers and the EV charging power structure.

Motion by George Sykes that the requested amount of \$810,000 be appropriated from the Downtown TIF District for the year 2025, with estimated revenues of \$810,000. Second by Peter Owens.

**** The Vote on the MOTION was approved (4-0).***

- C. Discuss LEAC Request for Interest (RFI) & Request for Proposal (RFP) for EV charging facilities within the Downtown TIF District and possible use of TIF funds

This item was discussed as part of the previous agenda item.

- D. Provide update on status of the Downtown Parking Study

City Manager Shaun Mulholland stated that there have been many surveys that have come back so far. This information and parking study data will be reviewed with the contractor at the joint meeting on September 25th.

4. FUTURE AGENDA ITEMS:

As discussed during the meeting.

5. NEXT MEETING DATE:

- A. September 25, 2024

6. OTHER BUSINESS

None at this time.

7. ADJOURNMENT

Motion by George Sykes to adjourn at 6:50PM. Second by Peter Owens.

**** The Vote on the MOTION was approved (4-0).***

Respectfully submitted,
Kristan Patenaude