



**DOWNTOWN LEBANON TIF ADVISORY BOARD
JUNE 24, 2025 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

The June 24, 2025 Downtown Lebanon TIF Advisory Board Meeting is hereby called to order.

2. Approval of Minutes

A. April 29, 2025

3. New Business

A. Discuss and make recommendations regarding the future of the Downtown TIF District.

4. Other Business

5. Adjournment

Meetings are open for in-person and remote attendance. Members of the public who 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 disrupt virtual or phone connection(s), the meeting will continue without remote access capabilities.

Any person with a disability who wishes to attend this public meeting and needs additional accommodation, please contact the ADA coordinator at City Hall by calling 603-448-4220 at least 72 hours in advance so that the City can make any necessary arrangements.

DRAFT

DOWNTOWN LEBANON TIF ADVISORY BOARD
WEDNESDAY, APRIL 29, 2025 – 6:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES

TIF MEMBERS PRESENT: Barry Schuster (Chair), Chris Haidari, Victoria Smith

TIF MEMBERS ABSENT: Tracy Hutchins (Upper Valley Business Alliance), George Sykes, Peter Owens

STAFF PRESENT: City Manager Shaun Mulholland; Deputy City Manager David Brooks; Interim City Manager Jeff Wozmak

1. CALL TO ORDER:

The April 29, 2025, Downtown Lebanon TIF Advisory Board Meeting was called to order at 6:00PM.

2. APPROVAL OF MINUTES:

A. January 14, 2025

Motion by Victoria Smith to approve the minutes of January 14, 2025, as presented. Second by Chris Haidari.

** The Vote on the MOTION was approved (3-0).*

3. NEW BUSINESS:

A. Discuss and make recommendations for the projected revenue and proposed appropriations for the 2026 Budget.

City Manager Mulholland stated that the total estimated revenues are \$926,100 for 2026. In terms of expenditures, the City Council took \$300,000 out of the TIF Fund to offset the City's budget in 2025, and the anticipation is for approximately \$313,540 if the Council does so again in 2026. This removal was used to help reduce the tax rate in 2025. The Downtown Tunnel Bond is not physically located in the TIF District, but the payment is accounted for in the TIF Fund. In 2025, \$262,310 was transferred from the TIF Fund to the General Fund to pay off the principal and interest payments on this bond. This payment will go down every year and, after next year, there will 15 years to go. The expense for the architect for the Downtown Study will be closed out and the balance has been accounted for. The TIF Board should make a recommendation to the City Manager regarding the projected revenues and expenditures for 2026.

Sharon Boschert, Lebanon Energy Advisory Committee and Electrical Vehicle Subcommittee, requested including funds for potential EV charging stations Downtown. It has been shown that installing EV charging stations increase revenues for nearby businesses. There are currently no charging stations Downtown. Some of the sites proposed for stations would not be covered by the State or federal grants. The Subcommittee is waiting to find out more about potential costs before looking further into sites. City Manager Mulholland stated that the question is who would pay for the stations. Chair Schuster suggested that the costs could be offset by revenue taken in by the City from those charging their vehicles at the stations.

Fran Casale, Ward 2, asked about the revenue from 2025 and which portion of this is the City's. City Manager Mulholland explained that approximately \$313,000 is the City's portion, depending on the tax rate in the fall.

Motion by Barry Schuster to recommend the budget for 2026, as proposed. Second by Chris Haidari.

** The Vote on the MOTION was approved (3-0).*

B. Discuss and make recommendations regarding the Downtown Parking Lot study.

City Manager Mulholland explained that the TIF Board has been working on this Downtown Parking Lot study with the EDC. The study was completed by Manypenny Murphy Architecture, and they provided a range of options. The TIF Advisory Board's function is to provide guidance to the City Council as to a recommendation regarding these options. A final report should be submitted on May 7th to the City Council.

1 Councilor Below stated that there is tremendous uncertainty moving forward in terms of construction costs, making
 2 it hard for developers to plan future projects. The City previously received three proposals for this project, but none
 3 seemed to be a clear match. The full development of the site shows no net cost to the City over the long term, but he
 4 would like to know more about the assumptions for this option. The problem with all three options is that they
 5 reduce the net parking by almost half, and more development would increase the parking demand. There needs to be
 6 a balance with these two things.

7
 8 Chair Schuster stated that the fourth scenario does not price in the quality of life for the City. He explained that the
 9 Board believes the concept of the river should be a focal point for any redevelopment of this site, but none of the
 10 four options can be recommended at this time due to the economics. This should be revisited within the short-term,
 11 3-5 years.

12
 13 Chris Haidari stated that safety work for the site should be undertaken as necessary using the available funds. City
 14 Manager Mulholland stated that the engineering report for the site should first come back to the TIF Board for
 15 review and recommendations can then be made to the City Manager.

16
 17 ***Motion by Barry Schuster that the concept of the river should be a focal point for any redevelopment of the***
 18 ***Downtown Parking Lot site, but none of the four options can be recommended at this time due to the economics.***
 19 ***This should be revisited within the short-term, 3-5 years. Second by Victoria Smith.***

20 **** The Vote on the MOTION was approved (3-0).***

21
 22 C. Discuss and make recommendations regarding the future of the Downtown TIF District.

23
 24 The Board discussed the future of the Downtown TIF District. City Manager Mulholland explained that the City
 25 Council has taken the step to remove the City's portion of the District's budget to be used as revenue to offset the
 26 General Fund. The Board could recommend whether that should continue or not. Alternatively, the Board could
 27 recommend that the City pay back the school district its portion of the TIF District to offset property taxes on the
 28 school side. It could also recommend that, for every school aged child within the TIF District, the school district will
 29 be provided the cost of education for that child. The City Council will be discussing creating another TIF District,
 30 including discussion that the creation of a new District with additional children could lead to offsets for the costs of
 31 educating those children. The Board could also consider eliminating the TIF District as it served its purpose.

32
 33 Chair Schuster stated that he believes there is a real value to having this TIF District in order to consider projects
 34 that might provide for quality of life or economic vitality. He would like to know more about the other options
 35 mentioned by the City Manager. He does not necessarily feel there is a need to change the structure of the District at
 36 this time. City Manager stated that TIF Districts are not meant to act as savings accounts. They are meant to be used
 37 for particular projects and then be closed down. Chair Schuster stated that he would like Staff to consider what
 38 projects are needed in the TIF District in order to utilize the existing funds. City Manager Mulholland explained that
 39 this was previously done, leading to the report that was presented to the TIF Board.

40
 41 Councilor Below stated that the law also allows for a certain percentage of the incremental tax revenue within the
 42 District to be set aside for the TIF fund and a percentage to be returned as tax revenue to the School District, for
 43 example. The Board could decide that starting in 2026 or 2027, 50% of the increment will be returned to the county,
 44 City, and school district, and the other half will continue be placed into the fund to pay for items such as the
 45 amortization of the tunnel and other projects.

46
 47 Chair Schuster stated that he would like the Board to have a more in-depth discussion on these topics, including a
 48 review of the original 2016 study that helped form the District, at its next meeting.

49
 50 Mr. Casale stated that he believes the TIF District provides valuable funds for projects and should not be
 51 dismembered at this time. The Downtown will need this District moving forward.

52
 53 Barry Schuster stated that the Board would continue this discussion at its next meeting in June, including a review of
 54 the 2016 study, and examination of projects and purpose of the District when it was formed.

55 **4. OTHER BUSINESS**

56
 57
 58 Victoria Smith asked for an update on 20 Spencer Street. Deputy City Manager Brooks explained that the Planning
 59 Board approval is in hand for an 80 unit project. The applicant applied in the last round of the tax credit funding

1 through New Hampshire Housing Finance Authority last October but was not selected. It was agreed that this project
2 should be applied for again next year, in order to be better positioned as a returning applicant. The application process
3 will likely run from October-December 2025. The developers believe that, if funding can be obtained through the New
4 Hampshire Housing tax credits, other gap funding will fall into place.
5

6 In regard to the Woolen Mill project, Deputy City Manager Brooks stated that the applicant has their approvals in
7 hand and has submitted a building permit application. The application is being reviewed by the Building Department
8 and the applicant continues to comply with the Planning Board requirements. They are seeking other permits from the
9 State. The applicant has not yet paid an application fee, as this normally does not get paid until they are ready to get a
10 building permit. This will be a sizeable amount once issued.
11

12 Regarding the project for the grocery stores, Deputy City Manager Brooks stated that the applicant went to the
13 Planning Board seeking an extension of time for the two residential buildings. There is currently a market on the site.
14 The parking issue is still at hand. The approval envisioned a long term lease from the owners of 10 Water St, but the
15 owners of that parking lot did not want to lock themselves into a long term lease. The applicants for the residential
16 buildings have considered other ideas such as structured parking over the parking lot at 10 Water St., possibly as a
17 TIF project. None of the details for this have materialized yet.
18

19 **5. ADJOURNMENT**

20
21 *Motion by Chris Haidari to adjourn at 7:12PM. Second by Victoria Smith.*

22 ** The Vote on the MOTION was approved (3-0).*
23
24

25 Respectfully submitted,
26 Kristan Patenaude

Agenda

Lebanon City Council

May 21, 2025

11. New Business:

11.F – Discussion Regarding Future of Downtown Lebanon Tax Increment Finance (TIF) District

Background

On July 11, 2018, the City Council voted to establish a municipal economic development and revitalization district pursuant to NH RSA 162-K, which was named the Downtown Lebanon Tax Increment Finance (TIF) District, along with the supporting Development Program, Financing Plan, and Administration Plan. The Development Plan was based on the 2016 Downtown Vision Plan and Tunnel Assessment study. The City reconstructed the downtown tunnel and TIF funds have been used to pay for the annual debt service on the bonds issued to pay for the reconstruction.

The creation of the Downtown TIF District established a baseline of the assessed valuation of the properties within the TIF District at the time of approval. The taxes raised on that “baseline” assessed valuation within the TIF District are distributed as normal to the City, the Lebanon School District, the Statewide Education Property Tax, and Grafton County. Any new or increased assessed valuation after the creation of the TIF District is referred to as incremental assessed valuation due to new development or a change in valuation due to reassessment or appreciation of property valuations. The taxes (City, School District, SWEPT, County) generated from that new, incremental assessed valuation are deposited in the Downtown TIF Fund.

On August 3, 2022, the City issued a request for expressions of interest (RFEI) for the development of the surface parking lots behind City Hall. Three proposals were received in November of 2022. Those proposals were reviewed by the Downtown TIF Advisory Board and the Economic Development Commission.

The City subsequently entered into a contract with Placework on April 23, 2024 to conduct the Downtown Parking Lot Redevelopment Study. Placework conducted several community engagement sessions and received input from the Downtown TIF Advisory Board and the Economic Development Commission. The Downtown TIF Advisory Board voted on April 29, 2025 as follows:

Motion by Barry Schuster that the concept of the river should be a focal point for any redevelopment of the Downtown Parking Lot site, but none of the four options can be recommended at this time due to the economics. This should be revisited within the short-term, 3-5 years. Seconded by Victoria Smith.

** The Vote on the MOTION was approved (3-0).*

The four options from the Downtown Parking Lot Redevelopment Study were presented to the City Council on May 7, 2025. No action was taken by the Council at that meeting.

On May 14, 2025 the City received a report from VHB regarding their engineering assessment of the downtown parking lot. The report details the condition of the guardrails, retaining wall, stormwater outfalls, and the pavement and sidewalks.

The City Council on December 18, 2024, transferred **\$300,000** in anticipated revenue from the Downtown TIF District fund to the General Fund to offset the cost of general municipal purposes

in the 2025 Budget as authorized by NH RSA 162-K:9. This amount represents most of the funds that would have been realized by the City in the current fiscal year if the TIF District did not exist. Additionally, the City transfers funds from the TIF District to the General Fund on an annual basis to pay the cost of the debt service for the downtown tunnel reconstruction project that was completed in 2023. The debt service cost for 2025 is **\$262,310**. The bond will be paid off completely in 2040. The unassigned fund balance in the Downtown TIF Fund is approximately **\$1.8 million** at the end of 2024. The Downtown TIF District is projected to raise **\$915,000** in tax increment in 2025 to be placed in the TIF fund.

The Downtown TIF Advisory Board will meet later in June to discuss the long-term plans for the TIF District and the various options that are available.

The City Council has several options regarding the future of the Downtown TIF District.

1. **Maintain the District** as it is when initially established in 2018. This would allow incremental revenues to continue to accumulate for potential projects in the future to achieve economic development and revitalization within the geographical confines of the existing district.
 - a. This allows for funds to accumulate from year to year that are not otherwise expended for the district until economic development and revitalization projects can be implemented.
 - b. Tax revenues that would otherwise be used to offset property taxes for the City's General Fund, the Lebanon School District, the Statewide Education Property Tax, and Grafton County will continue to be sequestered in the TIF fund.
 - c. The City transferred most of its anticipated apportionment of the property tax revenue to provide revenue to the General Fund in the 2025 Budget. The 2026 Budget projections assume that a similar transfer of what would be the City's apportionment would again be transferred to the City's General Fund. If a future project(s) within the TIF District occurs and these revenues are needed to offset the cost of debt service or operations, there would be a shortfall in the City's General Fund. Any such shortfall could be offset by the revenues generated by new development within the district that produces tax revenues.

2. **Rescind the District** by act of the City Council. This would allow for property tax revenues to flow to the Lebanon School District, the Statewide Education Property Tax, and Grafton County.
 - a. This would allow for funds that are presently sequestered for the TIF District to be distributed to offset the local and statewide education property taxes. This would also allow for tax revenue to be transferred to Grafton County, however this would not result in lower property taxes in the City of Lebanon. It would simply raise the amount of assessed valuation used to calculate the county tax assessment and the City's portion of the total county tax levy.
 - b. The City, as of 2025, is already transferring what would be the City's amount of the additional tax revenue to the City's General Fund. However, this would create a shortfall in the City's budget due to the debt service for the tunnel project which will have to be paid annually until the bonds are paid off in 2040. The City could maintain the unassigned fund balance of the TIF Fund to pay the annual debt service payments until the fund is exhausted.
 - c. If the City chose to re-implement the Downtown TIF District in the future it would start with a new baseline at the time of re-implementation with no increment producing revenue until new development occurred or new assessed valuation was determined based on a revaluation of properties.

3. **Redesignate portions of the captured assessed valuation** for general taxation purposes pursuant to NH RSA 162-K:10, II. The RSA allows municipalities to determine the amount of new assessed valuation that will be committed to the TIF District and how much will be apportioned for general taxation (City, School, SWEPT and County). When the TIF District was established in 2018, the City elected to capture 100% of the incremental revenues generated within the District. However, the City Council could decide to allow for any or some percentage of existing or new assessed valuation in the TIF District be used for general taxation purposes.
 - a. This would allow for some property tax relief as discussed in option 2 above while maintaining the TIF District.
 - b. However, this does limit the availability of TIF funds for economic development and revitalization projects as well as operational expenses.

4. **Transfer TIF Revenues** or a portion thereof to the City's General Fund pursuant to NH RSA 162-K:9.
 - a. This would continue the action by the City Council in the 2025 Budget and would provide offsetting revenue from the TIF District to the City's General Fund that would otherwise be revenue for the City if the district did not exist.
 - b. This does not provide any offsetting revenue for the Lebanon School District or to Grafton County.

Action

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council directs the City Manager to prepare the following course of action for the City Council to consider, ...

Included in this Section:

1. 2018-07-11 TIF District Documents
2. 2018-07-11 City Council Minutes
3. Downtown Tunnel Bond Payment Schedules
4. 2022-07-25 City Council Agenda Cover Page RFEI
5. 2025-05-14 DRAFT VHB Retaining Wall Report
6. 2025-05-14 VHB Site Assessment

Information available but not included in this section:

1. [2016 Downtown Visioning Study & Tunnel Project – Executive Summary](#) and [Full Report](#)
2. [2025 Downtown Parking Lot Redevelopment Study – Final Report](#)

Downtown Lebanon TIF District Boundaries



Downtown Lebanon TIF District Development Program

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

The City's initial activities in developing the Downtown TIF District will include implementation of facets of the 2016 Downtown Vision Plan and Tunnel Assessment. It may include public infrastructure development, marketing and promotion of the District, negotiation of development agreements, and the sale of property for commercial and infill development.

Property Disposition & Reuse of Private Property

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

Public Facilities to be constructed

The initial public facilities and infrastructure to be constructed may include relocating existing private utility distribution lines underground; expansion or replacement of public utility infrastructure; improvements to public streetscape and lighting, seasonal and permanent landscaping; upgrading existing portions of sidewalk and road way infrastructure; establishment of public open space including public parks and pathways; maintenance and administrative costs: and improvements to parking.

Following the capital investment in the implementation of the 2016 Downtown Vision Plan and Tunnel Assessment, future public infrastructure within the TIFD, as outlined in the City's Capital Improvement's Program and subject to final approval by the City Council, may include additional elements, which center on improvements necessary to encourage positive economic development within Lebanon's urban core:

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

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

Public Utilities

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

Private Utilities

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

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

Land Use Regulations

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

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

Relocation of persons, businesses or others:

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

Powers and authorities:

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

District changes and modifications:

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

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

Downtown Lebanon TIF Financing Plan

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

Objective

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

Additionally, the creation of the TIFD is contemplated by the Downtown Vision Plan and Tunnel Assessment as well as a recommendation from the Land Use chapter of the Master Plan from 2012 that specifically states the City of Lebanon should invest in upgraded infrastructure, improved parking and transportation access in the central business districts to enhance their ability to attract and retain businesses and residents. The Master Plan also endorses the justification that downtown infrastructure is not just a private sector issue, but must be fortified through strong public-private partnership in order for the downtown to prosper.

Sale of City-Owned Real Estate within the TIF District

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

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

- An agreed construction timeline
- A minimum post-development value for the property
- Requirements for a payment in lieu of taxes should the assessed value for the project fall below an agreed upon value

The City of Lebanon commissioned a Downtown Visioning Study (incorporated herein by reference) that sets forth proposed improvements within the TIFD (2016 Downtown Vision Plan and Tunnel Assessment). Among the improvements identified in the Visioning Study is the Downtown Tunnel Rehabilitation project. The City has budgeted \$2,200,000 since 2017 to undertake further planning, design, and rehabilitation efforts as recommended in the Visioning Study. Other potential future capital projects highlighted in the Visioning Study, which could be funded, in whole or in part, with TIF revenues, include, but are not limited to:

- Hanover Street/High Street roundabout
- Traffic and streetscape improvements along North Park Street
- Traffic improvements along South, East, and West Park Streets
- Streetscape improvements along Hanover Street and Spencer Street
- Parking improvements, including structured parking in the event the City contemplated redevelopment of existing surface lots

The City intends to phase these improvements over an extended time frame. TIFD incremental revenues will be allocated to fund the study's recommendations over the coming years. TIFD revenues may be allocated to offset the cost of those improvements both by a direct annual allocation of TIFD revenues and repayment of general obligation bonds, should the City elect to fund public-sector infrastructure improvements with municipal bonds.

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

Annual TIF District Revenues

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

Table A: Projected Incremental Revenue Assumptions	
ASSUMPTIONS	
New Investment	
Annual New Development Square Feet	10,000
Assessment Increment/SF	\$ 100
New Investment	\$ 1,000,000
Annual Cost Increase New Investment	1.5%
Annual Rate of Increase in Assessed Value of Current Properties	
	1.5%
Annual Financing Constant (Principal+Interest)	
	6.5%
2017 Tax Rate	
City	\$ 10.70
County	\$ 1.94
Local School	\$ 14.06
State School	\$ 2.38
Total	\$ 29.08
% of Tax Rate Assigned to TIF	100.0%
Annual Increase in Tax Rate	0.0%
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The resulting projected incremental revenues on an annual basis are:

Table B: Projected Assessed Valuation and Incremental Tax Revenues						
	2018	2020	2025	2030	2035	2038
Beginning TIF District Taxable Value	\$ 85,241,628	\$ 87,520,228	\$ 99,668,928	\$ 113,171,628	\$ 128,164,928	\$ 137,937,928
Annual Increase in Assessed Value: Curre	\$ -	\$ 1,312,800	\$ 1,495,000	\$ 1,697,600	\$ 1,922,500	\$ 2,069,100
New Investment	\$ -	\$ 1,015,000	\$ 1,093,000	\$ 1,177,000	\$ 1,268,000	\$ 1,326,000
Ending Assessed Value	\$ 85,241,628	\$ 89,848,028	\$ 102,256,928	\$ 116,046,228	\$ 131,355,428	\$ 141,333,028
Tax Rate	\$ 29.08	\$ 29.08	\$ 29.08	\$ 29.08	\$ 29.08	\$ 29.08
Taxes Generated at 2015 Rate	\$ 2,479,000	\$ 2,613,000	\$ 2,974,000	\$ 3,375,000	\$ 3,820,000	\$ 4,110,000
Projected Incremental Revenues	\$ -	\$ 134,000	\$ 495,000	\$ 896,000	\$ 1,341,000	\$ 1,631,000
C:\Users\owner\Documents\lebanon downtown tif\tif ordinance\[Table B Projected Assessed Value and Tax Revenues.xlsx]CALCULATIONS						

Various factors, including the actual pace and character of new development within the TIFD, actual valuations assigned to TIF properties, and property tax rate may alter the captured assessed valuation. Furthermore, the assumptions utilize a fixed tax rate of \$29.08 over the life of the pro forma. Actual increments shall be calculated based upon the adopted tax rate, as certified by the New Hampshire Department of Revenue Administration.

Although, the assumptions above do not anticipate the use of grant funding, or the allocation of unexpended bond proceeds to offset development program costs within the TIFD, should grant funding or unexpended bond proceeds become available, the City Council may allocate

them to offset development program costs within the TIFD. The pro forma does not reflect any anticipated redevelopment of specific private property in the TIFD which would generate increased tax incremental revenue. As future development agreements are negotiated as part of the sale of public land, specific tax revenue expectations will be built into the agreement allowing for redevelopment of the property.

Annual Allocation of Captured Value

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

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

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

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

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

Operation and Maintenance

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

Duration

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

Downtown Lebanon TIF Limitations

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

Lebanon Downtown TIF District is proposed to meet the following guidelines:

	Taxable Valuation	Land Area Acres
City Total, January 2018	\$ 1,880,549,171	24,586.59
Maximum Allowable Individual TIFD-%	8%	5%
Maximum Allowable Individual TIFD	\$ 150,443,934	1,229.33
Downtown Lebanon TIFD Baseline 2018	\$ 85,241,628	106.24
As % of City Total	4.53%	0.43%
Maximum Cumulative TIFD Allowable-%	16%	10%
Downtown Lebanon TIFD	\$ 85,241,628.00	106.24
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This proposed plan has a total valuation that is just over \$85.2 million and is thus below the mandated eight percent (8%) of the City’s taxable value. The proposed land area of 106.24 acres (including both taxable and non-taxable properties) is less than one percent of the City’s land area. Thus, the TIFD conforms to the requirement to not be more than five percent (5%) of total land area.

The statute also limits the cumulative taxable valuation and land area within all TIF districts of a municipality to sixteen percent (16%) of assessed valuation and ten percent (10%) of total land area. Lebanon has no other existing TIF districts, thus the Downtown TIF District meets the cumulative requirement.

Downtown Lebanon TIF Administration Plan

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

Administrator

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

Advisory Board

In accordance with RSA 162-K:14, and in conformance with Chapter 5 of the City of Lebanon Code, the Lebanon City Council shall create an Advisory Board for the TIFD, which shall have operating rules. The Advisory Board shall consist of seven (7) voting members including a City Councilor, two (2) Citizen Representatives, who do not own or occupy real property within or adjacent to the district, and four (4) property owners or occupants of real property within or adjacent to the district. The City Manager shall be an ex-officio, non-voting member. The Advisory Board shall be known as the "Downtown Lebanon TIF Advisory Board."

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

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

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

Amendments

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

Duration of Program

The Downtown Tax Increment Financing District will expire at the conclusion of the bond repayment schedule associated with public improvements made within the TIFD, which is anticipated to be twenty-five (25) years.

Computation of tax increments:

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

Captured assessed value dedication:

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

TABLE A

**Table A - Current Assessed Value and Land Area:
Lebanon TIF District as of January 15, 2018**

GIS_ID	MAP/LOT	Account Number	Street Number	Street Name	Current Total Assessed Value	Current Acres
0092 0125 00000	92-125	2088	8-10	BANK ST	\$549,800	0.72
0091 0219 00000	91-219	1911	59	HANOVER ST	\$605,800	0.31
0091 0218 00000	91-218	1910	63	HANOVER ST	\$249,200	0.23
0091 0216 00000	91-216	1908	69	HANOVER ST	\$175,900	0.18
0092 0078 00000	92-78	2042	75	BANK ST	\$2,374,500	7.42
0091 0269 00000	91-269	1953	39	MECHANIC ST	\$355,400	0.55
0091 0128 00000	91-128	1822	29	MASCOMA ST	\$288,600	0.22
0091 0239 00000	91-239	1927	39	HANOVER ST	\$503,100	0.18
0092 0067 00000	92-67	2031	11	BANK ST	\$543,928	1.14
0105 0033 00000	105-33	2558	9	SLAYTON HILL RD	\$281,000	0.63
0106 0053 00000	106-53	2630	84	MECHANIC ST	\$101,900	0.16
0106 0054 00000	106-54	2631	82	MECHANIC ST	\$119,900	0.11
0106 0055 00000	106-55	2632	80	MECHANIC ST	\$170,100	0.14
0106 0040 00000	106-40	2616	7	BLACKSMITH ST	\$150,000	0.06
0106 0044 00000	106-44	2620	2	BLACKSMITH ST	\$157,200	0.08
0106 0039 00000	106-39	2615	5	BLACKSMITH ST	\$194,600	0.09
0106 0038 00000	106-38	2614	3	BLACKSMITH ST	\$187,600	0.20
0106 0037 00000	106-37	2613	1	BLACKSMITH ST	\$174,500	0.19
0106 0061 00000	106-61	2638	60	MECHANIC ST	\$175,300	0.26
0091 0272 00000	91-272	1956	44	MECHANIC ST	\$151,100	0.12
0091 0273 00000	91-273	1957	42	MECHANIC ST	\$119,700	0.14
0091 0274 00000	91-274	1958	40	MECHANIC ST	\$130,600	0.22
0091 0279 00000	91-279	1963	30	MECHANIC ST	\$98,200	0.11
0092 0008 00000	92-8	1980	4	S PARK ST	\$585,400	0.58
0091 0135 00000	91-135	1829	4	WEST ST	\$182,700	0.09
0092 0020 00000	92-20	1991	11	FLYNN ST	\$153,400	0.06
0092 0021 00000	92-21	1992	13	FLYNN ST	\$146,600	0.07
0091 0213 00000	91-213	1905	75	HANOVER ST	\$215,000	0.67
0092 0029 00000	92-29	1997	15	SPENCER ST	\$134,600	0.08
0078 0006 00000	78-6	998	18	MAHAN ST	\$218,500	0.50
0078 0036 00000	78-36	4397	56	SPENCER ST	\$121,400	0.16
0106 0052 00000	106-52	2628	88	MECHANIC ST	\$144,500	0.17

0106 0052 00100	106-52-100	2629	86	MECHANIC ST	\$164,700	0.16
0106 0041 00000	106-41	2617	9	BLACKSMITH ST	\$158,300	0.11
0106 0057 00000	106-57	2634	74	MECHANIC ST	\$66,400	0.36
0106 0042 00000	106-42	2618	15	BLACKSMITH ST	\$191,300	0.27
0091 0271 00000	91-271	1955	48	MECHANIC ST	\$189,400	0.22
0091 0275 00000	91-275	1959	36	MECHANIC ST	\$128,900	0.20
0091 0277 00000	91-277	1961	32	MECHANIC ST	\$126,300	0.08
0091 0276 00000	91-276	1960	34	MECHANIC ST	\$133,400	0.14
0091 0278 00000	91-278	1962	26	MECHANIC ST	\$182,800	0.16
0091 0134 00000	91-134	1828	18	HIGH ST	\$187,200	0.08
0077 0140 00000	77-140	975	116	HANOVER ST	\$145,700	0.30
0106 0058 00000	106-58	2635	70	MECHANIC ST	\$215,200	0.17
0106 0034 00000	106-34	2612	43	MECHANIC ST	\$232,700	0.50
0091 0265 00000	91-265	1950	5	MECHANIC ST	\$152,900	0.13
0091 0129 00000	91-129	1823	4	HIGH ST	\$226,100	0.39
0091 0199 00000	91-199	1891	74	HANOVER ST	\$252,400	0.11
0091 0198 00000	91-198	1890	72	HANOVER ST	\$306,300	0.28
0106 0051 00000	106-51	2627	90	MECHANIC ST	\$206,500	0.46
0106 0056 00000	106-56	2633	78	MECHANIC ST	\$164,400	0.16
0106 0043 00000	106-43	2619	4	BLACKSMITH ST	\$290,500	0.24
0106 0059 00000	106-59	2636	68	MECHANIC ST	\$206,500	0.29
0106 0060 00000	106-60	2637	62	MECHANIC ST	\$256,700	0.18
0106 0062 00000	106-62	2639	56	MECHANIC ST	\$199,300	0.25
0091 0270 00000	91-270	1954	50	MECHANIC ST	\$341,800	0.48
0091 0266 00000	91-266	1951	9	MECHANIC ST	\$178,000	0.13
0091 0280 00000	91-280	1964	20	MECHANIC ST	\$223,600	0.27
0091 0130 00000	91-130	1824	8	HIGH ST	\$240,600	0.27
0091 0131 00000	91-131	1825	12	HIGH ST	\$288,900	0.29
0091 0132 00000	91-132	1826	14	HIGH ST	\$210,000	0.26
0092 0065 00000	92-65	2029	3	CAMPBELL ST	\$633,500	0.51
0091 0165 00000	91-165	1859	38	HIGH ST	\$216,200	0.22
0091 0166 00000	91-166	1860	2	FAIRVIEW AVE	\$210,000	0.18
0092 0019 00000	92-19	1990	15	FLYNN ST	\$313,700	0.23
0091 0195 00000	91-195	1887	62	HANOVER ST	\$307,300	0.16
0091 0200 00000	91-200	1892	76	HANOVER ST	\$301,000	0.42
0092 0028 00000	92-28	1996	5	SPENCER ST	\$359,200	0.35
0077 0130 00000	77-130	967	93	HANOVER ST	\$229,900	0.17
0091 0133 00000	91-133	1827	16	HIGH ST	\$672,600	0.18
0091 0222 00000	91-222	1914	9	HIGH ST	\$1,952,400	1.87
0092 0063 00000	92-63	2027	10	PARKHURST ST	\$535,700	0.18
0092 0062 00000	92-62	2026	14	PARKHURST ST	\$606,600	0.47

0091 0217 00000	91-217	1909	65	HANOVER ST	\$760,100	0.33
0077 0132 00000	77-132	969	89	HANOVER ST	\$393,400	0.54
0077 0131 00000	77-131	968	91	HANOVER ST	\$580,600	0.81
0078 0002 00000	78-2	995	19-21	SPENCER ST	\$16,078,300	5.74
0092 0124 00000	92-124	2087	14	BANK ST	\$317,100	0.43
0091 0214 00000	91-214	1906	71	HANOVER ST	\$364,200	0.37
0078 0012 00000	78-12	4386	10	THOMPSON ST	\$58,900	0.57
0078 0037 00000	78-37	4398	52	SPENCER ST	\$60,000	0.62
0106 0048 00000	106-48	2624	95	MECHANIC ST	\$413,200	0.84
0091 0258 00000	91-258	1943	12	WATER ST	\$1,030,100	1.45
0092 0033 00000	92-33	2001	10	SPENCER ST	\$422,600	0.26
0091 0211 00000	91-211	1903	87	HANOVER ST	\$1,080,400	1.26
0106 0047 00000	106-47	2623	91	MECHANIC ST	\$921,200	1.98
0091 0254 00000	91-254	1940	2	MASCOMA ST	\$1,400,400	2.00
0105 0029 00000	105-29	2555	119	MECHANIC ST	\$1,298,700	2.30
0106 0036 00000	106-36	4783	45	MECHANIC ST	\$340,500	0.36
0091 0267 00000	91-267	1952	25	MECHANIC ST	\$358,000	0.54
0091 0264 00000	91-264	1949	1	MECHANIC ST	\$367,100	0.32
0091 0260 00000	91-260	1945	18	MASCOMA ST	\$130,600	0.17
0091 0226 00000	91-226	1917	1	HIGH ST	\$153,000	0.08
0091 0225 00000	91-225	1916	5	HIGH ST	\$301,200	0.17
0091 0235 00000	91-235	1923	18-22	HANOVER ST	\$613,900	0.18
0091 0248 00000	91-248	1935	55	N PARK ST	\$474,700	0.07
0091 0238 00000	91-238	1926	45	HANOVER ST	\$714,400	0.22
0091 0243 00000	91-243	1930	9	HANOVER ST	\$622,800	0.10
0092 0068 00000	92-68	2032	7	BANK ST	\$354,100	0.33
0091 0221 00000	91-221	1913	55	HANOVER ST	\$177,700	0.06
0091 0197 00000	91-197	1889	70	HANOVER ST	\$248,400	0.24
0077 0128 00000	77-128	965	103	HANOVER ST	\$1,666,500	1.69
0077 0139 00000	77-139	974	114	HANOVER ST	\$335,500	0.27
0077 0133 00000	77-133	970	90	HANOVER ST	\$387,700	0.19
0106 0045 00000	106-45	2621	55	MECHANIC ST	\$391,200	0.00
0091 0261 00000	91-261	1946	18 1/2	MASCOMA ST	\$299,000	0.15
0091 0281 00000	91-281	1965	6	MECHANIC ST	\$230,800	0.23
0078 0017 00000	78-17	1001	45	SPENCER ST	\$335,500	0.60
0092 0014 00000	92-14	1986	1	N PARK ST	\$293,100	0.00
0077 0136 00000	77-136	972	96	HANOVER ST	\$798,000	0.86
0091 0262 00000	91-262	1947	0	FOUNDRY ST	\$66,500	0.20
0091 0246 00100	91-246-1	4937	0	COURT ST	\$157,600	0.19
0092 0022 00000	92-22	1993	0	CAMPBELL ST	\$168,000	0.20
0091 0196 00000	91-196	1888	66	HANOVER ST	\$75,600	0.16

0092 0009 00000	92-9	1981	6	S PARK ST	\$591,900	0.52
0092 0007 00000	92-7	1979	2	S PARK ST	\$563,900	0.32
0092 0128 00000	92-128	2091	1	SCHOOL ST	\$477,400	0.32
0091 0228 00000	91-228	1918	17	MASCOMA ST	\$275,900	0.47
0091 0232 00000	91-232	1921	20	W PARK ST	\$1,886,200	0.33
0091 0233 00000	91-233	1922	2	W PARK ST	\$1,537,200	0.22
0092 0123 00000	92-123	2086	18	BANK ST	\$383,600	0.46
0091 0236 00000	91-236	1924	24	HANOVER ST	\$795,400	0.15
0091 0241 00000	91-241	1928	31	HANOVER ST	\$519,800	0.11
0091 0244 00000	91-244	1931	1	COURT ST	\$3,220,100	0.21
0091 0212 00000	91-212	1904	79	HANOVER ST	\$624,800	0.55
0091 0210 00000	91-210	1902	84	HANOVER ST	\$551,600	0.42
0091 0247 00000	91-247	1934	65	N PARK ST	\$1,847,400	0.18
0077 0138 00000	77-138	973	106	HANOVER ST	\$1,822,000	1.25
0105 0031 00000	105-31	2556	129	MECHANIC ST	\$307,500	0.38
0105 0032 00000	105-32	2557	7	SLAYTON HILL RD	\$366,700	0.43
0092 0015 00000	92-15	1987	2	CAMPBELL ST	\$585,700	0.15
0106 0046 00000	106-46	2622	85	MECHANIC ST	\$4,564,400	0.00
0091 0220 00000	91-220	1912	57	HANOVER ST	\$215,000	0.11
0091 0255 00000	91-255	1941	0	WATER ST	\$164,100	1.47
0078 0015 00000	78-15	4388	11	MAHAN ST	\$252,000	0.69
0091 0215 00000	91-215	1907	67	HANOVER ST	\$67,400	0.07
0091 0223 00000	91-223	1915	0	HANOVER ST	\$6,800	0.08
0091 0263 00000	91-263	1948	1	FOUNDRY ST	\$1,273,300	3.50
0078 0039 00000	78-39	1013	38	SPENCER ST	\$666,700	1.20
0078 0004 00000	78-4	996	25	SPENCER ST	\$286,600	0.57
0078 0005 00000	78-5	997	37	SPENCER ST	\$498,500	1.38
0091 0259 00000	91-259	1944	10	WATER ST	\$1,605,400	0.46
0078 0038 00000	78-38	1012	48	SPENCER ST	\$2,078,800	1.55
Subtotal Taxable				Subtotal: Taxable Base Value	\$85,241,628	72.35
S:\PLN\Projects_Reports_Studies\ECONOMIC_FISCAL (FOLDER)\Tax.Increment.Financing-TIF-Feasibility.Study_2017-18\[2018.04.25_TIF.Table-Value-Land.Area_summary-RV.RT.xlsx]Tiff-ver1						
				NON TAXABLE PROPERTIES		
0092 0127 00000	92-127	2090	11	E PARK ST	\$771,800	0.37
0092 0010 00000	92-10	1982	8	S PARK ST	\$711,100	0.51
0092 0067 00000	92-67	2031	11	BANK ST	\$1,719,372	1.14
0106 0049 00000	106-49	2625	0	MECHANIC ST	\$136,900	0.83
0106 0050 00000	106-50	2626	0	MECHANIC ST	\$2,400	0.07

0091 0253 00000	91-253	1939	16	S PARK ST	\$1,314,700	0.92
0091 0227 00000	91-227	4891	0	MASCOMA ST	\$14,200	0.11
0092 0126 00000	92-126	2089	9	E PARK ST	\$1,147,100	0.81
0092 0011 00000	92-11	1983	0	N PARK ST	\$734,600	2.38
0091 0229 00000	91-229	1919	0	HANOVER ST	\$1,500	0.18
0092 0013 00000	92-13	1985	31	N PARK ST	\$448,900	0.09
0091 0154 00000	91-154	1849	24	HIGH ST	\$61,900	0.34
0091 0237 00000	91-237	1925	0	HANOVER ST	\$280,100	0.60
0091 0246 00000	91-246	1933	51	N PARK ST	\$2,442,700	0.52
0091 0245 00000	91-245	1932	0	FLYNN ST	\$249,700	0.57
0092 0017 00000	92-17	1989	0	FLYNN ST	\$161,900	0.22
0091 0230 00000	91-230	1920	0	HANOVER ST	\$1,136,600	3.39
0092 0032 00000	92-32	2000	0	SPENCER ST	\$168,300	0.22
0092 0031 00000	92-31	1999	20	SPENCER ST	\$906,100	1.79
0092 0030 00000	92-30	1998	0	SPENCER ST	\$310,800	3.30
0078 0035 00000	78-35	1011	4	SUZOR CT	\$221,100	0.94
0091 0242 00000	91-242	1929	15	HANOVER ST	\$1,122,900	0.22
0091 0249 00000	91-249	1936	10	S PARK ST	\$1,223,600	0.56
0091 0177 00000	91-177	1870	2	HOUGH ST	\$1,716,800	1.28
0092 0012 00000	92-12	1984	39	N PARK ST	\$2,080,600	0.64
0077 0129 00000	77-129	966	97	HANOVER ST	\$4,065,200	0.80
0092 0066 00000	92-66	2030	1	BANK ST	\$548,300	0.46
0092 0064 00000	92-64	2028	1	CAMPBELL ST	\$828,000	0.36
0091 0194 00000	91-194	1886	60	HANOVER ST	\$550,700	0.21
0092 0023 00000	92-23	1994	10-12	CAMPBELL ST	\$1,531,900	1.01
0092 0025 00000	92-25	1995	1	TAYLOR ST	\$4,655,300	9.40
0091 0289 00000	91-289	5612	11	ELDRIDGE ST	\$980,900	0.78
0092 0036 00000	92-36	2003	2	SPENCER ST	\$161,660	0.00
0092 0034 00000	92-34	2002	4	SPENCER ST	\$43,962	0.00

Subtotal: Non-Taxable **\$32,451,594** **33.88**

Combined Taxable and Non-Taxable **\$117,693,222** **106.24**

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OFFICIAL

**CITY OF LEBANON
CITY COUNCIL
Minutes, Regular Session, July 11, 2018
City Hall – Council Chambers
7:00 p.m.**

MEMBERS PRESENT: Assistant Mayor Tim McNamara, Councilors Jim Winny, Bruce Bronner, Clifton Below, Erling Heistad, Karen Liot Hill, Karen Zook

MEMBERS ABSENT: Mayor Suzanne Prentiss and Councilor Shane Smith

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville, City Clerk Sandra Allard, Police Chief Richard Mello, Fire Chief Chris Christopoulos, Deputy Chief of Police Phillip Roberts, Assistant Director of Public Works Bruce Temple, Director of Recreation and Parks Paul Coats

The meeting was called to order at 7:00 p.m. by Assistant Mayor Tim McNamara.

Mayor McNamara asked for a moment of silence to recognize our very long-time Recording Secretary, **Charlie Glazer**, who suddenly and unexpectedly passed away on July 1, 2018.

1. PLEDGE OF ALLEGIANCE

Councilor Heistad led the Council in the Pledge.

2. PUBLIC FORUM ANNOUNCEMENT BY THE MAYOR- None

3. OPEN TO PUBLIC

Assistant Mayor McNamara opened the public meeting for any items that were not on the Agenda.

RESOLUTIONS: Community Awards were presented by Fire Chief Christopoulos.

Chief Christopoulos stated that the recognitions presented tonight are a little overdue for a couple of organizations. He said there were a lot of folks involved that he would not be able to recognize individually, but we certainly appreciate the commitment to safety and in making sure we have a heart safe community. He described each of the incidents and then presented the Community Life Saving Awards to the following:

The Lebanon Fire Department presented a Community Life Saving Award to Father Charles from the Sacred Heart Church and parishioners whose actions had a direct impact on the saving of a gentleman's life on September 18, 2016.

The Lebanon Fire Department presented a Community Life Saving Award to Shelby Gile, Executive Director (CCBA) and staff whose actions had a direct impact on the saving 2 lives, one on November 18, 2016 and one on February 1, 2018.

Deputy Police Chief Roberts recognized Police Chief Richard Mello. He stated that Chief Mello was off-duty and involved with the incident at the CCBA on February 1, 2018. It wasn't until about two weeks ago, due to the modesty of Chief Mello that anyone from the Police Department knew of the Chief's involvement in the incident, so they would like to honor Chief Mello as this time.

Police Chief Richard Mello was presented with the Meritorious Life Saving Award for helping to save the life of a gentleman, while off-duty, who was in cardiac distress at the CCBA on February 1, 2018.

4. ACCEPTANCE OF MINUTES:

- April 26, 2018 (Work Session)
- May 9, 2018 (Work Session)
- June 13, 2018 (Work Session)

Councilor Jim Winny moved to approve the minutes (April 26, 2018 Work Session, May 9, 2018 Work Session, June 13, 2018 Work Session) as presented in the July 11, 2018 agenda packet. The MOTION was seconded by Councilor Heistad. Councilor Heistad noted one correction to the May 9th minutes: page 4, line 30: change "taxable" to "flexible."

The motion passed 7-0.

5. APPOINTMENTS

Zoning Board of Adjustment

- Al Patterson (Regular Member) 3-year term 7/18-7/21.

Councilor Below moved to approve the reappointment of Al Patterson as a Regular Member to the Zoning Board of Adjustment. The MOTION was seconded by Councilor Heistad.

The motion passed 7-0.

- William Koppenheffer (Regular Member) 3-year term 7/18-7/21

Councilor Bonner moved to approve the reappointment of William Koppenheffer as a Regular Member to the Zoning Board of Adjustment. The MOTION was seconded by Councilor Heistad.

The motion passed 7-0.

6. PUBLIC HEARING ITEMS

A. Amend Ordinance No. 18, Salary Plan

Public Hearing for the purpose of receiving public input and taking action to adopt proposed amendments to Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees by reclassifying the position of Energy & Facilities Manager from a Grade 10 to a Grade 12.

Mr. Mulholland explained the change in classification of Ordinance No. 18, Salary Plan, and why this position was being reclassified from Grade 10 to Grade 12. He reminded the Councilors that this position was included in the wage study and has already been analyzed.

Assistant Mayor McNamara opened the public hearing. With no comments from the public, the public hearing was closed.

Councilor Bonner MOVED, that the Lebanon City Council acknowledge the third of three presentations to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Teamsters Local

#633/Lebanon Professional and Salaried Employees by reclassifying the position of Energy & Facilities Manager from Grade 10 to Grade 12.

RESOLVED, for the purpose of amending Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Teamsters Local #633/Lebanon Professional and Salaried Employees by reclassifying the position of Energy & Facilities Manager from a Grade 10 to a Grade 12.

8	Code/Health Inspector	\$25.03	\$26.07	\$27.10	\$28.14	\$29.18	\$30.21	\$31.30
	Real Estate Appraiser II	\$25.03	\$26.07	\$27.10	\$28.14	\$29.18	\$30.21	\$31.30
	Associate Planner	\$1,001.34	\$1,042.72	\$1,084.14	\$1,125.54	\$1,166.95	\$1,208.35	\$1,251.85
	Reference and Young Adult Librarian	\$1,001.34	\$1,042.72	\$1,084.14	\$1,125.54	\$1,166.95	\$1,208.35	\$1,251.85
9	Communication Supervisor	\$27.03	\$28.61	\$30.18	\$31.76	\$33.34	\$34.91	\$36.50
	Fleet Maintenance Superintendent	\$27.03	\$28.61	\$30.18	\$31.76	\$33.34	\$34.91	\$36.50
	Maintenance Superintendent	\$27.03	\$28.61	\$30.18	\$31.76	\$33.34	\$34.91	\$36.50
	Children's Librarian	\$1,081.21	\$1,144.36	\$1,207.10	\$1,270.26	\$1,333.41	\$1,396.15	\$1,459.73
	Recreation Program Coordinator	\$1,081.21	\$1,144.36	\$1,207.10	\$1,270.26	\$1,333.41	\$1,396.15	\$1,459.73
	Reference and Technical Services Librarian	\$1,081.21	\$1,144.36	\$1,207.10	\$1,270.26	\$1,333.41	\$1,396.15	\$1,459.73
10	Utilities Maintenance Superintendent	\$29.75	\$31.47	\$33.20	\$34.94	\$36.66	\$38.39	\$40.13
	Wastewater Treatment Superintendent	\$29.75	\$31.47	\$33.20	\$34.94	\$36.66	\$38.39	\$40.13
	Water Treatment Superintendent	\$29.75	\$31.47	\$33.20	\$34.94	\$36.66	\$38.39	\$40.13
	Administrative Services Manager	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Airport Operations Supervisor	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Assistant Recreation Director	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Code Enforcement Director	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Deputy Library Director	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Energy & Facilities Manager	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Fire Marshal	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	GIS Coordinator	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
	Senior Planner	\$1,189.52	\$1,258.69	\$1,327.88	\$1,397.05	\$1,466.23	\$1,535.42	\$1,605.22
11	City Engineer	\$1,308.38	\$1,384.67	\$1,460.95	\$1,537.23	\$1,613.51	\$1,689.81	\$1,766.10
	City Planner	\$1,308.38	\$1,384.67	\$1,460.95	\$1,537.23	\$1,613.51	\$1,689.81	\$1,766.10
12	City Assessor	\$1,334.03	\$1,411.92	\$1,489.80	\$1,567.67	\$1,645.55	\$1,723.43	\$1,801.35
	Deputy Fire Chief	\$1,334.03	\$1,411.92	\$1,489.80	\$1,567.67	\$1,645.55	\$1,723.43	\$1,801.35
	Energy & Facilities Manager	\$1,334.03	\$1,411.92	\$1,489.80	\$1,567.67	\$1,645.55	\$1,723.43	\$1,801.35
	Information Systems Manager	\$1,334.03	\$1,411.92	\$1,489.80	\$1,567.67	\$1,645.55	\$1,723.43	\$1,801.35
	Police Lieutenant	\$1,334.03	\$1,411.92	\$1,489.80	\$1,567.67	\$1,645.55	\$1,723.43	\$1,801.35
	Solid Waste Manager	\$1,334.03	\$1,411.92	\$1,489.80	\$1,567.67	\$1,645.55	\$1,723.43	\$1,801.35
13	Maintenance Manager	\$1,360.95	\$1,440.34	\$1,519.72	\$1,599.11	\$1,678.48	\$1,757.87	\$1,837.25
14	Police Captain	\$1,388.52	\$1,469.51	\$1,550.48	\$1,631.45	\$1,712.44	\$1,793.43	\$1,874.43

The MOTION was seconded by Councilor Winny.

The MOTION passed 7-0

B. Housing and Public Facilities CDBG Application for Twin Pines Housing Trust, Village at Crafts Hill, West Lebanon

Public Hearing for the purpose of receiving public input and taking action on a Community Development Block Grant (CDBG) application proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and Communities can apply for up to

\$500,000 annually on a competitive basis for housing and public facilities, \$500,000 for economic development, and \$500,000 for emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants. The proposal to be heard includes:

1. A Public Hearing for the purpose of receiving public input and taking action on a proposed Housing and Public Facilities grant application for up to \$500,000 in CDBG funds (to be sub-granted to Twin Pines Housing Trust) for the renovation of Village at Crafts Hill; and to authorize the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG Application.
2. A Public Hearing for the purpose of receiving public input and taking action to adopt the City of Lebanon Anti-displacement and Relocation Plan for Twin Pines Housing Trust.
3. A Public Hearing for the purpose of receiving public input and taking action to review and reaffirm the City of Lebanon Housing and Community Development Plan, originally adopted by the Council on January 19, 2011, last reaffirmed October 15, 2014.

Beth Long (CFO and Deputy Director of Twin Pines Housing) and Shelley Hadfield (Grants Administrator) came before the City Council to ask for their support in the CDBG Grant Application on behalf of Twin Pines Housing Trust for renovations to the Village at Crafts Hill in West Lebanon. She stated there are over 100 units that will require a lot of renovations. She said the USDA is funding another loan for most of the renovation, but all grant funds would be used to temporarily relocate families that are living there. They have estimated approximately \$4K per family will be used for the temporary relocation.

Ms. Long explained that it is hard to renovate the units when residents are in place. However, as they looked at this more carefully, they realized it would be a smoother process to move each resident out for two weeks while the extensive renovations are being done. In response to Assistant Mayor McNamara's question about the option of relocating residents to an onsite location, Ms. Long stated they are meeting with USDARD and will be reviewing this option with them. Ms. Long stated this would be a year-long project, assuming things go smoothly, but have not picked a contractor yet who would be able to help with this coordination/timing.

At the request of Assistant Mayor McNamara, Ms. Long gave a brief description of the renovations that are to be done. They are energy efficiency (i.e., replacing windows, adding insulation, relocating water heaters, replacing the boilers) and updating the kitchens and baths.

A handout was available.

Assistant Mayor McNamara opened the Public Hearings and invited the public to comment, hearing none the hearings were closed.

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate-income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

For the year 2018, there will be approximately \$3.4 million dollars available for housing and public facilities projects. Approximately \$3.4 million will be available for economic development. Economic development applications are submitted on a rolling basis until the funds are used up. Approximately \$500,000 is available for Emergency Grants and \$100,000 for Feasibility studies. The City of Lebanon

is eligible for up to \$500,000 per year for public facility/housing rehabilitation, up to \$500,000 per year for economic development projects, as well as up to \$500,000 per year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year.

PUBLIC HEARING A.1:

Councilor Hill MOVED, that the Lebanon City Council hereby approves the submittal of the CDBG application and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract for Twin Pines Housing Trust in an amount of up to \$500,000 to provide funding for Village at Crafts Hill, West Lebanon.

PUBLIC HEARING A.2:

Councilor Hill further MOVED, that the Lebanon City Council hereby adopts the City of Lebanon Residential Anti-displacement and Relocation Plan for Twin Pines Housing Trust as presented in the July 11, 2018 City Council Agenda Packet.

PUBLIC HEARING A.3:

Councilor Hill further MOVED, that the Lebanon City Council hereby reaffirms the City of Lebanon Housing and Community Development Plan, as adopted by the Council on January 19, 2011, and as presented in the July 11, 2018 City Council Agenda Packet.

The MOTION was seconded by Councilor Heistad.

**The MOTION passed 7-0.*

8. OLD BUSINESS

- 8A. Adoption of provisions of RSA 162-K, Municipal Economic Development and Revitalization Districts, to enable the establishment of a Tax Increment Financing District in downtown Lebanon (Public Hearing Held June 20, 2018)**

Assistant Mayor McNamara addressed Council members and noted that there have been hours of discussion on this topic with consultants and staff. He has gone over this and is now confident that we should do this, as it is essentially enabling legislation and lets us take advantage of economic opportunities as they come along in a way that we would not be able to do without a TIF District in place. He said it does not commit us to doing any projects at this time.

Councilor Hill concurred with Assistant Mayor McNamara and commented that another way to look at this is a pilot and another tool for downtown Lebanon as well.

Councilor Heistad stated that West Lebanon has an area that perhaps would be able to make use of this and felt this would benefit the opportunity to development & redevelopment if we put in a TIF District for West Lebanon as well. (This would require a separate proposal.) Councilor Winny stated he spoke with David Brooks and the Planning Department is looking into something for West Lebanon as well.

RESOLUTION #1: (TO ADOPT THE PROVISIONS OF RSA 162-K)

Councilor Bruce Bonner moved:

WHEREAS, the Lebanon City Council of the City of Lebanon undertook the 2016 Downtown Visioning Plan and Tunnel Assessment project, which specifically identified the need for downtown infrastructure improvements as important to the continued vitality and attractiveness of the downtown area; and

WHEREAS, the City of Lebanon’s 2012 Master Plan’s Land Use and Lebanon Central Business District Chapters recommend that the City “invest in upgraded infrastructure, improved parking and transportation access in the central business districts to enhance their ability to attract and retain businesses and residents” and “consider use of an alternative financing mechanism such as a Tax Increment Financing (TIF) district or tax incentives”; and

WHEREAS, the City Council of the City of Lebanon finds that the financing of public infrastructure improvements serves a public purpose and are consistent with the City’s long-term recognition of the importance and unique nature of the downtown area and its desire to continue the downtown area’s vitality, attractiveness, and prosperity.

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON CITY COUNCIL, that the City Council of the City of Lebanon hereby adopts the provisions of RSA 162-K, Municipal Economic Development and Revitalization Districts, for the purpose of having the authority to establish one or more development districts pursuant to RSA 162-K:3, Authorization; Initial Adoption.

This Resolution shall be effective upon passage.

The MOTION was seconded by Councilor Winny.

****The MOTION passed 7-0.***

RESOLUTION #2: (TO ESTABLISH THE DOWNTOWN LEBANON TAX INCREMENT FINANCING DISTRICT)

Councilor Karen Hill Moved:

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

WHEREAS, the City Council of the City of Lebanon undertook the 2016 Downtown Vision Plan and Tunnel Assessment project, which specifically identified the need for downtown infrastructure improvements as important to the continued vitality and attractiveness of the downtown area; and

WHEREAS, the City of Lebanon’s 2012 Master Plan’s Land Use and Lebanon Central Business District Chapters recommend that the City “invest in upgraded infrastructure, improved parking and transportation access in the central business districts to enhance their ability to attract and retain businesses and residents” and “consider use of an alternative financing mechanism such as a Tax Increment Financing (TIF) district or tax incentives”; and

WHEREAS, the City Council of the City of Lebanon finds that the issuance of general obligation bonds, issued for the purposes as outlined in the 2016 Downtown Vision Plan and Tunnel Assessment provides a general public use and fulfills a public purpose; and

WHEREAS, the City Council of the City of Lebanon finds that the financing of public infrastructure improvements serves a public purpose and are consistent with the City’s long-term recognition of the importance and unique nature of the downtown area and its desire to continue the downtown area’s vitality, attractiveness, and prosperity.

NOW, THEREFORE, BE IT RESOLVED BY THE LEBANON CITY COUNCIL, that a municipal economic development and revitalization district be hereby designated as shown on the attached Proposed TIF District Boundary Plan. The district shall be named the “Downtown Lebanon Tax Increment Financing District,” (“the District”) and parcels included are documented on the attached Proposed TIF District Tax Map Parcels.

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

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

That in accordance with the provisions of RSA 162-K:5 and consistent with the attached Downtown Lebanon TIF Limitations, the City Council hereby resolves that the total assessed value of taxable real property in the District shall not exceed eight percent (8%) of the most recent total assessed value of all taxable assessed value in the City and that the total assessed value of taxable real property within all development districts for which bonds remain outstanding shall not exceed sixteen percent (16%) of the most recent total assessed value of all taxable real property in the City. Furthermore, the land area within the District shall not encompass more than five percent (5%) of the City’s land area.

That the attached Downtown Lebanon TIF Administration Plan is hereby adopted and that, consistent with that Plan, the City Manager is designated as the District Administrator for a board to be known as the “Downtown Lebanon TIF Advisory Board.”

Pursuant to RSA 162-K:14, via separate ordinance the City Council shall establish an advisory board to be known as the “Downtown Lebanon TIF Advisory Board.”

This Resolution shall be effective upon passage.

The MOTION was seconded by Councilor Bronner.

****The MOTION passed 7-0.***

8.B. Action on Proposed Amendments to Chapter A191, City Council Rules, as presented and discussed at the June 20, 2018 City Council Meeting.

Mr. Mulholland explained the reason for the change in policies and procedures that govern the use of City email and electronic devices. He said the objective is that the City should be doing City business on a City email address and not using personal email addresses for City business for a variety of reasons (i.e., is lack of security on personal email accounts, better security on .gov email addresses monitored by the City, you can segregate your City business on a City email account and if there is a right-to-know request they will only have access to your City business).

Councilor Winny moved that the Lebanon City Council hereby amend the Council Rules that includes Section A191-19 – Email and Computer Use as presented on June 20, 2018.

Seconded by Councilor Hill

The MOTION passed 7-0.

8.C. Update on Westboro Yard

Assistant Mayor McNamara stated he walked through the Rail Yard with a representative of the Governor's office and feels the Governor has a better understanding of what is going on down there. The Governor's office asked the City to present four letters addressing four separate issues: Safety, Security, potential for land transfer, regarding demolition of buildings, and assumption of environmental liability. These letters would then be passed off to the appropriate agencies and departments within the State for their review. He said the four letters have gone out from the Manager's office and there was a meeting this week in Concord so he expects these letters to move on. He stated this is moving along slowly, but we do have some progress.

9. NEW BUSINESS

9.A. Set Public Hearing for August 1, 2018: Ordinance #2018-05 to amend City Code Chapter 68, increase to current Ambulance Fees

Fire Chief Christopoulos stated that the ambulance fees were last updated in January of 2015 and we should probably look at these more closely with industry trends and cost of services and goods. He stated the proposal before the Council would raise the rates effectively by the cumulative CPI between the years 2015-2018. After talking to City Manager Mulholland, one thing he might propose is to pull the paramedic ambulance fee out of the ordinance in the future, which would allow us to have more flexibility when entering into interagency agreements only with the paramedic services we provide. This topic will be deferred to a public hearing in the future.

Fire Chief Christopoulos also discussed Advanced Life Support (ALS) with no transport billing, the ability to bill insurance companies, and the Quail Hollow Pilot to monitor repeat calls.

Councilor Below moved that the Lebanon City Council hereby schedules a Public Hearing for Wednesday, August 1, 2018, beginning at 7:00 PM in Council Chambers, City Hall for the purpose of receiving public input and taking action on proposed Ordinance #2018-05 to amend City Code Chapter 68, Article 3, Miscellaneous Fees, Section 68.15, to authorize and increase to current Ambulance Fees.

The MOTION was seconded by Councilor Winny.

****The MOTION passed 7-0.***

9.B. Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees: Correction to Library Position Title in Grade 7

Deputy City Manager Maville stated that when this came before the City Council in May for the amendment to Ordinance #18, Salary Plan, Article II, Non-Affiliated Employees to implement the new wage and classification study, the title of this one position was listed in the revision as Library Informational Technology Assistant, when it should have been Library Administrative/ Technical Assistant.

Councilor Hill MOVED that Lebanon City Council hereby confirms the position title of Library Informational Technology Assistant in Grade 7 under Ordinance #18, Article II, Non-Affiliated Employees has been renamed to Library Administrative/Technical Assistant in Grade 7.. The MOTION was seconded by Councilor Heistad.

****The MOTION passed 7-0***

9.C. Acceptance of Bid and Authorization for Sale of 7 Fortune Street

Mr. Mulholland stated this property was tax deeded some time ago and was placed it up for bid under authorization of the Council. We received four bids on the property and they were opened up in Public Session. The top bid was \$62,750. Councilor Hill asked who the high bidder was and what the assessed value was. Mr. Mulholland stated the assessed value was \$138,300. Home Crafters, LLC was the highest bidder.

Councilor Winny MOVED, that in accordance with Procedure 1 (E) of City Council Policy Number 00-01-C, City Real Property Transactions, the Lebanon City Council hereby authorizes the City Manager to prepare and execute documents for the sale of property identified as 7 Fortune Street, Lebanon (Tax Map 93, Lot 93) in the amount of \$62,750 (Sixty-Two Thousand Seven Hundred Fifty Dollars). The MOTION was seconded by Councilor Hill.

****The MOTION passed 7-0.***

9.D. Presentation of Options for Tunnel Fix

Bruce Temple (Interim Public Works Director) and VHB Consultants Greg Goodrich and Geoff Morrison-Logan introduced themselves to the Council and members of the public.

Mr. Temple stated they were here to present several alternatives to the tunnel that we closed several years back. He said one of the requests from the Council in the past was to revisit some of the options and get more detailed estimates. VHB was engaged to do a site assessment and bring in an independent cost estimator to assist us. He said that DPW has monitored the inside of the tunnel every 4-6 weeks since its closure to look for further deterioration. They have found, particularly over the course of the winter, some deterioration between some of the slabs. In addition, they have done their very best to secure the ends of the facility, but there has been some significant damage to the chain link gate and lock system, which is in the process of being re-secured.

Mr. Goodrich provided a brief overview of all seven alternatives for the tunnel and described each alternative, their design maps & matrix that was included in the agenda packet.

- Alternative 1 – COMPLETE DECK REPLACEMENT – **Approximate cost \$2.29 Million.**
- Alternative 2 – DECK REPLACEMENT WITH OPENING – (Keeps the tunnel open) **Approximate cost \$2.21 Million.**
- Alternative 3 – DECK REPLACEMENT WITH PARTIAL FILL; NO CONNECTIVITY – This alternative does not maintain connectivity along the Mascoma Greenway (see Alternative 3A). **Approximate cost \$1.98 Million.**
- Alternative 3A - DECK REPLACEMENT WITH PARTIAL FILL; WITH CONNECTIVITY – This alternative is duplicative of Alternative 3, but includes the construction of a Riverwalk along the Mascoma River to accommodate pedestrians & bicyclists through downtown, maintaining connectivity from the Northern Rail Trail to the Mascoma River Greenway (Feasibility Study Completed by Dubois & King; total cost \$2.5 Million). **Approximate Cost \$4.48 Million.**
- Alternative 4 – DECK REMOVAL, PARTIAL FILL, AND NEW PARKING AREA; NO CONNECTIVITY – This alternative does not maintain connectivity along the Mascoma Greenway (see Alternative 4A). **Approximate cost \$1.00 Million.** (Mr. Goodrich stated this was a new alternative and said this cost does not include connectivity.)
- Alternative 4A - DECK REMOVAL, PARTIAL FILL, AND NEW PARKING AREA; WITH CONNECTIVITY – (Feasibility Study Completed by Dubois & King; total cost \$2.5 Million). **Approximate cost \$3.5 Million.**

- **Alternative 5 – TUNNEL REMOVAL AND ROADWAY RECONSTRUCTION –Approximate Cost \$4.19 Million excluding any ancillary work.** (Mr. Goodrich noted there was a lot more involved with this alternative along with added risks and the cost does not include site development, including the purchase of a building. The cost also does not address connectivity.)

Mr. Goodrich also presented a matrix for the above. Assistant Mayor McNamara stated that the purpose of tonight's meeting was hear the presentations, get public and Council comments, and hopefully narrow down this list of seven options down to two or three that staff can then take to the community and others for further discussion and ultimately come back to the City Council for a decision. He stated the Council is not making a decision on any one or two alternatives, but simply gathering information.

Assistant Mayor McNamara opened the public meeting up for additional comments/questions.

The following comments were heard from the public:

Bob McLellan, Ward 3. Mr. McLellan indicated he was an avid biker and would very much value the connectivity with the Mascoma Greenway. He felt it was a valuable resource as was the access to river. He further pointed out that any who has had the opportunity to go to other cities that have invested in, what is otherwise covered by roads and concrete, a river has seen enormous potential for economic opportunity. He noted that he didn't hear that presented and thinks this should be one of the factors considered as we think about options (i.e., what is the upside for the City as we consider economic development and tourist attractions.)

Bart Guetti, Ward 1. Mr. Guetti concurred with Mr. McLellan about the connectivity and the opportunities that a river walk would present (i.e., walking along a river as opposed to a tunnel). He did not see, on the criteria, anything about the current problem of getting the trail across the parking lot behind City Hall and whether the River Walk would eliminate that problem.

In response, Mr. Morrison-Logan (VHB) stated that a lot of options had been contemplated a few years back. Part of those plans looked at reconfiguring connection across the parking lot to the river front, so if an option gets further refined tonight (looking at a safe crossing through the parking lot to the riverside and heading east through the community up to the existing trail) would be part of it. The costs are not associated here and adjustments would have to be made. He said some things are standard (i.e., marking lanes and safety issues for traversing across parking lots). Mr. Goodrich stated that the task they (VHB) were given by the City Council was to specifically look at tunnel costs, so they were not looking at the bigger picture.

Robert Humphries, Ward 2. Mr. Humphries indicated he lived at the Woodlands and is a senior citizen. Like many of the residents, he enjoys the new paved part of the trail going west. He is also a cyclist and is getting more and more nervous about getting on busy roads, so he felt some kind of maintenance from the Greenway from where we are through town is a wonderful benefit.

Kimberly Lohr, Ward 2. She indicated she is also a cyclist and her company just relocated from Lyme to Lebanon. She had the fortunate experience of walking to work for the first time, in a long time, and riding her bike. Unfortunately, she noted it was along Mechanic Street. So along with this whole view into extending more and more access to the Mascoma Trail, she is an avid fan of opening the tunnel again. She felt it was extremely safe to take as many cyclists off the road as possible, but to Mr. Humphreys' point, the economic value is a big deal. We have a community of residents that want to attract young people, and we want to keep growing the residency in Lebanon. She feels that to do this you have to look at ways of getting people more and more outside,

and making it safe for them to be there. She noted that she would appreciate if you would consider kind of looking at an overall cycling plan and walking plan in the city.

Paul Coats, Director, Lebanon Recreation Dept. Mr. Coats noted that the main thing he wanted to comment on is the importance of separated pathways. When we go back and review City Council comments at the presentation of the original Vision Study, and as we looked at the benefits that were discussed at these meetings about the value of the Greenway as a whole being a separated pathway and an ADA pathway all the way through, we seem to have really capitalized on the notion that we know the safer pathway is when it is separated. He pointed out the success the City has had on Mt. Support Road. He noted that people are very interested in seeing a separated pathway. People are learning how to ride their bikes on the Mascoma River Greenway and there are people with mobility challenges who are already using an area that is very different from just having a bike lane or sidewalk that is next to our roadways. He felt that one thing to note is that the options that are being presented tonight that included access through the tunnel or maintain a Mascoma Greenway connection through downtown, which allows for separated pathways, seems very attractive. The alternatives that cut off the tunnel, but allow for the riverside access so we still maintain the option of a separated pathway to connect downtown with the new Greenway, is very attractive. However, we also see other options on here that do not include any real option for how we are going to connect downtown, or the existing Rail Trails (Spencer Street to the new Mascoma River Greenway where it picks up at High St.). This is a concern to him.

Speaking from a recreational standpoint, and certainly having followed this project and being very intimately involved with this project for a number of years now, the idea that we might be looking at an option that takes what would become a seamless corridor connecting everything (ADA compliant and the whole nine yards), accentuates the river and all of the things we have looked to accomplish and, then, all of a sudden, arriving at a big retaining wall and saying “ok”, now how to I get from here to there is concerning. Maybe there are options for having roadside options, but we will no longer have ADA compliance, we no longer accentuate the river like we wanted to do, and we no longer provide folks a user-friendly way of getting people to park Downtown and get on the Greenway to head west. Now we are asking people to park, most likely at Goss Logan Insurance. I spoke with the owner (of Goss Logan Insurance) and he said this is a cost burden he would most likely have to bare. He is very much a fan of the Greenway and is very much a fan of the new Pocket Park, but is really concerned about not having connectivity to the Greenway and where the Pocket Park and bridge has been rehabilitated (on the western end of the tunnel) now becoming an oasis for undesirable behavior because it is not a flow through part of the Greenway any longer. So, that’s the main thing I want to bring out and call attention to.”

Mr. Coats stated that looks forward to the public process and thinks we have seen some of the public processes happen with the Visioning Study that went on. There are many public avenues, and going back and looking at some of the results of those surveys seems overwhelming that the public desire is for connectivity that involves separated pathways. He believes the future of this will hold the same and think the support around this room would represent that as well. His strongest caution is that we maintain separated pathways. He noted he was not at the recent Pedestrian and Bicyclist meeting but believes they submitted a letter.

Franklin Gould, Ward 2. Mr. Gould indicated he has been working on the MRG (Mascoma River Greenway) forever and was recently on the paved section. He noted there was a young man out there with his two little children, who were walking on the corridor and he was just elated that he could get his kids out in the sun on a sidewalk to practicing walking. He thinks about the tunnel and the people who live on this side of the Greenway: how do you get, with your kid, from here to the Greenway so you can walk your child on the Greenway. He noted he really can’t envision a process of crossing roads that have so much traffic coming into Lebanon on them.

The tunnel is the way we really should be going in order to make a safe crossing and connect the two sides of our community with something other than automobile or a bus.

Mr. Guetti, Ward 1. In addition to his previous comments above he stated he ran into somebody who has been walking from downtown Lebanon to the Price Chopper just about every day for groceries. After chatting, apparently this person had lost important family members in an automobile accident and this (Mascoma River Greenway) was a place where he could go and just relax. He mentioned to Mr. Guetti that the lack of a tunnel is forcing him to go through traffic (crossing streets) and it just kind of reduces the therapeutic effect of the walk along the Greenway.

Alan Schnur, Ward 3. Mr. Schnur indicated he was a member of the Pedestrian and Bicyclist Advisory Committee, although he will be speaking on his own personal capacity this evening as he was not authorized by the Committee to speak. He noted there was a Resolution passed and discussed at some length at the meeting (Ped/Bike) yesterday. No one objected to having connectivity from the Rail Trail and the Mascoma River Greenway. He felt all the members agreed that was very important and essential. He noted they were concerned about removing any points of conflict between the motor vehicle and the pedestrians and bicyclists, which would arise if anyone had to walk across a very busy street like Rte. 120 or Rte. 4. This is one of the reasons why we were agreeable that connectivity was an essential point to consider. He noted that in his personal statement, that in opening up the tunnel, there is a Pocket Park at the west end of the tunnel that has a nice view over the rapids of the Mascoma River. This is one of the nicer views of the Mascoma River and is easily accessible from downtown, if the tunnel is reopened. Therefore, opening the tunnel would also meet some requirements in the Downtown Visioning Study in improving the City except the accessibility to the river and enjoyment of the view of the river.

Tom Jacobs - West Lebanon. Mr. Jacobs indicated he was just another vote for keeping the tunnel open. He noted that in any case, it sounds like the City is going to be spending a lot of money and the additional expense over keeping the tunnel open seems to me to be a real bargain.

Bob Heitzman of Hartford, VT. Mr. Heitzman noted that he actually live in Harford, but works on clearing a section of the Greenway. He indicated that it was really a joyful experience traveling on the Greenway now that it's paved. He stated that he works in Lebanon but spend a lot of time in the afternoons on the Northern Rail Trail and having the direct connection that is separate from traffic is wonderful. Regarding the drawings in the presentation on the River Walk proposal, he doesn't know how safe that would be for unescorted youth, how accessible it would be for senior citizens who are out for a walk, and also how high does the water level come to that proposed level during the spring runoff.

Francis Oscadal, Ward 3. Mr. Oscadal spoke in favor of all the positive comments that have been made about this. When the original Rail Trail was opened going out from Enfield, and since, he doesn't think there is anyone in the City who doesn't believe that was a huge boom for Lebanon and the quality of life we have here. Now that the Greenway is opening up, he has been walking his young dog out there on many days and it is wonderful. He noted that you do see young parents teaching their kids to ride bikes already, and it's only been paved for about a week. To make this connectivity between the existing Rail Trail and now the Greenway, he feels would be another boon to the City. The quality of life that we have here is improving all the time. He thanked the Council for all of their efforts and said he thinks we can do a great deal more by keeping this rolling, whether it is through the tunnel or the path along the River Way. He said that it really needs to be done correctly and it will be a real service to all of us now and long into the future.

The following comments were heard from City Councilors:

Councilor Below stated that both he and Councilor Heistad attended the Ped/Bike meeting last night and there was a lot of discussion which took up most of the meeting. Even though it is sort of jumping the gun, they wanted to go ahead and let us know that maintaining connectivity was very important, and he agrees with them completely. He would like to rule out any alternatives that do not maintain connectivity, and as a practical matter, the idea of financing \$2.5 million for the Riverwalk from taxpayer funds is not realistic. He spoke about the study from Dubois & King that found a River Walkway could be done that is above the 100 year flood plain. He said that a minimal alternative of just filling it in the tunnel and repairing the mall is about \$2 million, where opening the tunnel is only about \$2.2 million. He said the incremental cost to maintain access to the tunnel was not great compared to just shutting down the tunnel and doing the restoration that we need to do on the mall.

Councilor Below spoke about the possibility of parking at the lower level and said he talked with Chip Brown (the Realtor who had the listing of the former Shoetorium), and noted that the Visioning Study pointed to the fact that one of the City's greatest asset of opportunity is more dense development in the downtown area, including the possibility of using some City land for that kind of redevelopment. He noted that a TIF District was approved earlier in the meeting said that at the next Council Meeting we will be looking at updating our Real Property Disposition Policies, so we have the option, of not just looking at surplus land, but looking at land that we would like to see redeveloped in a public/private way. He described the area and said it is large enough to accommodate parking. He spoke about redeveloping the Shoetorium land site and reconfiguring the site to make a 12-14K footprint that could go up 4-5 stories to creating a 30-40K foot new building. This building would probably create \$100K to \$200K a year in tax revenue.

Chair Below felt alternative options 1 & 2 were good options, but the option to look at would be 4A, with the idea of the Shoetorium site being redeveloped. He said a 30-unit development, if the sewage would allow, would also be a good source of revenue for the City if you look at the incremental cost of 4A, compared to alternatives 1, 2 or 3, at the cost is \$1.5 million. He said that in a building of this nature, the tax increment would cover the cost of the amortization.

Chair Below read a letter from Dan Nash and showed the proposed mall design (which came to cost of about \$500K). Mr. Nash expressed his concern over the cost of the options presented. Other possible options and alternatives were mentioned.

Councilor Heistad presented a picture of a Tin Whistle tunnel, which is now being used in St. Johnsbury, noting the height, even with a long tunnel, is enough to add light.

Assistant Mayor McNamara stated that we all know some simple things which are: 1) something has to be done or the tunnel will collapse; 2) this study has showed us that the bottom line number is most like to be between \$1-2 million; 3) incrementally, anything above \$1million we have to look at the benefits and costs; 4) we know that we do not have unlimited resources; 5) that we have, particularly in the context of the Downtown Visioning Study, a number of projects that could be done. He said we have to look at rehabilitation beyond the basics, in the context of all those other projects (i.e., if keeping the tunnel open costs us \$1.25 million to simply deal with the problem, is this where we spend our \$1.25 million, or are we better spending it, for instance, in redoing the traffic pattern around the green). He said we need to look at this as far as avoiding cost (i.e., what can we do with the incremental costs that we would spend, over and above whatever the minimum). He also stated he is hopeful that whatever solution is picked, it does not foreclose the future of redevelopment of the northern end of the mall, where the former Shoetorium was located. He said he would love to have a solution, if connectivity is the solution

that allows redevelopment of that area. He said he is concerned about the differential costs of maintaining an open tunnel and spending \$2.5 million dollars on a River Walk and its safety. He stated there are many places where bikes and pedestrians can successfully integrate with vehicles. He also stated that it would cost around \$6K per linear foot to rehab the tunnel and noted that different options were not looked at (i.e., suspension bridge to connect with Hanover St.). His initial feeling is that River Walk is not our best alternative and in his mind, he could eliminate those alternatives unless we can come up with a solution that allows us to combine access through the tunnel with redevelopment.

Councilor Bonner stated he is in favor of keeping connectivity and likes alternative #2 the best. He said we are 3-5 years from developing that area down there and we could deal it with when it happens. He said we do not need to do anymore studies because we have spent tons of money on studies and are still arguing about solutions. His position is that we should repair the tunnel for access to the Greenway and would like to see two openings.

Councilor Hill stated that the Downtown Visioning Study was yet another way for people to talk about what they love about downtown Lebanon and improvements they would like to see. She said that one of the overall arching themes is that people want access to the river: this incredible feature that just, somehow is not featured. She noted people also want connectivity: they want to be able to walk, they want to be able to bike, they want to be able to get to all the places that they need to get to and they do not necessarily want to deal with the burden of using their cars. One of the burdens of being this micropolitan area is that some of the areas where a neighborhood really should be walkable become intimidating. She said she agrees with the positive comments about our quality of life in Lebanon and that the Rail Trail has contributed to this significantly. She said the Mascoma River Greenway is really special and a treasure. She said that if we can just get through this 300' we could create something very special for Lebanon and Downtown West Lebanon. She said she is interested in the future of redevelopment of the old Shoetorium building and spoke about the advantages of being able to get on your bike, or go walk along the River Way as incredible. She said, for her, any alternative that does not provide for a separated pathway is just a deal breaker. She talked about financial investments made to the Mascoma River Greenway and said the donations/investments were based on the promised that there would be a separated pathway to navigate through downtown Lebanon: not based on the idea that there would never be an on-street path through the heart of Lebanon. The reopening of the tunnel would be her least preferred option and her preferred alternative would be 4A. She would support moving forward with looking at redeveloping, redoing the tunnel in place, and the 4A alternative that would look at the separated pathways and would look at the river front walkway as well as the redevelopment of the Shoetorium and adjacent City land.

Councilor Zook stated she could not support an option that does not meet the connectivity she has been hearing about. She agrees with the river front walkway. She said that in talking with Chip Brown (Realtor), the lack of development along the river front was a sticking point for the future developers he was looking to bring into the City. From her point of view, either we are paying a lot of money to stay level or we are spending a little more to get a lot more.

Councilor Heistad that the Council does not have the Motion from the Pedestrian/Bicyclist meeting, so he read the following for the public record:

Marie McCormick moved that the Ped/Bike Committee support a tunnel alternative that maintains pedestrian and bicyclists' connectivity along the Mascoma Greenway and provides the following benefits:

- Increases safety by reducing points of conflict,
- Provides access between the Rail Trail and the Mascoma River Greenway,

- Completes the transportation corridor between Lebanon and West Lebanon, and
- Improves Pedestrian and Bicyclists' access to downtown businesses.

The Committee also prefers an alternative that has minimal impact on the tax rate.

The MOTION was seconded by Mark Bradley.

**The vote on the MOTION was 5-1-1. Alan Schmur voted nay. Megan Chapman abstained.*

Councilor Heistad spoke about parts of the Rail Trail and the river, the need for thinking about the corridor between Lebanon and West Lebanon, ped/bike safety, and improving ped/bike access to businesses. He described the possibility for bike access in an open tunnel and the potential of having a bicycle accommodation built into the stairway like those in Europe. ADA stairwell requirements were also mentioned as something to look into.

Councilor Winny stated that connectivity is great, but he is thinking about the cost. As we all know, courtesy of the CSO and other things, taxes are going to keep going up and he is not sure how much appetite people have to actually pay for some of the more expensive options. In a vacuum, he would love the River Walkway and thinks it would be great. He spoke with Len Jarvi to get some numbers from him in terms of what a \$1 million will cost our tax payers. The assumptions he received from Mr. Jarvi assumes a 20-year amortization at 3% in 2019, so \$1 million ends up costing each tax payer \$160 over that 20 years. He said it doesn't sound like a ton, but we need to consider the increases we are likely to have with the CSO and other things such as the cost of living increases. He said understands that something needs to be done with the tunnel so he would prefer something that keeps the connectivity and is separated from the road, but noted that \$6K per linear foot is a lot. He noted that at some point, especially for people living on a fixed income, it becomes too much to bare. Whether this is the breaking point, he is uncertain and would love to hear from people at this meeting, or at home, to see if option 4A, cost for each tax payer would be approximately \$522 over 20 years at a \$250K property evaluation is viable. He is certainly in favor of this sort of thing, but the cost have to be sorted out.

Ms. Hill stated it would be a shame if we ruled out something that actually could have a mitigating effect on taxes because taxes are going to go up. She said we should seriously look at an option that ultimately would end up paying the tax payers back over time. Mr. Winny stated that we do need to take a serious look at this option but cautioned about counting our chickens before they hatch, noting that what he is hearing from his residents in Ward 1 is their concern about taxes going up and would have a hard time telling them that this is definitely going to pay off.

There was another discussion regarding alternatives/options that could be eliminated.

Bob McLelland, Ward 3. Mr. McLelland reiterated what he said before, which was that he felt we should look at this, not just as a cost, but as an investment and we should optimize that investment. The second piece to this is can we choose paths that would phase in. So, do not close off an option that everyone likes (i.e., the connectivity option, many people liked open access to the river, also the tunnel and then the redevelopment). He is not sure that all of these can be accomplished, but if they can be phased, he felt we could go step-by-step and potentially accomplish, if not all four goals, at least three of those. He feels the biggest mistake we can make, and that town make, is to close off access to natural wonders that exist in downtown.

Francis Oscadal, Ward 3. He wanted to add that a phrase he has not heard is public/private partnership and felt this is an opportunity. He stated that if we have not thought about this before we really should. The River Walk could be a great opportunity here if we can pull it off. He appreciates the numbers he has been hearing about in

the paper, and what he is hearing about tonight sort of blew him away. He can't imagine why it would cost \$1 million to fill in a tunnel, but if we can find a way to do this with public/private cooperation, it would be fantastic.

Mr. Mulholland urged caution surrounding the impact of maintenance costs to the tunnel when thinking about alternatives.

Councilor Below MOVED, that the Lebanon City Council hereby requests administration to present Alternatives #1, #2, and #4A to the Planning Board, Pedestrian & Bicyclists Advisory Committee, Economic Vitality Exchange Committee (EVEC), the Arts & Culture Task Force, and the general public at a Community Conversation (date to be determined) for review and recommendations. Recommendations to be presented at a future meeting and considered by the Council when a decision is rendered on the future use of the tunnel. *The MOTION was seconded by Councilor Winny. The MOTION was approved, 7-0.*

10. REPORTS

A. City Manager

Mr. Mulholland passed out City email addresses and passwords to City Councilors.

B. Council Representatives to other bodies - None

11. NON-PUBLIC SESSION - None

12. ADJOURNMENT

Councilor Bonner moved for adjournment. The MOTION was seconded by Councilor Winny. *The MOTION passed 7-0.

The meeting was adjourned at 9:33 PM.

***Respectfully submitted,
Dona E. Gibson
Recording Secretary***

NHMBB New Hampshire Municipal Bond Bank

2020 SERIES B NON GUARANTEED

20 YEAR LEVEL PRINCIPAL SCHEDULE FOR

CITY OF LEBANON - PROJECT #1

Downtown tunnel TIFD

DATE PREPARED:	07/16/20	Total Proceeds	\$1,545,000.00
BONDS DATED: 7/14/20	08/15/20	Premium to Reduce Loan	\$186,150.00
INTEREST START DATE:	08/12/20	Amount of Loan to be Paid	\$1,358,850.00
FIRST INTEREST PAYMENT:	02/15/21		
TRUE INTEREST COST:	1.66%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	02/15/21				\$26,230.69	\$26,230.69	
1	08/15/21	\$1,358,850.00	\$68,900.00	5.100%	25,800.68	94,700.68	\$120,931.37
	02/15/22				24,043.73	24,043.73	
2	08/15/22	1,289,950.00	70,000.00	5.100%	24,043.73	94,043.73	118,087.46
	02/15/23				22,258.73	22,258.73	
3	08/15/23	1,219,950.00	69,950.00	5.100%	22,258.73	92,208.73	114,467.46
	02/15/24				20,475.00	20,475.00	
4	08/15/24	1,150,000.00	70,000.00	5.100%	20,475.00	90,475.00	110,950.00
	02/15/25				18,690.00	18,690.00	
5	08/15/25	1,080,000.00	70,000.00	5.100%	18,690.00	88,690.00	107,380.00
	02/15/26				16,905.00	16,905.00	
6	08/15/26	1,010,000.00	70,000.00	5.100%	16,905.00	86,905.00	103,810.00
	02/15/27				15,120.00	15,120.00	
7	08/15/27	940,000.00	70,000.00	5.100%	15,120.00	85,120.00	100,240.00
	02/15/28				13,335.00	13,335.00	
8	08/15/28	870,000.00	70,000.00	5.100%	13,335.00	83,335.00	96,670.00
	02/15/29				11,550.00	11,550.00	
9	08/15/29	800,000.00	70,000.00	5.100%	11,550.00	81,550.00	93,100.00
	02/15/30				9,765.00	9,765.00	
10	08/15/30	730,000.00	70,000.00	5.100%	9,765.00	79,765.00	89,530.00
	02/15/31				7,980.00	7,980.00	
11	08/15/31	680,000.00	70,000.00	4.100%	7,980.00	77,980.00	85,960.00
	02/15/32				6,545.00	6,545.00	
12	08/15/32	590,000.00	70,000.00	3.100%	6,545.00	76,545.00	83,090.00
	02/15/33				5,460.00	5,460.00	
13	08/15/33	520,000.00	65,000.00	2.100%	5,460.00	70,460.00	75,920.00
	02/15/34				4,777.50	4,777.50	
14	08/15/34	455,000.00	65,000.00	2.100%	4,777.50	69,777.50	74,555.00
	02/15/35				4,095.00	4,095.00	
15	08/15/35	390,000.00	65,000.00	2.100%	4,095.00	69,095.00	73,190.00
	02/15/36				3,412.50	3,412.50	
16	08/15/36	325,000.00	65,000.00	2.100%	3,412.50	68,412.50	71,825.00
	02/15/37				2,730.00	2,730.00	
17	08/15/37	280,000.00	65,000.00	2.100%	2,730.00	67,730.00	70,460.00
	02/15/38				2,047.50	2,047.50	
18	08/15/38	195,000.00	65,000.00	2.100%	2,047.50	67,047.50	69,095.00
	02/15/39				1,365.00	1,365.00	
19	08/15/39	130,000.00	65,000.00	2.100%	1,365.00	66,365.00	67,730.00
	02/15/40				682.50	682.50	
20	08/15/40	65,000.00	65,000.00	2.100%	682.50	65,682.50	66,365.00
TOTALS			\$1,358,850.00		\$434,506.29	\$1,793,356.29	\$1,793,356.29

*Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement

NHMBB New Hampshire Municipal Bond Bank

2020 SERIES A - NON GUARANTEED

20 YEAR DEBT SCHEDULE FOR

CITY OF LEBANON - PROJECT #1

*Downtown TIFD
turnel*

DATE PREPARED:	01/09/20	Total Proceeds	\$2,200,000.00
BONDS DATED: 01/8/20	02/15/20	Premium to Reduce Loan	\$218,400.00
INTEREST START DATE: 217 days	02/13/20	Amount of Loan to be Paid	\$1,981,600.00
FIRST INTEREST PAYMENT:	08/15/20		
TRUE INTEREST COST:	2.14%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR TOTAL PAYMENT
	08/15/20				\$39,413.92	\$39,413.92	\$39,413.92 ✓
1	02/15/21	\$1,981,600.00	\$101,600.00	5.100%	38,980.80	140,580.80	
	08/15/21				36,390.00	36,390.00	176,970.80 ✓
2	02/15/22	1,880,000.00	100,000.00	5.100%	36,390.00	136,390.00	
	08/15/22				33,840.00	33,840.00	170,230.00 ✓
3	02/15/23	1,780,000.00	100,000.00	5.100%	33,840.00	133,840.00	
	08/15/23				31,290.00	31,290.00	165,130.00
4	02/15/24	1,680,000.00	100,000.00	5.100%	31,290.00	131,290.00	
	08/15/24				28,740.00	28,740.00	160,030.00
5	02/15/25	1,580,000.00	100,000.00	5.100%	28,740.00	128,740.00	
	08/15/25				26,190.00	26,190.00	154,930.00
6	02/15/26	1,480,000.00	100,000.00	5.100%	26,190.00	126,190.00	
	08/15/26				23,640.00	23,640.00	149,830.00
7	02/15/27	1,380,000.00	100,000.00	5.100%	23,640.00	123,640.00	
	08/15/27				21,090.00	21,090.00	144,730.00
8	02/15/28	1,280,000.00	100,000.00	5.100%	21,090.00	121,090.00	
	08/15/28				18,540.00	18,540.00	139,630.00
9	02/15/29	1,180,000.00	100,000.00	5.100%	18,540.00	118,540.00	
	08/15/29				15,990.00	15,990.00	134,530.00
10	02/15/30	1,080,000.00	100,000.00	5.100%	15,990.00	115,990.00	
	08/15/30				13,440.00	13,440.00	129,430.00
11	02/15/31	980,000.00	100,000.00	4.100%	13,440.00	113,440.00	
	08/15/31				11,390.00	11,390.00	124,830.00
12	02/15/32	880,000.00	100,000.00	4.100%	11,390.00	111,390.00	
	08/15/32				9,340.00	9,340.00	120,730.00
13	02/15/33	780,000.00	100,000.00	2.225%	9,340.00	109,340.00	
	08/15/33				8,227.50	8,227.50	117,567.50
14	02/15/34	680,000.00	100,000.00	2.350%	8,227.50	108,227.50	
	08/15/34				7,052.50	7,052.50	115,280.00
15	02/15/35	580,000.00	100,000.00	2.350%	7,052.50	107,052.50	
	08/15/35				5,877.50	5,877.50	112,930.00
16	02/15/36	480,000.00	100,000.00	2.350%	5,877.50	105,877.50	
	08/15/36				4,702.50	4,702.50	110,580.00
17	02/15/37	380,000.00	95,000.00	2.475%	4,702.50	99,702.50	
	08/15/37				3,526.88	3,526.88	103,229.38
18	02/15/38	285,000.00	95,000.00	2.475%	3,526.88	98,526.88	
	08/15/38				2,351.25	2,351.25	100,878.13
19	02/15/39	190,000.00	95,000.00	2.475%	2,351.25	97,351.25	
	08/15/39				1,175.63	1,175.63	98,526.88
20	02/15/40	95,000.00	95,000.00	2.475%	1,175.63	96,175.63	
							96,175.63
TOTALS			\$1,981,600.00		\$683,982.24	\$2,665,582.24	\$2,665,582.24

*Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement

**AGENDA
LEBANON CITY COUNCIL
AUGUST 3, 2022**

10. NEW BUSINESS ITEMS:

**10.F – PRESENTATION AND DISCUSSION OF DRAFT REQUEST FOR
EXPRESSIONS OF INTEREST FOR DOWNTOWN REDEVELOPMENT
OPPORTUNITIES**

Since the start of the year, the Economic Development Commission and the Downtown TIF Advisory Board have been working jointly to review and discuss potential opportunities for downtown redevelopment as highlighted in the 2016 Downtown Vision Plan. After numerous meetings, the committees agreed to recommend that the City Council consider the issuance of a Request for Expressions of Interest to solicit interest and additional design ideas before considering a more formal Request for Proposals for any project.

BACKGROUND

The opportunity to redevelop the surface parking lots in downtown Lebanon was most recently highlighted in the [2016 Downtown Vision Plan and Tunnel Assessment](#) report. Chapter 5 of the Vision Plan outlines several Key Concepts that were developed from public input during the visioning process, including “seek[ing] mixed use and infill development that enhances the vibrancy of downtown” (see p.80 of the online .pdf report linked above). The Plan highlights possible opportunities that exist and offers a summary of the infill potential in various parts of downtown, which is further supported by the Market Analysis (Chapter 3, p.55 of the online .pdf) that was prepared as part of the Vision Plan.

During a joint meeting in September 2021, members of the Economic Development Commission and the Downtown TIF Advisory Board agreed to work together to evaluate the potential redevelopment of the surface parking lots behind City Hall. The Planning Department and City Manager coordinated with the respective committee chairs to prepare a process and schedule for reviewing relevant information and data to assist the committees in the effort. The information reviewed with the committees included the 2016 Downtown Visioning Plan, various chapters of the 2012 Master Plan, an overview of smart growth principles, a summary of prior downtown parking utilization studies, an overview of floodplain and shoreland protection requirements, and recent data concerning housing availability and affordability. The committees also invited the chairpersons of the Conservation Commission and the Pedestrian & Bicyclist Advisory Committee to attend and provide input about the community’s goals.

Following the review of pertinent information and discussion of goals, the committees agreed to consider a Request for Interest (RFI; also known as a Request for Expressions of Interest, RFEI) as an interim step to better understand potential private-sector interest and design needs relative to market conditions and the potential relationship between the City and a development partner. An RFEI has the potential to generate additional development ideas and concepts for the City to review and evaluate based on core planning principles and community goals. Depending on the responses, the RFEI may be used to inform and clarify a subsequent Request for Proposals process to achieve specific desired outcomes.

The attached Request for Expressions of Interest was developed and reviewed by the EDC and Downtown TIF committees over the course of several meetings between January and May. On

May 25th, the committee members present voted unanimously to forward the RFEI to the City Council for review and further consideration.

In addition, during the course of the joint meetings, several individual members took the initiative to study the benefits of enhancing riverfront access and amenities and developed a brief report summarizing their findings, which was presented to the committees in April.

ACTION

Should the City Council wish to proceed with issuance of a Request for Expressions of Interest, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby authorizes the City Manager to issue a "Request for Expressions of Interest" relative to the Downtown Redevelopment Opportunities as presented in the August 3, 2022 City Council Agenda Packet.

Included in this Section:

1. Draft Request for Expressions of Interest dated August 3, 2022
2. Summary report titled "Benefits of enhancing riverfront access and amenities" dated April 1, 2022.

DOWNTOWN DEVELOPMENT OPPORTUNITY CITY OF LEBANON, NH

REQUEST FOR EXPRESSIONS OF INTEREST August 3, 2022

INTRODUCTION

The City of Lebanon, New Hampshire is issuing this Request for Expressions of Interest (“RFEI”) to solicit interest from qualified parties in the redevelopment of city-owned property (the “Development Site”) totaling approximately 2.9-acres along the southerly side of the Mascoma River within Downtown Lebanon. The purpose of this RFEI is to solicit interest and redevelopment strategies for the Development Site that will advance the city’s goals and objectives, including those documented in the 2016 Lebanon Downtown Vision Plan and Tunnel Assessment report.

This project represents a significant development opportunity for the city. It presents a unique opportunity to rediscover the Mascoma River with enhanced access and the restoration of the river frontage through downtown in order to protect natural resources and create new open space as a significant public amenity. The project will allow for critical pedestrian and bicyclist connections between the Northern Rail Trail and the Mascoma River Greenway via the recently renovated downtown tunnel. The project also provides for economic development opportunities to further enhance vitality in the downtown core. All development concepts must be consistent with the Key Concepts and planning principles developed through significant public input during the Downtown Vision Plan process including Reconnection to the Mascoma River, Placemaking, Pedestrian/Bicycle Connectivity, and Economic Development.



Aerial photo of Downtown Lebanon and the Development Site (looking south)

The City of Lebanon may utilize responses generated by this RFEI process to inform a subsequent Request for Proposals (“RFP”) process. Respondents to this RFEI will be given

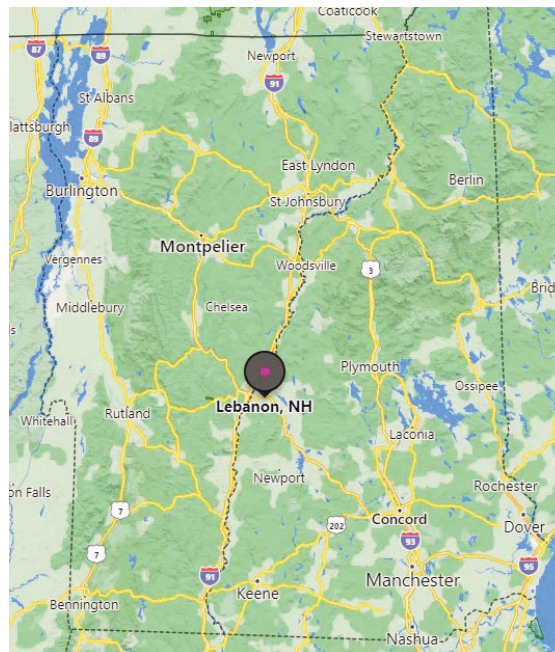
additional consideration during any subsequent RFP process. It is the city’s intent and desire to identify a development team through this RFEI/RFP process to redevelop the property in a manner that achieves the city’s goals and objectives formulated through the community-driven Downtown Vision Plan process.

TIMELINE

RFEI Issuance Date: *Date*
Date to Submit Questions: *Date + 30 days*
Answers to Questions Posted: *Date + 40 days*
Deadline to Submit Expressions of Interest: *Date + 90 days*

SITE CONTEXT AND DOWNTOWN VISION PLAN

Located between Concord, NH, and Burlington, VT, the City of Lebanon is the employment, commercial, and civic hub of the Upper Connecticut River Valley and is at the core of the largest micropolitan statistical area in the country. Situated near the junction of Interstates 89 and 91, Lebanon itself is a small city with a resident population of just over 14,200 people, but its daytime population is estimated around 40,000 as a result of the city’s role as a major regional destination for employment, shopping, and services. The City of Lebanon is experiencing a development surge with nearly 1,300 new single-family and multi-family residential units as well as substantial commercial, manufacturing, and institutional projects approved for construction or in the development pipeline. The city’s support of these projects demonstrates its commitment to new development that will serve as a catalyst for economic growth, private investment, and job creation in the city.



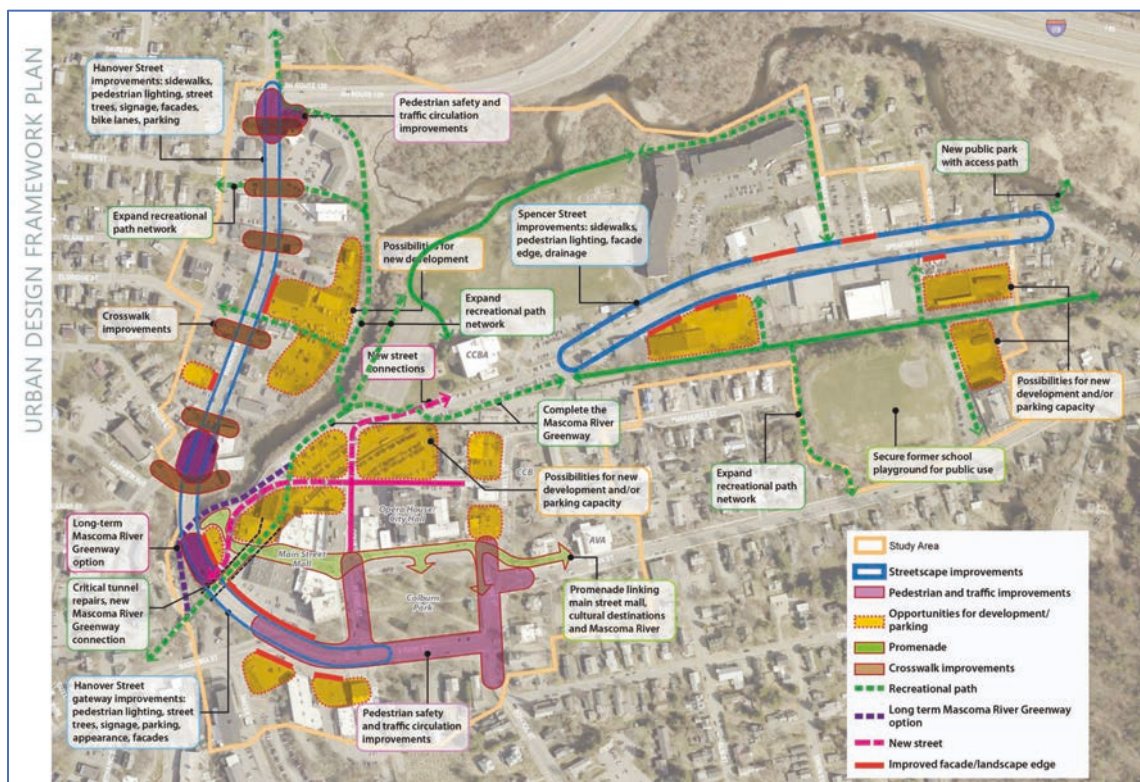
Located near the junction of Interstates 89 and 91; approximately 60 miles northwest of Concord, NH and 90 miles southeast of Burlington, VT

LEBANON DOWNTOWN VISION PLAN

In November 2016, the city completed the Downtown Vision Plan and Tunnel Assessment report for the core area of Downtown Lebanon, including Colburn Park and the major approaches to it as well as sections of the Mascoma River that are part of the historic downtown pattern of development. The purpose of the Downtown Vision Plan was to identify and assess, through citizen engagement and professional analysis, the range of alternatives and feasibility for revising the downtown and to enhance the physical appearance and functionality of the area. The Plan identified opportunities and established alternatives for building (re)development, traffic circulation, bicycle and pedestrian connections, streetscape amenities, and the opportunity to emphasize the city's performing and visual arts institutions as a focal point for downtown.

The Plan was formulated using extensive feedback received through a comprehensive and robust 15-month community engagement process, which resulted in the collection of nearly 1,300 public comments compiled during multiple public engagement meetings, city events, surveys, and web-based comments. The final Downtown Vision Plan, appendices, background studies, presentations, and public comments are available for download from the city's website: (<https://lebanonnh.gov/474/Downtown-Visioning-Study-Tunnel-Project>).

Since the release of the Plan, the city has completed a number of the near-term recommendations, including the rehabilitation of the former rail tunnel passing beneath the Hanover Street pedestrian mall for pedestrian and bicyclist connectivity, which received a 2022 Merit Award of Excellence from PlanNH as an outstanding project. In addition, the city has completed the substantial reconstruction of Spencer Street, creation of a Downtown Tax Increment Finance (TIF) District, and approved updates to the zoning and development regulations applicable within the downtown area.



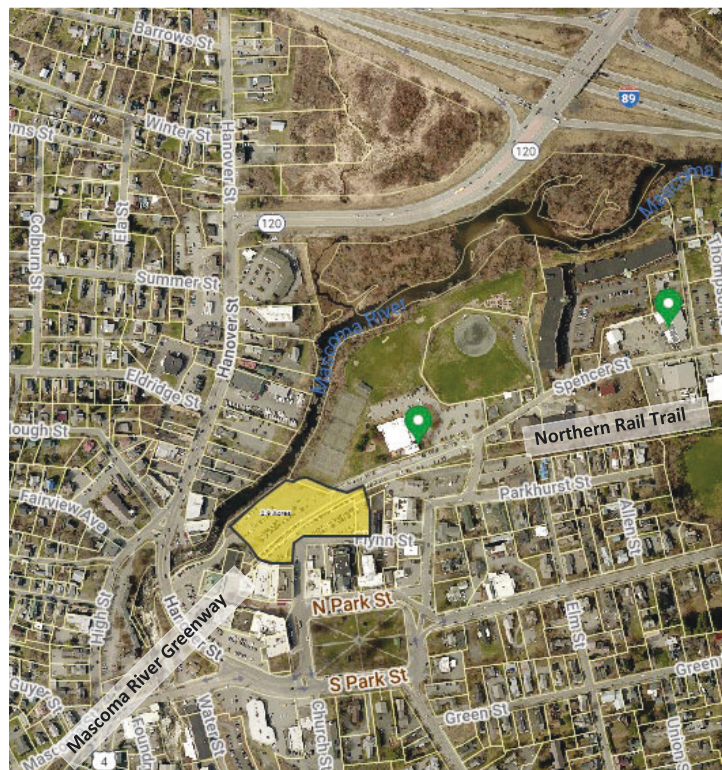
Framework Plan from the 2016 Downtown Vision Plan and Tunnel Assessment report

Now, the city is poised to continue implementing other near-term strategic investments and potential long-term development scenarios to invigorate and further enliven its downtown area. Such investment will bring vitality to the downtown while strengthening the existing connection to the Mascoma River itself. The Downtown Vision Plan is meant to become a resource for the city and an investment roadmap for future developers and property owners as the initiatives and strategies highlighted in the report move forward.

DEVELOPMENT SITE

The Development Site is located along the southerly side of the Mascoma River and is situated north of City Hall and north of the buildings along the Hanover Street pedestrian mall. The +/-2.9-acre parcel is owned by the City of Lebanon and is currently improved with all-day and time-limited surface parking lots. The “upper” and “lower” parking lots are separated by a retaining wall that delineated the southerly side of a former railroad right-of-way, but is now owned by the City of Lebanon. The existing retaining wall need not be maintained depending upon the development strategy proposed.

The Development Site holds great potential for downtown redevelopment, including opportunities to reconnect to the Mascoma River, visually and physically, and to restore and enhance the riverfront area to protect natural resources and create new open space as a significant downtown amenity. Improved connectivity between the Northern Rail Trail and the Mascoma River Greenway is also desired. Any redevelopment of this area must be consistent with the Key Concepts outlined in the Downtown Vision Plan and should carefully consider potential impacts and enhancement opportunities for the surrounding natural and recreational resources and neighborhoods, including pedestrian and bicycle connections, traffic, parking, and infrastructure.



Aerial image of Downtown Lebanon and the Development Site

SITE: 0 HANOVER STREET and 0 FLYNN STREET; TAX MAP 91, LOT 245; TAX MAP 92, LOT 17; and p/o TAX MAP 91, LOTS 230;

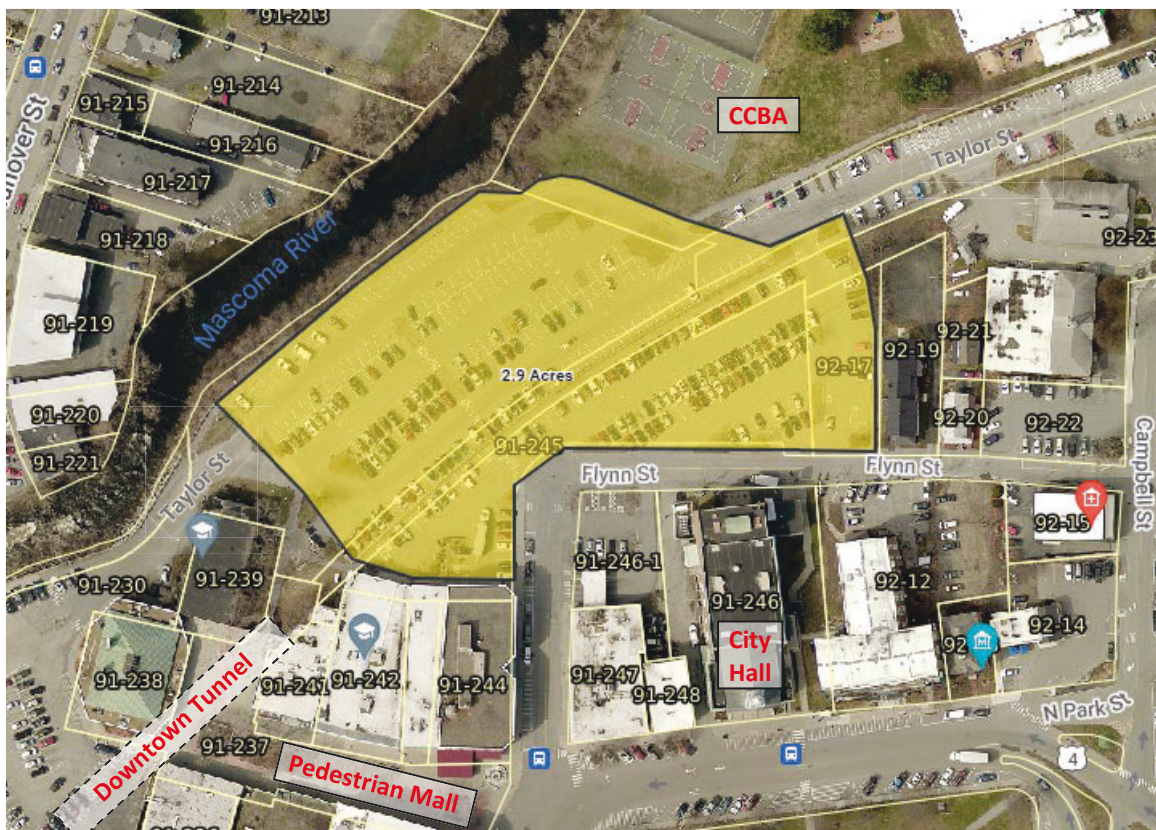
Location: Roughly bounded to the north by the Mascoma River and the CCBA Recreation Fields; to the south by Flynn Street and existing buildings along the Hanover Street pedestrian mall; to the east by the edge of the existing parking lot; and to the west by the Mascoma River and Ledyard Charter School building (Tax Map 91, Lot 239).

Ownership: City of Lebanon

Approximate Lot Size: ~2.9 Acres or ~126,000 Square Feet

Current Use: All-day and time-limited surface parking lots.

Downtown Vision Plan: Development concepts must include the restoration and enhancement of the Mascoma River and the riverfront area along with appropriate connections to the adjacent recreation and green spaces and the downtown core. There is also the opportunity to incorporate connections between the Northern Rail Trail and the Mascoma River Greenway via the recently renovated downtown tunnel. The relocation of Taylor Street and the relocation, incorporation, or replacement of existing parking spaces should be considered. Closer to the downtown core, additional mixed-use development is contemplated to activate and enliven the downtown area.





Aerial photo of Downtown Lebanon with the Development Site highlighted (looking south)

PLANNING PRINCIPLES

The city seeks to develop an implementation strategy for an enhanced downtown experience that rediscovers and restores the Mascoma River and the riverfront area, provides attractive multi-modal connections to and within the downtown area, and maximizes economic development potential, resulting in increased community and economic vitality. The development of this site presents unique challenges and opportunities that will require a thoughtful approach to balance existing uses with new development. Responses to this RFEI must consider the following Key Concepts and planning principles that were developed through the Downtown Vision Plan process:

Reconnect to the Mascoma River: Create an improved and engaging green space along the Mascoma River to act as an attractive amenity for existing and future residents and visitors and provide opportunities for river access and for active and passive recreation.

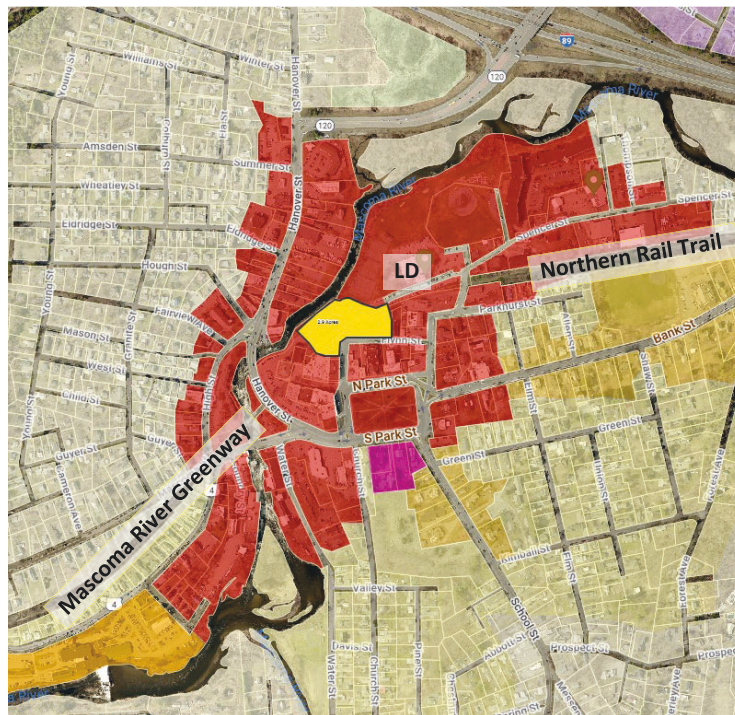
Placemaking: Create a vibrant destination by enhancing the riverfront and building on the civic role of downtown Lebanon and by introducing a mix of complementary land uses focused on improving the pedestrian experience.

Bike/Pedestrian Connectivity: Incorporate pedestrian and bicycle infrastructure and connections to enhance non-motorized access to and along the Mascoma River with appropriate connections to the existing Northern Rail Trail and the Mascoma River Greenway as well as to adjacent neighborhoods and the downtown core.

Economic Development: Develop a financially feasible plan that creates value and introduces a variety of active and engaging uses while balancing neighborhood impacts.

EXISTING ZONING, UTILITIES, AND INFRASTRUCTURE

The Development Site lies within the Lebanon Downtown (LD) zone – a high-density, mixed-use district encompassing much of the city’s downtown area. The LD district regulations are intended to promote an active pedestrian environment consistent with the mixed-use character of the area. The LD district permits a combination of retail, office, restaurant, government, business, service, cultural and entertainment uses, and high-density residential units, as well as other uses that will contribute positively to the vibrancy of downtown Lebanon. (<https://lebanonnh.gov/570/Zoning-Ordinance-Map>).



As an outcome of the Downtown Vision Plan, the city has already modified the zoning and development regulations applicable to the downtown area, including the Development Site, to increase allowed building height, incorporate design requirements, and to adjust the permitted uses of the street level story. However, modified zoning district concepts that clearly advance the stated goals and objectives of the Downtown Vision Plan may be considered. Modifications to existing zoning regulations needed to accommodate an appropriate development concept must:

1. Enhance the form and function for new development with particular attention to ground floor uses and the public realm, and;
2. Include standards for building height and mass that would define a clear transition between the Development Site and surrounding neighborhoods as indicated in the Vision Plan.

Existing Utilities and Infrastructure

The existing sanitary sewer line that services the Development Site is a 36” diameter reinforced concrete pipe that leads directly to the city’s main interceptor line. Existing potable water and stormwater infrastructure capacity appears sufficient to accommodate new development under existing zoning regulations. The “lower parking lot” is considered to be part of Taylor Street and existing roadway connections to the east and west for general vehicular circulation should be

accommodated into the project design. The existing retaining wall separating the upper and lower parking lots need not be maintained depending upon the development strategy proposed.

SUBMISSION REQUIREMENTS

Respondents to this RFEI will be given additional consideration during any subsequent RFP process. Respondents must submit the following information:

A. Respondent Information

Contact information for primary and secondary contacts including name, address, telephone number, and e-mail of the individual(s) who will be authorized to act on behalf of the Respondent to answer questions or requests for additional information.

B. Development Concept Plan

A conceptual development plan must consist of the following elements:

1. A brief narrative identifying how the conceptual development plan will advance the objectives set forth in this RFEI and the Downtown Vision Plan.
2. Identification of the approximate location, size, and intended use of a park or open space along the Mascoma River on the Development Site consistent with the goals and objectives of this RFEI and the Downtown Vision Plan.
3. A brief narrative articulating how the conceptual development plan will enhance existing and future vehicular, pedestrian, and bicycle access from Hanover Street, Spencer Street and the Park Streets, and specifically enhance pedestrian/bicycle access between the Mascoma River Greenway and the Northern Rail Trail.
4. A schematic site plan depicting each land use proposed and how they relate to the entire downtown, the downtown tunnel, the Mascoma River, and Taylor, Flynn and Court Streets.
5. Delineation of the bulk and size of each component of the conceptual development program relative to existing LD zoning regulations and/or discussion of any zoning modifications required to facilitate the conceptual development plan and further advance the goals and objectives of the Downtown Vision Plan.
6. A preliminary plan to maintain and maximize existing parking capacity utilizing district-wide solutions.
7. A description of sustainable building practices and energy efficiency improvements that could be incorporated into the project.
8. An estimate of the economic impact of the conceptual development project, including but not limited to temporary and permanent job creation, increased municipal tax revenue, economic development multipliers, etc.
9. Visual photo simulations or renderings of the conceptual development plan from various public vantage points as viewed from approximately eye level.

SUBMISSION INSTRUCTIONS

A. Submission of Expressions of Interest

One (1) hard copy and one (1) electronic copy in the form of a flash drive/CD or electronic transmittal (Dropbox or similar) of the submission titled “City of Lebanon Downtown Development Opportunity RFEI Response” must be received by the City of Lebanon by **Month Date, Year at x:xx pm** EST at the following address:

City of Lebanon
Planning & Development Department
51 North Park Street
Lebanon, NH 03766
Attn: David Brooks
Planning & Development Director
Re: Lebanon Downtown District Development Opportunity RFEI

B. RFEI Inquiries

The City of Lebanon will accept written questions, via email only, from prospective Respondents no later than **Month Date, Year**. Please submit questions to: Planning@LebanonNH.gov

Written questions must include the requestor’s name, e-mail address, and the Respondent represented. Responses to all timely and appropriate questions will be posted on the City’s website (<https://lebanonnh.gov/682/Bids-RFPs-RFQs-and-RFIs>) by **Month Date, Year**.

The City of Lebanon reserves the right to conduct interviews with or pose questions in writing to Respondents in order to clarify the content and to ensure a full and complete understanding of each submission.

The City of Lebanon reserves the right to modify the RFEI schedule at its discretion. Notification of changes in connection with this RFEI will be made available via the City’s website (<https://lebanonnh.gov/682/Bids-RFPs-RFQs-and-RFIs>).

TERMS OF THIS RFEI

This RFEI is not a request for competitive proposals, and in no way obligates the City of Lebanon to enter into a relationship with any entity that responds to this RFEI or limits or restricts the city’s right to enter into a relationship with an entity that does not respond to this RFEI. In its sole discretion, the city may pursue discussions with one or more entities responding to this RFEI or none at all. The City of Lebanon further reserves the right, in its sole discretion, to cancel this RFEI at any time for any reason. To the extent that the city elects to enter into a relationship with an entity regarding a development proposal, such entity shall be required to comply with the City of Lebanon’s policies.

Information provided in response to this RFEI will become the property of the City of Lebanon and will be subject to public disclosure. If an entity responding to this RFEI believes that a specific portion of its response is exempt from disclosure, the entity must clearly identify that specific information as a “confidential trade secret.” Identification of information as a “confidential trade secret” does not necessarily mean that the information will be exempt from disclosure. The City of Lebanon will make that determination based on the nature of the information and the requirements of New Hampshire Law.

The City of Lebanon is self-represented for this transaction and will not be paying any third-party brokerage fees.

April 1, 2022

TO: Lebanon Economic Development Commission and
Downtown Lebanon TIF Advisory Board

FROM: Kevin Purcell, EDC; Victoria Smith, TIF; Sarah Riley, Conservation
Commission; Chet Clem, EDC

RE: Benefits of enhancing riverfront access and amenities:

Tasked with considering development of the lower parking lots behind city Hall, at our March 16, 2022, meeting, EDC Chair Bill Dunn observed that the only issue on which we have consensus, so far, is the need to improve access and amenities along the Mascoma River, starting next to the lower parking lot. To ensure that direction is in fact warranted, Bill asked that we pull together verifiable supporting information. The quantity of available research and data is extensive but we managed to condense a representative cross section into the following report covering what we felt were the three most important benefits.

The City's Master Plan, adopted in 2012, should remain a primary guide when considering any kind of improvement or development in town. The Plan states "All actions and policies of the government of the City of Lebanon shall be intended first and foremost to benefit the current residents of Lebanon," and recommends the following actions:

- Improvement of bikeways, walkways, and public transit systems (recreational-commuter corridors).
- Stewardship of natural and recreational areas.

Further justification for our discussions can be found in countless case studies and community reports. There is compelling evidence that economic and quality of life benefits can be realized by:

- enhancing access to the Mascoma riverfront
- making improvements to the Mascoma riverfront next to the lower parking lot and
- connecting the MRG to the Tunnel, and through to rail trail

Public access, recreation & education opportunities

The City's Master Plan recognizes "the important role recreational activities play in creating social ties, fostering civic pride, attracting new businesses and residents to the City, while promoting healthy lifestyles and teaching positive values."

New Hampshire has over 10,000 miles of river which historically were used from industrial and sewage waste disposal. We join many towns with rivers who, following years of cleanup efforts,

are now embracing the potential economic and recreational benefits their riverfronts can offer. Berlin was one of the earliest, initiating a Riverfire Festival in 2003 which was so successful that they have steadily continued to find funding to gradually expand the access to the Androscoggin River. Currently Dover and Nashua are in the process of creating large commercial mixed use and recreational developments along their riverfronts while Wilton is enjoying success of their more modest efforts. Franklin and Littleton have both already achieved noticeable success but continue to find opportunities for expansion.

Turning to our rail trail efforts, a 2020 UNH Extension survey found many trail users

- use the trails for multiple activities
- come with their families
- use the trail in more than one season.
- 34.5 % of respondents came to the area primary for the trails
- 5.7% of respondents moved to the area because of our trail system

Economic impact/Return on Investment

Outdoor recreation is a proven stimulus for community revitalization. In 2021 SOBAN, State Outdoor Business Alliance, reported outdoor recreation added \$459.8 billion to the US Economy, creating 5.2 million jobs and \$226 millions in earnings.

In 2019, NH confirmed that our largest industry is tourism, contributing \$5.6 billion to the state economy but in the summer of 2021, all previous records were broken:

- 21% increase in visitors
- \$2.1 billion spent in the summer months alone
- Total fiscal year 2021 ROI generated \$197 in visitor spending for each \$1 invested and
- \$12.08 in tax revenue for each \$1 invested.

According to another UNH report, 228,000 people spent 4.37 million days fishing in New Hampshire freshwater lakes and rivers, spending \$208.5 million on trip and equipment related expenditures.

As stated in the SOBAN report, following the recession of 2008, rural communities without recreation lost population but those rural communities with recreation actually grew.

Benefits for existing businesses

A robust trail system and access to the river will bring people to area who will need goods and services, restaurants, recreation/outdoor equipment. That same 2020 UNH Extension survey found “respondents reported spending an average of \$141.92 each trip to an area of trails which included the following industries:

- food/drink(restaurants)
- food/drink(groceries)

- overnight lodging
- gifts/souvenirs
- equipment
- park/trail fees”

Connecting the Rail Trail to the MRG, and ultimately, to the West Lebanon Greenway will move the city one step closer to an attractive, end-to-end multi-use path.

Sources cited :

http://soban.org/wp-content/uploads/2021/06/2021HE-SOBAN-Report-FINAL-DOWNLOAD_2-2.pdf

<https://extension.unh.edu/economic-dev/nature-economy>

<https://extension.unh.edu/blog/2020/08/rails-trails-lead-skills-success-community-economic-development-intern>

https://www.visitnh.gov/getmedia/92235318-3dfa-482b-bbe0-b6af36b8f039/New-Hampshire-FY2021-ROI-Release_FINAL_1.pdf

<http://extension.unh.edu/blog/2021/03/researching-economic-impact-rail-trails-during-pandemic>

https://www.nh.gov/dot/programs/bikeped/advisory-committee/documents/200110_NHDOT_TechMemo4-EconomicImpactAnalysis.pdf

<https://extension.unh.edu/resource/what-nature-economy>

<https://www.riverfrontparksnow.org/wp-content/uploads/2020/07/Economic-Impact-of-Riverfront-Parks.pdf>

<https://www.riverfrontparksnow.org/wp-content/uploads/2020/07/Economic-Impact-of-Riverfront-Parks.pdf>

<https://headwaterseconomics.org/trail/>

<https://www.adventurecycling.org/advocacy/building-bike-tourism/economic-impact/>

Rails-to-Trails Conservancy, “Resource Library - Benefits of Trails.” www.railstotrails.org/resource-library/results/?collection=Benefits+of+Trails

“Livable City Year” by City of Bellevue, WA and University of Washington, includes case studies (Atlanta Beltline, etc.) and Business Case Studies that look at how retailers, cafes, and breweries along trail in Seattle area. https://lcy.be.uw.edu/wp-content/uploads/sites/35/2019/09/LCY_TrailDevelopment.pdf

“The Right Path: A Trail-Oriented Development Primer” by Houston-Galveston Area Council, speaks to partnerships necessary to advance these projects. <https://www.h-gac.com/getmedia/3b4cadce-1cfc-40e2-862d-916a638d958e/The%20Right%20Path%20-%20A%20Trail-Oriented%20Development%20Primer%20FINAL.pdf>

To: Shaun Mulholland
51 North Park Street
Lebanon, NH 03766

Date: May 9, 2025

VHB Project #: 53082.00

From: Kevin Daigle, PE
James Macpherson, PE

Re: Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment

Executive Summary

This memorandum summarizes the findings of the condition assessment of the concrete retaining wall and timber guardrails located in the parking lot behind Flynn Street in Lebanon, New Hampshire. The retaining wall and guardrails are owned and maintained by the City of Lebanon. The City of Lebanon requested that VHB evaluate the condition of the retaining wall and guardrails to assist with an upcoming parking lot redevelopment project. Planning level recommendations are provided for consideration at the end of the memo and additional photos from the assessment can be found in Appendix A.

Assessment Procedure Summary

On April 30, 2025, VHB's engineering staff evaluated the retaining wall and guardrails. The assessment consisted of a visual and limited tactile condition assessment and documentation of the wall and rail height, length, materials, and layout. The assessment was led by a Professional Engineer, licensed in the State of New Hampshire.

Wall and Guardrail Description and Condition Summary

The retaining wall is approximately 400 feet long, generally runs west to east, and separates the upper and lower portions of the parking lot. For the purposes of the evaluation, the wall was broken into three segments based on construction type:

- › Wall Segment #1 – The westerly 32 feet of the wall constructed with three-foot-wide square concrete blocks with a 10-inch by 12-inch concrete cap. This section of wall ranges in height from approximately 3'-6" to 4'-6".



Photo 1 – General View of Wall Segment #1

- › Wall Segment #2 – The middle 161 feet of wall constructed with cast-in-place concrete. This section of wall ranges in height from approximately 4'-6" to 7'-10" and varies in thickness (top) from 12 inches to 17 inches.



Photo 2 – General View of Wall Segment #2

- › Wall Segment #3 – The easterly 197 feet of wall constructed with 3'-10" x 1'-6" precast concrete modular blocks. This section steps in height and ranges from approximately 6'-3" to 8'-6". This segment also includes a 19-foot section of return wall that turns towards the north. The return wall section steps in height, ranges from approximately 1'-8" to 6'-6" tall and is of similar construction to the rest of the segment. There is a concrete cap that runs approximately half the length of the wall on the easterly end of the segment.



Photo 3 – General View of Wall Segment #3

For the purposes of the evaluation, the guardrail was broken into two segments based on location:

- › Guardrail Segment #1 – This segment is approximately 440 feet long and runs along the top of the retaining wall and extends beyond the wall on the westerly end. The wall is constructed from 6x6 timber post spaced at six to eight feet and two 4x6 timber rails. The rail ranges in height from approximately 2'-0" to 2'-3".



Photo 4 – General View of Guardrail Segment #1

- › Guardrail Segment #2 – This segment is approximately 350 feet long and runs along the northerly edge of the parking lot, adjacent to the Mascoma River. The wall is of similar construction to Wall Segment #1, except the railings are 2x6 timbers and the wall is approximately 1'-8" tall.



Photo 5 – General View of Guardrail Segment #2

Wall Segment #1 – Condition Summary and Observations

Except for the deficiencies noted below, the wall was in **satisfactory condition overall**. The wall was sounded with a hammer and no delamination or new spalls were discovered. There was no indication that the wall was tipping, leaning, or of differential settlement. See Photos 1, 6, and 7.

1. The concrete blocks have isolated locations of scaling, spalls, and cracks. Under one of the blocks there is a void approximately seven inches high.
2. The concrete cap has cracks up to 1/8 inch wide, spaced every four to six feet.
3. The triangular “closure” portion of the wall between Segment #1 and #2 is constructed with bricks. Several of the bricks were loose due to deteriorating and missing mortar.

Wall Segment #2 – Condition Summary and Observations

Except for the deficiencies noted below, the wall was in **fair condition overall**. The wall was sounded with a hammer and no delamination or new spalls were discovered. There was no indication that the wall was tipping, leaning, or of differential settlement. See Photos 2 and 8 through 11.

1. On the face of the wall, there is “map cracking” throughout 100 percent of the westerly 112 feet of wall (12-inch-thick section). The cracking is typically “hairline” and less than 0.01 inches wide. Note, cracking of this nature is often an indication of Alkali-Silica Reaction (ASR) within the concrete. Additional information on ASR is provided in the recommendations section.
2. On the face of the wall, there are several full height vertical cracks 0.05 inches wide on average and multiple horizontal cracks, ranging in length, and up to 0.02 inches wide. There was efflorescence within and around the portions of the cracks and signs of water seepage through the cracks. Note, the vertical cracks were located at the midpoint between contraction and/or construction joints, which could indicate insufficient joint spacing.
3. The wall has no weeper holes.
4. A portion of the wall on the easterly end of the segment has been patch-repaired. The patch-repairs were sound and in satisfactory condition.

Wall Segment #3 – Condition Summary and Observations

Except for the deficiencies noted below, the wall was in **good condition overall**. The wall was sounded with a hammer and no delamination or new spalls were discovered. There was no indication that the wall was tipping, leaning, or of differential settlement. See Photos 3 and 12 through 14.

1. There was vegetation growing through the joints between the modular blocks.
2. There is one block on the top of the return wall section that is dislodged. There is a crack in the concrete cap above this block.
3. The silicone caulking within the joints in the concrete cap is deteriorated.
4. The galvanized steel stairs attached to the wall were in good condition.

Guardrail Segments #1 and #2 – Condition Summary and Observations

The guardrail segments were in **poor condition overall**, see Photos 4, 5, and 15 through 19. Specific deficiencies include:

1. Timber rot and deterioration in multiple posts and railing members.
2. Broken or missing railing members and bent connection bolts at several locations.
3. Two of the guardrail posts in Guardrail Segment #1 appear to have been impacted by a vehicle. These posts are loose and can be moved by hand. Note, the wall below these posts did not appear to be affected by the impact.
4. The guardrails are both adjacent to sidewalks, however they do not appear to be ADA or AASHTO compliant.
5. The guardrails appear to be functionally obsolete and not capable of stopping an errant vehicle.

Planning Level Recommendations

Guardrails

It is recommended that both guardrail segments be replaced due to their poor condition and inadequate geometry. Replacement alternatives should consider applicable ADA and AASHTO requirements and desired aesthetics and future service life.

Modular blocks wall systems, such as retaining wall segment #3, typically use of geogrid reinforcing to stabilize the wall from overturning forces. This geogrid typically extends through the soil behind the wall in horizontal layers. Caution should be taken to not damage any geogrid reinforcing when removing and installing the guardrail behind the wall segments.

Retaining Walls

The three retaining wall segments do not appear to be in imminent danger of failure. However, consideration should be given to the desired aesthetics and service life of the walls as part of the overall parking lot redevelopment project.

Retaining Wall Segment #1 should be repaired, encased, or replaced to improve the aesthetics and service life as required to meet the project goals.

Retaining Wall Segment #2 has indications of Alkali-Silica Reaction (ASR) within the concrete. ASR occurs when the aggregates within the concrete have a high silica content, and they react to the alkali hydroxides in the cement. This reaction causes a gel to form around the aggregates, which absorbs water, expands, and cracks the concrete. Some repairs such as patching, coatings, and crack sealing can slow the progression of ASR, but there is no way to completely arrest or reverse ASR within concrete. If present ASR, will continue to crack the concrete, compromising the durability and structural integrity of concrete elements.

It is recommended that Retaining Wall Segment #2 be tested for ASR. Common testing methods include Petrographic Analysis or Nonlinear Acoustic analysis and require cored samples to be taken from the wall. Based on the results of the tests the wall should be repaired, encased, or replaced to improve the aesthetics and service life as required to meet the project goals. If the wall is repaired or encased, weeper holes or underdrains should be added to alleviate water build up behind and improve the durability of the walls.

Retaining Wall Segment #3 is in good condition overall. It is recommended that the vegetation between blocks be removed, and the damaged areas be replaced or repaired. If Wall Segments #1 and #2 are replaced, consideration should be given to replacing Wall Segment #3 for consistent aesthetics and uniform service life.

As part of the parking lot redevelopment project, drainage should be evaluated. It is recommended a drainage system be developed to contain and/or direct water away from the walls. Limiting the wall's repeated exposure to water and deicing chemicals will improve durability and service life.

**Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment**



Photo 6 – Void Under Block in Wall Segment #1



Photo 7 – Loose Bricks Between Wall Segment #1 and #2

Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment



Photo 8 – Map Cracking and Efflorescence on Wall Segment #2

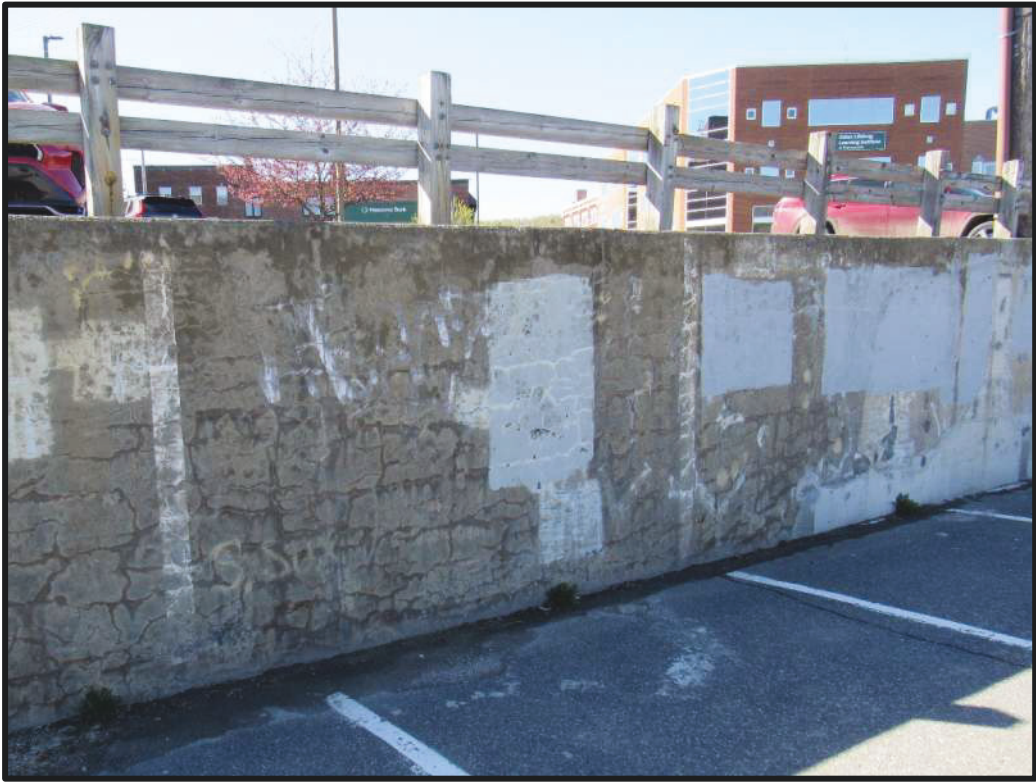


Photo 9 – Map Cracking and Efflorescence on Wall Segment #2

Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment



Photo 10 – 1/16th Inch Wide Vertical Crack on Wall Segment #2



Photo 11 – Patch Repairs on Face of Wall Segment #2 Return Wall

Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment



Photo 12 – Vegetation Growing Between Joints in Wall Segment #3



Photo 13 – Loose Block and Crack in Cap of Wall Segment #3 Return Wall

Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment



Photo 14 – Stairs Attached to Wall Segment #3



Photo 15 – Deteriorated Railing Members in Guardrail Segment #1

Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment



Photo 16 – Broken Railing Members in Guardrail Segment #1

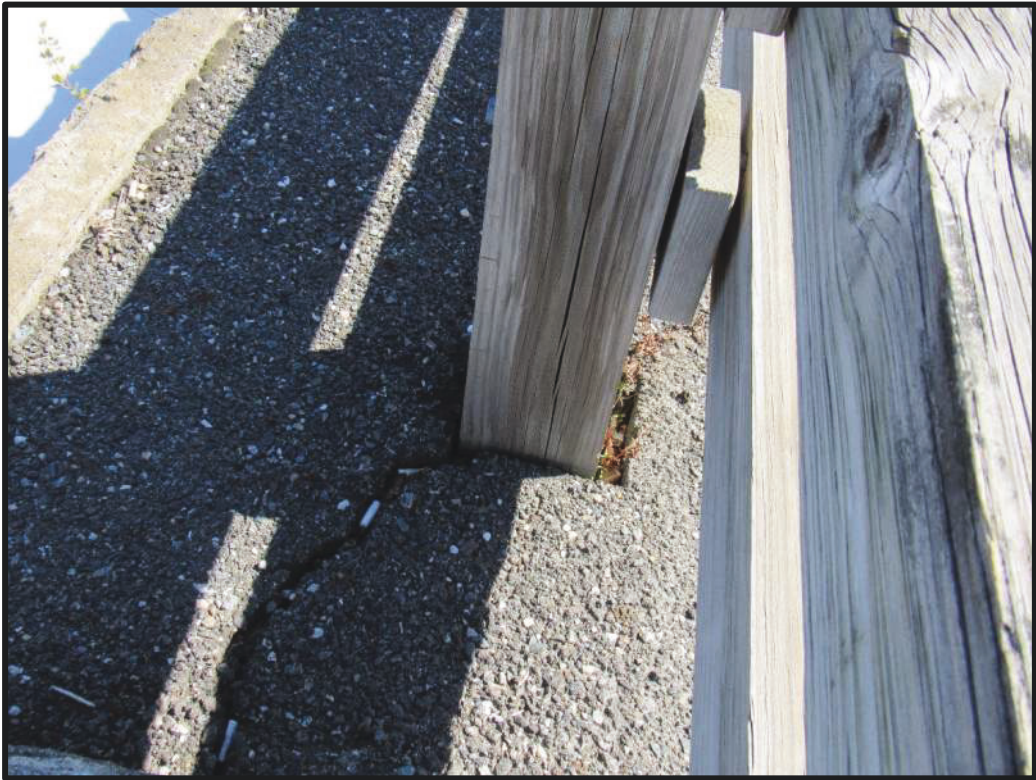


Photo 17 – Loose Post in Guardrail Segment #1

**Appendix A - Photographs
Lebanon Downtown Redevelopment
Parking Lot Retaining Wall and Guardrail Assessment**



Photo 18 – Broken Railing Members in Guardrail Segment #2



Photo 19 – Broken Railing Members in Guardrail Segment #2



To: Shaun Mulholland
51 North Park Street
Lebanon, NH 03766

Date: May 14, 2025

Memorandum

Project #: 53082.00

From: Eric Gerade, PE
Stephanie Hudock, PE

Re: Lebanon Downtown Redevelopment – Parking Lot Assessment

Introduction

The City of Lebanon, New Hampshire has requested VHB to provide consulting services in support of the Downtown Parking Lot Redevelopment Project to provide an assessment of the municipal parking lot area focused on the retaining wall, guardrails, sidewalks and drainage outfall. (the Project). The municipal parking lot evaluated is located between the Mascoma River, River Valley Community College, Court Street, and Flynn Street (Figure 1: Site Location Map). The parking lot consists of parking spaces, landscaping islands, and sidewalks. It is split into two levels of parking with a retaining wall. Associated drainage structures collect stormwater runoff and convey it to the Mascoma River through a closed drainage network.

Retaining Wall Evaluation

A Structural Engineer from VHB evaluated the timber guardrail and retaining wall supporting the upper level of the parking lot behind Flynn Street and approximately 300 linear feet of guardrail along the Mascoma River. The field evaluation consisted of a visual and limited tactile condition assessment of the height, length, materials, and layout. Refer to the attached memorandum "Lebanon Downtown Redevelopment Parking Lot Retaining Wall and Guardrail Assessment".

Erosion Assessment

VHB completed a visual inspection of the existing erosion at the drainage outlet headwall, which contains 24-inch and 15-inch drainage outfall pipes. The current outlet configuration includes both pipes discharging through the headwall into a riprap channel approximately 35 feet long, which conveys flow to the Mascoma River.

During the inspection, VHB staff observed significant erosion around the headwall. Most of the existing riprap has been displaced, exposing the underlying fabric. Beyond the immediate discharge area, riprap within the channel bed has been partially eroded, while the side slopes have experienced more extensive erosion. The voids in the remaining riprap are filled with fine sediments. Dense brush and small trees surround the headwall and riprap channel. The original condition of the outlet protection is unknown, so the full extent of the erosion could not be definitively determined.

VHB recommends replacing the existing outlet protection; however, the headwall appears to be in good condition and should be maintained. VHB calculated the maximum capacity of the 24 and 15-inch outlet pipes and used the cumulative flow to preliminary size adequate outlet protection. The combined peak flow to the outfall is approximately 22 cubic feet per second (cfs) with an estimated velocity of 5 feet per second (fps).

It is recommended that the existing riprap and fabric be removed and replaced with an improved outlet protection configuration. A scour basin is also recommended to help dissipate energy and reduce erosive forces. The elevation of the drainage outfalls is approximately 568 feet, while the estimated 100-year floodplain elevation at the outfall location is 577 feet. According to the Flood Insurance Study, the headwall is located between Cross Sections O and P, where the river velocity increases from 3.76 fps to 12.09 fps. Although Class B riprap would be sufficient for the outlet velocity, Class C riprap is recommended to withstand the higher velocities observed in the adjacent river channel.

- › Class C Stone
- › Class 2 Geotextile Fabric
- › Scour Basin
 - Basin Length: 15 ft
 - Basin Width: 20 ft
 - Basin Depression: 1.3 ft
 - Riprap Depth: 2.4 ft
- › Rip Rap Channel
 - Channel Length: 35 ft
 - Channel Width: Start at 20 ft and transition to existing channel width
 - Channel Side Slopes: 2:1
 - Riprap Depth: 2.4 ft

Site Evaluation

VHB's field evaluation consisted of a visual assessment and documentation of the type and area of sidewalks. General conditions of the sidewalks and accessible curb ramps (ACR) were evaluated onsite.

The site consisted primarily of bituminous asphalt for both the sidewalks and vehicular travel ways. Overall, the sidewalk conditions on site were observed to be in fair condition with minor cracking in numerous locations. It is recommended that cracking within the sidewalks be sealed to avoid further deterioration of the bituminous asphalt and help reduce potential tripping hazards. Refer to Figure 2: Existing Sidewalk Plan for the location of the sidewalks. Concrete sidewalk sections were also observed where ACRs have been installed. These ramps and tactile warning panels appear in good condition.

Additionally, VHB's field evaluation also consisted of a visual assessment and documentation of the curbing within the site. The curbing on site, which is predominantly vertical granite curb (VGC) is in fair to poor condition. A substantial amount of curbing appears to be damaged and is experiencing cracking, misalignment, and deterioration. It is recommended that a majority of the vertical granite curb be removed and reset with existing curb sections that can be salvaged and supplemented with new curbing for the sections in disrepair when the next major pavement project within the parking lot is completed. Until then, the curbing condition should be monitored and any critical curbing that has failed should be replaced. Refer to Figure 3: Site Improvement Plan, for recommended areas of new vertical granite curb.

Additionally, the pavement conditions throughout the site were observed to be in fair condition with cracking and deterioration observed throughout the evaluation. It is recommended, at a minimum, that crack sealing be performed

on site to extend the life of the pavement. Additionally, for a long term solution, VHB recommends that a full pavement analysis be performed by a geotechnical and/or pavement engineer to perform pavement cores to understand the subgrade and pavement condition and to evaluate proper replacement methods for the City's desired duration, which could include solutions such as full depth reconstruction, pavement reclamation, or mill and overlay. Depending on the level of repair or replacement, consideration should be given to drainage improvements throughout the parking facility to provide water quality benefits. Areas denoted in Figure 3: Site Improvement Plan show the extent of where crack seal repair should take place.

DRAFT

Site Photographs

DRAFT



Image 1. Sidewalk Condition (Northwest view)



Image 2. Sidewalk Condition (Southwest View)



Image 3. Sidewalk Condition (Southeast View)



Image 4. Sidewalk Condition (Southwest View)



Image 5. Sidewalk Condition (Southeast view)



Image 6. Sidewalk Condition (Northeast View)



Image 7. Sidewalk/Curb Condition (South view)



Image 8. Curb Condition (East View)



Image 9. Curb Condition (West view)



Image 10. Pavement Condition (South View)



Image 11. Pavement Condition (North view)



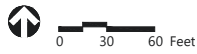
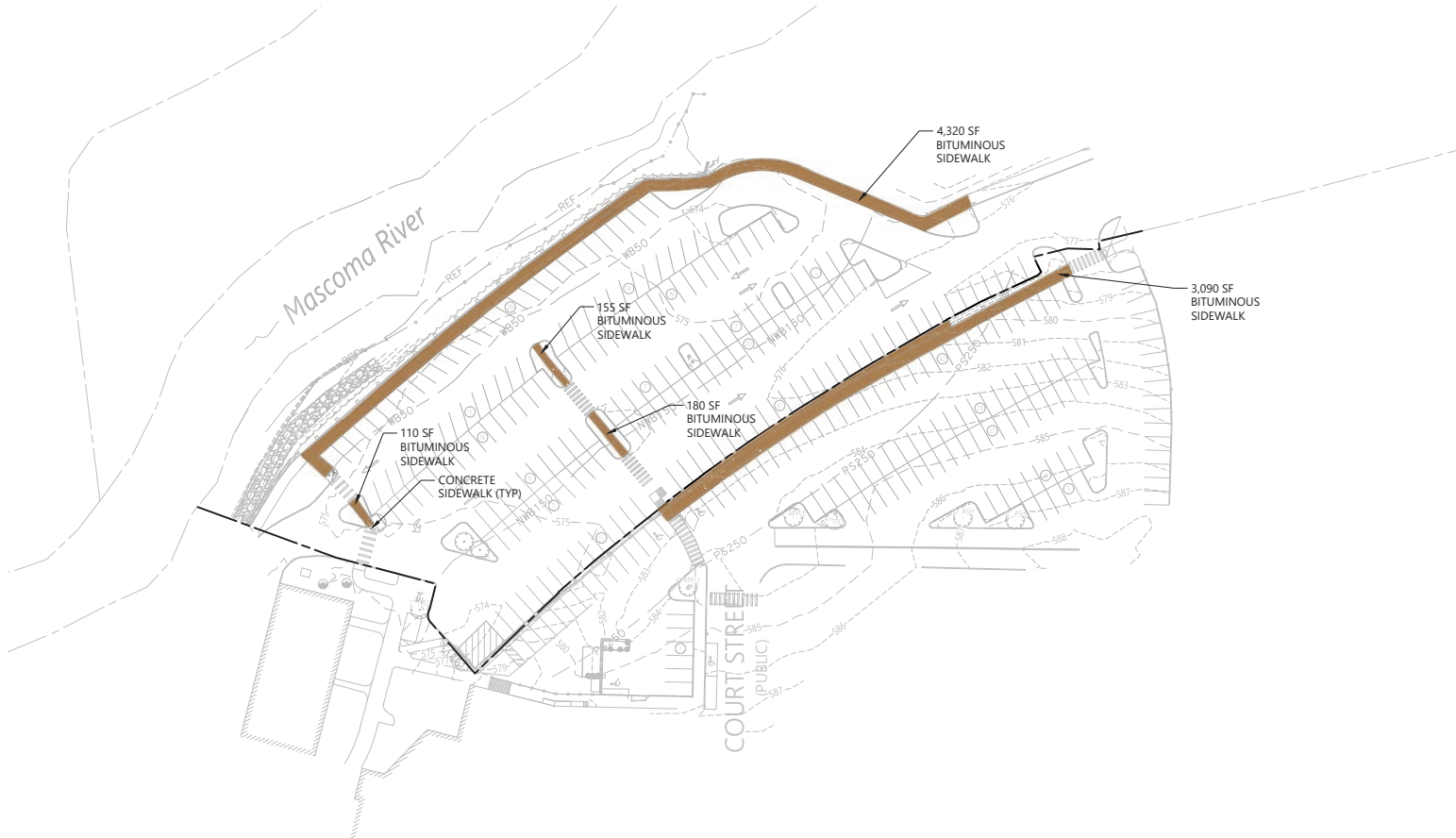
Image 12. Outlet Condition (North view)



Site Location Map
Downtown Parking Lot
Redevelopment Project
Lebanon, New Hampshire

Figure 1

May 2025




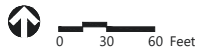
 Existing Sidewalk Plan
Downtown Parking Lot
Redevelopment Project
Lebanon, New Hampshire

Figure 2
May 2025



vhb Site Improvement Plan
Downtown Parking Lot
Redevelopment Project
Lebanon, New Hampshire

Figure 3
May 2025

NHMBB New Hampshire Municipal Bond Bank

2024 SERIES C NON GUARANTEED

Beginning January 1, 2025, All debt service payments will be required to be paid by ACH/Wire

20 YEAR DEBT SCHEDULE FOR

CITY OF LEBANON - PROJECT #9

*rev, 1455-3934-1100 - 2021-7211-1455
exp, 1455-4909-4312 - 2021-8211-1455*
Spencer St. Imp.

DATE PREPARED:	07/12/24	Total Proceeds	\$1,000,000.00
BONDS DATED: 07/10/24	08/15/24	Premium to Reduce Loan	\$89,100.00
INTEREST START DATE:	08/07/24	Amount of Loan to be Paid	\$910,900.00
FIRST INTEREST PAYMENT:	02/15/25		
TRUE INTEREST COST:	3.74%		

DEBT YEAR	PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	TOTAL PAYMENT*	CALENDAR YEAR OUTSTANDING TOTAL PAYMENT	INTEREST
	02/15/25				\$23,785.08	\$23,785.08		\$447,223.19
1	08/15/25	\$910,900.00	\$45,550.00	5.100%	22,772.95	68,322.95	\$92,108.03	424,450.24
	02/15/26				21,611.43	21,611.43		402,838.81
2	08/15/26	865,350.00	45,550.00	5.100%	21,611.43	67,161.43	88,772.86	381,227.38
	02/15/27				20,449.90	20,449.90		360,777.48
3	08/15/27	819,800.00	45,550.00	5.100%	20,449.90	65,999.90	86,449.80	340,327.58
	02/15/28				19,288.38	19,288.38		321,039.20
4	08/15/28	774,250.00	45,550.00	5.100%	19,288.38	64,838.38	84,126.76	301,750.82
	02/15/29				18,126.85	18,126.85		283,623.97
5	08/15/29	728,700.00	45,550.00	5.100%	18,126.85	63,676.85	81,803.70	265,497.12
	02/15/30				16,965.33	16,965.33		248,531.79
6	08/15/30	683,150.00	45,550.00	5.100%	16,965.33	62,515.33	79,480.66	231,566.46
	02/15/31				15,803.80	15,803.80		215,762.66
7	08/15/31	637,600.00	45,550.00	5.100%	15,803.80	61,353.80	77,157.60	199,958.86
	02/15/32				14,642.28	14,642.28		185,316.58
8	08/15/32	592,050.00	45,550.00	5.100%	14,642.28	60,192.28	74,834.56	170,674.30
	02/15/33				13,480.75	13,480.75		157,193.55
9	08/15/33	546,500.00	45,550.00	5.100%	13,480.75	59,030.75	72,511.50	143,712.80
	02/15/34				12,319.23	12,319.23		131,393.57
10	08/15/34	500,950.00	45,550.00	5.100%	12,319.23	57,869.23	70,188.46	119,074.34
	02/15/35				11,157.70	11,157.70		107,916.64
11	08/15/35	455,400.00	45,550.00	5.100%	11,157.70	56,707.70	67,865.40	96,758.94
	02/15/36				9,996.18	9,996.18		86,762.76
12	08/15/36	409,850.00	45,550.00	5.100%	9,996.18	55,546.18	65,542.36	76,766.58
	02/15/37				8,834.65	8,834.65		67,931.93
13	08/15/37	364,300.00	45,550.00	5.100%	8,834.65	54,384.65	63,219.30	59,097.28
	02/15/38				7,673.13	7,673.13		51,424.15
14	08/15/38	318,750.00	45,550.00	5.100%	7,673.13	53,223.13	60,896.26	43,751.02
	02/15/39				6,511.60	6,511.60		37,239.42
15	08/15/39	273,200.00	45,550.00	5.100%	6,511.60	52,061.60	58,573.20	30,727.82
	02/15/40				5,350.08	5,350.08		25,377.74
16	08/15/40	227,650.00	45,550.00	5.100%	5,350.08	50,900.08	56,250.16	20,027.66
	02/15/41				4,188.55	4,188.55		15,839.11
17	08/15/41	182,100.00	45,550.00	5.100%	4,188.55	49,738.55	53,927.10	11,650.56
	02/15/42				3,027.03	3,027.03		8,623.53
18	08/15/42	136,550.00	45,550.00	5.100%	3,027.03	48,577.03	51,604.06	5,596.50
	02/15/43				1,865.50	1,865.50		3,731.00
19	08/15/43	91,000.00	45,500.00	4.100%	1,865.50	47,365.50	49,231.00	1,865.50
	02/15/44				932.75	932.75		932.75
20	08/15/44	45,500.00	45,500.00	4.100%	932.75	46,432.75	47,365.50	0.00
TOTALS			\$910,900.00		\$471,008.27	\$1,381,908.27	\$1,381,908.27	

*Debt service payments are due 30 days prior to the payment date per sections four and five of the loan agreement



Cost Opinion

Project Downtown Parking Lot Project # 53082.03
 Location Lebanon, NH
 Calculated by BJZ Date 06/04/2025
 Checked by EKG Date 06/04/2025
 Title Summary
 (Engineer's Opinion of Probable Site Work Costs)

SITE WORK CONSTRUCTION TIMELINE SUMMARY

Item	Short-Term	Mid-Term	Long-Term	Total Costs
Erosion Control Improvements	\$10,000	-	-	\$10,000
Pavement, Sidewalk & Guardrail Improvements	\$100,000-\$150,000 (Seal Coat Optional)	\$630,422	\$1,237,712	\$1,968,134-\$2,018,134
Retaining Wall Improvements	-	\$420,000	-	\$420,000

Intent:

This cost opinion is intended to provide order-of-magnitude costs associated with the major site work construction items. The costs should be used for general planning purposes only and should not be relied on to obtain project financing. Actual site work construction costs may differ from the order-of-magnitude costs based on contractor bids, material costs, labor rates, etc. occurring at the time of construction.

Plan Reference

Quantities are based on field observations and measurements, as well as evaluation report shown to the City, dated May 14, 2025.

Exclusions:

- Engineering design services
- Performance bonds
- Inspection and testing
- Mobilization
- Dewatering
- Rock/ledge excavation & trenching
- Building demolition
- Building construction
- Sidewalks, conc. pads, stairs, etc. adjacent to building(s)
- Electrical transformer, meters, etc.
- Environmental remediation costs
- Assumes on-site materials are suitable for reuse



Cost Opinion

Project Downtown Parking Lot Project # 53082.03
 Location Lebanon, NH
 Calculated by BJZ Date 06/04/2025
 Checked by EKG Date 06/04/2025
 Title Breakdown
 (Engineer's Opinion of Probable Site Work Costs)

Item No.	Item Description	Units	Unit Cost	Quantity	Cost	Subtotal
1.00	Short-Term Parking Lot Improvements					\$157,080
1.01	Crack Seal	LB	\$3.00	1,370	\$4,110	
1.02	Asphalt Emulsion Seal Coat	GAL	\$20.00	2,280	\$45,600	
1.03	Removal of Damaged Curb	LF	\$6.00	390	\$2,340	
1.04	Vertical Granite Curb	LF	\$60.00	390	\$23,400	
1.05	Removal of Existing Wood Guardrail	LF	\$20.00	850	\$17,000	
1.06	Wood Guardrail	LF	\$50.00	850	\$42,500	
1.07	Parking Lot Markings & Restriping	LF	\$1.00	7,040	\$7,040	
1.08	Contingency	%	20.0	75,450	\$15,090	
2.00	Mid-Term Parking Lot Improvements					\$630,422
2.01	Mill & Overlay of Bituminous Pavement Surfaces	SY	\$35.00	12,655	\$442,925	
2.02	Removal of Remaining Curb	LF	\$6.00	1,160	\$6,960	
2.03	Vertical Granite Curb	LF	\$60.00	1,160	\$69,600	
2.04	Parking Lot Markings & Restriping	LF	\$1.00	7,040	\$7,040	
2.05	Contingency	%	20.0	519,485	\$103,897	
3.00	Long-Term Parking Lot Improvements					\$1,237,712
3.01	Removal of Existing Pavement and Subbase	CY	\$8.00	8,435	\$67,480	
3.02	12" Gravel Sub Base	TON	\$50.00	5,695	\$284,750	
3.03	3" Hot Mix Bituminous Asphalt	TON	\$258.00	2,135	\$550,830	
3.04	Removal of Existing Sidewalks	SY	\$15.00	875	\$13,125	
3.05	Hot Mix Bituminous Sidewalk	SY	\$125.00	875	\$109,375	
3.06	Parking Lot Markings & Restriping	LF	\$1.00	7,040	\$7,040	
3.07	Contingency	%	20.0	1,025,560	\$205,112	
4.00	Erosion Control Measures					\$9,954
4.01	Removal of Existing Rock & Rip Rap	CY	\$25.00	45	\$1,125	
4.02	Class C Rip Rap	CY	\$70.00	95	\$6,650	
4.03	Class C Geotextile Fabric	SY	\$4.00	130	\$520	
4.04	Contingency	%	20.0	8,295	\$1,659	
5.00	Retaining Wall Replacement					\$420,000
5.01	Cast-In-Place Retaining Wall	LS	\$350,000	1	\$350,000	
5.02	Contingency	%	20.0	350,000	\$70,000	

1 impact on the City’s residents and assist the Council in understanding the projects full financial impact.

2
3 Mr. Simms also spoke about financial policies, fraud, audits, etc. In conclusion, they look to help the
4 Council in making decisions so Lebanon can responsibly grow and reinvest in its future.

5
6 **Councilor Zook arrived at approximately 8:30 PM.**

7
8 **Council/Staff Comments:**

9 Councilor McNamara and Mayor Whittlesey both spoke about how discussions with this group was one of
10 cooperation, noting a lot of hard work went into this report.

11
12 The Council and Ms. Key, Ms. Mercer and Mr. Simms had lengthy discussions regarding the Council’s
13 concerns and questions such as: Adding another layer to City’s budget process; recruitment of volunteers
14 on this committee; meetings of the Committee (quarterly and more when needed); trust in the City’s budget
15 process by its residents; the differences between Hanover, NH’s Financial Committee Budget reports (i.e.,
16 written in a way their residents can understand) vs. Lebanon’s Financial Budget Reports (i.e., how Lebanon
17 should have a taxpayer-friendly synopsis of the budget that would invite more trust/honesty/credibility in the
18 Council); the differences between Hanover and Lebanon and how they both have different governance
19 requirements under State Law; the need to understand the complexities and processes of how Lebanon’s
20 budget process works; the misunderstanding of the City’s Debt Limit by residents; the training/educational
21 time needed by volunteers to understand how State/Federal Laws and municipal budgets work and how that
22 could be done (i.e., reaching out to the NHMA (New Hampshire Municipal Association) to see what they
23 have for continuing education and reaching out to Portsmouth, NH to see how their reporting is generated);
24 the expenditures the proposed Finance Committee would require (i.e., recording secretary and the potential
25 burden on City Staff); the groundwork that needs to be done on an Ordinance and the implications from NH
26 State Law; the urgency and/or need to implement this committee now; and, what would happen with the
27 trust from Lebanon residents if the Council did not accept the recommendations from the Lebanon Finance
28 Advisory Committee.

29
30 Mayor Whittlesey and Assistant Mayor Wilkie spoke about the processes that would be needed in order to
31 implement the Lebanon Finance Advisory Committee, which is the same processes that have taken place by
32 other Boards/Committees/Commissions.

33
34 Interim City Manager Wozmak spoke about his reasons why he felt the City’s administration has an
35 obligation to make the delivery and presentation of budget materials more understandable and succinct to
36 residents.

37
38 Councilor Simon noted that a yes/no vote could not take place at this meeting because there was not a
39 properly noticed Public Hearing. He suggested the Council start the process by laying out a roadmap for the
40 City Manager to follow before a Public Hearing is scheduled (i.e., the amount of timing it takes to get
41 applications out, the legalities of bringing this Committee onboard, and review what they can and cannot
42 do). Let’s get all these questions answered before we (the Council) formulate any further decision.

43
44 Mayor Whittlesey concurred with Councilor Simon.

45
46 City Manager Wozmak will work on this charge to make the budget process as clear; simple; concise; and
47 informative as possible, this would also include the messaging to residents.

48
49 **ACTION: No Action Taken By the Council at this time.**

50 **F. Discussion Regarding Future of Downtown Lebanon Tax Increment Finance (TIF) District**

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Included in the agenda packet: **(All supportive documents and detailed information, including maps can be found on pages 113-185, Council agenda packet)**

- 1. 2018-07-11 TIF District Documents
- 2. 2018-07-11 City Council Minutes
- 3. Downtown Tunnel Bond Payment Schedules
- 4. 2022-07-25 City Council Agenda Cover Page RFEI
- 5. 2025-05-14 DRAFT VHB Retaining Wall Report
- 6. 2025-05-14 VHB Site Assessment

Information available but not included in this section:

- 1. [2016 Downtown Visioning Study & Tunnel Project – Executive Summary](#) and [Full Report](#)
- 2. **2025 Downtown Parking Lot Redevelopment Study – Final Report**

Deputy City Manager David Brooks reviewed the background and history of the Lebanon Downtown TIF District. We have had a couple of discussions recently about the back parking lot project. We are still working with the consultant to get cost estimates and more information about what the priorities are with respect to the infrastructure (i.e., retaining wall; the guardrails; sidewalks, etc.). He also noted that the Lebanon Downtown TIF District is a very large district and was uncertain if all the potential projects that could occur within that district have been fully evaluated, since we have been focused on the back parking lot for many years now.

BACKGROUND

On July 11, 2018, the City Council voted to establish a municipal economic development and revitalization district pursuant to NH RSA 162-K, which was named the Downtown Lebanon Tax Increment Finance (TIF) District, along with the supporting Development Program, Financing Plan, and Administration Plan. The Development Plan was based on the 2016 Downtown Vision Plan and Tunnel Assessment study. The City reconstructed the downtown tunnel and TIF funds have been used to pay for the annual debt service on the bonds issued to pay for the reconstruction.

The creation of the Downtown TIF District established a baseline of the assessed valuation of the properties within the TIF District at the time of approval. The taxes raised on that “baseline” assessed valuation within the TIF District are distributed as normal to the City, the Lebanon School District, the Statewide Education Property Tax, and Grafton County. Any new or increased assessed valuation after the creation of the TIF District is referred to as incremental assessed valuation due to new development or a change in valuation due to reassessment or appreciation of property valuations. The taxes (City, School District, SWEPT, County) generated from that new, incremental assessed valuation are deposited in the Downtown TIF Fund.

On August 3, 2022, the City issued a request for expressions of interest (RFEI) for the development of the surface parking lots behind City Hall. Three proposals were received in November of 2022. Those proposals were reviewed by the Downtown TIF Advisory Board and the Economic Development Commission.

The City subsequently entered into a contract with Placework on April 23, 2024 to conduct the Downtown Parking Lot Redevelopment Study. Placework conducted several community engagement sessions and received input from the Downtown TIF Advisory Board and the Economic Development Commission. The Downtown TIF Advisory Board voted on April 29, 2025 as follows:

1 ***Motion by Barry Schuster that the concept of the river should be a focal point for any***
2 ***redevelopment of the Downtown Parking Lot site, but none of the four options can be***
3 ***recommended at this time due to the economics. This should be revisited within the***
4 ***short-term, 3-5 years. Seconded by Victoria Smith.***

5 **** The Vote on the MOTION was approved (3-0).***

6
7 The four options from the Downtown Parking Lot Redevelopment Study were presented to the City
8 Council on May 7, 2025. No action was taken by the Council at that meeting.

9
10 On May 14, 2025, the City received a report from VHB regarding their engineering assessment of the
11 downtown parking lot. The report details the condition of the guardrails, retaining wall, stormwater
12 outfalls, and the pavement and sidewalks.

13
14 On August 3, 2022, the City issued a request for expressions of interest (RFEI) for the development of the
15 surface parking lots behind City Hall. Three proposals were received in November of 2022. Those
16 proposals were reviewed by the Downtown TIF Advisory Board and the Economic Development
17 Commission.

18
19 On May 14, 2025, the City received a report from VHB regarding their engineering assessment of the
20 downtown parking lot. The report details the condition of the guardrails, retaining wall, stormwater
21 outfalls, and the pavement and sidewalks.

22
23 The City Council on December 18, 2024, transferred **\$300,000** in anticipated revenue from the Downtown
24 TIF District fund to the General Fund to offset the cost of general municipal purposes in the 2025 Budget as
25 authorized by NH RSA 162-K:9. This amount represents most of the funds that would have been realized
26 by the City in the current fiscal year if the TIF District did not exist. Additionally, the City transfers funds
27 from the TIF District to the General Fund on an annual basis to pay the cost of the debt service for the
28 downtown tunnel reconstruction project that was completed in 2023. The debt service cost for 2025 is
29 **\$262,310**. The bond will be paid off completely in 2040. The unassigned fund balance in the Downtown
30 TIF Fund is approximately **\$1.8 million** at the end of 2024. The Downtown TIF District is projected to
31 raise **\$915,000** in tax increment in 2025 to be placed in the TIF fund.

32
33 The Downtown TIF Advisory Board will meet later in June to discuss the long-term plans for the TIF
34 District and the various options that are available.

35 The City Council has several options regarding the future of the Downtown TIF District.

36 1. **Maintain the District** as is when initially established in 2018. This would allow
37 incremental revenues to continue to accumulate for potential projects in the future to
38 achieve economic development and revitalization within the geographical confines of the
39 existing district.

40 a. This allows for funds to accumulate from year to year that are not otherwise
41 expended for the district until economic development and revitalization projects
42 can be implemented.

43 b. Tax revenues that would otherwise be used to offset property taxes for the City’s
44 General Fund, the Lebanon School District, the Statewide Education Property
45 Tax, and Grafton County will continue to be sequestered in the TIF fund.

46 c. The City transferred most of its anticipated apportionment of the property tax
47 revenue to provide revenue to the General Fund in the 2025 Budget. The 2026
48 Budget projections assume that a similar transfer of what would be the City’s
49 apportionment would again be transferred to the City’s General Fund. If a future

1 project(s) within the TIF District occurs and these revenues are needed to offset
2 the cost of debt service or operations, there would be a shortfall in the City’s
3 General Fund. Any such shortfall could be offset by the revenues generated by
4 new development within the district that produces tax revenues.
5

6 2. **Rescind the District** by act of the City Council. This would allow for property tax
7 revenues to flow to the Lebanon School District, the Statewide Education Property
8 Tax, and Grafton County.

9 a. This would allow for funds that are presently sequestered for the TIF District to be distributed
10 to offset the local and statewide education property taxes. This would also allow for tax
11 revenue to be transferred to Grafton County; however, this would not result in lower property
12 taxes in the City of Lebanon. It would simply raise the amount of assessed valuation used to
13 calculate the county tax assessment and the City’s portion of the total county tax levy.

14 b. The City, as of 2025, is already transferring what would be the City’s amount of the
15 additional tax revenue to the City’s General Fund. However, this would create a shortfall in
16 the City’s budget due to the debt service for the tunnel project which will have to be paid
17 annually until the bonds are paid off in 2040. The City could maintain the unassigned fund
18 balance of the TIF Fund to pay the annual debt service payments until the fund is exhausted.

19 c. If the City chose to re-implement the Downtown TIF District in the future it would start with
20 a new baseline at the time of re-implementation with no increment producing revenue until
21 new development occurred or new assessed valuation was determined based on a revaluation
22 of properties.
23

24 3. **Redesignate portions of the captured assessed valuation** for general taxation purposes pursuant to
25 NH RSA 162-K:10, II. The RSA allows municipalities to determine the amount of new assessed
26 valuation that will be committed to the TIF District and how much will be apportioned for general
27 taxation (City, School, SWEPT and County). When the TIF District was established in 2018, the City
28 elected to capture 100% of the incremental revenues generated within the District. However, the City
29 Council could decide to allow for any or some percentage of existing or new assessed valuation in the
30 TIF District to be used for general taxation purposes.

31 a. This would allow for some property tax relief as discussed in option 2 above
32 while maintaining the TIF District.

33 b. However, this does limit the availability of TIF funds for economic development
34 and revitalization projects as well as operational expenses.

35 4. **Transfer TIF Revenues** or a portion thereof to the City’s General Fund pursuant to NH
36 RSA 162-K:9.

37 a. This would continue the action by the City Council in the 2025 Budget and would
38 provide offsetting revenue from the TIF District to the City’s General Fund that
39 would otherwise be revenue for the City if the district did not exist.

40 b. This does not provide any offsetting revenue for the Lebanon School District or
41 to Grafton County.
42

43 **Council/Staff Comments:**

44 Interim City Manager Wozmak noted it was not a bad idea to look at the TIF and where it might go. It has
45 raised a lot of money. He was concerned that, given the size of this TIF District, potential projects have not
46 been fully looked at. It would be unwise to simply shut it down and distribute the funds before knowing the
47 full scope of projects that may need funding in the future, and he wanted the Council to make sure to take a
48 good look at this before making any decisions, noting the City is in a big transition now (i.e., updating the
49 Master Plan; a new City Manager will be coming in who will need time to settle in). In this management

1 pause, to make a dramatic decision to change it could hamper you down the road when you have a new,
2 stable, permanent leadership with a new direction that is reflective of where the community/Council wants
3 to go.

4
5 Mayor Whittlesey spoke about the bond payments due on the tunnel through February 2040. If we were to
6 dissolve the TIF District, in order to mitigate any tax impacts of those remaining funds, we would be best
7 served by moving the TIF District Unassigned Fund Balance into a Capital Reserve Fund specifically to
8 offset the cost of the tunnel payments. We would need to be very careful because there are a lot of nuances
9 to TIF Districts and how these funds are used to offset the City's tax rate.

10
11 Councilor Sykes noted the reason why the Council just looked at the back parking lot was because this was
12 the direction given to the TIF District by the City Council. He noted this direction (to the TIF District)
13 could change and gave examples.

14
15 Councilor McNamara was encouraged by the preliminary results of the Engineering Study regarding the
16 condition of the back parking lot noting it had been presented to the Council as a failing situation, and it
17 clearly is not. The retaining walls are not failing. The pavement could use some temporary repairs. It is time
18 to replace the guardrails. Work around the draining structure is needed. He requested information on what
19 the costs would be for repairs and if the repairs could be done inhouse. He also spoke about the options and
20 presentations from various contractors, noting he felt the Council was not very enthralled with the costs
21 involved with their redevelopment options. He would not advocate, at this point in time, dissolving the TIF
22 District. He also questioned if we could utilize the TIF District, over time, to pay off the bond on the Fire
23 Station and further spoke about his reasonings, noting he would like that question answered before a
24 decision is made (on the TIF District).

25
26 Councilor Stavis questioned what has been accomplished in the Lebanon Downtown TIF District over the
27 last 7 years. Mayor Whittlesey noted that in terms of what they been paying for, it has been the tunnel. In
28 response to Councilor Stavis' question regarding if the Airport TIF District was the last TIF District in the
29 City, Mayor Whittlesey noted discussions have been happening around a potential TIF District in Signal
30 Hill. Councilor Stavis asked what the impact of this particular TIF District (Downtown) might be having on
31 other parts of the City that do not have a TIF Districts that might be in need of revitalization and
32 development and could benefit from some change in this (Lebanon Downtown District) or adding another
33 one (TIF District).

34
35 Mayor Whittlesey spoke about his reasons why the Lebanon Downtown District was unsuccessful. He also
36 spoke about the reason why the Airport TIF District was a success. These TIF Districts allocate all the
37 revenue to the TIF District. If we were to dissolve any TIF District, that will then lead to additional tax
38 revenue inflows into the School District and County to offset any potential increase they may have to
39 implement for their own budgets.

40
41 Councilor Stavis noted the point of her question (above) is: In the process of seeking more data/input on
42 this existing (Downtown) TIF District, can we do that in the context of how it does/does not impact other
43 parts of Lebanon that may be in need of the things that a TIF District can bring to bear but are not being
44 pursued at the moment.

45
46 ***Councilor McNamara MOVED to extend the meeting to 10:15PM.***

47 ***Seconded by Assistant Mayor Wilkie.***

48 ****The Vote on the MOTION was approved (9-0)***

49
50 The Council continued discussions regarding the pros/cons on whether or not to dissolve the Lebanon
51 Downtown TIF District and the impacts of how their decision might affect the taxpayer base.

1
2 Mayor Whittlesey’s stance was to rescind the TIF District and reallocate the existing balance of \$1.8M into
3 a Special Capital Reserve Fund to pay off the tunnel in order to minimize the tax impact for our residents.
4 He supported evaluating the options before this is done and further explained his reasoning.

5
6 Councilor McNamara was not in favor of making a motion on this, noting that more data is needed.
7

8 At the request of Deputy City Manager Brooks, the Council requested that the Downtown Lebanon TIF
9 Advisory Board investigate the following and bring their findings back to the Council for their review:

- 10 • Fire Station and appropriate use TIF District Funds: What would this look like financially
11 (existing payments; the increment (funds) expected to come in and what that would like)?
- 12 • Are there other infrastructure projects that the City is paying a debt on that are within the TIF
13 District that they could be paying (i.e., Spencer Street or future projects related to Spencer St.)?
- 14 • What would the process look like, in terms of dissolving the TIF District, and moving the
15 remaining balance to a (Special) Capital Reserve Fund, and what would it look like for the TIF
16 District if it were reinstated?
- 17 • Whether an existing TIF District impedes or stops other development in other parts of the City
18 that are in desperate need of development. (Councilor Stavis was uncertain if this question was
19 for this Committee or needed further global review.)

20
21 Interim City Manager Wozmak noted the importance for the Council and the TIF Advisory Board to get a
22 clear understanding of the extent to which TIF Funds can be used for something other than economic
23 development. There are a lot of legitimate questions. He and Mr. Brooks will do a 360 analysis and bring
24 this back to the Council for their review.

25
26 **ACTION: No Council Action taken at this time.**

27
28 **G. Discussion & Potential Action to Reduce Speed Limit on Oak Ridge Road,**
29 **West Lebanon**

30
31 Included in the agenda packet: **(All supportive documents and detailed information, including the**
32 **results from a traffic study done by the Lebanon Police Department, can be found on pages 186-**
33 **193, Council agenda packet)**

- 34 1. May 22, 2025 memorandum from Police Chief Phillip Roberts re: Oak Ridge Road
- 35 Speed Limit, including Extended Speed Summary report
- 36 2. Excerpts of New Hampshire statutes governing speed limitations

37
38 Deputy City Manager Brooks briefly reviewed the background on this item.
39

40 **BACKGROUND**

41 In May 2025, a resident contacted the City expressing concern about vehicle speeds on Oak Ridge Road
42 and Wildwood Road in West Lebanon. The resident suggested that existing speeds are too fast considering
43 the number of children, walkers, and dogs in the neighborhood, and questioned why the streets are currently
44 posted at 30 miles per hour (mph) when other residential areas are set at 25 mph.

45 According to NH RSA 265:60, the default speed limit for Urban Residence Districts is 30 mph. However,
46 NH RSA 265:63, I provides that “whenever local authorities ... determine on the basis of an engineering
47 or traffic investigation that the prima facie speed permitted under this chapter is greater or less than is
48 reasonable and safe under the conditions found to exist upon a way or part of a way, the local authority