



**LEBANON ENERGY ADVISORY COMMITTEE (LEAC)  
APRIL 23, 2026 - 3:30 PM  
COUNCIL CHAMBERS, CITY HALL OR  
REMOTE VIA VIRTUAL PLATFORM  
LEBANONNH.GOV/LIVE**

- 
- 1. Call to Order**
  - 2. Preamble**
  - 3. Approval of Minutes**
    - A. March 19, 2026
  - 4. Old Business**
    - A. Legislation 1 PUC Regulations, 1 CPCNH / LCP updates; CPCNH Publicity Campaign
    - B. Landfill Gas to Energy Project
    - C. EV Subcommittee Report
    - D. Lebanon Energy Savings Program
    - E. UV's 'Energy Committees' Meeting
    - F. LEAC Priorities for 2026
      - a. New Subcommittee: Energy Efficiency in City Buildings
      - b. EV Subcommittee: pursue EV charger funding
      - c. Lebanon Energy Savings Subcommittee: publicize resources for energy savings and fossil fuel reduction in the residential heating sector.
      - d. C-PACER: support City adoption; organize a conference to highlight C-PACER programs.
      - e. Reduce streetlight levels
      - f. Consider a local adder on the Lebanon Community Power base rate.
  - 5. New Business**
    - A. Franklin Energy
    - B. Amending Site Plan Review Regulations
    - C. CIP Projects
  - 6. Open to the Public**
  - 7. Upcoming Events**
    - A. Earth Week Open House~ April 25th & 26th

- 8. Future Agenda Items**
- 9. Adjournment**

AGENDA  
LEBANON ENERGY ADVISORY COMMITTEE (LEAC)  
April 23, 2026

AGENDA ITEM 3  
APPROVAL OF MINUTES:

**March 19, 2026**

DRAFT

**LEBANON ENERGY ADVISORY COMMITTEE (LEAC)  
REGULAR MEETING MINUTES  
Remote Via Microsoft Teams  
LebanonNH.gov/Live  
March 19, 2026  
3:30 PM**

**MEMBERS PRESENT:** Henry Bromberg (Chair), Clifton Below,  
Sherry Boschert (remote), Jonathan Chaffee, Patrick Kenelly  
Woody Rothe, Bill Stearns

**MEMBERS ABSENT:** James Mashal

**STAFF PRESENT:** Chris Kilmer, Asst. Director, Public Works

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1 **1. CALL TO ORDER – Chair Bromberg called the meeting to order at 3:35 PM**

2

3 **2. PREAMBLE – Read by Mr. Chris Kilmer**

4

5 **3. APPROVAL OF MINUTES:**

6 A. January 15, 2026

7

8 *Ms. Woody Rothe MOVED to approve the January 15, 2026 minutes as amended.*

9 *Seconded by Ms. Sherry Boschert*

10

11 *\* The vote on the MOTION was approved (7-0)*

12

13 Amendments:

14 Pg. 4, line 7 change added to add

15

16 **4. OLD BUSINESS**

17 A. Legislation 1 PUC Regulations, 1 CPCNH / LCP updates: CPCNH Publicity Campaign

18

19 Mr. Clifton Below shared news from CPCNH and as usual, there has been a lot of activity. He started by  
20 sharing the CPCNH website to show LEAC members different things they can go back to look at if they  
21 are interested. At the Board’s last meeting they voted to promote Mr. Henry Herndon to Executive  
22 Director. He had been acting as their General Manager for the past year. This news has been well  
23 received. That announcement is under the section News and Media Hub.

24

25 Other news was a Treasurer’s Report. Up until a January 22-27 winter storm Fern (followed by other  
26 severe winter weather), they were on track to meet their financial forecast, but the storms caused them to  
27 “burn through” \$8 million in losses in a matter of a few weeks. \$6M of that was due to the Daisy (Daisy  
28 Ancillary Services Initiative by ISO New England) price spike, which he delved into to explain what that  
29 is, sharing a graph as well. It’s a new market that was created last March and pricing had been \$3 a MW

1 hour (3/10 of a cent per kWh roughly), but in January the rate went up to \$42 per MW hour. It has set them back from having strong positive reserves.

3  
4 Liberty recently proposed a rate increase starting May 1, which will take their rate higher than CPCNH, across the board. He anticipates they will stay that way for some time. Their proposed rate is 2/10 higher than CPCNH for residential. Again, all of this detailed information is available for review on the CPCNH website.

8  
9 Next, he reviewed consumer participation in CPCNH. As of March 1, 2026, the participation rate in Lebanon is 62%; only 2.1% of this population as opted out. 24% are “unenrolled by default”, representing approximately 2,100 households that they will work on offering CPCNH in an upcoming refresh.

12  
13 Some legislative updates:

- 14  
15 • The Bill to repeal the local solar property tax exemption was laid on the table where it died last week.
- 16  
17 • House Bill 1733, based on a bill they introduced a year ago (that got set aside) got a unanimous vote out of committee. This bill says utility default service costs have to be recovered from the utility default service customers, thereby not allowing cost shifting, and it also indicates that they should not be in the spot market so much.
- 18  
19 • Two other important bills- Enable storage in conjunction with net metering as well as enabling standalone storage including strong directionality that the utility should give credit for avoided transmission costs to storage.
- 20  
21  
22  
23  
24

25 Mr. Below does a monthly report and he can put these into the Agenda Packets for LEAC going forward. This will be a way to share this information locally and share his activity as Chair of that Committee. This report provides detail about the bills they are working on along with regulatory updates. He also thinks there will be an article in The Valley News about recent activities.

29  
30 Another headline is on Unutil’s settlement agreement on their electric distribution rate case. Changes will use the actual hourly interval data for each customer in load settlement. This will allow them to offer more innovative rates and help customers save costs by helping them shift flexible loads off of peak period of costs. They can then have individual customer capacity tags.

34  
35 Another really big development is that they have agreed to include in their RFP that the new load settlement vendor should have the capability to take *negative* loads and count them with positive loads instead of turning them into zeros. This means they can serve net meter customers. It also means they could compensate customers with batteries for exporting power to the grid to help shave costs at high demand hours. Ultimately this benefits everybody.

40  
41 Unutil has also agreed to pursuing the EDI changes, the electronic data interchange that would provide competitive suppliers with time of use data according to their time of use periods, which is good. It’s a three part energy time of use rate. Additionally, their Chief Technology Officer invited CPCNH to collaborate with them on testing Green Button Connect, a platform that will allow customers to securely share their energy usage data in near real time. So as soon as Unutil collects the data they will transmit it thru API on a continuous basis, so it would continuously allow CPCNH to get granular interval data to customers.

1 This will allow CPCNH to offer their customers a value proposition to help them manage their power  
2 usage.

3  
4 B. Landfill Gas to Energy Project: compost issue

5  
6 Mr. Chris Kilmer shared a picture of what their staff dealt with for two days in February as they cleaned  
7 out the silos. They had to wear Tyvek suits and respirators for protection from dust from the activated  
8 carbon that is used to clean the gas. They will need to do this about 6 times each year, and they will try to  
9 complete most of this type of work in the warmer months

10  
11 Unison finally did the training that was to have been done when the equipment was purchased. It is back  
12 up and running, though they're only at 600-800 kilowatts an hour; they were at approximately 1,843  
13 megawatts produced since last January, so it's not cranking out as much as they had anticipated , but he  
14 said they have the capping being done this Fall which he thinks will help.

15  
16 As previously reported, they have submitted all information to get the rec credits, and he thinks they will  
17 receive money for these credits next month.

18  
19 Mr. Below interjected that Representative Tom Corman's bill to make it so that there can be New  
20 Hampshire recs passed the House on consent and got a unanimous vote out of the committee. It's  
21 scheduled to go before the Senate next week, and they will support it through the Senate as well. So,  
22 assuming this passes, the City should be able to switch to New Hampshire recs. The advantage is that the  
23 coalition could buy all those recs so they can claim them as New Hampshire generation. Mr. Kilmer  
24 things they are locked in for two more years under a three year contract with Knollwood.

25  
26 C. EV Subcommittee Report

27  
28 Mr. Tom Benzel has stepped down from LEAC and the EV subcommittee as well; his term just ended.  
29 Ms. Sherry Boschert said both Bill Stearns and she need to reapply as their term in expiring soon as well.

30  
31 The e-bike project is moving forward and Mascoma Bank wants to give them money. She and Mr.  
32 Stearns have been considering rolling requests for funds into a repeat T-Mobile grant application. She  
33 thinks with the paring down of the ebike charging station to a three season station, based on some rough  
34 calculations, she thinks the money that Mascoma is providing should cover all of this. So, they are not  
35 going to roll that into the grant process.

36  
37 In late January, they received a \$2,500 donation from an individual (not named). Mr. Stearns has worked  
38 on the specs for all of the parts needed and what they will cost, so they have a solid budget.

39  
40 Ms. Boschert has been working with Ms. Rebecca Owens, Senior Planner, City of Lebanon, to resubmit  
41 the T-Mobile grant. LEAC had applied for a grant with them last Fall but didn't get it (it was for 2 level 2  
42 charging stations).

43  
44 To this end, Ms. Boschert ask for LEAC to write a letter of support. Mr. Kilmer said that no Motion is  
45 needed, rather Chair Henry Bromberg will write this letter of support and provide this to Ms. Boschert.

46  
47 The Upper Valley Earth Week is progressing, and will take place an entire week, April 20-26, 2026. She  
48 is finishing a PDF Guide. This event will raise another \$1,000 for the E-bike project, by selling ads in the

1 Guide. There will be approximately 44 pages in the guide with approximately 22 homes being showcased,  
2 and something new this year is that there will also be several commercial as well as some non-profit site  
3 participating and showcasing their locations. There are 3 farms, a Co Op supermarket, 2 colleges, and  
4 some non-profits participating, to name a few. There is something for everybody. Also, there will be  
5 scheduled tours, some during the week.

6  
7 Ms. Boschert will send me the URL information to be included in the Minutes if possible.

8  
9 **Sustainable Lebanon is this year's sponsor!**

10 D. Lebanon Energy Savings Program – no updates

11 E. UV's 'Energy' Committee's meeting recap  
12  
13  
14

15 They met with Vital Communities and will start working with LEAC in the direction they had hoped.  
16 There will be more to report at an upcoming meeting.

17  
18 F. LEAC Priorities for 2026

19 a. New subcommittee: Energy efficiency in City Building

20 Chair Bromberg will get started on this.

21 b. EV Subcommittee: pursue EV charger funding

22 Ms. Boschert provided her update – see above

23 c. Lebanon Energy Savings Subcommittee: publicize resources for energy savings and fossil  
24 fuel reduction in the residential heating sector – no updates

25 d. C-PACER: Support City adoption: organize a conference to highlight C-PACER programs

26 Mr. Below thinks the next step on C-PACER is to publicize this locally and let people know that these  
27 financing options are available, up to 30 years for much more comprehensive, deeper energy retrofits and  
28 that the program does allow for some resiliency investments that don't necessarily have a payback.  
29  
30

31 Mr. Chaffee added that when they talked about this at the recent conference, they also talked about the  
32 opportunity to build relationships with some of the major corporations who have commitments to energy  
33 efficiency and sustainability and then we could draw them into discussions about what makes sense, what  
34 the City has done, and what some companies have done on their own. He mentioned Novo Nordisk as a  
35 possible interested entity, since they have some ambitious growth goals.  
36

37 Ms. Boschert posed that collaborating with the Upper Valley Business Alliance in a conference could be a  
38 good idea. She also gave an example of how the City of Hanover is organizing their biggest energy users,  
39 and how they meet regularly. This could be a good road map for Lebanon as well; ways to be greener.  
40 She suggested someone in LEAC reach out to the top energy users to bring this together and possibly  
41 facilitate a conference.  
42

43 Mr. Doug Kogan was in attendance at today's LEAC meeting.

44 e. Reduce streetlight levels -no updates

45 f. Consider a local adder on the Lebanon Community Power bases rate.  
46  
47

1 Mr. Chaffee said that it is possible that the adder could raise money and could combine with the savings  
 2 from the energy efficiency measures in any particular City building, and with financing, this could make a  
 3 smaller demand on the capital improvement fund. This could have the net effect of lowering the need to  
 4 raise money for taxes to cover ongoing fuel costs.

5  
 6 Mr. Patrick Kenelly asked for Chair Bromberg to contact him regarding the Energy Efficiency  
 7 Subcommittee; he anticipates having more time to contribute, starting in the Fall.

## 8 **5. NEW BUSINESS**

9  
 10 A. **HB 1002: Repeal of Solar Exception – take action?** – no action necessary -this bill has died on  
 11 the table, though there is a chance that the House could try to amend it.

12 B. **Window dresser** – Mr. Chaffee explained what window dressing is. Window Dressers is a  
 13 nonprofit company in Maine that has developed a standardized window insert to fit on or slide  
 14 tightly into the inside of windows. It's made basically of strapping, measured precisely and the  
 15 fitted with heat shrink plastic on two sides. It is a dead space insulator and it has foam around the  
 16 edges which seal it to the windows.

17  
 18 More broadly is that communities take on voluntary programs to measure windows for people  
 19 who sign up to buy these window inserts. They are subsidized for people who cannot afford them.  
 20 It is a 6 month commitment of time, so Mr. Chaffee suggested they *try to locate volunteers* to  
 21 help with these assemblies. Chair Bromberg said that Linda Gray of Norwich contacted him, and  
 22 they would welcome working with Lebanon.

23  
 24 Ms. Boschert suggested that Lebanon post information about this initiative and about Norwich's  
 25 involvement on List Serve and see if that generates any volunteers.

## 26 **C. Sustainable Home Show – History? Begin again?**

27 This would be a huge undertaking (previously done by the Chamber of Commerce and would  
 28 take a year planning to organize). They think there would be a big turnout. It was held at the  
 29 Thompson Arena and is like a trade show for Upper Valley businesses where they promote their  
 30 products and services. Homeowners/consumers can meet face to face with potential vendors, It  
 31 ran Friday thru Sunday and also had food vendors. They think it stopped around the time of  
 32 COVID.

## 33 34 35 **6. OPEN TO THE PUBLIC None**

## 36 37 **7.UPCOMING EVENTS**

38  
 39 A. March 12, 2026- 6:30PM – 8:30PM-NH Saves Button-up Workshop

40  
 41 B. Earth Day, Saturday, April 25, 2026/Earth Week Open House April 25<sup>th</sup> and 26<sup>th</sup>

## 42 43 **8. FUTURE AGENDA ITEMS**

44  
 45 Mr. Chaffee said that Chapter 13 will be on the Agenda for the Planning meeting being held Monday,  
 46 March 23, 2026 at 6:30PM and is also available on Microsoft Teams. Ms. Kathryn Hembree has offered  
 47 to shepherd it for LEAC. Some LEAC members will attend either in person or remotely and can weigh it  
 48 at that time.

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**9. ADJOURNMENT**

*Mr. Bill Stearns MOVED for adjournment.  
Seconded by Mr. Jonathan Chaffee*

*\*The MOTION was approved (6-0)*

**The meeting was adjourned at 4:49 PM**

Respectfully submitted,  
Cinda Mersel  
Recording Secretary

AGENDA

LEBANON ENERGY ADVISORY COMMITTEE (LEAC)

April 23, 2026

AGENDA ITEM 5

NEW BUSINESS:

**B. Amended Site Plan  
Review:  
Revised Proposed  
Amendments to Zoning  
and Site Plan Review  
Regulations**

## Proposed Amendments to Site Plan Review Regulations:

Add under Section 5.1, Drawings and Other Submittals, subsection 4.e (Table Form Information) after existing subsection (5) concerning parking, and renumber remaining subsections, or after the last sub-subsection (13):

(X) Number of any off-street parking spaces initially to be EVSE-Installed, EVSE-Ready, EVSE-Capable, and EVSE-Planned, as described in the City's Zoning Ordinance, respectively.

Also under Section 5.1, as part of or following subsection 21 (concerning construction details including parking):

XX. 1) A plan showing which spaces are designated as EVSE-Installed, if any, EVSE-Ready, EVSE-Capable, and EVSE-Planned, as described in the City's Zoning Ordinance. 2) The plan shall indicate where electrical circuit breaker panels will be provided initially, and in the future for EVSE-Planned spaces, whether generally within buildings or outdoors as shown on a site plan. 3) The plan shall also indicate where conduit to serve such panels and spaces will initially be provided and where conduit capacity (such as shared with site lighting) and sleeves will initially be provided for EVSE-Planned spaces to avoid the future need to cut through solid walls and floor slabs or excavate under hard surfaces such as pavement, concrete, sidewalks, and curbs for eventual conversion of EVSE-Planned spaces to EVSE-Capable or EVSE-Ready spaces as future demand may require. 4) The plan shall also include a description of planned triggers for such future upgrades and may include annual reporting to the Planning Department of the number of dwelling units, tenants, or residents using EV charging on site and the number of EVSE-Ready or EVSE-Installed spaces provided.

AGENDA

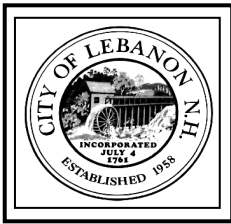
LEBANON ENERGY ADVISORY COMMITTEE (LEAC)

April 23, 2026

AGENDA ITEM 5

NEW BUSINESS:

**C. CIP PROJECTS:  
CIP INSTRUCTIONS  
& CIP PROJECT  
REQUEST FORM**



## CITY OF LEBANON ~ PLANNING AND DEVELOPMENT

### MEMORANDUM

**TO:** City of Lebanon Department Heads  
Lebanon School District

**CC:** Andrew Hosmer, City Manager  
David Brooks, Deputy City Manager  
Alesia Williams, Finance Director

**FROM:** Tim Corwin, Deputy Planning and Development Director

**RE:** 2027-2032 Capital Improvement Program

**DATE:** March 30, 2026

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It is time to begin preparing the 2027-2032 Capital Improvement Program (CIP). **Project submittals are due to the Planning and Development Department no later than Friday, May 8, 2025.**

#### **BACKGROUND**

The Capital Improvement Program (CIP) is developed and updated annually for use by the City Council to review proposed budget expenditures relative to the capital needs of the community. The CIP is an essential component of the City's financial planning effort and provides the long-range perspective and framework for addressing its capital improvement needs. As a companion to the annual budget, the CIP provides the mechanism for anticipating future facility and infrastructure requirements and ensuring they are funded in a responsible and systematic fashion.

The CIP is prepared in accordance with RSA 674:5-8 and is developed based on, and in support of, the goals established in the City's Master Plan in order to ensure orderly growth and development in the community. Although the CIP covers at least a 6-year time period, the City Council only considers Year 1 (i.e. 2027, which is the Planning Board's Capital Budget recommendation) in the annual budget review process. The remaining "Out Years" of the CIP (2028-2032+) are the Capital Improvement Plan, which is approved by the Planning Board and is used to begin to anticipate upcoming capital expenditures over the planning horizon.

The CIP includes projects that pertain to planning and land use within the City that are expensive (typically in excess of \$100,000), long-lived (anticipated useful life of at least 5 years), and non-maintenance in nature (maintenance costs are accounted for in the operating budget). Individual project requests are consolidated into a Capital Improvement Program that includes revenue and operating cost projections.

Not included in the Capital Improvement Program are projects that: 1) have been fully-funded in prior Capital Budgets; 2) start after the six-year planning horizon (though this information is tracked for further planning purposes); 3) may require further discussion and conceptual development; 4) have associated costs or non-City funding of a problematic or uncertain nature.

This year's Capital Improvement Program includes capital expenditures planned for the six-year period starting January 1, 2027 and ending December 31, 2032. The Program is fluid and will likely change from one year to the next. It can also be amended from time to time as projects are presented to and approved by the City Council outside of the formal CIP process. As a planning document, it does not bind the undertaking of any project, but serves the City Council and departments as a tool to identify and schedule needed improvements and to forecast and plan for the impact of those improvements.

In preparing CIP project proposals, departments are reminded to:

- Classify projects into one of four categories -- MANDATORY, MAINTENANCE, IMPROVE EFFICIENCY, or NEW SERVICE. Each project should include a narrative that describes the justification and purpose for the project.
- Review the City of Lebanon Master Plan and Strategic Plan to make the substantive relationship between what those documents identify as capital needs and requirements and proposed projects in the 2027-2032 Capital Improvement Program. [The [Lebanon Master Plan](#) and the [Strategic Plan](#) may be accessed through the City's website (<http://LebanonNH.gov>).
- Strive to ensure that Capital Improvement Program submittals are inclusive, comprehensive, and realistic. Projections have a significant influence on financial estimates. Again this year, particular emphasis is being placed on the Out Years (2028-2032+) to make the CIP as useful as possible as a financial and community planning tool.

## **DOCUMENTS, FORM PREPARATION, AND SUBMITTAL DEADLINE**

Two documents accompany these instructions: Project Request Form #1 and Project Request Form #2. Both must be completed for each proposed CIP project. **When both Forms are completed, please save them in the [Department Collaboration SharePoint CIP folder \(in your Department's subfolder\)](#), along with all relevant background and supporting material, no later than Friday, May 8, 2026.** Within your department's subfolder, please create a separate folder for each CIP project proposed to be included in the 2027-2032 CIP. Each project folder must include a completed Project Request Form #1 and Project Request Form #2 along with all background and supporting materials.

Last year's CIP directory ([2026-2031 CIP](#)) is also available with additional resources, if needed.

Please:

- Be sure background and supporting materials are:
  - 1) 8.5"x11";
  - 2) understandable (no acronyms; readable);
  - 3) organized and formatted; and
  - 4) relevant.
- Maintain backup copies of your department's submittals. If something happens to your original submittal you may have to resubmit. Do not use or rely upon the SharePoint CIP folder as a working drive.
- Do not reuse forms from a prior year.
- Round numbers off and up to the nearest \$10.00. The Capital Improvement Program, just like the budget, is based on best estimates. Do not imply an accuracy that does not exist by using cents. You should ensure that sufficient contingency for time (inflation), market conditions, and other uncertainties have been factored into all cost estimates.

## I. Project Request Form #1:

This form includes basic descriptive information for each department project request. It must be completed for each project - whether for a **NEW PROJECT**, a **MODIFICATION OF AN EXISTING PROJECT**, **CONTINUATION OF AN ON-GOING PROJECT**, or **CANCELLATION OF A PREVIOUSLY APPROVED PROJECT**.

### 1. Department

### 2. Project Title

Insert the title of proposed project. If the proposed project has been part of a prior CIP, the same title must be used.

### 3. Purpose of Project Request Form

Indicate whether the project is a **NEW PROJECT**, a **MODIFICATION OF AN EXISTING PROJECT**, **CONTINUATION OF AN ON-GOING PROJECT**, or **CANCELLATION OF A PREVIOUSLY APPROVED PROJECT**.

### 4. Department Priority

Consider all projects proposed by your department or division in the same program year. It is up to departments/divisions to determine which priority classification a project fits under:

**MANDATORY** -- refers to the protection of life or maintenance of public health and safety, or legally required;

**MAINTENANCE** -- refers to a continuation of public services, the conservation of endangered resources, or the finishing of partially-completed projects;

**IMPROVE EFFICIENCY** -- refers to the replacement of obsolete facilities or the improvement of community facilities;

**NEW SERVICE** -- refers to the expansion of a public facilities service area of the City or the provision of new public services.

### 5. Location

Identify the location or boundary limits of the proposed project. If a site is required, but has not been selected, this should be indicated; if a site is tentative, provide as much accuracy as possible. If not applicable, enter "N/A".

### 6. Project Description/Justification

As noted in the CIP Policy and Procedures document, the Planning Board takes a principal role in the evaluation and prioritization of each proposed project. The project description and justification statement are vital to that review and evaluation process. Please review the Scoring Criteria available in the [CIP Policy and Instructions](#) directory within the SharePoint CIP folder to assist in preparing the description and justification statement.

The narrative should explain the nature of the project, the priority assigned to the project, and the selection of the time period proposed. Indicate whether the project will replace existing facilities or equipment or involves an improved or new service delivery. Indicate the need for the project, what it is expected to accomplish, and its anticipated useful life or capacity for accommodating future growth. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information.

Include reference(s) to the Master Plan, where applicable, and any supporting studies or other relevant background information regarding the project. Describe the expected relationships of this project to existing or planned facilities and services, both public and private; its relationship to local, regional, state and federal policies and plans, as well as

the requesting department's multi-year plans and programs. Attach supporting materials as necessary.

Include a narrative describing community engagement exercises that have been completed or are planned as a part of the development of the project. Describe how your project promotes social justice, equity and diversity inclusion within our community.

Indicate whether the project is expected to result in future cost savings for the City, whether the project can or will leverage non-property tax revenues, and whether matching funds are available, with or without time limitations. Indicate whether the project will facilitate job development and/or increases in the City's tax base.

## 7. Ongoing Maintenance and Operating Expenses

To assist the Planning Board with evaluating each proposal and to enhance the usefulness of the Capital Improvement Program, the Board has requested that each project proposal identify: (a) the anticipated annual or periodic costs for maintenance of the proposed capital improvement, (b) any other associated operating expenses (one-time, periodic, and/or annual), and (c) how the anticipated maintenance and operating expenses are expected to be funded.

## II. Project Request Form #2:

This form includes basic financial information for each department project request. It must be completed for each project proposal - whether for a **NEW PROJECT**, a **MODIFICATION OF AN EXISTING PROJECT**, or a **CONTINUATION OF AN ON-GOING PROJECT**. (This form is not required for cancellation of a previously approved project.)

## 8. Financial Plan and Project Schedule

The Financial Plan and Project Schedule is used to identify projected capital improvement costs over the six-year Capital Improvement Program period commencing with 2027 through 2032. The first column (2027, subject to modification by the City Manager, Planning Board, and then the City Council) will become the Capital Budget; the remaining columns are planning years.

The accuracy of numbers used for the upcoming budget year is critical. There will be limited opportunities for substantive updating of these numbers as the CIP process moves forward -- even fewer as it transforms and joins with the operating budget into the City Budget in the fall.

It is therefore imperative that 2027 project estimates be reliably-based on dependable quotes and engineering probability assessments. The nature and need of the project should by this point have been thoroughly vetted and settled. Numbers used for 2027 should be current and adjusted for inflation, as necessary.

For each project:

- Characterize the nature of expenditure(s) by year. Indicate whether projected expenditures are for Design/Engineering, Construction/Implementation, or Property/Equipment Acquisition; and
- Characterize the nature of funding source(s) by year. Indicate whether funding is anticipated from:
  - current funds (operating budget; specify the operating fund(s));
  - debt (specify if paid for by taxes (general fund) or user fees (enterprise funds));
  - capital reserve funds (specify fund(s)),
  - grants (specify the source - e.g. NH Department of Transportation, FAA, etc.); or

- existing or other funds (specify the source).
- Describe social justice, inclusion and fair wage requirements required by the project's funding source. Account for the inclusion of US sourced materials, Davis-Bacon wage provisions, inclusion of minority owned corporations, and similar items within the projects scope and budget.

**If you do not know the nature of the funding source(s), contact the Finance Department during the preparation of this form** (inquiries may also be directed to the Planning and Development Department, if appropriate). Include independent, joint, or non-local financing sources. If the project's recommended source of funding involves special conditions, requirements, or limitations (time or otherwise), they should be indicated. The source of funding is very important as it may have a bearing on if, when, or to what extent the project is undertaken. Also important is the reliability of the funding source.

For additional information about the CIP, please refer to the following supplemental materials, which can be found in the [2027-2032 CIP Policy and Instructions](#) directory:

- Form #1 (Word document)
- Form #2 (Excel document)
- 2026 Adopted Capital Budget
- 2026-2031 Adopted CIP
- 2026-2031 Adopted CIP comparison with 2026 Adopted Capital Budget
- Planning Board 2027-2032 CIP Project List
- Lebanon Planning Board's Capital Improvement Program Policy and Procedures document, last revised February 27, 2023
- NH RSA 674:5-8 Capital Improvement Program
- Capital Improvement Program (CIP) Project Evaluation Criteria – July 22, 2021

# 2027-2032 Capital Improvement Program

## PROJECT REQUEST FORM #1

This form includes basic information for each department project request. It must be completed for each project whether for a **NEW PROJECT**, a **MODIFICATION OF AN EXISTING PROJECT**, **CONTINUATION OF AN ON-GOING PROJECT**, or **CANCELLATION OF A PREVIOUSLY APPROVED PROJECT**.

\*\*See CIP instruction memo dated March 30, 2026 for further detail\*\*

1. **DEPARTMENT:**
  
2. **PROJECT TITLE:**
  
3. **PURPOSE OF PROJECT REQUEST FORM:**
  
4. **DEPARTMENT PRIORITY:**
  
5. **LOCATION:**
  
6. **PROJECT DESCRIPTION/JUSTIFICATION:**
  
7. **ONGOING MAINTENANCE AND OPERATING EXPENSES** (anticipated costs and funding sources):