

FINAL

**LEBANON CITY COUNCIL
MINUTES, ANNUAL WORK SESSION
Thursday, April 29, 2021, 5:30 p.m.
Remote Via Webex: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)**

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Erling Heistad, George Sykes, Douglas Whittlesey, Devin Wilkie, Jim Winny and Karen Zook

MEMBERS ABSENT: Karen Liot Hill

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville, City Clerk Kristin Kenniston, Library Director Sean Fleming, Deputy Police Chief Phillip Roberts, Airport Director Carl Gross, Public Works Director James Donison, Public Works Assistant Director Everett Hammond, Public Works Assistant Director Jay Cairelli, Administrative Services Manager Kelly Crate (DPW)

CALL TO ORDER: Mayor McNamara called the meeting to order at 5:30 p.m.

This meeting took place virtually due to the COVID-19 Pandemic and was conducted in accordance with the Emergency Orders issued by the New Hampshire Governor according to NH RSA 91-A “Right-to-Know Law.”

All Councilors attending the meeting remotely are listed above.

1. ANNUAL WORK SESSION: Presentation of Draft Outcomes & Work Plans
(NOTE: In-depth Strategies, 2020 Accomplishments, 2021 Proposed Outcome Measures, and Looking Ahead (2022-2023) for each department can be found in the City Council’s agenda. Department heads only reviewed highlights of their reports.)

CITY CLERK: Ms. Kristin Kenniston (pages 3-6, agenda packet)

- Laserfiche is a big component of the City Clerk’s Office. The big focus underway is working on the public portal, which will allow people to access a lot of our frequently requested documents in order to help alleviate staff time and help customers obtain information. Not all documents will be open to the public.
- We are continuing to transcribe and digitize historical records, particularly pertaining to City owned property, roads, streets, and highways. These resources are valuable to the City but are currently in difficult-to-read formats. One of the future outcomes is to have a transcription service look at these records and have them transcribed, which will include transcription of Jewell Records (historical roadways) into a readable and searchable format.
- Since the City Clerk’s Office has taken on the duties of tax collection, Ms. Kenniston is learning the tax collecting role and has appointed a Deputy Tax Collector. They both will need to have training and attend conferences in order to keep up-to-date on laws and functions.
- New software technology is being sought to help the City Clerk’s Office with online payments.
- There will be new State general laws coming out regarding voting. As a result, the Council will see her financial plans for a worst case scenario, since she is uncertain how these laws will affect

the City's budget. If H.R.1 passes, polls will have to be open for 15 consecutive days and for a minimum of 10 hours to accommodate early voting, which could be hard to staff and fund. As more information becomes available, the City Council may have to change their focus on how we are doing the budget planning for this, noting if all three of the wards are used, there is one ward that currently charges us \$500 per day. She hopes to have more information soon.

LIBRARY: Library Director Sean Fleming (pages 17-11, agenda packet)

- Sheerr McCrystal Palson Architecture completed the design phase of the Lebanon Public Library renovation and the project is slated to be completed in July. Reopening depends on the construction schedule. Milestone was contracted as the construction manager.
- Fundraising: We are two thirds of the way toward our goal of raising \$300K.
- The Kilton Library is planning on a limited reopening to the Community Room on June 14, 2021 where people will be able to have access to new books and computers.
- Giving access to digital content has posed challenges to libraries for years but the Hot Spot Program, which costs \$10.00 monthly per Hot Spot, provides high speed internet at a very reasonable cost. However, while the City will be addressing getting the fiber network in place, there will still be residents who will not be able to pay for high speed internet and this is where the libraries will play an important role for those individuals and families.
- The Library Board of Trustees would like to keep Kilton as the Advance Transit Hub as it is a benefit to the community, especially for people who do not have an easy way to get here.
- Both libraries will have reduced hours when they re-open in order to use our library resources wisely. Library management feels we can still provide good service. A plan is being studied and worked on.

POLICE: Deputy Police Chief Phillip Roberts (starts on page 12, agenda packet)

- A full copy of the LPD's Strategic Plan was included in the Council's agenda packet.
- The LPD's accomplishments for 2020 included completing the communications repeater project that began in 2019; continuation of their recruitment efforts to find high quality candidates; and, completed the K-9 training facility construction documents and hope to begin construction later this summer/fall.
- There was a large increase of foot patrols and presence during the COVID lockdown at essential stores to promote safety and security.
- The City's website, Facebook, Twitter and overall online presence continues to be maintained throughout the year.
- Continued the use of a Data Driven Approach to Crime and Traffic Safety (DDACTS) program that provides officers with evidence-based information and data on a daily basis to help develop and define our policing strategies.
- Electric police mountain bikes were added to the bike program that allows officers to increase the distance they can patrol.
- Developed policy and trained staff regarding new Lebanon Welcoming Ordinance and Mask Ordinance.
- Developed updated policy and trained staff on new Use of Force updates as required by State of NH, CALEA, and Presidential Executive Order.
- Continue to explore a new more efficient software program for police-based reporting other than the current IMC program.

- Looking into developing a formal foot patrol initiative.
- Looking forward to increasing our community interactions in non-enforcement situations.
- For 2020 Accomplishments, the LPD was awarded the CALEA Accreditation in November; implemented procedures to become 95% paperless; the drone program is fully operational; Added a Policy and Transparency Section to our website to include FAQs on use of force matters, our Use of Force Policy, Fair and Impartial Policing Policy, etc.; and updated department computers.
- For goals, continue to work towards their digital records archiving project and hope to complete the Citizen Survey.
- Looking ahead: See Police Department Strategic Plan that was included in the agenda packet.

AIRPORT: Airport Director Carl Gross (listed as pages 17-19, agenda packet)

- Accomplishments for 2020 included: A ground lease was executed with Big Green Aviation – December 2020; Secured FAA non-aeronautical property release for Police Department K-9 facility; applied for the TIF District property release with the FAA; applied for and administered CARES Act Grant for Airport through the FAA, which provided a little over \$1M for operating expenses; and, worked on an Airport Layout Plan update and collected typographical data for our runway safety project.
- For 2021: Renegotiation of lease with Avis to allow for cobranding with Budget; Terminal restaurant (Bright-Side Brewing) renovation started. Opening mid-2021.
- Started environmental assessment of runway safety improvements.
- Acquire FAA non-aeronautical property release for the Airport TIF District land.
- File for airspace studies for the installation of the utilities in Phase 1B of the Industrial Park.
- Applied for a second grant through the FAA to help with operating expenses for the Airport. The grant offer is just over \$1M.
- Applied for a renovation grant for the terminal building to update the electrical systems, lights, windows and exterior of the building.
- Looking ahead for 2023: Will be applying for a grant to design the runway safety project improvements and will start construction of that project; will be working with Cape Air on the infrastructure needs of electronic powered aircraft.

PUBLIC WORKS (listed as pages 20-45 in agenda packet): DPW Director Jim Donison, DPW Assistant Director Everett Hammond and DPW Assistant Director Jay Cairelli reviewed the highlights of the Public Works Department's Accomplishments, Outcome Measures and Looking Ahead Measures (2022-2023) as listed below:

Strategic Pavement Management Plan: DPW Director Jim Donison

- Continued with the second year of a new snow/ice management approach using liquid deicing chemicals including pretreatment of roadways prior to snowstorms. Included in the purchase, holding tanks and spray system which were mounted onto a retrofitted F-550 truck and a F-250 truck.
- Continued with year 2 of snow operations initiative involving 16-hour maximum shifts with objective of improving worker-driver safety.
- For the cemeteries: Completed 2nd year of ground penetrating radar scan by a consultant, which included 50% of Old Pine Tree Cemetery and the completion of the Glenwood Cemetery to

identify existing burial locations; the restoration of over 68 headstones in the School Street Cemetery; improvements to the West Lebanon Cemetery; continued to replace the maintenance building at the Valley Cemetery.

- Continued with Assessment Management Plan.
- For Fleet Management: Updated the 5-10 year vehicle replacement plan.

Engineering Management: DPW Director Jim Donison

- Final Completion of CSO#11 project.
- Substantial completion of CSO#12 project.
- This is the last year of CSO#13 project.
- Completed the construction of the Dana House roof improvements project.
- Completed construction improvements to the Packard Hill Road Bridge and engineering study to determine its load-weight rating.
- Other projects under design are the Mascoma/High Street roundabout project; the final design and construction of the Trues Brook Bridge project (2023); final design of the Hanover Street/Route 120 bridge project; Spencer Street improvement project will be moving forward with completion expected by the end of fall; preliminary design of the Hanover Street infrastructure from Colburn Park to I-89/Route 120 intersection; intend to move forward with the High Street to the Route 120 intersection working with pedestrian and biking improvements; Design Kimball Street and Forest Avenue reconstruction project including preliminary drainage study to direct increased flows to the Mascoma River.

Sustainable Solid Waste Resource Management – DPW Director Jim Donison

- Acknowledged and praised the work of Solid Waste Manager Marc Morgan.
- Started project design to develop a Landfill Gas to Energy Program which will utilize the landfill methane gas, which is presently being gas flared.
- Continuing to improve our gas collection infrastructure.
- Completed an anerobic digester study looking at inverting solid waste , etc. into energy. This will be presented to LEAC shortly.
- Continued to assess PFAS conditions of landfill leachate and treatment techniques.

Energy & Facilities and Street Management Program - DPW Assistant Director Everett Hammond

- Continue to work with solar.
- Facility assessments were undertaken for seven buildings: Department of Public Works (DPW) garage & administration, airport terminal and maintenance garage, solid waste maintenance and recycling buildings, Veterans Pool building, and the GAR building.
- Worked with the Water/Wastewater treatment plants to curtail electricity loads.
- Worked on the Municipal Aggregation project for Lebanon Community Power. The new formation of the CPCNH (Community Power Commission of New Hampshire) will be an integral part of municipal aggregation.
- City Hall is nearly wrapped up. There will probably be a 50/53% reduction in heating costs.
- For 2021: Develop a system for comprehensive monthly tracking of all energy uses – electricity, heating oil, propane; continue Facility Assessment Plan and make sure all relevant equipment is registered in the Beehive Asset Management System; implement Phase 2 of the Streetlight

Conversion Project to LED fixtures in and around Colburn Park, Court and Campbell Streets; and issue RFP (Request for Proposals) for new HVAC service agreement.

- Looking ahead to 2022-2023: We are looking to complete the long range Capital Maintenance & Energy Use Plan, including a 30-year plan for converting all city buildings to zero greenhouse gas/renewable heating sources; and develop and implement energy improvements to include renewable energy sources and energy conservation measures.

Pavement Management Plan - DPW Assistant Director Everett Hammond

For 2020:

- Included CSO #11, CSO #12 and DPW Operations & Maintenance (O&M) staff “drag shimmed”: East Wilder, section of Mt. Support, Indian Ridge Drive, Kimball Street, Mack Avenue and Bixby Street. Pavement overlay of Hilltop Drive, Chambers, Faraway Lane, Wyeth Road and Commerce Drive. Mill, shim and overlay Route 12A from Airport Road south, Airport Road, and the crack sealing of five miles of roads.
- Updated the Roadway Surface Management System (RSMS) “StreetScan.” This RSMS surveyed all road and sidewalk conditions and line markings in 2019. The RSMS is used to make recommendations for improvements and to developing a roadway and sidewalk condition index, along with a prioritization list for improvement of roads. The RSMS will be beneficial in integrating into asset management work orders for repairs and for budgeting/capital planning.

For 2021:

- Continue to refine and improve design and construction program, including city standards and placing standards on DPW Engineering website; preservation techniques using: Fog sealing of roads; mill, shim and overlay of roads (2,400 ft of Seminary Hill Road and Cavendish Court); shim and rubberized chip sealing of roads (Stone Hill Road, Deer Run Lane, Moss Road and Foliage View Road) and pavement overlay of roads (portions of Hardy Hill Road, Farr Road, Blueberry Hill Road, Westview Road and Blueberry Meadow Lane) and crack sealing five miles of roads.
- Roadway infrastructure improvements: Spencer Street and 1,000 feet of South Main Street and Romano Circle as part of CSO#13 and the completion of the Hillcrest area roads (Prospect St Ext, Hillcrest Drive, Skylark Drive and Ledge Lane). Construction of the Lebanon Middle School pedestrian trail/sidewalk extending through the DPW Administration building parking lot and cross-country trail connecting to the Northern Rail Trail, including a pedestrian light crosswalk across Route 4, and milling and paving of Moulton Avenue. Continue with annual pavement line, street symbols and crosswalk. Street Scan program update: Pavement Completion Index is currently at 71 so there is a need to investigate an increase of the annual roadway paving / preservation budget from \$500,000 to \$1,300,000 in order to maintain the roadway condition index of the city roads at 70 or above.
- Streetlight conversion update: Will continue to assess the use of City Hall electric vehicles; will continue to develop energy improvement to include renewable sources and conservation; complete the Facility Assessment Plan and assessments for all future capital repairs; conduct energy audits.

City Manager Shaun Mulholland noted the most important piece of this is the Pavement Completion Index. If we maintain the same level of spending now, that index will go down to 60. It will be critically important that we continue to invest money in pavement. The other key component is to do crack filling/sealing roads and chip sealing to extend the life of roadways.

Water/Wastewater, Sewer & Utilities - DPW Assistant Director Jay Cairelli

- Focused a lot on asset collection and condition assessments.
- In 2020, for ISO New England, both the wastewater plant and the water plant were actually exporting energy rather than using energy from the grid and expects this to continue.
- Have been in touch with DES, the drinking water bureau, and the dam bureau regarding the drought conditions in our area and have developed a good management strategy for the Mascoma Lake and the surrounding water shed.
- Worked on Riverside clean-up and sewer water protection.
- Continued support for the Mascoma Lake Association.
- Continue implementation of recommended measures of the Water System Business Plan and conducted a study to determine unaccounted water loss in the system.
- Hired a contractor to complete the rehabilitation of internal piping in the Prospect Booster Station. Project is almost complete. Just waiting on one new pump.
- Cleaned all pipes in the system.
- Drafted a 10-year Plan and shared with the Council during the CIP process.

City Manager Shaun Mulholland emphasized it was important to work on a 10-year plan for the City's water mains, noting all the alerts that have gone out recently are symptoms of a failing system. These pipes have been in the ground for a very long time and are beyond their life span. While a lot of work was done on the lines through the CSO Project, there is still a lot of that infrastructure that needs to be repaired. This will be a big focus of what we do from this point forward – replacing and repairing those water mains.

2020 Accomplishments:

- Wastewater: The focus was on capacity.
- Met or exceeded all compliance testing except for three E. Coli violations.
- Continued work on the Wastewater Collection System Modeling.
- One (1) permitted allowable CSO overflow occurred in 2020. The lowest year to date since 2009 when the CSO separation began. The highest number of discharges occurred in 2011 with 63.
- Received approval from EPA to close the seven registered CSO outfalls. Five were permanently closed and two require manufacture of specialized slide gates that were ordered and have not been received due to the lengthy shop drawing and approval process.
- 14,670 feet of the Lebanon Sewer Interceptor were cleaned and lined as part of sewer system flow capacity improvements. This reflects 61% of the sewer collection system having been replaced or lined in the last 12 years.
- Completed the cleaning of 46,837 (approximately 12% of the entire system) linear feet of sewer lines with a contractor.
- Hydraulically “pigged” (cleaned) 13,813 linear feet of 10-in pressure sewer main from Route 4A atmospheric break to Bank Street vault control valve.
- Completed the SCADA Route 4A pump station and Route 4A atmospheric break upgrade.
- The final stages for the Huber dewatering press will go out to bid in the fall.
- Implemented new septage rates due to the results of the 2019 pilot study. This resulted in a change in revenue from 2018 (pre-pilot study) of \$94,581.20 to \$226,181.60 in 2020 (post-pilot study) a gross increase of \$131,600.40.

Assistant Mayor Below thanked Mr. Cairelli and the DPW staff for their good work. He was not sure if the 24" sewer line on Taylor Street was an issue but felt it important to let DPW know there will be some development in this area that the Economic Development Commission and the Planning Board have been looking at and felt DPW should be aware of this.

Recreation, Arts and Parks: Director of Recreation, Arts and Parks Paul Coats (listed as pages 46-56, agenda packet)

Last year was a difficult year due to COVID safety protocols. However, it did create new platforms in which we could excel in our work, such as creating new virtual play opportunities, bringing play packs to students when they were learning at home, and delivering free lunches to students. We also focused on the City's parks where people could find refuge, built a new playground at Maple Street in West Lebanon, continued improvements for the Rusty Berrings Skatepark at Riverside by adding lights and pavilion, scheduled improvements at Colburn Park in partnership with DPW by bringing in new benches and tables, putting in new sidewalks and incorporating new safety protocols. We were able to keep the Farmer's Market going with reduced levels of service. One of the most significant things they did in 2020 was the development of the Community Center Leadership Team and the great work they accomplished.

In thinking about some of the key objectives for 2021 and beyond are to: Complete connection from High Street/Mascoma Street intersection through the tunnel; negotiate rail discontinuance from Glen Road terminus to Riverside Park. We are working on improved access to the Greenway, signage, improve kiosks and mapping; and, securing additional field locations for development.

We expect to launch into full-fledged programming in July starting off with the 4th of July event and the Shamrock Shuffle on July 31st. The Farmer's Market will be in full swing starting May 20th with COVID protections and will have live music and the ability for people to eat in the park. The Lebanon Opera House will also have the NEXUS Music Festival in August.

Other Outcomes include:

- The Final phase of Rusty Berrings Skatepark is coming up this year.
- A New Tree Board will be established.
- Paving will take place on the Northern Rail Trail between Spencer Street and Bank Street Extension (DPW).
- Re-deck two additional Rail Trail bridges.
- Tennis and/or Pickle Ball at Civic Park.
- Adding additional shade to the pool.
- Healthy Choice: The main focus now is to install water fountains with bottle filler and drinking spout at all Recreation facilities.
- Recognized and thanked the Friends of Lebanon Recreation & Parks for enhancing our parks.
- Arts and Culture Commission is part of Lebanon's identity. They have designed, constructed, and opened the Graffiti Park at Riverside Community Park and designed and installed wrap on the Lebanon Recreation, Arts and Parks Van. Plan to install arts-oriented light pole banners at both Central Business Districts; establish sidewalk poetry and Rain Works Art with the Arts and Culture Commission; install signage for the public featured on the MRG to convey the message behind the art; and establish a non-profit fundraising platform for the Arts & Culture Commission, either through a new 501c3, or in partnership with Friends of Lebanon Recreation & Parks.

Assistant Mayor Below suggested using a solar shade structure at the pool.

Councilor Whittlesey thanked Mr. Coats and his department profusely for the activity bags they gave out every week last year, noting they were literally the highlight of his kids week.

ADJOURNMENT:

The meeting was adjourned at 6:48 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary