



**DOWNTOWN LEBANON TIF ADVISORY BOARD
JUNE 21, 2021 - 6:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. The June 21, 2021 Downtown TIF Advisory Board Meeting is hereby called to order.

2. Approval of Minutes

- A. January 27, 2021 (Joint Economic Development Commission and Downtown Lebanon TIF Advisory Board Meeting)

3. New Business

- A. Review TIF Fund Balance Report
B. Discuss and approve a recommendation for the 2022 operating budget
C. 20 Spencer Street Reconstruction Project Update
D. Downtown Improvement Plan Update
- Downtown beautification
- Economic Development Commission next steps for revitalization of the downtown area
E. Downtown Tunnel Grand Opening Status - Thursday, July 8, 2021, 4:30-6:30pm
F. Review and adoption of Rules of Decorum

4. Other Business

5. Adjournment

The order of agenda items is subject to change.

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 visit LebanonNH.gov/Live for full details.



MINUTES
JOINT ECONOMIC DEVELOPMENT
COMMISSION and DOWNTOWN LEBANON TIF
ADVISORY BOARD
WEDNESDAY, January 27, 2020 – 4:00PM
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live

1. CALL TO ORDER:

- The January 27, 2021 Economic Development Commission Meeting WAS called to order.
- Present on the Commission-Assistant Mayor Clifton Below, Dana Key, Chip Brown, Dan Nash, David Newlove, Kevin Purcell, Chairman William Dunn, Councilor Karen Liot-Hill, UVBA Executive Director Tracy Hutchins.
- Present on the Board- Victoria Smith, Peter Owens, Barry Schuster arrived at 4:30.
- Staff Present-Planning Director David Brooks, Planner Rebecca Owens and City Manager Shaun Mulholland

2. APPROVAL OF MINUTES:

- October 28, 2020-this item was not addressed.

3. NEW BUSINESS:

Joint meeting with the Downtown Tax Increment Finance District Advisory Board

- David Brooks made a presentation regarding smart growth concepts
- David Brooks made a presentation regarding the Lebanon Downtown and central business district zoning regulations

4. FUTURE AGENDA ITEMS:

5. NEXT MEETING DATE:

- Wednesday, February 24, 2021

6. OTHER BUSINESS:

7. ADJOURNMENT.

- Motion made by Assistant Mayor Below to adjourn, seconded by Chip Brown. Motion passed by roll call vote.

Balance Sheet
CITY OF LEBANON
As Of: June, GL Year 2021

Account Number		Balance
2200 DOWNTOWN LEBANON TIFD		
Assets		
2200-1310-90-0000	POOLED CASH: DUE FROM GENERAL FUND	336,348.29
	Totals Assets	336,348.29
Fund Balance		
2200-2440-01-0000	RESERVE FOR ENCUMBRANCES	0.00
2200-2530-01-0000	UNDESIGNATED FUND BALANCE	0.00
	Current Year Revenue	634,248.29
	Current Year Expenditure	(297,900.00)
	Current Year Encumbrances	0.00
	Prior Year Unencumbered Funds	0.00
	Net Revenue, Expenditure And Encumbrances	<u>336,348.29</u>
	Total UNDESIGNATED FUND BALANCE	336,348.29
	Total All Fund Balance Accounts	336,348.29
	Total Liabilities and Fund Balance	336,348.29
	Balance 2200 DOWNTOWN LEBANON TIFD	0.00
	Grand Total	0.00

YELLOW NEEDS TO BE FILLED IN FOR 2022 PROPOSED BUDGET								
NOTE: PLEASE ROUND TO THE NEAREST 10TH								
2022 City of Lebanon - DOWNTOWN TIFD Budget Worksheet								
Account Number	Description	2020 Approved Budget	2020 Actual Expenditures	2021 Approved Budget	2021 Projected Expenditures	2022 Proposed Budget	\$-CHG V- BUDGET	Narrative
2200-4153-01-0000	LEGAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4515-01-5400	ADVERTISING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4515-01-5900	OTHER PURCHASED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4711-01-9834	DEBT SERVICE-PRINCIPAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4721-01-9834	DEBT SERVICE-INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4901-01-0000	LAND PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4903-01-0000	BUILDING PURCHASE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2200-4909-01-0000	IMPROVEMENTS	\$ -	\$ -	\$ 130,730	\$ -	\$ 121,680	\$ (9,050)	
2200-4911-01-0000	TRANS TO GENERAL FUND	\$ -	\$ -	\$ 297,900	\$ 297,900	\$ 288,320	\$ (9,580)	Bond payments needed to be budgeted in 2022 GF Principal \$170,000 Interest \$116,317.46 = \$288,317.46
	DOWNTOWN TIFD EXPENDITURE Total	\$ -	\$ -	\$ 428,630	\$ 297,900	\$ 410,000	\$ (18,630)	
Account Number	Description	2020 Approved Budget	2020 Actual Revenues	2021 Approved Budget	2021 Projected Revenues	2022 Proposed Budget	\$-CHG V- BUDGET	
2200-3110-01-2022	2022 DOWNTOWN TIFD WARRANT	\$ -	\$ -	\$ -	\$ -	\$ 410,000	\$ 410,000	
2200-3110-01-2021	2021 DOWNTOWN TIFD WARRANT	\$ -	\$ -	\$ 428,630	\$ 428,633	\$ -	\$ (428,630)	
2200-3110-01-2020	2020 DOWNTOWN TIFD WARRANT	\$ -	\$ 428,633	\$ -	\$ -	\$ -	\$ -	
2200-3502-01-0000	INTEREST EARNED	\$ -	\$ 637	\$ -	\$ 650	\$ -	\$ -	
2200-3509-90-0000	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	DOWNTOWN TIFD REVENUE Total	\$ -	\$ 429,270	\$ 428,630	\$ 429,283	\$ 410,000	\$ -	

Lebanon Mall/Plaza Improvements Project



Metal Rail Repairs and repainting



Brick Repairs & Repointing



New Picnic tables



New Metal benches



New Metal Receptacles

- Mall/Plaza Improvements:**
1. Repair concrete joints and cracks with Mosaic Tiles (coordinate with AVA)
 2. Repair Concrete Joints and cracks with SikaQuick EZ Patch
 3. Resetting Granite Slabs
 4. Ramp repairs - painting rails and resurfacing brick walls and joints
 5. New large message board
 6. KIOSK Refurbishing
 7. Hang decorative banners
 8. Extend decorative lights
- Total estimated Cost \$120,000



Lights on trees

Mosaic Tile Repairs



Granite Slab Repairs



Granite Slab Repairs



Decorative Banners



Mosaic Tile Repairs



Mosaic Tile Repairs

New Large message Board



Mosaic Tile Repairs



Crack Repairs



KIOSK Repairs



Mosaic Tile Repairs





2. LANDSCAPE ISLAND IMPROVEMENTS WITH IRRIGATION - CITY to extend a service to each island and "Adoptee" shall be responsible

Island No.	Item Description	Bid Quantity	Unit ITEM	Bid Price	Total Price
1	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
2	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
3	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
4	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
5	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
6	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
7	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$2,700.00	\$2,700.00
8	Island - Planters and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$2,700.00	\$2,700.00
9	Island - Planters and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$2,700.00	\$2,700.00
10	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$2,700.00	\$2,700.00
Totals:					\$27,000.00
Total ISLANDS					\$27,000.00

Lebanon

Park and Hanover Streets - Islands Landscape Improvements with extended irrigation

Project Cost Estimate

Lebanon Mall/Plaza Improvements and Island Landscape with Irrigation System

Project Management by DPW

jjd

6/16/2021

1. PLAZA IMPROVEMENTS

Item No.	Item Description	Bid Quantity	Unit ITEM	Bid Price	Total Price
1	Repair Concrete joints with colored SikaQuick EZ Patch (Fast-setting material used for patching of concrete surfaces and slopes), includes concrete preparation to cut concrete edges to 1" depth	150	sf	\$ 125.00	\$18,750.00
2	Repair Concrete joints with MOSIAC TILES Set in SikaQuick EZ Patch (Fast-setting material used for patching of concrete surfaces and slopes), includes concrete preparation to cut concrete edges to 1" depth	150	sf	\$ 125.00	\$18,750.00
3	New Message X-Large vertical double sided Message Board Sign with surface mounted posts set in landscaped area by Village Pizza including installation of concrete posts (9ZK10010) \$1355.85 each x 2 for both sides, from TreeTop Products.com - page 161	1	ea	\$ 4,000.00	\$4,000.00
4	Restoration of Kiosk with replacement of deteriorated wood and painting of structure	1	ea	\$ 3,000.00	\$3,000.00
5	Resetting granite slabs on new mortar	100	sf	\$ 100.00	\$10,000.00
6	Replacement of Metal benches including attachment to concrete with hilti bolts 3" depth, Style Northgate benches with black onyx 8' (ZZV2353) \$897.85 each, from TreeTop Products.com - page 88	10	ea	\$ 1,500.00	\$15,000.00
7	Replacement of Metal receptacles including attachment to concrete with hilti bolts 3" depth, Style Northgate receptacles with flat lid and lines, black, 32 gallon (4TZV2353) \$718.85 each, from TreeTop Products.com - page 107	10	ea	\$850.00	\$8,500.00
8	Railings along the ramp - painting and securing to concrete	2	ea	\$2.00	\$4.00
9	Bike Racks surface mount, 9-bike, Black, (7ZT7043) \$266.85 each, from TreeTop Products.com - page 136	4	ea	\$400.00	\$1,600.00
10	Picnic Tables to replace existing, Black Northgate Picnic tables, Model 1VZ6249, from treetop products.com, page 34, \$1548.85 including install securing to conc.	2	ea	\$2,000.00	\$4,000.00
11	Brick wall repairs adjacent to ramp/rails	12	sf	\$250.00	\$3,000.00
12	Hang banners throughout plaza	1	Lump Sum	\$4,000.00	\$4,000.00
13	Creative	1	Lump Sum		
14	Extend lights within plaza and hang from trees with elec outlets to light poles	1	Lump Sum	\$5,000.00	\$5,000.00
Subtotal					\$95,604.00
Add Contingencies					25%
					\$23,901.00

Total PLAZA

\$119,505.00

2. LANDSCAPE ISLAND IMPROVEMENTS WITH IRRIGATION - CITY to extend a service to each island and "Adoptee" shall be responsible to extend in-

Island No.	Item Description	Bid Quantity	Unit ITEM	Bid Price	Total Price
1	Island - Landscape Island and extend water service with flow meter in-ground box, including trench patch with infrared pavement finishing	1	ea	\$ 2,700.00	\$2,700.00
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Totals:					\$27,000.00

Total ISLANDS

\$27,000.00

3. NEW BUSINESS:

3.E – DOWNTOWN TUNNEL GRAND OPENING STATUS

A grand opening event for the Lebanon Tunnel will be held on Thursday, July 8, 2021, from 4:30pm to 6:30pm. The event will include live radio by "The River", public art voting, sidewalk chalk, a scavenger hunt, and a bike rodeo that includes: bike checks by Omer & Bob's, helmets giveaway, bike registrations, a bike safety obstacle course, and e-bike loan signups.

- 4:00pm: Mascoma River Greenway Bike Ride
- 5:00pm: Hear Here the Engineer
- 5:15pm: Mayor Remarks
- 5:20pm Ribbon Cutting
- 6:00pm Group Dog Walk
- 7:00pm: Front Porch Concert by Cold Chocolate

Prepared food will be available at the [Lebanon Farmers' Market](#) from 4:00pm to 7:00pm.

For further details, please visit: [Downtown Tunnel Rehabilitation Project](#)

DOWNTOWN LEBANON TIF ADVISORY BOARD

RULES OF DECORUM AND COMMITMENT TO CIVIL BEHAVIOR

It is acknowledged that:

1. Civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making.
2. Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
3. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior.
4. Demonstrations in support or opposition to a speaker or idea are not permitted by members of the Board. The Chairman is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

To maintain a cohesive, productive working environment, the members of the Lebanon Downtown TIF Advisory Board commit to:

1. Supporting the Board's mission.
2. Showing respect to each other as appointed members and staff representatives to the Board.
3. Promoting civility during Board meetings and tolerating nothing less.
4. Demonstrating reflective listening and not displaying negative body language (for example eye rolling, pencil tapping, shrugging of one's shoulders, hand gestures, etc.)
5. Allowing uninterrupted speech by those recognized as "having the floor" and refraining from speaking until recognized by the Chair.
6. Bringing downtown Lebanon TIF related concerns, issues, and conflicts to the Board for discussion.
7. Offering alternative solution(s) when addressing a problem or issue.
8. Maintaining the confidentiality of material discussed during closed Board meetings.

PLEDGE OF CIVILITY

The manner in which we govern ourselves is often as important as the positions we take. The City's collective decisions will be better and truer to our mission when differing views have had the opportunity to be fully vetted and considered. All those who appear before the City's board and committees have the right to be treated with respect, courtesy, and openness. We value all input.

Accordingly, we commit to conduct ourselves at all times with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.