

**AGENDA
PLANNING BOARD
AUGUST 26, 2019**

**AGENDA ITEM #2B
APPROVAL OF MINUTES**

JULY 17, 2019 (CIP)

DRAFT

**LEBANON PLANNING BOARD
CAPITAL IMPROVEMENT PROGRAM COMMITTEE
COUNCIL CHAMBERS, CITY HALL
WEDNESDAY, JULY 17, 2019
5:30 PM**

MEMBERS PRESENT: Bruce Garland (Chair), Matthew Hall, Sarah Welsch

MEMBERS ABSENT: Matthew Cole

STAFF PRESENT: David Brooks (Planning and Zoning Director, Paula Maville (Deputy City Manager), Greg Colby (Finance Director), Christina Hall (City Engineer), Jim Donison (DPW Director), Jay Cairelli (DPW Assistant Director), Tad Montgomery (Energy & Facilities Manager)

1 **1. CALL TO ORDER** – David Brooks called the meeting to order at 5:30 PM.

2
3 **2. PROJECT REVIEW: 2020-2025 CIP PROJECTS - PUBLIC WORKS**

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5 Mr. Brooks reviewed the rules for the CIP Review and discussed the purpose of the CIP, as well as the
6 definition of what projects qualify for a CIP Review and those that are excluded from the CIP process.

7
8 New, for this year's CIP, the subcommittee will be scoring the projects based on criteria developed by the
9 Planning Department and approved by the Planning Board. Staff recommended the subcommittee take a
10 few minutes at the end of each project discussion to create a composite score for that project. The
11 composite scores will be compiled by Staff and will be tabulated for review by the full Planning Board
12 and the City Council going forward.

13
14 Chair Garland said that the Committee has only the quantitative responsibility in reviewing these projects
15 because they do not have any knowledge of the tax impact and expenses that the City Council has.

16
17 After some discussion took place between the Committee and Planning Staff, it was decided that each
18 DPW CIP project would be divided into the DPW Divisions within the Public Works Department for
19 scoring purposes.

20
21 **A. Huber Sludge Dewatering Press** – (Sewer/Wastewater Division) - Jay Cairelli
22 **Appropriation:** \$1.1 million for 2020.

23
24 Mr. Cairelli reviewed the Huber Sludge Dewatering Press and how it operates, noting this piece of
25 equipment is the first process used to treat wastewater and is intended to maintain sustainability,
26 redundancy and improve capacity for dewatering sludge at the WWTP. Maintaining pumping ability at
27 this station is critical to maintaining public service and health. The City presently has two units, but
28 adding one more unit now will double the capacity for handling sludge.

29
30 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

31
32

1 **B. Lebanon Sewer System Rehabilitation #2** – (Sewer/Wastewater Divisions) – Christina Hall

2 Appropriation: \$1 million annual budget starting in 2020 and inflated at 5% per year through
3 2025 is estimated for this project.
4

5 Ms. Hall reviewed and presented a history of the Lebanon Sewer System Rehabilitation #2 project. The
6 year 2020 will be the final year in which the City is under a Consent Decree with the Federal EPA who
7 requires a CMOM (Capacity Management Operations Maintenance) plan to assist the City in the
8 continued maintenance and upkeep of the sewer collection system. This plan allows the City to utilize the
9 system mapping by gathering flow information, modeling the system, and tracking the system sewer
10 capacity. The rehabilitation will be a combination of sewer replacement and slip-lining. The actual
11 Consent Decree for the CSO will be complete in 2020.
12

13 Mr. Cairelli said that if the system shows there is a particular area(s) where a deficiency is found, the
14 likelihood of a catastrophic failure becomes a lot less and explained his reasonings.
15

16 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.
17

18 **C. Downtown Visioning and Tunnel Project** – (Engineering/DPW Divisions) – Jim Donison

19 Appropriation: Requesting that the original proposed \$455K be increased to \$515K.
20

21 Mr. Donison reviewed both the Downtown Visioning Study and the Tunnel Project with the Committee.
22 The design for the Tunnel Project will be 90% complete by July 24th and will be turned over to
23 Engineering for a final review. Once this review is completed, final comments will be provided and a
24 final presentation will be given to the City Council. The goal is to finish the design and put it out to bid
25 in the late fall/early winter and start construction in 2020. He is requesting that the proposed \$455K,
26 which is the estimated balance needed to complete construction based on the 30% design plans completed
27 as of May 2019, be increase to \$515K. The reason is because the amount of money that has already been
28 expended is \$1.92 million and the projected estimated completion cost, based on the 30% completed
29 design plans is \$2.45 million. This project will increase the continuity of the pedestrian trail as part of the
30 Mascoma Greenway Project and will improve the Tunnel Project artistic elements, as well as the
31 Downtown Park.
32

33 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.
34

35 **D. Hanover Street Reconstruction** – (Engineering/DPW Divisions) – Christina Hall

36 Appropriation: \$355K in 2020 for the design phase and \$2 million each year thereafter for the
37 next three (3) years (2021-2023) to complete construction of this project.
38

39 Christina Hall reviewed the Hanover Street Reconstruction. This phase of the Downtown Vision Plan
40 involves the Hanover Street Route 120 Intersection and goes to High St. Hanover Street is a main
41 gateway into the heart of the City’s downtown area and the proposal includes improvements that will
42 reduce the risks to pedestrians/bicyclists and improve traffic flow for motor vehicles. The roadway itself
43 has deteriorated to the point where it needs to be resurfaced.
44

45 Ms. Welsch felt this was a great deal of money for something, in her opinion, that was not urgent and
46 explained her reasonings. Ms. Hall said that while this is not urgent, this is the first step beyond the
47 Tunnel Project that will help to implement the Downtown Visioning Study. Ms. Hall reviewed the

1 benefits of reconfiguring the traffic flow, enhancing Landscaping, doing sidewalk improvements and
2 maintenance, adding bike lanes and crosswalks, and the impact construction would have on residents.

3
4 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

5
6 **E. Facility Assessment Plan** – (Energy & Facilities Division) – Tad Montgomery
7 **Appropriation:** \$150K in 2020 for Design and Engineering.

8
9 Mr. Montgomery reviewed the Facilities Assessment Plan (FAP). The purpose of a Facilities Assessment
10 Plan (FAP) is to inventory the City’s buildings, identify significant end users, and understand all relevant
11 issues in order to make informed decisions about them in the future. Starting with the Water and
12 Wastewater Plants, infrastructure and all City building assets will be registered in terms of what will be
13 needed in the future and then integrated into the FAP.

14
15 Mr. Brooks explained the reasons why the Solar Project Buy Out that Mr. Montgomery submitted was not
16 included as a CIP item.

17
18 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

19
20 **F. 20 Spencer Street (Old DPW Site) Cleanup Project** – (Engineering/DPW Divisions) Jim
21 Donison. **Appropriation:** \$300K in 2020.

22
23 Mr. Donison reviewed the 20 Spencer Street (old DPW Site) Cleanup Project. The purpose is to clean up
24 the site so it can be advertised for sale to potential developers, which will result in redeveloped property
25 being placed back on the tax role. The site and building requires not only cleaned up but the removal of
26 hazardous waste material such as asbestos and lead; removal of underground storage tanks; and,
27 demolition and removal of buildings.

28
29 Ms. Maville said this property has been under a Use & Activity Restriction for a number of years so there
30 has been a lot of testing done already on the ground wells located on the property.

31
32 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

33
34 **G. Infrastructure Improvements - Road/Drainage/Sewer/Water** – (Water/Sewer/Engineering
35 & DPW Divisions) – Jim Donison
36 **Appropriation:** \$3,150,000 in 2021. The 2021 projects for engineering and design are \$288,750
37 for roadway, drainage, sidewalks, and curbing, plus \$2,861,250 for construction and
38 implementation. Future year costs (2022-2025) have been inflated by 5%.

39
40 Mr. Donison reviewed the Infrastructure Improvements – Road/Drainage/Sewer/Water. Currently DPW
41 is moving forward with a Roadway Surface Management Plan where a contractor will be assessing all the
42 road conditions throughout the City, will prepare a ranking map on what roadways are in need of repairs,
43 and will assign costs. The goal is to have to have a 10-20 year Roadway Improvement Plan. They will
44 review this plan with the City’s Water, Sewer and drainage and incorporate those needs into the overall
45 priority for the roadways and come up with a 5-10 year plan. This is high priority for all DPW
46 Divisions.

47
48 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

1
2 **H. Septage Receiving Facility – WWTP Upgrade – (Wastewater/Landfill Divisions) – Jay**
3 **Cairelli. Appropriation: 2020-None; 2021-None; 2022-\$50K for the design; 2023- \$500K.**
4

5 Mr. Cairelli reviewed the Septage Receiving Facility – WWTP Upgrade. This project is intended to
6 improve operations to accommodate increases in septage received at the WWTP such as improvements in
7 receiving functionality and efficiency. A successful pilot study was done this year where the facility
8 decreased their rate/gal. substantially in order to draw in more septage. There has been a huge increase in
9 revenue, despite the lower costs.

10
11 Mr. Cairelli described what septage is and what the customer rates are, both intown and out of town, for
12 receiving septage at the facility.

13
14 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

15
16 **I. Landfill Anaerobic Digester Study – (Solid Waste/Wastewater Divisions) – Jay Cairelli**
17 **Appropriation: \$50K in 2020.**
18

19 Mr. Cairelli reviewed the Landfill Anaerobic Digester Study. This is a new study that will assess the
20 feasibility of an anerobic digester at the landfill and if it would be financially feasible and beneficial for
21 the City’s use. The City Council has discussed this quite a bit and it is something that will coincide with
22 the Landfill Gas to Energy Project. This anaerobic digester would break down sludge and other waste
23 and turn it into methane gas that can be used to turn gas into energy, which has the potential to create a lot
24 of revenue and savings for the City. He noted that Bids for the Gas-to-Energy Project are due by July 24,
25 2019.

26
27 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

28
29 **J. Downtown Roadway Improvements – (Engineering/DPW Divisions) – Christina Hall**
30 **Appropriation: This is proposed for design in the year 2023 in the amount of \$385K, \$3 Million**
31 **in 2024, \$1 Million in 2025, for a total of \$4,385,000 for the project.**
32

33 Ms. Hall reviewed the Downtown Roadway Improvements noting that the concept of the plan is detailed
34 on pages 80-87 in the Downtown Visioning Plan. The project involves roadway and streetscape
35 improvements with opportunities for public art and will run from the tunnel up through, and around,
36 Colburn Park and a segment of Hanover and Spencer streets. This project will also improve traffic flow,
37 enhance pedestrian/bicycle safety, and improve aesthetics through improved streetscapes and installation
38 of public art.

39
40 Ms. Maville said this project also ties into the discussion with the Route 120/Hanover Street
41 improvements. All the traffic studies that were done as part of the Downtown Visioning played a role in
42 how to get these projects done to allow for increased traffic.

43
44 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

45
46 **K. Mill Road Slope Stabilization and Drainage Improvements – (DPW Maintenance/Sewer**
47 **Divisions) – Jim Donison**
48 **Appropriation: \$4,081,500.00 is being requested in the year 2025 for a long-term fix.**

1
2 Mr. Donison reviewed the Mill Road Slope Stabilization and Drainage Improvements. The purpose of
3 this project is to stabilize the steep earthen slopes where failures have occurred and improve the drainage
4 conditions in an effort to protect the City's sewer, water supply, and recreational infrastructure. By
5 protecting this infrastructure, it protects the health and safety of Lebanon residents.
6

7 The Mill Road Slope was identified in the City's Hazardous Mitigation Plan - Erosion Category and the
8 DPW felt that this rose to a higher priority ranking than any other identified roads. Every year there are
9 slides on this trail that threaten the water supply for the City as well as the forced main sewer line that
10 transports wastewater from the East side of Lebanon and Town of Enfield. The Committee discussed the
11 location, repairs that have been made to the slope to date, and the impact on the health and safety to the
12 City's residents if the slope has a catastrophic failure.
13

14 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.
15

16 **L. Landfill Phase III Construction** – (Solid Waste Division) – Jay Cairelli

17 Appropriation: \$3 Million is being requested in the year 2025. No expected impact on Operating
18 Costs for 2020-2025.
19

20 Mr. Cairelli reviewed the Landfill Phase III Construction, noting this is a new project. Based on recent
21 Landfill Waste Capacity Reports, a conservative estimate of the capacity remaining at the Landfill is
22 approximately 9-12 years (2028-2031). This project is proposed to be built two years before the City runs
23 out of capacity because they do not want to have an interim period where the Landfill cannot be used and
24 where transfer stations would have to be set-up for the removal of refuse. A study will be done through
25 the DPW Operating Budget. The Phase 3 area of the Landfill is approximately 6 acres, with construction
26 costs estimated to be \$500K per acre for a total of \$3 Million. Construction will take approximately 2
27 years.
28

29 Mr. Cairelli said there is a caveat in costs depending on what the DPW study shows. DPW has no idea of
30 what is buried within this site and depending on what they find, this could raise the construction costs.
31 This area of the Landfill was thought to have been established in the 1930's and the regulations for this
32 time period were very different from what they are now.
33

34 The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.
35

36 **M. Mechanic St/Slayton Hill Rd. Intersection** – (Engineering) – Christina Hall

37 Appropriation: \$600K in 2025.
38

39 Ms. Hall reviewed the Mechanic St/Slayton Rd. Intersection. This has been part of the overall Mechanic
40 Street Project and has been in the State's 10-year program since 1998. The City has selected a
41 roundabout for the first phase at High St/Mechanic St. The estimated schedule for the 1st phase is to
42 advertise for construction bids in January 2021 as a one year start construction project.
43

44 The 2nd phase includes a proposed roundabout on Slayton Hill Rd. The Upper Valley Lake Sunapee
45 Regional Planning Commission (UVLSRPC) ranked this #1 on their priority list for their 2029 10-year
46 plan. They have budgeted \$3.77 million for this area and will be appropriating all of their funding
47 towards this project. The City would be responsible for 20% of the \$3.77 million allocated amount and
48 any costs exceeding the \$3.77 million would be the City's responsibility.

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The Committee discussed funding sources, such as grants, that may be available in the future.

The Committee discussed and Mr. Brooks recorded the Planning Board composite scores for this project.

N. Lebanon School District – Facilities Improvement Plan – David Brooks
Appropriation: \$586K - Unconfirmed budget for 2020.

The Lebanon School District provided the City with a copy of its Draft Facilities Improvements Plan for 2020-2025. With this information, the City can review proposed City capital expenditures along with proposed School District capital expenditures in order to understand and evaluate the total impact on the community and to help maintain a level tax rate for the citizens of Lebanon.

Mr. Brooks reviewed what the role of the CIP Committee is regarding the Lebanon School District – Facilities Improvement Plan, noting that School District works on a different budget year than the City does.

The Committee discussed the unconfirmed budget in the amount of \$586K for the School District in the year 2020, the differences between what is considered a CIP Project for the School District vs. what is considered a CIP Project for the City, and how the School District’s budget could impact the City’s tax rates for residents.

***Chair Garland MOVED that the Lebanon School District CIP projects be presented to the full Planning Board as they are listed.
Seconded by Matthew Hall.
*The Vote on the Motion was approved unanimously (3-0).***

8. OTHER BUSINESS: NONE

10. ADJOURNMENT:

***Matthew Hall MOVED to adjourn the meeting at 8:10 pm.
Seconded by Sarah Welsch.
*The MOTION passed (3-0).***

The meeting was adjourned at 8:10 pm.

Respectfully submitted,
Dona E. Gibson
Recording Secretary