

FINAL

**LEBANON PLANNING BOARD  
CAPITAL IMPROVEMENT PROGRAM COMMITTEE  
REMOTE VIA MICROSOFT TEAMS  
THURSDAY, AUGUST 13, 2020, 5:30 PM**

**MEMBERS PRESENT:** Bruce Garland (Chair), Laurel Stavis, and Tom Martz

**STAFF PRESENT:** David Brooks (Planning and Zoning Director), Shaun Mulholland (City Manager), Carl Gross (Airport Manager), Sean Fleming (Library Director), Tina Stearns (Deputy Finance Director), Chris Christopoulos (Fire Chief), Phillip Roberts (Deputy Chief of Police), Rebecca Owens (Associate Planner)

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**1. CALL TO ORDER** – Chair Garland called the meeting to order at 5:32 PM.

**2. PROJECT REVIEW: 2021-2026 CIP PROJECTS**

Mr. Brooks reviewed the procedures for a Microsoft Teams remote meeting and the rules for the CIP Review and discussed the purpose of the CIP, as well as the definition of what projects qualify for a CIP Review and those that are excluded from the CIP process. The goals for level funding were explained.

City Manager Mulholland gave the rationale for the budgetary goals and managing the projects awaiting funding.

**A. Lebanon Library Renovation** – (Design/Engineering/Construction) – Sean Fleming

The Lebanon Public Library was constructed in 1909, with an addition completed in 1985. The library has HVAC systems that are nearing or past the end of their expected life, and the building would benefit from energy efficiency improvements. Safety issues, including a dangerous landing by the front entrance, and the lack of a firewall between the elevator room and boiler room, need to be addressed. A central stairwell would improve access for patrons, replace stairs that do not meet code, and allow staff to better monitor the entire building. Many areas of the building that had been used for office space should be converted for patrons use; these efforts will require the elimination of some walls. Some cosmetic upgrades to the interior of the building, including new carpeting and tile, shelving and furniture also need to be included.

Appropriation: \$1,720,215

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

**B. Runway Safety Area Improvements** – Carl Gross

The project will perform an Environmental Assessment (EA) of the proposed runway 18- 36 runway safety area improvement project as required by the Federal Aviation Administration (FAA) under the National Environmental Protection Act (NEPA). A Limited Scope Airport Layout Plan update was approved and is in progress. This update will determine the requirements of the safety area project and will be used in the EA project to help determine the extent of any environmental impacts of the safety area project.

Total Estimated Cost: \$220,000

- \$200,000 – Federal - 90%
- \$10,000 – NH DOT - 5%
- \$10,000 – City – 5%

The project will also fund a Reimbursable Agreement for an internal FAA study to determine the feasibility of relocating the airport glideslope. The glideslope provides an electronic signal to align a plane with the centerline of the runway for landing in inclement weather. The glideslope is usually located at the end of the runway. Since the project shifts the runway the glideslope will need to be relocated. The purpose of the agreement is to reimburse the Technical Operations section of FAA for performing the study.

Total Estimated Cost: \$55,000

- \$50,000 – Federal - 90%
- \$2,500–NH DOT-5%
- \$2,500 – City – 5%

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

#### **C. Fire Department Station 2 Replacement** — Chris Christopoulos

A single station model was studied, but it was determined it would not serve the City adequately. The station operates 24/7 with ambulance and fire service. There is no potential for growth in the current station location, which was never built for full time staff. The front apron area is not sufficient, and the Ledyard Bank provides parking on the west side of the station. The building doesn't meet any modern health and safety regulations, and storage of protective clothing is inadequate. The building is not energy efficient and has accessibility issues. The mechanical services are aged and failing, and there is no capacity for gender separate facilities. Program needs cannot be supported, and a 55% increase of space is needed. The department is currently negotiating for a new site that meets the needs of the proposed facility, which is planned for 2020/2021.

Appropriation: \$5,290,000

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

#### **D. Fire Department Station 1 Replacement** – Chris Christopoulos

Station 1 has similar deficiencies to Station 2. The City is spending 10-15% more for a specially sized truck due to the constraints of the building. The doors are inadequate, and the tanker truck must be parked behind the primary engine. One truck has to be moved to get to the other. They are extremely constrained on space with no adequate decontamination area or sanitary vs. non-sanitary area. The project would increase space by 50% and allow dual gender facilities. The goal is to increase the footprint and move the building to a site with sufficient land. A potential space has been identified, and they are awaiting cost estimates. The project is planned for 2027.

Appropriation: \$11,000,000

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

**E. Police Facility Renovation and Expansion** – Deputy Chief Phillip Roberts

Lavallee Brensinger recommended that the police department remain in the current location and renovate the space for current and future operations. Lavallee noted that the envelope of the police department is in good condition along with the interior finishes. However, there were several deficiencies noted to include equipment storage, records storage, overall efficiency, current workspace needs and vehicle maintenance and storage. For example, the police department has changed the current use of several spaces within the building in an attempt to overcome the lack of needed space. The “photo lab” has been turned into equipment storage for the entire department. The space is small, cramped and not suited to the department’s needs. Similarly, the department has commandeered several spaces within the building for office space that was designated for other uses in the original build. This includes utilizing a small closet space for the Cyber Crime Unit office.

Lavallee Brensinger recommended that the building be expanded to not only rectify current space needs, but to accommodate future growth out to 2039. Lavallee found that a 65% increase in space as needed at the police department facility.

The project can be phased, if necessary. To save on construction costs, the project should be completed in one phase. However, if needed due to funding constraints, Lavallee Brensinger has proposed the alternative of a four-phase process of construction.

Appropriation: \$ 8,567,305

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

**F. Community Center** – (Recreation & Parks) – Rick Desharnais

The Recreation Department is currently doing a community survey on the need for a community center. The early responses indicate interest in supporting a center or getting more information. At present, the Recreation Department has no indoor space and must rely on community partners, particularly the schools. The amount of availability or preference for space is limited. The City is unable to provide after school programming. It was not possible to operate a camp this summer without the schools as a location.

Appropriation: \$3,423,000

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

**G. Parks Storage & Maintenance Building** – (Recreation & Parks) – Rick Desharnais

The request would provide funds to build a 36’x48’ maintenance and storage garage with a 12’x36’ lean-to off the rear that will replace storage lost due to the redevelopment of 20 Spencer St. (the Old DPW garage). Currently the recreation equipment is located in temporary container storage, and all vehicles and trailers are parked outdoors year-round. The building will replace a failing single bay garage currently onsite and utilize existing water and sewer connections onsite.

Appropriation: \$260,000

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

**H. Recreation Playing Fields** – (Recreation & Parks) – Rick Desharnais

The Recreation and Parks Department identified the need for additional playing fields in the 1998 Recreation Master Plan's recognition that existing fields owned by both the City and the Lebanon School District are inadequate in their location and capacity, and proper maintenance and upkeep is close to impossible due to overuse. Preliminary studies and conceptual designs for new Lower Meadows Playing Fields were developed in 2003. Plans were abandoned due to access challenges, and the department feels it can overcome those obstacles today, especially now that the Mascoma River Greenway is built and runs adjacent to this parcel. Demand for fields has only grown while supply has diminished, and the concept of resting fields has still not been accomplished. Fully one third of our playing field system is currently located on privately owned land and a short-term lease. New field development is a top priority considering the need to occasionally rest fields, catch up with current demand, and meet future adult programming goals.

Appropriation: \$2,568,010

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

**I. Airport TIF District Infrastructure Improvements** – (Planning & Zoning) – David Brooks

On November 6, 2019, the City Council voted unanimously to establish the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District on lands adjacent to the airport. Subsequently, the Council approved a capital project to fund the initial design and permitting of a roadway and utility infrastructure within the TIF District. Preliminary (30%) plans have been prepared by the City's engineering consultant based on guidance provided by the City.

As requested by the City, the proposed TIF District infrastructure has been designed to allow for construction in two phases. This phased approach allows the City to make the minimum upfront investment necessary to provide access to the property and to enable development of 2-3 building sites on the City's property. The first phase construction would also facilitate access to developable land on the east side of the adjacent Upper Valley Tech Park, LLC property (M/L 131-3; also part of the TIF District), which is separated by wetlands from the western portion of that property. The westerly portion of the property is already accessible from Technology Drive within Airport Phase 1A and would begin to generate TIF proceeds with any new development undertaken in that area.

The engineering consultant has provided preliminary cost estimates for construction of the access roadway, water, sewer, and storm drainage improvements as well as landscaping and lighting based on the 30% plans. The consultant has also provided a cost estimate for clearing, grubbing, and rough grading of the first phase area (approximately 8.8 acres) to get the first 2-3 building sites ready for development. Preliminary cost estimates for the extension of 3-phase power to serve the area have been received from Liberty Utilities.

Only after development begins to occur and a tax increment begins to be generated would the City commit additional resources to construct the remainder of the TIF District roadway and utilities, which would open up the remaining 2-3 building sites on the City's property and potential one additional site on the Upper Valley Tech Park property.

Appropriation: \$2,964,700

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

**3. OTHER BUSINESS: NONE**

**4. ADJOURNMENT:**

***A MOTION by Tom Martz to adjourn the meeting.***

***Seconded by Laurel Stavis .***

***Roll Call Vote:***

***Voting in Favor – Mr. Martz, Ms. Stavis, Mr. Garland***

***\*The MOTION passed (3-0).***

**The meeting was adjourned at 8:08 pm.**

Respectfully submitted,

Holly Howes

Recording Secretary