

50 - 9/16/26



State of New Hampshire
DEPARTMENT OF NATURAL & CULTURAL RESOURCES
DIVISION OF PARKS & RECREATION

172 Pembroke Road Concord, New Hampshire 03301
Phone: 603-271-3556 Fax: 603-271-3553
TDD Access: Relay NH 1-800-735-2964
nhstateparks.org



August 25, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Executive Council
State House
Concord, New Hampshire

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources to amend an existing grant agreement (Grant #33-00748, PO #1089764) for a federal Land and Water Conservation Fund (LWCF) – State and Local Assistance Program sub-grant with the City of Lebanon, (VC# 177422) for renovations of facilities at Storrs Hill Ski Area ,by extending the completion date from September 30, 2026 to September 30, 2027, with no change to the award amount of \$400,000, effective upon Governor and Council approval through September 30, 2027. The original sub-grant agreement was approved by Governor and Council on December 7, 2022, Item #56; and amended on May 20, 2026, Item #79. **100% Federal Funds.**

The requested action will be granted without any explicit covenants, restrictions, or permissions regarding hunting, fishing, and other recreational activities. Upon approval and execution of the requested action, applicable local and state laws will regulate such activities.

EXPLANATION

The \$400,000 sub-grant is for renovations of facilities at Storrs Hill Ski Area, a public outdoor recreation area, located at 60 Spring Street. The current project scope within the agreement includes an expansion of the base lodge, replacement of a ski jump, and installation of surface mats for year-round ski jump use. However, the city has reassessed and redesigned the intended plans for this area, which will first require a no-cost scope amendment to be submitted to the National Park Service via DNCR. This amendment to extend the agreement will allow the city and the DNCR to procure the necessary federal scope amendment and provide adequate time for the city to complete the renovations. No project work has commenced by the city, and no grant reimbursements have been issued to the city.

The Attorney General's Office has reviewed and approved this grant amendment as to form, substance, and execution.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Adam J. Crepeau".

Adam J. Crepeau
Commissioner

Amendment of G-1 Grant Agreement

The Department of Natural and Cultural Resources, Division of Parks & Recreation Bureau of Community Recreation, and the City of Lebanon, hereby mutually agree to amend the sub-award of the federal Land and Water Conservation Fund (LWCF) grant #33-00748 Storrs Hill Ski Area-II, originally approved by the Governor and Executive Council on December 7, 2022, Item #56; and May 20, 2026, Item #79.

1. Amend G-1 Sub-Grant Agreement section 1.7., Completion Date, from September 30, 2026, to September 30, 2027.
2. All other terms and conditions of the original grant agreement shall remain the same in full force and effect as originally set forth; and
3. This amendment is subject to approval by the Governor and Executive Council.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year written.

City of Lebanon

Signature: Andrew Hosmer

Andrew Hosmer, City Manager
Email: andrew.hosmer@lebanonnh.gov

07/23/2026

Date

Department of Natural and Cultural Resources

Adam J. Crepeau

Adam J. Crepeau, Interim Commissioner

8-6-2026

Date

Approved as to form, substance, and execution:

Mary E. Maloney

Attorney General

August 24, 2026

Date

Municipality Certification of Authority

I, Jaseya Ewing (Name), hereby certify/attest that I am duly elected Clerk/Secretary of City of Lebanon (Name of Municipality), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on June 6, 20 01, at which a quorum of the Municipality Officers were present and voting.

RESOLVED: That Andrew Hosmer, City Manager (Name and Title of Official Signing the Agreement) is duly authorized to enter into contracts or agreements on behalf of City of Lebanon (Name of Municipality) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority **remains valid for thirty (30) days** from the date of this certificate.

DATED: 7/9/20

ATTEST: Jaseya Ewing
(Secretary/Clerk Signature Completing this Certificate)

CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: City of Lebanon 51 North Park Street Lebanon, NH 03766		Member Number: 217	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ PO Box 23 Hooksett, NH 03106-9716	
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply	
☒ General Liability (Occurrence Form) Professional Liability (describe) ☐ Claims Made ☐ Occurrence	1/1/2026	1/1/2027	Each Occurrence	\$ 1,000,000
			General Aggregate	\$ 2,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
☐ Automobile Liability Deductible Comp and Coll: \$1,000 Any auto			Combined Single Limit (Each Accident)	
☐ Workers' Compensation & Employers' Liability			☐ Statutory	
			Each Accident	
			Disease – Each Employee	
			Disease – Policy Limit	
☐ Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: In regard to the grant. The certificate holder is named as Additional Covered Party, but only to the extent liability is based solely on the negligence or wrongful acts of the member, its employees, agents, officials or volunteers. This coverage does not extend to others. Any liability resulting from the negligence or wrongful acts of the Additional Covered Party, or their employees, agents, contractors, members, officers, directors or affiliates is not covered.

CERTIFICATE HOLDER:	☒	Additional Covered Party		Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 1/14/2026 mpurcell@nhprimex.org Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of New Hampshire Department of Natural & Cultural Resources 172 Pembroke Rd Concord, NH 03301					

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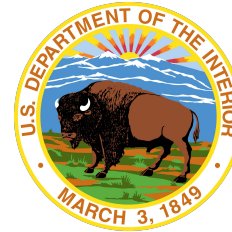
Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
☐ General Liability (Occurrence Form) ☐ Professional Liability (describe) ☐ Claims Made ☐ Occurrence			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
☐ Automobile Liability Deductible Comp and Coll: Any auto			Combined Single Limit (Each Accident)	
			Aggregate	
☒ Workers' Compensation & Employers' Liability	1/1/2026	1/1/2027	☒ Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
☐ Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Mary Beth Purcell</i> Date: 1/14/2026 mpurcell@nhprimex.org Please direct inquiries to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
State of NH Department of Natural and Cultural Resources 172 Pembroke Road Concord, NH 03301			

1. DATE ISSUED MM/DD/YYYY 07/23/2026		1a. SUPERSEDES AWARD NOTICE dated 09/17/2025 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. ASSISTANCE LISTING NUMBER 15.916 - Outdoor Recreation Acquisition, Development and Planning			
3. ASSISTANCE TYPE Project Grant			
4. GRANT NO. P22AP02358-02 Originating MCA #		5. TYPE OF AWARD Other	
4a. FAIN P22AP02358		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 10/01/2022		Through MM/DD/YYYY 09/30/2027	
7. BUDGET PERIOD MM/DD/YYYY From 10/01/2022		Through MM/DD/YYYY 09/30/2027	
8. TITLE OF PROJECT (OR PROGRAM) 33-00748 Storrs Hill Ski Area II			

NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)

54 U.S.C. § 200305 Land and Water Conservation Fund, Assistance to States

9a. GRANTEE NAME AND ADDRESS Natural & Cultural Resources, New Hampshire Department of 172 PEMBROKE RD CONCORD, NH, 03301-5791	9b. GRANTEE PROJECT DIRECTOR Mr. Vasilios Gegas 172 Pembroke Rd Concord, NH, 03301-5791 Phone: 6032713035
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10a. GRANTEE AUTHORIZING OFFICIAL ERIC FELDBAUM 172 Pembroke Road Concord, NH, 03301-5767	10b. FEDERAL PROJECT OFFICER Mr. Luke Smith 1 Denver Federal Ctr BLDG 50 Denver, CO, 80225-0001 Phone: 415-370-3736
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ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) \$ 400,400.00	
II Total project costs including grant funds and all other financial participation II		b. Less Unobligated Balance From Prior Budget Periods \$ 0.00	
a. Salaries and Wages\$ 0.00		c. Less Cumulative Prior Award(s) This Budget Period \$ 400,400.00	
b. Fringe Benefits\$ 0.00		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$ 0.00	
c. Total Personnel Costs\$ 0.00		13. Total Federal Funds Awarded to Date for Project Period \$ 400,400.00	
d. Equipment\$ 220,000.00		14. RECOMMENDED FUTURE SUPPORT	
e. Supplies\$ 0.00		(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel\$ 0.00		YEAR TOTAL DIRECT COSTS YEAR TOTAL DIRECT COSTS	
g. Construction\$ 296,550.00		a. 2 \$ d. 5 \$	
h. Other\$ 284,250.00		b. 3 \$ e. 6 \$	
i. Contractual\$ 0.00		c. 4 \$ f. 7 \$	
j. TOTAL DIRECT COSTS → \$ 800,800.00		15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
k. INDIRECT COSTS \$ 0.00		a. DEDUCTION	
l. TOTAL APPROVED BUDGET \$ 800,800.00		b. ADDITIONAL COSTS	
m. Federal Share \$ 400,400.00		c. MATCHING	
n. Non-Federal Share \$ 400,400.00		d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
		a. The grant program legislation	
		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

REMARKS (Other Terms and Conditions Attached -
See next page

☒ Yes ☐ No

GRANTS MANAGEMENT OFFICIAL:

Joellen Harris, N/A
1849 C St NW
Main Interior Building National Park Service
Washington, DC, 20240-0001
Phone: 2023655031

17. VENDOR CODE	0071394113	18a. UEI	QEJNZ1E5YJX9	18b. DUNS	962583860	19. CONG. DIST.	02
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION	
1	0051028587-00010	\$0.00	10/01/2022	09/30/2027	5035	Storrs Hill Ski Area II FY20 LW	
2	0051028587-00020	\$0.00	10/01/2022	09/30/2027	5536	Storrs Hill Ski Area II FY21 GM	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 07/23/2026
GRANT NO. P22AP02358-02	

REMARKS:

No program income.

This No-Cost amendment officially modifies and extends the period of performance end date for this agreement to 9/30/2027. The modified period of performance dates are located in (block 6 and block 7) of this Notice of Award. This will allow the work to continue as outlined in the Statement of work. Justification: The city experienced delays beyond those outlined in Extension Request #3300748.1. After determining that the proposed synthetic landing mats for the skijump area were not viable project elements, the city redirected its efforts toward renovating the base facilities. This shift disrupted the city's matching share structure and required additional planning work. To address these changes, the city convened a citizen action committee, which developed the Storrs Hill Ski Area Facility Planning Advisory Committee Report. This report guided the revision of renovation plans and confirmed that the base facilities should serve as the singular focus of the grant. The state supports this refocusing of project time and resources.

Because additional lead time was required to process the associated subgrant amendment, the project's timeline was further extended. As a result, the city is requesting a period of performance extension to allow adequate time for completion of the revised renovation activities. A no increase scope and budget change request will follow once the amendment is finalized.

All other terms and conditions remain unchanged.

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 07/23/2026
GRANT NO. P22AP02358-02	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
10/01/2022	09/30/2023	Annual	12/29/2023
10/01/2023	09/30/2024	Annual	12/29/2024
10/01/2024	09/30/2025	Annual	12/29/2025
10/01/2025	09/30/2026	Annual	12/29/2026
10/01/2022	09/30/2027	Project Final	01/28/2028

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
10/01/2022	09/30/2023	Annual	12/29/2023
10/01/2023	09/30/2024	Annual	12/29/2024
10/01/2024	09/30/2025	Annual	12/29/2025
10/01/2025	09/30/2026	Annual	12/29/2026
10/01/2022	09/30/2027	Project Final	01/28/2028

AWARD ATTACHMENTS

Natural & Cultural Resources, New Hampshire Department of

P22AP02358-02

1. Categorical Exclusion for Administrative Action



Categorical Exclusion Documentation Form (CE Form)

Project: LWCF CE for Routine Administrative Actions

Description of Action (Project Description):

The purpose of this Categorical Exclusion is to provide a streamlined environmental compliance review process for routine, recurring administrative NPS LWCF NEPA actions. The actions covered under this CE include approving grant agreement modifications or amendments that are administrative in nature.

Such actions require the NPS LWCF Program to formally approve and modify and executed grant agreements between the NPS LWCF Program and a State Partner agency. The actions that this CE may be used for are:

- Amendments to a grant agreement which are administrative in nature and do not involve additional ground disturbance.
- Sponsorship change
- Park name change
- Expiring lease
- Significant change in use

Such amendments must also be consistent with LWCF laws, regulations and policies.

Actions that fall within this CE are consistent with DOI Handbook of NEPA Implementing Procedures, Appendix II, Section 12.5.A(1).

This CE applies to the actions stated above and only those actions. Significant changes in the scope of work that require new and additional ground disturbance not initially reviewed under NEPA or S106 and other applicable laws and regulations would trigger consultation and supplemental environmental compliance reviews. This CE and its conditions apply to approving grant agreement modifications or amendments that are administrative in nature. The PCE is not intended to cover actions involving extensive additional ground disturbance.

The application of this CE will be reviewed bi-annually. The projects covered under this programmatic CE will be implemented in FY2025 through FY2027.

Project Locations: USA

There are no required mitigations identified

CE Citation: DOI NEPA Handbook, Appendix 2, 12.5 Categorical Exclusions A.(1). *Actions Related to General Administration. 1. Changes or amendments to an approved action when such changes would cause no or only minimal environmental impact.*

CE Justification:

Decision: I find that the action fits within the categorical exclusion above. Therefore, I am categorically exclude the described project from further NEPA analysis. No extraordinary circumstances apply.

Executive Order 14154, Unleashing American Energy (Jan. 20, 2025), and a Presidential Memorandum, Ending Illegal Discrimination and Restoring Merit-Based Opportunity (Jan. 21, 2025), require the Department to strictly adhere to the National Environmental Policy Act (NEPA), 42 U.S.C. §§ 4321 et seq. Further, such Order and Memorandum repeal Executive Orders 12898 (Feb. 11, 1994) and 14096 (Apr. 21, 2023). Because Executive Orders 12898 and 14096 have been repealed, complying with such Orders is a legal impossibility. The NPS verifies that it has complied with the requirements of NEPA, including the Department's regulations and procedures implementing NEPA at 43 C.F.R. Part 46 and Part 516 of the Departmental Manual, consistent with the President's January 2025 Order and Memorandum

Signature

Program Manager

**MARY
MORRISON**

Digitally signed by
MARY MORRISON
Date: 2026.04.15
18:17:03 -04'00'

Date: 04/15/2026

Extraordinary Circumstances:

If implemented, would the proposal...	Yes/No	Explanation
No Extraordinary Circumstances Found		

FINAL

**LEBANON CITY COUNCIL
MINUTES
QUARTERLY BOARD/COMMISSION/COMMITTEE REPORTS &
REGULAR SESSION
Monday, August 4, 2021 6:00 p.m.
Remote Via Microsoft Teams: LebanonNH.gov/Live**

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

MEMBERS ABSENT: Mayor Tim McNamara

STAFF PRESENT: City Manager Shaun Mulholland, City Clerk Kristin Kenniston, Director of Planning & Development David Brooks, Finance Director Vicki Lee, Airport Director Carl Gross, Melanie McDonough (IT)

6:00 PM: QUARTERLY BOARD/COMMITTEE REPORTS (2ND QUARTER 2021)

Conservation Commission: Councilor Heistad

- The Commission has been working on amphibian crossings; pulling garlic mustard, which was a collaborative effort with the Recreation Department and the DPW; and mowing at Baker's Crossing and Two Rivers. Mowing is an issue for these two areas because they are too large to be mowed by battery powered weedwhackers. A better mowing system needs to be developed.

Arts & Culture Commission: Councilor Zook

- The two Arts & Culture proposals for the tunnel will be installed during the month of October.
- There are secret messages visible in certain areas of the city when it rains.
- Reminder about the Nexus Music Festival on August 13-15, 2021.

Class VI Roads: Councilor Heistad

- They have been working on a Class V road that is being proposed to become a Class A Trail and the Kings Highway as it connects to Poverty Lane.

LEAC: Assistant Mayor Below

- On August 18, 2021, starting at 6 PM, there will be a joint meeting between LEAC and the City Council. A presentation will be given on LEAC's Electric Aggregation Plan for Lebanon Community Power.
- Working with the City to update their billing codes. The new codes tend to be more energy efficient and will add new flexibility for builders in terms of new techniques they can use..
- Working on a City Climate Action Plan.

Written reports were sent to the Council for the Downtown TIF Advisory Board and the Cemetery Board of Trustees. The Council received these reports prior to this meeting and City Manager Shaun Mulholland read the reports for those who may be listening.

Economic Development Committee: Shaun Mulholland

- In January 2022 they would like to have a joint meeting with the Downtown TIF Advisory Committee to collaborate on Lebanon's Downtown redevelopment plan.

for, Mr. Gross stated they can be used for any operating expenses or debt service. We have to provide a spread sheet detailing the vendor, the invoice number, the amount, and the date of the invoice when we apply for the FAA reimbursement. The grants are audited under the Single Audit Act, that the City undergoes each year. City Manager Mulholland noted that in 2022 & 2023, the City's taxpayers will most likely be relieved from subsidizing the Airport.

Mr. Gross also informed the Council the Airport just received the July numbers for enplanements, noting we are only 74 enplanements away from our total number last year and are running slightly higher than the national average right now, which is around 80%. For landings, we are a little behind the 2019 numbers; considerably higher than the 2020 numbers from the Air Traffic Controller Port; and, according to Granite Air's activity statement, they had a better month in July than they have seen in 20 years. For hangar rentals, the Airport's T-hangars are full and there is a waiting list for empty T-hangars.

ACTION:

The agenda item is for information purposes only. No action is required by the Council.

E. Review and re-adoption of City Council Policy CC-108, Ethics and Conflict-of-Interest for Elected and Appointed City Officials

Included in the agenda packet: City Council Policy CC-108, Ethics and Conflict-of-Interest for Elected and Appointed City Officials (*Pages 85-90*)

Ms. Vicki Lee, Finance Director, came before the Council to review the re-adoption of City Council Policy CC-108, Ethics and Conflict-of-Interest for Elected and Appointed City Officials

The purpose of the City's Ethics and Conflict-of-Interest for Elected and Appointed City Officials is to set forth standards of ethical conduct to assist elected and appointed City officials when they are in the performance of their duties, so as to maintain and enhance a tradition of responsible and effective public service.

This policy does not have to be readopted annually; however, during the City's annual financial audit, it was noted this policy has not been revisited by the Council for a number of years. The policy has been reformatted to current City Policy formats and minor changes were made.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council re-adopts City Council Policy CC-108, Ethics and Conflict-of-Interest for Elected and Appointed City Officials, as presented in the August 4, 2021, City Council Agenda packet.

Seconded by Councilor Winny.

****The Vote on the MOTION was approved (8-0).***

F. Review and readoption of City Council Policy CC-109, Grants Policy

Included in the agenda packet: City Council Policy CC-109, Grants Policy (*Pages 92-96*).

Ms. Vicki Lee, Finance Director, came before the Council to review the readoption of City Council Policy CC-109, Grants Policy, noting this policy was only reformatted to bring it up to date for the auditors.

The purpose of the City's Grants Policy is to establish guidelines and conditions to be used in applying for, accepting, and expending unanticipated and anticipated funding from a state, federal or other governmental unit or private grant source which becomes available during the fiscal year.

This policy does not have to be readopted annually; however, during the City's annual financial audit, it was noted that this policy has not been revisited by the Council for a number of years. No changes are proposed.

ACTION:

Councilor Winny MOVED, that the Lebanon City Council hereby re-adopts City Council Policy CC-109, Grants, as presented in the August 4, 2021, City Council Agenda packet.

Seconded by Councilor Wilkie.

****The Vote on the MOTION was approved (8-0).***

Item 10. H and 10. G were taken out of order and are listed in the order discussed by the Council.

- H.** Discussion & Set Public Hearing for September 1, 2021: Supplemental Appropriation in the amount of Eight Hundred Thousand Dollars (\$800,000) for transfer from Unassigned Fund Balance to the Capital Improvements Fund for the 20 Spencer Street Cleanup Project.

Included in the agenda packet:

1. 07/28/2021 Memorandum from Department of Public Works Director Jim Donison, RE: 20 Spencer Street – Site Cleanup (***Pages 104-105***)
2. Excavation area diagram with estimated soil excavation volume dated 07/19/2021 (***Page 106***)

20 Spencer Street is the former Department of Public Works facilities site which the City is in the process of redeveloping for housing. The City is working on selling the property to developer Ken Braverman, who plans to develop a 94-unit apartment building at a cost of \$1.5 million. A percentage of these units will be leased at workforce housing rates.

Testing of the soils on the site indicate varied levels of PCBs at different depths in the soil in one area. This material will need to be removed and trucked to a location in Michigan for disposal. The area will also have to be backfilled. This work needs to be completed as soon as possible to allow for the housing to be developed, which will require a supplemental appropriation. The funding will be coming from the City's Unassigned Fund Balance. No additional tax dollars will need to be raised for this cleanup.

Failure to clean up the site will prohibit the housing development and the City would still be required by the US EPA to either clean up the site or cap it and permanently monitor the site with test wells.

Councilor Liot Hill noted the proposed Motion in the agenda packet does not reflect the intent to reimburse the Unassigned Fund Balance for these funds after the purchase is executed and questioned if the Motion should reflect this.

City Manager Mulholland advised the Council not to do this because it is unanticipated revenue and the \$1.5M will automatically go into the Unassigned Fund Balance unless the Council chooses to take some other action.

Councilor Liot Hill felt it was important to clarify what the legislative intent is with this Special Appropriation, given the Council's past policy of not making Special Appropriations. This appropriation



City of Lebanon
New Hampshire

COUNCIL POLICY Grant Policy			
<i>Policy Number</i>	<i>Effective Date</i>	<i>Last Revision</i>	<i>Page No.</i>
CC-109 <i>Formally 01-01-C</i>	06/06/2001	08/04/2021	Page 1 of 5
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Section 1.0: Purpose

The purpose of this Policy is to establish guidelines and conditions to be used in applying for, accepting and expending unanticipated and anticipated funding from a state, federal or other governmental unit or private grant source which becomes available during the fiscal year.

Section 2.0: Scope

This policy applies to all personnel, officials and entities of the City in which the authority to accept grants is bestowed on the City government.

Section 3.0: Definitions

Section 4.0: Policy Detail

4.1 City Council Resolution of December 17, 1996. The following Resolution, passed by the Lebanon City Council, acting in special session on Tuesday, December 17, 1996, is herewith repealed subject to adoption of this Policy:

"FOR THE PURPOSE OF authorizing the City Manager to apply for and expend unanticipated money from state, federal or other governmental unit or private sources which become available during the fiscal year.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that, after approval by the City Council, the City Manager is herewith authorized to apply for, accept and expend, without further action by the City Council, unanticipated money from state, federal or other governmental unit or private source which becomes available during the fiscal year.

NOW THEREFORE BE IT FURTHER RESOLVED, by the City of Lebanon, that said authorization shall be indefinite until specific rescission of such authority by the City Council."

4.2 Authority



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The City Manager is authorized to apply for, accept and expend unanticipated and anticipated funding from a state, federal or other governmental unit or private source which becomes available during the fiscal year.

1. Such funding shall be used only for legal purposes for which the City may appropriate money and shall not require the expenditure of other City funds except those funds lawfully appropriated for the same purpose.
2. Nothing in this Policy shall prevent the City from complying with the approval and authorization terms and conditions of any federal or state grant including the specificity of such approvals and authorizations and the conducting of required public hearings.
3. This authorization is indefinite until specific rescission of such authority by the City Council.

Section 5.0: Procedures

5.1 Determination as to Unanticipated Moneys. Analysis of the inherent uncertainty of grant or other state, federal or governmental unit or private source funding, including certainty of availability, application time lines, appropriateness in terms of consistency with, and support of, established City and department goals and objectives, and funding levels is required. The identification of a potential funding source as *unanticipated* is subject to a determination based on past experience and on the best information currently available which conservatively categorizes the potential funding source as being either (a) *available with reasonable certainty* (clearly evidenced by official, binding written commitments); (b) *potentially available* (reasonably susceptible of being available); or (c) *uncertain as to availability*.

5.2 Unanticipated Moneys. A determination made concluding that the application for, acceptance and expenditure of, a potential funding source from a state, federal or other governmental unit or private source may be reasonably categorized as either "*potentially available*," or "*uncertain as to availability*" qualifies such source as *unanticipated*.

5.3 Anticipated Moneys. Anticipated funding is subject to the normal budget process including appropriation and identification and designation of revenue sources. A determination made concluding that the application for, acceptance and expenditure of, a potential funding source from a state, federal or other



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governmental unit or private source is "*available with reasonable certainty*" qualifies such source as "*anticipated*."

5.4 City Manager Approval Required. Application for unanticipated and anticipated funding requires prior City Manager approval. The acceptance and subsequent expenditure of unanticipated or anticipated funding is likewise contingent on City Manager approval subject to analysis and determination as outlined in this Policy.

5.5 Local Matching Share. The responsible City Department proposing the application for unanticipated or anticipated funding is required to clearly identify the source of local financial matching requirements, if there are any.

1. If the local matching share consists of appropriated, funded and available spending authority, no further action is required beyond identification and earmarking.
2. If the local matching share does not consist of appropriated, funded and available spending authority, the procedures applicable to effecting a supplemental appropriation must be followed taking into consideration any special noticing requirements in connection with specific grant requests.

5.6 Preliminary Information Required Prior to Application. In order to understand the potential financial risks the City will bear by entering a grant program, or other program supported in whole or part through from other unanticipated or anticipated state, federal or other governmental unit or private source funding which becomes available during the fiscal year, and because financial and administrative requirements will affect City programs and costs, the following information shall be provided prior in connection with the City Manager's consideration and approval:

1. Title of Grant; Purpose of Grant; and General Description of Grant
2. Size of the grant in the current year and in future years if funding is continued.
3. Identify: a) grant administrator; and b) In the event the grant application is to be written/submitted by a consultant, information on cost, which may be a good faith estimate, and the source of funds to pay the consultant.
4. Number of employees it will add to the City's payroll, not including employees who may have to be paid from local funds if the grant is



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withdrawn or terminated -- if the City is to absorb these costs, the expenditure should be reviewed as a new program.

5. Level of operating and maintenance costs, to be funded locally, associated with the grant program.
6. Number of residents to be served and the method of service.
7. Capability of the City's financial management system to adequately monitor grant monies.
8. Probability of grant continuation, including how continuation is to be determined, and what long-term authorization has been given for the program at the granting source.
9. Obligations imposed by accepting grant.
10. Likelihood of continuing the program with City funding once the grant is exhausted or terminated.
11. How will local/other financial matching requirements be met?
12. Will a City operational or financial procedures have to be changed to meet grant requirements?
13. Will any ongoing City programs be brought under state or federal regulations because of the grant program and, if so, in what way?
14. What problem or need will go unmet if the grant is not accepted?
15. How will utilization and implementation of grant funds contribute to the achievement of City and department/division goals and objectives?
16. What is the time period the grant funds may be used?
17. Project to be included in Capital Improvement Program?

5.7 Reporting to City Council. Upon application for unanticipated or anticipated funding the City Manager shall apprise the City Council in summary fashion of the forgoing issues. Nothing in this Policy shall preclude the City Council from rejecting any grant offer.

Section 6.0: References (Charter/Code/State Statues)

1. NH RSA 31:95-b Appropriations for Funds Made Available During Year
2. NH RSA 47:1 In General
3. City Charter § C419:23 General Powers
4. City Charter § C419:30 Powers And Duties Of Manager.



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Section 7.0: Policy & Procedure Revision History

	Section	Revisions	Date
Original Adoption		01-01-C	6/6/2001
Amendment		Preliminary Info Req. prior to application	12/11/2009
Amendment		Re-formatted, references added	08/04/2021