

FINAL

**LEBANON CITY COUNCIL
MINUTES, REGULAR SESSION
Wednesday, November 17, 2021, 7:00 p.m.
Remote Via Microsoft Teams: LebanonNH.gov/Live**

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

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville, City Clerk/Tax Collector Kristin Kenniston, Public Works Director Jim Donison, City Engineer Christina Hall, Finance Director Vicki Lee, Planning & Development Director David Brooks, Fire Chief/Emergency Management Director Chris Christopoulos, HR Director Gloria Leskiewicz, Solid Waste Manager Marc Morgan, DPW Administrative Services Manager Kelly Crate, Digital Media Officer Melanie McDonough

- 1. CALL TO ORDER:** Mayor McNamara called the meeting to order at 7:00 PM
- 2. PLEDGE OF ALLEGIANCE:** Councilor Winny led the Council in the pledge
- 3. PUBLIC FORUM ANNOUNCEMENT BY THE MAYOR:** Mayor McNamara made the public forum announcement
- 4. OPEN TO PUBLIC:** Councilor Liot Hill thanked VFW Post 22 and the Lebanon High School Band for their participation and help with the Veterans' Day Parade. She also congratulated LFD Chief Chris Christopoulos, who was recently recognized as Firefighter of the Year by the North Country Public Safety Professionals.
- 5. RECOGNITIONS:**
 - Resolution in Honor of Van Chesnut

**RESOLUTION
HONORING VAN CHESNUT**

WHEREAS, the City of Lebanon and Advance Transit have shared a partnership for many years to bring essential, free public transportation to our community; and

WHEREAS, Van Chesnut has served as Advance Transit's Executive Director for 34 years; and

WHEREAS, Van's knowledge, understanding, and transportation management expertise have led to growth in ridership and continued success of Advance Transit with the best interest of the residents and visitors of the City of Lebanon in mind; and

WHEREAS, Van's leadership and persistence to look for more efficient and better ways for Advance Transit to operate has provided a positive contribution to the Upper Valley through improved air quality and reduction in traffic; and

WHEREAS, Van’s instinct to fill a need for mobility for those that do not drive or have access to a vehicle or for those simply wishing to reduce their impact on the environment has resulted in a reliable and free form of public transportation that has provided countless residents of our region with access to jobs, school, shopping, medical services, recreation, and community agencies; and

WHEREAS, Van has left a lasting legacy and a positive impact on everyone who has had the opportunity to utilize the services of Advance Transit.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of Lebanon, extends its sincere appreciation to Van Chesnut for his dedicated service and contributions to the community over the past 34 years.

Dated this 17th day of November 2021 at Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On Behalf of the Lebanon City Council

6. ACCEPTANCE OF MINUTES:

- November 2, 2021 (Budget Work Session)
- November 3, 2021 (3rd Quarter Board/Committee Reports)
- November 3, 2021 (Regular Meeting)

Councilor Heistad MOVED to approve the November 2, 2021 (Budget Work Session), the November 3, 2021 (3rd Quarter Board/Committee Reports), and the November 3, 2021 (Regular Meeting) minutes as written and presented in the November 17, 2021 City Council agenda packet.

Seconded by Councilor Liot Hill.

***The Vote on the Motion was approved (9-0).**

7. APPOINTMENTS:

Interviews were completed by Councilors Hill, Wilkie and Zook. According to the establishment of this committee, members will be appointed by the City Council and their terms shall be staggered for periods of two years. The terms have been staggered based on the order in which the applications were received; the first four received will be appointed for two-year terms and the remaining three will be appointed for one-year terms.

Councilor Wilkie MOVED that the Lebanon City Council APPOINT the seven (7) candidates as listed on page 34 of the November 17, 2021 City Council agenda packet as follows:

- **Nancy Graham (Regular Member) for a two-year term (11/21-11/23)**
- **Tia Winter (Regular Member) for a two-year term (11/21-11/23)**
- **Emily Walton (Regular Member) for a two-year term (11/21-11/23)**
- **Bise Wood Eugene (Regular Member) for a two-year term (11/21-11/23)**
- **Richard Ford Burley as regular member for a one-year term (11/21-11/22)**
- **Renee DePalo as regular member for a one-year term (11/21-11/22)**
- **Keiselim Montas as regular member for a one-year term (11/21-11/22)**

Seconded by Councilor Heistad.

Councilor Liot Hill noted there was no particular reason that someone was assigned to a two-year term vs. a one-year term. This was simply done randomly to allow for staggered reappointments.

***The Vote on all NOMINATIONS were unanimously approved (9-0).**

8. PUBLIC HEARING ITEMS:

A. AMEND ORDINANCE 18, SALARY PLAN: Public hearing for the purpose of receiving public input and taking action to amend Ordinance #18 Salary Plan, Article II, Non- Affiliated & LPASE Employees, Section A – Regular Full-time and Part-time Benefit Eligible Positions to add the position of Chief Innovation Officer, Grade 12; and to reclassify the position of Deputy Police Chief from a Grade 13 to a Grade 14.

Included in the agenda packet: Ordinance 18, Salary Plan

RECLASSIFYING THE POSITION OF DEPUTY POLICE CHIEF

The reclassification of the Deputy Police Chief position from a Grade 13 to a Grade 14 is due to the outcome of the independent Market Analysis Survey performed earlier this year regarding police officer, corporal, and sergeant positions. The adjustment addresses pay compression between the Captain and the Deputy Chief and maintains fairness and equity in the hierarchy of the upper-level management positions at the Police Department.

The Council is asked to finalize the process of amending Ordinance #18 to add the position of Chief Innovation Officer, Grade 12; and to reclassify the position of Deputy Police Chief from a Grade 13 to a Grade 14. Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

ADDING THE POSITION OF CHIEF INNOVATION OFFICER, GRADE 12

Technological innovation is a means to lower operational costs by increasing the effectiveness of operational functions. Finding and implementing correct technological solutions can create efficiencies that drive change and allow the City to take the best advantage of limited resources and limited funding. This is a senior management level position requiring the authority to coordinate between departments. The position needs to be at the level necessary to help drive change.

To better position the City for future opportunities, City Manager Mulholland is recommending a new position of Chief Innovation Officer, proposed as a Grade 12. Duties of the position include but are not limited to:

- Developing and a strategic innovation portfolio that acts as a roadmap to drive meaningful, long-term change to spur more efficient delivery of service.
- Promoting, modeling, and advancing the value and influence innovation can offer.
- Evaluating and balancing risk/reward for innovation and organizational objectives, and ensuring innovation provides value to city staff and customers.
- Monitoring and evaluating the progress of planned improvements to ensure expected benefits are achieved.

This position will also encompass the responsibilities of the Digital Media Officer (full-time, Grade 9 position). The current Digital Media Officer (DMO) will move into the role of Chief Innovation Officer. The position of DMO will remain in the salary plan but will not be filled.

The first presentation was recognized by Council on October 20, 2021; the second was November 3,

2021. The Council was asked to finalize the process by acknowledging the third presentation and acting to amend the Salary Plan at the close of the public hearing.

Mayor McNamara opened the Public Hearing. Hearing no comments from the public, the Public Hearing was closed.

ACTION:

Councilor Winny *MOVED*, that the Lebanon City Council acknowledges the third of three presentations to amend Ordinance #18 Salary Plan, Article II, Non-Affiliated & LPASE Employees, Section A – Regular Full-time and Part-time Benefit Eligible Positions to add the position of Chief Innovation Officer, Grade 12; and to reclassify the position of Deputy Police Chief from a Grade 13 to a Grade 14 as presented page 51 of 110 in the City Council’s November 17, 2021 agenda packet

Changes to the compensation and classification schedules are shown red below.

12	Wastewater Treatment Superintendent**	\$35.60	\$48.05	-	-
	Water Treatment Superintendent**	-	-	-	-
	Chief Innovation Officer			\$1,424.00	\$1,922.00
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-1424.0023	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager**	-	-	-	-
13	Airport Manager	-	-	\$1,509.21	\$2,037.39
	Assistant Fire Chief	-	-	-	-
	Deputy Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-
	Police Captain**	-	-	-	-
	Systems and Information Technology Administrator				
14	Assistant Director/Public Works	-	-	\$1599.77	\$2,159.70
	Chief Assessor	-	-	-	-
	Deputy Police Chief				
	Library Director	-	-	-	-

Seconded by Councilor Whittlesey.

***The Vote on the MOTION was approved (9-0).**

9. OLD BUSINESS: (None)

10. NEW BUSINESS:

Mayor McNamara noted the Council will not actually be talking about the items that are scheduled to have a Public Hearing set. These discussions will take place at the time of the Public Hearing.

- A. Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-11 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees to authorize an 8.0% increase to the Water Service Rate and a 7.2% increase to the Sewer Service Rate.

Included in the agenda packet: Proposed Ordinance #2021-11 (*pages 54-55, City Council agenda packet*)

An increase of 8.0% to the Water Service Rate (base user rate and minimum charge) and 7.2% to the Sewer Service Rate (base user rates minimum charge, and residential flat rate), effective January 1, 2022, is being requested. These have been discussed in previous City Council meetings.

The proposed increases are in-line with projections offered by Raftelis as part of the 2018 Water and Sewer Rate Study and are suggested in order to provide current and future resources to absorb projected operations and maintenance and debt service expenses in both enterprise funds.

ACTION:

Assistant City Manager Below MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 1, 2021, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2021-11 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees to authorize an 8.0% increase to the water service rate and a 7.2% increase to the sewer service rate.

Seconded by Councilor Wilkie.

***The Vote on the MOTION was approved (9-0).**

- B. Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-12 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees to increase current miscellaneous water service fees, incorporate additional miscellaneous water service fees, amend provisions for Stormwater Permit application fees, and incorporate fees for Driveway Permits and Permits to construct within a Floodplain.

Included in the agenda packet: Proposed Ordinance #2021-12 (*Pages 57-59, City Council agenda packet*).

As part of the annual review of current fees for services, the Department of Public Works is recommending fee increases for a number of miscellaneous water and sewer service fees along with the fee structure for Stormwater Permit applications.

Ordinance #2021-12 also amends Chapter 68 to include a section for Driveway Permits and Construction within a Floodplain.

ACTION:

Councilor Sykes MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 1, 2021, beginning at 7:00 pm, in Council Chambers, City Hall, and

Remote via City’s Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2021-12 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees to increase current miscellaneous water service fees, incorporate additional miscellaneous water service fees, amend provisions for Stormwater Permit application fees, and incorporate fees for Driveway Permits and Permit to construct within a Floodplain.

Seconded by Councilor Liot Hill.

****The Vote on the MOTION was approved (9-0).***

- C.** Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-13 to amend City Code Chapter 68, Fees, as follows:
 - 1. Article II, Vehicle Registration Fees, §68-10, Exemption for Certain Veterans, to authorize waivers of local fees for Prisoners Of War, Purple Heart Recipients, and Pearl Harbor Survivors.
 - 2. Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in Ambulance Fees

Included in the agenda packet:

- 1. Proposed Ordinance #2021-13 (**Pages 62-63, City Council agenda packet**).
- 2. October 27, 2021 Memo from Fire Chief Christopoulos re: Ambulance Billing, with the following attachments: – Lebanon NH Fire Department Summary of Proposed Ambulance Fee Increases – July 2021 EMS Transport Rate Comparison (**pages 64-67, agenda packet**).
- 3. NH Statutes pertaining to motor vehicle registration for veterans (RSAs 72:28, 261:157-a, 261:86) (**Pages 68-71, agenda packet**).

As proposed, Ordinance #2021-13 would amend City Code Chapter 68, Fees, to authorize waiving local fees of vehicle registrations for Prisoners of War, Purple Heart Recipients and Pearl Harbor Survivors; and to authorize an increase in ambulance fees which were last increased in 2018.

WAIVER OF VEHICLE REGISTRATIONS FOR CERTAIN VETERANS

City Clerk Kristin Kenniston came forth to review the Waiver of Vehicle Registrations for certain veterans.

In 2019, State legislation was passed enabling local municipalities to have the option to provide exemptions from paying local motor vehicle registration fees for certain veterans. The legislation provided for the inclusion of new wars and conflicts and expanded the situations where a veteran can qualify for the exemptions. The exemption can only be applied to one vehicle.

Currently, the only veterans who can claim exemption from motor vehicle fees are Disabled Veterans. These veterans must be deemed by the Veterans Administration to be totally and permanently disabled due to a service-related injury; they must also have been honorably discharged. By adopting this ordinance, we can provide exemptions to former Prisoners of War, recipients of Purple Heart Medals and Pearl Harbor survivors and thank them for their service by waiving local/state fees on one vehicle.

AMBULANCE FEES

Fire Chief/Emergency Management Director Chris Christopoulos noted they typically try to update their fees every three (3) years. Ambulance Fees were last updated in 2018. After a comprehensive review of existing fees and a comparison to other communities, Fire Chief Christopoulos is proposing an 8.7% increase which is based on the Consumer Price Index cumulative increase over a three-year period. Please

refer to Chief Christopoulos' memo (pages 64-71, agenda packet) for more details.

ACTION:

Councilor Winny MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 1, 2021, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2021-13 to amend City Code Chapter 68, Fees, Article II, Vehicle Registration Fees, §68-10, to authorize waiving local fees of vehicle registrations for Prisoners of War, Purple Heart Recipients and Pearl Harbor Survivors; and Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in ambulance fees.

Seconded by Councilor Wilkie.

***The Vote on the MOTION was approved (9-0).**

- D. Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-14 to amend City Code Chapter 180, Wards, to redefine Ward lines to comply with a constitutional requirement to equalize populations amongst Wards.**

Included in the agenda packet:

1. Ordinance #2021-14 Chapter 180, Wards (**Pages 74-75**)
2. November 4, 2021 Legal Opinion by Attorney Christine Fillmore re: Ordinance #2021-14 Ward Boundaries (**Page 76**)
3. Existing Chapter 180, Wards (**Pages 77- 78**)
4. Map of Current Ward Boundaries (2012) 5. Map of Proposed Ward Boundaries (**Page 79**)
6. Detailed Maps of Proposed Changes (2021) (**Pages 80-84, agenda packet**)

BACKGROUND

In accordance with City Charter §C419:4, Wards Defined, every ten years upon the completion of the US Census, the City Council shall review the Ward boundaries and adjust them to comply with a Constitutional requirement to equalize populations. The accepted standard deviation of population amongst the Wards is 5% or less. As we are adjusting our Ward lines, we have to make sure that the Ward lines are following easily identifiable physical features (i.e., roads, rail roads, or national bodies of water, etc.) The lines also have to follow census blocks. According to the 2020 US Census, there is a deviation of more than 8% between Wards 2 and 3. Ward 1 remains in compliance, so no changes are required.

At the March 13, 2012, Municipal Election, voters approved a Charter amendment which adjusted the Ward lines at that time and granted the authority to the City Council for future Ward line changes via the ordinance process. The City Clerk's role within this process is to make a recommendation to the City Council for the proposed boundary lines of Lebanon's three Wards. The ultimate decision belongs to the City Council.

If adopted as proposed, Ordinance 2021-14 will reduce the deviation to less than 2% amongst all three Wards. The proposal suggests the following adjustments and amendments:

- Adjusting boundary lines between Wards 2 and 3 to reduce current deviation; and
- Amend language to allow currently elected officials (City Councilors and Election officials) to complete their existing terms should the boundary line adjustments place them in a new Ward.

In 2012, the language regarding elected officials and their terms was included in the charter revision; however, it only applied to the 2012 amendment. This ordinance will allow for this caveat to be carried forward for all future adjustments to the Ward boundaries without creating immediate vacancies in those

elected offices.

City Manager Shaun Mulholland explained this is always a very political subject, especially at the national/state levels regarding where these boundary lines are drawn for elected positions. At the City level, this is an administrative process, and we do not take into consideration which Councilors live where and how that may affect their status. It is simply an exercise of looking at and making sure that the right numbers of populations are in the right Wards of the City. In some communities across the country, there has been a lot of discussion about how this has changed from an administrative process into a very nasty, political process. Lebanon does not have a history of this type of behavior, but there has been a lot of comments made to City Staff, and a lot of influence pedaling that we do not take into consideration (when making Ward line changes). We have a process that we follow and how it affects individual Councilors or neighborhoods is not the issue: it's dividing the proposed Ward lines up so we have the right number of populations in the right place. The ultimate decision on the Ward lines will be made by the Council.

City Clerk Kristin Kenniston reviewed and gave a presentation regarding the changes to the City of Lebanon's Ward lines to comply with a constitutional requirement to equalize populations amongst Wards, noting this is done every 10 years. (Note: Parts of her presentation below supplement what was provided on pages 79-84 of the agenda packet and pertains to the proposed changes to the City's Ward lines.)

Ordinance 2021-14 , Chapter 180 Wards

- No changes to Ward 1. (§180-3, Ward 1)
- Proposed change to Ward 2 boundary line. (§180-4, Ward 2)
- Proposed change to Ward 3 boundary line. (§180-5, Ward 3)
- Revised to include language allowing elected officials to continue serving out their term until it expires. (§180-2, Amendments to boundaries)

§180-2 Amendments to Boundaries

“Notwithstanding any changes in the ward boundaries, the City and Ward officers serving in office, or elected to office, at the time of passage of any amendment to this ordinance, shall continue in said offices until the end of the terms for which they were elected.”

Requirements of Adjusting Ward Lines

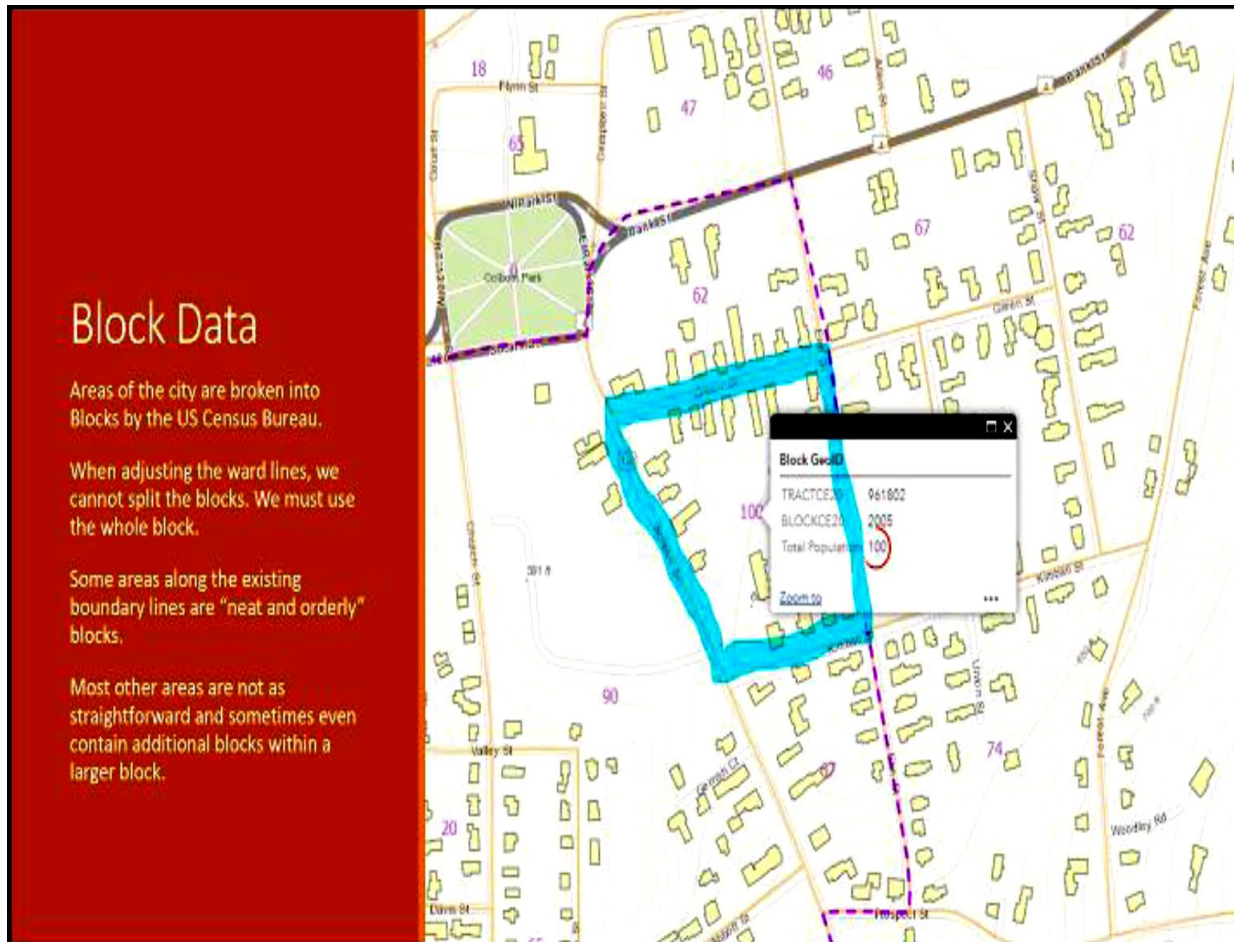
Required by City Charter and State and Federal Laws within every Census period

Based on 2020 Federal Census Data

Ward lines to follow easily identifiable physical features

Lines to follow census blocks

Acceptable standard deviation in population is 5% or less



2020 US Census Data for Lebanon

Lebanon's Population is
14,282

Population within existing Ward boundaries:

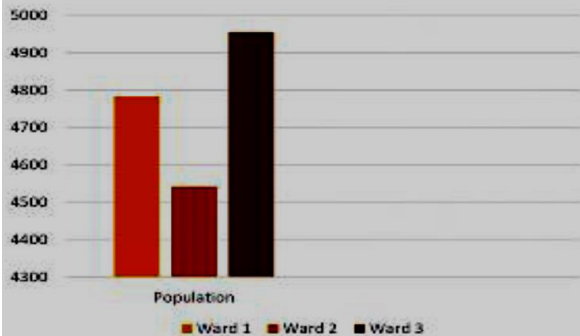
- Ward 1: 4,783
- Ward 2: 4,543
- Ward 3: 4,956

Deviations Between Wards:

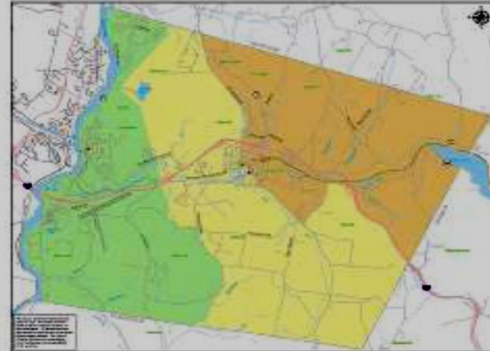
- Wards 1 & 2: 5.02%
- Wards 2 & 3: 8.33%
- Wards 1 & 3: 3.50%

Current Ward Lines and Population

CURRENT WARD POPULATION



CURRENT WARD LINES



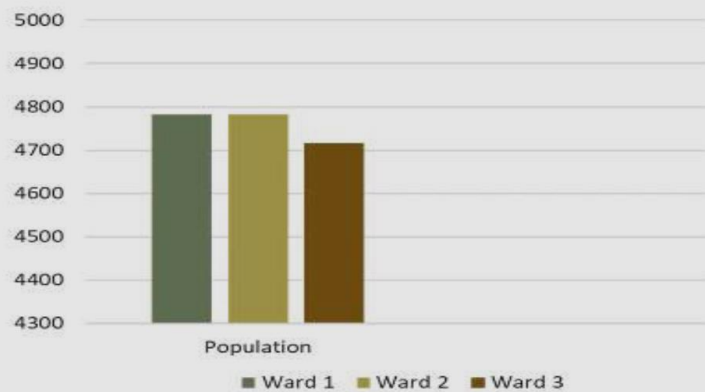
Because we must follow Census Blocks, it is inevitable that people will be moved amongst both Wards 2 and 3 to equalize the population.

265 People To Move From Ward 2 to Ward 3.

505 People to Move From Ward 3 to Ward 2.

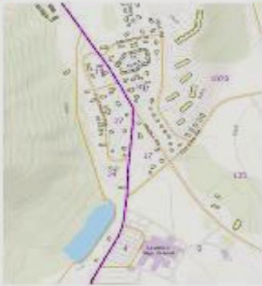
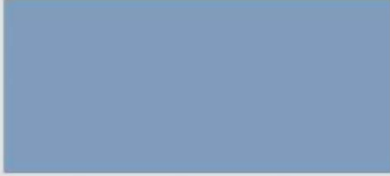
New Ward Populations Will Be
Ward 1: 4783
Ward 2: 4783
Ward 3: 4719

Proposal For New Ward Lines



Change in Population Based on Proposal



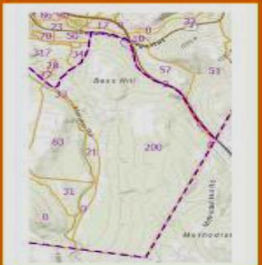
Section 1

65 People Moving from Ward 2 to Ward 3

Street Ranges Moving From Ward 2 to Ward 3:

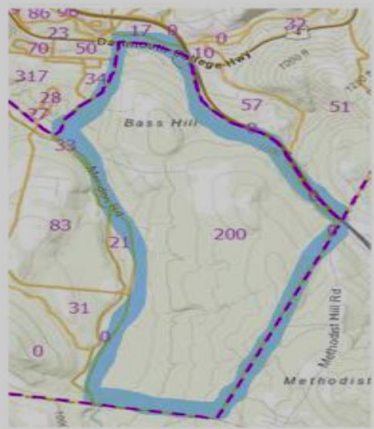
- Dartmouth Ave (All)
- *Hanover St (EVEN) 174-304






Section 2

MOVING 200 PEOPLE FROM WARD 2 TO WARD 3



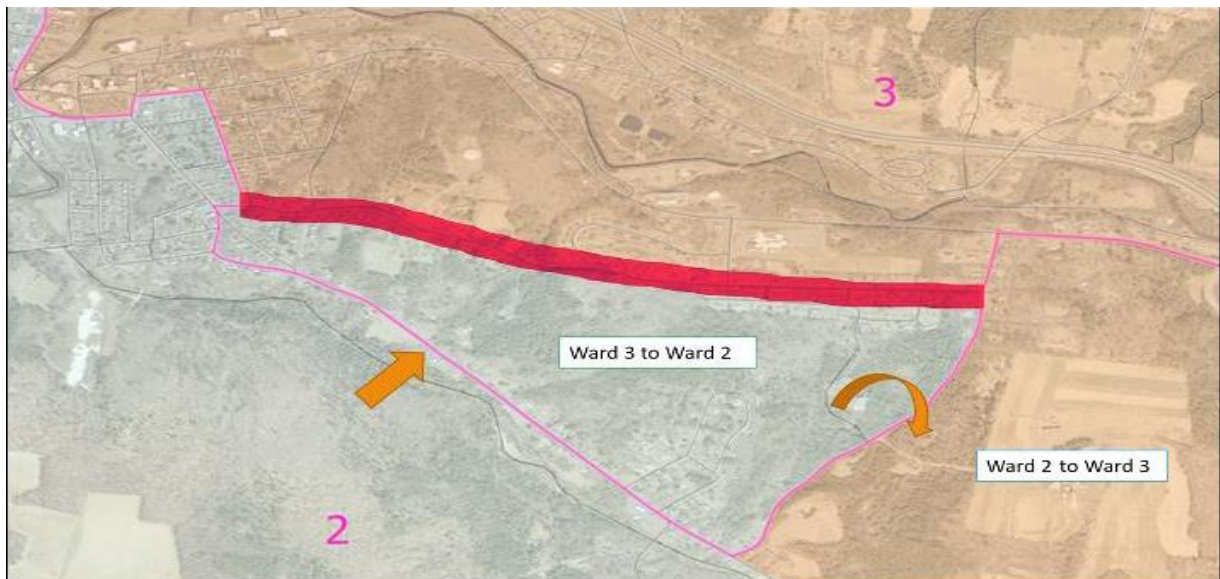
Full Streets Moving From Ward 2 to Ward 3

- Barden Hill Road
- Churchill Way
- Merry Lane
- Patch Road
- Walhowdon Way



Section 3:

505 People from
Ward 3 to Ward 2



Street Ranges Moving From Ward 3 to 2

Follensbee Ave
Garnet Street
Grandview Ave
Gray Street
Hillcrest Drive
Kinne Street
Laro Street

Ledge Lane
Melrose Street
Messenger Street
Perley Ave
Rita Street
Skylark Road
Woodland Drive

Streets Split Between Wards 2 and 3

Dartmouth College Highway: No longer split. All Ward 3.

Laplante Road: Remains split.

- (ODD) 3-97 will move to Ward 3
- (EVEN) 2-12 will remain in Ward 3
- (EVEN) 20-104 will move to Ward 2

Meriden Road: Remains split, but most of this road will now be in Ward 2.

- (ODD) 263-523 will move to Ward 3
- (EVEN) 160-552 will remain in Ward 2
- (ODD) 159-261 will move to Ward 2

School Street: No longer split. All Ward 2.

Prospect Street: Remains split.

- (ODD) 7-159 will remain in Ward 3
- (EVEN) All will move to Ward 2
- (ODD) 3-5 will remain in Ward 2

After Approval: The Voters

187 Voters Moved from Ward 2 to Ward 3.

328 Voters Moved from Ward 3 to Ward 2.

Voters will be notified of the change.

Voters will not be required to re-register to vote.
The change occurs automatically.

City Councilors and Election Officials affected by this change will be able to finish their existing terms.

In response to Councilor Liot Hill's question regarding how many voters were changing Wards, City Clerk Kenniston said there were 187 out of Ward 2, and 328 out of Ward 3, noting the numbers given previously in her presentation were population numbers and not voters. She was able to come up with 3 difference scenarios, but the one presented was by far the best and explained the criteria she used for making these changes. Currently, the block data is not available on the City's website but she will work with the City Manager and Mark Goodwin to make it available to the public and will forward the data to the Council.

The Council discussed the need to take more time to study the proposed Ward line changes and make the data available to the residents of Lebanon for their review, as this will affect them for the next 10 years; the reasons why the State of NH is holding off on their deadlines, with City Manager Mulholland noting the State's process is off schedule; their reasons both for/against setting a Public Hearing on December 1, 2021, and if a Public Hearing is not held on December 1, when one could be scheduled.

City Clerk Kenniston noted the Council can take all the time they need to review the proposed changes, but wanted them to be cognizant that the March elections filing requirements begin in late January and if the Council cannot complete their review before the filing period opens, it would probably be more prudent to wait until after March. She also noted there is a State primary that comes up in September and absentee ballots need to be sent out in July, noting these are sent out by Ward. At the request of the Council, she will reach out to other cities to see what their process is regarding changing Ward lines.

ACTION:

No Action was taken on scheduling the Public Hearing for December 1st and no other date was recommended. The Council will wait for City Staff to get back to them regarding setting a Public Hearing on another date.

- E.** Discussion & Set Public Hearing for January 5, 2022: Ordinance #2021-15 to amend City Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport Landing Fees

Included in the agenda packet: Proposed Ordinance #2021-15 (Pages 86).

Landing fees at the Lebanon Municipal Airport were last adjusted in 2019, along with an update of the Rules & Regulations and Minimum Standards. A comparison of the existing landing fees and the landing fees adjusted by the CPI-U Northeast was completed and the recommended adjustments to the existing landing fees is shown in Ordinance 2021-15. The airport will continue to monitor the CPI-U and existing fees to request adjustments, as necessary.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, January 5, 2022, beginning at 7:00 pm in Council Chambers, City Hall, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action on Ordinance #2021-15 to amend City Code Chapter 8, Section 8.4, Airport Rules and Regulations, to amend Airport Landing Fees.

Seconded by Councilor Winny.

****The Vote on the MOTION was approved (9-0).***

- F.** Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-16 to amend City Code Chapter 46, Cemeteries to incorporate provisions for Natural Burials.

Included in the agenda packet: Proposed Ordinance #2021-16 (***Pages 88-93***)

At its June 16, 2021 meeting, the City Council directed the City Manager to develop regulations to permit natural burials in one or more City cemeteries for review and recommendation by the Board of Cemetery Trustees, and to have their recommendations back to the Council by October 2021.

An ordinance to amend Chapter 46 of the City Code was drafted and presented to the Board of Cemetery Trustees for review. At its October 12, 2021 meeting, the Board of Cemetery Trustees voted to recommend that the City Council adopt Ordinance 2021-16 with the condition that natural burials only be permitted within the Old Pine Tree Cemetery for the first two years.

The Council was asked to set a public hearing for December 1, 2021 to consider the adoption of Ordinance 2021-16.

Ms. Sarah Riley came forth and spoke about her concerns about how the public can communicate, discuss, or make comments, about items in the agenda. She felt it was important to allow comments throughout the setting of a Public Hearing, noting that when public comments are only taken at a public hearing, it can get compressed into a meeting with maybe ten other Public Hearings and the Council may not have enough time to absorb the public's comments.

Mayor McNamara explained there is not a lot of discussion from the public when the Council is setting a Public Hearing, noting that is why we set the Public Hearing. For instance, there is an item on the agenda tonight which relates to natural burials, but the item is to actually set a Public Hearing so it can be

discussed. Whether it would be appropriate to discuss that in the public comment section Open to the Public, being that natural burials are technically not on the agenda for discussion, is interesting but thought the Public Hearing is the appropriate time for discussion. It is always appropriate for citizens to reach out to their Councilors in advance of a meeting, if they know there is going to be some upcoming discussion on a topic of their interest, whether it is a Public Hearing or not. If we get into a Public Hearing, whether it is one Public Hearing or ten that night, and if the Council feels there has not been an adequate public vetting, or if more time is required (for public comments), the Public Hearing can be continued to another meeting, noting this has been done in the past for controversial issues. When you are going to set a Public Hearing, using the public comment period (Open to the Public) to discuss a topic is not the right time.

City Manager Mulholland added that there is a reason we have this process. The Public Hearing is advertised two weeks in advance of the date and (the advertisement) notes what is going to be discussed. At the Public Hearing, a presentation will be given. This gives a two week period for individuals to take the opportunity to speak to their Councilors.

Councilor Liot Hill felt Ms. Riley's point was fair and suggested it might be nice to sometimes break up our Public Hearing process where a presentation was given first and then set a Public Hearing so people have had a chance to digest the information.

Deputy City Manager Paula Maville added that if a Public Hearing is held, and there are substantial changes that would be recommended to an Ordinance as presented, the Council is not permitted to act. The Ordinance has to be rewritten and readvertised for a second Public Hearing, noted that depending on the substance of the changes to an Ordinance, a legal opinion is required and the legal opinion could change depending on the change(s) being made. The public can comment and make suggestions, but they will not be enacted.

City Manager Mulholland wanted to be crystal clear that the legislative body can make whatever changes they choose to after a Public Hearing. The Council's practice has been if substantial changes are made, another Public Hearing is scheduled, but this is not required.

ACTION:

Councilor Winny MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 1, 2021, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2021-16 to amend City Code Chapter 46, Cemeteries, to incorporate provisions for Natural Burials.

Seconded by Councilor Liot Hill.

****The Vote on the MOTION was approved (9-0).***

- G.** Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-17 to amend City Code Chapter 36, Building Construction to increase the fees for Commercial Building Permits; clarify fees for Demolition & Relocation Permits, and add a penalty for work without a permit.

Included in the agenda packet: **(Pages 96-99)**

1. Proposed Ordinance 2021-17
2. Summary of Building Permit Fee Comparison

Chapter 36 of the Lebanon City Code addresses Building Construction within the City, including setting forth the fee schedule for Building Permits. City Code Chapter 36 was last amended on January 6, 2016.

The Planning & Development Department has recently conducted a review of the City's Building Permit Fees in comparison with some other communities across the state, particularly those that may be experiencing comparable levels of development to Lebanon. Specifically, the Department reviewed the City's fees against those of Portsmouth, Nashua, Keene, Claremont, Concord, and Londonderry.

The fee comparisons were made using hypothetical residential and commercial projects, which were based on recent permit applications filed in Lebanon, as described below:

- Single-family residential permit application for a 2,283 sq. ft. house with a 1,239 sq. ft. basement and a construction cost of \$286,350.00.
- Retail commercial permit application for a 19,050 sq. ft. building with a construction cost of \$1,800,000.00.

The results of the comparisons are summarized in the attachment, but it is noted that most of the other sampled communities base at least a portion of their fees on a detailed analysis of the project plans. For example, some communities charge separate fees based on the number of switches and outlets, the length of piping or duct work, the number of sinks and toilets, etc. Other communities charge a fee based on the cost of the mechanical, electrical, and plumbing contract work. As a result, the building permit fees for the other communities would likely be somewhat higher than calculated based on the hypothetical scenario.

In summary, Lebanon was approximately at the average for the residential permit fees, but was slightly below the average of the other communities for the commercial permit, again not including the applicable per-fixture or per-contract costs. Raising the City's commercial building permit fee from \$7.00/\$1000 of estimated project cost to \$7.50/\$1000 would put the City closer to the approximate average of the communities studied. The effect of such a change in commercial building permit fees would be to add approximately \$945.00 (from \$13,346 to \$14,291) to the commercial permit fee or about 0.053% to the overall project cost for the hypothetical scenario.

The Planning & Development Department also recommends that the City Council amend the fee schedule to clarify the applicable fees for demolishing an existing building or structure or relocating an existing building or structure from one lot to another. Although building relocations are relatively uncommon, clearly establishing the basis of the fee will assist applicants and Department staff when these infrequent applications are submitted.

In addition, the Department recommends that the City Council consider including penalties for situations when work requiring a building permit is commenced or completed prior to the issuance of such permits to serve as a deterrent. In evaluating the comparable communities listed above, it was noted that many of them impose additional fees as authorized by the ICC Codes for work commencing before permit issuance. In some instances, communities double the permit fee for any such occurrence, while other communities start with a written warning for the first offense and use a sliding scale for subsequent offenses. The Planning Department is recommending a twenty-five percent (25%) fee increase for the first occurrence, a fifty percent (50%) fee increase for the second occurrence, and a one hundred percent (100%) fee increase for the third and subsequent occurrences.

In response to Councilor Liot Hill's question, Planning & Development Director David Brooks explained when the penalty fee would be applied, noting they are proposing a sliding scale for the first occurrence and the fee would be applied to the property owner. Penalties are enabled within the ICC Codes, but the penalty fee is not meant to be a revenue generator, it is meant to be a deterrent. The point of the building codes is for safety, public safety, the property owner, and for the contractors.

ACTION:

Councilor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 1st, beginning at 7:00pm in the Council Chambers, City Hall, and Remote via the City’s Virtual Platform, for the purpose of receiving input and taking action on Proposed Ordinance #2021-17, to amend the Code of the City of Lebanon, Chapter 36, Building Construction, Section 36-3, Building Permit Fees.

Seconded by Councilor Whittlesey.

***The Vote on the MOTION was approved (9-0).**

- H. Discussion & Set Public Hearing for December 1, 2021: Ordinance #2021-18 to amend City Code Chapter 97, Landfill Regulations, Appendix A, Fee Schedule**

Included in the agenda packet:

1. Proposed Ordinance #2021-18 (**Pages 101-102**)
2. Attached please find the fee schedule proposed to be effective January 1, 2022.

Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language from now repealed Chapter 143 (Solid Waste) and to include a fee schedule for disposal of refuse and recycling of certain materials. The fee schedule is to be reviewed annually for possible updates based on current market rates.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 1, 2021, beginning at 7:00pm, in Council Chambers, City Hall, and Remote via the City’s Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2021-18, to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule.

Seconded by Councilor Winny.

***The Vote on the MOTION was approved (9-0).**

- I. Presentation of First Reading & Set Public Hearing for December 15, 2021: Amendments to Ordinance #18, Salary Plan as follows:**
1. Article II, Non-Affiliated and LPASE Employees to implement a 3% General Wage Increase for 2022, to increase the wage and stipend pay scales for election positions, and to include the position of Substitute Custodian within the Temporary/Seasonal & Stipend Employees Pay Scale.
 2. Article III, Bargaining Unit Employees, Section A AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO to implement a 3% General Wage Increase for 2022.
 3. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) to implement a 3% General Wage Increase for 2022

Included in the agenda packet: Ordinance #18, Salary Plan

City Manager Shaun Mulholland reviewed the proposed amendments.

Recusals from discussion/vote are listed below:

Councilor Whittlesey: His wife is a City employee

Councilor Heistad: His wife is a City employee.

Councilor Zook: She is a paid election officer.

ARTICLE II, NON-AFFILIATED EMPLOYEES

The City Manager is responsible for maintaining the City’s Compensation and Classification Plan. Within Ordinance No. 18, compensation for exempt (salaried) and non-exempt (hourly) non-affiliated employees is expressed as a minimum and maximum grade range – hourly for non-exempt employees and weekly for exempt (salaried) employees. Movement within ranges is through annual general wage and merit adjustments applicable for employees not at the top of their wage range. To be useful, it is imperative that compensation and classification systems be kept current. This is achieved primarily by revising compensation ranges through regular general wage adjustments and by systematically reviewing all positions on a regular basis both relative to a meaningful sampling of the labor market and internally relative to other positions.

The increase in the New England Urban CPI for the period of June 2020 – June 2021 was 4.6%. The City Council is asked to take action to implement a 3% General Wage Increase (rates shown in the chart below) for non-affiliated (non-union) employees as part of the 2022 City Budget, which is scheduled for adoption on December 15, 2021. GWI is to be effective the first pay period of 2022.

As part of the amendments proposed to the salary plan, administration is proposing that election positions receive a wage increase above the 3% GWI. Current hourly rates for election positions range from \$10.15/hour to \$12.69/hour depending on the position. Proposed rates range from \$14.22/hour to \$20.60/hour. This is to retain the experienced citizens of the community and to attract new community citizens to assist in the election process. Stipend rates are also proposed to change from the current rate of \$155-\$255/day to flat rates of \$195.70/day for Supervisors of the Checklist and \$231.00 for the “Chair” Supervisors of the Checklist.

A Substitute Custodian position for the Kilton Library has also been added to the Season/Temporary & Stipend Employees pay scale.

COLLECTIVE BARGAINING UNITS

The City Council is not directly responsible for the negotiation of collective bargaining agreements; it is the City policy making body and the legislative body with authority to raise and appropriate tax revenues to fund labor agreements. Under the City Manager form of government, the City Manager is responsible for administering the affairs of the City, including the appointment of employees and the negotiation of labor agreements. The City Manager’s statutory obligation is to bargain in “good faith.” In the collective bargaining context, “good faith” negotiation “... involves meeting at reasonable times and places to reach agreement on the terms of employment, and to cooperate in mediation and fact-finding required by this chapter [RSA 273], but the obligation to negotiate in good faith shall not compel either party to agree to a proposal or to make a concession.” Failure to bargain in good faith constitutes an unfair labor practice.

State law requires that only cost items be submitted to the City Council for approval. Cost item means any benefit acquired through collective bargaining whose implementation requires an appropriation by the legislative body of the public employer (City of Lebanon) with which negotiations are being conducted. Cost items shall be submitted within 30 days to the City Council for approval. Within 30 days of the receipt of the submission, the City Council shall vote to accept or reject the cost items. If the City Council rejects any part of the submission, or while accepting the submission takes any action which would result in a modification of the terms of the cost items submitted to it, either party may reopen negotiations on all or part of the entire agreement. Please see attached memo from City Manager Mulholland for a summary of cost items associated with the tentative labor agreement.

Legislative bodies may only raise and appropriate funds for the current fiscal year. Many collective

bargaining agreements cover several fiscal years. The New Hampshire Supreme Court held (Appeal of Sanborn Regional School Board) that a public employer was not bound by a collective bargaining agreement where the legislative body, when approving and funding the cost items in the current year of the labor agreement, were not warned of the cost of the successive years. With known cost factors being disclosed for the life of the contract, collective bargaining agreements are considered “Sanbornized”.

ARTICLE II, LPASE

The City and Lebanon Professional, Administrative, and Salaried Employees (LPASE) have reached a tentative three-year (2022 - 2024) labor agreement.

According to the tentative three-year labor agreement, annual General Wage Increases (GWI's) for the life of the contract will be based on the % change in the Northeast Urban CPI for June from 12 months prior but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 4.6% increase in the CPI as of June 2021, the GWI for 2022 will be 3%. The estimated wage and statutory benefit costs for 2022 is \$83,000. In year two (2023), LPASE members will forgo merit increases, but costs will include up to a 3% GWI. Costs for year three (2024) will include up to a 3% GWI plus merit increases for all eligible staff.

Corresponding wage schedules for the subsequent two-years are not provided as the GWI for 2023 and 2024 will not be known until July of those years.

ARTICLE III, SECTION A, AFSCME

The City and the American Federal State, County and Municipal (AFSCME) have reached a tentative three-year (2022 - 2024) labor agreement.

According to the tentative three-year labor agreement, annual General Wage Increases (GWI's) for the life of the contract will be based on the % change in the Northeast Urban CPI for June from 12 months prior but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 4.6% increase in the CPI as of June 2021, the GWI for 2022 will be 3%. The estimated wage and statutory benefit costs for 2022 is \$79,000. In year two (2023), AFSCME members will forgo step increases, but costs will include up to a 3% GWI. Costs for year three (2024) will include up to a 3% GWI plus step increases for all eligible staff.

Corresponding wage schedules for the subsequent two-years are not provided as the GWI for 2023 and 2024 will not be known until July of those years.

ARTICLE III, SECTION C, LPBA/NEPBA

A successor collective bargaining agreement (CBA) with the Lebanon Police Benevolent Association for the period of January 1, 2022 – December 31, 2024 was ratified by the City Council on October 6, 2021. The CBA provided for a 3% GWI in 2022 based on the June 2020/June 2021 CPI.

Gloria Leskiewicz, Human Resources Director, will be present to discuss the proposed amendments and answer any questions the Council may have.

Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

The Council was asked to recognize the first of three presentations on November 17, 2021, and to

schedule a public hearing for December 15, 2021, to amend the Ordinance. The second and third presentations will follow on December 1, and December 15, respectively.

ACTION:

1. ACKNOWLEDGE FIRST PRESENTATION:

Councilor Winny MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, as follows:

1. Article II, Non-Affiliated and LPASE Employees to implement a 3% General Wage Increase for 2022, to increase the wage and stipend pay scales for election positions, and to include the position of Substitute Custodian within the Temporary/Seasonal & Stipend Employees Pay Scale;
2. Article III, Bargaining Unit Employees, Section A AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO to implement a 3% General Wage Increase for 2022; and
3. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) to implement a 3% General Wage Increase for 2022.

The following pay plan shall be in effect the first pay period of 2022.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2022 SALARY & GRADES TO INCLUDE THE 3%					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern II	\$17.27	\$23.32	-	-
2	Custodian	\$18.31	24.71	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$19.41	\$26.20	-	-
	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$20.58	\$27.78	-	-
5		\$21.81	\$29.43	-	-
6	-	\$23.11	\$31.20	-	-
7	Administrative Assistant	\$24.49	\$33.42		
	Administrative Secretary			-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$25.97	35.06	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-

	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,038.81	\$1,402.50
	Young Adult Librarian	-	-	-	-
9	Code Health Inspector**	\$28.56	\$38.55	-	-
	Executive Assistant	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Children's Librarian			\$1,142.48	\$1,542.28
	Associate Planner**	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
10	Assistant City Engineer**	\$31.42	\$42.42	-	-
	Cemetery Sexton**	-	-	-	-
	Financial Analyst	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Community Nurse				
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**				
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,220.14	\$1,696.80

11	Technical Advisor I	\$34.60	\$46.70	-	-
	Administrative Services Manager**	-	-	\$1,384.00	1,868.01
	Airport Operations Supervisor**	-	-	-	-
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Fire Marshall**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
12	Wastewater Treatment Superintendent**	\$36.67	\$49.49	-	-
	Water Treatment Superintendent**	-	-	-	-
	Chief Innovation Officer			\$1,466.80	\$1,979.66
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager**	-	-	-	-
13	Airport Manager	-	-	\$1,554.49	\$2,098.51
	Assistant Fire Chief	-	-	-	-

	Deputy Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-
	Police Captain**	-	-	-	-
	Systems and Information Technology Administrator				
14	Assistant Director/Public Works			\$1647.76	\$2,224.49
	Chief Assessor	-	-	-	-
	Deputy Police Chief	-	-	-	-
15	Cyber Services Director	-	-	\$1,746.72	\$2,357.88
16	Technical Advisor II	\$46.28	\$62.48		
	Chief of Police	-	-	\$1,851.34	\$2,499.20
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Deputy City Manager	-	-	-	-

**Denotes LPASE Employees for which the January 1, 2022 GWI shall be based on the NE Urban CIP for June 2020 – June 2021, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

B. SEASONAL/TEMPORARY& STIPEND EMPLOYEES

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
*Ballot Clerk		\$14.42
*Election Assistant		\$14.42
*Supervisors of the Checklist		\$14.42
*Moderator		\$20.60
*Ward Clerk		\$20.60
ELECTION DAY STIPEND		
*Chair Supervisor of the Checklist		\$231.00
*Supervisor of the Checklist		\$195.70
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$11.59	\$29.40
PARK AND RECREATION POSITIONS		
Front Desk Attendants – Pool	\$10.45	\$15.71
Lifeguards	\$10.45	\$18.03
Head/Lead Counselors	\$13.60	\$16.73
Head & WSI Lifeguards	\$12.55	\$18.80
Head Front Desk Attendant - Pool	\$12.55	\$15.97
Outdoor Adventurer - Educator	\$13.07	\$16.73
Softball Coordinator	\$13.07	\$16.73
Camp Director	\$13.60	\$20.60
Day Camp Counselors	\$10.45	\$15.71

Arts & Craft Director	\$13.60	\$17.51
Farmers Market Coordinator	\$14.64	\$18.82
Market Assistant	\$12.55	\$15.69
Tennis Instructor	\$15.69	\$19.87
Stomp & Romp	\$15.69	\$19.87
Asst. Pool Director	\$15.69	\$21.63
Pool Director	\$16.73	\$24.72
ARTS, PARKS AND RECREATION STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$211.15	\$736.45
LIBRARY POSITIONS		
Circulation Substitutes		\$13.81
Custodian Substitutes (New)		\$16.42
Reference Librarian Substitutes		\$23.33
PUBLIC WORK POSITIONS		
Engineering Clerk	\$11.51	\$14.64
GIS Clerk - (or Intern)	\$15.69	\$17.78
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.&Airport	\$16.73	\$21.14
CDL Seasonal Drivers	\$23.49	\$51.50
PLANNING POSITIONS		
Park Ranger	\$15.69	\$17.78
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$17.03
Communications Specialist	\$24.49	\$33.42
Police Administrative Aide	\$20.91	\$24.05
Parking Control Officer	\$20.91	\$24.05
*Police Officers	\$27.87	\$36.84

CITY CLERK POSITIONS		
Assistant City Clerks (Part-Time/Temp. <20)	\$24.11	\$32.56
Recording Secretary	\$22.47	\$24.57
Recording Secretary Coordinator	\$23.50	\$25.09
SHARED POSITION		
General Intern I	\$13.60	\$17.25

*Denotes Wages Increased Above 3%

ARTICLE III, BARGAINING UNIT EMPLOYEES

- A. **AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO** - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and AFSCME (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL- CIO, (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2022 through the last pay period of 2022, as provided in that agreement, and as placed on file in the office of the City Clerk.

AFSCME POSITIONS	
GRADE	POSITION(s)

1	Laborer
2	Utility Operator Trainee
3	Operator; Recycling Attendant; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician;
5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Maintainer (Cemetery Crew Leader); Utilities Operator I;
6	Mechanic; Water Treatment Plant Operator; Wastewater Treatment Plant Operator;
7	Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Foreman; Parks & Grounds Crew Foreman; Utilities Maintenance Mechanic; Engineering Technician;
8	Electrician; Foreman;
9	Chief of Quality Assurance

AFSCME LOCAL 1348 - 2022 SALARY GRADES**3% GWI****Minimum Maximum**

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	17.83	18.38	18.94	19.48	20.04	20.61	21.14
2	19.22	19.82	20.44	21.03	21.64	22.23	22.81
3	20.72	21.39	22.06	22.72	23.39	24.03	24.71
4	22.39	23.12	23.83	24.57	25.28	26.01	26.76
5	24.23	25.04	25.82	26.60	27.39	28.18	29.00
6	26.28	27.11	27.96	28.80	29.67	30.52	31.40
7	28.44	29.37	30.29	31.24	32.17	33.09	34.04
8	30.79	31.82	32.83	33.86	34.84	35.89	36.95
9	32.37	33.45	34.55	35.63	36.73	37.80	38.92

The January 1, 2022 GWI shall be based on the NE Urban CIP for June 2020 – June 2021, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

- C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)** - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and the Lebanon Police Benevolent Association/New England Police Benevolent Association (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2022 through the last pay period of 2022, as provided in that agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION - 2022 SALARY GRADES**Minimum Maximum**

<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$27.87	\$29.49	\$30.51	\$32.02	\$33.63	\$35.33	\$36.84
Corporal	\$37.90						
Sergeant	\$37.90	\$38.70	\$39.69	\$40.71	\$41.70	\$42.69	\$43.74

The January 1, 2022 GWI shall be based on the NE Urban CIP for June 2020 – June 2021, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

2. SCHEDULE PUBLIC HEARING:

Councilor Winny FURTHER MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 15, 2021, beginning at 7:00pm, Council Chambers, City Hall, Lebanon, and Remote via City’s Virtual Platform, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as follows:

- 1. Article II, Non-Affiliated and LPASE Employees to implement a 3% General Wage Increase for 2022, to increase the wage and stipend pay scales for election positions, and to include the position of Substitute Custodian within the Temporary/Seasonal & Stipend Employees Pay Scale;**
- 2. Article III, Bargaining Unit Employees, Section A AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO to implement a 3% General Wage Increase for 2022; and**
- 3. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) to implement a 3% General Wage Increase for 2022**

Seconded by Assistant Mayor Below.

Recused: Councilors Whittlesey, Heistad and Zook

**The Vote on the MOTION was approved (6-0-3).*

Councilors Whittlesey, Heistad and Zook returned as regular members of the City Council.

11. CITY MANAGER REPORT:

City Manager Mulholland gave the following updates:

- **Procurement Process:** This is being totally digitized and will be transparent through the OpenGov software program and will significantly streamline the City’s process. He explained how the program works. Melanie McDonough, newly added Chief Innovation Officer, will be leading this initiative. A more formal presentation will be given to the Council as they get closer to the process.
- **Good News:** The EPA agreed the City has complied with the CSO Administrative Order.
- **Childcare for the City/Region Working Group.** This is a crisis that will require bold action. The next step is to go into working groups to develop plans. Employers talked about the dependent care FSA and will be providing this for the first time (\$2,500K – max is \$5K matching amounts that will be provided to an employee for childcare). Will be working with staff who are planning to have a family and how we might be able to keep them engaged and working with us.
- **City Workforce:** Spoke about the City’s aging workforce and the need to attract and hire younger employees.
- **20 Spencer Street update.**
- **Housing:** City Staff is developing a framework for the Council to have a discussion on how to make a Housing Policy. The Council will be provided options from the data City Staff has been working on. He suggesting a retreat-type meeting. More to come on this.

12. COUNCIL REPRESENTATIVES TO OTHER BODIES REPORT:

- Councilor Liot Hill noted the Municipal Association’s Advocate of the Year was awarded to the 13 Mayors of the Cities of NH. Mayor McNamara led this Mayor’s group meeting. Mayor McNamara stated that since this group has been so successful, monthly Mayor meetings will continue.
- Assistant Mayor Below spoke about the presentation he and a panel gave at the Municipal Associations Conference regarding the Community Power Coalition’s model work on sustainable

electrical power.

13. FUTURE AGENDA ITEMS: NONE

14. NON-PUBLIC SESSION: NONE

15. ADJOURNMENT:

ACTION:

Councilor Liot Hill MOVED for adjournment.

Seconded by Councilor Whittlesey.

**The Vote on the MOTION was unanimously approved (9-0)*

The meeting was adjourned at 9:22 PM.

Respectfully submitted,
Dona E. Gibson, Recording Secretary