

FINAL

**LEBANON CITY COUNCIL
BUDGET SESSION MINUTES
DECEMBER 15, 2021 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
[Remote Via Virtual Platform Lebanonnh.Gov/Live](https://www.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 Kristin Kenniston, City Manager Executive Assistant Beth Beraldi, Director of Planning & Development David Brooks, Deputy Chief of Police Matthew Isham, Public Works Director Jim Donison, Public Works Assistant Director Everett Hamond, Public Works Assistant Director Jay Cairelli, City Engineer Christina Hall, Deputy Finance Director Alesia Williams, Fire/Emergency Management Director Chris Christopoulos, Airport Director Carl Gross, HR Director Gloria Leskiewicz, Human Services Director Lynne Goodwin, Library Director Sean Fleming, DPW Administrative Services Manager Kelly Crate, Chief Innovation Officer Melanie McDonough, Cyber Services Director Perry Eaton

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1. **Call to Order:** Mayor McNamara called the meeting to order at 7:00 PM.
 2. **Pledge of Allegiance:** Councilor Whittlesey led the Council in the Pledge.
 3. **Public Forum Announcement:** Made by Mayor McNamara.
 4. **Open to the Public:** Councilor Liot Hill congratulated the Recreation, Arts & Parks Department for the light displays and artwork around the City for the Holidays.
 5. **Public Hearing Items:**

A. ADOPTION OF 2022 CITY BUDGET

A Public Hearing for the purpose of receiving public input and taking action to adopt the 2022 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2022 capital improvements; authorizing the City Manager to apply for NH Drinking Water and/or Clean Water State Revolving Fund Loan(s), ARPA Funds, and any other available funds and designating the City Manager as authorized representative of the City; rescinding prior authorizations for the issuance of bonds or notes; rescinding prior authorizations to expend funds from the Municipal Airport Capital Project Fund; and authorizing the disbursement of Fire Department Impact Fees.

Included in the agenda packet:

1. 2022 City Budget Adoption Guide – December 15, 2021 (provided below)

2. Information available but not included in the agenda packet: [2022 Proposed City Manager Budget](#)

The following was provided as a guide to help facilitate adoption of the 2022 City Budget.

- In conformance with Section 419:41 of the Lebanon City Charter, the Notice of Public Hearing for the 2022 Budget adoption process was published in the Valley News on Tuesday, November 30, and Tuesday, December 7, 2021.
- Budgets are adopted by the City Council on a fund basis. A fund segregates revenues and expenditures that are legally restricted to specific uses.
- A majority of City Councilors present and voting, with a quorum of at least **five** members present, is required to approve the annual budget. The issuance or rescission of bonds or notes must be authorized by at least **six** members.
- The City Council may act on the amendments as written, or they may be modified. Amendments may parish for lack of movement and seconding, or other amendments may be introduced.
- Once the relevant Resolution (MAIN MOTION) has been moved and seconded, amendments may be introduced by being moved and seconded and voted on. If passed, the vote is then on the MAIN MOTION AS AMENDED.
- Clarity of Resolutions is imperative as the New Hampshire Department of Revenue Administration, and the City's bond counsel review the meeting minutes and actions associated with appropriation and debt issuance authorization for compliance with New Hampshire law.

Summary of City Manager's Proposed 2022 City Budget: (amendments to be introduced where applicable during proposed action)

Fund	2022 Budget	\$ Chg. V. '21	Sources of Revenue	2022 Budget	\$ Chg. V. '21
General	\$ 36,435,870	\$ 974,570	Taxes	\$ 25,320,900	\$ 705,800
Solid Waste Disposal	\$ 4,046,450	\$ (452,380)	Licenses and Permits	\$ 3,078,400	\$ (65,080)
Water Treatment and Distribution	\$ 4,141,290	\$ 417,000	Intergovernmental	\$ 4,338,770	\$ 965,830
Sewage Collection and Disposal	\$ 7,264,330	\$ 135,340	Charges for Services	\$ 17,593,040	\$ (274,630)
Municipal Airport	\$ 1,479,310	\$ 121,060	Other	\$ 550,800	\$ (702,310)
Emergency Management	\$ 25,000	\$ -	Interfund Transfers	\$ 3,260,110	\$ (355,670)
Heritage Fund	\$ 400	\$ -	Bond Proceeds	\$ 10,732,810	\$ 4,265,669
TIFD's	\$ 428,640	\$ -	Total	\$ 64,874,830	\$ 4,539,609
Capital Improvements	\$ 14,201,310	\$ 4,476,169	Applied/(Realized) Fund Balance	\$ 3,147,770	\$ 1,132,150
Total	\$ 68,022,600	\$ 5,671,759	Total Revenues and Fund balance	\$ 68,022,600	\$ 5,671,759

The estimated 2022 Municipal Tax Rate is \$10.31 per \$1,000 of assessed real estate value, an increase of \$0.25 or 2.5% from 2021. A single-family home assessed for \$250,000 will have an estimated 2022 municipal tax bill of about \$2,578 an increase of \$63. Four rates make up the Total Tax Rate: Municipal, School: Local and State and County. This budget concerns the Municipal portion only. **Increases of 8.0% and 7.2% to water and sewer service rates, respectively, are factored into the budget.**

City Manager Mulholland briefly reviewed the 2022 City budget (which can be found in its entirety on the City's website) He presented screen shots of the highlights in the 2022 City Budget that included:

- Consumer Price Index & Tax Rate (2016 through 2021).
- 2021 and 2022 Budget Overview Comparisons.

- Summary of Budget:
 - The 2022 total budget is 9.1% higher than the 2022 budget
 - The 2022 operating budget w/o Cap Improvements increased by 2.27%
 - The 2022 Operating Budget (General Budget) is up by 2.7%
 - There is a projected increase of 2.5% in the 2022 tax rate.
 - There is an 8% increase in Water rates and a 7.2% increase in Sewer Rates

General Fund Budget Impacts	
The 2022 General Fund Budget represents an increase in spending of 2.7% equal to \$974,570.	Wage Increases = \$1,094,400
	Retirement Increase = \$466,150
	Health Insurance = \$200,360
	TOTAL = \$1,760,910 built in cost increase for 2022.

- Cost Drivers:

Debt Service increase \$151,680
General Wage Increase of 3% (CPI was 4.6%, Social Security projected to be 5.9%)
Health Insurance cost increase 5.6%
Retirement Rate Increases 6.35%-25.87% (full year impact in 2022, half year in 2021)
Increase in Overlay - \$300,000

ORDER OF BUSINESS:

- 1. OPEN PUBLIC HEARING:** Mayor McNamara opened the Public Hearing. Hearing no comments from the public he closed the Public Hearing.

Councilor Liot Hill presented her reflections on the past year and wanted to acknowledge some of the important gains the City has made and spoke about the below:

- LEAC (Lebanon's Energy Advisory Committee), Lebanon's Community Power, and Assistant Mayor Below's leadership.
- The City's Commitment and diligence to Public Health regarding the Mask Ordinance, especially at a time when this was not popular.
- CSO project being completed.
- Important gains may by the West Lebanon Revitalization Committee.
- The Fire Department who has spent so much time delivering vaccines.
- The City Manager's (Shaun Mulholland) work on developing a Debt Policy.
- The Recreation, Arts & Parks Department.
- The Libraries.
- Human Services.

ENACT RESOLUTIONS TO ADOPT 2022 BUDGET

Proposed Resolutions include the following:

<u>Resolution</u>	<u>Page</u>	<u>Purpose of Action</u>
No. 1	3	To Vote on the General Fund Budget
No. 2	3	To Vote on the Solid Waste Disposal Fund Budget
No. 3	4	To Vote on the Water Treatment and Distribution Fund Budget
No. 4	4	To Vote on the Sewage Collection and Disposal Fund Budget
No. 5	4	To Vote on the Municipal Airport Fund Budget
No. 6	5	To Vote on the Emergency Management Fund Budget
No. 7	5	To Vote on the Heritage Fund
No. 8	6-7	To Vote on the Tax Increment Finance Districts
No. 9	8-10	To Vote on the Capital Improvements Fund Budget
No. 10	11-12	To Vote on the Authorization of the Issuance of Bonds or Notes to Finance 2022 Capital Improvements
No. 11	13	To Vote on Authorizing the City Manager to Apply for New Hampshire Clean Water State Revolving Fund Loans for up to \$3,755,000 and to Designate the City Manager as Authorized Representative of the City
No. 12	14	To Vote on Authorizing the City Manager to Apply for New Hampshire Drinking Water State Revolving Fund Loans for up to \$6,455,000 and to Designate the City Manager as Authorized Representative of the City
No. 13	15-16	To Vote to rescind prior authorizations for the issuance of bonds or notes in the amount of \$593,058.79 due to project completion
No. 14	17	To Vote to rescind prior authorizations to expend funds from the Municipal Airport Capital Project Fund in the amount of \$1,701,150.39 due to project completion
No. 15	18	To Vote to authorize the disbursement of Fire Department Impact Fees in the amount of \$145,000 to partially fund the replacement of an ambulance

ADOPTION OF 2022 CITY BUDGET – Public Hearing for the purpose of receiving public input and taking action to adopt the 2022 City Budget as proposed by the City Manager with additional actions to include: Authorizing the issuance of bonds or notes to finance 2022 capital improvements; authorizing the City Manager to apply for NH Drinking Water and/or Clean Water State Revolving Fund Loan(s), ARPA Funds, and any other available funds and designating the City Manager as authorized representative of the City; rescinding prior authorizations for the issuance of bonds or note; rescinding prior authorizations to expend funds from the Municipal Airport Capital Project Fund; and authorizing the disbursement of Fire Department Impact Fees.

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

ACTION ON PUBLIC HEARING ITEMS:

RESOLUTION NO. 1

*** MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 1 TO APPROPRIATE \$36,435,870 FOR GENERAL CITY OPERATIONS:**

RESOLVED, for the purpose of authorizing and financing the General Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$36,435,870.

This resolution shall be effective January 1, 2022.

***SECONDED BY COUNCILOR LIOT HILL.**

COUNCILOR WHITTLESEY MOVED TO AMEND RESOLUTION #1 to raise and appropriate the budget by \$7,500 for the Recreation, Arts, and Parks Department to provide greater funder for the Farmers' Market.

Seconded by Councilor Heistad.

Councilor Whittlesey spoke to his motion by expressing his reasons for more funds being raised and appropriated for the Farmers' Market.

Councilor Sykes arrived at 7:26 PM.

***The Vote on the Amendment was approved (8-0-1). Assistant Mayor Below abstained from the vote.**

***VOTE ON THE MAIN MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 2

*** MOTION BY COUNCILOR ZOOK TO MOVE PASSAGE OF RESOLUTION NO. 2 TO APPROPRIATE \$4,046,450 FOR SOLID WASTE DISPOSAL:**

RESOLVED, for the purpose of authorizing and financing the Solid Waste Disposal Fundbudget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,046,450.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WILKIE.

***VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 3

*** MOTION BY COUNCILOR WINNY TO MOVE PASSAGE OF RESOLUTION NO. 3 TO APPROPRIATE \$4,141,290 FOR WATER TREATMENT AND DISTRIBUTION:**

RESOLVED, for the purpose of authorizing and financing the Water Treatment and Distribution Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,141,290.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 4

***MOTION BY ASSISTANT MAYOR BELOW TO MOVE PASSAGE OF RESOLUTION NO. 4 TO APPROPRIATE \$7,264,330 FOR SEWAGE COLLECTION AND DISPOSAL:**

RESOLVED, for the purpose of authorizing and financing the Sewage Collection and Disposal Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$7,264,330.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR LIOT HILL.

***VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 5

*** MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 5 TO APPROPRIATE \$1,479,310 FOR MUNICIPAL AIRPORT OPERATIONS:**

RESOLVED, for the purpose of authorizing and financing the Municipal Airport Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$1,479,310.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WINNY.

***VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 6

*** MOTION BY COUNCILOR HEISTAD TO MOVE PASSAGE OF RESOLUTION NO. 6 TO APPROPRIATE \$25,000 FOR EMERGENCY PREPAREDNESS:**

RESOLVED, for the purpose of authorizing and financing the Emergency Management Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$25,000.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR SYKES.

*** VOTE ON THE MOTION WAS APPROVED 9/0 .**

RESOLUTION NO. 7

*** MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 7 TO APPROPRIATE \$400 FOR HISTORIC RESOURCES & PRESERVATION EFFORTS:**

RESOLVED, for the purpose of authorizing and financing the Heritage Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$400.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR HEISTAD.

***VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 8 (A & B)

8A. DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT

*** MOTION BY COUNCILOR SYKES TO MOVE PASSAGE OF RESOLUTION NO.8A TO APPROPRIATE \$428,630 FOR THE DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT:**

RESOLVED, for the purpose of financing the Downtown Lebanon Tax Increment Finance District Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$428,630 according to the chart included in the budget packet.

DOWNTOWN LEBANON TAX INCREMENT FINANCING DISTRICT	
Revenue:	
Property Taxes	\$ 428,630
Expenditures:	
Transfers to General Fund	\$ 288,320
Future Operations & Maintenance	\$ 140,310
	\$ 428,630

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WHITTLESEY.

PROPOSED AMENDMENT TO RESOLUTION NO. 8A

(1) MOVED by Councilor Sykes to decrease the Downtown Lebanon Tax Increment District Fund by \$42,940 to account for two (2) properties that have now become exempt from the requirement to pay property tax according to the chart on page 9 in the agenda packet.

DOWNTOWN LEBANON TAX INCREMENT FINANCING DISTRICT	
Revenue:	
Property Taxes	\$ 385,690
Expenditures:	

Transfers to General Fund	\$	288,320
Future Operations & Maintenance	\$	97,370
	\$	385,690

This resolution shall be effective January 1, 2022.

AMENDMENT SECONDED BY COUNCILOR HEISTAD.

***VOTE ON THE AMENDMENT TO THE MAIN MOTION WAS APPROVED 9/0.**

***VOTE ON THE MAIN MOTION AS AMENDED WAS APPROVED 9/0.**

8B. DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT

*** MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO.8B TO APPROPRIATE \$10 FOR THE LEBANON AIRPORT-TECH PARK TAX INCREMENT FINANCE DISTRICT:**

RESOLVED, for the purpose of financing the Lebanon Airport-Tech Park Tax Increment Finance District Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$10.

LEBANON AIRPORT-TECH PARK TAX INCREMENT FINANCING DISTRICT		
Revenue:		
Property Taxes	\$	10
Expenditures:		
Future Operations & Maintenance	\$	10

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WINNY.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 9

*** MOTION BY COUNCILOR ZOOK TO MOVE PASSAGE OF RESOLUTION NO. 9 TO APPROPRIATE \$14,201,310 FOR CAPITAL IMPROVEMENTS AND ACQUISITIONS:**

RESOLVED, for the purpose of authorizing and financing the Capital Improvements Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be appropriated in the amount of \$14,201,310 for expenditure in connection with the following Capital Improvements and Acquisitions as presented in the chart on page 11 of Council packet:

Department	Project Name	2022	Bonds/Note Proceeds/Debt	Existing Funds from CRF	Transfers to (	Other (SAD, sale proceeds, DHMC PILOT, etc.)	Inter- governmental Grants
	AIRPORT FUND						
	Runway Safety Area Improvements_18-36	\$1,775,0			\$90,0		\$1,685,0
	TOTAL AIRPORT	\$1,775,0			\$90,0		\$1,685,0

GENERAL FUND						
FACILITIES						
DPW	Property Acquisition - Mascoma Street	\$235,000	\$235,000			
FLEET & EQUIPMENT						
FIRE	Ambulance Replacements	\$380,000		\$235,000		\$145,000
DPW	Fleet and Equipment Replacement	\$396,750			\$396,750	
ROADS & BRIDGES						
DPW	Trues Brook Road Bridge Replacement #066-059	\$3,200,000	\$887,950			\$2,312,050
DPW	Kimball Street Infrastructure Improvements - Road, SW,	\$1,150,000	\$1,150,000			
DPW	Mack Avenue Infrastructure Improvements - Road, SW,	\$80,000	\$80,000			
DPW	Forest Avenue Reconstruction	\$60,000	\$60,000			
DPW	Roadway Improvements-Miracle Mile SRF	\$900,000	\$900,000			
PLN	West Lebanon Capital Improvements	\$200,000	\$200,000			
PLANS & STUDIES						
PLN	Lebanon Complete Streets/Multi-Modal Plan -Phase 2	\$20,000			\$20,000	
TOTAL GENERAL FUND		\$6,621,750	\$3,512,950	\$235,000	\$416,750	\$2,312,050
WATER FUND						
DPW-WAT	Fleet and Equipment Replacement	\$42,400		\$42,400		
DPW-WAT	Kimball Street Infrastructure Improvements - Water (SRF) M	\$862,500	\$862,500			
DPW-WAT	Avenue Infrastructure Improvements - Water (SRF) For	\$60,000	\$60,000			
DPW-WAT	Avenue Reconstruction (SRF)	\$60,000	\$60,000			
DPW-WAT	Water System Improvements-Mechanic St SRF Water Syst	\$45,000	\$45,000			
DPW-WAT	Improvements-Miracle Mile SRF	\$300,000	\$300,000			
TOTAL WATER FUND		\$1,800,000	\$1,800,000			
		\$3,109,900	\$3,067,500	\$42,400		
SEWER FUND						
DPW-SEW	Fleet and Equipment Replacement	\$127,300		\$127,300		
DPW-SEW	Kimball Street Infrastructure Improvements - Sewer M	\$862,500	\$862,500			
DPW-SEW	Avenue Infrastructure Improvements - Sewer Forest Aver	\$60,000	\$60,000			
DPW-SEW	Reconstruction (SRF)	\$45,000	\$45,000			
TOTAL SEWER FUND		\$1,094,800	\$967,500	\$127,300		
		\$1,094,800	\$967,500	\$127,300		
SOLID WASTE FUND						
DPW-SOLID	Landfill Tarp Machine Replacement Landfill Gas Collection &	\$100,000		\$100,000		
DPW-SOLID	Control System Landfill Gas Utilization Project	\$137,800	\$137,800			
TOTAL SOLID WASTE FUND		\$1,362,060	\$1,362,000			
		\$1,599,860	\$1,499,800	\$100,000		
TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM		\$14,201,310	\$9,047,850	\$404,700	\$606,750	\$3,997,050

BE IT FURTHER RESOLVED, by the City of Lebanon, that the City Manager is authorized to take steps necessary and appropriate to apply for and secure maximum federal and state grant funding assistance.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WINNY.

City Manager Shaun Mulholland presented a screenshot of, and spoke about, the City's Debt Policy and how it would work.

PROPOSED AMENDMENTS TO RESOLUTION NO. 9

(1) MOVED BY COUNCILOR ZOOK to increase the Capital Improvements Fund budget by \$530,000 for the Kimball Street Infrastructure Project; and to increase estimated revenues (bond proceeds) by the same amount.

SECONDED BY COUNCILOR WINNY.

***VOTE ON AMENDMENT #1 WAS APPROVED 9/0.**

(2) MOVED BY COUNCILOR ZOOK to increase the Capital Improvements Fund budget by \$900,000 for the Trues Brook Road Bridge Replacement Project; and to decrease estimated revenues (bond proceeds) by \$67,950 as shown in the chart on page 12 of the Council packet.

PROJECT TYPE & DEPARTMENT	PROJECT NAME	2022	BONDS/NOTE PROCEEDS/DEBT	INTER- GOVERNMENTAL GRANTS
	GENERAL FUND			
ROADS & BRIDGES				
PROPOSED				
DPW	Trues Brook Road Bridge Replacement #066-059	\$3,200,000	\$887,950	\$2,312,050
AMENDED				
DPW	Trues Brook Road Bridge Replacement #066-059	<u>\$4,100,000</u>	<u>\$820,000</u>	<u>\$3,280,000</u>
	Difference	\$900,000	\$67,950	\$967,950

SECONDED BY COUNCILOR WILKIE.

VOTE ON AMENDMENT #2 WAS APPROVED 9/0.

(3) MOVED BY COUNCILOR ZOOK to amend the list of 2022 Capital Projects to remove the Water System Improvements (Mechanic Street) project and decrease the Capital Improvements Fund budget by \$300,000 for same.

SECONDED BY ASSISTANT MAYOR BELOW.

***VOTE ON AMENDMENT #3 WAS APPROVED 9/0.**

***VOTE ON THE MAIN MOTION AS AMENDED WAS APPROVED 9/0.**

(4) RESOLUTION:

ASSISTANT MAYOR BELOW MOVED THE FOLLOWING:

FOR THE PURPOSE OF amending the scope of the Rail Trail Paving Project (established as part of the 2021-2026 Capital Improvements Program) to include improvements to the section of sidewalk on the south side of Taylor Street between the terminus of the Northern Rail Trail and the lower entrance to the Flynn Street Parking Lot to a multi-use path; to amend the source of financing to remove the requirement for the project to be paid for through the sale of City owned property (specifically 20 Spencer Street, Lebanon); and to authorize the transfer of unspent bond proceeds in the amount of \$253,939.94 (Two Hundred Fifty Three Thousand Nine Hundred Thirty Nine Dollars Ninety Four Cents) from the Mascoma River Greenway Project to the Rail Trail Paving Project.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that New Hampshire RSA 33:3-A of the Municipal Finance Act provides that if after notes or bonds have been issued and no expenditure of the proceeds has been made for the purpose or purposes for which the debt was incurred, or if a balance remains after the completion of the project or projects for which the debt was authorized, a city by a vote of 2/3 of the City Council may authorize the expenditure of the sum or sums on hand, including any premiums received, for any purpose or purposes for which bonds or serial notes may be issued for an equal or longer period of time at any time which said sum or any portion thereof remains available; provided, however, that if the sum obtained by issuance of bonds or notes, as aforesaid, or any balance thereof, including any premium, is not appropriated as aforesaid, then the same shall be used to pay the principal of the loan as it matures.

NOW THEREFORE BE IT FURTHER RESOLVED, that appropriation authority, and associated

funding derived from the issuance of bonds, is authorized to be transferred as follows and shown in the chart on page 10 of Council packet:

PROJECT	BOND ISSUE/ DATED	UNSPENT BOND PROCEEDS <u>BEFORE</u> TRANSFER AS OF 12/15/2021	APPROPRIA TION & FUNDED TRANSFER	UNSPENT BOND PROCEEDS <u>AFTER</u> TRANSFER	PROJECT USEFUL LIFE
<u>FROM</u>					
Mascoma River Greenway Project	NHMBB1 8B 06/13/18	\$253,939.94	\$(253,939.94)	\$ -	20 years
<u>TO</u>					
Rail Trail Paving Project	Unissued	\$ -	\$253,939.94	\$253,939.94	20 years

SECONDED BY COUNCILOR LIOT HILL.

Assistant Mayor Below spoke to his Motion and gave a history of his involvement with the Rail Trail and the Mascoma Greenway. He also spoke about what the Pedestrian/Bicyclists Committee would like to have done on these trails (i.e., the pros/cons of hardpack vs. paving).

***VOTE ON THE RESOLUTION WAS APPROVED 9/0.**

***VOTE ON THE MAIN MOTION AS AMENDED WAS APPROVED 9/0.**

RESOLUTION NO. 10

- * MOTION BY COUNCILOR WINNY TO MOVE PASSAGE OF RESOLUTION NO. 10 TO AUTHORIZE THE ISSUANCE OF BONDS OR NOTES TO FINANCE 2022 CAPITAL IMPROVEMENTS:**

RESOLVED, by the City of Lebanon, that the City Treasurer, with the approval of the City Manager, is authorized to issue, in accordance with the Municipal Finance Act (RSA 33), a bond issue or bond issues in an amount not to exceed \$9,047,810 (Nine Million Forty-Seven Thousand Eight Hundred Ten Dollars) as follows and presented in the chart on page 11 of the Council packet:

Department	Project Name	Estimated Useful Life	Paid for by	Amount
	<u>GENERAL FUND</u>			
<u>FACILITIES</u>				
DPW	Property Acquisition - Mascoma Street	20 Years	Property Taxes	\$235,000
<u>ROADS & BRIDGES</u>				
DPW	Trues Brook Road Bridge Replacement #066-	20 Years	Property Taxes	\$887,950

	059			
DPW	Kimball Street Infrastructure Improvements - Road, SW, Curb-Drain	20 Years	Property Taxes	\$1,150,000
DPW	Mack Avenue Infrastructure Improvements - Road, SW, Curb-Drain	20 Years	Property Taxes	\$80,000
DPW	Forest Avenue Reconstruction	20 Years	Property Taxes	\$60,000
DPW	Roadway Improvements-Miracle Mile (SRF)	20 Years	Property Taxes	\$900,000
PLN	West Lebanon Capital Improvements	20 Years	Property Taxes	\$200,000
	TOTAL GENERAL FUND			\$3,512,950
	<u>WATER FUND</u>			
DPW-WATER	Kimball Street Infrastructure Improvements - Water (SRF)	20 Years	Water User Fees	\$862,500
DPW-WATER	Mack Avenue Infrastructure Improvements - Water (SRF)	20 Years	Water User Fees	\$60,000
DPW-WATER	Forest Avenue Reconstruction (SRF)	20 Years	Water User Fees	\$45,000
DPW-WATER	Water System Improvements-Mechanic Street (SRF)	20 Years	Water User Fees	\$300,000
DPW-WATER	Water System Improvements-Miracle Mile (SRF)	20 Years	Water User Fees	\$1,800,000
	TOTAL WATER FUND			\$3,067,500
	<u>SEWER FUND</u>			
DPW-SEWER	Kimball Street Infrastructure Improvements - Sewer	20 Years	Sewer User Fees	\$862,500
DPW-SEWER	Mack Avenue Infrastructure Improvements - Sewer	20 Years	Sewer User Fees	\$60,000
DPW-SEWER	Forest Avenue Reconstruction (SRF)	20 Years	Sewer User Fees	\$45,000
	TOTAL SEWER FUND			\$967,500
	<u>SOLID WASTE FUND</u>			
DPW-SOLID	Landfill Gas Collection & Control System	20 Years	Solid Waste Fees	\$137,800
DPW-SOLID	Landfill Gas Utilization Project	20 Years	Solid Waste Fees	\$1,362,060
	TOTAL SOLID WASTE FUND			\$1,499,860
	TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM			<u>\$9,047,810</u>

BE IT FURTHER RESOLVED, that, except as herein otherwise provided, discretion to fix the dates, maturities, denominations, interest rate, form, and other details of said note(s) / issue(s), is hereby delegated to the City Treasurer, with the approval of the City Manager;

BE IT FURTHER RESOLVED, that, in accordance with the requirements of the Municipal Finance Act (RSA 33:2 Repayment of Loans), no loans issued to pay for public works or improvements shall exceed the expected useful life of said public works or improvements as determined by the City Council as designated in the foregoing table.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR LIOT HILL.

PROPOSED AMENDMENTS TO RESOLUTION NO. 10

(1) MOVED BY COUNCILOR WINNY that the amount of bonds/notes authorized to be issued to finance 2022 Capital Improvements be increased by \$530,000 to include the Kimball Street Infrastructure Project as noted on page 12 of the Council agenda packet.

PROJECT	ESTIMATE D USEFUL LIFE	PAID FOR BY	AMOUNT
Kimball Infrastructure Improvements-Road	20 Years	Property Taxes	\$ 41,750
Kimball Infrastructure Improvements-Road	20 Years	Water User Fees	\$ 159,000
Kimball Infrastructure Improvements-Road	20 Years	Sewer User Fees	<u>\$ 329,250</u>
TOTAL			\$ 530,000

SECONDED BY COUNCILOR LIOT HILL.

*** VOTE ON AMENDMENT #1 WAS APPROVED 9/0.**

(2) MOVED BY COUNCILOR WINNY to decrease the amount of bonds/notes authorized to be issued to finance 2022 Capital Improvement by \$67,950 (tax rate supported) for the Trues Brook Road Bridge Replacement Project from \$887,950 to \$820,000.

SECONDED BY COUNCILOR WILKIE.

***VOTE ON AMENDMENT #2 WAS APPROVED 9/0.**

(3) MOVED BY COUNCILOR WINNY to decrease the amount of bonds/notes authorized to be issued to by \$300,000 for the Water System Improvements (Mechanic Street) project.

SECONDED BY COUNCILOR HEISTAD .

*** VOTE ON AMENDMENT #3 WAS APPROVED 9/0.**

*** VOTE ON THE MAIN MOTION AS AMENDED WAS APPROVED 9/0.**

RESOLUTION NO. 11

*** MOTION BY COUNCILOR LIOT HILL** TO MOVE PASSAGE OF RESOLUTION NO. 11 TO AUTHORIZE THE CITY MANAGER TO APPLY FOR NEW HAMPSHIRE CLEAN WATERSTATE REVOLVING FUND LOAN(S) UP TO \$3,755,000 (THREE MILLION SEVEN HUNDRED FIFTY-FIVE THOUSAND DOLLARS) AND TO DESIGNATE THE CITY MANAGER AS AUTHORIZED REPRESENTATIVE OF THE CITY (according to the table on page 13 of the Council packet):

PROJECT	AMOUNT
Kimball Street Infrastructure Improvements	\$ 3,405,000
Mack Avenue	\$ 200,000
Forest Avenue	\$ 150,000
	\$ 3,755,000

WHEREAS, the City of Lebanon, after thorough consideration of the nature of water pollution problems, hereby determines that construction of certain works, described as sewer infrastructure improvement projects for Kimball Street - \$3,405,000; Mack Avenue - \$200,000; and Forest Avenue - \$150,000 are desirable and in the public interest and, to that end, it is desired to apply for assistance from the Clean Water State Revolving Fund for up to \$3,755,000; and

WHEREAS, the City of Lebanon, has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund, and deems it to be in the public interest to file loan applications and to authorize other actions in connection therewith.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon City Council, that: 1. The City Manager is hereby authorized on behalf of the City to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapters Env-Wq 500; 2. That if such loan be made, the City agrees to repay the loan as stipulated in the loan agreement; 3. That the City Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the City to qualify for the loan; 4. That the City Manager is hereby designated as the authorized representative of the City for the purpose of furnishing such information, data, and documents pertaining to the City for a loan as may be required; and otherwise to act as the authorized representative of the City in connection with this application. 5. That certified copies of this resolution be included as part of the application to be submitted for a loan; 6. That if such loan be made, the City agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 12

*** MOTION BY COUNCILOR HEISTAD TO MOVE PASSAGE OF RESOLUTION NO.12 TO AUTHORIZE THE CITY MANAGER TO APPLY FOR NEW HAMPSHIRE DRINKING WATER STATE REVOLVING FUND LOAN(S) UP TO \$6,455,000 (SIX MILLION FOUR HUNDRED FIFTY-FIVE THOUSAND DOLLARS) AND TO DESIGNATE THE CITY MANAGER AS AUTHORIZED REPRESENTATIVE OF THE CITY AS NOTED IN THE CHART PAGE 14 OF COUNCIL PACKET:**

PROJECT	AMOUNT
Kimball Street Infrastructure Improvements	\$ 3,405,000
Mack Avenue	\$ 200,000
Forest Avenue	\$ 150,000
Miracle Mile	\$ 2,700,000

	\$ 6,455,000
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WHEREAS, the City of Lebanon, after thorough consideration of the nature of water pollution problems, hereby determines that construction of certain works, described as water infrastructure improvement projects for Kimball Street - \$3,405,000; Mack Avenue - \$200,000; Forest Avenue - \$150,000; and Miracle Mile - \$2,700,000 are desirable and in the public interest and, to that end, it is desired to apply for assistance from the Drinking Water State Revolving Fund for up to \$6,455,000; and

WHEREAS, the City of Lebanon, has examined and duly considered the provisions of New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relates to loans from the Drinking Water State Revolving Fund, and deems it to be in the public interest to file loan applications and to authorize other actions in connection therewith;

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon City Council, that: 1. The City Manager is hereby authorized on behalf of the City to file an application for a loan to be made in accordance with New Hampshire Code of Administrative Rules Chapters Env-Dw 1100; 2. That if such loan be made, the City agrees to repay the loan as stipulated in the loan agreement; 3. That the City Manager is hereby authorized to furnish such information and to take such other action as may be necessary to enable the City to qualify for the loan; 4. That the City Manager is hereby designated as the authorized representative of the City for the purpose of furnishing such information, data, and documents pertaining to the City for a loan as may be required; and otherwise to act as the authorized representative of the City in connection with this application. 5. That certified copies of this resolution be included as part of the application to be submitted for a loan; 6. That if such loan be made, the City agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WILKIE.

***VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 13

*** MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO.13 TO RESCIND PRIOR AUTHORIZATIONS FOR THE ISSUANCE OF BONDS OR NOTES TOTALING \$593,058.79 FOR THE FOLLOWING 3 PROJECTS:**

1. ROUTE 4/4A SEWER

WHEREAS, the Lebanon City Council, on December 19, 2012, authorized the issuance of bonds or notes in the amount of \$6,890,000, including \$510,000 to finance the Route 4/4A Sewer Force Main Realignment & Replacement Project.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 19, 2012 to be issued in the amount of \$12,575.13, but as yet unissued, in connection with the Route 4/4A Sewer Force Main Realignment/Replacement Project, is rescinded.

This resolution is effective upon passage.

SECONDED BY COUNCILOR HEISTAD.

***VOTE ON THE MOTION WAS APPROVED 9/0.**

2. MECHANIC STREET BRIDGE 120-115

WHEREAS, the Lebanon City Council, on December 16, 2015, authorized the issuance of bonds or notes in the amount of \$5,749,410, including \$370,000 to finance the Mechanic Street Bridge Improvements Project.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on December 16, 2015 to be issued in the amount of \$201,838.81, but as yet unissued, in connection with the Mechanic Street Bridge Improvements Project, is rescinded.

This resolution is effective upon passage.

SECONDED BY COUNCILOR HEISTAD.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

3. NH 120 SEWER IMPROVEMENTS

WHEREAS, the Lebanon City Council, on April 20, 2016, authorized the issuance of bonds or notes in the amount of \$1,700,000 to supplement existing funding for the NH 120 Sewer Improvements Project.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that a portion of bonds or notes authorized on April 20, 2016 to be issued in the amount of \$378,644.85, but as yet unissued, in connection with the NH 120 Sewer Improvements Project, is rescinded.

This resolution is effective upon passage.

SECONDED BY COUNCILOR WINNY.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 14

*** MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 14 TO RESCIND PRIOR AUTHORIZATIONS TO EXPEND FUNDS FROM THE MUNICIPAL AIRPORT CAPITAL PROJECT FUND IN THE AMOUNT OF \$1,701,150.39 DUE TO PROJECT COMPLETION:**

FOR THE PURPOSE OF rescinding prior expenditure authorizations for 22 capital projects at the Lebanon Municipal Airport.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that prior expenditure authorizations from the Municipal Airport Capital Project Fund for 22 capital projects totaling \$1,701,150.39 as shown in the following table are hereby rescinded as noted on page 20 of Council packet:

Year Authorized	Amount Appropriated	Project Name	Amount to Rescind
2005	\$ 1,890,000.00	AIP30 2005 DESIGN/ RECON WEST APRON & TAXIWAY A	\$ 250,537.04
2006	\$ 3,125,000.00	AIP31: 2006 CONSTRUCT PARTIAL SOUTH APRON PHASE 1	\$ 25,000.00
2007	\$ 350,000.00	AIP 32: AIRPORT MASTER PLAN PHASE I	\$ 890.00
2008	\$ 135,000.00	2008 NON-AIP	\$ 47,917.82
2008	\$ 1,280,000.00	2008 AIRPORT IMPROVEMENTS	\$ 407,000.00
2008	\$ 30,000.00	AIP35 ADA BOARDING RAMP	\$ 2,281.37
2008	\$ 70,000.00	AIP37 AIRFIELD LIGHTING UPGRADE	\$ 4,772.31
2008	\$ 50,000.00	AIP35 TAXIWAY AND RUNWAY MARKINGS	\$ 22,131.79
2009	\$ 50,000.00	AIP42 NAVIGATIONAL AIDS ASST PHASE II	\$ 11,678.53

2009	\$	150,000.00	AIP40 SRE	\$	2,895.50
2009	\$	100,000.00	AIP39 AIRPORT ELECTRICAL PANEL	\$	14,589.44
2009	\$	55,000.00	AIP43 AIRPORT WILDLIFE HAZARD ASSESSMENT	\$	5,828.00
2010	\$	70,000.00	AIP44 2010 AIRPORT LAYOUT PLAN EXH A RECON	\$	2,027.65
2011	\$	100,000.00	AIP45 2011 AIRPORT ENV ASSESS SWPPP & SPCC	\$	9,987.44
2014	\$	29,020.00	PFC1 TERMINAL BLDG BOILER & ROOFTOP AC UNITS PFC	\$	28,515.02
2016	\$	2,987,000.00	AIP53 AIR RECONSTRUCT EASTERLY TAXIWAY B	\$	434,149.20
2016	\$	525,000.00	AIP52 HAZARD/OBSTRUCTION REMOVAL	\$	44,079.16
2017	\$	90,000.00	AIP54 TERMINAL AREA AMER W/DISABILITIES ACT	\$	3,538.09
2017	\$	200,500.00	AIP56 LAYOUT PLAN & ENVIRONMENTAL ASSESSMENT	\$	196,224.70
2017	\$	728,500.00	AIP55 HAZARD/OBSTRUCTION REMOVAL	\$	100,370.15
2017	\$	240,000.94	AIP57 RUNWAY18-36 DATA COLL/CONCEPTUAL ENG	\$	20,876.02
2018	\$	600,000.00	AIP58 REPLACE AIRFIELD SNOWBLOWER	\$	65,861.16
TOTAL				\$	1,701,150.39

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR WILKIE.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

RESOLUTION NO. 15

*** MOTION BY COUNCILOR SYKES TO MOVE PASSAGE OF RESOLUTION NO.15 TO AUTHORIZE THE DISBURSEMENT OF FIRE DEPARTMENT IMPACT FEES:**

RESOLVED, by the City of Lebanon, that funds in an amount not to exceed \$145,000 be disbursed from the Fire Department Impact Fees Fund to the Capital Improvements Fund to partially fund the purchase of a new ambulance.

This resolution shall be effective January 1, 2022.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON THE MOTION WAS APPROVED 9/0.**

5. PUBLIC HEARING ITEM:

5B. AMENDMENTS TO ORDINANCE NO. 18, SALARY PLAN

A public hearing for the purpose of receiving public input and taking action to amend 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; 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 City Council scheduled this public hearing at their November 17, 2021 regular meeting. The public hearing was properly noticed in the *Valley News* on December 4, 2021 in accordance with City Code and State Law.

Recusals from This Discussion/ Vote:

- **Councilor Whittlesey – Wife is a City Employee**
- **Councilor Zook – Member of household is a paid election official**
- **Councilor Heistad – Wife is a City Employee**

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 first presentation was recognized by Council on November 17, 2021; the second was December 1, 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:

1. PRESENTATION:

Councilor Winny MOVED, that the Lebanon City Council acknowledges the third 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***

2. RESOLUTION:

FOR THE PURPOSE OF amending Ordinance No. 18, Salary Plan.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends 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 as shown on pages 29-33 of the Council packet.

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							
<u>Minimum</u>	<u>Maximum</u>						
<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							
<u>Minimum</u>	<u>Maximum</u>						
<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%).

Seconded By Councilor Wilkie.

**THE VOTE ON THE MOTION WAS APPROVED 6-0-3. Councilor's Whittlesey, Zook, and Heistad were recused.*

Councilors Whittlesey, Zook And Heistad Returned As Regular Member Of The Council

6. NEW BUSINESS:

6A. – AUTHORIZATION TO PURCHASE 226 MASCOMA STREET, LEBANON (TAX MAP 90, LOT 26)

Included in agenda packet

1. November 16, 2021 fully executed Purchase and Sale Agreement between Peter & Janet St. Pierre and the City of Lebanon.

BACKGROUND

The property located at 226 Mascoma Street directly adjacent to Valley Cemetery is currently owned by Peter and Janet St. Pierre. Earlier this year, the St. Pierre's approached the City to discuss the future sale of their property and asked the City if they would be interested in purchasing. After some review and discussion, it was decided to be in the best interest of the City to purchase the property for future expansion of the cemetery.

The purchase has been included in the 2022-2027 Capital Improvements Program with funding to be appropriated as part of the 2022 Capital Budget. A Purchase and Sale Agreement has been signed and is attached for review.

ACTION

Councilor Whittlesey MOVED the following:

WHEREAS, the City Manager has entered into a certain Purchase and Sale Agreement (“P&S”) (included in the December 15, 2021 City Council agenda packet) for the acquisition of a 0.77-acre parcel of real estate with improvements thereon, located in the City of Lebanon and abutting the Valley Cemetery at Tax Map 90, Lot 26, a/k/a/ 226 Mascoma Street (the “Property”); and

WHEREAS, according to the terms of the P&S, the City’s acquisition of the Property is subject to the condition that the City Council appropriate \$235,000 for the purchase of the Property; and

WHEREAS, the City Council has earlier (i) duly adopted a budget for fiscal year 2022 that includes as a Capital Project the acquisition of the Property at a cost of \$235,000 for the intended purpose of the future expansion of the abutting Valley Cemetery, and (ii) duly authorized the City to issue general obligation bonds and notes in anticipation of and to finance the costs, among other capital projects, of said Capital Project; and

WHEREAS, a term of the P&S is that the Seller shall be granted a lease of the Property for up to two years following transfer to the City; it is therefore hereby

MOVED, that the Lebanon City Council, pursuant to its authority under RSA 47:5 to purchase real property, hereby designates and authorizes the City Manager to act on behalf of the City Council to undertake all actions and execute all documents as may be required to perform all obligations of the City under the P&S, to execute a closing of the real estate purchase transaction described in the P&S, and to complete the City’s acquisition of the Property free and clear of all liens and encumbrances except as specified in the P&S; and it is hereby

FURTHER MOVED, that the Lebanon City Council, pursuant to its authority under RSA 47:5, hereby authorizes the City Manager, following the aforesaid closing, to act on behalf of the City Council and to undertake all actions and execute all documents as may be required to execute a lease of the Property to the Sellers under the P&S for a period of up to two years, according to the terms of the draft lease included in the December 15, 2021 City Council agenda packet.

SECONDED BY COUNCILOR LIOT HILL.

***THE VOTE ON THE MOTION WAS APPROVED (9-0)**

6. NEW BUSINESS:

6B– INTER-DEPARTMENTAL TRANSFER OF UNENCUMBERED APPROPRIATED FUNDS

The Finance Department projects a surplus from 2021 Budget appropriations in several departments. The City Manager proposes the transfer of specified projected surplus appropriations from the Fire Department in the amount of \$37K, the Finance Department in the amount of \$523K, the City Clerk’s office in the amount of \$50K, the Human Services Department in the amount of \$20K, and Planning & Development Departments in the amount of \$20K to the Department of Public Works to be encumbered for future road maintenance.

As has been discussed previously, the 2019 Street Scan project assessed the condition of all roadways within the City. The assessment determined a cost to maintain the City’s roadways that are in poor condition at approximately \$72 million. This includes pavement resurfacing, crack sealing and chip sealing roadways, but does not include those roadways that are in such poor condition that they need to be totally reconstructed.

The transfer of \$650,000 into the DPW budget would allow the City Manager to sign contracts and encumber the 2021 funds into 2022 for projects that could begin in the spring. These funds would be added to the \$520,000 provided as part of the 2022 Budget for roadway maintenance.

TRANSFER OF 2021 APPROPRIATIONS TO BE ENCUMBERED FOR 2022 ROADWAY MAINTENANCE	
FROM	AMOUNT
Fire	\$37,000
Finance	\$523,000
City Clerk	\$50,000
Human Services	\$20,000
Planning & Development	<u>\$20,000</u>
TOTAL	\$650,000
TO	
Public Works	\$650,000

ACTION

COUNCILOR LIOT HILL MOVED, that in accordance with City Charter Section C419:45, Transfer of Appropriations, the City Council hereby authorizes the City Manager to transfer unencumbered appropriated funds from Fire, Finance, City Clerk, Human Services, and Planning & Development totaling \$650,000 as shown in the table below, to the Department of Public Works to be encumbered for 2022 roadway maintenance.

SECONDED BY COUNCILOR WHITTLESEY

***THE VOTE ON THE MOTION WAS APPROVED (9-0)**

City Manager Report:

City Manager Shaun Mulholland updated the Council on the following:

- Housing Workshop Discussion by the Council will take place on January 26th at 6 PM. He explained to the Council what they could expect from staff during this meeting. He will be sending out documents/materials to the Council for their review.
- Diversity, Equity, Inclusion (DEI) Training: He, and Councilor Liot Hill, along with 20 members of City Staff participated in a virtual training, which was necessary to begin this process. Councilor Liot Hill explained what took place at this meeting and suggested the Council watch the video presentation that was given at the meeting. The City Manager will send the PBS link to the Council for their review.
- Personnel Policy Update: He sent the Council the update and noted this policy has not been updated since the 90's. Deputy City Manager Paula Maville did an outstanding job of putting this together. They hope to get this out to staff by the beginning of the new year.

City Manager Shaun Mulholland and Mayor McNamara thanked the Council for passing the budget and for their service during a very difficult year. Happy Holidays to everyone!

ADJOURNMENT:

Councilor Winny MOVED to adjourn the meeting.

Seconded by Councilor Heistad.

****Vote on the MOTION was approved 9/0.***

The meeting was adjourned at 8:34 PM

Respectfully Submitted,
Dona E. Gibson, Recording Secretary