

FINAL

**LEBANON CITY COUNCIL
MINUTES**

Wednesday, July 6, 2022, 7:00 p.m.

Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/live)

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Erling Heistad, Karen Liot Hill, Christian Simon, , Douglas Whittlesey, Devin Wilkie

MEMBERS ABSENT: George Sykes and Karen Zook

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager -Public Services Nik Coates, Public Works Assistant Director Jay Cairelli, City Engineer Brian Vincent, Deputy Finance Director Alesia Williams, DPW Administrative Services Manager Kelly Crate, Cyber Services Director Perry Eaton, Recreation, Arts and Parks Director Paul Coats, Utilities Maintenance Supervisor Rick Brown

1. CALL TO ORDER: Mayor McNamara called the meeting to order at 7:00 p.m.

City Manager Shaun Mulholland announced the meeting criteria for the public.

2. PLEDGE OF ALLEGIANCE: Councilor Simon led the Council in the Pledge.

3. PUBLIC FORUM: Mayor McNamara made the Public Forum announcement.

4. OPEN TO PUBLIC:

- Mr. Jordan Cannon (Alstead, NH) spoke about his concerns and gave an update to the Council regarding secession in the State of NH (HB CACR-32). He noted he was not here to advocate for secession but felt it important for the Council to hear about.
- Councilor Liot Hill thanked the Recreation, Arts and Parks Department for their work for the fireworks display and festivities over the 4th of July.

5. RECOGNITIONS: None

6. ACCEPTANCE OF MINUTES: June 15, 2022 (Regular Meeting)

Amendments: In agenda packet: Page 13, Lines 11-12; Add sentence at end that reads: "Assistant Mayor Below also detailed four additional proposed amendments that were not in the agenda packet."

*Councilor Simon MOVED to approve the June 15, 2022 minutes as amended and presented in the July 6, 2022 City Council agenda packet.
Seconded by Councilor Heistad.*

****The Vote on the Motion was approved by those present (7-0)***

7. APPOINTMENTS:

- **West Lebanon Revitalization Advisory Committee, Kim Chewning (Ward 1 Resident Member)**

Councilor Simon MOVED to Nominate Kim Chewning (Ward 1 Member) to the West Lebanon Revitalization Advisory Committee. Term: 3-years (7/22-7/25)

****The Vote on the Motion was approved by those present (7-0)***

- **Airport Tech Park TIF Advisory Board, Kelly Caron (Reappointment Property Owner/Occupant Member)**

Assistant Mayor Below MOVED to Nominate Kelly Caron for Reappointment as a property owner/occupant member to the Airport Tech Park TIF Advisory Board. Term: 3-years (7/22-7/25)

****The Vote on the Motion was approved by those present (7-0)***

8. PUBLIC HEARING ITEMS:

- A. READOPTION OF THE HOUSING & COMMUNITY DEVELOPMENT PLAN – Public hearing for the purpose of receiving public input and taking action to readopt the Housing & Community Development Plan.**

Included in the agenda packet: [*\(Pages 29-34, City Council Agenda Packet\)*](#)

1. City of Lebanon Housing and Community Development Plan

City Manager Shaun Mulholland reviewed the readoption of the Housing and Community Development Plan.

BACKGROUND

The City's Housing and Community Development Plan is a document required to be submitted as part of the application packet for Community Development Block Grants (CDBG). Rules put forth by the New Hampshire Community Development Finance Authority require that the Plan be reaffirmed or readopted every three (3) years. This is normally done in conjunction with a CDBG application.

In order to better track the reaffirmation or readoption process, and in light of the Council's recent action with regard to the development of affordable housing, administration is proposing to put the plan on the Council's calendar for consideration every three years from this point forward regardless of an active CDBG request. While it is required to be current for CDBG purposes, the information in the plan can be of use in more instances than just CDBG so having it be a stand-alone document will be of benefit to others.

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

ACTION:

Councilor Wilkie MOVED, that the Lebanon City Council hereby readopts the City of Lebanon Housing and Community Development Plan as presented in the July 6, 2022 City Council Agenda Packet.

Seconded by Councilor Liot Hill..

****The Vote on the Motion was approved by those present (7-0)***

- B. PUBLIC FACILITIES CDBG APPLICATION FOR FAMILIES FLOURISH NORTHEAST**
Public hearings for the purpose of receiving public input and taking action on Community Development Block Grant (CDBG) and Community Development Block Grant – COVID (CDBG-CV) applications proposed by the City of Lebanon to the NH Community Development Finance Authority (CDFA). Counties and Communities can apply for up to \$500,000 annually on a competitive basis for housing and public facilities; \$500,000 for economic development; and \$500,000 for emergency activities that directly benefit low- and moderate-income persons. Up to \$12,000 is available for feasibility study grants. Public hearings are as follows:

(The following are to be three separate Public Hearing and will be discussed and voted on separately.)

1. Proposed CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be needed to effectuate the CDBG Application and contract;
2. Proposed CDBG-CV grant application for up to \$750,000 in CDBG-CV Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be needed to effectuate the CDBG Application and contract; and
3. Adopt the City of Lebanon Anti-displacement and Relocation Plan for Families Flourish Northeast

Included in the agenda: *(Pages 39-43, City Council agenda packet)*

1. Project Description – Families Flourish Northeast – Upper Valley Facility
2. City of Lebanon Residential Anti-Displacement and Relocation Plan for Families Flourish Northeast

Ms. Vickie Davis (Regional Planning Commission, helping to write the Grant applications) came forth and reviewed the purpose, background and plans of the Families Flourish Northeast programs.

BACKGROUND

CDFA receives approximately \$9 million annually for the statewide CDBG program which includes all non-entitlement municipalities and counties. Up to \$500,000 annually is available to communities or counties on a competitive basis in each of the four categories of housing, public facilities, economic development, and emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for planning grants.

Further, CDFA has approximately \$3.5 million available in CDBG-CV (Covid) funding for public facilities. The funding is focused on childcare and mental health. Applicants may apply for up to \$750,000. Note that successful applicants will be funded through either the regular CDBG OR CDBG-CV (not both).

Families Flourish Northeast requests that the Lebanon City Council support the submission of a CDBG application for Public Facilities for up to \$500,000 and a CDBG-CV Public Facilities application for up to \$750,000 to support the development of a high-intensity residential substance-use treatment center for pregnant and parenting women and their children in the Upper Valley. The proposed location for the facility is the Homestead Building on Mascoma Street which is a part of the Alice Peck Day campus. The cost of the renovation is estimated at \$4 million. The goal is to begin providing services at the new facility by mid/late 2023.

Please see the description and project overview provided in the agenda packet for more information.

ACTION

As part of the application process, the following language must be read into the record:

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate-income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of the citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

For the remainder of 2022, there will be approximately \$2.5 million dollars available for housing and \$2.5 million for public facilities projects. Approximately \$2.5 million will be available for economic development and \$200,000 for planning grants. Economic development and planning grant applications are submitted on a rolling basis until the funds are used up. The City of Lebanon is eligible for up to \$500,000 per year for both public facility and housing applications and up to \$500,000 per year for economic development projects, as well as up to \$500,000 per year in emergency funds. Planning grants are available for up to \$25,000 per year.

The CDFA has identified that there is a significant need for CDBG-CV assistance for Public Facilities to respond to COVID-19 related needs particularly facilities serving childcare and mental health needs. CDFA has approximately \$3.5 million in CDBG-CV funds available for this round. The City of Lebanon is eligible for up to \$750,000.

PUBLIC HEARING B.1:

Proposed CDBG grant application for up to \$500,000 in CDBG Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be needed to effectuate the CDBG Application and contract.

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

***Assistant Mayor Below MOVED*, that the Lebanon City Council hereby approves the submittal of the CDBG application and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract for Families Flourish Northeast in the amount of up to \$500,000 and as described in the July 6, 2022 City Council Agenda Packet.**

Seconded by Councilor Simon

****The Vote on the Motion was approved by those present (7-0)***

PUBLIC HEARING B.2:

Proposed CDBG-CV grant application for up to \$750,000 in CDBG-CV Public Facilities funds to be sub-granted to Families Flourish Northeast; and to authorize the City Manager to sign, submit, and execute any documents which may be needed to effectuate the CDBG Application and contract.

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

Councilor Wilkie MOVED, that the Lebanon City Council hereby approves the submittal of the CDBG-CV application and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG-CV contract for Families Flourish Northeast in the amount of up to \$750,000 and as described in the July 6, 2022 City Council Agenda Packet.

Seconded by Councilor Heistad.

**The Vote on the Motion was approved by those present (7-0)*

PUBLIC HEARING B.3:

Adopt the City of Lebanon Anti-displacement and Relocation Plan for Families Flourish Northeast

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

Councilor Lot Hill MOVED, that the Lebanon City Council hereby adopts the City of Lebanon Residential Anti-displacement and Relocation Plan for Families Flourish Northeast as presented in the July 6, 2022 City Council Agenda Packet.

Seconded by Councilor Heistad.

**The Vote on the Motion was approved by those present (7-0)*

C. ORDINANCE 2022-02 – Public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 115, Enactment of Ordinances.

Included in the agenda: *(Pages 46-48, City Council agenda packet).*

City Manager Shaun Mulholland reviewed the purpose for amending City Code Chapter 115, Enactment of Ordinances.

BACKGROUND

The onset and continuation of the COVID-19 Pandemic required the issuance of local public health ordinances adopted under the provisions of City Code Chapter 115, Enactment of Ordinances.

The process as outlined in Chapter 115 requires that the Council schedule and hold a public hearing to adopt and/or amend these necessary regulations. In accordance with advertising deadlines required by NH RSA 91-A, the earliest a public hearing can be held is approximately 2 weeks from the date the hearing is set. In times of a public health emergency, this required timeline is not practical as it does not permit quick action when needed.

With an inevitable need to deal with this again in the future, administration is recommending that Chapter 115 be amended to permit the Council to enact emergency public health ordinances **without the need for a public hearing**. All information would be included and posted with the respective meeting agenda, providing the public with full notice of the Council's intention.

Presently, New Hampshire state statutes allow for a faster process for municipalities to implement emergency public health measures. The proposed changes would fall in line with what state law already provides and would allow the Council to act more quickly to enact/rescind provisions of Ordinance 2022-02 more quickly in the event of a public health emergency.

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

ACTION:

Councilor Whittlesey MOVED, that the Lebanon City Council hereby adopts Ordinance #2022-02 to amend City Code Chapter 115, Enactment of Ordinances.

Seconded by Councilor Liot Hill.

***The Vote on the Motion was approved by those present (7-0)**

9. OLD BUSINESS: NONE

10. NEW BUSINESS:

Mayor McNamara announced that the order of the New Business items would be changed,

The following items listed below are in the order they were discussed.

- 1. Request for Exception from City Code Chapter 110, Noise from Sound Amplification:
Salt hill Pub, Lebanon**

Included in the agenda packet: *(Pages 51-56, City Council agenda packet)*

June 9, 2022 Request from Josh Tuohy, Salt hill Pub

Mr. Josh Tuohy (Salt hill Pub) reviewed his variance application request above.

BACKGROUND

City Code Chapter 110, “Noise from Sound Amplification Systems,” allows residents to obtain permit for sound amplification between the hours of 8am – 8pm. Chapter 110-2(B) allows the City of Lebanon upon its motion, or upon application and for good cause shown, to modify, suspend, repeal, or amend the provisions of any rule or regulation or section therein contained.

Salt hill Pub of 2 West Park Street, Lebanon, is requesting permission to allow small amplification equipment to be utilized for live music on some Fridays and/or Saturdays from July 6, 2022, until September 4, 2022, at the southern corner of the tent on West Park Street in front of the Whipple Building until 10:30pm. The live music will only occur when bookings are confirmed and not every Friday and Saturday for the time period above.

The Council and Mr. Tuohy discussed changing the ending time for these events from 10:30pm to 10:00pm due to sound amplification traveling to areas of the City at time when people may be seeking to sleep. Mr. Tuohy noted this would not be a problem if the Council felt 10:30pm was too late.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council, in accordance with City Code Chapter 110, Noise from Sound Amplification System, §110-2, hereby authorizes Salt hill Pub of 2 West Park Street, Lebanon, to utilize amplification equipment until 10:30pm on Fridays and Saturdays from July 6, 2022 through September 4, 2022.

Seconded by Councilor Whittlesey.

Councilor Liot Hill spoke to her motion, noting that in the last 19 years that Salt hill Pub has been in Lebanon, they have demonstrated a willingness to be a good neighbor and felt good moving forward with their request.

Councilors were in agreement to leave the ending time at 10:30pm unless there were complaints from the public.

***The Vote on the Motion was approved by those present (7-0)**

2. Presentation of plans for “Rotary Harmony Park” a musical playground to be installed on the Pedestrian Mall (Funded fully through a donation by the Rotary Club of Lebanon)

Included in the agenda packet:

PowerPoint Presentation – Rotary Harmony Park ([Pages 58-65, City Council agenda packet](#))

Recreation, Arts and Parks Director Paul Coats, Mr. David Crandall (New London, NH and works at Twin Pines Housing) and Mr. Bruce Pacht (Ward-2) introduced themselves and gave the history behind this project before reviewing their plans for the Rotary Harmony Park as a gift to the City of Lebanon.

BACKGROUND

On June 8, 2021, City Manager Mulholland conducted a walking tour of the pedestrian mall with local merchants to explore improvement possibilities. Several ideas surfaced during that meeting, one of which was to install a family friendly playground in the large open area outside of Lebanon Village Pizza and the former Shoetorium (presently Lebanon Charter School). The Rotary Club of Lebanon has championed that idea and is proposing to donate and install “Rotary Harmony Park”, a musical playground in that space, that will be provided by O’Brian & Sons and will have a 20-year Warranty.

The Rotary Club of Lebanon celebrates its 100th anniversary in 2023, and plans to celebrate their centennial by donating a project that would:

- Have a substantial impact on the Lebanon community,
- Attract the enthusiastic support and participation of the population the project is intended to serve, and
- Be clearly identified as a Rotary-inspired contribution.

Over a dozen project ideas were under consideration, several of which included input from Lebanon Recreation, Arts & Parks. The Rotary Club added the pedestrian mall play space after the idea was mentioned at the June 8th meeting with Manager Mulholland and mall merchants.

The Rotary Club of Lebanon’s 100th Anniversary Project Committee did extensive research with Lebanon Recreation, Arts & Parks, Department of Public Works, and commercial playground installation companies. Local merchants were also consulted to make sure noise factors and general agreement could be achieved.

The presentation (as presented in the City Council agenda packet on [pages 58-65](#)) includes a layout of the proposed park. Each “instrument” would be securely fastened to the existing concrete by a professional playground installer. These musical instruments do not require specialized playground surfacing, an important factor for what types of features we could consider. They fit comfortably within a footprint that allows for future expansion of outdoor dining and special events on the mall. Local merchants have blessed the project idea, citing hopeful increased foot traffic to the location, and that it complements the newly opened pedestrian and bike path through the tunnel.

Total cost for the project including installation is \$48,875, and The Rotary Club of Lebanon plans to contribute 100% of this cost. The instruments will be owned by the City and maintained by Lebanon Recreation, Arts & Parks.

Mr. Paul Coats noted the Recreation, Arts and Parks Department is very supportive of this project, and have worked with O’Brien & Sons as a playground company many times and further explained his reasons for supporting this project..

The Council was very grateful and thanked The Rotary Club of Lebanon for the new park and all of the investments they have made over the last 100 years.

ACTION:

No action is required by the Council. Item is for informational purposes only

The following items below were taken out of order and are presented in the order they were discussed.

3. **Presentation of First Reading & Set Public Hearing for August 3, 2022: Amendments to Ordinance #18, Salary Plan Article II, Non-Affiliated & LPASE Employees as follows:**
 1. **Reclassify, retitle, and remove positions within the Cyber Services Department;**
 2. **Reclassify, add, and remove positions within the Library; and**
 3. **Add seasonal positions for Summer Camp and Pool programs and increase salary range for seasonal Summer Camp Director**

Included in the agenda packet: ([Pages 70-75, agenda packet](#))

City Manager Mulholland reviewed the proposed amendments to Ordinance #18. Salary Plan.

BACKGROUND

RECLASSIFY, RETITLE, AND REMOVE POSITIONS WITHIN THE CYBER SERVICES DEPARTMENT

Technology is an evolving and never-ending cycle that changes rapidly. To improve the functionality of the Cyber Services Department, the City Manager is recommending an organizational change which will result in the reclassification of multiple Cyber Services positions.

There are currently five employees who occupy three of the same titled positions within the Cyber Services Department. The demands of Cyber Services requires that these employees be split into different roles in order to better focus attention on the various aspects of the cyber environment and continue to meet the overall needs of the City. The roles, functions, and job descriptions of the employees will significantly expand to include new duties, technological responsibilities, and in certain cases, expanded management functions.

Please note that no additional employees are being added, the department is being restructured utilizing the current employee base. The position of Cyber Services Technical Specialist (Grade 9) will remain in the pay scale but will be vacant. To achieve the restructuring, the following is proposed:

- Add System Administrator - Grade 11
- Add Systems and Operations Administrator – Grade 13
- Add Cyber Security Analyst - Grade 13
- Delete Systems and Information Technology Administrator – Grade 13
- Add Lead Network Infrastructure Engineer – Grade 14
- Reclassify Cyber Services Director from a Grade 15 to Grade 16

RECLASSIFY, ADD, AND REMOVE POSITIONS WITHIN THE LIBRARY

Community and operational needs at the libraries are requiring adjustments to current staffing. A review of the department was completed by Library Director Sean Fleming which resulted in the requested addition of a part-time Custodial Supervisor, the reclassification of a Children's

Librarian, the addition of a Youth Services Librarian and the elimination of the Young Adult Librarian. All recommended changes have been approved by the Library Board of Trustees.

The part time Custodial Supervisor will supervise and schedule the current part-time custodial staff, oversee, and schedule all maintenance at both libraries, oversee building projects, and perform and oversee needed maintenance repairs.

To summarize, the requested changes within the Library are to:

- Add part-time Custodial Supervisor – Grade 4
- Reclassify Children's Librarian from a Grade 9 to a Grade 8
- Eliminate Young Adult Librarian – Grade 9
- Add Youth Services Librarian – Grade 10

ADD SEASONAL POSITIONS FOR SUMMER CAMP AND POOL PROGRAMS AND INCREASE SALARY RANGE FOR SEASONAL SUMMER CAMP DIRECTOR

Operational changes have been made to both the Pool and Summer Camp Programs necessitating the addition of two seasonal positions – a Pool Operations Manager and an Assistant Camp Director. The changes to these programs are needed to address staffing challenges and improve efficiency of future operations. Changes will not impact the Recreation, Arts & Parks approved 2022 budget as the two positions will remain vacant this year.

Additionally, due to the current market and staffing challenges, we are recommending an increase in the pay range for the Summer Camp Director.

Proposed changes to facilitate the needs for these two summer programs are:

- Add Pool Operations Manager – salary range \$15.69 to \$21.63.
- Add Assistant Summer Camp Director - salary range \$15.69 to \$21.63
- Increase salary range for Summer Camp Director to \$16.73 to \$24.72.

Process to Amend Ordinance No. 18

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 July 6, and to schedule a public hearing for August 3, 2022, to amend the Ordinance. The second and third presentations will follow on July 20, and August 3, respectively

ACTION:

1. ACKNOWLEDGE FIRST PRESENTATION:

Councilor Liot Hill MOVED that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated and LPASE Employees, as follows:

SECTION A –

FOR THE CYBER SERVICES DEPARTMENT:

Add System Administrator - Grade 11 Add Systems and Operations Administrator – Grade 13

Add Cyber Security Analyst - Grade 13

Delete Systems and Information Technology Administrator – Grade 13

Add Lead Network Infrastructure Engineer – Grade 14

Reclassify Cyber Services Director from a Grade 15 to Grade 16

FOR THE LIBRARY:

Add part-time Custodial Supervisor – Grade 4

Reclassify Children’s Librarian from a Grade 9 to a Grade 8

Eliminate Young Adult Librarian – Grade 9

Add Youth Services Librarian – Grade 10

SECTION B –

FOR RECREATION, ARTS & PARKS:

Add Pool Operations Manager – salary range \$15.69 to \$21.63

Add Assistant Summer Camp Director - salary range \$15.69 to \$21.63

Increase salary range for Summer Camp Director to \$16.73 to \$24.72

Changes to the compensation and classification schedules are shown in **red italics** for deleted positions, and in **blue italics** for new and/or reclassified positions.

<u>Grade</u>	<u>Position Title</u>	<u>Hourly</u>		<u>Weekly</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
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	-	-
4	<i>Custodial Supervisor</i>	<i>\$20.58</i>	<i>\$27.78</i>		
5		\$21.81	\$29.43	-	-
6	-	\$23.11	\$31.20	-	-
7	Administrative Secretary	\$24.49	\$33.42		
	Department 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
	<i>Children's Librarian</i>				
	<i>Young Adult Librarian</i>	-	-	-	-
9	Code Health Inspector**	\$28.56	\$38.55	-	-
	Executive Assistant	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	<i>Children's Librarian</i>			\$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
	Youth Services Librarian				
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**	-	-	-	-
	System Administrator	-	-	-	-
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	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-

	Police Captain**	-	-	-	-
	Cyber Security Analyst	-	-	-	-
	Systems and Operations Administrator	-	-	-	-
	Systems and Information Technology Administrator	-	-	-	-
14	Assistant Director/Public Works		\$1647.76	\$2,224.49	
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Lead Network Infrastructure Engineer		-	-	
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	-	-	-	-
	Cyber Services Director	-	-	-	-
	Deputy City Manager	-	-	-	-

B. SEASONAL/TEMPORARY& STIPEND EMPLOYEES

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
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
Pool Operations Manager	\$15.69	\$21.63
Asst. Pool Director	\$15.69	\$21.63
Assistant Camp Director	\$15.69	\$21.63
Pool Director	\$16.73	\$24.72
Camp Director	\$16.73	\$24.72

2. SCHEDULE PUBLIC HEARING:

Councilor Liot Hill Further MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 3, 2022, beginning at 7:00pm, Lebanon City Council Chambers, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated and LPASE Employees, as follows:

SECTION A –

FOR THE CYBER SERVICES DEPARTMENT:

Add System Administrator - Grade 11 Add Systems and Operations Administrator – Grade 13

Add Cyber Security Analyst - Grade 13

Delete Systems and Information Technology Administrator – Grade 13

Add Lead Network Infrastructure Engineer – Grade 14

Reclassify Cyber Services Director from a Grade 15 to Grade 16

FOR THE LIBRARY:

Add part-time Custodial Supervisor – Grade 4

Reclassify Children’s Librarian from a Grade 9 to a Grade 8

Eliminate Young Adult Librarian – Grade 9

Add Youth Services Librarian – Grade 10

SECTION B –

FOR RECREATION, ARTS & PARKS:

Add Pool Operations Manager – salary range \$15.69 to \$21.63

Add Assistant Summer Camp Director - salary range \$15.69 to \$21.63

Increase salary range for Summer Camp Director to \$16.73 to \$24.72

Seconded by Councilor Wilkie

**The Vote on the Motion was approved by those present (7-0).*

G. Discussion & Set Public Hearing for August 3, 2022: Supplemental Appropriation in the amount of One Hundred Forty Thousand Dollars (\$140,000) for transfer from Unassigned Fund Balance to the Capital Improvements Fund for the 20 Spencer Street Cleanup Project

Included in the agenda packet: [\(Page 267, City Council agenda packet\)](#)

- 1. June 8, 2022 Memo from Interim Public Works Director Jay Cairelli – Supplemental Appropriation Request**

City Manager Mulholland reviewed the background of the 20 Spencer Street Cleanup Project and the need for the supplemental appropriation.

BACKGROUND

20 Spencer Street is the former site of the City’s Public Works Facility. The site clean-up project was first included as part of the 2020 Capital Improvements Program in order to prepare the site for sale to the Braverman Company. The project has been on-going since 2020 and the extent of contaminated soil has been a challenge throughout. On a positive note, the last load of contaminated soil has been removed and disposed of and the soil on the perimeter of the project area has tested clean. On a not so positive note, the total cost for the removal and disposal over ran the total available funding by \$140,000.

The Council was asked to schedule a public hearing on a request for a supplemental appropriation in the amount of \$140,000 to cover the cost overrun. Funding for the request will be paid for through the use of Unassigned Fund Balance so there will be no adverse impact on the tax rate.

Please see attached June 8, 2022 memo from Jay Cairelli, Interim Public Works Director for additional information.

ACTION:

Councilor Wilkie MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 3, 2022, beginning at 7:00pm in Council Chambers for the purpose of receiving public input and taking action to appropriate One Hundred Forty Thousand Dollars (\$140,000) for transfer from Unassigned Fund Balance to the Capital Improvements Fund for the 20 Spencer Street Cleanup Project.

Seconded by Councilor Heistad.

****The Vote on the Motion was approved by those present (7-0)***

H. Discussion & Set Public Hearing for August 3, 2022: Supplemental Appropriation in the amount of One Hundred Sixty Thousand Dollars (\$160,000) to be transferred from Unassigned Fund Balance in the Solid Waste Management Fund for the following:

- 1. One Hundred Thousand Dollars (\$100,000) to be transferred to the Capital Improvement Fund for the Landfill Gas Collection and Control System Expansion Project; and**
- 2. Sixty Thousand Dollars (\$60,000) to be transferred to the Operations Budget for contracted wood grinding services.**

City Manager Mulholland reviewed the background and reasons for the supplemental appropriations for the Landfill Gas Collection and Control System Expansion Project.

BACKGROUND

Landfill Gas Collection and Control System

For the past several years, the Solid Waste Division has been using contracted services to expand the Gas Collection and Control System at the landfill. This system collects landfill gas from the newest portion of the landfill and delivers it to the flare station for destruction. The project is anticipated to be completed this year and was estimated to cost \$137,800. Annual maintenance to the system will continue.

The project was put to bid and on June 22, the project bids were opened. Two bids were received with the low bid coming in at \$252,000. The current available CIP funds for the Landfill Gas Collection and Control System Expansion Project is \$154,749.00. Additional funds in the amount of \$100,000 are needed.

Grinding Wood Waste

The Solid Waste Division utilizes contracted services to grind wood waste at the Solid Waste Facility. Fifty Thousand Dollars (\$50,000) was budgeted in 2022 for the service. The service was put to bid, and the only bid submitted came in at \$108,200 (more than double the budgeted amount). An additional \$60,000 is needed in order to execute a contract.

Unfortunately, the City is not immune to the increases in costs for materials and labor. The requested \$100,000 supplemental appropriation for the Gas Collection and Control System will be transferred from

the Unassigned Fund Balance in the Solid Waste Fund to the Capital Improvements Fund; and the \$60,000 requested for the wood grinding service will be transferred from the Unassigned Fund Balance to the operational budget for the Solid Waste Division.

ACTION:

Councilor Whittlesey MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, August 3, 2022, beginning at 7:00pm in the Lebanon City Council Chambers for the purpose of receiving public input and taking action to appropriate One Hundred Sixty Thousand Dollars (\$160,000) for transfer from Unassigned Fund Balance in the Solid Waste Management Fund for the following: 1. One Hundred Thousand Dollars (\$100,000) to be transferred to the Capital Improvement Fund for the Landfill Gas Collection and Control System Expansion Project; and 2. Sixty Thousand Dollars (\$60,000) to be transferred to the Solid Waste Operations Budget for contracted wood griding services.

Seconded by Councilor Simon.

**The Vote on the Motion was approved by those present (7-0)*

C. Recommendation from the Diversity, Equity, and Inclusion Commission regarding the continuation of School Resource Officer

Included in the agenda packet: *(Pages 67-69, City Council agenda packet)*

- 1. Excerpt of Draft June 7, 2022 Diversity, Equity, and Inclusion Commission Meeting Minutes.**
- 2. Statement with supporting links as written and approved by the DEI Commission on June 7, 2022, in support of their recommended resolution**

BACKGROUND

At its June 7, 2022 meeting, the Diversity, Equity, and Inclusion (DEI) Commission voted to recommend to the City Council to adopt a resolution regarding the School Resource Officer position. The Commission also voted to include a statement in support of that resolution.

Councilor Wilkie noted that at the June 7, 2022 DEI Commission meeting there was discussion about the School Resource Officer position, which has been a discussion for a few years and has been a ballot item twice on the Municipal Elections in March. Twice the residents of Lebanon voted in favor of discontinuance of this position and at a recent School Board Meeting, the decision was made to retain the School Resource Officer. As a result of this decision, a few members of the DEI Commission gathered information relating to the presence of police officers in schools in NH and nationally and created the statement which is on page 68 of the City Council agenda packet (references that are on the next page). After this was unanimously approved by members present at the DEI Commission, the DEI Commission recommended the motion to the City Manager (listed on page 66 of the Council packet) but pointed out there were a few points where the information may not be written accurately and suggested that we (DEI) re-read through the resources that we provided.

Councilor Wilkie discovered that the Section beginning “**In terms of education outcomes**” the information is presently slightly differently than what the study actually says and explained what the difference was, noting they (DEI) was not able to get that information corrected before this was passed along to the Council by the DEI Commission.

Councilor Wilkie also wanted to clarify that while the DEI Commission understands the Council does not have authority over the School Board, this is a statement recommendation based on the information presented on the vote from the public for Council's consideration.

While this was not a Public Hearing, Mayor McNamara opened this discussion up to the public. No one from the public came forth.

Mayor McNamara recognized the Lebanon School Board Chair, Dick Milius who came forth to express his comments regarding the DEI Commission's proposed Resolution. He spoke about the larger context on the SRO position, noting that this was not part of the DEI Commission meetings that he attended. His comments only concerns the proposed resolution and not the appended statement from the DEI Commission.

Chair Milius explained that after two years of deliberation, the Lebanon School Board chose to continue the School Resource Officer (SRO) position until February of 2024. A Memorandum of Understanding (MOU) between the Lebanon School District and the Lebanon Police Department (LPD) establishes the duties and responsibilities of the SRO in detail. The SRO does not play a punitive role in the schools and is expressly excluded from any disciplinary actions. The School Board recently approved their 2022-2025 Strategic Plan addressing diversity, equity, and inclusion, which is integral to every area of the plan. A District Social Worker had been hired. The position of Director of Curriculum, Instruction and Assessment has been reconfigured as the District Director of Equity Curriculum, Instruction and Assessment (ECIA) to reflect the central role that equity and inclusion should have in our curriculum and in our schools. The Social Worker and the ECIA, together with our District Leadership Team, will examine the role of the SRO as one aspect of the climate and culture in our schools. The School Board decided to extend our agreement with the LPD in order to take a broad, rational, and deliberate approach to systemic challenges of which the presence of a police officer is of one part.

In the State of NH, School Districts are distinct governmental entities, legally separate from municipal government. The elected School Board has sole responsibility for policy, budgetary and personnel decisions within the School District, and for that reason, Chair Milius respectfully recommended that the City Council **not act** on the proposed resolution by the DEI Commission.

The Council discussed how the SRO position was complicated, tricky, and many difficult conversations took place around this issue, the meaningful work done by the DEI since its creation; how the City Council has a very specific jurisdiction that is laid out by State Law and in the City's Charter, and how the School Board also has a very similar specific jurisdiction; how the proposed DEI resolution would be inappropriate for the City Council to weigh in on because the City Council's job is a municipal function of the City and should not interfere with what happens within the School District; how the SRO is acting in the capacity as an employee of the school whose job is guided by the School District (and not the City); how the DEI should bring this resolution before the School Board because they are a separate governing body from the City of Lebanon.

Councilor Wilkie noted that:

1. The DEI Commission made two votes that night. The first was for the statement, as written on page 68 in the agenda packet. The second, was the DEI Commission issuing its statement of the facts.

2. The opinion of the DEI Commission was not that this is a matter of the City trying to claim jurisdiction over the School Board but rather to issue a recommendation for the SRO position that has already been voted on twice by the public. Their concerns come from, and affects, constituents and residents of the City. The DEI Commission may have an opinion, but it also has the charge of advising the City government and it is in that role that they have provided this information.

The Council further discussed the difference between the role of the City and the role of the School Board (District) regarding the proposed resolution. It is important to note that the City and School District are separate subdivisions of the State. In NH, subdivisions of the State only have those authorities that are specifically granted to them through statutory language by the State's Legislature. This is not an area where the City has even an advisory authority and the frustration that people have should be directed at the School Board. They did, however, express their appreciation for all the work the DEI Commission has done.

After more lengthy discussions on this issue, Mayor McNamara noted he felt this was largely a jurisdictional issue and out of the City Council's jurisdiction, both legally and practically speaking. The Council would feel very odd if the School Board gave opinions on Zoning Ordinances, Planning Board Regulations, etc.

Councilor Wilkie said he would not make the motion because it is very clear there would not be second. He did point out that the jurisdiction of the DEI Commission does not include the School Board, and agreed the only avenue for this to reach the School Board is through a recommendation through City Staff or City Council.

ACTION:

No Motion was taken so no action was taken by the Council.

E. Westboro Railyard Status Update (Requested by Councilor Simon)

Included in the agenda packet: *(Detailed information can be found on pages 78-240, City Council agenda packet)*

1. July 6, 2022 Councilor Simon Agenda Request
2. April 30, 2001 Letter Westboro Yard Lease
3. July 9, 2002 Letter Lease Portion of Westboro Yard
4. March 16, 2004 Letter Requesting Transfer of portion of Westboro Yard
5. March 2004 Westboro Yard Final Report Design Study
6. December 12, 2006 GZA GeoEnvironmental, Inc – Order of Magnitude Cost Estimate
7. September 5, 2007 Letter of Interest – Westboro Yard
8. January 30, 2008 Westboro Railyard Groundwater Management Permit
9. January 31, 2008 Westboro Railyard Report and Recommendations
10. March 18, 2009 Westboro Yard Phase II Site Assessment
11. August 31, 2009 Westboro Yard Former Tidewater Oil Site Status Report
12. July 9, 2018 Letters to Governor of New Hampshire regarding Westboro Yard
13. January 18, 2019 Final Westboro Yard Asbestos and Hazardous Materials Identification Survey
14. March 24, 2021 Demolition Disposal Agreement
15. May 20, 2021 Proposed Site Plan

16. July 29, 2021 Westboro Yard Lease Request Sketch Plan
17. September 10, 2021 Conceptual Construction Cost Estimate West Lebanon River Trail
18. September 10, 2021 Westboro River Trail Concept Path Alignment
19. October 12, 2021 Westboro River Trail Rail Section Details
20. October 21, 2021 Westboro Yard Lease Land Analysis

City Manager Shaun Mulholland updated the Council on where the City stands to date regarding the Westboro Yard, reviewed the background, and briefly explained the voluminous materials regarding the progress made on the Westboro Yard over the last 20 years noting the information listed above is only a fraction of what is filed. He is expecting to hear back from the NHDOT later this week regarding the City's latest proposal.

BACKGROUND

At the request of Councilor Simon, Administration is providing this status update with regards to the City's efforts to obtain property within the Westboro Rail Yard.

The City filed a written request with the NH Department of Transportation to lease portions of the Westboro Rail Yard on August 3, 2021. This most recent request is subsequent to multiple requests dating back to at least the year 2000 from the City to the State to request to lease or purchase portions of the Westboro Rail Yard. The request made in 2000 indicated that this was not the first request by the City to acquire the property.

The City partnered with the NH DOT in the demolition and environmental cleanup of the structures in the Westboro Yard which occurred in the fall of 2021. The City provide an in-kind contribution of approximately \$287,000 by allowing the demolition debris to be disposed of at the City's landfill at no cost to the State.

The City made a request on August 3, 2021 to lease portions of the Westboro Railyard which are depicted as Areas 1,2,3,4 and 6 (2021-07-29 WestboroLeaseArea-2.pdf) for 99 years for one dollar. The City also requested to lease Area 5. The State and the railroad did not object to the City leasing Areas 1,2,3,4 and 6 however, NH DOT did object to leasing Area 5. NH DOT intends to **leave this area open for future** railroad use and/or potential expansion of the Carroll Concrete facility which is adjacent to the tracks.

The City Manager and the City's legal counsel, Christine Fillmore met with Shelley Winters who is the Administrator, Bureau of Rail & Transit and Christine Wilson, attorney for the NH Attorney General's Office on June 21, 2022. The State suggested that the City purchase the property instead of leasing it. The State is concerned about the complexity of coordinating the ongoing issues and use of the property. The City Manager expressed concern regarding the level of contamination on the property. The City proposed taking ownership of Areas 1,2,3,4 and 6 while the State would continue to have the liability for the environmental issues on the property. Christine Wilson stated there was a statutory limit of five years for leases on waterfront. The City's attorney, Christine Fillmore pointed out the waiver provisions in that particular statute. Christine Wilson stated that she would get back to the City in two weeks on the unresolved issues which include the valuation of the property.

The City has submitted several grant applications to construct a trail system, a recreational field and parking area on the property. If these grants are approved, they would coincide with the Rt. 12A bridge replacement project which includes a new access road into the railyard. The bridge project is tentatively

scheduled to be constructed in 2024-2025. The City would need to have ownership or a long-term lease in order to accept these funds. The alternative would be for NH DOT to manage the grant which Shelley Winters stated they do not have the staff to manage.



Mayor McNamara noted that this was discussed by the Council from 1994-1995 and remembers discussions, if not a formal proposal to the State even back then so this is more than 20 years. When the Governor was with us last year to knock the building down, he seemed very enthusiastic about us being able to utilize the property. It was certainly clear to him at the time that we were looking for a 99-year lease. He was uncertain if the NH DOT has been in contact with the Governor. At this last meeting, the City Manager and Counsel for the City attended, another curve ball was thrown at the City: they have known all along about the environmental liability, and the City's refusal to assume that responsibility. It is unreasonable for the City (to accept any environmental liability) and is the reason why the City should not take ownership of the property.

Council Discussions:

Councilor Liot Hill gave a history of the Westboro Yard and spoke about the significant pollution on the 2 acres of land the City owns on the north end of the park (Westboro Yard); the terms of Brown's Field Grant back in 2007/2008 where the City did have to take ownership of this property; and, how the Council was able to negotiate with the Attorney General regarding a covenant not to sue so that the City would not be liable for any future damages related to the pollution in the ground, which allowed the land transfer to take place so the City could receive the federal funding that was only available to municipalities at that time. She questioned if it would be reasonable for us to consider exploring the approach regarding a covenant not to sue, where the City would not be liable for any of the environmental

contamination or for any future damages related to the pollution in the ground. She also spoke about the events which stalled the City's development of the 2 acres over the past decade.

Mayor McNamara noted that while this approach might be made by the State, it does not preclude the US Environmental Protection Agency from doing so (holding the City responsible for cleanup), noting the State's promise does not obligate the Federal Government. Councilor Liot Hill noted the Brown's Field Grant did, and this is something the City could explore.

City Manager Mulholland described where the tank leak took place noting that at the time there was the Brown's Field funds to clean that up, but the City had to take possession of the property in order to receive the funding to get this cleaned up. There are no funds available to clean this up today. The discussion he had with the State two weeks ago revolved around if the City agrees to take possession of the property and reiterated that we will need the State to assume all the environmental liability. This is the agreement they are supposed to be putting together.

Mayor McNamara noted that while he would entertain ownership of the land, he would want an iron clad guarantee from the State that they assume liability and absolve the City from any liability for environmental cleanup going forward.

Assistant Mayor Below suggested the area directly below lot #3 should also be included to the State's liability.

City Manager Mulholland noted the City's priorities now are focused on Lots #1, #2, #3, #4, and #6.

The Council discussed the pros/cons of boat access to the CT River from the proposed pocket park; the Mascoma Greenway path funding for improvements; not discounting what the City needs to do in the area that we own, but if we can take ownership that would provide waterfront access we should revisit this probability; holding off on designs for now to see if we can get the State's environmental liability protection; and, how the citizens of West Lebanon have been waiting more than patiently for many years; and, how the constituents in Ward 1 want the City to take action.

While this was not a Public Hearing, Mayor McNamara opened up the discussion to the public and the following came forth to speak:

Ms. Laurel Stavis (Represents Lebanon in the NH State Legislature): She spoke about her reasons for getting something done on this issue and if we do not hear back from the NH DOT by next week, she proposed going back to the Governor.

Lauren Groves (Ward-1): She spoke about her reasons to make the investment in getting things done. She noted she was also speaking for other members of the community.

Mr. Chet Clem (Lyme Properties, West Lebanon): He spoke about his reasons for the City to have access to the waterfront and taking the next steps to make this happen. He also explained his reasons for a call to take action/new action because it is hard to make future-looking investment decisions in West Lebanon. He urged everyone to stop taking the same answers and start demanding answers.

Mr. Jim Winny (Ward 1): He spoke about building momentum and wanted to keep this project moving forward. This may need mass community action and suggested the Governor become involved. Let's find a way around the obstacles.

The Council continued to discuss taking a parallel track by getting this in front of the Governor and members of the Executive Council and/or inviting them for a visit to West Lebanon; having the community take action; what is within the City's control regarding the property we own; taking another look at the 2004 plan for the north end (2 acre property) and how it relates to the current conditions with the new bridge; flushing out potential ideas so the Council can add this to the City's budget; how we are still working with the NH DOT on replacement of the dry bridge and its implications to the development of West Lebanon and what is called the "string of pearls"; doing a public/private green up/spruce up on the 2 acre site by the Lyman Bridge; holding a community day/mini charette so the public can weigh in on the design of the 2 acres; superimposing the existing bridge on the old plan to see how this would impact the 2004 design; using the \$10K donations that were received by the Parks Department last year for signage at Bridge Street Park; how the National Park Service/Rivers-Trails/Conservation Assistance Program is actively engaged now and looking to be helpful; and, getting a date on the calendar in August/early September for a charette.

ACTION:

No action required; this is an update for informational purposes only

F. Presentation of Quality Improvement Review for Water Metering

Included in the agenda packet: *(Pages 242-265, City Council agenda packet)*

1. PowerPoint Presentation - Water Meter Quality Improvement Review
2. Report from Technical Advisor James Alexander regarding the Quality Improvement Review. *(Pages 250-261, agenda packet)*
3. Report of the internal review conducted by the Department of Public Works *(Pages 262-265, agenda packet).*

Mr. James Alexander reviewed the background before giving his PowerPoint presentation on [pages 242-249](#), City Council Agenda Packet.

BACKGROUND

The Department of Public Works discovered some errors in a small number of commercial water accounts. The department conducted an internal review to determine the extent of the issues. This resulted in a determination that four water meters were not providing correct water usage data relative to the quantities that were actually used and the amount billed for the actual usage. These issues were corrected by the department.

The City Manager requested an independent quality improvement review to validate the internal review and ensure that the measures put into place were adequate to reduce the chance of these errors occurring in the future.

The Council and Mr. Alexander discussed the City's internal controls and data validation; work being done on an ongoing basis to validate data; the processes used for commercial/residential management; quality control being used to minimize the risk of errors.

Mr. Alexander noted the next steps would be looking at the City's sewer data validation and documenting protocols/procedure to find past errors.

ACTION:

No action is required by the Council. This item is for informational purposes only.

11. CITY MANAGER REPORT:

City Manager Shaun Mulholland updated the Council on the following:

- Colburn Park: Wi-Fi now available
- Landfill Gas to Energy Project: Delayed until the Summer of 2024 due to a National Grid holdup. Assistant Mayor Below will work on this issue.
- The City of Lebanon's dry conditions and the need to find an alternative water source as dry conditions are expected to continue in the future due to climate change.
- Security Threats: All City Staff, Council Members, and other Boards/Committee/Commission members are to report any threats (verbal or otherwise) to Cyber Security. It is now the Law in NH that threats be reported to the State of NH for analysis and data tracking. Council Members can forward threats to the City Manager.
- NH Housing Funding: The State has now released funding for housing in NH but the rules/details for applying are yet to be determined.
- Policy Process: The Council will be sent a list to review and select the items they each deem to be priorities.

12. COUNCIL REPRESENTATIVES TO OTHER BODIES: NONE

13. FUTURE AGENDA ITEMS: NONE

14. NON-PUBLIC SESSION: NONE

15. ADJOURNMENT:

Assistant Mayor Below MOVED for adjournment.

Seconded by Councilor Simon.

**The Vote on the MOTION was unanimously approved by those present (7-0)*

The meeting was adjourned at 10:03 PM.

**Respectfully submitted,
Dona E. Gibson
Recording Secretary**