

FINAL

**LEBANON CITY COUNCIL
MINUTES**

Wednesday, July 20, 2022, 6:00 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, George Sykes, Douglas Whittlesey, and Devin Wilkie

MEMBERS ABSENT: Karen Zook

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville, City Clerk Kristin Kenniston, Deputy City Manager – Public Services Nik Coates, Public Works Assistant Director Jay Cairelli, Wastewater Superintendent Daniel Knox. Shane Smith/Solid Waste, Water/Sewer Clerk Peggy Leva, Deputy Finance Director Alesia Williams, Solid Waste Manager Marc Morgan, Public Works Administrative Services Manager Kelly Crate, Chief Innovation Officer Melanie McDonough

1. CALL TO ORDER: Mayor McNamara called the meeting to order at 6:03 p.m.

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

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

3. BOARDS and COMMITTEES REPORTS (2nd Quarter 2022)

LEAC (Lebanon Energy Advisory Board): Greg Ames, Chair

Chair Ames updated the Council on the following LEAC activities over the 2nd quarter:

- Lebanon Community Power and the Lebanon Community Power Coalition of New Hampshire: Portsmouth, NH has joined the Coalition bringing this up to 19 municipalities plus Cheshire County (covers approximately 20% of the State's population).
- The PUC (Public Utilities Commission): Expected to adopt final rules this month.
- RFP's issued by the CNH for a number of services. Responses are being reviewed.
- Assistant Mayor Below has continued to intervene on behalf of the City on a number of cases at the State level that included SB 321, SB 262, and SB 265.
- The bulk of the work for LEAC this last quarter has been updating the Master Plan. This is ongoing.
- For next quarter, LEAC will be discussing Equity in their Chapter of the Master Plan.

LEAC-EV(Electric Vehicle (Subcommittee): Greg Ames, Chair

Chair Ames updated the Council on the following LEAC-EV activities over the 2nd quarter:

- The City's electric Ford F150 has entered production.
- Worked with the Towns of Hanover, NH and Hartford, VT to issue an RFI (Request for Information) for publicly available EV chargers that would cover all three municipalities. They received a response from the City of Green Belt, Maryland that documented their process on how they went about installing public charging at businesses and explained how they came up with the number of chargers needed. This information will be put forth to the Lebanon Planning Board.
- Charging Stations placed at Emerson Place for use by residents.

- DES (Department of Environment Services): Data on the number of EVs registered in Lebanon and outreach possibilities.
- School bus funding opportunities: There was a conversation about possible charging of buses at the Lebanon Landfill using landfill gas to energy output.
- Conversations took place with the Lebanon Police Department because Ford informed them they would no longer be producing gas fueled police vehicles after 2023. Liberty Utilities and the city electrician met and determined there is sufficient capacity at the utility to power fast charging stations and installed a conduit in the LPD parking lot, under the pavement, to get the power out to the proposed charging locations.
- Norwich EV Solar Technologies did a report for the CIP plan.
- Price Chopper is expanding their EV stations to 16. Work is being done on this now.
- Tri-County CAP: Structuring a pilot program for weatherization and heat pump conversions at rental properties.
- TRC Energy Consultants: Presented the possibility of how to stand up a small section of microgrids powered by the Lebanon Landfill Gas to Energy project in order to keep the City (Emergency Services) running in case of a long running electrical adverse event in the City.

Economic Development Committee (EDC): William “Bill” Dunn, Chair

- Worked on redevelopment opportunities for lower parking lots.
- Worked jointly with the Downtown TIF Advisory Board and put out a request for interest (RFI). In the hands of the Planning Department now.
- Held business retention, expansion work sessions with the Upper Valley Business Alliance and other sources to gather data about topics they should further explore. Next Roundtable will be on August 10, 2022 at Molly’s in Hanover, NH, from 7:30-9:30 a.m.

Conservation Commission: Sarah Riley, Chair

- Reviewed and commented on one Zoning Board Special Exception Application regarding a high value wetland buffer.
- Reviewed and discussed the Mt. Support Road and Lahaye Drive Special Assessment District design alternatives.
- Vicki Lee, Finance Director reviewed the current Use Penalty Process and the status of the Lebanon Open Space Trust Fund.
- They had a joint meeting with Planning Board to discuss how they can better work together in using the Master Plan to guide Zoning & Planning Regulations.
- Had a site visit to Farnum Hill to inform their discussion about an unofficial trail there.
- Currently discussing and updating Chapter 5 of the Master Plan.
- In April, they held two successful Vernal Pool Workshops.
- Held a joint cleanup session at the Two Rivers Conservation area with the Upper Valley Young Professionals.
- Worked with the Society for the Protection of New Hampshire Forests regarding the East Wilder Conservation area due to concerns over incursions at those properties.
- Trail Coordinator and Mark Goodwin succeeded in getting a grant application into the State of NH Recreational Trail Program to hopefully fund a bridge over Great Brook.
- New Conservation Ranger is John Techam, who has been working on keeping Lebanon’s trails clear.
- Wild About Lebanon Program is continuing.
- A Hike on Indian Ridge took place.
- An Airport Environmental Assessment will be done in the near future regarding proposed safety

improvements that have significant environmental impacts affecting about 2.9 acres of wetland impact. Unsure of the impact on acres regarding tree removal due to the FAA navigational hazards/obstructions regulations.

Tree Advisory Board, Sarah Riley-member

- Have been working on a Tree Ordinance.
- Have been working on urban heat islands.
- Have been working on/doing research on native vegetation planting to revegetate the shore south of the Lyman Bridge.

Diversity, Equity and Inclusion Commission: Councilors Devin Wilkie and Karen Liot Hill-members.

- Held the City's first Juneteenth Celebration, which was very successful.
- The first Listening Session took place to gather information from people on what they think could be improved and what they would like to see in Lebanon (i.e., gender neutral/single cell bathrooms). Two more Listening Sessions will be taking place.
- Developing a survey for residents of the Upper Valley on what their experiences are regarding discrimination
- Have been reviewing City Policies regarding equity to remove gendered language. This is an ongoing process.
- Working with City Manager on Strategic Plan updates.
- They are preparing for the City's first ever Multicultural Festival in Lebanon, which the Lebanon Opera House has very graciously incorporated into the NEXUS Festival on August 14th and 15th. The Council was informed about the activities that would be taking place.
- Recommendations will be coming to City Council in the future.
- Would like the Council to reaffirm the Inclusiveness Resolution that the Council passed in 2017.

Heritage Commission: Devine Wilkie – member

- They have been working on and discussing what the future use of the Dana House will be.
- A CLG Grant Application for Historic Districts has been submitted to help with the rehabilitation of sculptures at the Soldiers Memorial Building. Unsure of status.

Pedestrian/Bicyclist Advisory Board: Erling Heistad-member- No Report

TIF Advisory Boards: City Manager Shaun Mulholland

The Boards have met to put their budgets together. They have also been working on Strategic Planning and reports should be ready soon.

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

5. OPEN TO PUBLIC: The following people came forth to speak:

- **Mr. Harrison Wood (Ward-1):** Spoke about his concerns regarding the non-public publication of the Airport's Environment Assessment review meeting and the FAA's safety requirements.
- Both Councilors Liot Hill and Sykes spoke about reinstituting the Airport Advisory Committee to keep on top of issues that arise at the Airport. They would like this as a discussion point at a future Council meeting. Mayor McNamara would like this put on a future agenda.

- **Mr. Nick Mouzourakis (Ward-3):** He asked where political signs could be placed. City Manager Mulholland told him he could contact the Department of Public Works for this information. He requested that Mr. Mouzourakis also contact him via email and he would advise.
- Councilor Liot Hill spoke about a constituent's request to have more crosswalks added on Mechanic Street.

6. RECOGNITIONS:

- Purple Heart Community Proclamation

PROCLAMATION PURPLE HEART COMMUNITY

WHEREAS, the people of The City of Lebanon, New Hampshire, have great admiration and the utmost gratitude for all the citizens of our community who have selflessly served in the Armed Forces, which has been vital in maintaining freedom and the way of life enjoyed by our citizens; and

WHEREAS, citizens of our community have been killed in action while serving in the Armed Forces and have been posthumously awarded the Purple Heart for their ultimate sacrifice; and

WHEREAS, the Purple Heart is the oldest American military decoration and was created as The Badge of Military Merit, made of purple cloth in the shape of a heart with the word "Merit" sewn upon it, on August 7, 1782 in Newburgh, New York by General George Washington; and

WHEREAS, the heritage it represents is sacred to those who know the price paid to wear the Purple Heart; and

WHEREAS, August 7th is nationally recognized as Purple Heart Day; and

THEREFORE, BE IT NOW RESOLVED, that the City of Lebanon, New Hampshire, will recognize August 7th, annually, as Purple Heart Day, and urge the people and organizations of Lebanon to display the American Flag, as well as other public expressions of recognition of our Purple Heart recipients.

Proclaimed this 20th Day of July in the year Two-Thousand-Twenty-Two.

Timothy J. McNamara Mayor,
City of Lebanon

- Resolution in Honor of Alan Schnur (Pedestrian & Bicyclist Advisory Committee Member)

RESOLUTION IN HONOR OF ALAN SCHNUR

WHEREAS, Alan Schnur served as a member of the Lebanon Pedestrian and Bicyclist Advisory Committee from July of 2016 to July of 2022; and

WHEREAS, during this time, Alan volunteered to be responsible for collection and analysis of pedestrian-and bicyclist-related crash data in the City; and

WHEREAS, Alan took his assumed responsibilities very seriously to highlight data issues, patterns, and

implications for community risks, as well as opportunities for improvement, such as speed limit reductions; and

WHEREAS, Alan contributed to the success of many of the committee’s endeavors, including its Communications Plan, the annual Bike to Workday, the Bike Rodeo, and particularly, Lebanon’s designation as a Bike Friendly Community; and

WHEREAS, at committee meetings, Alan was a consistent exemplar of conduct and participation, supporting fellow members and providing thoughtful feedback on agenda items; and

WHEREAS, Alan’s efforts were greatly appreciated by his peers, residents, and City officials;

NOW THEREFORE, I, Timothy McNamara, Mayor of the City of Lebanon, New Hampshire, on behalf of the Lebanon City Council and community at large, extend sincere appreciation to Alan Schnur for his time, diligence, and application of technical analysis to foster public safety during his service as a committee member.

Timothy J. McNamara Mayor,
City of Lebanon

7. ACCEPTANCE OF MINUTES: July 6, 2022 (Regular Meeting)

Councilor Liot Hill MOVED to approve the July 6, 2022 minutes as written and presented in the July 15, 2021 City Council agenda packet.

Seconded by Councilor Heistad.

*** The Vote on the MOTION was approved by those present (7-0-1). Councilor Sykes abstain because he was not present at this meeting.**

8. APPOINTMENTS:

- Zoning Board of Adjustment, Catheryn Hembree (Alternate Member)

Councilor Wilkie put forth the NOMINATION of Catheryn Hembree as an Alternate Member to the Zoning Board of Adjustment for a three-year term: (7/22-7/25)

*** The Vote on the NOMINATION was approved by those present (8-0).**

- Pedestrian & Bicyclist Advisory Committee, Adams Carroll (Regular Member)

Councilor Simon put forth the NOMINATION of Adams Carroll as a Regular Member to the Pedestrian & Bicyclist Advisory Committee for a three-year term: (7/22-7/25)

*** The Vote on the NOMINATION was approved by those present (8-0).**

9. PUBLIC HEARING ITEMS: NONE

10. OLD BUSINESS

A. Presentation of Second Reading: 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 City Council agenda packet:

1. **Amendments to Ordinance #18, Salary Plan** (*Pages 43- 47, agenda packet*)

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

ACTION

Councilor Liot Hill MOVED, that the Lebanon City Council acknowledges the second 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*

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
	<i>Youth Services Librarian</i>				
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**	-	-	-	-
	<i>System Administrator</i>	-	-	-	-
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
	Assistant Fire Chief	-	-	-
	Deputy Fire Chief	-	-	-
	Human Resources Director	-	-	-
	Information Systems Manager**	-	-	-
	Maintenance Manager**	-	-	-
	Recreation Director	-	-	-
	Police Captain**	-	-	-
	<i>Cyber Security Analyst</i>	-	-	-
	<i>Systems and Operations Administrator</i>	-	-	-
	<i>Systems and Information Technology Administrator</i>	-	-	-
14	Assistant Director/Public Works		\$1647.76	\$2,224.49
	Chief Assessor	-	-	-
	Library Director	-	-	-
	Deputy Police Chief	-	-	-
	<i>Lead Network Infrastructure Engineer</i>		-	-
15	<i>Cyber Services Director</i>		\$1,746.72	\$2,357.88
16	Technical Advisor II	\$46.28	\$62.48	
	Chief of Police	-	-	\$1,851.34
	Director of Planning and Zoning	-	-	-
	Director of Public Works	-	-	-
	Finance Director	-	-	-
	Fire Chief	-	-	-
	<i>Cyber Services Director</i>	-	-	-
	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

<i>Pool Operations Manager</i>	\$15.69	\$21.63
Asst. Pool Director	\$15.69	\$21.63
<i>Assistant Camp Director</i>	\$15.69	\$21.63
Pool Director	\$16.73	\$24.72
<i>Camp Director</i>	\$16.73	\$24.72

Seconded by Councilor Sykes.

**The Vote on MOTION was approved by those present (8-0).*

At the request of Mayor McNamara, the following items were taken out of order as presented in the City Council agenda packet and are presented in the order as discussed by the Council.

11. NEW BUSINESS

- A.** Presentation of Alternative Payment System for Disposal of Residential Waste at the Landfill (Results of LEAN Event)

Included in the agenda packet:

1. PowerPoint Presentation – Alternative Landfill Payment System (Presentation of Results of LEAN Event) (*Pages 62-72 agenda packet*)

Solid Waste Manager Marc Morgan and Deputy City Manager Paula Maville presented and reviewed the results of the LEAN Event to establish a proposed alternative to the Landfill Payment System. Their detailed presentation can be located on the pages listed below.

BACKGROUND

A ten-member team came together for a four-day LEAN Event in late May, early June to review the current payment (punch card) system for the landfill and to consider alternative payment systems that would increase the efficiency of transactions for all stakeholders. LEAN is a way to create efficiency and process.

Mr. Morgan noted there are currently 22 towns that utilize Lebanon's landfill and focused his comments on the Future State Slide, which a number of other communities use and is focused primarily for residential traffic.

CURRENT STATE

Punch Card Currency System

- 1 punch on card provides for disposal of one 30-gallon trash bag
- Used as currency for disposal of itemized waste (mattresses, electronics, etc.) and scale loads

Permitting is every 2-3 years depending on residency.

- Permit is available in digital format that is also printable.
- Frustrating for staff and those waiting in line when customers arrive unprepared, or technology is not functioning properly

Punch Card purchasing options are limited to City Hall plus 3 local retailers

- Frustrating & time consuming for users
- Takes time to distribute and invoice weekly to retailers

FUTURE STATE

A Hybrid Approach to Waste Disposal utilizing a combination of Bags and Online “Ticket” orders

Permitting will be annual with the issuance of permit stickers (minimal cost to users)

- Visual check for Scale House Attendants
- Timesaver for all (staff and users)

Bags will replace punch cards for disposal of regular household waste

- Purchased in desired size/quantity from many local retailers (cost to be determined)

Itemized waste disposal tickets (mattresses, electronics, etc.) will be purchased in advance through 3rd Party Service and issued for one-time use

Residential waste items will no longer be weighed but will be measured and charged as units.

Ms. Maville noted that permit being proposed is a sticker on a vehicle, it will no longer be a QR code that someone needs to stop and scan.

Mr. Morgan spoke about the quality of the proposed trash bags, which was a critical question presented to him by a consumer. He noted that combustible bags actually do not break down in the landfill and, unfortunately, a lot of the bags placed in landfills do not typically degrade.

The Council and Mr. Morgan discussed: concerns about the increased cost of purchasing specific (pink) bags for the consumer; the balance between the quality of the bag being purchased vs. the inexpensive bags that you can purchase at BJ's; how this system would reduce the hard waste that is coming out of homes; the size of bags to be made available (15 gal. and 30 gal.); unbagged/uncontained waste (i.e., mattresses, refrigerators, propane tanks, etc.) – will be proposing a unit-based cost but the details still need to be worked out; the potential costs to the consumer for the new (pink) bags and the need to be sensitive about these costs; concerns about the people who may be excluded (i.e., the transient population, part-time residents, renters, etc.) and how these consumers can be informed about the landfill regulations if adopted; looking at other methods/alternatives in order to reduce adding more plastic to the landfill; the amount of staff time involved with this process and whether or not it is really a time-saver; concerns about vendors who will most likely be selling these bags and whether or not they will be able to meet the demand (i.e., what happens next if vendors cannot keep up with the demand); concerns about making this significant change; consider taking more time to review the process before it is adopted; what the plan may be for people who cannot manage the online system (i.e., no computer, lack of knowledge, etc.) and the impact this may have on staff at the Lebanon Public Libraries and the landfill; whether or not there is an option for the Council to just adopt the EB2GOV payment/prepayment for irregular types of waste and then consider the bag system at a later date due to negative feedback from residents; the consumer emotions surrounding this change; and, the need for the Council to understand the different aspects of the proposal before adoption..

Ms. Maville felt it was important to point out that we are not asking to increase the costs and were looking at ways to reduce. No one at the table said I take a barrel of trash without it being bagged when we were talking about this. It was not even an idea that was put on the table. Does it deserve further consideration? Maybe. We are not looking to add plastic or use something that they would already be doing in terms of having a plastic bag to have their trash in, so this was not looked at as an increase in the use of plastic. We were also asked to look at what the possibilities would be if we phased out the current charges. The purpose of the LEAN event was do just that, so this is what we came up with. We do understand there is a concern. Her hope was that if those people who were interested in providing comments were listening, that this might help clarify things because the public's concerns were an instantaneous reaction based on an article in the newspaper.

Mr. Morgan reviewed and explained the cost implications and the proposed implementations plans as listed below.

COST IMPLICATIONS:

Both the bagged and pre-purchased ticket options are to be developed as user pay systems

\$0.00 cost to the City

Bagged trash costs will increase to the user (cost to be determined)

Transaction fees for EB2GOV will be paid by user

PROPOSED:**IMPLEMENTATION:**

BIG Change – Early messaging is critical!

Planned soft launch of bag system in July 2023

Planned soft launch of online ticket orders in September 2023

Full launch of system in January 2024 (punch cards would no longer be accepted after January 2024)

In response to Mayor McNamara's question regarding when they expect to bring this back to the Council for approval, City Manager Mulholland stated it would more likely be in January 2023, noting that there is the Code 97 provision that needs to be changed and there are public hearings, etc. that need to take place.

Mr. Morgan explained there are a number of otherwise commercial entities using the residential stream and it is not designed for commercial use. When those customers are identified, we will hand them an application for a commercial account to try and get them out of the residential stream. These are conversations that are ongoing and will continue. He further explained there will be an item on the EB2GOV site for the residential truck waste fee.

Mayor McNamara recognized the following people who came forth to speak on this topic.

Ms. Diane Doe (Ward-1): She spoke about her reasons in favor of the proposed plan and gave examples of how to get the word out to the public.

Mr. Nick Mouzourakis (Ward-3): He suggested using accessibility sticker posters that would show what is necessary to dispose of items (i.e., Mattresses (3 stickers, etc.) that may get around some of the extra internet stuff.

The Council continued to discuss: whether or not the bags would be branded for Lebanon (yes); were larger bag sizes considered (no because bags are not distributed on an as needed basis due to supply chain issues, etc.); the problem of the landfill running out of space in the future and if it would be possible for the LEAN process to consider/explore ways to address both the administrative issues of how to make things more efficient while also addressing the bigger picture of how we can encourage reduction of waste.

Councilor Wilkie wanted to make sure that two things are stated clearly and that some consideration be given to these:

1. Since this is a big change, he wanted to make sure this would be done as sustainably as possible and would not be increasing plastic in the landfill.
2. Make sure that the small minority of people are not left out of this process.

Mr. Morgan explained the compositing pilot program and how it fits within this discussion to Councilor Sykes.

Mr. Morgan explained the disposal of C&D materials to Councilor Heistad, noting that shingles/mattresses are being looked at for diversion in the future.

Mayor McNamara is looking for this discussion to take place again in the fall/early winter with some additional information.

ACTION

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

B. Presentation of PFAS Management Study for City of Lebanon

Included in the agenda packet:

1. PowerPoint Presentation – PFAS Management Study, City of Lebanon dated July 20, 2022, prepared by CEC Civil & Environmental Consultants, Inc. (*Pages 74-87, agenda packet*)

Mr. Jonathan D. Kitchen, PG, LSP, Civil & Environmental Consultants, Inc. reviewed and discussed the PFAS Management Study presentation for the City of Lebanon.

BACKGROUND

The City has been conducting water quality testing at the City's landfill located off of Route 12A in accordance with our NH Department of Environmental Services landfill permit. There are several test wells on the site. Some of those wells have test results which indicate there are some PFAS compounds in the water. One of the cells at the landfill is lined. This cell collects water in the form of leachate which is sent through the City's sewer system to the wastewater treatment plant a short distance away. Testing of the leachate shows levels of four PFAS compounds. There are over 12,000 known PFAS compounds.

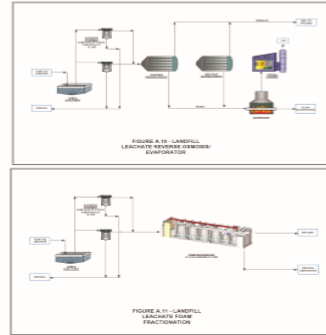
At the present time the State of New Hampshire regulates four compounds in drinking water only. There are no regulatory standards for PFAS in wastewater effluent, surface water, soil, or sludge. The US EPA does not regulate PFAS compounds at the present time. The US EPA does have guidelines for drinking water.

There are some studies that report various public health concerns relative to the ingestion of PFAS by humans and animals. The purpose of this study was to develop a better understanding of the problem and to begin to explore options to address PFAS on either the landfill site and/or the wastewater treatment facility. The City needs to be in a position to respond to new regulations from the federal and state governments relative to PFAS.

The Summary of the presentation is listed below.

Evaluation of Potential Treatment Alternatives

- The selection of any treatment alternative will be highly dependent upon the discharge standards which are yet to be adopted.
- Numerous treatment technologies and options including multiple technologies were evaluated.
- Treatment both at the landfill and the WWTP was considered.
- Preliminary evaluations suggest capital cost for treatment of PFAS could range from \$3MM to \$17MM at the landfill to \$10MM to \$47MM at the WWTP.



CEC

What was Learned

Conclusions

1. Most PFAS is entering the landfill as municipal solid waste.
2. Landfill sequesters significant amount of PFAS.
3. Leachate discharge is the way most PFAS leaves the landfill.
4. Leachate is likely the most significant individual source of PFAS to the WWTP.
5. There are currently no discharge limits for PFAS in WWTP effluent. Future standards will likely influence what, if any, treatment is needed.
6. Treatment of leachate alone would have a measurable, but modest, impact on overall PFAS concentrations in WWTP effluent.
7. Recommendation for treatment should be made after discharge limits (or other goals) are established.
8. Continue sampling/monitoring of PFAS.

CEC

Mayor McNamara noted that Lebanon is going to be responsible for what the State and Federal Government ultimately sets up regarding the discharge from the Wastewater Treatment Plant/Landfill.

Mr. Morgan noted the regulations (PFAS) are not clear and while we have drinking water standards, the

items the City is looking at are not drinking water. He emphasized Lebanon's drinking water is safe, but at some point there will be surface water standards and noted that currently there is legislation to adopt/create soil standards for PFAS.

In response to Assistant Mayor Below's question regarding whether or not food packaging materials are being regulated/tested, Mr. Morgan stated they were not being tested.

Councilor Liot Hill and Mr. Morgan and Mr. Kitchen discussed drinking water contamination downstream from Lebanon on the Connecticut River.

Informational Regulations will be coming in the future.

ACTION

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

10. Old Business (continued.)

B. NHMA 2023-2024 Legislative Policy Recommendations (Taken out of order from agenda packet)

Included in City Council agenda packet: *(Pages 48-61, agenda packet)*

1. 2023-2024 NHMA Proposed Policy Positions document
2. NHMA Proposed Legislative Principles

BACKGROUND

The New Hampshire Municipal Association develops/reviews policy positions every two years. Sub-committees review the existing and any new policy positions proposed by the membership. The policies can be and are in some cases amended by the sub-committees reviewing them. The existing, amended, and new policies are then sent to each of the 234 municipalities in the state for review and consideration. The policy positions inform the membership and legislators as to the position of NHMA on matters relevant to local government. The policy positions are a guide for staff regarding how NHMA will take a position or not on a piece of legislation before the NH Legislature.

Each municipality may send a delegate to the policy conference in the fall. This year's Policy Conference is being held on Friday, September 23, 2022 at the Local Government Center in Concord. The Conference provides a venue for voting by individual municipalities on NHMA's proposed 2023-2024 Legislative Policy Platform. One member of each municipality has voting privileges at the Conference, and the Council is asked to delegate a member for such voting purposes.

Mayor McNamara noted that at the last meeting, the Council was asked to read through the materials and let he and City Manager Shaun Mulholland know if there was anything in particular that the Council wanted them to speak on at the conference, or, if there were any items that they disagreed with.

Councilor Whittlesey gave his reasons for emphasizing (page 49, under Legislative Policy Positions/Local Authority and Efficiency) why the Council should support the NHMA support in maintaining local government authority without infringement by the state, and supports measures that enable municipalities to exercise existing authority more efficiently and with greater discretion along with the other bullet points listed under this item. He felt it was important for towns and municipalities to be able to self-govern.

Councilor Liot Hill supported local control. When it comes to housing, she struggled with the fact that Lebanon has been carrying the load on building new housing units in the Upper Valley. Part of this is due to local control, and questioned if there was a possibility for proposing a housing bank. She suggested that the Council and NHMA advocate for an increase in the property transfer taxes (currently at 1.5%) that would be directed towards affordable housing. She further spoke about her reasons why she felt there were inequities in housing.

Councilor Heistad concurred with Councilor Liot Hill noting Lebanon has borne the brunt of building needs for the entire region. He was hoping there could be a pilot project that we could promote for getting other towns to participate.

Councilor Sykes questioned if there was any current legislation that makes it possible for the regionalization of efforts (i.e., housing). Mr. Mulholland stated there was a chapter that allows a very broad statutory provision for municipalities, counties, and other types of governments entities to actually work together to create districts and do different things.

Councilor Whittlesey spoke about his concerns regarding having the State come in to fix inequities. He felt the NHMA policy positions, and the legislation they are supporting, is much more than official for us to be pushing for vs. the legislative agenda that is being put forward.

More discussion was held regarding how to solve the inequities in housing for our region and State.

Councilor Sykes suggested adopting a policy where someone registering their vehicle could also register to vote at the same time, either in person or online. This would encourage greater participation in the voting process.

Councilor Simon spoke about his reasons for not supporting any of the items under the Labor and Employment section. He felt it was aimed at municipal workers and more specifically unionization and the rights to collective bargaining.

Councilor Wilkie concurred with Councilor Simon, noting this is the section that looks the ugliest. He supports labor and felt a lot of these items were very anti-labor positions, or in opposition to pro-labor.

Councilor Simon noted he would be happy with just “no comment” on the Labor and Employment Section.

Councilor Wilkie noted that on page 49, under Legislative Policy Positions/Local Authority and Efficiency, the NHMA supports “Legislation that is supportive of state collaboration with municipalities in addressing homelessness,” seemed vague to him and caused him to wonder if addressing homelessness was helping people or whether it was simply referring to removing those who are unhoused.

City Manager Shaun Mulholland explained the NHMA’s position is not the law but this is an NHMA supportive policy. He further spoke about the troubles other areas are having with this issue and this would help the State collaborate with us (NHMA). Further discussions took place regarding this issue.

Mayor McNamara spoke to this issue and noted the rationale for Lebanon’s approval for this item should be to address the root causes of homelessness and to provide housing for the unhoused.

Councilor Sykes spoke about his reasons to make sure Lebanon’s delegation strongly supports the “NH

Retirement System Restoration of up to 35% of the state’s share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan, with the goal being a 35% re-instatement of the state contribution.”.

ACTION

MOTION #1 -Legislative Policy Positions

Councilor Liot Hill MOVED, that the Lebanon City Council endorses and authorizes the Mayor to support the NH Municipal Association Legislative Policy recommendations for the 2023-2024 Legislative Session with the exception of and with the understand that regarding the provision on homelessness, that that support is conditioned on the support for people experiencing homelessness and that the Lebanon City Council opposes the section on Labor and Employment and asks the Mayor to convey our opposition to the Labor and Employment Section at the NH Municipal Association conference for that purpose.

Seconded by Councilor Simon.

**The Vote on MOTION was approved by those present (8-0)*

MOTION #2 -Legislative Principals

Councilor Liot Hill further MOVED, that the Lebanon City Council supports and endorses the NH Municipal Association’s proposed Legislative Principles for the 2023-2024 Legislative Session and authorizes the Mayor to convey that support at the Annual NHMA Conference.

Seconded by Councilor Whittlesey.

**The Vote on MOTION was approved by those present (8-0)*

12. City Manager Report:

City Manager Shaun Mulholland updated the Council on the following:

- Algae blooms on Mascoma Lake
- Strategic Plan Updates
- Tax bills: Were due on July 13th. Very high collection rate, and includes the taxes owed by Alice Peck Day.
- 365 Employee Evaluation Program.
- Mechanic St. Sidewalk: Grant was received and it will be an 80/20 split. Build will take place maybe in 2025.

13. COUNCIL REPRESENTATIVES TO OTHER BODIES:

14. FUTURE AGENDA ITEMS:

- Discussion regarding reinstituting the Airport Advisory Committee.

15. NON-PUBLIC SESSION:

Councilor Whittlesey MOVED to go into a Non-Public Session to discuss:

RSA 91-A:3.II(a) “The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.”

Seconded by Councilor Liot Hill.

Roll Call Vote:

Councilors Voting Yea: Assistant Mayor Clifton Below, Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara

Councilors Voting Nay: NONE

Councilor(s) abstaining: NONE

Absent from this session: Karen Zook

****The Vote on the Motion was approved by those present (8-0)***

The Council went into Non-Public Session at 9:40 PM.

Councilor Wilkie MOVED to go out of Non-Public Session.

Seconded by Councilor Heistad

Roll Call Vote:

Councilors Voting Yea: Assistant Mayor Clifton Below, Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara

Councilors Voting Nay: NONE

Councilor(s) abstaining: NONE

Absent from this session: Karen Zook

****The Vote on the Motion was approved by those present (8-0)***

Non-Public Session was adjourned at 9:58 PM

Councilor Wilkie MOVED to seal the minutes of the July 20, 2022 non-public session because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Seconded by Councilor Hill.

Roll Call Vote:

Councilors Voting Yea: Assistant Mayor Clifton Below, Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara

Councilors Voting Nay: NONE

Councilor(s) abstaining: NONE

Absent from this session: Karen Zook

****The Vote on the Motion was approved by those present (8-0)***

16. ADJOURNMENT:

Councilor Wilkie MOVED for adjournment.

Seconded by Councilor Whittlesey.

****The Vote on the MOTION was unanimously approved by those present (8-0)***

The meeting was adjourned at 10:00 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary