



**LEBANON CITY COUNCIL
DECEMBER 7, 2022 - 7:00 PM
COUNCIL CHAMBERS, CITY HALL OR
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

1. Call to Order

To participate in this meeting, please [join live via Microsoft Teams](#) or call 929-229-5356 (access code: 274 598 925#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The December 7, 2022 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **(Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.)**

4. Open to the Public

5. Recognitions: None

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the December 7, 2022 agenda packet.

7. Appointments

- A.
- Diversity, Equity & Inclusion Commission, Keiselim Montas (Reappointment as Regular Member)
 - Zoning Board of Adjustment, Paul McDonough (Appointment as Regular Member; currently serving on ZBA as an Alternate Member)
 - Conservation Commission, Bruce James (Reappointment as Regular Member)
 - Conservation Commission, Christopher Johnson (Reappointment as Regular Member)
 - Board of Cemetery Trustees, Antonio Palazzo (Reappointment as Ward 3 Representative)
 - Arts and Culture Commission, Jessica Giordani (Changing appointment of current term (8/22-8/25) from Ward 3

Representative to Ward 2 Representative, due to address change and recent vacancy)

8. Public Hearing Items

- A. ORDINANCE #2022-05 – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in Ambulance Fees
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
- B. ORDINANCE #2022-06 – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
- C. ORDINANCE #2022-07 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, Appendix A by updating the current fee schedule
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
- D. ORDINANCE #2022-08 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8% increase to the Water Service Rate and a 7.2% increase to the Sewer Service Rate.
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:

9. Old Business

- A. Presentation of Second Reading: Amendments to Ordinance #18, Salary Plan, to include implementation of a 3% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

10. New Business

- A. Discussion & Set Public Hearing for January 4, 2023: Ordinance #2023-01 to amend City Code Chapter 152, Streets and Sidewalks, Article IV, Non-Public Signs in City Highway Right-of-Way, relative to political signs on public highways
 - B. Discussion & Set Public Hearing for January 4, 2023: To re-adopt the provisions of the Optional Veterans' Tax Credit and the All Veterans' Tax Credit
 - C. Public Input on Proposed 2023 Municipal Budget
- 11. City Manager Report**
- 12. Council Representatives to Other Bodies Report**
- A. Diversity, Equity & Inclusion Commission recommendation to City Council for land acknowledgments relative to Native Americans
- 13. Future Agenda Items**
- 14. Non-Public Session**
- 15. Adjournment**

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

FUTURE BOARD/COMMITTEE/COMMISSION APPOINTMENTS: There are currently no future appointments.

PROPOSED FUTURE AGENDA ITEMS: Dates may be tentative and this list is not considered all-inclusive.

DECEMBER 14, 2022 – BUDGET HEARING

PUBLIC HEARING ITEMS:

- A. ADOPTION OF 2023 CITY BUDGET – Public Hearing for the purpose of receiving public input and taking action to adopt the 2023 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2023 capital improvements; authorizing the City Manager to apply for NH Drinking Water and/or Clean Water State Revolving Fund Loan(s), ARPA Funds, and any other available funds and designating the City Manager as authorized representative of the City; rescinding prior authorizations for the issuance of bonds or notes; rescinding prior authorizations to expend funds from the Municipal Airport Capital Project Fund; and authorizing the disbursement of Fire Department Impact Fees.
- B. AMEND ORDINANCE NO. 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, to include implementation of a 3% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

JANUARY 4, 2023

NEW BUSINESS:

- A. Review and Adoption of 2023 Annual Calendar
- B. Appointment of 2023 Chair and Vice-Chair for Economic Development Commission
- C. Request from Salt hill Pub for an Exemption (per §14-5) of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City property
- D. Review of Proposed Zoning Amendments for Council Adoption (Public Hearing to be held January 18, 2023)

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

6. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- November 9, 2022 (Budget Work Session)
- November 10, 2022 (Budget Work Session)
- November 14, 2022 (Budget Work Session)
- November 16, 2022 (Regular Meeting)

MOVED, to approve the minutes as presented in the December 7, 2022 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
BUDGET WORK SESSION
Wednesday, November 9, 2022 at 5:30 PM
CITY HALL – COUNCIL CHAMBERS or
REMOTE VIA VIRTUAL PLATFORM
LEBANONNH.GOV/LIVE**

MEMBERS PRESENT Mayor Timothy McNamara, Assistant Mayor Clifton Below,
Councilors Erling Heistad, Karen Liot Hill, Christian Simon, George
Sykes, Douglas Whittlesey, Devin Wilkie, Karen Zook

MEMBERS ABSENT

STAFF PRESENT Shaun Mulholland (City Manager), David Brooks (Deputy City Manager),
Nik Coates (Deputy City Manager – Public Services), Jay Cairelli (DPW
Assistant Director), Everett Hammond (DPW Assistant Director), Kristin
Kenniston (City Clerk), Beth Beraldi (Executive Assistant), Kelly Crate
(DPW Administrative Services Manager), Erica Douglas (Solid Waste
Manager), Brian Vincent (City Engineer), Dan Knox (Waste Water
Superintendent), Jesse Dumayne (Fleet Maintenance Superintendent),
Robert Buras (Water Plant Operator), Vicki Lee (Finance Director), Alesia
Williams (Deputy Finance Director), Rod Finley (City Engineer), Tad
Montgomery (Energy and Facilities Manager), Rick Brown (Utilities
Maintenance Supervisor)

Mayor Timothy McNamara opened the work session at 5:30 PM.

City Manager Mulholland gave the access information for the meeting and announced the open meeting for public input on the budget will be December 14, 2022, at 6 PM. The regular meeting on December 7, 2022, will also include an opportunity for public comment.

1. REVIEW OF 2023 CITY BUDGET - QUESTION & ANSWER SESSION WITH CITY DEPARTMENTS

Public Works

Administration (Engineering, Energy & Facilities, Operations & Maintenance)

Deputy City Manager for Public Services Nik Coates opened the presentation by telling the story of public works as a department that builds and fixes things for the City.

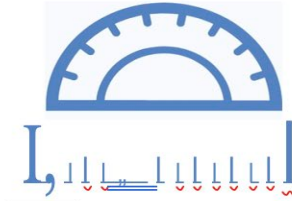
Lebanon Public Works

2 0 2 2 ACCOMPLISHMENTS



APPLICATIONS REVIEWED

42 Site Plan Applications Reviewed



ENGINEERING

21 Projects In Design Phase



PROJECTS

12 Major Projects Completed



PERMITS PROCESSED

90 Permits Reviewed and Processed
(Driveways, Excavation, Sewer, Water, Floodplain)

Mr. Coates introduced the staff responsible for each section of the department.

- Jay Cairelli and Everett Hammond, Assistant Directors
- Kelly Crate, Finance
- Rod Finley and Brian Vincent, Engineering
- Alan Hamilton, Operations & Maintenance
- Pat McCarthy, Cemeteries
- Rick Brown, Utilities
- Jesse Dumayne, Fleet
- Erica Douglas, Solid Waste
- Robert Buras, Water
- Dan Knox, Wastewater
- Tad Montgomery, Energy & Facilities
- Nik Coates, Director/Deputy City Manager

- Engineering – Mr. Coates gave an overview of the areas of the budget.



Engineering 2023 Budget Highlights



Attend monthly Planning Board meetings to provide answers to board member's questions regarding technical issues related to site plans and subdivisions.



Review and process Driveway Permits, Excavation Permits, Sewer Use Permits, Water Use Permits, Stormwater Permits, and Floodplain Permits.



Project Management for the construction of twelve major projects including roadways, combined sewer separation, and improvements to and expansion of Northern Rail Trail and Mascoma River Greenway.



Project Management and design of twenty-one major projects including intersection upgrades, roadways, streetscapes, sidewalks, multi-use paths, bridges, and utility extensions.



In-house design of a water booster pump station, control valve vault, and pressure sewer at Baker's Crossing.



Conceptual designs and opinions of probable costs for greenways and pedestrian bridges.

- Operations and Maintenance – Assistant Director Hammond explained road strategies and costs for preservation, rehab, and rural reconstruction.



Operations & Maintenance 2023 Budget Highlights



Continuation of the City roads upgrades to MUTCD standard



Painting of crosswalks, arrows, short lines, etc. by Highway



Proposed new Operator to catch up on maintenance



Sidewalk replacement: Evans Drive



Guard rail replacement: Townsend Terrace



Pavement preservation: Slayton Hill, section of Poverty Lane, School Street area, Water Street, Church Street, Spring Street. \$1.3m requested, CM cut to \$525,000.



Pavement rehab: Poverty Lane section. Paid for by one-time block grant from State for \$277,000

Mr. Hammond noted low staffing at present and explained the request for one new position as a priority for filling the expected hours of work. Mr. Hammond added that eventually two positions would be needed to accomplish the projected amount of work.

Mr. Mulholland stressed that the priority is public safety. Several specific preservation projects were highlighted including fourteen streets south of the park, Slayton Hill, and Poverty Lane.

- Cemeteries – Pat McCarthy presented the budget highlights for maintenance and expansion.



Cemeteries 2023 Budget Highlights



Create compost site to reuse excavated soil, leaves, and debris.



Upgrade water lines and spigots in West Lebanon Cemetery and Glenwood Cemetery.



Create digital map through GIS for residents to access online to do genealogy research.



Continue to expand Columbarium's to additional cemeteries to conserve space for future



Create master plan for cemetery maintenance (Turf management, tree management, paving plan)



Create stone maintenance management plan to involve contracted services as well as yearly volunteer days to reduce cost to city and taxpayers.

- Utilities – Utilities Maintenance Supervisor Rick Brown gave a status update.



Utilities 2023 Budget Highlights



Raise 18 sewer manholes



Completion of water mapping project



Continue maintaining water and sewer easements



Replace 9 hydrants



Flush water mains through 906 hydrants



Quarterly gas, grease, and grit inspections (64)



Exercise water main gate valves (goal 1,000)

- Jesse Dumayne shared an update on equipment and fleet maintenance. Inspections are required annually in September for all vehicles, which creates a major increase in work. Councilor Sykes raised the issue of the cost effectiveness of bidding out work versus doing it in house. Mr. Mulholland noted the exceptional job that Mr. Dumayne and his crew have done to handle

the amount of work and in the most cost-effective manner. Councilor Whittlesey inquired about adequacy of fleet maintenance supplies. Mr. Dumayne stated that they appreciate the facility and tools that they have available, and they always need updated technology as it becomes available. Councilor Liot Hill inquired about the level of difficulty with certain department vehicles. Mr. Dumayne stated that the Fire Department vehicles need the timeliest service.



Fleet

2023 Budget Highlights

-  Support Citywide decision making on equipment purchasing
-  Continue vehicle and equipment standardization
-  Safely complete NH state inspection of 94 vehicles
-  Continue efficiently improving preventive maintenance for all departments
-  Continue with fleet asset management (maintenance tracking)
-  Providing mechanic training classes for further technical education
-  Improving the vehicle replacement program

- Solid Waste Disposal - Erica Douglas

Ms. Douglas stated that rates are going up for bag cards, and signs will be updated with color coding. Soils for City projects will be provided in house, scale technology will be updated for commercial accounts, equipment is being replaced. She explained the plans for funding.



Solid Waste

2023 Budget Highlights

-  Tip fee for MSW is increasing 3%; begun discussion on flow control
-  50 cent (\$0.50) per bag fee increase
-  Updated Signs at Recycling Center
-  Soils management improvements in partnership with Operations and Maintenance
-  Touchless scale software update
-  Excavator Replacement
-  Landfill Gas Collection Improvements
-  \$605,000 UFB utilized to balance SW budget: Comprised of \$255,000 for excavator purchase and \$350,000 for Phase 3 & 4 expansion

- 1
2
3 - Water Treatment & Distribution - Robert Buras provided an overview of work planned and
4 procedures. Councilor Heistad inquired about the cleaning of water tanks. Mr. Buras stated
5 that an outside specialist is hired every five years for a thorough internal cleaning.
6



Water 2023 Budget Highlights

-  Water Treatment Plant filter #2 rebuild
-  Sprinkler system Water Treatment Plant filter building
-  Cleaning of the interior of tanks and clear well
-  Booster Pump Station - Chlorine analyzer automation for remote process control
-  SCADA – process control automation and improvements (PH control, additional monitors, security)
-  Win911 SCADA alarm program - upgrade and mobile addition

- 7
8
9 - Sewage Collection & Disposal - Dan Knox
10 Mr. Knox covered the budget highlights for the automated system, equipment being
11 refurbished, the maintenance of tanks, and replacement of equipment. There has been an
12 increase in septage.



Wastewater 2023 Budget Highlights

-  E-One pump to replace aging pumps that service Mechanic St. at Jake's Market, Family Health and Gardner Supply.
-  SCADA functionality and lifetime assessment to ensure our control and data acquisition equipment is updated and current so that it will perform to expectations for years to come.
-  Sludge Grinder refurbishing due to high volume processed and wear to components.
-  Fixed inline Hach Solitax solids meters to measure mixed liquor and return activated sludge concentrations constantly, allowing us better control of process for solids inventory and wasting function.
-  Borger pump rebuild kits to replace worn items from high volume pumping operations.
-  Roll-off 30-yard container (new) to replace old unit which is rusting due to sludge acidity and hydrogen sulfide.
-  4A and 12A pump station tank coatings to protect concrete from degradation due to hydrogen sulfide.

- Energy & Facilities – Tad Montgomery

Mr. Montgomery shared budget highlights for the energy facilities, which includes solar, EV charging stations, energy audits, new generators, and City Hall repairs. He presented City-wide cost reduction measures with new lighting, solar, conservation, strategic fuel purchases, and wholesale power and peak curtailment procedures.



Energy & Facilities 2023 Budget Highlights

-  Phase 3 Solar
-  Public EV Charging Stations
-  Municipal EV Charging Stations
-  Continue Energy Audits and Retro-Commissioning
-  Dana House Renovations
-  New Generators – Goal for DPW Admin and Highway Garage (grant funding contingent)
-  City Hall Roof Repairs and Protections

Citywide Cost Reduction Measures

 Streetlights	2021: \$81,650 2022: \$92,000
 Solar	\$15,000 per year, Average
 Conservation	City Hall Renovation: \$78,200 in 2022
 Fuel Pre-Purchase	2022 Savings: \$58,200
 Wholesale Power + Peak Curtailment	Wholesale & Curtailment - Cumulative Savings Since 2019: \$75,220
	Total of These Items, Ave/yr: \$262,200

Mr. Coates summarized the impact of specific cost increases on the budget, including the details of both the solid waste and wastewater budgets using a comparison of the 2022 adopted budget and the 2023 proposed budget. The largest increases are in the area of wages with fixed costs and an added position, along with the increased cost of energy in the current market.

DPW Budget Comparison: All Budgets*			
	2022 Adopted	2023 Proposed	
 Wages	\$5,768,757	\$6,250,430	*Wages, Energy, Services = All General Fund & Enterprise Funds Admin Overhead = Funds going back to General Fund from Enterprise Funds Debt = Enterprise Funds Only Chemicals = Water and Wastewater Only
 Energy	\$944,268	\$1,423,850	
 Outside Services	\$1,819,685	\$1,912,700	
 Debt	\$6,772,354	\$7,368,510	
 Admin / Overhead	\$1,096,210	\$1,218,360	
 Chemicals	\$410,800	\$538,240	
Total of These Items	\$16,812,074	\$18,712,090	
			\$ Variance
			\$1,900,016

Councilor Sykes inquired about water testing. Mr. Knox stated that outside companies have been used since June, and presently there is an inhouse lab tech candidate.

Mr. Mulholland invited additional comments from the Councilors.

Hearing none, the meeting was adjourned at 7:02 PM.

Respectfully submitted,

Holly Howes

Recording Secretary

LEBANON CITY COUNCIL
MINUTES, BUDGET REVIEW

Thursday, November 10, 2022, 5:30 PM

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, Devin Wilkie, and Karen Zook

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Director of Human Services Lynne Goodwin, Assistant Director of Human Services Rebecca Desilets, Chief of Police Phillip Roberts, Deputy Chief of Police Matthew Isham, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Director of Cyber Services Perry Eaton, Human Resources Director Gloria Leskiewicz, DPW Administrative Services Manager Kelly Crate

- 1 **1. CALL TO ORDER:** Mayor McNamara called the meeting to order at 5:30 p.m.
- 2 • City Manager Shaun Mulholland announced the meeting criteria for the public. He also noted
- 3 that tax bills will be going out next week.
- 4
- 5 **2. Review Of 2023 City Budget - Question & Answer Session With City Departments**
- 6 • **HUMAN SERVICES-** Presented by Lynne Goodwin, Director of Human Services (HS) and
- 7 Assistant Human Services Director Rebecca Desilets. (Complete Line Item Details can be found
- 8 on *pages 2-4, City Council agenda packet*)
- 9
- 10 **Total 2023 Requested Appropriation: \$582,130 (an > of \$27,230 (4.91%) over 2022; includes**
- 11 **outside Human Resources Requests)**

The infographic is titled "Human Services 2023 Budget" and features a blue header with a "HELPING HAND" logo. It is divided into five main sections, each with an icon and a brief description of services. The "Housing Stability & Homeless Services" section includes a house icon and details about rental assistance and shelter sponsorship. The "Basic Needs" section includes a car icon and details about utility and food assistance. The "Case Management & Home-Based Services" section includes a person icon and details about partnership with a community social worker. The "Collaboration" section includes a group of people icon and details about partnership with upper valley service providers. The "Community Health" section includes a heart icon and details about partnership with mobile integrated health and mobile crisis response teams. A summary box at the bottom states that the HS office provides direct financial assistance to an average of 277 individuals annually, while outside HS agencies serve 3,000-4,000 Lebanon individuals annually.

Service Category	Description	Direct Assistance	Requested from Outside HS Agencies
Housing Stability & Homeless Services	Need-based rental assistance to prevent homelessness. Referrals for homeless outreach, temporary shelter, camping equipment. Shelter sponsorship or motel assistance when necessary.	\$105,000	\$37,140
Basic Needs	Need-based assistance with utilities, food, life-saving medication, transportation, cremation.	\$20,500	\$75,790
Case Management & Home-Based Services	Partnership with a Community Social Worker at LISTEN for those households needing extensive case management.	\$158,140	
Collaboration	Collaboration with Upper Valley service providers to strengthen the safety net for members of our community.		
Community Health	Partnerships with Mobile Integrated Health and Mobile Crisis Response Teams.		

The HS office provides direct financial assistance to an average of 277 individuals (~80 households) annually.
Outside HS agencies serve 3,000-4,000 Lebanon individuals annually.

Human Services Director Lynne Goodwin reviewed the info. graphics and explained what Human Services oversees for the City of Lebanon along with their budget requests. She highlighted a few areas noting there is a reduction of \$1K for training; a new line item for software; and, a reduction in communications because HS now has City-owned phone lines. HS will pay for their fax line (needed for panic buttons) and internet access for their client computer. HS is also providing more assistance for cremations. They have added an additional \$10K for rental assistance. For our outside agencies, most of them are requesting level funding, with a few exceptions. (See below)

○ **Outside Human Service Agencies**

LISTEN Center: \$5,000 (25%> over 2022). This is spread across their four (4) programs: Housing Helper Grants; Utility Grants; Food pantry; and community dinners.

Twin Pines Housing Trust: \$10,890 (> of 10% over 2022): This is a \$5.00 > per unit (198 units in the City.

West Central Behavioral Health: \$18,000 (3% > over 2022): this is minimal > of \$500.

Senior Citizens Center: \$63,750 (0% > over 2022)

Visiting Nursing Alliance: \$59,390 (0%> over 2022)

Headrest: \$50,000 (0%> over 2022)

WISE: \$15,000 (same as 2022)

HIV/HCV Resource Center: \$ 5,000 (same as 2022)

Good Neighbor Health Clinic: \$11,040 (same as 2022)

Upper Valley Haven, Inc: \$ 5,000 (same as 2022)

Valley Court Division Court : \$ 8,000 (same a 2022)

Federal funding has been helping residents of the City to pay their rent, utilities, or provide shelter for them in hotels/motels for a very long time. This funding will end at the end of December. As of October (2022), Human Services has spent about 40% of their overall budget, and in the last two weeks have issued vouchers for \$15K.

While we anticipated the ending of the NH EREP Program, there has not been a coordinated approach between Tri-County CAP in letting the City know how many hotel/motel rooms were filled with Lebanon residents. We know they were placing some folks from their other counties into the Quality Inn and the Sunset Motor Inn. When hotel guests started getting the word that their ERAP funding was ending, frantic phone calls came to our office. Since then, we have picked up several households, some of which there is no other place for them to go because the shelters are full and they have not yet secured housing.

We asked (Tri-County CAP) for a list of all of the additional folks who would be calling so we could triage and did not receive that list until today. The list contained roughly 46 households at Quality Inn and 16 households at the Sunset Motor Inn. Human Services will now be faced with determining how many of those folks were Lebanon residents before they were placed in a hotel. Meanwhile, other requests for assistance does not stop and we need to be in our office. Based on the ending of ERAP, we are anticipating seeing many folks next week and between November 30th and December 29th. If just 20 of those 62 households were Lebanon households, and if we needed to house them just for the month of November, we would be talking about \$100K, which would exhaust our budget. We will do our due diligence to figure out whether households should be applying to any other town offices, but this will be a time consuming process. While we did negotiate fair rates with the hotels, it is still very expensive

1 (\$5K +/- a month or more). Households who have a source of income will be expected to pay a
2 percentage of their income, but (as of today) HS is looking at possibly overspending their budget. We do
3 not have enough information to provide what the excess dollar amount will be to present to the Council
4 tonight.

5
6 HS is talking with LISTEN about entering into Special Services Agreement for a Transitional Housing
7 Project where they will rent an apartment that could be used as transitional housing until clients can
8 secure housing. It would be a cost of \$25K to rent that apartment for a year and would provide all the
9 needed services (i.e., utilities, etc.). This would be far more cost effective to do rather than rent individual
10 hotel rooms at \$5K/month. It is before their board and we are hoping to get this up and running in
11 December, with occupancy starting in January. However, due to the shortage of housing, it is uncertain
12 when we would be able to get people into permanent housing.

13
14 We are also discussing a Professional Services Agreement with The Haven to provide an Emergency
15 Shelter Program for this winter, given the lack of additional emergency shelter beds. The Haven would
16 block ten (10) hotel rooms to place Lebanon residents into who are in emergency need of shelter, and
17 would provide 10 hours/week/per household, of housing navigation services. This is significantly more
18 than folks have been receiving at the hotels for the last year. However, that program would cost over
19 \$100K for the hotel rooms and only provide The Haven a minimal cost (\$2,500) for their assistance.

20
21 In summary, Human Services may be facing a \$100K expense for our winter shelter programs, and
22 potentially overspending the 2022 Human Services budget.

23
24 City Manager Mulholland explained that after working with Human Resources Director Goodwin and
25 Deputy City Manager Brooks, a strategy has been developed on how we can create our own Emergency
26 Reserve. Mayor McNamara is working with other Mayors to get a meeting with the Governor to address
27 some of these issues, not only for the homeless but for other issues like heating, but we have to do
28 something ourselves locally to develop that reserve. On December 7, 2022, the Council will be asked to
29 create a revolving fund of \$31K. This will allow us to transfer funds (into Human Services) while we are
30 trying to get more funding from the State/Federal Governments. We will also be asking for authorization
31 from the Council to allow us to transfer funds from other parts of the City budget into the Human
32 Services Budget. Our strategy is to build a reserve for the scenario just talked about, noting we have to do
33 this now, so we are prepared.

34
35 Director Goodwin also noted that requests for rental assistance are also coming in from folks who have
36 had their rent paid for by NH ERAP and there are households who are significantly behind in their rents
37 already. She just spoke with a family of four and had to tell them she could not provide help.

38
39 Mayor McNamara spoke about an article in the paper this past weekend, noting he found it very
40 interesting. He knows that Human Services is doing a tremendous amount of work and has been left in
41 the lurch with the situation of families being brought into Lebanon by Tri-County CAP without any
42 notifications, no coordination, no support services, nothing. Now Human Services is faced with the
43 situation of having to determine if a family, who may have been in the City for some time now after being
44 brought in from somewhere else, really qualifies for assistance (i.e., whether or not they were a Lebanon
45 resident when they entered that facility). He asked Director Goodwin if there is a protocol this. Director
46 Goodwin stated all cities/towns will be having the same problem so the New Hampshire Local Welfare
47 Administrator put out an Ethics Resolution. This starts with a conversation when someone applies for

1 assistance and then some investigation to see where they were located before. For example, if we find
2 someone actually lived in the Littleton area and were placed in the Quality Inn, we will be referring that
3 family to Littleton.

4
5 In response to Mayor McNamara's question regarding whether or not Tri-County CAP could provide the
6 information about where this family was located from, Director Goodwin stated she did not know the
7 answer to this. Mayor McNamara stated we should assume Tri-County CAP knows that when they move
8 somebody where they were moved from, noting HS now has to put in extra detective work, which might
9 have been significantly reduced if they would simply come clean with us.

10
11 Mayor McNamara questioned if the City has any way to force Tri-County CAP to provide that
12 information. Director Goodwin stated she has respectfully asked them for this (information) for the last
13 three weeks, noting she was initially given a list that had meetings on it, but what was lacking from that
14 list was the base.

15
16 Mayor McNamara also noted it was disturbing, in the least, that Tri-County CAP was paying \$289/night
17 to the Sunset Motor Inn, which is significantly more than he paid for a pretty good hotel in Boston.
18 However, you (Director Goodwin) was immediately able to negotiate that amount down to +/- \$159/night.
19 ERAP would have served a lot more people if they were not spending almost \$300/night at the Sunset
20 Motor Inn.

21
22 Councilor Sykes spoke about the Section 8 vouchers and questioned if this was adding to the City's
23 homeless situation, and if it is, would it be better for the City to make up the difference as a more cost-
24 effective measure in order to help keep people staying in housing instead of having them lose their
25 apartments. In response, Director Goodwin noted they invited the Lebanon Housing Authority to submit
26 an application for City funding. Instead, their Board decided to use some of their excess funding reserves
27 to create a Landlord Incentive Program to bring rents down so Section 8 Housing will work. At this
28 point, it does not seem the barrier is money, the barrier is (availability of) units.

29
30 City Manager Mulholland noted that Lebanon is blessed with our Human Services and outside Social
31 Services Agencies. We are fortunate to have these folks and he thanked them for working with the City.

32
33 Councilor Sykes expressed his concern and wanted to make sure agencies are requesting the funding they
34 need and asked if the dollar amounts listed in the budget were requested by the agencies themselves.
35 Director Goodwin noted that Deputy City Manager David Brooks and she met with all of the agencies
36 and submitted the amount they requested to the City Manager for approval.

37
38 City Manager Mulholland reiterated again that this is the purpose of creating a Reserve Fund because the
39 City can use these funds to create housing, food assistance, etc. This (Reserve Fund) would create some
40 flexibility and explained his reasoning. It is important to note funds from the 2022 budget will be used to
41 pilot this, and if it works well, these funds could carry us into to 2023/2024. We did make a request to
42 Tri-County CAP for funds, but did not get a response. Also, funds will not be given to Tri-County CAP
43 because they will not comply with our Lebanon Welcoming Ordinance.

44
45 At the request of Councilor Liot Hill regarding the status and next steps for a Low Barrier Shelter,
46 Director Goodwin noted she has been exploring any and all vacancies in the Downtown District that is

1 zoned for a shelter and has found nothing. At this late date, she thinks it is pretty hopeless to come up
2 with anything for a Low Barrier Shelter location. We are in a discussion with The Haven to have a
3 Professional Services Agreement to have them pay the rent for a block of motel rooms to place Lebanon
4 residents in their Emergency Shelter and provide help in housing navigation (10 hrs./week). This would
5 be over \$100K.

6
7 City Manager Mulholland noted again that on December 7th they would be asking the Council to create a
8 Revolving Fund, which would be used for housing. On December 14th (2022), as part of the budget
9 process, they will be asking the Council to allow us to over expend the Human Services Budget, which
10 will allow us to transfer funds to them. This will give us the reserve we will need to deal with some of
11 these issues while we are waiting on other levels of the government to address these.

12
13 Mayor McNamara noted again, that we have been left in the lurch by Tri-County CAP. They will not
14 give us information to determine where the residents they currently housed in hotels came from; they
15 have been paying almost \$9K/month at the Sunset/per room/per year; Director Goodwin immediately
16 negotiated this down to +/- \$159/night; we have zero transparency; zero cooperation; and Human
17 Services has unnecessarily been left in the lurch.

18
19 In response to Councilor Liot Hill's question about what can be done about this, City Manager
20 Mulholland noted it is not just Tri-County CAP, but there is a list of bureaucracies at the State/Federal
21 level involved with this (situation).

22
23 Councilor Sykes asked if studies have been done regarding the issues of housing in keeping people out of
24 the County Jail/prison/drug problems/etc. Director Goodwin noted this was addressed at the State-wide
25 Housing Summit on October 25, 2022. Manchester and Nashua, NH talked about Low Barrier Shelters
26 and how, in the absence of having a shelter, folks will immediately violate their probation in order get
27 into housing.

28
29 Human Services is planning a big event for the Homeless Memorial Day and Candlelight Vigil on
30 December 21, 2022. We will hopefully have a micro dwelling, and the City Manager has agreed to sleep
31 in it. She will be sleeping in a tent overnight, and hopefully our esteemed City Councilors will be
32 sleeping in a tent overnight. This is to call attention to the large number of households experiencing
33 homelessness. There is so much negative about shelters in the Upper Valley and we need more shelters.

- 34
35 • **POLICE DEPARTMENT** – Lebanon Chief of Police Phillip Roberts and Deputy Police Chief
36 Matthew Isham presented and reviewed the LPD budget along with the Info. Graphic on next
37 page. (Complete Line Item Details can be found on *pages 5-10, City Council agenda packet*)

38
39 **Total 2023 Requested Appropriation: 7,059,110 (an > of \$421,80 (6.35%) over 2022)**

2023 Police Department Budget



Department Staff

Despite difficult times for police organizations in recruiting new officers, in 2022 we hired and welcomed 2 new officers and 1 dispatcher.



35 Full-Time Sworn
3 Part-Time Sworn



13 Full-Time Civilian
12 Part-Time Civilian



GRANT REVENUE

(2022) \$26,412.08

In 2022, we partnered with NH Highway Safety, DEA, and NH Liquor Commission for grant funding to enhance patrols to detect speeders, drinking and driving, distracted drivers, pedestrian and bicycle safety concerns, and enforcement for illegal sales of alcohol to underage minors. We also completed illegal drug-focused investigations and arrests through grant funding.



TRAINING

As part of our ongoing efforts to maintain a highly effective police agency, we have continued training officers in topics of leadership, evidence collection, proper use of force, effective communication, race relations, and many other topics germane to the needs of our community.



CALLS FOR SERVICE

(2022) 24,000

- Arrest Reports: 712
- Offense Reports: 798
- Accident Reports: 222
- Motor Vehicle Stops: 3,815

Public Assistance Related Calls

The Lebanon Police Department collaborates with the West Central Mobile Crisis Unit, along with local Human Service Agencies, to provide assistance for individuals in need.

Mobile Crisis Unit Calls:

- From 7/29/21 to 12/31/21: 143
- From 1/1/22 to 9/28/22: 132

Mental Health Calls for Service:

- 2020: 587
- 2021: 737
- 2022: 1/1/22-9/28/22: 328

Homeless Referrals:

- 2021: Homeless Referrals: 42
- 2022: Homeless Referrals: 174



CYBER CRIMES UNIT

- Extractions of Mobile Devices: 64
- Investigations for Online Sexual Exploitation of Children: 15

The Cyber Crimes Unit (CCU) has conducted numerous investigations in 2022. CCU has performed emergency investigations regarding people in mental health crisis, crypto currency, fraud investigations involving gift cards and credit cards, investigations relating to child pornography, assisted in forensic extractions for several outside agencies, and accessed data on locked mobile devices relating to the death of a juvenile.

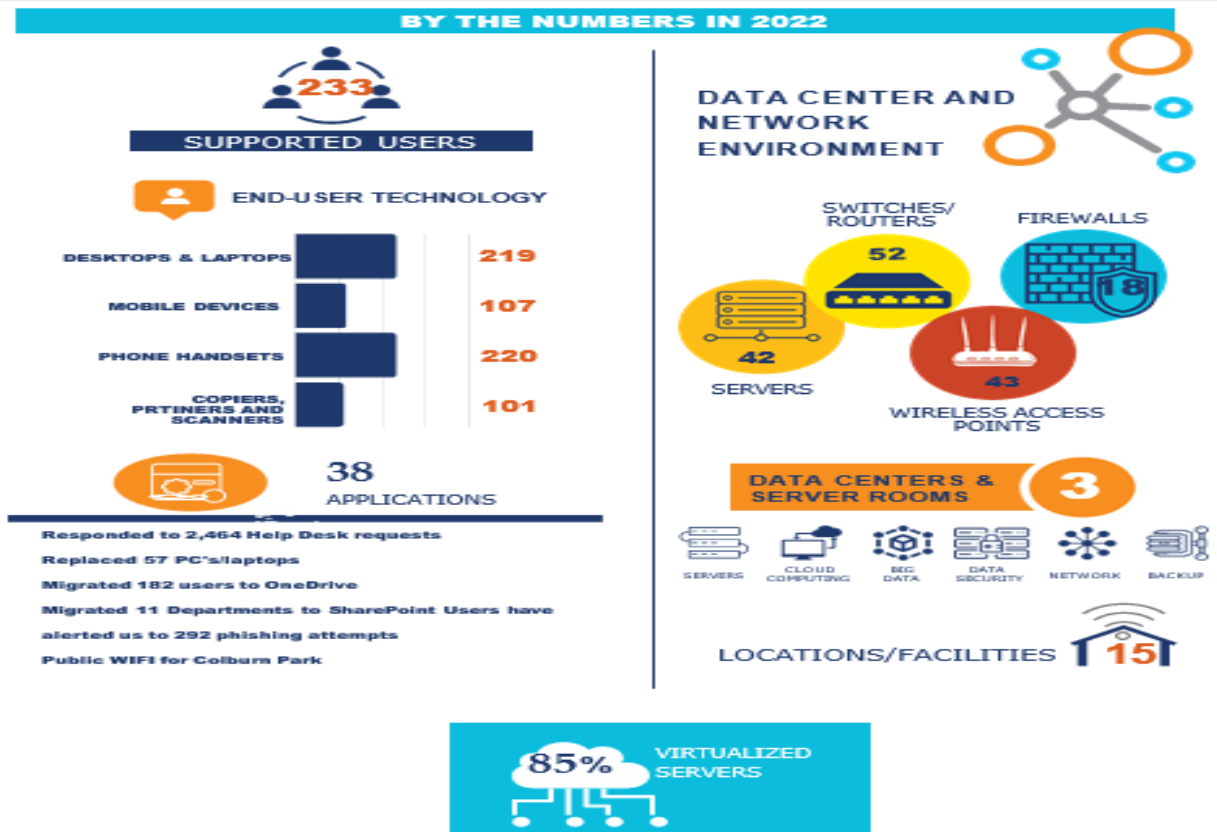
Homeless referrals for 2022 have increased significantly over 2021. Calls for Service in 2022 is shaping up to be our busiest year and are almost 9% higher in 2022 than last year at this time. Mental Health calls continue to pick up and we continue to work with West Central Behavioral Health's Mobile Team the best we can. We are seeing a lot more accidents and driving while intoxicated. Our accidents with injury doubled in the month of October (2022) and we are seeing a lot of aggression out on the streets. Our Cyber Crimes Unit continues to be busy and we continue to train our staff. Currently there are three (3) staff openings and for whatever reason Lebanon does not have a problem in retaining staff beyond their training period. The cost of housing does present a problem when recruiting candidates. For the LPD accreditation, we have our annual review coming up.

The Council and LPD Chief Roberts discussed the difficulties in recruiting social workers from West Central Services (i.e., pay is low, benefits are low, and the lack of qualified applicants).

Ms. Stephanie Bergeron, West Central Behavioral Health Services, came forth and spoke about the problems they are having that is impacting Lebanon's Mobile Crisis Team (i.e., staffing issues, low Medicare/Medicaid reimbursement rates, being severely understaffed in our Lebanon Adult Program, and being bound by a State-wide effort where they have to work within their system now).

- **CYBER SERVICES** – Presented and reviewed by Director of Cyber Services Perry Eaton (Complete Line Item Details can be found on [pages 11-13, City Council agenda packet.](#))

Total 2023 Requested Appropriation: 1,904,070 (and > of \$147,660 (8.41%) over 2022)



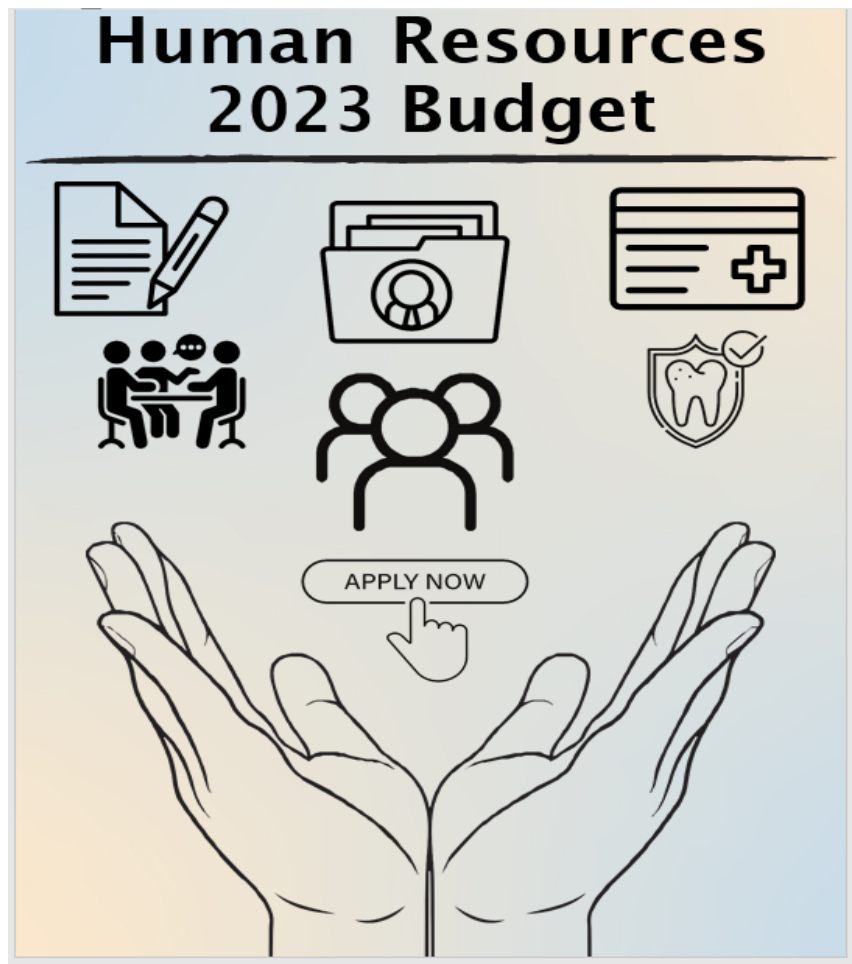
As an example, Director of Cyber Services Perry Eaton reviewed the types of traffic and threats coming into Lebanon from other countries and what was blocked over one month as follows: United States - 1.9M; Netherlands 1.4M; Bulgaria 644K; China 321K; Canada 249K; Vietnam 240K; and the Russian Federation 135K. There are a total of 182 countries in which some traffic was blocked this past month. It is important for us to have the technology to prevent events, and there is also the human factor where we need to make sure the City Staff is trained, recognizing when there is a problem with their systems or emails.

Cyber Services has hired a Cyber Security Analyst whose primary responsibility will be to look at the cyber-attacks, cyber incidents, training City Staff, and reviewing the City's internal processes.

Director Eaton reviewed the Line Items with the Council.

- **HUMAN RESOURCES** – Presented and reviewed by Director of Human Resources Gloria Leskiewicz. (Complete Line Item Details can be found on [pages 14-16, City Council agenda packet.](#))

Total 2023 Requested Appropriation: \$434,400 (An > of \$84,340 (24.09%) over 2022)



1 Director of Human Resources (HR) Gloria Leskiewicz noted that her budget is a small budget compared
2 to other City Departments. We do a lot with other City Departments and highlighted the
3 functions/responsibilities of her department as listed below:

- 4 • Hiring/Recruiting: We are always actively recruiting, which is more time consuming because we
5 have to find ways to attract people and find different sources for recruiting and explained the
6 efforts HR puts into the recruiting process.
- 7 • Onboarding Process: We need to do a little better with the follow-up process, noting HR does not
8 always have the resources to be able to do this because they are small department and we have a
9 lot of City employees.
- 10 • Special Services: We would like to start doing a market analysis and the classification studies
11 inside instead of having an outside vendor do them for us. We also need to make sure we are
12 being fair and equitable in the compensation between males and females. Her budget is made up
13 of mostly wages and she is advocating for a full-time position (in HR) so we can attract, retain,
14 and train.
- 15 • Management and Personnel issues.
- 16 • Training: We need to be able to provide more training for our staff, but we do not have a lot of
17 resources to be able to do this.
- 18 • Job Descriptions: Our office is responsible for keeping everything up-to-date, and we have a lot
19 of job descriptions that are older and need updating to make sure the functions of the position (s)
20 is what the employee is actually doing and make sure we are not being discriminatory and we are
21 being inclusive.
- 22 • Develop Employee Training.
- 23 • Professional Growth.
- 24 • Risk Management.
- 25 • Diversity/Equity/Inclusion Training.

26
27 City Manager Mulholland noted the reason why HR needs an additional Deputy Director is because they
28 do not have enough resources. The issue for us is unconscious bias, which requires us to train our people
29 so we understand what that is. This is the type of training we should be providing to our supervisors and
30 department heads, which we have not been doing. Our Job Descriptions do not have all the things they
31 really need to have (i.e., updated language to make sure we are not discriminating against people). We
32 also have an over-aged workforce in HR and need to be able to train someone to take over the
33 department's functions and spoke about the difficulty in finding qualified HR candidates. The goal is to
34 hire someone that we can train while we have two people there so they can take over when the time
35 comes.

36
37 Director Leskiewicz and Mayor McNamara spoke about the importance of growing City Staff from
38 within and how actively recruiting and getting hired by the City is a career choice.

39
40 City Manager Mulholland explained the difference between doing a Wage Classification Study and a
41 Market Analysis, noting the City should be doing these functions in-house rather than hiring outside
42 sources. In brief:

- 43 • Wage Classification Study: Purpose is to make salaries the same for both male/female
44 employees.
- 45 • Market Analysis: Looks at other communities for similar jobs that pay the amount of money.

1 City of Lebanon 2023 Operating Budget can be found at: <https://lebanonnh.gov/1655>

2

3 **The meeting was adjourned at 6:48 PM**

4

5 Respectfully submitted,

6 Dona E. Gibson

7 Recording Secretary

DRAFT

LEBANON CITY COUNCIL
MINUTES, BUDGET REVIEW

Monday, November 14, 2022, 5:30 PM

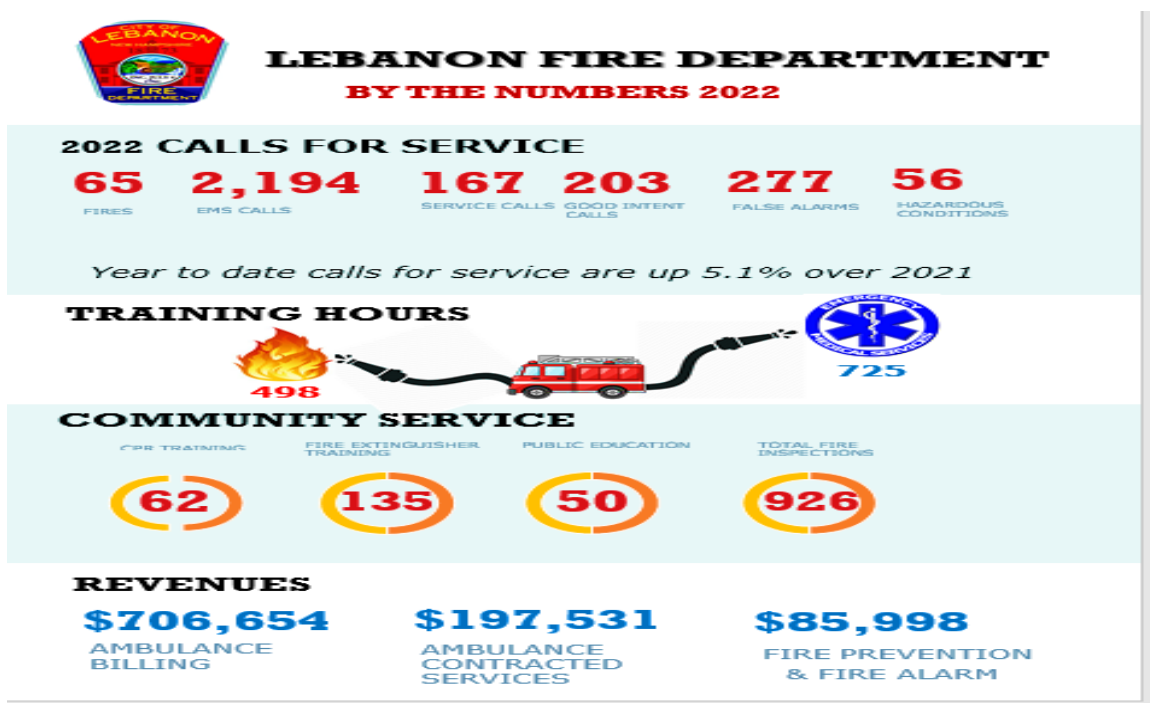
Remote Via Microsoft Teams: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Karen Liot Hill (remote), Christian Simon, George Sykes, Douglas Whittlesey, Devin Wilkie

MEMBERS ABSENT: Erling Heistad and Karen Zook

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, City Clerk Kristin Kenniston, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Lebanon Fire Chief/Emergency Management Director Jim Wheatley, Assistant Fire Chief Jeff Libbey, Library Director Sean Fleming

- 1 **1. CALL TO ORDER:** Mayor McNamara called the meeting to order at 5:30 p.m.
- 2
 - 3 • City Manager Shaun Mulholland announced the meeting criteria for the public, noting this is a
 - 4 City Council Work Session, the Council will not be taking any action on the budget items listed
 - 5 below, and public comments will not be taken. There will be time for public comments on
 - 6 December 14, 2022 @ 6 PM, which is the Public Hearing on the 2023 Budget. All the Budget
 - 7 Workshops are listed on the City's Website.
 - 8 • City Manager Mulholland suggested the Council's Question/Answer meeting on November 29th,
 - 9 2022 could be added to the November 28th meeting and the November 29th meeting could be
 - 10 canceled. The Council agreed and the November 29th Council meeting will be canceled.
- 11 **2. FIRE:** Presented by Lebanon Fire Chief Jim Wheatley and Assistant Fire Chief Jeff Libbey.
- 12 *(Line Item Details can be found on pages 2-6, City Council agenda packet)*
- 13



1 Total 2023 Lebanon Fire Department (LFD) Requested Appropriations: \$3,389,590 (A < of (\$46,650) or
2 (1.36%) from 2022)
3

4 Fire Chief Jim Wheatley presented an overview of the Lebanon Fire Departments budget and spoke about
5 the things driving their budget, which included energy costs and personnel expenses.
6

7 Year to date they have had 3425 emergency calls (> of 5.1% +/- over last year's budget). This year we
8 are on pace to do approximately 1K back-to-back emergency calls and are trending towards a 4K total. In
9 2017, we added four (4) people to our staff and were doing about 2,600 a year. There are challenges in
10 hiring new people due to the availability and affordability of housing. He spoke about adding a fire alarm
11 technician in 2017 and a community paramedic in 2020 (revenue sharing with DHMC) and the reasons
12 why the Fire Department was not able to use them on a regular basis for emergency call backs .
13

14 The LFD's demand for energy (usage rate) is pretty consistent with our increase for calls. For
15 diesel/gasoline we are seeing about a 5-6% increase, due to the increase in these costs.
16

17 He spoke about the revenues as listed in the info. graphics and noted they are projecting to be about 100K
18 over what they predicted for this year.
19

20 Training is down this year because they are not sending anyone to an initial certification this year, which
21 costs between \$10K-12K/person. There is also a recertification cycle which requires that every two (2)
22 years, Paramedics have to go through a 48-hour recertification process.
23

24 We installed a boiler at Station 2 and hope to see a reduction in energy consumption.
25

26 In 2022, we received a Swift Water Grant from NH Emergency Management/Homeland Security which
27 helps to maintain our resource capability both locally and state-wide.
28

29 They will be coming before the Council on November 16, 2022 to request their Ambulance billing rates
30 be increased by 7.9% to try and stay even with the cost of living. However, we are still below the average
31 even with that increase. We are also trying to increase the rate of some high volume inspection fees for
32 fire prevention.
33

34 The Council and Chief Wheatley discussed: the sizable volume (of calls) increase, which is primarily due
35 to the amount of EMS runs; LFD vacancies (offers being made to two (2) firefighter positions); for
36 DHMC, billings go out 2x's each year; increased staff time in the future and the need to do a planning
37 study now to predict future staffing needs.
38

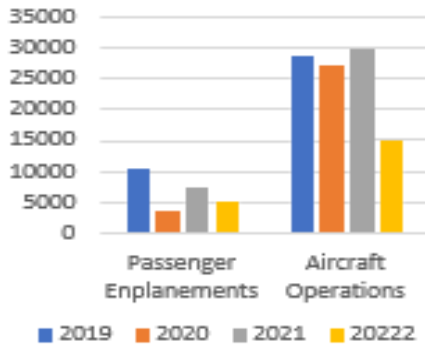
39 Chief Wheatley also spoke about the facilities, noting they have two options for properties and are
40 analyzing both. One is in the Route 120 area for Station 1 and the other one they are now speaking with
41 the property owner to see if they have space to accommodate us.
42

43 **3. AIRPORT: Present by Airport Manager Carl Gross** *(Line Item Details can be found on pages 7-*
44 *11, City Council agenda packet)*
45

LEBANON MUNICIPAL AIRPORT

- Commercial service to Boston and New York City
- Private flights from the US, Canada, and Europe
- 43 based aircraft

**Passenger and Aircraft
Operations
2019-2022**



Airport Projects

- 2022
 - Terminal building renovation started.
 - Environmental Assessment completed
 - Brightside Brewing opens
 - Design Phase I of Safety Improvement
- 2023
 - Construct Phase I of safety improvements
 - Relocate navigation aid
 - Design Phase II and III of safety improvements
- 2024 - Construct Phase II of safety improvements
- 2025 - Construct Phase III of safety improvements

Runway Safety Project 2022-2025



Total 2023 Requested Airport Appropriations: \$224,850 (A < of (\$325,420) or (59.14%) from 2022).

Mayor McNamara spoke about the positive email he received regarding enplanements and will send this out to Councilors.

Director Gross spoke about having a small celebration with Cape Air for the extension of their Essential Air Service Contract and the official start of the Tecnam Service. Hopefully, on December 1, 2022, we will have all of our flights using Tecnam.

1 For enplanements, a good estimate for this year (2022) will be approximately 9,500 with Cape Air.
2 Traditionally we also pick up a couple hundred additional enplanements through some of the Charter
3 Flights. Nation-wide, the only airports that really made a comeback are those airports at destination
4 cities. Business travel is still not back to 100%.

5
6 Mayor McNamara asked if the leniency expires in 2023 and Director Gross confirmed, noting that for
7 Lebanon's projects the FAA has committed discretionary funding for the Runway Safety Project for the
8 next three (3) years and this will not be affected by the passenger number.

9
10 Director Gross reviewed and explained the Airport's info. graphic (above) and line items as presented on
11 *pages 7- 11, City Council agenda packet*. The T-hangers are 100% full and there is a waiting list of
12 about 8-9 people. The projected increase for 2023 will be from the Safety Runway Project Grant, plus a
13 grant for the 30-year-old section of pavement.

14
15 Another big increase for the Airport will be energy costs. We are seeing a substantial increase in
16 Terminal costs. We really do not have a good estimate as to what those costs might be. There are also
17 increases in water/sewer costs.

18
19 Tenants of the Airport will undergo a CPI increase on July 1, 2023.

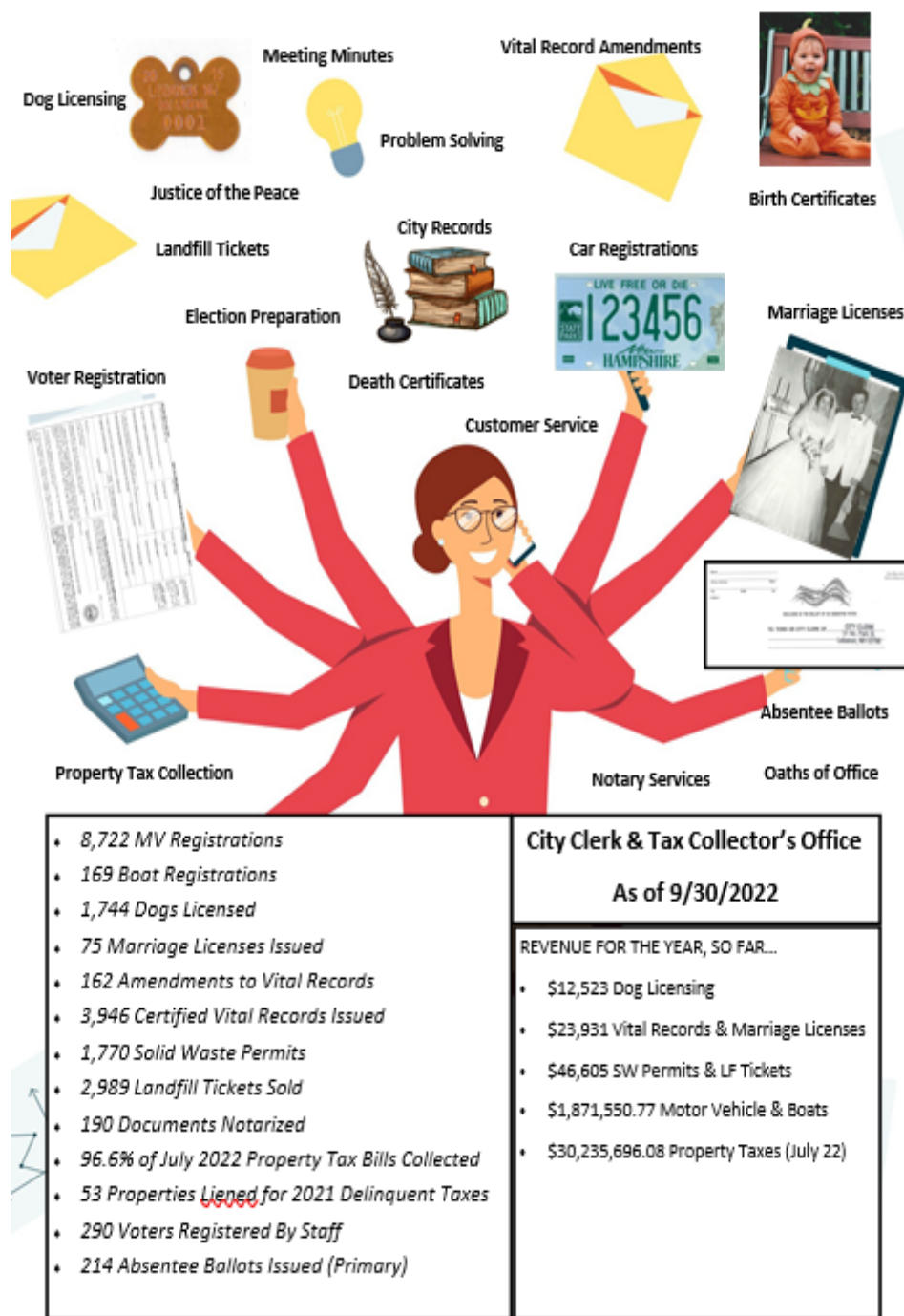
20
21 In response to Councilor Simon's question on how Lebanon's landing fees compared to other regional
22 airports, Director Gross noted the closest airport to us that collects landing fees is Keene, NH and
23 Lebanon is consistent with those. A study was done in 2019 of the various regional airports. Lebanon
24 increased landing fees last year and he will look at the numbers again in 2024. He also noted the Lebanon
25 Airport has seen private flights come in from London and Zurich and they have all come in on the larger
26 7000's planes.

27
28 Assistant Mayor Below questioned if customs/immigration services could be called upon (for
29 international flights). Director Gross noted they could be called, but most flights get their clearance in
30 Bangor, ME and on departure they fly directly out of Lebanon to their home base.

31
32 **4. CITY CLERK: Presented by City Clerk/Tax Collector Kristin Kenniston** (*Line Item Details can*
33 *be found on Pages 12-15, City Council agenda packet*)

34
35 **Total 2023 City Clerk Requested Appropriations: (\$2,091,710) (A< of (\$24,240) (1.17%) from 2022)**

36 **Total 2023 Elections Requested Appropriations: \$791,990 (An > of \$70,360 (9.75%) over 2022**
37



City Clerk/Tax Collector Kristin Kenniston reviewed the info. graphic above. The top revenue generators for the City are Motor Vehicle Registrations and property taxes. They are also in charge of elections. Moving forward next year, her plan is doing staff development and really wants to work on getting everyone certified at the State level, which is a good foundation to work from to make sure things are being done correctly and efficiently.

This year (2022) we had three (3) elections and next year we only have one (1) as long as there is not a special one. She increased one of the line items to include the cost of electronic poll books, which is a

1 new technology that will make checking in to vote much faster and help relieve the bottle necks people
2 are experiencing, noting the high turnout for this past midterm election was 60%. Knowing what we are
3 coming into for 2024, her goal is to try and get some poll books in place, at least in one polling location,
4 and get people trained on their use before the Presidential Primary.

6 In response to Councilor Liot Hill's question regarding residents feedback on City Hall being open four
7 (4) days each week, City Clerk Kenniston noted all-in-all it was positive. At first it was hard getting
8 people accustomed to the hours and some showed up on Fridays to find out that we were closed, even
9 though we tried to get the word out as much as we could. It does make for a long day for staff, but it is
10 nice to have 3-days to recoup, noting Monday's are their busiest day. It has also improved their ability to
11 service the public from 7AM-5PM, and in instances where she feels more hours are needed, especially
12 with coming big elections, she has been offering extended hours. With big elections, she will make sure
13 staff is around on Saturdays to help people.

15 In response to Councilor Sykes' question regarding whether or not studies have been done to determine
16 when the most people are coming in. City Clerk Kenniston said she has not done any studies but from her
17 observations, it is usually first thing in the morning until lunch time and picks up again through the end of
18 the day: it depends on the type of business people are trying to get done.

20 City Clerk Kenniston agreed with Mayor McNamara about getting a study done and will talk with the
21 software company about getting data recorded. She noted that not all transactions get recorded and can
22 hopefully come up with some data for the Council.

24 City Manager Mulholland noted that the biggest problem (in the past) was that people had to take time off
25 work and the new hours provide another option for folks so they do not need to take time off from their
26 work.

28 **5. LIBRARY:** Presented and reviewed by Director of Lebanon Libraries Sean Fleming. *(Line Item*
29 *Details can be found on pages 16-18, City Council agenda packet)*





Total 2023 Lebanon Libraries Requested Appropriations: \$1,514,740 (An > of \$131,300 (9.49%) from 2022).

Library Director Sean Fleming noted they had a \$300K fundraising goal for Lebanon Library renovations and exceeded our goal. This year, we received the last of our pledges and he was able to hand a check to the City Manager for \$24K above and beyond that \$300K commitment. This was a group effort and our Foundation really did a lot of work reaching out to individuals, corporations, and grant making organizations. He wanted to send his accolades to everyone who helped make this happen.

Director Fleming noted that last year, coming out of COVID, they planned to scale back hours at both libraries by eliminating Sunday hours, cutting back our evening hours at Kilton, and made some changes with staffing by consolidating some parttime positions into fulltime. These were all very successful and they have not received any complaints about the changes. Another change being considered is to consolidate the part-time custodial positions into one (1) full-time custodian. We will be able to do this without increasing the cost of benefits and explained how this would be done.

There are not too many changes except with the cost of electricity, which is being seen across a lot of departments. The libraries will be doing more with staff development and anticipate more travel next year.

In response to Mayor McNamara's question regarding the stabilization of hours since COVID, Director Fleming stated he felt this was a good schedule. We had 8:00PM hours/4 nights/wk. at both buildings,

1 which is really an anomaly in most communities. The thing about Kilton is they can have their
2 Community Room open after the rest of the building is closed to the public, so it seemed to make sense to
3 close Kilton earlier. The Lebanon Library hours are now 10:00AM-8:00PM/Monday-Thursday and
4 10:00AM-5:00PM/Friday-Saturday. Kilton's hours are now 10:00AM-6:00PM/Monday-Thursday and
5 then 10:00AM-5:00 PM/Fridays. He does not anticipate changing this anytime soon because it seems to
6 be working well.

7
8 In response to Councilor Sykes' question regarding how Lebanon compares with other communities on
9 library cards, Director Fleming noted that in general, across the United States, library membership is
10 pretty high and talked about the polls he has seen. He was uncertain how Lebanon compares to what the
11 averages across the country are. Assistant Mayor Below noted 58% of adults in the US have public
12 library cards.

13
14 Director Fleming noted that with services, like Libby, the libraries get this through a state-wide
15 consortium, and they subscribe to Hoopla. These are both included under books and other in their budget.
16 We also get funds from the Trustees and from the Foundation for these. He also noted that for years the
17 Foundation has been routing \$25K for the purchase of items, but will be providing an increase up to \$35K
18 in 2023.

19
20 Councilor Sykes wanted to make sure that the City has sufficient, publicly available computers for folks
21 who might not otherwise have one and questioned if the libraries have sufficient resources to provide
22 these. Director Fleming spoke about the availability of Chrome Books and desk top computers for the
23 public, noting they have never come close to running out of there availability in the libraries. They do
24 have sufficient funds for these as well. He also spoke about the short-term/long-term loan out programs,
25 which have recently been discontinued but noted they are looking at finding ways to get used laptops into
26 the hands of people who really need them.

27
28 In response to Councilor Liot Hill's question regarding whether or not the libraries are experiencing an
29 increased level of aggressive behavior like the Lebanon Police Department (LPD) is seeing; if housing
30 insecurity is having an effect on the Lebanon libraries; and if staff is feeling safe in their job.

31
32 Director Fleming spoke about the LPD, noting it is a wonderful thing to have such a well-funded and
33 well-trained force. We have had occasions where we needed to call 911 or use our panic buttons and the
34 LPD's response time is amazing. This is an asset that a lot of other communities do not have. Our staff is
35 seeing a change (in behavior). We do have more people who are acting more aggressively and spoke
36 about the increase in individual letters of trespassing notices. We are going to be doing more staff
37 trainings (i.e., mass shooting), have revamped our Safety Policy, and have added five (5) panic buttons in
38 different location at the Lebanon Library when the renovation took place. We are making sure, and
39 encouraging, people to press those buttons at any time they feel like they need to. This (aggressiveness) is
40 affecting our personnel and he felt it might be affecting the libraries ability to retain/deter people from
41 entering the profession.

42
43 Director Fleming noted he did not feel they have seen a change in how homelessness is affecting the
44 libraries. More people were housed during COVID but would say they are not seeing as many homeless
45 people at Kilton as we used to.

46
47 **Meeting was adjourned at 6:29 PM.**

1
2 Respectfully submitted,
3 Dona E. Gibson
4 Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, November 16, 2022, 7:00 p.m.
Remote Via Microsoft Teams: LebanonNH.gov/Live**

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, City Clerk Kristin Kenniston, Senior Planner Tim Corwin, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Human Resources Director Gloria Leskiewicz

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:

- Councilor Simon received an email from a constituent who had some problems with the mail and was charged a late fee when his water bill was not received in time. He questioned if it would be possible to receive billing from the City via electronic services (email). He learned from Councilor Whittlesey that it is possible to have an email sent out so he forwarded the constituent's email to the City Manager for him to have staff direct/assist the citizen on how he can receive electronic billing.

5. RECOGNITIONS: NONE

6. ACCEPTANCE OF MINUTES:

- November 1, 2022 (Budget Work Session)

Amendments: NONE

- November 2, 2022 (Regular Meeting)

Amendments: Page 20, Line 16: Strike entire line. Page 20, Line 20: Change "HDHR" to "NH HDR"

Councilor Heistad MOVED to approve the November 2, 2022, Budget Work Session minutes and the November 2, 2022 Regular Meeting minutes as amended and presented in the November 16, 2022 City Council agenda packet.

Seconded by Councilor Whittlesey.

**The Vote on the Motion was approved (7-0). Assistant Mayor Below and Councilor Zook were not present at the time of this vote.*

1 **7. APPOINTMENTS:**

- 2 • Library Board of Trustees, Jeffrey Damren, Alternate Member

3 ***Councilor Simon put forth the NOMINATION of Jeffrey Damren as an Alternate Member of the***
4 ***Library Board of Trustees. Term: (11/22-11/23)***

6 ***The Vote on the NOMINATION was approved (7-0). Assistant Mayor Below and Councilor Zook***
7 ***were not present at the time of this vote.***

9 **8. PUBLIC HEARING ITEMS:**

- 10 **A. CITY CHARTER AMENDMENT** – A public hearing for the purpose of receiving public input
11 and taking action to amend City Charter relative to changing gender-based pronouns to gender-
12 neutral pronouns.

14 Included in the agenda packet (*Pages 45-84, City Council agenda packet*):

- 15 1. Draft Proposed Charter Amendment Language
16 2. Memorandum of Recommendations from the Diversity, Equity, and Inclusion Commission
17 3. November 1, 2022 Legal Opinion by Attorney Matthew C. Decker, RE: RSA 49-B City
18 Charter Amendment

20 City Manager Mulholland reviewed the draft proposed Charter Amendment Language.

22 **BACKGROUND**

23 As part of its overall mission, the Diversity, Equity, and Inclusion Commission (DEI) has recommended
24 that the City update its Charter with the intention of making the language of the Charter gender neutral.
25 DEI members have reviewed the Lebanon Charter and provided a detailed and precise list of suggested
26 changes in language to various sections as reflected in the attached redline document. DEI has taken care
27 not to suggest changes that would alter the meaning of the Charter in any other way.

29 To change the Lebanon Charter, the City Council must first schedule and hold a public hearing concerning
30 the proposed amendment. Following the public hearing, if the Council votes to proceed with the amendment
31 process, the Council must cause a report to be filed with the City Clerk containing the final draft of the
32 proposed Charter amendment(s). The City Clerk must then file a certified copy of the report with the NH
33 Secretary of State, the NH Attorney General, and the Commissioner of the NH Department of Revenue
34 Administration, each of whom has 45 days to review the proposed amendment to ensure that it is consistent
35 with the general laws of the state. Only after the three state agencies have approved the proposed
36 amendment can the Council take action to have the proposed Charter amendment placed on the ballot at
37 the next municipal election to be held on March 14, 2023. The Charter amendment will be effective July 1,
38 2023, if passed by voters at the municipal election.

40 There were also proposed amendment changes to change lower case letters in “city manager” to upper case
41 letters “City Manager.” However, after feedback from legal counsel, there needs to be a separate Article
42 in order to do this, and we will not meet the timelines to make the March 14, 2023 ballot.

44 Mayor McNamara opened the Public Hearing.

46 Mayor McNamara noted he received an email from a constituent in opposition to this and was uncertain if
47 the constituent fully understood how this (proposed language change) was going to work. He will advise
48 the constituent this City Charter Amendment will go before the voters.

1
2 **Mr. Richard Ford Burley (DEI Commission Member)** came forth and spoke about what he considered
3 was a misleading article in the newspaper regarding the proposed language change in the Charter to make
4 it gender neutral. What we really are doing is just getting rid of gender pronouns.

5
6 Hearing no further comments from the public, Mayor McNamara closed the Public Hearing.

7
8 **Assistant Mayor Below arrived at approximately 7:06 PM: Councilor Zook arrived at**
9 **approximately 7:12 PM.**

10
11 Council Discussions:

12 Councilor Wilkie mentioned he also received a message from the same constituent as Mayor McNamara
13 and had a very nice exchange with said constituent who now seems to be much less concerned.

14
15 **ACTION:**

16 ***Councilor Wilkie MOVED the following RESOLUTION:***

17
18 ***BE IT RESOLVED that the Lebanon City Council hereby determines that the proposed amendment to***
19 ***the Lebanon City Charter to replace gender-specific pronouns and terms with gender-neutral pronouns***
20 ***and terms is necessary and appropriate.***

21
22 ***Proposed City Charter Amendment: Change pronouns and terms in the City Charter as follows:***

23
24 ***Amend Section II, Elections, §C419:8-10 by deleting gender-specific pronouns and terms and replacing***
25 ***them with gender-neutral pronouns and terms.***

26
27 ***Amend Section III, Administration, §C419:16-18, §C419:26-33, §C419:38-40,***
28 ***§C419:44-45, and §C419:48 by deleting gender-specific pronouns and terms and replacing them with***
29 ***gender-neutral pronouns and terms.***

30
31 ***Amend Section IV, Merit Plan, §C419:54 by deleting gender-specific pronouns and terms and replacing***
32 ***them with gender-neutral pronouns and terms.***

33
34 ***Amend Section VI, Miscellaneous Provisions, §C419:59-60, §C419:62, §C419:70 by deleting gender-***
35 ***specific pronouns and terms and replacing them with gender-neutral pronouns and terms.***

36
37 ***Each deletion and replacement to be done as specifically shown in the “Lebanon Charter Gender Neutral***
38 ***Language Recommendations” document included in the packet for this agenda item.***

39
40 ***Explanation: The purpose of this amendment is to replace the existing use of gender-specific pronouns***
41 ***and terms with gender-neutral pronouns and terms.***

42
43 ***BE IT FURTHER RESOLVED that the Lebanon City Council hereby directs the City Manager to cause***
44 ***a report to be filed with the City Clerk containing the final draft of the proposed Charter amendment to***
45 ***replace gender-specific pronouns and terms with gender-neutral pronouns and terms in the Sections***
46 ***referenced above as summarized in the agenda packet materials for the City Council’s November 16,***
47 ***2022 meeting, after which the City Clerk, in accordance with NH RSA 49-B:4-a, I, shall cause a certified***

1 *copy of such report to be filed with the New Hampshire Secretary of State, the New Hampshire Attorney*
2 *General, and the Commissioner of the New Hampshire Department of Revenue Administration.*

3
4 *This change will be effective July 1, 2023, if passed by voters at the March 14, 2023 Municipal Election.*

5
6 *Seconded by Councilor Liot Hill.*

7 **The Vote on the Motion was approved (9-0)*
8

9 **9. OLD BUSINESS**

10 **A. Action to adopt amendments to Council Rules, §A191-15, as presented on November 2,** 11 **2022.**

12
13 Included in packet:

14 1. Chapter §A191-15 Council Rules (with proposed amendments as presented on 11/02/2022)
15 *Pages 86- 87, City Council agenda packet*

16
17 City Manager Mulholland reviewed the proposed amendments to the City Council Rules.

18 19 **BACKGROUND**

20 In accordance with §A191-13 of the Council Rules, proposed amendments must be presented in writing
21 at the preceding regular meeting, prior to adoption. Adoption requires a 2/3 vote of all members of the
22 Council.

23
24 On November 2, 2022, the Council reviewed and discussed a proposed amendment to §A191- 15, to
25 amend the process for reappointment of members to City boards, committees, and commissions.
26 Currently, the Council's process for both new appointments and reappointments requires that one member
27 of the City Council shall interview the applicant within 30 days of receiving the application from the City
28 Clerk and report to the full Council prior to any nomination for appointment or reappointment.

29
30 The proposed amendment to §A191-15 would remove the requirement for a member of the City Council
31 to interview applicants for reappointment to the same board, committee, or commission on which they
32 currently serve. Council interviews would still be required for initial appointments of new applicants to
33 boards, committees, or commissions.

34
35 Council Discussions: None

36 37 **ACTION:**

38 *Councilor Liot Hill MOVED, that the Lebanon City Council hereby amends the Council Rules to*
39 *include the amendments to §A191-15, as presented on November 2, 2022.*

40
41 *Seconded by Councilor Whittlesey.*

42 **The Vote on the Motion was approved (9-0)*
43

44 **10. NEW BUSINESS**

45 **A. Presentation of First Reading & Set Public Hearing for December 14, 2022: Amendments** 46 **to Ordinance #18, Salary Plan, to include implementation of a 3% General Wage Increase,** 47 **and to retitle, reclassify, and add positions to the existing salary plan.**

48
49 Included in the agenda packet:

50 1. Amendments to Ordinance #18, Salary Plan (*Pages 88-100, City Council agenda packet*)

1
2 The City Council was asked to take action to amend Ordinance #18, Salary Plan, as follows:
3

- 4 1. Article II, Non-Affiliated and LPASE Employees, to:
5 a. Implement a 3% General Wage Increase for 2023;
6
7 b. Increase the wage and stipend pay scales for Seasonal/Temporary & Stipend Employees;
8
9 c. Reclassify the following Non-Affiliated positions:
10 i) Systems Librarian and Information Technology Librarian from Grade 9 to Grade 11.
11 ii) Deputy Library Director from Grade 11 to Grade 12.
12 iii) Chief Innovation Officer and Deputy Finance Director from Grade 12 to Grade 13.
13 iv) Airport Manager, Assistant Fire Chief, and Human Resources Director from Grade 13 to
14 Grade 14.
15 v) Deputy Police Chief from Grade 14 to Grade 15.
16
17 d. Reclassify the following LPASE positions:
18 i. Assistant City Engineer from Grade 9 to Grade 10.
19 ii. Cemetery Sexton, Fleet Maintenance Supervisor, Maintenance Superintendent,
20 and Utilities Maintenance Superintendent from Grade 10 to Grade 11.
21 iii. Administrative Services Manager from Grade 11 to Grade 12.
22
23 e. Retitle the following positions:
24 i. Two (2) Benefits Coordinator/Payroll Specialist positions to be separated into a
25 Benefits Coordinator position (Human Resources) and a Payroll Specialist position
26 (Finance).
27 ii. Director of Planning and Zoning retitled as Planning and Development Director.
28 iii. Director of Public Works retitled as Public Works Director.
29
30 f. Reclassify and retitle the following position:
31 i. Recreation Director retitled as Recreation, Arts & Parks Director and reclassified from
32 Grade 13 to Grade 14.
33
34 g. Add the following Non-Affiliated positions:
35 i. Accounting Clerk III (Finance Department) added as Grade 8.
36 ii. A combined Deputy City Clerk/Deputy Tax Collector (City Clerk) added as grade 8.
37 iii. Public Relations Coordinator (City Manager) added as grade 9.
38 iv. Deputy Human Resources Director (Human Resources Department) added as Grade 13.
39 v. Deputy Planning and Development Director (Planning and Development Department)
40 added as Grade 13.
41 vi. Human Resources Specialist (Human Resources Department) added as Grade 14.
42
43 h. Add the following Seasonal/Temporary & Stipend positions:
44 i. Tree Warden (Recreation, Arts & Parks Department) added as a Stipend position.
45 ii. Lead Recording Secretary (City Clerk) added as an hourly position.
46
47 2. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-
48 CIO, to:
49 a) Implement a 3% General Wage Increase for 2023;
50 b) Reclassify the following positions:
51 i) Parks and Grounds Crew Foreman from Grade 7 to Grade 8.

1 ii) Electrician from Grade 8 to Grade 9.

2
3 3. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters'
4 Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to implement a 3%
5 General Wage Increase for 2023.

6
7 4. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association
8 Police Benevolent Association (NEPBA), to implement a 3% wage Increase for 2023.

9
10 Gloria Leskiewicz, Human Resources Director, reviewed and discussed the background and reasons behind
11 all proposed amendments to Ordinance #18, Salary Plan as listed below.

12 13 **BACKGROUND**

14 15 **ARTICLE II NON-AFFILIATE EMPLOYEES**

16
17 The City Manager is responsible for maintaining the City's Compensation and Classification Plan. Within
18 Ordinance #18, compensation for exempt (salaried) and non-exempt (hourly) Non-Affiliated employees is
19 expressed as a minimum and maximum grade range – hourly rates for non-exempt employees and weekly
20 rates for exempt (salaried) employees. Movement within ranges is achieved through annual general wage
21 and merit or step adjustments applicable for employees who are not already at the top of their wage range.
22 To be useful, it is imperative that compensation and classification systems be kept current. This is achieved
23 primarily by revising compensation ranges through regular general wage adjustments and by
24 systematically reviewing all positions on a regular basis relative to meaningful sampling of the labor
25 market and internally relative to other positions.

26
27 For general wage adjustments for Non-Affiliated (non-union) employees, the City's practice is to use the
28 percentage change in the Northeast Urban CPI for June from 12 months prior, with a minimum adjustment
29 of 1% (floor) and a maximum adjustment of 3% (ceiling). The same basis of adjustment is used for each
30 of the bargaining units. The increase in the Northeast Urban CPI for the period of June 2021-June 2022
31 was 7.6%. As a result, the City Council is asked to take action to implement a 3% General Wage Increase
32 for Non-Affiliated employees as part of the 2023 City Budget.

33
34 In addition, due to the increasingly competitive employment market, the City contracted with Municipal
35 Resources, Inc. to conduct an updated Market Analysis Survey of Non-Affiliated, LPASE, and AFSCME
36 positions included in the Ordinance #18 salary plan. Based on the results of the Market Analysis, the
37 administration is proposing to adjust salary ranges for each pay grade and to retitle and/or reclassify
38 identified positions to provide equitable and adequate wages for employees.

39
40 For Non-Affiliated employees, the minimum and maximum wage rates for each of the sixteen (16) pay
41 grades have been expanded and the ranges for all grades overlap, which will assist in keeping wages
42 competitive. Several management and director-level positions are proposed to be renamed and/or
43 reclassified as outlined above. The administration is also proposing several new Non- Affiliated positions
44 to be added to Ordinance #18 as summarized above.

45
46 The table below reflects the changes in position title and classification as shown in red text. Changes in
47 wages reflects both the expansion of each range as well as the 3% GWI for Non- Affiliated employees,
48 which would be effective as of the first pay period of 2023.

1 **ARTICLE II, LPASE EMPLOYEES**
2

3 The City and Lebanon Professional, Administrative, and Salaried Employees (LPASE) have a collective
4 bargaining agreement that covers the three-year period of 2022-2024. According to the agreement, annual
5 General Wage Increases (GWIs) for the life of the contract will be based on the percentage change in the
6 Northeast Urban CPI for June from 12 months prior, but shall be no less than 1% (floor) and no greater
7 than 3% (ceiling). Based on a 7.6% increase in the CPI as of June 2022, the applicable GWI for 2023 will
8 be 3%. Corresponding wage schedules for 2024 are not provided as the GWI for 2024 will not be known
9 until July of 2023.

10
11 When negotiating the current agreement, LPASE (and the other bargaining units) agreed to forgo step and
12 merit increases for 2023, but to continue to receive the GWI for 2023. The purpose of forgoing step and
13 merit increases was intended to help the City absorb anticipated increases in debt service projected for
14 2023. However, as capital project schedules have been delayed, the anticipated debt service increases are
15 now projected to occur in 2024 or later. As a result, the administration expects to negotiate sidebar
16 agreements with each of the bargaining units to allow members to receive step and merit increases in 2023
17 upon their annual evaluation.

18
19 Based on the results of the Market Analysis Survey, six (6) positions within LPASE are proposed to be
20 reclassified within Ordinance #18 as outlined above.

21
22 The table below reflects the changes in position grades as well as the 3% GWI for LPASE employees,
23 which would be effective as of the first pay period of 2023.

24
25 **ARTICLE II, SEASONAL/TEMPORARY & STIPEND EMPLOYEES**
26

27 Due to the competitive employment market and the difficulty departments have experienced in filling
28 seasonal and temporary positions, the administration is recommending a 6% increase to the hourly wage
29 and stipend rates for seasonal, temporary, and stipend employees. In addition, the administration is
30 proposing two (2) new Seasonal/Temporary and Stipend positions to be added to Ordinance #18 as
31 outlined above.

32
33 The table below reflects proposed new positions and the 6% GWI for Seasonal/Temporary and Stipend
34 employees, which would be effective as of the first pay period of 2023.

35
36 **ARTICLE III, BARGAINING UNIT EMPLOYEES**
37

38 **SECTION A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO**
39

40 The City and the American Federation of State, County, and Municipal Employees (AFSCME) have a
41 collective bargaining agreement that covers the three-year period of 2022-2024. According to the agreement,
42 annual General Wage Increases (GWIs) for the life of the contract will be based on the percentage change in
43 the Northeast Urban CPI for June from 12 months prior, but shall be no less than 1% (floor) and no greater
44 than 3% (ceiling). Based on a 7.6% increase in the CPI as of June 2022, the applicable GWI for 2023 will
45 be 3%. Corresponding wage schedules for 2024 are not provided as the GWI for 2024 will not be known
46 until July of 2023.

47
48 Similar to LPASE mentioned above, when negotiating the current agreement, AFSCME agreed to forgo
49 step and merit increases for 2023 to help the City absorb anticipated increases in debt service projected for
50 2023. Since the anticipated debt service increases are now projected to occur in 2024 or later, the
51 administration expects to negotiate sidebar agreements with each of the bargaining units to allow members

1 to receive step and merit increases in 2023 upon their annual evaluation.

2
3 Based on the results of the Market Analysis Survey, the administration is proposing to adjust the wage scale
4 for AFSCME by dropping the first one or two steps in each of the nine (9) grades and adding one or two
5 additional steps to the end of each grade. In addition, two (2) AFSCME positions are proposed to be
6 reclassified within Ordinance #18 based on the Market Analysis.

7
8 The table below reflects the changes in position grade and wage ranges, as well as the 3% GWI for AFSCME
9 employees, which would be effective as of the first pay period of 2023.

10
11 **SECTION B, LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION, LOCAL 3197/**
12 **INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)**

13
14 The City and the Lebanon Permanent Firefighters' Association, Local 3197/International Association of
15 Fire Fighters (LPFFA/IAFF) have a collective bargaining agreement that covers the three-year period of
16 2022-2024. According to the agreement, annual General Wage Increases (GWIs) for the life of the contract
17 will be based on the percentage change in the Northeast Urban CPI for June from 12 months prior, but shall
18 be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 7.6% increase in the CPI as of June
19 2022, the applicable GWI for 2023 will be 3%. Corresponding wage schedules for 2024 are not provided as
20 the GWI for 2024 will not be known until July of 2023.

21
22 Similar to LPASE mentioned above, when negotiating the current agreement, LPFFA/IAFF agreed to forgo
23 step and merit increases for 2023 to help the City absorb anticipated increases in debt service projected for
24 2023. Since the anticipated debt service increases are now projected to occur in 2024 or later, the
25 administration expects to negotiate sidebar agreements with each of the bargaining units to allow members
26 to receive step and merit increases in 2023 upon their annual evaluation.

27
28 The table below reflects the 3% GWI for LPFFA/IAFF employees, which would be effective as of the first
29 pay period of 2023.

30
31 **SECTION C, LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW**
32 **ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)**

33
34 The City and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent
35 Association (NEPBA) have a collective bargaining agreement that covers the three-year period of 2022-
36 2024. According to the agreement, annual General Wage Increases (GWIs) for the life of the contract will
37 be based on the percentage change in the Northeast Urban CPI for June from 12 months prior, but shall be
38 no less than 1% (floor) and no greater than 3% (ceiling). Based on a 7.6% increase in the CPI as of June
39 2022, the applicable GWI for 2023 will be 3%. Corresponding wage schedules for 2024 are not provided
40 as the GWI for 2024 will not be known until July of 2023.

41
42 Similar to LPASE mentioned above, when negotiating the current agreement, LPBA/NEPBA agreed to
43 forgo step and merit increases for 2023 to help the City absorb anticipated increases in debt service
44 projected for 2023. Since the anticipated debt service increases are now projected to occur in 2024 or
45 later, the administration expects to negotiate sidebar agreements with each of the bargaining units to allow
46 members to receive step and merit increases in 2023 upon their annual evaluation.

47
48 The table below reflects the 3% GWI for LPBA/NEPBA employees, which would be effective as of the
49 first pay period of 2023.

AMENDMENT PROCESS

Amending Ordinance #18 requires three separate presentations (see City Charter subsections §419:22, §419:24, §419:25, §419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

The Council was asked to recognize the first of three presentations on November 16, 2022, and to schedule a public hearing for December 14, 2022, to amend the Ordinance. The second and third presentations will occur on December 7, and December 14, respectively.

1. ACKNOWLEDGE FIRST PRESENTATION:

Assistant Mayor Below MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance #18, Salary Plans, as follows:

1. Article II, Non-Affiliated and LPASE Employees, to:
 - a. Implement a 3% General Wage Increase for 2023;
 - b. Increase the wage and stipend pay scales for Seasonal/Temporary & Stipend Employees;
 - c. Reclassify the following Non-Affiliated positions:
 - vi) Systems Librarian and Information Technology Librarian from Grade 9 to Grade 11.
 - vii) Deputy Library Director from Grade 11 to Grade 12.
 - viii) Chief Innovation Officer and Deputy Finance Director from Grade 12 to Grade 13.
 - ix) Airport Manager, Assistant Fire Chief, and Human Resources Director from Grade 13 to Grade 14.
 - x) Deputy Police Chief from Grade 14 to Grade 15.
 - d. Reclassify the following LPASE positions:
 - iv. Assistant City Engineer from Grade 9 to Grade 10.
 - v. Cemetery Sexton, Fleet Maintenance Supervisor, Maintenance Superintendent, and Utilities Maintenance Superintendent from Grade 10 to Grade 11.
 - vi. Administrative Services Manager from Grade 11 to Grade 12.
 - e. Retitle the following positions:
 - iv. Two (2) Benefits Coordinator/Payroll Specialist positions to be separated into a Benefits Coordinator position (Human Resources) and a Payroll Specialist position (Finance).
 - v. Director of Planning and Zoning retitled as Planning and Development Director.
 - vi. Director of Public Works retitled as Public Works Director.
 - f. Reclassify and retitle the following position:
 - ii. Recreation Director retitled as Recreation, Arts & Parks Director and reclassified from Grade 13 to Grade 14.
 - g. Add the following Non-Affiliated positions:
 - vii. Accounting Clerk III (Finance Department) added as Grade 8.
 - viii. A combined Deputy City Clerk/Deputy Tax Collector (City Clerk) added as grade 8.
 - ix. Public Relations Coordinator (City Manager) added as grade 9.
 - x. Deputy Human Resources Director (Human Resources Department) added as Grade 13.

- xi. Deputy Planning and Development Director (Planning and Development Department) added as Grade 13.
- xii. Human Resources Specialist (Human Resources Department) added as Grade 14.
- h. Add the following Seasonal/Temporary & Stipend positions:
 - iii. Tree Warden (Recreation, Arts & Parks Department) added as a Stipend position.
 - iv. Lead Recording Secretary (City Clerk) added as an hourly position.
2. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO, to:
 - c) Implement a 3% General Wage Increase for 2023;
 - d) Reclassify the following positions:
 - iii) Parks and Grounds Crew Foreman from Grade 7 to Grade 8.
 - iv) Electrician from Grade 8 to Grade 9.
3. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to implement a 3% General Wage Increase for 2023.
4. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association Police Benevolent Association (NEPBA), to implement a 3% wage Increase for 2023.

The following pay plan shall be in effect the first pay period of 2023

Changes to the compensation and classification schedules are shown in red type; new positions and retitled or reclassified positions are shown in red bold type, position deletions are shown stricken and in red italics type.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2023 SALARY & GRADES TO INCLUDE 3% GWI

<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	\$17.79	\$26.00	-	-

2	Custodian	\$19.99	\$26.99	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$21.20	\$28.61	-	-
	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$22.46	\$30.31	-	-
	Custodial Supervisor	-	-	-	-
5		\$23.80	\$32.14	-	-
6	-	\$25.22	\$34.42	-	-
7	Administrative Secretary	\$26.75	\$37.84	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-

	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Accounting Clerk III (New)	\$29.42	\$39.71	-	-
	Administrative Assistant	-	-	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Benefits Specialist	-	-	-	-
	Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector (New)	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,176.75	\$1,588.55
	Children's Librarian	-	-	-	-
9	Assistant City Engineer**	\$32.36	\$43.69	-	-
	Code Health Inspector**	-	-	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator (New)	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Associate Planner**	-	-	\$1,294.40	\$1,747.70
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
10	Assistant City Engineer**	\$35.64	\$48.10	-	-
	Cemetery Sexton**	-	-	-	-
	Financial Analyst	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Community Nurse	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,425.52	\$1,924.05
	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$37.77	\$50.98	-	-

1

	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	System Administrator	-	-	-	-
	Administrative Services Manager**	-	-	\$1,510.80	\$2,039.05
	Airport Operations Supervisor**	-	-	-	-

	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Fire Marshal**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$40.03	\$54.04	-	-
	Water Treatment Superintendent**	-	-	-	-
	Chief Innovation Officer	-	-	\$1,601.12	\$2,161.47
	Administrative Services Manager**	-	-	-	-
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Library Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager**	-	-	-	-
13	Airport Manager	-	-	\$1,697.19	\$2,291.22
	Assistant Fire Chief	-	-	-	-
	Chief Innovation Officer	-	-	-	-
	Cyber Security Analyst	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director (New)	-	-	-	-
	Deputy Fire Chief**	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-
	Police Captain**	-	-	-	-
	Deputy Planning and Development Director (New)	-	-	-	-
	Systems and Operations Administrator	-	-	-	-
14	Human Resources Specialist (New)	\$44.98	\$60.72	-	-
	Airport Manager	-	-	\$1,799.12	\$2,428.62
	Assistant Director/Public Works	-	-	-	-
	Assistant Fire Chief	-	-	-	-

**Denotes LPASE Employees for which the January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

B. SEASONAL/TEMPORARY& STIPEND EMPLOYEES

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk	-	\$15.29
Election Assistant	-	\$15.29
Supervisors of the Checklist	-	\$15.29
Moderator	-	\$21.84
Ward Clerk	-	\$21.84
ELECTION DAY STIPEND		
Chair Supervisor of the Checklist	-	\$244.86
Supervisor of the Checklist	-	\$207.44
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$12.29	\$31.16
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$11.08	\$16.65
Lifeguards	\$11.08	\$19.11
Head/Lead Counselors	\$14.42	\$17.73
Head & WSI Lifeguards	\$13.30	\$19.93
Head Front Desk Attendant - Pool	\$13.30	\$16.63
Outdoor Adventurer - Educator	\$13.85	\$17.73
Softball Coordinator	\$13.85	\$17.73
Day Camp Counselors	\$11.08	\$16.65
Arts & Craft Director	\$14.42	\$18.56
Farmers Market Coordinator	\$15.52	\$19.95
Market Assistant	\$13.30	\$16.63
Tennis Instructor	\$16.63	\$21.06
Stomp & Romp	\$16.63	\$21.06
Pool Operations Manager	\$16.63	\$22.93
Asst. Pool Director	\$16.63	\$22.93
Assistant Camp Director	\$16.63	\$22.93
Pool Director	\$17.73	\$26.20
Camp Director	\$17.73	\$26.20

RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$223.82	\$780.64
Tree Warden – Stipend (New)	\$2,500	\$5,000
LIBRARY POSITIONS		
Circulation Substitutes	-	\$14.64
Custodian Substitutes	-	\$17.41
Reference Librarian Substitutes	-	\$24.73
PUBLIC WORK POSITIONS		

Engineering Clerk	\$12.20	\$15.52
GIS Clerk – (or Intern)	\$16.63	\$18.85
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$17.73	\$22.41
CDL Seasonal Drivers	\$24.90	\$54.59
PLANNING POSITIONS		
Park Ranger	\$16.63	\$18.85
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$18.05
*Communications Specialist	\$26.75	\$37.84
Police Administrative Aide	\$22.17	\$25.49
Parking Control Officer	\$22.17	\$25.49
Police Officers	\$28.71	\$37.95
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$26.75	\$37.84
Lead Recording Secretary (New)	\$24.91	\$30.31
Recording Secretary	\$23.83	\$26.04
Recording Secretary Coordinator	\$24.91	\$26.60
SHARED POSITION		
General Intern I	\$14.42	\$18.29

*Denotes wages increased above 6% - These positions follow the full-time pay plan wages scale.

ARTICLE III, BARGAINING UNIT EMPLOYEES

A. AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO – Employees covered by the terms and conditions of the collective bargaining agreement between the City and AFSCME (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL-CIO, (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2023 through the last pay period of 2023, as provided in that agreement, and as placed on file in the office of the City Clerk.

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

AFSCME LOCAL 1348 - 2023 SALARY GRADES								3%
GWI								
	<u>Minimum</u>	<u>Maximum</u>						
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	
1	\$19.53	\$20.08	\$20.67	\$21.25	\$21.79	\$22.47	\$23.16	
2	\$21.07	\$21.68	\$22.31	\$22.92	\$23.52	\$24.25	\$25.00	
3	\$22.75	\$23.43	\$24.12	\$24.77	\$25.48	\$26.27	\$27.08	
4	\$24.57	\$25.33	\$26.06	\$26.81	\$27.59	\$28.44	\$29.33	
5	\$26.62	\$27.43	\$28.24	\$29.05	\$29.90	\$30.83	\$31.79	
6	\$28.83	\$29.69	\$30.65	\$31.59	\$32.54	\$33.51	\$34.42	
7	\$31.23	\$32.21	\$33.23	\$34.25	\$35.27	\$36.33	\$37.31	
8	\$32.80	\$33.84	\$34.91	\$35.99	\$37.14	\$38.28	\$39.77	
9	\$35.62	\$36.73	\$37.94	\$39.12	\$40.32	\$41.53	\$43.23	

The January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197 / INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) - Employees covered by the terms and conditions of the collective bargaining agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2023 through the last pay period of 2023, as provided in that agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2023 SALARY GRADES								3%GWI
<u>Minimum</u>	<u>Maximum</u>							
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	
Firefighter - EMT	\$24.88	\$25.68	\$26.47	\$27.30	\$28.08	\$28.88	\$29.76	
Firefighter - Paramedic	\$26.88	\$27.69	\$28.54	\$29.32	\$30.12	\$30.95	\$31.81	
Fire Alarm Technician	\$31.88	\$32.54	\$33.21	\$33.84	\$34.50	\$35.13	\$35.77	
Lieutenant	\$32.03	\$32.47	\$32.93	\$33.39	\$33.83	\$34.28	\$34.73	
Fire Inspector	\$32.05	\$32.57	\$33.12	\$33.64	\$34.19	\$34.71	\$35.28	
Lieutenant - Paramedic	\$33.92	\$34.37	\$34.81	\$35.25	\$35.72	\$36.15	\$36.61	
Captain	\$38.12	\$38.51	\$38.96	\$39.37	\$39.78	\$40.22	\$40.62	
Inspector - Paramedic	\$34.11	\$34.64	\$35.15	\$35.70	\$36.22	\$36.74	\$37.33	
Captain - Paramedic	\$39.40	\$39.82	\$40.21	\$40.63	\$41.05	\$41.45	\$41.92	

The January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA) - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)(effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2023 through the last pay period of 2023, as provided in that agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION – 2023 SALARY GRADES							3%GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$28.71	\$30.38	\$31.43	\$32.98	\$34.64	\$36.39	\$37.95
Corporal	\$39.04						
Sergeant	\$39.04	\$39.86	\$40.88	\$41.93	\$42.95	\$43.97	\$45.05

The January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

2. SCHEDULE PUBLIC HEARING:

Assistant Mayor Below FURTHER MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 14, 2022, beginning at 6:00pm, Council Chambers, City Hall, Lebanon, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, on the tables (listed above) and as referenced on pages 93-99 of the Council agenda packet.

Seconded by Councilor Whittlesey.

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

B. Presentation of Urban3 Phase 2 cost-of-services analysis for Lebanon.

Included in the agenda packet:

1. State of New Hampshire: Phase 2 Fiscal Health Analysis, Cost of Infrastructure Study Scope
2. Urban3 Cost of Infrastructure Study Presentation.

(NOTE: Complete presentation and analysis information can be found on Pages 101-162, City Council agenda packet)

Deputy City Manager David Brooks reviewed the background and the reason behind the Urban3 Phase 2 cost-of-services analysis for Lebanon as listed below.

BACKGROUND:

In 2020, the New Hampshire Housing Finance Authority (NHHFA) retained Urban3 to conduct a Phase 1 Value-per-Acre revenue analysis for several New Hampshire communities to better understand the interaction between tax rates, land use, and land values. Lebanon was one of 15 municipalities studied using revenue data and 3D visualizations to identify the types and locations of development that create the greatest tax return for a community. The results of the Phase 1 analyses for the statewide data were presented on October 15, 2020, and a more- focused presentation of Lebanon and other Upper Valley communities occurred on October 29, 2020. Presentation materials and video recordings of the Phase 1 Value-per-Acre analyses are available through the [NHHFA website](#).

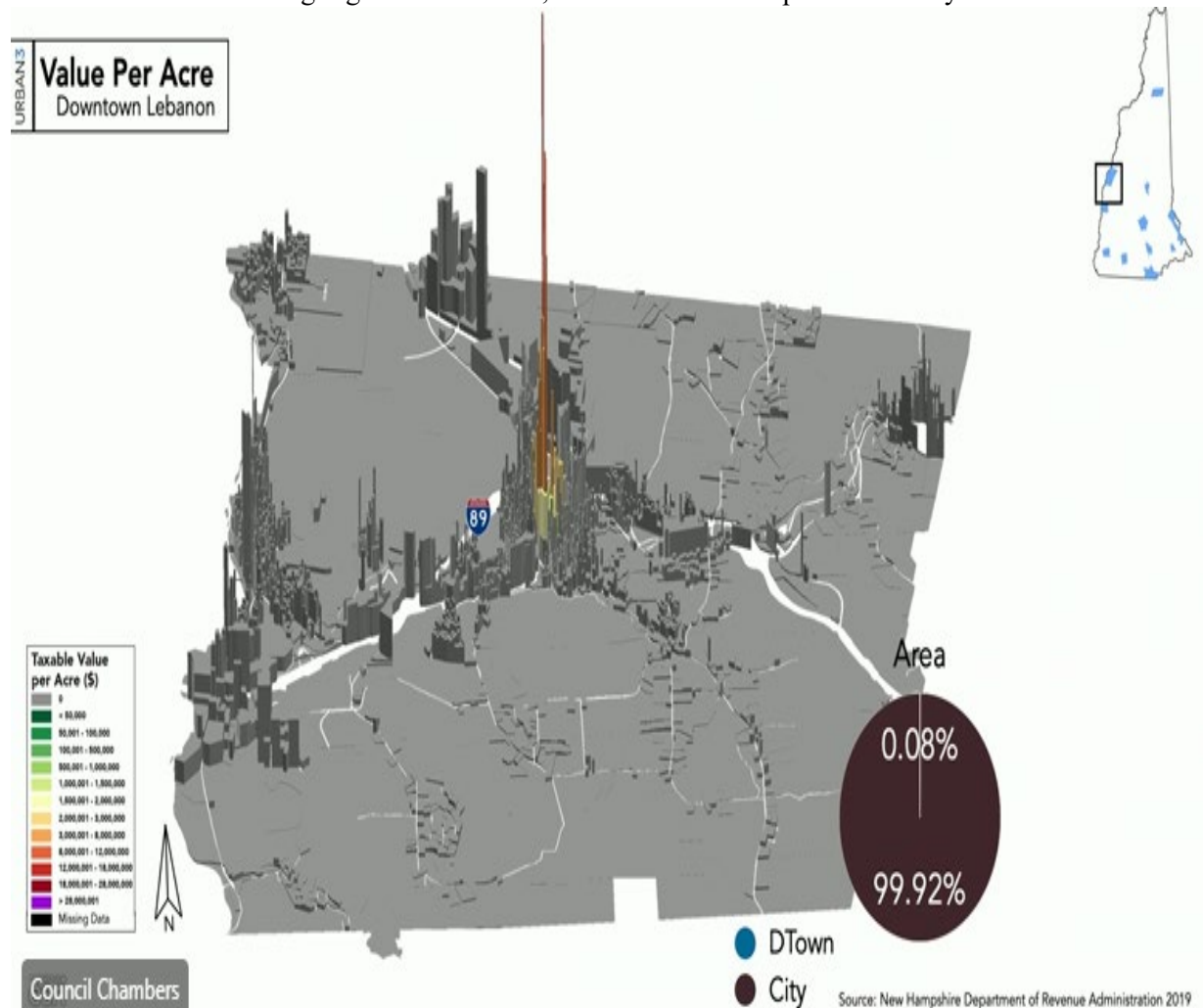
In 2022, NHHFA again contracted with Urban3 to conduct a more in-depth Phase 2 Cost-of- Infrastructure analysis for select communities. Lebanon is one of only 4 municipalities in the state for which Urban3 has completed a cost of infrastructure analysis to assist policy makers and municipal staff in better understanding the role development patterns play in influencing infrastructure costs.

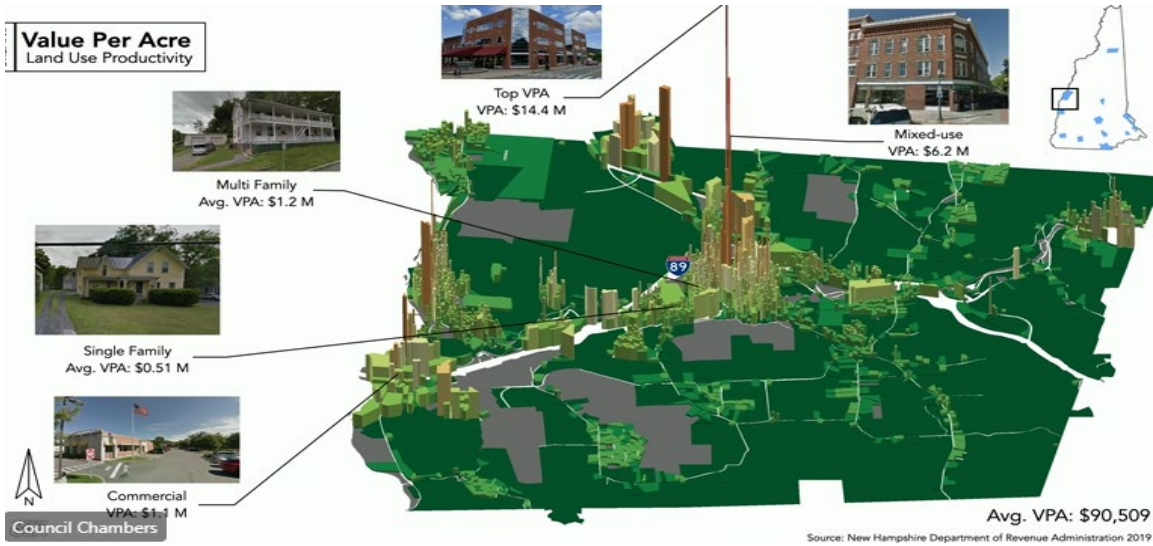
Using Lebanon-specific data and information provided by the City, Urban3 has examined municipal finances and developed a cost-of-services model focused on local services, infrastructure, and capital projects, including roadways and water, sewer, and stormwater utility networks. The analysis then reviews lifecycle costs and budgetary impacts of Lebanon’s development patterns.

When paired with the results of the Phase 1 revenue analysis, the Phase 2 cost analysis gives the City a better understanding of its total infrastructure liability and its long-term fiscal health. This information allows the City to have data-driven discussions about the impacts of various patterns and locations of development.

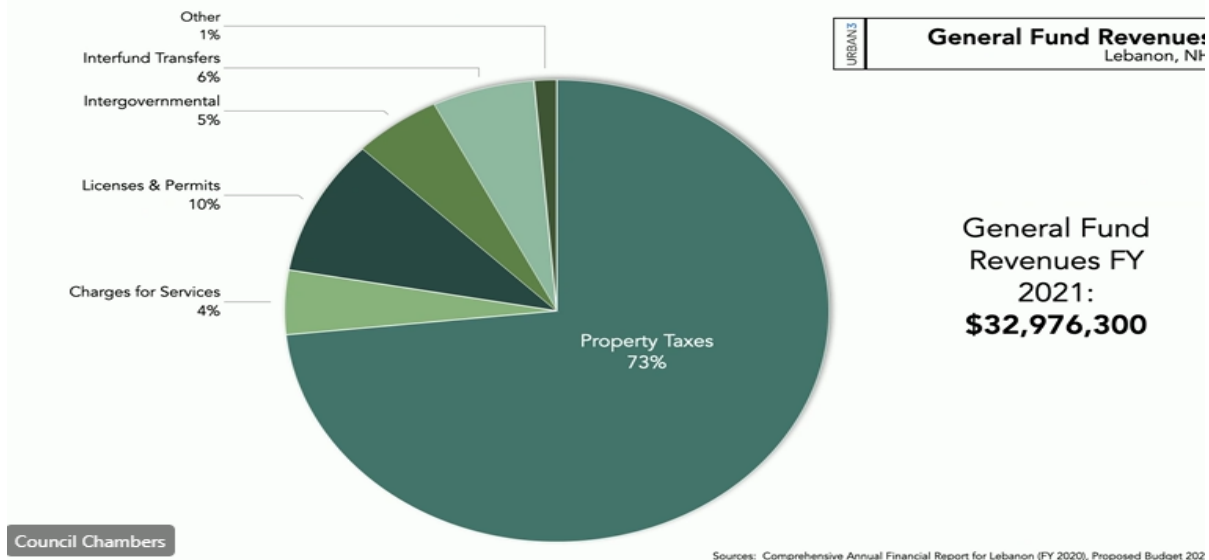
Joe Minicozzi, Urban Planner and Principal of Urban3, and George Reagan of NHHFA (New Hampshire Housing Finance Agency) were present. Mr. Minicozzi gave a detailed presentation on new ways the City can think about and visualize land use, urban design and economics. Mr. Minicozzi’s company was founded to explain and visualize market dynamics created by taxes and land use policies and their work establishes new conversations across multiple professional sectors, policy makers and the public to creatively address the challenges of urbanization.

Below are a few of the highlights for Lebanon, NH included in the presentation by Mr. Minicozzi:





In the screen shot above, Mr. Minicozzi noted that a single family home average VPA (Value Per Acre) was \$0.51M and a multi-family development was worth an average of \$1.2M VPA. There is a lot of biases that people have where they say multi-family housing is not productive, but Lebanon's data shows otherwise. Commercial property is $\leq$ multi-family VPA. Mixed use is approximately \$6.2M in VPA.

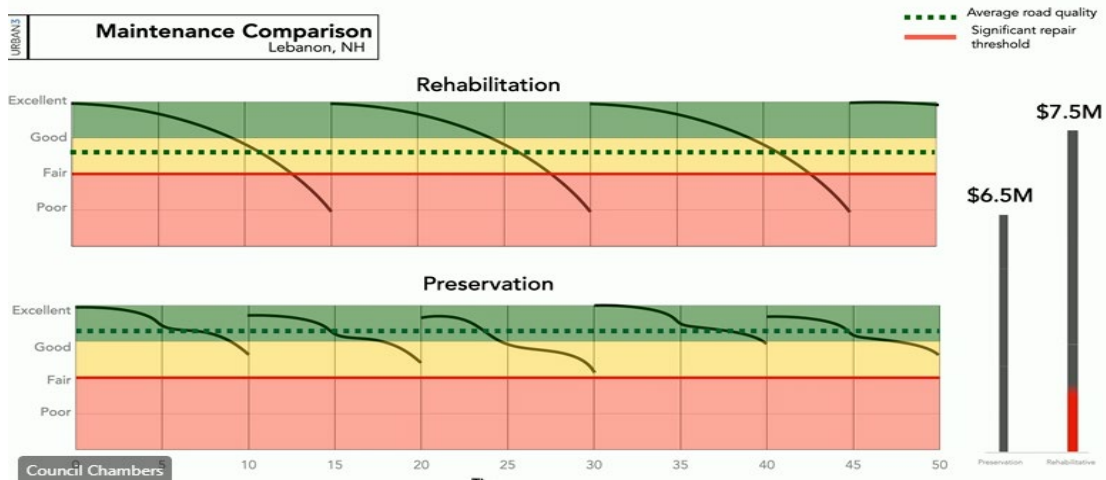


Almost $\frac{3}{4}$ of Lebanon's funds come from property taxes on the revenue side. The good thing about this is that we can control/manage this through zoning and planning.

Other things to think about are pipes, and a stormwater system. Think about these geographic commitments and think about the land uses adjacent to them. For example, if you have a mile of pipe, this is a fixed cost. If one house is put along that mile of pipe, it will be more expensive than if you put 20 houses on that pipe because the cost of that pipe can be divided by 20 rather than one.



Mr. Minicozzi also spoke about debt service through bonds and to him it is payment given to a bond company, or interest. We have been working with the Government Finance Officers Association to get this habit changed. Inside the municipal finance standards, road and pipes are counted as assets, which was odd to him. They should be liabilities because you cannot pick a road up and sell it to someone. Roads/pipes, etc. have a useful life span before they need to be replaced. It would be better to put a little proceeds away into a savings account to use as an investment so in 20-years you can pay for this. Using bonds is like using a credit card: you are paying interest on it. Think about reserve accounts for future needs.



The graph above is an example of preventative maintenance, where you may spend a little less more often overall. However, you are doing more repetitive maintenance overtime to keep it from hitting a failure situation before you get to a full reconstruction. When this is done, the actual cost is cheaper. He noted that citizens often complain about not spending more on taxes, but what they do not understand is that while you can put a cap on taxes, you are not able to cap future expenses from vendors.

Assistant Mayor Below questioned where he gets the figures for what the City should be spending, and if they took into account Lebanon's Debt Service of \$70M over the past 1-2 decades on the CSO (EPA

required) separation, noting the City has a lot of stormwater infrastructure, as well as water/sewer infrastructure. Mr. Minicozzi used the analogy of a car noting that when it is new, you do not do much to it, but eventually you are going to start having those expenses and the thought is the City should start setting aside funds for future expenses.

Mayor McNamara spoke about the relatively new infrastructure in the City and felt there should be some recognition/credit for the City's infrastructure, particularly water/sewer pipes. Mr. Minicozzi agreed but felt this is a reasonable way of looking at this, to break the (bond) cycle.

Councilor Whittlesey noted you still have to put in the maintenance and by making that investment maybe we can stretch out the initial capital cost over a longer life.

Mayor McNamara noted the City has bought into this for the roads. With regard to things like sewer/water, we have taken advantage of opportunities and not bonded for them. Mr. Minicozzi noted he cannot predict the future, and does not know how climate change will affect the City, but there will be things that happen. It is more of a mindset of understanding.

Councilor Liot Hill noted it would be very interesting to add the value of the cost of services rendered to this analysis (i.e., Fire Department/EMS Services/LPS, etc.). Mr. Minicozzi stated this would be a next level and suggested breaking the Fire Departments into districts (i.e., there will be different district differential rates based on true costs and transportation needs).

Mayor McNamara's take away from this going forward is zoning and reinforcing infill, if you can make it acceptable, in order to maximize the value per acre of what is on that land, whether it is the infrastructure under the street or just the land itself.

Mr. Minicozzi closed his presentation noting the "If you can't measure it, you can't manage it. Focus on the stuff you can measure." He knows a lot of folks bring emotional arguments to cities about things that are important to discuss, but they do not necessarily have an effect on anything you can do with it from a management perspective. He would advocate to start thinking about new tax models in the system and suggested having separate fund accounts (for preventative maintenance) for sewer, water, stormwater, electric, gas, and roads (Transportation Utilities Fees).

ACTION: *No action was required by the Council. This was for informational purposes only.*

C. Discussion & Set Public Hearing for December 7, 2022: Ordinance #2022-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in Ambulance Fees.

Included in the agenda packet:

1. Proposed Ordinance #2022-05 (*Pages 163-169, City Council agenda packet*)
2. October 31, 2022, memorandum from Fire Chief Wheatley regarding Ambulance Service Rate Increase
2. Lebanon Fire Department Ambulance Fee Schedule Change Proposal
3. Ambulance Service Comparative Rate Study

LPD Chief Wheatley and Assistant LPD Chief Jeff Libbey were present. Fire Chief Wheatley reviewed the proposed Ambulance Service rate increases.

BACKGROUND

A comprehensive review of existing ambulance fees and a comparison to other EMS transport services throughout the state and region was completed by the Lebanon Fire Department in 2021, and an 8% increase in ambulance services rates occurred for 2022. Since then, calls for service have increased 5% and there has been an increase in ambulance amortization schedules and maintenance. Fire Chief Wheatley proposed a 7.9% increase to keep up with the cost of living in ambulance service rates for 2023 bringing the City's fees closer to the average. Even with this increase we are still going to be just below the average of all the other communities providing this service. Please see memo from Chief Wheatley in the City Council agenda packet for more details.

Mayor McNamara asked if there was any reason not to increase these fees further. Chief Wheatley felt this was a responsible number to use based on the economy and the situation we are in right now. We can revisit fees again next year.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 7, 2022, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2022-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in ambulance fees.

Seconded by Councilor Wilkie.

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

CITY OF LEBANON ORDINANCE #2022-05

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees, for the purpose of increasing ambulance fees as follows:

E. Ambulance fees shall be as follows:

- (1) Basic Life Support, resident: ~~\$577.37~~ **\$622.98**
- (2) Basic Life Support, nonresident: ~~\$643.26~~ **\$694.08**
- (3) Advanced Life Support 1, resident: ~~\$1,062.29~~ **\$1,146.20**
- (4) Advanced Life Support 1, nonresident: ~~\$1,140.72~~ **\$1,230.84**
- (5) Advanced Life Support 2, resident: ~~\$1,594.74~~ **\$1,720.72**
- (6) Advanced Life Support 2, nonresident: ~~\$1,707.95~~ **\$1,842.88**
- (7) Specialty Care Transport: ~~\$2,083.78~~ **\$2,248.40**
- (8) Mileage: ~~\$13.88~~ **\$14.98**
- (9) Co-pay Waiver, resident: ~~\$108.70~~ **\$117.29**
- (10) Advanced Life Support, no transport: ~~\$489.15~~ **\$527.79**

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective January 1, 2023.

D. Discussion & Set Public Hearing for December 7, 2022: Ordinance #2022-06 to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule.

Included in the agenda packet (*Pages 170-176, City Council agenda packet*):

1. Proposed Ordinance #2022-06
2. October 31, 2022, memorandum from Fire Chief Wheatley re: Fire Prevention Inspection Fee Schedule Updates
3. October 2022 Fire Inspection Comparative Fee Schedule

BACKGROUND

Fire Chief Wheatley requested the Council take action to update the current fee structure for certain fire prevention inspections. He noted the last time this was visited was in 2015. What we really want to do is take a look at what the LPD is spending most of their time on and what is driving the services that they are seeing. He spoke about the increasing Fire Alarms and sprinkler retesting inspections, propane above ground storage tanks (45/mo.), and blasting permit application increases due to the increase in construction.

For further explanation, please see the memorandum from Fire Chief Wheatley dated October 31, 2022 in the City Council agenda packet.

In response to Councilor Simon's question regarding how many blasting permits are being issued, Chief Wheatley stated they are seeing on average approximately 5/month. It has picked up a little more over the last 2-3 years due to construction. We got this fee by comparing what other communities are doing.

ACTION:

Councilor Whittlesey MOVED that the Lebanon City Council hereby schedules a public hearing beginning at 7:00pm on December 7, 2022 in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2022-06 to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule as shown in the November 16, 2022 agenda packet.

Seconded by Councilor Simon.

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

E. Discussion & Set Public Hearing for December 7, 2022: Ordinance #2022-07 to amend City Code Chapter 97, Landfill, by updating the current fee schedule.

Included in the agenda packet (*Pages 177-179, City Council agenda packet*):

1. Proposed Ordinance #2022-07

City Manager Mulholland explained the background for this proposed ordinance change, noting this is more detailed. The commercial tonnage is going from \$76.50 to \$78.80 (3% >) and the residential bag price is going from \$1.50 to \$2.00 per household bag and spoke briefly about the other changes.

BACKGROUND

City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee schedule for disposal of refuse and recycling of certain materials. The fee schedule is to be reviewed annually for possible updates based on current market rates.

Below is the fee schedule proposed to be effective starting January 1, 2023.

**CITY OF LEBANON
ORDINANCE #2022-07**

AN ORDINANCE TO AMEND Chapter 97, Landfill Regulations of the Code of the City of Lebanon, Appendix A, Fee Schedule.

BE IT ORDAINED, by the City Council of the City of Lebanon as follows:

Section 1.

The Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule for Disposal at the Landfill Solid Waste Facility, is amended as follows:

Item	Fee
MSW – Commercial	\$76.50/ton <u>\$78.80/ton</u>
MSW – Residential	\$1.50 <u>\$2.00</u> /household bag - \$3 <u>\$4.00</u> /contractor bag \$15 <u>\$20.00</u> per punch card
Minimum Load – Scale Use (200lbs)	MSW - \$10.00 (6 <u>5</u> punches) C&D - \$15.00 <u>\$16.00</u> (10 <u>8</u> punches) Bulky - \$12.00 (8 <u>6</u> punches)
Construction and demolition debris – commercial NOTE: This does not include mixed aggregates	\$150/ton
Construction and demolition debris – residential	1 punch = 20 lbs. of C&D 1 card = 200 lbs. of C&D
Mattresses	\$9 per item (6 punches) <u>\$10 per item (5 punches)</u> \$120/ton (oversized bulky waste rate)
Furniture	\$9 per item (6 punches) <u>\$10 per item (5 punches)</u> \$120/ton
Tires	\$7.50/tire <u>\$10.00/tire</u> (5 punches) \$175/ton <u>farm/construction tires</u>
Yard trimmings and brush	\$15/ton for loads larger than 2 cubic yards
Bulk loads of glass, asphalt, brick and concrete and mixed aggregate	\$30/ton

Electronic waste – monitors and TVs	\$21/item (14 punches) <u>\$20/item (10 punches)</u> \$0.30/lb. on CRTs larger than 27"
Electronic waste – solar panels	\$30/ panel <u>\$40/panel (20 punches)</u>
Electronic devices – DVD, VCR, stereo, etc.	\$9/item (6 punches) <u>\$10/item (5 punches)</u>
Freon-containing devices	\$21/unit (14 punches) <u>\$20/unit (10 punches)</u>
Fluorescent bulbs	\$0.15/ft.
Compact fluorescent lamps (CFLs)	\$0.60/each
Cover materials	\$15/ton
Food waste	\$50/ton
Food scraps – household	1 punch card (10 punches) until June 30 ½ punch card (5 punches) July 1 and after <u>No charge for food scrap composting</u>
Pressurized cylinders – fire extinguishers and propane tanks	\$12/tank
Small pressurized tanks	\$1.50/each

Section 2. Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdictions, such decisions shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3. Effective Date.

This ordinance shall become effective January 1, 2023.

Mayor McNamara noted the only question he has relates to the discrepancy between residential, which is 33% more vs. a 3% for commercial trash collectors. He felt that in order to be equitable the commercial rate should be going up more than 3% or the residential rate should not be going up by 33%.

City Manager Mulholland explained that the cost to handle household trash bags was infinitely more expensive. Even though they are only 5% of the volume in the landfill, their cost is due to the handling staff does with those bags (i.e., checking for permits; checking where people are from; do they have the proper documents, punching the tickets, etc.). For commercial users, the trucks that go over the scales do not require any staff at all.

Councilor Liot Hill felt this was comparing apples to oranges because while residential users only make up 5% of the volume in landfill and most of the operating costs, they make up very little of the landfill lifecycle cost. Whereas Casella, for example, is getting a better deal than the residents and are taking up more room in the landfill.

Councilor Heistad felt the big cost is through the value of the land, which is being filled. He did not think the City's labor volume was anywhere near the cost of what it is to the City because that land has a value and we are selling it out to other people. That is the major cost and Lebanon's landfill is being depleted.

While Mayor McNamara understands the cost for staff, he noted (for commercial vehicle) the cost and what it takes to spread that trash, compact it, put covers over it and, like Council Heistad said, what is the value of

1 the volume that this trash is taking up.

2
3 Councilor Whittlesey spoke about why he felt the pricing structure should reflect utilizations and explained
4 his reasoning. The pricing structure should be reflective of the increased cost of managing that commercial
5 trash and not look at those percentage increases relative to each other but look at them separately and say:
6 what is the cost of utilization on the commercial side vs. costs of personnel staffing on the residential side?

7
8 Councilor Heistad reiterated that the real cost is to the City. We cannot go back and reclaim that land,
9 which has now been filled. That is gone as far as the City's asset goes, and a lot of other communities do
10 not have this asset and are not spending part of their land to take care of their own trash: we are taking care
11 of it (trash) for them and putting it into our own land. Most towns do not have their own facility and we
12 (Lebanon) is selling ours at a cost.

13
14 Councilor Simon agreed with what City Manager Mulholland was saying as far as it is cheaper/easier to
15 drive a big truck across (the scales) than it is to have 100 cars go through. It sounds like what we want is to
16 not have people driving their own trash individually here. It is not as simple as that because then we will be
17 saying we will not be taking recycling, composting, etc. There are more things provided at the facility than
18 just doing punch cards for a bag of trash. As Councilor Heistad pointed out, it is a community resource. At
19 some point in time, we started sharing our community resource and now we are making it more and more
20 expensive and difficult for our residents to utilize this resource by raising the fees. He felt this was a much
21 larger discussion regarding operations that we should be having at some point in time and agreed with the
22 Mayor that this is disproportionate, especially since he feels it would be cheaper for him to hire a trash
23 hauler than it would be to take his own trash to the landfill.

24
25 The Council continued lengthy discussions that included: landfill utilization and what costs/assets are being
26 utilized; costs for residential trash vs. commercial cost; what is the cost to maintain the landfill for the space
27 commercial haulers are utilizing; is the \$78.80/ton reflective of the asset commercial vehicles are using up;
28 how, from a perception standpoint, residents would be paying 33% per unit of trash than they would be
29 today but the commercial trash hauler would most likely be passing on their entire 3% to their clients;
30 should the Council be thinking about raising the commercial rate; how the landfill is a marketplace and the
31 City does not know, yet, what the cost of PFAS cleanup will be; what should the City be doing as far as
32 encouraging our citizens to compost their trash – what is the end game and what does the City want to
33 encourage; the extra costs for the equipment/equipment operator to move the trash bins; is there an
34 inadvertent effect of causing some people to do less recycling; how recycling is bringing in a revenue
35 stream for the City; continuing to fill the capacity of Lebanon's landfill and what should be done down the
36 road when the capacity is reached and Lebanon needs to find more capacity (designating more land/natural
37 resources for trash); by keeping the commercial rates low, are we neglecting to cover any other fees.

38
39 Councilor Liot Hill felt it was not right to go above a number that has been publicly noticed and suggested
40 the Council pick a number (i.e., \$85/ton for commercial) and then at the Public Hearing we will have Erica
41 Douglas, Solid Waste Manager tell us if this is a bad idea. We can adjust the number down if need be.

42
43 Mayor McNamara noted he would like commercial adjusted up to 6%.

44
45 Councilor Wilkie expressed his concerns and reasons why an increase in commercial rates would be
46 confusing to the public, especially if they would be decreased at the time of the Public Hearing.

47
48 Councilor Sykes noted that from his discussions with residents, what they care about is: 1) Cost, and 2) the
49 idea of the colored bags as a new way of operating. City Manager Mulholland explained the ordinance is
50 written as a fee per bag, whether or not is a grocery bag or other type of bag.

The Council continued discussions and asked questions about the increase in landfill fees and the short/middle/long-term needs of the landfill and the potential high cost of PFAS cleanup.

ACTION:

Councilor Liot Hill MOVED that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 7, 2022, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2022-07, to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule.

Seconded by Councilor Simon.

Councilor Liot Hill spoke to her motion noting it would be very helpful to have Solid Waste Manager Erica Douglas present at the next meeting and hopefully she will be prepped based on tonight's discussion. We did just raise the landfill costs for residents last year. One question she will have for Erica is: If resident's are only 5% of the tonnage, then how much would we have to increase the commercial tonnage in order to allow a 0% increase for residents?

Mayor McNamara noted that a change on either end will impact residents. For him, it is a question of understanding the economics behind this and what makes the most sense.

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

F. Discussion & Set Public Hearing for December 7, 2022: Proposed City Charter Amendment relative to making the term "City Manager" capitalized throughout the charter.

Included in the agenda packet ([Pages 180-205, City Council agenda packet](#)):

1. Draft Proposed Charter Amendment Language

ACTION: *No action taken due to advice from legal counsel that there needs to be a separate amendment for this and there is no time to get this done in time to be placed before the voters on March 4th, 2023*

G. Discussion & Set Public Hearing for December 7, 2022: Ordinance #2022-08 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8% increase to the Water Service Rate and a 7.2% increase to the Sewer Service Rate.

Included in the agenda packet ([Pages 206-208, City Council agenda packet](#)):

1. Proposed Ordinance #2022-08

City Manager Mulholland reviewed the changes to proposed Ordinance #2022-08.

BACKGROUND

An increase of 8.0% to the Water Service Rate (base user rate and minimum charge) and 7.2% to the Sewer Service Rate (base user rates, minimum charge, and residential flat rate), effective January 1, 2023, is being requested.

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

There is a caveat about the infrastructure about the planned well that we are going to be producing to the waters. This number has not been finalized. There is a rough estimate but it is likely to increase.

ACTION:

Councilor Wilkie MOVED that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 7, 2022, beginning at 7:00 pm, in Council Chambers, City Hall, and Remote via City’s Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2022-08 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8.0% increase to the water service rate and a 7.2% increase to the sewer service rate.

Seconded by Councilor Whittlesey.

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

CITY OF LEBANON ORDINANCE #2022-08

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees, to increase water and sewer service rates.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows: Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, for the purpose of effecting changes to water and sewer rates, as follows:

§68-15.B Public Utilities (water/sewer) fees shall be as follows:

§68-15.B(1) Water service rates:

§68-15.B(1)(a) Per 100 cubic feet:

- [1] Single-family residential: 0 to 1,200 cubic feet: ~~\$3.77~~ \$4.07
- [2] Single-family residential: greater than 1,200 cubic feet: ~~\$7.54~~ \$8.14
- [3] Non-residential and non-single-family residential: ~~\$5.66~~ \$6.11

§68-15.B(1)(b) Fixed charge per quarter:

- [1] 5/8-inch: ~~\$19.79~~ \$21.37
- [2] 3/4-inch: ~~\$63.23~~ \$68.29
- [3] One inch: ~~\$94.02~~ \$101.54
- [4] 1.5-inch: ~~\$165.35~~ \$178.58
- [5] Two-inch: ~~\$273.88~~ \$295.79
- [6] Three-inch: ~~\$704.94~~ \$761.34
- [7] Four-inch: ~~\$2,735.32~~ \$2,954.15
- [8] Six-inch: ~~\$5,215.43~~ \$5,632.66
- [9] Eight-inch: ~~\$10,020.23~~ \$10,821.85

§68-15.B(7) Sewer service rates:

§68-15.B(7)(a) Fixed charge per quarter:

[1] 5/8-inch: ~~\$29.60~~ \$31.73

[2] 3/4-inch: ~~\$94.63~~ \$101.44

[3] One inch: ~~\$140.71~~ \$150.84

[4] 1.5-inch: ~~\$247.45~~ \$265.27

[5] Two-inch: ~~\$409.89~~ \$439.40

[6] Three-inch: ~~\$1,055.01~~ \$1,130.97

[7] Four-inch: ~~\$4,093.68~~ \$4,388.42

[8] Six-inch: ~~\$7,805.46~~ \$8,367.45

[9] Eight-inch: ~~\$14,996.34~~ \$16,076.08

§68-15.B(7)(b) Per 100 cubic feet of metered water usage: ~~\$11.18~~ \$11.98

§68-15.B(7)(c) Flat rate (limited to consumers who are not provided water service or a meter for computing flow):

[1] Residential: ~~\$365.18~~ \$391.47 per quarter.

[2] Commercial: estimated flow to be computed by the Department of Public Works based on facility use and occupancy at the rate contained in Subsection **B(7)(b)** above.

§68-15.B(10) Town of Enfield Sewer Rental Rate

§68-15.B(10)(a) ~~\$13.48~~ \$14.45 per 100 cubic feet.

§68-15.B(10)(b) New or expanded sewer users within the Town of Enfield are subject to the Sewer Development Charge at the same rate charged to sewer users within the City of Lebanon.

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause, or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses, or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective January 1, 2023.

11. City Manager Report:

Mayor McNamara spoke about the meeting between 13 Mayors and the Governor to discuss additional funding for hotel rooms, fuel, etc. We did hear back from the Governor's Office and he would like us to meet first with the DEA, so this meeting is set for Monday, November 21st, 3:00PM. We should have a report for the Council at our next meeting.

City Manager Shaun Mulholland updated the Council on the following:

- Westboro Yard
- Spencer Street: Deputy City Manager Brooks noted he spoke with Ken Braverman and they are in the process of extending the timelines due to the cleanup taking so long, which exhausted the deadlines that were built into the original agreement. We are also working in building in some

1 interim milestones and thresholds of activity to show progress towards an
2 application/construction.
3

4 **12. COUNCIL REPRESENTATIVES TO OTHER BODIES: NONE**

5
6 **13. FUTURE AGENDA ITEMS: NONE**

7
8 **14. NON-PUBLIC SESSION: NONE**

9
10 **15. ADJOURNMENT:**

11 *Councilor Simon MOVED for adjournment.*

12 *Seconded by Councilor Heistad.*

13
14 **The Vote on the MOTION was unanimously approved (9-0)*

15
16 **The meeting was adjourned at 9:52 PM.**

17
18 Respectfully submitted,

19 Dona E. Gibson

20 Recording Secretary

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

7. APPOINTMENTS:

APPOINTMENTS

Board/Committee Appointments as presented by City Clerk Kristin Kenniston:

- Diversity, Equity & Inclusion Commission, Keiselim Montas (Reappointment as Regular Member)
- Zoning Board of Adjustment, Paul McDonough (Appointment as Regular Member; currently serving on ZBA as an Alternate Member)
- Conservation Commission, Bruce James (Reappointment as Regular Member)
- Conservation Commission, Christopher Johnson (Reappointment as Regular Member)
- Board of Cemetery Trustees, Antonio Palazzo (Reappointment as Ward 3 Representative)
- Arts and Culture Commission, Jessica Giordani (Changing appointment of current term (8/22-8/25) from Ward 3 Representative to Ward 2 Representative, due to address change and recent vacancy)

Included in this Section:

1. Memo from City Clerk Kristin Kenniston dated November 28, 2022

OFFICE OF THE CITY CLERK

MEMORANDUM

DATE: November 28, 2022

TO: The Honorable Mayor & City Council

FROM: Kristin M. Kenniston, City Clerk

RE: **Appointments Proposed for Council Discussion/Action:**

If the Council wishes to proceed with action on the appointments below, a nomination should be made and voted on for each appointment. *Note: nominations do not need to be seconded.*

Diversity, Equity & Inclusion

- **Keiselim Montas** – Reappointment as a regular member for a two-year term.
Term: (12/22-12/24)

Zoning Board of Adjustment

- **Paul McDonough** – Appointment as a regular member for a three-year term. Currently serving on board as an alternate member.
Term: (12/22-12/25)

Conservation Commission

- **Bruce James** – Reappointment as a regular member for a three-year term.
Term: (12/22-12/25)
- **Christopher Johnson** – Reappointment as a regular member for a three-year term.
Term: (12/22-12/25)

Board of Cemetery Trustees

- **Antonio Palazzo** – Reappointment as a Ward 3 Representative for another two-year term.
Term: (12/22-12/24)

Arts and Culture

- **Jessica Giordani** – Changing appointment of current term (8/22-8/25) from Ward 3 Representative to Ward 2 Representative, due to address change and recent vacancy.
Term: (8/22-8/25)

From: [cityclerk](#)
To: [Kristin Kenniston](#)
Subject: FW: [EXTERNAL]Online Form Submission #5400 for Board Member Application
Date: Monday, September 20, 2021 7:34:16 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, September 17, 2021 9:56 AM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL]Online Form Submission #5400 for Board Member Application

Board Member Application

Board Member Application
City of Lebanon board / committee member application.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
- *Willingness to learn*
- *Commitment to attend meetings*
- *Treat people fairly*
- *Consider the best interest of the community as a whole when making decisions*
- *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*

(Section Break)

First Name	Keiselim (Keysi)
Last Name	Montás
Physical Address	214 Hardy Hill Road
City	Lebanon
State	NH
Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	603-727-9011

Work Number	603-646-3976
Email Address	Keiselim.A.Montas@Gmail.com
How long have you resided in Lebanon?	13 years.
(Section Break)	
Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	Diversity, Equity, and Inclusion Commission
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	I hope to be able to learn and also share some of my back ground and experiences in the hope of making our city a welcoming place where all have a equal access and opportunity to thrive.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	My personal experience as a person born in a different country who came to the US as a teenager without speaking English, and who went on to become part of fabric on this nation, while maintaining language, cultural and family connections the the country of birth, allows be (in most cases) an understanding and a simultaneous multiple perspective to culture, systems, and access to services.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

Email not displaying correctly? [View it in your browser.](#)

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

From: [cityclerk](#)
To: [Kristin Kenniston](#)
Subject: FW: [EXTERNAL] Online Form Submission #5698 for Board Member Application
Date: Wednesday, January 26, 2022 1:13:12 PM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Wednesday, January 26, 2022 1:08 PM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #5698 for Board Member Application

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Board Member Application

Board Member Application
City of Lebanon board / committee member application.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
- *Willingness to learn*
- *Commitment to attend meetings*
- *Treat people fairly*
- *Consider the best interest of the community as a whole when making decisions*
- *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*

(Section Break)

First Name	Paul
------------	------

Last Name	McDonough
-----------	-----------

Physical Address	73 Daisy Hill Rd.
------------------	-------------------

City	Lebanon
------	---------

State	New Hampshire
-------	---------------

Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	6033914877
Work Number	603-678-8000
Email Address	mcduhnuh@gmail.com
How long have you resided in Lebanon?	Since 2017
(Section Break)	
Is this an application for re-appointment?	This application is for re-appointment.
For which board, committee, or commission are you applying?	Zoning Board of Adjustment
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	I appreciate the membership of the ZBA who bring varied experience and common sense to reach the correct decision on every case, and the support provided by Tim Corwin and the planning board staff.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	An appreciation for the important role served by this board and a willingness to consider the opinions of other board members.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

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From: noreply@civicplus.com
To: [cityclerk](#); [webmaster](#)
Subject: Online Form Submission #3319 for Board Member Application
Date: Sunday, August 18, 2019 11:34:22 AM

Board Member Application

Board Member Application

City of Lebanon board / committee member application.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
 - *Willingness to learn*
 - *Commitment to attend meetings*
 - *Treat people fairly*
 - *Consider the best interest of the community as a whole when making decisions*
 - *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*
-

(Section Break)

First Name	Bruce
Last Name	James
Physical Address	82 Hardy Hill Rd
City	Lebanon
State	NH
Zip Code	03766-2011
Is this your mailing address?	Yes
Home Phone Number	3017752263
Work Number	<i>Field not completed.</i>
Email Address	brjames@umd.edu
How long have you resided in Lebanon?	4 years, 3 months

(Section Break)

Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	Conservation Commission
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	I have a strong interest in environmental conservation and sustainability challenges, and I would like to share and use my expertise in soil science, environmental science and policy, and sustainability planning in addressing issues of concern to Lebanon and our region. I would like to serve as a full-time, regular member.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I am a retired professor of soil science (particularly soil chemistry related to wetland soils and water quality), and I have extensive teaching and administrative experience in environmental science, sustainability studies, and related subjects. I grew up in Keene, NH, worked for the AMC Huts in the White Mountains, and am familiar with environmental conservation issues in the Upper Valley, New England, and other regions. As a professor, I also directed the Environmental Science and Policy program and the Sustainability Studies minor at the University of Maryland, College Park. I have a strong interest in climate change science and policy, and I could bring this knowledge to discussions and planning by the Conservation Commission. [Please note that I have not yet attended a meeting of the Conservation Commission, but will do so as soon as I can.]
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

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From: noreply@civicplus.com
To: [cityclerk](#); [webmaster](#)
Subject: Online Form Submission #3484 for Board Member Application
Date: Sunday, November 17, 2019 1:47:20 PM

Board Member Application

Board Member Application

City of Lebanon board / committee member application.

Basic Requirements

- *Lebanon/West Lebanon resident (except for those boards whose membership makeup includes non-resident)*
 - *Willingness to learn*
 - *Commitment to attend meetings*
 - *Treat people fairly*
 - *Consider the best interest of the community as a whole when making decisions*
 - *Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.*
-

(Section Break)

First Name	CHRISTOPHER
Last Name	JOHNSON
Physical Address	6 GRANITE STREET, APT. 2
City	LEBANON
State	NH
Zip Code	03766
Is this your mailing address?	Yes
Home Phone Number	9148155235
Work Number	<i>Field not completed.</i>
Email Address	sithlordarth90@msn.com
How long have you resided in Lebanon?	2 years, 8 months

(Section Break)

Is this an application for re-appointment?	This application is not for re-appointment.
For which board, committee, or commission are you applying?	Conservation Commission
Other Committee	<i>Field not completed.</i>
Why would you like to serve?	Now that I have lived in Lebanon for a few years, I want to get more involved in my local government and find a way to contribute to the town.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	I have been passionate about the environment since I was a child. I also have spent a lot of time in Lebanon's various conservation properties. I have a strong desire to help conserve the natural area in and around Lebanon, both for the sake of the environment and so people can have access to nature.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

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CITY OF LEBANON BOARD/COMMITTEE APPLICATION

You must meet the basic requirements listed below to be considered for appointment to a City board/committee.

BASIC REQUIREMENTS:

- ✓ Lebanon/West Lebanon resident (except for those boards who membership makeup includes non-resident)
- ✓ Willingness to learn
- ✓ Commitment to attend meetings
- ✓ Treat people fairly
- ✓ Consider the best interest of the community as a whole when making decisions
- ✓ Must have attended one meeting of the board that you wish to apply to within the last six months to observe the process and function of the board.

Check all that apply:

I am an applicant for: Cemetery Board of Trustees

☒ Check if for re-appointment

Name: ANTONIO PALAZZO
(Please print)

Address: 71 HARDY HILL ROAD, LEBANON, NH 03766
(street) (Town) (Zip)

Mailing Address, if different from above: _____

Home Phone 448-3178 Work Phone: _____ Cell Phone: 306-4697

Email Address: ASPALAZZO@GMAIL.COM

Continued on reverse side.....

How long have you resided in Lebanon? 4 1/2 years
(This will not necessarily reflect on your possible appointment.)

Why would you like to serve?

I enjoy serving and using my expertise in land management to support the mission of the Board.

State a few of what you feel your qualifications are or why you wish to be appointed to this board/committee.

*Commitment
Agriculture*

I hereby certify that I meet the basic requirements for applying to a Lebanon board/committee.

Sandi Allard
Applicant Signature

August 13, 2020
Date

<i>Official Use Only</i>	
<u>Interview Committee Review</u>	
Date Received by City Clerk _____	Date of Review _____
Date of Appointment _____	Appointment Term _____
Committee/Board to which appointed _____	

Please return to:

Lebanon City Clerk's Office
51 North Park Street, Lebanon, NH 03766

Fax # 442-6148

Email: Sandi.Allard@lebcity.com

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

8. PUBLIC HEARING ITEMS:

**8.A – ORDINANCE #2022-05 TO AMEND CITY CODE CHAPTER 68, FEES,
TO AUTHORIZE AN INCREASE IN AMBULANCE FEES**

A public hearing for the purpose of receiving public input and taking action on Ordinance #2022-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in ambulance fees.

The City Council scheduled this public hearing at its November 16, 2022 regular meeting. The public hearing was properly noticed in the *Valley News* on November 26, 2022 in accordance with City Code and State Law.

BACKGROUND

A comprehensive review of existing ambulance fees and a comparison to other EMS transport services throughout the state and region was completed by the Lebanon Fire Department in 2021, and an 8% increase in ambulance service rates occurred for 2022. Since then, calls for service have increased 5% and there has been an increase in ambulance amortization schedules and maintenance. Fire Chief Wheatley is proposing a 7.9% increase in ambulance service rates for 2023 bringing the City's fees closer to the average. Please see attached memo from Chief Wheatley for more details.

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby adopts Ordinance #2022-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in ambulance fees.

Included in this Section:

1. Ordinance #2022-05
2. October 31, 2022, memorandum from Fire Chief Wheatley regarding Ambulance Service Rate Increase
3. Lebanon Fire Department Ambulance Fee Schedule Change Proposal
4. Ambulance Service Comparative Rate Study
5. Notice of Public Hearing as Published in the November 26, 2022 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2022-05**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees, for the purpose of increasing ambulance fees as follows:

E. Ambulance fees shall be as follows:

- (1) Basic Life Support, resident: ~~\$577.37~~ \$622.98
- (2) Basic Life Support, nonresident: ~~\$643.26~~ \$694.08
- (3) Advanced Life Support 1, resident: ~~\$1,062.29~~ \$1,146.20
- (4) Advanced Life Support 1, nonresident: ~~\$1,140.72~~ \$1,230.84
- (5) Advanced Life Support 2, resident: ~~\$1,594.74~~ \$1,720.72
- (6) Advanced Life Support 2, nonresident: ~~\$1,707.95~~ \$1,842.88
- (7) Specialty Care Transport: ~~\$2,083.78~~ \$2,248.40
- (8) Mileage: ~~\$13.88~~ \$14.98
- (9) Co-pay Waiver, resident: ~~\$108.70~~ \$117.29
- (10) Advanced Life Support, no transport: ~~\$489.15~~ \$527.79

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective January 1, 2023.



MEMORANDUM

Date: October 31, 2022

To: David Brooks, Deputy City Manager

From: Jim Wheatley, Fire Chief

Reference: Ambulance Service Rate Increase

In 2021 a comparative analysis was conducted to measure our ambulance billing rates against other EMS transport services throughout the state and region as well as our cost for providing services. At that time, we increased rates by 8% which kept us well below the state average. We have seen an 5% increase in calls for service over 2022 coupled with an increase to ambulance amortization schedules and maintenance fees. We are proposing an additional increase to our rates by 7.9% in 2023. This request will bring us closer to the average and should assist in offsetting increased service demands. I'm happy to discuss this further should you have any questions.

Lebanon Fire Department Ambulance Fee Schedule Change Proposal

	Current Rate	Proposed Rate Effective Jan-2023
Basic Life Support Resident	\$577.37	\$622.98
Basic Life Support, nonresident:	\$643.26	\$694.08
Advanced Life Support 1, resident:	\$1,062.29	\$1,146.20
Advanced Life Support 1, nonresident:	\$1,140.72	\$1,230.84
Advanced Life Support 2, resident:	\$1,594.74	\$1,720.72
Advanced Life Support 2, nonresident:	\$1,707.95	\$1,842.88
Specialty Care Transport:	\$2,083.78	\$2,248.40
Mileage:	\$13.88	\$14.98
Co-pay Waiver, resident:	\$108.70	\$117.29
Advanced Life Support, no transport:	\$489.15	\$527.79

Comparative Rate Study

Charge	Average	Derry 2019 Current	Derry 2021 Resident Proposed	Derry 2021 Non-Resident (+20%)	Concord	Laconia	Epping
BLS-Non Emerg		\$800.00	\$1,000.00	\$1,200.00	\$895.48	\$950.00	\$1,205.00
BLS Emerg	\$1,114.42	\$800.00	\$1,000.00	\$1,200.00	\$895.48	\$950.00	\$1,205.00
ALS1	\$1,602.35	\$1,495.00	\$1,539.85	\$1,847.82	\$1,312.19	\$1,130.00	\$1,950.00
ALS2	\$2,335.24	\$2,094.00	\$2,261.52	\$2,713.82	\$1,913.74	\$1,635.00	\$3,010.00
SCT	\$2,672.42	\$2,322.00	\$2,600.64	\$3,120.77	N/A	\$1,950.00	\$3,462.62
ALS Treat/Release	\$331.80	\$300.00	\$330.00	\$396.00	\$153.00	\$100.00	N/A
Mileage	\$29.83	\$35.00	\$36.75	\$44.10	\$14.00	\$18.00	\$32.00
Bariatric Transport		N/A	N/A	N/A	N/A	N/A	N/A
Assist the Invalid/Lift Assist		\$100.00	\$110.00	N/A	N/A	\$100 after 3	N/A
Paramedic Intercept		N/A	N/A	N/A	\$549.00	N/A	N/A
Oxygen		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
IV Therapy		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Expandable supplies		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Defibrillation		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Cardiac Monitor		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Adv. Airway		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Immobilization		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base

Charge	Average	Bow Fire	Hooksett Fire	Goffstown	Pelham	Salem	Windham
BLS-Non Emerg		\$800.00	\$871.46	\$877.90	\$596.89	N/A	\$1,553.00
BLS Emerg	\$1,114.42	\$800.00	\$871.46	\$878.00	\$596.89	\$1,313.12	\$1,533.00
ALS1	\$1,602.35	\$1,150.00	\$1,133.43	\$1,174.00	\$1,089.12	\$1,775.63	\$2,420.00
ALS2	\$2,335.24	\$1,700.00	\$1,640.48	\$1,985.80	\$1,631.73	\$2,666.06	\$3,571.00
SCT	\$2,672.42	N/A	N/A	\$2,190.15	\$1,795.68	N/A	\$4,094.00
ALS Treat/Release	\$331.80	N/A	N/A	N/A	N/A	N/A	N/A
Mileage	\$29.83	\$18.00	\$18.42	\$16.25	\$16.60	\$40.00	\$37.31
Bariatric Transport		N/A	\$400.00	N/A	N/A	N/A	N/A
Assist the Invalid/Lift Assist		N/A	N/A	N/A	N/A	N/A	N/A
Paramedic Intercept		\$550.00	\$549.00	\$300.00	N/A	N/A	N/A
Oxygen		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
IV Therapy		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base

Comparative Rate Study

Expandable supplies		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Defibrillation		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Cardiac Monitor		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Adv. Airway		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base
Immobilization		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base

Charge	Average	Hampton	Exeter	Bedford	Keene	Londonderry	Portsmouth
BLS-Non Emerg		\$544.77	\$486.00	\$1,245.52	\$860.00	\$509.00	\$695.00
BLS Emerg	\$1,114.42	\$544.77	\$508.00	\$1,245.52	\$1,376.00	\$509.17	\$765.00
ALS1	\$1,602.35	\$968.99	\$603.00	\$1,991.22	\$1,634.00	\$604.63	\$1,270.00
ALS2	\$2,335.24	\$1,591.23	\$873.00	\$3,073.46	\$2,366.00	\$875.13	\$1,480.00
SCT	\$2,672.42	\$1,742.35	\$961.00	\$3,391.49	\$2,797.00	\$982.29	N/A
ALS Treat/Release	\$331.80	N/A	N/A	N/A	\$506.00	N/A	N/A
Mileage	\$29.83	\$10.67	\$10.50	\$40.00	\$27.00	\$9.93	\$22.00
Bariatric Transport		N/A	N/A	N/A	N/A	N/A	N/A
Assist the Invalid/Lift Assist		N/A	N/A	N/A	N/A	N/A	N/A
Paramedic Intercept		N/A	N/A	N/A	Incl. in Base	N/A	N/A
Oxygen		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$75.00	Incl. in Base
IV Therapy		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$150.00	Incl. in Base
Expandable supplies		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$50.00	Incl. in Base
Defibrillation		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$150.00	Incl. in Base
Cardiac Monitor		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$150.00	Incl. in Base
Adv. Airway		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$140.00	Incl. in Base
Immobilization		Incl. in Base	Incl. in Base	Incl. in Base	Incl. in Base	\$75.00	Incl. in Base

Comparative Rate Study

Charge	Average	Hartford VT	Hanover
BLS-Non Emerg		NA	\$900.00
BLS Emerg	\$1,114.42	\$650.00	\$900.00
ALS1	\$1,602.35	\$900.00	\$900.00
ALS2	\$2,335.24	\$1,200.00	\$1,300.00
SCT	\$2,672.42	\$1,000.00	\$1,300.00
ALS Treat/Release	\$331.80	N/A	\$150.00
Mileage	\$29.83	\$16.25	\$20.00
Bariatric Transport		N/A	N/A
Assist the Invalid/Lift Assist		N/A	N/A
Paramedic Intercept		\$375.00	\$350.00
Oxygen		Incl. in Base	Incl. in Base
IV Therapy		Incl. in Base	Incl. in Base
Expandable supplies		Incl. in Base	Incl. in Base
Defibrillation		Incl. in Base	Incl. in Base
Cardiac Monitor		Incl. in Base	Incl. in Base
Adv. Airway		Incl. in Base	Incl. in Base
Immobilization		Incl. in Base	Incl. in Base



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING**
Wednesday, December 7, 2022 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

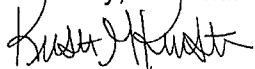
The Lebanon City Council will hold public hearings on December 7, 2022, beginning at 7:00pm for the following:

- A. ORDINANCE #2022-05** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in Ambulance Fees.
- B. ORDINANCE #2022-06** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule.
- C. ORDINANCE #2022-07** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill, by updating the current fee schedule.
- D. ORDINANCE #2022-08** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8% increase to the Water Service Rate and a 7.2% increase to the Sewer Service Rate.

The December 7, 2022 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning December 2, 2022: LebanonNH.gov/Agendas

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

The foregoing notice was published in the *Valley News*, a newspaper of general circulation in the City of Lebanon, in accordance with the Code of the City of Lebanon on Saturday, November 26, 2022.



Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

8. PUBLIC HEARING ITEMS:

**8.B – ORDINANCE #2022-06 TO AMEND CITY CODE
CHAPTER 72, FIRE PREVENTION**

A public hearing for the purpose of receiving public input and taking action on Ordinance #2022-06 to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule.

The City Council scheduled this public hearing at its November 16, 2022 regular meeting. The public hearing was properly noticed in the *Valley News* on November 26, 2022 in accordance with City Code and State Law.

BACKGROUND

Fire Chief Wheatley is requesting that the Council take action to update the current fee structure for certain fire prevention inspections.

For further explanation, please see the attached memorandum dated October 31, 2022, from Fire Chief Wheatley. Chief Wheatley will be present to discuss the proposed fees and answer any questions Council may have.

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby adopts Ordinance #2022-06 to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule.

Included in this Section:

1. Ordinance #2022-06
2. October 31, 2022 Memorandum from Fire Chief Wheatley re: Fire Prevention Inspection Fee Schedule Updates
3. October 2022 Fire Inspection Comparative Fee Schedule
4. Notice of Public Hearing as Published in the November 26, 2022 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2022-06**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 72, Fire Prevention, Article V, Fees, by amending §72-43, Fire Prevention Fees.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 72, Fire Prevention, Article V, Fees, by amending §72-43, Fire Prevention Fees, for the purpose of increasing fire prevention fees as follows:

Service	Fee
Plan Review	
PURD (Site Plan)	\$125
PUD (Site Plan)	\$125
Commercial (Site Plan)	\$125
Special Hazards Plan Review (At discretion of AHJ)	\$340
New Fire Protection System Plan Review	
Water Spray or Foam Systems:	
5,000 square feet or less	\$225
5,001 to 10,000 square feet	\$370
Greater than 10,001 square feet	\$600
Sprinkler Systems	
13D Systems	\$0
13R Systems	\$135
13 Systems:	
10,000 square feet or less	\$275
10,001 to 25,000 square feet	\$400
25,001 to 52,000 square feet	\$600
New Fire Alarm Systems:	
0 to 49 devices	\$150
50 to 99 devices	\$300
Greater than 99 devices	\$450
Other Fire Suppression Systems:	
Pre-engineered	\$200
Engineered	\$300
New Fire Pump Plan Review	\$350
New Underground Cistern Plan Review	\$250
Modifications to Existing Systems Plan Review	
Water Spray or Foam:	

Service	Fee
1 to 6 heads	\$40
7 to 20 heads	\$150
Greater than 21 heads	\$300
Sprinkler Systems:	
1 to 6 heads	\$50
7 to 20 heads	\$150
Greater than 21 heads	\$300
Existing Fire Alarm:	
1 to 10 devices	\$75
11 to 100 devices	\$150
Greater than 100 devices	\$300
Fire Prevention Permits:	
Annual Flammable Liquid Permit:	
Greater than 2,500 gallons	\$475
Annual Flammable Gas Permit (CNG, LNG, LPG):	
3,000 to 30,000 water capacity gallons aggregate	\$150
Greater than 30,000 water capacity gallons aggregate	\$300
Annual Poisonous Gas:	
Greater than 60 gallons	\$160
Hot Work Permit	\$75
Blasting Permit:	
Initial Fee	\$100 <u>\$150 up to 31 days</u>
Renewal	\$50 <u>\$150</u>
Fire Prevention Inspections	
Oil Burners:	
Residential	\$0
Commercial	\$125
Propane Furnaces:	
Residential	\$0
Commercial	\$125
Underground Fuel Storage Tanks:	
Residential	\$0
Commercial	\$125
<u>New or Replacement LPG cylinders (20-499 gallons)</u>	<u>\$35</u>
<u>Above Ground 500 gallon and above</u>	<u>\$50</u>
Airport Fuel Farm Inspection	\$140
Day Care and Foster Care:	
Family, 1 to 6 children	\$0
Group, 7 to 12 children	\$0
Day Care Centers 13+ children	\$75

Service	Fee
Foster Care Inspections	\$0
Annual Place of Assembly Inspection:	\$110
Annual Rooming/Lodging House Inspection:	
12 rooms or greater	\$180
Fire Alarm/Suppression Acceptance Testing	\$100 \$300 per hour
Tents and Membrane Structure Inspections:	
Greater than 200 square feet	\$40
Greater than 400 square feet	\$80

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective January 1, 2023.



MEMORANDUM

Date: October 31, 2022

To: David Brooks, Deputy City Manager

From: Jim Wheatley, Fire Chief

Reference: Fire Prevention Inspection Fee Schedule Updates

The fire prevention inspection fees under Chapter 72-43, Fire Prevention, Article V, Fire Prevention Fees in the Lebanon Fire Prevention Code, have not been updated since the 2015 revision. Since the completion of that review, we have seen a significant increase on service demands in specific areas and are requesting rate adjustments as well as the addition of new fees to compensate of the increase of service delivery.

Fire Alarm and Sprinkler Retest Inspections:

The volume and size of construction has increased significantly in the city since 2015. This requires additional staff hours to complete fire Alarm and sprinkler testing inspections. We currently charge \$100 per hour for this service. On many occasions we have encountered violations that require us to return for re-inspections. We are requesting a flat re-inspection fee of \$300 to offset the required staff hours to complete these inspections.

Above Ground Propane Storage Tanks:

There is currently no charge for above ground propane storage tank inspections. We are currently conducting on average 45 of these per month. We are requesting new fees be added to the code to offset the staff hours required to complete these inspections. The following rates are requested to be added to the code under fire inspections.

- | | |
|--|---------|
| • New or Replacement LPG cylinders: 20-499 gallons | \$35.00 |
| • Above Ground 500 gallon and above inspection | \$50.00 |

- **Blasting Permits:**

We are seeing an increase of blasting permits related to new land development. We are requesting the following increases to the fee schedule.

- Current initial permit \$100
- Renewal \$50

Requested Change:

- Initial permit \$150 up to 31 days
- Renewal \$150

Fire Inspection Comparative Fee Schedule
Oct 2022

	Lebanon Current	Lebanon Proposed	Nashua	Concord	Claremont	Portsmouth
Fire Alarm and Sprinkler Retest:						
	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$300.00

Above Ground Propane:						
New or Replacemnet 20-499 Gallons	\$0.00	\$35.00	\$0.00	\$80.00	\$0.00	\$0.00
New or Replacemnet 500 gallons or above	\$0.00	\$50.00	\$100.00	\$105.00	\$0.00	\$0.00

Blasting Permits:						
Initial	\$150.00	\$150.00 Up to 31 days	\$200.00 Valid for 7 days	\$155.00 (Valid for 5 Days)	\$0.00	\$0.00
Renewal	\$50.00	\$150.00	\$20.00 per day after 7	\$5.00 per day after 5	\$0.00	\$0.00



LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
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Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
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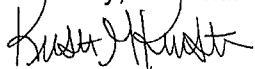
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- B. ORDINANCE #2022-06** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule.
- C. ORDINANCE #2022-07** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill, by updating the current fee schedule.
- D. ORDINANCE #2022-08** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8% increase to the Water Service Rate and a 7.2% increase to the Sewer Service Rate.

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Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

8. PUBLIC HEARING ITEMS:

**8.C – ORDINANCE #2022-07 TO AMEND CITY CODE CHAPTER 97,
LANDFILL REGULATIONS, APPENDIX A, FEE SCHEDULE**

A public hearing for the purpose of receiving public input and taking action on Ordinance #2022-07 to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule.

The City Council scheduled this public hearing at its November 16, 2022 regular meeting. The public hearing was properly noticed in the *Valley News* on November 26, 2022 in accordance with City Code and State Law.

BACKGROUND

City Code Chapter 97, Landfill Regulations, was fully updated in July 2019 to incorporate the language from the former Chapter 143, Solid Waste, (which was repealed on July 24, 2019), and to include a fee schedule for disposal of refuse and recycling of certain materials. The fee schedule is to be reviewed annually for possible updates based on current market rates.

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby adopts Ordinance #2022-07 to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule.

Included in this Section:

1. Ordinance #2022-07
2. 2023 Proposed Solid Waste Fee Increase Presentation
3. Notice of Public Hearing as Published in the November 26, 2022 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2022-07**

AN ORDINANCE TO AMEND Chapter 97, Landfill Regulations, of the Code of the City of Lebanon, Appendix A, Fee Schedule.

BE IT ORDAINED, by the City Council of the City of Lebanon as follows:

Section 1.

The Code of the City of Lebanon, Chapter 97, Landfill Regulations, Appendix A, Fee Schedule for Disposal at the Landfill Solid Waste Facility, is amended as follows:

Item	Fee
MSW – Commercial	\$76.50/ton <u>\$78.80/ton</u>
MSW – Residential	\$1.50 <u>\$2.00</u> /household bag \$3 <u>\$4.00</u> /contractor bag \$15 <u>\$20.00</u> per punch card
Minimum Load – Scale Use (200lbs)	MSW - \$10.00 (6 <u>5</u> punches) C&D - \$15.00 <u>\$16.00</u> (10 <u>8</u> punches) Bulky - \$12.00 (8 <u>6</u> punches)
Construction and demolition debris – commercial NOTE: This does not include mixed aggregates	\$150/ton
Construction and demolition debris – residential	1 punch = 20 lbs of C&D 1 card = 200 lbs of C&D
Mattresses	\$9 per item (6 punches) <u>\$10 per item (5 punches)</u> \$120/ton (oversized bulky waste rate)
Furniture	\$9 per item (6 punches) <u>\$10 per item (5 punches)</u> \$120/ton
Tires	\$7.50/tire <u>\$10.00/tire</u> (5 punches) \$175/ton <u>farm/construction tires</u>
Yard trimmings and brush	\$15/ton for loads larger than 2 cubic yards
Bulk loads of glass, asphalt, brick and concrete and mixed aggregate	\$30/ton
Electronic waste – monitors and TVs	\$21/item (14 punches) <u>\$20/item (10 punches)</u> \$0.30/lb on CRTs larger than 27"
Electronic waste – solar panels	\$30/panel <u>\$40/panel (20 punches)</u>
Electronic devices – DVD, VCR, stereo, etc.	\$9/item (6 punches) <u>\$10/item (5 punches)</u>
Freon-containing devices	\$21/unit (14 punches) <u>\$20/unit (10 punches)</u>
Fluorescent bulbs	\$0.15/ft.
Compact fluorescent lamps (CFLs)	\$0.60/each
Cover materials	\$15/ton
Food waste	\$50/ton
Food scraps – household	1 punch card (10 punches) until June 30 ½ punch card (5 punches) July 1 and after <u>No charge for food scrap composting</u>
Pressurized cylinders – fire extinguishers and propane tanks	\$12/tank
Small pressurized tanks	\$1.50/each

Equipment Assist	\$50
<u>Scale Use Fee</u>	<u>\$10</u>

Section 2. Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdictions, such decisions shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

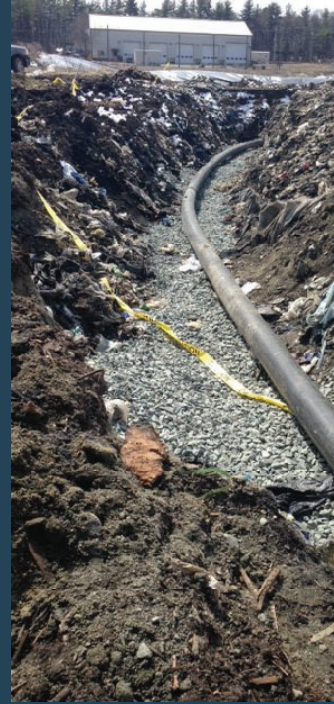
Section 3. Effective Date.

This ordinance shall become effective January 1, 2023.

2023 PROPOSED SOLID WASTE FEE INCREASE

Presented to the City Council

On December 7, 2022



Landfill Price Per Ton Comparison

Public Landfills (Limited Service Area)

- Lebanon: \$76.50 Per ton
- Four Hills; Nashua, NH: \$80.00 ton
- Lower Mt. Washington Valley SW District; Conway, NH : \$85.00 ton

Commercial Landfills (Unlimited Service Area)

- Mount Carberry; Success, NH: \$67.00 ton
- Turnkey; Rochester, NH: \$140.00 ton
- Casella; Bethlehem, NH: \$126.00 ton
- Casella; Coventry, VT: \$126.00 ton

Employee and Equipment Cost Comparison to handle trash

Cost for Residential Handling: \$309,000 per year*

Cost for Commercial Handling: \$74,000 per year*

Proposed Ticket Sales for 2023= \$650,660

47% of the cost for residential waste is handling and equipment*

* Does not include disposal costs in the landfill

Mind the Gap-Maintain current price

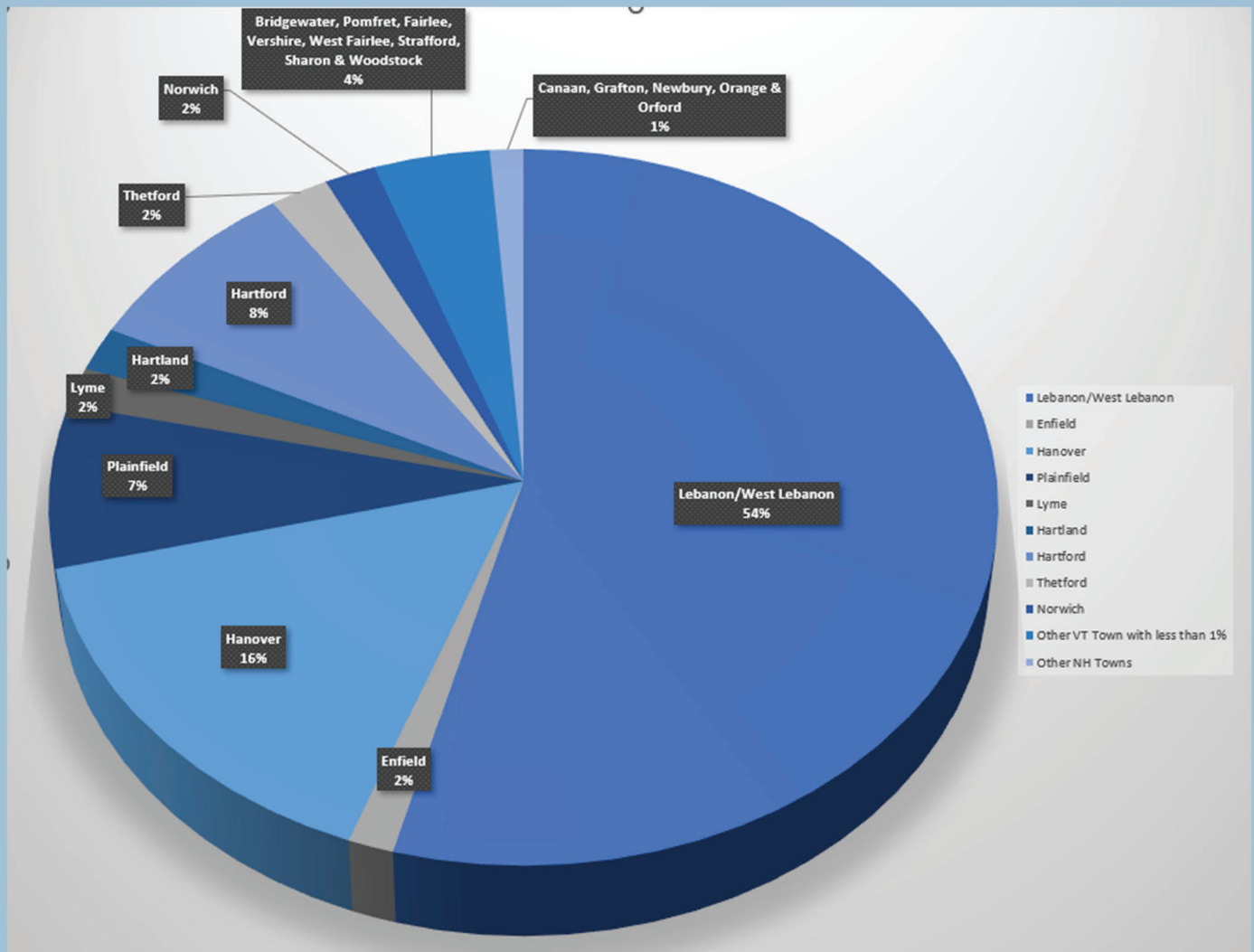
- If Punch Cards costs are maintained at the current rate a budget shortfall will need to be made up \$163,000
- To make up the difference a Tip Fee of \$84.00 per ton would be required, a little over a 9% increase.

Resident Curbside Pickup Breakdown

- We have 2,776 single family homes in Lebanon
- We have 4,149 multifamily homes in Lebanon
- Over 33% of single family homes in Lebanon have curbside pickup*

*This Number doesn't include multifamily properties or commercial properties with curbside pickup in Lebanon

Breakdown of Residential Trip Locations



Gradual Rate Increase of 3%*

	2022	2023	2024	2025	2026	2027	2028
Projected Sales with 3 %	\$ 2,616,300	\$ 2,694,789	\$ 2,775,633	\$ 2,858,902	\$ 2,944,669	\$ 3,033,009	\$ 3,123,999
Cost per ton	\$ 76.50	\$ 78.80	\$ 81.16	\$ 83.59	\$ 86.10	\$ 88.68	\$ 91.35

* Assumes no change in the tonnage

Questions?



LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
Wednesday, December 7, 2022 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

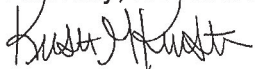
The Lebanon City Council will hold public hearings on December 7, 2022, beginning at 7:00pm for the following:

- A. ORDINANCE #2022-05** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an increase in Ambulance Fees.
- B. ORDINANCE #2022-06** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 72, Fire Prevention, by updating the current fee schedule.
- C. ORDINANCE #2022-07** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill, by updating the current fee schedule.
- D. ORDINANCE #2022-08** – A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8% increase to the Water Service Rate and a 7.2% increase to the Sewer Service Rate.

The December 7, 2022 City Council agenda packet and documents pertaining to the above-described public hearings will be available on the City's website beginning December 2, 2022: LebanonNH.gov/Agendas

Meetings are open for in-person and remote attendance. Members of the public that wish to attend remotely may do so by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the City's virtual platform or by phone. Please note: Should technical difficulties occur during the meeting that disrupts virtual or phone connection(s), the meeting will continue without remote access capabilities.

The foregoing notice was published in the *Valley News*, a newspaper of general circulation in the City of Lebanon, in accordance with the Code of the City of Lebanon on Saturday, November 26, 2022.



Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

8. PUBLIC HEARING ITEMS:

**8.D – ORDINANCE #2022-08 TO AMEND CITY CODE CHAPTER 68, FEES,
ARTICLE III, MISCELLANEOUS FEES, §68-15, ENUMERATION OF FEES,
TO AUTHORIZE AN 8.0% INCREASE TO THE WATER SERVICE RATE
AND A 7.2% INCREASE TO THE SEWER SERVICE RATE**

A public hearing for the purpose of receiving public input and taking action on Ordinance #2022-08 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8.0% increase to the water service rate and a 7.2% increase to the sewer service rate.

The City Council scheduled this public hearing at its November 16, 2022 regular meeting. The public hearing was properly noticed in the *Valley News* on November 26, 2022 in accordance with City Code and State Law.

BACKGROUND

An increase of 8.0% to the Water Service Rate (base user rate and minimum charge) and 7.2% to the Sewer Service Rate (base user rates, minimum charge, and residential flat rate), effective January 1, 2023, is being requested.

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

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby adopts Ordinance #2022-08 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 8.0% increase to the water service rate and a 7.2% increase to the sewer service rate.

Included in this Section:

1. Ordinance #2022-08
2. Notice of Public Hearing as Published in the November 26, 2022 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2022-08**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 68, Fees, Article III, Miscellaneous Fees, by amending §68-15, Enumeration of Fees, to increase water and sewer service rates.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, for the purpose of effecting changes to water and sewer rates, as follows:

§68-15.B Public Utilities (water/sewer) fees shall be as follows:

§68-15.B(1) Water service rates:

§68-15.B(1)(a) Per 100 cubic feet:

- [1] Single-family residential: 0 to 1,200 cubic feet: ~~\$3.77~~ \$4.07
- [2] Single-family residential: greater than 1,200 cubic feet: ~~\$7.54~~ \$8.14
- [3] Non-residential and non-single-family residential: ~~\$5.66~~ \$6.11

§68-15.B(1)(b) Fixed charge per quarter:

- [1] 5/8-inch: ~~\$19.79~~ \$21.37
- [2] 3/4-inch: ~~\$63.23~~ \$68.29
- [3] One-inch: ~~\$94.02~~ \$101.54
- [4] 1.5-inch: ~~\$165.35~~ \$178.58
- [5] Two-inch: ~~\$273.88~~ \$295.79
- [6] Three-inch: ~~\$704.94~~ \$761.34
- [7] Four-inch: ~~\$2,735.32~~ \$2,954.15
- [8] Six-inch: ~~\$5,215.43~~ \$5,632.66
- [9] Eight-inch: ~~\$10,020.23~~ \$10,821.85

§68-15.B(7) Sewer service rates:

§68-15.B(7)(a) Fixed charge per quarter:

- [1] 5/8-inch: ~~\$29.60~~ \$31.73
- [2] 3/4-inch: ~~\$94.63~~ \$101.44
- [3] One-inch: ~~\$140.71~~ \$150.84
- [4] 1.5-inch: ~~\$247.45~~ \$265.27
- [5] Two-inch: ~~\$409.89~~ \$439.40
- [6] Three-inch: ~~\$1,055.01~~ \$1,130.97
- [7] Four-inch: ~~\$4,093.68~~ \$4,388.42
- [8] Six-inch: ~~\$7,805.46~~ \$8,367.45
- [9] Eight-inch: ~~\$14,996.34~~ \$16,076.08

§68-15.B(7)(b) Per 100 cubic feet of metered water usage: ~~\$11.18~~ \$11.98

§68-15.B(7)(c) Flat rate (limited to consumers who are not provided water service or a meter for computing flow):

[1] Residential: ~~\$365.18~~ \$391.47 per quarter.

[2] Commercial: estimated flow to be computed by the Department of Public Works based on facility use and occupancy at the rate contained in Subsection **B(7)(b)** above.

§68-15.B(10) Town of Enfield Sewer Rental Rate

§68-15.B(10)(a) ~~\$13.48~~ \$14.45 per 100 cubic feet.

§68-15.B(10)(b) New or expanded sewer users within the Town of Enfield are subject to the Sewer Development Charge at the same rate charged to sewer users within the City of Lebanon.

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause, or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses, or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective January 1, 2023.



LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
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Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

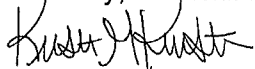
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Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

9. OLD BUSINESS:

**9.A – PRESENTATION OF SECOND READING: AMENDMENTS TO
ORDINANCE #18, SALARY PLAN, TO INCLUDE IMPLEMENTATION OF A 3%
GENERAL WAGE INCREASE, AND TO RETITLE, RECLASSIFY, AND ADD
POSITIONS TO THE EXISTING SALARY PLAN**

BACKGROUND

The City Council is asked to take action to amend Ordinance #18, Salary Plan, as follows:

1. Article II, Non-Affiliated and LPASE Employees, to:
 - a. Implement a 3% General Wage Increase for 2023;
 - b. Increase the wage and stipend pay scales for Seasonal/Temporary & Stipend Employees;
 - c. Reclassify the following Non-Affiliated positions:
 - i. Systems Librarian and Information Technology Librarian from Grade 9 to Grade 11.
 - ii. Deputy Library Director from Grade 11 to Grade 12.
 - iii. Chief Innovation Officer and Deputy Finance Director from Grade 12 to Grade 13.
 - iv. Airport Manager, Assistant Fire Chief, and Human Resources Director from Grade 13 to Grade 14.
 - v. Deputy Police Chief from Grade 14 to Grade 15.
 - d. Reclassify the following LPASE positions:
 - i. Assistant City Engineer from Grade 9 to Grade 10.
 - ii. Cemetery Sexton, Fleet Maintenance Supervisor, Maintenance Superintendent, and Utilities Maintenance Superintendent from Grade 10 to Grade 11.
 - iii. Administrative Services Manager from Grade 11 to Grade 12.
 - e. Retitle the following positions:
 - i. Two (2) Benefits Coordinator/Payroll Specialist positions to be separated into a Benefits Coordinator position (Human Resources) and a Payroll Specialist position (Finance).
 - ii. Director of Planning and Zoning retitled as Planning and Development Director.
 - iii. Director of Public Works retitled as Public Works Director.
 - f. Reclassify and retitle the following position:
 - i. Recreation Director retitled as Recreation, Arts & Parks Director and reclassified from Grade 13 to Grade 14.
 - g. Add the following Non-Affiliated positions:
 - i. Accounting Clerk III (Finance Department) added as Grade 8.
 - ii. A combined Deputy City Clerk/Deputy Tax Collector (City Clerk) added as Grade 8.
 - iii. Public Relations Coordinator (City Manager) added as Grade 9.

- iv. Deputy Human Resources Director (Human Resources Department) added as Grade 13.
 - v. Deputy Planning and Development Director (Planning and Development Department) added as Grade 13.
 - vi. Human Resources Specialist (Human Resources Department) added as Grade 14.
- h. Add the following Seasonal/Temporary & Stipend positions:
 - i. Tree Warden (Recreation, Arts & Parks Department) added as a Stipend position.
 - ii. Lead Recording Secretary (City Clerk) added as an hourly position.
- 2. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO, to:
 - a. Implement a 3% General Wage Increase for 2023;
 - b. Reclassify the following positions:
 - i. Parks and Grounds Crew Foreman from Grade 7 to Grade 8.
 - ii. Electrician from Grade 8 to Grade 9.
- 3. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to implement a 3% General Wage Increase for 2023.
- 4. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), to implement a 3% General Wage Increase for 2023.

ARTICLE II, NON-AFFILIATED EMPLOYEES.

The City Manager is responsible for maintaining the City's Compensation and Classification Plan. Within Ordinance #18, compensation for exempt (salaried) and non-exempt (hourly) Non-Affiliated employees is expressed as a minimum and maximum grade range – hourly rates for non-exempt employees and weekly rates for exempt (salaried) employees. Movement within ranges is achieved through annual general wage and merit or step adjustments applicable for employees who are not already at the top of their wage range. To be useful, it is imperative that compensation and classification systems be kept current. This is achieved primarily by revising compensation ranges through regular general wage adjustments and by systematically reviewing all positions on a regular basis relative to meaningful sampling of the labor market and internally relative to other positions.

For general wage adjustments for Non-Affiliated (non-union) employees, the City's practice is to use the percentage change in the Northeast Urban CPI for June from 12 months prior, with a minimum adjustment of 1% (floor) and a maximum adjustment of 3% (ceiling). The same basis of adjustment is used for each of the bargaining units. The increase in the Northeast Urban CPI for the period of June 2021-June 2022 was 7.6%. As a result, the City Council is asked to take action to implement a 3% General Wage Increase for Non-Affiliated employees as part of the 2023 City Budget.

In addition, due to the increasingly competitive employment market, the City contracted with Municipal Resources, Inc. to conduct an updated Market Analysis Survey of Non-Affiliated, LPASE, and AFSCME positions included in the Ordinance #18 salary plan. Based on the results of the Market Analysis, the administration is proposing to adjust salary ranges for each pay grade and to retitle and/or reclassify identified positions to provide equitable and adequate wages for employees.

For Non-Affiliated employees, the minimum and maximum wage rates for each of the sixteen (16) pay grades have been expanded and the ranges for all grades overlap, which will assist in keeping wages competitive. Several management and director-level positions are proposed to be renamed and/or reclassified as outlined above. The administration is also proposing several new Non-Affiliated positions to be added to Ordinance #18 as summarized above.

The table below reflects the changes in position title and classification as shown in red text. Changes in wages reflects both the expansion of each range as well as the 3% GWI for Non-Affiliated employees, which would be effective as of the first pay period of 2023.

ARTICLE II, LPASE EMPLOYEES

The City and Lebanon Professional, Administrative, and Salaried Employees (LPASE) have a collective bargaining agreement that covers the three-year period of 2022-2024. According to the agreement, annual General Wage Increases (GWIs) for the life of the contract will be based on the percentage change in the Northeast Urban CPI for June from 12 months prior, but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 7.6% increase in the CPI as of June 2022, the applicable GWI for 2023 will be 3%. Corresponding wage schedules for 2024 are not provided as the GWI for 2024 will not be known until July of 2023.

When negotiating the current agreement, LPASE (and the other bargaining units) agreed to forgo step and merit increases for 2023, but to continue to receive the GWI for 2023. The purpose of forgoing step and merit increases was intended to help the City absorb anticipated increases in debt service projected for 2023. However, as capital project schedules have been delayed, the anticipated debt service increases are now projected to occur in 2024 or later. As a result, the administration expects to negotiate sidebar agreements with each of the bargaining units to allow members to receive step and merit increases in 2023 upon their annual evaluation.

Based on the results of the Market Analysis Survey, six (6) positions within LPASE are proposed to be reclassified within Ordinance #18 as outlined above.

The table below reflects the changes in position grades as well as the 3% GWI for LPASE employees, which would be effective as of the first pay period of 2023.

ARTICLE II, SEASONAL/TEMPORARY & STIPEND EMPLOYEES

Due to the competitive employment market and the difficulty departments have experienced in filling seasonal and temporary positions, the administration is recommending a 6% increase to the hourly wage and stipend rates for seasonal, temporary, and stipend employees. In addition, the administration is proposing two (2) new Seasonal/Temporary and Stipend positions to be added to Ordinance #18 as outlined above.

The table below reflects proposed new positions and the 6% GWI for Seasonal/Temporary and Stipend employees, which would be effective as of the first pay period of 2023.

ARTICLE III, BARGAINING UNIT EMPLOYEES

SECTION A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

The City and the American Federation of State, County, and Municipal Employees (AFSCME) have a collective bargaining agreement that covers the three-year period of 2022-2024. According to the agreement, annual General Wage Increases (GWIs) for the life of the contract will be based

on the percentage change in the Northeast Urban CPI for June from 12 months prior, but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 7.6% increase in the CPI as of June 2022, the applicable GWI for 2023 will be 3%. Corresponding wage schedules for 2024 are not provided as the GWI for 2024 will not be known until July of 2023.

Similar to LPASE mentioned above, when negotiating the current agreement, AFSCME agreed to forgo step and merit increases for 2023 to help the City absorb anticipated increases in debt service projected for 2023. Since the anticipated debt service increases are now projected to occur in 2024 or later, the administration expects to negotiate sidebar agreements with each of the bargaining units to allow members to receive step and merit increases in 2023 upon their annual evaluation.

Based on the results of the Market Analysis Survey, the administration is proposing to adjust the wage scale for AFSCME by dropping the first one or two steps in each of the nine (9) grades and adding one or two additional steps to the end of each grade. In addition, two (2) AFSCME positions are proposed to be reclassified within Ordinance #18 based on the Market Analysis.

The table below reflects the changes in position grade and wage ranges, as well as the 3% GWI for AFSCME employees, which would be effective as of the first pay period of 2023.

SECTION B, LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION, LOCAL 3197/INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)

The City and the Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF) have a collective bargaining agreement that covers the three-year period of 2022-2024. According to the agreement, annual General Wage Increases (GWIs) for the life of the contract will be based on the percentage change in the Northeast Urban CPI for June from 12 months prior, but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 7.6% increase in the CPI as of June 2022, the applicable GWI for 2023 will be 3%. Corresponding wage schedules for 2024 are not provided as the GWI for 2024 will not be known until July of 2023.

Similar to LPASE mentioned above, when negotiating the current agreement, LPFFA/IAFF agreed to forgo step and merit increases for 2023 to help the City absorb anticipated increases in debt service projected for 2023. Since the anticipated debt service increases are now projected to occur in 2024 or later, the administration expects to negotiate sidebar agreements with each of the bargaining units to allow members to receive step and merit increases in 2023 upon their annual evaluation.

The table below reflects the 3% GWI for LPFFA/IAFF employees, which would be effective as of the first pay period of 2023.

SECTION C, LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA)

The City and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) have a collective bargaining agreement that covers the three-year period of 2022-2024. According to the agreement, annual General Wage Increases (GWIs) for the life of the contract will be based on the percentage change in the Northeast Urban CPI for June from 12 months prior, but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 7.6% increase in the CPI as of June 2022, the applicable GWI for 2023 will be 3%. Corresponding

wage schedules for 2024 are not provided as the GWI for 2024 will not be known until July of 2023.

Similar to LPASE mentioned above, when negotiating the current agreement, LPBA/NEPBA agreed to forgo step and merit increases for 2023 to help the City absorb anticipated increases in debt service projected for 2023. Since the anticipated debt service increases are now projected to occur in 2024 or later, the administration expects to negotiate sidebar agreements with each of the bargaining units to allow members to receive step and merit increases in 2023 upon their annual evaluation.

The table below reflects the 3% GWI for LPBA/NEPBA employees, which would be effective as of the first pay period of 2023.

AMENDMENT PROCESS

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

Amending Ordinance #18 requires three separate presentations (see City Charter subsections §419:22, §419:24, §419:25, §419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

The first presentation was recognized by the City Council on November 16, 2022. The Council is now asked to recognize the second of three presentations. The third presentation will occur on December 14th, along with a public hearing to adopt the amendments as proposed.

ACTION

The City Council is asked to recognize the second of three presentations as follows:

1. ACKNOWLEDGE SECOND PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the second of three presentations to amend Ordinance #18, Salary Plans, as follows:

- 1. Article II, Non-Affiliated and LPASE Employees, to:***
 - a. Implement a 3% General Wage Increase for 2023;***
 - b. Increase the wage and stipend pay scales for Seasonal/Temporary & Stipend Employees;***
 - c. Reclassify the following Non-Affiliated positions:***
 - i. Systems Librarian and Information Technology Librarian from Grade 9 to Grade 11.***
 - ii. Deputy Library Director from Grade 11 to Grade 12.***
 - iii. Chief Innovation Officer and Deputy Finance Director from Grade 12 to Grade 13.***
 - iv. Airport Manager, Assistant Fire Chief, and Human Resources Director from Grade 13 to Grade 14.***
 - v. Deputy Police Chief from Grade 14 to Grade 15.***
 - d. Reclassify the following LPASE positions:***
 - i. Assistant City Engineer from Grade 9 to Grade 10.***

- ii. Cemetery Sexton, Fleet Maintenance Supervisor, Maintenance Superintendent, and Utilities Maintenance Superintendent from Grade 10 to Grade 11.
 - iii. Administrative Services Manager from Grade 11 to Grade 12.
 - e. Retitle the following positions:
 - i. Two (2) Benefits Coordinator/Payroll Specialist positions to be separated into a Benefits Coordinator position (Human Resources) and a Payroll Specialist position (Finance).
 - ii. Director of Planning and Zoning retitled as Planning and Development Director
 - iii. Director of Public Works retitled as Public Works Director
 - f. Reclassify and retitle the following position:
 - i. Recreation Director retitled as Recreation, Arts & Parks Director and reclassified from Grade 13 to Grade 14.
 - g. Add the following Non-Affiliated positions:
 - i. Accounting Clerk III (Finance Department) added as Grade 8.
 - ii. A combined Deputy City Clerk/Deputy Tax Collector (City Clerk) added as Grade 8.
 - iii. Public Relations Coordinator (City Manager) added as Grade 9.
 - iv. Deputy Human Resources Director (Human Resources Department) added as Grade 13.
 - v. Deputy Planning and Development Director (Planning and Development Department) added as Grade 13.
 - vi. Human Resources Specialist (Human Resources Department) added as Grade 14.
 - h. Add the following Seasonal/Temporary & Stipend positions:
 - i. Tree Warden (Recreation, Arts & Parks Department) added as a Stipend position.
 - ii. Lead Recording Secretary (City Clerk) added as an hourly position.
- 2. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO, to:
 - a. Implement a 3% General Wage Increase for 2023, and
 - b. Reclassify the following positions:
 - i. Parks and Grounds Crew Foreman from Grade 7 to Grade 8.
 - ii. Electrician from Grade 8 to Grade 9.
- 3. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to implement a 3% General Wage Increase for 2023.
- 4. Article III, Bargaining Unit Employees, Section C, Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), to implement a 3% General Wage Increase for 2023.

Changes to the compensation and classification schedules are shown in **red** type; new positions and retitled or reclassified positions are shown in **red bold** type, position deletions are shown stricken and in **red italics** type.

The following pay plan shall be in effect the first pay period of 2023.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2023 SALARY & GRADES TO INCLUDE 3% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern II	\$17.79	\$26.00	-	-

LEBANON CITY COUNCIL
December 7, 2022
Agenda Item #9.A

2	Custodian	\$19.99	\$26.99	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$21.20	\$28.61	-	-
	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$22.46	\$30.31	-	-
	Custodial Supervisor	-	-	-	-
5		\$23.80	\$32.14	-	-
6	-	\$25.22	\$34.42	-	-
7	Administrative Secretary	\$26.75	\$37.84	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Accounting Clerk III (New)	\$29.42	\$39.71	-	-
	Administrative Assistant	-	-	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Benefits Specialist	-	-	-	-
	Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector (New)	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,176.75	\$1,588.55
	Children's Librarian	-	-	-	-
9	Assistant City Engineer**	\$32.36	\$43.69	-	-
	Code Health Inspector**	-	-	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator (New)	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Associate Planner**	-	-	\$1,294.40	\$1,747.70
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
10	Assistant City Engineer**	\$35.64	\$48.10	-	-
	Cemetery Sexton**	-	-	-	-
	Financial Analyst	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Community Nurse	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,425.52	\$1,924.05
	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$37.77	\$50.98	-	-

	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	System Administrator	-	-	-	-
	Administrative Services Manager**	-	-	\$1,510.80	\$2,039.05
	Airport Operations Supervisor**	-	-	-	-
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Fire Marshall**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$40.03	\$54.04	-	-
	Water Treatment Superintendent**	-	-	-	-
	Chief Innovation Officer	-	-	\$1,601.12	\$2,161.47
	Administrative Services Manager**	-	-	-	-
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Library Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager**	-	-	-	-
13	Airport Manager	-	-	\$1,697.19	\$2,291.22
	Assistant Fire Chief	-	-	-	-
	Chief Innovation Officer	-	-	-	-
	Cyber Security Analyst	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director (New)	-	-	-	-
	Deputy Fire Chief**	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-
	Police Captain**	-	-	-	-
	Deputy Planning and Development Director (New)	-	-	-	-
	Systems and Operations Administrator	-	-	-	-
14	Human Resources Specialist (New)	\$44.98	\$60.72	-	-
	Airport Manager	-	-	\$1,799.12	\$2,428.62
	Assistant Director/Public Works	-	-	-	-
	Assistant Fire Chief	-	-	-	-

	Chief Assessor	-	-	-	-
	Human Resources Director	-	-	-	-
	Library Director	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Lead Network Infrastructure Engineer	-	-	-	-
	Recreation, Arts & Parks Director	-	-	-	-
15	Deputy Police Chief	-	-	\$2,021.20	\$2,574.18
16	Technical Advisor II	\$55.35	\$70.05	-	-
	Chief of Police	-	-	\$2,214.00	\$2,802.00
	Director of Planning and Zoning	-	-	-	-
	Planning and Development Director	-	-	-	-
	Director of Public Works	-	-	-	-
	Public Works Director	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Cyber Services Director	-	-	-	-
	Deputy City Manager	-	-	-	-

**Denotes LPASE Employees for which the January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

B. SEASONAL/TEMPORARY& STIPEND EMPLOYEES

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk	-	\$15.29
Election Assistant	-	\$15.29
Supervisors of the Checklist	-	\$15.29
Moderator	-	\$21.84
Ward Clerk	-	\$21.84
ELECTION DAY STIPEND		
Chair Supervisor of the Checklist	-	\$244.86
Supervisor of the Checklist	-	\$207.44
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$12.29	\$31.16
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$11.08	\$16.65
Lifeguards	\$11.08	\$19.11
Head/Lead Counselors	\$14.42	\$17.73
Head & WSI Lifeguards	\$13.30	\$19.93
Head Front Desk Attendant - Pool	\$13.30	\$16.63
Outdoor Adventurer - Educator	\$13.85	\$17.73
Softball Coordinator	\$13.85	\$17.73
Day Camp Counselors	\$11.08	\$16.65
Arts & Craft Director	\$14.42	\$18.56
Farmers Market Coordinator	\$15.52	\$19.95
Market Assistant	\$13.30	\$16.63
Tennis Instructor	\$16.63	\$21.06
Stomp & Romp	\$16.63	\$21.06
Pool Operations Manager	\$16.63	\$22.93
Asst. Pool Director	\$16.63	\$22.93
Assistant Camp Director	\$16.63	\$22.93
Pool Director	\$17.73	\$26.20
Camp Director	\$17.73	\$26.20

RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$223.82	\$780.64
Tree Warden – Stipend (New)	\$2,500	\$5,000
LIBRARY POSITIONS		
Circulation Substitutes	-	\$14.64
Custodian Substitutes	-	\$17.41
Reference Librarian Substitutes	-	\$24.73
PUBLIC WORK POSITIONS		
Engineering Clerk	\$12.20	\$15.52
GIS Clerk – (or Intern)	\$16.63	\$18.85
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$17.73	\$22.41
CDL Seasonal Drivers	\$24.90	\$54.59
PLANNING POSITIONS		
Park Ranger	\$16.63	\$18.85
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$18.05
*Communications Specialist	\$26.75	\$37.84
Police Administrative Aide	\$22.17	\$25.49
Parking Control Officer	\$22.17	\$25.49
Police Officers	\$28.71	\$37.95
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$26.75	\$37.84
Lead Recording Secretary (New)	\$24.91	\$30.31
Recording Secretary	\$23.83	\$26.04
Recording Secretary Coordinator	\$24.91	\$26.60
SHARED POSITION		
General Intern I	\$14.42	\$18.29

*Denotes wages increased above 6% - These positions follow the full-time pay plan wages scale.

ARTICLE III, BARGAINING UNIT EMPLOYEES

A. AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO – Employees covered by the terms and conditions of the collective bargaining agreement between the City and AFSCME (American Federation of State, County and Municipal Employees) Local #1348/Council 93 AFL-CIO, (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2023 through the last pay period of 2023, as provided in that agreement, and as placed on file in the office of the City Clerk.

AFSCME POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Recycling Attendant; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician;
5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Maintainer (Cemetery Crew Leader); Utilities Operator I;
6	Mechanic; Water Treatment Plant Operator; Wastewater Treatment Plant Operator;

7	Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Foreman; <i>Parks & Grounds Crew Foreman</i> ; Utilities Maintenance Mechanic; Engineering Technician;
8	<i>Electrician</i> ; Foreman; Parks & Grounds Crew Foreman
9	Chief of Quality Assurance, Electrician

AFSCME LOCAL 1348 - 2023 SALARY GRADES							3% GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	\$19.53	\$20.08	\$20.67	\$21.25	\$21.79	\$22.47	\$23.16
2	\$21.07	\$21.68	\$22.31	\$22.92	\$23.52	\$24.25	\$25.00
3	\$22.75	\$23.43	\$24.12	\$24.77	\$25.48	\$26.27	\$27.08
4	\$24.57	\$25.33	\$26.06	\$26.81	\$27.59	\$28.44	\$29.33
5	\$26.62	\$27.43	\$28.24	\$29.05	\$29.90	\$30.83	\$31.79
6	\$28.83	\$29.69	\$30.65	\$31.59	\$32.54	\$33.51	\$34.42
7	\$31.23	\$32.21	\$33.23	\$34.25	\$35.27	\$36.33	\$37.31
8	\$32.80	\$33.84	\$34.91	\$35.99	\$37.14	\$38.28	\$39.77
9	\$35.62	\$36.73	\$37.94	\$39.12	\$40.32	\$41.53	\$43.23

The January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197 / INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF) - Employees covered by the terms and conditions of the collective bargaining agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2023 through the last pay period of 2023, as provided in that agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2023 SALARY GRADES							3%GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Firefighter - EMT	\$24.88	\$25.68	\$26.47	\$27.30	\$28.08	\$28.88	\$29.76
Firefighter - Paramedic	\$26.88	\$27.69	\$28.54	\$29.32	\$30.12	\$30.95	\$31.81
Fire Alarm Technician	\$31.88	\$32.54	\$33.21	\$33.84	\$34.50	\$35.13	\$35.77
Lieutenant	\$32.03	\$32.47	\$32.93	\$33.39	\$33.83	\$34.28	\$34.73
Fire Inspector	\$32.05	\$32.57	\$33.12	\$33.64	\$34.19	\$34.71	\$35.28
Lieutenant - Paramedic	\$33.92	\$34.37	\$34.81	\$35.25	\$35.72	\$36.15	\$36.61
Captain	\$38.12	\$38.51	\$38.96	\$39.37	\$39.78	\$40.22	\$40.62
Inspector - Paramedic	\$34.11	\$34.64	\$35.15	\$35.70	\$36.22	\$36.74	\$37.33
Captain - Paramedic	\$39.40	\$39.82	\$40.21	\$40.63	\$41.05	\$41.45	\$41.92

The January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

C. LEBANON POLICE BENEVOLENT ASSOCIATION (LPBA)/NEW ENGLAND POLICE BENEVOLENT ASSOCIATION (NEPBA) - Employees covered by the terms and conditions of the collective bargaining agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)(effective January 1, 2022 to December 31, 2024) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2023 through the last pay period of 2023, as provided in that agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION – 2023 SALARY GRADES							3%GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$28.71	\$30.38	\$31.43	\$32.98	\$34.64	\$36.39	\$37.95
Corporal	\$39.04						
Sergeant	\$39.04	\$39.86	\$40.88	\$41.93	\$42.95	\$43.97	\$45.05

The January 1, 2023 GWI shall be based on the NE Urban CIP for June 2021 – June 2022, but in no case shall be less than one percent (1.0%) nor greater than three percent (3%).

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

10. NEW BUSINESS:

10.A – DISCUSSION AND SET PUBLIC HEARING FOR JANUARY 4, 2023:
ORDINANCE #2023-01 TO AMEND CITY CODE CHAPTER 152,
STREETS AND SIDEWALKS, ARTICLE IV,
NON-PUBLIC SIGNS IN CITY HIGHWAY RIGHT-OF-WAY

BACKGROUND

The City Council adopted the provisions contained in Chapter 152, Article IV, Non-Public Signs in City Highway Right-of-Way on February 18, 2009. This code provision allowed for the placement of political signs as defined by NH RSA 664:2 in City rights-of-way.

This past summer, the City implemented a pilot program to beautify the traffic islands in the downtown area. Private businesses either donated funds or utilized their employees to plant and care for the flowers planted in these designated traffic islands.

It is not uncommon for municipalities to prohibit the placement of any signs for any purpose (other than traffic signs posted by governmental entities) within the municipality's right-of-way. NH RSA 664:17 specifically prohibits the placement of political advertising on or affixed to any public property including highway rights-of-way or private property without the owner's consent.

The City Manager has received complaints regarding the signs being placed on the traffic islands obscuring the flowers planted there. The proposed changes limit the period of time political signs can be placed in the right-of-way. Additionally, the amendments prohibit placement of political signs on traffic islands or other portions of public highways that are designated by the City Manager as part of the City's beautification program.

Other proposed amendments included in Ordinance #2023-01 are intended to update and correct cross-references to the signage regulations within the Lebanon Zoning Ordinance.

ACTION

Should the Council wish to move forward with proposed Ordinance #2023-01, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, January 4, 2023, beginning at 7:00 pm, in Council Chambers, City Hall, and remote via the City's Virtual Platform, for the purpose of receiving public input and taking action on proposed Ordinance #2023-01 to amend City Code Chapter 152, Streets and Sidewalks, Article IV, Non-Public Signs in City Highway Right-of-Way.

Included in this Section:

1. Proposed Ordinance #2023-01
2. RSA 664:17 Placement and Removal of Political Advertising

**CITY OF LEBANON
ORDINANCE #2023-01**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 152, Streets and Sidewalks, Article IV, Non-Public Signs in City Highway Right-of-Way, by amending §152-34, Exceptions.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1:

The Code of the City of Lebanon is hereby amended to revise Chapter 152, Streets and Sidewalks, Article IV, Non-Public Signs in City Highway Right-of-Way, §152-34, Exceptions, as follows:

§ 152-34 **Exceptions.**

The following are excepted from the prohibition in this § **152-32**, above:

- A.** Political advertising, as defined in RSA 664:2, is permitted to be located on public highways if and only if in accordance with RSA 664:14 through RSA 664:17, ~~and~~ all other applicable laws or regulations including the provisions below:
1. Political advertising may only be placed within public highways 60 days prior to the election in which the measure or elected office is being acted upon.
 2. Political advertising may not be placed on traffic islands or other portions of public highways that are designated as part of the City's beautification program designated by the City Manager.
- B.** Any activity properly licensed by the City to take place on public highways, including street vendors under City of Lebanon Code Chapter **179**, street fairs under RSA 31:100, or parades licensed under RSA Ch. 286 may include signs relating to the licensed activity, to the extent permitted by the respective licensing authority.
- C.** The prohibition in this article shall not apply to official signs and devices properly erected by agents of the City itself for purposes of directing and controlling traffic, or other valid public safety or welfare purpose.
- D.** The prohibition in this article shall not apply to leaflets or placards held at all times by a human being, or to messages or information printed on clothing or other items worn by a human being, so long as said persons are not interfering with traffic and are not in violation of any other laws or ordinances.

E. The prohibition in this article shall not apply to signs painted on or otherwise affixed to motor vehicles being operated upon public highways; provided, however, that vehicles which have commercial signs painted on or otherwise attached to them shall not remain or be parked for more than three hours at any one location on any public highway right-of-way in the City, unless said vehicle is being actively used at that location for some business purpose other than parking or advertising, including but not limited to loading, unloading or utility installation or repair, and is not in violation of any other laws or ordinances. The three-hour time restriction in this subsection shall be in addition to other restrictions such as those contained in City of Lebanon Code Chapter 168.

F. The prohibition in this article shall not apply to sandwich board signs permitted under Section 608.56(~~GA~~)(5) of the Zoning Ordinance, which are located on public sidewalks in the Central Business and Lebanon Downtown Districts only, and are otherwise in conformity with that section and all other applicable ordinances and regulations, nor to promotional banners under Section 608.82(A)(2) of the Zoning Ordinance which are explicitly permitted by the City Licensing Board.

G. The prohibition in this article shall not apply to signs which announce and give directions to yard sales which are in compliance with Section 207 of the Lebanon Zoning Ordinance; provided, however, that:

- (1) No such sign shall exceed four square feet in area;
- (2) There shall be no more than a total of three signs for any one yard sale;
- (3) The date(s) of the yard sale shall be written on each sign;
- (4) The exception in this subsection shall apply only upon the actual date of such a yard sale and the date prior to the yard sale; and
- (5) City authorities may remove or relocate any such sign which impedes traffic or visibility, or otherwise impairs the safety and convenience of the traveling public.

H. The prohibition in this article shall not apply to temporary directional signs advertising residential property for sale and located in the public right-of-way, provided that:

- (1) There shall be no more than two directional signs placed at the nearest street intersections, in each direction, to the property for sale;
- (2) Each sign shall not exceed four square feet in area;
- (3) The signs shall be removed upon completion of the transaction; and
- (4) City authorities may remove or relocate any such sign which impedes traffic or visibility, or otherwise impairs the safety and convenience of the traveling public.

Section 2: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3: Effective Date

This ordinance shall become effective upon passage.

664:17 Placement and Removal of Political Advertising. – No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except for removal by the owner of the property, persons authorized by the owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept until one week after the election at a place designated by the state, city, or town so that the candidate may retrieve the items.

Source. 1979, 436:1. 1994, 4:28. 2006, 273:1. 2013, 24:1, eff. July 15, 2013.

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

10. NEW BUSINESS:

**10.B – DISCUSSION AND SET PUBLIC HEARING FOR JANUARY 4, 2023:
TO RE-ADOPT THE “OPTIONAL VETERANS’ TAX CREDIT” AND
THE “ALL VETERANS’ TAX CREDIT”**

BACKGROUND

The Optional Veterans’ Tax Credit and the All Veterans’ Tax Credit are programs made available by the City for Lebanon’s veterans and/or their spouses. The tax credit reduces the total property taxes owed on the veteran’s residential property by the amount of the credit.

The Optional Veterans’ Tax Credit was last amended on October 16, 2019 when the Council voted to increase the amount of the tax credit from \$100 to \$250 in accordance with NH RSA 72:28. At the same meeting, the City Council voted to adopt the All Veterans’ Tax Credit pursuant to NH RSA 72:28-b in the amount of \$250. Veterans and/or their spouses may qualify for either the Optional Veterans’ Tax Credit or the All Veterans’ Tax Credit, but cannot receive both.

Earlier this year, the New Hampshire Legislature passed, and Governor Sununu signed into law, House Bill 1667 (Chapter 121, Laws of 2022) amending the eligibility criteria for certain veterans’ property tax credits. Effective on July 26, 2022, the bill amended NH RSA 72:28, the “Standard and Optional Veterans’ Tax Credit”, and NH RSA 72:28-b, the “All Veterans’ Tax Credit”, to expand the eligibility requirements of the veterans’ tax credit to include individuals who have not yet been discharged from service in the armed forces.

Under NH RSA 72:27-a, IV, amendments to tax credits and exemptions which require adoption will apply “in a municipality which previously adopted the provision only after the municipality complies with the procedure” specified in NH RSA 72:27-a, II. As a result, the legislation requires the City to re-adopt the Optional Veterans’ Tax Credit and/or the All Veterans’ Tax Credit at the existing amount of \$250, or at a new amount, in order for them to remain in place and include the expanded eligibility effective for the April 1, 2023 tax year. If either the Optional Veterans’ Tax Credit or the All Veterans’ Tax Credit, or both, are not re-adopted by the City, then only the Standard Veterans’ Tax Credit (NH RSA 72:28, I) in the amount of \$50, including the expanded eligibility requirements, will be in place for the April 1, 2023 tax year.

ACTION

Should the Council wish to move forward with re-adopting the Veterans’ tax credit programs, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, January 4, 2023, beginning at 7:00 pm, in Council Chambers, City Hall, and remote via the City’s Virtual Platform, for the purpose of receiving public input and taking action to re-adopt the Optional Veterans’ Tax Credit in the amount of \$250 in accordance

with NH RSA 72:28 and the All Veterans' Tax Credit in the amount of \$250 in accordance with NH RSA 72:28-b.

Included in this Section:

1. New Hampshire Department of Revenue Administration, Technical Information Release, Updated TIR 2022-005, dated October 24, 2022
2. NH RSA 72:27-a; RSA 72:28; RSA 72:28-b

New Hampshire Department of Revenue Administration
109 Pleasant Street, Concord, NH 03301

TECHNICAL INFORMATION RELEASE
UPDATED TIR 2022-005 Date: October 24, 2022

A Technical Information Release is designed to provide immediate information regarding tax laws administered by the Department or the policy positions of the Department as a service to taxpayers and practitioners. A Technical Information Release represents the position of the Department on the limited issues discussed herein based on current law and Department interpretation. For the current status of any tax law, practitioners and taxpayers should consult the source documents (i.e., Revised Statutes Annotated, Rules, Case Law, Session Laws, etc.).

Statutory Change to Property Tax Credits for Veterans – Readoption Required

The New Hampshire Legislature passed, and Governor Sununu signed into law House Bill 1667 (Chapter 121, Laws of 2022), amending eligibility criteria for certain veterans’ property tax credits. Effective on July 26, 2022, the bill amended RSA 72:28, the “Standard and Optional Veterans’ Tax Credit,” and RSA 72:28-b, the “All Veterans’ Tax Credit,” to expand the eligibility requirements of the veterans’ tax credit to include individuals who have not yet been discharged from service in the armed forces.

Under RSA 72:27-a, IV amendments to tax credits and exemptions which require adoption will only apply “in a municipality which previously adopted the provision only after the municipality complies with the procedure” specified in RSA 72:27-a, II, unless otherwise expressly required by law. Nothing in HB 1667 created an exception to this readoption requirement.

As a result of the passage of HB 1667, municipalities should consider the following:

- For municipalities with the Standard Veteran’s Tax Credit:
 - No readoption is required, the expanded eligibility will apply to the Standard Veterans’ Tax Credit for the April 1, 2023 tax year.
 - Municipalities can adopt the Optional Veterans’ Tax Credit under RSA 72:28, II and/or the All Veterans’ Tax Credit under RSA 72:28-b with the expanded eligibility for the April 1, 2023 tax year.
- For municipalities with an Optional Veterans’ Tax Credit under RSA 72:28, II:
 - The existing Optional Veteran’s Tax Credit will remain in place for the April 1, 2022 tax year.
 - The Optional Veteran’s Tax Credit, at the existing amount or at a new amount, must be *readopted* pursuant to RSA 72:27-a to remain in place and include the expanded eligibility effective for the April 1, 2023 tax year.

- If the Optional Veteran's Tax Credit is not readopted, the Standard Veterans' Tax Credit will be in place for the April 1, 2023 tax year, which will include the expanded eligibility requirements.
- For municipalities with the All Veterans' Tax Credit under RSA 72:28-b:
 - The existing All Veterans' Tax Credit will remain in place for the April 1, 2022 tax year.
 - The All Veterans' Tax Credit, at the existing amount or at a new amount, must be *readopted* pursuant to RSA 72:27-a to remain in place and include the expanded eligibility effective April 1, 2023 tax year.
 - If the All Veterans' Tax Credit is not readopted, the Standard Veterans' Tax Credit will be in place for the April 1, 2023 tax year, which will include the expanded eligibility requirements.

The Department will examine warrant article submissions to ensure that communities which have previously adopted these credits are aware that they must be readopted to remain in effect. Additionally, and in accordance with our usual practice, before approving a municipality's veterans' tax credit totals reported on the "Summary Inventory of Valuation" (MS-1) the Department will determine that a legislative body vote to readopt these credits has occurred.

Additional information can be obtained by referencing RSAs 72:27-a, 72:28, 72:28-b, and 21:50. Questions may be directed to the Department of Revenue Administration's Municipal Bureau at (603) 230-5090.

TITLE V TAXATION

Chapter 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Section 72:27-a

72:27-a Procedure for Adoption, Modification, or Rescission. –

I. Any town or city may adopt the provisions of RSA 72:28, RSA 72:28-b, RSA 72:29-a, RSA 72:35, RSA 72:37, RSA 72:37-b, RSA 72:38-b, RSA 72:39-a, RSA 72:62, RSA 72:66, RSA 72:70, RSA 72:76, RSA 72:82, RSA 72:85, or RSA 72:87, in the following manner:

(a) In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition pursuant to RSA 39:3.

(b) In a city or town that has adopted a charter pursuant to RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

II. The vote shall specify the provisions of the property tax exemption or credit, the amount of such exemption or credit, and the manner of its determination, as listed in paragraph I. If a majority of those voting on the question vote " yes, " the exemption or credit shall take effect within the town or city, on the date set by the governing body, or in the tax year beginning April 1 following its adoption, whichever shall occur first.

III. A municipality may modify, if applicable, or rescind the exemption or credits provided in paragraph I in the manner described in this section.

IV. An amendment to a statutory provision listed in paragraph I related to an exemption or credit amount or to the eligibility or application of an exemption or credit, shall apply in a municipality which previously adopted the provision only after the municipality complies with the procedure in this section, unless otherwise expressly required by law.

Source. 2003, 299:1; 299:23. 2004, 170:3. 2008, 224:3, eff. July 1, 2008. 2016, 217:2, eff. Aug. 8, 2016. 2017, 179:1, eff. Aug. 28, 2017. 2019, 327:3, eff. Oct. 15, 2019. 2021, 200:2, Pt. II, Sec. 1, eff. Oct. 9, 2021.

Section 72:28

72:28 Standard and Optional Veterans' Tax Credit. –

I. The standard veterans' tax credit shall be \$50.

II. The optional veterans' tax credit, upon adoption by a city or town pursuant to RSA 72:27-a, shall be an amount from \$51 up to \$750. The optional veterans' tax credit shall replace the standard veterans' tax credit in its entirety and shall not be in addition thereto.

III. Either the standard veterans' tax credit or the optional veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property. However, the surviving

spouse of a resident who suffered a service-connected death may have the amount subtracted from the property tax on any real property in the same municipality where the surviving spouse is a resident.

IV. The following persons shall qualify for the standard veterans' tax credit or the optional veterans' tax credit:

- (a) Every resident of this state who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces of the United States in any qualifying war or armed conflict listed in this section, and continues to serve or was honorably discharged or an officer who continues to serve or was honorably separated from service; or the spouse or surviving spouse of such resident, provided that training for active duty by a member of the national guard or reserve shall be included as service under this subparagraph;
- (b) Every resident of this state who was terminated from the armed forces because of service-connected disability; or the surviving spouse of such resident; and
- (c) The surviving spouse of any resident who suffered a service-connected death.

V. Service in a qualifying war or armed conflict shall be as follows:

- (a) "World War I" between April 6, 1917 and November 11, 1918, extended to April 1, 1920 for service in Russia; provided that military or naval service on or after November 12, 1918 and before July 2, 1921, where there was prior service between April 6, 1917 and November 11, 1918 shall be considered as World War I service;
- (b) "World War II" between December 7, 1941 and December 31, 1946;
- (c) "Korean Conflict" between June 25, 1950 and January 31, 1955;
- (d) "Vietnam Conflict" between December 22, 1961 and May 7, 1975;
- (e) "Vietnam Conflict" between July 1, 1958 and December 22, 1961, if the resident earned the Vietnam service medal or the armed forces expeditionary medal;
- (f) "Persian Gulf War" between August 2, 1990 and the date thereafter prescribed by Presidential proclamation or by law; and
- (g) Any other war or armed conflict that has occurred since May 8, 1975, and in which the resident earned an armed forces expeditionary medal or theater of operations service medal.

Source. 1871, 13:1. GL 54:2. PS 56:4. 1907, 95:1. 1919, 54:1. 1921, 12:3; 103:1. 1923, 68:2. PL 60:26. 1941, 157:1. RL 73:29. 1943, 174:1. 1944, 4:1. 1947, 240:1, par. 29. 1949, 167:1. 1951, 132:1. RSA 72:28. 1955, 289:1. 1963, 49:1; 118:1; 324:1. 1967, 35:1, 2; 219:1, 2. 1971, 303:1. 1975, 282:1. 1976, 42:1, 2. 1977, 61:1. 1979, 288:2. 1981, 215:1. 1989, 64:1; 270:1. 1991, 70:3-6. 1992, 70:3. 1993, 73:3, 10; 262:1. 2003, 299:2. 2005, 126:1, eff. April 1, 2006. 2013, 254:2, eff. July 24, 2013. 2016, 217:9, eff. Aug. 8, 2016. 2018, 148:1, eff. Apr. 1, 2018. 2022, 121:1, eff. July 26, 2022.

Section 72:28-a

72:28-a Repealed by 2003, 299:29, I, eff. April 1, 2003. –

Section 72:28-b

72:28-b All Veterans' Tax Credit. –

I. A town or city may adopt or rescind the all veterans' property tax credit granted under this section by the procedure in RSA 72:27-a.

II. The credit granted under this section shall be the same as the amount of the standard or optional veterans' tax credit in effect in the town or city under RSA 72:28. A town or city with an existing standard or optional veterans' tax credit under RSA 72:28 prior to August 18, 2016, adopting the credit under this section, may phase in the amount of the all veterans' tax credit over a 3-year period to match the standard or optional veterans' tax credit.

III. The all veterans' tax credit shall be subtracted each year from the property tax on the veteran's residential property.

IV. A person shall qualify for the all veterans' tax credit if the person is a resident of this state who is a veteran, as defined in RSA 21:50, and served not less than 90 days on active service in the armed forces of the United States and continues to serve or was honorably discharged or an officer who continues to serve or was honorably separated from service; or the spouse or surviving spouse of such resident, provided that training for active duty or state active duty by a member of the national guard or reserve shall be included as service under this paragraph; provided however that the person is not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

Source. 2016, 217:1, eff. Aug. 8, 2016. 2017, 109:1, eff. June 8, 2017. 2022, 121:2, eff. July 26, 2022.

**AGENDA
LEBANON CITY COUNCIL
DECEMBER 7, 2022**

10. NEW BUSINESS:

10.C – PUBLIC INPUT ON PROPOSED 2023 MUNICIPAL BUDGET

BACKGROUND

The public is invited to provide input to the City Council and members of City staff on the proposed 2023 Municipal Budget.

ACTION

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

Information available but not included herein:

1. [2023 Municipal Budget as proposed by the City Manager](#)

In consultation with a local Abenaki chief, we created the following land acknowledgement that applies to Lebanon, NH. We are posting this on our DEI website for public information, and we urge anyone who uses the land acknowledgement to do so judiciously and sparingly. If land acknowledgements are overused or voiced without action, they can lose their gravity and meaning.

It might be appropriate to read the land acknowledgment before meetings or events that relate to topics such as: lands considered sacred, race relations, holidays and celebrations, or historical/heritage representations. We caution that the repercussions of historical and contemporary discrimination are still very present in the lives of the Abenaki peoples today, and misusing/overusing the land acknowledgment may only serve to open wounds without offering any meaningful resolution.

Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here or removed against their will, some were drawn to leave their distant homes in the hope of a better life, and some have lived on this land for more generations than can be counted.

The City of Lebanon is situated upon ancestral and unceded lands of the Abenaki people, known as the Alnôbak in their own language. The land, known as Koas (place of the Pines), sits within the greater ancestral territory of the Abenaki and Wabanaki homeland, called Ndakinna. This acknowledgement reminds us of the significance of place, the continued existence of Abenaki people, and our commitment to building respectful relationships with those who call these lands home today.