

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, December 14, 2022, 6:00 p.m.
Remote Via Microsoft Teams: LebanonNH.gov/Live**

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

MEMBERS ABSENT: Erling Heistad

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, City Clerk Kristin Kenniston, Director of Planning & Development Nathan Reichert, Senior Planner Tim Corwin, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Chief of Police Phillip Roberts, Deputy Chief of Police Matthew Isham, City Engineer Brian Vincent, Public Works Assistant Director Jay Cairelli, Lebanon Libraries Director Sean Fleming, Human Services Director Lynne Goodwin, Chief Innovation Officer Melanie McDonough, Cyber Services Director Perry Eaton

1. **CALL TO ORDER:** Mayor McNamara called the meeting to order at 6:00 p.m.
 - City Manager Shaun Mulholland announced the meeting criteria for the public.
2. **PLEDGE OF ALLEGIANCE:** Councilor Whittlesey led the Council in the Pledge.
3. **PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
4. **OPEN TO PUBLIC:**
 - Councilor Liot Hill thanked the Recreation, Arts & Parks Department for doing a great job with Lebanon's Seasonal Celebration
 - Councilor Wilkie spoke about the December 21, 2022 Homeless Vigil starting at 5:30PM in Colburn Park. This is to honor those who have lost their lives due to being homeless. He, City Manager Mulholland and Human Services Director Lynne Goodwin will be spending the night outside.

This document was also provided as a guide to help facilitate adoption of the 2023 City Budget.

2023 CITY BUDGET ADOPTION GUIDE – DECEMBER 14, 2023

- In conformance with Section C419:41 of the Lebanon City Charter, the Notice of Public Hearing for the 2023 Budget adoption process was published in the Valley News on Tuesday, November 29, and Tuesday, December 6, 2022.
- Budgets are adopted by the City Council on a fund basis. A fund segregates revenues and expenditures that are legally restricted to specific uses.

- A majority of City Councilors present and voting, with a quorum of at least **five** members present, is required to approve the annual budget. The issuance or rescission of bonds or notes must be authorized by at least 2/3 (**six**) of the members. The change of purpose for a capital reserve fund must be authorized by at least 3/4 (**seven**) of the members.
- The City Council may act on the amendments as written, or they may be modified. Amendments may perish for lack of movement and seconding, or other amendments may be introduced.
- Once the relevant Resolution (MAIN MOTION) has been moved and seconded, amendments may be introduced by being moved, seconded, and voted on. If passed, the vote is then on the MAIN MOTION AS AMENDED.
- Clarity of Resolutions is imperative as the New Hampshire Department of Revenue Administration, and the City's bond counsel review the meeting minutes and actions associated with appropriation and debt issuance authorization for compliance with New Hampshire law.

Summary of City Manager's Proposed 2023 City Budget: (amendments to be introduced where applicable during proposed action)

<u>Fund</u>	<u>2023 Budget</u>	<u>\$ Chg. v. '22</u>	<u>Source of Revenues</u>	<u>2023 Budget</u>	<u>\$ Chg. v. '22</u>
General	\$38,372,240	\$1,481,120	Taxes	\$25,855,720	\$985,110
Solid Waste Disposal	\$4,916,230	\$709,780	Licenses and Permits	\$4,107,680	\$713,310
Water Treatment and Distribution	\$4,436,960	\$295,670	Intergovernmental	\$21,762,840	\$15,012,910
Sewage Collection and Disposal	\$7,862,020	\$597,690	Charges for Services	\$18,537,860	\$983,250
Municipal Airport	\$2,035,470	\$556,160	Miscellaneous Sources	\$6,952,480	\$4,748,520
Emergency Management	\$25,000	\$0	Interfund Transfers	\$2,881,600	\$542,560
Heritage Fund	\$400	\$0	Bond Proceeds	\$12,989,610	\$3,498,700
Capital Improvements	\$39,255,540	\$22,890,200	Total	<u>\$93,117,790</u>	<u>\$26,484,360</u>
TIFD	<u>\$623,780</u>	<u>\$238,070</u>	Applied/(Realized) Fund Balance	<u>\$4,409,850</u>	<u>\$284,330</u>
Total	<u>\$97,527,640</u>	<u>\$26,768,690</u>	Total Revenues and Fund Balance	<u>\$97,527,640</u>	<u>\$26,768,690</u>

The estimated 2023 Municipal Tax Rate is \$8.84 per \$1,000 of assessed real estate value, an increase of \$0.22 or 2.5% from the 2022 tax rate. A single-family home assessed for \$250,000 will have an estimated 2023 municipal tax bill of about \$2,210, an increase of \$55. Four rates make up the Total Tax Rate: Municipal, School: Local and State, and County. *This budget concerns the Municipal portion only.*

Increases of 8.0% and 7.2% to water and sewer service rates, respectively, are factored into the budget.

ORDER OF BUSINESS:

- 1. OPEN PUBLIC HEARING**
- 2. CLOSE PUBLIC HEARING**
- 3. ENACT RESOLUTIONS TO ADOPT 2023 BUDGET**

Proposed Resolutions include the following:

<u>Resolution</u>	<u>Page</u>	<u>Purpose of Action</u>
No. 1	3	To Vote on the General Fund Budget
No. 2	3	To Vote on the Solid Waste Disposal Fund Budget
No. 3	3	To Vote on the Water Treatment and Distribution Fund Budget
No. 4	4	To Vote on the Sewage Collection and Disposal Fund Budget
No. 5	4	To Vote on the Municipal Airport Fund Budget
No. 6	4	To Vote on the Emergency Management Fund Budget
No. 7	5	To Vote on the Heritage Fund Budget
No. 8A&B	5	To Vote on the Tax Increment Finance Districts Budgets
No. 9	6	To Vote on the Capital Improvements Fund Budget
No. 10	7	To Vote on the Authorization of the Issuance of Bonds or Notes to Finance 2023 Capital Improvements
No. 11	8	To Vote on Authorizing the City Manager to Apply for New Hampshire Clean Water State Revolving Fund Loans for up to \$1,387,250 and to Designate the City Manager as Authorized Representative of the City.
No. 12	9	To Vote on Authorizing the City Manager to Apply for New Hampshire Drinking Water State Revolving Fund Loans for up to \$3,103,500 and to Designate the City Manager as Authorized Representative of the City.
No. 13	10	To Vote to Authorize the disbursement of Water Investment Fee Funds in the amount of \$175,000 to partially fund the New Source Water Supply Study
No. 14	10	To Vote to Expand the Purpose of an existing Capital Reserve Fund in accordance with NH RSA 34:11
No. 15	11	To Vote to Establish a Public Assistance Revolving Fund in accordance with NH RSA 31:95-H
No. 16	11	To Vote to Authorize the Transfer of Unencumbered Appropriated Fiscal Year 2022 General Funds to Other Municipal Funds

5. 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) and designating the City Manager as authorized representative of the

City; authorizing the disbursement of Water Investment Fee Funds; expanding the purpose of an existing capital reserve fund; establishing a Public Assistance Revolving Fund; and authorizing the City Manager to transfer unencumbered appropriated fiscal year 2022 general funds to other municipal funds.

Included in Agenda: *(Pages 3-30 , Council agenda packet)*

1. Overview Presentation of Proposed 2023 Annual Budget
2. 2023 City Budget Adoption Guide – December 14, 2022

Information Available but not included in agenda packet:

1. [2023 Proposed City Manager Budget Information](#)

City Manager Mulholland gave a 27 page presentation (*available on the City's website or on the pages listed above in the Council agenda packet*) and reviewed the proposed 2023 Annual Budget.

Mayor McNamara opened the Public Hearing on the proposed 2023 City Budget and the following came forth:

Ms. Roberta Storm (Ward 3):

1. She spoke about the budget increase of almost 38% in one year. Mayor McNamara explained that it does include borrowing for Capital Projects and City Manager Mulholland noted that the projects are included in the budget for one year but are paid for over the next 20-years.
2. She was also upset about her new tax assessment and felt it was opportunistic since the City went through a tax assessment two years ago. Frankly, it is breaking the resident's backs.

Mayor McNamara explained that it was not opportunistic, it was forced on them by State Law and City Manager Mulholland explained how the economy has changed so rapidly causing the value of properties to increase, noting the City has to assess properties, according to State Law, within 90-110% of their value and explained the process. Mayor McNamara added that if the City stays within the ratios, revaluations will take place every 5-years. If we go outside the ratios, then revaluations need to take place more frequently.

3. She also questioned if anything was done to make the commercial vs. residential properties more equitable.

City Manager Mulholland explained how residential property values have risen more than commercial properties. Mayor McNamara noted the City is not allowed to have differential tax rates (i.e., one tax rate for commercial properties and another rate for residential properties) under State Law.

Assistant Mayor Below stated it is not the City Council who would be driving you out of Lebanon, it is the State's Tax Policy, which is determined by the State Legislature. The State Legislature has chosen a system to rely on property values, so when property values move, and your income does not move, it creates problems. This community has supported trying to change this by shifting toward an income tax basis for funding public education, in particular, which is 2/3 of the overall picture. Unfortunately, what we have seen is just a shift from one class of property (commercial sector) to the residential sector and is disconnected from what we are doing in terms of providing a responsible level of City services. If the shift had not occurred, your City share of property taxes might have gone up by only 4%. While it may appear the tax increases are coming from the City's spending, it is actually coming from the State's Tax Policy.

Mayor McNamara noted the City has been advocating for a broad-based tax in the State for years to supplement the property taxes as a source of revenue. Literally, every State around us has a broad-based tax. New Hampshire does not.

Mr. John Hebert (17 Trues Brook Road): He spoke about his concerns regarding the window of time to request an abatement and asked how re-assessments were done. City Manager Mulholland explained abatements are due by March 15th by State Law. The revaluations were done by market values for different types of homes. Every year, we do 20% of the City and pick up the new sales that occur.

Ms. Mary Davis (no ward given): She spoke about her concerns with the rise in property taxes noting she is on a limited income and is 76 years old. She wanted to know what kind of help the City can offer to help pay taxes. She also spoke about the trailer she owns is 51-years old and was assessed 2-years ago at \$24K, this year it went up to \$44,400. Where is some help?

City Manager Mulholland noted she can apply for an elderly exemption at the Assessing Department. The Elderly exemptions are due by April 1st of each year. The City cannot reduce the interest rate as it is set by State Statute reiterating the State Legislature sets the law on taxation. Mayor McNamara noted that if she felt her assessment was too high, she can appeal this through the Assessing office, as well as apply for the elderly exemption.

Hearing no further comments from the public, the Public Hearing was closed.

RESOLUTION NO. 1

*** MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 1 TO APPROPRIATE \$38,372,240 FOR GENERAL CITY OPERATIONS:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$38,372,240.

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR WHITTLESEY.

Council Discussions:

City Manager Mulholland spoke about his conversations with Tri-County CAP (TCCAP), noting he was able to work with them regarding the contract language for the Welcome Lebanon Ordinance. They both felt comfortable they can meet their mission (with the State and Federal Government) and fulfill the City's requirement for the Welcome Lebanon Ordinance. He recommended the Council add their funds (\$28,600) back into the budget, noting the services they provide are very valuable on the Human Services (HS) side.

The Council discussed:

- Whether or not the \$28,600 would take pressure off the City's existing Human Services Department in terms of staff time or in the direct services they are providing. The City Manager was confident they (TCCAP) would provide the wraparound services that HS needs. There will also be an agreement for services provided by all Human Services Agencies, and

- Whether or not the \$28,600 (added to the Human Services budget) would be enough to cover the level of resources the City would be making available for Human Services.

Councilor Wilkie spoke about the importance of continuing to foster and rebuild the Tri-County Cap connection but was concerned the looming crisis of the pending Federal Government funds would be an onerous problem that will continue in terms of how we support those individuals who need assistance financially and how this would impact the administrative side of things. While the \$28,600 sounds like it would be a great investment with Tri-County CAP, he reflected on the needs in the community, which he felt could far exceed this amount. The City Manager noted Tri-County CAP is mostly funded by the Federal Government, donations and municipalities, noting they did not fail to provide resources to the City. Basically, this would be providing any assistance to them for the work they do in Lebanon.

COUNCILOR LIOT HILL MOVED TO AMEND THE MAIN MOTION (FOR RESOLUTION NO. 1) TO ADD \$28,600 FOR TRI-COUNTY CAP. SECONDED BY COUNCILOR WILKIE.

Councilor Whittlesey was not convinced this Resolution does what is being proposed and spoke about how much extra work this would cause regarding services being provided at a time of intense need. He was also concerned about a potential pattern of behavior (by Tri-County CAP) and was hoping to get a clear plan. \$28K does not solve our root cause issues (i.e., poor documentation; poor data sharing; poor support). To him, the mission of Tri-County CAP would ethically or morally require them to provide that information and felt this was not being done.

Mayor McNamara gave his perspective noting that based on the City Manager's meeting with their CEO, he felt this was an important step on the City's part to hold them accountable. While it is not in writing, it is clear to them that future contributions to their budget and ensuing City budgets are dependent upon their performance in the upcoming year. This is an investment worth making, but it is made with the understanding that if there is not a significant change in their level of cooperation with the City over the next fiscal year, it would be very hard to justify in the following year.

Councilor Wilkie concurred with the Mayor but still believed adding another FTE to HS is desperately needed and explained his reasoning.

Councilor Sykes noted Tri-County CAP spends a lot of money in this City to try to alleviate many different problems (i.e., weatherization; provide homeless shelters in the county; provide fuel assistance, etc.).

Councilor Whittlesey spoke about his reasons for adding an FTE to Human Services and the services that was not being done by Tri-County CAP, as discussed in past meetings. To him it is either supporting the FTE (for Human Services) or supporting the funds for Tri-County CAP. We have to do one or the other because the City does not have unlimited funds.

Assistant Mayor Below spoke about the long tradition of New Hampshire municipalities supporting Human Service Agencies because they help relieve municipalities of their constitutional responsibilities to take care of the poor. And explained how this works. Tri-County CAP has always provided services to this community. At this point, the issue that was otherwise keeping them from being funded by the City has been resolved and it makes sense to have this put back in the budget.

Councilor Wilkie concurred with Assistant Mayor Below and recognized that we need to remain fiscally responsible and be very sensitive to the potential tax increases. With that said, he did not see a \$28K contribution as being a sufficient substitute for an FTE in Human Services and explained his reasons.

He suggested using the Revolving Fund to meet the needs of Lebanon's residents, and spoke about the need to continue looking for, and adding, a Low Barrier Shelter in the City. He advocated for supporting both the Tri-County CAP and the critical need for adding a FTE to Human Services.

Councilor Liot Hill concurred with Assistant Mayor Below and supported adding these funds back into the 2023 Budget. She hoped the leadership of Tri-County CAP heard the Council's concerns with their behavior. This will give us the opportunity to have some conversation over the coming year about what the City's expectations are, noting Tri-County CAP is part of the fabric of the City's Human Services network.

City Manager Mulholland wanted to make it very clear that the City's plan was not to hire someone fulltime (FTE) for Human Services to somehow do the job of Tri-County CAP.

Vote on First Amendment to RESOLUTION NO. 1

***THE VOTE ON AMENDING RESOLUTION NO. 1 TO ADD \$28,600 FOR TRI-COUNTY CAP WAS APPROVED (7-1)**

**COUNCILOR SYKES MOVED TO INCREASE RESOLUTION NO. 1 BY THE AMOUNT OF \$60,000.00 (SIXTY THOUSAND DOLLARS).
SECONDED BY COUNCILOR WILKIE.**

Councilor Sykes spoke to his motion noting that Lebanon's population in Grafton County represents about 15.7% of the county and with Hanover, Enfield and Lebanon combined it is more than 30% of the population of Grafton County. The 2021 census shows Lebanon's population is now about 15,601 (an 8.7% $\geq$ in population). Lebanon has the highest density of all three counties that Tri-County CAP services. We have to make the connection that with higher density comes more problems and one of the problems Lebanon needs to be looking at is the homeless. We have heard there are approximately 70 homeless people in Lebanon who receive ERAP funds for hotel/motel rooms. Statewide, there are 700 people who receive NERAP funds, but the homeless population is actually closer to 5K. In addition, there are housing issues, and referenced an article in the Valley News that talked about how outside investors are purchasing apartment buildings, evicting the people who have lived there (some for decades), so they can upgrade the apartments and charge more rent. As these types of rental costs increase it will only exacerbate people being able to stay in their homes. It is also important to put a face on the people we are talking about (i.e., 15% of the people going into shelters in New Hampshire are children; 14% are chronically homeless; 4% are veterans; 23% are victims of domestic violence; 33% have a known mental illness, 17% have physical disabilities, and 7% have developmental disabilities). This is the real face of people we have an obligation, as a society, to help.

Mr. Sykes submitted to the Council that there is a need for an additional Human Resources FTE and spoke about what he sees this person helping with, noting the importance for the Council to be mindful regarding this underserved population.

Councilor Wilkie spoke to his second and concurred with Councilor Sykes regarding the need for an additional FTE for Human Services. We should avoid the problem from becoming critical before we address a solution, especially in an area that we have deemed a priority.

Councilor Liot Hill spoke about whether we should consider targeting additional resources for Human Services. In the past, when the City was facing a financial crisis, the Council at that time decided to make a one-time increase in appropriations (around \$100K) to Social Service Agencies. With that spirit in mind, she asked if the Council should consider targeting additional resources to Human Services and

explained her reasons for doing so. People are in distress and while we may not solve the problem, we can at least make a difference to help some families get through a difficult winter while simultaneously looking at root causes/systemic issues; a low barrier shelter; and addressing a comprehensive housing plan.

Councilor Zook questioned if it would be possible/appropriate for the Flex Fund to be used to hire an additional FTE by allocating \$60K to that fund and using it as benefit to the residents.

Assistant Mayor Below noted this would be addressed in Resolution #15 ([page 38 of the Council agenda packet](#)) and explained why passing Resolution #15 would establish assistance through a Revolving Fund to provide additional assistance. From a tax point of view, it does not matter whether we make this additional appropriation or not, it matters how much money goes into the fund and what is spent out of this fund. He was uncertain if it would be better spent as an additional FTE or if it would be better spent for additional assistance in a variety of different ways. Whether it is spent or not, the City Manager would have the discretion to use it as an FTE or not. The City Manager has come up with a mechanism for which we can provide for this without having to immediately start considering additional appropriations and felt it was important to send a signal, whether it is by passing Resolution #15 or this amendment, that we (City Council) recognize there is a need for additional resources within the City.

Mayor McNamara was hesitant to vote for this specific amount for this specific purpose. In his opinion, Human Services puts a lot of thought into their budget throughout the year. He was in favor of Resolution #15.

Councilor Whittlesey spoke about his reasons for supporting Resolution #15 and the Revolving Fund, noting these have a clear purpose (i.e., here's what we are going to do/target). Providing resources without a general plan is not useful. He thought it would be hard to say to residents: We have to make funds available because people are being taxed out of their homes, but then raise the taxes because we are adding more funds. He did not support this amendment and further explained his reasoning.

Councilor Sykes agreed the Council should be putting at least \$100K into the Revolving Fund. His concern was that if the amendment he offered was defeated, then the City Council would not put any additional funds in the Revolving Fund and explained his reasoning. He also felt Human Resources was hesitant to ask for the resources they really need and explained his past experience with this issue.

In response to Councilor Sykes question regarding the impact this amendment would have on the property taxes, City Manager Mulholland noted it would be a .03 cent > in the tax rate.

Councilor Wilkie spoke about his observations with Tri-County CAP, noting they do not add any additional human resources to the City. He questioned if there has been any consideration as to what level of administrative burden will be added by the Revolving Fund. City Manager Mulholland noted it would not be significant because we have an agreement with The Haven, who will manage those administrative operations. He was also concerned that if we add this amendment (60K) to the \$28,600 the City would not be reaching the \$100K that Councilor Liot Hill spoke about.

Councilor Whittlesey noted that \$100K is already being proposed for the Revolving Fund so we are actually talking about adding \$188 to the budget. He supported the Revolving Fund because it is a targeted approach that will allow us to support the residents in at risk communities. He also questioned what the role would be for a FTE, noting there is no clear plan for this and would not support it.

Councilor Liot Hill spoke about how the \$60K proposed by Councilor Sykes was not specifically for an FTE, it was a motion to add \$60K to the budget and is intended to increase internal capacity within the

Human Services Department. It is a very targeted approach to try and increase capacity within a HS department that has a very clear mission, which is to support people in distress; managed by professionals who know exactly what they are doing and, how to target resources. \$60K in a +/- \$38M budget would add maybe two cents (\$.02) to the tax rate and felt this was not unreasonable.

In response to Councilor Simon's question regarding what happens to the appropriated funds if it is not spent, City Manager Mulholland stated unspent funds will go into the Unassigned Fund Balance.

City Manager Mulholland requested the Council not to raise the tax rate for 2023 but rather take the funds in this year's budget to allow him to go to \$160K instead of \$100K, noting this will not raise the tax rate any more than we have. We have a statutory obligation to provide welfare services, so if the budget runs out, he has to take funds from someplace else in the City Budget. He did not feel the \$60K was actually needed at all because he would take funds from somewhere else in the budget if needed.

The Council continued to debate: adding funds to Resolution #16 by adding an additional bullet stating "an additional amount, not exceeding \$260K", which would include the \$60K without directly impacting the upcoming tax rate; increasing the amount that goes into the Revolving Fund for direct assistance to people who need it; increasing capacity within the Human Resources Department; how looking at a Low Barrier Shelter should be within the Planning Department to start with at first (i.e., finding site, design, etc.) then resources can be made available to Human Services; how The Haven would be handling the administrative funds; how Human Services is helping people fill out applications so they can get State/Federal funds; and, how the State requires approximately 25 pages in an application request for heating assistance for each household that would require assistance from Human Services.

Vote on Second Amendment to RESOLUTION NO. 1

*** THE VOTE FROM COUNCILOR SYKES TO AMEND RESOLUTION NO. 1 BY INCREASING THE AMOUNT TO \$60,000.00 (SIXTY THOUSAND DOLLARS) WAS APPROVED (5-3).**

Councilor Liot Hill spoke to the motion by explaining the reasons why she felt the City, and taxpayers in the State of New Hampshire are burdened more than any other State, noting it is time for us to build a coalition of taxpayers who are similarly burdened because something has to change: it is not sustainable.

*** VOTE ON THE MAIN MOTION FOR RESOLUTION NO. 1, WITH THE TWO AMENDMENTS IN THE AMOUNT OF \$38,460,840 (THIRTY-EIGHT MILLION, FOUR HUNDRED SIXTY THOUSAND AND EIGHT HUNDRED AND FORTY THOUSAND DOLLARS) GENERAL BUDGET, WAS APPROVED (8-0).**

The Council took a break at 8:10 PM and returned at approximately 8:20 PM.

RESOLUTION NO. 2

*** MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 2 TO APPROPRIATE \$4,916,230 FOR SOLID WASTE DISPOSAL:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,916,230.

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR LIOT HILL.

*** VOTE ON RESOLUTION NO. 2 WAS APPROVED (8-0).**

RESOLUTION NO. 3

***MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 3 TO APPROPRIATE \$4,436,960 FOR WATER TREATMENT AND DISTRIBUTION:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,436,960.

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR WILKIE.

*** VOTE ON RESOLUTION NO. 3 WAS APPROVED (8-0).**

RESOLUTION NO. 4

***MOTION BY ASSISTANT MAYOR BELOW TO MOVE PASSAGE OF RESOLUTION NO. 4 TO APPROPRIATE \$7,862,020 FOR SEWAGE COLLECTION AND DISPOSAL:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$7,862,020.

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON RESOLUTION NO. 4 WAS APPROVED (8-0).**

RESOLUTION NO. 5

*** MOTION BY COUNCILOR SIMON TO MOVE PASSAGE OF RESOLUTION NO. 5 TO APPROPRIATE \$2,035,470 FOR MUNICIPAL AIRPORT OPERATIONS:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$2,035,470.

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR SYKES.

*** VOTE ON RESOLUTION NO. 5 WAS APPROVED (8-0).**

RESOLUTION NO. 6

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

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

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

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR SIMON.

*** VOTE ON RESOLUTION NO. 6 WAS APPROVED (8-0).**

RESOLUTION NO. 7

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

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

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

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON RESOLUTION NO. 7 WAS APPROVED (8-0).**

RESOLUTION NO. 8A

*** MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 8A TO APPROPRIATE \$623,770 FOR THE DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$623,770.

This resolution shall be effective January 1, 2023

DOWNTOWN TAX INCREMENT FINANCING DISTRICT		
Revenue:		
Property Taxes	\$	623,770
Expenditures:		
Transfer to General Fund	\$	279,600
Future Operations & Maintenance	\$	344,170
\$ 623,770		

SECONDED BY COUNCILOR WILKIE.

*** VOTE ON RESOLUTION NO. 8 WAS APPROVED (8-0).**

RESOLUTION NO. 8B

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

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

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

This resolution shall be effective January 1, 2023

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

SECONDED BY COUNCILOR LIOT HILL.

*** VOTE ON RESOLUTION NO. 8B WAS APPROVED (8-0).**

RESOLUTION NO. 9

***MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 9 TO APPROPRIATE \$39,255,540 FOR CAPITAL IMPROVEMENTS AND ACQUISITIONS AS PROVIDED BELOW AND IN THE TABLE LISTED ON PAGE 34, CITY COUNCIL AGENDA PACKET:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be appropriated in the amount of \$39,255,540 for expenditure in connection with the following Capital Improvements and Acquisitions:

Department	Project Name	2023	Bonds/Note Proceeds/Debt	Existing Funds from CRF	Transfers to CIP	Other (SAD, sale proceeds, DHMC PILOT, etc)	Inter- governmental Grants
AIRPORT FUND							
AIR	Runway Safety Area Improvements_18-36	\$7,040,000			\$352,000		\$6,688,000
AIR	North Air Center Apron Rehabilitation	\$1,100,000			\$55,000		\$1,045,000
AIR	Localizer Relocation Construction Oversight Services	\$200,000			\$10,000		\$190,000
	TOTAL AIRPORT	\$8,340,000	\$0	\$0	\$417,000	\$0	\$7,923,000
GENERAL FUND							
FACILITIES							
FIRE	Public Safety Facilities 2	\$40,000		\$40,000			
FLEET & EQUIPMENT							
FIRE	Ambulance Replacements	\$450,000		\$450,000			
FIRE	Staff Vehicle Replacement	\$60,000		\$60,000			
FIRE	Ladder #1 Replacement	\$1,700,000	\$1,700,000				
DPW	Fleet Replacement	\$420,000		\$420,000			
ROADS & BRIDGES							
DPW	Trues Brook Road Bridge Replacement #066-059	\$920,000	\$46,000				\$874,000
DPW	South Main Street Bridge Replacement #062-117	\$10,828,840	\$3,315,970				\$7,512,870
DPW	Kimball Street and Forest Avenue Reconstruction	\$910,000	\$910,000				
DPW	Mechanic / High / Mascoma Intersection	\$336,000	\$336,000				
DPW	Mechanic St/Slayton Hill Rd Intersection	\$0					
DPW	Mount Support Road/Lahaye Drive Intersection	\$4,350,000	\$316,640			\$4,033,360	
PLN	West Lebanon Main Street Streetscape Improvement	\$3,646,000	\$1,346,000				\$2,300,000
DPW	Water System Improvements-Miracle Mile SRF	\$223,000	\$223,000				
DPW	Estabrook Circle and Maple St Stormwater Improvement	\$85,250	\$85,250				
	TOTAL GENERAL FUND	\$23,969,090	\$8,278,860	\$970,000	\$0	\$4,033,360	\$10,686,870
WATER FUND							
DPW-WATER	Kimball Street and Forest Avenue Reconstruction	\$780,000	\$780,000				
DPW-WATER	New Source Water Supply Study Investigation Phase 1	\$175,000				\$175,000	
DPW-WATER	Water System Improvements-Go. Main Bridge SRF	\$200,000	\$200,000				
DPW-WATER	Water System Improvements-Miracle Mile SRF	\$2,077,000	\$2,077,000				
DPW-WATER	Hanover Water Interconnection	\$720,000				\$560,000	\$160,000
DPW-WATER	Estabrook Circle and Maple St Stormwater Improvement	\$46,500	\$46,500				
	TOTAL WATER FUND	\$3,998,500	\$3,103,500	\$0	\$0	\$735,000	\$160,000
SEWER FUND							
DPW-SEWER	Fleet and Equipment Replacement	\$220,000	\$220,000				
DPW-SEWER	Bakers Crossing Sewer Force Main Replacement	\$890,000	\$890,000				
DPW-SEWER	Sewer Improvements-Go. Main Bridge SRF	\$5,000	\$5,000				
DPW-SEWER	Kimball Street and Forest Avenue Reconstruction	\$910,000	\$469,000				\$441,000
DPW-SEWER	Estabrook Circle and Maple St Stormwater Improvement	\$23,250	\$23,250				
	TOTAL SEWER FUND	\$2,048,250	\$1,607,250	\$0	\$0	\$0	\$441,000
SOLID WASTE FUND							
DPW-SOLID	Fleet and Equipment Replacement	\$255,000			\$255,000		
DPW-SOLID	Landfill Phase 3-4 Design and Permitting	\$500,000			\$500,000		
DPW-SOLID	Landfill Gas Collection & Control System	\$144,700			\$144,700		
	TOTAL SOLID WASTE FUND	\$899,700	\$0	\$0	\$899,700	\$0	\$0
TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM		\$39,255,540	\$12,989,610	\$970,000	\$1,316,700	\$4,768,360	\$19,210,870

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

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR SIMON.

Councilor Liot Hill spoke to her motion highlighting the Council's discussion at their last meeting with regard to West Lebanon. We are making this appropriation in the hope that the Federal funds will be approved to make the West Lebanon Capital Improvements possible. Even if these Federal funds fall through and are not available that we are also appropriating \$1.3M of City funds that can be used in some way to continue the momentum in West Lebanon on the Streetscape Improvements Project and that the City Manager plans to come back to the Council to discuss this in more details.

*** VOTE ON RESOLUTION NO. 9 WAS APPROVED (8-0).**

RESOLUTION NO. 10

*** MOTION BY COUNCILOR ASSISTANT MAYOR BELOW TO MOVE PASSAGE OF RESOLUTION NO. 10 TO AUTHORIZE THE ISSUANCE OF BONDS OR NOTES TO FINANCE 2023 CAPITAL IMPROVEMENTS:**

RESOLVED, by the City of Lebanon, that the City Treasurer, with the approval of the City Manager, is authorized to issue, in accordance with the Municipal Finance Act (RSA 33), a bond issue or bond issues in an amount not to exceed \$17,022,970 (Seventeen Million Twenty-Two Thousand Nine Hundred Seventy Dollars) as follows and as *depicted in the table on page 35, Council agenda packet:*

Department	Project Name	Estimated Useful Life	Paid for by	Amount
GENERAL FUND				
FLEET & EQUIPMENT				
FIRE	Ladder #1 Replacement	20 Years	Property Taxes	\$1,700,000
ROADS & BRIDGES				
DPW	Trues Brook Road Bridge Replacement #066-059	20 Years	Property Taxes	\$46,000
DPW	South Main Street Bridge Replacement #062-117	20 Years	Property Taxes	\$3,315,970
DPW	Kimball Street and Forest Avenue Reconstruction	20 Years	Property Taxes	\$910,000
DPW	Mechanic / High / Mascoma Intersection	20 Years	Property Taxes	\$336,000
DPW	Mount Support Road/Lahaye Drive Intersection	20 Years	Property Taxes	\$316,640
DPW	Mount Support Road/Lahaye Drive Intersection	20 Years	Special Assessment District	\$4,033,360
PLN	West Lebanon Main Street Streetscape Improvements	20 Years	Property Taxes	\$1,346,000
DPW	Water System Improvements-Miracle Mile SRF	20 Years	Property Taxes	\$223,000
DPW	Estabrook Circle and Maple St Stormwater Improvements	20 Years	Property Taxes	\$85,250
WATER FUND				
DPW-WATER	Kimball Street and Forest Avenue Reconstruction	20 Years	Water User Fees	\$780,000
DPW-WATER	Water System Improvements-So. Main Bridge SRF	20 Years	Water User Fees	\$200,000
DPW-WATER	Water System Improvements-Miracle Mile SRF	20 Years	Water User Fees	\$2,077,000
DPW-WATER	Estabrook Circle and Maple St Stormwater Improvements	20 Years	Water User Fees	\$46,500
SEWER FUND				
DPW-SEWER	Fleet and Equipment Replacement	20 Years	Sewer User Fees	\$220,000
DPW-SEWER	Bakers Crossing Sewer Forcemain Replacement	20 Years	Sewer User Fees	\$890,000
DPW-SEWER	Sewer Improvements-So. Main Bridge SRF	20 Years	Sewer User Fees	\$5,000
DPW-SEWER	Kimball Street and Forest Avenue Reconstruction	20 Years	Sewer User Fees	\$469,000
DPW-SEWER	Estabrook Circle and Maple St Stormwater Improvements	20 Years	Sewer User Fees	\$23,250
TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM				\$17,022,970

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

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

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR SYKES.

*** VOTE ON RESOLUTION NO. 10 WAS APPROVED (8-0).**

RESOLUTION NO. 11

*** MOTION BY COUNCILOR SIMON TO MOVE PASSAGE OF RESOLUTION NO. 11 TO AUTHORIZE THE CITY MANAGER TO APPLY FOR NEW HAMPSHIRE CLEAN WATER STATE REVOLVING FUND LOAN(S) UP TO \$1,387,250 (ONE MILLION THREE HUNDRED**

EIGHTY-SEVEN THOUSAND TWO HUNDRED FIFTY DOLLARS), AND TO DESIGNATE THE CITY MANAGER AS AUTHORIZED REPRESENTATIVE OF THE CITY (as depicted below and the table on page 36, Council agenda packet):

PROJECT	AMOUNT
Kimball Street and Forest Avenue Reconstruction	\$ 469,000
Sewer System Improvements - So. Main Bridge SRF	\$ 5,000
Estabrook Circle and Maple Street Improvements	\$ 23,250
Baker's Crossing Sewer Forcemain Replacement	\$ 890,000
	\$ 1,387,250

WHEREAS, the City of Lebanon, after thorough consideration of the nature of water pollution problems, hereby determines that construction of certain works, described as sewer infrastructure improvement projects for Kimball Street and Forest Avenue - \$469,000; South Main Street Bridge - \$5,000, Estabrook Circle and Maple Street - \$23,250, and Baker's Crossing Sewer Forcemain Replacement - \$890,000 are desirable and in the public interest and, to that end, it is desired to apply for assistance from the Clean Water State Revolving Fund for up to \$1,387,250; and

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

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

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR ZOOK.

*** VOTE ON RESOLUTION NO. 11 WAS APPROVED (8-0).**

RESOLUTION NO. 12

*** MOTION BY COUNCILOR ZOOK TO MOVE PASSAGE OF RESOLUTION NO. 12 TO AUTHORIZE THE CITY MANAGER TO APPLY FOR NEW HAMPSHIRE DRINKING WATER STATE REVOLVING FUND LOAN(S) UP TO \$3,103,500 (THREE MILLION ONE HUNDRED THREE THOUSAND FIVE HUNDRED DOLLARS) AND TO DESIGNATE THE CITY MANAGER AS AUTHORIZED REPRESENTATIVE OF THE CITY (as depicted below and in the table on page 36, council agenda packet):**

PROJECT	AMOUNT
Kimball Street and Forest Avenue Reconstruction	\$ 780,000
Water System Improvements - So. Main Bridge SRF	\$ 200,000
Water System Improvements – Miracle Mile SRF	\$ 2,077,000
Estabrook Circle and Maple Street Improvements	\$46,500
	\$ 3,103,500

WHEREAS, the City of Lebanon, after thorough consideration of the nature of water pollution problems, hereby determines that construction of certain works, described as water infrastructure improvement projects for Kimball Street and Forest Avenue - \$780,000; South Main Street Bridge - \$200,000, Miracle Mile - \$2,077,000, and Estabrook Circle and Maple Street - \$46,500 are desirable and in the public interest and, to that end, it is desired to apply for assistance from the Drinking Water State Revolving Fund for up to \$3,103,500; and

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

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

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR LIOT HILL.

*** VOTE ON RESOLUTION NO. 12 WAS APPROVED (8-0).**

RESOLUTION NO. 13

*** MOTION BY COUNCILOR SYKES TO MOVE PASSAGE OF RESOLUTION NO. 13 TO AUTHORIZE THE DISBURSEMENT OF WATER INVESTMENT FEE FUNDS TO PARTIALLY FUND THE NEW SOURCE WATER SUPPLY STUDY:**

RESOLVED, by the City of Lebanon, that funds in an amount not to exceed \$175,000 (One Hundred Seventy-Five Thousand Dollars) be disbursed from the Water Investment Fees Fund to the Capital Improvements Fund to partially fund the New Source Water Supply Study.

This resolution shall be effective January 1, 2023.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON RESOLUTION NO. 13 WAS APPROVED (8-0).**

RESOLUTION NO. 14

*** MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 14 TO EXPAND THE PURPOSE OF AN EXISTING CAPITAL RESERVE FUND IN ACCORDANCE WITH NH RSA 34:11:**

RESOLVED, by the City of Lebanon, that the purpose of the Police Department Equipment, Vehicles and Improvements Capital Reserve Fund, established on December 20, 2017, is expanded from aggregating resources to effect acquisitions, and capital repairs, maintenance and/or upgrades of Police Department related equipment, vehicles, and facilities, to also include the purchase, use, maintenance, and periodic upgrading of Police Department software; that the Capital Reserve Fund is renamed the Police Department Equipment, Vehicles, Improvements, and Software Capital Reserve Fund; and that the City Manager shall be the agent of the City to carry out the objects of the Fund was established by the City Council.

This resolution is effective upon passage.

SECONDED BY COUNCILOR SYKES.

*** VOTE ON RESOLUTION NO. 14 WAS APPROVED (8-0).**

RESOLUTION NO. 15

*** MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 15 TO ESTABLISH A PUBLIC ASSISTANCE REVOLVING FUND IN ACCORDANCE WITH NH RSA 31:95-h:**

RESOLVED, by the City of Lebanon, that a Public Assistance Revolving Fund be established for the purpose of accumulating resources to provide general assistance for housing and emergency shelter, food, fuel, utilities, and other basic necessities of the public welfare function for which the City is responsible in accordance with NH RSA 165, Aid to Assisted Persons; that money in the Public Assistance Revolving Fund shall accumulate from year to year and shall not be considered part of the City's General Fund; and that the City Manager shall be the agent of the City to carry out the objects of the Fund was established by the City Council.

This resolution is effective upon passage.

SECONDED BY COUNCILOR WHITTLESEY.

*** VOTE ON RESOLUTION NO. 15 WAS APPROVED. (8-0).**

RESOLUTION NO. 16

*** MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 16 TO AUTHORIZE THE TRANSFER OF UNENCUMBERED APPROPRIATED FISCAL YEAR 2022 GENERAL FUNDS AS FOLLOWS:**

NOT PART OF THE RESOLUTION – This Resolution involves the transfer of unencumbered appropriated Fiscal Year 2022 general funds. Therefore, unlike other resolutions presented herein, the following Resolution will be effective upon passage.

RESOLVED, by the City of Lebanon, that the City Manager is authorized to transfer unencumbered appropriated funds from the 2022 General Fund to other municipal funds as follows:

- An amount up to, but not exceeding, \$250,000 to the DPW Equipment and Vehicles Capital Reserve Fund;
- An amount up to, but not exceeding, \$500,000 to the Fire Department Equipment and Vehicles Capital Reserve Fund;
- An amount up to, but not exceeding, \$425,000 to the Police Department Equipment, Vehicles, Improvements, and Software Capital Reserve Fund; and
- An amount up to, but not exceeding, \$100,000 to the Public Assistance Revolving Fund.

This resolution is effective upon passage.

SECONDED BY COUNCILOR WILKIE.

ASSISTANT MAYOR BELOW MOVED TO AMEND THE LAST BULLET LINE TO READ: AN AMOUNT UP TO, BUT NOT EXCEEDING \$150,000 TO THE PUBLIC ASSISTANCE REVOLVING FUND.

SECONDED BY COUNCILOR LIOT HILL.

City Manager Mulholland noted that the Council just raised another \$60K and then another \$150K that has to come out of the Unassigned Fund Balance where we already have a hold. He previously recommended that if the Council was going to raise the budget by \$60K it was not wise to do this.

Councilor Wilkie noted that the City Manager is authorized to raise “up to, but not exceed \$150K” and questioned if he would still be able to transfer only the \$100K.

City Manager Mulholland noted that it is not sure he will have those funds available to do all these amounts. He may need some of them, but if the Council wants him to spend \$150K, his plan is to put it in there if it is available. The flexibility is intended to make sure he has these funds at the end of the year because the payment of bills will not take place until the end of March 2023.

Assistant Mayor Below noted the Council anticipates that there might be more need than this, and if there is not, there is \$50K that will not need to be in the fund the following year. He felt this provides the flexibility that could be useful to avoid the need to have to do an additional appropriation in the middle of the year.

*** VOTE ON THE AMENDMENT FROM ASSISTANT MAYOR BELOW TO AMEND THE LAST BULLET LINE TO READ: “AN AMOUNT UP TO, BUT NOT EXCEEDING \$150,000 TO THE PUBLIC ASSISTANCE REVOLVING FUND” TO RESOLUTION NO. 16 WAS APPROVED. (7-1)**

***THE VOTE ON THE MAIN MOTION TO RESOLUTION NO. 16 WAS APPROVED. (8-0)**

Item 6. New Business was taken out of order from what was presented in the December 14, 2022 Council Agenda Packet. The remaining items (below) were discussed in the order presented.

6. NEW BUSINESS:

A. PROPOSED CITY CHARTER AMENDMENT – Discussion of non-substantive changes suggested by the Attorney General’s Office and order to place proposed charter amendment on the March 14, 2023 ballot.

Included in Agenda: *(Note: Please refer to Pages 41-67, Council Agenda packet for complete details and information.)*

1. Letter from Attorney General, dated December 6, 2022 and received December 12, 2022.
2. Draft Proposed Charter Amendment Language, including changes suggested by Attorney General’s Office.

Deputy City Manager David Brooks reviewed the proposed non-substantive changes to City Charter Amendments.

BACKGROUND

Following a public hearing on November 16th, the City Council adopted a Resolution determining that a proposed amendment to the Lebanon City Charter to replace gender-specific pronouns and terms with gender-neutral pronouns and terms was necessary and appropriate. The Resolution further directed that a final report of the proposed Charter amendment should be filed with the City Clerk and that a certified copy of such report should be filed by the Clerk with the New Hampshire Secretary of State, the New Hampshire Attorney General, and the Commissioner of the New Hampshire Department of Revenue Administration in accordance with the procedures in NH RSA 49-B. The final report of the proposed Charter amendment was filed with the City Clerk and with the applicable state agencies on November 17th.

Pursuant to NH RSA 49-B:4-a, I, the Secretary of State, the Attorney General, and the Commissioner of the Department of Revenue Administration have 45 days to review the proposed amendment to ensure that it is consistent with the general laws of the state and to provide notice to the City approving or disapproving the proposed amendment. Only after the three state agencies have approved the proposed amendment can the City Council take action to have the proposed Charter amendment placed on the ballot at the next municipal election on March 14, 2023.

On December 12th, the City Clerk received a letter from the Attorney General’s Office on behalf of all three state agencies stating that they do not object to the proposed amendments. However, the Attorney General’s letter also suggested three changes to the proposed amendment to avoid potential ambiguity as follows:

Section III, Administration:

- In §C419:16 – consider changing “they were” to “the member was”
- In §C419:33 – consider changing “their” to “the officer’s”
- In §C419:45 – consider changing “their” to “the head’s”

If the Council wishes to incorporate the suggestions offered by the Attorney General’s Office, the City’s legal counsel has indicated that no additional public hearing is required since the changes are considered “non-substantive”. The attached red-line version of the proposed Charter amendment includes the suggested changes in the respective sections.

Pursuant to NH RSA 49-B:5, I(b), within 7 days after receiving approval from the state agencies under RSA 49-B:4-a, the Council may order the proposed amendment to be placed on the ballot at the next regular

municipal election. Since the state agencies' response was received by the City on December 12th, the Council should take action on or before December 19th to comply with the statutory requirement.

Although this issue was not previously identified on the Council's agenda for the December 14th meeting, City Council Rule A191-7(D) allows "items of an urgent nature which require special attention or are in need of immediate action by the Council may be placed on any agenda at the discretion of the Mayor and/or City Manager."

Councilor Wilkie MOVED, that the Lebanon City Council hereby accepts the non-substantive changes suggested by the Attorney General's Office to avoid potential ambiguity with the insertion of gender-neutral terms, as follows:

In Section III, Administration, §C419:16, the proposed insertion "they were" to be changed to "the member was".

In Section III, Administration, §C419:33, the proposed insertion "their own" to be changed to "the officer's own".

In Section III, Administration, §C419:45, the proposed insertion of two instances of "their" to be changed to two "the head's".

BE IT FURTHER MOVED, that the Lebanon City Council, pursuant to its authority granted by RSA 49-B:5, I(b), hereby orders the City Clerk to place the final draft of the proposed Charter amendment, including the changes outlined above, on the ballot at the next municipal election to be held on March 14, 2023.

Pursuant to RSA 49-B:6, IV(b), the amendment to the City Charter will become effective July 1, 2023, if a majority of the ballots cast at the March 14, 2023 Municipal Election favor acceptance.

SECONDED BY COUNCILOR LIOT HILL.

Assistant Mayor Below noted their appears to be a typo on pages 54 §419:27 under qualifications; 4th line down, last red edit, under where the City Manager's tenure of office states "he" (the City Manager), "he" should be stricken and replaced with "the City Manager."

***THE VOTE ON THE MOTION WAS APPROVED (8-0)**

B. AMENDMENT TO 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

Included in the agenda packet:

1. Amend Ordinance #18, Salary Plan ([Pages 41-53 , City Council agenda packet](#))

City Manager Mulholland reviewed the highlights of the proposed amendments to Ordinance No.18, Salary Plan, noting that this is the third reading and established a public hearing for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, as follows:

1. Article II, Non-Affiliated and LPASE Employees, to:

- 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 Police Benevolent Association (NEPBA), to implement a 3% wage Increase for 2023.

City Manager Mulholland reviewed the background and reasons behind all proposed amendments to Ordinance #18, Salary Plan as listed below:

BACKGROUND

ARTICLE II NON-AFFILIATE 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

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 acknowledged by the City Council on November 16, 2022; the second presentation was acknowledged on December 7, 2022. The Council is asked to finalize the amendment

process by acknowledging the third presentation and acting to amend the Salary Plan following the close of the public hearing.

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

1. PRESENTATION:

Council Liot Hill MOVED, that the Lebanon City Council acknowledges the third 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;
 - c. 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 Police Benevolent Association (NEPBA), to implement a 3% wage Increase for 2023.

2. **RESOLUTION:**

Councilor Liot Hill Further MOVED that:

FOR THE PURPOSE OF amending Ordinance #18, Salary Plan.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends 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:
- Accounting Clerk III (Finance Department) added as Grade 8.
 - A combined Deputy City Clerk/Deputy Tax Collector (City Clerk) added as grade 8.
 - Public Relations Coordinator (City Manager) added as grade 9.
 - Deputy Human Resources Director (Human Resources Department) added as Grade 13.
 - Deputy Planning and Development Director (Planning and Development Department) added as Grade 13.
 - Human Resources Specialist (Human Resources Department) added as Grade 14.
- h. Add the following Seasonal/Temporary & Stipend positions:
- Tree Warden (Recreation, Arts & Parks Department) added as a Stipend position.
 - 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:
- Implement a 3% General Wage Increase for 2023;
 - Reclassify the following positions:
 - Parks and Grounds Crew Foreman from Grade 7 to Grade 8.
 - 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 202

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					
Grade	Position Title	Hourly		Weekly	
		<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	-	-
	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	-	-	-	-

**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	HOUR LY	
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%****GW****Minimum Maximum**

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	\$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%GW****Minimum Maximum**

<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
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%).

SECONDED BY COUNCILOR WHITTLESEY.

****THE VOTE ON THE MOTION WAS APPROVED (8-0).***

Before adjourning the meeting, City Manager Shaun Mulholland presented his sincere thanks, accolades and appreciation to the City Council for their dedication and the work they have done for the City of Lebanon over the past year.

7. ADJOURNMENT:

Council Whittlesey MOVED for adjournment.

Seconded by Councilor Wilkie.

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

The meeting was adjourned at 9:04 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary