



**LEBANON CITY COUNCIL
APRIL 5, 2023 - 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: 475 726 099#). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).

The April 5, 2023 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

A.

- Resolution in honor of Gloria Leskiewicz (Human Resources Director)
- Resolution in honor of Zach Bryan (Fire Department Lieutenant)
- Resolution in honor of Kevin Follensbee (Fire Department Lieutenant)
- Resolution in honor of Timothy Cohen (Police Department Captain)
- Refill Not Landfill Proclamation

6. Approval of Minutes

A. MOTION TO approve the minutes as presented in the April 5, 2023 agenda packet.

7. Appointments

A. Conservation Commission, Barbara Hirai (Reappointment Alternate Member)

8. Public Hearing Items

- A. ORDINANCE #2023-02: A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 179, Vendors, Section 179-4, Permits and 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:
- 9. Old Business**
 - A. Presentation of Second Reading: Amendments to Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, as follows:
 - 1. Add new Asset Manager position
 - 2. Add new Solid Waste Foreperson position
- 10. New Business**
 - A. Appointment of Darlene Cook as Municipal Agent for Motor Vehicle Registrations
 - B. Capital Improvement Project update
- 11. City Manager Report**
 - A. Lebanon Opera House rendering of planned outside accent lighting for City Hall
- 12. Council Representatives to Other Bodies Report**
- 13. Future Agenda Items**
- 14. Non-Public Session**
 - A. RSA 91-A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."
- 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](https://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

Board/Committee: Zoning Board of Adjustment
Position: Alternate Member
Applicant: J. Walker
Assigned Councilor: D. Whittlesey
Assigned Date: 02/07/2023

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

APRIL 19, 2023

PUBLIC HEARING ITEMS:

- A. AMEND ORDINANCE 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking

Lebanon City Council Agenda
April 5, 2023

action to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, as follows:

1. Add new Asset Manager position
2. Add new Solid Waste Foreman position

NEW BUSINESS:

- A. Request from Lalo's Taqueria for an Exemption (per §14-5) of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City property.
- B. Release of Collected Public School Impact Fees
- C. Review and Discussion of 2022 Year End and 2023 1st Quarter Budget Reports

APRIL 25, 2023 – WORK SESSION

APRIL 27, 2023 – WORK SESSION

MAY 03, 2023

NEW BUSINESS:

- A. Review and approval of Strategic Plan
- B. Discussion & Set Public Hearing for May 17, 2023: Community Revitalization Tax Relief Program (RSA 79-E) Application – Lebanon Woolen Mill, LLC for rehabilitation of former Kleen Laundry facilities at 1 Foundry Street and replacement of structures at 25 Mechanic Street and 43 Mechanic Street

**AGENDA
LEBANON CITY COUNCIL
APRIL 5, 2023**

5. RECOGNITIONS:

- Resolution in honor of Gloria Leskiewicz (Human Resources Director)
- Resolution in honor of Zach Bryan (Fire Department Lieutenant)
- Resolution in honor of Kevin Follensbee (Fire Department Lieutenant)
- Resolution in honor of Timothy Cohen (Police Department Captain)
- Refill Not Landfill Proclamation

Included in this Section:

1. Resolution in honor of Gloria Leskiewicz
2. Resolution in honor of Zach Bryan
3. Resolution in honor of Kevin Follensbee
4. Resolution in honor of Timothy Cohen
5. Refill Not Landfill Proclamation



RESOLUTION

HONORING GLORIA LESKIEWICZ

WHEREAS, Gloria Leskiewicz has faithfully served the City of Lebanon for five years with dedication, commitment and professionalism as the Human Resources Director and devoted herself for a total of 27 years in public service, and;

WHEREAS, Gloria successfully managed numerous critical responsibilities that have contributed significantly to the growth and development of the City's approximately 200 hundred employees, and;

WHEREAS, Gloria upheld the City's values and promoted a positive workplace culture, facilitating the growth and success of the City of Lebanon as an employer, and;

WHEREAS, Gloria was responsible for developing recruitment strategies and processes, conducting interviews and identifying the most qualified candidates for various positions, and;

WHEREAS, the City of Lebanon employees appreciate the knowledge and experience that Gloria shared with them and will continue to benefit from the contributions she made for years to come.

NOW THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Gloria's friends, fellow employees and associates, express our admiration of and respect for the career of our outstanding and faithful employee and extend to her our sincere gratitude and wish her well in her retirement.

BE IT FURTHER RESOLVED, that this resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Gloria Leskiewicz

Dated this 5th day of April 2023, in Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On behalf of the Lebanon City Council



RESOLUTION

HONORING ZACH BRYAN

WHEREAS, Zach Bryan has devoted himself to a career in public service, having served as both a Firefighter/Paramedic and Lieutenant-Paramedic of the Lebanon Fire Department since September 28, 2000; and

WHEREAS, Zach has demonstrated those many attributes essential to his position as Lieutenant-AEMT of the Lebanon Fire Department, playing an intricate part in ensuring the highest level of public safety within the City; and

WHEREAS, Zach has conducted himself in an open and forthright fashion, reflecting credit upon himself and his profession, always demonstrating the many attributes essential to his position, continually giving of himself freely and unselfishly; and

WHEREAS, Zach has earned the respect, confidence and friendship of his fellow coworkers, business associates and the many citizens he has served in his 22.5 years as a Firefighter-Paramedic and Lieutenant-Paramedic with the Lebanon Fire Department; and

THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizens of Lebanon, Zach's friends, fellow employees, and associates, express our admiration of, and respect for the service of an outstanding and faithful employee and extend to him our sincere gratitude and wish him well in his future endeavors.

BE IT FURTHER RESOLVED that this resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Kevin Follensbee.

Dated this 5th day of April 2023 at Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On behalf of the Lebanon City Council



RESOLUTION

HONORING KEVIN FOLLENSBEE

WHEREAS, Kevin Follensbee has devoted himself to a career in public service, having served as both a Firefighter/AEMT and Lieutenant-AEMT of the Lebanon Fire Department since December 11, 2001; and

WHEREAS, Kevin has demonstrated those many attributes essential to his position as Lieutenant-AEMT of the Lebanon Fire Department, playing an intricate part in ensuring the highest level of public safety within the City; and

WHEREAS, Kevin has conducted himself in an open and forthright fashion, reflecting credit upon himself and his profession, always demonstrating the many attributes essential to his position, continually giving of himself freely and unselfishly; and

WHEREAS, Kevin has earned the respect, confidence and friendship of his fellow coworkers, business associates and the many citizens he has served in his 21 years as a Firefighter-AEMT and Lieutenant-AEMT with the Lebanon Fire Department; and

THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizens of Lebanon, Kevin's friends, fellow employees, and associates, express our admiration of, and respect for the service of an outstanding and faithful employee and extend to him our sincere gratitude and wish him well in his future endeavors.

BE IT FURTHER RESOLVED that this resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Kevin Follensbee.

Dated this 5th day of April 2023 at Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On behalf of the Lebanon City Council



RESOLUTION HONORING

Timothy A. Cohen

WHEREAS, Timothy A. Cohen is retiring from the City of Lebanon on March 31, 2023, having served in the Lebanon Police Department for over 17 years and within the State of New Hampshire for 27 years; and

WHEREAS, Captain Cohen demonstrated remarkable commitment and passion to making a positive impact in the lives of others by responding to emergencies, rendering assistance and helping those in perilous situations. He went above and beyond to make a meaningful contribution to the City of Lebanon and has served as an example of dedication to his profession, and;

WHEREAS, Captain Cohen, as the Accreditation Manager, was instrumental in the Lebanon Police Department attaining its first ever CALEA Accreditation Award from the Commission on Accreditation for Law Enforcement. Through hard work, he assisted Lebanon to being one of only 20 agencies in New Hampshire to achieve this award, and;

WHEREAS, Captain Cohen has served thousands of the region's residents over the past 17 years in a courteous and helpful manner, often going above and beyond his duties to assist them, investing his heart and soul in official matters, and often volunteering his personal time for numerous community events when otherwise staff shortages would have left them unattended by a police officer, and;

WHEREAS, during his law enforcement career, Captain Cohen would often volunteer the use of his sound equipment, his emceeing abilities and his professional drumming skills to various non-profit organizations and community programs, usually outside of his regular work hours.

NOW, THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Captain Cohen's friends, fellow employees, and associates, express our admiration of and respect for the career of our outstanding and faithful employee and extend to him our sincere gratitude and wish him well in his retirement.

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Timothy A. Cohen.

Dated this 5th day of April 2023 at Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On behalf of the Lebanon City Council



PROCLAMATION

Refill NOT Landfill Month

WHEREAS, the City of Lebanon owns and operates the Lebanon landfill that has a permitted disposal capacity of another 9 years; and

WHEREAS, the City is concerned about conserving natural resources and with preserving the landfill disposal capacity for future Lebanon residents; and

WHEREAS, the City recognizes that the waste from single-use items like plastic water bottles, coffee cups, grocery bags et cetera, uses natural resources and consumes landfill disposal capacity; and

WHEREAS, the City also recognizes that eliminating waste through reuse is cost effective and environmentally beneficial; and

WHEREAS, choosing to reuse items like refillable containers for water, coffee and other beverages have the potential of reducing waste that will require disposal in the Lebanon Landfill; and

WHEREAS, choosing to reuse cloth grocery bags, cloth napkins and packing a lunch for school or work has a positive impact on the environment; and

WHEREAS, to encourage waste reduction, the month of April 2023 will be designated as “Refill NOT Landfill Month”.

NOW, THEREFORE, BE IT RESOLVED, that the City of Lebanon hereby proclaims the month of April 2023 as Refill NOT Landfill Month and encourages residents to join in observing this month to reduce waste that is ultimately disposed of in the Lebanon Landfill by using reusable items like travel mugs, water bottles, and grocery bags.

Proclaimed this 5th day of April in the year Two-Thousand Twenty-Three.

Timothy McNamara
Mayor, City of Lebanon

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

6. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- March 15, 2023 (Regular Meeting)
- March 16, 2023 (Canvass of Vote)

MOVED, to approve the minutes as presented in the April 5, 2023 agenda packet.

DRAFT

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, March 15, 2023, 7:00 p.m.
Council Chambers

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Erling Heistad, Karen Liot Hill (7:08P), Christian Simon, George Sykes, Douglas Whittlesey, and Devin Wilkie

MEMBERS ABSENT: Karen Zook

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, Recreation, Arts & Parks Director Paul Coats, Human Services Director Lynne Goodwin, Crystal Taplin, Administrative Assistant for Planning Staff.

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

3
4 **2. PLEDGE OF ALLEGIANCE:** Councilor Simon led the Council in the Pledge.

- 5
6
 - City Manager Shaun Mulholland announced the meeting criteria for the public.

7
8 **3. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.

9
10 **4. OPEN TO PUBLIC:** No one came forth.

11
12 **5. RECOGNITIONS: NONE**

13
14 **6. ACCEPTANCE OF MINUTES:** March 1, 2023 (Regular Meeting)

15
16 *Councilor Heistad MOVED to approve the March 1, 2023 minutes as written and presented in the*
17 *March 15, 2023 City Council agenda packet.*

18 *Seconded by Councilor Wilkie.*

19 **The Vote on the Motion was approved (6-0).*

- 20
 - *Councilor Liot Hill was not present at the time of this vote.*
 - *Mayor McNamara abstained because he was not present at this meeting.*
 - *Councilor Zook was absent.*

21
22
23
24 **7. APPOINTMENTS: NONE**

25
26 **Councilor Liot Hill arrived at approximately 7:08 PM.**

27
28 **8. PUBLIC HEARING ITEMS:**

29 **A. SUPPLEMENTAL APPROPRIATION FOR THE PURCHASE OF 14, 28 AND 30 MAIN**
30 **STREET, WEST LEBANON AND AUTHORIZATION TO ISSUE BONDS OR NOTES:**

31 A public hearing for the purpose of receiving public input and taking action to appropriate the
32 sum of \$1,800,000 for the purchase of 14, 28 and 30 Main Street, West Lebanon and to
33 authorize the issuance of bonds or notes.
34

1 Included in the agenda packet: Notice of Public Hearing.

2
3 City Manager Mulholland reviewed the reasons behind the supplemental appropriation for the purchase of
4 14, 28, and 30 Main Street, West Lebanon and explained the authorization to issue bonds or notes.

5
6 **BACKGROUND**

7 On February 1, 2023, the City Council voted unanimously, pursuant to its authority under NH RSA 47:5,
8 to authorize the purchase of three parcels situated on Main Street in West Lebanon, including specifically:
9 14 Main Street (Tax Map 72, Lot 88; +/-0.11 Acres); 28 Main Street (Tax Map 72, Lot 84; +/-0.48 Acres),
10 and 30 Main Street (Tax Map 72, Lot 83; +/-0.45 Acres) for a purchase price of \$1,750,000 (One Million
11 Seven Hundred Fifty Thousand Dollars). As part of its motion, the Council designated and authorized the
12 City Manager to act on behalf of the City Council to undertake all actions and execute all documents as
13 may be required to enter into a Purchase & Sale Agreement (P&S) for the acquisition of the properties
14 and to perform all obligations of the City under the P&S.

15
16 Based on the City Council's action, the City Manager has initiated due diligence efforts, including
17 environmental assessment of the properties prior to closing. It is estimated that Phase 1 and Phase 2
18 Environmental Site Assessments will cost approximately \$50,000, bringing the total cost of acquiring
19 the properties to \$1,800,000.

20
21 Pursuant to Section C419:43, Appropriations After Budget is Adopted, requests for appropriations that
22 are not included in the annual budget require a two-thirds (2/3) majority vote of the Council after a public
23 hearing.

24
25 City Manager Mulholland noted the City needs to replace both Fire Stations because they do not meet
26 modern standards and do not have the separation needed to keep contaminants contained in the fire bay
27 and not throughout the living quarters. One of the leading causes of death for firefighters is not fires, but
28 cancer, and Lebanon's firefighters are not protected in our facilities. Other reasons for replacement of the
29 Fire Stations include the size and age of the buildings (built in the 1950's), He spoke about the history of
30 the Fire Stations discussions. He also noted initially they were looking to purchase these properties to
31 revitalize this neighborhood, but, in the past, there was not an interest from property owners. His specific
32 proposal is to purchase these properties for the purpose of replacing the West Lebanon Fire Station.

33
34 **Mayor McNamara opened the Public Hearing and the following came forth to speak:**

35
36 **Tanya Murphy (Lebanon Business Owner):** She spoke about her reasons against this acquisition,
37 especially for use as a Fire Station, noting the Beautification Project, loss of businesses, loss of housing
38 units, and loss of business parking spaces. For the Fire Station, she felt placing this on the Miracle Mile
39 would be a good alternative.

40
41 **Nancy Gregory (Lebanon resident):** She spoke about her reasons for opposing the acquisition of these
42 properties to be used for a Fire Station.

43
44 Mayor McNamara clarified that by purchasing these properties, the City is ***not committed*** to building a
45 Fire Station. We are recommending a Fire Station, but the purchase of these properties is not to build a
46 Fire Station. This is a whole separate discussion and would require another appropriation at some point in
47 time. Right now, what we are considering is the actual purchase of the properties and then the Council
48 will have a very extensive discussion on what the future of those properties would be. Other options to
49 consider would be redevelopment with mixed commercial/residential, noting there are public/private
50 partnerships, and lots of options in addition to a Fire Station. He wanted to make it clear that we need to

1 separate these. This is an opportunity the Council is taking to acquire these properties, and then
2 discussions will have to follow regarding what the ultimate fate of those properties will be.

3
4 Councilor Liot Hill questioned if there were some drawings/plans showing what a Fire Station would look
5 like. City Manager Mulholland noted this has not been done yet. In response, Councilor Liot Hill
6 clarified, again, that right now what we are talking about is purchasing these properties, holding on to
7 them while options are being discussed. One option is the Fire Station, but there are also other needs and
8 other options we can consider in the future together with all of the people in West Lebanon who will want
9 to have a say. There are no plans/drawings that have been put out to the public yet.

10
11 City Manager Mulholland noted the City is focusing on the Central Fire Station right now and options for
12 these properties will take several years before it comes before the residents of West Lebanon.

13
14 **Ms. Laurel Stavis (State Representative for Ward-1):** She questioned what the appropriation for these
15 properties would actually be used for and what would be the process for transparency and input by
16 citizens as we move forward with these discussions.

17
18 Mayor McNamara again clarified the City is not buying these properties to build a Fire Station. That is
19 one option staff has recommended. We will look at multiple options in a public setting over the next few
20 years. We will look at the pros/cons of those options, whether it is a public/private partnership for a
21 commercial/mixed commercial residential development; whether it is a municipal use such as a Fire
22 Station; we will endeavor to look at every reasonable option. We will also do a benefit cost analysis, look
23 at public preferences, look at the context of all the work we have done in the planning for West Lebanon,
24 and have a very open and engaged public process.

25
26 Councilor Liot Hill also clarified that all of the City's business has to take place in public, so any
27 appropriations would have to go through the appropriations process, which will require public hearings.
28 People will have many opportunities to weigh in.

29
30 Councilor Whittlesey spoke about the Capital Improvement Project (CIP) process, so anything that would
31 be built on that space would most likely be rolled through this process. There will be multiple
32 opportunities to see what plans are potentially being considered or moved into action.

33
34 **Ms. Sue Painter (Ward-1):** She spoke about her reasons supporting the acquisition of these properties,
35 but did not support the purchase for a Fire Station.

36
37 **Mr. Tom Arkens (Ward 1):** He spoke about his reasons supporting the appropriations for the purchase
38 of these properties.

39
40 **Mr. Chet Clem (Lyme Properties)** He spoke about his reasons supporting the appropriations for the
41 purchase of these properties and was in favor of a Fire Station. He also spoke about the very real overdue
42 needs for a Fire Station and the life/safety of those in the Lebanon Fire Department and was confused
43 about how this was presented.

44
45 City Manager Mulholland noted that if he proposes purchasing land, it would be for a particular purchase.
46 We need a Fire Station, and we have been trying to get a Fire Station in West Lebanon. If we do not get
47 this issue resolved, eventually we will not have a Fire Station in West Lebanon because we cannot
48 continue to operate out of a building that does not meet our needs. He has an obligation to the people
49 who put their lives on the line for the rest of us and will do everything he can to make sure he meets the
50 needs of those folks, but the Council will have to ultimately make that discussion
51

1 Mr. Jason Achmoody (Ward-1): He spoke about his reasons supporting the appropriations for the
2 purchase of these properties and supported solving the Fire Station issue.

3
4 Mr. Morgan Swan (Ward-1): He spoke about his reasons supporting the appropriations for the purchase
5 of these properties.

6
7 Mr. Jim Winny (Ward-1): He spoke about his reasons supporting the appropriations for the purchase of
8 these properties and preferred the mixed use idea, but also noted that maybe a Fire Station needs to go
9 there.

10
11 Mr. Chris Lin (Business Owner): He spoke about his support for the acquisition of these properties, but
12 did not support the concept for a Fire Station.

13
14 Ms. Sarah Riley (W-2): She spoke about her reasons supporting the acquisition of these properties and
15 suggested the Council consider the potential for developing a green pedestrian corridor.

16
17 Ms. Kristin Swan (Ward-1): She spoke about her reasons for strongly supporting the acquisition of these
18 properties to improve the quality of life in West Lebanon. This is a moment not to be missed.

19
20 **Hearing no further comments from the public, the Public Hearing was closed.**

21
22 Council Comments:

23
24 Councilors Sykes, Heistad, Whittlesey, and Wilkie spoke about their reasons supporting the
25 acquisition/purchase of these properties, noting this purchase would open up a lot of potential
26 opportunities for the City.

27
28 **ACTION:**

29 ***Councilor Liot Hill MOVED the following:***

30
31 ***FOR THE PURPOSE OF completing environmental assessment and funding the purchase of***
32 ***properties located at 14, 28 & 30 Main Street, West Lebanon in the amount of***
33 ***\$1,800,000.***

34
35 ***NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that funds be appropriated for***
36 ***expenditure in the General Fund in the amount of \$1,800,000 (One Million Eight Hundred Thousand***
37 ***Dollars) for the purchase of properties located at 14, 28 & 30 Main Street, West Lebanon and for***
38 ***the completion of environmental assessment associated with the property transaction; and***

39
40 ***BE IT FURTHER RESOLVED, that the City Treasurer, with the approval of the City Manager, is***
41 ***authorized to issue, in accordance with the Municipal Finance Act (NH RSA 33), a bond issue or bond***
42 ***issues in an amount not to exceed \$1,800,000, and that, except as herein otherwise provided, discretion***
43 ***to fix the dates, maturities, denomination, interest rate, form, and other details of said issue(s) is hereby***
44 ***delegated to the City Treasurer, with the approval of the City Manager.***

45
46 ***This resolution shall be effective upon passage.***

47
48 ***Seconded by Councilor Sykes.***

49
50 Councilor Liot Hill spoke to the motion pointing out that there is no particular purpose in this motion. It is
51 the Council's responsibility to look at all of the options. We know there is a need for a Fire Station, but
52 we also have other needs in the city as well. It is our obligation to collaborate with the community and to

1 explore all possibilities for these parcels. This is a once in a lifetime opportunity to buy these properties
2 and an opportunity for the Council to not react to the poor decisions that were made in the past. We do
3 not often have the chance to actually make proactive, intentional strategic decisions that will benefit us in
4 the future, and this is potentially one of the most important decisions she will be a part of that will have
5 an impact in West Lebanon for the next 50-100 years. Over the next few years, it will be a good time for
6 us to really think about what our needs are today/in the future, and how can we make the best use of what
7 is really a strategic asset for Main Street West Lebanon, and for our entire city.

8
9 We also need to solve the Fire Station problem and need to look at this holistically to find a win-win
10 situation for everyone that will address all of our needs. If the Fire Station will not be located here, let's
11 all be part of the solution of finding out where it should go.

12
13 It would be very helpful if we could put together a memo/communication that would clearly layout what
14 is going to be our process for dealing with the Fire Station, and what is going to be our process for
15 addressing/exploring the possibilities for these properties. She would like this put on a future City
16 Council agenda.

17
18 **The Vote on the Motion was approved by those present (8-0).*

19 20 **9. OLD BUSINESS: NONE**

21 22 **10. NEW BUSINESS**

23 **A. Tree Advisory Board Informational Presentation on Urban Heat Islands**

24
25 Included in the agenda packet: *(NOTE: Complete presentation, including the LHS GIP heat maps, can*
26 *be found on Pages 22-31)*

27
28 Chair Paul Coats, Director of Recreation, Arts & Parks, reviewed the background for this topic and the
29 purpose of the Tree Advisory Board, which is the advocacy for education/advocacy for trees in the City.
30 He introduced Charles Dupuy, and Mary Maxfield from the Tree Advisory Board, and student
31 representatives from Lebanon High School.

32 33 **BACKGROUND**

34 The Lebanon Tree Advisory Board was chartered in late 2021 and began its first meetings with a visioning
35 exercise. Out of this came a variety of possible outcomes for how Lebanon would look in the year 2030.
36 Among these was a Lebanon whose urban hot spots (heat islands) had been newly planted with shade trees,
37 and in which there had been a measurable reduction in surface temperatures. Importantly, this heat reduction
38 would benefit those places in the city where the population is most vulnerable to heat. Another imagined
39 outcome was the participation of Lebanon High School (LHS) science students to help the Tree Advisory
40 Board in its effort to identify and document these heat islands and vulnerable populations.

41
42 In the summer of 2022, members of the Tree Advisory Board, with the participation of LHS students in
43 their Extended Learning Opportunities program, ran a series of air temperature data collection walks on the
44 hottest days along 10 specific routes in urban Lebanon. The routes were selected using an online NASA
45 satellite surface temperature map of the city, which showed the likeliest hot spots. A satellite photo of the
46 city showed treed green space locations adjacent to the anticipated hot spots. These were incorporated into
47 each walk so that a route of temperatures with a high/low range appeared on a map of the route. The
48 temperatures were compared with the ambient (airport) temperature for that time of day. Those temperatures
49 above ambient revealed the location of the city's hot spots, both within each walking route and between
50 routes.
51

1 This winter (2022-23), surveys and interviews with city residents and unhoused people are being conducted
2 to determine how, where, and which people are most affected by heat in summer. Interviewees include
3 users of public transit, the public libraries, first responders and students. The relationship between the
4 respondents' experience of extreme heat and their perceived access to a range of cooling public spaces, will
5 be recorded and measured.

6
7 The Tree Advisory Board feels that more trees and treed green spaces within a short walk of all residents,
8 shoppers, and sidewalk users are needed in urban Lebanon. By a recent approximation using the iTree
9 sampling app, urban Lebanon's tree canopy cover is under 30% of the urban land area*. The normative
10 goal is 30% or more for cities worldwide. Not only does Lebanon lack a robust tree planting program, many
11 of our existing public and private trees are endangered by disease, utility and plow damage, and real estate
12 development.

13
14 Besides the many benefits that trees provide to the environment, the economy**, and the quality of life in
15 urban Lebanon, there is a health component that is becoming critical. As heat waves increase in severity
16 and duration worldwide, heat illness and death, especially in vulnerable populations, are increasing as well.
17 This is leading to a health crisis that is less visible to the public than the well-publicized physical damage
18 of other climate events.

19
20 Lebanon would benefit from a well-funded and regulated city government tree planting program built on
21 a foundation of knowledge, such as that provided by our LHS science students.

22
23 **We are loosely defining "urban Lebanon" as all places, private and public, within a 2-minute walk*
24 *of city sidewalks. Just as sidewalks are urban infrastructure, so are trees.*

25
26 *** The City of New York credits each of its trees for over \$500 in environmental services, e.g. shade, air*
27 *and water filtration, soil retention, wind protection, etc. These credits are infrastructure capital.*

28
29 Below are some sample Lebanon High School/Tree Advisory Board GIS maps depicting how they
30 analyzed heat in urban Lebanon and the effects of that heat on our community. This initiative will
31 continue next year and in the years to come. For complete details of the presentation, please refer to
32 [*Pages 22-31, Council agenda packet.*](#)
33

Key Points

1. Lebanon has documented urban heat islands.
2. The hottest areas are characterized as tree-less and paved.
3. People in Lebanon are affected by summertime extreme heat.
4. Certain populations are particularly vulnerable to extreme heat.

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35
36
37
38 Surface areas of concern: The hottest areas are characterized as treeless and paved.
39



Lebanon Human Services: Certain groups are especially vulnerable to heat.

- **The unsheltered**
 - Sleeping in a place not intended for human habitation such as vehicles or tents
- **The unhoused**—Many more people are in this group
 - Couch-surfing
 - Motels
- People with **lower incomes** who live in a building:
 - But more often cannot afford air conditioning
 - With more often **little to no tree shade**.
- People with **underlying health conditions**.

Lebanon Human Services: Advance Transit bus stops need trees

- Many of the bus stops are surrounded by pavement without tree or shade cover.
- People with underlying health conditions, such as heart failure, are more likely to be sensitive to extreme heat.
- Older adults, maybe someone who decided to give up their keys and now relies on the bus system may be more vulnerable to heat stroke than someone younger.
- People with mental health conditions that get agitated due to the physical discomfort of extreme heat are more vulnerable.
- People who rely on the bus system to get to their activities of daily living or simply to get to the library or other cooling station cannot simply use their car to get where they need to go.

Lebanon Human Services: Certain areas are especially vulnerable to heat.

Downtown Lebanon and West Lebanon

- Especially in downtown's older buildings containing many apartments
- These are densely populated neighborhoods
- Low tree density
- Large amounts of pavement

Recommendations to the City Council

Because trees are a critical tool in combating urban heat islands, the Lebanon Tree Advisory Board would like to see the Lebanon City Council advocate for the following:

1. Saving our existing urban trees, both public and private.
2. Supporting a comprehensive tree-planting plan in identified heat islands, especially among vulnerable populations.
3. Supporting tree planting in areas that directly involve pedestrians: sidewalks, streets with no sidewalks, bus stops, and parking lots.

Necessary thanks to:

- Emily Walton - Dartmouth Sociology Department
- John Tietjen - Lebanon High School Science Department
- Luis Alvarez Leon - Dartmouth Geography Department
- Joe Earle and Emily Ballard - Dartmouth geography students

Council Discussion:

In response to Councilor Liot Hill's question regarding the current status of tree planting efforts, Director Coats noted the Recreation Arts, & Parks Department is currently maintaining trees in the Mascoma Greenway and the Rail Trail. Trees being planted now are mostly in parks (i.e., Colburn Park and along the peripherals of ball parks). The City has an opportunity to think more broadly about its trees. For example: How to help educate/influence private landowners and developments; Planning Board Site Regulations; addressing how trees are being maintained; partnering with utilities like Liberty Utility; and, working with DPW.

Councilor Liot Hill suggested that a good goal would be to create a comprehensive Tree Master Plan for the City that the Planning Board, private projects, Public Works, City Staff and others can use.

Councilor Sykes noted that more people need to see this presentation and suggested they share the changes over time using the GIS Maps.

Councilor Heistad suggested they take a look at what types of tree species they will be planting because there are invasives that overgrow our native species (i.e., the Norwegian Maple). He felt that planting a variety of species would be a good approach.

Assistant Mayor Below suggested the High School share their GIS Maps with the City's GIS website in order to build up a data record.

ACTION: No action required. This was for informational purposes only.

B. Presentation of First Reading & Set Public Hearing for April 19, 2023: Amendments to Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, as follows:

1. Add new Asset Manager position
2. Add new Solid Waste Foreman position
3. Designate Solid Waste Manager position as a Non-Affiliated position

Included in the agenda packet: *(Pages 34-34)*

1. Ordinance #18, Salary Plan

City Manager Mulholland briefly reviewed the amendments to Ordinance #18, Salary Plan noting these do not add any new people, it simply modifies changes in existing positions.

Council Discussion:

Mayor McNamara suggested that in acknowledging the first presentation, the section regarding: "and designation the Solid Waste Manager (Grade 12) as a Non-Affiliated position in the Non-Affiliated & LPASE Employee compensation and classification schedules" be eliminated.

ACTION:

The City Council was asked to recognize the first of three presentations and to schedule a public hearing as follows:

1. ACKNOWLEDGE FIRST PRESENTATION:

Councilor Wilkie MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance #18, Salary Plan, Article II, by adding the positions of Asset Manager (Grade 10) and Solid Waste Foreperson (Grade 9, LPASE).

*Below is an excerpt of the Non-Affiliated & LPASE Employees compensation and classification schedule impacted by the proposed changes described above. 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	
		Minimum	Maximum	Minimum	Maximum
9	Code Health Inspector**	\$32.36	\$43.69	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-

	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Solid Waste Foreman** (LPASE designation proposed)	-	-	-	-
	Associate Planner**	-	-	\$1,294.40	\$1,747.70
10	Asset Manager	\$35.64	\$48.10	-	-
	Assistant City Engineer**	-	-	-	-
	Financial Analyst	-	-	-	-
	Community Nurse	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,425.52	\$1,924.05

1

	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$37.77	\$50.98	-	-
	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	System Administrator	-	-	-	-
	Airport Operations Supervisor**	-	-	\$1,510.80	\$2,039.05
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Fire Marshall**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$40.03	\$54.04	-	-
	Water Treatment Superintendent**	-	-	-	-
	Administrative Services Manager**	-	-	\$1,601.12	\$2,161.47
	City Assessor**	-	-	-	-
	City Clerk/Tax Collector	-	-	-	-
	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Human Services Director	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager** (remove LPASE designation)	-	-	-	-

2

3 **2. SCHEDULE PUBLIC HEARING:**

4

5

6

7

Councilor Wilkie FURTHER MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, April 19, 2023, beginning at 7:00pm, Council Chambers, City Hall, and

1 *Remote via City's Virtual Platform, for the purpose of receiving public input and taking action to*
2 *amend Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, to add the*
3 *positions of Asset Manager (Grade 10) and Solid Waste Foreperson (Grade 9);*
4

5 **Seconded by Councilor Liot Hill.**

6 **The Vote on the Motion was approved by those present (8-0)*
7

8 C. Request for Exception from City Code Chapter 110, Noise from Sound Amplification
9 Systems; Lebanon Opera House, Nexus Music and Arts Festival
10

11 Included in the agenda packet: *(Pages 35-40)*

- 12 1. Approved Sound Permit by the Lebanon Police Department
- 13 2. City Code Chapter 110, Noise from Sound Amplification Systems
14

15 **BACKGROUND**

16 City Code Chapter 110, "Noise from Sound Amplification Systems," allows residents to obtain a permit
17 for sound amplification between the hours of 8am – 8pm, Monday through Saturday and 1pm – 5pm on
18 Sundays and legal holidays. Chapter 110-2(B) allows the City of Lebanon upon its motion, or upon
19 application and for good cause shown, may modify, suspend, repeal or amend the provisions of any rule
20 or regulation or section herein contained.
21

22 The Lebanon Opera House (LOH) is hosting the Nexus Music and Arts Festival Friday, August
23 11 through Sunday, August 13, 2023. They have been issued a Sound Permit from the Lebanon Police
24 Department for the permitted timeframes (12:00pm – 8:00pm Friday and Saturday; and 1:00pm – 5:00pm
25 on Sunday). LOH is requesting an extension to allow the amplification equipment to be utilized until
26 10:30pm on Friday, 10:30pm on Saturday, and from 12:00pm to 10:30pm on Sunday.
27

28 Council Discussions: NONE
29

30 **ACTION:**

31 *Councilor Whittlesey MOVED, that the Lebanon City Council, in accordance with City Code Chapter*
32 *110, Noise from Sound Amplification Systems, §110-2, hereby authorizes the Lebanon Opera House to*
33 *utilize amplification equipment until 10:30pm on Friday, August 11; until 10:30pm on Saturday,*
34 *August 12; and between the hours of 12:00pm and 10:30pm on Sunday, August 13, 2023.*
35

36 **Seconded by Councilor Wilkie.**

37 **The Vote on the Motion was approved by those present (8-0)*
38

39 D. Discussion & Set Public Hearing for April 5, 2023: Ordinance #2023-02 to Amend City Code
40 Chapter 179, Vendors, Section 179-4, Permits and fees
41

42 Included in the agenda packet: *(Pages 41-49)*

- 43 1. Proposed Ordinance #2023-02
- 44 2. City Code Chapter 179
45

46 City Manager Shaun Mulholland reviewed and explained the amendments to Ordinance #2023-02.
47

48 **BACKGROUND**

49 Included below is proposed Ordinance #2023-02, which would amend City Code Chapter 179, Vendors,
50 §179-4, Permits and fees, to authorize a vendor electricity use fee. Currently, there are fees for daily,
51 weekly, seasonal, and abutting business vendor permits, but there is no fee structure for using city

electricity in lieu of a portable generator. With electric rates increasing, the City would like to charge vendors for the use of electricity. The proposed fees are based, in part, on the electricity usage fees charged to Farmers' Market vendors on a daily or seasonal basis. NOTE: Proposed changes are highlighted in **Red**.

CITY OF LEBANON ORDINANCE #2023-02

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 179, Vendors, by amending §179-4, Permits and fees, to include a vendor electricity use fee.

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 179, Vendors, §179-4, Permits and fees, as follows:

§179-4. Permits and fees.

A. Daily permits: The fee for a daily **vendor** permit is \$10. Applicants wishing to obtain daily permits shall apply to the City Manager prior to the desired event at a time designated by the City Manager. All applications shall include the following conditions:

- (1) Applicants must meet the requirements of the City Manager for size of vehicle/operation, noise, state permit(s), hours of operation and other conditions as may be set by the City Manager.
- (2) When more applications are received for spaces than are available, the City Manager shall determine the allocation by lottery.
- (3) Permits and assigned locations are nontransferable, and the fee is nonrefundable.

(4) The daily fee for use of electricity from a city-owned power supply is \$3.

B. Weekly permits: The fee for a weekly **vendor** permit is \$50. Weekly permits shall be issued for the week beginning Monday and ending Sunday, and may run consecutively. All applications shall include the following conditions:

- (1) Applicants must apply to the City Manager for a space at least two weeks prior to the date that is needed and must meet the requirements of the City Manager for size of vehicle/operation, noise, state permit, hours of operation and other conditions as may be set by the City Manager.
- (2) When more applications are received for spaces than are available, the City Manager shall determine the allocation by lottery.
- (3) Permits and assigned locations are nontransferable, and the fee is nonrefundable.

(4) The weekly fee for use of electricity from a city-owned power supply is \$15.

C. Seasonal permits: The fee for a seasonal **vendor** permit is \$100. Seasonal permits shall be issued for four three-month periods of the calendar year as follows: January/February/March; April/May/June; July/August/September; and October/November/December. All applications shall include the following conditions:

- (1) Applicants must apply to the City Manager for a space before the end of the preceding quarter (December 15 for first quarter; March 15 for second quarter; June 15 for third quarter; and September 15 for fourth quarter) and meet the requirements of the City Manager for size of vehicle/operation, noise, state permit, hours of operation and other conditions as may be set by the City Manager.
- (2) When more applications are received for spaces than are available, the City Manager shall

determine the allocation by lottery.

(3) Permits and assigned locations are nontransferable, and the fee is nonrefundable.

(4) Seasonal vendors must utilize their assigned space at least 15 days of each month.

(5) A vendor may, upon written permission from the City Manager, utilize the assigned space on less than 15 days in any month due to vacation, illness or other extenuating circumstance. However, during the entire period of time the space is vacated by the vendor, due to the approved absence, the City reserves the right to rent the space on a daily permit basis.

(6) Noncompliance will result in the assigned vendor losing the space and disqualifying the vendor from applying for any space for the period of one year.

(7) The seasonal fee for use of electricity from a city-owned power supply is \$40.

D. Abutting business permit: The annual fee for an abutting business permit shall be \$125. Abutting businesses shall be entitled to a permit for the use of an area in the vicinity of their established place of business. All applications shall include the following conditions:

(1) Applicants must apply to the City Manager for a space at least two weeks prior to the date that is needed and must meet the requirements of the City Manager for size of vehicle/operation, noise, state permit, hours of operation and other conditions as may be set by the City Manager.

(2) Permits shall be for the period of time designated by the applicant in the application for a permit. Permits must be renewed annually and are subject to all other applicable state and City regulations.

(3) Permitted areas shall not exceed 625 square feet in area, unless specifically approved by the City Manager, and may be prescribed, mapped and modified from time to time by the City Manager, depending on the needs of the City.

(4) The City Manager, in his/her reasonable discretion, may waive or modify the provisions of §179-7A, and B as they may apply to permits for abutting businesses granted under this section.

(5) Permits and assigned locations are nontransferable, and the fee is nonrefundable.

E. As an alternative to the annual abutting business permit under Subsection **D** above, abutting businesses may also apply for daily or weekly vendor permits under Subsection **A** or **B** above. Such permits shall be subject to the same conditions as any other daily or weekly permit, except that the numerical permit limitations of this section shall not apply to abutting businesses.

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.

Council Discussions:

City Manager Mulholland noted this increase would be enough for the City to recoup the cost of electricity used by vendors, and he would rather have vendors plug into a city outlet rather than use a generator since there is a risk of carbon monoxide/other risks associated with generators.

Councilor Simon concurred with the City Manager because of the ambient noise and carbon monoxide that comes from generators. It is just much safer.

ACTION:

Councilor Whittlesey MOVED that the Lebanon City Council hereby schedules a public hearing for Wednesday, April 5, 2023, beginning at 7:00 p.m. 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 #2023-02, to amend the Code of the City of Lebanon, Chapter 179, Vendors, §179-4, Permits and fees, to authorize a vendor electricity use fee.

Seconded by Councilor Liot Hill.

Councilor Sykes asked if this would also apply to vendors inside the Farmers' Market and questioned what kind of revenue would be brought in. He felt the vendors bring vitality and so much more to the community and the administrative costs for these vendors would not be worth their trouble and would vote against this (motion).

City Manager Mulholland noted one of our goals in the proposed ordinance is to reduce the taxes on the general public and do some cost recovery. At the end of the day, it is a policy decision for the Council to make. However, he did receive a lot of complaints from taxpayers who were concerned they were paying for the vendors' electrical costs.

Councilor Wilkie concurred with Councilor Sykes and was against this (motion), noting it does not seem this would provide substantial revenue. He also questioned if this would increase the use of City electricity by making it clearer that this is an option. The City Manager was unsure if this would encourage more people to plug into the City's electricity.

Assistant City Manager David Brooks clarified that the daily and seasonal fees are already being charged and applied to Farmers' Market vendors. This would only apply to vendors located along South Park Street in the City's right-of-way. The reason for this amendment change is due to a request from one of those vendors asking to be tapped into the City's electricity and asked what the fee was. We cannot just throw out a number, so we came to the Council to amend the vendor's policy to add in the same fee that already applies to Farmers' Market members.

Councilor Simon felt these fees are reasonable. Anything we can do to lower the usage of fossil fuels is a benefit and supported the motion.

Mayor McNamara supported the motion based on the clarification from Assistant City Manager David Brooks.

Councilor Heistad felt it helps to be able to state what the City's electric use policy is.

****The Vote on the Motion was approved by those present (6-2). Councilor's Sykes and Wilkie opposed.***

11. City Manager Report:

- Assistant Mayor Below first updated the Council regarding the status of Lebanon Community Power (LCP). He was pleased to report that informational letters are in the process of being printed and are expected to go out at the end of March or early April, which is the time customers can start to switch over. For the City of Lebanon, Liberty's rate through the month of July is \$0.22/KwH, and LCP will be offering the basic rate of \$0.158, which is a 28% reduction from

Liberty Utilities rates. LCP will also be offering choices to have more renewable content and all of those options are at a lower cost from the current costs of Liberty Utilities. He encouraged people to consider going with the highest renewable content that they are comfortable with financially as listed below:

- Granite Plus: \$0.162 Kwh
- Clean 50 (50% renewable): \$0.169 Kwh
- Clean 100 (100% renewable): \$0.191 Kwh

Customers will be able to opt-out at any time, but would have to wait until the next meter read cycle to switch.

City Manager Shaun Mulholland updated the Council on the following:

- Miracle Mile Project: Will begin this spring and came in under the projected costs by \$1.9M.
- Roundabout (Mechanic/High Street/Mascoma Street): Steps are being taken to acquire the property. Put back on schedule for 2024.
- Kimball St./Forest Ave: Might be able to start this project this year. Bidding will go out May/June.
- West Lebanon Main St.: Agreement is moving forward. No date set yet as to when this project will start.
- Westboro Yard.: There is progress, but there are issues that still need to be resolved.
- Rail Trail expansion/Glen Road.
- Central Fire Station Project: ReArch Management Firm has been hired to look at this. Will be looking at demolishing the existing building and building a new 3-story structure on the site. It is estimated to be an 18-month construction project and a temporary location will be needed. The Fire Chief is meeting with the National Guard to see if the City can use their armory.
- Personnel Changes:
 - Additional HR Director (Samantha Lauzon) has been hired and started on March 13th;
 - Long-Standing City Clerk Kristin Kenniston will be leaving us for a job with the State and will be running their Registrar of Vital Records Department.
 - Rebecca Owens: She is now the City's fulltime Grant Writer and replaces Shelly Hatfield.
 - Assistant DPW Director Everett Hammond is leaving his position in DPW. This position is being filled. There will be some reorganization in the DPW.
 - Lebanon Police Captain Timothy Cohen is retiring.
- SB 221: He gave testimony in reference to childcare.
- 20 Spencer St.: Ken Braverman will not be moving forward on this project due to the cost of capital. A meeting has been scheduled with Twin Pines and the Lebanon Housing Authority to look at a 100% Workforce Housing initiative.
- **OTHER:**
Councilor Liot Hill questioned the location of where the new Childcare facility would be located (Airport Tech Park). She would like to have a bigger discussion in the near future. City Manager Mulholland said he has already started contracted work at this particular site.

The Council had lengthy discussions regarding the pros/cons of the location of the Childcare facility and Councilor Liot Hill felt it would still be good idea for the Council to have this topic as an agenda item in the near future so that people who have questions can get them answered. Mayor McNamara asked her to submit an agenda request.

12. COUNCIL REPRESENTATIVES TO OTHER BODIES: NONE

13. FUTURE AGENDA ITEMS:

- Childcare Facility Location Discussion (Councilor Liot Hill will submit an agenda request form.)

1
2 **14. NON-PUBLIC SESSION:**

3 *Councilor Whittlesey MOVED to go into Non-Public Session for the purpose of discussing RSA 91-*
4 *A:3, II(a) "The dismissal, promotion, or compensation of any public employee..."*

5
6 *Seconded by Councilor Liot Hill.*

7
8 **Roll Call Vote:**

9 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie and Mayor
10 McNamara all voting Yea.
11 None voted Nay.

12
13 **The Vote on the MOTION was approved by those present (8-0)*

14
15 Staff Present: City Manager Mulholland

16
17 **The Council went into Non-Public Session at 9:44 PM**

18
19 The Council briefly discussed the City Manager's compensation for 2023.

20
21 *Councilor Whittlesey MOVED to extend the Non-Public Session to 10:15 PM.*

22 *Seconded by Councilor Wilkie.*

23
24 **Roll Call Vote:**

25 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie and Mayor
26 McNamara all voting Yea.
27 None voted Nay.

28
29 **The Vote on the MOTION was approved by those present (8-0).*

30
31 *Councilor Whittlesey MOVED to come out of Non-Public Session.*

32 *Seconded by Councilor Simon.*

33
34 **ROLL CALL VOTE:**

35 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, Zook and
36 Mayor McNamara all voting Yea.
37 None voted Nay.

38
39 **The Vote on the MOTION was approved by those present (8-0)*

40
41 **The Council came out of Non-Public Session at 10:28 PM**

42
43 **15. ADJOURNMENT:**

44 **The regular session meeting was adjourned at 10:28 PM.**

45
46 Respectfully submitted,
47 Dona E. Gibson
48 Recording Secretary

**CITY OF LEBANON
CITY COUNCIL
MINUTES OF CANVASS OF THE MARCH 14, 2023 VOTE
MARCH 16, 2023 – CITY HALL**

MEMBERS PRESENT: Mayor Timothy McNamara, Councilors Doug Whittlesey, Karen Zook, Devin Wilkie, Chris Simon and Erling Heistad.

MEMBERS ABSENT: Assistant Mayor Below, Councilors Karen Liot Hill & George Sykes

STAFF PRESENT: City Manager Shaun Mulholland, City Clerk Kristin Kenniston and Deputy Tax Collector Darlene Cook

=====

In accordance with the City Charter, the Council met on March 16, 2023 to canvass the March 14, 2023 municipal vote.

The meeting was called to order by Mayor McNamara at 8:00 am.

The City Council reviewed the voting results as presented by the City Clerk.

Councilor Whittlesey moved the following Resolution:

BE IT RESOLVED, that voting results of the March 14, 2023 City Election, as presented by the City Clerk, be accepted as printed and that the following persons be declared elected to serve as:

Ward Councilors: Douglas Whittlesey, Ward 1
(2-year terms) Devin R. Wilkie, Ward 2
Clifton Below, Ward 3

Councilors At Large: Karen Liot Hill
(2-year term)

Library Board of Trustees:
(3-year terms) Francis Oscadal
Kim Rheinlander
Ann Sharfstein

Moderators: Crystallee Newton, Ward 2
(2-year terms) Matthew J. Fay, Ward 3

Ward Clerks: Susan Desrosiers, Ward 2
(2-year terms) Anne MacEwan, Ward 3

Supervisor of the Checklist:
(2-year term) Eileen Taylor, Ward 1
Valentina Baldwin, Ward 2

Ruth Cioffredi, Ward 2
Kathy Harrington, Ward 2
Heidi Conner, Ward 3
Kim Rheinlander, Ward 3
Karen Sheehan, Ward 3

Seconded by Councilor Simon.

Vote on Motion was unanimously approved (6-0)

There were no candidates who ran for Ward 1 Moderator or Ward 1 Ward Clerk. Write-ins for these positions resulted in ties.

Ward 1 Moderator: Three-way tie between Gary Mayo, Katrena Hemenway and Steve Taylor

Ward 1 Ward Clerk: Two-way tie between Katrena Hemenway and Eileen Taylor

Per RSA 669:36 the City Clerk drew names to determine the winner for each race. Katrena Hemenway was declared the successful winner of both offices. Ms. Hemenway will only be able to accept one position, which is of her choice; the other position will be vacant and filled by appointment.

Councilor Whittlesey moved to accept the result of Katrena Hemenway for Ward 1 Moderator and Ward 1 Ward Clerk.

Seconded by Councilor Wilkie

Vote on Motion was unanimously approved (6-0)

There was a tie on the School Board race for a three-year term between Jessica Saturley-Hall and John D'Entremont. Per RSA 669:30 and 671:32 School District Clerk Brian Davis drew the name of the winner, which was Jessica Saturley-Hall. Mr. D'Entremont reserves the right to request a recount of the March 14, 2023, School Election.

A motion was not needed by City Council.

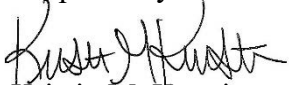
Motion by Councilor Wilkie to adjourn the meeting at 8:15 am.

Seconded by Councilor Whittlesey.

Vote on Motion was unanimously approved (6-0)

The meeting adjourned at 8:15 am.

Respectfully submitted,


Kristin M. Kenniston
City Clerk

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

7. APPOINTMENTS:

APPOINTMENTS

Board/Committee Appointments as presented by City Clerk Kristin Kenniston

- Conservation Commission, Barbara Hirai (Reappointment Alternate Member)

Included in this Section:

1. Memo from City Clerk Kristin Kenniston dated March 29, 2023

OFFICE OF THE CITY CLERK

MEMORANDUM

DATE: March 29, 2023

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.*

Conservation Commission

- **Barbara Hirai** – Reappointment as an alternate member for a three-year term.
Recommended by Chair Riley.
Term: (4/23-4/26)

From: [cityclerk](#)
To: [Kristin Kenniston](#)
Subject: FW: [EXTERNAL] Online Form Submission #7010 for Board Member Application
Date: Tuesday, February 28, 2023 7:13:38 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, February 27, 2023 4:32 PM
To: cityclerk <cityclerk@lebanonnh.gov>; webmaster <webmaster@lebcity.com>
Subject: [EXTERNAL] Online Form Submission #7010 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

Application Process

After submitting this application, you will be contacted and interviewed by one of our City Councilors. Your application will then go before the full Council at one of their regular meetings for consideration of appointment. If you have questions, please contact City Clerk Kristin Kenniston at 603-448-3054 or cityclerk@lebanonnh.gov.

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	Barbara
------------	---------

Last Name	Hirai
-----------	-------

Physical Address	115 Seminary Hill
City	W. Lebanon
State	NH
Zip Code	03784
Is this your mailing address?	Yes
Home Phone Number	603 298-8896
Work Number	603 833-8775
Email Address	bphirai@gmail.com
How long have you resided in Lebanon?	43 yrs
(Section Break)	
Is this an application for re-appointment?	This application is 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 been an alternate on the Conservation Commission for 3 years and have been involved in increasing involvement in the volunteer Stewardship, Wild About Lebanon and vernal pool workshops among other programs. I am currently participating in a workshop to learn about wetland regulation so I can better assess impacts.
State a few of what you feel your qualifications are or why you wish to be appointed to this board / committee.	After I retired as a biology teacher I joined LEAC and work on the Master Plan and Streetlight upgrade programs. I found the switch to the Conservation Commission opened up new areas of learning and ways to contribute. I am looking forward to learning more and becoming a more effective commission member.
Certification	I hereby certify that I meet the basic requirements for applying to a Lebanon board / committee.

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

8. PUBLIC HEARING ITEMS:

**8.A – ORDINANCE #2023-02 TO AMEND CITY CODE CHAPTER 179, VENDORS,
SECTION 179-4, PERMITS AND FEES**

A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 179, Vendors, §179-4, Permits and fees, to authorize a vendor electricity use fee.

The City Council scheduled this public hearing at its March 15, 2023 regular meeting. The public hearing was properly noticed in the *Valley News* on March 25, 2023 in accordance with City Code and State Law.

BACKGROUND

Attached is proposed Ordinance #2023-02, which would amend City Code Chapter 179, Vendors, §179-4, Permits and fees, to authorize a vendor electricity use fee. Currently, there are fees for daily, weekly, seasonal, and abutting business vendor permits, but there is no fee structure for street vendors using city electricity in lieu of a portable generator.

To reduce the noise and exhaust caused by portable generators, the City would like to enable and promote the use of electrical outlets installed adjacent to the vendor spaces along South Park Street. With electric rates increasing, the City proposes to charge a nominal fee for the use of electricity.

For clarification, Farmers' Market vendors already have the option of using City electricity when needed and a fee schedule for such use is in place. The proposed electricity fees for street vendors along South Park Street are based, in part, on the electricity usage fees charged to Farmers' Market vendors on a daily or seasonal basis.

ACTION

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

MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-02 to amend the Code of the City of Lebanon, Chapter 179, Vendors, §179-4, Permits and fees, to authorize a vendor electricity use fee.

Included in this Section:

1. Ordinance 2023-02
2. Notice of Public Hearing as Published in the March 25, 2023 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2023-02**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 179, Vendors, by amending §179-4, Permits and fees, to include a vendor electricity use fee.

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 179, Vendors, §179-4, Permits and fees, as follows:

§179-4. Permits and fees.

- A. Daily permits: The fee for a daily vendor permit is \$10. Applicants wishing to obtain daily permits shall apply to the City Manager prior to the desired event at a time designated by the City Manager. All applications shall include the following conditions:
- (1) Applicants must meet the requirements of the City Manager for size of vehicle/operation, noise, state permit(s), hours of operation and other conditions as may be set by the City Manager.
 - (2) When more applications are received for spaces than are available, the City Manager shall determine the allocation by lottery.
 - (3) Permits and assigned locations are nontransferable, and the fee is nonrefundable.
 - (4) The daily fee for use of electricity from a city-owned power supply is \$3.**
- B. Weekly permits: The fee for a weekly vendor permit is \$50. Weekly permits shall be issued for the week beginning Monday and ending Sunday, and may run consecutively. All applications shall include the following conditions:
- (1) Applicants must apply to the City Manager for a space at least two weeks prior to the date that is needed and must meet the requirements of the City Manager for size of vehicle/operation, noise, state permit, hours of operation and other conditions as may be set by the City Manager.
 - (2) When more applications are received for spaces than are available, the City Manager shall determine the allocation by lottery.
 - (3) Permits and assigned locations are nontransferable, and the fee is nonrefundable.
 - (4) The weekly fee for use of electricity from a city-owned power supply is \$15.**
- C. Seasonal permits: The fee for a seasonal vendor permit is \$100. Seasonal permits shall be issued for four three-month periods of the calendar year as follows: January/February/March; April/May/June; July/August/September; and October/November/December. All applications shall include the following conditions:
- (1) Applicants must apply to the City Manager for a space before the end of the preceding quarter (December 15 for first quarter; March 15 for second quarter; June 15 for third quarter; and September 15 for fourth quarter) and meet the requirements of the City Manager for size of vehicle/operation, noise, state permit, hours of operation and other conditions as may be set by the City Manager.

- (2) When more applications are received for spaces than are available, the City Manager shall determine the allocation by lottery.
- (3) Permits and assigned locations are nontransferable, and the fee is nonrefundable.
- (4) Seasonal vendors must utilize their assigned space at least 15 days of each month.
- (5) A vendor may, upon written permission from the City Manager, utilize the assigned space on less than 15 days in any month due to vacation, illness or other extenuating circumstance. However, during the entire period of time the space is vacated by the vendor due to the approved absence, the City reserves the right to rent the space on a daily permit basis.
- (6) Noncompliance will result in the assigned vendor losing the space and disqualifying the vendor from applying for any space for the period of one year.

(7) The seasonal fee for use of electricity from a city-owned power supply is \$40.

D. Abutting business permit: The annual fee for an abutting business permit shall be \$125. Abutting businesses shall be entitled to a permit for the use of an area in the vicinity of their established place of business. All applications shall include the following conditions:

- (1) Applicants must apply to the City Manager for a space at least two weeks prior to the date that is needed and must meet the requirements of the City Manager for size of vehicle/operation, noise, state permit, hours of operation and other conditions as may be set by the City Manager.
- (2) Permits shall be for the period of time designated by the applicant in the application for a permit. Permits must be renewed annually and are subject to all other applicable state and City regulations.
- (3) Permitted areas shall not exceed 625 square feet in area, unless specifically approved by the City Manager, and may be prescribed, mapped and modified from time to time by the City Manager, depending on the needs of the City.
- (4) The City Manager, in his/her reasonable discretion, may waive or modify the provisions of **§179-7A**, and **B** as they may apply to permits for abutting businesses granted under this section.
- (5) Permits and assigned locations are nontransferable, and the fee is nonrefundable.

E. As an alternative to the annual abutting business permit under Subsection **D** above, abutting businesses may also apply for daily or weekly vendor permits under Subsection **A** or **B** above. Such permits shall be subject to the same conditions as any other daily or weekly permit, except that the numerical permit limitations of this section shall not apply to abutting businesses.

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.



LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARING
Wednesday, April 05, 2023 - 7:00pm
Council Chambers, City Hall or
REMOTE VIA VIRTUAL PLATFORM
LebanonNH.gov/LIVE

The Lebanon City Council will hold a public hearing on April 5, 2023, beginning at 7:00pm for the following:

- A. ORDINANCE #2023-02:** A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 179, Vendors, Section 179-4, Permits and fees

The April 5, 2023 City Council agenda packet and documents pertaining to the above-described public hearing will be available on the City's website beginning March 31, 2023: 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.

ME-414524

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, March 25, 2023.

Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

9. OLD BUSINESS:

**9.A – PRESENTATION OF SECOND READING: AMENDMENTS TO
ORDINANCE #18, SALARY PLAN, ARTICLE II, NON-AFFILIATED & LPASE
EMPLOYEES, TO ADD NON-AFFILIATED AND LPASE POSITIONS**

BACKGROUND

Recently, the Department of Public Works (DPW) has undergone several mid-management changes, which have directly impacted functions at the Lebanon Solid Waste/Recycling Facility and with the fixed asset management program. As a result, DPW has analyzed its internal organization and processes and is recommending the following changes to Ordinance #18.

Add Asset Manager – Grade 10, Non-Affiliated. Asset Management is an essential function needed to assist departments citywide to prolong the service life and reliability of all assets utilized or managed by the City. Asset management streamlines processes allowing fixed assets to be managed and maintained from different locations in an accurate and cost-effective manner. Asset management has previously been performed by the Assistant City Engineer; a position which is currently vacant. Adding a dedicated Asset Manager position will ensure the further progression of the City’s asset management program and functions.

Add Solid Waste Foreperson – Grade 9, LPASE. This is a supervisory position that will work under the Solid Waste Manager and assist in the management and execution of day-to-day Solid Waste/Recycling Facility operations. This position will be responsible for coordinating and supervising the activities of subordinate staff in the landfill and will manage and oversee the landfill gas collection and control systems. This position is proposed to be a member of the Lebanon Professional, Administrative, and Salaried Employees (LPASE) bargaining unit to allow for supervisory authority over subordinate AFSCME staff and control over the day-to-day landfill functions in the absence of the Solid Waste Manager. Once a final decision on affiliation with the bargaining unit is made by the Public Employee Labor Relations Board (PELRB), the position will be properly denoted as a LPASE position within Ordinance #18.

Process to Amend Ordinance #18

Samantha Lauzon, 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 March 15, 2023. The Council is now asked to recognize the second of three presentations. The third presentation will occur on April 19th, 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 Plan, Article II, by adding the positions of Asset Manager (Grade 10) and Solid Waste Foreperson (Grade 9, LPASE) in the Non-Affiliated & LPASE Employee compensation and classification schedules.

Below is an excerpt of the Non-Affiliated & LPASE Employees compensation and classification schedule impacted by the proposed changes described above. Changes to the compensation and classification schedules are shown in red type; new 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	
		Minimum	Maximum	Minimum	Maximum
9	Code Health Inspector**	\$32.36	\$43.69	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Solid Waste Foreperson(**) (LPASE designation proposed)	-	-	-	-
	Associate Planner**	-	-	\$1,294.40	\$1,747.70
10	Asset Manager	\$35.64	\$48.10	-	-
	Assistant City Engineer**	-	-	-	-
	Financial Analyst	-	-	-	-
	Community Nurse	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,425.52	\$1,924.05
	Youth Services Librarian	-	-	-	-

**Denotes LPASE Employees

2. RE-SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby re-schedules a public hearing for Wednesday, April 19, 2023, beginning at 6:00pm, Council Chambers, City Hall, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, to add the positions of Asset Manager (Grade 10) and Solid Waste Foreperson (Grade 9) in the Non-Affiliated & LPASE Employee compensation and classification schedules.

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

10. NEW BUSINESS:

**10.A – DISCUSSION: APPOINTMENT OF NEW MUNICIPAL AGENT
FOR MOTOR VEHICLE REGISTRATIONS**

BACKGROUND

Each municipality in the State of New Hampshire that processes motor vehicle registrations is required to have a designated Municipal Agent. The Municipal Agent is responsible for all motor vehicle related inventory, including but not limited to, official stamps, decals, registration materials, license plates, etc. The Municipal Agent is also the point of contact for audits conducted by the State of New Hampshire, and is charged with ensuring compliance, integrity, and confidentiality of all motor vehicle transactions performed within the City of Lebanon.

The process for appointing a Municipal Agent is found in NH State RSA 261:74-a, which reads as follows:

261:74-a Agents Appointed. – With the approval of the governing body of a city or town and subject to the direction and approval of the commissioner, the director may appoint municipal officials as agents to issue, renew or transfer motor vehicle registrations. The director shall determine the optimum number of registration agents that the division can reasonably accommodate. The appointment of any municipal official as a registration agent for the purposes of this subdivision shall continue while the agent holds his office or employment with the municipality, except as provided in RSA 261:74-b and 261:74-f.

The City Clerk's department is charged with motor vehicle registrations for the City of Lebanon. As such, City Clerk Kristin Kenniston was previously appointed as the Municipal Agent for the City. The role of Municipal Agent is not inherent to the position of City Clerk, and as stated in RSA 261:74-a, requires approval of the governing body before the Director of the Division of Motor Vehicles can appoint.

Ms. Kenniston is leaving the City effective April 20, 2023. Deputy Tax Collector Darlene Cook has been appointed by City Manager Shaun Mulholland as the Interim City Clerk pending the completion of a hiring process. City Manager Mulholland is requesting that the City Council support and approve the appointment of Ms. Cook as the City's Municipal Agent for Motor Vehicle Registrations.

ACTION

The following motion is offered for City Council consideration:

MOVED, that the Lebanon City Council hereby supports and approves the appointment of Darlene Cook as Municipal Registration Agent for the City of Lebanon to be effective April 20, 2023.

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

10. NEW BUSINESS:

10.B – CAPITAL IMPROVEMENT PROJECT UPDATE

BACKGROUND

The City conducts a process to update the Capital Improvement Plan on an annual basis. The process managed by the Planning & Development Department with review by the Planning Board will begin shortly. The projects are presented to the City Council at the end of October as part of the annual budget process.

The Council has requested an update on the status of ongoing projects that staff is working on. The City Manager will provide an update on some of the projects.

ACTION

No action is required of the Council, this is informational only.

Included in this Section:

1. Childcare Facility Project Schedule
2. Lebanon Fire Department Deployment and Needs Assessment Presentation



Meetings:

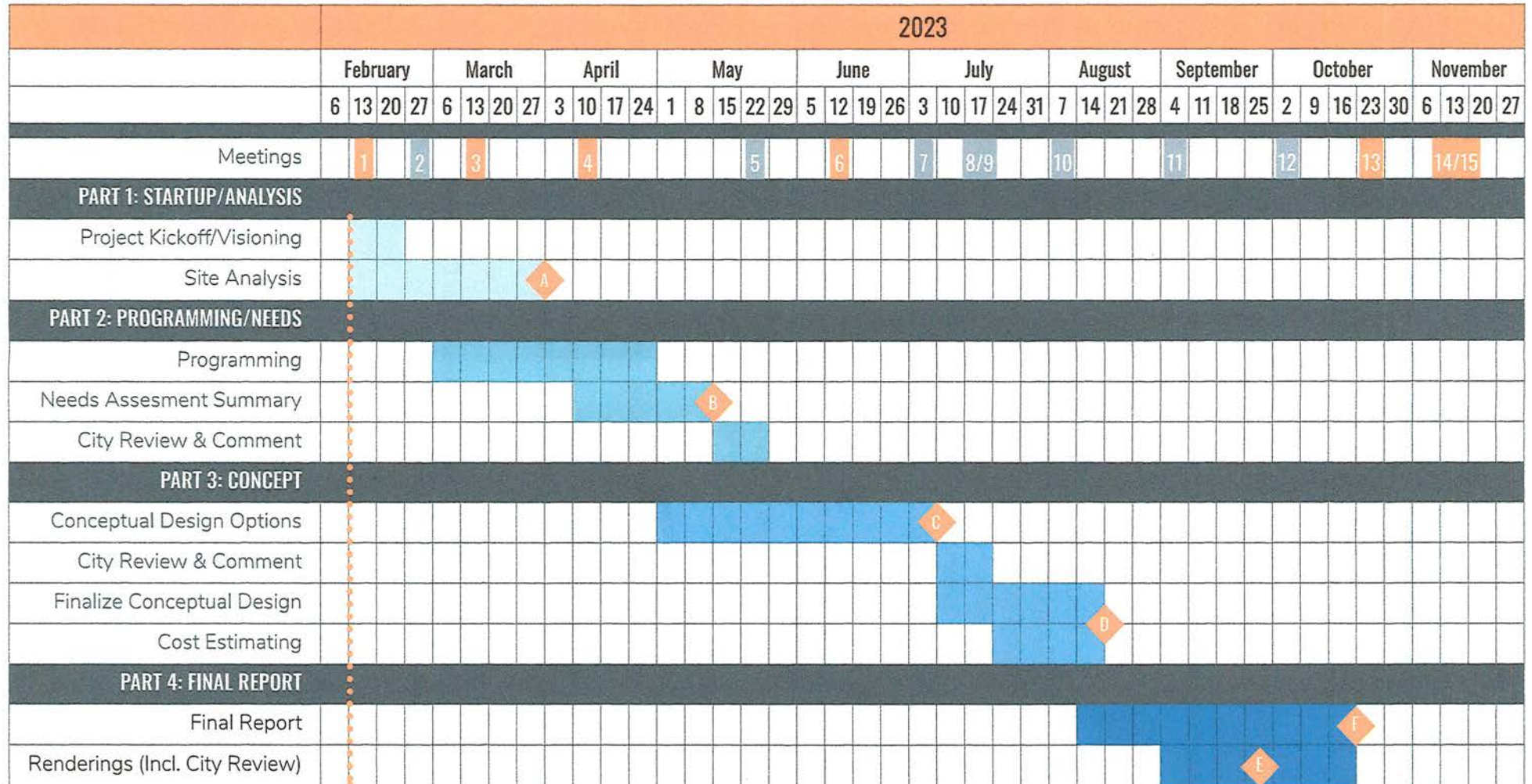
1. Project Kickoff & Visioning Meeting
2. Sustainability Visioning/Site Analysis
3. Childcare Site Visit / Stakeholder Interviews
4. Community Conversations
5. Concept Design Progress Review
6. Concept Design Progress Review
7. Concept Design Draft Presentation

8. Present to Multidisciplinary Task Force
9. Community Conversations
10. Community Conversations
11. Cost Estimate Review
12. Final Presentation
13. City Council Presentation
14. Donor/Funding Presentation
15. Donor/Funding Presentation

Project Schedule

CITY OF LEBANON - CHILDCARE CENTER

X In-person Meeting X Virtual Meeting



Deliverables:

- A. Preliminary Site Plan / Analysis
- B. Tabular Program / Needs Assessment

- C. Draft Concepts
- D. Final Concept Package/Costs
- E. Draft Renderings
- F. Final Report

Placework

Updated 2/9/23

Agenda

Project Name: Lebanon Childcare Center Study

Date: 2/13/2023

RE: Kick Off Meeting

Meeting Agenda

1. Introductions
 - a. Placework - project team and roles
 - b. City of Lebanon - project team/steering committee
 - c. Childcare provider – introductions and intended project team
 - d. Review communications, points of contact, etc.
 - e. Other potential stakeholders:
 - i. Lebanon – Multidisciplinary Task Force, airport, public, other?
 - ii. Placework – civil, landscape consultants, other?
2. Goals & Vision
 - a. Intended outcomes of the study
 - b. Sustainability
 - i. Placework Sustainability Visioning Process
 - ii. City of Lebanon Sustainability goals & commitments
3. Scope & Schedule Overview
 - a. Important points of information exchange, deliverables, review periods
 - b. Proposed meeting schedule
 - c. Discuss points of community engagement, public presentation.
 - d. City deadlines, blackout dates, funding cycles etc.
4. Construction Manager
 - a. Review potential scope and schedule for CM teaming
 - b. Potential CM partners
5. Next Steps:
 - a. Site Walk
 - b. Site Analysis and Sustainability Visioning call
 - c. CM RFP and selection
 - d. Childcare provider integration – site visit(s), gather programming materials

Lebanon Fire Department Deployment and Needs Assessment

5-April-2023

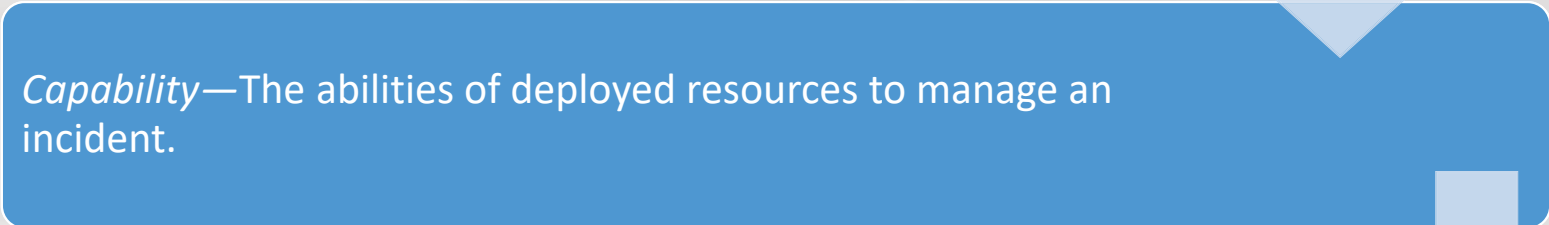


Measuring Service Delivery

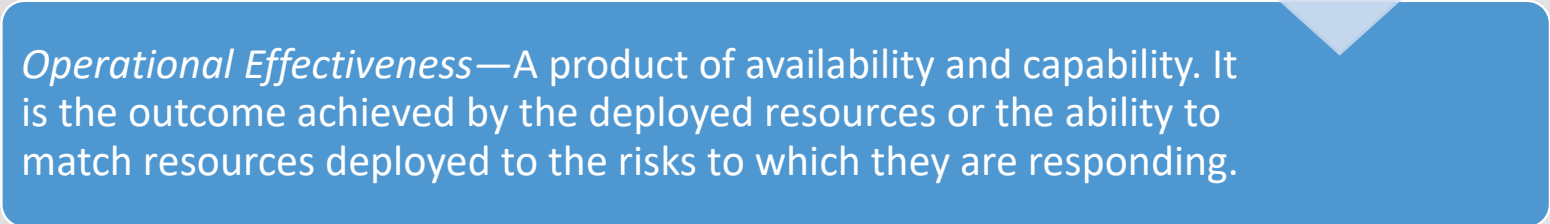
Availability—The degree to which the resources are ready and available to respond.



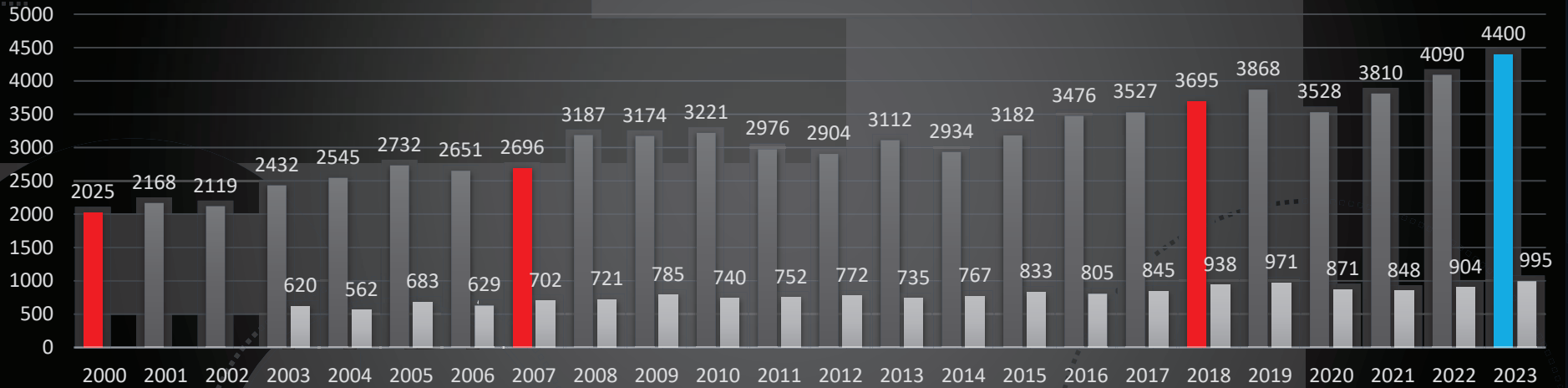
Capability—The abilities of deployed resources to manage an incident.



Operational Effectiveness—A product of availability and capability. It is the outcome achieved by the deployed resources or the ability to match resources deployed to the risks to which they are responding.



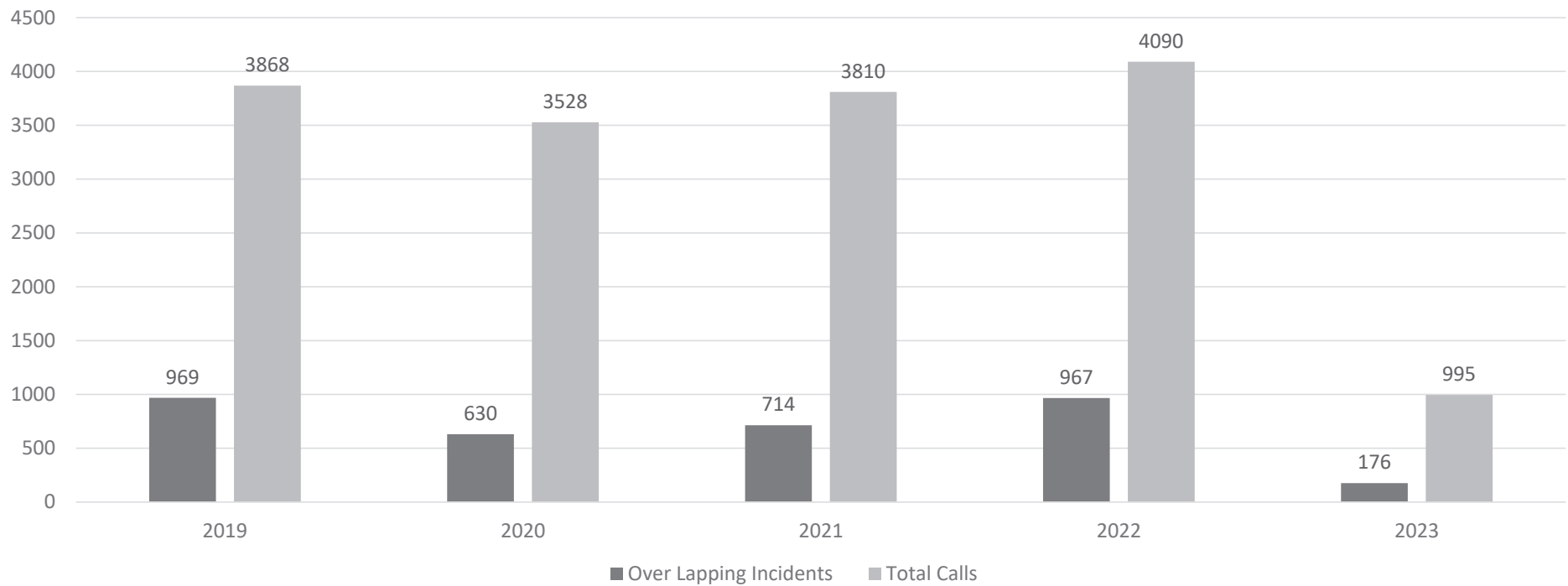
Call Volume Trend



Call Volume

- 2000 Addition of 4 Personnel for EMS
- 2007 Addition of 4 Personnel for increased Call Volume
- 2018 Addition of day-time position
- 2023 Projected call volume

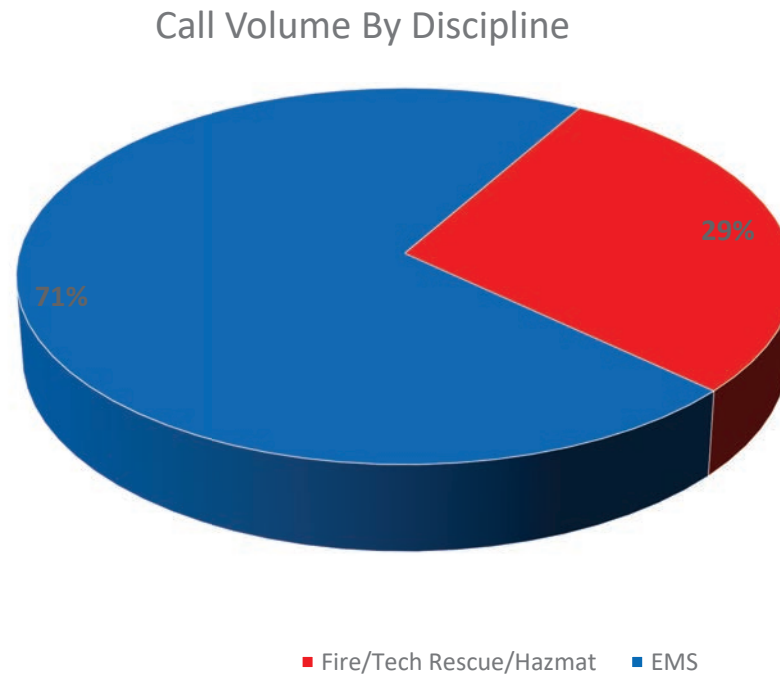
Simultaneous Incidents



Mutual Aid Requests

YEAR	TOTAL CALLS	MUTUAL AID REQUESTS	PERCENTAGE OF REQUESTS
2019	3868	64	1.65%
2020	3528	52	1.47%
2021	3810	47	1.23%
2022	4090	85	2.07%
2023 (YTD)	995	39	3.9%

Call Volume By Type



EMS RESPONSE CRITERIA (NFPA 1710)

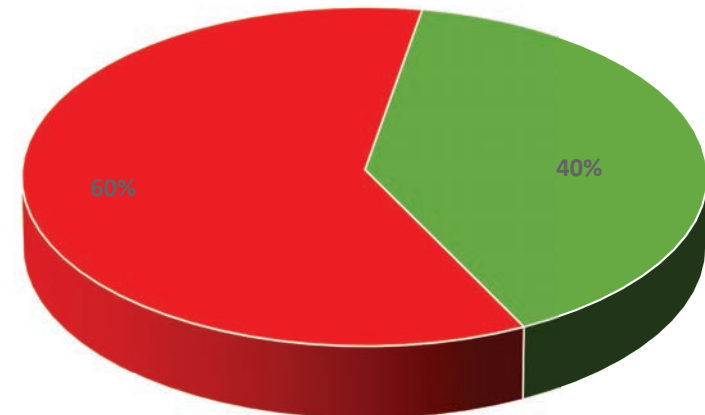
Ambulance arrival in less than 6 minutes of the initial call no less then 90% of the time

Call processing = 60 Seconds (1 Minute)

Turn out time = 60 Seconds (1 Minute)

Travel time = 240 Seconds (4 Minutes)

6 Minute Bench Mark



■ Meets Standard ■ Below Standard

Cardiac Arrest (Eisenberg Model)

- One-third or all non-breathing and/or cardiac arrest patients may die immediately, and the remaining individual's probability of survival decreases by up to 5.5 percent for each subsequent minute; however, the decrease can be slowed by the application of various procedures (CPR, defibrillation, Advanced Cardiac Life Support).
- 6 Minute response = 33 percent decrease

Fire Suppression Deployment Standard (NFPA 1710)

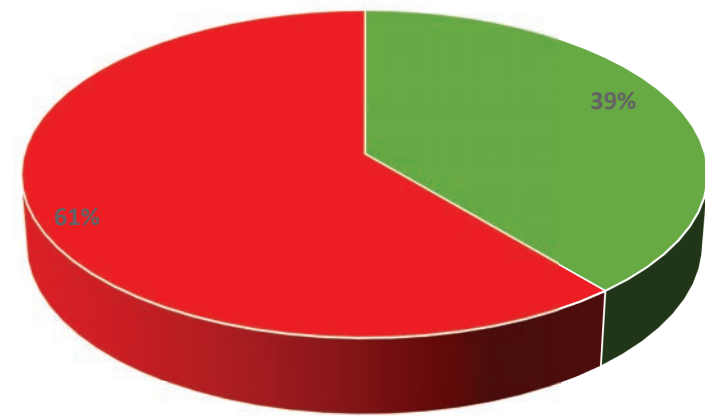
Fire engine arrival with 4 firefighters in less than 6 minutes from the time of initial call not less than 90% of the time.

Call processing = 60 Seconds (1 Minute)

Turn out time = 60 Seconds (1 Minute)

Travel time = 240 Seconds (4 Minutes)

6 Minute Bench Mark



■ Meets Standard ■ Below Standard

State and Regional Comparison

Department	Annual Call Volume	Population	Total Ready Staff	Calls per Member	Square Miles	# of Staffed Fire Stations
Hooksett NH	2606	13,716	28	93	37	2
Hartford VT	2641	10,367	24	110	45	2
Merrimack NH	3343	25,599	36	93	32	2
Hampton NH	3591	15,546	36	100	14	2
Bedford NH	3900	23,332	36	108	33	2*
Lebanon NH	4091	15,005	25	163	41	2
Londonderry NH	4448	25,826	48	92	42	3
Laconia NH	4668	17,025	40	116	26	2
Portsmouth NH	4772	21,440	56	85	15.6	3
Hudson NH	4842	24,467	48	100	29	3



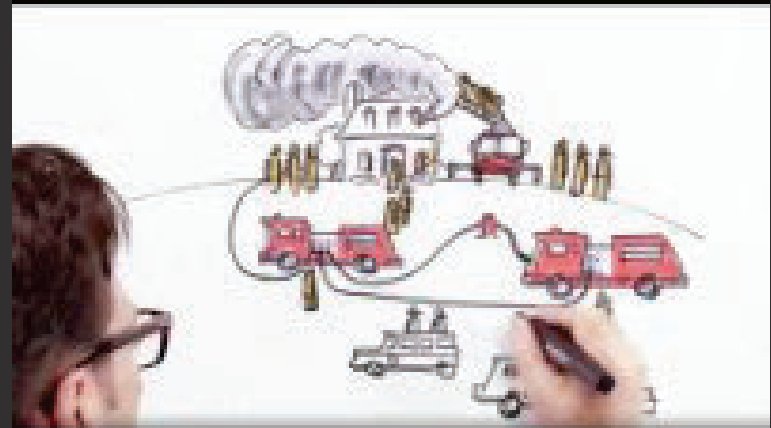
Contributing Factors

Multiple incidents with insufficient staff to respond in a timely manner.

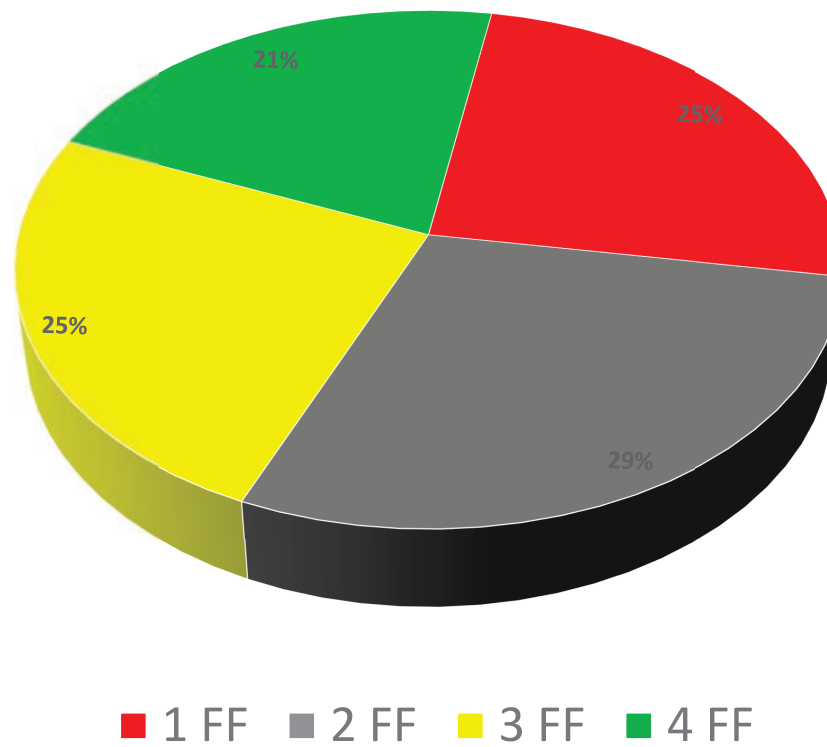
Longer delays in hospital turn around times do to increased patient volume and lower hospital resources.

Response times from locations outside the primary response district.

NFPA 1710



Number of firefighters on first due engine,
national standard 4 FFs 90% of the time



Fire Growth





2022 Station Location Analysis 2022-08-08

STATION	2018-2021 incidents Total	2018-2021 incidents 4min	2018-2021 incidents % Captured
Station #1 - S. Park St	11,383	4,512	40%
Station #2 - Main St	11,383	2,161	19%
Alta Blvd	11,383	2,321	20%
Hanover St Ext	11,383	2,861	25%
Little Heater Rd	11,383	2,925	26%
Liberty Utilities	11,383	3,949	35%
South Main St	11,383	2,368	21%

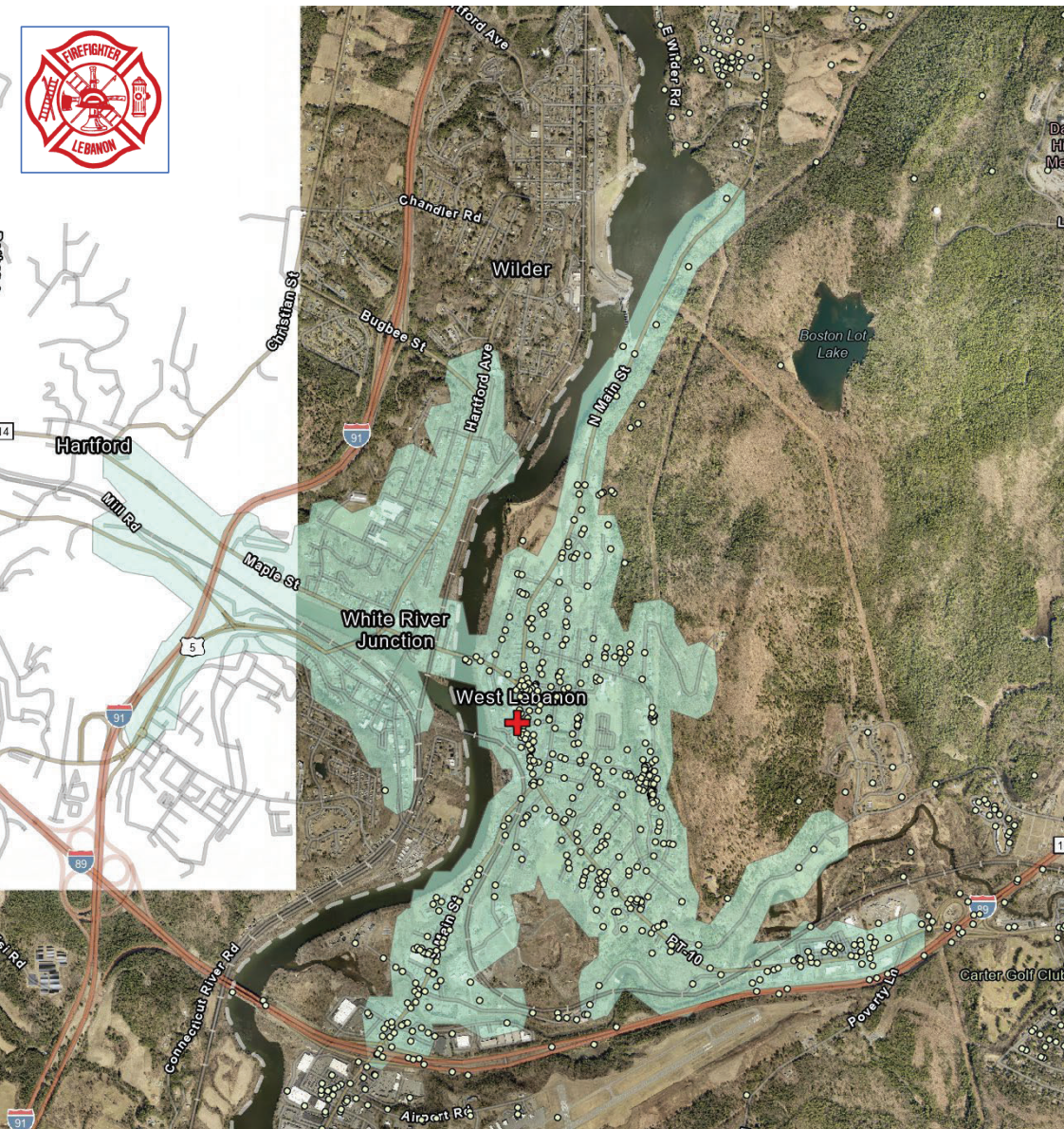


Station #1 – Existing Station

4 minute
response area

40% of calls



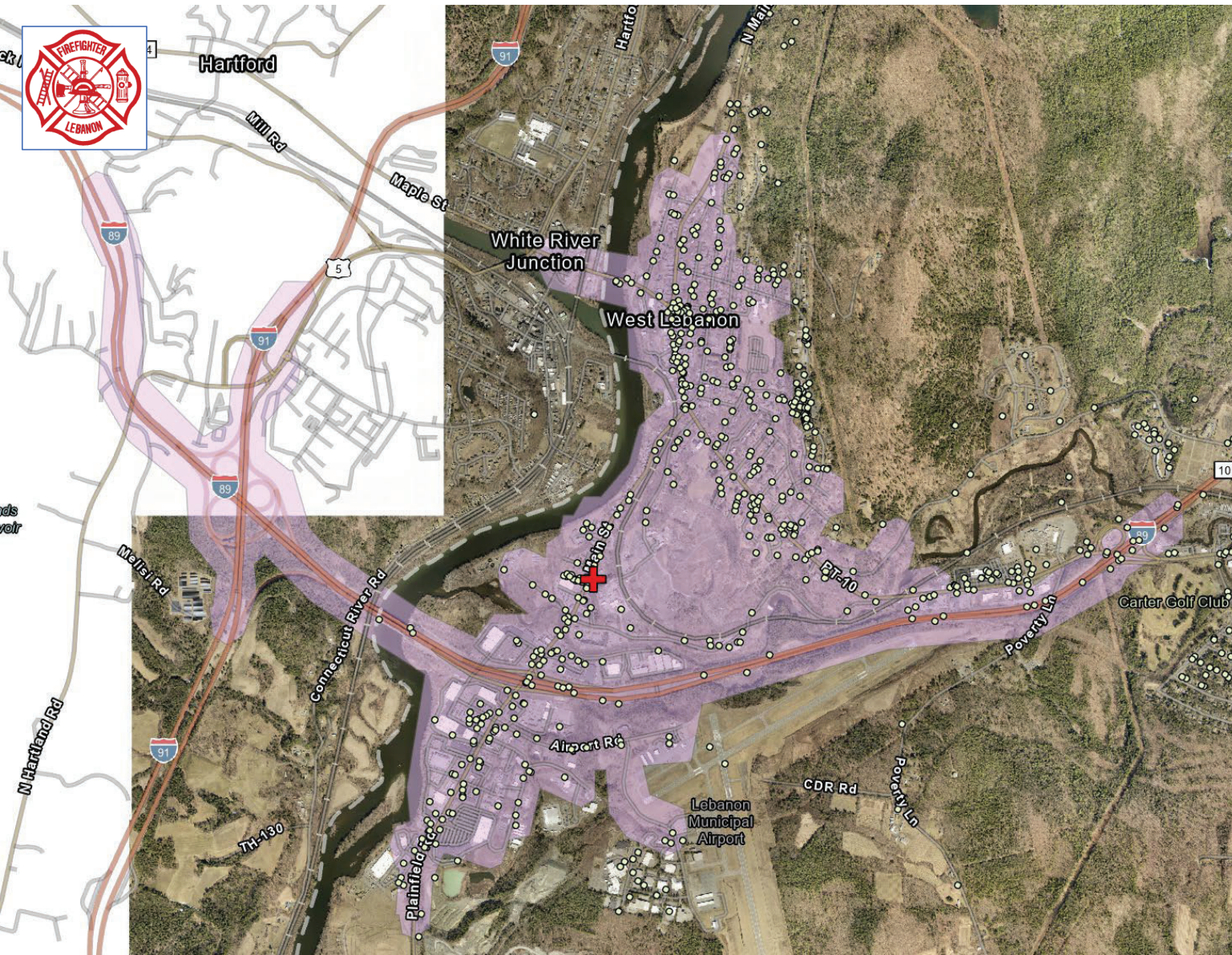


Station #2 – Existing Station

4-minute
response area

19% of Calls





South Main St— Proposed Station

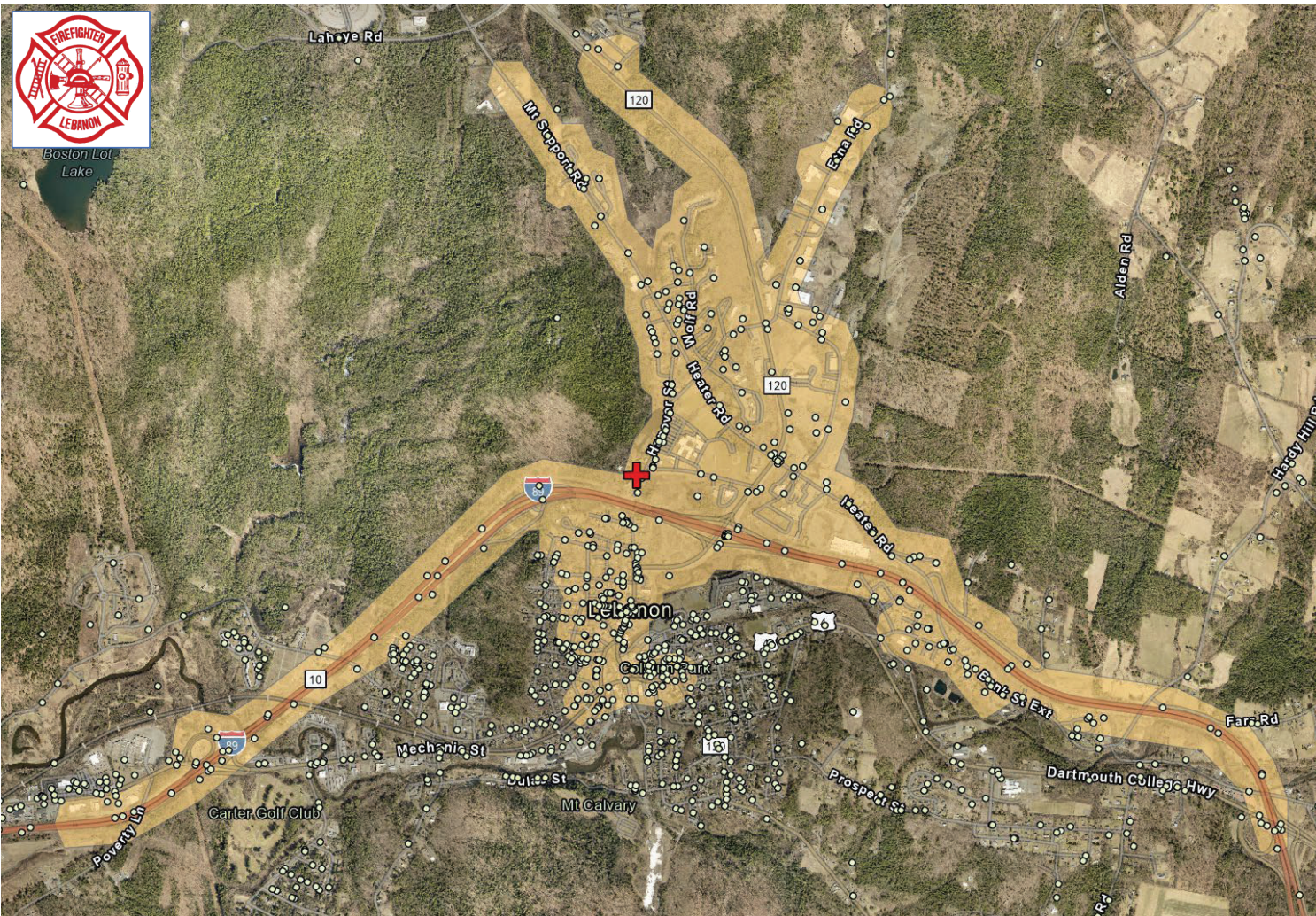
4 minute response area

21% of calls





Boston Lot,
Lake



Hanover St. Extension Proposed Station

4 minute response area

25% of calls

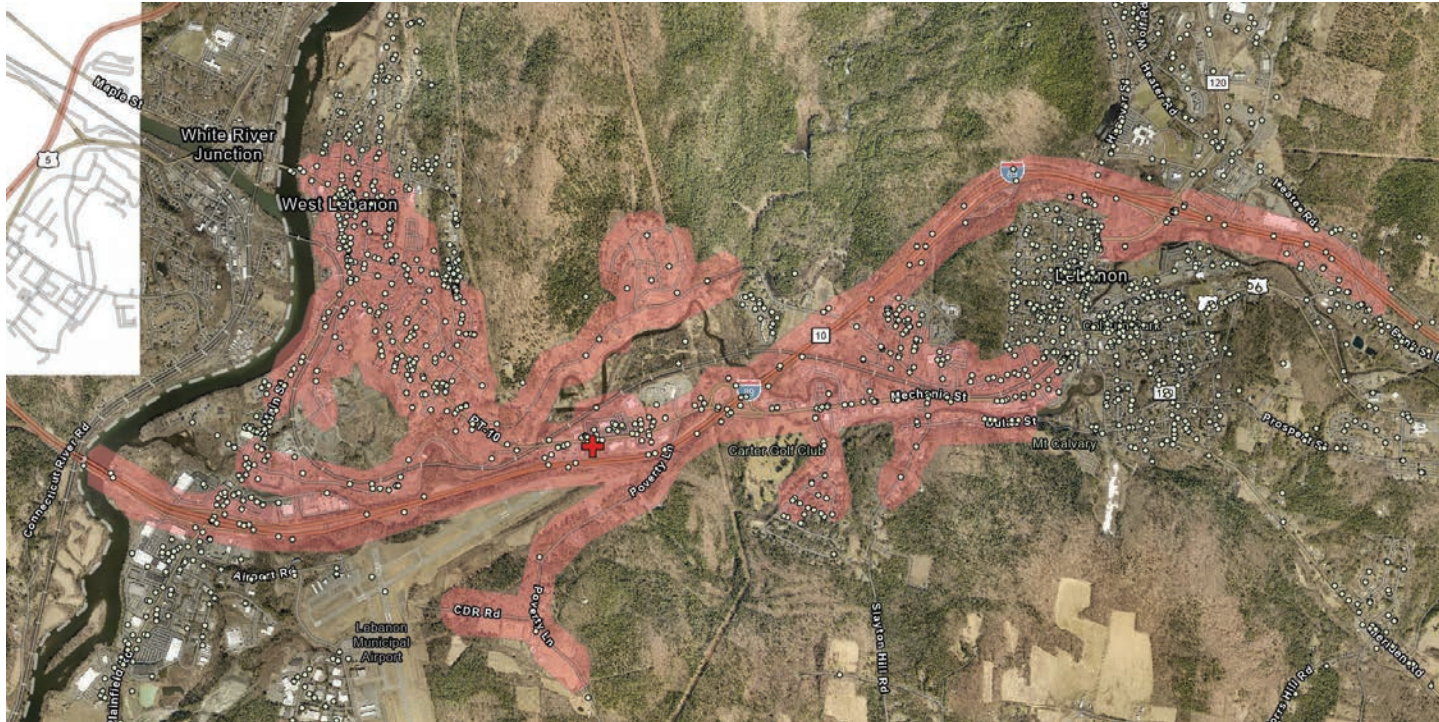


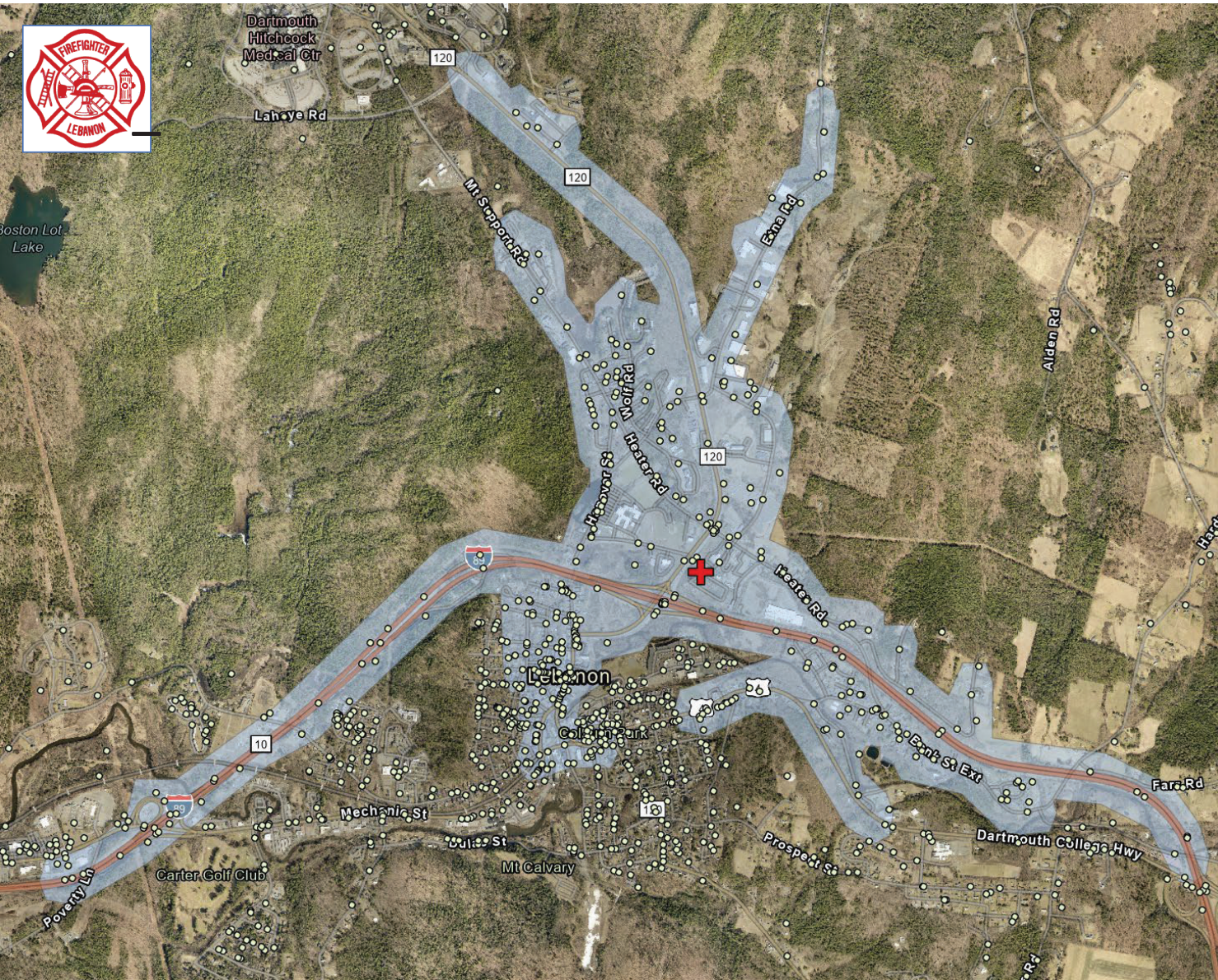


Liberty Utility Miracle Mile Proposed Station

4 minute response area

35% of calls



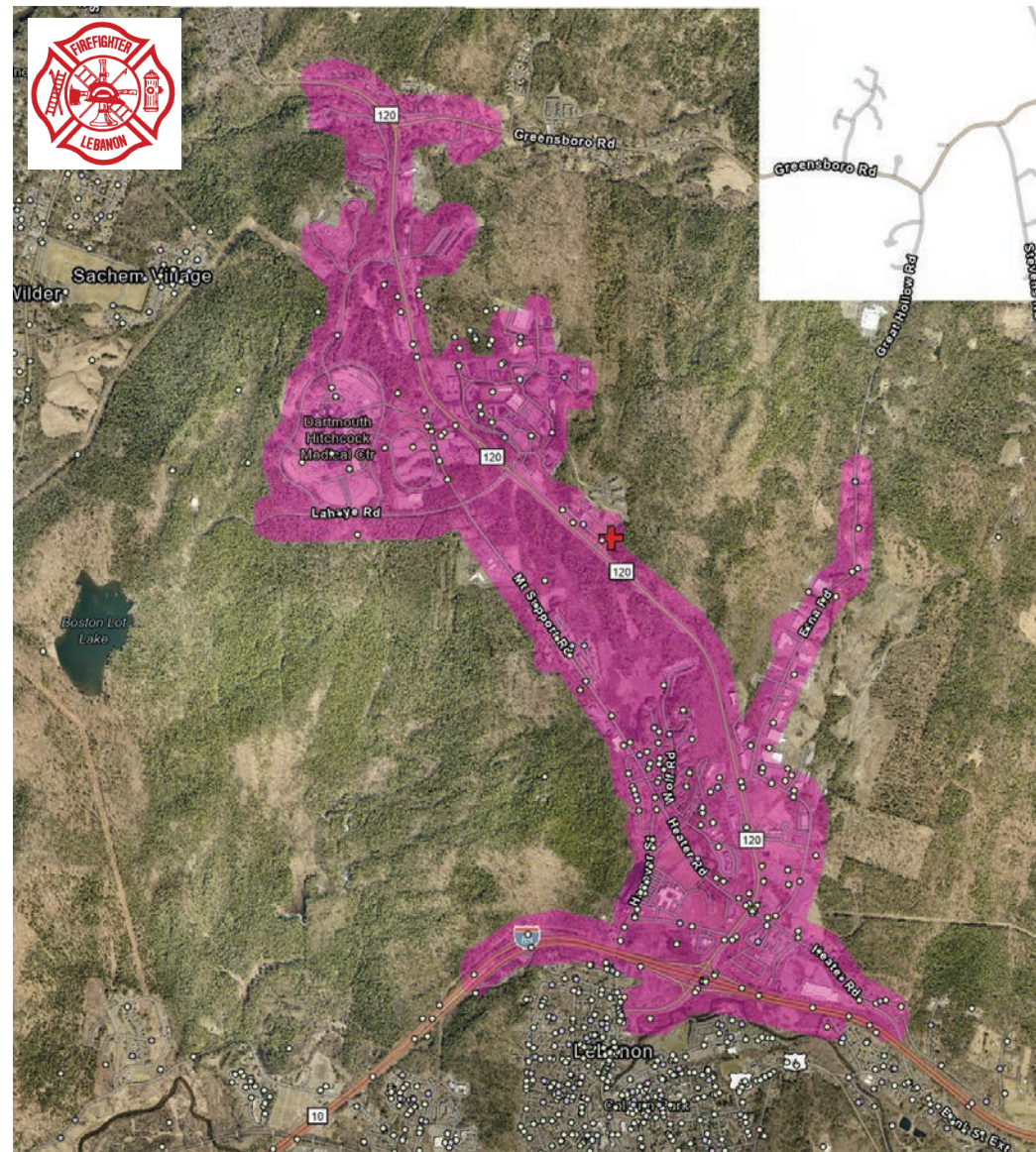


Little Heater Road Proposed Station

4-minute response area

26% of calls





Alta Blvd – Proposed Station

4 minute response area

20% of calls



Main Street vs Miracle Mile

(West Lebanon District)

OCCUPANCY	MAIN STREET	MIRACLE MILE
Quail Hollow	2.65 Miles	3.99 Miles
Sachem Village	2.95 Miles	4.3 Miles
296 Plainfield Road	1.92 Miles	2.05 Miles
Maple Manor	.28 Miles	1.19 Miles
Village at Crafts Hill	.60 Miles	1.54 miles
Oak Ridge Road	2.95 Miles	4.3 Miles
Dunster Drive	3.18 miles	4.49 Miles

South Park Street vs Miracle Mile

(Lebanon District)

LOCATION	SOUTH PARK STREET	MIRACLE MILE
DHMC	3.39 Miles	5.20 Miles
Genesis	1.72 Miles	3.58 Miles
Timberwood Drive	2.01 Miles	3.92 Miles
20 Wolf Road	1.58 Miles	3.44 Miles
Alice Peck Day (Campus)	.70 Miles	2.51 Miles
Rogers House	.18 Miles	2.3 Miles

MMA STUDY STATEMENTS AND RECOMMENDATIONS FROM 2008

“The City’s road network and dispersed population make it difficult for the Fire Department to achieve response benchmarks. However, the Department has made progress toward meeting these benchmarks”.

“The placement of a station near the Hanover border will improve response to the northern area of town.”

“The relocation of station 2 in a southerly direction does not improve response, unless it is accompanied by a new station in the northern area of town.”

“The fire department should add 4 additional firefighters”(2008)

“The fire department should, in long-term add 4 additional firefighters per shift” (2008)



Public Safety Facilities Study

- Public Safety Facilities Study presented on Feb-2020, Conducted in 2019.

**AGENDA
LEBANON CITY COUNCIL
APRIL 05, 2023**

11. CITY MANAGER REPORT:

**11.A – LEBANON OPERA HOUSE – OUTSIDE ACCENT LIGHTING
FOR CITY HALL**

