

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, April 19, 2023, 6:00 p.m.
Council Chambers**

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

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

MEMBERS ABSENT: Karen Zook

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, City Clerk Kristin Kenniston, Deputy City Clerk Lori Gould, Planning & Development/Zoning Director Nathan Reichert, Finance Director Vicki Lee, Deputy Finance Director Alesia Williams, HR Director Samantha Lauzon

1. **CALL TO ORDER:** Mayor McNamara called the meeting to order at 6:00 p.m.
 - **City Manager Shaun Mulholland announced the meeting criteria for the public.**
 - **Councilor Whittlesey noted he was in Minnesota and would be participating remotely.**

(Note: The Board and Committee Reports came before the Pledge of Allegiance.)

3. BOARDS and COMMITTEES REPORTS (1st Quarter 2023)

Planning Board (PB)- Matthew Hall, Chair

Chair Hall updated the Council on the following:

- Capital Improvement Plan (CIP) update: Currently this is run by the Planning Board (PB). In looking at the process over the last few years, the PB felt it was taking a lot of unnecessary time for City Staff to compile reports, attend meetings, and give in person reports, etc. The PB has streamlined this process by having the entire Board review the reports during one meeting, instead of 3-4 meetings.
- Master Plan Update: The current Master Plan is now many years old, so the PB/Planning Staff has been working to update various chapters (Natural Resource Chapter, Energy Chapter, and Housing Chapter). Ultimately, the PB would like to make the Master Plan more of a living document to be continually updated and refined.

Chair Hall spoke about how the PB is lacking members. At present, all three (3) alternate spots are vacant and there are two (2) permanent spots that are vacant, noting that their last regular meeting had to be canceled due to a lack of a Quorum.

In response to Councilor Liot Hill's question about what had to be postponed, Chair Hall stated the principal one was the proposed charitable casino.

Heritage Commission – Nicole Ford Burley, Chair

Chair Burley updated the Council on the following:

- 2023 Class of Historic Landmark designation: Lebanon now has 96 Historic Landmarks.

- Updated their kiosk display on the mall.
- Hosted a Commission Assistance Program and camp training. This was provided by the National Alliance of Preservations Commission and was partially supported by a Certified Local Government grant from the NH Division of Historic Resources.
- They will be reviewing and recommending updates to the City's Historic District Design Guidelines.
- They will also be reviewing and recommending updates to develop signage and interpretive materials for Lebanon's Historic resources.
- Some of their projects may require additional funding.

LEAC – Greg Ames, Chair

Chair Ames updated the Council on the following and submitted the following report for the record:

Lebanon Community Power: LEAC's main focus during Q1 can be summed up in three words – "Lebanon Community Power." The Committee's work on LCP has focused mostly on publicity/outreach. We discussed which tier should be the default for automatic enrollment (the cheapest Granite Basic @ 23.4% renewable or the slightly more expensive, but higher renewable content, Granite Plus at 33% renewable). The Committee settled on Granite Basic (23.4% renewable content to meet state RPS minimums) to save customers the most money. The average customer using 600kWh/month will save roughly \$37/month on their electric bill vs Liberty default service. Anecdotally, we have heard from several people who have stated they have signed up for higher levels of renewable content, with most going to the Clean 100 plan (100% renewable), for an additional 3.3 cents/kWh, while still saving an average of \$17/month off Liberty default service (again, on the average bill of 600kWh)

Rates have been set, mailings have gone out, and the required public hearings have been held. Customer enrollment should start next week, with a target launch date of 4/27). For more information, see: <https://www.communitypowernh.gov/lebanon> and <https://lebanonnh.gov/lcp>

Thanks to Clifton for his work with CPCNH and the outreach efforts of Sherry Boschert, Jon Chaffee, and Woody Rothe.

EV: No update on the GM Charger program. Sherry worked with the UVLS RPC to develop a multi-town map/GIS system to crowd source suggested locations for public EV charging. Additionally, the Committee worked on proposed additions to the site plan regulations for EV charging/EV ready parking proposals. Finally, Rebecca Owens informed the Committee about the US DOT's Charging and Fueling Infrastructure Discretionary Grant Program (CFI). Sherry coordinated multiple discussions with leaders from Lebanon, Hanover, New London, and Hartford, Vt. about possibly submitting a joint grant proposal. That proved too complicated to achieve by the May 30 deadline. Lebanon instead will submit its own CFI grant proposal for EV charger funding, led by Sherry and DPW, or will join a state grant application being organized by DES.

Misc. LEAC: Tad has been updating the Committee on the return of the solar to the Landfill garage, as well as possible solar on the capped construction & demolition cell at the Landfill. We have had some discussion around possible phase 3 solar locations and Tad's discussions with ReVision Energy and other solar installers. Tad has also kept the Committee apprised of the progress of the landfill gas to energy project. Almost all of the equipment has arrived, and we expect commissioning by the end of the year. Jon and Woody have been working on a potential rental property decarbonization/energy savings project and have connected City landlords with Liberty's weatherization team. Finally, due to the work on LCP

during Q1, we were not able to make progress on updates to the Master Plan, but we plan to return to it during the summer.

Economic Development Commission (EDC) – William Dunn, Chair

Chair Dunn updated the Council on the following:

- NH Public Radio spoke about Lebanon's Community Power.
- They have been working to update the Master Plan, primarily focusing on Chapter 6.
- They have been focused on the redevelopment of the back parking lots, which has stirred some excitement. To that end, they are flushing out characteristics of each of the proposals/concepts and it has become clear to him that the Council needs to give them a more specific task, noting that there are folks who feel strongly either for development or for the public amenity aspect.

Chair Dunn assumed that part of the EDC charge was to look at possibilities through an economic development lens (i.e., the Council was looking at this project to be revenue neutral and any public amenity should be born from the incremental TIF funds associated with this or from the development itself). If it is a park, etc., the City may have responsibility for maintenance going forward. At the moment, the rendering of a visual park with river access is great and will provide economic development, but there would be a cost to the City without some source of revenue generating development structure (i.e., business or housing opportunities).

Councilor Liot Hill will submit a Council agenda request to discuss the EDC Charge moving forward.

Mayor McNamara concurred with Councilor Liot Hill, noting that after seeing the 3 proposals from the EDC, there were significant discussions regarding whether or not the back parking lot should be developed or whether it should become a 100% public facility.

West Lebanon Revitalization Advisory Committee (WLRAC) – Councilor Simon

Councilor Simon updated the Council on the following:

- The WLRAC is now up and running and had two meetings this month.
- Several things of importance discussed were:
 - o Meeting with City Engineers to go over the Streetscape Plan.
 - o The West Lebanon Civic group is actively pursuing a temporary beautification project in the Main Street area.
 - o Will be working on the coloring of the crosswalks to calm the traffic in West Lebanon, and continue to make West Lebanon a safe, walkable environment. He spoke about West Lebanon being a pilot project, noting a resident's request for a rainbow colored crosswalk. City Manager Mulholland noted that the NH DOT requires one (1) color only on State-owned Roads.
 - o The EDC needs one more member.

Councilor Liot Hill spoke about her reasons why there is a perception by West Lebanon residents who feel they are not receiving the same attention that Lebanon does.

Diversity, Equity & Inclusion Committee (DEI) – Councilor Liot Hill and Councilor Wilkie

- DEI is planning for the City's second Juneteenth celebration.
- DEI is participating in the Strategic Planning process.

Conservation Commission - Councilor Heistad

Councilor Heistad noted that Chair Riley did not have anything to report. However, they had a big night with amphibians crossing Heater Road.

Pedestrian/Bicyclist Committee – Councilor Heistad: No Report

Class VI Roads – Councilor Heistad

Councilor Heistad noted they are working on getting abutters together for road projects.

Downtown TIF – Deputy City Manager David Brooks: No report

Arts & Culture Commission (A&C) – Councilor Wilkie

Councilor Wilkie updated the Council on the following:

- Only met twice this quarter because of quorum issues. They lost two members recently.
- Discussed the sidewalk color project, looking at probably not State Sidewalk Roads/Crosswalks.
- Looked back at their goals for 2022 and are looking at which of the goals should move forward into 2023.
- A&C has been looking at the Master Plan and adding more art in the tunnel.

City Manager Mulholland noted the piano in the tunnel has been removed due to vandalism.

The Boards/Commissions/Committee session ended at 6:42 PM and the Council commenced with the Regular Session meeting.

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

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

5. OPEN TO PUBLIC: No one from the public came forth to speak.

- Councilor Liot Hill extended her congratulations to the Lebanon High School's Science Olympiad Team.

NOTE: A few were taken out of order from what was listed in the Council agenda packet and are listed below as discussed by the Council.

11. NEW BUSINESS

A. Introduction of and remarks from Executive Councilor District 2, Cinde Warmington

BACKGROUND

The Executive Council is a five-member body in New Hampshire's state executive branch that serves as a check on the governor's power. Executive Council District 2 reaches across the state from the Massachusetts border, up the Connecticut River and Vermont border, to the north of the Franconia Notch. It is comprised of four cities, including Lebanon, and seventy-seven towns.

District 2 Executive Councilor Cinde Warmington assumed office on January 6, 2021.

She met with the Mayor and City Manager to hear what is important to Lebanon and will be in touch with the

Council throughout her term to make sure she stays up to date on what issues are important to the City/Council.

She also explained her role in, and the responsibilities of the NH Executive Council.

Mayor McNamara noted he and City Manager Mulholland discussed West Lebanon and the Rail Trail.

Councilor Liot Hill would like her to look into the Westboro Yard efforts.

ACTION: *This agenda item is for informational purposes only.*

6. RECOGNITIONS:

- **RESOLUTION HONORING KRISTIN KENNISTON (CITY CLERK/TAX COLLECTOR)**

WHEREAS, Kristin Kenniston has devoted herself to a career in public service, having served the residents and businesses of the City of Lebanon and the region for more than fifteen years;

WHEREAS, Kristin began her service to the City in December of 2007 as an Assistant City Clerk. Upon recognition of her leadership skills, she was promoted to Deputy City Clerk in June of 2014 and then to City Clerk in May of 2020; and

WHEREAS, during her time as City Clerk, Kristin achieved the levels of New Hampshire Certified City Clerk through the New Hampshire City and Town Clerks/Tax Collectors Joint Certification Program, Certified Municipal Clerk through the International Institute of Municipal Clerks, and Certified Public Supervisor through the State of New Hampshire Bureau of Education and Training, overseeing 22 successful elections, having trained and supervised hundreds of election officials; and

WHEREAS, Kristin has served thousands of Lebanon residents and businesses over the past 15 years in a courteous and helpful manner, always going above and beyond to assist them in a fair and equitable manner, which has earned her the respect, confidence and friendship of her fellow coworkers and citizens in the community; and

WHEREAS, Kristin has been an avid team player, always willing to lend a hand when needed, assisting co-workers and employees from all City Departments; and

WHEREAS, Kristin's dedication, thoughtfulness and sense of humor have been instrumental in the success of her career with the City and made her a pleasure to work with;

NOW, THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Kristin's friends, and her 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 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 Kristin Kenniston.

Dated this 19th day of April 2023, in Lebanon, New Hampshire.

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

- **RESOLUTION HONORING RETIRING LORI GOULD (DEPUTY CITY CLERK)**

WHEREAS, Lori Gould has devoted herself to a lifelong career in public service, having served the residents and businesses of the City of Lebanon and the region for more than sixteen years; and

WHEREAS, Lori began her service with the City in 2006 as an Assistant City Clerk, eventually being appointed as the Deputy City Clerk in 2020 for the City of Lebanon; and

WHEREAS, during her time with the City, Lori has been an essential member of the City Clerk's Office Team, providing excellent customer service and brightening everyone's day with her sense of humor; and

WHEREAS, during her time as Deputy City Clerk, Lori ensured the quality of the work produced in the City Clerk's Office; and

WHEREAS, Lori always worked diligently to ensure accuracy and integrity in all aspects of duties; and

WHEREAS, Lori's leadership has kept the City Clerk's office running smoothly, even during the most challenging of times,

NOW, THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Lori's friends, and her 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,

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

Dated this 19th day of April 2023.

TIMOTHY J. MCNAMARA, MAYOR
City of Lebanon

(NOTE: The following Arbor Day Proclamation for 2023 was not included in the Council agenda packet.)

Mayor McNamara read the following for the record:

- **ARBOR DAY PROCLAMATION FOR 2023**

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, Trees are a renewable resource giving us paper, wood for our homes, fuel for fires, and countless other wood products, and

WHEREAS, Trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, Trees are a source of joy, and

WHEREAS, The Lebanon Recreation, Arts, and Parks Department, Lebanon Department of Public Works, Lebanon Conservation Commission, and the Tree Advisory Board, work in partnership with the community to assess and conserve natural resources by providing education and encouraging outdoor recreation, wise use and best management, and

WHEREAS, The City’s Comprehensive Plan pledges to protect and enhance the rural character and appearance of Lebanon

NOW THEREFORE WE, the Lebanon City Council, do hereby proclaim Friday, April 28, 2023 as ARBOR DAY in the City of Lebanon, and we urge all citizens to support its efforts to care for our trees and woodlands and to support our City’s community forestry programs.

Dated this 19th day of April 2023.

TIMOTHY J. MCNAMARA, MAYOR
City of Lebanon

7. ACCEPTANCE OF MINUTES:

- March 29, 2023 (Organizational Meeting)
- April 5, 2023 (Regular Meeting)

Councilor Heistad MOVED to approve the March 29, 2023 (Organization Meeting) and the April 5, 2023 (Regular Session) minutes as written and presented in the April 19, 2023 City Council agenda packet.

Seconded by Councilor Liot Hill.

Roll Call Vote:

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

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

11. NEW BUISNESS ITEM

E. Discuss revised membership for West Lebanon Revitalization Advisory Committee

Councilor Simon reviewed the current membership for the WLRAC, and discussed their membership recommendations moving forward.

BACKGROUND

On March 2, 2022, the City Council voted to re-establish the West Lebanon Revitalization Advisory Committee as a permanent committee to continue the work of the former short-term committee of the same name. The appointed membership on the permanent committee has only recently reached the point at which the committee can begin to meet again.

At its first meeting on April 3, 2023, the members discussed changing the composition of the committee to enable more interested residents to participate. The current membership of the committee consists of one member each from the City Council, Planning Board, and the Economic Development Commission along with two Ward 1 residents and two Ward 1 business owners. The committee may also have up to three alternate members representing Ward 1 residents and/or business owners.

To date, the City has received no applications from business owners to join the committee, but three residents have already been appointed (two regular members and one alternate) and applications or expressions of interest have been received from other Ward 1 residents. In an effort to enable all interested residents to join and participate on the committee and to ensure that all committee positions can be filled, the West Lebanon Revitalization Advisory Committee recommends that the membership composition be changed to allow four Ward 1 residents and/or business owners, instead of requiring two residents and two business owners.

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council hereby amends the membership composition of the West Lebanon Revitalization Advisory Committee to include:

- 1 - City Councilor (to be appointed by the Mayor)***
- 1 - Member of the Planning Board (to be appointed by the Board)***
- 1 - Member of the Economic Development Commission (to be appointed by the Commission)***
- 2 - Ward 1 Residents and 2 Ward 1 Residents and/or Business Owners***
- Up to 3 Alternate members comprised of Ward 1 Residents and/or Business Owners***

The Resident and Business Owner representatives shall be appointed by the City Council and their terms shall initially be staggered for periods of two and three years. Thereafter, all Resident and Business Owners shall be appointed to terms of three years. The City Council, Planning Board, and Economic Development Commission representatives shall serve for their respective terms.

Not more than two (2) members of the Advisory Committee shall serve on any private civic association(s) that might be created for the West Lebanon area in order to avoid membership and Right-to-Know conflicts, but to ensure adequate communication and coordination among the groups, as appropriate.

The Committee Chairperson shall coordinate with the Planning & Development Director for staff support. The Advisory Committee is solely an advisory body created to provide recommendations to the City's Administration and City Council for possible consideration. The Advisory Committee shall comply with all applicable provisions of RSA 91-A.
Seconded by Councilor Wilkie.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

8. APPOINTMENTS:

- Arts & Culture Commission, Nick Gaffney (Re-appointment as a Ward 3 Citizen Representative)
Councilor Wilkie put forth the NOMINATION of Nick Gaffney for Re-appointment as a Ward 3 Citizen Representative to the Arts & Culture Commission. Term: (4/23-4/26)
Seconded by Councilor Simon.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

- Arts & Culture Commission, Linda Copp (Arts Representative)
Councilor Wilkie put forth the NOMINATION of Linda Copp as the Arts Representative to the Arts & Culture Commission. (4/23-4/24)
Seconded by Councilor Simon.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

- West Lebanon Revitalization Advisory Committee, Jim Winny (Ward 1 Citizen Representative)
Councilor Simon put forth the NOMINATION of Jim Winny (Ward 1 Citizen Representative) to the West Lebanon Revitalization Advisory Committee. Term: (2/23-2/25)
Seconded by Councilor Wilkie.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

- West Lebanon Revitalization Advisory Committee, Erik Endrulat (Ward 1 Citizen Representative)
Councilor Simon put forth the NOMINATION of Erik Endrulat (Ward 1 Citizen Representative) to the West Lebanon Revitalization Advisory Committee. Term: (4/23-4/26)
Seconded by Councilor Wilkie.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

- Planning Board, Bruce Garland (Reappointment Regular Member) and Reappointment as a Regular Member to the Upper Valley Lake Sunapee Regional Planning Commission.
Councilor Wilkie put forth the NOMINATION of Bruce Garland (Reappointment, Regular Member) to the Planning Board (Term: 4/23-4/26) and also put forth the NOMINATION of Bruce Garland

***(Reappointment, Regular Member) to the Upper Valley Lake Sunapee Regional Planning Commission. Term: (4/23-4/27)
Seconded by Councilor Liot Hill.***

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

9. PUBLIC HEARING ITEMS:

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

Samantha Lauzon, Human Resources Director, provided an overview to amend Ordinance 18, Salary Plan.

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

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.

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

1. PRESENTATION:

Councilor Wilkie MOVED, that the Lebanon City Council acknowledges the third 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 as referenced on page 41 of 56, of the April 19th, 2020, of the Lebanon City Council agenda packet.

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	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
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. RESOLUTION

Councilor Wilkie FURTHER MOVED: FOR THE PURPOSE OF amending Ordinance #18, Salary Plan.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends Ordinance #18, Salary Plan, as follows:

1. Add new Asset Manager position, Grade 10, Non-Affiliated

2. Add new Solid Waste Foreperson position, Grade 9, LPASE

With reference to the chart on page 42 of 56, of the April 19th, 2023 City Council packet.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2023 SALARY & GRADES TO INCLUDE 3% GWI					
Grade	Position Title	Hourly		Weekly	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
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	-	-	-	-

This Resolution shall be effective upon passage.

Seconded by Councilor Liot Hill.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

10. OLD BUSINESS: NONE

11. NEW BUSINESS (CONTINUED):

- B.** 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

Included in the agenda packet: *(Pages 45-47)*

1. Letter from Nick Yager, Lalo's Taqueria requesting exemption pursuant to City Code Chapter 14 (Letter undated. Received by the City Manager's Office April 7, 2023)
2. Map depicting proposed outdoor seating area

Mr. Nick Yager spoke about his request as listed above.

BACKGROUND

Lalo's Taqueria, located at the west end of the pedestrian mall, established an outdoor dining area in 2021 and is planning to continue the service in 2023. As the restaurant serves alcoholic beverages as part of their dining menu, they would like to serve alcohol as part of their outdoor dining service. In order to do so, an exemption from City Code Chapter 14 is required.

City Code Chapter 14, Alcoholic Beverages, regulates the consumption of alcohol on City- owned property. Section 14-5, Exemption, states that, "Any person, publicly recognized organization, organized group, family group or business may be exempted from the provisions of this article for a short period of time not exceeding 12 hours, upon first obtaining permission from the City Manager after consultation with and approval by the Chief of Police. For a period of time exceeding 12 hours but not exceeding one year, permission must first be obtained from the Lebanon City Council and reviewed on an annual basis."

ACTION:

Councilor Sykes MOVED, that the Lebanon City Council hereby grants an exemption pursuant to §14-5 of City Code Chapter 14, Alcoholic Beverages, to Lalo's Taqueria to serve alcoholic beverages on the Lebanon Pedestrian Mall within the area shown on the maps included in the April 19, 2023 City Council Agenda Packet.

Exemption shall be valid beginning April 20, 2023 and shall expire on December 31, 2023.

Seconded by Councilor Simon.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

C. Release of Collected Public School Impact Fees

Included in the agenda packet: *(Page 48-52)*

1. Impact Fee Report as of 03/31/2023
2. November 22, 2021 Memorandum of Understanding between the City of Lebanon and The Lebanon School District, SAU#88

Vick Lee, Finance Director, reviewed the Release of Collected Public School Impact Fees for the First Quarter of 2023.

BACKGROUND

A Memorandum of Understanding (MOU) was developed in 2010 between the City and the School District for the quarterly transfer of collected Public School Impact Fees to the Lebanon School District for application toward the payment of debt on the (then) new middle school.

On October 12, 2021, the Planning Board authorized a broader use of Public School Impact Fees to include construction, renovation, improvement, or expansion of K-12 school buildings and related building systems, equipment, and furnishings. A revised MOU was developed and signed on November 22, 2021.

To date \$818,840.52 has been disbursed to the Lebanon School District.

7/17/2013	\$83,690.78	11/6/2013	\$14,651.99	5/21/2014	\$19,407.00
8/6/2014	\$2,122.75	2/18/2015	\$723.00	5/20/2015	\$2,819.00
7/15/2015	\$1,627.50	11/4/2015	\$936.00	3/2/2016	\$3,156.00
5/18/2016	\$864.00	5/17/2017	\$5,230.00	12/6/2017	\$6,140.75
2/7/2018	\$41,262.70	9/5/2018	\$12,564.45	2/6/2019	\$1,833.10
8/7/2019	\$8,822.20	4/15/2020	\$40,432.02	7/15/2020	\$123,709.65
12/2/2020	\$57,567.42	1/21/2021	\$102,409.40	8/4/2021	\$12,695.86
1/19/2022	\$9,035.45	4/20/2022	\$3,216.15	10/19/2022	\$261,738.35
2/1/2023	\$2,185.00				

This request is for the City Council to authorize disbursement of \$3,824.44 in collected Public School Impact Fees (through 03/31/2023) to the Lebanon School District.

ACTION:

Assistant Mayor Below MOVED, that in accordance with Section 213.10 (Administration of Impact Fees) of the Lebanon Zoning Ordinance, and the November 22, 2021 Memorandum of Understanding between the City of Lebanon and the Lebanon School District, SAU 88, the City Council hereby authorizes the disbursement of \$3,824.44 in collected Public School Impact Fees to the Lebanon School District to be applied toward the construction, renovation, improvement or expansion of K-12 school buildings and related building systems, equipment, and furnishings.

Seconded by Councilor Wilkie.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

- D.** Authorization for the City Manager to transfer appropriated funds from the Finance Department in the amount of \$55,000 to the Planning & Development Department to fund a Project Development and Grants position

Included in the agenda packet: ***(Pages 53)***

David Brooks, Deputy City Manager, reviewed the background behind the transfer of funds from the Finance Department to the Planning & Development Department as listed below:

BACKGROUND

With the recent and forthcoming increases in federal and state funding for local projects and programs, the City's ability and readiness to compete for grant funding is more important than ever. The City's grant writing capacity has for many years been fulfilled by Shelley Hadfield on a contractual basis through the Finance Department. As Ms. Hadfield gradually winds down her services to the community, the City has decided to bring grant writing and administration services in-house by promoting Associate Planner Rebecca Owens to a Senior Planner position overseeing project development and funding within the Planning & Development Department. Ms. Owen's will continue to work with Ms. Hadfield who has agreed to continue to provide guidance and assistance to Ms. Owens for a limited transition period.

Funding appropriated in the current fiscal year (FY2023) for contractual grant writing services is proposed to be moved from the Finance Department to the Planning & Development Department to cover the in-house project development and funding position and to allow for the rehiring of an Associate Planner before the end of the year.

ACTION:

Councilor Liot Hill MOVED, that in accordance with City Charter §C419:45, Transfer of Appropriations, the City Council hereby authorizes the City Manager to transfer unencumbered appropriated FY2023 funds in the amount of \$55,000 from the Finance Department to the Planning & Development Department to facilitate the development of in-house grant writing and administration capability.

Seconded by Councilor Wilkie.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

F. Vote to approve annual compensation for the City Manager

BACKGROUND

City Manager Shaun Mulholland was appointed as the City Manager on January 22, 2018. The City Council sets the level of compensation for the City Manager on an annual basis.

ACTION:

Councilor Simon MOVED, that in accordance with City Charter §C419:24, Salaries, the City Council hereby increases the compensation of the City Manager by 4.5% with an effective date of January 1, 2023.

Seconded by Councilor Heistad.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

12. City Manager Report:

City Manager Shaun Mulholland updated the Council on the following:

- The City Council Summit will take place on June 12th, and after some Council discussion, the meeting time will take place from 12:00-6:00PM.
- City Management: The City will have a Fellow (Intern) who will be working 40 hours/week for 8 weeks through the Municipal Management Association of New Hampshire.
- City Council Strategic Plan Process review.
- Reminder: The April 25th and 29th City Council Work Sessions.
- Pay by Bag: There will be presentation on June 7, 2023 and are looking at August 7th as a start date for people to transition. It will not be in full effect until January 1, 2024. Public information will be going out about this transition.
- Potential of discontinuing the Railroad from Glen Road to Riverside Park.

13. COUNCIL REPRESENTATIVES TO OTHER BODIES:

- Councilor Liot Hill spoke about the availability of NH IT Services grant funds.
- Councilor Sykes spoke about and requested the Council's support for SB 187.
- Councilor Simon spoke about Representative Laurel Stavis' availability to represent the West Lebanon Revitalization Advisory Commission in Concord, with the understanding that she will not be representing the City of Lebanon.

14. FUTURE AGENDA ITEMS:

- EDC/Council Discussion: Development vs. Public Facility for the Back Parking Lot.
- Proclamation for Ava Galleries 50th Anniversary.

15. NON-PUBLIC SESSION: NONE

16. ADJOURNMENT:

Councilor Heistad MOVED for adjournment.

Seconded by Councilor Sykes.

Roll Call Vote:

Assistant Mayor Below, and Councilors Liot Hill, Simon, Sykes, Whittlesey, Wilkie, and Mayor McNamara all voting Yea.

None voted Nay.

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

The meeting was adjourned at 7:53 PM.

Respectfully submitted,

Dona E. Gibson

Recording Secretary