

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, December 6, 2023, 7:00 p.m.
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT: Assistant Mayor Clifton Below

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager David Brooks, Payroll Specialist Conni Brown, Interim Public Works Director Jay Cairelli, DPW Administrative Services Kelly Crate, Solid Waste Manager Erica Douglas, City Engineer Rod Finley, Airport Director Carl Gross, Interim Assistant Public Works Director Christopher Kilmer, Finance Director Vicki Lee, Energy and Facilities Manager Tad Montgomery, Deputy Finance Director Alesia Williams

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1. **CALL TO ORDER:** Mayor McNamara called the meeting to order at 7:00 p.m.
 - City Manager Shaun Mulholland announced the meeting criteria for the public.
 2. **PLEDGE OF ALLEGIANCE:** Councilor Heistad led the Council in the Pledge.
 3. **PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
 4. **OPEN TO PUBLIC:** No one from the public or virtually came forth.
 5. **RECOGNITIONS:**
 - **RESOLUTION IN HONOR OF FRAN HANCHETT**

WHEREAS, Fran Hanchett served as the City's first female Historian of the City of Lebanon from 2020-2021, and

WHEREAS, Fran Hanchett served as President and as a long-standing member of the Lebanon Historical Society, providing leadership and historical expertise both to the organization and to the community; and

WHEREAS, demonstrating her commitment to preserving history, Fran Hanchett documented all of the burials in the cemeteries in Lebanon and throughout the Upper Valley and created the Adopt a Civil War Veteran Program, through which 85 Civil War veterans were recognized with military burial stones; and

WHEREAS, in these capacities, Fran Hanchett dedicated herself to preserving the history of Lebanon and its inhabitants, and to sharing this history with the community; and

WHEREAS, Fran Hanchett further served on the City of Lebanon Board of Cemetery Trustees from 2018 to 2023; and

WHEREAS, Fran Hanchett’s contributions to Lebanon and its history have been significant and have served to highlight underappreciated aspects of the city’s history and its residents.

NOW, THEREFORE BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of Lebanon, extends its sincere appreciation and gratitude to the family of Fran Hanchett for her effort and knowledge shared with the community during her lifetime.

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting.

Dated this 6th day of December 2023.

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

• **RESOLUTION IN HONOR OF CITY ENGINEER ROD FINLEY**

WHEREAS, the City of Lebanon is committed to responsible stewardship of taxpayer funds, ensuring that the resources of our community are utilized efficiently and effectively; and

WHEREAS, City Engineer Rod Finley has consistently demonstrated remarkable dedication to this principle by undertaking initiatives and project management strategies that significantly reduce project costs while maintaining high standards of quality and safety; and

WHEREAS, City Engineer Rod Finley's commitment to fiscal responsibility has led to substantial cost savings on various critical infrastructure projects within the City of Lebanon, for which he deserves commendation and recognition; and

WHEREAS, some specific projects were:

Lebanon/Hanover Booster Pump Station: Recognizing the potential for cost savings, Mr. Finley diligently reviewed the initial design of the Lebanon/Hanover Booster Pump Station project. His innovative approach and expertise led to the successful redesign of the project, resulting in the requirement for a pump station only, thereby reducing project costs by \$485,000. This substantial reduction demonstrates Mr. Finley's commitment to optimizing the use of taxpayer dollars.

Miracle Mile Water Main: Through a thorough review and a focus on efficient project management, Mr. Finley identified opportunities for cost reduction in the Miracle Mile Water Main project. His innovative redesign eliminated the need for temporary water service, saving the City approximately \$1,000,000. This remarkable achievement showcases Mr. Finley's dedication to delivering value to our community.

Kimball Street/Forest Avenue Reconstruction: In the case of the Kimball Street/Forest Avenue reconstruction project, Mr. Finley's astute decision to switch from jack hammering to ledge blasting resulted in substantial cost savings of approximately \$622,100. His adaptability and cost-conscious approach exemplify his commitment to prudent financial management.

NOW, THEREFORE BE IT RESOLVED, that the City Council extends its sincere gratitude to Mr. Finley for his dedication, initiative, and the expertise he has consistently demonstrated in achieving

significant cost savings, ultimately benefiting the taxpayers and the City of Lebanon as a whole.

Dated this 6th day of December 2023.

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

6. ACCEPTANCE OF MINUTES:

- November 7, 2023 (Budget Work Session)
- November 8, 2023 (Budget Work Session)
- November 14, 2023 (Budget Work Session)

Amendments: Page 26, line 19; Change: \$35,000 to \$65,000 (The balance remaining was \$35,000.); Page 29, line 10 . . . After: “operational guidance and emotional support” ADD: “for planning the Emergency Winter Shelter program.”

- November 15, 2023 (Regular Meeting)
- November 16, 2023 (Budget Work Session)

Amendments: Page 68 Roll Call: Devin Wilkie also attended this meeting remotely; Page 69, Line 22: Change Councilor Wilkie to Councilor Whittlesey.

***Councilor Heistad MOVED to approve the November 7, 2023 (Budget Work Session); the November 8, 2023 (Budget Work Session); the November 14, 2023 (Budget Work Session); the November 15, 2023 (Regular Meeting); and the November 16, 2023 (Budget Work Session) minutes as amended and presented in the December 6, 2023 City Council agenda packet.
Seconded by Councilor Whittlesey.***

****The Vote on the Motion was approved by members present (7-0). Councilor Liot Hill and Assistant Mayor Below were not present for this vote.***

7. APPOINTMENTS:

- Arts & Culture Commission, Claire Geno (Alternate Member)

Councilor Simon MOVED to NOMINATE Claire Geno as an Alternate Member of the Arts & Culture Commission.

****The NOMINATION was approved by members present (7-0.) Councilor Liot Hill and Assistant Mayor Below were not present for this vote.***

8. PUBLIC HEARING ITEMS:

- A. ORDINANCE #2023-05** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68- 15, Enumeration of Fees, to authorize an 7.2% increase to the Water Service Rate and a 5.2% increase to the Sewer Service Rate.

Included in the agenda packet: ***NOTE: All supportive documents and Ordinance information, with changes highlighted in red, can be found on pages 79- 82 Council agenda packet.***

1. Ordinance #2023-05

City Manager Shaun Mulholland reviewed the background and explained the reasons for the increase in these fees.

BACKGROUND

An increase of 7.2% to the Water Service Rate (base user rate and minimum charge) and 5.2% to the Sewer Service Rate (base user rates, minimum charge, and residential flat rate), effective January 1, 2024, is being requested.

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

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

Council Discussions: None

ACTION:

Councilor Whittlesey MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-05 to amend City Code Chapter 68, Fees, Article III, Miscellaneous Fees, §68-15, Enumeration of Fees, to authorize an 7.2% increase to the water service rate and a 5.2% increase to the sewer service rate, effective January 1, 2024.

Seconded by Councilor Wilkie.

****The Vote on the Motion was approved (7-0). Councilor Liot Hill and Assistant Mayor Below were not present for this vote.***

- B. ORDINANCE #2023-06** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, by updating the current fee schedule.

Included in the agenda packet: ***NOTE: All supportive documents and Ordinance information, with changes highlighted in red, can be found on pages 83-86 Council agenda packet.***

1. 1. Ordinance #2023-06

City Manager Shaun Mulholland reviewed the background and explained the reasons for the increase in these fees. Based upon the projected capital projects the City has going on in the future, particularly Phase III and IV of the landfill expansion and the operating expenses we have a plan that was developed by Raftelis that proposed a 15% rate in increases for budget year 2024, and subsequent increases of 12.5% in the years after 2024 to meet those needs as projected. It is important to understand that we are talking about Commercial fees and not the bag fees. It is also important to note that back in January 2024 when we talked about the commercial rates, this is basically any trash that is picked up curbside, dumpsters, and transfer stations from other communities (22) that use our landfill. Out of the 27K (residents) that we have in the City, at least 900 of those have curbside collection, so over a third of those residents are going to feel the impact of any changes made. In addition to that, we have over 4K multi-family units and almost all of those have dumpsters so they will also be impacted by these fees. He realizes the Council wants to try to accelerate these fees because the City will be impacted in the future by PFAS (cost unknown, but will be significant). At present, there are no regulations for PFAS by the US

Government, but there are regulations on four (4) PFAS compounds out of the 19K PFAS compounds, and this is only for drinking water.

BACKGROUND

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

Ordinance #2023-06 amends the current fee schedule to reflect increased disposal rates and proposes a minor amendment to the definition of “Bulky Waste.”

Council Discussions:

It was Mayor McNamara’s recommendation to increase (these fees) beyond what city staff proposed. His rationale relates to ultimately trying to protect Lebanon’s taxpayers. We know that the bulk of our budget comes from property taxes, we know that our landfill takes trash from 22 communities in addition to the City of Lebanon, and we know that about 75% of the trash that comes into our Solid Waste Facility comes from outside of the City. Of the 25% that is in Lebanon, this additional fee will certainly impact about 900 households and the bulk of the additional funds (+/- \$500K/year) will be coming from outside Lebanon. We are trying to augment property tax dollars with the non-property tax dollars that come from outside the City so Lebanon’s taxpayers are not unintentionally subsidizing other towns. He understands this will be a burden on several hundred households in the City to some extent, but felt we need to realize that for every dollar we burden them, we will be bringing about three (\$3) extra dollars from outside. This is critically important for the landfill, where there are so many unknowns (i.e., upcoming PFAS regulations and for the work we need to do to expand the landfill), noting we are one of the very few remaining landfills in either New Hampshire or Vermont. He wanted to make sure the landfill upgrades are paid for in the most practical and pragmatic way possible.

Councilor Wilkie spoke about his concerns about whether or not this would impact property taxes (Mayor McNamara said it would impact property taxes as these additional fees would go into the Enterprise Fund and explained his reasons). Councilor Wilkie spoke about how the City is working on the concept of Environmental Justice actions, which entails not burdening specific groups of people unjustly or inequitably and questioned if these fees would be unproportionally affecting more wealthier residents with this change. Mayor McNamara noted that anyone who lives in an apartment and any single family residents who do not bring their trash to the landfill would be directly impacted by these fees.

Councilor Sykes spoke about his reasons why he supported the increase in fees, noting it was better to avoid smaller increases over time, and to prepare for the upcoming costs of PFAS.

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

Council Discussions:

Councilor Wilkie also expressed his concerns that this will disproportionately affect renting households and the people who may not be working or who may not have the time to go to the landfill, and how the Council did not receive any data about these increases. He was hoping this could have been done from a

data driven decision and was worried that we were not necessarily relieving a burden on taxpayers, but we are adding a burden to some taxpayers. He was hesitant to support this increase.

Councilor Whittlesey spoke about the Capital Improvements Plan for the Solid Waste Fund, noting there will be a very substantial investment of +/- \$17.5M worth of projects over the next 5-6 years (2024-2029), plus the 2030/parking lot is another \$40M. Raising fees now allows us to make that curve more gradual.

The Council and City Manager Mulholland continued to discuss the rate increases for the Solid Waste landfill and expressed their reasons for/against these increases before taking the following action.

ACTION:

Councilor Whittlesey MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-06, to amend the Code of the City of Lebanon, Chapter 97, Landfill Regulations, effective January 1, 2024. Seconded by Councilor Heistad.

****The Vote on the Motion was approved (6-1.) Councilor Wilkie was opposed. Councilor Liot Hill and Assistant Mayor Below were absent for this vote.***

- C. ORDINANCE #2023-07** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter to amend City Code Chapter 8, Airport Operations, §8-4, Airport Rules and Regulations, to amend Airport Landing Fees

Included in the agenda packet: ***NOTE: All supportive documents and Ordinance information, with changes highlighted in red, can be found on pages 87-90, Council agenda packet***

1. Ordinance #2023-07
2. Alternative Proposed Landing Fees Submitted by Mayor Timothy McNamara ***(Page 89, Council Agenda packet.)***

Mr. Carl Gross reviewed the background of the proposed increase in the Airport's landing fees, noting the remittance total will increase by \$28K to the Airport and increased landing fees for FY 2024.

BACKGROUND

Landing fees at the Lebanon Municipal Airport were last adjusted in 2021, along with an update of the Rules & Regulations and Minimum Standards. A comparison of the existing landing fees and the landing fees adjusted by the CPI-U Northeast was completed and the recommended adjustments to the existing landing fees is shown in Ordinance 2023-07. A new category, Aircraft Detailer, was added to the fees. The airport will continue to monitor the CPI-U and existing fees to request adjustments, as necessary.

Mayor McNamara noted that a significant portion of landings at the Lebanon Airport are +/- 70% private jet aircraft. He did not consider the proposed increases for those aircraft were nearly enough because he sees them as luxury aircraft and thought we could charge more. He understands that some of the increases he proposed went up significantly from what is charged at some surrounding airports and felt Lebanon is different. People are coming here because it is close to their vacation homes, educational institutions, or for other reasons. The increases he proposed were largely in the three (3) categories of heavier jets and would result in an increase of about 94% over what was proposed. He did have a call from Granite Air who expressed some of their concerns and heard their concern that the level of increases he was suggesting could potentially lead to some diminishment in the number of landings for those

particular types of aircraft. He took another look at his numbers and reduced them slightly. He took the original proposal from staff (**in red below**) and changed his numbers (listed in **blue**) as follows:

- ~~\$155~~ **175**: Jets 9,001 - 27,000 pounds weight – Mayor McNamara originally suggested \$325.
- ~~\$180~~ **205**: Jets 27,000 - 60,000 pounds weight – Mayor McNamara originally suggested \$450.
- ~~\$205~~ **230**: Jets >60,000 pounds weight - Mayor McNamara originally suggested \$500.

Subsequent to his discussion with Lebanon's fixed-based operator, he reconsidered his decision and was now proposing the following:

- ~~\$155~~ **175**: Jets 9,001 - 27,000 pounds weight – Mayor McNamara **changed his \$325 to \$275**
- ~~\$180~~ **205**: Jets 27,000 - 60,000 pounds weight – Mayor McNamara **changed his \$450 to \$375**
- ~~\$205~~ **230**: Jets >60,000 pounds weight - Mayor McNamara **changed his \$500 to \$475**

The fixed operator gets 25% of anything that is collected and the City gets the remaining 75%. With his modified proposal the City should get +/- \$166-\$167K/year over what the original proposal was and should be almost enough to offset what the taxpayer contributions would be for next year (2024) and explained his reasons why this should not impact the number of landings we have for those specific jet aircraft.

The Council discussed: What the attrition rate might be; making sure the City doesn't lose any landings but also making sure we see some increased funds; if rate increases are raised too much, some may go to other airports (i.e., Springfield, Keene, Burlington, VT, or Rutland, VT – none of which have FAA Towers or car rentals on-site); how the State Legislature changed how fees could be collected from airports, which caused a drop in enplanements at many airports; concerns about not having enough data for these rate increases; how the Airport Manager has made good strides in making the airport run more efficiently causing less impact on the taxpayers; not increasing rates to the point where revenues drop; how it is unknown about what effect this may cause until fees are in place; how increasing the landing fees may result in a drop off in demand but it will be significantly less than the extra revenue that will come into the City; how landing in Lebanon is more convenient to the college vs. renting a car from other regional airports; how the Council can always change landing fees again at next year's budget; how the taxpayers in Lebanon do not want to subsidize the airport.

Councilor Liot Hill arrived at 7:52 PM.

In response to Councilor Sykes' request, Mr. Gross stated that he can track the data from monthly activity reports from Granite Air Center, along with the spreadsheets on some of the landing fees.

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

Mayor McNamara reopened the Public Hearing so Mr. Archambeault could speak.

Mr. Archambeault, Co-Owner of Granite Air Center, spoke about how it is really easy to speak about the jets as being owned by wealthy people, but in the categories being targeted with these increases, a large percentage of these aircraft are owned by Charter Companies. A lot of times those Charter Companies are running on very thin budgets and do not have a lot of money to spare. They will look for alternative airports and that is something in abundance around us that can handle every single airplane from Laconia to Manchester, Concord, Killington, Rutland and Springfield. While there are a lot reasons why people want to come to Lebanon, those Charter Companies who are feeling pinched will seek out alternatives,

noting that a lot of the people flying into Lebanon are not necessarily going directly to Lebanon. Their concern has been that if the pricing is too high, the message that those crews will receive is that we (Lebanon) do not want them here and further explained his reasons. He suggested going with the fee structure that was proposed by the Airport Manager this year and maybe conducting a study in the meantime of what other airports in region/nationally are charging.

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

The Council continued to debate and presented their concerns/reasons why they supported or did not support Mayor McNamara's proposed increases for Lebanon's Airport.

ACTION:

Councilor Simon MOVED, that the Lebanon City Council hereby adopts Ordinance #2023-07 to amend City Code Chapter 8, Section 8.4, Airport Rules and Regulations, to amend Airport Landing Fees with amendments that large Jets 9,001 - 27,000 pounds= landing fee of \$275; Large Jets 27,000 - 60,000 pounds= landing fee of \$375, and large Jets >60,000 pounds=landing fee of \$475 and is also the alternative rates on page 89. The fee structure will be effective January 1, 2024.

Seconded by Councilor Heistad.

****The Vote on the Motion was approved (7-1). Council Sykes opposed. Assistant Mayor Below not present for this vote.***

D. AIRPORT TECH-PARK TAX INCREMENT FINANCE (TIF) DISTRICT – A public hearing for the purpose of receiving public input to amend the Airport Tech-Park Tax Increment Finance (TIF) District Development Plan to include the construction of the extension of Technology Dr. and associated utilities. Action on this item will take place at the January 3, 2024 City Council Meeting.

Included in the agenda: : ***NOTE: All supportive documents and information can be found on pages 91-113, Council agenda packet.***

1. 2019 Lebanon Airport-Tech Park TIF District Development Plan
2. Proposed Addendum to 2019 Lebanon Airport-Tech Park TIF District Development Plan
3. August 2, 2023 Airport-Tech Park TIF District Expansion Area
4. November 28, 2023 - Notice of Public Hearing as provided to Grafton County Commissioners
5. November 28, 2023 - Notice of Public Hearing as provided to the Lebanon School District
6. Notice of Public Hearing as Published in the November 25, 2023 Edition of the Valley News

City Manager Mulholland reviewed the background behind the TIF District Development Plan.

BACKGROUND

On November 6, 2019, the City Council created the Lebanon Airport-Tech Park Tax Increment Finance (TIF) District. Since the creation of the District, the City has extended Airpark Road to access developable areas on both the City's land as well as the Upper Valley Tech Park (UVTP) parcel. To date, UVTP has received approval for a 3-lot Planned Unit Development of its property, and development applications have been approved by the Planning Board for the two parcels accessed from the extended Airpark Road (see the attached plan of the UVTP Planned Unit Development). In addition, the City is planning for the development of an Early Childhood Learning Center facility on the City's parcel.

The owners of the UVTP parcel have also received interest for a potential development on the westerly side of their property (the third lot of the 3-lot PUD), which would be accessed from Technology Drive within the Phase 1A Airport Business Park. However, the constructed portion of Technology Drive and the associated water and sewer infrastructure do not extend the full length of the public right-of-way and stop short of the UVTP parcel boundary. Since the Technology Drive right-of-way is already publicly owned, it is expected that any further extension of the roadway and utility infrastructure within the right-of-way will become the City's responsibility for ownership and maintenance.

On August 2, 2023, the City Council amended the boundary of the TIF district to include the southernmost +/-220 feet of the Technology Drive right-of-way. Including the area of right-of-way will not have any fiscal impact on the district itself since the area is non-taxable but will allow for TIF revenues to be used for the construction and maintenance of the new segments of roadway and utility infrastructure within the right-of-way.

The development plan for the TIF district needs to be amended to include the construction of this roadway and related utilities as required by RSA 162-K.

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

Council Discussions: None

ACTION: *The Council will not act on the amendment until January 3, 2024, as RSA 162-K:4 requires that action can only be taken after at least 15 days have passed since the public hearing.*

9. OLD BUSINESS

A. Presentation of Second Reading: Amendments to Ordinance #18, Salary Plan, to include implementation of a 2.2% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

Included in the agenda: *NOTE: All supportive documents and information can be found on pages 114-123, Council agenda packet.*

Samantha Lauzon, Human Resources Director, reviewed and highlighted the proposed amendments in **Red**, as listed below.

BACKGROUND

The City Council was asked to take action on the second reading of the amendments to Ordinance #18, Salary Plan, as follows:

1. Implement a 2.2% General Wage Increase for 2024, for all Non-Affiliated positions, and all positions within the following Bargaining Units: Lebanon Professional, Administrative, and Salaried Employees (LPASE), Lebanon Permanent Firefighters' Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF) and Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)
2. Article II, Non-Affiliated Employees to:

- I. Add the non-exempt position of Facilities Maintenance Specialist, within the Public Works Department, to Grade 4.
3. Article II, LPASE Employees to:
 - I. Add the non-exempt position of Cemetery Supervisor, within the Public Works Department, to Grade 9.
 - II. Retitle Solid Waste Foreperson, Grade 9 position, to Solid Waste Supervisor.
4. Article II, Seasonal/Temporary & Stipend Employees to:
 - I. Retitle the following positions, with the Library Department:
 - a. Circulation Substitutes retitled to Library Clerk I
 - b. Custodian Substitutes retitled to Library Custodian Substitute
 - c. Reference Librarian Substitutes retitled to Library Clerk II
 - II. Implement additional wage adjustments to the following positions:
 - a. Outdoor Adventurer – Educator
 - b. Library Clerk I (Newly Retitled)
 - c. Library Custodian Substitute (Newly Retitled)
 - III. Relocate the following positions:
 - a. Tree Warden from Recreation, Arts & Parks Stipend Positions, to Public Works Positions, as a non-exempt position.
 - b. Softball Coordinator position from Recreation, Arts & Parks Positions, to Recreation, Arts & Parks as a stipend position.
5. Article III, Bargaining Unit Employees, Section A, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO, to:
 - I. Retitle the following positions:
 - a. Airport Maintenance Foreman to Airport Maintenance Supervisor
 - b. Foreman to Supervisor
 - c. Parks & Grounds Crew Foreman to Parks & Grounds Crew Supervisor
6. Article III, Bargaining Unit Employees, Section B, Lebanon Permanent Firefighters' Association, LOCAL 3197/International Association of Fire Fighters (IAFF), to:
 - I. Adjust pay grades in conformance to the Collective Bargaining Agreement, and the Wage Study conducted in May of 2021.

2024 General Wage Increase (GWI)

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

For general wage adjustments, the City’s practice is to use the percentage change in the Northeast Region CPI for June, from 12 months prior, with a minimum adjustment of 1% (floor), and a maximum adjustment of 3% (ceiling). This is true for Non-Affiliated (non-union) employees, as well as those that belong to our Collective Bargaining Units, which include:

- Lebanon Professional, Administrative, and Salaried Employees (LPASE)
- American Federation of State, County and Municipal Employees, Local #1348/Council 93 AFL-CIO (AFSCME)
- Lebanon Permanent Firefighters’ Association, Local 3197/International Association of Fire Fighters (LPFFA/IAFF)
- Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

The increase in the Northeast Region CPI, for the period of June 2022-June 2023, was 2.2%. As a result, the City Council is being asked to take action, and implement a 2.2% General Wage Increase for all employees, as part of the 2024 City Budget. This change would be effective as of the first pay period of 2024.

In addition to the General Wage Increase (GWI), City Administration is proposing additional amendments, as outlined below.

Article II, Non-Affiliated Employees

City Administration is proposing the addition of a Facilities Maintenance Specialist position. The Facilities Maintenance Specialist is a non-exempt, Grade 4 position.

Article II, LPASE Employees

City Administration is proposing the addition of a Cemetery Supervisor position. The Cemetery Supervisor is a non-exempt, Grade 9 position.

Administration is also proposing that the Grade 9, Solid Waste Foreperson position be retitled Solid Waste Supervisor.

Article II, Seasonal/Temporary & Stipend Employees

The following positions within the Library Department are to be retitled:

1. Circulation Substitutes retitled to Library Clerk I
2. Custodian Substitutes retitled to Library Custodian Substitutes
3. Reference Librarian retitled to Library Clerk II

Furthermore, due to the difficulty hiring for specific positions within the Seasonal/Temporary & Stipend classification, Administration is proposing additional wage adjustments, above the 2.2% GWI, for three positions, to include:

1. Outdoor Adventurer – Educator
2. Library Clerk I (Newly Titled)
3. Library Custodian Substitutes (Newly Titled)

Administration is proposing that the Tree Warden position, currently a position within the Recreation, Arts and Parks Department, be relocated to the Public Works Department and be changed from a stipend employee to an hourly employee; and that the Softball Coordinator position be relocated from an hourly employee to a stipend employee.

Article III, Bargaining Unit Employees

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

For consistency purposes, City Administration is proposing that the following AFSCME positions be retitled:

1. Foreman retitled to Supervisor
2. Airport Maintenance Foreman retitled to Airport Maintenance Supervisor
3. Parks & Grounds Crew Foreman retitled to Parks & Grounds Crew Supervisor

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

In conformance with the Collective Bargaining Agreement, and in addition to the GWI of 2.2%, pay grades in this Bargaining Unit will be escalated to the 60th percentile of the Wage and Salary Study, conducted in May of 2021.

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

No additional amendments are proposed.

Amendment Process

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

The first presentation was recognized by the City Council on November 15, 2023. The Council is now asked to recognize the second of three presentations. The third presentation will occur on December 13, 2023, along with a public hearing to adopt the amendments as proposed.

The tables below reflect all changes (as shown in red text), to include the addition of new positions, changes in position titles and/or classification, as well as the 2.2% General Wage Increase. These changes would be effective as of the first pay period of 2024.

ACTION:

1. ACKNOWLEDGE SECOND PRESENTATION:

Councilor Wilkie MOVED, that the Lebanon City Council acknowledges the second of three presentations to amend Ordinance #18, Salary Plan, as outlined in the tables contained on pages through 117-123 of the December 6, 2023, City Council Agenda Packet:

The following pay plan shall be in effect starting the first pay period of 2024.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2024 SALARY & GRADES TO INCLUDE 2.2% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern	\$18.18	\$26.57	-	-
2	Custodian	\$20.43	\$27.58	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$21.67	\$29.24	-	-
	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$22.95	\$30.98	-	-
	Custodial Supervisor	-	-	-	-
	Facilities Maintenance Specialist (New)	-	-	-	-
5		\$24.32	\$32.85	-	-
6		\$25.77	\$35.18	-	-
7	Administrative Secretary	\$27.34	\$38.67	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Accounting Clerk III	\$30.07	\$40.58	-	-
	Administrative Assistant	-	-	-	-
	Benefits Specialist	-	-	-	-
	Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,202.64	\$1,623.50
	Children's Librarian	-	-	-	-
9	Code Health Inspector**	\$33.07	\$44.65	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Solid Waste Foreperson**	-	-	-	-

	Solid Waste Supervisor**				
	Cemetery Supervisor** (New)	-	-	-	-
	Associate Planner**	-	-	\$1,322.88	\$1,786.15
10	Asset Manager**	\$36.42	\$49.16		-
	Assistant City Engineer**			-	-
	Financial Analyst	-	-	-	-
	Community Nurse	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,456.88	\$1,966.38
	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$38.60	\$52.10	-	-
	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-

	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-
	System Administrator	-	-	-	-
	Airport Operations Supervisor**	-	-	\$1,544.04	\$2,083.91
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Fire Marshal**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$40.91	\$55.23	-	-
	Water Treatment Superintendent**	-	-	-	-
	Administrative Services Manager**	-	-	\$1,636.34	\$2,209.02
	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	-	-	-	-
13	Chief Innovation Officer	-	-	\$1,734.53	\$2,341.63
	Cyber Security Analyst	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director	-	-	-	-
	Deputy Fire Chief**	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager	-	-	-	-
	Police Captain**	-	-	-	-
	Deputy Planning and Development Director	-	-	-	-
	Systems and Operations Administrator	-	-	-	-

14	Human Resources Specialist	\$45.97	\$62.06	-	-
	Airport Manager	-	-	\$1,838.70	\$2,482.05
	Assistant Director/Public Works	-	-	-	-
	Assistant Fire Chief	-	-	-	-
	Chief Assessor	-	-	-	-
	Human Resources Director	-	-	-	-
	Library Director	-	-	-	-
	Lead Network Infrastructure Engineer	-	-	-	-
	Recreation, Arts & Parks Director	-	-	-	-
15	Deputy Police Chief	-	-	\$2,065.67	\$2,630.81
16	Technical Advisor II	\$56.57	\$71.59	-	-
	Chief of Police	-	-	\$2,262.71	\$2,863.64

	Planning and Development Director	-	-	-	-
	Public Works Director	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Cyber Services Director	-	-	-	-
	Deputy City Manager	-	-	-	-

**Denotes LPASE Employees for which the January 1, 2024, GWI shall be based on the Northeast Region CPI for June 2022 – June 2023, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

B. Seasonal/Temporary & Stipend Employees

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk	-	\$15.63
Election Assistant	-	\$15.63
Supervisors of the Checklist	-	\$15.63
Moderator	-	\$22.32
Ward Clerk	-	\$22.32
ELECTION DAY STIPEND		
Chair Supervisor of the Checklist	-	\$250.25
Supervisor of the Checklist	-	\$212.00
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$12.56	\$31.85
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$11.32	\$17.02
Lifeguards	\$11.32	\$19.53
Head/Lead Counselors	\$14.74	\$18.12
Head & WSI Lifeguards	\$13.59	\$20.37
Head Front Desk Attendant - Pool	\$13.59	\$17.00
Outdoor Adventurer - Educator	\$15.00	\$20.00
Softball Coordinator	\$14.15	\$18.12
Day Camp Counselors	\$11.32	\$17.02
Arts & Craft Director	\$14.74	\$18.97
Farmers Market Coordinator	\$15.86	\$20.39
Market Assistant	\$13.59	\$17.00

Tennis Instructor	\$17.00	\$21.52
Stomp & Romp	\$17.00	\$21.52
Pool Operations Manager	\$17.00	\$23.43
Asst. Pool Director	\$17.00	\$23.43
Assistant Camp Director	\$17.00	\$23.43
Pool Director	\$18.12	\$26.78
Camp Director	\$18.12	\$26.78
RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$228.74	\$797.81
Softball Coordinator - Stipend	\$1,981.00	\$2,536.80

Tree Warden—Stipend	\$2,555.00	\$5,110.00
LIBRARY POSITIONS		
Circulation Substitutes Library Clerk I	-	\$18.00
Custodian Substitutes Library Custodian Substitutes	-	\$20.00
Reference Librarian Substitutes Library Clerk II	-	\$25.27
PUBLIC WORK POSITIONS		
Engineering Clerk	\$12.47	\$15.86
GIS Clerk – (or Intern)	\$17.00	\$19.26
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$18.12	\$22.90
Tree Warden	\$23.00	\$26.00
CDL Seasonal Drivers	\$25.45	\$55.79
PLANNING POSITIONS		
Park Ranger	\$17.00	\$19.26
POLICE DEPARTMENT POSITIONS		
Crossing Guard	-	\$18.45
*Communications Specialist	\$27.34	\$38.67
Police Administrative Aide	\$22.66	\$26.05
Parking Control Officer	\$22.66	\$26.05
Police Officers	\$29.34	\$38.78
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$27.34	\$38.67
Lead Recording Secretary	\$25.46	\$30.98
Recording Secretary	\$24.35	\$26.61
Recording Secretary Coordinator	\$25.46	\$27.19
SHARED POSITION		
General Intern I	\$14.74	\$18.69

Article III, Bargaining Unit Employees

A. AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

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

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

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

AFSCME LOCAL 1348 - 2024 SALARY GRADES								2.2% GWI
<u>Minimum</u>	<u>Maximum</u>							
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	
1	\$19.96	\$20.52	\$21.12	\$21.72	\$22.27	\$22.96	\$23.67	
2	\$21.53	\$22.16	\$22.80	\$23.42	\$24.04	\$24.78	\$25.55	
3	\$23.25	\$23.95	\$24.65	\$25.31	\$26.04	\$26.85	\$27.68	
4	\$25.11	\$25.89	\$26.63	\$27.40	\$28.20	\$29.07	\$29.98	
5	\$27.21	\$28.03	\$28.86	\$29.69	\$30.56	\$31.51	\$32.49	
6	\$29.46	\$30.34	\$31.32	\$32.28	\$33.26	\$34.25	\$35.18	
7	\$31.92	\$32.92	\$33.96	\$35.00	\$36.05	\$37.13	\$38.13	
8	\$33.52	\$34.58	\$35.68	\$36.78	\$37.96	\$39.12	\$40.64	
9	\$36.40	\$37.54	\$38.77	\$39.98	\$41.21	\$42.44	\$44.18	

B. LEBANON PERMANENT FIREFIGHTERS' ASSOCIATION LOCAL 3197 / INTER- NATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 2022 to December 31, 2024), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2024 SALARY GRADES								2.2% GWI
<u>Minimum</u>	<u>Maximum</u>							
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	

Firefighter - EMT	\$25.81	\$26.64	\$27.46	\$28.32	\$29.13	\$29.96	\$30.88
Firefighter - Paramedic	\$29.23	\$30.11	\$31.04	\$31.89	\$32.76	\$33.66	\$34.59
Fire Alarm Technician	\$35.94	\$36.69	\$37.44	\$38.15	\$38.90	\$39.61	\$40.33
Lieutenant	\$34.59	\$35.07	\$35.56	\$36.06	\$36.54	\$37.02	\$37.51
Fire Inspector	\$36.22	\$36.80	\$37.43	\$38.01	\$38.63	\$39.22	\$39.87
Lieutenant - Paramedic	\$36.09	\$36.57	\$37.04	\$37.51	\$38.01	\$38.46	\$38.95
Captain	\$42.24	\$42.67	\$43.17	\$43.62	\$44.08	\$44.56	\$45.01
Inspector - Paramedic	\$37.52	\$38.10	\$38.67	\$39.27	\$39.84	\$40.41	\$41.06
Captain - Paramedic	\$42.71	\$43.16	\$43.59	\$44.04	\$44.50	\$44.93	\$45.44

The January 1, 2024, GWI shall be based on the Northeast Region CPI, for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

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

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), (effective January 1, 2022 to December 31, 2024), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2024, through the last pay period of 2024, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION – 2024 SALARY GRADES							2.2%GWI
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$29.34	\$31.05	\$32.12	\$33.71	\$35.40	\$37.19	\$38.78
Corporal	\$39.90	-	-	-	-	-	-
Sergeant	\$39.90	\$40.74	\$41.78	\$42.85	\$43.89	\$44.94	\$46.04

Seconded by Councilor Whittlesey.

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

10. NEW BUSINESS

A. Public Input on Proposed 2024 Municipal Budget

Included in the agenda packet: **NOTE: All supportive documents and information can be found on pages 124-139, Council agenda packet.**

1. November 20, 2023 email from Jeanne Robillard, CEO Tri-County CAP, RE: Stats Explanation
2. Tri-County CAP Service Information for Lebanon
3. November 20, 2023 email from Jeanne Robillard, CEO Tri-County CAP, RE: Planning for end of Lebanon Hotel/Motel Assistance
4. July 31, 2023 email from Taylor Caswell, Commissioner Governor's Office for Emergency Relief & recovery, RE: Data Conversation – Homeless Data Review

Information available but not included herein: [2024 Municipal Budget as proposed by the City Manager](#)

Ms. Jeanne Robillard, CEO of Tri-County CAP handed out Tri-County CAP Stat Sheets to the Council and reviewed the content as presented below to the City of Lebanon.

Tri-County Cap is requesting \$28K.

Lebanon

Total Clients: 1,244

Total Value: \$1,718,790.00

7/1/2022 - 6/30/2023

AGENCY EMPLOYMENT

Payroll (No Fringe)	\$6,852,690.00
Benefits	\$1,749,332.00
Total:	\$8,602,022.00

ECONOMIC SUPPORTS

Energy Assistance Services

Fuel Assistance	Grafton County
Households	1922
Value	\$3,242,402.00

LEBANON	195 Households	335 Individuals	\$310,971.00
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Electric Assistance	Grafton County
Households	1154
Value	\$645,729.00

LEBANON	71 Households	178 Individuals	\$43,019.00
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Tri County Transit

	Grafton County
Households	174
Value	\$11,628.00

FACILITIES, ADMINISTRATION & OPERATIONS

Weatherization (Including Heating Systems)

	Grafton County
Clients	108
Value	\$605,710.00

LEBANON	40 Households	52 Individuals	\$125,839.00
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HEALTH & NUTRITION**Head Start**

	Grafton County
Students	137
Value	\$697,890.00

HOMELESS SERVICES

	Grafton County	
Coordinated Entry/211 Calls	298	\$25,887.00
Housing Services	699	\$199,215.00
NHERAP (Households)	1,039	\$8,328,035.00

Lebanon Coordinated Entry/211 Calls	109	\$9,579.00
Lebanon Housing Services	245	\$69,825.00
Lebanon NHERAP (Households)	322	\$1,047,133.00

SHELTER SERVICES**Tyler Blain House**

	Grafton County
Clients	0
Value	\$0.00

LEBANON	0	\$0.00
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Burch House

	Grafton County
Clients	6
Value	\$232,791.00

LEBANON	2	\$20,574.00
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USDA FOOD DISTRIBUTION

	Grafton County
Cases of Food	8666
Value	\$319,573.13

Distributed to Listen SK, Listen Food Pantry, Wellspring and Crosspoint

LEBANON	3027	\$91,850.00
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TRI-COUNTY CAP FAMILY DENTAL

	Grafton County
Clients	94
Value	

LEBANON	1	\$0.00
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Quick Facts: Services in Lebanon vs. Grafton County

Grafton County Population 2023: 97,718

Lebanon Population 2023: 16,431 16.8% of Grafton population

Grafton County TCCAP Total Resources: \$14,308,860

Lebanon TCCAP Total Resources: \$1,718,790 = 12%

Percentage of Resources in Grafton County spent in Lebanon

Fuel Assistance: 9%

Energy Assistance: 7%

Transit: We do not drive any buses in Lebanon as DOT splits Grafton into two regions and has other providers covering the Upper Valley. We serve as the Lead Agency for the 5310 funds for those providers and do all the administrative work associated with those funds. We also applied for and received CDC grant dollars for Region One. \$65,000 went to Advance Transit and \$32,000 Grafton County Senior Citizens Council. This supports Transit services in Lebanon.

Weatherization: 21%

Housing Stability: \$8,553,137 total in Grafton with NHERAP w/o NHERAP \$225,102
\$1,126,537 total in Lebanon with NHERAP = 13% w/o NHERAP = 35%

Clients Services: 211 calls – 37%
Housing Services: 35%
NHERAP: 31%

Shelter Services: 9%

Permanent Supportive Housing Units: 7 in Lebanon of the 12 in Grafton County

USDA/TEFAP Food Distribution: 29% (Listen received 2,598 cases or 85%)

240 people served by Lebanon Human Services Department last year, 108 (45%) referred to TCCAP

Total NHERAP program dollars: 37% of all Grafton Grafton: \$24,749,245 Lebanon \$9,097,601

Mayor McNamara invited questions from the public. No one came forth.

Council Discussions:

In response to Councilor Liot Hill's question about calling 211, Ms. Robillard noted they are the lead agency for coordinated entry for this region, which is directly tied into 211 and explained how the 211 system works and the services they provide to Lebanon and throughout the region.

ACTION: *No action is required by the Council. Item is for informational purposes only. The Council will act on this item at their December 13, 2023 Budget Hearing.*

B. Review of Request for NHDES Granite State Clean Fleets Grant Funds for the Purchase of two 100% Electric Global Brand Street Sweepers and two Electric Vehicle Charging Stations

Included in the agenda packet: *NOTE: All supportive documents and information can be found on pages 140-142, Council agenda packet.*

1. Budget Outline for Granite State Clean Fleet Grant - EVSE Costs - ChargePoint

Mr. Tad Montgomery, Energy & Facilities Manager, reviewed the background of the Granite State Clean Fleets Grant Funds and his estimated request of matching funds from the City in the amount of \$165,854.

BACKGROUND

The City applied to the NH Dept. of Environmental Services for a grant for two (2) 100% electric street sweepers to replace two (2) existing diesel-powered street sweepers. In addition to purchasing the electric street sweepers, a Level 2 charging station would be installed at the Department of Public Works (DPW) Garage on Dartmouth College Highway and a Level 3 DC Fast Charger station would be installed at the Lebanon Solid Waste Facility. Work would include procurement and training for the new units, procurement and installation of the Level 2 and Level 3 charging stations, and procurement and installation of related City and utility electrical upgrades to each site.

The total cost of the project is: \$2,960,238. The **City's contribution**, which includes the required five percent (5%) matching funds and other ineligible project costs, is **estimated at: \$165,854.** We believe these costs to be conservative as they include a 15% inflation factor. The street sweepers and EV charging infrastructure installation will be put out to bid.

The current fleet of three (3) street sweepers is comprised of a 2002, a 2008 and a 2015 model. The 2002 is beyond its lifespan, the 2008 is nearing the end of its life span and the 2015 has an anticipated three to five years of service life left. Replacement cost for a new diesel-powered sweeper is approximately \$384,000, while used machines can be purchased for approximately \$50,000.

Operationally, for about four to five weeks in April or May, weather dependent, 24 hour a day street sweeping is commenced for five (5) days a week utilizing two (2) sweepers. The third sweeper is utilized if one of the primary sweepers is down or if weather has delayed cleanup and there is sufficient manpower to fill the third machine.

The proposed electric sweepers have a 5000-hour, 10-year minimum battery life span with a 5-year battery warranty. Long term storage will occur at the O&M garage. For the spring cleanup duration, they will be stored at Solid Waste to utilize the Level 3 charger. The Level 2 Charger to be located at O&M will be sufficient for routine summer use as needed. The Level 3 charger affords a fast charge time of 4 hours to full charge, which equates to 8 hours run time. The manufacturer recommends charging once below 2 hours of remaining charge and to not run them down to zero charge. The Level 2 charger has a 1 to 1 charge time, six (6) hours charge equals six (6) hours run time.

This project is a step towards electrification of the City's fleet and reduction of our greenhouse gases. The Level 3 DC fast charger was designed into the grant application, specifically at the Solid Waste Facility, in order to make use of electricity from the gas-to-energy project. This will allow for lower-cost rapid charging of the sweepers and other City fleet vehicles as they are procured. It will serve the additional purpose of providing City EV charging when the electric grid goes down. This latter is of critical importance to emergency service vehicles as they are transitioned to electric. Neighboring towns have expressed a strong interest in having access to such emergency Electric Vehicle charging in the future, so this project could substantially assist with regional municipal fleet electrification.

Notice of award was initially scheduled for November 17, 2023. Due to a large number of applications, that date has been extended by NH DES to an undetermined date.

Should the grant be awarded, matching funds to secure the grant will be required. If it is awarded prior to

action on the 2024 municipal budget, Administration may request the Council amend the budget to include the required amount. If it is awarded after the 2024 budget is approved, administration may return to the Council to request a supplemental appropriation.

ACTION: *No action is required by Council. This item is for informational purposes only.*

11. City Manager Report:

City Manager Shaun Mulholland updated the Council on the following:

- Two Court Decisions in State Education Funding: The Education Coalition Committee, which the City is part of, will be appealing the Court’s decision. He strongly felt that the City of Lebanon should not be sending their local property taxes to Concord. Councilor Liot Hill felt this should be an item on a Council agenda and will be putting a request in.

12. COUNCIL REPRESENTATIVES TO OTHER BODIES:

Councilor Simon spoke about the West Lebanon Revitalization Advisory Board meeting that took place earlier this week regarding what their recommendations with housing would be. He will be submitting an agenda item request. He also requested that the Council prepare a list of excess properties in Lebanon that the City can sell and is proposing this be discussed at future Council meeting.

13. FUTURE AGENDA ITEMS:

- West Lebanon TIF Discussion.
- Discussion regarding the City’s excess properties that can be sold.
- Court’s decision on State Education Funding.

14. NON-PUBLIC SESSION:

Councilor Liot Hill MOVED to go into a NON-PUBLIC Session for the purpose of discussing

Session 1

1. *RSA 91-A:3, II(d) “The dismissal, promotion, or compensation of any public employee...”*

Seconded by Councilor Wilkie

ROLL CALL:

Councilors Heistad, Liot Hill, Simon, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea. None voted Nay.

Absent from vote: Assistant Mayor Below; Councilor Sykes was not present at the time this vote was taken.

Staff Present: City Manager Shaun Mulholland

**The Vote on the MOTION was approved by the Councilors present (7-0)*

Council entered into Non-Public Session at 9:12PM.

Session 2

Councilor Wilkie MOVED to go into a NON-PUBLIC Session for the purpose of discussing:

2. *RSA 91-A:3, II(a) “The dismissal, promotion, or compensation of any public employee...”*

ROLL CALL:

Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

Absent from vote: Assistant Mayor Below

Seconded by Councilor Whittlesey.

Staff Present: None

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

Council entered into Non-Public Session at 9:28PM.

Councilor Wilkie MOVED to go out of the NON-PUBLIC Sessions 1 and 2.

Seconded by Councilor Simon.

ROLL CALL:

Councilors Heistad, Liot Hill, Simon, Sykes, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

Absent from vote: Assistant Mayor Below

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

Council came out of both Non-Public Sessions at 9:55 PM.

Council was back in Regular Session.

15. ADJOURNMENT:

Councilor Wilkie MOVED for adjournment.

Seconded by Councilor Simon.

**The Vote on the MOTION was unanimously approved (8-0). Absent from vote: Assistant Mayor Below*

The Regular Session meeting was adjourned at 10:00 PM.

Respectfully submitted,

Dona E. Gibson

Recording Secretary