

FINAL

**LEBANON CITY COUNCIL
2025 BUDGET APPROVAL MINUTES
Wednesday, December 18, 2024, 6:00 p.m.
Lebanon High School**

Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager, David Brooks, Finance Director, Samantha Lauzon, Human Resources Director, Vicki Lee, Alesia Williams, Deputy Finance Director

1. **CALL TO ORDER:** Mayor McNamara called the meeting to order at 6:00 p.m.
 - **City Manager Shaun Mulholland announced the meeting criteria for the public.**
2. **PLEDGE OF ALLEGIANCE:** Councilor Simon led the Council in the Pledge.
3. **PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
4. **OPEN TO PUBLIC:**
5. **PUBLIC HEARING ITEMS:**
 - A. **ADOPTION OF 2025 CITY BUDGET** – Public Hearing for the purpose of receiving public input and taking action to adopt the 2025 City Budget as proposed by the City Manager, with additional actions to include: authorizing the issuance of bonds or notes to finance 2025 capital improvements; rescinding and/or transferring prior appropriations and/or authorizations for the issuance of bonds or notes; and authorizing the transfer of funds to Capital Reserve Funds.

Included in the agenda packet: ***(PLEASE NOTE: The 2025 City of Lebanon Budget presentation by City Manager Mulholland, The Budget Guidelines, and the December 11, 2024 Letter from Mayor McNamara, in their entirety, can be found on pages 3-46, Council agenda packet)***

1. [Overview Presentation of Proposed 2025 Annual Budget](#)
2. Budget Adoption Guide
3. December 11, 2024 Letter from Mayor Timothy McNamara .

Information Available but not Included in this Section:

1. [2025 Proposed City Manager Budget Information](#) – LebanonNH.gov/Budget

City Manager Mulholland reviewed the background and presented an overview of the City's 2025 proposed budget.

2025 CITY BUDGET ADOPTION GUIDE – DECEMBER 18, 2024

This document is provided as a guide to help facilitate adoption of the 2025 City Budget.

- * In conformance with Section C419:41 of the Lebanon City Charter, the Notice of Public Hearing for the 2025 Budget adoption process was published in the Valley News on Saturday, November 30, and Saturday, December 7, 2024.
- * Budgets are adopted by the City Council on a fund basis. A fund segregates revenues and expenditures that are legally restricted to specific uses.
- * A majority of City Councilors present and voting, with a quorum of at least **five** members present, is required to approve the annual budget. The issuance or rescission of bonds or notes must be authorized by at least 2/3 (**six**) of the members. The change of purpose for a capital reserve fund must be authorized by at least 3/4 (**seven**) of the members.
- * The City Council may act on the amendments as written, or they may be modified. Amendments may perish for lack of movement and seconding, or other amendments may be introduced.
- * Once the relevant Resolution (MAIN MOTION) has been moved and seconded, amendments may be introduced by being moved and seconded and voted on. If passed, the vote is then on the MAIN MOTION AS AMENDED.
- * Clarity of Resolutions is imperative as the New Hampshire Department of Revenue Administration and the City's bond counsel review the meeting minutes and actions associated with appropriation and debt issuance authorization for compliance with New Hampshire law.

Summary of City Manager's Proposed 2025 City Budget: (amendments to be introduced where applicable during proposed action)

<u>Fund</u>	<u>2025 Budget</u>	<u>\$ Chg. V. '24</u>	<u>Sources of Revenues</u>	<u>2025 Budget</u>	<u>\$ Chg. V. '24</u>
General	\$45,294,150	\$4,363,760	Taxes	\$32,382,080	\$1,367,140
Solid Waste Disposal	\$6,660,920	\$1,279,970	Licenses and Permits	\$4,007,650	\$127,050
Water Treatment and Distribution	\$4,904,770	\$215,360	Intergovernmental	\$8,237,350	(\$1,685,124)
Sewage Collection and Disposal	\$8,792,090	\$308,690	Charges for Services	\$23,720,010	\$306,240
Municipal Airport	\$1,643,300	(\$240,410)	Miscellaneous Sources	\$3,514,410	(\$19,400,240)
Emergency Management	\$25,000	\$0	Interfund Transfers	\$2,769,940	(\$837,460)
Heritage Fund	\$400	\$0	Bond Proceeds	\$18,585,050	(\$8,924,790)
Enterprise Properties Revolving Fund	\$23,100	(\$94,920)			
Capital Improvements	\$25,659,36	(\$30,690,2	Total	\$93,216,49	(\$22,569,3

	0	90)		0	44)
TIFD	\$970,500	\$270,490	Applied/(Realized) Fund	\$757,100	(\$2,018,00
			Balance		6)
Total	\$93,973,59	(\$24,587,3	Total Revenues and Fund	\$93,973,59	(\$24,587,3
	0	50)	Balance	0	50)

The estimated 2025 Municipal Tax Rate is \$10.81 per \$1,000 of assessed real estate value, an increase of \$1.15 or 11.9% from the 2024 tax rate. A single-family home assessed for \$350,000 will have an estimated 2025 municipal tax bill of about \$3,784, an increase of \$403. Four rates make up the Total Tax Rate: Municipal, School: Local and State, and County. This budget concerns the Municipal portion only. **Increases of 8.0% and 6.0% to water and sewer service rates, respectively, are factored into the budget.**

ORDER OF BUSINESS:

- 1. OPEN PUBLIC HEARING**
- 2. CLOSE PUBLIC HEARING**
- 3. ENACT RESOLUTIONS TO ADOPT 2025 BUDGET**

Proposed Resolutions include the following:

<u>Resolution</u>	<u>Page(s)</u>	<u>Purpose of Action</u>
No. 1	3	To Vote on the General Fund Budget
No. 2	3	To Vote on the Solid Waste Disposal Fund Budget
No. 3	3	To Vote on the Water Treatment and Distribution Fund Budget
No. 4	4	To Vote on the Sewage Collection and Disposal Fund Budget
No. 5	4	To Vote on the Municipal Airport Fund Budget
No. 6	4	To Vote on the Emergency Management Fund Budget
No. 7	5	To Vote on the Heritage Fund Budget
No. 8	5	To Vote on the Enterprise Properties Revolving Fund
No. 9	5	To Vote on the Downtown Lebanon Tax Increment Finance District Budget
No. 10	5	To Vote on the Airport-Tech Park Tax Increment Finance District Budget
No. 11	6-7	To Vote on the Capital Improvements Fund Budget
No. 12	7-8	To Vote on the Authorization of the Issuance of Bonds or Notes to Finance 2025 Capital Improvements
No. 13	8-11	To Vote to Rescind and/or Transfer Prior Appropriations and/or Authorizations for the Issuance of Bonds or Notes
No. 14	11-12	To Vote to Authorize the Transfer of Funds to Capital Reserve Funds

5 PUBLIC HEARING ITEM:

A. ADOPTION OF 2025 CITY BUDGET – Public Hearing for the purpose of receiving public input

and taking action to adopt the 2025 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2025 capital improvements; rescinding and/or transferring prior appropriations and/or authorizations for the issuance of bonds or notes; and authorizing the transfer of funds to Capital Reserve Funds.

Councilor Liot Hill thanked Jack & Dorothy Bryne for their generous gift of free pre-season skiing on Fridays, Saturdays, and Sundays at Lebanon Outing Club at Storrs Hill.

Note that a full video with audio recording can be viewed and is available on the City of Lebanon website. All comments by citizens have been summarized.

Mayor McNamara opened the Public Hearing, and the following came forth to give testimony about their reasons either for/against the proposed 2025 City Budget:

Ms. Mary Roar, President of Quail Hollow Condominium Assn., (Ward 1): She is aware that the City of Lebanon is understaffed and asked for the City to consider adequate EMT staffing for Quail Hollow and all of Lebanon.

Mr. Joshua Flanders (Ward 1): Mr. Flanders read from his testimony from his mobile phone and spoke about his expectations to have the City maintain their services without any tax increase; the line item for Advance Transit; and at the very most capping the budget at a 2.7% increase; the LISTEN Center; Human Services; and the Police and Fire Services

Ms. Rebecca K. Thomas (Ward 2): She spoke about what she felt was unnecessary spending, finance; planning and zoning, pilot payments by DHMC and Alice Peck Day, the need to add more firefighters; and asked the City to look at salaries and pay increases

Ms. Laurie Key (Ward 3): She spoke about her reasons for continued property tax increases and gave examples. She also requested that a stand-up advisory finance committee be added to the March 2025 Ballot. Mayor McNamara said he cannot commit to this.

Ms. Jennifer Mercer (Ward 3): She touched on several topics regarding grant funding and gave examples. She also questioned what alternatives have been considered to the proposal by Dan Nash.

Mr. Fran Cosal (Ward not stated): He spoke about the 143 properties the City owns and proposed a task force to identify needs, goals, etc. for the City.

Ms. Nancy Sansevere (Ward 3): She spoke about City staffing and their annual salary/merit increases and would like more transparency and a cap on COL (Cost of Living) increases.

Mr. Jim Gregor (Ward 2): He spoke about his concerns regarding the upcoming home revaluations and potential impact it might have.

Ms. Heather Johnson (Ward 2): She spoke about the revenues from the landfill; Capital improvements; the DPW Budget (fleet replacement); new debt; water treatment and substantial unassigned funds. She asked the City to “dig deep” to try and lessen the burden.

Mr. Daniel McCarty (Ward not stated): He spoke about his reasons why he feels there are not enough checks and balances, and transparency in the City. He wants the City to think outside the box for other revenue sources and gave examples.

Ms. Sue Locher (Ward 3): She spoke about her reasons, and gave examples of why she felt a 12% property tax increase would be like another mortgage for her.

Mr. Bill Lipan (Ward 3, Guardian of the Soldier's Memorial Building): He spoke about his concerns, and gave examples of why he felt this building should not be closed. He also expressed his support for the Lebanon Fire/Police Departments requests for additional staff.

Mr. Casey Wardman (Ward 2): He spoke about his concerns regarding the proposed tax increase of 12% and supported the Lebanon Fire Departments staffing be increased by at least (4) four firefighters.

Ms. Joan Townsend (Ward 2): She spoke about her thoughts regarding a 2% merit increase; buildable acres; childcare; collecting more revenue (i.e., adding parking meters, and gave examples.

Ms. Patty Beak (Ward 2): She spoke about her reasons against the proposed property tax increases and gave examples, noting that eating should not be a luxury and that is what will happen if property taxes keep increasing.

Mr. Matt Wolcott (Ward 2): He spoke about his reasons why he felt the City's IT Department should be outsourced.

Mr. Jeremy Perkins (Ward 1, Lebanon Police Officer): He spoke about his concerns regarding the staffing levels of the Lebanon Police Department and gave examples. He cautioned that if the police force is reduced, Lebanon will become like Burlington, VT, whose crime is on the rise. He asked the City to "support our officers".

Mr. Joel Coelho, Lieutenant/ Paramedic Lebanon (no ward stated): He is the President of the Lebanon Paramedic, Firefighters Association, speaking on their behalf and echoed what Officer Perkins said. Whether it is a fire, a car crash, or a medical emergency, these teams cannot fulfill the promise with the current levels of staff. We are jeopardizing the safety of our City and our citizens, and Lebanon's future.

Ms. Marjorie Godfrey (Ward 2): She spoke about her reasons why she felt the City has revenues issues and asked the Council to look for new ideas and revenue opportunities. She encouraged "leadership with humility", and she asked to have citizen advisory groups to start in early 2025. She also did not think there should be waivers for developers, since Lebanon needs to generate revenue.

Adams Carroll, Executive Director of Advance Transit (AT): He spoke about and explained the Advance transit budget and how Lebanon's contribution fits into the overall picture, noting that this year, Dartmouth Health & Medical Center will be contributing \$1.8M, funding that contributes to Lebanon, not any DHMC services.

Ms. Mary Davis, (Ward 2): She stated that the theme for the budget should be “cut or compromise”. and asked to start with two firefighters now and build up to four and use the same mindset for adding police officers.

Ms. Rebecca K. Thomas, Ward 2 (2nd time speaking): She has four children and said that while the public pool is nice to have, it is not a necessity. Also, if it is kept, she suggested the Council consider increasing the fees they charge for pool usage as another way to increase revenue.

Frank Cosal (no Ward stated 2nd time speaking): If the LFD wants more firefighters, he wants the City sell some of the properties they own.

Ms. Terri Bigsby (Ward 3): She said the Council should make their decisions on the current residents of Lebanon, not future residents and felt the City should keep the pool and library, since those types of services appeal to the population.

Mr. Joshua Flanders (Ward 1 -2nd time speaking): If the City wants to provide revenues, he thinks the City needs a complete overhaul and the City needs to provide transparency. He stated that it is almost completely impossible to get anything done in this City. He wants to build affordable housing, but he cannot get past the impact fees and the fees associated with the City and felt he has been handcuffed.

Mr. Seth Metzger (Ward 3): He spoke about his interested in the Library, and how important it is to have sufficiently staffed Police and Fire Departments. City residents want to feel safe. This is an investment for the future of our City.

A 3% cut in the increase of wages would be sufficient to hire enough for both teams of safety providers. When the City is safe, everyone is happier.

Mr. Larry Poulin (Ward 2): He commented there are lots of ideas tonight about increasing revenues but that it is the 11th hour and wanted the City to focus on what people need.

Ms. Sarah Riley (Ward 3): She also challenged her fellow Lebanon residents to pay attention to see what is happening throughout the year by reading, attending or listen to meeting recordings and felt it is important not to make changes that would negatively impact our least advantaged in our City, such as sidewalks and bus services, the Library, the pool, etc. She also spoke about her reasons why she felt the Energy and Facilities Manager position is important to the City of Lebanon and she asked it not to be cut.

Mr. Mark Paag (Ward 1): He spoke about his concerns regarding both the regular property tax increases as well as the water and sewer rates and landfill rates. his greatest concerns was potentially cutting of police officers and spoke about what happened in Burlington, VT when police officers were cut

Barbara Harai (Ward 1): She called in to thank all of the City Council for their time, effort and work, and is confident that they care about the City of Lebanon and will do what is best.

Jeffrey Egner (Ward 3): He spoke about his reasons why he found it appalling that non-essential services are not being cut, while essential services (police and fire) are being cut.

Jeremy Perkins (Ward 1): He spoke about his reasons why he felt there should be not cuts in the Lebanon Police/Fire Departments.

Ms. Joan Townsend, Ward 2 (2nd time speaking): She spoke again about her reasons why she took issue on the 6% increases (3% COL/3% merit) City of Lebanon employees are getting, but yet the City is considering cutting emergency responder positions

Ms. Heather Johnson (Ward 2 - 2nd time speaking): Pet licenses fees could be increased. She volunteered to offer her time and expertise as a consultant and thinks other citizens would as well, instead of hiring consultants.

Mr. Steve Hanser, Bristol, NH: He is retired as a firefighter and explained how he fell from a roof and sustained life-threatening injuries. Emergency responders helped to save his life. He thanked the Fire Chief, and he thanked all the first responders and said they are amazing.

Ms. Maria Malindi (Ward 1): She spoke about her reasons why she felt a 12% property tax increase is unsustainable.

Henry Mozell (Ward 2): He spoke about his reasons why he felt the Councils' decisions need to benefit the current citizens; how long term residents are leaving; capital purchases should be delayed; and employees should not get the proposed salary increases.

Mr. & Mrs. Larry P. (Ward 2): Requested the Council to have another meeting before making any decisions.

Mr. Jack Hedges (Ward 1): He said while no one enjoys paying taxes, our Police and Fire Departments are critical, and we must be able to fund them.

Mr. Benjamin Clarey (Ward 1): He spoke about his reasons why the pool should not be eliminated from the budge.

Mr. Quan Stall (Ward 3): He agreed that the pool and libraries are important for our children to feel safe in Lebanon. He thinks that everybody would be in favor of cutting the three percent (proposed salary increase).

Mr. Frank Casel, Ward 2 (3rd time speaking): He asked the council if they have looked into consolidating the debt service and perhaps get a better rate or a local rate, which could be a tremendous annual saving to the taxpayers.?

Mr. Nick Rodey (Ward 2): He has observed that several senior citizens are moving away from the area. He feels these people benefit us with their wisdom and experience. He thinks what the Council does will determine if many people can stay here in Lebanon.

Ms. Patty Beak (Ward 2-2nd time speaking): She asked if the Council has considered the ripple effect of people moving away from Lebanon has on the City, such as quitting their membership at CCBA, less people eating out, less overall support to our local businesses. In support of our police and fire departments, she has had to utilize their services, and appreciates them, and asked that their budgets not be cut.

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

Council/Staff Comments:

Councilor Liot Hill asked when the right time would be to ask the City Manager to elaborate on and discuss or further inform the public. For example, does the City engage in good fiscal practices?

City Manager Mulholland said he would first answer the question about the municipal bonds. When those bonds are taken out, the bond periods are set (e.g. 5, 10, 20 years), and cannot be paid off early. They have a fixed interest rate. These are reviewed constantly by the New Hampshire bond bank, and when the rates do come down, they go and refinance that debt, and then adjust the City's rates; the City of Lebanon gets that money back.

There are also State revolving funds, SAG funding (from EPA) that comes in to us. He cannot reshuffle that debt. The City takes advantage of funds available and stays current on what funding is available at any given time. The State has given us a lot of that money, and we stay current on funding available through them as well. Some projects though we do not have control of, such as the dry bridge project that keeps being delayed (now 20 years). These capital projects are on a schedule but then these often get delayed, like this one.

When the City plans to do capital projects, the plan is to reduce that tax load to avoid spikes.

There are also State revolving funds for water and sewer. A new fund will be available to the City at a future date.

We apply for grant money every year and have a full-time grant writer that works on the City's behalf.

Councilor Liot Hill next asked about the DHMC pilot project. Would DMHC be required to pay any taxes, if the City did not have a "pilot" agreement with them?

City Manager Mulholland said that they are required to pay some taxes on things that are not exempt, such as revenue producing sources. This pilot agreement was renegotiated in 2020, and they are 20-year agreements. The City cannot modify these agreements.

Councilor Liot Hill asked about City of Lebanon owned properties and if they are evaluated.

City Manager Mulholland stated that yes, they evaluate these regularly, at least every year, and a recent request to do this was made by Councilor Liot Hill and Councilor Simon. Some properties have been sold. Some are in conservation and cannot be sold. Some are small pieces and not viable. Others have

facilities on them such as police stations and fire stations, DPW facilities, etc. It is accurate to say all City owned property is regularly evaluated for the potential to sell.

Councilor Liot Hill asked if the three roundabouts under discussions would impact (reduce) the property tax rate for 2025. The CIP.

City Manager Mulholland stated that the roundabout at Mt. Support LaHaye was funded by a special assessment district and there is a portion mostly paid for by DHMC. The debt service for the City is 7% and is included. They will look up the rate for 2025. Regarding the Mascoma Street, Mechanic Street, High Street intersections, what would the impact on that with the State if we told them we did not want to proceed? City Manager Mulholland said that we already have two (2) bonds on that, and the first one started in 2012. The second started in 2020. We would be required to continue to pay the bond debt service on both, but not only that, if we wanted to discontinue this project, since the State is funding 80% of this project, the City would have to pay back that money. The City would then need to make a different appropriation and then raise taxes to pay back those funds to the State of New Hampshire, for the money they have provided. The City of Lebanon is heavily invested in this roundabout, and it would not be prudent to discontinue this one.

Lastly, the third roundabout will be discussed at an upcoming City Council meeting.

In response to Councilor Liot Hill's question, City Manager Mulholland said that their first 2025 budget strategy meeting was held in April, 2024. The public was invited, like always. The City Manager and City Council also held three strategic (workshop) meetings to discuss the 2025 budget. These were open to the public.

City Manager Mulholland noted the first required budget hearing is held in October, and he provided the 2025 budget to the Council in mid-October. They have subsequently had at least 5 or 6 budget meetings. The public has been invited each time, and all were posted on the City's website. The City posts extensive information made available to the public, including the proposed budget, audits, PowerPoint presentations, the budget packets, etc.

At the Mayor's request, Assistant Mayor Below shared the spreadsheet reflecting the budget line items. These are grouped together by department. To date, \$1,114,200 has been Accepted and reflects \$841,200 in budget cuts so far along with a credit of \$300,000 from the TIF 2025 revenue and reflects the City of Lebanon's share of these funds. Under Consideration went up because of an APD pilot, and some under this line is simply a budget transfer. He explained that this budget discussion is not scripted, and that aside from talking to some other members, their budget discussions take place openly. He also showed 4 scenarios, ranging from 1 to 4 firefighters and suggested the Council focus on the items in the column Under Consideration.

Lebanon Police Chief Roberts and Deputy Chief Lowe spoke about their recent workshop on November 19, 2024. While that workshop was open to the public, few Council members nor members from the public attended this meeting.

The Lebanon Police Department currently have a staff or slots for 35 sworn officers, whereas for them to be fully staffed according to national standards recent job study, they should have a staff of 42 sworn officers, or 2.81 sworn officers for 1,000 for residents. So, by these standards, they are already currently understaffed, especially in light of the growth, and daytime people within the City.

He referenced some other cities that have cut their police force, and the impact that this has had on their crime rates. They continue to see these trends elsewhere, as a result of reducing police staffing size. In addition, police staffing reductions also have a negative impact on morale and makes recruiting and retention more challenging.

BUDGET LIST REVIEW BY THE CITY COUNCIL

Legal Services:

Rejected \$50,000 and \$50,000 be Accepted (cut)

Cyber Services Hardware: Rejected \$47,600 (cut)

City Manager Mulholland cannot cut \$47,600. More things will break, and they will not be able to fix them. He already cut \$105,000 from hardware. These systems have to work to provide services. Also, they do not have all of the hardware expenditures fully reflected yet in expenditure and they might not show up until as late as March. Additionally, this hardware is for across all department, not just a central function.

Mayor McNamara asked City Manager Mulholland why this was brought in house, and he gave an example of a breach of the entire water system by a simple password algo rhythm. The City still hires out for some services when it can be done and more cost effectively than within the City.

City Manager Mulholland stated that the City spend should be \$3.5M annually to maintain roads and sidewalks, and that it is less expensive in the long run to maintain these.

Councilor Liot Hill does not want to zero out Paving but wants to move \$100K to Accepted.

Councilor Simon wants to pull out \$640K the full budget from paving and guardrails.

Guardrails & pavement: Accepted \$180K (cut) by straw poll

Councilor Wilkie stated that they have an impossible task- does not want to lay off people and he is sensitive to this. These are not easy decisions, and he is not in favor of this with paving and guardrails but given the situations

Energy & Facilities Manager Accepted \$88,370 (cut FT position)

Councilor Liot Hill asked City Manager Mulholland if they have realized most of the gains for the above role for now and the City Manager confirmed that the high payoff tasks are done and now there are diminishing returns.

Dana House Accepted: \$6,640 (cut), no cuts for the Soldiers' Memorial

Whittlesey suggested that they propose fee increases for the pool , etc. but Mayor McNamara does not want to disenfranchise the young people. Perhaps a fund raiser by Park and Recreation.

Human Services: Rejected (all cuts) by Straw Poll

Electrical Bldg. Inspector: Accepted \$134,160 (cut)

Fireworks: Accepted \$13,000 (cut)

Concerts: \$5,325 Accepted and \$5,325 Rejected (cut)

**COUNCILOR LIOT HILL MOVED TO EXTEND THE MEETING UNTIL 11:00PM.
SECONDED BY COUNCILOR WILKIE.**

***THE VOTE ON THE MOTION WAS APPROVED 9/0.**

ENACT RESOLUTIONS TO ADOPT 2025 BUDGET

RESOLUTION NO. 1

*** MOTION BY COUNCILOR BELOW TO MOVE PASSAGE OF RESOLUTION NO. 1 TO APPROPRIATE \$44,328,145 FOR GENERAL CITY OPERATIONS:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$44,328,145.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR LIOT HILL. VOTE ON THE MOTION: 9/0.

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 1

(1) MOTION BY COUNCILOR BELOW to increase the funds to be raised and appropriated for the General Fund by \$388,000 for the purpose of funding three (3) additional firefighter positions and in anticipation of offsetting revenue of \$201,000 from Alice Peck Day.

SECONDED BY COUNCILOR LIOT HILL.

*** VOTE ON THE AMENDMENT 9/0.**

RESOLUTION NO. 2

- * MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 2 TO APPROPRIATE \$6,660,920 FOR SOLID WASTE DISPOSAL:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$6,660,920.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR WILKIE. VOTE ON THE MOTION: 9/0.

RESOLUTION NO. 3

- * MOTION BY COUNCILOR HEISTAD TO MOVE PASSAGE OF RESOLUTION NO. 3 TO APPROPRIATE \$4,904,770 FOR WATER TREATMENT AND DISTRIBUTION:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$4,904,770.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR WILKIE. VOTE ON THE MOTION: 9/0.

RESOLUTION NO. 4

- * MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 4 TO APPROPRIATE \$8,792,090 FOR SEWAGE COLLECTION AND DISPOSAL:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$8,792,090.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR LIOT HILL. VOTE ON THE MOTION: 9/0.

RESOLUTION NO. 5

- * MOTION BY COUNCILOR SYKES TO MOVE PASSAGE OF RESOLUTION NO. 5 TO APPROPRIATE \$1,643,300 FOR MUNICIPAL AIRPORT OPERATIONS:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$1,643,300.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR SIMON. VOTE ON THE MOTION: 9 / 0.

RESOLUTION NO. 6

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

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

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

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR WILKIE. VOTE ON THE MOTION: 9 / 0.

RESOLUTION NO. 7

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

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

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

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR HEISTAD. VOTE ON THE MOTION: 9 / 0.

RESOLUTION NO. 8

- **MOTION BY COUNCILOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 8 TO APPROPRIATE \$23,100 FOR THE ENTERPRISE PROPERTIES REVOLVING FUND:**

RESOLVED, for the purpose of authorizing and financing the Enterprise Properties Revolving Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$23,100.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR WILKIE. VOTE ON THE MOTION: 9 / 0.

RESOLUTION NO. 9

- * MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 9 TO APPROPRIATE \$915,000 FOR THE DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$915,000.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR HEISTAD. VOTE ON THE MOTION: 9 / 0.

RESOLUTION NO. 10

- * MOTION BY COUNCILOR SIMON TO MOVE PASSAGE OF RESOLUTION NO. 10 TO APPROPRIATE \$55,500 FOR THE LEBANON AIRPORT-TECH PARK TAX INCREMENT FINANCE DISTRICT:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of \$55,500.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR SYKES. VOTE ON THE MOTION: 9 / 0.

RESOLUTION NO. 11

- * MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 11 TO APPROPRIATE \$25,659,360 FOR CAPITAL IMPROVEMENTS AND ACQUISITIONS:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be appropriated in the amount of \$25,659,360 for expenditure in connection with the following Capital Improvements and Acquisitions:

Department	Project Name	2025	Bonds/Note Proceeds/Debt	Existing Funds from CRF	Transfers to CIP	Other (SAD, sale proceeds, etc)	Inter-governmental Grants
GENERAL FUND							
FLEET & EQUIPMENT							
DPW	Fleet Replacement	\$905,000		\$905,000			
ROADS & BRIDGES							
DPW	South Main Street Bridge Replacement #062-117	\$4,158,380	\$982,850				\$3,173,710
DPW	Hanover Street/Route 120 Bridge Replacement #121-117	\$2,350,000	\$81,000			\$389,000	\$1,880,000
DPW	Mechanic St/Slayton Hill Rd/Mascoma St Intersection Reconstruction	\$367,000	\$73,400				\$293,600
OTHER							
DPW	Phase 1 Solar Project Buyout	\$275,800	\$275,800				
REC	Mascoma River Greenway Extension	\$433,000				\$88,000	\$347,000
	TOTAL GENERAL FUND	\$8,487,160	\$1,412,850	\$905,000	\$0	\$475,000	\$5,694,310
WATER FUND							
DPW-WATER	Large Groundwater Well Development, Water Treatment Facility, and Infrastructure Improvements	\$1,440,000	\$1,440,000				
DPW-WATER	Phase 1 Solar Project Buyout	\$369,050	\$369,050				
	TOTAL WATER FUND	\$1,809,050	\$1,809,050	\$0	\$0	\$0	\$0
SEWER FUND							
NEW-DPW-SEWER	Westboro Stormwater Holding Facility Demo	\$150,000	\$150,000				
DPW-SEWER	Phase 1 Solar Project Buyout	\$359,760	\$359,760				
DPW-SEWER	Fleet Replacement	\$500,000	\$500,000				
	TOTAL SEWER FUND	\$1,009,760	\$1,009,760	\$0	\$0	\$0	\$0
SOLID WASTE FUND							
DPW-SOLID	Landfill Phase 3-4 Design, Permitting, and Construction	\$34,000	\$34,000				
DPW-SOLID	Landfill Site Improvements	\$430,000	\$430,000				
DPW-SOLID	Fleet Replacement	\$1,392,000	\$1,392,000				
DPW-SOLID	Phase 1 Solar Project Buyout	\$235,390	\$235,390				
NEW-DPW-SOLID	Partial Permanent and Temporary Capping Project	\$12,262,000	\$12,262,000				
	TOTAL SOLID WASTE FUND	\$14,353,390	\$14,353,390	\$0	\$0	\$0	\$0
	TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM	\$25,659,360	\$18,585,050	\$905,000	\$0	\$475,000	\$5,694,310

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

BE IT FURTHER RESOLVED, that the amounts indicated above for each project are estimates and that the City Manager may allocate more funds to any one or more of such projects, and less to others, so long as, in the judgment of the City Manager, each of the projects described above can be completed within the total appropriation made by this Resolution.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR BELOW. VOTE ON THE MOTION: 9 / 0.

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 11

(1) MOVED BY COUNCILOR BELOW to amend the list of 2025 Capital Improvements Projects to remove the Phase 1 Solar Project Buyout, and to decrease estimated revenues (bond proceeds) to the Capital Improvements Fund budget by \$1,240,000 for same.

SECONDED BY COUNCILOR SIMON. VOTE ON AMENDMENT: 9 / 0.

(2) MOVED BY COUNCILOR BELOW to amend the list of 2025 Capital Improvements Projects to remove the 2025 Sewer Fund Fleet Replacement project (Sewer Department Vacuum Truck), and to decrease estimated revenues (bond proceeds) to the Capital Improvements Fund budget by \$500,000 for same.

SECONDED BY COUNCILOR HEISTAD. VOTE ON AMENDMENT: 9 / 0.

(3) MOTION BY COUNCILOR BELOW to amend the list of 2025 Capital Improvements Projects to remove the Mechanic St./Slayton Hill/Mascoma St. Intersection Reconstruction project, and to decrease the estimated revenues (bond proceeds) to the Capital Improvements Fund budget by \$367,000.

SECONDED BY COUNCILOR LIOT HILL. VOTE ON AMENDMENT: 9 / 0.

RESOLUTION NO. 12

*** MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 12 TO AUTHORIZE THE ISSUANCE OF BONDS OR NOTES TO FINANCE 2025 CAPITAL IMPROVEMENTS:**

RESOLVED, by the City of Lebanon, that the City Treasurer, with the approval of the City Manager, is authorized to issue, in accordance with the Municipal Finance Act (RSA 33), a bond issue or bond issues in an amount not to exceed \$18,585,050 as follows:

Department	Project Name	Estimated Useful Life	Paid for by	Amount
	GENERAL FUND			
ROADS & BRIDGES				
DPW	South Main Street Bridge Replacement #062-117	20 Years	Property Taxes	\$982,650
DPW	Hanover Street/Route 120 Bridge Replacement #121-117	20 Years	Property Taxes	\$81,000
DPW	Mechanic St./Slayton Hill Rd/Mascoma St Intersection Reconstruction	20 Years	Property Taxes	\$73,400
DPW	Phase 1 Solar Project Buyout	20 Years	Property Taxes	\$275,800
	WATER FUND			
DPW WATER	Large Groundwater Well Development, Water Treatment Facility, and Infrastructure Improvements	20 Years	Water User Fees	\$1,440,000
DPW WATER	Phase 1 Solar Project Buyout	20 Years	Water User Fees	\$369,050
	SEWER FUND			
DPW SEWER	Westboro Stormwater Holding Facility Demo	20 Years	Sewer User Fees	\$150,000
DPW SEWER	Phase 1 Solar Project Buyout	20 Years	Sewer User Fees	\$359,760
DPW SEWER	Fleet Replacement	10 Years	Sewer User Fees	\$500,000
	SOLID WASTE FUND			
DPW SOLID WASTE	Landfill Phase 3-4 Design, Permitting, and Construction	20 Years	Solid Waste User Fees	\$34,000
DPW SOLID WASTE	Landfill Site Improvements	20 Years	Solid Waste User Fees	\$430,000
DPW SOLID WASTE	Fleet Replacement	10 Years	Solid Waste User Fees	\$1,392,000
DPW SOLID WASTE	Phase 1 Solar Project Buyout	20 Years	Solid Waste User Fees	\$235,390

DPW SOLID WASTE	Partial Permanent and Temporary Capping Project	20 Years	Solid Waste User Fees	\$12,262,000
	TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM			\$18,585,050

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

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

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR BELOW. VOTE ON THE MOTION: 9/0.

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 12

(1) MOVED BY COUNCILOR BELOW to decrease the amount of bonds/notes authorized to be issued to finance 2025 Capital Improvements by \$1,240,000 for the Phase 1 Solar Project Buyout.

SECONDED BY COUNCILOR LIOT HILL. VOTE ON AMENDMENT: 9 /0.

(2) MOVED BY COUNCILOR BELOW to decrease the amount of bonds/notes authorized to be issued to finance 2025 Capital Improvements by \$500,000 for the Sewer Fund Fleet Replacement project (Sewer Department Vacuum Truck).

SECONDED BY COUNCILOR SIMON. VOTE ON AMENDMENT: 9 /0.

(3) MOTION BY COUNCILOR BELOW to decrease the amount of bonds/notes authorized to be issued to finance 2025 Capital Improvements by \$73,400 for the Mechanic St/Slayton Hill Rd/Mascoma St Intersection Reconstruction project.

SECONDED BY COUNCILOR SIMON. VOTE ON AMENDMENT: 9/ 0.

RESOLUTION NO. 13

- MOTION BY COUNCILOR LIOT HILL TO MOVE PASSAGE OF RESOLUTION NO. 13 TO RESCIND AND/OR TRANSFER PRIOR APPROPRIATIONS AND/OR AUTHORIZATIONS FOR THE ISSUANCE OF BONDS OR NOTES TOTALING \$956,500.06 FOR THE FOLLOWING EIGHT (8) PROJECTS:

1. 2020 FIRE ENGINE #4 REPLACEMENT

WHEREAS, on December 18, 2019, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$8,350,270 to fund capital projects, including \$765,000 to finance the purchase of 2020 Fire Engine #4 Replacement; and

WHEREAS, there is a remaining appropriated and funded balance of \$196.03 which is not required as the purchase of 2020 Engine #4 Replacement project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds totaling \$196.03 be transferred from the 2020 Fire Engine #4 Replacement capital project to the 2024 Fire Engine #2 Replacement capital project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR SIMON. VOTE ON THE MOTION: 9 /0.

2. 2023 BAKER’S CROSSING SEWER FORCEMAIN

WHEREAS, on December 14, 2022, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$17,022,970 to fund capital projects, including \$890,000 to finance the 2023 Baker’s Crossing Sewer Forcemain Project; and

WHEREAS, the project was completed for a total amount of \$376,581.25; and

WHEREAS, there is a remaining authorization to issue bond or notes and an appropriated balance of \$513,418.75 which is not required as the project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the appropriated but unfunded amount of \$513,418.75, and the authorization to issue bonds or notes for such amount, be rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR WHITTLESEY. VOTE ON THE MOTION: 9 /0.

3. 2023 ESTABROOK CIRCLE AND MAPLE STREET STORMWATER

WHEREAS, on December 14, 2022, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$17,022,970 to fund capital projects, including \$155,000 to finance the 2023 Estabrook Circle and Maple Street Stormwater project; and

WHEREAS, the project did not take place, and no monies have been funded.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the appropriated and unfunded amount of \$155,000, and the authorization to issue bonds or notes for such amount, be rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR WILKIE. VOTE ON THE MOTION 9/0.

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4. 2022 LANDFILL GAS COLLECTION AND CONTROL SYSTEM

WHEREAS, on December 15, 2021, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$9,209,860 to fund capital projects, including \$137,800 to finance the 2022 Landfill Gas Collection and Control System project; and

WHEREAS, there is a remaining appropriated balance of \$4,115.00 which is not required as the project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the appropriated balance of \$4,115.00, and the authorization to issue bond or notes for such amount, be rescinded. This resolution shall be effective upon passage.

SECONDED BY COUNCILOR WHITTLESEY. VOTE ON THE MOTION 9/ 0.

5. 2022 AMBULANCE REPLACEMENT

WHEREAS, on December 15, 2021, the Lebanon City Council authorized the transfer of \$235,000 from the Fire Department Equipment and Vehicles Capital Reserve Fund to partially fund the 2022 Ambulance Replacement project; and

WHEREAS, there is a remaining appropriated and funded balance of \$2,783.78 which is not required as the purchase of the ambulance is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds totaling \$2,783.78 be transferred from the 2022 Ambulance Replacement project to the 2023 Ambulance Replacement project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR WILKIE. VOTE ON THE MOTION 9/ 0.

6. 2021 CARDIAC MONITOR REPLACEMENT

WHEREAS, on December 16, 2020, the Lebanon City Council authorized an appropriation of \$180,000 to fund the 2021 Cardiac Monitor Replacement project with revenue from other sources; and

WHEREAS, there is a remaining appropriated balance of \$7,761.11 which is not required as the project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the appropriated but unfunded amount of \$7,761.11 be rescinded.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR SIMON. VOTE ON THE MOTION 9/ 0.

7. 2019 HILLCREST INFRASTRUCTURE CONSTRUCTION

WHEREAS, on December 19, 2018, the Lebanon City Council authorized the issuance of bonds or notes in the amount of \$19,925,000 to fund capital projects, including \$4,550,000 to partially fund the 2019 Hillcrest Acres Infrastructure Construction project; and

WHEREAS, there is a remaining appropriated and funded balance of \$27,646.81 which is not required as the project is now complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that appropriated and unspent funds totaling \$27,646.81 be transferred from the 2019 Hillcrest Acres Infrastructure Construction project to the 2021 Spencer Street Improvements project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR HEISTAD. VOTE ON THE MOTION 9 / 0.

8. 2021 RAIL TRAIL PAVING

WHEREAS, on December 15, 2021, the Lebanon City Council authorized the transfer of \$253,939.94 from the 2014 Mascoma River Greenway Project to the 2021 Rail Trail Paving project; and

WHEREAS, there is a remaining appropriated balance of \$245,578.58 which is not required as the project is complete; and

WHEREAS, there is a remaining funded balance of \$75,578.58 which is not required as the project is complete.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that the appropriated amount of \$245,578.58, be rescinded; and the unspent funds totaling \$75,578.58 be transferred from the 2021 Rail Trail Paving project to the 2021 Spencer Street Improvements project.

This resolution shall be effective upon passage.

SECONDED BY COUNCILOR HEISTAD. VOTE ON THE MOTION 9/ 0.

NOT PART OF THE RESOLUTION - Rescission efforts are part of an ongoing objective to reduce outstanding authorized but unissued long- term debt and, ultimately, the City's debt exposure and the significant costs associated with servicing that debt. Therefore, unlike the other resolutions presented herein, the above resolutions will be effective upon passage, as they are to be taken into consideration when assessing the City's fiscal condition for year ending 2024.

RESOLUTION NO. 14

* **MOTION BY COUNCILOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 14 TO AUTHORIZE THE TRANSFER OF FUNDS TO CAPITAL RESERVE FUNDS:**

RESOLVED, for the purpose of financing the Capital Reserve Funds.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds in the amount of \$2,044,150 be transferred to Capital Reserve Funds as follows:

TRANSFERS TO CAPITAL RESERVE FUNDS	
FROM UNASSIGNED FUND BALANCE (GENERAL FUND)	
to the Fire Department Equipment and Vehicles Capital Reserve Fund	\$ 300,000
to the DPW Department Equipment and Vehicles Capital Reserve Fund	\$ 905,000
to the Recreation and Parks Equipment and Vehicles Capital Reserve Fund	\$ 25,000
to the Police Department Equipment, Vehicles and Improvements Capital Reserve Fund	\$ 45,000
FROM GENERAL FUND	
to the General Fund Accrued Benefits Liability Expendable Trust Fund	\$ 64,150
FROM SOLID WASTE FUND	
to the Landfill Equipment Capital Reserve Fund	\$ 250,000
to the Landfill Closeout/Long-Term Monitoring and Maintenance Secured (Lined) Facility Capital Reserve Fund	\$ 295,000
to the Landfill Extended Long-Term Monitoring and Maintenance Entire Facility Capital Reserve Fund	\$ 40,000
to the Solid Waste Fund Accrued Benefits Liability Expendable Trust Fund	\$ 5,000
FROM WATER FUND	
to the Water Treatment and Distribution Improvements and Equipment	\$ 100,000
to the Water Fund Accrued Benefits Liability Expendable Trust Fund	\$ 5,000
FROM SEWER FUND	
to the Sewer Fund Accrued Benefits Liability Expendable Trust Fund	\$ 5,000
FROM AIRPORT FUND	
to the Airport Fund Accrued Benefits Liability Expendable Trust Fund	\$ 5,000
TOTAL	\$ 2,044,150

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR HEISTAD. VOTE ON THE MOTION 9 /0.

RESOLUTION NO. 15

* **MOTION BY COUNCILOR SYKES TO MOVE PASSAGE OF RESOLUTION NO. 15 TO AUTHORIZE THE TRANSFER OF FUNDS TO THE GENERAL FUND:**

RESOLVED, for the purpose of transferring funds from the Unassigned Fund Balance of the Downtown Tax Increment Finance District Fund to the General Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds in the amount of \$262,310 be transferred from the Downtown Tax Increment Fund to the General Fund to pay for the cost of debt service for the Downtown Tunnel Reconstruction Project.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR BELOW. VOTE ON THE MOTION 9 /0.

RESOLUTION NO. 16

*** MOTION BY COUNCILOR BELOW TO MOVE PASSAGE OF RESOLUTION NO. 16 TO REQUEST THE CITY MANAGER TO TRANSFER FUNDS TO THE GENERAL FUND:**

RESOLVED, for the purpose of transferring funds from the 2025 Downtown Tax Increment Finance District budget to the General Fund.

WHEREAS, The City Manager in accordance with the provisions of City Charter Section C419:45 has the authority to transfer appropriations from one fund to another. Further, the City Manager is the District Administrator for the Downtown Tax Increment Finance District.

BE IT FURTHER RESOLVED, by the City of Lebanon, that the City Council requests the City Manager transfer funds in the amount of \$300,000 from the 2025 Downtown Tax Increment Finance District budget to the General Fund to offset the cost of maintenance, Administration and operating expenses of the District.

This resolution shall be effective January 1, 2025.

SECONDED BY COUNCILOR WHITTLESEY. VOTE ON THE MOTION 9/0.

COUNCILOR LIOT HILL MOVED TO EXTEND THIS MEETING UNTIL 11:30pm.

SECONDED BY COUNCILOR WILKIE.

***THE VOTE ON MOTION WAS APPROVED 9/0.**

- B. AMEND ORDINANCE NO. 18, SALARY PLAN** – A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, to include implementation of a 3% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

Included in the agenda packet: *(Ordinance #18, Salary Plan can be found in its entirety on pages 48-59, Council agenda packet)*

1. Ordinance No. 18, Salary Plan

BACKGROUND

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

1. General Wage Increase (GWI) – 2025

Implement a 3% General Wage Increase for 2025, for all Non-Affiliated positions, and all positions within the following Bargaining Units:

- 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 City Manager is responsible for maintaining the City's Compensation and Classification Plan. Within Ordinance No. 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.

The increase in the Northeast Region CPI, for the period of June 2023-June 2024, was 3.8%. As a result, the City Council is asked to take action to implement a 3% General Wage Increase for all employees, as part of the 2025 City Budget. This change would be effective as of the first pay period of 2025.

2. Amend Article II, Non-Affiliated and LPASE Employees

A. Regular Full-Time and Part-Time Benefit Eligible Positions

- I. Remove the Position of Library Assistant (listed in the table as a Grade 4).
- II. Add the non-exempt position of Youth Services Library Assistant as Grade 4.
- III. Add the non-exempt position of Technical Services Library Assistant as Grade 4.
- IV. Transfer the Police Communications Supervisor from LPASE to Non-Affiliated position. Position will remain a Grade 10.
- V. Add the exempt position of Director of Public Engagement and Communications, within the City Manager Department, as Grade 11. This proposed position will serve as the primary spokesperson and media liaison for the City. This role will develop and implement communication strategies to effectively convey public information, and the successful representation of the City's interests via social media and traditional news outlets. The position will work closely with all City departments to ensure timely, accurate, and consistent dissemination of information.

VI. Retitle the Assistant Fire Chief to Deputy Fire Chief and reclassify the position to a Grade 15 to be consistent with other executive officer positions within the City.

B. Seasonal/Temporary & Stipend Employees

- I. Implement a wage range to the following positions, within the Library Department:
- a. Library Clerk I
 - b. Library Custodian Substitutes
 - c. Library Clerk II

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 3% General Wage Increase. These changes would be effective as of the first pay period of 2025.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES 2025 SALARY & GRADES TO INCLUDE 3% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	General Intern	\$18.73	\$27.37	-	-
2	Custodian	\$21.04	\$28.41	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$22.32	\$30.12	-	-
	Custodian I	-	-	-	-
	Accounting Clerk	-	-	-	-
4	Library Assistant	\$23.64	\$31.91	-	-
	Youth Services Library Assistant (New)				
	Technical Services Library Assistant (New)				
	Custodial Supervisor	-	-	-	-
	Facilities Maintenance Specialist	-	-	-	-
5		\$25.05	\$33.84	-	-
6		\$26.54	\$36.24	-	-
7	Administrative Secretary	\$28.16	\$39.83	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
	Public Works Crew Leader**				
8	Accounting Clerk III	\$30.97	\$41.80	-	-
	Administrative Assistant	-	-	-	-
	Benefits Specialist	-	-	-	-
	Payroll Specialist	-	-	-	-
	Police Communications Assistant Supervisor** (New)				

	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector	-	-	-	-
	Field Inspector**	-	-	-	-
	Electrical Inspector**	-	-	-	-
	Utility Billing Clerk	-	-	-	-
	Outreach Librarian	-	-	\$1,238.72	\$1,672.21
	Children's Librarian	-	-	-	-
9	Code Health Inspector**	\$34.06	\$45.99	-	-
	Executive Assistant	-	-	-	-
	Public Relations Coordinator	-	-	-	-
	Digital Media Officer	-	-	-	-
	Deputy Assessor	-	-	-	-
	Cyber Services Technical Specialist	-	-	-	-
	Real Estate Appraiser II**	-	-	-	-
	Solid Waste Supervisor**				
	Cemetery Supervisor**	-	-	-	-
	Associate Planner**	-	-	\$1,362.57	\$1,839.73
10	Asset Manager**	\$37.51	\$50.63		-
	Assistant City Engineer**			-	-
	Financial Analyst	-	-	-	-
	Community Nurse	-	-	-	-
	Police Communications Supervisor**	-	-	-	-
	Recreation Program Coordinator**	-	-	\$1,500.59	\$2,025.37
	Youth Services Librarian	-	-	-	-
11	Technical Advisor I	\$39.76	\$53.66	-	-
	Cemetery Sexton**	-	-	-	-
	Fleet Maintenance Supervisor**	-	-	-	-
	Maintenance Superintendent**	-	-	-	-
	Utilities Maintenance Superintendent**	-	-	-	-

	System Administrator	-	-	-	-
	Airport Operations Supervisor**	-	-	\$1,590.36	\$2,146.43
	Assistant Recreation Director**	-	-	-	-
	Code Enforcement Director**	-	-	-	-
	Director of Public Engagement and Communications (New)				
	Fire Marshall**	-	-	-	-
	Planner/GIS Coordinator**	-	-	-	-
	Senior Planner**	-	-	-	-
	Systems Librarian	-	-	-	-
	Information Technology Librarian	-	-	-	-
12	Wastewater Treatment Superintendent**	\$42.14	\$56.89	-	-
	Water Treatment Superintendent**	-	-	-	-
	Administrative Services Manager**	-	-	\$1,685.43	\$2,275.29
	City Assessor**	-	-	-	-

	City Engineer**	-	-	-	-
	City Planner**	-	-	-	-
	Deputy Library Director	-	-	-	-
	Energy & Facilities Manager**	-	-	-	-
	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager	-	-	-	-
13	Chief Innovation and AI Officer	-	-	\$1,786.57	\$2,411.88
	City Clerk/Tax Collector				
	Cyber Security Analyst	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director	-	-	-	-
	Deputy Fire Chief**	-	-	-	-
	Human Services Director				
	Information Systems Manager**	-	-	-	-
	Maintenance Manager	-	-	-	-
	Police Captain**	-	-	-	-
	Deputy Planning and Development Director	-	-	-	-
	Systems and Operations Administrator	-	-	-	-
	Chief Building Official & Health Officer				
14	Human Resources Specialist	\$47.35	\$63.92	-	-
	Airport Manager	-	-	\$1,893.86	\$2,556.51
	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	-	-	\$2,127.64	\$2,709.73
	Deputy Fire Chief				
16	Technical Advisor II	\$58.27	\$73.74	-	-
	Chief of Police	-	-	\$2,330.59	\$2,949.55
	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, 2025, GWI shall be based on the Northeast Region CPI for June 2023 – June 2024, 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	-	\$20.60
Election Assistant	-	\$16.10
Moderator	-	\$30.90
Ward Clerk	-	\$27.81
Chair Supervisor of the Checklist	-	\$27.81
Supervisor of the Checklist	-	\$25.75
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$12.94	\$32.81
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$11.66	\$17.53
Lifeguards	\$11.66	\$20.12
Head/Lead Counselors	\$15.18	\$18.66
Head & WSI Lifeguards	\$14.00	\$20.98
Head Front Desk Attendant - Pool	\$14.00	\$17.51
Outdoor Adventurer - Educator	\$15.45	\$20.60
Day Camp Counselors	\$11.66	\$17.53
Arts & Craft Director	\$15.18	\$19.54
Farmers Market Coordinator	\$16.34	\$21.00
Market Assistant	\$14.00	\$17.51
Tennis Instructor	\$17.51	\$22.17
Stomp & Romp	\$17.51	\$22.17
Pool Operations Manager	\$17.51	\$24.13
Asst. Pool Director	\$17.51	\$24.13
Assistant Camp Director	\$17.51	\$24.13
Pool Director	\$18.66	\$27.58
Camp Director	\$18.66	\$27.58
RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$235.60	\$821.74
Softball Coordinator - Stipend	\$2,040.43	\$2,612.90
LIBRARY POSITIONS		
Library Clerk I	\$18.73	\$27.37
Library Custodian Substitutes	\$21.04	\$28.41
Library Clerk II	\$22.32	\$30.12
PUBLIC WORKS POSITIONS		
Engineering Clerk	\$12.84	\$16.34
GIS Clerk – (or Intern)	\$17.51	\$19.84
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$18.66	\$23.59
Tree Warden	\$23.69	\$26.78

CDL Seasonal Drivers	\$26.21	\$57.46
PLANNING POSITIONS		
Park Ranger	\$17.51	\$19.84
POLICE DEPARTMENT POSITIONS		
Crossing Guard	-	\$19.00
*Communications Specialist	\$28.16	\$39.83
Police Administrative Aide	\$23.34	\$26.83
Parking Control Officer	\$23.34	\$26.83
Police Officers	\$30.22	\$39.94
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$28.16	\$39.83
Lead Recording Secretary	\$26.22	\$31.91
Recording Secretary	\$25.08	\$27.41
Recording Secretary Coordinator	\$26.22	\$28.01
SHARED POSITION		
General Intern I	\$15.18	\$19.25

1. Collective Bargaining Units

The City Council is not directly responsible for the negotiation of Collective Bargaining Agreements; it is the City policy making body and the legislative body with authority to raise and appropriate tax revenues to fund Labor Agreements. Under the City Manager form of government, the City Manager is responsible for administering the affairs of the City, including the appointment of employees and the negotiation of Labor Agreements. The City Manager’s statutory obligation is to bargain in “good faith.” In the collective bargaining context, “good faith” negotiation “...involves meeting at reasonable times and places to reach agreement on the terms of employment, and to cooperate in mediation and fact-finding required by this chapter [RSA 273], but the obligation to negotiate in good faith shall not compel either party to agree to a proposal or to make a concession.” Failure to bargain in good faith constitutes an unfair labor practice. State law requires that only cost items be submitted to the City Council for approval. Cost item means any benefit acquired through collective bargaining, whose implementation requires an appropriation by the legislative body of the public employer (City of Lebanon), with which negotiations are being conducted. Cost items shall be submitted within 30 days to the City Council for approval. Within 30 days of the receipt of the submission, the City Council shall vote to accept or reject the cost items. If the City Council rejects any part of the submission, or while accepting the submission takes any action which would result in a modification of the terms of the cost items submitted to it, either party may reopen negotiations on all or part of the entire agreement.

Legislative bodies may only raise and appropriate funds for the current fiscal year. Many Collective Bargaining Agreements cover several fiscal years. The New Hampshire Supreme Court held (Appeal of Sanborn Regional School Board) that a public employer was not bound by a collective bargaining agreement where the legislative body, when approving and funding the cost items in the current year of the Labor Agreement, was not warned of the cost of the successive years. With known cost factors being disclosed for the life of the contract, collective bargaining agreements are considered “Sanbornized”.

ARTICLE II, LPASE

The City and Lebanon Professional, Administrative, and Salaried Employees (LPASE) have reached a

tentative three-year (January 1, 2025 – December 31, 2027) Labor Agreement.

According to the tentative three-year Labor Agreement, annual General Wage Increases (GWI's) for the life of the Contract will be based on the percent change in the Northeast Region CPI for June from 12 months prior but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 3.8% increase in the CPI as of June 2024, the GWI for 2025 will be 3%. Members will also be eligible for merit increases. The estimated wage and statutory benefit costs for 2025 is \$198,890.00.

In 2026, the second year of the Labor Agreement, LPASE members will be eligible for merit increases and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2024 – June 2025.

In 2027, the third year of the Labor Agreement, LPASE members will be eligible for merit increases and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2025 – June 2026.

Corresponding wage schedules for the subsequent two years are not provided, as the GWI for 2026 and 2027 will not be known until July of those years.

In addition to the GWI, the City Manager is proposing the following amendments to the LPASE Wage and Classification Scale:

- I. Remove the Public Works Crew Leader position (currently listed as a Grade 7). Position is being transferred to the AFSCME Bargaining Unit.
- II. Add the non-exempt position of Police Communications Assistant Supervisor as a Grade 8. This position has been created to assist the Police Communications Supervisor with the training of the on-shift personnel and will be in charge of the shift operations, in the absence of the Police Communications Supervisor.
- III. Remove the Grade 13 Deputy Fire Chief position in its entirety. The position is currently a LPASE position, but has been replaced by the non-affiliated, Grade 15 Deputy Fire Chief position.

ARTICLE III, SECTION A, AFSCME Local 1348/Council 93 AFL-CIO

The City and the American Federal State, County and Municipal (AFSCME) have reached a tentative three-year (January 1, 2025 – December 31, 2027) Labor Agreement.

According to the tentative three-year Labor Agreement, annual General Wage Increases (GWI's) for the life of the Contract will be based on the percent change in the Northeast Region CPI for June from 12 months prior but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 3.8% increase in the CPI as of June 2024, the GWI for 2025 will be 3%. The estimated wage and statutory benefit costs for 2025 is \$289,050.00.

In 2026, the second year of the Labor Agreement, AFSCME members will receive step increases, and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2024 – June 2025.

In 2027, the third year of the Labor Agreement, AFSCME members will receive step increases, and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2025 – June 2026.

Corresponding wage schedules for the subsequent two years are not provided, as the GWI for 2026 and 2027 will not be known until July of those years.

In addition to the GWI, the City Manager is proposing the following amendment to the AFSCME Wage and Classification Scale:

- I. Add the Public Works Crew Leader (formerly a LPASE position) as a Grade 7.

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 3% General Wage Increase. These changes would be effective as of the first pay period of 2025.

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, 2025 to December 31, 2027) shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2025, through the last pay period of 2025, 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 Supervisor; Utilities Maintenance Mechanic; Engineering Technician; Public Works Crew Leader						
8	Supervisor; Parks & Grounds Crew Supervisor						
9	Chief of Quality Assurance, Electrician						
AFSCME LOCAL 1348 - 2025 SALARY GRADES							3% GWI
Minimum		Maximum					
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	\$20.56	\$21.14	\$21.75	\$22.37	\$22.94	\$23.65	\$24.38
2	\$22.18	\$22.82	\$23.48	\$24.12	\$24.76	\$25.52	\$26.32
3	\$23.95	\$24.67	\$25.39	\$26.07	\$26.82	\$27.66	\$28.51

4	\$25.86	\$26.67	\$27.43	\$28.22	\$29.05	\$29.94	\$30.88
5	\$28.03	\$28.87	\$29.73	\$30.58	\$31.48	\$32.46	\$33.46
6	\$30.34	\$31.25	\$32.26	\$33.25	\$34.26	\$35.28	\$36.24
7	\$32.88	\$33.91	\$34.98	\$36.05	\$37.13	\$38.24	\$39.27
8	\$34.53	\$35.62	\$36.75	\$37.88	\$39.10	\$40.29	\$41.86
9	\$37.49	\$38.67	\$39.93	\$41.18	\$42.45	\$43.71	\$45.51

ARTICLE III, SECTION B, Lebanon Permanent Firefighters/IAFF

The City and the Lebanon Permanent Firefighters/IAFF have reached a tentative three-year (January 1, 2025 – December 31, 2027) Labor Agreement.

According to the tentative three-year Labor Agreement, annual General Wage Increases (GWI's) for the life of the Contract will be based on the percent change in the Northeast Region CPI for June from 12 months prior but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 3.8% increase in the CPI as of June 2024, the GWI for 2025 will be 3%. Members will also receive step increases. The estimated wage and statutory benefit costs for 2025 is \$ 261,040.00.

In 2026, the second year of the Labor Agreement, IAFF members will receive step increases and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2024 – June 2025.

In 2027, the third year of the Labor Agreement, IAFF members will receive step increases and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2025 – June 2026.

Corresponding wage schedules for the subsequent two years are not provided, as the GWI for 2026 and 2027 will not be known until July of those years.

In addition to the GWI, the City Manager is proposing the following amendment to the LPFF/IAFF Wage and Classification Scale:

- I. Escalate the pay grades to the 60th percentile of the Wage and Salary Study, conducted in October 2024, by implementing additional wage adjustments beyond the GWI, to the following positions:
 - a. Lieutenant
 - b. Lieutenant - Paramedic
 - c. Captain – Paramedic

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 3% General Wage Increase. These changes would be effective as of the first pay period of 2025.

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

LEBANON PERMANENT FIREFIGHTERS/IAFF - 2025 SALARY GRADES							3% GWI
Minimum	Maximum						
Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter - EMT	\$26.58	\$27.44	\$28.28	\$29.17	\$30.00	\$30.86	\$31.81
Firefighter - Paramedic	\$30.11	\$31.01	\$31.97	\$32.85	\$33.74	\$34.67	\$35.63
Fire Alarm Technician	\$37.02	\$37.79	\$38.56	\$39.29	\$40.07	\$40.80	\$41.54
Lieutenant	\$35.79	\$36.28	\$36.79	\$37.31	\$37.81	\$38.30	\$38.81
Fire Inspector	\$37.31	\$37.90	\$38.55	\$39.15	\$39.79	\$40.40	\$41.07
Lieutenant - Paramedic	\$38.87	\$39.39	\$39.89	\$40.40	\$40.94	\$41.42	\$41.95
Captain	\$43.51	\$43.95	\$44.47	\$44.93	\$45.40	\$45.90	\$46.36
Inspector - Paramedic	\$38.65	\$39.24	\$39.83	\$40.45	\$41.04	\$41.62	\$42.29
Captain - Paramedic	\$44.63	\$45.10	\$45.55	\$46.02	\$46.50	\$46.95	\$47.48

ARTICLE III, SECTION C, LPBA/NEPBA

The City and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA) have reached a tentative three-year (January 1, 2025 – December 31, 2027) Labor Agreement.

According to the tentative three-year Labor Agreement, annual General Wage Increases (GWI's) for the life of the Contract will be based on the percent change in the Northeast Region CPI for June from 12 months prior but shall be no less than 1% (floor) and no greater than 3% (ceiling). Based on a 3.8% increase in the CPI as of June 2024, the GWI for 2025 will be 3%. Members will also receive a step increase. The estimated wage and statutory benefit costs for 2025 is \$ 228,260.00.

In 2026, the second year of the Labor Agreement, NEPBA members will receive step increases, and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2024 – June 2025.

In 2027, the third year of the Labor Agreement, NEPBA members will receive step increases, and will receive a minimum of 1% General Wage Increase (GWI), and no greater than 3% GWI, based on the Northeast Region CPI, for June 2025 – June 2026.

Corresponding wage schedules for the subsequent two years are not provided, as the GWI for 2026 and 2027 will not be known until July of those years.

No additional amendments are 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 3% General Wage Increase. These changes would be effective as of the first pay period of 2025.

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, 2025 to December 31, 2027), shall be paid in accordance with the accompanying pay plan covering the time period of the first pay period of 2025, through the last pay period of 2025, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION – 2025 SALARY GRADES							3% GWI
Minimum	Maximum						
Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Patrol Officer	\$30.22	\$31.98	\$33.08	\$34.72	\$36.46	\$38.31	\$39.94
Corporal	\$41.10						
Sergeant	\$41.10	\$41.96	\$43.03	\$44.14	\$45.21	\$46.29	\$47.42

The January 1, 2025, GWI shall be based on the Northeast Region CPI, for June 2023 – June 2024, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

ACTION

1. ACKNOWLEDGE THIRD PRESENTATION:

****COUNCILOR LIOT HILL MOVED, that the Lebanon City Council hereby acknowledges the third of three presentations to amend Ordinance #18, Salary Plan, as fully described and contained in the December 18, 2024, City Council Agenda Packet.***

2. RESOLUTION:

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

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council hereby amends Ordinance #18 to implement a 3% General Wage Increase for 2025 for all City employees; and to implement all other changes as fully outlined and described in the December 18, 2024 City Council Agenda Packet, effective the first pay period of 2025.

SECONDED BY COUNCILOR SYKES.

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

6. OLD BUSINESS: NONE

7. NEW BUSINESS

- A.** Authorization for the City Manager to Transfer Appropriated, Unencumbered FY2024 General Funds

Included in the agenda packet: ***(All documents can be located on pages 61-62, Council agenda packet.)***

1. Draft Resolution Authorizing the Transfer of Appropriations

BACKGROUND

The City Council appropriates a budget on an annual basis. The FY2024 Budget was approved and appropriated on December 13, 2023. The Council may authorize the City Manager to transfer funds from

one department to another within the City’s General Fund pursuant to the provisions in City Charter §C419:45, Transfer of Appropriations.

The City Manager proposes to utilize appropriated, but unencumbered General Funds from the current fiscal year (FY2024) to address the Kilton Library HVAC system, which is failing and must be rehabilitated or replaced in order to properly function for the library facility. The City Manager intends to make budget recissions to address the unanticipated expenditures to ensure the overall budget does not exceed the total appropriations in the City’s General Fund Budget for Fiscal Year 2024.

ACTION:

Councilor Wilkie MOVED, that the Lebanon City Council, pursuant to City Charter §C419:45, hereby approves the Resolution for the Authorization to Transfer Fiscal Year 2024 General Fund Appropriations, as provided in the following table and as presented in the December 18, 2024 City Council Agenda Packet:

Transfer of Appropriated, but Unencumbered, FY 2024 General Funds Pursuant to City Charter §C419:45	
From:	Up To Amount:
Finance Department	\$108,000
Total:	\$108,000
To:	
Library Department (Kilton Library HVAC system)	\$108,000
Total:	\$108,000

Seconded by Councilor Heistad.

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

RESOLUTION – LEBANON CITY COUNCIL

Title: Authorization to Transfer FY2024 General Fund Appropriations

BE IT HEREBY RESOLVED by the Lebanon City Council, that:

WHEREAS, the City Council appropriates funds in December of each year for the ensuing fiscal year, and City Charter §C419:45, Transfer of Appropriations, provides that the Council may authorize the City Manager to transfer any unencumbered appropriation, or a portion thereof, from one department to another; and

WHEREAS, the Kilton Library HVAC system is failing and must be rehabilitated or replaced in order to properly function for the library facility.

NOW, THEREFORE, the Lebanon City Council hereby authorizes the City Manager to transfer unencumbered appropriations in the FY2024 General Fund Budget in the amount of up to \$108,000 as indicated in the following table:

Transfer of Appropriated, but Unencumbered, FY 2024 General Funds Pursuant to City Charter §C419:45
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From:	Up To Amount:
Finance Department	\$108,000
Total:	\$108,000
To:	
Library Department (Kilton Library HVAC system)	\$108,000
Total:	\$108,000

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting on December 18, 2024.

8. ADJOURNMENT:

Councilor Liot Hill MOVED for adjournment.

Seconded by Councilor Heistad

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

The meeting was adjourned at 11:11PM.

Respectfully submitted,

Cinda Mersel

Recording Secretary