

FINAL

**LEBANON CITY COUNCIL
WORK SESSION MINUTES
Wednesday, November 12, 2025, 5:30PM
Council Chambers**

Remote Via Microsoft Teams: LebanonNH.gov/Live

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Erling Heistad, Nicole Ford Burley, Timothy McNamara, Christian Simon, Laurel Stavis (remote, George Sykes and Karen Zook)

MEMBERS ABSENT:

STAFF PRESENT: Deputy City Manager David Brooks, City Manager Andrew Hosmer, Director of Planning & Development Nathan Reichert, Deputy Director Planning & Development Tim Corwin, City Clerk Jaseya Ewing, Director of Arts, Parks & Recreation Paul Coats, Cyber Services, Director Perry Eaton Infrastructure Engineer Jon Henault, Chief Building Inspector & Health Officer Leigh Hays, Chief Innovation & AI Officer Melanie McDonough, Planning Administrative Assistant Crystal Taplin, Finance Director Alesia Williams, Human Services Director Lynne Goodwin

CALL TO ORDER: Mayor Whittlesey called the meeting to order at 5:30 p.m.

- **City Manager Hosmer reviewed the meeting criteria for attendees.**

2. RECREATION, ARTS & PARKS & OUTSIDE RECREATION SERVICES

Introduction from City Manager Hosmer: This department provides year-round programs, special events and recreational services while developing and maintaining Lebanon's Parks, trails, open spaces, pool and related facilities to enhance the quality of life for residents and visitors. Its mission is to provide a variety of quality recreation programs and special events and to effectively develop and maintain the City's open spaces, parks and recreation facilities for the communities use and enjoyment. The department's work spans program delivery and event coordination; stewardship of parks, facilities; and trail assets, such as the Mascoma River Greenway and Northern Rail Trail. Its partnerships support arts and culture across the community. Internal divisions include administration and program leadership, sports coordination, Farmers' Markets coordination and parks maintenance. The department has five (5) full-time equivalents: four (4) positions are covered by current contracts, and one (1) position is in an active contract negotiation.

A. RECREATION, ARTS & PARKS BUDGET OVERVIEW: Director Paul Coats

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Pages 2-7, Council agenda packet)

Director Coats came forth and noted their department also focuses on Day Camp and upholds the pool facility. Given its seasonal work and the amount that goes into running a quality pool, we gave special attention to the facility as well. He reported and explained the following:

Revenue Projections:

General Fund revenue from program registrations, Camp K registrations, pool passes and swim lessons, and Farmers' Market vendor fees are estimated at about \$239,200.

Program registrations account for 26 percent of budgeted General Fund revenue. This is approximately half of anticipated program expenses. When free programs are excluded, cost recovery rises to about 86

percent.

Day Camp registrations are 49% of budgeted General Fund revenues, which is 94% for 2025. Cost recover is targeted for 2027.

Pool revenues were significantly up this past year and will continue to be around that same level in the 2026 projections. Pool recovery is 19% of budgeted revenue and a full cost recover is not expected.

Other revenue projections are pretty standard across the board for skiing and the Farmer's Market, and miscellaneous incomes. For the Farmers' Market, we have not been able to realize the same projections we anticipated in previous years and have not increased fees in some time so will be doing that this year to catch up.

Director Coats also noted they are trying to raise funds through other means which are not reflected in this budget. Raised funds do not go into the General Fund, they go into a revolving account which offsets a lot of the expenses that the taxpayers do not have to fund to help these programs happen (i.e., summer concert series, etc.)

Operational Expenses:

Total proposed expenditures for 2026 are \$1,319,170, which is \$10,545 less than budgeted for 2025.

The budget allocates:

- \$590,410 to Administration,
- \$129,650 to Programs,
- \$126,470 to Day Camp (thinking about eliminating some things like field trips in the future and instead having more activities in the Day Camp and Middle School),
- \$175,430 to Pool: Now 23 years old but does need an emergency repair to a pump. Two more pumps also need to be replaced in the future.
- \$14,260 to Farmer's Market, and
- \$208,720 to Maintenance: We are relying more on being able to do work in-house rather than contracting out services.

Accomplishments

- Successfully organized over 350 programs and special events.
- Connected nearly 200 adult mentors and instructors with youth athletes, campers and swim lesson participants.
- Raised funds and built the new Civic Park playground.
- Reached a record total of 12,110 daily visitors at the pool.
- Completed the Storrs Hill Facility Improvements Report to guide future priorities for the hill. Storrs Hill also had record high visits during the winter season.
- Finished a 6-year rehabilitation project of all Northern Rail Trail bridges.

Objectives:

Extend the Mascoma River Greenway to Route 12A. Design phase in 2026.

Build the Storrs Hill Ski Lodge addition for expanded capacity.
Replace critical components of the pool circulation system to improve efficiency.
Support the initiative to locate new recreational facilities at Signal Park.
Pursue Americans with Disabilities Act (ADA) compliance improvements within parks and programs.
Keep expanding public art in Lebanon and West Lebanon and encourage new developments to incorporate art into their plans.
Completed a six-year process of rehabilitating all the bridges on the Northern Rail Trail.
Continue creating thoughtful program offerings and special events that respectfully celebrate all cultures, traditions, and more in the Upper Valley.
Fireworks were removed in the 2025 budget but would like back in for 2026 by partnering with our neighbor (Hartford, VT) because this is the Country's 250th Anniversary.

Please see agenda packet for line items.

COUNCIL/STAFF DISCUSSIONS:

In response to Assistant Mayor Wilkie's question regarding why there was a zero expenditure for the pool's electricity, Director Coats noted that Liberty Utilities did not charge them for the entire summer until about a month ago, so it shows up as zero as the time of this report. Average expenditures are about \$8,400K.

Assistant Mayor Wilkie spoke about his reasons why he was less pleased with traditional fireworks than other people. Further discussions took place regarding potential options for fireworks and the costs involved.

Mayor Whittlesey and Director Coats discussed the wages of the Farmer's Market employees and hours worked. The number on the itemized list does not reflect several market weeks' worth of work yet to come so there are still some additional hours that still need to be included. The Recreation, Arts, and Parks Revolving fund and uses were also discussed.

Lori Key (Ward 3): She spoke about the outside funding support, noting those same figures are on the same budget for Human Services (HS). Ms. Lynne Goodwin (Director of Human Services) noted HS has a separate category for outside vendor payments, which are not the same ones in the recreation budget. On the City's budget website, LebanonNH.gov/2026BudgetBook, if you go under "MORE" there is an entire chart that lists all of the Outside Agencies. If you are looking on the department line-item budgets, these outside agencies are put in with the department associated with them. They are not duplicated.

In response to Mayor Whittlesey's question regarding how many (pool) pumps will be replaced in 2026, Director Coats noted they are replacing one each year: one (1) in 2026, and one (1) in 2027.

B. OUTSIDE RECREATION SERVICES: Director Paul Coats

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Pages 8-9, Council agenda packet)

Director Coats reviewed the Snapshot of Expenses for Recreation, which included the Lebanon Outing Club; Lebanon's Youth Baseball Association; and the Upper Valley Hockey Association as listed on page 8, Council agenda packet.

COUNCIL/STAFF DISCUSSIONS:

In response to Councilor Sykes' question about making the Recreation, Arts, and Parks' budget more transparent, City Manager Hosmer noted this sounds like a good idea and would be happy to follow up with Councilor Sykes. It is nice when the public can appreciate local businesses or contributors who step up and sponsor teams, etc.

3. PLANNING & DEVELOPMENT BUDGET OVERVIEW: Director of Planning & Development/Zoning Nathan Reichert

Introduction from City Manager Hosmer: This department oversees community development, land use and permitting by managing the Planning and Zoning Board processes and issuing zoning and building permits that enforce zoning, building and health codes. They maintain the City's Zoning Ordinances; prepare annual amendments; provide public facing tools such as the Lebanon GIS Mapping System to support transparent, accessible reviews, that advance long range planning and economic development as guided by the Lebanon Master Plan. The department staffs and supports the Planning Board, Zoning Board of Adjustment, Conservation Commission and others. The department has eleven (11) full-time equivalents: five (5) positions are covered by union contract and six (6) are part of the current contract negotiation.

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Pages 10-13, Council agenda packet)

Director Reichert noted this last year has been challenging on many levels, but they have gotten an enormous amount of work done and spoke about the challenges on the operation side: notably to find a qualified candidate for an electrical inspector, so they converted the position to a generalist. As we bring the person on, it should help bring some relief to our backlog of permits and gave a rundown of permits from the last few years. He informed the Council that permits are now broken down to license trades (i.e., electricians, plumbers and pipe fitters for HVAC fittings) and further explained their Operational Objectives and accomplishments as listed below.

Operation Objectives:

Reduce permit review times for residential projects from 30 days to the two-week target.

Continue improving the permitting platform for use across departments.

Deliver the Housing Master Plan update by mid-2026 through the Housing Task Force.

Maximize state and federal grant support for housing and childcare initiatives.

Implement updated fee structures to reflect the true cost of service.

Expand data integration across computer systems.

The Conservation Commission will cover the Conservation Ranger and related expenses using funds from the Lebanon Open Space Trust (L.O.S.T) Fund.

The Grant Administrator continues to secure outside investment.

We will be working with the Housing Task Force and are looking at partnering with the Urban Land Institute to create a forum to talk about how we can implement the goals in the Master Plan.

Director Reichert emphasized that effective enforcement of our rules is key and staff have been working diligently on how we are operating our Zoning office. One of the issues found with our housing outreach groups is that a lot of Lebanon's residents have concerns about the quality of rental housing in the community and housing in general. We need to make sure that we have active and effective enforcement and explained his reasons.

Accomplishments

List of notable achievements from the past year:

Processed 1,175 building permits, more than double the number from 2024.

Reviewed 48 land development applications through the Planning Board.

Passed three ballot zoning amendments: Pattern Zones, recovery housing and Medical Center-2, expanding housing opportunities.

Managed \$6.6 million in grant applications and \$3.5 million in post-award administration for projects, including Child Care and the Housing Accelerator.

Confirmed grants total more than \$7.9 million. Pending grants total \$2.9 million.

Combined grant funding may reach \$10.8 million for housing, infrastructure, and community development projects.

Updated the E-911 addressing system with the Fire Department to improve emergency response times.

Integrated GIS and ESRI databases across departments for more efficient data sharing.

Director Reichert reviewed and explained the Planning & Development Revenues and Expenses as listed on page 10, Council agenda packet, and some of the line-item calculations as of 10/21/2025 as listed on pages 12-13, agenda packet.

COUNCIL/STAFF DISCUSSIONS:

In response to Assistant Mayor Wilkie's question regarding the Conservation Commission section expenditures, Director Reichert noted they have the L.O.S.T. fund and the interest from the L.O.S.T. fund yields them some \$30K/yr. so they are able to use that interest to pay for the operational costs for the part-time park ranger. This will not be coming out of the General Fund.

In response to Mayor Whittlesey's question regarding the \$55K/yr. for consultants, Director Reichert explained the plan for using this money, noting the point in having this funding last year was to help defray the cost of having to go outside of our organization and hire an expert professional consultant, like the Urban Land Institute, so they could pull together a 2-3 day conference to bring experts together from across the country to help implement some of the objectives laid out in the Housing Master Plan. We were also going to use some of this funding for our Pattern Zoning contract but have since taken a different direction. It will now be used to help support the Pattern Zoning efforts as we bring in-house patterning rather than contracting it out to an outside firm. This fund also helped to fund the Route 120 study and some larger community efforts (i.e., looking at housing; bringing in national best practices, etc.). He also noted this fund can be used to offset matching funds for grants.

Also discussed were the Housing Accelerator Program at the national level; trainings that the Housing Accelerator Program provides that will help the City to achieve its Master Plan goals on housing; electrical inspection and professional training programs for all of the City's inspectors (i.e., the NH Building Official's Association Code update class; monies to be used for the ICC [International Code Council], the Health Official's Association and the Building Official's Association; the status of Operational Grants; and, how the Technical and Engineering Services line items are used.

A. HERITAGE FUND BUDGET OVERVIEW: Director of Planning & Development Nathan Reichert

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Page 14, Council agenda packet)

The Heritage Fund supports the work of the Heritage Commission in helping to recognize, protect, and share Lebanon's history. The Commission reviews development applications for projects within the Colburn Park Historic District and is responsible for the renovation and restoration of the Dana House. It also runs the Historic Landmark Designation Program, which recognizes buildings and sites of historic, architectural, and cultural significance to the community.

The Commission also provides policy advice, maintains records, and holds public events allowing residents to learn about local history. Staff and volunteers work with other boards and groups to recognize and protect historic places.

Typically, the Heritage Fund receives an annual appropriation from the City Council during the budget process. However, no budget appropriation is proposed for 2026. The Fund is authorized to accept gifts and donations to support the Commission's goals and purposes. Expenditures from the Heritage Fund are typically used to pay for bronze plaques, which are given to property owners as part of the Historic Landmark Designation Program, but these have become expensive and are harder to get. We can roll this expense into the Operational Expenses from the Land and Development Department.

COUNCIL/STAFF DISCUSSIONS:

In order to lower the budget, City Manager Hosmer stated he made the recommendation that the Heritage Commission not be funded because there is already \$31K in the Heritage Fund, which is more than enough money for them to do what they need. One thing that needs to be addressed and resolved with the Lebanon School Board is the Dana House.

- **Ms. Lori Key's (Ward-3):** She came forth and questioned whether or not the technical engineering services for furniture and small tools (\$10,770.), will need to be carried over to 2026 (specifically the \$55K to fill a void in an inspector). Ms. Alesia Williams (Finance Director) noted part of the reason for some of these line items, where you are not seeing activity or activity that matches the budget, is because we brought on an additional inspector this year. Instead of coming back for an additional supplemental appropriation (from the Council), Mr. Reichert made the decision that some of these things can wait until next year, in order for us to onboard that person and get the inspections caught up. The other reason is that there was the 155B action. We were, at one point, ready to do a transfer from the Police Department's budget to Planning's budget to cover that expense.

4. CITY CLERK/TAX COLLECTOR- BUDGET OVERVIEW: City Clerk & Tax Collector Jaseya Ewing

Introduction from City Manager Hosmer: The City Clerk and Tax Collection office provides essential public-facing services including motor vehicle registrations, election administration and voter services, vital records, property tax billing/collection and dog licensing. It also maintains related forums and on-line access points to support transparent and accessible service delivery. Functionally, the office operates two primary service areas: 1) The Clerk, which is elections, records, licensing and tax collection (i.e., property taxes and related collections that include the City Tax Clerk, City Clerk Tax Collector, Deputies, Assistant Clerks and Recording Secretaries who support meeting minutes, and 2) Election Operations. The Department has 6.8 Full time equivalence: One (1) position is covered by a union; five (5) positions are in union negotiations; and 8/10's of an FTE (Recording Secretaries) are non-affiliated.

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Pages 15-18, Council agenda packet)

Ms. Jaseya Ewing (City Clerk and Tax Collector) introduced her new Deputy City Clerk, Jay Bish. Our

goal for each budget cycle is to build a budget that reflects ongoing efforts to provide responsive, accurate and accessible services to the public. Our office plays a central role in connecting Lebanon's functions with both local and State government and manages a wide range of responsibilities. Some are highly visible to the public, but many others take place behind the scenes and are equally essential in keeping operations running smoothly. Behind the scenes, her office is preparing for an election, months beforehand to recruit officials/volunteers to work the election and provide trainings to those individuals. As described on page 15, agenda packet, the City Clerk and Tax Collection Office oversees all aspects of election administration, including ballot management; absentee voting; equipment maintenance and security; coordination of polling places; recruitment and training of election officials; and certification of election results. The office ensures consistent poll operations and provides ongoing guidance to election officials to uphold state and federal election laws.

City Clerk Ewing spoke about amending Vital Records, and the need for staff who are trained to review Court-Ordered documents and adoption records as part of the State system. We are also working with individuals who are coming in to make an amendment(s).

City Clerk Ewing also pointed out that we are really a localized State Agency, noting that in New Hampshire you have the convenience, as a resident, to come into your local City & Town Clerk's Office to obtain services at a local level and are also able to pick up the phone to get your questions answered.

The City Clerk and Tax Collection Office generates a wide range of revenues that are critical to city operations. Revenues from 2025 reflect both steady growth and positive projections for 2026. Motor vehicle registrations are a large source of revenue with collections projected to exceed \$3 million next year, which is an increase of approximately \$50,000K, or 1.7 percent, over the previous year's total.

Revenues (also see graph on page 16, council agenda packet):

Overall, several factors continue to impact revenue growth. Population changes create higher demand for registrations, while vehicle market trends, turnover, and increasing sale prices contribute to rising values. Together, these revenues demonstrate steady growth in core services.

Operational Expenses (also see graph on page 16, council agenda packet):

The majority of our expenses are personnel-related expenses. Even as online platforms expand and more residents conduct business electronically, or by mail, the majority of our transactions still occur in person, which requires staff support. Remote transactions must also be reviewed and processed by trained personnel to ensure compliance with State law. These costs highlight the ongoing need for a skilled and reliable workforce to deliver essential local and state services to the community.

The City continues to make prudent and strategic investments in software. These costs support specialized municipal systems designed for New Hampshire which help us operate more efficiently. Over the past few years, we have upgraded different programs and reached out to our vendors for support, which has made it easier to process online renewal requests. We still need to contact the State for certain issues that only they can resolve, but the good news is that our software investments are working, and we see real-time results and more reliable system performances within our department. Employees receive professional development through programs offered by the NH Municipal Associations and the State of New Hampshire. These opportunities allow staff to strengthen their expertise and stay current with evolving regulations, procedures, and best practices.

In order to make things easier and more efficient, we are always hunting for new investments in software. Recently we have been working with Chief Innovation and AI Officer Melanie McDonough and our Cyber Services Director Perry Eaton on a new software advancement for our Board and Committee Management,

including roster management and agenda creation. By 2027, we are projecting that we may have about a \$15K savings in software.

City Clerk Ewing also spoke about the costs of updating the City's code to reflect charter amendments and new legislation; advertising for the City Council's Public Hearings; assistance to support digitizing public records and managing document retention. While employees currently digitize records on a routine basis, it is equally important that digital records are properly being disposed of once retention periods have been met.

Election appropriations remain a significant part of expenses and are directed toward ensuring city-wide elections are supported with the necessary technology, staffing, and operational resources. Expenditures include service agreements to maintain voting equipment and client support, polling site rentals, and wages and support for election officials.

There were several recent changes to State election laws, and our office is working hard to ensure that we are expanding outreach initiatives to ensure voters are well informed and well prepared ahead of each election. We plan to deliver a more user friendly and efficient onboarding process for Boards, Committees and Commissions by streamlining applications, enhancing roster management, and strengthening orientation resources.

COUNCIL/STAFF DISCUSSIONS:

The Council and City Clerk Ewing discussed: The cyclical employee pay increases/decreases, which are dependent upon the number of elections in any given year; the new State law regarding absentee ballots and how this would be a more labor-intensive process (i.e., the law requires that registered voters who are requesting an absentee ballot provide a photo identification). If a resident does not provide that identification staff needs to track if and when that photo identification comes in. We then have several days to get a hold of that voter when their application is missing that piece of information. What this means is that we will be potentially tracking thousands of absentee voter requests to ensure people are giving us their proof of identification on a timely basis. We will also be working with individuals that may not have access to identification and sending them to the State agencies to acquire their documentation (i.e., nursing home, assisted living facilities, homeless shelters, etc.). Multiple communications will be sent out to the public.

In response to Assistant Mayor Wilkie's question regarding why the increase in funds between 2024 and 2026 was so significant, Ms. Ewing noted they were adding new City election moderator positions because during higher turnout elections moderators have a lot of obligations to meet on that day and they are spread out very thin. In other words, we found that moderators were pulled away from their election responsibility so processing votes did not end until after the polls were closed and further explained her reasoning.

In response to Assistant Mayor Wilkie's question regarding why full-time wages were up and part-time were down, Ms. Ewing noted the full-time wages they are proposing will be a restructuring in our department by upgrading a Deputy City Clerk position to a new position called the City Clerk Lead position and explained her reasons. Finance Director Williams noted that Ms. Ewing is adding a new title, but she is not adding an additional member to her team. She is simply changing what the positions are in that department, so it will still be the 6.8 FTEs.

City Clerk Ewing explained to Councilor N. Ford Burley what the line item for MV (Motor Vehicle) Transportation fee was used for.

The Council discussed other Purchased Services, which are other services that are being contracted out (i.e., for liens on properties, fees for processing new amendments to ordinances approved by the City Council). The line item for Travel and the purchase of new election machines and the need for poll pads were also discussed.

5. CYBER SERVICES BUDGET OVERVIEW: Director Perry Eaton

Introduction from City Manager Hosmer: The Cyber Service Department provides city-wide technology support, maintains computerized systems, network infrastructure and telephone services for all departments. This includes end-user support and the service desk systems and network administration, and management of the City's telecommunications environment. The team structure includes a Director, two (2) technology support technicians and two (2) systems and network administrators. The department has five (5) full-time equivalents. Three (3) positions are covered by a union contract, and the other two (2) positions are currently in contract negotiations.

Included in Agenda Packet: (All supportive documents and detailed financial information, including line-item breakdowns, can be found on Pages 19-21, Council agenda packet)

Cyber Services Director Perry Eaton recognized his staff: Jon Henault, Tom Taplin, Richard Cotnoir, and Knick Moschella. He reviewed and explained the snapshot of expenses noting the expense items are for software support, subscriptions, cyber security and maintenance and repair.

Hardware needs are lower this year. In 2025, hardware across departments totaled more than \$187,600K. The 2026 request is \$87,500K which is a 53 percent drop due to the refresh cycle. Copier maintenance and communications are funded at smaller levels. Our total request for FY 2026 is a little over \$2M, which is a 9.6% decrease from the amended FY2025 budget. While their proposed budget is leaner, they can still invest in critical digital tools.

Director Eaton reviewed and explained Cyber Services' accomplishments and strategic objectives as listed below:

Accomplishments

- Replaced 89 personal computers and laptops.
- Completed a Cyber Security self-assessment. (This is required for some of their grants)
- Continue with internal and external assessments.
- Supported approximately 50 applications and 1000 devices.
- Resolved 2,951 Help Desk tickets.
- Delivered Cyber Security training and tabletop exercises.

Strategic Objectives

Use Artificial Intelligence (AI) to improve threat detection: This will look at anomalies in our environment and perform certain automated actions. Examples were given. We continue to see thousands of external attempts on our network on a daily basis. There is also the risk for the water plant, not only in Lebanon but throughout the US. We will continue to use AI as a tool to assist with the protection of our network.

Expand zero trust security across all systems: This will be expanding what we are doing now, which is basically never trusting any kind of system, or any user, and to verify them in multiple ways.

Conduct disaster recovery drills to test readiness: Currently we are performing exercises and would like to expand that to help the department identify how operations would continue in the event of a cyber interruption.

Improve delivery service with cost-effective solutions: An example would be using some of our existing tools to auto processes that the different department have.

Continue cybersecurity awareness campaigns for all departments: The staff is our first level of defense for cybersecurity, and we need to make sure that everybody is staying on top of the latest security concerns out there.

COUNCIL/STAFF DISCUSSIONS:

Assistant Mayor Wilkie noted that expenditures are fairly low, even with the \$51K encumbrance from last year. It looks like we are still only at about 2/3rds of what you are requesting for 2026 and questioned if they were expecting something else next year. Director Eaton noted they had a 3-year term (for Cloud Protection) that came up, and we decided to go with a 1-yr term. The cost savings were not that significant. Going forward that is what we will be doing as well. There will also be a couple more expenses coming through before the end of the year.

Mayor Whittlesey asked what goes into the cybersecurity-based expense line. Director Eaton noted that there are backup solutions. We have cyber security training; a little bit of external support; and then we have a third-party protection. They also discussed the software line item and Director Eaton noted that this includes the main software (i.e., specific products; specific private lines; MS365; and Open Gov. These three items together account for almost 65% of the budget).

Councilor Sykes noticed that all of the technology hard line items are significantly underspent and reduced for next year and questioned if that was an operation change. Director Eaton said it was, noting that the schedule line he was looking at are public-facing and would be on a 3-year plan and the others would be for longer.

In response to Mayor Whittlesey's question regarding why the line items for repair and maintenance are being reduced, Director Eaton noted the repair/maintenance has to do with a lot of equipment contracts. Depending on what we have purchased for equipment, which is basically infrastructure equipment (i.e., fire walls, switches, etc.), this is what this line item would go toward.

The Information Access budget line is all of the City's ISPs (Internet Service Providers). There is a possibility for savings in the future with Fidium Fiber coming into Lebanon.

Mayor Whittlesey and Director Eaton discussed what the replacement cycle cost would be in the future and how it might make sense if we can start working on this to offset some of the volatility in the hardware cycle for capital purchases.

Ms. Jennifer Mercer (Ward-3): She did not understand the questions about the cybersecurity line and asked what the additional \$224K was going to be used for. Finance Director Alesia Williams noted the actual activity at this moment is \$192K and we have \$4600 encumbered. Director Eaton noted they will have another 2 months of other services coming through, which would probably be another +/- \$40K.

The City is supporting +/- 275-300 computers across the City.

OTHER COUNCIL/STAFF COMMENTS

Mayor Whittlesey circled back to his City Clerk question regarding the worker's comp 12% increase, with City Clerk Ewing noting that line is increasing.

City Clerk Ewing informed the Council that the Clerk's Office is investing in a start-up (software program) called Govinity. Right now, that startup is charging us \$10K and that will be a savings for us because our current expenditure for Board/Committee roster management and agenda creations through

Civic Clerk costs us +/- \$25K. We will see +/- \$15K in savings beginning next year. Moving forward we are only going to be charged \$10K because we will be grandfathered since Govinity has just started working with municipalities. While the current systems we use are good, they are not good enough and she gave examples. We are still going to keep CivicClerk next year so we can use this system as a historical lookup. Our purchased services are also being kept for next year so we have information for auditing purposes and after next year this will no longer be needed. The \$10K (increase) you see is for just next year and then you will see a decrease (in cost).

Councilor Heistad felt that it might be good for people and the Council to know about an agreement between Lebanon Outing Club (LOC) and the City. This agreement defines who is responsible for; who owns what, and what responsibility is owned by whom. The City agreed to govern telephone, electricity, gas, wastewater, sewer and maintenance. Insurance is \$28K which is the City's responsibility for coverage. The Outing Club is \$64,500. In terms of thinking about the amount we contribute presently versus what the City has agreed to cover, the LOC has picked up the tab at \$17K. Also, the lift cable (at the ski area) is old and when it goes it will cost +/- \$50K to replace, noting that things attached to the ground belong to the City as well as the labor costs.

6. ADJOURNMENT:

The meeting was adjourned at 7:44 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary