

FINAL

**LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, November 19, 2025, 7:00 p.m.
Council Chambers
Remote Via Microsoft Teams: LebanonNH.gov/Live**

MEMBERS PRESENT: Mayor Douglas Whittlesey, Assistant Mayor Devin Wilkie, Nicole Ford Burley, Timothy McNamara, Laurel Stavis, Christian Simon, and Karen Zook

MEMBERS ABSENT: Erling Heistad and George Sykes

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks Public Works (DPW) Director Jay Cairelli, DPW Administrative Services Manager Kelly Crate, Human Resources Director Samatha Lauzon, Deputy Human Resources Director Angela Vivian, Finance Director Alesia Williams

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

- City Andrew Hosmer announced the meeting criteria for attendees.

2. PLEDGE OF ALLEGIANCE: Mayor Whittlesey led the Council in the Pledge.

3. PUBLIC FORUM: Mayor Whittlesey made the Public Forum announcement.

4. OPEN COUNCIL DISCUSSION:

Assistant Mayor Wilkie noted that Advance Transit's Board is not a body of the City of Lebanon, but Lebanon does have a couple of representatives on the Board, he is one of them. The Executive Director of Advance Transit is leaving, and the search committee is currently interviewing candidates. We are hoping to have a selection made for the Executive Director position in December. If anyone has any questions regarding Advance Transit, please contact him.

5. OPEN TO PUBLIC:

- **Mr. Raymond Downes (Ward-1):** He spoke with a couple of DPW employees about the water line replacements last fall. When he spoke with them and asked them to fill in the holes, he was told that this did not rise to the level that needed attention. Then, in the spring, he had asked them to come back and fill in the holes and was told that when the people who originally did the job come back, they would repave over those areas. When they repaved over those areas, they just settled again so we had the same scenario we had last fall. He also had a conversation with the Chief Assessor about some tax conversations we had earlier in the spring and was told that if he wanted any work done by the City on his property (i.e., fixing the work they had done) he would have to come before the Council. He noted he lives at 62 South Main Street and will provide Councilor Simon his phone number and email address. Mayor Whittlesey noted this was part of the paving and reconnection of water lines in this area. Mr. Downes also spoke about the sidewalk upgrades in his area and was told his property would not be getting the updated sidewalks. He was also concerned about the snowplow drivers leaving debris on his lawn.

Councilor Simon will be in touch with Mr. Downes to collect additional information and discuss this with the DPW Director. In the next day or so he would like to take a drive in this area to get a better sense of what it looks like and then follow up with Mr. Downes to hopefully offer some rationality about things that were done or not done.

Mayor Whittlesey also noted there are a few factors that will be woven into that whole area because of the Dry Bridge Project. The City Manager will also look into this.

6. RECOGNITIONS: NONE

7. ACCEPTANCE OF MINUTES:

- November 4, 2025 (Work Session)

Amendments: Page 1 under Staff Present: Add Human Services Director Lynne Goodwin and Arts, Parks & Recreation Director Paul Coats:

- November 5, 2025 (Regular Meeting)

Amendments: Page 2, Line 2; remove “interim”: Page 12 of 60 in packet, Line 2; Change “Assistant Mayor Wilkie” to “Councilor N. Ford Burley”

- November 6, 2025 (Work Session)

Amendments: NONE

***Councilor McNamara MOVED to approve the November 4, 2025 (Work Session), the November 5, 2025 (Regular Session), and the November 6, 2025 (Work Session) minutes as amended and presented in the November 19, 2025 City Council agenda packet.
Seconded by Councilor Simon.***

****The Vote on the Motion was approved (7-0)***

8. APPOINTMENTS: NONE

9. PUBLIC HEARING ITEMS: NONE

10. OLD BUSINESS: NONE

11. NEW BUSINESS

- A.** Presentation of First Reading & Set Public Hearing for December 17, 2025: Amendments to Ordinance #18, Salary Plan, to include implementation of a 3.0% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 31-42, Council agenda packet\)](#)

Human Services Director Samantha Lauzon, and Deputy Human Services Director Angela Vivian reviewed the background and provided a broad overview of Ordinance 18, Salary Plan, and explained the reasons behind the implementation of a 3.0% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

BACKGROUND

Ordinance No. 18 formally establishes the City of Lebanon's comprehensive Salary Plan, governing non-affiliated employees, bargaining unit personnel, and designated classifications of municipal staff. Ordinance No. 18 defines the organizational framework for employee compensation by establishing the following: salary grades, pay ranges, and the classification of all official job titles within the City's workforce structure. Under the City Council's City Manager form of government, the City Manager is responsible for administering the affairs of the City including maintenance of the Salary Plan, including negotiation of labor agreements, which currently encompasses four collective bargaining units, each governed by Collective Bargaining Agreements effective from January 1, 2025, through December 31, 2027. To ensure that the Salary Plan remains equitable and competitive with the external market, the City's Salary Plan must be kept current, which is why we come here every year. This is achieved by regularly adjusting the wages through General Wage increases, and by systematically reviewing positions with both the external labor market comparisons and internal equity among positions.

Director Lauzon gave a brief bargaining unit overview, noting that the Salary Plan as it currently exists right now includes the following:

- Lebanon Professional, Administrative, and Salaried Employees (LPASE)
- Lebanon Public Works Employee's Union, 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)

In addition, three (3) new bargaining units have been certified by the State of New Hampshire Public Employee Labor Relations Board (PELRB) and are currently engaging in negotiations for their initial Collective Bargaining Agreements. These are:

- City of Lebanon (Department Heads)
State of New Hampshire – Public Employee Labor Relations Board Case No. G-0346-1, Decision No. 2025-155
- City of Lebanon (City Assistants, Deputies, and Others)
State of New Hampshire – Public Employee Labor Relations Board Case No. G-0343-2, Decision No. 2025-251
- City of Lebanon (Various City Employees)
State of New Hampshire – Public Employee Labor Relations Board Case No. G-0345-1, Decision No. 2025-157

Under the City Council/City Manager form of government, the City Manager is responsible for administering the affairs of the City, including maintenance of the City's Salary Plan and negotiation of Labor Agreements with all collective bargaining units.

Certification of New Bargaining Units (not included in agenda packet):

For clarification regarding the Certification of new bargaining units, Director Lauzon noted that under RSA 273A, Certification of a New Bargaining Unit it states that in order to form a new bargaining unit, employees must file a petition with the Labor Board and the petition must describe a proposed unit; include authorization cards signed by at least 30% of the employees net unit; contain at least 10 employees; and group positions that are appropriate for a class of bargaining. After the petition is filed, the employer is required to submit a list of names of all the employees in the proposed unit so that the

Labor Board can validate the authorization cards that accompany the petition. The petitioner, in this case, is required to request the not obtained employer's Agreement to the composition of the proposed bargaining unit at the time the certification is filed with the Labor Board. So, in the case of these three (3) new Unions, the City agreed with the proposed unit compositions when the petitions were filed. To some degree, this signals to employees that City Administration is not seeking to have an adversarial relationship with any union. She thought we have maintained our goal of having a positive, collaborative relationship with all unions across all affiliations. One way that we support that goal is through equitable pay and benefit practices.

Under Ordinance No. 18, compensation for exempt (salaried) and non-exempt (hourly) employees is defined by a system of steps or by minimum and maximum grade ranges—expressed as hourly rates for non-exempt employees and weekly rates for exempt employees.

Progression within these ranges is achieved through annual General Wage Increases and performance-based merit adjustments ranging from one (1) to three (3) percent, or through automatic step increases. The granting of merit or step adjustments is subject to the terms and conditions outlined in the Non-Bargaining Employee Handbook (for non-affiliated employees), or the applicable Collective Bargaining Agreement. Step or merit-based adjustments only occur provided the employee has not reached their top step or the maximum of their salary range.

To ensure the Salary Plan remains equitable and competitive with the external labor market, the City's Salary Plan must be kept current. This is achieved by regularly adjusting compensation ranges through General Wage Increases and by systematically reviewing positions with both external labor market comparisons and internal equity among positions.

The City's standard practice for determining General Wage Increases is to apply the percentage change in the Northeast Region Consumer Price Index (CPI) for June, measured over the preceding twelve months. This adjustment typically includes a minimum increase of one percent (1%) and a maximum increase of three percent (3%) and applies equally to non-affiliated employees and members of the City's collective bargaining units.

The City Council was asked to take action to Amend Ordinance #18 as follows:

1. General Wage Increase – 2026

The Northeast Region Consumer Price Index (CPI) increased by 3% between June 2024 and June 2025. Accordingly, the City Council is requested to implement a 3% General Wage Increase for all employees, as part of the 2026 City of Lebanon Budget. This adjustment would take effect as of the first pay period of 2026.

2. Amend Article II – Non-Affiliated and LPASE Employees:

Section A – Regular Full-Time and Part-Time Benefit Eligible Positions

- I. Integrate newly certified positions and the associated denotations of the following Bargaining Units:
 - a. City of Lebanon (Department Heads)
State of New Hampshire – Public Employee Labor Relations
Board Case No. G-0346-1, Decision No. 2025-155
 - b. City of Lebanon (City Assistants, Deputies, and Others)

State of New Hampshire – Public Employee Labor Relations
Board Case No. G-0343-2, Decision No. 2025-251

- c. City of Lebanon (Various City Employees)
State of New Hampshire – Public Employee Labor Relations
Board Case No. G-0345-1, Decision No. 2025-157

II. Integrate denotation of italicized text to all non-affiliated positions to include:

- a. General Intern
- b. Deputy Finance Director
- c. Deputy Human Resources Director
- d. Human Resources Specialist
- e. Human Resources Director
- f. Technical Advisor II
- g. Finance Director
- h. Deputy City Manager

- III.** Relocate the Grade 7 position of Communications Specialist to Article III, Bargaining Unit Employees, Section C – Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA).
- IV.** Retitle and reclassify the non-exempt, Assistant Human Services Director, currently located in Grade 7, to Grade 9, and retitle to Deputy Human Services Director, with an exempt classification.

- V.** Reclassify the non-exempt Deputy City Clerk/Tax Collector from Grade 8 to Grade 9, with an exempt classification.

As part of an effort to combine the current separate roles of Deputy City Clerk and Deputy Tax Collector positions into a dual role, the Deputy City Clerk/Tax Collector position's job description has been revised and regraded.

- VI.** Add the non-exempt position of Lead Assistant City Clerk to Grade 8, with a proposed affiliation of LPASE

The creation of the Lead Assistant City Clerk position is part of an organizational restructuring within the City Clerk/Tax Collection Department. Currently, overlapping supervisory responsibilities exist within the department. The restructured model consolidates supervision, streamline operations, and enhances training for the Deputy City Clerk/Tax Collector. This role will oversee counter operations to ensure consistent customer service delivery and provide daily support to department leadership. The Lead Assistant City Clerk position also establishes a clear advancement opportunity for existing staff, supporting both professional development and employee retention.

- VII.** Retitle the Grade 8, LPASE-affiliated position of Field Inspector to Building Official & Health Officer I.

- VIII.** Retitle the Grade 9, LPASE-affiliated position of Code Health Inspector to Building Official & Health Officer II.

IX. Add an LPASE designation to the following positions:

- a. System Administrator – Grade 11
- b. Prosecuting Attorney – Grade 12
- c. Cyber Security Analyst – Grade 13
- a. Systems and Operations Administrator – Grade 13

3. Amend Article II – Section B – Seasonal/Temporary & Stipend Employees

I. Add the non-exempt position of Assistant Moderator to “Election Positions.”

The Assistant Moderator position will provide additional Election Day support, focusing on absentee ballot processing and supervision of Ballot Clerks.

Currently, Moderators often manage these duties alone, as Ward Clerks are occupied assisting voters. Establishing the Assistant Moderator position will streamline Election Day operations, ensure timely absentee ballot processing, and strengthen overall election management.

- II. Implement a wage adjustment, beyond the 3% GWI, to the Outdoor Educator position, located within Recreation, Arts & Parks positions, to attract and retain qualified personnel.**
- III. Retitle Asst. Pool Director, within Recreation, Arts & Parks positions, to Assistant Pool Director.**
- IV. Remove Asterix (*) from Communications Specialists, within Police Department Positions.**
- V. Remove Asterix (*) from Assistant City Clerks, within City Clerk Positions.**

4. Amend Article III – Section A – AFSCME Local #1348/Council 93 AFL-CIO

As a part of Strategic Objective 1.2, High Performing Government, in the City of Lebanon’s 2026-2029 Strategic Plan (KPI - 1.2.1: Attract, retain, engage, develop a diverse competitive workforce), the Human Resources Department completed a Wage Classification Study for Lebanon Public Works Employees’ Union, AFSCME Local #1348/Council 93 AFL-CIO. The study, aimed at reaching the 60th percentile of the market by 2026, has now been completed. As a result, the following reclassifications are proposed:

- I. Retitle Section to Lebanon Public Works Employees’ Union, AFSCME Local #1348, Council 93 AFL-CIO throughout.**
- II. Reclassify the Grade 3 position of Recycling Attendant to Grade 4.**
- III. Reclassify the Grade 3 Scale Technician to Grade 4.**
- IV. Reclassify the Grade 5 position of Maintainer (Cemetery Crew Leader) to Grade 6.**
- V. Reclassify the Grade 6 position of Water Treatment Plant Operator to Grade 7.**
- VI. Reclassify the Grade 6 position of Wastewater Treatment Plant Operator to Grade 7.**
- VII. Reclassify the Grade 7 position of Engineering Technician to Grade 8.**

5. Amend Article III – Section C – Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA)

I. Add Communications Specialist position to Bargaining Unit.

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 2026.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED, LPASE & NEWLY CERTIFIED BARGAINING UNIT EMPLOYEES 2026 SALARY & GRADES TO INCLUDE 3% GWI					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	<i>General Intern</i>	\$19.29	\$28.19	-	-
2	Custodian □	\$21.67	\$29.26	-	-
	Department Secretary □	-	-	-	-
3	Airport Maintenance Worker □	\$22.99	\$31.02	-	-
	Custodian I □	-	-	-	-
	Accounting Clerk □	-	-	-	-
4	Youth Services Library Assistant □	\$24.35	\$32.87	-	-
	Technical Services Library Assistant □				
	Custodial Supervisor □				
	Facilities Maintenance Specialist □	-	-	-	-
5		\$25.80	\$34.86	-	-
6		\$27.34	\$37.33	-	-
7	Administrative Secretary □	\$29.00	\$41.02	-	-
	Assessing Clerk □	-	-	-	-
	Assistant City Clerk □	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant □	-	-	-	-
8	Accounting Clerk III □	\$31.90	\$43.05	-	-
	Administrative Assistant □	-	-	-	-
	Benefits Specialist □	-	-	-	-
	Payroll Specialist □	-	-	-	-
	Police Communications Assistant Supervisor*				
	Deputy City Clerk ‡	-	-	-	-
	Deputy Tax Collector ‡	-	-	-	-
	Deputy City Clerk/Deputy Tax Collector	-	-	-	-
	Field Inspector*	-	-	-	-
	Building Official & Health Officer I*	-	-	-	-
	Electrical Inspector*	-	-	-	-
	Lead Assistant City Clerk* (New)				
	Utility Billing Clerk □	-	-	-	-
	Outreach Librarian □	-	-	\$1,275.88	\$1,722.38
	Children's Librarian □	-	-	-	-
9	Code Health Inspector* Building Official & Health Officer II*	\$35.08	\$47.37	-	-

	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*	-	-	\$1,403.45	\$1,894.92
	Deputy City Clerk/Deputy Tax Collector ‡				
	Deputy Human Services Director ‡				
10	Asset Manager*	\$38.64	\$52.15		-
	Assistant City Engineer*			-	-
	Financial Analyst □	-	-	-	-
	Community Nurse □	-	-	-	-
	Police Communications Supervisor ‡	-	-	-	-
	Recreation Program Coordinator*	-	-	\$1,545.61	\$2,086.13
	Youth Services Librarian □	-	-	-	-
11	Technical Advisor I □	\$40.95	\$55.27	-	-
	Cemetery Sexton*	-	-	-	-
	Fleet Maintenance Supervisor*	-	-	-	-
	Maintenance Superintendent*	-	-	-	-
	Utilities Maintenance Superintendent*	-	-	-	-
	System Administrator*	-	-	-	-
	Airport Operations Supervisor*	-	-	\$1,638.07	\$2,210.82
	Assistant Recreation Director*	-	-	-	-
	Code Enforcement Director*	-	-	-	-
	Director of Public Engagement and Communications †				
	Fire Marshall*	-	-	-	-
	Planner/GIS Coordinator*	-	-	-	-
	Senior Planner*	-	-	-	-
	Systems Librarian □	-	-	-	-
	Information Technology Librarian □	-	-	-	-
12	Wastewater Treatment Superintendent*	\$43.40	\$58.60	-	-
	Water Treatment Superintendent*	-	-	-	-
	Administrative Services Manager*	-	-	\$1,735.99	\$2,343.55
	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 †	-	-	\$1,840.17	\$2,484.24

	City Clerk/Tax Collector †				
	Cyber Security Analyst*	-	-	-	-
	<i>Deputy Finance Director</i>	-	-	-	-
	<i>Deputy Human Resources Director</i>	-	-	-	-
	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	<i>Human Resources Specialist</i>	\$48.77	\$65.84	-	-
	Airport Manager †	-	-	\$1,950.68	\$2,633.21
	Assistant Director/Public Works ‡	-	-	-	-
	Chief Assessor †	-	-	-	-
	<i>Human Resources Director</i>	-	-	-	-
	Library Director †	-	-	-	-
	Lead Network Infrastructure Engineer ‡	-	-	-	-
	Recreation, Arts & Parks Director †	-	-	-	-
15	Deputy Police Chief ‡	-	-	\$2,191.47	\$2,791.02
	Deputy Fire Chief ‡				
16	<i>Technical Advisor II</i>	\$60.02	\$75.95	-	-
	Chief of Police †	-	-	\$2,400.51	\$3,038.04
	Planning and Development Director †	-	-	-	-
	Public Works Director †	-	-	-	-
	<i>Finance Director</i>	-	-	-	-
	Fire Chief †	-	-	-	-
	Cyber Services Director †	-	-	-	-
	<i>Deputy City Manager</i>	-	-	-	-

Italicized positions denote Non-Affiliated employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

* Denotes LPASE employees for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

† Denotes City of Lebanon (Department Heads) – State of New Hampshire, Public Employee Labor Relations Board (PELRB) – Case No. G-0346-1, Decision No. 2025-155 employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

‡ Denotes City of Lebanon (City Assistants, Deputies, and Others) – State of New Hampshire – Public Employee Labor Relations Board (PELRB) – Case No. G-0343-2, Decision No. 2025-251 employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, but in no case shall be less than one percent (1%), nor greater than three percent (3%).

□ Denotes City of Lebanon (Various City Employees) – State of New Hampshire, Public Employee Labor Relations Board (PELRB) - Case No. G-0345-1, Decision No. 2025-157 employees, for which the January 1, 2026, GWI shall be based on the Northeast Region CPI for June 2024 – June 2025, 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)		
Assistant Moderator (New)		\$29.00
Ballot Clerk	-	\$21.22
Election Assistant	-	\$16.58
Moderator	-	\$31.83
Ward Clerk	-	\$28.64
Chair Supervisor of the Checklist	-	\$28.64
Supervisor of the Checklist	-	\$26.52
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$13.33	\$33.79
RECREATION, ARTS & PARKS POSITIONS		
Front Desk Attendants – Pool	\$12.01	\$18.06
Lifeguards	\$12.01	\$20.72
Head/Lead Counselors	\$15.64	\$19.22
Head & WSI Lifeguards	\$14.42	\$21.61
Head Front Desk Attendant - Pool	\$14.42	\$18.04
Outdoor Adventurer - Educator	\$22.00	\$28.00
Day Camp Counselors	\$12.01	\$18.06
Arts & Craft Director	\$15.64	\$20.13
Farmers Market Coordinator	\$16.83	\$21.63
Market Assistant	\$14.42	\$18.04
Tennis Instructor	\$18.04	\$22.84
Stomp & Romp	\$18.04	\$22.84
Pool Operations Manager	\$18.04	\$24.85
Assistant Pool Director	\$18.04	\$24.85
Assistant Camp Director	\$18.04	\$24.85
Pool Director	\$19.22	\$28.41
Camp Director	\$19.22	\$28.41
RECREATION, ARTS & PARKS STIPEND POSITIONS:		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$242.67	\$846.39
Softball Coordinator - Stipend	\$2,101.64	\$2,691.29

LIBRARY POSITIONS		
Library Clerk I	\$19.29	\$28.19
Library Custodian Substitutes	\$21.67	\$29.26
Library Clerk II	\$22.99	\$31.02
PUBLIC WORKS POSITIONS		
Engineering Clerk	\$13.23	\$16.83
GIS Clerk – (or Intern)	\$18.04	\$20.44
Seasonal Laborers – Summer & Fall DPW, Parks & Rec.& Airport	\$19.22	\$24.30
Tree Warden	\$24.40	\$27.58
CDL Seasonal Drivers	\$27.00	\$59.18
PLANNING POSITIONS		
Park Ranger	\$18.04	\$20.44
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$19.57
*Communications Specialist	\$29.00	\$41.02
Police Administrative Aide	\$24.04	\$27.63
Parking Control Officer	\$24.04	\$27.63
Police Officers	\$31.13	\$41.14
CITY CLERK POSITIONS		
*Assistant City Clerks (Part-Time/Temp. <20)	\$29.00	\$41.02
Lead Recording Secretary	\$27.01	\$32.87
Recording Secretary	\$25.83	\$28.23
Recording Secretary Coordinator	\$27.01	\$28.85
SHARED POSITION		
General Intern I	\$15.64	\$19.83

A. LEBANON PUBLIC WORKS EMPLOYEES' UNION, AFSCME LOCAL #1348/COUNCIL 93 AFL-CIO

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and Lebanon Public Works Employees' Union, 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 2026, through the last pay period of 2026, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PUBLIC WORKS EMPLOYEES' UNION – AFSCME - POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Reeyeling Attendant ; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician; Recycling Attendant ; Scale Technician

5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Maintainer (Cemetery Crew Leader) ; Utilities Operator I;
6	Maintainer (Cemetery Crew Leader) ; 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; Water Treatment Plant Operator ; Wastewater Treatment Plant Operator
8	Supervisor; Parks & Grounds Crew Supervisor; Engineering Technician
9	Chief of Quality Assurance, Electrician

LEBANON PUBLIC WORKS EMPLOYEES' UNION, AFSCME LOCAL 1348 2026 SALARY GRADES 3% GWI							
	Minimum						Maximum
<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	\$21.18	\$21.77	\$22.40	\$23.04	\$23.63	\$24.36	\$25.11
2	\$22.85	\$23.50	\$24.18	\$24.84	\$25.50	\$26.29	\$27.11
3	\$24.67	\$25.41	\$26.15	\$26.85	\$27.62	\$28.49	\$29.37
4	\$26.64	\$27.47	\$28.25	\$29.07	\$29.92	\$30.84	\$31.81
5	\$28.87	\$29.74	\$30.62	\$31.50	\$32.42	\$33.43	\$34.46
6	\$31.25	\$32.19	\$33.23	\$34.25	\$35.29	\$36.34	\$37.33
7	\$33.87	\$34.93	\$36.03	\$37.13	\$38.24	\$39.39	\$40.45
8	\$35.57	\$36.69	\$37.85	\$39.02	\$40.27	\$41.50	\$43.12
9	\$38.61	\$39.83	\$41.13	\$42.42	\$43.72	\$45.02	\$46.88

The January 1, 2026, GWI shall be based on the Northeast Region CPI, for June 2024 – June 2025, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

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

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City and Lebanon Permanent Firefighters' Association Local 3197/International Association of Fire Fighters (IAFF), (effective January 1, 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 2026, through the last pay period of 2026, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON PERMANENT FIREFIGHTERS/IAFF 2026 SALARY GRADES 3% GWI							
	Minimum						Maximum
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Firefighter - EMT	\$27.38	\$28.26	\$29.13	\$30.05	\$30.90	\$31.79	\$32.76
Firefighter - Paramedic	\$31.01	\$31.94	\$32.93	\$33.84	\$34.75	\$35.71	\$36.70

Fire Alarm Technician	\$38.13	\$38.92	\$39.72	\$40.47	\$41.27	\$42.02	\$42.79
Lieutenant	\$36.86	\$37.37	\$37.89	\$38.43	\$38.94	\$39.45	\$39.97
Fire Inspector	\$38.43	\$39.04	\$39.71	\$40.32	\$40.98	\$41.61	\$42.30
Lieutenant - Paramedic	\$40.04	\$40.57	\$41.09	\$41.61	\$42.17	\$42.66	\$43.21
Captain	\$44.82	\$45.27	\$45.80	\$46.28	\$46.76	\$47.28	\$47.75
Inspector - Paramedic	\$39.81	\$40.42	\$41.02	\$41.66	\$42.27	\$42.87	\$43.56
Captain - Paramedic	\$45.97	\$46.45	\$46.92	\$47.40	\$47.90	\$48.36	\$48.90

The January 1, 2026, GWI shall be based on the Northeast Region CPI, for June 2024 – June 2025, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

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

Employees covered by the terms and conditions of the Collective Bargaining Agreement between the City of Lebanon and the Lebanon Police Benevolent Association (LPBA)/New England Police Benevolent Association (NEPBA), (effective January 1, 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 2026, through the last pay period of 2026, as provided in that Agreement, and as placed on file in the office of the City Clerk.

LEBANON POLICE BENEVOLENT ASSOCIATION 2026 SALARY GRADES 3% GWI							
Minimum				Maximum			
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$31.13	\$32.94	\$34.07	\$35.76	\$37.55	\$39.46	\$41.14
Corporal	\$42.33	-	-	-	-	-	-
Sergeant	\$42.33	\$43.22	\$44.32	\$45.46	\$46.57	\$47.68	\$48.84
	Minimum	Hourly Range					Maximum
Communications Specialist	\$29.00						\$41.02

The January 1, 2026, GWI shall be based on the Northeast Region CPI, for June 2024 – June 2025, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

Amendment Process

Amending Ordinance #18 requires three separate presentations (see City Charter subsections §3.07, §3.09, §3.10, §8.03), followed by a Public Hearing, and the vote of at least two-thirds (2/3) of all members of the City Council - six (6) members - to adopt.

The Council was asked to recognize the first of three presentations on November 19, 2025, and to schedule a public hearing for December 17, 2025, to amend the Ordinance. The second and third

presentations will occur on December 3, 2025, and December 17, 2025, respectively.

Council/Staff Comments:

Councilor McNamara asked if the grade changes and the financial impacts associated with them are built within the current budget. Director Lauzon said yes. He also asked if we know the number of folks involved whose position will be regraded. Deputy Director Vivian said the total number of employees that this would effect is ten (10) just for ASCME. We reclassified the City Clerk/Tax Collector position. There is an engineering position in ASCME that is actually a vacant position that was included in the study because it was an ASCME position and we evaluate all positions.

Mayor Whittlesey noted that in the DPW Union it looked like the steps themselves are not changing, but the grades themselves are just being moved into the correct range on the step chart. Deputy Director Vivian noted that part of the process is to make sure they are the most accurate and up to date by comparing them to the market. The Recycling Scale Technician had a job description change, which prompted a regrade that raised the classification from a 3 to a 4. The same happened with the Engineering Technician, and the Water/Wastewater Treatment Plant Operator were within the 60% wage range, but the ending wages were not within the 60% goal, so those were raised to next grade in order to meet that goal.

In response to Councilor Simon's question regarding what the 60% goal was, Deputy Director Vivian noted they have seven (7) comparables with other cities and towns and within the private sector, so it takes the minimum/maximum wages of those and where the 60% lands is the wage we are looking to meet.

ACTION:

1. ACKNOWLEDGE FIRST PRESENTATION:

Assistant Mayor Wilkie MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance #18, Salary Plan, as fully described and contained in the November 19, 2025, City Council Agenda Packet.

2. SCHEDULE PUBLIC HEARING:

Assistant Mayor Wilkie FURTHER MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 17, 2025, beginning at 6:00 PM, at the Lebanon High School Gymnasium, 195 Hanover Street Extension, Lebanon, and Remote via City's Virtual Platform, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as fully described and contained in the November 19, 2025, City Council Agenda Packet.

Seconded by N. Ford Burley.

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

B. Review and Adoption of Revised Allowable Levels of Assistance Set Forth in Appendix A of the General Assistance Program Guidelines

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 43-48, Council agenda packet\)](#)

1. Proposed Allowable Levels of Assistance for the City of Lebanon, General Assistance Program Guidelines, Appendix A

2. Housing and Food Allowances – Supporting Data Not available included but available:
3. City of Lebanon, NH, General Assistance Program Guidelines, Adopted: March 12, 2007, Last Revised: November 15, 2023

Human Services Director Lynne Goodwin reviewed the background and wanted to formally present the increased allowances for shelter housing, as well as food allowances, which were last adopted November 2023. She noted they have been raised annually based on HUD’s Fair Market rents for Grafton County, and in Lebanon and West Lebanon as of December 1, 2024, when small fair market rents became supplements. We also annually look at the increases to food stamps and adjust our allowances so that the maximum amount of food benefits is followed during the year. Residents of Lebanon have not been shortchanged since the last formally adopted allowances. Human Services have made adjustments annually based on SNAP increases and would like the City Council to formally adopt the increased allowances.

BACKGROUND

The City’s General Assistance Program is governed by NH RSA 165, Aid to Assisted Persons. RSA 165:1, Who Entitled; Local Responsibility, states in part:

- II. The local governing body, as defined in RSA 672:6, of every town and city in the state shall adopt written guidelines relative to general assistance. The guidelines shall include, but not be limited to, the following:
 - (a) The process for application for general assistance.
 - (b) The criteria for determining eligibility.
 - (c) The process for appealing a decision relative to the granting of general assistance.
 - (d) The process for the application of rents under RSA 165:4-b, if the municipality uses the offset provisions of RSA 165:4-a.
 - (e) A statement that qualified state assistance reductions under RSA 167:82, VIII may be deemed as income, if the local governing body has permitted the welfare administrator to treat a qualified state assistance reduction as deemed income under RSA 165:1-e.

RSA 165 also requires that municipalities adopt Payment Levels of Allowable Expenses. The Allowable Levels of Assistance are included in Appendix A of the City’s General Assistance Program Guidelines. Monthly shelter allowances are proposed to be updated based on the U.S. Department of Housing and Urban Development’s (HUD’s) authorization to allow Lebanon to utilize the Small Area Fair Market Rent calculation procedures in FY2026. Updates to shelter allowances were last adopted in November 2023. Human Services has made adjustments annually based on Fair Market Rents for Grafton County.

Food and Non-food allowances were last adopted in November 2023. Food allowances are intended to coincide with the current data available from the Supplemental Nutrition Assistance Program (SNAP; formerly known as “Food Stamps”). Human Services have made adjustments annually based on SNAP increases. Non-food allowances are meant to cover basic expenses for toiletries, paper products, and personal items. Monthly Non-food allowances are not proposed to be changed at this time.

Human Services Director Lynne Goodwin discussed the chart (*as listed on page 45, agenda packet*), that shows the allowable levels of assistance for the City of Lebanon as highlighted in **red**. (Note: The headings on chart 1 should be from left to right: Number in Household, Monthly amount for Food and monthly amount for Non-Food Allowances). This became effect on October 1, 2025. The Department of Health and Human Services will determine how much a household is eligible for SNAP benefit.

(Please review the 2026 Fair Market Rent Documentation System description on pages 46-48 for more detailed charts.)

Council/Staff Comments:

Councilor Stavis spoke about the State Legislation that is now moving through the House, which would fundamentally change RSA 165. This will be voted on in early January. Director Goodwin was aware of this, noting it would not be a fair system, would gut local welfare, and would not support people with housing.

Councilor Zook questioned what excess shelter was under SNAP Deductions. Ms. Goodwin was uncertain, but she used the State's chart. Councilor Zook also questioned the change to the food increases and asked if this increase was meeting the needs of the people. Director Goodwin noted that most people are having to supplement their food costs by visiting a Food Pantry, which includes the LISTEN Center and The Haven Community Market. Several Churches also do a food pantry.

ACTION:

Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby adopts the amended Allowable Levels of Assistance set forth in Appendix A of the General Assistance Program Guidelines, as presented in the November 19, 2025 City Council Agenda Packet. Seconded by Councilor Stavis.

****The Vote on the Motion was approved (7-0)***

C. Discussion and Set Public Hearing for December 3, 2025: Acceptance of a Donation of Rutter Property, a +/-23-Acre Parcel of Conservation Land on Stevens Road, Lebanon
Included in the agenda packet: *(All supportive documents and detailed information can be found on pages 49-52, Council agenda packet)*

1. Lebanon Conservation Commission, Special Meeting Minutes, May 8, 2025
2. Lebanon Conservation Commission, Meeting Minutes Excerpt, October 9, 2025

Mr. Craig Privett UVLT (Upper Valley Land Trust), Conservation Project Manager, reviewed the background and gave a PowerPoint presentation regarding the Rutter-Signal Hill's 22.8 +/- Acres as a donated free gift and conservation easement that included water resources, important wildlife habitat, significant ecological area and scenic benefits to the public. He also spoke about and showed the area that was identified as a Lebanon Wildlife Corridor in a report (2016), noting the significant land protection opportunity.

BACKGROUND

Sally and Jerry Rutter are proposing to donate a +/-23-acre parcel of land (Tax Map 28, Lot 14) to the Upper Valley Land Trust (UVLT) for conservation purposes. UVLT would, in turn, like to donate ownership of the Rutter parcel to the City, while retaining the conservation easement.

The Rutter parcel is located adjacent to the intersection of Stevens Road and Alden Road and is situated near the parking lot and trailhead for the Signal Hill Conservation Area. UVLT envisions that a conservation easement on the Rutter property will be similar to the easement for Signal Hill, and that the parcel will be managed similarly to Signal Hill.

On May 8, 2025, the Lebanon Conservation Commission held a public hearing to receive public input on a

proposal to expend up to \$21,000 from the Lebanon Open Space Trust (L.O.S.T.) Fund as a contribution to UVLT to facilitate the acquisition and permanent protection of the Rutter property. At the conclusion of the public hearing, the Commission voted unanimously to authorize the expenditure subject to the execution of a grant agreement between the City and UVLT.

On October 9, 2025, the Conservation Commission voted to recommend that the Lebanon City Council accept the proposed donation of ownership of the Rutter parcel from UVLT, subject to the conservation easement to be held by UVLT. Excerpts of minutes from both Conservation Commission meetings are included in the agenda packet for review.

The legal authority to acquire or dispose of real property interests ultimately rests with the City Council.

Council/Staff Comments:

In response to Councilor Simon's question regarding what would happen if the City denied this offer, Mr. Privett noted that in this case the UVLT would, in the foreseeable future, maintain the ownership for conservation purposes. It would be subject to a Conservation Easement at that point because they would own the interest in the land, but it would be guided by a Board Resolution and a management plan that would maintain it for conservation purposes. It would not be going back into the open market.

In response to Councilor Zook's question regarding safety concerns around an old barn located on the property, Mr. Privett stated he believed there was not an old barn on the property, it might be a foundation.

In response to Councilor Stavis' question regarding whether any of this land is served by City water/sewer, Mr. Privett said he did not believe so.

ACTION:

Councilor N. Ford Burley MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, December 3, 2025, beginning at 7:00pm, in the Lebanon High School Gymnasium, 195 Hanover Street Extension, and Remote via the City's Virtual Platform, for the purpose of receiving public input and taking action to accept a proposed donation of a +/-23-acre parcel of conservation land (Tax Map 28, Lot 14) along Stevens Road from the Upper Valley Land Trust, subject to a conservation easement to be held by the Land Trust, as presented in the November 19, 2025 City Council Agenda Packet.

Seconded by Councilor Stavis.

****The Vote on the Motion was approved (7-0)***

D. Authorization for City Manager to Execute Extension of Existing Lease Agreement with Green Mountain Power Corporation for Glen Road Hydroelectric Facility

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 53-56, Council agenda packet\)](#)

1. Proposed Second Amendment to Lease Agreement

Deputy City Manager Brooks reviewed the background, specifically noting that back in 1988 this facility was tax exempt, but it is no longer tax exempt as those laws have changed so we will be getting rid of the Pilot Agreement and just continuing with the lease. The lease value and the property valuation for tax purposes are directly intertwined. As the lease cost goes up, the value of the property goes down for tax

purposes and vice versa. It is really important to allow Green Mountain Power to get through the FERC relicensing process because that could dramatically impact the property. If we sign an agreement now, we would probably have to renegotiate as soon as that FERC license comes through.

BACKGROUND

In September 1988, the City entered into a Lease Agreement with Mascoma Hydro Corporation for the use of certain real estate and other property for the redevelopment and operation of the Glen Road Hydroelectric Facility on the Mascoma River. The original Lease Agreement had a term of 40 years from its effective date with an expiration of June 2025.

Earlier this year, Green Mountain Power Corporation (GMP), as successor-in-interest to Mascoma Hydro, contacted the City to begin negotiations for the renewal of the existing Lease Agreement. Since the original Lease Agreement was signed, applicable laws, regulations, and practices have changed, and additional time was required for the parties to negotiate the terms and conditions of a new Lease Agreement. On June 18, 2025, the City Council granted a six-month extension, until December 31, 2025, to negotiate the terms and conditions of a new Lease Agreement.

GMP is also currently pursuing relicensing of the Glen Road Hydro Facility from the Federal Energy Regulatory Commission (FERC) for an additional 40-year term. The current FERC license expires on March 1, 2027. GMP has requested that the new Lease Agreement with the City should run concurrently with the term of the anticipated new FERC license.

At this time, GMP and the City are proposing a second extension of the existing Lease Agreement to the earlier of a date that is six months after FERC's issuance of a subsequent license for the facility or September 1, 2027.

Council/Staff Comments:

Councilor McNamara noted these (agreements) are very complicated. To him, the extension makes perfectly good sense and further explained his reasons.

ACTION:

Councilor McNamara MOVED that the Lebanon City Council hereby authorizes the City Manager to execute the Second Amendment to Lease Agreement with Green Mountain Power Corporation for the use of certain real estate and other property for the redevelopment and operation of the Glen Road Hydroelectric Facility, as presented in the November 19, 2025 City Council Agenda Packet, for the purpose of extending the term of the existing Lease Agreement to the earlier of the date that is six (6) months after the Federal Energy Regulatory Commission's (FERC's) issuance of a subsequent license for the hydroelectric facility, or September 1, 2027.

Seconded by Councilor Simon.

****The Vote on the Motion was approved (7-0).***

E. Discussion of Potential Establishment of Social Districts per NH RSA 178:33-38, et. seq.

Included in the agenda packet: [\(All supportive documents and detailed information can be found on pages 57-60, Council agenda packet\)](#)

1. NH RSA 178:33-38, et. seq.

Deputy City Manager Brooks reviewed the background.

BACKGROUND

On September 5, 2025, new state legislation took effect allowing communities to designate “social districts” subject to local voter approval. In the statute, social districts are defined as outdoor areas in which a person may consume alcoholic beverages sold by a licensee that is located within or contiguous to the social district.

If authorized, social districts must be marked with conspicuous signage; boundary maps, management plans, and days and hours of operation of the district must be posted on the City’s website; and clearly labeled containers specific to the licensee and the district must be used. Individuals would not be permitted to bring outside alcohol into the districts and may not carry alcohol outside the district.

To allow the operation of a social district, the City Council may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters. If placed on the official ballot, the City Council shall hold a public hearing on the question at least 15 days, but not more than 30 days, before the question is to be voted on. If the Council chooses to put this question on the March ballot they would need to hold a Public Hearing sometime in February 2026.

The Economic Development Commission discussed social districts during its October meeting and recommended the City Council consider the idea further.

Council/Staff Comments:

Councilor Simon noted that back in October the EDC (Economic and Development Commission) talked about this. The general consensus was that they thought this could be an opportunity for the Downtown businesses, not only the ones who would be involved with the sale of alcoholic beverages, but there could also be other businesses (i.e., shopping, etc.). They talked about areas of the Mall because configuration would be a reasonable, likely, starting point. There was an interest in expanding the zone but felt this would come up in other conversations down the line if this moves forward and further explained his reasons.

Councilor McNamara concurred with Councilor Simon, noting a couple things they talked about was how the tents were keeping the street from being utilized, and the how the usage of the parking lot in front of the Old National Bank building and Salt hill has gone down. We still get a fair number of complaints about parking, and their thought was that if we expanded this to the Mall, that is an area that is easily controlled and would allow us to open those areas up and not have to block them off seasonally. There was some discussion by the EDC about extending this proposal into Colburn Park and he had mixed emotions about this.

Councilor Zook noted the last time the Council voted on Court Street it was an arrangement with the owner of the restaurant there for maybe three (3) years and understands this would not be bad news for them.

Assistant Mayor Wilkie questioned (for clarification) that if the Council agrees with this we are not taking the step of defining the Social Districts. What we are doing here is deciding to send this to the voters, the voters would decide whether they want to allow Social Districts, and it is only after that vote that the Council would actually be working to define the boundaries of the Social District. In the future we

(Council) could adjust the Social Districts. Do we want to continue this and deciding whether or not to include certain spaces or is this something we could do later?

Deputy City Manager Brooks noted the statute reads that this can certainly be a two-step process. He will look back, and investigate, if the Council wishes to move forward with this proposal, but thought that Laconia and Concord voted to approve Social Districts, but thought Nashua, Portsmouth and Keene voted against Social Districts. He was uncertain how the two municipalities put their Social Districts together and whether or not it was a one-step or two-step process.

Mayor Whittlesey noted that in RSA: 1(c) the wording of the question on the ballot shall be substantiated as follows: Shall we allow the operation of Social Districts within the city? Generally speaking, he would prefer to do a 2 (Two) step process and explained his reasoning. This would add more flexibility for the Council to review the areas where Social Districts should/should not be placed. Assistant Mayor Wilkie concurred.

Councilor Stavis spoke about her reasons why she felt this should be a two-step approach and questioned whether or not West Lebanon was ever considered as a potential location for a Social District and if not, why not. Councilor Simon said not really but he could think of a couple of places, noting that with a two-step approach this would give us the opportunity, if the public wants to do this, to review potential locations and further explained his reasoning.

Councilor McNamara noted he thought this needs to have a thorough explanation on the ballot. The reason we talked about the Mall was 1) it was City property, 2) it is directly adjacent to several businesses that already serve alcohol, and 3) it is contained.

Assistant Mayor Wilkie spoke about the use of public lands, and if there is a way this can be structured in so Food Truck Vendors could be licensed vendors in a Social District. Councilor McNamara was uncertain if Food Truck vendors could get a liquor license.

Deputy City Manager read Section 178:33 where it references licensees, noting this section seems to suggest a reference to a brick and mortar-type building. He will take look deeper into this section to see what other opportunities there may be.

After further discussions ensued, Deputy City Manager Brooks noted that if the Council wants this item on the ballot in March, they would have to take action during their 2nd meeting in January and suggested bringing this back at a future meeting so further research could be done.

This will come back to the Council on January 21, 2026 for further discussions.

ACTION: No Action taken by the Council. Needs more review.

12. City Manager Report:

City Manager Hosmer updated the Council on the following:

- Updated tax information
- Fire Station: He had a conversation with Fire Chief Wheatley who wanted to convey to the Council and public that the Fire Station is on schedule to open up this winter and is on budget.

- The High Street Roundabout: The bids for the project were received on November 13, 2020. There were three (3) submissions, but they came in higher than anticipated. The lowest bid was \$3.8M, which means the project will require an additional \$1.1M to complete. The good news is that this project qualifies for the 80/20 funding split, so the City's share of the additional cost would be +/- \$230K. This amount can be funded through the Downtown TIF. The funding adjustment will be part of an amendment to the CIP Budget at the December 17, 2025 Public Hearing. Department of Public Work's estimated start date would be in early spring.
- He passed out the official City Tax Rate information to Council members. This will also be published as a News Flash on the City's Website. The Official Tax Rate will be \$8.10 per thousand. Local/State Education total tax rate is \$21.53.

13. NON-PUBLIC SESSION: NONE

14. ADJOURNMENT:

*Councilor McNamara MOVED for adjournment.
Seconded by Councilor Simon.*

**The Vote on the MOTION was unanimously approved (7-0)*

The meeting was adjourned at 8:25 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary