FINAL

LEBANON CITY COUNCIL
REGULAR SESSION MINUTES
Wednesday, December 17, 2025, 6:00 p.m.
Lebanon High School Gymnasium, 195 Hanover St. Extension, or
Remote Via Microsoft Teams: LebanonNH.gov/Live

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

MEMBERS ABSENT:

STAFF PRESENT: City Manager Andrew Hosmer, Deputy City Manager David Brooks, City Clerk/Tax Collector Jaseya Ewing, Deputy City Clerk Jay Bish, Technical Advisor Paula Maville, Director of Public Engagement and Communications Beth Beraldi, Finance Director Alesia Williams, Deputy Finance Director Victoria Paquin, Public Works Director Jay Cairelli, Recreation, Arts & Parks Director Paul Coats, Deputy Director of Planning & Development Tim Corwin, Firefighter / Paramedic Jeremy Thibeault, Assistant Human Services Director Rebecca Desilets, City Engineer Rod Finley, GIS Coordinator Mark Goodwin, Airport Director Carl Gross, Chief Building Inspector/Health Officer Leigh Hayes, Human Resources Director Samantha Lauzon, Assistant Fire Chief Jeff Libbey, Planning & Development Director Nathan Reichert, Chief of Police Phillip Roberts, City Engineer Brian Vincent, Planning Administrative Assistant Crystal Taplin, Deputy Human Resources Director Angela Vivian, Fire Chief/Emergency Management Director Jim Wheatley

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1. **CALL TO ORDER:** Mayor Whittlesey called the meeting to order at 6:00 p.m.
   - City Manager 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 and announced the meeting criteria procedure for the public.

4. **OPEN COUNCIL DISCUSSION: NONE**

5. **OPEN TO PUBLIC:**

Mayor Whittlesey opened this session, and the following came forth to give their comments:

- **Janice Lahaye (Ward-2**): She had concerns with not getting answers at the same time the questions were asked and was wondering if this was how it would be done in the future. Mayor Whittlesey noted this was done per City Council rules and explained the reason why the time to present any questions is during the Public Hearing for an item.
- **Cindi Lahaye (Ward-2):** She restated Ms. Lahaye's question. Mayor Whittlesey noted the Council will take public comments and questions during the Public Hearing for an item and questions will be answered after we have collected the questions and closed the Public Hearing.

- **Heide Nutting (Ward-2)**: She spoke about how her coworkers wanted her to come. She, and they were concerned about everything related to the budget and gave examples, noting the Council should do what's best for the people and the community.

PRESENTATION BY CITY MANAGER HOSMER

City Manager Hosmer noted the City Charter IV.04 outlines the duties of the City Manager with regards to his/her role within the City. The City Manager is responsible for preparing/managing the budget and doing what is necessary and prudent to meet the service needs of the City. This is to be balanced with the Council's responsibility to review the proposed budget and balance it against the costs that are associated with lean (departmental) services and the decisions that shape this plan. The City's department heads and City Staff deserve recognition for their competence, diligence, and the integrity they bring to this process every year. They prepare their budgets with a high degree of professionalism and a clear awareness that we all answer to the taxpayers we serve. Their work reflects a commitment, not only to the operational needs of the City of Lebanon, but also to the financial concerns expressed by this Council and our community.

We heard clearly from the Council and the public that the budget's impact on property taxes is a primary concern. Those concerns resonated deeply with all of us involved in shaping this proposal. The directive was to maintain the high quality of municipal services while keeping the tax obligation as manageable as possible for the residents of Lebanon. That message served as a guiding principle and every department approached his/her work with a focus on discipline, efficiency, and thoughtful prioritization. Staff challenged assumptions, scrutinized requests, and sought opportunities to stretch resources without compromising essential services. Earlier in 2025, the Council directed the City Manager and Interim City Manager at the time to have three (3) versions of the City Budget:

1) Keep level services as compared to 2025: Doing so would have resulted in an increase anywhere from 7-10%.
2) Provide a tax rate impact of 3.5%, and/or
3) Provide a budget somewhere between versions 1 & 2.

When we began this process, the target was to develop a budget aligned with the Urban Consumer Price Index, which, at the time, was approximately 3 to 3.5%. The original draft that was presented at the beginning of November reflected an estimated tax rate of 3.8%.

City Manager Hosmer gave a slide presentation that included the following: A Financial Outlook Re-Cap; Budget Changes, a breakdown of where your property tax dollars go; and the City's **proposed 2026 estimated Tax Rate of 2%,** which is down from the original proposed estimated Tax Rate Increase of 3.8%. **The New Proposed Budget = 2.0%.** (Note: His entire summary of the presentation can be viewed on the City's Website under the December 17, 2025 City Council Meetings.)

The 2026 budget is 16.85% lower than the 2025 budget primarily due to a smaller CIP. That is \$90M of projects that are in a "parking lot", waiting. The 2026 General Fund Budget is up by 3.9%. 2.0% is the projected increase in the 2026 tax rate. This allows the City to operate in a cost-efficient manner, reduces the impact significantly on taxpayers, but also allows the level of services we need.

In summary, this budget response is directly related to the Council and public concerns about tax impacts; reserves the high level of services; reflects careful management of both expenditures and revenue opportunities; achieves a meaningful reduction **from 3.8% to 2%;** and demonstrates a discipline stewardship on behalf of the residents of Lebanon. This is not merely a financial exercise. This is about ensuring that Lebanon continues to function effectively, serves its residents well, and responsibly prepares for the future.

Mayor Whittlesey reiterated that distinguishing between the budget increase of 3.9% (expense side) was because of the adjustments made through the Downtown TIF Districts, so we are only projecting a **2% Tax Rate** increase.

Mayor Whittlesey opened the Public Hearing, and the following came forth to give their comments.

- **Jay Simms (Ward-2):** He read his prepared testimony and spoke about his reason why people cannot afford to live in Lebanon/West Lebanon. He suggested an employee freeze and a tax rate increase of 0%
- **Patty Beek (Ward-2):** She spoke about her many personal and emotional reasons why she felt the property taxes should not be increased.
- **Dan Collins (Ward-2):** He wanted an explanation about why his tax rate went up by 32% this year over last year when the budget is only going up by 2%.
- **Mary Davis (Ward-2):** She questioned the school portion of the budget. We vote on the school budget in March and if we vote on that budget in March, it represents 52% of the budget. She wanted to understand how does that 4% increase work with the City budget?
- **Linda Barton (Ward-1):** She spoke about her reasons why she suggested that the Council consider having a 0% increase for seniors over a certain age; suggested the City adopts the Financial Advisory Committee; having a city-wide sales tax; having a tax on restaurants; and how the City needs to make clear to Lebanon's residents the budgeting premise for setting the Commercial tax rate.
- **Heide Nutting (Ward-2):** She spoke about her personal health issues and noted the need for the new Firehouse for Lebanon's Firefighters. Do what is right for you and the community.
- **Lori Key (Ward-2):** She spoke about her questions on the Unassigned Fund Balance; why questions were not answered at the time they were asked; the school budget; and her reasons why she felt the tax rate should be 0%.
- **Nancy Sansevere (Ward-3):** She spoke about her reasons why she felt the tax rate should be 0% and requested the data showing what this (0%) would look like for the City; having a hiring freeze; having an 18-month cycle for property taxes; and her reasons why she felt the Council should be accountable to the people.
- **Brian Darcel (Ward-2):** He spoke about his reasons why the Council should change their rules and why he felt the tax rate should be 0%.
- **Cindi Lahaye (Ward-2):** She spoke about her reasons why she was against City Unions; the levels of management within the City; and employee benefits (i.e., doing away with some of the overhead in salaries for daycare, sick days, pensions, etc.).
- **Rebecca Kattamis (Ward-2):** She spoke about her concerns over employee benefits; reclassification and upgrading of employee positions; the 6% increase in employee wages; and her reasons why she felt the tax rate should be 0%. She questioned what the realistic number is that allows the City to transfer that $514K that helps the City look good on paper.
- **Candy Hammond (Ward- not given):** She questioned what it would look like for the City if there was a 0% increase in the tax rate and what the City would lose.
- **Patricia Beek (Ward-2):** She spoke about her concerns over salary increases and how the Visiting Nurses are not paying taxes, noting the City is paying their way. She would also like her road repaved.

- **Joan Townsend (Ward-2):** She spoke about her reasons why she felt the City could reach a tax 0% tax rate, the City's spending issues, and why she was against the 6% pay raises.
- **Chris Mazur (Ward 3):** He spoke about the need to have a good/safe community and his frustration with taxes. The City should be looking for inefficiencies.
- **Mary Davis (Ward-2)**: She spoke about the reappraisal of her property and questioned how much her property taxes would increase even at a 0% tax rate. She would like to see something to look at for a 0% tax rate.
- **Paula Maville (Ward-1**): She spoke about her residency and past work in the City (40 years) noting that no one wants to be set up as an us against them. She felt it was important for everyone to understand that when we take on the budget, we definitely take this on in a serious manner. We are always looking for different forms of revenue and are always looking for input. We don't speak or clap because we are trying to remain impartial in how things are handled, and everyone's consideration is very important. Our ability to generate different forms of revenue is totally restricted by Concord. We cannot set a local tax rate; a local tax on businesses; and we cannot set a different commercial tax rate that is different from what residents pay – it is all dictated by the law. We do not have the ability to do anything that is not expressly approved/authorized by Concord. A lot of what has been said just needs to be elevated to the people running the government at the State level. Housing issues exist state-wide. The City is hamstrung with what she considers a curse and a blessing with Dartmouth Health. We cannot tax them by State Law. We can negotiate with them, but it is only voluntary and they do not have to pay. She wanted everybody to understand that she is in the same circumstance as they are and is willing to have conversations with anyone.

Mayor Whittlesey reminded the audience that the Council is trying to avoid the back and forth between comments.

- **Jay Simms (Ward 2)**: He came forth again and spoke about the Audit Review and the Unassigned Fund Balance. He requested the math behind the Unassigned Fund Balance because he was uncertain what the Fund Balance was used for and further explained his reasoning.
- **Sarah Riley (Ward-2):** She spoke about her accolades for the Council and noted that she knows what is affecting our pocketbooks is out of the City's local control. It is dictated by the decisions made at the State/Federal Government levels and further explained her reasoning. She also spoke about her reasons for reducing/eliminating the cemeteries software program in their budget line item.
- **Heather Johnson (Ward-2):** She spoke about her reasons why she felt the Council needed to be more sensitive to public responses; the lack of creativity around revenue resources; how the City is paying for regional resources; and why the City needs to conduct another Regional Impact Study.

(**NOTE:** For complete conversations, please refer to the video on the City's website.)

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

Mayor Whittlesey's response to questions that came up during this portion of the meeting:

- **2025 Tax Rate Increase**: The amount of funds raised from taxes was increased by 7.8%. The amounts beyond that tax rate increased because of the City's revaluation. Residential taxpayers were the result of a State-mandated process noting that when home sales in Lebanon are either over 110% or under 90% of the current median assessed value, the State automatically requires the City to re-evaluate all the properties in the City. The State allows us to do 3 methods which they review: 1) Sales, which is what they prefer for residential, 2) Income, or 3) Cost by

Replacement – not generally recommended. Commercial/Industrial properties tend to fall to the Income method. Residential Sales is what drove the revaluation increases. We do not have the latitude to change this but will be looking at this more in 2026 to see if there are things we can be doing differently or better.

- **What happens in a 0% rate increase:** Where there is a revaluation, your impact would be essentially whatever the change in your valuation is compared to the rest of the properties in the City. The City sets one tax rate and that is what the State allows. When we talk about the $8.11 for 2025, that is for every property in the City based off assessed values. We cannot change the rate for commercial/industrial, etc. We are constrained by Concord because they are the only ones who are allowed to change that rate.
- **Where TIF Funds come from (the extra $514K):** A portion of that is +/- 3/5ths to 4/5ths are going to come from increased taxes paid by the properties in the TIF District as a result of the revaluation and then some of those extra funds are going to be coming from using the Unassigned Fund Balance within the TIF District. If you look at our audited financials from 2024, it is a little over $1M.
- **School District Portion:** The portion that is paid for the school is independent of the portion paid for the City. The City's role in the School Tax is acting as a fiscal custodian. When you pay your tax bill, you pay one bill for City, School, County and State Taxes. We collect those funds, hold them as a custodian, and then send those monies out to the school, county and to the State. When the school finalizes its portion, their 4% increase will be essentially their percentage of the overall (taxes).
- **0% for Seniors:** Unfortunately, we cannot set different rates based on age, income, etc. We do need to review Elderly Tax Exemptions in 2026 because this has not been done in the wake of the revaluation. We will look to address this issue where we can and what is allowed by the State.
- **Local Option Taxes:** We are not allowed to do these types of taxes. There is a meal and rooms tax set by the State (+/- 9%), and we are not getting extra funds from that this year or next year. When the States passes their budget, instead of returning a percentage of the meals and rooms tax, it caps the amount that they were going to return to cities and towns in the State of New Hampshire at last year's (2024) rate. We are not allowed to do a local tax unless the State enacts legislation that would allow us to do so.
- **Unassigned Fund Balance:** The percentage of funds is based off a percentage of the budget. If you did not spend any funds out of the Unassigned Fund Balance, the percentage of available Unassigned Fund Balances would go down as the budget goes up. In 2024, the City used $2,775,106 of the Unassigned Fund Balance. In 2025, the City used $1,064,410. In 2026, as presented, the budget is planning on using $2,388,900 to offset the tax rate, otherwise we would have to raise those funds from taxes. That is also why you see a difference between the budget expense increase and the tax rate.
- **What a realistic increased number would look like:** He will say for himself, that he looks at this over a much longer term, and he thought fiscal sustainability would be an average of 3%-6%, recognizing that in any given year that may be higher or lower. He spoke only for himself in this matter.
- **Cemetery Line Item**: This isn't just a subscription; it is a multi-year contract. While one portion of it is a subscription it is an asset management system to manage the plots, who owns them, and where people are buried. The bulk of the cost is actually related to the work the group who sells the subscription does. They come in and verify who is actually buried where and aligns that to plot Deeds and other work. There are significant inconsistencies between burial plot locations vs. ownership. The initial site visit is approximately half the total cost (by contract pro-rated over 5 years) and if DPW were to try and do this in-house, along with other work, it would take them many more years to do. This is a service to our resident families and those of our residents who have left us to make sure we know who is buried where.

Assistant Mayor Wilkie's response to questions:

- **Can we go back to having more of a discussion**: He felt this might be worth considering making a rule change that allows for very brief clarifying answers. There is a good reason for the rule and that is the Council should not engage in back-and-forth discussions during a Public Hearing because this is meant to be a hearing and is not meant to be a debate. The rules expressly forbid (a Public Hearing) from being a debate.
- **"Parking Lots"**: He thought this was reference to the fact that we have millions of dollars in a "parking lot". That was metaphorical. We have millions of dollars-worth of projects that we should be doing to keep our infrastructure from crumbling that we are not doing right now and gave examples.
- **Finance Committee Membership- Can we have one member be a non-resident:** Unfortunately, that is not something we can do at the moment because what was submitted to us either needs to be approved without correction or sent for a vote (placed on Ballot in March). It is something that can be considered, although someone coming in with experience and paid for services is typically someone that is being hired by the City, and this is the City Manager's responsibility.
- **6% Salary Increase:** To clarify, we budget for up to 6% in some cases because we have an increase based on the CPI and then other increases as defined in contract. Staff told him that the overall increases are somewhere between 4% - 5% at the most. Contracts can be renegotiated at the end of 2027. Negotiations can begin at the end of 2026. Contracts will go into effect in 2028.
- **Level Salary Increases so the percentages are not disproportionately benefiting those with a higher wage:** He is personally someone who would support tapering salaries and making sure our lower paid workers get paid more. He was uncertain if that is something the Council can do but does know that Step Increases are such that many of our higher paid employees are already at the top and are getting a lower percentage.
- **Citizens Academy Session on Budget:** This was a good suggestion.
- **Can we engage a consultant to evaluate the cost to taxpayers:** Mayor Whittlesey noted that the City Manager's responsibility is to present to us (Council) his request for the budget that he feels is sufficient to meet the operating/service level needs of the City. His budget comes to the Council for review, discussion and deliberation.

Council/Staff Discussions:
Councilor Zook: She spoke about the problem residents are having with the revaluation. It treated property like an investment rather than people's homes. It assumed everyone was a real estate investor. This is not what people want here or at the State level either. She questioned if there was an alternative where values can be assessed so people can remain as part of the community.

Councilor Stavis: She spoke about how the State has a vested interest in requiring communities to re-evaluate their properties because those funds go into the State-Wide Education Property Tax, Health and Services; etc. The revaluation process at the State level is pretty much a blunt instrument and does not differentiate between buildings used for residents vs. investments, vs. rental properties, etc. The State just wants to extract the property taxes. A housing caucus is being formed at the State House because this is a global interest to everyone in the State. No one can afford to buy a house in NH anymore – not in any single town in NH. The **median price** for a house in NH has surpassed $525K. We hope to draft some (housing) legislation (1 to 2.5 year process) in the near future. She also spoke about having the State release more of the rooms and meals taxes back to municipalities and invited the public to come to Concord with her and listen to the debates so they could hear the constraints under which municipalities operate.

Councilor McNamara: One of the comments that came up was a fee on hotel rooms. He had suggested to the legislature that the State should allow us to charge a "fee" of $2/night/per person. This was turned down twice and we were told that this is just a back door to more taxes and we cannot do it. There are a lot of municipalities like Lebanon that are unique in that they have a large non-residential component that we know, from the way they force us to assess (properties), that are paying a lesser rate than they probably should have and further explained his reasons. He was hoping that we can still pursue a local tax.

Mayor Whittlesey: He noted we are going to be working with the State to see what could be done differently in the revaluations.

Assistant Mayor Wilkie: There were a few statements from the public made about trying to think creatively regarding revenue sources. This is something that both the Council and the City Government have been trying to do. We welcome, and will continue to welcome, other ideas. As we think creatively, he thought that making sure the Enterprise Funds are sufficiently paying for all the General Fund Sources used so that we are not asking the taxpayers to subsidize what other people are doing. He also spoke about his concerns about lowering the tax rate CAP, especially because of what is going on in Concord. It would be prudent for the Council to consider where cuts can be made without harming the services that the City is providing.

Deputy City Manager Brooks reviewed the criteria for adoption of the 2026 City Budget

ACTION: Action on the 2026 City Budget will be via a Budget Adoption Guide attached hereto.

2026 CITY BUDGET ADOPTION GUIDE – DECEMBER 17, 2025

This document is provided as a guide to help facilitate adoption of the 2026 City Budget.

* In conformance with Section 6.06 of the Lebanon City Charter, the Notice of Public Hearing for the 2026 Budget adoption process was published in the Valley News on Saturday, November 29, and Saturday, December 6, 2025.
* 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, seconded, and voted on. If any amendments are 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 2026 City Budget: (amendments to be introduced where applicable during proposed action)

Fund	2026 Budget	$ Chg. V. '25	Sources of Revenues	2026 Budget	$ Chg. V. '25
General	$46,519,390	$1,758,245	Taxes	$32,347,540	$1,044,465
Solid Waste Disposal	$8,117,670	$1,456,750	Licenses and Fees	$4,060,200	$272,600
Water Treatment and Distribution	$5,644,140	$739,370	Intergovernmental	$6,492,000	($3,754,250)
Wastewater Collection and Disposal	$8,925,130	$133,040	Charges for Services	$26,169,560	$897,730
Municipal Airport	$1,623,220	($20,080)	Miscellaneous Sources	$4,728,150	$649,970
Emergency Management	$0	($25,000)	Interfund Transfers	$1,523,070	$140,170
Heritage Fund	$0	($400)	Bond Proceeds	$370,950	($16,400,700)
Enterprise Properties Revolving Fund	$3,800	($19,300)			
Capital Improvements	$5,950,220	($19,912,140)			
Downtown TIFD	$1,200,000	$22,690	Total	$75,691,470	($17,150,015)
Airport TIFD	$96,800	$41,300	Applied/(Realized) Fund Balance	$2,388,900	$1,324,490
Total	$78,080,370	($15,825,525)	Total Revenues and Fund Balance	$78,080,370	($15,825,525)

The estimated 2026 Municipal Tax Rate is $8.41 per $1,000 of assessed real estate value, an increase of $0.31 or 3.8% from the 2025 tax rate. A single-family home assessed for $350,000 will have an estimated 2026 municipal tax bill of about $2,943, an increase of $108. Four rates make up the Total Tax Rate: Municipal, County, Local Education, and State Education. This budget concerns the Municipal portion only. **Increases of 8.0% and 3.0% to water and wastewater service rates, respectively, are factored into the budget.**

ORDER OF BUSINESS:
1. **OPEN PUBLIC HEARING**
2. **CLOSE PUBLIC HEARING**
3. **ENACT RESOLUTIONS TO ADOPT 2026 BUDGET**

Proposed Resolutions include the following:

Resolution	Page(s)	Purpose of Action
No. 1	**3**	To Vote on the General Fund Budget
No. 2	**3**	To Vote on the Solid Waste Disposal Fund Budget
No. 3	**4**	To Vote on the Water Treatment and Distribution Fund Budget
No. 4	**4**	To Vote on the Wastewater Collection and Disposal Fund Budget

No. 5	**4-5**	To Vote on the Municipal Airport Fund Budget
No. 6	**5**	To Vote on the Enterprise Properties Revolving Fund Budget
No. 7	**5**	To Vote on the Downtown Lebanon Tax Increment Finance District Budget
No. 8	**6**	To Vote to Authorize the Transfer of Funds from the Downtown Lebanon TIF District Budget to the General Fund
No. 9	**6**	To Vote to Authorize the Transfer of Funds from the Downtown Lebanon TIF District Unassigned Fund Balance to the General Fund
No. 10	**6-7**	To Vote on the Lebanon Airport-Tech Park Tax Increment Finance District Budget
No. 11	**7**	To Vote to Authorize the Transfer of Funds from the Lebanon Airport-Tech Park TIF District Budget to the Airport Fund
No. 12	**7-9**	To Vote on the Capital Improvements Fund Budget
No. 13	**9-10**	To Vote on the Authorization of the Issuance of Bonds or Notes to Finance 2026 Capital Improvements
No. 14	**10-11**	To Vote to Authorize the Transfer of Funds to Special Revenue Funds, Capital Project Funds, Water Treatment Fund, and Capital Reserve Funds
No. 15	**11**	To Vote to Authorize the Transfer of Funds from the Downtown Lebanon TIF District Unassigned Fund Balance to the Capital Improvements Fund

6. PUBLIC HEARING ITEM:

A. ADOPTION OF 2026 CITY BUDGET – Public Hearing for the purpose of receiving public input and taking action to adopt the 2026 City Budget as proposed by the City Manager with additional actions to include: authorizing the issuance of bonds or notes to finance 2026 capital improvements; authorizing the transfer of funds to Special Revenue Funds, Capital Improvements Funds, Water Treatment Fund, and Capital Reserve Funds; authorizing the transfer of funds from the Lebanon Downtown TIF District Budget to the General Fund; authorizing the transfer of funds from the Lebanon Downtown TIF District Fund Balance to the General Fund; authorizing the transfer of funds from the Lebanon Airport-Tech Park TIF District Budget to the Airport Fund; and authorizing the transfer of funds from the Lebanon Downtown TIF District Fund Balance to the Capital Improvements Fund.

Included in the agenda packet: (All supportive documents and information can be found on pages 2-16 Council agenda packet)

1. 2026 Budget Adoption Guide

Information Available but not Included in this Section:

1. 2026 Proposed City Manager Budget Information – LebanonNH.gov/Budget

RESOLUTION NO. 1

*** MOTION BY COUNCILOR SIMON TO MOVE PASSAGE OF RESOLUTION NO. 1 TO APPROPRIATE $46,519,390 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 $46,519,390.

This resolution shall be effective January 1, 2026.

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

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 1

Councilor McNamara noted he had 4 amendments he wanted to propose and if these pass the total reductions to the budget would be in excess of $300K

(1) **MOTION** BY COUNCILOR MCNAMARA to decrease the funds to be raised and appropriated for the Lebanon Library in the amount of $118,990.00 with the purpose of encouraging the Library Trustees to level UNFILLED the full-time position of the IT Librarian and to further reduce funding in the Finance Department budget by $38K to eliminate the Health and Dental benefits associated with this position.

Councilor McNamara spoke to his MOTION by suggesting that the libraries consider using the services provided by the City's Cyber Services Department to help address technical computing issues. To provide assistance to patrons who lack computer literacy he further suggested that the Library of Trustees consider using a portion of the Foundation fund to create internships or similar work opportunities for computer-savvy Lebanon High School student to assist patrons in computer use. He believed this would be an economical way to address this issue and would benefit both the students and the patrons. We have declined to provide funds for this position, which was unfilled last year, based on what they assume to be nine months' worth of expenses. He noted this would save about $150K in and of itself this year, and what they assume to be 9-month's-worth of cost.

Council/Staff Comments:
Councilor Simon wanted to be on record that he concurs 100% with Councilor McNamara.

Assistant Mayor Wilkie was not in favor of this amendment because he was concerned that in an era where Federal/State Governments seem to be cutting many vital services, and many services that provide important support to the people in our community, and especially in an era where fact and information seem to be risk, he was concerned with the optics of defunding one of our primary education information services organizations and further explained his reasons. This is not your typical IT position that is provided by an internal person, this more of a public-facing role. A request for interns would come with an increase in staff needs rather than a decrease in staff needs.

The Council continued discussions regarding: How the IT Services jobs that we have outside of the Library are totally different in their focus and their scope; how the more needy folks who come into the Libraries need more help because they are not as computer literate; how the Libraries computers are made available for people so they can send their forms to wherever they need to be sent and use to communicate with family because they may not have a computer/smart phone, etc. at home; for clarification purposes, how the Libraries are in a unique position because the allocation of their funds are done by the Trustees and not the City and if they wanted to prioritize to preserve that position this could be done by them; how the City does not dictate to the Libraries what they can do with their funds; how, even though the Library Board of Trustees may choose to do something different, we have an obligation to go on record about how we see this question; how this position was eliminated last year (not because it was not needed, not because the Library of Trustees said they could sacrifice this position) but because it was just not filled at that time and it is not a good reason to make a budget decision this year, especially when the Library of Trustees and the Director report this position is a librarian with technology expertise; how systems librarians are unique to the Libraries and typically require a Master of Science Degree because they are so integrated; how there are different areas of expertise needed in the libraries and the Lebanon libraries have one (1) person doing that job; how no one else can do their job when that person is gone; how having those systems up and running is critical to keeping the libraries open; how concerns were expressed this last year that the services needed were not present, and; how a study should be done regarding the effect this vacancy has had (on the libraries) and the need to have a conversation with the existing IT staff to see how forces might be combined.

SECONDED BY COUNCILOR SIMON. VOTE ON THE AMENDMENT 4/4/1. AMENDMENT FAILED
Yea: Councilors Simon, Zook, Stavis McNamara
Nay: Councilors Heistad, N. Ford Burley, Sykes and Assistant Mayor Wilkie
Abstained: Mayor Whittlesey

(2) **MOTION BY COUNCILOR MCNAMARA to decrease the Human Services Department Budget by $27,590 to level fund the annual contribution to LISTEN Community Services at last level of $64,410.**

Councilor McNamara spoke to his MOTION noting that all of our other contributions to outside agencies are level funded this year, and the Human Services Director suggested the LISTEN be level funded as well. LISTEN has a substantial source of income from their thrift stores and a very healthy reserve account and their property on Miracle Mile is tax exempt. Lebanon is unique among Upper Valley Communities in that we provide annual funding to LISTEN, consistently, at an amount that greatly exceeds contributions by the communities. He reached out to LISTEN about their request for other communities this year and they were looking for $6500 from Enfield; $10K from Hanover, and $2K each from Sharon and Plainfield. Even at the level funded amount of $64,410 we are still way above the other communities. LISTEN does provide a very valuable service to Lebanon residents, but the majority of their income is derived from their thrift store in Lebanon and is tax exempt property, and; they basically have zero costs for their inventory (based on donations).

Council/Staff Comments:
Assistant Mayor Wilkie disagreed with this MOTION noting this is a small amount relative to some of the others that we are going to be considering. He thought this is a valuable service and most people who are relying on these services are probably not showing up to a meeting or are not willing to speak because they are afraid to.

SECONDED BY COUNCILOR STAVIS. VOTE ON THE AMENDMENT WAS 6/3.
Yea: Councilors Simon, Zook, Heistad, and N. Ford Burley
Nay: Councilors N. Ford Burley, Sykes, and Assistant Mayor Wilkie

(3) **MOTION BY COUNCILOR MCNAMARA that the budget for the Finance and Assessing Department be decreased by $60,220 to allow for six (6) months of funding for a transitional Deputy Assessor rather than the 12 months originally requested.**

Councilor McNamara spoke to his MOTION noting we have one Deputy Assessor right now and is approaching retirement age probably within the next 2-3 years. This is a really complicated position, and he understands that bringing someone in to ultimately take her position will require some turnover time, so they really understand what she does. This would be a second FTE, but it is a 2nd FTE in that once she retires, they would become essentially her. We had some discussion subsequent to the budget session, and it feels like 1.5 years would be enough. We can basically take 6 months out of that 2-year time.

Council/Staff Comments:

The Council and Human Resource Director Lauzon held discussions regarding how long it would take to hire/train a new Deputy Assessor, the labor pool available, and the specialized training requirements needed.

SECONDED BY ASSISTANT MAYOR WILKIE. VOTE ON THE AMENDMENT WAS 8/1.
Yea: Councilors Simon, Zook, Heistad, N. Ford Burley, Stavis, McNamara and Mayor Whittlesey and Assistant Mayor Wilkie
Nay: Councilor Sykes

(4) MOTION BY COUNCILOR MCNAMARA that the Arts, Recreation and Parks Department's budget be decreased by **$13,000** by eliminating funding for the annual fireworks display, that the Planning and Development Department budget be decreased by **$15, 000** by reducing the allowance for outside consultants, and; that the City Clerk's Office budget be reduced by **$20,000** by reducing funds for overtime, and; that the Library budget be reduced in two areas: 1) by **$25,000** for snow plowing by an outside contractor with this service now to be provided by the City Department of Public Works existing staff, and 2) an additional **$15,000** decrease in the Libraries budget for electricity costs.

Mayor McNamara spoke to his MOTION by noting that the Kilton Library currently employs an outside contract to do the plowing and believes this could be done in-house by DPW staff.

SECONDED BY COUNCILOR SIMON. VOTE ON THE AMENDMENT WAS 9/0.

(5) **MOTION BY ASSISTANT MAYOR WILKIE to decrease the funds to be raised and appropriated for the General Fund by $25,000 for a reduction to the Finance Budget FSA line.**

Assistant Mayor Wilkie spoke to his MOTION by noting that in looking through previous years' expenditures and talking with Finance about where we are, he felt there is an opportunity to try to cut this (Finance is not in agreement). It is possible we will need to come back with a supplemental appropriation because these are benefits that are already on offer and we do not want to try to renegotiate contracts at this point.

Council/Staff Comments:
The Council and Finance discussed: What the FSA means (Flexible Spending Account), which is a benefit that the prior City Manager developed for City Staff and it provided up to $5K/per staff member of FSA benefits to cover, for example, afterschool care, summer camp, and basically any kind of care that an employee would be paying for that enables them to work, and; how, typically, any funds that an employee allocates to an FSA expires if it is unspent 90 days after the tax year, but if the City does this, the City keeps the funds; how the benefit stays in place and it is just what has been budgeted for next year as an expense that is being reduced; how this benefit is available to employees and if we get up close to the budgeted amount we may have to come back for more funding.

SECONDED BY COUNCILOR N. FORD BURLEY. VOTE ON THE AMENDMENT 9/0.

RESOLUTION NO. 2

*** MOTION BY COUNCILOR ZOOK TO MOVE PASSAGE OF RESOLUTION NO. 2 TO APPROPRIATE $8,117,670 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 $8,117,670, as follows:

Revenue Source	Amount
Other Licenses, Permits & Fees	$ 77,750
Charges for Services	$ 6,806,040
Interest on Investments	$ 67,980
Rents of Property	$ 24,000
Other Miscellaneous Revenue	$ 964,700
Amount Voted from Fund Balance	$ 177,200
TOTAL	**$ 8,117,670**

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE MOTION WAS 9/0.

RESOLUTION NO. 3

*** MOTION BY COUNCILOR HEISTAD TO MOVE PASSAGE OF RESOLUTION NO. 3 TO APPROPRIATE $5,644,140 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 $5,644,140.

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR STAVIS. VOTE ON THE MOTION WAS 9/0.

RESOLUTION NO. 4

*** MOTION BY COUNCILOR N. FORD BURLEY TO MOVE PASSAGE OF RESOLUTION NO. 4 TO APPROPRIATE $8,925,130 FOR WASTEWATER COLLECTION AND DISPOSAL:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of $8,925,130.

This resolution shall be effective January 1, 2026.

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

RESOLUTION NO. 5

*** MOTION BY MAYOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 5 TO APPROPRIATE $1,623,220 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 $1,623,220, as follows:

Revenue Source	Amount
Other State Grants and Reimbursements	$ 7,500
Airport Fees	$ 801,930
Other Charges	$ 69,050
Interest on Investments	$ 15,450
Rents of Property	$ 563,590
Other Miscellaneous Revenue	$ 100
Transfer from Airport TIF District	$ 96,800
Amount Voted from Fund Balance	$ 68,800
TOTAL	**$ 1,623,220**

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR N. FORD BURLEY. VOTE ON THE MOTION AS AMENDED BELOW WAS 9/0.

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 5

[Proposed Amendment #1 below is optional if the City Council wishes to undertake the Airport Taxiway A Extension project in FY2026 (See also Amendment #1 to Resolution #12). This proposed Amendment, as drafted, would utilize Operating Funds to pay the City's share of the project costs. Alternatively, the City Council could choose to issue bonds or notes for the City's share of the project costs by approving Amendment #1 to Resolution #13 instead.]

(1) **MOTION** BY ASSISTANT MAYOR WILKIE to increase the Municipal Airport Fund budget by $98,125 for the purpose of funding the City's portion of the Airport Taxiway A Extension capital project and in anticipation of offsetting revenues of at least $98,125 as a result of increases in landing fees adopted through Ordinance #2025-09 on October 15, 2025.

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE AMENDMENT WAS 9/0.

RESOLUTION NO. 6

*** MOTION BY ASSISTANT MAYOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 6 TO APPROPRIATE $3,800 FOR THE ENTERPRISE PROPERTIES REVOLVING FUND:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of $3,800.

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE MOTION WAS 9/0.

RESOLUTION NO. 7

*** MOTION BY COUNCILOR SYKES TO MOVE PASSAGE OF RESOLUTION NO. 7 TO APPROPRIATE $956,100 FOR THE DOWNTOWN LEBANON TAX INCREMENT FINANCE DISTRICT:**

RESOLVED, for the purpose of financing the Downtown Lebanon Tax Increment Finance (TIF) District Fund budget.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of $956,100.

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR STAVIS. VOTE ON THE MOTION AS AMENDED BELOW WAS 9/0.

PROPOSED AMENDMENT TO RESOLUTION NO. 7

(1) **MOTION** BY COUNCILOR MCNAMARA to increase the amount of funds to be raised and appropriated for the Downtown Lebanon Tax Increment Finance (TIF) District Fund budget by $353,900 based on increased property valuations within the Downtown Lebanon TIF District resulting from the 2025 City-wide revaluation.

SECONDED BY COUNCILOR SYKES. VOTE ON THE AMENDMENT WAS 9/0.

RESOLUTION NO. 8

*** MOTION BY COUNCILOR STAVIS TO MOVE PASSAGE OF RESOLUTION NO. 8 TO REQUEST THE CITY MANAGER TO TRANSFER DOWNTOWN LEBANON TIF DISTRICT FUNDS TO THE GENERAL FUND:**

RESOLVED, for the purpose of transferring funds from the 2026 Downtown Lebanon Tax Increment Finance (TIF) District Fund budget to the General Fund.

WHEREAS, the City Manager in accordance with the provisions of City Charter Section 6.10 has the authority to transfer appropriations from one fund to another; and

WHEREAS, the City Manager is the District Administrator for the Downtown Lebanon TIF District.

BE IT FURTHER RESOLVED, by the City of Lebanon, that the City Council requests the City Manager transfer funds in the amount of $956,100 from the 2026 Downtown Lebanon Tax Increment Finance District

Fund budget to the General Fund to offset all or part of the cost of debt service for various capital projects that have occurred or are occurring in the Downtown Lebanon TIF District, including but not limited to: the Spencer Street Rehabilitation, the Mechanic-High-Mascoma Streets Intersection, the City Hall Renovation, and the Fire Station #1 Reconstruction.

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE MOTION AS AMENDED BELOW WAS 9/0.

PROPOSED AMENDMENT TO RESOLUTION NO. 8

(1) **MOTION BY COUNCILOR MCNAMARA** to increase the amount of funds requested to be transferred from the 2026 Downtown Lebanon Tax Increment Finance (TIF) District Fund budget to the General Fund by $353,900 to further offset all or part of the cost of debt service for various capital projects that have occurred or are occurring in the Downtown Lebanon TIF District.

SECONDED BY COUNCILOR N. FORD BURLEY. VOTE ON THE AMENDMENT WAS 9/0.

RESOLUTION NO. 9

*** MOTION BY COUNCILOR MCNAMARA TO MOVE PASSAGE OF RESOLUTION NO. 9 TO AUTHORIZE THE TRANSFER OF FUNDS FROM THE DOWNTOWN LEBANON TIF DISTRICT UNASSIGNED FUND BALANCE TO THE GENERAL FUND:**

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds in the amount of $243,900 be transferred from the Downtown Lebanon TIF District Unassigned Fund Balance to the General Fund to pay for all or part of the cost of debt service for the Downtown Tunnel Reconstruction Project.

This resolution shall be effective January 1, 2026.

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

PROPOSED AMENDMENT TO RESOLUTION NO. 9

(2) **MOTION** BY COUNCILOR N. FORD BURLEY to increase the amount of funds requested to be transferred from the Downtown Lebanon TIF District Unassigned Fund Balance to the General Fund by $156,100 to further offset all or part of the cost of debt service for the Downtown Tunnel Reconstruction Project and other capital projects that have occurred or are occurring in the Downtown Lebanon TIF District.

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE AMENDMENT WAS 9/0.

RESOLUTION NO. 10

*** MOTION BY COUNCILOR SIMON TO MOVE PASSAGE OF RESOLUTION NO. 10 TO**

APPROPRIATE $96,800 FOR THE LEBANON AIRPORT–TECH PARK TAX INCREMENT FINANCE (TIF) DISTRICT:

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

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds be raised and appropriated in the amount of $96,800.

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR STAVIS. VOTE ON THE MOTION WAS 9/0.

RESOLUTION NO. 11

*** MOTION BY COUNCILOR ZOOK TO MOVE PASSAGE OF RESOLUTION NO. 11 TO REQUEST THE CITY MANAGER TO TRANSFER LEBANON AIRPORT–TECH PARK TIF DISTRICT FUNDS TO THE AIRPORT FUND:**

RESOLVED, for the purpose of transferring funds from the 2026 Lebanon Airport-Tech Park TIF District budget to the Airport Fund.

WHEREAS, the City Manager in accordance with the provisions of City Charter Section 6.10 has the authority to transfer appropriations from one fund to another; and

WHEREAS, the City Manager is the District Administrator for the Lebanon Airport-Tech Park TIF District.

BE IT FURTHER RESOLVED, by the City of Lebanon, that the City Council requests the City Manager transfer funds in the amount of $96,800 from the 2026 Lebanon Airport-Tech Park TIF District budget to the Airport Fund to offset all or part of the cost of debt service for the capital expenditures to construct an extension of Airpark Road and associated utility infrastructure to facilitate new development within the Lebanon Airport-Tech Park TIF District.

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR STAVIS. VOTE ON THE MOTION WAS 9/0.

RESOLUTION NO. 12

*** MOTION BY COUNCILOR HEISTAD TO MOVE PASSAGE OF RESOLUTION NO. 12 TO APPROPRIATE $5,950,220 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 $5,950,220 for expenditure in connection with the following Capital Improvements and Acquisitions:

Department	Project Name	Total Appropriated	Prior to 2026	2026	Bonds/Note Proceeds/Debt	Existing Funds from CRF	Transfers to CIP	Other (SAD, sale proceeds, etc)	Inter-governmental Grants
	AIRPORT FUND								
AIR	2026 T-Hangar Construction	$4,120,000	$0	$4,120,000	$370,950				$3,749,050
NEW-AIR	Pavement Management Plan	$85,000	$0	$85,000			$2,120		$82,880
	TOTAL AIRPORT	**$4,205,000**	**$0**	**$4,205,000**	**$370,950**	**$0**	**$2,120**	**$0**	**$3,831,930**
	GENERAL FUND								
FLEET & EQUIPMENT									
DPW	Fleet Replacement	$620,000		$620,000		$620,000			
ROADS & BRIDGES									
DPW	Trues Brook Road Bridge Replacement #066-059	$5,602,550	$5,369,330	$233,220			$5,150		$228,070
	TOTAL GENERAL FUND	**$6,222,550**	**$5,369,330**	**$853,220**	**$0**	**$620,000**	**$5,150**	**$0**	**$228,070**
	WATER FUND								
DPW-WATER	Farnum Hill Tank – Water Age and Quality	$390,000	$0	$390,000			$390,000		
	TOTAL WATER FUND	**$390,000**	**$0**	**$390,000**	**$0**	**$0**	**$390,000**	**$0**	**$0**
	SOLID WASTE FUND								
DPW-SOLID	Landfill Phase 3-4 Design, Permitting, and Construction	$1,801,000	$1,534,000	$267,000			$267,000		
DPW-SOLID	Fleet Replacement	$235,000		$235,000		$235,000			
	TOTAL SOLID WASTE FUND	**$2,036,000**	**$1,534,000**	**$502,000**	**$0**	**$235,000**	**$267,000**	**$0**	**$0**
	TOTAL 2026 CAPITAL IMPROVEMENTS PROGRAM	**$12,853,550**	**$6,903,330**	**$5,950,220**	**$370,950**	**$855,000**	**$664,270**	**$0**	**$4,060,000**

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, 2026.

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

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 12
[Proposed Amendment #1 is optional and is recommended if the City Council wishes to undertake the Airport Taxiway A Extension project in FY2026. This proposed Amendment, as drafted below, presumes the City Council approved Amendment #1 to Resolution #5, which anticipates a transfer of $98,125 from the Municipal Airport Fund budget to the Capital Improvements Fund for the City's share of the project costs. If Amendment #1 to Resolution #5 was not approved, the City Council could, nevertheless, proceed with the Taxiway A Extension project by authorizing the issuance of bonds or notes as proposed in Amendment #1 to Resolution #13, but the table below would need to be changed to show the $98,125 as "Bond/Note Proceeds" instead of "Transfers to CIP".]

(1) **MOVED** BY COUNCILOR STAVIS to amend the list of 2026 Capital Improvements Projects to add the Airport Taxiway A Extension project, and to increase estimated revenues to the Capital Improvements Fund budget by $3,925,000 for same. The Federal Aviation Administration (FAA) has offered to allocate unspent funds from another airport to the Lebanon Airport to complete the Taxiway A Extension project in FY2026, instead of FY2027, which will reduce the City's share of project costs by 50% or approximately $98,125.

BE IT FURTHER MOVED, that the Capital Improvements Project list be amended to include the following:

Dept	Project Name	Total Appropriated	Prior to 2026	2026	Bond/Note Proceeds/ Debt	Existing Funds from CRF	Transfers To CIP	Other (SAD, Sale Proceeds, etc)	Inter-governmental Grants
	AIRPORT FUND								
AIR	2026 Taxiway A Extension	$3,925,000	$0	$3,925,000			$98,125		$3,826,875
	TOTAL ADDITIONAL CAPITAL IMPROVEMENTS PROGRAM	**$3,925,000**	**$0**	**$3,925,000**			**$98,125**		**$3,826,875**

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE AMENDMENT WAS 9/0.
[Proposed Amendment #2 below is optional if the City Council wishes to proceed with the Mechanic Street/High Street/Mascoma Street Intersection project in FY2026. This proposed Amendment, as drafted below, anticipates the use of funds from the Downtown Lebanon TIF District Unassigned Fund Balance to pay for the City's share of the additional project costs in conjunction with proposed Resolution #15.]

(2) MOVED BY COUNCILOR WILKIE to amend the list of 2026 Capital Improvements Projects to add the DPW Mechanic Street/High Street/Mascoma Street Intersection project, and to increase estimated revenues to the Capital Improvements Fund budget by $1,152,250 for same. Contractor bids for the project were received on November 13, 2025, and came in higher than expected. Eighty percent (80%) of the additional costs will be covered by the NH Department of Transportation, and the City's twenty percent (20%) share of additional costs is proposed to be paid for with funds from the Downtown Lebanon Tax Increment Finance District Unassigned Fund Balance.

BE IT FURTHER MOVED, that the Capital Improvements Project list be amended to include the following:

Dept	Project Name	Total Appropriated	Prior to 2026	2026	Bond/Note Proceeds/ Debt	Existing Funds from CRF	Transfers To CIP	Other (SAD, Sale Proceeds, etc)	Inter-governmental Grants
	GENERAL FUND								
DPW	Mechanic Street/High Street/ Mascoma Street Intersection	$5,821,998	$4,669,748	$1,152,250			$230,450		$921,800
	TOTAL ADDITIONAL CAPITAL IMPROVEMENTS PROGRAM	**$5,821,998**	**$4,669,748**	**$1,152,250**			**$230,450**		**$921,800**

SECONDED BY COUNCILOR N. FORD BURLEY. VOTE ON THE AMENDMENT WAS 9/0.

RESOLUTION NO. 13

*** MOTION BY COUNCILOR N. FORD BURLEY TO MOVE PASSAGE OF RESOLUTION NO. 13 TO AUTHORIZE THE ISSUANCE OF BONDS OR NOTES TO FINANCE 2026 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 $370,950 as follows:

Department	Project Name	Estimated		
		Useful Life	Paid for by	Amount
	AIRPORT FUND			
AIR	2026 T-Hangar Construction	20 Years	Airport User Fees	$370,950
	TOTAL CITY CAPITAL IMPROVEMENTS PROGRAM			**$370,950**

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, 2026.

SECONDED BY COUNCILOR STAVIS. VOTE ON THE MOTION WAS 9/0.

PROPOSED AMENDMENT(S) TO RESOLUTION NO. 13 – NO VOTE TAKEN ON THIS AMENDMENT

~~*[This Amendment is recommended only if the City Council approved Amendment #1 to Resolution #12 but did not approve Amendment #1 to Resolution #5.]*~~

~~(1) **MOVED** BY COUNCILOR _______________ to increase the amount of bonds/notes authorized to be issued to finance 2026 Capital Improvements by up to $98,125 for the Airport Taxiway A Extension project. The Federal Aviation Administration (FAA) has offered to allocate unspent funds from another airport to the Lebanon Airport to complete the Taxiway A Extension project in FY2026, instead of FY2027, which will reduce the City's share of project costs by 50% or approximately $98,125.~~

Department	Project Name	Estimated		
		Useful Life	Paid for by	Amount
	AIRPORT FUND			
AIR	2026 Taxiway A Extension	20 Years	Airport User Fees	$98,125
	TOTAL ADDITIONAL CAPITAL IMPROVEMENTS PROGRAM			**$98,125**

~~**SECONDED BY COUNCILOR _______________. VOTE ON THE AMENDMENT ____/____.**~~

RESOLUTION NO. 14

*** MOTION BY MAYOR WHITTLESEY TO MOVE PASSAGE OF RESOLUTION NO. 14 TO AUTHORIZE THE TRANSFER OF FUNDS TO SPECIAL REVENUE FUNDS, CAPITAL PROJECT FUNDS, WATER TREATMENT FUND, AND CAPITAL RESERVE FUNDS:**

RESOLVED, for the purpose of financing the Special Revenue Funds, Capital Project Funds, Water Treatment Fund, and Capital Reserve Funds.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds in the amount of $1,236,050 be transferred as follows:

INTERFUND TRANSFERS	
TRANSFERS TO SPECIAL REVENUE FUNDS	
From General Fund	
to the Enterprise Properties Revolving Fund	$ 3,800
TRANSFERS TO CAPITAL PROJECT FUNDS	
From General Fund	
to the Capital Improvement Fund – Trues Brook Road Bridge Replacement Project #066-059	$ 5,150
TRANSFERS TO WATER TREATMENT FUND	
From General Fund	
for Fire Protection-Hydrants	$ 302,100
TRANSFERS TO CAPITAL RESERVE FUNDS	
From General Fund	
to the Fire Department Equipment and Vehicles Capital Reserve Fund	$ 165,000
to the DPW Department Equipment and Vehicles Capital Reserve Fund	$ 620,000
to the Recreation and Parks Equipment and Vehicles Capital Reserve Fund	$ 40,000
to the Police Department Equipment, Vehicles, and Improvements Capital Reserve Fund	$ 50,000
to the General Fund Accrued Benefits Liability Expendable Trust Fund	$ 50,000
TOTAL	**$ 1,236,050**

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR MCNAMARA. VOTE ON THE MOTION WAS 9/0.

RESOLUTION NO. 15

[This Resolution is recommended only if the City Council approved Amendment #2 to Resolution #12]

*** MOTION BY ASSISTANT MAYOR WILKIE TO MOVE PASSAGE OF RESOLUTION NO. 15 TO AUTHORIZE THE TRANSFER OF FUNDS FROM THE DOWNTOWN LEBANON TAX INCREMENT FINANCE (TIF) DISTRICT UNASSIGNED FUND BALANCE TO THE CAPITAL IMPROVEMENTS FUND:**

RESOLVED, for the purpose of transferring funds from the Unassigned Fund Balance of the Downtown Lebanon TIF District Fund to the General Fund.

BE IT FURTHER RESOLVED, by the City of Lebanon, that funds in the amount of $230,450 be transferred from the Downtown Lebanon TIF District Unassigned Fund Balance to the Capital Improvements Fund to pay for the City's twenty percent (20%) share of additional costs for the Mechanic Street/High Street/Mascoma Street Intersection Project

This resolution shall be effective January 1, 2026.

SECONDED BY COUNCILOR SIMON. VOTE ON THE MOTION WAS 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 3.0% General Wage Increase, and to retitle, reclassify, and add positions to the existing salary plan.

Included in the agenda packet: (All supportive documents and information can be found on pages 17-28, Council agenda packet)

Human Resources Director Lauzon briefly reviewed Ordinance #18, Salary Plan as this was the third reading.

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. It defines the organizational framework for employee compensation by establishing salary grades, pay ranges, and the classification of all official job titles within the City's workforce structure. The Salary Plan currently encompasses four collective bargaining units, each governed by Collective Bargaining Agreements effective from January 1, 2025, through December 31, 2027, including 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.

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.

ACTION:
The City Council was asked to take action to amend Ordinance No. 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 was 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)
      c. 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

   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
d. 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	*General Intern*	*$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*	-	-	-	-
	Deputy Finance Director	-	-	-	-
	Deputy Human Resources Director	-	-	-	-
	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*	*$48.77*	*$65.84*	-	-
	Airport Manager †	-	-	*$1,950.68*	*$2,633.21*
	Assistant Director/Public Works ‡	-	-	-	-
	Chief Assessor †	-	-	-	-
	Human Resources Director	-	-	-	-
	Library Director †	-	-	-	-
	Lead Network Infrastructure Engineer ‡	-	-	-	-
	Recreation, Arts & Parks Director †	-	-	-	-
15	Deputy Police Chief ‡	-	-	*$2,191.47*	*$2,791.02*
	Deputy Fire Chief ‡				
16	*Technical Advisor II*	*$60.02*	*$75.95*	-	-
	Chief of Police †	-	-	*$2,400.51*	*$3,038.04*
	Planning and Development Director †	-	-	-	-
	Public Works Director †	-	-	-	-

	Finance Director	-	-	-	-
	Fire Chief †	-	-	-	-
	Cyber Services Director †	-	-	-	-
	Deputy City Manager	-	-	-	-

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; ~~Recycling 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**
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
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**
Position Title	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**
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**
Position Title	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**
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 third of three presentations. The first presentation was on November 19, 2025 and the second presentation was on December 3, 2025.

Mayor Whittlesey opened this up to the Public and the following came forth to give their testimony

- **Steve Perlowski (Ward-2**): He wanted to know what the Council was doing to focus on want vs. need and spoke about the lights on Town Hall.
- **Robert Moses (Ward-3):** He spoke about wanting to know what the cost was for the City for (employee) grade improvements and heard that the City pays 85% of the cost for health insurance.

Hearing no further comments from the public, the public input session was closed.

Council/Staff Discussion:
Mayor Whittlesey noted that in terms of the Opera House question from Mr. Perlowski, lights are actually paid for by the Opera House. Deputy City Manager Brooks reiterated that the lighting on the Opera House Building/City Hall was paid 100% by the Opera House through fundraising campaigns, grants and donations. No taxpayer dollars were used.

Human Resources Director Lauzon also addressed Mr. Moses' question regarding the actual costs expected to impact the changes in the Salary Plan, noting that the cost to the General Fund is just over $35K. She wanted to be clear that these are estimated based on when/if we use these positions. They were already built into the budget at the 2% increase and reductions were made at this meeting. In relation to solid waste, it comes to about $15K, and one of those positions is vacant and is not proposed to be filled. The water fund is just under $9,500. When we are talking about the General Fund, those are taxpayer dollars and solid wastewater/water salaries are paid for by user fees.

Council/Staff Discussions:
Assistant Mayor Wilkie spoke about the healthcare contributions noting that it is important that we are aware of this need and questioned whether or not we are informed from other communities on what they are providing (for their employees). If not, is that something that the City could pursue in the coming year? Human Resources Director Lauzon said that research has been done in recent years but was not done this year, noting that right now the City does contribute 85% (for staff health insurance). The last time that the City polled other communities we were in line with what other communities are contributing towards their health insurance premiums. We are locked into those percentages while we remain under contract with the unions.

Councilor Sykes noted it is hard to draw strong conclusions from a 10% vs. 12% retention rate but it is important to note that we should be very interested in retention rate numbers because it always costs more to train someone else to replace somebody. He urged the City Manager to see if we can get more information about that (retention rate).

ACTION:

1. **ACKNOWLEDGE THIRD PRESENTATION:**

Councilor Stavis 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 17, 2025, 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 2026 for all City employees; and to implement all other changes as fully outlined and described in the December 17, 2025 City Council Agenda Packet, effective the first pay period of 2026.
Seconded by Councilor McNamara
****The Vote on the MOTION was 9/0***

7. OLD BUSINESS: NONE

8. NEW BUSINESS

A. Authorization for the City Manager to Transfer Appropriated, Unencumbered FY2025 General Funds **RESOLUTION #R-2025-7**

Included in the agenda packet: (All supportive documents and information can be found on pages 29-3030, Council agenda packet)

1. Draft Resolution Authorizing the Transfer of Appropriations

Deputy City Manager Brooks reviewed the background.

BACKGROUND
The City Council appropriates a budget on an annual basis. The FY2025 Budget was approved and appropriated on December 18, 2024. 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 §6.10, Transfer of Appropriations.

The City Manager proposes utilizing appropriated, but unencumbered General Funds from the current fiscal year (FY2025) to supplement the Public Assistance Revolving Fund in light of recent and ongoing changes in state and federal funding of welfare and human services. The Public Assistance Revolving Fund was created in 2022 to provide general assistance for housing and emergency shelter, food, fuel, utilities, and other necessities of the public welfare function. As a reminder, pursuant to NH RSA 165, Aid to Assisted Persons, the municipality has a statutory obligation to provide general assistance to "relieve and maintain" any person who is poor and unable to support themselves.

Given the uncertainty of what is happening with State/Federal funding, welfare and other Human Service programs, the City Manager is requesting and recommending that the City utilize some of the unincumbered funds from this year's budget and place them into the Public Assistance Revolving Fund so that they are available for the same purpose they were originally appropriated and they would not lapse by being placed in the Public Assistance revolving fund. The recommendation is to utilize $25K of the surplus for that purpose.

The City Manager intends to make budget rescissions to ensure the overall budget does not exceed the total appropriations in the City's General Fund Budget for Fiscal Year 2025.

Mayor Whittlesey opened this topic for public comment. Hearing none, the public comment session was closed.

ACTION:

Councilor McNamara MOVED, that the Lebanon City Council, pursuant to City Charter §6.10, Transfer of Appropriations, hereby approves the Resolution for the Authorization to Transfer Fiscal Year 2025 General Fund Appropriations, as provided in the following table and as presented in the December 17, 2025 City Council Agenda Packet (Chart on page 29 of 30 of the City Council's agenda packet):

Transfer of Appropriated, but Unencumbered, FY 2025 General Funds Pursuant to City Charter §6.10	
From:	**Up To Amount:**
Human Services Department	$25,000
Total:	**$25,000**
To:	
Public Assistance Revolving Fund	$25,000
Total:	**$25,000**

Seconded by Councilor N. Ford Burley.
****The Vote on the Motion was approved (9-0)***

Resolution #R-2025-7 – Lebanon City Council

Title: **Authorization to Transfer FY2025 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 §6.10, 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 City has a statutory obligation pursuant to NH RSA 165, Aid to Assisted Persons, to provide general assistance to "relieve and maintain" any person who is poor and unable to support themselves at the expense of the town or city of residence [RSA 165:1-a]; and

WHEREAS, the Public Assistance Revolving Fund was created in 2022 to provide general assistance for housing and emergency shelter, food, fuel, utilities, and other necessities of the public welfare function;

NOW, THEREFORE, the Lebanon City Council hereby authorizes the City Manager to transfer unencumbered appropriations in the FY2025 General Fund Budget in the amount of up to $25,000 as indicated in the following table:

Transfer of Appropriated, but Unencumbered, FY 2025 General Funds Pursuant to City Charter §6.10	
From:	**Up To Amount:**
Human Services Department	$25,000
Total:	**$25,000**
To:	

Public Assistance Revolving Fund	$25,000
Total:	**$25,000**

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting of December 17, 2025.

9. ADJOURNMENT:
Councilor N. Ford Burley MOVED for adjournment.
Seconded by Councilor Simon.

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

The meeting was adjourned at 9:55 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary