

FINAL

LEBANON CITY COUNCIL

MINUTES, REGULAR SESSION

Wednesday, March 17, 2021, 7:00 p.m.

Remote Via Webex: [LebanonNH.gov/Live](https://lebanonnh.gov/live)

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Bruce Bronner, Erling Heistad, Karen Liot Hill, , George Sykes, Jim Winny, Karen Zook

MEMBERS ABSENT: Suzanne Prentiss

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville, City Clerk Kristin Kenniston, Recreation Coordinator Krissy Flythe

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

This meeting took place virtually due to the COVID-19 Pandemic and was conducted in accordance with the Emergency Orders issued by the New Hampshire Governor according to NH RSA 91-A "Right-to-Know Law."

All Councilors attending the meeting remotely are listed above.

2. PLEDGE OF ALLEGIANCE: Councilor Bronner led the Council in the Pledge.

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

4. OPEN TO PUBLIC: No one from the public came forth.

5. RECOGNITIONS: None

6. APPROVAL OF MINUTES:

- **March 3, 2021 (Regular Session)**

Councilor Liot Hill MOVED to approve the March 12, 2021 (Regular Session) minutes as written and presented in the March 17, 2021 City Council agenda packet.

Seconded by Councilor Sykes.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

**The Vote on the MOTION was unanimously approved by those present (8-0).*

- **March 11, 2021 (Canvass of the Vote)**

Councilor Sykes MOVED to approve the March 11, 2021 Canvass of the Vote minutes as written and presented in the March 17, 2021 City Council agenda packet.

Seconded by Councilor Liot Hill.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

Councilor Heistad abstained because he was not present at this meeting.

****The Vote on the MOTION was unanimously approved by those present (7-0).***

7. APPOINTMENTS:

A. Lebanon Housing Authority, Ian Girdwood (Citizen Member)

Councilor Liot Hill put forth the NOMINATION of Ian Girdwood to serve as a Citizen Member of Lebanon Housing Authority. Unexpired Term (3/21 – 10/22).

Seconded by Councilor Sykes.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

****The Vote on the NOMINATION was unanimously approved by those present (8-0).***

8. PUBLIC HEARING ITEMS:

A. **ORDINANCE #2021-01** - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 31, Board, Committees & Commissions, Article VII, Heritage Commission and Article X, Arts and Culture Commission

Included in the agenda packet was Ordinance #2021-01.

City Manager Mulholland presented a briefing on Ordinance #2021-01.

By action of the City Council on May 21, 2014, the City's Fountain Committee was dissolved and recreated as the Fountain Working Group and placed under the umbrella of the Heritage Commission. The charge of the Heritage Commission was formally amended in 2016 to include the following:

“H. Work towards the purchase and installation of fountains within the City of Lebanon by raising funds; coordinating volunteer efforts; locating fountains for purchase by the City; developing plans for the location of fountains; and seeking approval by the Heritage Commission and the City Council prior to the installation of any new fountain.”

The Fountain Working Group procured and installed its last fountain at the Glenwood Cemetery in 2020. Members of the group have since stepped aside. We continue to be thankful for the work they accomplished over their many years of dedicated service.

In December 2018, the City Council established the Arts and Culture Commission and charged them with taking a lead role in implementing Chapter 12 of the City's Master Plan (Community Design and Civic Art). Within this chapter, fountains are recognized as a cultural and civic art resource, and implementation strategies and action items refer to reestablishing Lebanon as the “City of Fountains”.

With all of this in mind, City administration is recommending that the charge of the Arts and Culture Commission be amended to assume the role of fountain procurement. An amendment to the City Code is required to effectuate the change and is outlined in Ordinance 2021-01.

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

ACTION:

Assistant Mayor Below *MOVED*, that the Lebanon City Council hereby adopts Ordinance #2021-01, to amend City Code, Chapter 31, Boards, Committees & Commissions, Article VII, Heritage Commission and Article X, Arts and Culture Commission, to amend the charge of the Arts and Culture Commission to assume the role of fountain procurement.

Seconded by Councilor Liot Hill.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

****The Vote on the MOTION was unanimously approved by those present (8-0).***

Changes to Ordinance #2021-01 are listed in **red** below.

**CITY OF LEBANON
ORDINANCE #2021-01**

AN ORDINANCE TO AMEND Chapter 31, Boards, Committees and Commissions, of the Code of the City of Lebanon, by deleting §31-33.H and adding §31-45.E.

Section 1:

The Code of the City of Lebanon is hereby amended by deleting the following:

Article VII, Heritage Commission, §31-33. Purposes; powers, Heritage Fund.

~~**H. Work towards the purchase and installation of fountains within the City of Lebanon by raising funds; coordinating volunteer efforts; locating fountains for purchase by the City; developing plans for the location of fountains; and seeking approval by the Heritage Commission and the City Council prior to the installation of any new fountain.**~~

Section 2:

The Code of the City of Lebanon is hereby amended by adding the following:

Article X, Arts and Culture Commission, Section 31-45. Duties and responsibilities.

E. Working towards the purchase and installation of fountains within the City by raising funds; coordinating volunteer efforts; locating fountains for purchase by the City; and developing plans for the location of fountains. City Council approval is required prior to the installation of any new fountain.

Section 3: Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 4: Effective Date

This ordinance shall become effective upon passage.

9. OLD BUSINESS

- A. Presentation of Second Reading: Amendment to Ordinance #18, Salary Plan, Article II, Non- Affiliated & LPASE Employees, to include the positions of Utility Billing Clerk (Grade 8) and Accounting Clerk (Grade 3) within the pay plan for regular full-time & regular part-time employees and to retitle positions in the City Clerks, and Cyber Services Departments.**

REORGANIZATION OF CITY CLERK’S OFFICE & FINANCE DEPARTMENT

City Manager Mulholland is reorganizing positions within the City Clerk’s office and Finance department to implement “central collections.” Central collections will provide the ability for the public to pay taxes or water & sewer bills while registering to vote, registering their motor vehicles, or applying for a marriage license and will allow the Finance Department to better concentrate efforts on financial services and management.

To assist in the transition, the tax collection functions currently managed by Finance are being moved under the umbrella of the City Clerk. In this, the positions of City Clerk and Tax Collector are being combined; and the position of Deputy Tax Collector (Grade 8) is being moved from Finance to City Clerk.

Currently the duties of the Deputy Tax Collector include billing and collection for water, sewer, and landfill services. These duties will remain in finance under a position to be titled “Utility Billing Clerk” (Grade 8). Duties for the revised Deputy Tax Collector position will be those associated with tax collection plus those associated with Assistant City Clerks (motor vehicle registration, dog licensing, issuance of vital records, election processing, etc.). As such, the Deputy Tax Collector will be fully able to assist with counter coverage and daily public interactions.

Over the years, the Tax Collector has taken on duties to assist the Finance Department with accounts payable and accounts receivable operations. Prior to the implementation of the revised compensation and classification system for non-affiliated employees in 2018, a position titled “Accounting Clerk” was part of the pool of positions in the City. Administration is reinstituting the position (part-time only) so the Finance Department may hire a person to assume the duties that will not be transferred to the City Clerk. All necessary funding to complete this transition is existing within the 2021 approved budget. The salary for the Tax Collector will be utilized by the City Clerk’s Office to facilitate the move of the newly appointed Deputy Tax Collector and the funding for the retitled position of Utility Billing Clerk is included in the Finance budget, as is funding for a part-time Accounting Clerk.

RETITLING POSITIONS FROM “INFORMATION TECHNOLOGY” TO “CYBER SERVICES”

With the ever-evolving world of technology, and the all-encompassing functions associated with protecting the City’s technological resources, City Manager Mulholland has renamed the Information Technology Department to “Cyber Services.” As such, positions currently titled “Information Technology” need to be updated. Positions include: Information Technology Director - Grade 15 (to be retitled Cyber Services Director); and Information Technology Technical Specialist - Grade 9 (to be retitled Cyber Services Technical Specialist). The Systems and Information Technology Administrator (Grade 13) title will remain as is and assigned grades for all positions will not change.

Process to Amend Ordinance No. 18

Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

On March 3, 2021, the City Council scheduled a public hearing for April 7, 2021 and recognized the first reading of the proposed amendment to Ordinance No. 18 to include the positions of Utility Billing Clerk (Grade 8) and Accounting Clerk (Grade 3) within the pay plan for regular full-time and regular part-time employees and to retitle positions in the City Clerks and Cyber Services Department. The third presentation will be held on April 7 along with the Public Hearing and action to adopt the proposed amendment. In accordance with the City Charter, the City Council is now asked to recognize the second of three presentations.

ACTION:**1. ACKNOWLEDGE SECOND PRESENTATION:**

Councilor Bronner MOVED, that the Lebanon City Council acknowledges the second of three presentations to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, as follows:

1. *Retitle City Clerk to City Clerk/Tax Collector (Grade 12;*
2. *Include the position of Utility Billing Clerk (Grade 8);*
3. *Include the position of Accounting Clerk (Grade 3);*
4. *Retitle Information Technology Director to Cyber Services Director (Grade 15); and*
5. *Retitle Information Technology Technical Specialist to Cyber Services Technical Specialist (Grade 9)*

Changes in the table below (pages 31-32, agenda packet) are shown in **red**.

REGULAR FULL-TIME/REGULAR PART-TIME NON-AFFILIATED & LPASE EMPLOYEES – 2021 SALARY & GRADES

<u>Grade</u>	<u>Position Title</u>	<u>Hourly</u>		<u>Weekly</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1	General Intern II	\$16.77	\$22.64	-	-
2	Custodian	\$17.78	\$23.99	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.84	\$25.44	-	-
	Custodian I	-	-	-	-
	Accounting Clerk				
4	Library Assistant	\$19.98	\$26.97	-	-
5		\$21.17	\$28.57	-	-
6	-	\$22.44	\$30.29	-	-
7	Administrative Assistant	\$23.78	\$32.45		
	Administrative Secretary			-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-

	Library Administrative/Technical Assistant	-	-	-
8	Administrative Assistant	\$25.21	\$34.04	-
	Benefits Coordinator/Payroll Specialist	-	-	-
	Deputy City Clerk	-	-	-
	Deputy Tax Collector	-	-	-
	Field Inspector**	-	-	-
	Electrical Inspector**	-	-	-
	Utility Billing Clerk			
	Outreach Librarian	-	-	\$1,008.55
	Young Adult Librarian	-	-	-
9	Code Health Inspector**	\$27.73	\$37.43	-
	Executive Assistant	-	-	-
	Digital Media Officer	-	-	-
	Cyber Services Technical Specialist			
	Information Technology Technical Specialist			
	Real Estate Appraiser II**	-	-	-
	Children's Librarian			\$1,109.20
	Associate Planner**	-	-	
	Systems Librarian	-	-	-
	Information Technology Librarian	-	-	-
10	Assistant City Engineer**	\$30.50	\$41.18	-
	Cemetery Sexton**	-	-	-
	Financial Analyst	-	-	-
	Fleet Maintenance Supervisor**	-	-	-
	Maintenance Superintendent**	-	-	-
	Utilities Maintenance Superintendent**			
	Police Communications Supervisor**	-	-	-
	Tax Collector	-	-	-
	Human Services Director	-	-	\$1,220.15
	Recreation Program Coordinator**	-	-	
11	Technical Advisor I	\$33.59	\$45.34	-
	Administrative Services Manager**	-	-	\$1,343.60
	Airport Operations Supervisor**	-	-	-
	Assistant Recreation Director**	-	-	-
	Code Enforcement Director**	-	-	-
	Deputy Library Director	-	-	-
	Fire Marshall**	-	-	-
	Planner/GIS Coordinator**	-	-	-
	Senior Planner**	-	-	-
12	Wastewater Treatment Superintendent**	\$35.60	\$48.05	-
	Water Treatment Superintendent**	-	-	-
	City Assessor**	-	-	\$1,424.00
	City Clerk/Tax Collector	-	-	
	City Clerk			-
	City Engineer**	-	-	-
	City Planner**	-	-	-
	Deputy Finance Director	-	-	-
	Energy & Facilities Manager**	-	-	-

	Police Lieutenant**	-	-	-	-
	Prosecuting Attorney	-	-	-	-
	Solid Waste Manager**	-	-	-	-
13	Airport Manager	-	-	\$1,509.21	\$2,037.39
	Assistant Fire Chief	-	-	-	-
	Deputy Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Information Systems Manager**	-	-	-	-
	Maintenance Manager**	-	-	-	-
	Recreation Director	-	-	-	-
	Police Captain**	-	-	-	-
	Systems and Information Technology Administrator				
14	Assistant Director/Public Works	-	-	\$1599.77	\$2,159.70
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Cyber Services Director Information Technology Director	-	-	\$1,695.84	\$2,289.20
16	Technical Advisor II	\$44.93	\$60.66		
	Chief of Police	-	-	\$1,797.42	\$2,426.40
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	Deputy City Manager	-	-	-	-

**denotes LPASE Positions

Seconded by Councilor Heistad.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

****The Vote on the MOTION was unanimously approved by those present (8-0).***

10. NEW BUSINESS

A. Request for Exception from City Code Chapter 110, Noise from Sound Amplification: Martin, 8 Pleasant Street, West Lebanon

Included in the agenda packet::

1. Lebanon Police Department Issued Sound Permit
2. City Code Chapter 110. Noise from Sound Amplification Systems

Charles and Valerie Martin of 8 Pleasant Street, West Lebanon came forth and spoke about their application request. They were issued a Sound Permit from the Lebanon Police Department for a function on Saturday, August 7, 2021. The permitted time frame is 2:00pm – 8:00pm. The Martins requested an extension to allow the amplification equipment to be utilized until 10:00pm.

City Code Chapter 110, “Noise from Sound Amplification Systems,” allows residents to obtain a permit for sound amplification between the hours of 8am – 8pm Chapter 110-2(B) allows the

City of Lebanon upon its motion, or upon application and for good cause shown, may modify, suspend, repeal or amend the provisions of any rule or regulation or section herein contained.

ACTION

Councilor Liot Hill MOVED, that the Lebanon City Council, in accordance with City Code Chapter 110, Noise from Sound Amplification System, §110-2, hereby authorizes Charles and Valerie Martin of 8 Pleasant Street, West Lebanon, to utilize amplification equipment until 10:00pm on Saturday, August 7, 2021, provided that the area neighbors are notified in advance. Seconded by Councilor Heistad.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

***The Vote on the MOTION was unanimously approved by those present (8-0).**

B. Discussion & Set Public Hearing for April 7, 2021: Ordinance #2021-02 to amend City Code Chapter 136, Sewer Service, §136-78, Collection

Included in the agenda was Proposed Ordinance 2021-02.

City Manager Mulholland is reorganizing positions within the City Clerk's office and Finance department to implement "central collections." In addition to central collections, reorganization efforts will split the responsibility for billing of collections (taxes and utilities) between the City Clerk (taxes) and Finance Department (water & sewer).

Chapter 136, Sewer Service, of the City Code currently commits the collection of fees and assessments for sewer charges to the Tax Collector. In order to keep this function with the Finance Department, administration is proposing to have the collection of fees and assessments committed to the Finance Director. Past due fees and assessments would still be committed to the Tax Collector, so they would be subject to the same lien process as past due taxes.

ACTION:

Councilor Bronner MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, April 7, 2021, beginning at 7:00pm, Remote via Webex, for the purpose of receiving public input and taking action on proposed Ordinance #2021-02, to amend City Code, Chapter 136, Sewer Service, §136-78, Collection. Seconded by Assistant Mayor Below.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

***The Vote on the MOTION was unanimously approved by those present (8-0).**

C. Discussion & Set Public Hearing for April 7, 2021: Ordinance #2021-03 to amend City Code Chapter 182, Water Service, §182-31, Collection

Included in the agenda packet: Ordinance 2021-03.

City Manager Mulholland is reorganizing positions within the City Clerk's office and Finance department to implement "central collections." In addition to central collections, reorganization efforts will split the responsibility for billing of collections (taxes and utilities) between the City Clerk (taxes) and Finance Department (water & sewer).

Chapter 182, Water Service, of the City Code currently commits the collection of fees and assessments for water charges to the Tax Collector. In order to keep this function with the Finance Department, administration is proposing to have the collection of fees and assessments committed to the Finance Director. Past due fees and assessments would still be committed to the Tax Collector, so they would be subject to the same lien process as past due taxes.

ACTION:

Councilor Bronner MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, April 7, 2021, beginning at 7:00pm, Remote via Webex, for the purpose of receiving public input and taking action on proposed Ordinance #2021-03, to amend City Code, Chapter 182, Water Service, §182-31, Collection. Seconded by Assistant Mayor Below.

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

****The Vote on the MOTION was unanimously approved by those present (8-0).***

Changes to Ordinance #2021-03 are listed in **purple** below:

**CITY OF LEBANON
ORDINANCE #2021-03**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 182, Water Service, Article V, Service Billing; Discontinuance of Service; Collection and Abatement; Penalties, Section 182-31, Collection.

BE IT ORDAINED, by the City Council of the City of Lebanon, as follows:

Section 1

The Code of the City of Lebanon is hereby amended to revise Chapter 182, Water Service, Article V, Service Billing; Discontinuance of Service; Collection and Abatement; Penalties, Section 182-31 as follows:

§ 182-31 Collection.

Collection of the fees made herein are committed to the **Finance Director** ~~Collector of Taxes~~, who shall act under a warrant, requiring said **Finance Director** ~~Collector of Taxes~~ to collect these assessments. The **Finance Director** Tax Collector shall have the same rights and remedies, including a lien on the real estate in relation thereto, as in the collection of taxes. **Collection of the fees and assessments that are past due shall be committed to the Tax Collector.** In the event of bankruptcy, the city may require a security deposit equal to the highest quarterly bill for water service prior to the date of bankruptcy filing for future water service, as provided by federal law. 11 USC § 366.

Section 2. Severability

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3. Effective Date

This Ordinance shall become effective upon passage.

D. Presentation of First Reading and Set Public Hearing for April 21, 2021: Amendment to Ordinance #18, Salary Plan, Article II, Non-Affiliated & Employees, Seasonal/Temporary & Stipend Employees, to LPASE increase 2021 wages for Memorial Pool and Camp Recreation, Arts & Parks employees

Included in the agenda packet: Amendment to Ordinance #18, Salary Plan

City Manager Shaun Mulholland came forth and explained the history and reasons behind amending Ordinance #18, Salary Plan.

The 2021 Budget was approved without funding to operate the pool this year. The anticipated revenue reductions as a result of the COVID-19 Pandemic required the implementation of necessary austerity measures to balance the City's budget. The US Congress passed legislation which was signed into law by the President that would provide revenue relief and other funding to address the impacts of COVID-19. This funding (as it appears right now) would come to the City from the federal government and allow for the operation of the pool this year. The City Manager is proposing the salary increases as shown in the charts provided for a number of reasons as annotated below:

1. These positions are seasonal with hourly rates that have never been assessed through a wage classification study.
2. The staff assigned to the positions at the pool and the summer camp program will be exposed to a higher level of risk to their own health regarding the possibility of contracting COVID-19 than they normally would be under the circumstances.
3. The labor marketplace rates have become very competitive in our area which we have not kept pace with.
4. Staff, especially summer camp staff, will be expected to work mandatory overtime due to the enhanced supervision needed to mitigate the risk of COVID-19 spread among camp participants. We expect staff will be working 50 hours per week for all six weeks of the program.
5. Some of the staff may not be able to obtain vaccinations by the time the pool and the summer camp program open which further enhances the risk to their health.
6. The rates proposed are only in place for the calendar year 2021. The Council will determine new rates during the annual budget process for budget year 2022. The CARES Act funding is one-time funding and unlikely to continue into 2022.

Process to Amend Ordinance No. 18

Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members - to adopt.

The Council was asked to recognize the first of three presentations on March 17, and to schedule a public hearing for April 21, 2021 to amend the Ordinance. The second and third presentations will follow on April 7, 2021 and April 21, 2021 respectively.

Mr. Thomas Jasinski came forth and questioned if the proposed increase in the salaries would be covered through the governments relief package. City Manager Mulholland said this is the tentative expectation, but reminded everyone this ordinance will only become effective if the City receives the CARES Act funds, since the City does not have the money to pay for opening the pools on its own. Opening the pool/recreation facilities is also dependent on public safety due to COVID-19.

ACTION

1. ACKNOWLEDGE FIRST PRESENTATION:

Assistant Mayor Below *MOVED*, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, Seasonal/Temporary & Stipend Employees, to increase 2021 wages for Memorial Pool & Camp Recreation, Arts & Parks employees.

Seconded by Councilor Sykes.

B. SEASONAL/TEMPORARY& STIPEND EMPLOYEES

Seasonal, temporary and part-time positions with less than 20 hours are not placed into grades. These positions are based upon comparable municipal positions and wages and/or local current market values. These positions are NOT eligible for employee benefits. Seasonal positions are up to 6 months in duration; part-time positions are less than 20 hours weekly and may be year-round or by event; temporary positions vary in length of service (less than 1 year).

Changes to the compensation and classification schedules are shown in red below. Strikeout text represents a deletion of the position due to consolidation or to remove duplicates.

POSITION TITLE	HOURLY	
ELECTION POSITIONS (HOURLY)		
Ballot Clerk		\$10.15
Election Assistant		\$10.15
Supervisors of the Checklist		\$10.15
Moderator		\$12.69
Ward Clerk		\$12.69
FIRE DEPARTMENT POSITIONS		
Call Firefighter	\$11.25	\$28.54
PARK AND RECREATION POSITIONS		
Camp Counselors	\$10.15	\$12.18
Front Desk Attendants – Pool	\$10.15	\$12.18 \$15.25
Head Front Desk Attendants	\$11.17	\$13.70
Site Assistant	\$10.15	\$13.20
Lifeguards	\$10.15	\$12.18 \$17.50
Head/Lead Counselors	\$13.20	\$16.24
Site Assistant	\$10.15	\$13.20
Head & WSI Lifeguards	\$12.18	\$15.23 \$18.25
Head Front Desk Attendant - Pool	\$12.18	\$15.23 \$15.50
Outdoor Adventurer - Educator	\$12.69	\$16.24
Softball Coordinator	\$12.69	\$16.24

Camp Director	\$13.20	\$16.24 \$20.00
Day Camp Counselors	\$10.15	\$14.21 \$15.25
Arts & Craft Director	\$13.20	\$16.24 \$17.00
Farmers Market Coordinator	\$14.21	\$18.27
Market Assistant	\$12.18	\$15.23
Tennis Instructor	\$15.23	\$19.29
Stomp & Romp	\$15.23	\$19.29
Asst. Pool Director	\$15.23	\$19.29 \$21.00
Pool Director	\$16.24	\$20.30 \$24.00
LIBRARY POSITIONS		
Circulation Substitutes		\$13.41
Reference Librarian Substitutes		\$22.65
PUBLIC WORK POSITIONS		
Engineering Clerk	\$11.17	\$14.21
GIS Clerk - (or Intern)	\$15.23	\$17.26
Seasonal Laborers – Summer & Fall DPW, Parks & Rec. & Airport	\$16.24	\$19.29
CDL Seasonal Drivers	\$22.81	\$27.30
PLANNING POSITIONS		
Park Ranger	\$15.23	\$17.26
POLICE DEPARTMENT POSITIONS		
Crossing Guard		\$16.53
Communications Specialist	\$23.78	\$32.45
Police Administrative Aide	\$20.30	\$23.35
Parking Control Officer	\$20.30	\$23.35
Police Officers	\$26.86	\$32.39
CITY CLERK POSITIONS		
Assistant City Clerks (Part-Time/Temp. <20)	\$23.41	\$31.61
Recording Secretary	\$21.82	\$23.85
Recording Secretary Coordinator	\$22.82	\$24.36
SHARED POSITION		
General Intern I	\$13.20	\$16.75
STIPEND POSITIONS		
Sport Coaches – Seasonally (Lacrosse, Track, Youth – Basketball, Field Hockey, Football, Cheerleader Coach etc. – may vary due to Programs)	\$205	\$715
(Chair) Supervisors of the Check List	\$155	\$255
Supervisor of the Voter Checklist	\$155	\$255

2. SCHEDULE PUBLIC HEARING:

Assistant Mayor Below further MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, April 21, beginning at 7:00 pm, Remote via Webex, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees, Seasonal/Temporary & Stipend Employees to increase 2021 wages for Memorial Pool & Camp Recreation, Arts & Parks employees.

Seconded by Councilor Sykes

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

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

11. City Manager Report:

City Manager Shaun Mulholland updated the Council on the following:

- Legislation Updates:
 - HB 216 & SB 95: Remote/Virtual meetings. Support for these two bills have waned and it looks like they are destined to be killed. This is a head scratcher because both parties seemed to be supportive of these bills because they allowed easier access for the public to participate in meetings. Either way, after COVID-19 is mitigated to a degree where it is safe to hold in-person meetings, the City's plan will be to continue virtual/remote meetings for the public. However, since some Boards/Committees/Commissions have their own rules, the public may only be able to listen to meetings and may not be able to speak during these meetings. Once the Emergency Order goes away, and unless the law is changed, the City Council and other Boards/Committees/Commissions will have to be physically present and the public will be allowed to attend meetings in person.
 - SB-99 – Rooms & Meals Tax: This bill would allow, for the first time, part of this tax to go back to municipalities. This was passed but has been tabled because it will become part of the State's budget.
- Broadband: There are funds in the American Rescue Plan passed by Congress that could be used to expand broadband to Lebanon's 142 residential households that do not have high speed internet capability. We are currently in conversations with Comcast, Hub 66, and a satellite service, who want to expand their service in the City.
- State Business and Economic Affairs Department visit: They will be looking at Lebanon's 1B Airport Industrial Park expansion project, other vacant properties in the City, and especially Lebanon's Biotech Industry. The Upper Valley Business Alliance (UVBA) has been very successful as a group, and some of those facilities are looking at either creating or expanding their services in our area. This meeting will take place on March 30, 2021.
- Streetlight Project: Phase I is now complete after being in the works for 10 years. Kudos to LEAC (Lebanon Energy Advisory Council), Assistant Mayor Below and Ms. Barbara Hirai for their work over the years. Phase II and Phase III of the project are still being worked on.
- Paving for summer 2021- CSO 12:
 - The areas around Mascoma Street will receive a final coat of pavement.
 - Seminary Hill Road: From Carlton Drive to the bridge will be ground, milled, shimmed and overlaid.
 - Cavendish Court (in Centerra): Will be milled, shimmed and overlaid.
 - Hardy Hill collection of streets: Will be shimmed and overlaid.
 - Moss, Deer Run, Foliage: Will be milled, shimmed and overlaid.
 - A chip seal will be done on the streets off Seminary Hill to include Floyd Ave., Batchelder Ave. and Whitcomb Ave.
 - Spencer Street Reconstruction Project: Repaving will be done in this area
- Airport Tech Park: This has gone out to bid. We anticipate that the road and utilities will be expanded by the end of the year and the Tech Park will be ready to be leased out.

12. Council Representatives to Other Bodies Reports:

Councilor Winny spoke about the West Lebanon Revitalization Advisory Committee's (WLRVAC) efforts/request, which will be presented to the Council on April 7, 2021. He noted there is a potential opportunity to work toward an expansion with the Dam relicensing, specifically looking at the Boston Lot parking area and possibly a piece of the Greenway Trail along the side of the river to get us connected to

the Boston lot. He felt it might be the right time to pursue this endeavor during the Dam relicensing negotiations.

Councilor Heistad felt that since the path around the dam is very difficult, this would be a way of improving it so it would be safer for people foraging around the dam.

13. Future Agenda Items: None

14. Non-Public Session: None

15. Adjournment:

***Councilor Bronner MOVED for adjournment.
Seconded by Councilor Heistad..***

Roll Call Vote:

Assistant Mayor Below, and Councilors Bronner, Heistad, Liot Hill, Sykes, Winny, Zook and Mayor McNamara, all voting Yea.

None voted Nay.

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

The meeting was adjourned at 7:48 PM.

Respectfully submitted,
Dona E. Gibson
Recording Secretary