



**LEBANON CITY COUNCIL
APRIL 21, 2021 - 7:00 PM
REMOTE VIA WEBEX
LEBANONNH.GOV/LIVE**

1. Call to Order

- A. **Meeting Access:** To participate in this meeting, please [join live via WebEx](#) or call 415-655-0001 (access code: 132 649 7400). If you have trouble accessing this meeting, please [email Shaun Mulholland](#).
- B. The April 21, 2021 Lebanon City Council Meeting is hereby called to order.

2. Pledge of Allegiance

3. Public Forum Announcement by the Mayor

Any member of the public who desires to speak on any item may do so when the item is taken up by the Council and will be allowed to speak on the subject for not more than three minutes. **(Note: Speakers are asked to state their name, ward of residence, and to use the microphone provided.)**

4. Open to the Public

5. Recognitions

- A. Resolution in Honor and Memory of Gregory Schwarz
- B. Retirement of Richard Mello, Police Chief
- C. Proclamation for Older Americans Month

6. Approval of Minutes

- A. MOTION TO approve the minutes as presented in the April 21, 2021 agenda packet

7. Appointments

- A. Rebecca Owens, Advance Transit Board of Directors (Citizen Representative)
Karen Liot Hill, Economic Development Commission (Vice Chairperson)

8. Public Hearing Items

- A. COMMUNITY REVITALIZATION TAX RELIEF APPLICATION – A public hearing for the purpose of receiving public input and taking action on a Community Revitalization Tax Relief Application (per NH RSA 79-E) by One Mechanic Street, LLC for property located at 1 Mechanic Street, Lebanon.
- i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:

- v. Council Deliberation & Action:
- B. ORDINANCE #2021-04 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, to implement a permitting system for access and use of the Solid Waste Facility.
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:
- C. AMEND ORDINANCE NO. 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, Seasonal/Temporary & Stipend Employees, to increase 2021 wages for Memorial Pool and Camp Recreation, Arts & Parks employees.
 - i. Presentation:
 - ii. Opening of the Public Hearing:
 - iii. Questions & Comments by the Public:
 - iv. Closing of the Public Hearing:
 - v. Council Deliberation & Action:

9. Old Business: None

10. New Business

- A. Request from Lalo's Taqueria for an Exemption (per §14-5) of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City property.
- B. Review and Discussion of 2020 Year End and 2021 1st Quarter Budget Reports.
- C. Presentation of First Reading and Set Public Hearing for May 19, 2021: Amendment to Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, AFSCME Local #1348/Council 93 AFL-CIO, to implement changes proposed as part of the 2020 Wage & Classification Study completed by Municipal Resources, Inc.
- D. Discussion & Set Public Hearing for May 19, 2021: Rescission of prior funding authorizations and appropriations for nine capital projects totaling \$1,602,723.62.
- E. Authorization of transfer of unspent bond proceeds totaling \$292,519.67 from the 2013 NH Route 120 project to the current Sewer System Rehabilitation project.
- F. Authorization of transfer of unspent bond proceeds totaling \$7,491.32 from the Dulac Street Reconstruction project to the 20 Spencer Street Cleanup Project.
- G. Authorization for the City Manager to transfer appropriated funds from the Finance Department in the amount of \$37,910 to the Department of the

City Clerk to facilitate the reorganization of each department.

- 11. City Manager Report**
- 12. Council Representatives to Other Bodies Report**
- 13. Future Agenda Items**
- 14. Non-Public Session**
- 15. Adjournment**

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams and WebEx. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT LEBANONNH.GOV/AGENDAS..

FUTURE BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Board/Committee: Pedestrian & Bicyclist Advisory Committee
Position: Regular Member
Applicant: A. Chan
Assigned Councilor: E. Heistad
Reassigned Date: 4/13/2021

Board/Committee: Guardian of Soldiers Memorial Building
Position: Regular Member
Applicant: B. Therrien
Assigned Councilor: C. Below
Reassigned Date: 3/24/2021

Note: While 1 City Councilor is officially assigned to interview each applicant, any City Councilor may interview any applicant for any position to better inform their decision.

PROPOSED FUTURE AGENDA ITEMS: Dates may be tentative and this list not considered all inclusive.

APRIL 27, 2021 - WORK SESSION (Review of Outcomes & Work Plan)

APRIL 29, 2021 - WORK SESSION (Review of Outcomes & Work Plan)

MAY 5, 2021

OLD BUSINESS:

A. Presentation of Second Reading: Amendment to Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, AFSCME Local #1348/Council 93 AFL-CIO, to implement changes proposed as part of the 2020 Wage & Classification Study completed by Municipal Resources, Inc.

NEW BUSINESS

- A. Financial Outlook with Vicki Lee, Finance Director
- B. Discussion & Set Public Hearing for June 2, 2021 re: establishment of a special assessment district to pay for traffic improvements at the intersection of Mount Support Road and Lahaye Drive, Lebanon

MAY 19, 2021

PUBLIC HEARINGS:

- A. Layout of extension of Airpark Road
- B. Amendment to Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, AFSCME Local #1348/Council 93 AFL-CIO, to implement changes proposed as part of the 2020 Wage & Classification Study completed by Municipal Resources, Inc.
- C. Rescission of prior authorization of funding for nine capital projects totaling \$1,602,723.62

NEW BUSINESS:

- A. Discussion re: Comments to FERC on the Relicensing of Great River Hydro Dam (Connecticut River – Route 10)



RESOLUTION IN HONOR AND MEMORY OF GREGORY SCHWARZ

WHEREAS, Gregory Schwarz served as a member of the Planning Board for the City of Lebanon from April 2008 until his untimely passing on April 7, 2020; and

WHEREAS, Gregory, besides being a member of the Planning Board, during his twelve-year tenure, also served as the Planning Board's representative to the Heritage Commission and as the Chair of the Steering Committee for the Implementation of the Master Plan; and

WHEREAS, Gregory's knowledge and understanding of the City enabled him to make thoughtful and principled decisions relative to the City's growth and development in order to serve the best interest of the residents of the City of Lebanon; and

WHEREAS, Gregory contributed to the adoption and implementation of the City's Master Plan through the review of multiple zoning amendments, updates of development regulations, and the approval of numerous development applications, and generally promoted and advanced the benefits of sound planning and the protection of neighborhoods and quality of life for the City; and

WHEREAS, Gregory was steadfast and conscientious in his commitment to public service as a member of the Planning Board and Heritage Commission; being fully dedicated to the duties and responsibilities of a Board member, serving with sound judgement, professionalism, and integrity; and

WHEREAS, Gregory left a lasting legacy and a positive impact on everyone who had the opportunity to work with him.

NOW THEREFORE BE IT RESOLVED that the Lebanon City Council, on behalf of the City of Lebanon, extends its deepest condolences to his widow, Susan Schwarz, along with its sincere appreciation for the dedicated service of Gregory Schwarz and for his contributions to the community over the past 12 years.

Dated this 21st day of April 2021 at Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On Behalf of the Lebanon City Council



RESOLUTION IN HONOR OF

RICHARD R. MELLO

WHEREAS, Richard R. Mello retiring from the City of Lebanon on April 30, 2021, has devoted himself to a career in public service as a Police Officer, having served in the Lebanon Police Department for over five years and within the State of New Hampshire for 28 years; and

WHEREAS, Chief Mello has served as an example of dedication to his profession by providing outstanding leadership, a strong work ethic and showing extreme devotion to department members and the citizens of Lebanon; and

WHEREAS, during his tenure, Chief Mello served on the City of Lebanon Taskforce on Homelessness, the Lebanon Partners United for Safety and Health (PUSH), New Hampshire Chiefs of Police Association Representative on the Legislative Committee to Study the Legalization and Taxation of Marijuana and was the past President of the Grafton County Chiefs Association; and

WHEREAS, Chief Mello spearheaded the Lebanon Police Department to achieve accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA), and on November 13, 2020, Lebanon Police joined the less than five percent of Law Enforcement Agencies in the country to be CALEA Accredited; and

WHEREAS, Chief Mello has demonstrated those many attributes that were essential to his position, always conducting himself in an open and forthright fashion, and continually giving of himself freely and unselfishly; and

WHEREAS, Chief Mello has served thousands of the region's residents over the past five years in a courteous and helpful manner, often going above and beyond his duties to assist them, which has earned the respect, confidence, and friendship of his fellow coworkers, business associates, and citizens in the community.

NOW, THEREFORE, BE IT RESOLVED, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Chief Mello's friends, fellow employees, and associates, express our admiration of and respect for the career of our outstanding and faithful employee and extend to him our sincere gratitude and wish him well in his retirement,

BE IT FURTHER RESOLVED that this Resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Richard R. Mello.

Dated this 21st day of April 2021 at Lebanon, New Hampshire.

Timothy J. McNamara, Mayor
On behalf of the Lebanon City Council



PROCLAMATION
OLDER AMERICANS MONTH – MAY 2021

WHEREAS, The City of Lebanon includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

WHEREAS, The City of Lebanon benefits when people of all ages, abilities and backgrounds are included and encouraged to share their successes and stories of resilience; and

WHEREAS, The City of Lebanon recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

WHEREAS, The City of Lebanon can foster communities of strength by:

- Creating opportunities to share stories and learn from each other,
- Engaging older adults through education, recreation, and service, and
- Encouraging people of all ages to celebrate connections and resilience.

THEREFORE, BE IT NOW RESOLVED, that the City of Lebanon, N.H., proclaims May 2021 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community.

Proclaimed this 21st Day of April in the year Two-Thousand-Twenty-One.

Timothy J. McNamara
Mayor, City of Lebanon

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

6. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- April 7, 2021 (Regular Meeting)

MOVED, to approve the minutes as presented in the April 21, 2021 agenda packet.

DRAFT

**LEBANON CITY COUNCIL
MINUTES
BOARD/COMMITTEE/COMMISSION REPORTS SESSION
Wednesday, April 7, 2021, 6:00 p.m.
Remote Via Webex: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)**

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Erling Heistad, Douglas Whittlesey, Devin Wilkie, and Karen Zook

MEMBERS ABSENT: Karen Liot Hill, George Sykes, and Jim Winny

STAFF PRESENT: City Manager Shaun Mulholland, City Clerk Kristin Kenniston

1 Reports: 4th Quarter 2020 and 1st Quarter 2021

2
3 **1. CALL TO ORDER:** Mayor McNamara called this portion of the meeting to order at 6:00 p.m.

4
5 This meeting took place virtually due to the COVID-19 Pandemic and was conducted in accordance with
6 the Emergency Orders issued by the New Hampshire Governor according to NH RSA 91-A “Right-to-
7 Know Law.”

8
9 All Councilors attending this portion of the meeting remotely are listed above.

10
11 **Assistant Mayor Below and Councilor Zook arrived after the Roll Call was taken.**

12
13 **Arts & Culture Commission** –Chair Jessica Giordani

- 14 • They are settling in nicely with their new home – Recreation, Arts & Parks.
- 15 • Fountain covers been removed and sent to AVA Galleries where they will be working on
- 16 changing up the artwork for the upcoming winter season.
- 17 • In late 2020, a local designer was commissioned to do some branding for them. A logo and name
- 18 was chosen. The name is Lebanon ArtWays and this is how they will be interfacing with the
- 19 community surrounding all of the public art projects they are involved in.
- 20 • They have partnered with the Recreation, Arts & Parks Department this past winter to unveil the
- 21 Graffiti Park in West Lebanon.
- 22 • Chair Giordani, Councilor Zook and Vice Chair Joe Clifford attended the New Hampshire
- 23 Council for the Arts Networking Event, where they were able to meet with others from Art
- 24 Organizations throughout the State to touch base with them on how they are adapting due to
- 25 COVID safety measures.
- 26 • Working with City Staff and City Manager Shaun Mulholland on a draft policy for public art in
- 27 the City of Lebanon. This is presently being reviewed.
- 28 • Coming soon is a temporary poetry installation on the sidewalks in Lebanon and West Lebanon
- 29 to highlight pieces of poetry in the community. Permanent installations are being planned.
- 30 • Working with Recreation Department to plan the Tunnel’s Grand Opening Event in July. A
- 31 display of potential art installations for the community is being consider for this event.
- 32

33 **Conservation Commission** - Councilor Heistad

34 Volunteers have been pulling up invasive species and they have an Amphibian Crossing Program. There
35 is always room for more volunteers if you want to help amphibians cross the road. He noted Garlic
36 Mustard will be upon us soon and they will need more volunteers for pulling this up as well.

1
2 They had a joint meeting in Hanover with members of the Upper Valley Land Trust, who sponsored a
3 meeting for conservation groups to discuss applications for landscape funding for protection of large
4 landholdings.

5
6 **Class VI Roads Advisory Board** –Councilor Heistad

- 7 • Action was taken on 5 different roads that they will be recommending to the Council, and are
8 working 3 more.
9 • They recommend the Farr Road be classified as a Class A Trail for foot, snowshoeing, and skiing.
10 • Alden Road is being recommended to be classified as a Class A Trail, subject to normal trail
11 precautions.
12 • Monica Road is being recommended to be classified as a Class A Trail.
13 • Road #56 (off Monica) is recommended to be discontinued.
14 • Work will be continuing on Ticknor, 29 and Dorothy Perley.

15
16 **Pedestrian/Bicyclist Advisory Committee** – Report given by Colin Smith

- 17 • Online survey results for the Mascoma Greenway can be found on the Mascoma Greenway
18 website.
19 • A statewide rail trail plan is being developed and the committee will be participating in this
20 endeavor.
21 • Tunnel connections between the Greenway and the Rail Trail have been discussed, along with
22 improvements to the Rail Trail.
23 • The Grafton County Friends of the Rail Trail will be merged with the Friends of the Rail Trail in
24 Merrimack County, which will help with maintenance efforts.
25 • They will be working on sidewalk improvement projects, like completing sidewalks in the most
26 difficult and dangerous areas in the City for pedestrians (e.g., Route 120 & Hanover Street).
27 DPW will be trying to get these projects reviewed.

28
29 Assistant Mayor Below noted that Route 120 and the Hanover Street intersection is a real dilemma with
30 no real solution yet and will require different approaches in solving this problem.

31
32 **Cemetery Board of Trustees** – Report given by Chair Fran Hanchett

33
34 Last fall, the Infant Memorial Garden was presented to Mrs. Logan, who donated the fountain for the
35 project to be specifically used in the Glenwood Cemetery. The Cemetery Trustees decided to put in a
36 Memorial Garden in memory of the infants. The money for this project was donated by the Stephen
37 Christy Fund at the Mascoma Foundation. The flowers in the garden were donated by various people and
38 students in the Lebanon School District. Last fall, Mascoma Lodge 20 donated a bench for the garden,
39 which will be placed in the garden this spring. The Cemetery Trustees have also decided to mark the
40 three (3) baby sections with a column showing feet and dates of the infant burials.

41
42 In January, the Upper Valley Mountain Bike Association approached the Cemetery Trustees wanting
43 permission to use the Valley Sacred Heart Cemetery to access the Boston lot across the street. Ms.
44 Hanchett noted the bikes have done a lot damage to the steep bank at the cemetery and after a very
45 lengthy discussion by the Board, public input, and a petition signed by 685 residents/tax payors/families
46 of people buried there/owners of future burials, the Board voted to keep the ordinance to not allow bikes

1 in the cemeteries. Our cemeteries need to be protected. The Board also voted to have a fence erected
2 across the back side of the cemetery to block off access for the bikes. Paul Coats supported the Board
3 with its decision and offered to assist with the funding of the fence to help alleviate the issues with the
4 bicycles. New fencing was placed around the Cole Cemetery and the Mascoma Cemetery.

5
6 The Board has been working very hard researching natural burials and wants to research every avenue to
7 make certain this will be a possibility for Lebanon to ensure the safety of funeral attendees, staff and
8 future generations of families visiting our cemeteries. Part of the research included bringing a GPR
9 company in to survey the Old Pine Tree Cemetery to determine the section of the cemetery that appeared
10 to be unused. The study came back noting there were no current burials in this section. If the Board
11 determines that green burials are deemed to be a safe and viable option for the City, this location would
12 be the most probable location. Sexton Patrick McCarthy and Ms. Hanchett have also been working on
13 finalizing the reconstruction of the West Lebanon Cemetery Maps. This project has the ability to be
14 submitted into the City's GIS program.

15
16 Plans for this spring will be to complete and dedicate the Infant Memorial Garden; place the monuments
17 for the infant grave sections; repair damage done to the Valley Cemetery; erect the fencing in the Valley
18 Cemetery; and the preparation of placement for the new columbarium in the Glenwood Cemetery.

19
20 **LEAC** – Assistant Mayor & Chair Clifton Below

- 21 • Phase II Solar project: City administration has decided not to move forward on this, except on a
22 limited extent, particularly at the Airport.
- 23 • The Gas-to-Energy Project.
- 24 • The LED Streetlight conversion: provided input and advice on this project.
- 25 • The EV (Electric Vehicles) Subcommittee: Has been monitoring what has been going on at the
26 state level. The Planning Board is looking at some questions around whether this should be
27 included in Site Plans for larger projects, particularly large multi-family projects to make EV
28 charging at least ready for installation to keep costs down for future EV charging. This may have
29 been put off for another year.
- 30 • Community Power Aggregation: Have been monitoring the PUC proceedings and legislative
31 activity related to this. There has been an update to the Community Power Statute that helps
32 make Community Power Aggregation more feasible in New Hampshire.
- 33 • The Community Finance Authority Grant update: They have received an extension to the end of
34 June to be able to use these funds.
- 35 • The Aggregation Subcommittee: Working on a draft Electric Aggregation Plan.
- 36 • Community Power Coalition: About to roll out a new website. A couple of graphics depicting
37 their logo and brand was shared and a link will be sent out when it becomes available.
- 38 • They had a presentation from Habitat for Humanity discussing a high performance project they
39 are doing to provide a high performance, cost effective way for residential buildings.
- 40 • Goals and work plan resets: 1) What are the building codes doing in terms of encouraging higher
41 performance construction standards, and 2) How does the City begin to develop a City action plan
42 where we begin to think about how we achieve our carbon reduction goals in the most cost
43 effective way?

44
45 **Planning Board** – No Report

Heritage Commission – A written report was sent to the Council but was not read.

Zoning Board – No Report

West Lebanon Revitalization Advisory Committee –City Manager Shaun Mulholland.

- Have been working on a CIP Plan for the parking lot behind the buildings on Main Street.
- They have provided Mr. Mulholland the information to lease the larger area in the Westboro Yard. The RFP for the demolition of the structures in the Westboro Yard will be going out on April 28th.
- They have been working on Street Scape improvements and what can be done with the 3 Seminary Hill Road property.

Economic Development Commission - City Manager Shaun Mulholland.

- 20 Spencer Street project update and what the future looks like for the Downtown Visioning Plan.
- They will be discussing the possibility of a Wet Water Park along the Mascoma River.
- Business and Economic Affairs Department visit. They discussed the areas that the City has for Biotech development. Mr. Mulholland noted that during their visit he stressed that the City only wants Biotech development in certain areas of the City.

This portion of the meeting was adjourned at 6:42 PM

**LEBANON CITY COUNCIL
MINUTES, REGULAR SESSION
Wednesday, April 7, 2021, 7:00 p.m.
Remote Via Webex: [LebanonNH.gov/Live](https://lebanonnh.gov/Live)**

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

MEMBERS ABSENT: George Sykes and Jim Winny

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville, City Clerk Kristin Kenniston, Director of Planning & Zoning David Brooks, Airport Director Carl Gross, Solid Waste Manager Marc Morgan, Kelly Crate-DPW

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: Mayor McNamara led the Council in the Pledge.

1
2 **3. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
3

4 **4. OPEN TO PUBLIC:**

- 5 • Mayor McNamara read a letter from Ms. Amelia Sreen opposing HB 266 and any similar
6 legislation. She requested the Council write a letter to the State Legislature and Governor
7 opposing this bill.
8 • Ms. Sarah Wraight (Ward 1) and Ms. Kathleen Becket (Ward 3) also came forth and concurred
9 with Ms. Sreen.
10 • Councilors Wilkie and Liot Hill noted they have already drafted language in opposition to HB
11 266 to be included in a letter for the Council's approval, which will be discussed later in the
12 meeting.
13 • Solid Waste Manager Marc Morgan informed the Council about a solid waste application called
14 Better Bin which was launched on Monday, April 5, 2021. This allows users to scan barcodes on
15 items to determine whether or not the item is recyclable and how to recycle the item in Lebanon.
16

17 **5. RECOGNITIONS:**

18 **A. Refill NOT Landfill Proclamation**
19

20 **PROCLAMATION Refill NOT Landfill Month**
21

22 **WHEREAS**, within the Upper Valley region it is estimated that 10 million single-use plastic water
23 bottles are purchased and disposed of annually; and
24

25 **WHEREAS**, although bottle recycling is available at the Lebanon Recycling Center, only about 30% of
26 plastic bottles are recycled; and
27

28 **WHEREAS**, the City of Lebanon owns and operates the Lebanon Landfill that has a permitted disposal
29 capacity of another 10 years; and
30

31 **WHEREAS**, the waste from single-use water bottles uses natural resources and consumes landfill
32 disposal capacity; and
33

34 **WHEREAS**, the City is concerned about conserving natural resources and preserving the landfill
35 disposal capacity for future Lebanon residents; and
36

37 **WHEREAS**, using refillable container water bottles conserves natural resources and reduces waste that
38 would otherwise require disposal in the Lebanon Landfill; and
39

40 **WHEREAS**, residents of the Upper Valley region have full access to locally sourced, clean drinking
41 water.
42

43 **NOW, THEREFORE, BE IT RESOLVED**, that the City of Lebanon hereby proclaims the month of
44 April as Refill NOT Landfill Month and encourages residents of the Upper Valley to join in observing
45 this month by using refillable water bottles and thereby reducing waste that must be processed at the
46 Landfill.
47

1 Proclaimed this 7th Day of April in the Year Two-Thousand Twenty-One.

2
3 Timothy J. McNamara
4 Mayor, City of Lebanon
5

6 **6. ACCEPTANCE OF MINUTES:**

7 **A. March 17, 2021 (Regular Session)**

8 **B. March 24, 2021 (Organizational Session)**
9

10 *Councilor Heistad MOVED to approve the March 17, 2021 (Regular Session) minutes and the*
11 *March 24, 2021 Organizational Session minutes as written and presented in the April 7, 2021 City*
12 *Council agenda packet.*

13 *Seconded by Councilor Liot Hill.*
14

15 **Roll Call Vote:**

16 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor
17 McNamara all voting Yea.

18 None voted Nay.

19 **The Vote on the MOTION was unanimously approved by those present (7-0).*
20

21 **7. APPOINTMENTS:**

- 22 • Library Board of Trustees, Douglas Whittlesey (Alternate Member)

23 *Councilor Zook put forth the NOMINATION of Douglas Whittlesey as an alternate Member of the*
24 *Library Board of Trustees. Unexpired Term (4/21 – 4/22).*
25

26 **Roll Call Vote:**

27 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor
28 McNamara all voting Yea.

29 Abstained: Councilor Whittlesey

30 None voted Nay.

31 **The Vote on the MOTION was approved by those present (6-0-1).*
32

33 **8. PUBLIC HEARING ITEMS:**

- 34 **A. AMEND ORDINANCE NO. 18, SALARY PLAN** – A public hearing for the purpose of
35 receiving public input and taking action to amend Ordinance #18, Salary Plan, Article II,
36 Non-Affiliated & LPASE Employees, to include the positions of Utility Billing Clerk
37 (Grade 8) and Accounting Clerk (Grade 3) within the pay plan for regular full-time &
38 regular parttime employees and to retitle positions in the City Clerks, and Cyber Services
39 Departments.
40

41 **REORGANIZATION OF CITY CLERK'S OFFICE & FINANCE DEPARTMENT**

42 City Manager Mulholland is reorganizing positions within the City Clerk's office and Finance department
43 to implement "central collections." Central collections will provide the ability for the public to pay taxes
44 or water & sewer bills while registering to vote, registering their motor vehicles, or applying for a
45 marriage license and will allow the Finance Department to better concentrate efforts on financial services
46 and management.
47

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

5
6 Currently the duties of the Deputy Tax Collector include billing and collection for water, sewer, and
7 landfill services. These duties will remain in finance under a position to be titled "Utility Billing Clerk"
8 (Grade 8). Duties for the revised Deputy Tax Collector position will be those associated with tax
9 collection plus those associated with Assistant City Clerks (motor vehicle registration, dog licensing,
10 issuance of vital records, election processing, etc.). As such, the Deputy Tax Collector will be fully able
11 to assist with counter coverage and daily public interactions.

12
13 Over the years, the Tax Collector has taken on duties to assist the Finance Department with accounts
14 payable and accounts receivable operations. Prior to the implementation of the revised compensation and
15 classification system for non-affiliated employees in 2018, a position titled "Accounting Clerk" was part
16 of the pool of positions in the City. Administration is reinstituting the position (part-time only) so the
17 Finance Department may hire a person to assume the duties that will not be transferred to the City Clerk.

18
19 All necessary funding to complete this transition is existing within the 2021 approved budget. The salary
20 for the Tax Collector will be utilized by the City Clerk's Office to facilitate the move of the newly
21 appointed Deputy Tax Collector and the funding for the retitled position of Utility Billing Clerk is
22 included in the Finance budget, as is funding for a part-time Accounting Clerk.

23
24 Councilor Liot Hill stated for the record that she opposes any change in the name of the City Clerk's
25 Office.

26 27 **RETITLING POSITIONS FROM "INFORMATION TECHNOLOGY" TO "CYBER** 28 **SERVICES"**

29
30 With the ever-evolving world of technology, and the all-encompassing functions associated with
31 protecting the City's technological resources, City Manager Mulholland has renamed the Information
32 Technology Department to "Cyber Services." As such, positions currently titled "Information
33 Technology" need to be updated. Positions include: Information Technology Director - Grade 15 (to be
34 retitled Cyber Services Director); and Information Technology Technical Specialist - Grade 9 (to be
35 retitled Cyber Services Technical Specialist). The Systems and Information Technology Administrator
36 (Grade 13) title will remain as is and assigned grades for all positions will not change.

37 38 **Process to Amend Ordinance No. 18**

39
40 Amending Ordinance No. 18 requires three separate presentations (see City Charter subsections 419:22,
41 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all
42 members of the City Council – six (6) members - to adopt.

43
44 The first presentation was March 3, 2021; the second was March 17, 2021. The Council was asked to
45 finalize the process by acknowledging the third presentation and acting to amend the Salary Plan at the
46 close of the public hearing.

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

ACTION:

1. PRESENTATION:

Assistant Mayor Below MOVED, that the Lebanon City Council acknowledges the third 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 shown in **red**. Table can be found on pages 35-37 in the Council agenda packet.

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	\$1,361.65
	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	\$1,497.36	
	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	\$1,647.20
	Recreation Program Coordinator**	-	-		
11	Technical Advisor I	\$33.59	\$45.34	-	-
	Administrative Services Manager**	-	-	\$1,343.60	\$1,813.60
	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	\$1,922.00
	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

2. RESOLUTION:

FOR THE PURPOSE OF amending Ordinance No. 18, Salary Plan.

NOW THEREFORE BE IT RESOLVED: that the Lebanon City Council amends 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).

Seconded by Councilor Whittlesey.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

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

B. ORDINANCE #2021-02

A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 136, Sewer Service, §136-78, Collection

Included on **page 40** of the Council's agenda packet: 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.

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

ACTION:

Councilor Liot Hill MOVED, that the Lebanon City Council hereby adopts Ordinance 2021-02, to amend City Code Chapter 136, Sewer Service, Section 136-78, Collection, as presented in the April 7, 2021 City Council Agenda Packet.

Seconded by Assistant Mayor Below.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

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

C. ORDINANCE #2021-03

A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 182, Water Service, §182-31, Collection

Included on **page 43** of the Council's 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.

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

ACTION:

Councilor Wilkie MOVED, that the Lebanon City Council hereby adopts Ordinance 2021-03, to amend City Code Chapter 182, Water Service, §182-31, Collection, as presented in the April 7, 2021 City Council Agenda Packet.

Seconded by Councilor Liot Hill.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

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

9. OLD BUSINESS

- A.** Presentation of Second Reading: Amendment to Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, Seasonal/Temporary & Stipend Employees, to increase 2021 wages for Memorial Pool and Camp Recreation, Arts & Parks employees

Included in agenda packet: Ordinance # 18, Salary Plan

City Manager Mulholland came forth and explained the background and reasons behind the amendment to Ordinance #18.

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 second of three presentations on April 7, 2021 to amend the Ordinance. The third presentation will follow on April 2, 2021, respectively.

For the benefit of the new City Councilors Whittlesey and Wilkie, Mayor McNamara briefly reviewed the Council's past discussions on this Ordinance.

ACTION:

1. ACKNOWLEDGE SECOND PRESENTATION:

Councilor Heistad 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, Seasonal/Temporary & Stipend Employees, to increase 2021 wages for Memorial Pool & Camp Recreation, Arts & Parks employees.

*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

Seconded by Councilor Wilkie.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

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

10. NEW BUSINESS

A. Discussion with Meghan Butts, Newly Appointed Executive Director of the Upper Valley Lake Sunapee Regional Planning Commission re: Services provided by UVLSRPC

Included in the agenda packet:

1. UVLSRPC PowerPoint presentation (pages 49-56, agenda packet)
2. UVLSRPC Services and Member Benefits (page 57, agenda packet)

Ms. Meghan Butts came forth to inform the Council and public about services provided by the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC), noting she joined the UVLSRPC in April 2014 and is now the newly appointed Executive Director.

The mission statement of UVLSRPC is “The purpose of the Commission shall be to guide, coordinate and promote sound economic growth and development and to prepare, maintain and implement a comprehensive regional plan for the Upper Valley Lake Sunapee Region; to serve as a research agency and information clearinghouse for the Upper Valley Lake Sunapee Region; to assist local units of

1 government with their plans and programs; and to establish a public information program to promote the
2 health, safety and general welfare of the inhabitants of the Upper Valley Lake Sunapee Region.”

3
4 Ms. Butts spoke about the regions the UVLSRPC serves; the benefits of having a Regional Planning
5 Commission; member benefits; contractual services they provide at a reduced rate; and, cost-share
6 options. She also spoke about the projects the UVLSRPC have been involved with in the City of
7 Lebanon. (Details can be found on pages 49-57, agenda packet)

8
9 In the future, they hope to have more community engagement; development of Action Plans;
10 Implementation of Regional Plans; and, leveraging funds through the Upper Valley Lake Sunapee
11 Regional Planning Foundation (UVLSRPF) to support our communities. Specific detailed information on
12 the services and member benefits of the UVLSRPC can be found on page 59 of the Council’s April 7,
13 2021 agenda packet.

14
15 Councilor Liot Hill asked if there have been any discussions at the Regional Planning Commission or
16 State level regarding funding for infrastructure, and the State’s 10-year plan. Ms. Butts explained they
17 are primarily talking about the transportation infrastructure. She has heard there will be some water
18 infrastructure funding for lead pipe removal, but this is not something the UVLSRPC plays a role in. For
19 transportation funding, the UVLSRPC continually fights for this, but noted that NH gets a 50 out of 50
20 and the Upper Valley Region gets a 9 out of 9 from the NH funds. When it comes to what she knows
21 about the new infrastructure opportunity, it has a lot to do with the State’s 10-year plan, but it is actually
22 the first 4 years of that plan (Transportation Improvement Program) and the funds are already there. For
23 the City of Lebanon, we have been advocating on behalf of the projects that are in that first 4 years of the
24 plan. It’s the funding after the first 4 years that is questionable and they have asked the State if they would
25 be spreading those funds around instead of just putting it all into Concord or Manchester.

26
27 **ACTION:**

28 No action is required. Item is for informational purposes only.

29
30 **B. Discussion & Set Public Hearing for April 21, 2021: Community Revitalization Tax Relief**
31 **Application - One Mechanic Street, LLC for proposed conversion of the former NAPA**
32 **Auto Parts building into residential use**
33

34 Included on **pages 59-74** in the agenda packet: March 26, 2021 Memo from Planning & Development
35 Director David Brooks, RE: Community Revitalization Tax Relief Incentive Program (RSA 79-E)
36 Application – One Mechanic Street, LLC – 1 Mechanic Street; Tax Map 91, Lot 264
37

38 Director of Planning & Zoning David Brooks shared a screenshot and reviewed the background of the
39 One Mechanic Street project as well as the Community Revitalization Tax Relief Incentive Program
40 (RSA 79-E).

41
42 On February 17, 2016, the Council took action to adopt and implement the provisions of the Community
43 Revitalization Tax Relief Incentive program pursuant to NH RSA 79-E in order to encourage
44 rehabilitation of existing buildings and structures in Downtown Lebanon and Downtown West Lebanon.
45 The 79-E program allows the City to provide a temporary period of limited tax relief. The tax relief is
46 provided by freezing the property valuation at the pre-rehabilitation value for a limited period of time
47 determined by the City Council. At the end of that tax relief period, the property is assessed at its full
48 market value, inclusive of those rehabilitation improvements.

49
50 One Mechanic Street, LLC, owner of the building at 1 Mechanic Street, Lebanon, is applying for tax
51 relief under the 79-E program, as they are converting the structure from a commercial use (formerly

1 NAPA Auto) to an 18-unit multi-family building. The Planning Board has already reviewed this project
2 and granted Site Plan Approval to convert the existing structure from a Commercial Use into 18 multi-
3 family units. Under the 79-E program, the City Council is obligated to hold a Public Hearing and
4 determine whether the project is a qualifying structure, whether it represents a substantial rehabilitation,
5 whether there are public benefits in order to grant the tax relief and, if so, for what duration.

7 As for a qualifying structure, the property is situated in the City's Downtown Lebanon's 79-E District,
8 and as a result the property can be considered a qualifying structure.

10 For substantial rehabilitation, the project must cost at least 15% of the pre-rehabilitation valuation, which
11 is just \$43K to \$75K, whichever is less. The applicant has provided a cost estimate of about \$1.675M to
12 complete the entire renovation, so the project will far exceed the 15% of the current assessed valuation as
13 required to make it a substantial rehabilitation.

15 In terms of the public benefits, the applicant has indicated they are specified in the Statute as to what the
16 five (5) public benefits are. The applicant has indicated in his application materials that the project will
17 address several of those stated public benefits including enhancing the economic vitality of Downtown;
18 promoting the preservation and reuse of the existing building stock; promotion of the development of the
19 municipal centers; and, providing an increase in housing. If the Council agrees with those statements,
20 then the project can be considered to generate one or more public benefits.

22 Mr. Brooks said the question, in this instance, is how long the tax relief may be granted, noting this
23 (project) is just the 4th 79-E request that the City has entertained. It is the second that involved the
24 creating of new housing units, and it is the first to suggest including additional years for the creation of
25 affordable housing units. The 79-E program is discretionary for the City Council. If a project meets the
26 basic program requirements, the Council may grant up to five (5) years. If the project provides housing,
27 then the Council may grant up to two (2) additional years. If the project includes affordable housing, then
28 the Council may grant up four (4) additional years for a total of eleven (11) years. In this case, the
29 applicant has requested a minimum of seven (7) years tax relief, which is comparable to the 4 South
30 Street project, which was also granted seven (7) years of tax relief. The applicant is also asking the
31 Council to consider granting up to four (4) additional years for a total of eleven (11) years for the
32 provision of affordable housing. However, the Statute does not define the term "affordable." That term is
33 defined in a different Statute which references projects where the combined rental/utility costs do not
34 exceed 30% of the household's gross annual income. In this case, the applicant has indicated that at least
35 one-third of the residential units would be rented at prices that are affordable to a one person household
36 earning 100% of a varied income, which is roughly \$64,800 for Grafton County.

38 Since the City will get more applications like this in the future, Planning Staff recommends that the
39 Council carefully balance the benefits that the 79-E program offers in terms of enabling projects that
40 might not otherwise pencil out, and the benefits that they create vs. the property tax revenue that would be
41 forgone through the tax relief. The 79-E program already requires the Council to find that one or more of
42 the public benefits are generated to grant the five (5) years. The City's Master Plan and the Visioning
43 studies for both Downtown Lebanon and West Lebanon indicate that more new Downtown housing is
44 desired for the City. Truly affordable housing is certainly a goal and a need for the community, but staff
45 believes that there should be some requirements for the number/percentage of units, as well as the specific
46 levels of affordability, noting that their recommendation is offered in the staff memo (page 72, agenda
47 packet) and are recommending that the City utilize the definition of Workforce Housing from RSA
48 674:58-61 rather than the term "affordable" from that Statute. That way, the price of the housing is
49 actually tied to the region's area median income rather than being a variable threshold determined by
50 whomever happens to rent an individual unit. Staff also recommends that the Council require developers
51 to provide at least 40% of the units at rates affordable to household earning 60% or less of the area

1 median income or 20% of the units affordable to households with an income of no more than 50% of the
2 area median income. These are the same thresholds that are used through the Low-income Housing
3 Tax Credit Program and the 60% value is the same threshold that the NH Housing Finance Authority
4 published data on concerning what the maximum thresholds for purchasing and rental units are (published
5 annually).

6
7 With those recommendations for clearly definable requirements for the number of units and levels of
8 affordability, staff understands that a significant purpose of the 79-E program is to incentivize/enable
9 projects that may not otherwise be financially viable. So, if the Council concludes that requiring a project
10 to achieve those thresholds would undermine the viability of the project, then the Council already does,
11 and should continue to have the discretion and freedom to vary those affordability requirements. Again,
12 the 79-E program is one of the few tools that the City has at its discretion to incentivize the creation of
13 new affordable units, but the Council should exercise that discretion wisely.

14
15 At the request of Mayor McNamara, Mr. Brooks stated the Planning Board approved 17 studios and one
16 (1) two bedroom unit, noting monitoring ongoing compliance with the Workforce Housing requirements
17 would be a joint effort. One of the requirements of the 79-E program is for the applicant to prepare a
18 covenant, which demonstrates and requires the applicant to maintain the public benefits for which the tax
19 relief was granted. We typically require that covenant to be in place for at least twice the duration of the
20 tax relief that is approved. We could build into that covenant a requirement that the applicant provide
21 rent-levels and documentation indicating that they are complying with the affordability requirements that
22 the Council establishes.

23
24 City Manager Mulholland reiterated that the Council has broad discretion under the 79-E program and the
25 criteria by which this is done. Staff is recommending a standard by which this is done. Even though the
26 Council has that broad discretion, he felt it was important to not be arbitrary or discriminatory and that
27 people know what is to be expected of them. The recommendations provided are defensible and we will
28 have updated data every year. It is important the Council use a standard, like the one provided by the
29 Planning Department, when these decisions are made.

30
31 Mayor McNamara felt setting a standard that the City could carry forward is important and liked the
32 concept of using the terminology of Workforce Housing as a criteria because the applicant(s) would have
33 a couple of options if they wanted to do a smaller percentage of Workforce Housing.

34
35 Councilor Liot Hill spoke about her reasons for supporting this project, but questioned how the 79-E
36 program and the TIF District programs work together or if there are any implications. Mr. Brooks noted
37 that the 79-E program works on the premise that you freeze the property valuation at the pre-rehabilitation
38 value for a period of time. The TIF District, works on the assumption that valuations rise over time and
39 the increment funds generated from between the base value when the district is created and whatever that
40 valuation is in any given year, is siphoned off and used by the City to make additional improvements
41 within the Downtown to enable development. Mr. Brooks further explained how these two programs
42 could potentially work against each other. City Manager Mulholland noted it was important to remember
43 that the objective of these programs is to enhance the quality of life and the Downtown area - it is not just
44 generating revenue for public projects. It is providing housing (79-E program) and enhancing the
45 Downtown area (TIF District).

46
47 Mr. Katz, applicant and owner of One Mechanic Street, LLC, came forth and spoke about his proposed
48 substantial improvements and the investment he is making to this property; described the property and
49 location of the property; benefits to the public; the need for affordable housing in the City of Lebanon;
50 and other information as provided in his letter to the Council & Planning Department dated on February
51 24, 2021 (pages 62-64, agenda packet).

1
2 The Council continued to discuss the tax exemption periods; what the Council has the authority to do
3 under the criteria of the 79-E program regarding this project; the tension between the 79-E program and
4 the TIF District program; the goal of achieving Downtown revitalization and economic development;
5 investments the City makes through the TIF program; how they can help fund projects like Mr. Katz's
6 and TIF projects; how Mr. Katz's project has the potential to raise the valuation of properties around it;
7 and protocols the City has used in the past for 79-E projects.

8
9 For detailed information regarding the project, please see the attached memo by Director of Planning &
10 Development David Brooks, along with the accompanying application and supporting documentation
11 submitted by One Mechanic Street, LLC.

12
13 **ACTION:**

14
15 ***Councilor Liot Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for***
16 ***Wednesday, April 21, 2021, beginning at 7:00pm, Remote via Webex, for the purpose of receiving***
17 ***public input and taking action on a request by One Mechanic Street, LLC, for tax relief under the***
18 ***provisions of the Community Revitalization Tax Relief Incentive Program (NH RSA 79-E) as***
19 ***adopted by the City Council on February 17, 2016.***
20 ***Seconded by Assistant Mayor Below.***

21
22 **Roll Call Vote:**

23 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor
24 McNamara all voting Yea.

25 None voted Nay.

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

- 27
28 C. Discussion & Set Public Hearing for May 19, 2021: Layout of extension of Airpark Road.
29 Scheduling of on-site public meeting for personal examination of proposed roadway; and
30 Acceptance of Dedication of existing segment of Airpark Road

31
32 Included in agenda packet:

- 33 1. March 31, 2021 Memorandum from Planning & Development Director David Brooks, RE: Acceptance
34 and Layout of Extension of Airpark Road for Airport TIF District (pages 77-82)
35 2. March 30, 2021 Petition for Layout of Class V Highway, Extension of Airpark Road, West Lebanon,
36 NH (pages 83-84)

37
38 Planning & Development Director David Brooks came forth to provide an overview of the Airpark Road
39 extension layout.

40
41 On November 6, 2019, the City Council established the Lebanon Airport-Tech Park Tax Increment
42 Finance (TIF) District on lands adjacent to the airport. On December 18, 2019, as part of the 2020 Capital
43 Improvements Program, the Council approved funding for the initial design and permitting for a roadway
44 and utility infrastructure to serve the TIF District. The Department of Public Works has assumed project
45 management for the bidding and the construction phase.

46
47 To formally enable construction of the new roadway, as it has not previously been shown on the City's
48 official street map and does not appear on any subdivision plat previously approved by the Planning
49 Board, the City Council must, in accordance with RSA 231:8, receive and act upon a petition to "lay out"
50 a new road. A petition was filed on March 30th and is attached hereto for review and consideration.

1 Pursuant to NH RSA 674:40, III, before the City Council can locate and construct the roadway, the
2 proposed layout must first be submitted to the Planning Board for review. Review by the Planning Board
3 is scheduled for April 12th.

4
5 In addition to Planning Board review, RSA 231:11 requires the City Council make a “personal
6 examination” of the proposed new road layout. Staff recommends that the Council hold a public meeting
7 prior to the public hearing (on the same day, if possible) to review the proposed road location.

8
9 Lastly, in addition to laying out the new road segment, the City Council is requested to accept the
10 dedication of an existing segment of Airpark Road, originally dedicated in 1983 and constructed in
11 approximately 2007 to provide access to the Magic Bird facility (now Big Green Aviation). This segment
12 of right-of-way extends from the intersection of Commerce Avenue to the northern boundary of the
13 Airport TIF parcel and is shown on a plan approved by the Planning Board and recorded in the Grafton
14 County Registry of Deeds as Plan #2039 (attached). While the dedication occurred in 1983, there is no
15 indication that the Council ever accepted the dedication.

16
17 Since this has only been shown on a plan approved by the Planning Board, the Council only needs to
18 accept the dedication that occurred with the recording of the plat in 1983. The Council also needs to
19 schedule a public meeting for a site visit to do a “personal examination of the proposed new roadway.”

20
21 Councilor Liot Hill spoke about the strategies discussed over the last few years due to the financial
22 burden the Airport has put on Lebanon’s taxpayers. In trying to shift that burden away from Lebanon
23 taxpayers and have the Airport become more sustaining in its own operations, a TIF District was created
24 to develop and lease land adjacent to Airport property so the City would have a revenue stream into the
25 future.

26
27 Assistant Mayor Below wanted to make it clear that acceptance of the road does not occur until later on
28 when the construction is complete. If this is done by a private developer, the City will want to make sure
29 the road will be constructed according to specifications first.

30
31 Councilor Heistad made the point that this road is not to be used for the development of the Airport. We
32 need to be very clear what the cost of the Airport is, and what the City can generate from any (TIF)
33 development park. These are separate entities and should be viewed as separate entities in the future.

34
35 **ACTION:**

36
37 ***Councilor Liot Hill MOVED, that the Lebanon City Council hereby refers the layout of the***
38 ***extension of Airpark Road as shown on the plan titled, “City of Lebanon Airpark Road Extension,”***
39 ***prepared by Paton Land Surveying, LLC, dated March 20, 2021, Project No. 2019-281-17A, for***
40 ***review by the Planning Board in accordance with RSA 674:40.***

41
42 **BE IT FURTHER MOVED, that public hearings be scheduled for Wednesday, May 19, 2021,**
43 **beginning at 7:00pm, Remote via Webex, for the purpose of receiving public input and taking**
44 **action on the following:**

45
46 **1. Acceptance of a dedication of a segment of Airpark Road, constructed in approximately 2007,**
47 **and shown on a plan titled “Subdivision Plan of Land in Lebanon, New Hampshire,” prepared by**
48 **Hoyle, Tanner & Associates, Inc., dated June 1978, and recorded in the Grafton County Registry of**
49 **Deeds on September 30, 1983 as Plan #2039; and**

1 **2. Approval of the layout of an extension of Airpark Road to serve the development of an industrial**
2 **subdivision on City-owned property identified as Tax Map 159, Lot 4, West Lebanon, as shown on**
3 **the plan titled “City of Lebanon Airpark Road Extension,” prepared by Paton Land Surveying,**
4 **LLC, dated March 20, 2021, Project No. 2019-281-17A.**
5

6 **BE IT FURTHER MOVED, that an on-site public meeting be scheduled for Wednesday, May 19,**
7 **beginning at 5:30pm, for the purpose of personal examination of the proposed roadway layout in**
8 **accordance with RSA 231:11.**
9

10 *Seconded by Councilor Heistad.*
11

12 **Roll Call Vote:**

13 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor
14 McNamara all voting Yea.

15 None voted Nay.

16 **The Vote on the MOTION was unanimously approved by those present (7-0).*
17

18 **D. Discussion & Set Public Hearing for April 21, 2021: Ordinance #2021-04 to amend City Code**
19 **Chapter 97, Landfill Regulations**
20

21 Included in the agenda packet:

22 1. Proposed Ordinance 2021-04 (pages 86-90)

23 2. March 30, 2021 Legal Opinion by Attorney C. Christine Fillmore, RE: Emergency Ordinance #2021-
24 04 Landfill Regulations (page 91)
25

26 The Lebanon Solid Waste Facility currently accepts waste from 23 participating communities, plus
27 residents and businesses within the City. While commercial generators/waste haulers are required to have
28 an established billing account, no users of the landfill, commercial or residential, are currently required to
29 have a permit, to show identification, or to show proof of residency, so the City has no record of who is
30 using the Solid Waste Facility. The long-term goal in the future is also to allow for an electronic means
31 of payment.
32

33 In an effort to gain better control over access and use of the facility, administration is looking to
34 implement a permitting process as outlined in Ordinance 2021-04.
35

36 Solid Waste Manager Marc Morgan reviewed the background and purpose of amending Ordinance
37 #2021-04, which is to better monitor and maintain those using the facility and to create a permit process
38 that will allow us to collect data on where residential trash is coming from. We are very good at tracking
39 where our commercial waste is coming from, but residential waste is a whole other matter. Ordinance
40 #2021-04 cleans up the current Ordinance language by adding a few definitions; helps establish late
41 payments; and, creates a more business savvy environment for the Solid Waste Division.
42

43 Mayor McNamara spoke in favor of amending Ordinance #2021-04, noting that when people purchase
44 their tickets from retail vendors, the City does not know who they are and no one is asking them where
45 they are from, so we do not know where this trash is coming from. This is a good long-term planning
46 effort for our municipal solid waste facility.
47

48 Councilor Wilkie also spoke in favor of amending Ordinance #2021-04. However, he did notice there
49 was a fee for paper applications but no fee for online applications and questioned if there was some other

1 provision to ensure those who do not have internet access, or otherwise may not be able to pursue an
2 online application, can still be able to apply for a permit without paying the fee for a paper application.
3 Mr. Morgan stated this is something they can consider in the future, but noted that at the present time
4 paper applications are impacting staff time. For online applications, they have been able to develop some
5 AI (Artificial Intelligence) elements within the online environment so the processing time for managing
6 online applications is far less than in-person permit applications.
7

8 ***Assistant Mayor Below MOVED, that the Lebanon City Council hereby schedules a public hearing***
9 ***for Wednesday, April 21, 2021, beginning at 7:00pm, Remote via Webex, for the purpose of***
10 ***receiving public input and taking action on proposed Ordinance #2021-04, to amend City Code,***
11 ***Chapter 97, Landfill Regulations.***
12

13 ***Seconded by Councilor Heistad.***
14

15 **Roll Call Vote:**

16 Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor
17 McNamara all voting Yea.

18 None voted Nay.

19 ****The Vote on the MOTION was unanimously approved by those present (7-0).***
20

21 **11. City Manager Report:**

22 City Manager Shaun Mulholland updated the Council on the following:

- 23 • HB 266: A bill that takes the powers away from municipalities to make their decisions to govern
24 themselves. The bill is poorly written and contains provisions which he and others believe are
25 unconstitutional in terms of making arrests and containing people who are immigrants, noting this
26 is the job of the Federal Government. A provision in this bill will also take away funds that a city
27 or town might have made if they developed any ordinances that are contrary to the State. There is
28 no appeals process, so the Attorney General would be allowed to make a determination, notify the
29 Town Treasurer, and deny us the ability to receive State funds, which would be a significant
30 change in State policy. This bill is being voted on today by the House, so it would be wise for the
31 City to write a letter to our State Senators and the Governor. He also noted it would not invalidate
32 all of the Welcoming Lebanon Ordinance (City Code 185), but large portions of it would make it
33 illegal and the City would have immediate legal conflicts to deal with.
34

35 Mayor McNamara also felt HB 266 was poorly written, noting he was in favor of drafting a letter
36 regardless of what happened today.
37

38 Councilors Wilkie and Liot Hill met today and shared the draft language that they came up with
39 addressing the many points that the City Manager has already mentioned. Councilor Liot Hill
40 read the proposed draft letter that was sent to the City Manager, noting that perhaps the City
41 Manager and Mayor can use their language and incorporate other comments as well. Mayor
42 McNamara said he is more than willing to sign such a letter on behalf of the Council and if he
43 was available, he would be happy to testify. If he is not available, he would ask Councilors Liot
44 Hill and/or Wilkie to testify for him. Hearing no objections from the Council on signing a letter
45 in opposition to HB 266, he and the City Manager will craft a letter and send it to the State Senate
46 and the Governor.
47

- Creation of a Tree Advisory Board to oversee arbor (tree) issues. City Manager Mulholland will appoint members. This will be run by the Conservation Commission first to get their feedback.
- Broadband: HUB 66 is looking at the northern part of Lebanon to provide coverage but are still in the analysis stage. Discussions are still continuing with Comcast.
- Coburn Park paving and replacement of park benches is being done.
- Visit from BEA (Business and Economic Assistance Department). Their particular focus is on Life Sciences and Bio Medical Industries in our area. We have target areas ready to go in our area.
- CCBA Community Center: Discussions are taking place.
- Community Social Worker concept: A survey has now been drafted with the help of the Upper Valley Health Council, Vital Communities and Lynne Goodwin. Alice Peck Day is also interested in working with us.
- State Budget: Passed by the House and will now be going to the Senate. One of the biggest impacts of this will be the SAG funding.
- Lebanon Police Department Accreditation: As a result of the LPD accreditation in November 2020, the City will be receiving a reduction in our insurance rates.
- Legislation:
 - HB 302: Deficiencies in the Statute that allows for electronic records and digital signatures by municipalities. Passed the House with bi-partisan support and moving to the Senate.
 - HB 111
 - HB 95: Allows electronic meetings to continue after COVID-19. Made it through the Senate and is before the House.
- Westboro Yard: NH DOT will be sending an RFP (Request for Proposal) out by April 28, 2021. Their goal is to have the demolition done by the end of the summer.
- Outside seating requests for permits.
- Tents for Salt Hill Pub, Three Tomatoes and Lucky's for outside seating: Individual businesses will have to cover this expense.
- Cares Act Funds: This has all been expended. We are waiting for the guidance from the State on how the new funding from the US Treasury will be distributed.
- Sidewalk Projects: Projects between \$100K-\$400K will be submitted to Congresswoman Kuster's office to be considered for grant funding.
- Wilder Dam license authorization: Councilor Winny sent a letter to Mayor McNamara, which he did not have in front of him. The content of the letter stated that the Wilder Dam was currently being reauthorized and he talked about our desire to have a trail system that would ultimately connect through that area and encouraged them to consider that as part of the re-authorization program. Deputy City Manager Paula Maville stated there will be a discussion on this topic at the May 19, 2021 City Council Meeting.

12. Council Representatives to Other Bodies Reports: None

13. Future Agenda Items: None

14. Non-Public Session:

- A. Pursuant to RSA 91-A:3,II(d)

ACTION:

Councilor Heistad MOVED that the Council to go into a Non-Public session Pursuant to RSA 91-A:3,II(d).

Seconded by Councilor Whittlesey.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

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

The Council went into a Non-Public Session at 9:25 PM.

15. Adjournment:

The Regular Session of this meeting was adjourned at 9:25 PM.

Non-Public Session:

Assistant Mayor Below MOVED to come out of the Non-Public Session at 9:45 PM.

Seconded by Councilor Heistad.

Roll Call Vote:

Assistant Mayor Below, and Councilors Heistad, Liot Hill, Whittlesey, Wilkie, Zook and Mayor McNamara all voting Yea.

None voted Nay.

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

The Non-Public Session was adjourned at 9:45 PM

Respectfully submitted,

Dona E. Gibson

Recording Secretary

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

7. APPOINTMENTS:

APPOINTMENTS

Board/Committee Appointments as presented by City Clerk Kristin Kenniston

- Rebecca Owens, Advance Transit Board of Directors (Citizen Representative)
- Karen Liot Hill, Economic Development Commission (Vice Chairperson)

The Economic Development Commission (EDC) has recommended to the Council that Councilor Karen Liot Hill be appointed as the Vice Chairperson to the EDC.

Included in this Section:

1. Memo from City Clerk Kristin Kenniston dated April 13, 2021

OFFICE OF THE CITY CLERK

MEMORANDUM

DATE: April 13, 2021

TO: The Honorable Mayor & City Council

FROM: Kristin M. Kenniston, City Clerk

RE: **Appointments Proposed for Council Discussion/Action:**

If the Council wishes to proceed with action on the appointments below, a nomination should be made and voted on for each appointment. *Note: nominations do not need to be seconded.*

Advance Transit Board of Directors

- **Rebecca Owens** – to nominate as a Citizen Representative for another three year term.
Term (4/21 – 4/24)

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

8. PUBLIC HEARING ITEMS:

**8.A – COMMUNITY REVITALIZATION TAX RELIEF APPLICATION –
ONE MECHANIC STREET, LLC**

A public hearing for the purpose of receiving public input and taking action on a request by One Mechanic Street, LLC for tax relief under the provisions of the Community Revitalization Tax Relief Incentive Program (NH RSA 79-E) as adopted by the City Council on February 17, 2016.

The City Council scheduled this public hearing at their April 7, 2021 regular meeting. The public hearing was properly noticed in the *Valley News* on April 10, 2021 in accordance with City Code and State Law.

BACKGROUND

On February 17, 2016, following a duly noticed public hearing, the Council took action to adopt and implement the provisions of the Community Revitalization Tax Relief Incentive program pursuant to NH RSA 79-E.

One Mechanic Street, LLC, owner of the building at 1 Mechanic Street, Lebanon, is applying for tax relief under the program, as they are converting the structure from a commercial use (formerly NAPA Auto) to an 18-unit multi-family building.

The Planning & Development Department received the application from One Mechanic Street, LLC on February 26, 2021. Under the terms of the 79-E program, the City Council must hold a public hearing within 60 days from receipt of the application to determine whether the structure is a Qualifying Structure; whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to granting the requested tax relief, and if so, for what duration.

For detailed information regarding the project, please see the attached memo by Director of Planning & Development David Brooks, along with the accompanying application and supporting documentation submitted by One Mechanic Street, LLC.

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

BE IT HEREBY RESOLVED by the Lebanon City Council, after a duly-noticed public hearing, that:

WHEREAS, the City Council has determined that the application of One Mechanic Street, LLC (hereinafter the "Applicant") for property assessment tax relief under the City's 79-E Program is complete enough to commence consideration, and

WHEREAS, the City Council has determined that the Applicant's property, 1 Mechanic Street, Tax Map 91, Lot 264 (hereinafter the "Property"), is situated in the Downtown Lebanon 79-E District as adopted by the City and, therefore, meets the 79-E Program requirement as a Qualifying Structure, and

WHEREAS, the City Council has determined that the Applicant's project to complete interior renovation and exterior rehabilitation on the Property pursuant to plans and information provided in the application (hereinafter the "Project") exceeds the lesser of 15% of the current pre- rehabilitation assessed valuation or \$75,000 and, therefore, meets the 79-E Program requirement as a Substantial Rehabilitation, and

WHEREAS, the City Council has determined that the Applicant's proposed Project will generate one or more Public Benefits to the City, including:

- 1. Enhancement of the economic vitality of Downtown Lebanon, and**
- 2. Promotion of the preservation and reuse of existing building stock, and**
- 3. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B, and**
- 4. Increasing residential housing in municipal centers.**

NOW THEREFORE, pursuant to the provisions of the Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program, as adopted by the City, the City Council hereby grants to the Applicant [REDACTED] years of property assessment tax relief for the Property to commence upon completion of Project, with the following conditions:

1. The Applicant shall grant to the City of Lebanon a Declaration of Covenant to be recorded in the Grafton County Registry of Deeds ensuring that the Project shall be maintained and used in a manner that furthers the Public Benefit(s) set forth above for which this property tax relief is granted. The term of the Declaration of Covenant shall be effective for [REDACTED] years, which is twice the duration of the approved tax relief period as permitted under RSA 79-E:8, II.

2. The Applicant shall obtain and maintain property and casualty insurance, as well as flood insurance, if appropriate, for the term of the Declaration of Covenant set forth above to ensure proper restoration or replacement of the Project and Property. Such insurance shall, effective as of the date on which the Project is completed, name the City of Lebanon as an additional insured by endorsement and the City shall be provided with certificates of insurance annually. Further, the applicant shall agree to have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the Property and any structures thereon, for the purpose of ensuring proper and timely restoration or demolition of the Property, including any damaged structures thereon. The Applicant shall agree to commence any restoration or demolition of such structures within one year following the date of any occurrence or incident for which an insurance claim is or could be made; otherwise the Applicant shall be subject to the termination provisions set forth in RSA 79-E:9, I.

3. The Applicant shall obtain a Building Permit for the Project and commence construction no later than one year from the date of this Resolution, unless otherwise extended by the City Council in writing. The Project, as approved, shall be completed on or before March 31, 20[REDACTED], unless otherwise extended by the City Council in writing.

Included in this Section:

1. March 26, 2021 Memo from Planning & Development Director David Brooks, RE: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application – One Mechanic Street, LLC – 1 Mechanic Street; Tax Map 91, Lot 264
2. March 29, 2021 Downtown Lebanon TIF Advisory Board DRAFT Minutes
3. April 19, 2021 Letter from Downtown Lebanon TIF Advisory Board Chair Barry Schuster
4. Notice of Public Hearing as Published in the April 10, 2021 Edition of the *Valley News*



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

MEMORANDUM

TO: Honorable Mayor and City Councilors

CC: Shaun Mulholland, City Manager

FROM: David Brooks, Planning & Development Director

RE: Community Revitalization Tax Relief Incentive Program (RSA 79-E) Application
One Mechanic Street, LLC – 1 Mechanic Street; M/L 91-264

DATE: March 26, 2021

INTRODUCTION:

In February 2016, the City Council adopted the provisions of the Community Revitalization Tax Relief Incentive Program pursuant to NH RSA 79-E to encourage rehabilitation of existing buildings and structures in downtown Lebanon and downtown West Lebanon. On February 26, 2021, One Mechanic Street, LLC applied for consideration under the program.

One Mechanic Street, LLC is the owner of property located at 1 Mechanic Street, Lebanon (Tax Map 91, Lot 264; the former NAPA auto parts building), which is situated in the Lebanon Downtown (LD) Zoning District. On November 23, 2020, the Planning Board granted Site Plan approval to convert the existing commercial structure into an 18-unit multi-family building. The anticipated improvements will include complete interior renovation and exterior rehabilitation as part of the conversion from commercial to residential use. Excerpts of project plans and elevation drawings from the pending building permit application are attached for review.

Under the terms of the 79-E program, the City Council must hold a public hearing on the application within 60 days from receipt of the application to determine whether the structure at issue is a Qualifying Structure; whether the proposed project is a Substantial Rehabilitation; and whether there is a Public Benefit to granting the requested tax relief, and if so, for what duration.

Does the project involve a Qualifying Structure?

The existing building, located at 1 Mechanic Street, is situated within the Downtown Lebanon 79-E District as adopted by the City Council and, therefore, the property can be considered a Qualifying Structure.

Is the project a Substantial Rehabilitation?

Since receiving the application, the City Assessor has reviewed the property and verified the current pre-rehabilitation assessed valuation to be \$285,900. Under the terms of the 79-E program as adopted by the City, the project must cost at least 15% of the pre-rehabilitation assessed valuation (\$42,885) or \$75,000, whichever is less, in order to be considered substantial. The applicant has provided a cost estimate of \$1,675,000 for completing the entire renovation and rehabilitation project as proposed. The Building Inspector has reviewed the proposed project plans to verify that the estimated cost is reasonable based on the scope of the project and is comfortable that the project will far exceed 15% of the current assessed valuation as required. As a result, the project can be considered a Substantial Rehabilitation.

Does the project generate one or more Public Benefits?

Appropriate public benefits for consideration of the 79-E program are specifically identified within the state law, including:

- Enhancement of the economic vitality of the downtown; (RSA 79-E:7, I)
- Enhancement and improvement of a structure that is culturally or historically important on a local, regional, state or national level, either independently or within the context of an historic district, town center, or village center; (RSA 79-E:7, II)
- Promotion of the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures; (RSA 79-E:7, II-a)
- Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B (State Economic Growth, Resource Protection, and Planning Policy) (RSA 79-E:7, III); or
- Increase of residential housing in urban or town centers. (RSA 79-E:7, IV)

As noted in the application form and cover letter, the applicant has indicated that the project will address several of the stated public benefits, including enhancing economic vitality, promoting the preservation and reuse of existing building stock, promoting the development of municipal centers, and increasing residential housing in municipal centers. If the City Council agrees with the above statements, the project can be considered to generate one or more Public Benefits in furtherance of the purposes of the 79-E program.

For how long may tax relief be granted?

Under the terms of the 79-E program, the City Council may, in its discretion, grant up to five (5) years of tax assessment relief for a project that complies with the program requirements. The City Council may also, in its discretion, grant up to two (2) additional years of tax relief for a project that results in new residential units and up to four (4) additional years of tax relief for a project that includes affordable housing. For any amount of tax relief approved, such tax relief begins upon the completion of the Substantial Rehabilitation.

The applicant has requested a minimum of seven (7) years of tax relief for the project, which appears to comply with program requirements and will result in the creation of new residential units in downtown Lebanon. In addition, the applicant has requested that the City Council consider granting up to four (4) additional years, for a total of 11 years, for the project that will include affordable housing.

RSA 79-E does not define the term “affordable” for purposes of the tax relief incentive program nor does it specify any minimum number or percentage of units that must be considered affordable in order to merit the tax relief. The applicant has referenced the definition of “affordable” from RSA 674:58 (the Workforce Housing statute), which, for that statute, states that “‘affordable’ means housing with combined rental and utility costs ... that do not exceed 30 percent of a household's gross annual income.” The applicant has further indicated that at least one-third (1/3) of the new residential units will be rented at prices that are affordable to a one-person household earning 100% of the Area Median Income (AMI) for Grafton County as determined by HUD and reported by New Hampshire Housing Finance Authority. For context, 100% of AMI for a one-person household in Grafton County is approximately \$64,800, which translates to a monthly rental rate of up to \$1,620 for rent and utility costs.

Since the City Council is essentially deciding whether to forego potential property tax revenue by granting limited tax relief through the 79-E program, the Planning staff recommends that the City Council carefully balance the benefit of enabling projects that might not otherwise “pencil out” and

the public benefits to be derived from such projects versus the property tax revenue foregone through the tax relief.

The 79-E statute, and the program as adopted by the City, already requires the City Council to determine that one or more of the enumerated public benefits is generated by a project in order to grant up to five (5) years of tax relief. And whereas an increase of residential housing in our downtowns is a goal expressed in the 2012 Master Plan as well as the recent visioning efforts conducted for both Downtown Lebanon and West Lebanon Village, granting two (2) more years for projects that result in new downtown housing seems to address stated community goals. However, staff suggests that granting up to four (4) additional years of tax relief for affordable housing should perhaps include requirements for a minimum number or percentage of units as well as specific levels of affordability to address community needs in exchange for the additional tax relief.

For purposes of determining whether to grant additional years of tax relief for projects that will include affordable housing, Planning staff recommends that the City utilize the definition of “workforce housing” instead of the term “affordable” from RSA 674:58. In that statute, the State defines workforce housing for rental units to mean “rental housing which is affordable to a household with an income of no more than 60 percent of the median income for a 3-person household”. While “affordable” connotes a relative and variable threshold as determined by an individual household’s gross annual income, “workforce housing” provides a rental threshold that is specifically tied to the region’s Area Median Incomes (AMI) and the community’s need for truly affordable housing. New Hampshire Housing Finance Authority annually publishes “Workforce Housing Purchase and Rent Limits”, which provides information about the estimated maximum affordable amounts for purchase and rent in each of the State’s Metropolitan or County (Non-Metro) Fair Market Rent Areas and which incorporates the 60% of AMI threshold for rental units (see attached).

In exchange for granting the additional four (4) years of tax relief for projects that include “workforce” housing, Planning staff recommends that the City Council require developers to provide either: a) at least 40% of residential units at rates affordable to households with an income of no more than 60% of AMI or, b) at least 20% of units at rates affordable to households with an income of no more than 50% of AMI. These thresholds are the same as those associated with the Low Income Housing Tax Credit (LIHTC) program administered through the New Hampshire Housing Finance Authority and provide clearly definable requirements for the number of units and level of affordability necessary to merit the additional tax relief.

However, staff understands that a significant purpose of the 79-E program is to enable and incentive rehabilitation projects that may not otherwise be financially viable. If the City Council concludes that requiring a project to achieve the recommended affordability standards would undermine the viability of the project and prevent it from occurring at all, then the Council should have the discretion and freedom to vary the affordability requirements while still balancing the overall benefit to the community against the potential tax revenue foregone.

RECOMMENDATION:

Staff recommends that the City Council schedule and hold a public hearing on the application in order to receive public input on the request prior to making a final determination. Following the public hearing, the City Council will make a determination as to whether the applicant’s Project and Property comply with the requirements of the 79-E Program as set forth above, and if so, whether to grant the requested tax relief and for how long. Following is a sample Resolution for the Council’s consideration in advance of the public hearing.

One Mechanic Street, LLC
PO Box 1325
Lebanon, NH 03766

Lebanon City Council, and
City of Lebanon Planning & Development Department, and
Lebanon City Manager
City Hall
51 North Park Street
Lebanon, NH 03766

February 24, 2021

To whom it may concern:

Please find enclosed an Application for Community Revitalization Tax Relief Incentive Program (RSA 79-E) for 1 Mechanic Street in downtown Lebanon.

I am very proud of this project. One Mechanic Street was historically a brownfield site, polluted by gasoline from leaking underground storage tanks from the time that the property was a gas station more than sixty years ago. The building itself is dilapidated and unattractive, having been used most recently as a Napa auto parts store.

As part of our project, we have arranged for a remediation of the gasoline pollution in conjunction with the New Hampshire Department of Environmental Services. We will be making an architecturally attractive upgrade to the building that honors its original industrial look and conforms to the neighborhood aesthetic, while modernizing the structure and adding a substantial amount of windows and accents. On the western gateway to downtown Lebanon, I believe that this renovated building will be transformed from the neighborhood's least attractive structure to the most attractive one.

I am also extremely proud that this building is being designed to decrease the carbon footprint and be environmentally friendly. We will be removing two oil furnaces and a series of oil-fired blowers and replacing with electric heat pumps. By doing so, this building will no longer consume any fossil fuels on site. We are also pre-planning to be compatible with a future upgrade capability to solar energy.

The renovation will add 18 net new residential units to the immediate downtown Lebanon region. 17 of these units will be studio apartments and the 18th will be a 2-bedroom. These units are less than 100 feet away from the rail trail, the river, and an already existing Advanced Transit bus stop. They are walkable to downtown businesses, recreational facilities, and government services. In short, these units are exactly what the master plan was hoping for in terms of residential density increases in the core urban area through creative repurposing of existing land and structures.

The project meets all requirements of the 79-E program as follows:

Substantial Rehabilitation: The required investment of \$75,000 is exceeded by nearly 20 times.

Qualifying Structure: The structure is located in the identified 79-E downtown district.

Benefits Provided:

I: Enhancement of the economic vitality of the downtown

This project enhances the economic vitality of downtown by introducing 18 new units of year-round residential occupancy. It is reasonable to believe that these tenants will be patrons of local businesses, access local entertainment, and generally engage in economic activities that support the vibrancy of the City. Furthermore, the additional availability of housing will enhance the economic vitality of downtown employers who have repeatedly reported that the gating factor in their ability to hire new staff is the absence of local housing.

II: Promotion of the preservation and reuse of existing building stock

As stated above, the renovation project takes the existing shell of an old commercial building and substantially improves it, reusing the building stock that exists on site and preserves and accentuates the architectural features of that building stock in an aesthetically pleasing manner.

III: Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community.

The project prompted a greater sense of community by adding to downtown housing stock in a manner that is walkable, bike-able, and generally community building. By creating convenient downtown facilities that are close to public transportation and convenient by foot or bicycle the roadways are used more efficiently and traffic congestion is reduced. Reduction of traffic and decrease of fossil fuel consumption promotes the safety of the city and makes for cleaner air. As a result, the safety of the city is improved.

IV: Growth of residential housing in urban or town centers

The project provides an increase of 18 net new residential units in the urban center, delivering precisely what the statute desires.

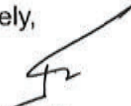
I respectfully request that the City provide the maximum possible benefit in terms of tax relief starting with the completion of the project, of either 7 or 11 years total. In addition to the base 5 years, I am requesting that an additional 2 years be added (making 7) because the renovation results in new residential units.

Additionally, I am requesting that the Council consider providing an additional 4 years of relief (to 11 years total) on the basis that the project will result in new affordable rental units. I have reviewed all data and the term "affordable" is not defined anywhere in the statute. The units will be market rent units, so they are not subsidized housing or low income housing. However, "affordability" is generally defined as the cost of housing being no more than 30% of the gross income of the renter. According to the New Hampshire Housing Finance Authority, the median income for a family of one in Grafton County in 2020 was \$64,820. The planned rental price for at least one third (and probably more) of the apartments will be less than 30% of the median family income of one, as reported by the NHHFA. On the basis that these units will be affordable to the median (regular income) renter, I would request that the Council consider extending the tax relief from 7 to 11 years.

I want to clarify one item on the application. There is a question on the second page that asks if an abatement application has been filed or awarded in the past year, for which the answer is no. However, I want to clarify that the assessing office corrected an error in the assessment through informal discussion based upon some incorrect property details. The informal adjustment to the correct state of the property resulted in the 2020 assessment being \$285,900.

Finally, thank you very much for your consideration of this project for the awarding of tax relief. The availability of tax relief is a major driver in feasibility for this project. Mascoma Bank has been very supportive of downtown revitalization efforts, and they have extended me credit in large part upon the tax relief benefits that this program will confer, and the anticipated award.

Sincerely,

A handwritten signature in black ink, appearing to read 'JK' or 'Jeremy Katz', with a long horizontal stroke extending to the right.

Jeremy Katz
Manager
One Mechanic Street, LLC



APPLICATION FOR COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE PROGRAM (RSA 79-E)

Date application submitted: 2/26/21

Received by: D. Brooks

Note: Application must be accompanied by a \$50 application fee at the time of submission.

APPLICANT:	OWNER: (if different from applicant)
Name: One Mechanic Street, LLC	Name:
Mailing Address: PO Box 1325	Mailing Address:
City, State, Zip: Lebanon, NH 03766	City, State, Zip:
Phone / Fax: 603-653-8281 / 603-443-9888	Phone / Fax:
Email: katz95@gmail.com	Email:

PROPERTY / BUILDING INFORMATION:		
Building Name (if any): Former NAPA Building		Year Built: 1900
Building Address: 1 Mechanic Street		Gross Square Footage of Building: 10,185
Tax Map # 91	Lot # 264	Plot #
Grafton County Registry Book # 4446		Page # 736

Existing Property / Building Information: (Describe <i>current</i> use, size, number of units, number of employees, etc.) Mixed use commercial building. Top floor office space and warehouse. Street level auto parts store. Bottom level motorcycle/snowmobile repair shop and warehouse
Proposed Property / Building Information: (Describe <i>proposed</i> use, size, number of units, number of employees, etc.) 18 Unit Multifamily Residential Building consisting of 17 studio apartments and 1 two-bedroom apartment
Is there a change of use associated with this project? Yes ☒ No ☐ If yes, please describe Conversion from commercial to residential
Will the project include new residential units? Yes ☒ No ☐ If yes, please describe The project will add 18 new residential units to the Lebanon Downtown district at a location that is within 50 feet of the rail trail and an Advance Transit stop, and within easy walking distance to downtown businesses and recreational facilities.
Will the project include new subsidized residential units? Yes ☐ No ☒ If yes, please describe

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a State or National Register Historic District? Yes ☐ No ☒ If yes, provide a copy of the approved designation by the State or National Register of the building or the district.
Is the building located within and is it significant to a locally-designated historic district? Yes ☐ No ☒
Is the property located in an existing Tax Increment Finance (TIF) District? Yes ☒ No ☐
Has an abatement application been filed or has abatement been awarded on this property within the last year? Yes ☐ No ☒ <i>see NOTE</i>
Will any state or federal grants or funds or low income subsidies or tax credits be used in this project? Yes ☐ No ☒ If yes, what is the amount of the aid? \$_____ Describe and detail any terms of repayment, if applicable.

PROJECT INFORMATION: Describe the work to be done and the estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates. Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help describe and explain this application.	
Expected Project Start Date: <u>3/1/2021</u>	Expected Project Completion Date: <u>12/31/2021</u>
Structural: Per plan submitted to codes	\$ 85,000
Exterior Alterations: (storefront/façade, walls, windows, doors, etc.) Per plan	\$ 150,000
Interior Alterations: (walls, ceilings, moldings, doors, etc.) Brand new units within existing renovated structure	\$ 440,000
Electrical: All new electrical service	\$ 180,000
Plumbing/Heating: All new plumbing and heating	\$ 150,000
Mechanical: New heat pump system (1 per unit)	\$ 110,000
Fire Protection: New Sprinkler and addressable fire alarm system	\$ 40,000
Other: Environmental remediation of ground contamination and completion of certified asbestos abatement at interior of building, etc - water sewer expansion, impact fee contribution, etc	\$ 520,000
Total: NOTE: In completing this form, the applicant certifies that the estimated costs provided herein are reasonable and that such costs meet the above program requirements. Failure to meet the program requirements or the listing of unreasonable construction costs will result in denial of the application and forfeiture of the application fee.	\$ 1,675,000
To be considered for this tax relief incentive program, the total project cost must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less. In the case of historic structures, the project must devote at least 10% of the pre-rehabilitation assessed value or \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation.	
TO BE COMPLETED BY CITY ASSESSING DEPARTMENT:	
Pre-Rehabilitation Assessed Valuation as of date of application submission: \$_____	
Are the cost threshold requirements satisfied by the project as proposed? Yes___ / No___	

PROPOSED PUBLIC BENEFIT (RSA 79-E:7)

In order to qualify for property assessment tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed *replacement* of a qualifying structure must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the Project provide the following public benefits? (Check all that apply)

Enhances the economic vitality of the designated areas.

If yes, please describe.

The project will provide safe, new, energy efficient downtown residential capacity for 18 new units. The units are situated close to downtown amenities including businesses and entertainment and it is reasonable to believe that the occupants of the property will be patrons of local businesses and contribute to the local economy.

Additionally, a major constraint on employment growth and economic vitality in the region is the availability of housing.

Yes ☒
No ☐

Enhances and improves a culturally or historically important structure.

If yes, please describe.

The original building is more than a century old and we will be preserving the shell and enhancing it so that it will be transformed from a dilapidated yesteryear structure into one of the most attractive and architecturally interesting buildings on a primary gateway entrance to the City's downtown area.

Yes ☒
No ☐

Promotes preservation and reuse of existing building stock by rehabilitation of historic structures in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

If yes, please describe.

The structure is not a registered historic site.

Yes ☐
No ☒

Promotes development in the designated areas, providing for efficiency, safety, and a greater sense of community, consistent with RSA Chapter 9-B.

If yes, please describe.

The development supports smart growth initiatives, specifically enhancing vibrant commercial activity, a strong sense of community in the downtown area, supports ample alternative transportation (pedestrian, bicycle and public transportation options), and decreases road congestion by promoting pedestrian traffic. Additionally, the substantial investment in environmental remediation decreases water pollution in an important ecological area near the Mascoma River. Furthermore, the project supports decreased air and water pollution because it does not burn any fossil fuels on site.

Yes ☒
No ☐

Increases residential housing in the designated areas.

If yes, please describe.

The development will add 18 residential units in the designated Lebanon Downtown district.

Yes ☒
No ☐

HISTORICAL REQUIREMENT FOR REPLACEMENT OF QUALIFYING STRUCTURES

In the case of replacement of qualifying structure(s), the applicant shall submit a New Hampshire Division of Historical Resources Individual Inventory Form prepared by a qualified architectural historian and a letter issued by the Lebanon Heritage Commission that identifies any and all historical, cultural, and architectural value of the structure(s) that are proposed to be replaced and the property on which those structure(s) are located.

Note: An application for replacement of a qualifying structure shall not be considered complete, and no public hearing shall be scheduled, until the Individual Inventory Form and the Heritage Commission letter, as well as any other required information, have been submitted.

IMPORTANT

Per RSA 79-E:13, II, the Base or "Original" Assessed Value for any tax relief period is only set after the following two conditions are met:

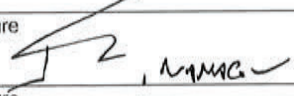
1. Approval of the tax relief by the City Council following a public hearing.
2. The applicant's entering into a Covenant with the City of Lebanon to protect the public benefit(s).

Therefore, the applicant and/or property owner shall not commence any of the improvements included in this application until such time as he or she has satisfied the above requirements. This prohibition shall include any demolition to the existing structure.

AFFIDAVIT

I/We have read and understand the Community Revitalization Tax Relief Incentive (RSA 79-E) and am/are aware that this will be a public process, including a public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the City and pay any reasonable expenses associated with the drafting of the covenant. I/We understand the application will not be determined as complete or recommended to the City Council for consideration until all of the necessary information is provided.

The undersigned hereby acknowledge understanding of the above statement and certify that the information provided herein are true and correct:

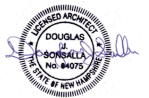
Signature 	Print Name JEREMY KATZ, Applicant	Date: 2/24/21
Signature	Print Name	Date:
Signature	Print Name	Date:
Signature	Print Name	Date:
Signature	Print Name	Date:



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1 MECHANIC STREET APARTMENTS

Issued For:
SITE PLAN REVIEW



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Issue Date: January 29 2021

Revisions		
No.	Description	Date

EXTERIOR VIEWS

Project No.: 1922

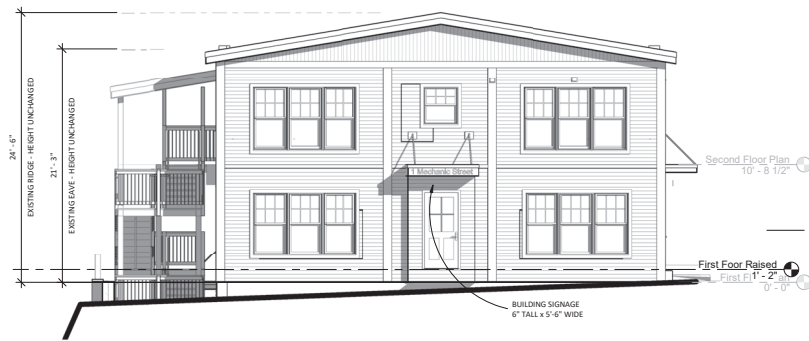
G-9
SHEET 9 OF 10

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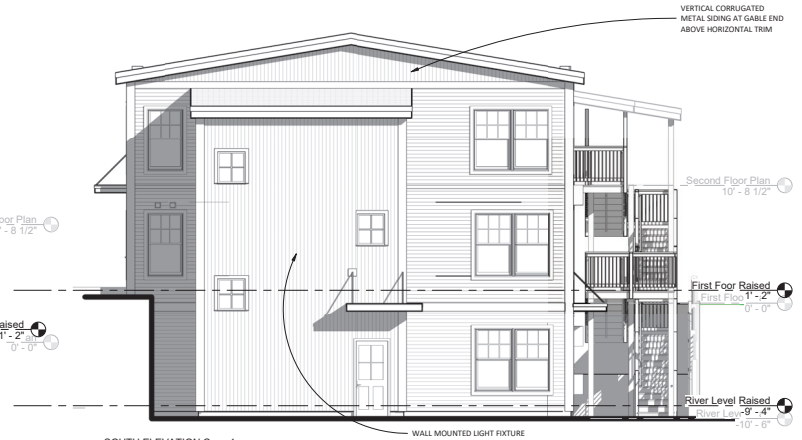
1/29/2021 4:18:47 PM



④ WEST ELEVATION Copy 1
3/16" = 1'-0"



③ NORTH ELEVATION Copy 1
3/16" = 1'-0"



② SOUTH ELEVATION Copy 1
3/16" = 1'-0"



① EAST ELEVATION Copy 1
3/16" = 1'-0"



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Issue Date: January 29 2021

Revisions		
No.	Description	Date

EXTERIOR ELEVATIONS

Project No.: 1922

G-7
SHEET 7 OF 10

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1 MECHANIC STREET APARTMENTS

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SITE PLAN REVIEW



DOUGLAS A. SORRELLS is a duly licensed architect in the State of New Hampshire. His seal is valid only as to that version of this document as originally published by Studio Nexus Architects + Planners, LLC. Studio Nexus Architects + Planners, LLC is not responsible for any subsequent modification, completion or unauthorized use of such documents. To verify the validity or authenticity of the seal or signature, contact Douglas Sorrells.

Issue Date: January 29 2021

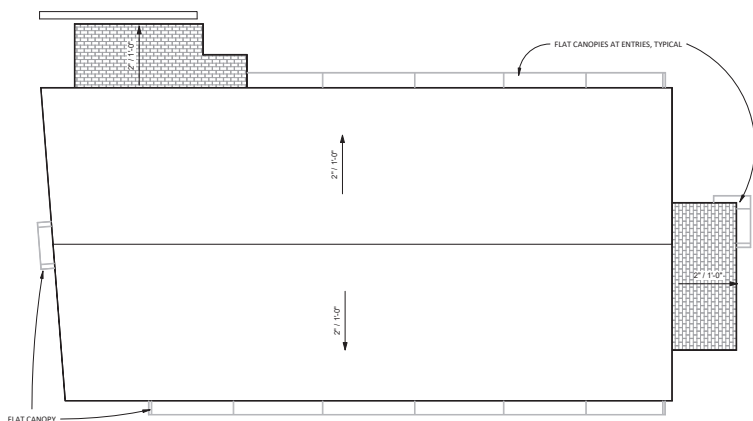
Revisions		
No.	Description	Date

FLOOR PLANS

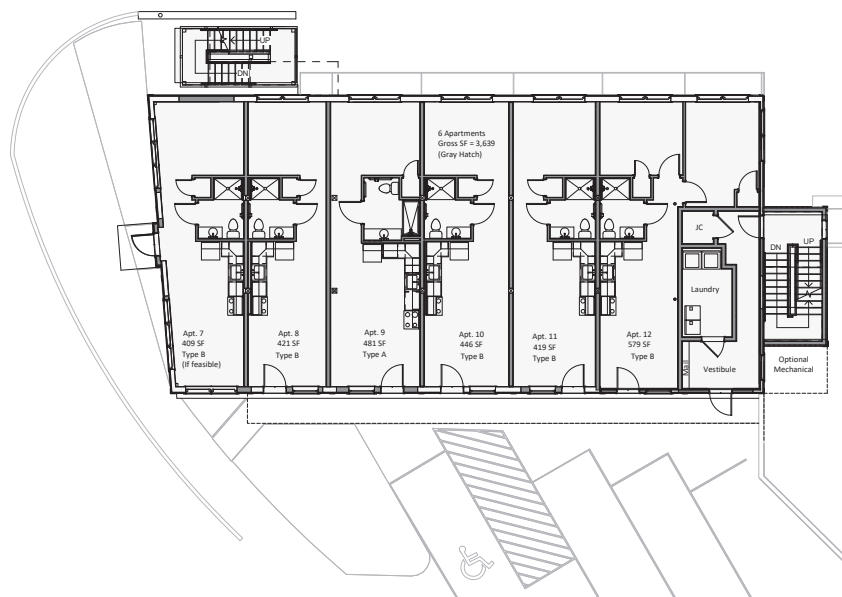
Project No.: 1922

G-6
SHEET 6 OF 10

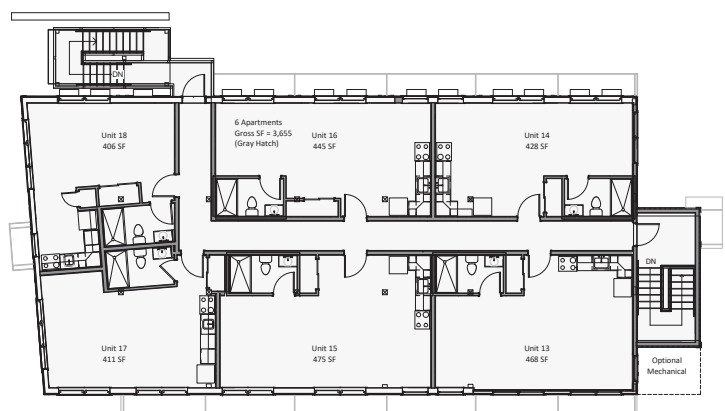
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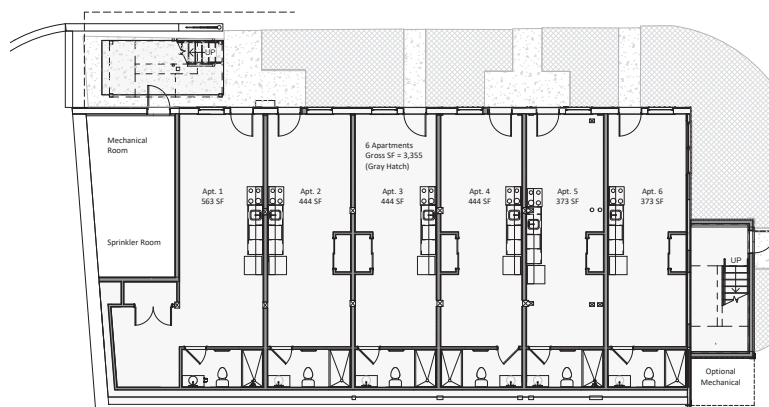
④ Roof plan
1/8" = 1'-0"



② First floor
1/8" = 1'-0"



③ Second floor
1/8" = 1'-0"



① River Level
1/8" = 1'-0"



PROJECT NORTH

2020 Workforce Housing Purchase and Rent Limits, **RSA 674:58 - 61**

This is an update to information that New Hampshire Housing provided to the Legislature in 2008 as it deliberated on the Workforce Housing statute. The purpose of this table is to assist municipalities in implementing the NH Workforce Housing statute, RSA 674:58 - 61. This analysis incorporates statutory requirements, and includes reasonable market assumptions for the targeted households' income levels such as interest rate, downpayment, mortgage term, taxes, and insurance. Please note that this table provides information about the estimated **maximum** affordable amounts for purchase and rent.

	Ownership				Renters	
	80% of 2020 HUD Median Area Income Family of four		100% of 2020 HUD Median Area Income Family of four		60% of 2020 HUD Median Area Income Adjusted for a family of three	
	Income	Estimated Maximum Affordable Purchase Price ¹	Income	Estimated Maximum Affordable Purchase Price ¹	Income	Estimated Maximum Affordable Monthly Rent ²
HUD Metropolitan Fair Market Rent Areas (HMFA):						
Boston-Cambridge-Quincy MA-NH	\$95,200	\$354,500	\$119,000	\$443,500	\$64,260	\$1,610
Hillsborough Co. NH (Part)	\$75,280	\$247,000	\$94,100	\$309,000	\$50,810	\$1,270
Lawrence, MA-NH	\$78,400	\$274,000	\$98,000	\$342,500	\$52,920	\$1,320
Manchester, NH	\$66,880	\$239,000	\$83,600	\$298,500	\$45,140	\$1,130
Nashua, NH	\$90,880	\$315,300	\$113,600	\$394,000	\$61,340	\$1,530
Portsmouth-Rochester, NH	\$82,240	\$291,000	\$102,800	\$364,000	\$55,510	\$1,390
Western Rockingham Co, NH	\$89,760	\$320,000	\$112,200	\$400,000	\$60,590	\$1,510
County Fair Market Rent Areas (Non Metro):						
Belknap County	\$65,920	\$242,000	\$82,400	\$302,500	\$44,500	\$1,110
Carroll County	\$57,520	\$225,000	\$71,900	\$281,000	\$38,830	\$970
Cheshire County	\$69,200	\$223,000	\$86,500	\$278,500	\$46,710	\$1,170
Coos County	\$49,520	\$165,500	\$61,900	\$206,500	\$33,430	\$840
Grafton County	\$74,080	\$261,500	\$92,600	\$327,000	\$50,000	\$1,250
Merrimack County	\$71,360	\$239,000	\$89,200	\$298,500	\$48,170	\$1,200
Sullivan County	\$61,520	\$205,500	\$76,900	\$257,000	\$41,530	\$1,040

¹ Estimated maximum price using 30% of income, 5% down payment, 30 year mortgage at 3.55%, 0.7 points, PMI, and estimated 2020 taxes for the area and hazard insurance.

Estimated maximum gross monthly rental cost (rent + utilities), using 30% of income.

SAMPLE RESOLUTION

BE IT HEREBY RESOLVED by the Lebanon City Council, after a duly-noticed public hearing, that:

WHEREAS, the City Council has determined that the application of One Mechanic Street, LLC (hereinafter the "Applicant") for property assessment tax relief under the City's 79-E Program is complete enough to commence consideration, and

WHEREAS, the City Council has determined that the Applicant's property, 1 Mechanic Street, Tax Map 91, Lot 264 (hereinafter the "Property"), is situated in the Downtown Lebanon 79-E District as adopted by the City and, therefore, meets the 79-E Program requirement as a Qualifying Structure, and

WHEREAS, the City Council has determined that the Applicant's project to complete interior renovation and exterior rehabilitation on the Property pursuant to plans and information provided in the application (hereinafter the "Project") exceeds the lesser of 15% of the current pre-rehabilitation assessed valuation or \$75,000 and, therefore, meets the 79-E Program requirement as a Substantial Rehabilitation, and

WHEREAS, the City Council has determined that the Applicant's proposed Project will generate one or more Public Benefits to the City, including:

1. Enhancement of the economic vitality of Downtown Lebanon, and
2. Promotion of the preservation and reuse of existing building stock, and
3. Promotion of the development of municipal centers, providing for efficiency, safety, and a greater sense of community consistent with RSA 9-B, and
4. Increasing residential housing in municipal centers.

NOW THEREFORE, pursuant to the provisions of the Community Revitalization Tax Relief Incentive (NH RSA 79-E) Program, as adopted by the City, the City Council hereby grants to the Applicant _____ years of property assessment tax relief for the Property to commence upon completion of Project, with the following conditions:

1. The Applicant shall grant to the City of Lebanon a Declaration of Covenant to be recorded in the Grafton County Registry of Deeds ensuring that the Project shall be maintained and used in a manner that furthers the Public Benefit(s) set forth above for which this property tax relief is granted. The term of the Declaration of Covenant shall be effective for _____ years, which is twice the duration of the approved tax relief period as permitted under RSA 79-E:8, II.
2. The Applicant shall obtain and maintain property and casualty insurance, as well as flood insurance, if appropriate, for the term of the Declaration of Covenant set forth above to ensure proper restoration or replacement of the Project and Property. Such insurance shall, effective as of the date on which the Project is completed, name the City of Lebanon as an additional insured by endorsement and the City shall be provided with certificates of insurance annually. Further, the applicant shall agree to have the City made a Loss Payee of the proceeds of any property or casualty insurance coverage, subject to the rights of any current or future mortgagee of the Property and any structures thereon, for the purpose of ensuring proper and timely restoration or demolition of the Property, including any damaged structures thereon. The Applicant shall agree to commence any restoration or demolition of such structures within one year following the date of any occurrence or incident for which an insurance claim is or could be made; otherwise the Applicant shall be subject to the termination provisions set forth in RSA 79-E:9, I.
3. The Applicant shall obtain a Building Permit for the Project and commence construction no later than one year from the date of this Resolution, unless otherwise extended by the City

Council in writing. The Project, as approved, shall be completed on or before March 31, 20__, unless otherwise extended by the City Council in writing.



MINUTES
DOWNTOWN LEBANON TIF ADVISORY BOARD
MONDAY, MARCH 29, 2021 – 6:00PM
REMOTE VIA MICROSOFT TEAMS
LebanonNH.gov/Live

1. CALL TO ORDER:

- The March 29, 2021 Downtown TIF Advisory Board Meeting is hereby called to order.
- Present on the Board; Chairman Barry Schuster, Peter Owens, Chip Fleischer, Victoria Smith, Councilor George Sykes
- Staff Present; City Manager Shaun Mulholland, Planning & Development Director David Brooks.
- Members of the Public: Jeremy Katz

2. APPROVAL OF MINUTES:

- Motion made by Chip and second by Peter to approve the January 27, 2021 minutes. Motion passed unanimously by roll call vote (Councilor Sykes had not arrived in the meeting when this vote was taken).

3. NEW BUSINESS:

- Application for Community Revitalization Tax Relief Incentive Program (RSA 79-E) for 1 Mechanic Street, Lebanon. David Brooks made a presentation to the Board and answered questions of the Board members. The applicant, Jeremy Katz, made a presentation regarding his project and answered questions. He stated that the project would be financially viable for 7 of the 11 years of tax relief incentive was to be provided.
- A preface to the motion was narrated by Chip which was agreed to by the Board based upon consensus.
- **PREFACE: We recommend that this project is deserving of relief consistent with previous relief provided by the Council for similar projects and we advise the Council to be mindful of the fact of any precedence it sets in this decision regarding this project may have future impacts on the TIF fund.**
- **MOTION: By Councilor Sykes, second Peter, by Recognizing the competing interests of building a robust TIF balance as well as to raise funds for the TIF district but recognizing the benefits of this particular project the TIF Advisory Board recommends some amount of tax relief be provided to the applicant at the discretion of the City Council.**

4. FUTURE AGENDA ITEMS:

5. NEXT MEETING DATE:

6. OTHER BUSINESS:

- CM Mulholland advised the Board that the TIF fund balance was \$131,372.38 as of March 17, 2021

7. ADJOURNMENT.

- Motion made by Councilor Sykes and second by Victoria to adjourn. Motion passed unanimously by roll call vote.

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Microsoft Teams. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Microsoft Teams software or by phone. Please visit LebanonNH.gov/Live for full details.

THE AGENDA, IN ITS ENTIRETY IS AVAILABLE ON THE CITY'S WEBSITE AT [LEBANONNH.GOV](https://LebanonNH.gov)

April 19, 2021

Timothy J. McNamara, Mayor
City of Lebanon

Re: RSA 79-E request/TIF Advisory Board

Dear Mr. Mayor:

Included in the package for the Council's meeting this week is a request for RSA 79-E tax relief by One Mechanic Street, LLC. This matter was discussed at the Downtown TIF Advisory Board meeting on March 29, 2021, as noted in the brief minutes of that meeting which are also included in the Council's package. The minutes, however, do not fully express the concerns and dilemma that the Board discussed at length over the course of nearly two hours at its meeting.

While the TIF Board supported the new construction of the One Mechanic Street project, the Board was concerned that any tax relief afforded to a private applicant would deprive the TIF District of a substantial amount of funds - fund which would be available for projects within the district intended for public benefit.

The Board understood that this is the first RSA 79-E application since the establishment of the TIF District and that prior to the establishment of the TIF District, two applicants received some tax relief. However, among the purposes and goals of the TIF Advisory Board is its desire to enhance the TIF fund for public projects. The issue which the Board considered at length was how to balance a tax benefit to a private landowner and the loss to the TIF fund of a benefit that serves the public.

RSA 79-E provides discretion to the Council to grant tax relief, whether for one year or more. The TIF Advisory Board in its "Preface" and Motion leaves that discretion to the Council suggesting only that, as stated in the Preface, that "the Council be mindful of the fact that any precedence that it sets in funding this decision regarding this project may have future impacts on the TIF Fund."

Sincerely,
Barry Schuster
Chair, TIF Advisory Board
Ward 3

April 12, 2021



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, April 21, 2021 - 7:00pm
REMOTE VIA WEBEX
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on April 21, 2021, beginning at 7:00pm for the following:

- A. COMMUNITY REVITALIZATION TAX RELIEF APPLICATION – A public hearing for the purpose of receiving public input and taking action on a Community Revitalization Tax Relief Application (per NH RSA 79-E) by One Mechanic Street, LLC for property located at 1 Mechanic Street, Lebanon.
- B. ORDINANCE #2021-04 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, to implement a permitting system for access and use of the Solid Waste Facility.
- C. AMEND ORDINANCE NO. 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, Seasonal/Temporary & Stipend Employees, to increase 2021 wages for Memorial Pool and Camp Recreation, Arts & Parks employees.

The April 21, 2021 City Council agenda package will be available on the City's website beginning April 16, 2021 and documents pertaining to the above-described public hearings can be reviewed online at www.lebanonnh.gov

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Webex. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Webex software or by phone. Please visit LebanonNH.gov/Live for full details.

The foregoing notice was published in the *Valley News*, a newspaper of general circulation in the City of Lebanon, in accordance with the Code of the City of Lebanon on Saturday, April 10, 2021.

Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

8. PUBLIC HEARING ITEMS:

8.B – ORDINANCE 2021-04

TO AMEND CITY CODE CHAPTER 97, LANDFILL REGULATIONS

A public hearing for the purpose of receiving public input and taking action on Ordinance 2021-04 to amend City Code Chapter 97, Landfill Regulations, to implement a permitting system for access and use of the Solid Waste Facility.

The City Council scheduled this public hearing at their April 7, 2021 regular meeting. The public hearing was properly noticed in the *Valley News* on April 10, 2021 in accordance with City Code and State Law.

BACKGROUND

The Lebanon Solid Waste Facility currently accepts waste from 23 participating communities, plus residents and businesses within the City. While commercial generators/waste haulers are required to have an established billing account, no users of the landfill, commercial or residential, are currently required to have a permit, to show identification, or to show proof of residency.

In an effort to gain better control over access and use of the facility, administration is looking to implement a permitting process as outlined in Ordinance 2021-04.

ACTION

If the Council decides to move forward, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby adopts Ordinance 2021-04, to amend City Code Chapter 97, Landfill Regulations, to implement a permitting system for access and use of the Solid Waste Facility.

Included in this Section:

1. Ordinance 2021-04
2. March 30, 2021 Legal Opinion by Attorney C. Christine Fillmore, RE: Emergency Ordinance #2021-04 Landfill Regulations
3. Notice of Public Hearing as Published in the April 10, 2021 Edition of the *Valley News*

**CITY OF LEBANON
ORDINANCE #2021-04**

AN ORDINANCE TO AMEND the Code of the City of Lebanon, Chapter 97, LANDFILL REGULATIONS, Sections 97-1 A, 97-4, and 97-6 to clarify existing language; amend and add definitions; and include language to implement the requirement for Solid Waste Facility User Permits.

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

Section 1

Section 97-1, General Regulations, Subsection (A) is hereby amended to add new paragraph (5) to read as follows:

§97-1 GENERAL REGULATIONS

A. The City adopts the following regulations in accordance with the provisions and requirements of RSA 149-M:17 as the same may be revised from time to time:

(5) All users of the Lebanon Solid Waste Facility are required to obtain a permit to access/use the facility and its service as outlined in §97-6 below.

Section 2

Section 97-4, Definitions, is hereby amended to add the definitions of “Compostables,” “Landfill Punch Cards,” “Participating Community,” “Proof of Residency,” “Solid Waste Facility User Permit,” and “Temporary Landfill User;” and to amend the definition of “Solid Waste Facility.”

§97-4 DEFINITIONS

COMPOSTABLES – Products that are capable of disintegrating into natural components in a composting environment, thereby having the potential of being diverted from disposal in the landfill. These include, but are not limited to, compostable cups, dinnerware, paper towels, coffee filters and liners.

GOOD STANDING – An account established by a Commercial Generator/Waste Hauler that is paid in full within 60 days of issued invoice.

LANDFILL PUNCH CARDS – Form of currency utilized at the Solid Waste Facility for non-commercial users to pay for disposal of trash and recycling.

PARTICIPATING COMMUNITY – A community, municipality, or incorporated place for which the City of Lebanon has an agreement to utilize the Lebanon Solid Waste Facility.

PROOF OF RESIDENCY: Documentation provided to demonstrate residency in Lebanon or a participating community. Satisfactory documentation will be determined by each individual community based on their requirements for proof of residency as a property owner or a renter, and may include a driver's license, motor vehicle registration, and/or any of the following:

Property Owners – Most current property tax bill or recently dated utility bill (current within 30 days) indicating full name and physical address.

Renters – Lease agreement: signed, dated, and in effect; or recently dated utility bill (current within 30 days) indicating full name and physical address.

RESIDENT As defined by NH RSA 21:6, as that statute may be amended from time to time, a resident or inhabitant or both of the City of Lebanon shall be a person who is domiciled or has a place of abode or both in that place, and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence to the exclusion of all others. This definition shall also apply to residents of municipalities in the States of New Hampshire and Vermont for which the City has an agreement to use the Lebanon Solid Waste Facility. Such residents may have access to the Facility at their own expense either directly with a valid residential permit or by using the services of a holder of a valid commercial permit.

SOLID WASTE FACILITY (Hereinafter referred to as “Facility”) – City of Lebanon Solid Waste Facility located at 370 Plainfield Road, West Lebanon, NH, permitted by the New Hampshire Department of Environmental Services to receive, manage, recycle, and landfill solid waste. The area of the facility encompasses all processing operations to include, but not limited to: Recycling Drop Off Center, Landfill, C&D Processing Area, and all interior roadways and maintenance facilities.

SOLID WASTE FACILITY USER PERMIT (Herein after referred to as “Permit”) – A permit issued by the City of Lebanon or participating community that permits access and use of the Lebanon Solid Waste Facility under the provisions of this Chapter.

TEMPORARY LANDFILL USER – A residential user or commercial generator/waste hauler utilizing the Solid Waste Facility on a one-time basis or for periods not to exceed 30-days. All waste disposed by a Temporary Landfill User must be generated within the City of Lebanon or a participating community.

Section 3

Section 97-6, Permits, is hereby amended to include the following:

§97-6 PERMITS

Applications for permits may be submitted electronically using the form provided on the City's website or printed and submitted via hardcopy. All applications for permits will be submitted to the Solid Waste Manager for review and approval.

A. Residential Permits:

Residents of the City of Lebanon or participating communities transporting and disposing of their own residential refuse and/or recycling are required to obtain a permit to access the Facility and its services. In order to obtain a permit, residents must provide the following:

1. A completed application filed with the Solid Waste Division (proof of residency in Lebanon or in a participating community is required)
2. Payment of applicable fee

Lebanon Residents - Issued permits will be valid for three (3) years. Fees for permits will be as outlined in §97-8.

Participating Community Residents – Issued permits will be valid for two (2) years. Fees for permits will be as outlined in §97-8.

Permits are required to be displayed upon entrance to the Solid Waste Facility and may be required to be presented upon demand of staff on site at any time. Those in possession of an invalid permit will be denied access.

In order to retain a permit, permit holders must comply with all local, state, and federal regulations for disposal of waste. If a permit holder is found to have violated regulations, permit and associated access to the facility may be revoked.

B. Commercial Permits:

All commercial generators/waste haulers delivering commercial and/or residential refuse are required to obtain a permit to access the Facility and its services. All refuse delivered for disposal must originate from homes, institutions, medical facilities, or businesses located within Lebanon or a participating community. In order to obtain a permit, commercial generators/waste haulers must provide the following:

1. A completed application filed with the Solid Waste Division to include current Customer Number associated with Commercial Waste Hauler Account for the City of Lebanon (Note: Commercial Waste Hauler Account must be in good standing in order for permit to be issued)
2. Establishment of new Waste Hauler Account if not an existing customer.
3. Payment of applicable fee

Permits are required to be displayed upon entrance to the Solid Waste Facility and may be required to be presented upon demand of staff on site at any time. Those in possession of an invalid permit will be denied access.

In order to retain a permit, permit holders must comply with all local, state, and federal regulations for disposal of waste. If a permit holder is found to have violated regulations, permit and associated access to the facility may be revoked.

Issued permits will be valid as long as permit holder's Waste Hauler Account is in good standing.

C. Temporary/One-Time Use Permits:

Temporary permits will be issued to landfill users that would need the Facility's services for one-time use and/or for periods not to exceed 30-days. The thirty-day timeframe begins the day the permit is issued. Temporary Permit applications are not available online and must be obtained in-person at Lebanon City Hall or City/Town Hall of participating communities. Access to the facility will be permitted for 30 days only, and fees for disposal services are paid via Landfill Punch Cards or Commercial Waste Hauler accounts only. In order to obtain a temporary permit, users must provide the following:

1. A completed application filed with the Solid Waste Division (proof that refuse or recycling delivered for disposal originated from a home or business located within Lebanon or a participating community will be required)

In order to retain a permit, permit holders must comply with all local, state, and federal regulations for disposal of waste. If a permit holder is found to have violated regulations, permit and associated access to the facility may be revoked.

D. Implementation Provision:

The effective date of this Section will be upon passage by the City Council. Implementation of requirements for Solid Waste Facility User Permits will be on-going until August 31, 2021, after which date all users will be required to display a valid permit for entry into the Solid Waste Facility.

Section 4

Chapter 97, is hereby amended to add new Section 97-7, "Commercial Generators/Waste Haulers Accounts & Billing" to read as follows:

§97-7 COMMERCIAL GENERATORS/WASTE HAULERS ACCOUNTS & BILLING

All Commercial Generators/Waste Haulers must establish an account with the City of Lebanon before they will be permitted to access and use the Solid Waste Facility. Establishment of an account must be completed in accordance with the requirements of the City's Finance Department.

A. Use of the Facility:

All commercial generators/waste haulers are required to utilize the scales when entering and exiting the facility. Waste will be measured in pounds and charged at the rates provided in the Fee Schedule (attached as Appendix A).

B. Billing:

Commercial generators/waste haulers will be invoiced monthly for all solid waste brought to the facility in the previous month. Payment is due in full within 30 days of the date of the invoice. Failure to pay in full within 60 days shall result in the suspension of the commercial permit and prohibit access to the facility. Past due accounts will be assessed interest in the amount of eight percent (8%), which will accrue monthly.

If a permit is suspended, it will not be reinstituted and access will not be permitted until such a time that payment is received in full, including interest, plus a \$25 permit reactivation fee.

Section 5

Section 97-7, Fees, is hereby amended to renumber the Section as Section 97-8, to describe methods of acceptable payments, and to add new paragraphs "G. Permit Fees," and "H. Minimum Charge for Scaled Waste," as follows:

§97-8 FEES

Fees for authorized users of the landfill are in accordance with the City Council approved Fee Schedule for Disposal at the Lebanon Solid Waste Facility (attached as Appendix A). Method of payments accepted at the Facility include landfill punch cards and commercial generator/waste hauler accounts only.

G. Permit Fees

- Residential:
 - In-person application - \$10.00
 - Online application - \$0.00

- Commercial:
\$50.00 (One Time fee when Waste Hauler Account is established)
\$25.00 Reactivation Fee if permit is suspended
- Temporary/One Time Use: \$50.00 (per occurrence)

H. Minimum Charge for Scaled Waste

The minimum weight scaled is 20 scale units or 200 pounds. As 200 pounds is 10 percent of a full ton, the minimum charge is calculated as .10 times the current fee for associated waste/recycling material.

Example: If the charge for disposing of Municipal Solid Waste (MSW) is \$75.00 per ton. The cost to dispose the minimum amount of 200 pounds would be $.10 \times \$75.00$ or \$7.50.

Section 6. 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 7

Effective date: This Ordinance shall become effective upon passage.



C. Christine Fillmore
Admitted in NH

603.792.7417
cfillmore@dwmlaw.com

670 N. Commercial Street, Suite 207
Manchester, NH 03101-1188
603.716.2895 Main
603.716.2899 Fax

March 30, 2021

Shaun Mulholland
City Manager
City of Lebanon, NH
51 N. Park Street
Lebanon, NH 03766

RELEASED TO THE PUBLIC

Lebanon City Manager's Office

Date: 3/31/2021

DS

RE: Emergency Ordinance #2021-04 Landfill Regulations

Mr. Mulholland:

This is a legal opinion as required by § 115-3 of the Lebanon City Code concerning the proposed Ordinance 2021-04, Landfill Regulation, which your office forwarded to me on March 1, 2021 and as subsequently revised based upon communication with me. The goal of the proposed ordinance as I understand it is to amend the existing Chapter 97 of the City Code to establish a permitting system for users of the Facility, to implement a billing system for commercial waste generators and haulers, and to update the fee provisions and definitions as needed for those purposes.

I have reviewed the proposed ordinance in detail and this opinion is based on the version Deputy City Manager Paula Maville and I last discussed today. In my opinion, the ordinance is consistent with New Hampshire law and I discern no legal problems.

Please do not hesitate to contact me with additional questions or comments.

Sincerely,

C. Christine Fillmore

April 12, 2021



**LEBANON CITY COUNCIL
NOTICE OF PUBLIC HEARINGS
Wednesday, April 21, 2021 - 7:00pm
REMOTE VIA WEBEX
LebanonNH.gov/LIVE**

The Lebanon City Council will hold public hearings on April 21, 2021, beginning at 7:00pm for the following:

- A. COMMUNITY REVITALIZATION TAX RELIEF APPLICATION – A public hearing for the purpose of receiving public input and taking action on a Community Revitalization Tax Relief Application (per NH RSA 79-E) by One Mechanic Street, LLC for property located at 1 Mechanic Street, Lebanon.
- B. ORDINANCE #2021-04 - A public hearing for the purpose of receiving public input and taking action to amend City Code Chapter 97, Landfill Regulations, to implement a permitting system for access and use of the Solid Waste Facility.
- C. AMEND ORDINANCE NO. 18, SALARY PLAN – A public hearing for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, Article II, Non-Affiliated & LPASE Employees, Seasonal/Temporary & Stipend Employees, to increase 2021 wages for Memorial Pool and Camp Recreation, Arts & Parks employees.

The April 21, 2021 City Council agenda package will be available on the City's website beginning April 16, 2021 and documents pertaining to the above-described public hearings can be reviewed online at www.lebanonnh.gov

Due to the current situation with the COVID-19 Pandemic, the City of Lebanon is offering its meetings via Webex. Members of the public are encouraged to attend by going to LebanonNH.gov/Live where you will find instructions on how to enter the meeting. Members of the public will be able to participate and ask questions through the Webex software or by phone. Please visit LebanonNH.gov/Live for full details.

The foregoing notice was published in the *Valley News*, a newspaper of general circulation in the City of Lebanon, in accordance with the Code of the City of Lebanon on Saturday, April 10, 2021.

Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

8. PUBLIC HEARING:

**8.C –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**

BACKGROUND

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 first presentation was March 17; the second was April 7. The Council is asked to finalize the process by acknowledging the third presentation and acting to amend the Salary Plan at the close of the public hearing.

ACTION

The City Council is asked to take the following actions:

1. PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the third 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.

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	\$14.24 \$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. RESOLUTION:

FOR THE PURPOSE OF amending Ordinance No. 18, Salary Plan.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends 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.

Included in this Section

1. Notice of Public Hearing as Published in the April 10, 2021 Edition of the *Valley News*

April 12, 2021



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Wednesday, April 21, 2021 - 7:00pm
REMOTE VIA WEBEX
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Kristin M. Kenniston, City Clerk

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

**10.A – REQUEST FROM LALO’S TAQUERIA FOR EXEMPTION OF
CITY CODE CHAPTER 14, ALCOHOLIC BEVERAGES, TO PERMIT THE SERVING
OF ALCOHOLIC BEVERAGES ON CITY PROPERTY**

BACKGROUND

Lalo’s Taqueria is requesting exemption to serve alcohol on City-owned property.

On April 1, 2021, City administration approved an outdoor seating area for Lalo’s Taqueria within the Lebanon Pedestrian Mall. As the restaurant serves alcoholic beverages as part of their dining menu, they would like to serve alcohol as part of their outdoor dining service.

City Code Chapter 14, Alcoholic Beverages, regulates the consumption of alcohol on City-owned property. Section 14-5, Exemption, states that, “Any person, publicly recognized organization, organized group, family group or business may be exempted from the provisions of this article for a short period of time not exceeding 12 hours, upon first obtaining permission from the City Manager after consultation with and approval by the Chief of Police. For a period of time exceeding 12 hours but not exceeding one year, permission must first be obtained from the Lebanon City Council and reviewed on an annual basis.”

Due to the nature of the business and the desire to serve alcohol on City-owned property, Council approval is required pursuant to §14-5 above.

ACTION

If the Council decides to grant the exemption to Lalo’s Taqueria, the following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby grants an exemption pursuant to §14-5 of City Code Chapter 14, Alcoholic Beverages, to Lalo’s Taqueria to serve alcoholic beverages on the Lebanon Pedestrian Mall within the area shown on the maps included in the April 21, 2021 City Council Agenda Packet.

Exemption shall be valid beginning April 1, 2021 and shall expire on December 31, 2021.

Included in this Section:

1. March 31, 2021 Letter from Nick Yager, Lalo’s Taqueria
2. Map depicting proposed expanded outdoor seating area



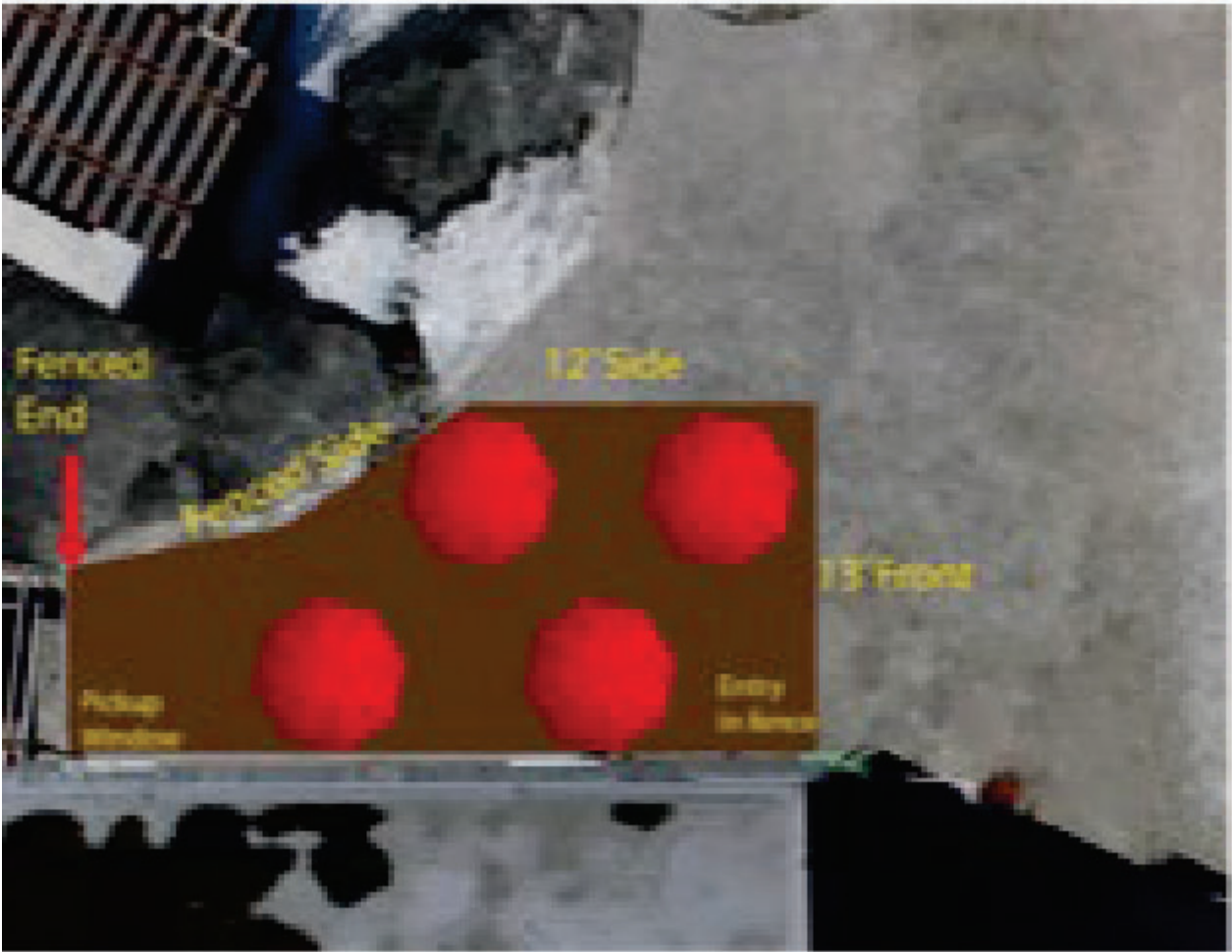
City of Lebanon
Lebanon City Council

Lalo's Taqueria is requesting an amended exemption of City Code Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City Property, within our expanded seating, until December 31, 2021.

Please let me know if you have any questions.

Thank you.

Nick Yager
Nyager2@delicious603.com
Delicious 603 LLC dba Lalo's Taqueria





**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

10.B – END OF YEAR 2020 & 1st QUARTER 2021 BUDGET REPORTS

BACKGROUND

The attached budget reports present in summary form year-to-date expenditures and revenues activity for end of year 2020 and first quarter 2021.

Please see attached memos from Finance Director Vicki Lee for more information. Ms. Lee will be available during the meeting to answer any questions the Council may have.

ACTION

No action is required. Item is for informational purposes only.

Included in this Section:

1. April 21, 2021 Memo and 2020 Year End Budget Report from Vicki Lee, Finance Director, Tina Stearns, Deputy Finance Director and Doug Smith, Finance Consultant
2. April 21, 2021 Memo and 1st Quarter 2021 Budget Report from Vicki Lee, Finance Director, Tina Stearns, Deputy Finance Director and Doug Smith, Finance Consultant



CITY OF LEBANON

FINANCE DEPARTMENT

51 North Park Street
Lebanon, NH 03766

Phone: (603) 448-0682
email: Finance@LebanonNH.gov

To: Mayor and City Council
Shaun Mulholland, City Manager
Paula Maville, Deputy City Manager

From: Vicki Lee, Finance Director
Tina Stearns, Deputy Finance Director
Doug Smith, Finance Consultant

Date: April 21, 2021

Re: Year End 2020 Budget Review

Attached are the financial reports for the budget year ending December 31, 2020. These are unaudited, and subject to change, as the City is currently undergoing the financial audit. Overall, the City ended the year on a positive note. Operating revenues were over the estimated amount by \$1,866,541 and expenditures came in under budget by \$1,362,033.

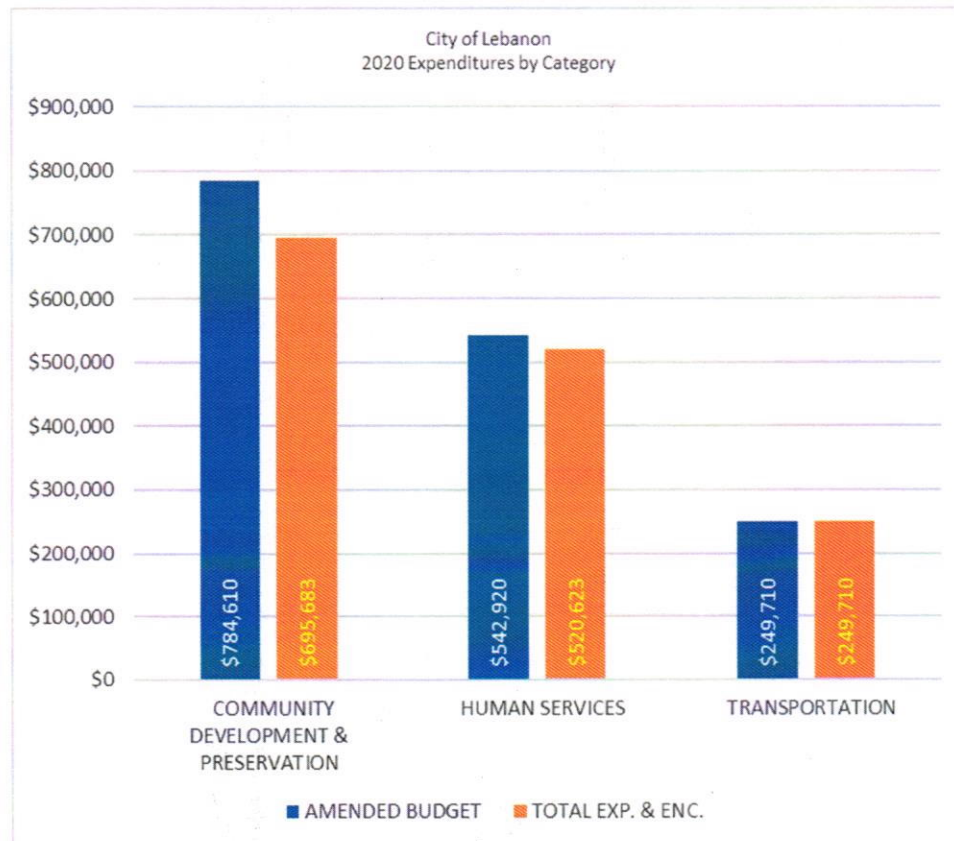
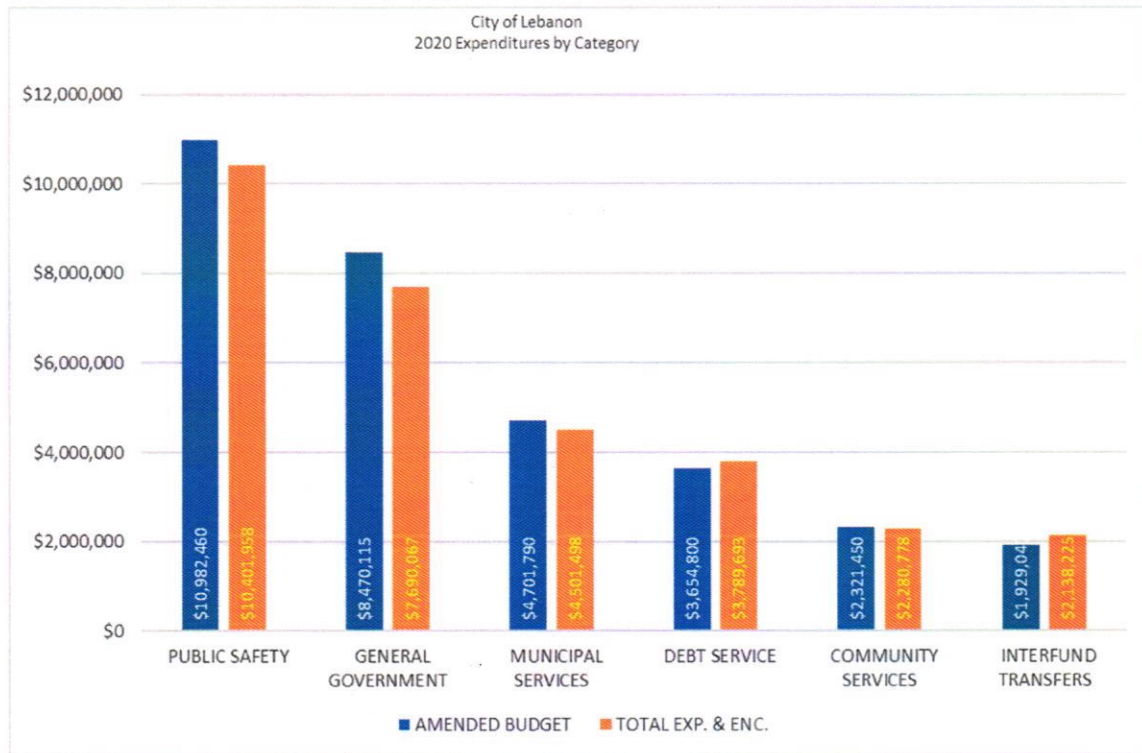
Under state budget law, the City is governed by the concept of a "bottom line" budget. That is, while appropriations are allocated and tracked in several functional categories which allows the City to efficiently track and manage its operations, it is the total of the approved budget that dictates the maximum expenditure level for each fiscal year. It follows therefore, that the categories summarized may end a given fiscal year in a deficit position if total fund expenditures do not exceed the City Council's approved "bottom line."

General Fund Expenditures – Exhibit A

Preliminary results of operations for the City's General Fund indicate that approximately \$1,362,033, or 4.1% of the approved FY 2020 budget, will be returned to the fund balance. The amount returned to fund balance is net of both amounts expended and amounts encumbered as of 12/31/2020. Savings were primarily achieved in the following budgetary categories:

- Police Dept - \$406,752
- Pers Admin - \$299,331
- Muni Svcs - \$191,909
- Info Svcs - \$197,691
- Fire Dept - \$163,926

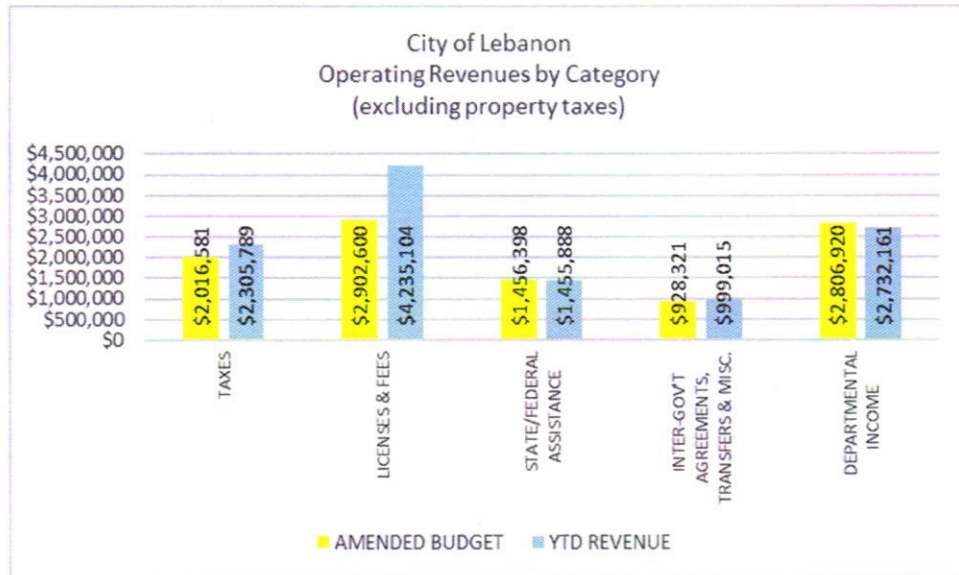
CITY OF LEBANON – EXPENDITURES BY CATEGORY OF GOVERNMENT



General Fund Revenues – Exhibit B

City revenues continue to outpace budgetary estimates despite impacts from the COVID-19 pandemic. While recreation program revenues fell short of budgetary estimates by approximately \$157,000 and landfill fund host community fees by \$75,919, total 2020 operating revenues were over annual estimates by \$1,886,541. Highlights of over-budget estimates are:

- Building Permits - \$1,214,518
- Late Tax Payments - \$276,170
- Motor Vehicle Registrations - \$127,429



Other Funds – Exhibit C

- Solid Waste Disposal Fund is responsible for the operation and maintenance of the landfill, recycling facilities and hazardous waste processing. Revenues at year end were \$471,311 lower than budgeted and expenditures were \$677,921 less than budgeted, resulting in a \$206,610 increase to fund balance.
- Water Treatment and Distribution Fund is responsible for the provision and distribution of clean and safe drinking water, the planning, maintenance and replacement of water treatment facilities, pump stations, water tanks, and the water distribution system. Revenues at year end were \$39,962 lower than budgeted and expenditures were \$236,131 less than budgeted, resulting in a \$196,169 increase to fund balance.
- Sewage Collection and Disposal Fund is responsible for the safe and hygienic collection and treatment of wastewater, and the planning, maintenance and replacement of the wastewater collection system, pump stations and wastewater treatment plant. Revenues at year end were \$48,591 higher than budgeted and expenditures were \$425,977 less than budgeted, resulting in a \$474,568 increase to fund balance.
- Municipal Airport Fund is responsible for the operation and maintenance of the Lebanon Municipal Airport. At year end revenues were \$64,140 lower than budgeted and

expenditures were \$1,145,029 less than budgeted, resulting in a \$1,080,889 increase to fund balance.

- Emergency Management Fund is responsible for the development, operation and maintenance of all aspects of emergency preparedness. Due to circumstances surrounding the COVID-19 pandemic, over \$760,000 of activity was generated for this fund in 2020. As a result, fund balance is expected to decrease by approximately \$25,960 at year end.

Unassigned Fund Balance

The residual classification for the City's General Fund and includes all amount not contained in other fund balance component classifications and therefore not subject to any constraints. Appropriation from the Unassigned Fund Balance requires approval of the City Council.

The *unaudited* Unassigned General Fund Balance as of December 31, 2020 was \$13,570,312. This amount could change if the auditors make adjustments or change the reserve for contingencies.

Please don't hesitate to contact us if you have any questions.

EXHIBIT A
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL EXPENDITURE REPORT-GENERAL FUND
PERIOD ENDED: DECEMBER 31, 2020 (100.0% OF FISCAL YEAR)

CATEGORY OF GOVERNMENT / DEPARTMENT	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
GENERAL GOVERNMENT						
CITY COUNCIL	20,500.00	15,073.19	-	15,073.19	5,426.81	73.5%
EXECUTIVE	664,860.00	562,352.35	50,000.00	612,352.35	52,507.65	92.1%
ELECTIONS/VITAL STATISTICS	649,290.00	529,647.38	100,000.00	629,647.38	19,642.62	97.0%
FINANCE SERVICES	964,360.00	783,346.51	108,500.00	891,846.51	72,513.49	92.5%
PROPERTY ASSESSMENT ADMINISTRATION	477,285.00	407,403.97	20,000.00	427,403.97	49,881.03	89.5%
INFORMATION SERVICES	1,602,630.00	1,180,008.21	224,930.89	1,404,939.10	197,690.90	87.7%
LEGAL	300,000.00	284,580.30	-	284,580.30	15,419.70	94.9%
ANCILLARY SUPPORT SERVICES	120,940.00	121,556.09	-	121,556.09	(616.09)	100.5%
PERSONNEL ADMINISTRATION	3,400,250.00	3,100,018.45	900.00	3,100,918.45	299,331.55	91.2%
RISK MANAGEMENT	270,000.00	200,396.48	-	200,396.48	69,603.52	74.2%
TOTAL GENERAL GOVERNMENT	8,470,115.00	7,184,382.93	504,330.89	7,688,713.82	781,401.18	90.8%
COMMUNITY DEVELOPMENT & PRESERVATION						
COMMUNITY DEVELOPMENT	773,690.00	636,383.80	50,600.00	686,983.80	86,706.20	88.8%
PRESERVATION	10,920.00	8,698.97	-	8,698.97	2,221.03	79.7%
TOTAL COMMUNITY DEVELOPMENT & PRESERVATION	784,610.00	645,082.77	50,600.00	695,682.77	88,927.23	88.7%
TRANSPORTATION						
REGIONAL TRANSPORTATION	249,710.00	249,710.00	-	249,710.00	-	100.0%
TOTAL TRANSPORTATION	249,710.00	249,710.00	-	249,710.00	-	100.0%
PUBLIC SAFETY						
POLICE	6,332,680.00	5,879,837.68	46,090.25	5,925,927.93	406,752.07	93.6%
FIRE	4,221,750.00	4,049,592.15	8,231.50	4,057,823.65	163,926.35	96.1%
CODE ENFORCEMENT	428,030.00	418,253.92	-	418,253.92	9,776.08	97.7%
TOTAL PUBLIC SAFETY	10,982,460.00	10,347,683.75	54,321.75	10,402,005.50	580,454.50	94.7%
MUNICIPAL SERVICES						
ADMINISTRATION	1,123,850.00	1,021,897.90	10,000.00	1,031,897.90	91,952.10	91.8%
OPERATIONS & MAINTENANCE	2,957,990.00	2,316,509.04	429,282.58	2,745,791.62	212,198.38	92.8%
UTILITIES	139,910.00	151,544.87	-	151,544.87	(11,634.87)	108.3%
FACILITIES MAINTENANCE	351,790.00	316,497.53	93,731.48	410,229.01	(58,439.01)	116.6%
FLEET MAINTENANCE	128,250.00	136,349.11	34,068.00	170,417.11	(42,167.11)	132.9%
TOTAL MUNICIPAL SERVICES	4,701,790.00	3,942,798.45	567,082.06	4,509,880.51	191,909.49	95.9%
HUMAN SERVICES						
WELFARE	196,080.00	173,829.85	-	173,829.85	22,250.15	88.7%
OTHER HUMAN SERVICES	346,840.00	346,793.41	-	346,793.41	46.59	100.0%
TOTAL HUMAN SERVICES	542,920.00	520,623.26	-	520,623.26	22,296.74	95.9%
COMMUNITY SERVICES						
RECREATION & PARKS	980,530.00	844,121.98	112,250.00	956,371.98	24,158.02	97.5%
LIBRARY	1,340,920.00	1,229,981.61	94,161.08	1,324,142.69	16,777.31	98.7%
TOTAL COMMUNITY SERVICES	2,321,450.00	2,074,103.59	206,411.08	2,280,514.67	40,935.33	98.2%
DEBT SERVICE						
PRINCIPAL ON LONG-TERM BONDS/NOTES	2,499,870.00	2,499,858.05	-	2,499,858.05	11.95	100.0%
OTHER PRINCIPAL	254,570.00	254,152.01	-	254,152.01	417.99	99.8%
INTEREST ON LONG-TERM OBLIGATIONS	797,120.00	931,618.08	-	931,618.08	(134,498.08)	116.9%
OTHER INTEREST	103,240.00	104,064.50	-	104,064.50	(824.50)	100.8%
TOTAL DEBT SERVICE	3,654,800.00	3,789,692.64	-	3,789,692.64	(134,892.64)	103.7%
INTERFUND TRANSFERS						
TOTAL INTERFUND TRANSFERS	1,929,040.00	2,138,038.34		2,138,038.34	(18,998.34)	100.9%
GENERAL FUND TOTALS	33,636,895.00	30,892,115.73	1,382,745.78	32,274,861.51	1,362,033.49	95.9%

EXHIBIT B
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REVENUE REPORT-GENERAL FUND
PERIOD ENDED: DECEMBER 31, 2020

CATEGORY/DESCRIPTION	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED
TAXES			
PROPERTY TAXES REVENUE	22,194,481.00	23,314,953.91	105.0%
PROPERTY TAXES OVERLAY	(608,406.00)	(1,459,474.44)	
YIELD TAXES	5,000.00	(1,303.28)	-26.1%
LEBANON HOUSING AUTHORITY	35,000.00	36,910.88	105.5%
MASCOMA HYDRO	6,120.00	7,324.34	119.7%
RIVERMILL HYDRO	1,830.00	2,330.45	127.3%
DHMC	1,805,961.00	1,805,961.00	100.0%
PARKHURST	7,670.00	10,000.00	130.4%
EXCAVATION TAX	5,000.00	6,435.56	128.7%
ROADWAY DEGRADATION FEE	-	11,970.00	
LATE TAX PAYMENTS	150,000.00	426,160.27	284.1%
TOTAL TAXES	23,602,656.00	24,161,268.69	102.4%
LICENSES & FEES			
MOTOR VEHICLE REGISTRATIONS	2,500,500.00	2,627,929.00	105.1%
BUILDING PERMITS	275,000.00	1,489,518.05	541.6%
DOG LICENSES	13,500.00	11,158.50	82.7%
BOAT REGISTRATIONS	1,600.00	1,414.93	88.4%
PISTOL PERMITS	200.00	560.00	280.0%
MISCELLANEOUS CITY CLERK	45,000.00	37,123.00	82.5%
OTHER: MISCELLANEOUS	-	2,120.00	
MOTOR VEHICLE TRANSACTION FEES	60,000.00	58,530.00	97.6%
TRANS MANAGEMENT FUND ADMIN FEE	6,800.00	6,751.00	99.3%
TOTAL LICENSES & FEES	2,902,600.00	4,235,104.48	145.9%
STATE/FEDERAL ASSISTANCE			
SAFER GRANT-FIRE	68,020.00	68,020.00	100.0%
COPS CHP GRANT	55,400.00	51,557.86	93.1%
MUNICIPAL AID (EDUCATION)	172,656.00	172,656.29	100.0%
HIGHWAY BLOCK GRANT	324,240.00	324,203.45	100.0%
MEALS & ROOMS TAX DISTRIBUTION	712,436.00	712,435.51	100.0%
#C-844 CSO WSTWTR/SAG	12,710.00	12,710.00	100.0%
#C-903 CSO DANA&CRAFT AVE/SAG	18,170.00	18,170.00	100.0%
#C-924 CSO11-PHASE 1/SAG	28,766.00	28,766.00	100.0%
RAILROAD TAX	4,000.00	4,245.80	106.1%
DRUG TASK FORCE OFFICER NHDOJ	60,000.00	63,122.66	105.2%
TOTAL STATE/FEDERAL ASSISTANCE	1,456,398.00	1,455,887.57	100.0%

EXHIBIT B
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REVENUE REPORT-GENERAL FUND
PERIOD ENDED: DECEMBER 31, 2020

CATEGORY/DESCRIPTION	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED
INTER-GOVERNMENTAL AGREEMENTS			
LEBANON SCHOOL DIST RESOURCE OFFICER	60,000.00	62,494.06	104.2%
SCHOOL DISTRICT CROSSING GUARDS	1,480.00	-	0.0%
TOTAL INTER-GOVERNMENTAL AGREEMENTS	61,480.00	62,494.06	101.6%
DEPARTMENTAL INCOME			
PLANNING BOARD SITE PLAN REVIEW	-	2,250.00	
PLANNING FEES	25,000.00	77,983.13	311.9%
ZONING FEES	7,500.00	7,749.65	103.3%
CEMETERY INCOME	26,150.00	38,390.00	146.8%
COMPUTER SERVICES	105,060.00	105,060.00	100.0%
POLICE RECORDS	5,200.00	4,280.00	82.3%
ANNUAL ALARM FEES-POLICE	69,000.00	79,514.94	115.2%
AMUBLANCE SERVICES: PLAINFIELD	26,000.00	26,000.00	100.0%
AMUBLANCE SERVICES: ENFIELD	58,000.00	63,930.00	110.2%
AMBULANCE SERVICES	900,000.00	857,764.18	95.3%
AMBULANCE INTERCEPTS	7,500.00	12,600.00	168.0%
AMBULANCE SERVICES: GRANTHAM	60,000.00	58,305.00	97.2%
FIRE RECORDS	200.00	180.00	90.0%
FIRE CODE ENFORCEMENT	15,000.00	18,285.00	121.9%
FIRE: MISC REVENUE	78,650.00	79,224.00	100.7%
EXCAVATION PERMITS	400.00	2,600.00	650.0%
SALE OF ENGINEERING MAPS	50.00	1,125.00	2250.0%
MAINTENANCE BILLABLES	2,100.00	2,673.84	127.3%
RECREATION PROGRAMS	59,000.00	3,077.48	5.2%
RECREATION DAY CAMP	72,500.00	1,278.82	1.8%
RECREATION POOL	27,510.00	100.00	0.4%
RECREATION SKI PROGRAM	3,200.00	2,023.23	63.2%
MISCELLANEOUS RECREATION	1,000.00	49.50	5.0%
FARMERS' MARKET	12,000.00	6,770.50	56.4%
PARKING TICKETS	12,000.00	6,235.00	52.0%
FALSE ALARM FINES	16,000.00	11,410.00	71.3%
ADMINISTRATIVE OVERHEAD	1,112,900.00	1,112,900.00	100.0%
CABLE TV FRANCHISE FEE	105,000.00	150,401.46	143.2%
TOTAL DEPARTMENTAL INCOME	2,806,920.00	2,732,160.73	97.3%

EXHIBIT B
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REVENUE REPORT-GENERAL FUND
PERIOD ENDED: DECEMBER 31, 2020

CATEGORY/DESCRIPTION	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED
MISCELLANEOUS INCOME			
SALE OF CITY OWNED PROPERTY	-	13,641.54	
INVESTMENT INCOME	122,441.00	118,109.80	96.5%
FAC RENTAL: MASCOMA HYDRO	15,000.00	15,000.00	100.0%
FAC RENTAL: NH DEPT CORRECTIONS	1,500.00	1,665.00	111.0%
CITY CODE/ORDINANCE VIOLATIONS-POLICE	21,000.00	8,647.92	41.2%
MISCELLANEOUS REVENUE	30,000.00	189,951.87	633.2%
MISCELLANEOUS COPY CHARGES	-	975.50	
LANDFILL FUND HOST COMMUNITY FEE	600,000.00	524,080.77	87.3%
TOTAL MISCELLANEOUS INCOME	789,941.00	872,072.40	110.4%
TRANSFERS FROM OTHER FUNDS			
SEWER FUND	3,800.00	3,690.00	97.1%
MV TRANSPORTATION IMPROVEMENT FUND	61,100.00	60,759.00	99.4%
CEMETERY TRUST FUND	12,000.00	-	0.0%
TOTAL TRANSFERS FROM OTHER FUNDS	76,900.00	64,449.00	83.8%
GENERAL FUND TOTALS	31,696,895.00	33,583,436.93 1,886,541.93	106.0%

EXHIBIT C
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REPORT-OTHER FUNDS
PERIOD ENDED DECEMBER 31, 2020

SOLID WASTE DISPOSAL FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
ADMINISTRATION	679,530.00	446,026.23	39,602.20	485,628.43	193,901.57	71.5%
LANDFILL OPERATIONS	1,494,310.00	1,152,096.32	49,782.73	1,201,879.08	292,430.95	80.4%
RECYCLING	217,240.00	204,786.21	3,000.00	207,786.21	9,453.79	95.6%
PURCHASES SERVICES/PROP/EQUIP	1,925,250.00	1,743,114.52	-	1,743,114.52	182,135.48	90.5%
TRANSFERS	18,500.00	18,500.00	-	18,500.00	-	
TOTAL SOLID WASTE DISPOSAL FUND EXPENDITURES	4,334,830.00	3,564,523.28	92,384.93	3,656,908.21	677,921.79	84.3%
REVENUES	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
C&D CLOSURE GRANT #L-136/145	12,830.00	12,292.91	95.8%			
TIPPING FEES/LANDFILL SALES	4,200,000.00	3,162,866.94	75.3%			
RECYCLABLE SALES	100,000.00	104,293.97	104.3%			
INVESTMENT INCOME/INTEREST	7,500.00	31,256.36	416.8%			
MISCELLANEOUS REVENUE	5,000.00	2,678.26	53.6%			
FORE-U GOLF CENTER	12,500.00	12,180.93	97.4%			
COUPON SALES-ORANGE TICKETS (CITY HALL)	-	44,450.00				
COUPON SALES-BLUE TICKETS	-	496,500.00				
TOTAL SOLID WASTE DISPOSAL FUND REVENUES	4,337,830.00	3,866,519.37	89.1%			

WATER TREATMENT AND DISTRIBUTION FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
ADMINISTRATION	1,511,920.00	1,124,375.62	112,862.57	1,237,238.19	274,681.81	81.8%
STORAGE TANKS	184,880.00	96,852.59	140,091.14	236,943.73	(52,063.73)	128.2%
WATER METERS	92,500.00	70,675.05	23,670.00	94,345.05	(1,845.05)	102.0%
WATER LINES	70,990.00	50,430.46	-	50,430.46	20,559.54	71.0%
CONSTRUCTION & MAINTENANCE	1,561,000.00	1,566,201.18	-	1,566,201.18	(5,201.18)	100.3%
TOTAL WATER TREATMENT AND DIST FUND EXPENDITURES	3,421,290.00	2,908,534.90	276,623.71	3,185,158.61	236,131.39	93.1%
REVENUES	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
#C-844 CSO WSTWTR/SAG	9,530.00	9,526.50	100.0%			
#C-903 CSO DANA&CRAFT AVE/SAG	-	13,629.00	#DIV/0!			
#C-924 CSO 11-PHASE1 SAG	-	21,577.00	#DIV/0!			
WATER USER CHARGES	3,208,000.00	3,089,359.36	96.3%			
SPRINKLER CHARGES	228,000.00	190,261.00	83.4%			
HYDRANT CHARGES	94,000.00	94,004.00	100.0%			
BACKFLOW CHARGES	84,900.00	67,934.20	80.0%			
WATER DEVELOPMENT FEE	-	91,962.93				
WATER APP FEE	-	2,196.00				
INVESTMENT INCOME/INTEREST	15,000.00	20,658.84	137.7%			
WATER BILL INTEREST	4,800.00	11,612.34	241.9%			
MISCELLANEOUS	15,830.00	7,466.66	47.2%			
TRNS GRF:WATER FUND	253,030.00	253,030.00	100.0%			
TRNS: SEWAGE COLLECTION AND DISPOSAL FUND	22,320.00	22,320.00	100.0%			
TRNS: SEWAGE COLLECTION AND DISPOSAL FUND	2,850.00	2,760.00	96.8%			
TOTAL WATER TREATMENT AND DIST FUND REVENUES	3,938,260.00	3,898,297.83	99.0%			

EXHIBIT C
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REPORT-OTHER FUNDS
PERIOD ENDED DECEMBER 31, 2020

SEWAGE COLLECTION AND DISPOSAL FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
WASTE WATER ADMINISTRATION	309,720.00	265,010.61	10,000.00	275,010.61	34,709.39	88.8%
WASTE WATER TREATMENT NON-PLANT OPERATIONS	853,570.00	753,911.59	6,961.48	760,873.07	92,696.93	89.1%
WASTE WATER TREATMENT PLANT OPERATIONS	1,906,850.00	1,635,256.21	43,642.60	1,678,898.81	227,951.19	88.0%
WASTE WATER COLLECTION SYSTEMS OPER. & MAINT.	258,250.00	182,202.56	720.00	182,922.56	75,327.44	70.8%
PUBLIC IMPROVEMENTS	3,430,720.00	3,435,427.74	-	3,435,427.74	(4,707.74)	100.1%
TOTAL SEWAGE COLLECTION AND DISPOSAL FUND EXPENDITURES	6,759,110.00	6,271,808.71	61,324.08	6,333,132.79	425,977.21	93.7%
REVENUES						
	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
C-769 DES PLANT UPGRADE	24,710.00	24,705.00	100.0%			
#C-844 CSO WSTWTR/SAG	9,530.00	9,526.50	100.0%			
#C-874 WSTWR/SAG	175,180.00	178,906.00	102.1%			
#C-899 WSTWTR/SAG	-	28,462.00				
#C-903 CSO DANA&CRAFT AVE/SAG	-	13,629.00				
#C-924 CSO11-PHASE 1/SAG	-	21,577.00				
#C-928 ETNA RD/NH120/SAG	-	49,255.00				
SEWER USER CHARGES	6,395,000.00	5,389,263.46	84.3%	SEWER USER CHARGES		
ENFIELD CONNECTOR	405,000.00	488,597.79	120.6%	ENFIELD CONNECTOR		
SEWER APPLICATION FEE	20,000.00	102,646.00				
SEWER DEVELOPMENT FEE	-	704,982.89				
INVESTMENT INCOME/INTEREST	30,000.00	20,412.47	68.0%			
SEWER BILL INTEREST	10,000.00	19,874.95	198.7%			
MISCELLANEOUS	13,250.00	8,614.91	65.0%			
SEPTAGE	134,600.00	223,816.68	166.3%			
LEACHATE	72,100.00	53,691.01	74.5%			
TOTAL SEWAGE COLLECTION AND DISPOSAL FUND REVENUES	7,289,370.00	7,337,960.66	100.7%			

MUNICIPAL AIRPORT FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
ADMINISTRATION	518,540.00	48,265.78	-	48,265.78	470,274.22	9.3%
REPAIRS & MAINTENANCE	654,340.00	52,053.96	-	52,053.96	602,286.04	8.0%
PUBLIC IMPROVEMENTS	199,680.00	127,211.44	-	127,211.44	72,468.56	63.7%
TRANSFERS	68,150.00	68,150.00	-	68,150.00	-	
TOTAL MUNICIPAL AIRPORT EXPENDITURES	1,440,710.00	295,681.18	-	295,681.18	1,145,028.82	20.5%
REVENUES						
	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
NHAC AID	-	9,351.48				
AIR CARRIER LANDING FEES	190,000.00	195,164.00	102.7%			
GENERAL AVIATION LANDING FEES	170,000.00	133,029.75	78.3%			
RENT-A-CAR FEES	124,000.00	103,613.02	83.6%			
TERMINAL BUILDING RENT	107,440.00	109,618.19	102.0%			
LAND RENT	156,000.00	160,836.96	103.1%			
LAND RENT: POLICE FACILITY	41,490.00	41,490.00	100.0%			
PARKING LOT RENTAL	11,440.00	6,404.85	56.0%			
HANGAR RENTALS	103,750.00	80,811.29	77.9%			
SALE OF CITY OWNED PROPERTY	-	535.00				
INVESTMENT INCOME/INTEREST	(6,000.00)	(2,279.74)	38.0%			
AIR CARRIER FUEL FLOWAGE	6,000.00	9,326.32	155.4%			
GEN AVIATION FUEL FLOWAGE	50,000.00	33,639.84	67.3%			
MISCELLANEOUS REVENUE	2,800.00	11,238.84	401.4%			
TRNS GRF: AIRPORT FUND	385,610.00	385,610.00	100.0%			
TOTAL MUNICIPAL AIRPORT REVENUES	1,342,530.00	1,278,389.80	95.2%			

EXHIBIT C
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REPORT-OTHER FUNDS
PERIOD ENDED DECEMBER 31, 2020

EMERGENCY MANAGEMENT FUND						
DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
OTHER PURCHASED SERVICES	5,000.00	36,401.49	6,750.00	43,151.49	(38,151.49)	863.0%
SMALL TOOLS/EQUIPMENT	20,000.00	17,151.12	-	17,151.12	2,848.88	85.8%
1ST RESPONDER	-	159,085.48	-	159,085.48	(159,085.48)	#DIV/0!
COVID-19	-	590,612.36	-	590,612.36	(590,612.36)	#DIV/0!
TOTAL EMERGENCY MANAGEMENT FUND EXPENDITURES	25,000.00	803,250.45	6,750.00	810,000.45	(785,000.45)	3240.00%
REVENUES						
	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
EMERGENCY MGMT: 1ST RESPONDER	-	159,085.48				
EMERGENCY MGMT: COVID-19	-	599,955.18				
TRNS GRF: EMERGENCY MGMNT	25,000.00	25,000.00	1.00			
TOTAL EMERGENCY MANAGEMENT FUND REVENUES	25,000.00	784,040.66	3136.2%			



CITY OF LEBANON

FINANCE DEPARTMENT

51 North Park Street
Lebanon, NH 03766

Phone: (603) 448-0682
email: Finance@LebanonNH.gov

To: Mayor and City Council
Shaun Mulholland, City Manager
Paula Maville, Deputy City Manager

From: Vicki Lee, Finance Director
Tina Stearns, Deputy Finance Director
Doug Smith, Finance Consultant

Date: April 21, 2021

Re: 1st Quarter Financial Report (March 31, 2021)

The following report highlights key points for the City's General Fund operating budget, Solid Waste Disposal Fund, Water Treatment and Distribution Fund, Sewage Collection and Disposal Fund, Municipal Airport Fund, Emergency Management Fund, and Capital Projects. Please don't hesitate to contact us if you have any questions.

GENERAL FUND

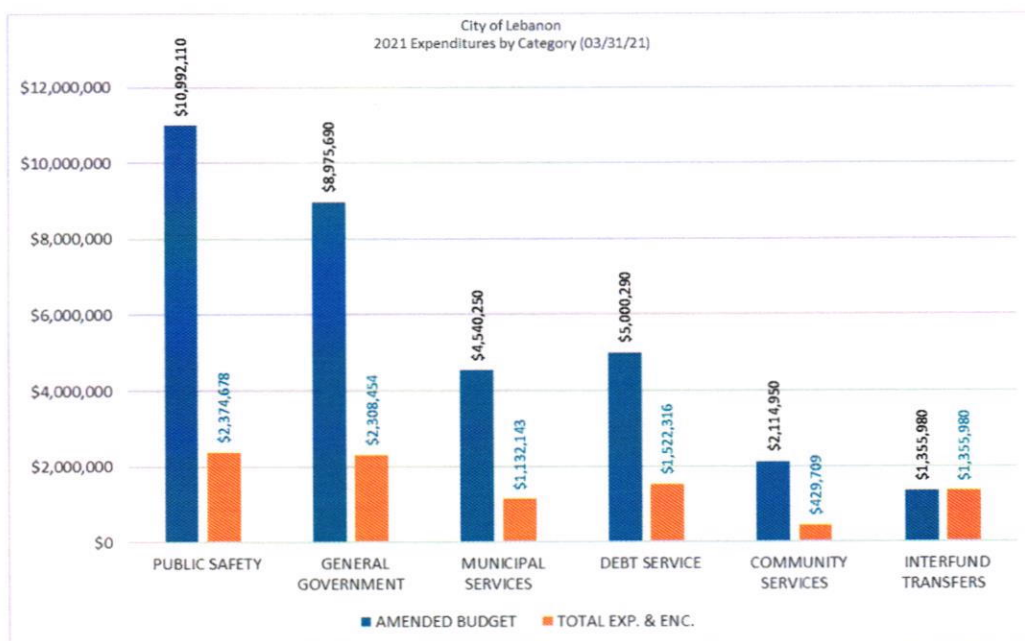
Expenditures

Exhibit A summarizes appropriations, expenditures and amounts encumbered as of March 31st (25% of the fiscal year) by department. Approximately 28.0% of FY 2021 appropriations have been expended or encumbered (obligated for future expenditure) during the quarter.

Not all operating costs are absorbed equally over the course of each year. For example, most debt service payments are due in the 3rd or 4th quarter, and support for local non-profit organizations is typically disbursed in its typically in the first month of the fiscal year (\$467,790 in 2021).

The 28% expended and encumbered to date is slightly lower than each of the past two fiscal years, which had percentages of 29.7% (2020) and 29.5% (2019), respectively, but is historically at the level expected.

The charts below summarize year-to-date totals by category of government.



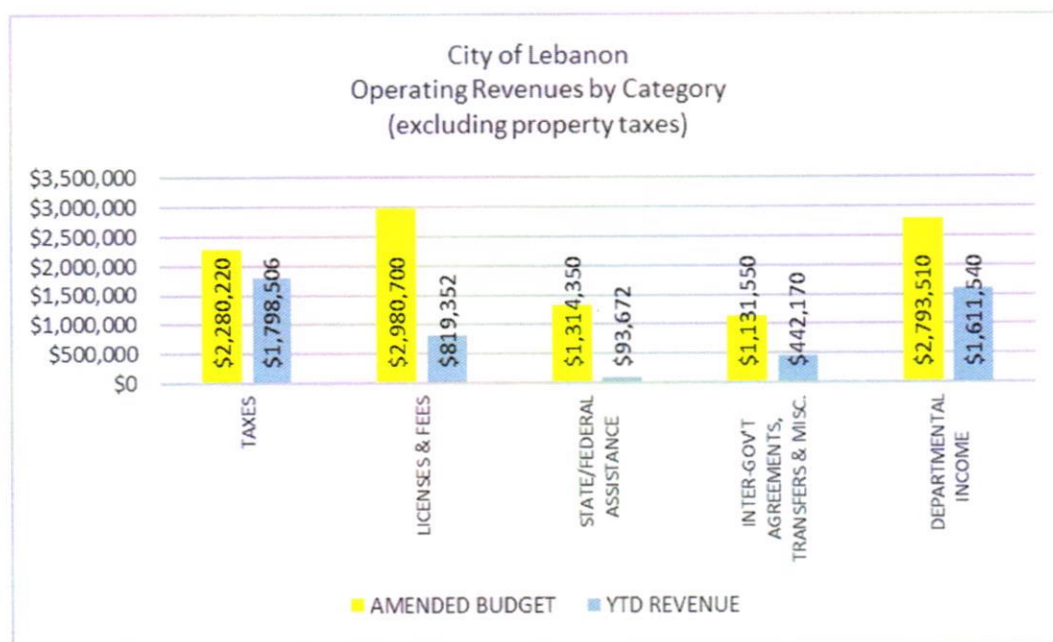
Revenues

Exhibit B summarizes amounts budgeted and collected year-to-date by general revenue category. Revenues collected throughout the course of a given fiscal year (labeled as "Daily / Year-Round Sources" on Exhibit B) total approximately 24.1% of the amount budgeted for FY 2021, which compares to 29.5% (2020) and 27.5% (2019) in the previous two fiscal years. Highlights for the quarter include:

- Tax bills will be going out by June 1st due July 1st.

- Motor vehicle registrations are just below the quarterly benchmark at 24.9% collected.
- Building permits are trending well above the quarterly benchmark at 48.8% collected.
- Ambulance Service revenue is collected just above the quarterly benchmark at 25.8%.
- While interest rates are expected to remain very low for much of 2021, investment earnings are trending 4.7% above the quarterly benchmark.

The chart below summarizes year-to-date revenues by category, excluding property taxes:



Other Funds – Exhibit C

- Solid Waste Disposal Fund is responsible for the operation and maintenance of the landfill, recycling facilities and hazardous waste processing.
- Water Treatment and Distribution Fund is responsible for the provision and distribution of clean and safe drinking water, the planning, maintenance and replacement of water treatment facilities, pump stations, water tanks, and the water distribution system.
- Sewage Collection and Disposal Fund is responsible for the safe and hygienic collection and treatment of wastewater, and the planning, maintenance and replacement of the wastewater collection system, pump stations and wastewater treatment plant.
- Municipal Airport Fund is responsible for the operation and maintenance of the Lebanon Municipal Airport.
- Emergency Management Fund is responsible for the development, operation and maintenance of all aspects of emergency preparedness.

EXHIBIT A
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL EXPENDITURE REPORT-GENERAL FUND
PERIOD ENDED: MARCH 31, 2021 (25.0% OF FISCAL YEAR)

CATEGORY OF GOVERNMENT / DEPARTMENT	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
GENERAL GOVERNMENT						
CITY COUNCIL	17,000.00	195.00	-	195.00	16,805.00	1.1%
EXECUTIVE	674,490.00	140,984.37	-	140,984.37	533,505.63	20.9%
ELECTIONS/VITAL STATISTICS	604,600.00	113,471.34	-	113,471.34	491,128.66	18.8%
FINANCE SERVICES	1,399,830.00	186,338.27	30,000.00	216,338.27	1,183,491.73	15.5%
PROPERTY ASSESSMENT ADMINISTRATION	417,800.00	60,577.13	178,538.40	239,115.53	178,684.47	57.2%
INFORMATION SERVICES	1,411,290.00	176,830.17	-	176,830.17	1,234,459.83	12.5%
LEGAL	300,000.00	14,166.24	-	14,166.24	285,833.76	4.7%
ANCILLARY SUPPORT SERVICES	139,980.00	27,574.41	-	27,574.41	112,405.59	19.7%
PERSONNEL ADMINISTRATION	3,760,700.00	1,262,146.89	-	1,262,146.89	2,498,553.11	33.6%
RISK MANAGEMENT	250,000.00	117,631.75	-	117,631.75	132,368.25	47.1%
TOTAL GENERAL GOVERNMENT	8,975,690.00	2,099,915.57	208,538.40	2,308,453.97	6,667,236.03	25.7%
COMMUNITY DEVELOPMENT & PRESERVATION						
COMMUNITY DEVELOPMENT	631,860.00	132,106.32	-	132,106.32	499,753.68	20.9%
PRESERVATION	10,860.00	650.00	-	650.00	10,210.00	6.0%
TOTAL COMMUNITY DEVELOPMENT & PRESERVATION	642,720.00	132,756.32	-	132,756.32	509,963.68	20.7%
TRANSPORTATION						
REGIONAL TRANSPORTATION	249,710.00	62,427.50	-	62,427.50	187,282.50	25.0%
TOTAL TRANSPORTATION	249,710.00	62,427.50	-	62,427.50	187,282.50	25.0%
PUBLIC SAFETY						
POLICE	6,220,120.00	1,386,199.52	-	1,386,199.52	4,833,920.48	22.3%
FIRE	4,334,990.00	892,052.98	-	892,052.98	3,442,937.02	20.6%
CODE ENFORCEMENT	437,000.00	96,425.27	-	96,425.27	340,574.73	22.1%
TOTAL PUBLIC SAFETY	10,992,110.00	2,374,677.77	-	2,374,677.77	8,617,432.23	21.6%
MUNICIPAL SERVICES						
ADMINISTRATION	1,037,570.00	229,473.79	4,686.90	234,160.69	803,409.31	22.6%
OPERATIONS & MAINTENANCE	3,012,510.00	500,866.21	318,791.07	819,657.28	2,192,852.72	27.2%
UTILITIES	89,910.00	25,601.33	-	25,601.33	64,308.67	28.5%
FACILITIES MAINTENANCE	272,010.00	29,893.54	-	29,893.54	242,116.46	11.0%
FLEET MAINTENANCE	128,250.00	22,720.27	110.02	22,830.29	105,419.71	17.8%
TOTAL MUNICIPAL SERVICES	4,540,250.00	808,555.14	323,587.99	1,132,143.13	3,408,106.87	24.9%
HUMAN SERVICES						
WELFARE	216,680.00	46,070.68	-	46,070.68	170,609.32	21.3%
OTHER HUMAN SERVICES	422,920.00	284,996.08	-	284,996.08	137,923.92	67.4%
TOTAL HUMAN SERVICES	639,600.00	331,066.76	-	331,066.76	308,533.24	51.8%
COMMUNITY SERVICES						
RECREATION & PARKS	854,990.00	167,822.24	-	167,822.24	687,167.76	19.6%
LIBRARY	1,259,960.00	261,886.62	-	261,886.62	998,073.38	20.8%
TOTAL COMMUNITY SERVICES	2,114,950.00	429,708.86	-	429,708.86	1,685,241.14	20.3%
DEBT SERVICE						
PRINCIPAL ON LONG-TERM BONDS/NOTES	3,030,180.00	383,900.00	-	383,900.00	2,646,280.00	12.7%
OTHER PRINCIPAL	528,610.00	344,518.52	-	344,518.52	184,091.48	65.2%
INTEREST ON LONG-TERM OBLIGATIONS	1,211,050.00	639,687.22	-	639,687.22	571,362.78	52.8%
OTHER INTEREST	230,450.00	154,210.25	-	154,210.25	76,239.75	66.9%
TOTAL DEBT SERVICE	5,000,290.00	1,522,315.99	-	1,522,315.99	3,477,974.01	30.4%
INTERFUND TRANSFERS						
TOTAL INTERFUND TRANSFERS	1,355,980.00	1,355,980.00	-	1,355,980.00	-	100.0%
GENERAL FUND TOTALS	34,511,300.00	9,117,403.91	532,126.39	9,649,530.30	24,861,769.70	28.0%

EXHIBIT B
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REVENUE REPORT-GENERAL FUND
PERIOD ENDED: MARCH 31, 2021 (25.0% OF FISCAL YEAR)

CATEGORY/DESCRIPTION	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED
TAXES			
PROPERTY TAXES REVENUE	22,282,970.00	-	0.0%
PROPERTY TAXES OVERLAY	-	-	
YIELD TAXES	5,000.00	-	0.0%
LEBANON HOUSING AUTHORITY	35,000.00	-	0.0%
MASCOMA HYDRO	6,120.00	2,809.65	45.9%
RIVERMILL HYDRO	1,830.00	-	0.0%
DHMC	2,055,000.00	1,776,630.00	86.5%
PARKHURST	7,670.00	-	0.0%
EXCAVATION TAX	4,600.00	4,000.00	87.0%
ROADWAY DEGRADATION FEE	5,000.00	-	0.0%
LATE TAX PAYMENTS	160,000.00	15,065.96	9.4%
TOTAL TAXES	24,563,190.00	1,798,505.61	7.3%
LICENSES & FEES			
MOTOR VEHICLE REGISTRATIONS	2,510,500.00	625,008.00	24.9%
BUILDING PERMITS	340,000.00	165,989.23	48.8%
DOG LICENSES	13,500.00	1,607.00	11.9%
BOAT REGISTRATIONS	1,600.00	397.84	24.9%
PISTOL PERMITS	400.00	50.00	12.5%
MISCELLANEOUS CITY CLERK	45,000.00	9,995.00	22.2%
OTHER: MISCELLANEOUS	-	155.00	
MOTOR VEHICLE TRANSACTION FEES	60,900.00	14,506.00	23.8%
TRANS MANAGEMENT FUND ADMIN FEE	6,800.00	1,643.50	24.2%
ROADWAY DEGRADATION FEE	2,000.00	-	0.0%
TOTAL LICENSES & FEES	2,980,700.00	819,351.57	27.5%
STATE/FEDERAL ASSISTANCE			
SAFER GRANT-FIRE	-	-	
COPS CHP GRANT	-	-	
MUNICIPAL AID (EDUCATION)	173,000.00	-	0.0%
HIGHWAY BLOCK GRANT	318,360.00	63,671.64	20.0%
MEALS & ROOMS TAX DISTRIBUTION	713,000.00	-	0.0%
#C-844 CSO WSTWTR/SAG	14,650.00	-	0.0%
#C-903 CSO DANA&CRAFT AVE/SAG	16,780.00	-	0.0%
#C-924 CSO11-PHASE 1/SAG	14,560.00	-	0.0%
RAILROAD TAX	4,000.00	-	0.0%
DRUG TASK FORCE OFFICER NHDOJ	60,000.00	30,000.00	50.0%
TOTAL STATE/FEDERAL ASSISTANCE	1,314,350.00	93,671.64	7.1%

EXHIBIT B
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REVENUE REPORT-GENERAL FUND
PERIOD ENDED: MARCH 31, 2021 (25.0% OF FISCAL YEAR)

CATEGORY/DESCRIPTION	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED
INTER-GOVERNMENTAL AGREEMENTS			
LEBANON SCHOOL DIST RESOURCE OFFICER	60,000.00	-	0.0%
SCHOOL DISTRICT CROSSING GUARDS	1,480.00	-	0.0%
TOTAL INTER-GOVERNMENTAL AGREEMENTS	61,480.00	-	0.0%
DEPARTMENTAL INCOME			
PLANNING BOARD SITE PLAN REVIEW	-	-	
PLANNING FEES	25,000.00	1,619.65	6.5%
ZONING FEES	7,500.00	1,875.10	25.0%
CEMETERY INCOME	13,080.00	6,375.00	48.7%
COMPUTER SERVICES	108,220.00	108,220.00	100.0%
POLICE RECORDS	5,000.00	889.00	17.8%
ANNUAL ALARM FEES-POLICE	79,000.00	83,500.00	105.7%
AMUBLANCE SERVICES: PLAINFIELD	26,000.00	-	0.0%
AMUBLANCE SERVICES: ENFIELD	61,200.00	-	0.0%
AMBULANCE SERVICES	830,000.00	213,889.43	25.8%
AMBULANCE INTERCEPTS	8,000.00	6,600.00	82.5%
AMBULANCE SERVICES: GRANTHAM	44,160.00	-	0.0%
FIRE RECORDS	200.00	30.00	15.0%
FIRE CODE ENFORCEMENT	12,000.00	4,595.00	38.3%
FIRE: MISC REVENUE	80,000.00	30.00	0.0%
EXCAVATION PERMITS	5,000.00	200.00	4.0%
SALE OF ENGINEERING MAPS	20.00	-	0.0%
MAINTENANCE BILLABLES	2,100.00	884.07	42.1%
RECREATION PROGRAMS	59,000.00	8,382.00	14.2%
RECREATION DAY CAMP	72,500.00	-	0.0%
RECREATION POOL	-	-	
RECREATION SKI PROGRAM	1,600.00	435.00	27.2%
MISCELLANEOUS RECREATION	1,000.00	100.00	10.0%
FARMERS' MARKET	12,000.00	6,625.50	55.2%
PARKING TICKETS	10,000.00	1,660.00	16.6%
FALSE ALARM FINES	16,000.00	700.00	4.4%
ADMINISTRATIVE OVERHEAD	1,164,930.00	1,164,930.00	100.0%
CABLE TV FRANCHISE FEE	150,000.00	-	0.0%
TOTAL DEPARTMENTAL INCOME	2,793,510.00	1,611,539.75	57.7%

EXHIBIT B
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REVENUE REPORT-GENERAL FUND
PERIOD ENDED: MARCH 31, 2021 (25.0% OF FISCAL YEAR)

CATEGORY/DESCRIPTION	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED
MISCELLANEOUS INCOME			
SALE OF CITY OWNED PROPERTY	-	5,948.00	
INVESTMENT INCOME	90,000.00	26,735.94	29.7%
FAC RENTAL: MASCOMA HYDRO	15,000.00	15,000.00	100.0%
FAC RENTAL: NH DEPT CORRECTIONS	1,500.00	416.25	27.8%
CITY CODE/ORDINANCE VIOLATIONS-POLICE	21,000.00	1,701.71	8.1%
MISCELLANEOUS REVENUE	30,000.00	1,487.65	5.0%
MISCELLANEOUS COPY CHARGES	-	10.00	
LANDFILL FUND HOST COMMUNITY FEE	550,000.00	74,608.96	13.6%
TOTAL MISCELLANEOUS INCOME	707,500.00	125,908.51	17.8%
TRANSFERS FROM OTHER FUNDS			
SEWER FUND	3,570.00	3,570.00	100.0%
MV TRANSPORTATION IMPROVEMENT FUND	61,100.00	14,791.50	24.2%
CEMETERY TRUST FUND	297,900.00	297,900.00	100.0%
TOTAL TRANSFERS FROM OTHER FUNDS	362,570.00	316,261.50	87.2%
GENERAL FUND TOTALS	32,783,300.00	4,765,238.58	14.5%
GENERAL FUND TOTALS EXCLUDING PROP TAXES	10,500,330.00	4,765,238.58	45.4%
DAILY / YEAR-ROUND SOURCES	4,955,700.00	1,194,610.30	24.1%

EXHIBIT C
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REPORT-OTHER FUNDS
PERIOD ENDED MARCH 31, 2021

SOLID WASTE DISPOSAL FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
ADMINISTRATION	613,740.00	117,423.02	-	117,423.02	496,316.98	19.1%
LANDFILL OPERATIONS	1,763,770.00	201,186.36	217,555.61	418,741.97	1,345,028.03	23.7%
RECYCLING	230,130.00	46,512.43	-	46,512.43	183,617.57	20.2%
PURCHASES SERVICES/PROP/EQUIP	1,886,190.00	743,675.29	-	743,675.29	1,142,514.71	39.4%
TRANSFERS	5,000.00	5,000.00	-	5,000.00	-	
TOTAL SOLID WASTE DISPOSAL FUND EXPENDITURES	4,498,830.00	1,113,797.10	217,555.61	1,331,352.71	3,167,477.29	29.6%
REVENUES	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
C&D CLOSURE GRANT #L-136/145	12,830.00	-	0.0%			
TIPPING FEES/LANDFILL SALES	3,950,000.00	707,220.07	17.9%			
RECYCLABLE SALES	100,000.00	26,725.42	26.7%			
INVESTMENT INCOME/INTEREST	7,500.00	-	0.0%			
MISCELLANEOUS REVENUE	5,000.00	-	0.0%			
FORE-U GOLF CENTER	12,500.00	-	0.0%			
COUPON SALES-ORANGE TICKETS (CITY HALL)	100,000.00	13,110.00	13.1%			
COUPON SALES-BLUE TICKETS	300,000.00	85,500.00	28.5%			
TOTAL SOLID WASTE DISPOSAL FUND REVENUES	4,487,830.00	832,555.49	18.6%			

WATER TREATMENT AND DISTRIBUTION FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
ADMINISTRATION	1,487,130.00	275,496.43	156,537.35	432,033.78	1,055,096.22	29.1%
STORAGE TANKS	96,540.00	5,206.13	-	5,206.13	91,333.87	5.4%
WATER METERS	75,500.00	2,174.57	63,000.00	65,174.57	10,325.43	86.3%
WATER LINES	70,810.00	10,284.33	-	10,284.33	60,525.67	14.5%
CONSTRUCTION & MAINTENANCE	1,994,310.00	1,076,262.18	-	1,076,262.18	918,047.82	54.0%
TOTAL WATER TREATMENT AND DIST FUND EXPENDITURES	3,724,290.00	1,369,423.64	219,537.35	1,588,960.99	2,135,329.01	42.7%
REVENUES	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
#C-844 CSO WSTWTR/SAG	10,990.00	-	0.0%			
#C-903 CSO DANA&CRAFT AVE/SAG	12,590.00	-	0.0%			
#C-924 CSO 11-PHASE1 SAG	10,920.00	-	0.0%			
WATER USER CHARGES	3,379,000.00	703,534.22	20.8%			
SPRINKLER CHARGES	203,000.00	50,336.00	24.8%			
HYDRANT CHARGES	101,000.00	23,501.00	23.3%			
BACKFLOW CHARGES	90,000.00	47,094.00	52.3%			
WATER DEVELOPMENT FEE	-	444.24				
WATER APP FEE	-	484.00				
INVESTMENT INCOME/INTEREST	15,000.00	-	0.0%			
WATER BILL INTEREST	6,600.00	1,333.53	20.2%			
MISCELLANEOUS	15,830.00	823.00	5.2%			
TRNS GRF:WATER FUND	260,620.00	260,620.00	100.0%			
TRNS: SEWAGE COLLECTION AND DISPOSAL FUND	22,320.00	22,320.00	100.0%			
TRNS: SEWAGE COLLECTION AND DISPOSAL FUND	2,680.00	2,680.00	100.0%			
TOTAL WATER TREATMENT AND DIST FUND REVENUES	4,130,550.00	1,113,169.99	26.9%			

EXHIBIT C
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REPORT-OTHER FUNDS
PERIOD ENDED MARCH 31, 2021

SEWAGE COLLECTION AND DISPOSAL FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
WASTE WATER ADMINISTRATION	313,370.00	120,195.29	-	120,195.29	193,174.71	38.4%
WASTE WATER TREATMENT NON-PLANT OPERATIONS	934,410.00	198,479.56	-	198,479.56	735,930.44	21.2%
WASTE WATER TREATMENT PLANT OPERATIONS	1,860,090.00	288,252.25	60,565.20	348,817.45	1,511,272.55	18.8%
WASTE WATER COLLECTION SYSTEMS OPER. & MAINT.	248,960.00	24,236.30	78,880.00	103,116.30	145,843.70	41.4%
PUBLIC IMPROVEMENTS	3,772,160.00	2,697,814.39	-	2,697,814.39	1,074,345.61	71.5%
TOTAL SEWAGE COLLECTION AND DISPOSAL FUND EXPENDITURES	7,128,990.00	3,328,977.79	139,445.20	3,468,422.99	3,660,567.01	48.7%
REVENUES						
	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
C-769 DES PLANT UPGRADE	24,060.00	-	0.0%			
#C-844 CSO WSTWTR/SAG	10,990.00	-	0.0%			
#C-874 WSTWR/SAG	176,300.00	-	0.0%			
#C-899 WSTWTR/SAG	28,370.00	28,370.00	100.0%			
#C-903 CSO DANA&CRAFT AVE/SAG	12,590.00	-	0.0%			
#C-924 CSO11-PHASE 1/SAG	10,920.00	-	0.0%			
#C-928 ETNA RD/NH120/SAG	41,190.00	-	0.0%			
SEWER USER CHARGES	5,924,800.00	1,272,539.26	21.5%	SEWER USER CHARGES		
ENFIELD CONNECTOR	554,800.00	112,384.26	20.3%	ENFIELD CONNECTOR		
SEWER APPLICATION FEE	50,000.00	82,072.00				
SEWER DEVELOPMENT FEE	250,000.00	25,213.84	10.1%			
INVESTMENT INCOME/INTEREST	15,000.00	-	0.0%			
SEWER BILL INTEREST	7,000.00	2,696.73	38.5%			
MISCELLANEOUS	13,250.00	1,095.26	8.3%			
SEPTAGE	177,300.00	23,215.70	13.1%			
LEACHATE	72,000.00	11,202.56	15.6%			
TOTAL SEWAGE COLLECTION AND DISPOSAL FUND REVENUES	7,368,570.00	1,558,789.61	21.2%			

MUNICIPAL AIRPORT FUND

DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
ADMINISTRATION	671,990.00	141,163.15	-	141,163.15	530,826.85	21.0%
REPAIRS & MAINTENANCE	538,520.00	110,419.03	-	110,419.03	428,100.97	20.5%
PUBLIC IMPROVEMENTS	142,740.00	66,540.00	-	66,540.00	76,200.00	46.6%
TRANSFERS	5,000.00	5,000.00	-	5,000.00	-	
TOTAL MUNICIPAL AIRPORT EXPENDITURES	1,358,250.00	323,122.18	-	323,122.18	1,035,127.82	23.8%
REVENUES						
	AMENDED BUDGET	YTD REVENUE	PERCENT COLLECTED			
AIR CARRIER LANDING FEES	199,000.00	31,622.00	15.9%			
GENERAL AVIATION LANDING FEES	170,000.00	8,944.50	5.3%			
RENT-A-CAR FEES	97,400.00	6,102.53	6.3%			
TERMINAL BUILDING RENT	129,600.00	28,835.05	22.2%			
LAND RENT	160,290.00	45,627.77	28.5%			
LAND RENT: POLICE FACILITY	41,820.00	41,820.00	100.0%			
PARKING LOT RENTAL	11,440.00	1,328.97	11.6%			
HANGAR RENTALS	103,480.00	38,068.62	36.8%			
INVESTMENT INCOME/INTEREST	(4,000.00)	-	0.0%			
AIR CARRIER FUEL FLOWAGE	6,000.00	652.64	10.9%			
GEN AVIATION FUEL FLOWAGE	50,000.00	2,431.52	4.9%			
MISCELLANEOUS REVENUE	2,800.00	314.50	11.2%			
TRNS GRF: AIRPORT FUND	224,960.00	224,960.00	100.0%			
TOTAL MUNICIPAL AIRPORT REVENUES	1,192,790.00	430,708.10	36.1%			

EXHIBIT C
CITY OF LEBANON
FINANCE DEPARTMENT
BUDGET VS. ACTUAL REPORT-OTHER FUNDS
PERIOD ENDED MARCH 31, 2021

EMERGENCY MANAGEMENT FUND						
DESCRIPTION	AMENDED BUDGET	EXPENDED TO DATE	ENCUMBERED BALANCE	TOTAL EXP. & ENC.	APPROPRIATION BALANCE	PERCENT EXPENDED
EXPENDITURES						
OTHER PURCHASED SERVICES	5,000.00	909.20	-	909.20	4,090.80	18.2%
SMALL TOOLS/EQUIPMENT	20,000.00	-	-	-	20,000.00	0.0%
TOTAL EMERGENCY MANAGEMENT FUND EXPENDITURES	25,000.00	909.20	-	909.20	24,090.80	3.64%
REVENUES						
TRNS GRF: EMERGENCY MGMNT	25,000.00	25,000.00	100.0%			
TOTAL EMERGENCY MANAGEMENT FUND REVENUES	25,000.00	25,000.00	100.0%			

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

**10.C - PRESENTATION OF FIRST READING AND SET PUBLIC HEARING FOR
MAY 19, 2021: AMEND AFSCME WAGE SCHEDULE IN ORDINANCE NO. 18 TO
IMPLEMENT CHANGES PROPOSED AS PART OF THE 2020 WAGE &
CLASSIFICATION STUDY COMPLETED BY MUNICIPAL RESOURCES, INC.**

BACKGROUND

While negotiating with AFSCME Local #1348/Council 93 AFL-CIO in 2019, the City agreed to provide an independent wage and classification study to review all full-time AFSCME positions. Municipal Resources Incorporated (MRI), was contracted to perform the study which included a thorough market analysis and comprehensive review of each position within the bargaining unit.

The market analysis compared average, minimum, and maximum salaries with the towns of Bedford, Dover, Durham, Hampton, Hanover, and Hooksett; and the cities of Claremont, Concord, and Keene.

The comprehensive review of job positions was a collaboration between employees, department heads and MRI staff. Each employee was charged with reviewing their individual job descriptions and completing a position analysis questionnaire. Department Heads met with employees and finalized job descriptions based on department needs and operations. MRI then analyzed, measured, and compared against a common set of criteria in a systematic and objective manner utilizing a point-factor evaluation to arrive at an assigned salary grade.

The proposed Wage & Classification Plan includes grades that combines the point-factor system, market data, and other unique qualities that pertain to the City of Lebanon.

Gloria Leskiewicz, Human Resources Director, will be present to discuss the proposed amendment and answer any questions the Council may have.

Process to Amend Ordinance No. 18

The Council is asked to begin the process of amending Ordinance No. 18 Article III – Bargaining Unit Employees, Section A, AFSCME Local #1348/Council 93 AFL-CIO, to implement the results of MRI's 2020 Wage and Classification Study as shown in the table below.

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 is asked to recognize the first of three presentations on April 21, and to schedule a public hearing for May 19, 2021 to amend the Ordinance. The second and third presentations will follow on May 5, and May 19, respectively.

ACTION

Should the Council accept the recommendations of City Administration, the following motions are offered for consideration:

1. ACKNOWLEDGE FIRST PRESENTATION:

MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Section A, AFSCME Local #1348/Council AFL-CIO, to implement the results of the 2020 Wage & Classification Study completed by Municipal Resources, Inc.

*Changes to the compensation and classification schedules are shown **red italics** to delete the position from the current grade, and in **blue italics** type to reclassify the position in the new grade. No wage rate adjustments are proposed as a result of this study.*

AFSCME POSITIONS	
GRADE	POSITION(s)
1	Laborer
2	Utility Operator Trainee
3	Operator; Maintainer ; Recycling Attendant; Construction Utility Operator I; Meter/Backflow Technician; Scale Technician
4	Light Equipment Operator; Airport Maintenance Technician; Utilities Plant Operator
5	Heavy Equipment Operator; Utilities Operator I; Airport Maintenance Specialist; Water Plant Operator; Wastewater Plant Operator Maintainer (Cemetery Crew Leader); Utilities Operator I;
6	Parks & Grounds Crew Foreman ; Mechanic; Water Treatment Plant Operator; Wastewater Treatment Plant Operator ;
7	Electrician ; Laboratory Technician/ Utilities Plant Operator; Airport Maintenance Foreman; Parks & Grounds Crew Foreman ; Utilities Maintenance Mechanic; Engineering Technician;
8	Electrician ; Foreman;
9	Chief of Quality Assurance

AFSCME LOCAL 1348 - 2021 SALARY GRADES 1.5% GWI

Minimum Maximum

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
1	17.31	17.84	18.39	18.91	19.46	20.01	20.52
2	18.66	19.24	19.84	20.42	21.01	21.58	22.15
3	20.12	20.77	21.42	22.06	22.71	23.33	23.99
4	21.74	22.45	23.14	23.85	24.54	25.25	25.98
5	23.52	24.31	25.07	25.83	26.59	27.36	28.16
6	25.51	26.32	27.15	27.96	28.81	29.63	30.49
7	27.61	28.51	29.41	30.33	31.23	32.13	33.05
8	29.89	30.89	31.87	32.87	33.83	34.84	35.87
9	31.43	32.48	33.54	34.59	35.66	36.70	37.79

2. SCHEDULE PUBLIC HEARING:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, May 19, beginning at 7:00 p.m., Remote via Microsoft WebEx, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Section A, AFSCME Local #1348/Council AFL-CIO, to implement the results of the 2020 Wage & Classification Study completed by Municipal Resources, Inc.

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

**10.D – DISCUSSION & SET PUBLIC HEARING FOR MAY 19, 2021:
RESCISSION OF PRIOR FUNDING AUTHORIZATIONS AND APPROPRIATIONS
FOR NINE (9) CAPITAL PROJECTS TOTALING \$1,602,723.62.**

BACKGROUND

The purpose of this agenda item is to request the City Council to rescind prior authorizations and appropriations for unissued bonds or notes that are no longer required, and therefore will not be issued. Total amount to be rescinded is \$1,602,723.62 and includes prior funding authorization for the following projects:

	APPROPRIATION
2018 LANDFILL COMPACTOR	\$ (290,085.00)
2011 SCHOOL ST/120S PEDESTRIAN FACILITY	\$ (229,483.97)
2015 PACKARD HILL BRIDGE #154-113	\$ (27,773.34)
2019 10 WHEEL TRUCK #88 REPLACEMENT	\$ (24,915.00)
2019 MIRACLE MILE PEDESTRIAN & TRANSIT IMPROVEM	\$ (800,000.00)
2019 LPD COMMUNICATIONS CONSOLE UPRADE	\$ (54,313.94)
2018 WATER LINE CAPITAL IMPROVEMENTS	\$ (157,137.24)
2017 WWTP UNDERGROUND FUEL STORAGE TANK	\$ (6,440.00)
2019 SEWER SYSTEM	\$ (12,575.13)
	\$ (1,602,723.62)

ACTION

The following motion is offered for consideration:

MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, May 19, 2021, remote via Webex, for the purpose of receiving public input and taking action to rescind prior funding authorizations and appropriations for nine (9) capital projects totaling \$1,602,723.62.

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

**10.E – AUTHORIZATION FOR TRANSFER OF UNSPENT BOND PROCEEDS
FROM THE 2013 NH ROUTE 120 PROJECT TO THE
2019 SEWER SYSTEM REHABILITATION PROJECT**

BACKGROUND

The purpose of this agenda item is to request the City Council to approve transferring unspent bond proceeds in the amount of \$292,519.67 from the 2013 NH Route 120 Project to the 2019 Sewer System Rehabilitation project.

ACTION

The following resolution is offered for Council consideration:

RESOLUTION

FOR THE PURPOSE OF authorizing the transfer of unspent bond proceeds from the 2013 NH Route 120 Project to the Sewer System Rehabilitation Project.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that New Hampshire RSA 33:3-A of the Municipal Finance Act provides that if after notes or bonds have been issued and no expenditure of the proceeds has been made for the purpose or purposes for which the debt was incurred, or if a balance remains after the completion of the project or projects for which the debt was authorized, a city by a vote of 2/3 of the city council may authorize the expenditure of the sum or sums on hand, including any premiums received, for any purpose or purposes for which bonds or serial notes may be issued for an equal or longer period of time at any time which said sum or any portion thereof remains available; provided, however, that if the sum obtained by issuance of bonds or notes, as aforesaid, or any balance thereof, including any premium, is not appropriated as aforesaid, then the same shall be used to pay the principal of the loan as it matures.

NOW THEREFORE BE IT FURTHER RESOLVED, by the City of Lebanon, that appropriation authority, and associated funding derived from the issuance of bonds, is authorized to be transferred as follows:

Project	Bond Issue/Dated	unspent Bond Proceeds BEFORE Transfer	Funded Transfer	Unspent Bond Proceeds AFTER Transfer	Project Useful Life
FROM					
2013 NH 120	CS-330092-09	\$292,519.67	(\$292,519.67)	\$0	20 years
TO					
2019 SEWER SYSTEM REHABILITATION	Unissued	\$0	\$292,519.67	\$292,519.67	20 years

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

**10.F – AUTHORIZATION FOR TRANSFER OF UNSPENT BOND PROCEEDS
FROM THE DULAC STREET RECONSTRUCTION PROJECT TO THE
20 SPENCER STREET CLEANUP PROJECT**

BACKGROUND

The purpose of this agenda item is to request the City Council to approve transferring unspent bond proceeds in the amount of \$7,491.32 from the Dulac Street Reconstruction Project to the 20 Spencer Street Cleanup Project.

ACTION

The following resolution is offered for Council consideration:

RESOLUTION

FOR THE PURPOSE OF authorizing the transfer of unspent bond proceeds from the Dulac Street Reconstruction Project to the 20 Spencer Street Cleanup Project.

NOW THEREFORE BE IT RESOLVED, by the City of Lebanon, that New Hampshire RSA 33:3-A of the Municipal Finance Act provides that if after notes or bonds have been issued and no expenditure of the proceeds has been made for the purpose or purposes for which the debt was incurred, or if a balance remains after the completion of the project or projects for which the debt was authorized, a city by a vote of 2/3 of the city council may authorize the expenditure of the sum or sums on hand, including any premiums received, for any purpose or purposes for which bonds or serial notes may be issued for an equal or longer period of time at any time which said sum or any portion thereof remains available; provided, however, that if the sum obtained by issuance of bonds or notes, as aforesaid, or any balance thereof, including any premium, is not appropriated as aforesaid, then the same shall be used to pay the principal of the loan as it matures.

NOW THEREFORE BE IT FURTHER RESOLVED, by the City of Lebanon, that appropriation authority, and associated funding derived from the issuance of bonds, is authorized to be transferred as follows:

Project	Bond Issue/Dated	unspent Bond Proceeds BEFORE Transfer	Appropriation & Funded Transfer	Unspent Bond Proceeds AFTER Transfer	Project Useful Life
FROM					
Dulac Street Reconstruction	NHMBB17B/06-16-17	\$7,491.32	(\$7,491.32)	\$0	20 years
TO					
20 Spencer Street Cleanup Project	Unissued	\$0	\$7,491.32	\$7,491.21	20 years

**AGENDA
LEBANON CITY COUNCIL
APRIL 21, 2021**

10. NEW BUSINESS:

**10.G – AUTHORIZATION FOR THE CITY MANAGER TO TRANSFER APPROPRIATED
FUNDS IN THE AMOUNT OF \$37,910 FROM THE FINANCE DEPARTMENT TO THE
DEPARTMENT OF THE CITY CLERK**

BACKGROUND

City Manager Mulholland has reorganized 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. Funding for the position of Deputy Tax Collector is currently located in the Finance Department and must be transferred to the City Clerk for accounting purposes.

ACTION

The following resolution is offered for Council consideration:

MOVED, that in accordance with City Charter C419:45, Transfer of Appropriations, the City Council hereby authorizes the City Manager to transfer unencumbered appropriated funds in the amount of \$37,910 from the Finance Department to the Department of the City Clerk to facilitate the reorganization of each department.