

**AGENDA
LEBANON CITY COUNCIL
APRIL 17, 2019**

5. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- March 27, 2019 (Organizational Session)
- April 3, 2019 (Regular Session)

MOVED, to approve the minutes as presented in the April 17, 2019 agenda packet.

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**CITY OF LEBANON
CITY COUNCIL
Minutes, Organizational Meeting, March 27, 2019
City Hall – Council Chambers
7:00 P.M.**

MEMBERS PRESENT: Mayor Suzanne Prentiss, Assistant Mayor Tim McNamara, Councilors Clifton Below, Karen Liot Hill, Shane Smith, Jim Winny and Karen Zook

MEMBERS ABSENT: Bruce Bronner, Erling Heistad

STAFF PRESENT: Shaun Mulholland (City Manager) and Sandra Allard (City Clerk)

1
2 Mayor Prentiss called the meeting to order at 7:00 PM.

3
4 **1. PLEDGE OF ALLEGIANCE**

5
6 Councilor Winny led the Council in the Pledge.

7
8 **2. PUBLIC FORUM**

9
10 Mayor Prentiss made the Public Forum announcement.

11
12 **3. OPEN TO PUBLIC**

13
14 Councilor Hill said it has been her pleasure to work with Mayor Prentiss and thanked the Mayor for her
15 service. The other councilors echoed the same words of high regard.

16
17 No members of the public spoke at this time.

18
19 **4. SEATING OF THE NEWLY ELECTED AND RE-ELECTED COUNCILORS**

20
21 The following City Councilors were officially seated: Suzanne Prentiss, Ward 1; Shane Smith, Ward 2;
22 Clifton Below, Ward 3; Karen Liot Hill, At-Large.

23
24 **5. SWEARING IN OF ENTIRE COUNCIL**

25
26 Ms. Allard conducted the swearing in of the Council.

27
28 **6. NOMINATION AND ELECTION OF TEMPORARY CHAIR**

29
30 *Suzanne Prentiss nominated Councilor Winny to serve as Temporary Chair. Seconded by Councilor*
31 *Smith. Hearing no further nominations, the nominations were closed.*

32 **Councilor Winny was elected 7-0.*

33
34 **7. NOMINATION AND ELECTION OF MAYOR AND ASSISTANT MAYOR**

35
36 Chair Winny asked for nominations for the position of Mayor.

37 *Councilor Smith nominated Tim McNamara for the position of Mayor. Seconded by Councilor*
38 *Prentiss. Hearing no further nominations, the nominations were closed.*

1 **Councilor McNamara was elected 7-0.*

2
3 Mayor McNamara asked for nominations for the position of Assistant Mayor.

4
5 *Councilor Prentiss nominated Councilor Below for the position of Assistant Mayor. Seconded by*
6 *Councilor Zook. Hearing no further nominations, the nominations were closed.*

7 **Councilor Below was elected 7-0.*

8
9 **8. NEW BUSINESS**

10
11 **A. Adoption of Council Rules**

12
13 *Councilor Winny MOVED that the Lebanon City Council adopt the Council Rules as presented in the*
14 *March 27, 2019 agenda packet. Seconded by Councilor Smith.*

15 **The MOTION passed 7-0.*

16
17 **9. MAYORAL APPOINTMENTS OF COUNCILORS TO BOARDS & COMMITTEES**

18
19 City Clerk Sandi Allard said a current list of board and committee assignments was distributed.
20 The Mayor will solicit input from the Councilors regarding those assignments. The Mayor will
21 inform Ms. Allard of any changes that need to be made within the next few weeks.

22
23 **10. ADJOURN**

24
25 Mayor McNamara thanked the Councilors for their vote of confidence. He spoke of his family's
26 history of serving the City. He doesn't have any new goals for the Council and will continue to
27 operate on the path they have started. He asked the Councilors to continue to operate in the civil
28 manner that they have established: civility with one another, with the public and with the staff.
29 His goal is to help facilitate the team work of the Councilors. Assistant Mayor Below said he
30 looks forward to assisting the Mayor in helping the Council continue with their work.

31
32 The Councilors discussed the need to be able to participate in meetings by conference call. They
33 will consider reviewing the Council Rules to allow Councilors to call in and participate in votes,
34 as allowable by law.

35
36 *Councilor Hill moved for adjournment. Seconded by Councilor Winny.*

37 **The MOTION passed unanimously, (7-0).*

38
39 *The meeting was adjourned at 7:10 PM.*

40
41 Respectfully Submitted,

42
43 Linda Billings

44 Recording Secretary

DRAFT

**CITY OF LEBANON
CITY COUNCIL
MINUTES, REGULAR SESSION, APRIL 3, 2019
CITY HALL – COUNCIL CHAMBERS
7:00 p.m.**

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Karen Liot Hill, Erling Heistad, Shane Smith, Jim Winny

MEMBERS ABSENT: Suzanne Prentiss, Bruce Bronner, Karen Zook

STAFF PRESENT: Paula Maville (Deputy City Manager), Sandra Allard (City Clerk), Shelly Hadfield (City Consultant), Chris Christopoulos (Fire Chief and Interim Airport Director), Adele Fulton (City Attorney)

1
2 **QUARTERLY BOARD/COMMITTEE REPORTS (2019 1st Quarterly Activities)**

3
4 **Mayor McNamara called this portion of the meeting to order at 6:15 PM.**

5
6 **Ped/Bike Committee:**

7 Colin Smith (Chair) updated the Council on the work this Committee has been doing this last quarter as
8 follows:

- 9
- 10 • Looked at Master Plan Action Items and selected 15 topics.
 - 11 • Working on plans for City projects which included the housing development on Oak Ridge Road.
 - 12 • Working with the Planning Department on updating regulations for pedestrians due to the number
13 of pedestrian-related accidents in parking lots.
 - 14 • Events:
 - 15 ○ Annual Bike Rodeo – June 1, 2019
 - 16 ○ Curb Your Car Day – May 17, 2019
 - 17 • Mascoma River Greenway: The Committee was very impressed with the work done by the Tuft
18 students, but the Committee felt there were long-term issues that would need to be resolved.
 - 19 • The need for a pedestrian crosswalk on the Miracle Mile.

20 A discussion took place about the need to meet with the State regarding the rails; the cost of a proposed
21 ramp by the Tuft’s students, and; the placement of crosswalks on the Miracle Mile and what could safely
22 be done in the short-term while a long-term solution can be reviewed.

23
24 **Cemetery Board of Trustees:**

25 Mr. Dave Muzzy said the Trustees have been meeting all winter and completed their review of the City
26 Code, Chapter 46, Cemeteries. They reviewed 46 cemeteries and walked through two (2). The School
27 Cemetery was chosen as a priority. The Trustees also reviewed the historical background of Chapter 46
28 in Ordinance #25 (Municipal Cemeteries Rules and Regulations along with cemetery applications, deed
29 formats and head stone IDs. He informed the Council that parents are dropping kids off at the West
30 Lebanon Cemetery and kids are biking through the cemetery using it as a short cut to school. This has an
31 impact, especially during mud season, as it is tearing up the grounds. The Board is trying to figure out a
32 solution to this problem. He also said the while parties are banned from the cemeteries, the Board will
33 not enforce a person(s) having a sandwich by their loved one’s grave and will not address this unless it
34 becomes an issue.

35
36 **LEAC (Lebanon Energy Advisory Committee):**

1 Councilor Below informed the Council about what LEAC has worked on over the last quarter as follows:

- 2 • Solar Subcommittee: Their work is pretty much done now that the RFP (Request for Proposals)
- 3 was completed. LEAC will be working with one vendor on a power agreement proposal.
- 4 • A CHaMP has been chosen to work on the City’s Master Plan.
- 5 • Streetlighting: Public outreach has been postponed twice now while arrangements with Liberty
- 6 Utilities for LED’s is being worked on. Ms. Maville said there will be two meetings (May 6,
- 7 2019 and May 9, 2019) where the City will meet to start a discussion on the removal of some
- 8 streetlights. The night shift of the LPD are working on candidates for the removal list.
- 9 • Municipal Aggregation: LU (Liberty Utilities) is interested in moving forward with this
- 10 initiative.
- 11 • A new EV (Electric Vehicle) Subcommittee has been formed to identify public sites that can be
- 12 used for EV’s. Financing for this initiative will come from the VW settlement.
- 13 • Legislation updates: SB 307 (outdoor lighting) and Municipal Aggregation Legislation
- 14 testimonials.

15
16 **EVEC:**

17 Councilor Hill informed the Council that EVEC has a new Chair, Steve Whitman. They have been
18 working on an RFP for 20 Spencer Street and while they approved the overall project, Mr. Brooks is
19 working on refining the details for the RFP.

20
21 **Joint School/City Task Force:**

22 Councilor Hill informed the Council that the Recreation Department is moving out of City Hall to 3
23 Seminary Hill and has been tasked to look at options (1-3 years) while a larger vision is taking place. She
24 noted that they have also been reviewing the City’s budgets/CIPs with the School Board Projects.

25
26 **Conservation Commission:** No report.

27
28
29 **Mayor McNamara called the regular meeting to order at 7:00 p.m.**

- 30
- 31 **1. PLEDGE OF ALLEGIANCE:** Councilor Winny led the Council in the Pledge.
- 32
- 33 **2. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
- 34
- 35 **3. OPEN TO PUBLIC:** No comments put forth by the public.
- 36
- 37 **4. RESOLUTIONS:**
 - 38 • Refill NOT Landfill Proclamation: Mayor McNamara read the Proclamation below.

39
40 **PROCLAMATION: Refill NOT Landfill Month**

41
42 **WHEREAS,** the City of Lebanon owns and operates the Lebanon Landfill which has a permitted
43 disposal capacity of another 10 years; and

44
45 **WHEREAS,** the City is concerned about conserving natural resources and with preserving the landfill
46 disposal capacity for future Lebanon residents; and

1 **WHEREAS**, Upper Valley residents dispose of an estimated 300 tons of disposable coffee cups and
2 plastic water bottles annually, and this waste uses natural resources and consumes landfill disposal
3 capacity; and
4

5 **WHEREAS**, using refillable containers like travel mugs and water bottles have the potential of reducing
6 waste that will require disposal in the Lebanon Landfill; and
7

8 **WHEREAS**, although bottle recycling is available at the Lebanon Recycling Center only about 30% of
9 plastic bottles are recycled; and
10

11 **WHEREAS**, no viable recycling option exists for disposable coffee cups.
12

13 **NOW, THEREFORE, BE IT RESOLVED**, that, in an effort to bring awareness and encourage the
14 reduction of single-use containers, the City of Lebanon hereby proclaims the month of April as Refill
15 NOT Landfill Month and encourages residents to join in observing this month to reduce waste that is
16 ultimately disposed of in the Lebanon landfill by using refillable travel mugs and water bottles.
17

18 Proclaimed this *Third Day of April in the Year Two-Thousand Nineteen*.
19

20 Timothy J. McNamara Mayor, City of Lebanon
21

22 **5. ACCEPTANCE OF MINUTES:**

- 23 • March 27, 2019 (Special Non-Public Session)
24

25 *Councilor Hill MOVED to approve the Minutes as presented in the April 3, 2019 agenda packet.*
26 *Seconded by Councilor Winny.*

27 **The vote on the MOTION passed (5-0).* Councilor Smith was not present for this vote.
28

29 **6. APPOINTMENTS:**

- 30 • Zoning Board of Adjustment; David Newlove (Alternate Member)

31 Councilor Hill interviewed Mr. Newlove. Mayor McNamara indicated he knows Mr. Newlove. They
32 praised his credentials, and both felt he would be a good asset as an alternate member of the Zoning
33 Board of Adjustment. Mr. Newlove has been a Lebanon resident for the past 16 years. He oversees all of
34 Dartmouth College’s Auxiliary Services and manages many construction-related projects and has
35 experience in dealing with local zoning and building codes.
36

37 *Councilor Hill Moved to appoint Mr. David Newlove as an alternate Member to the Lebanon*
38 *Zoning Board of Adjustment.*

39 **The vote on the MOTION was unanimous (5-0).* Councilor Smith was not present for this vote.
40

41 Councilor Smith arrived at approximately 7:10 p.m.
42

43 **7. PUBLIC HEARING ITEMS:**

44 **A. ORDINANCE #18, SALARY PLAN, ARTICLE III, BARGAINING UNIT EMPLOYEES**

45 Public Hearing for the purpose of receiving public input and taking action to amend Ordinance
46 #18, Salary Plan, Article III, Bargaining Unit Employees to strike reference to "Teamsters
47 Local #633" and amend the Table of Salary Grades for Lebanon Professional, Administrative,
48 Salaried Employees (LPASE) to include the position of Cemetery Sexton (Grade 9).
49

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

ACTION:

Councilor Winny *MOVED*, that the Lebanon City Council recognizes the third of three presentations to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, as follows:

1. Striking the reference to “Teamsters Local #633” throughout the document; and
2. Adding the position of Cemetery Sexton, Grade 9, to the Table of Salary Grades for the Lebanon Professional, Administrative, Salaried Employees (LPASE) Bargaining Unit.

RESOLUTION:

For the purpose of amending Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council hereby amends Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, as follows:

1. Striking the reference to “Teamsters Local #633” throughout the document; and
2. Adding the position of Cemetery Sexton, Grade 9, to the Table of Salary Grades for the Lebanon Professional, Administrative, Salaried Employees (LPASE) Bargaining Unit with the changes to the table as presented in the April 3, 2019 agenda packet.

Changes to the Table of Salary Grades are shown in ~~strikeout~~ and *red italics* type.

~~Teamsters Local #633~~/Lebanon Professional, Administrative, and Salaried Employees

APPENDIX B -

| 9 Salary Grades | | 2.6% | | | | | | | |
|-----------------|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|
| Grade | Position Title | Minimum | | | | | | | Maximum |
| | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | |
| 6 | Branch Librarian Coordinator | \$24.20 | \$25.21 | \$26.22 | \$27.23 | \$28.25 | \$29.22 | \$30.24 | |
| 7 | Field Inspector | \$25.18 | \$26.22 | \$27.26 | \$28.31 | \$29.34 | \$30.38 | \$31.47 | |
| 8 | Code/Health Inspector | \$25.68 | \$26.75 | \$27.80 | \$28.87 | \$29.94 | \$31.00 | \$32.11 | |
| | Real Estate Appraiser II | \$25.68 | \$26.75 | \$27.80 | \$28.87 | \$29.94 | \$31.00 | \$32.11 | |
| | Associate Planner | \$1,027.37 | \$1,070.00 | \$1,112.33 | \$1,154.80 | \$1,197.60 | \$1,240.00 | \$1,284.40 | |
| | Young Adult Librarian | \$1,027.37 | \$1,070.00 | \$1,112.33 | \$1,154.80 | \$1,197.60 | \$1,240.00 | \$1,284.40 | |
| 9 | Communication Supervisor | \$27.73 | \$29.35 | \$30.96 | \$32.59 | \$34.21 | \$35.82 | \$37.45 | |
| | Cemetery Sexton | \$27.73 | \$29.35 | \$30.96 | \$32.59 | \$34.21 | \$35.82 | \$37.45 | |
| | Maintenance Superintendent | \$27.73 | \$29.35 | \$30.96 | \$32.59 | \$34.21 | \$35.82 | \$37.45 | |
| | Children’s Librarian | \$1,109.32 | \$1,174.11 | \$1,238.48 | \$1,303.60 | \$1,368.40 | \$1,432.80 | \$1,498.00 | |
| | Recreation Program Coordinator | \$1,109.32 | \$1,174.11 | \$1,238.48 | \$1,303.60 | \$1,368.40 | \$1,432.80 | \$1,498.00 | |
| | Systems Librarian | \$1,109.32 | \$1,174.11 | \$1,238.48 | \$1,303.60 | \$1,368.40 | \$1,432.80 | \$1,498.00 | |
| | Utilities Maintenance Superintendent | \$30.52 | \$32.29 | \$34.06 | \$35.85 | \$37.61 | \$39.39 | \$41.17 | |
| 10 | Wastewater Treatment Superintendent | \$30.52 | \$32.29 | \$34.06 | \$35.85 | \$37.61 | \$39.39 | \$41.17 | |
| | Water Treatment Superintendent | \$30.52 | \$32.29 | \$34.06 | \$35.85 | \$37.61 | \$39.39 | \$41.17 | |
| | Administrative Services Manager | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | Airport Operations Supervisor | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | Assistant Recreation Director | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | Code Enforcement Director | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | Fire Marshal | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | GIS Coordinator | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | Senior Planner | \$1,220.45 | \$1,291.42 | \$1,362.40 | \$1,433.37 | \$1,504.35 | \$1,575.34 | \$1,646.96 | |
| | 11 | City Engineer | \$1,342.40 | \$1,420.67 | \$1,498.93 | \$1,577.20 | \$1,655.46 | \$1,733.75 | \$1,812.02 |
| | | City Planner | \$1,342.40 | \$1,420.67 | \$1,498.93 | \$1,577.20 | \$1,655.46 | \$1,733.75 | \$1,812.02 |
| 12 | City Assessor | \$1,368.71 | \$1,448.63 | \$1,528.53 | \$1,608.43 | \$1,688.33 | \$1,768.24 | \$1,848.19 | |
| | Deputy Fire Chief | \$1,368.71 | \$1,448.63 | \$1,528.53 | \$1,608.43 | \$1,688.33 | \$1,768.24 | \$1,848.19 | |
| | Energy & Facilities Manager | \$1,368.71 | \$1,448.63 | \$1,528.53 | \$1,608.43 | \$1,688.33 | \$1,768.24 | \$1,848.19 | |
| | Information Systems Manager | \$1,368.71 | \$1,448.63 | \$1,528.53 | \$1,608.43 | \$1,688.33 | \$1,768.24 | \$1,848.19 | |
| | Police Lieutenant | \$1,368.71 | \$1,448.63 | \$1,528.53 | \$1,608.43 | \$1,688.33 | \$1,768.24 | \$1,848.19 | |
| | Solid Waste Manager | \$1,368.71 | \$1,448.63 | \$1,528.53 | \$1,608.43 | \$1,688.33 | \$1,768.24 | \$1,848.19 | |
| 13 | Maintenance Manager | \$1,396.33 | \$1,477.79 | \$1,559.23 | \$1,640.69 | \$1,722.12 | \$1,803.57 | \$1,885.02 | |
| 14 | Police Captain | \$1,424.62 | \$1,507.72 | \$1,590.79 | \$1,673.87 | \$1,756.96 | \$1,840.06 | \$1,923.17 | |

The Motion was seconded by Councilor Winny.

*The vote on the Motion was unanimous (6-0.)

1 Public Hearing for the purpose of receiving public input and taking action on Ordinance #2019-
2 03 to repeal and replace City Code Chapter 46, Cemeteries. (PH Set on 3/20/19)

3
4 Ms. Maville presented a recap from the last meeting, noting she had the opportunity to work with the
5 Board of Cemetery Trustees looking at the language of the City Code concerning cemeteries. They made
6 a lot of changes in the reorganization of the document itself; a lot of clarifications were made in the
7 antiquated existing language; the role of the Cemetery Board of Trustees was fully incorporated within
8 the Code; some of the sections in the Code were reordered and updated to conform to current practices,
9 and; they are recommending an increase in the fees. What is before the Council is a complete repeal and
10 replace just because of the level of changes that were made. Attorney Waugh reviewed the proposed
11 language and issued a formal legal opinion which was included in the April 3, 2019 agenda packet.

12
13 **Mayor McNamara opened the Public Hearing.**

14
15 The following people came forth to speak:

16
17 Ms. Sarah Riley (Ward 2): Ms. Riley read her comments to the Council about giving residents the
18 opportunity to choose a green burial and adding further conditions to the ordinance to define green
19 burials. She also expressed her opinions regarding Section 46.3, paragraphs D, I and J regarding picnics,
20 children under the age of 14 without an adult, and bicycles.

21
22 Ms. Judith Bush (Ward 1): Ms. Bush expressed her opinions and rational in support of green burials.

23
24 Ms. Sue Painter, Chair of the Cemetery Board of Trustees: Ms. Painter addressed Chapter 46 of the
25 Code, noting this is a living document and they Cemetery Board of Trustees) expect changes to this
26 document as they move forward. She said the initial goals were to get Chapter 46 updated with the
27 anticipation of looking into other issues around cemeteries. By no means will they be closing the door on
28 green burials, but it would have nearly impossible for them to learn everything they need to know about
29 green burials at this time.

30
31 Ms. Fran Hanchett, Cemetery Board of Trustees member: Ms. Hanchett said the reason why and adult
32 must be with a child is to protect the child from the danger of stones tilting/falling resulting in an injury or
33 a fatality. She expressed her concern about bicycles not staying on the roadway and doing damage to
34 cemetery grounds.

35
36 **Hearing no further comments from the public, the Public Hearing was closed.**

37
38 Ms. Maville said these were things the Trustees talked about during the process of going through the
39 amendments. They did struggle with the issues of using cemeteries as a picnic ground and the decision
40 was made to leave the current language in the document to give some form of ability to regulate this if
41 things were to happen (i.e., a place to party or too big of gatherings) but they would certainly not look at
42 someone having a sandwich by someone who has passed. For children under the age of 14, there is a
43 safety issue. The Trustees know there are a lot of children who walk through the cemeteries as a pass
44 through to get from one place to another but leaving the language in the document gives the Trustees the
45 ability to regulate this if it becomes a problem. As far as the green burials, this came up very late in the
46 review process, so when the Board was doing their review during the first few months the green burial
47 process was not in front of them. This is something that was talked about during the Trustees last
48 meeting (March 2019) and while this should be discussed, it is not something that the Trustees can just
49 add to the Code or postpone this public process right now because it does need to be studied a little
50 further. Green burials are something that should be addressed through the Board of Trustees during the
51 coming months and then come back to the Council with another recommendation for a separate
52 amendment.

1 A discussion took place by the Council regarding green burials and the use of bicycles in the City’s
2 cemeteries after which the following took place:

3
4 **ACTION:**

5
6 ***Councilor Hill MOVED, that the Lebanon City Council hereby adopts Ordinance #2019-03 to***
7 ***repeal and replace City Code Chapter 46, Cemeteries.***

8 ***Seconded by Councilor Winny.***

9 ****The vote on the MOTION was unanimous (6-0)***

10
11 **8. OLD BUSINESS:**

12
13 Westboro Yard Update: Mayor McNamara, Chief Christopoulos, and representative Stavis went to what
14 they thought was going to be a hearing with the NH Council of Resources and Development, who is
15 responsible for lands designated as surplus. They were the only item on the agenda. At this meeting it
16 was announced that the Department of Transportation had withdrawn their request to that Board. The
17 situation was that the Attorney General’s Office gave advice to the Bureau of Transportation, subsequent
18 to their request for this hearing, that the approval from the NH Council of Resources and Development
19 was not required in this case because it was a lease of land, not a sale of or disposal of land.

20
21 Mayor McNamara said the Governor has included \$570K in his budget to help demolish the four (4)
22 buildings in the Westboro Yard. His budget was reviewed by the House and their budget also includes
23 this project. His understanding is that the House will vote on their budget on April 11th and then it will
24 move to the Senate. It is not a done deal, but his hope is that there will be \$570K for the City to demolish
25 the Westboro Yard buildings. The City has also offered to provide services in the amount of \$287K to
26 dispose of materials. There will also a meeting with the DOT Commissioner to discuss the Rymes
27 proposal for the facility in Westboro Yard.

28
29 **9. NEW BUSINESS:**

- 30
31 **A. Request from Salt Hill Pub for an Exemption (per §14-5) of City Code Chapter 14,**
32 **Alcoholic Beverages, to permit the serving of alcoholic beverages on City property.**

33
34 **ACTION:**

35
36 ***Councilor Hill MOVED, that the Lebanon City Council hereby grants an exemption pursuant to***
37 ***§14-5 of City Code Chapter 14, Alcoholic Beverages, to Salt Hill Pub to serve alcoholic beverages***
38 ***on the Lebanon Pedestrian Mall within their designated outdoor seating area as shown on the***
39 ***attached map. Exemption shall be valid beginning April 3, 2019 and shall expire on December 31,***
40 ***2019.***

41 ***Seconded by Councilor Winny***

42 ****The vote on the MOTION was unanimous (6-0).***

- 43
44 **B. Request from Three Tomatoes Trattoria for an Exemption (per §14-5) of City Code**
45 **Chapter 14, Alcoholic Beverages, to permit the serving of alcoholic beverages on City**
46 **property.**

47
48 Councilor Below recused himself from any discussion/vote on this matter.

49
50 **ACTION:**

1 **Councilor Winny *MOVED*, that the Lebanon City Council hereby grants an exemption pursuant to**
2 **§14-5 of City Code Chapter 14, Alcoholic Beverages, to Three Tomatoes Trattoria to serve alcoholic**
3 **beverages on the Lebanon Pedestrian Mall within their designated outdoor seating area, as shown**
4 **on the map provided. Exemption shall be valid beginning April 3, 2019 and shall expire on**
5 **December 31, 2019.**

6 *Seconded by Councilor Heistad.*

7 **The vote on the MOTION passed (5-0-1). Councilor Below was recused from this vote.*

8
9 **C. Request for Exception from City Code Chapter 110, Noise from Sound Amplification:**
10 **Three Tomatoes Trattoria, One Court Street, Lebanon**

11
12 Councilor Below recused himself from any discussion/vote on this topic.

13
14 **ACTION:**

15
16 **Councilor Winny *MOVED*, that the Lebanon City Council, in accordance with City Code Chapter**
17 **110, Noise from Sound Amplification System, §110-2, hereby authorizes Three Tomatoes Trattoria**
18 **of 1 Court Street, Lebanon, to utilize amplification equipment until 9:30pm beginning May 25, 2019**
19 **until October 31, 2019.**

20 *Seconded by Councilor Hill.*

21 **The vote on the MOTION passed (5-0-1). Councilor Below was recused from this vote.*

22
23
24 **D. Authorization for the City Manager to sign a new lease agreement between the City and**
25 **Lebanon Hangar Associates for their space at 17 Airpark Road, West Lebanon**

26
27 Chris Christopoulos (Fire Chief and Interim Airport Director) and Adele Fulton (Contracted City
28 Attorney) represented the above request.

29
30 Mr. Christopoulos reviewed the term highlights of the proposed Lease Agreement between the City and
31 LHA (Lebanon Hangar Associates) with the Council as noted in the April 3, 2019 City Council agenda
32 packed, pages 83-122.

33
34 Attorney Fulton clarified that back rent on the lease would be paid within 14 days of the date the lease is
35 signed.

36
37 **ACTION:**

38
39 **Councilor Hill *MOVED*, that the Lebanon City Council hereby authorizes the City Manager to**
40 **execute the lease agreement with Lebanon Hangar Associates, Ltd. as presented in the April 3, 2019**
41 **City Council Agenda Packet.**

42 *Seconded by Councilor Smith.*

43 ** The vote on the MOTION passed (6-0)*

44
45 **E. Discussion & Set Public Hearing for April 17, 2019: CDBG Feasibility for Headrest**

46
47 Mr. Cameron Ford (Executive Director of Headrest) and Shelly Hadfield (City Consultant) represented
48 the above request for a feasibility study.

49
50 Headrest is requesting the City apply for a Community Development Block Grant in the amount of \$12K
51 to assess the long-term sustainability of the 14 Church Street building which will include expanding the

1 kitchen, adding additional rehabilitative counseling spaces, adding additional space for a teen hotline, and
2 an Energy Audit.

3
4 **ACTION:**

5
6 ***Assistant Mayor Below MOVED*, that the Lebanon City Council hereby schedules public hearings
7 for Wednesday, April 17, 2019, beginning at 7:00pm in Council Chambers, City Hall as follows:**

- 8
- 9 **1. Public hearing for the purpose of receiving public input and taking action on a proposed**
- 10 **Feasibility Study grant application for \$12,000 in CDBG funds (to be subgranted to**
- 11 **Headrest); and to authorize the City Manager to sign, submit, and execute any**
- 12 **documents which may be necessary to effectuate the CDBG Application and contract.**
- 13
- 14 **2. Public hearing for the purpose of receiving public input and taking action to adopt the**
- 15 **City of Lebanon Anti-Displacement and Relocation Plan for this project.**

16
17 ***Seconded by Councilor Winny***

18 ****The vote on the MOTION passed (6-0).***

19
20 **F. Discussion & Set Public Hearing for April 17, 2019: CDBG Feasibility for River Valley**

21 **Community College (RVCC)**

22
23 Ms. Shelly Hadfield, Ms. Ann Duncan (Grafton Regional Development & DRTC Trustee) and Ms.
24 Charlene Ashy represented the request above. They are requesting that the City apply for a Community
25 Development Block Grant Feasibility Study in the amount of \$12K and reviewed the proposed City of
26 Lebanon’s Residential Anti-displacement and Relocation Assistance Plan RVCC Vision Study with the
27 Council as presented in the April 3, 2019 agenda packet, pages 129-134.

28
29 **ACTION:**

30
31 ***Councilor Hill MOVED*, that the Lebanon City Council hereby schedules public hearings for**

32 **Wednesday, April 17, 2019, beginning at 7:00pm in Council Chambers, City Hall as follows:**

- 33
- 34 **1. Public hearing for the purpose of receiving public input and taking action on a proposed**
- 35 **Feasibility Study grant application for \$12,000 in CDBG funds (to be sub-granted to**
- 36 **DRTC); and to authorize the City Manager to sign, submit, and execute any documents**
- 37 **which may be necessary to effectuate the CDBG Application and contract.**
- 38
- 39 **2. Public hearing for the purpose of receiving public input and taking action to adopt the**
- 40 **City of Lebanon Anti-Displacement and Relocation Plan for this project.**

41
42 ***Seconded by Councilor Smith.***

43 ***The vote on the MOTION passed (6-0)***

44
45 **G. Discussion & Set Public Hearing for April 17, 2019: Ordinance #2019-05 to amend City**

46 **Code Chapter 8, Airport Operations, §8-4, Airport Rules & Regulations**

47
48 Chris Christopoulos and Attorney Adele Fulton came before the Council representing the above matter as
49 presented in the April 3, 2019 City Council agenda packet.

50
51 Mayor McNamara said that after a brief discussion with Chief Christopoulos it was proposed this
52 discussion take place at a future date to allow them to work out a few other items.

1
2 Chief Christopoulos said the airport is in a big transition right now and a conscious decision was made to
3 have the current Airport Manager work with Attorney Fulton to finish/update the Rules and Regulations.
4 He noted there have been significant changes in the document since it was last updated in 1993, and
5 would like the Council to have a chance to read through these. He would also like to have a better
6 understanding of how these changes will affect the airport’s base tenants and business operations so there
7 are no unintended consequences in the long run.

8
9 Attorney Fulton reviewed some of highlighted changes with the Council which included a more
10 structured format, the Operating Agreement and separating out some leases, provide for transient vendors
11 & operators (i.e., time-share aircraft), insurance issues and refining the fee structure.

12
13 **ACTION: None was taken. This item will be brought back to Council at a future date.**

14
15 **H. Discussion with Saxon Partners re: Housing Development on Mount Support Road**

16
17 Mr. Donald Smith, Saxon Partners, started the discussion by saying his firm has been working on a
18 potential housing development on Mount Support Road near Timberwood Commons near DHMC. While
19 they have not purchased the property yet, their concept is to construct an apartment campus limited to
20 studio and 1-bedroom units, with an initial phase of 250 apartments, that would specifically target
21 hospital employees.

22
23 Mr. Smith requested feedback from the Council to see if Saxon Partners plans matched with the City’s
24 objectives and vision, if it would be worth the investment in this type of an initiative, and to determine
25 whether sewer would be available to this site from Lebanon or if Saxon Partners should seek to secure
26 sewer service from Hanover. He described the history of his firm and what types of developments they
27 have undertaken across the country - both commercial and residential. He also described his firms
28 building designs for this project (as presented in the April 4, 2019 City Council agenda packet), noting
29 these apartment units would be efficient, comfortable, have simple amenities, and be geared towards
30 accommodating medical employees who need to be close to work. This project will not be subsidized
31 housing.

32
33 The Council informed Mr. Smith about the critical housing need for the City and region; the need for a
34 development that is close to employment sites; how this type of development would be appropriate for the
35 City to consider; addressed the need for housing as described in the City’s Master Plan; what the City’s
36 plans are for energy sustainability practices and environmental and natural resources (i.e., wildlife
37 corridors); the lack of studio and one (1) and two (2) bedroom apartments in the City, and; the sewer
38 capacity issue and efforts to upgrade the sewer to free up capacity.

39
40 There was a discussion surrounding the City’s sewer capacity and Mayor McNamara said the Council
41 may not be able to provide an answer on the City’s sewer capacity for another 2-3 months.

42
43 **ACTION: No action is required by the Council, item is for informational purposes only.**

44
45 **10. REPORTS**

46 **A. City Manager (via phone call)**

47 Mr. Mulholland informed the Council about the following:

- 48 • Mr. Greg Colby has been hired as the new Finance Director to replace Mr. Len Jarvi, who is
49 retiring.
- 50 • Forthcoming Strategy for how the City deals with abandoned buildings.
- 51 • There are two firms who responded to the RFP’s for the Public Safety Facility Study. A decision
52 will be made shortly as who the City will be partnering with.

1 **B. Council Representatives to other bodies: No report.**
2

3 **11. FUTURE AGENDA ITEMS:**

4 Mayor McNamara reviewed the items that were presented in the April 3, 2019 agenda packet.
5

6 Ms. Maville said that one of the items added to the April 17 City Council agenda was a discussion on a
7 potential amendment to the Landfill regulations. Mayor McNamara said staff is working on a business
8 plan for the Landfill, noting this is a critical item for this year.
9

10 **12. Adjournment:**

11
12 *Councilor Below MOVED for adjournment.*

13 *Seconded by Councilor Winny.*

14 **The MOTION passed (6-0).*
15

16 *The meeting was adjourned at 8:46 pm.*
17

18 Respectfully submitted,

19 Dona E. Gibson

20 Recording Secretary
21
22