

**AGENDA
LEBANON CITY COUNCIL
APRIL 1, 2020**

5. ACCEPTANCE OF MINUTES:

MINUTES TO BE ACCEPTED

- March 12, 2020 (Canvass of the Vote)
- March 18, 2020 (Non-Public Session)
- March 18, 2020 (Regular Meeting)

MOVED, to approve the minutes as presented in the April 1, 2020 agenda packet.

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**CITY OF LEBANON
CITY COUNCIL
MINUTES OF CANVASS OF THE MARCH 10, 2020 VOTE
MARCH 12, 2020 - CITY HALL**

MEMBERS PRESENT: Mayor Timothy McNamara, Assistant Mayor Clifton Below, Councilors Jim Winny, Suzanne Prentiss and Karen Zook.

MEMBERS ABSENT: Councilors George Sykes, Karen Liot Hill, Erling Heistad and Bruce Bronner.

STAFF PRESENT: City Clerk Sandra Allard, City Manager Shaun Mulholland

In accordance with the City Charter, the Council met on March 12, 2020 to canvass the March 10, 2020 municipal vote.

The meeting was called to order by Mayor McNamara at 8:04 am.

The City Council reviewed the voting results provided by the City Clerk.

Councilor Zook moved the following Resolutions:

BE IT RESOLVED, that voting results of the March 10, 2020 City Election, as presented by the City Clerk, be accepted as printed and that the following persons be declared elected to serve as:

Ward Councilors:

(2 year terms) James Winny, Ward 1
George Sykes, Ward 2
Karen Zook, Ward 3

Ward 2 Councilor:

(1-year term) Bruce Bronner

Councilors At Large:

(2 year term) Erling Heistad
Timothy McNamara

Library Board of Trustees:

(3 year terms)
Laura Barrett
Francis Oscadal
Ann M. Sharfstein

BE IT FURTHER RESOLVED, that the results of the Welcoming Lebanon Ordinance, as proposed by Citizens' Binding Initiative be accepted as follows:

If adopted the Ordinance would, in summary, seek to ensure the safety of persons residing in or otherwise present in the City by prohibiting its agents from aiding or participating in enforcement of immigration laws and also generally from questioning or taking any actions with respect to a person in Lebanon based upon that person’s citizenship or immigration status. Copies of the complete text of the proposed Ordinance are available from the City Clerk and will be available for review at the polling places.

	WARD 1	WARD 2	WARD 3	TOTALS
YES	409	432	380	1221
NO	308	352	355	1015

BE IT FURTHER RESOLVED, that the results of the Zoning Ordinance Amendments be accepted as follows:

VOTING RESULTS RE: Zoning Amendment #1 –

Amend the Residential One (R-1), Residential Two (R-2), Residential Three (R-3), Residential-Office (R-O), Residential-Office-One (R-O-1), and Professional Business (PB) Districts to no longer require that the minimum required front yard of 20 ft. be doubled to 40 ft. when the property has frontage on a state highway or major thoroughfare. The amendment would also eliminate Section 201.2 which allows the Zoning Board to reduce the 40 ft. front yard requirement by Special Exception (*Zoning Ordinance Sections 201.2, 308.2, 309.2, 310.2, 311, 311A, and 311B*)

	WARD 1	WARD 2	WARD 3	TOTALS
YES	544	550	517	1611
NO	156	214	212	582

VOTING RESULTS RE: Zoning Amendment #2 –

In the Residential One (R-1) District, remove “multi-family conversion (six or fewer units) per Section 601” as a permitted use, remove “multi-family conversion (7 or more units) per Section 601” as a use by Special Exception, and remove “(NEW)” from “multi-family dwelling” in the list of permitted uses; and in the Residential Two (R-2) District add “multi-family dwelling conversion (4 dwelling units or less) per Section 601” as a permitted use and change “multi-family conversion per Section 601” in the list of Special Exception uses to “multi-family dwelling conversion per Section 601 (5 dwelling units or more)”. (*Zoning Ordinance Sections 308.2 and 309.2*)

The purpose of the amendment is to ease the burden of developing multi-family housing and to facilitate the rehabilitation of existing structures by allowing multi-family conversions in the R-1

District without having to obtain a Special Exception, and in the R-2 District allowing multi-family conversions for up to four (4) units without having to obtain a Special Exception.

	WARD 1	WARD 2	WARD 3	TOTALS
YES	526	547	517	1590
NO	151	205	199	555

VOTING RESULTS RE: Zoning Amendment #3 –

Change “Accessory Dwelling Unit per Section 610” from a Special Exception Use to a Permitted Use in the Residential Three (R-3), Rural Lands One (RL-1), and Rural Lands Two (RL-2) Districts (*Zoning Ordinance Sections 310.2, 312.2, and 313.2*).

Accessory Dwelling Units in the R-3, RL-1, and RL-2 Districts will continue to be subject to the requirements of Section 610 of the Zoning Ordinance in order to obtain a building permit. However, a public hearing before the Zoning Board of Adjustment will no longer be required.

	WARD 1	WARD 2	WARD 3	TOTALS
YES	545	573	526	1644
NO	126	180	186	492

VOTING RESULTS RE: Zoning Amendment #4 –

Clarify that any use allowed in the zoning district in which a proposed Planned Unit Residential Development (PURD) is located may be permitted within the PURD. The amendment will allow a proposed PURD to include uses allowed by Special Exception or Conditional Use Permit in the underlying zoning district without having to obtain a separate Special Exception or Conditional Use Permit for that particular use. However, a Conditional Use Permit from the Planning Board will still be required for the PURD itself. (*Zoning Ordinance Section 501.2.C*).

	WARD 1	WARD 2	WARD 3	TOTALS
YES	538	550	517	1605
NO	147	202	199	548

VOTING RESULTS RE: Zoning Amendment #5 –

In the Residential One (R-1), Residential Two (R-2), and Residential Three (R-3) Districts, home based agricultural businesses would be allowed and regulated. This amendment is intended to allow residents of larger lots in the residential districts to operate limited agricultural business activities and to derive income from the agricultural and horticultural use of their residential

property. The keeping of poultry and livestock will not be permitted except in the R-3 District on lots of ten (10) acres or more. (*Zoning Ordinance Sections 308.2, 309.2, 310.2, and 600B*)

All home based agricultural businesses will require a zoning permit and must demonstrate compliance with the specific performance standards set forth in proposed Section 600B, including operational limitations and best management practices intended to minimize adverse impacts on surrounding properties and natural resources. Home based agricultural businesses on lots less than five (5) acres in size will also require a public hearing and Special Exception approval from the Zoning Board of Adjustment.

	WARD 1	WARD 2	WARD 3	TOTALS
YES	590	617	541	1748
NO	108	156	182	446

VOTING RESULTS RE: Zoning Amendment #6 –

Change the “Church” use category to “House of Worship” in all zoning districts and throughout the Zoning Ordinance in order to be inclusive of all forms of worship. (*Zoning Ordinance Sections 305, 306, 308, 309, 310, 311, 311A, 311B, 312, 313, 607, 608, and Appendix A*)

	WARD 1	WARD 2	WARD 3	TOTALS
YES	556	583	534	1673
NO	137	188	179	504

Motion was seconded by Councilor Winny.

Vote on Motion was unanimous in favor.

Motion by Assistant Mayor Below to adjourn the meeting.

Seconded by Councilor Winny.

Vote on Motion was unanimous in favor.

The meeting adjourned at 8:06 am.

Respectfully submitted,

Sandra L. Allard
City Clerk/Recording Secretary

DRAFT

**LEBANON CITY COUNCIL
MINUTES, REGULAR SESSION
Council Chambers - City Hall
Wednesday, March 18, 2020
7:00 p.m.**

MEMBERS PRESENT: Mayor Tim McNamara, Assistant Mayor Clifton Below, Bruce Bronner (remote attendance), Erling Heistad, Karen Liot Hill, Suzanne Prentiss, George Sykes, Jim Winny, Karen Zook

MEMBERS ABSENT: None

STAFF PRESENT: City Manager Shaun Mulholland. Remote Attendance: Fire Chief & Emergency Management Director Chris Christopoulos, Public Works Director Jim Donison and Staff Engineer Erica Brittner

-
- 1
2 Mayor McNamara called the meeting to order at 7:00 p.m.
- 3 • This was the first live-stream meeting for the City Council (due to the Coronavirus situation in
 - 4 our area). For those who participated in the live-stream meeting, there was a Q&A function where
 - 5 questions could be written and then answered by the Council.
 - 6 • Councilor Bronner participated in this meeting via phone because he was out-of-state on business.
 - 7

8 **1. PLEDGE OF ALLEGIANCE:** Councilor Winny led the Council in the Pledge.

9
10 **2. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.

11
12 **3. OPEN TO PUBLIC:** No one from the public came forth in person or remotely.

13
14 **4. RECOGNITIONS:**

15 **A. RESOLUTION HONORING AVA GALLERY and ART CENTER’S THIRTY YEARS**
16 **IN LEBANON**

17
18 **WHEREAS, the City’s Master Plan recognizes that artists, crafts people, design professionals,**
19 **cultural organizations, media companies and other businesses in the creative sector are a growing**
20 **component of the Upper Valley economy; and;**

21
22 **WHEREAS, the City recognizes that a strong creative economy generates employment**
23 **opportunities for its residents; and;**

24
25 **WHEREAS, the City recognizes that a strong creative economy improves quality of life for the**
26 **City’s residents and visitors; and;**

27
28 **WHEREAS, the visual arts are vital to the economic and social fabric of the City; and;**

29
30 **WHEREAS, the New Hampshire State Council on the Arts affirms the importance of access to the**
31 **arts in the development of creativity and problem solving in children, healing for individuals with**
32 **health challenges, and community identity and pride; and;**
33

1 WHEREAS, the City of Lebanon has recently demonstrated its commitment to supporting the arts
 2 in the City through the formation of the Arts and Culture Commission; and;
 3 WHEREAS, the AVA Gallery and Art Center provides the City’s residents and visitors with access
 4 to the visual arts through year-round arts exhibitions, classes for all ages and abilities, and free
 5 community-spirited programs; and;

6
 7 WHEREAS, March 16, 2020 marks the thirty-year anniversary of AVA Gallery’s first exhibition in
 8 Lebanon.

9
 10 THEREFORE, BE IT RESOLVED, that the Lebanon City Council, on behalf of the City of
 11 Lebanon, formally recognizes the vital role that AVA Gallery and Art Center has played as a
 12 keystone of the City’s creative economy through the last thirty years. The City extends its gratitude
 13 to AVA Gallery for the many ways in which its presence in Lebanon has improved the quality of
 14 life for the City’s residents and visitors, and commits to continued support of the Arts in the City
 15 through the Arts and Culture Commission.

16
 17 BE IT FURTHER RESOLVED, that this resolution be written upon the minutes of the Lebanon
 18 City Council meeting and a copy be presented to AVA Gallery and Art Center.

19
 20 Dated this day March 18, 2020, in Lebanon, New Hampshire.

21
 22 _____
 23 Timothy J. McNamara, Mayor
 24 On behalf of the Lebanon City Council

25 **5. ACCEPTANCE OF MINUTES:**

- 26 • March 4, 2020 (Regular Session)

27
 28 *Councilor Prentiss MOVED* to approve the March 4, 2020 (Regular Session) Minutes as written in
 29 March 18, 2020 agenda packet.

30 *Seconded by Councilor Hill.*

31
 32 **Roll Call Vote:**

33 Mayor Tim McNamara, Assistant Mayor Clifton Below and Councilors Bronner, Heistad, Hill,
 34 Prentiss, Sykes & Winny all voting YEA.
 35 None voted NAY.

36
 37 **The Vote on the MOTION was unanimously approved (9-0).*

38
 39 **6. APPOINTMENTS: NONE**

40
 41 **7. PUBLIC HEARING ITEMS:**

42 **A. ORDINANCE #2020-03**

43 A public hearing for the purpose of receiving public input and taking action to amend
 44 City Code Chapter 46, Cemeteries, to update a number of fees, to remove
 45 requirements for a Perpetual Care Trust Fund, and to include provisions for the
 46 establishment of a Cemetery Maintenance & Preservation Fund
 47

1 The Cemetery Board of Trustees asked the Council to postpone the public hearing and not take action on
2 Ordinance #2020-03. Questions have arisen regarding the structure and governance of the proposed
3 Cemetery Maintenance & Preservation Fund which must be answered before language is adopted and
4 incorporated in Chapter 46.

5
6 **ACTION: None taken**

7
8 **8. OLD BUSINESS: NONE**

9
10 **9. NEW BUSINESS**

11 **A. COVID-19 Update with Fire Chief/Emergency Management Director Chris Christopoulos**

12
13 Fire Chief & Emergency Management Director Chris Christopoulos came forth (remotely) to update the
14 Council and public on the City's and regional response efforts for COVID-19 as listed below:

- 15 • Lebanon's Community Operations Center has been open and active, as well as the Regional
16 Public Health Command Center. Their focus right now is ensuring that the City, and all of
17 our regional public safety personnel (12 member communities in our region) are equipped
18 with the right protective equipment (PPE). Limited quantities of PPE have been distributed
19 from the Public Health cash.
- 20 • Updates on COVID-19 are being sent out as much as possible.
- 21 • To date, while he was uncertain about the specific number of people infected in our region
22 with COVID-19, they are starting to see community spread of this virus.
- 23 • We are actively engaged in the planning process for a medical surge in COVID-19 cases with
24 Alice Peck Day Hospital and Dartmouth-Hitchcock Medical Center because more cases are
25 expected to continue to spread.
- 26 • Internal Fire Department plans are being developed to include new policies related to limiting
27 their potential exposure to COVID-19.
- 28 • The Emergency Orders enacted by the State's Governor and the US President are being
29 worked on to transition from containment to mitigation strategies and self-distancing.
- 30 • Chief Christopoulos felt there will be some dramatic times ahead and expects the Regional
31 Public Health Command Center to be pretty active through at least August 2020, if not
32 longer.

33
34 Councilor Hill asked how confident he was in the City being able to communicate with all of Lebanon's
35 residents effectively. While Chief Christopoulos did not have a direct answer to this question,
36 information was going out through a myriad of sources (i.e., schools, the Emergency Management
37 website, etc.) and was hopeful people were getting our messages, noting there are a lot of groups involved in
38 planning meetings and conference calls. However, he was open to other suggestions.

39
40 Councilor Hill asked if Lebanon had reverse 911 calling, or other mechanisms in place in case Lebanon
41 was in a position of having to take action on a real and imminent crisis where there would be a need to
42 communicate quickly and directly with the City's residents. Chief Christopoulos said they have the
43 ability to use reverse 911 calling and Code Red technology.

44
45 Councilor Hill expressed her concern about parts of the City not having reliable internet access and
46 recalled their franchise discussion with Comcast. Councilor Prentiss thought this issue had been settled,
47 but was not positive, so Councilor Hill suggested someone follow-up and bring more information back to
48 the Council. She wanted to make sure there was at least internet access to everyone in the City of
49 Lebanon, especially since the internet is being used more and more to communicate with people, noting

1 her concern was for those people who do not have landlines where they can receive a Code Red or reverse
2 911 messaging.

3
4 Mr. Mulholland explained the City has a number of options besides a reverse 911 or Code Red. Lebanon
5 also has what is called an IPAWS (Integrated Public Alert & Warning System) that does not rely on the
6 internet. IPAWS transmits over every type of electronic communication device, whether it be telephone,
7 TV, cell phones, etc. He acknowledged there are sections in the northern part of the City that do not have
8 broad band service.

9
10 Councilor Heistad asked about the numbers of folks infected in Grafton County. Chief Christopoulos
11 said the City’s website has been updated with the latest release of this information, noting that early on it
12 was great to have those numbers but we have now transitioned to the strategy of containment due to
13 community spread so the numbers are not quite as important to him from a management perspective. All
14 the things being done, both locally and in partnership with our hospitals, are geared towards the
15 expectation that we are going to start seeing a lot more cases and 99% of the cases in Grafton County are
16 centric to Hanover and Lebanon right now.

17
18 Councilor Winny asked if the number of cases in Graton County was due to more testing being done at
19 Dartmouth-Hitchcock. Chief Christopoulos was uncertain if it was due to more testing in this area or
20 because there is a better incidence of community spread.

21
22 Mr. Mulholland said the City is looking at a 30, 60 or 90 day operation. All departments have Continuity
23 of Operation Plans that have been put into effect to provide critical services to the people of the City.
24 Platforms are being worked on to allow for the electronic needs of the City’s residents, such as this
25 meeting. At present, the City Council still requires a physical membership quorum and will be working
26 with the Governor’s Office on changing this requirement as well as a subsequent Emergency Order, since
27 the expectation is that COVID-19 will continue through the summer. The City would like to also conduct
28 other non-emergency City business and would like other committee members to not have to be physically
29 present during their meetings, allowing them to avoid unnecessary risk. This would also allow residents
30 to participate (remotely) in other committee meetings, so they are not putting themselves at risk.

31
32 **ACTION:**
33 *No action is required by the Council. Item is for informational purposes only.*

34
35 **B. PRESENTATION of 5-year Highway Maintenance Plan**

36
37 Included in the agenda were the: 1. March 11, 2020 Memo by Jim Donison and Erica Brittner re: 5-Year
38 Roadway Improvement Plan; 2. City of Lebanon 2021-2025 Pavement Preservation Plan; 3. City of
39 Lebanon Roadway Preservation 5-Year Plan - PowerPoint Presentation

40
41 Public Works Director James Donison and Staff Engineer Erica Brittner came before the Council
42 (remotely) to review the results of StreetsScan Inc.’s assessment and discuss the City’s proposed 5-year
43 maintenance plan that addresses the maintenance needs of Lebanon’s roadway system. The list of roads
44 and the proposed improvements are based upon a pavement program budget of \$500,000 per year and
45 ongoing CIP projects including CSO’s 11, 12 and 13.

46
47 Ms. Brittner gave a detailed overview to the Council of the 5-year roadway improvement plan for the city,
48 which will run from 2021-2025 (pages 35-44 in agenda packet). Her overview also included maps from
49 StreetScan, Inc. that were not included in the agenda packet.

50

1 The City retained StreetScan Inc. in 2019 to perform an assessment of roadways and sidewalks. Based
2 upon the StreetScan assessment, the current City of Lebanon roadway Pavement Condition Index (PCI) is
3 72. The City currently has 91 miles of publicly maintained, paved roads.

4
5 Based upon the StreetScan assessment roadways were rated with weighting factors for the type of road
6 (i.e., major and minor collectors and major and minor arterials), resulting in a 5-year plan of roadways
7 with various preservation repair techniques. The 5-year plan proposed using \$400,000 of the \$500,000
8 annual roadway budget applied to the various preservation techniques including crack sealing, fog
9 sealing, stone chip/cape seal with a microsurfacing, mill-shim-overlay and reclamation with paving. The
10 remaining \$100,000 has been applied to secondary minor arterial roads which are all in need of pavement
11 preservation but have low traffic volumes, therefore, they did not rank high on the 5-year plan. These
12 roadway preservation techniques will include shim and rubberized chip sealing or shim and pavement
13 overlay, each at an estimated cost of \$25 per linear foot. This results in 4,000 linear feet of secondary
14 minor roads to be improved upon/preserved.

15
16 Mayor McNamara informed Ms. Brittner about Poverty Lane, where the crack sealing was used, noting
17 that when plowing was done the roadway peeled allowing a piece of rubber to coming out of the cracks in
18 the pavement. Is this a common problem and is there any way to extend the life of the crack sealing. Ms.
19 Brittner said one of the things they will try this year is to actually do it earlier in the season. Mr. Donison
20 noted DPW is now using a fiber reinforced crack sealing product, which should help to reduce the
21 peeling.

22
23 The StreetScan assessment included 30 miles of sidewalks with a resulting sidewalk condition index of
24 74. A 5-year sidewalk plan will be prepared in 2020-2021 with funding included in future budget
25 requests.

26
27 The Council and Ms. Brittner discussed fog sealing, stone chip/cape sealing, shim-overlay; improving
28 road drainage and taking out ruts; the process of cold and place recycling, which is higher technique used
29 in other communities; avoiding the “set it forget it” approach; and establishing a plan for cheaper methods
30 to help protect Lebanon’s road.

31
32 Councilor Below observed that the cold & place recycle method could potentially have the longest life
33 extension and would also reduce greenhouse gases by up to 90% and asked if there were other
34 communities using these techniques. Ms. Brittner said they will be working with the City of Manchester
35 and companies who use a lot of the newer techniques.

36
37 In response to Councilor Heistad’s question about the rebuild for Kimball Street, Ms. Brittner said it is
38 100% on the list, but would not be a full reconstruction right now. It would be its own separate project.
39 In the interim, DPW would be doing some work on it to get through the next year.

40
41 Ms. Brittner reviewed the Preservation vs. the Rehabilitations graph on p. 43 of agenda packet as listed
42 below:

43 PRESERVATION STRATEGY:

44 Years 5 & 30: Fog Seal

45 Years 14 & 39: Crack Seal

46 Years 10 & 35: Chip Seal (Single)

47 Years 17 & 42: AR Chip Seal

48 Year 25: Bonded Wearing Course

49 TOTAL COST/SAVINGS PER YEAR OVER 50 YEARS = \$28.65 as opposed to \$48.00

50

1 Councilor Heistad also noted people were anxious about the conditions of Shaw Street (the road that
2 connects to Kimble Street) hoping that something could be done on this road.

3
4 Councilor Winny asked what determines the preservation length estimates and if some of these
5 preservation techniques had a better bang for the buck in terms of how much estimated life you get vs. the
6 cost. For the preservation length times, Ms. Brittner noted it depends on a lot of other factors. For
7 instance, if there are great base soils and materials, good drainage, and ditches are being cleaned out
8 regularly, everything will last longer. Regarding the techniques used, everything is just a tool, noting that
9 spending more money now on cracked sealing and taking care of things early on would be much cheaper
10 in the long run, but all of this really depends on the condition of the road and what the roads PCI is.

11
12 In response to Councilor Sykes question, Ms. Brittner said the final assessment method decision will
13 come from Director Donison and described how this process would work.

14
15 Ms. Brittner reviewed the difference in costs for each of the techniques listed above.

16
17 In response to Councilor Hill’s question about how the PCI would be monitored over time, Ms. Brittner
18 said one of the features of the StreetScan program is that it gives DPW a lot of flexibility to put future
19 construction projects into the program, or change the situation of any scenario. DPW can also change the
20 PCI of roads and explained the process. DPW would like to have StreetScan come back every 5-years to
21 rescan and update the City’s roads so we can see how they are changing, how different techniques are
22 working, and determine if other techniques should be used on a particular road(s).

23
24 Councilor Hill asked about StreetScan’s cost and how the City’s drainage system maintenance is being
25 monitored. Ms. Brittner informed the Council the initial StreetScan cost was \$50K, but would not be that
26 much for a redo in 5-years. StreetScan’s cost is \$15K per year, which includes their website hosting fees
27 and all the data, etc. DPW is putting together an Assessment Management Plan so in the future they can
28 track the Asset Management Program for drainage or repair issues and explained how this would be done.

29
30 Mr. Donison reviewed and answered the Council’s questions for all the roads included the City’s 5-year
31 Roadway Preservation Plan (page 33 of agenda packet). The plan included the year of roadway repair,
32 the names of each street to be repaired, the linear feet and length in miles for each road, the preservation
33 method proposed, and their life expectancy. The spread sheet presented in the agenda packet did not have
34 Air Park Road, Chambers Road, Fairway Hill Top Drive or East Wilder but he will provide the Council
35 with his updated document that includes these roads.

36
37 Mayor McNamara said he has received some complaints regarding the condition of Rudsboro Road,
38 which is on the 2020 schedule for an overlay, noting that Rudsboro is a high traffic road for commuters
39 and questioned how priorities are being made. Mr. Mulholland said that when the strategies were
40 developed, the majority of the money was being spent on high volume roadways, but they did not want to
41 neglect the neighborhoods that have low volume traffic.

42
43 Mr. Donison informed the Council that DPW’s strategy was to use 20% (approximately \$100K of the
44 \$500K per year through 2026) of the road preservation budget (excluding CSO Capital Projects) on side
45 roads. The reason why Rudsboro Road was included in 2020 was because there was a storm event in
46 2017 that washed out the side slope of this road, noting Northwoods Excavating will be doing the slope
47 stabilization and only 500 feet of Rudsboro Road will be repaired in 2020.

48
49 The Council and Mr. Donison also discussed the work to be done on Kimball Street and other streets in
50 the Kimball Street neighborhood. Mr. Donison noted all these streets have water mains and, according to

1 DPW records they are dated to pre-1931, are undersized, and might end up being more of an
2 infrastructure project because these water mains should be replaced.

3

4 **Councilor Bronner dropped out of the meeting.**

5

6 Mr. Donison presented the Council with a table of costs for each of the roads included in Lebanon’s 5-
7 year Preservation Plan and will provide the Council with a copy of these costs so it can be discussed at a
8 future date.

9

10 Mr. Mulholland informed the Council the proposed \$500K per year roadway budget has not been adjusted
11 for inflation so some streets may be dropped if the Council sticks to this budget. Difficult decisions may
12 need to be made in the next few years regarding just how much the City can really afford to be borrowing
13 for street repairs and what streets are priorities.

14

15 Councilor Hill suggested that 20% of each years \$500K budget may be high and would be worth
16 discussing in the future.

17

18 Mr. Donison confirmed he will provide the Council with an updated list of the proposed 5-year Roadway
19 Preservation Plan, the spread sheet list of each roadways estimated repair costs, and will check into giving
20 Council members log-in access to StreetScan’s data.

21

22 **ACTION :**

23 *No action is required by the Council. Item is for informational purposes only.*

24

25 **C. Discussion & Set Public Hearing for April 15, 2020: Amend 2020 Capital Budget to include**
26 **Spencer Street Reconstruction Project and transfer \$100,000 (One Hundred Thousand**
27 **Dollars) from the 20 Spencer Street Cleanup Project to the Spencer Street Reconstruction**
28 **Project. Funds will be utilized for the engineering phase of the project.**

29

30 Included in the agenda packet was the March 11, 2020 Memo from Jim Donison, Public Works Director.

31

32 Mr. Mulholland came before the Council representing the 20 Spencer Street Cleanup Project, noting the
33 cleanup of the 20 Spencer Street property (former location of the City’s DPW facility) was included in the
34 2020-2025 Capital Improvement Program. Three Hundred Thousand Dollars (\$300,000) was included in
35 the 2020 Capital Budget to fund the cleanup of the site (full demolition of existing structures and
36 environmental remediation), but the bid results yielded a need for just under \$200,000 to complete the
37 project as proposed. Administration is requesting that the remaining \$100,000 be repurposed to allow
38 design engineering for the reconstruction of Spencer Street.

39

40 If funding is approved, reconstruction of the street would be in conjunction with redevelopment of the
41 site. Changes to the street would be in concert with the alternatives put forth as part of the 2016
42 Downtown Visioning Study, taking us one step closer to implementing the desired outcomes of the study.

43

44 **ACTION:**

45 ***Councilor Hill MOVED, that the Lebanon City Council hereby schedules a public hearing for***
46 ***Wednesday, April 15, 2020, beginning at 7:00pm in Council Chambers, 20 West Park Street, Room***
47 ***386, Lebanon, for the purpose of receiving public input and taking action to amend the 2020***
48 ***Capital Budget to include the Spencer Street Reconstruction Project and to transfer \$100,000 (One***

1 **Hundred Thousand Dollars) from the 20 Spencer Street Cleanup Project to the Spencer Street**
2 **Reconstruction Project to fund design engineering costs.**

3 *Secoded by Councilor Prentiss.*

4 **The Vote on the MOTION was unanimously approved (8-0).* Councilor Bronner was not present for
5 this vote.

6
7 **D. Disbanding the Economic Vitality Exchange Committee (EVEC)**
8

9 Included in the agenda packet were the February 26, 2020 EVEC Minutes.

10
11 The Economic Vitality Exchange Committee (EVEC) was established by the City Council in 2013 as a
12 means to build relations with the business community through the provision of an open and candid
13 environment for listening sessions and exchanges of ideas that would promote sustainable economic
14 vitality for the City of Lebanon in the 21st Century.

15
16 The discussions around economic vitality in the City have evolved since the time that EVEC was
17 established, and an updated direction has been set with the creation of the Economic Development
18 Commission.

19
20 Due to the change of direction and advancement of economic development initiatives in the City, EVEC
21 has recommended that they be disbanded in favor of continuing with the Economic Development
22 Commission.

23
24 **ACTION:**

25 *Councilor Prentiss MOVED, that the Lebanon City Council hereby accepts the recommendation of*
26 *the Economic Vitality Exchange Committee and at this time sunsets and officially disbands the*
27 *committee.*

28
29 **BE IT FURTHER MOVED, that the City Council extends its sincerest gratitude for the service of**
30 **those committee members that have participated over the past seven years and looks forward to a**
31 **continued relationship with those serving on the Economic Development Commission.**

32 *Secoded by Councilor Sykes.*

33 **The Vote on the MOTION was unanimously approved (8-0).* Councilor Bronner was not present for
34 this vote.

35
36 **10. REPORTS**

37 **A. City Manager** - Mr. Mulholland updated the Council on the following:

- 38 • DPW met with DOT representatives to discuss some of the unresolved issues regarding the
39 Route 12A Dry Bridge Project as it relates to the access road to Westboro Road. What was
40 proposed for the access road was a 50/50 split in costs instead of an 80/20 split. After
41 discussing some of the pros/cons of the 50/50 cost split, the Council was in support of the
42 City Manager moving forward with the 50/50 cost share for the access road so the project
43 could move forward. However, some Councilors felt Lebanon deserved a much better deal.
- 44 • The City's EV (electric vehicle) was picked up and is ready for use.
- 45 • The Electrify America lease has been signed.
- 46 • Greenhouse gases for the City have decreased. Councilor Sykes noted the States EV
47 Commission had nothing but praise for the City of Lebanon.

48
49 **B. Council Representatives to other bodies: None**
50

1 **11. FUTURE AGENDA ITEMS: NONE**

2

3 **12. NON-PUBLIC SESSION: Took place at 5:30 pm, before the regular meeting started.**

4

5 **13. ADJOURNMENT:**

6

7 *Councilor Winny MOVED for adjournment.*

8 *Seconded by Councilor Hill.*

9 **The Vote on the MOTION was unanimously approved (8-0).*

10

11 *The meeting was adjourned at 8:51 p.m.*

12

13 Respectfully submitted,

14 Dona E. Gibson

15 Recording Secretary

16

17

1 DRAFT
2
3

4 **LEBANON CITY COUNCIL**
5 **Minutes of Special Meeting/ Non-Public Session**
6 **March 18, 2020**
7 **20 West Park Street, 3rd Floor, Room 386**
8

9 **Council Members present:** Mayor Timothy McNamara, Assistant Mayor Clifton Below
10 Councilors Karen Zook, Jim Winny, Karen Hill, Erling Heistad,
11 George Sykes, Suzanne Prentiss and Bruce Bronner (by phone).
12

13 **Council Members absent:** None
14

15 **Staff/Others present:** City Manager Shaun Mulholland
16

17
18
19 Mayor McNamara called the meeting to order at 5:31 pm.
20

21 **Motion by Councilor Winny to enter into nonpublic session per RSA 91-A:3.II(c) "Matters**
22 **which, if discussed in public, would likely affect adversely the reputation of any person, other**
23 **than a member of the public body itself, unless such person requests an open meeting...etc."**
24 **Seconded by Councilor Prentiss.**
25

26 **Role call vote was taken with Mayor McNamara, Councilors Zook, Winny, Heistad, Sykes,**
27 **Prentiss and Bronner voting Yea and none voting Nay. (7-0). Motion Passed.**
28

29 The Council entered into non-public session at 5:32 pm.
30

31 Assistant Mayor Below and Councilor Hill arrived at 5:40 pm
32

33 **Motion by Councilor Winny for the City Council to go out of non-public session. Seconded by**
34 **Councilor Prentiss.**
35

36 **Role call vote was taken with Mayor McNamara, Assistant Mayor Below, Councilors Zook,**
37 **Winny, Hill, Heistad, Sykes, Prentiss and Bronner voting Yea and none voting Nay. (9-0).**
38 **Motion Passed.**
39

40 The Council went out of non-public session at 6:00 pm.
41

42 **Motion by Councilor Winny to adjourn the special session. Seconded by Councilor Prentiss.**
43

44 **Role call vote was taken with Mayor McNamara, Assistant Mayor Below, Councilors Zook,**
45 **Winny, Hill, Heistad, Sykes, Prentiss and Bronner voting Yea and none voting Nay. (9-0).**
46 **Motion Passed.**
47

48 Meeting was adjourned at 6:01 pm.
49

50 Respectfully submitted,
51 Shaun Mulholland, City Manager
52