

**AGENDA  
LEBANON CITY COUNCIL  
MAY 6, 2020**

**7. PUBLIC HEARING ITEMS:**

**7.A – AMENDMENT TO ORDINANCE NO. 18 SALARY PLAN, ARTICLE III,  
BARGAINING UNIT EMPLOYEES, LEBANON PROFESSIONAL,  
ADMINISTRATIVE AND SALARIED EMPLOYEES (LPASE)  
TO INCLUDE POSITION OF ASSISTANT CITY ENGINEER**

A public hearing for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, for the purpose of including the position of Assistant City Engineer in the Lebanon Professional, Administrative and Salaried Employees (LPASE) Salary Plan/Pay Schedule.

The City Council scheduled this public hearing at their April 1, 2020 regular meeting. The public hearing was properly noticed in the *Valley News* on April 25, 2020 in accordance with City Code and State Law.

**BACKGROUND**

Due to mutual agreements reached between the City of Lebanon, the Lebanon Professional, Administrative, Salaried Employees Bargaining Unit (LPASE) and American Federation of State, County and Municipal Employees (AFSCME), a Modification Petition was filed with the New Hampshire Public Employee Labor Relations Board to include the position of Assistant City Engineer within LPASE. To effectuate this change, the City Council is asked to amend Ordinance No. 18, Salary Plan, as follows:

**Amend Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) to include the position of Assistant City Engineer (Grade 9).**

Amending Ordinance #18, Salary Plan 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 April 1; the second was April 15; and the third is May 6 with action to amend the ordinance following a public hearing.

Please see attached memo from Human Resources Director Gloria Leskiewicz for more information.

**ACTION**

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

**PRESENTATION:**

***MOVED, that the Lebanon City Council acknowledges the third of three presentations to amend Ordinance No. 18, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) to include the position of Assistant City Engineer (Grade 9).***

**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, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative, Salaried Employees (LPASE) to include the position of Assistant City Engineer (Grade 9).**

| <b>LEBANON PROFESSIONAL AND SALARIED EMPLOYEES – 2020 SALARY GRADES – 1.6% GWI</b> |                                      |                       |               |               |               |               |               |                       |
|--|--------------------------------------|-----------------------|---------------|---------------|---------------|---------------|---------------|-----------------------|
| <u>Grade</u>   | <u>Position Title</u>                | <u>Minimum Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Maximum Step 7</u> |
| 6  |                                      | \$24.59               | \$25.61       | \$26.64       | \$27.67       | \$28.70       | \$29.69       | \$30.72               |
| 7  | Field Inspector                      | \$25.58               | \$26.64       | \$27.70       | \$28.76       | \$29.81       | \$30.87       | \$31.97               |
| 8  | Code/Health inspector                | \$26.09               | \$27.18       | \$28.24       | \$29.33       | \$30.42       | \$31.50       | \$32.62               |
|  | Real Estate Appraiser 2              | \$26.09               | \$27.18       | \$28.24       | \$29.33       | \$30.42       | \$31.50       | \$32.62               |
|  | Associate Planner                    | \$1,043.81            | \$1,087.20    | \$1,130.13    | \$1,173.28    | \$1,216.80    | \$1,260.00    | \$1,304.95            |
| 9  | <i>Assistant City Engineer</i>       | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|  | Communication Supervisor             | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|  | Cemetery Sexton                      | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|  | Fleet Maintenance Superintendent     | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|  | Maintenance Superintendent           | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|  | Recreation Program Coordinator       | \$1,127.07            | \$1,192.90    | \$1,258.40    | \$1,324.46    | \$1,390.40    | \$1,455.72    | \$1,522.00            |
| 10   | Utilities Maintenance Superintendent | \$31.01               | \$32.81       | \$34.60       | \$36.42       | \$38.21       | \$40.02       | \$41.83               |
|  | Wastewater Treatment Superintendent  | \$31.01               | \$32.81       | \$34.60       | \$36.42       | \$38.21       | \$40.02       | \$41.83               |
|  | Water Treatment Superintendent       | \$31.01               | \$32.81       | \$34.60       | \$36.42       | \$38.21       | \$40.02       | \$41.83               |
|  | Administrative Services Manager      | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|  | Airport Operations Supervisor        | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|  | Assistant Recreation Director        | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|  | Code Enforcement Director            | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|  | Fire Marshal                         | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|  | GIS Coordinator                      | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|  | Senior Planner                       | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
| 11   | City Engineer                        | \$1,363.88            | \$1,443.40    | \$1,522.91    | \$1,602.44    | \$1,681.95    | \$1,761.49    | \$1,841.01            |
|  | City Planner                         | \$1,363.88            | \$1,443.40    | \$1,522.91    | \$1,602.44    | \$1,681.95    | \$1,761.49    | \$1,841.01            |
| 12   | City Assessor                        | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|  | Deputy Fire Chief                    | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|  | Energy & Facilities Manager          | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|  | Information Systems Manager          | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|  | Police Lieutenant                    | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|  | Solid Waste Manager                  | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
| 13   | Maintenance Manager                  | \$1,418.67            | \$1,501.43    | \$1,584.18    | \$1,666.94    | \$1,749.67    | \$1,832.43    | \$1,915.18            |
| 14   | Police Captain                       | \$1,447.41            | \$1,531.84    | \$1,616.24    | \$1,700.65    | \$1,785.04    | \$1,869.43    | \$1,953.84            |

Included in this Section:

1. March 24, 2020 Memo by Gloria Leskiewicz, Human Resources Director re: Including the position of Assistant City Engineer in the LPASE Bargaining Unit Employees Compensation and Classification Schedule
2. Notice of Public Hearing as Published in the April 25, 2020 Edition of the *Valley News*

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To: Mayor McNamara & City Council Members  
From: Gloria Leskiewicz, Human Resources Director  
Date: March 24, 2020  
Re: Amendment to Ordinance No.18 to include the position of Assistant City Engineer in the LPASE Collective Bargaining Unit

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## **BACKGROUND**

Currently, there exists within the AFSCME Collective Bargaining Unit, a Grade 7 position titled “Engineering Technician.” The role, function, and job description for the person who currently fills this position has been expanded to include functions associated with the City’s sewer capacity modeling and asset management programs. Due to the professional and technical nature of the expanded duties, along with its associated Community of Interest, City Administration is requesting a modification to Ordinance No. 18 to retitle the current position as “Assistant City Engineer” and add it to the Lebanon Professional, Administrative and Salaried Employees (LPASE) Collective Bargaining Unit. This position has been evaluated and classified as a Grade 9 within the LPASE Pay Scale. It is budgeted and funded as part of the 2020 fiscal year in the Public Works Department.

The position of “Engineering Technician” will remain within the AFSCME Bargaining Unit but will remain vacant until such a time a position is created to support the proposed Landfill Gas to Energy Project. Therefore, at this time, there is no need to modify the AFSCME unit. Mutual agreements have been reached with both AFSCME and LPASE, and based on those agreements, a Modification Petition has been filed with the New Hampshire Public Employee Labor Relations Board. Approval is pending.

Gloria Leskiewicz, Human Resources Director, will be available during the meeting to discuss all proposed amendments and answer any questions the Council may have.

The City Council is asked to begin the process of amending Ordinance No. 18; Salary Plan to include the position of Assistant City Engineer as a Grade 9.

### *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 City Council is asked to recognize the first of three presentations on April 1<sup>st</sup>, 2020 and to schedule a public hearing for May 6, 2020 to amend the Ordinance. The second and third presentations will follow on April 15, 2020 and May 6, 2020, respectively.

### **The City Council is asked to take the following actions on April 1, 2020**

#### **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, Lebanon Professional, Administrative and Salaried Employees (LPASE) by including the position of Assistant City Engineer, Grade 9.***

*Changes to the compensation and classification schedules is shown in red italics type*

**LEBANON PROFESSIONAL AND SALARIED EMPLOYEES – 2020 SALARY GRADES – 1.6% GWI**


| <u>Grade</u> | <u>Position Title</u>                | <u>Minimum Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Maximum Step 7</u> |
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| 8            | Code/Health inspector                | \$26.09               | \$27.18       | \$28.24       | \$29.33       | \$30.42       | \$31.50       | \$32.62               |
|              | Real Estate Appraiser 2              | \$26.09               | \$27.18       | \$28.24       | \$29.33       | \$30.42       | \$31.50       | \$32.62               |
|              | Associate Planner                    | \$1,043.81            | \$1,087.20    | \$1,130.13    | \$1,173.28    | \$1,216.80    | \$1,260.00    | \$1,304.95            |
| 9            | <i>Assistant City Engineer</i>       | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|              | Communication Supervisor             | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|              | Cemetery Sexton                      | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|              | Fleet Maintenance Superintendent     | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|              | Maintenance Superintendent           | \$28.17               | \$29.82       | \$31.46       | \$33.11       | \$34.76       | \$36.39       | \$38.05               |
|              | Recreation Program Coordinator       | \$1,127.07            | \$1,192.90    | \$1,258.40    | \$1,324.46    | \$1,390.40    | \$1,455.72    | \$1,522.00            |
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|              | Wastewater Treatment Superintendent  | \$31.01               | \$32.81       | \$34.60       | \$36.42       | \$38.21       | \$40.02       | \$41.83               |
|              | Water Treatment Superintendent       | \$31.01               | \$32.81       | \$34.60       | \$36.42       | \$38.21       | \$40.02       | \$41.83               |
|              | Administrative Services Manager      | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|              | Airport Operations Supervisor        | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|              | Assistant Recreation Director        | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|              | Code Enforcement Director            | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|              | Fire Marshal                         | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|              | GIS Coordinator                      | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
|              | Senior Planner                       | \$1,240.40            | \$1,312.40    | \$1,384.20    | \$1,456.80    | \$1,528.42    | \$1,600.80    | \$1,673.31            |
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|              | City Planner                         | \$1,363.88            | \$1,443.40    | \$1,522.91    | \$1,602.44    | \$1,681.95    | \$1,761.49    | \$1,841.01            |
| 12           | City Assessor                        | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|              | Deputy Fire Chief                    | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|              | Energy & Facilities Manager          | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|              | Information Systems Manager          | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|              | Police Lieutenant                    | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
|              | Solid Waste Manager                  | \$1,390.61            | \$1,471.81    | \$1,552.99    | \$1,634.16    | \$1,715.34    | \$1,796.53    | \$1,877.76            |
| 13           | Maintenance Manager                  | \$1,418.67            | \$1,501.43    | \$1,584.18    | \$1,666.94    | \$1,749.67    | \$1,832.43    | \$1,915.18            |
| 14           | Police Captain                       | \$1,447.41            | \$1,531.84    | \$1,616.24    | \$1,700.65    | \$1,785.07    | \$1,869.50    | \$1,953.94            |

**2. SCHEDULE PUBLIC HEARING:**

***MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, May 6, 2020, beginning at 7:00 p.m., Remote via Microsoft Teams, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, Article III, Bargaining Unit Employees, Lebanon Professional, Administrative and Salaried Employees (LPASE) by including the position of Assistant City Engineer, Grade 9.***

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April 27, 2020

**LEBANON CITY COUNCIL  
NOTICE OF PUBLIC HEARINGS  
Wednesday, May 6, 2020 - 7:00pm  
REMOTE VIA MICROSOFT TEAMS  
LebanonNH.gov/Live**

The Lebanon City Council will hold public hearings on May 6, 2020, beginning at 7:00pm for the following:

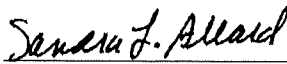
- A. **AMEND ORDINANCE #18** – Public Hearing for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, Article III, Bargaining Unit Employees, to include the position of Assistant City Engineer within the Pay Scale for the Lebanon Professional Administrative Salaried Employees (LPASE) Bargaining Unit.
- B. **TAX EXEMPTION ELECTRIC ENERGY STORAGE SYSTEMS** - Public Hearing for the purpose of receiving public input and taking action to adopt the provisions of NH RSA 72:85, Exemption for Electric Energy Storage Systems.

The May 6, 2020 City Council agenda package will be available on the City's website ([www.lebanonnh.gov](http://www.lebanonnh.gov)) beginning May 1, 2020.

*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.*

NE-324533

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 25, 2020.

  
Sandra L. Allard, City Clerk