

FINAL

**LEBANON CITY COUNCIL
MINUTES, REGULAR SESSION
Council Chambers - City Hall
Wednesday, September 4, 2019
7:00 p.m.**

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

MEMBERS ABSENT: George Sykes

STAFF PRESENT: City Manager Shaun Mulholland, Deputy City Manager Paula Maville

Mayor McNamara called the meeting to order at 7:02 p.m.

1. **PLEDGE OF ALLEGIANCE:** Councilor Bronner led the Council in the Pledge.
2. **PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
3. **OPEN TO PUBLIC:**

Mr. Roger Lohr (Ward 2) came forth to thank the City for the Mascoma River Greenway. He also came to speak about the problems with the new granite curbs in Ward 2 where weeds can grow up to almost 2 ft. high. He asked if the City (DPW) has a plan to take care of those weeds. Mayor McNamara said he was aware of the problem but not aware of any long-term plan, noting the Council could have a discussion about this in the future.

Mayor McNamara closed the Open to the Public session after hearing not further comments from the public.

4. **RECOGNITIONS:** None.
5. **ACCEPTANCE OF MINUTES:** August 21, 2019 (Regular Session)

Councilor Prentiss MOVED to approve the August 21, 2019 (Regular Session) minutes as written and presented in the September 4, 2019 agenda packet.

Seconded by Councilor Winny.

****The Vote on the MOTION was approved (7-0).***

Councilor Hill arrived at 7:08 PM.

6. APPOINTMENTS:

- Planning Board: Thomas Martz (Alternate Member)

City Manager Shaun Mulholland nominated Thomas Martz as an Alternate Member of the Planning Board. Three-year term (9/19 – 9/22).

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

7. PUBLIC HEARING ITEMS:

- A. AMENDMENT TO ORDINANCE #18:** Public Hearing for the purpose of receiving public input and taking action to amend Ordinance #18, Salary Plan, Article II, Non-Affiliated Employees to reclassify the position of Deputy City Manager from a Grade 15 to a Grade 16; reclassify the position of Children's Librarian from a Grade 8 to a Grade 9; and add the position of Outreach Librarian as a Grade 8. (PH Set 8/7/19).
This is the third presentation.

Mr. Mulholland clarified that the Amendment to Ordinance #18 does not create any new positions, it simply changes the name of some positions and that existing personnel will move into those positions. There will be no added budgetary costs.

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

ACTION:

PRESENTATION:

Councilor Prentiss MOVED, that the Lebanon City Council acknowledges the third of three presentation to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees, by reclassifying the position of Deputy City Manager from a Grade 15 to a Grade 16; reclassifying the position of Children’s Librarian from a Grade 8 to a Grade 9; and adding the full-time position of Outreach Librarian as a Grade 8.

RESOLUTION:

FOR THE PURPOSE OF amending Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees.

NOW THEREFORE BE IT RESOLVED, that the Lebanon City Council amends Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees, by revising the current nonaffiliated compensation and classification schedule below as shown in red italics in the LEBANON CITY COUNCIL September 4, 2019 Agenda packet, Item #7.A on Pages 2 and 3):

Non-Affiliated Employees 2019

	Deputy Tax Collector	-	-	-	-
	<i>Outreach Librarian</i>	-	-	-	-
	<i>Children’s Librarian</i>	-	-	-	-
	Young Adult Librarian	-	-	\$978.00	\$1,320.40
9	Executive Assistant	\$26.89	\$36.30	-	-
	Information Technology Librarian	-	-	-	-
	Systems Librarian	-	-	-	-
	Digital Media Officer	-	-	-	-
	Information Technology Technical Specialist	-	-	\$1,075.60	\$1,452.00
	<i>Children’s Librarian</i>	-	-	-	-
10	Financial Analyst	\$29.58	\$39.93	\$1,183.18	\$1,597.28
	Human Services Director	-	-	-	-
	Tax Collector	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	<i>Deputy City Manager</i>	-	-	-	-

Seconded by Councilor Hill

****The Vote on the MOTION as approved unanimously (8-0)***

8. OLD BUSINESS

A. Ordinance #2019-04

Discussion & Set Public Hearing for October 2, 2019: Ordinance #2019-04 to amend City Code Chapter 152, Streets and Sidewalks, Article II, Excavations.

Mr. Mulholland said the changes Council asked for in March have made. Amendments include, but were not limited to: additional definitions; an increase in the application fee; the imposition of a Roadway Degradation Fee; general language clarifications; and new language regarding the Protection of Streets and Sidewalks, which limits the type of work that can take place in public ways where pavement is less than seven (7) years old.

In addition, the fees associated with the restoration of “greenbelt” areas, where most homeowners maintain these areas as part of their yards, language has also been added to the fees section to exempt existing single-family homeowners from having to pay a roadway degradation fee.

ACTION:

Councilor Bronner MOVED, that the Lebanon City Council hereby schedules a public hearing for Wednesday, October 2, 2019, beginning at 7:00pm, City Council Chambers, City Hall, Lebanon, for the purpose of receiving public input and taking action on proposed Ordinance #2019-04, to amend City Code Chapter 152, Streets and Sidewalks, Article II, Excavations. Seconded by Assistant Mayor Below.

Assistant Mayor Below suggested the Council think about including two-family dwellings to the language on page 35 of the September 4, 2019 agenda packet, noting that two family dwellings often share the same sewer laterals.

Mr. Mulholland made the recommendation that this change be made before the Public Hearing, with Mayor McNamara concurring. The changed language should read:

“Emergency repairs or replacement of existing sewer laterals for single-family or two-family dwellings are exempt from Roadway Degradation Fees but shall be subject to the Excavation Permit Fee and any bonding requirements.”

The above change to Ordinance #2019-04 will be made before the October 2, 2019 Public Hearing.

****The Vote on the Motion passed unanimously (8-0).***

B. Westboro Yard: No updates.

9. NEW BUSINESS: NONE

10. REPORTS

A. City Manager:

Mr. Mulholland reported on the following:

- MS-1 has been completed.
- Taxable properties have increased by .38%. A lot of this had to do with taxable properties on Mascoma Lake, where property values have increased. The affordable housing units at 10 Parkhurst were removed from the tax rules.

- The City’s tax rate has not been set yet. This hinges upon the State budget being approved, which is still pending.
- Dry Bridge Updates: Mr. Mulholland, Mayor McNamara, and DPW personnel will be meeting with the NHDOT (New Hampshire Department of Transportation) on Friday, September 6, 2019. NHDOT has given up the requirement to build a tunnel so now a bridge can now be built but there are still some height and speed limit issues related to this project that will need to be addressed. The City also wants to make sure that 3 Seminary Hill to retains its property value as much as possible and explained the retaining wall issue. The NHDOT wants to add a right hand turn in this area. Mr. Mulholland will let the Council know what the proposed cost is once an agreement has been made with the NHDOT.

Councilor Prentiss was concerned about the condition of the bridge and its safety. Mr. Mulholland stated the NH DOT is responsible for assessment of the bridges. Ms. Maville confirmed with DPW that the NH DOT inspects the bridge every 6 months.

The Council briefly discussed the NHDOT requirements and potential imitations for future lengthening and development of the Rail Trail, referencing the work done by the Project Team 17 from the Thayer School of Engineering, Cook Engineering Design Center.

- Mr. Mulholland is working with Dartmouth College and the Lebanon School District to obtain a Diversity Intern for the City.
- A GACIT (Governor’s Advisory Commission on Intermodal Transportation) Public Hearing for Lebanon residents will be taking place on September 11, 2019, City Hall, Council Chambers, starting at 6 PM to receive public input and give updates on the State’s Ten Year Transportation Improvement Plan.

B. Council Representatives to other bodies:

The Council requested that EVEC vet the RFP’s that come in on the old Public Works building on Spenser Street and submit their recommendations to the Council.

LebFest will be held on September 28, 2019, from 2:00-7:00 PM, at Colburn Park. Admission is \$10.00.

The Lebanon Senior Center will be hosting a visit by the NH Governor on September 16, 2019, from 11:30-1:00 PM. The Council is all invited but must RSVP to the Senior Center.

11. FUTURE AGENDA ITEMS: None

12. NON-PUBLIC SESSION: None

13. ADJOURNMENT:

Councilor Bronner MOVED for adjournment.

Seconded by Councilor Hill.

**The MOTION passed (8-0).*

The meeting was adjourned at 7:41 PM..

Respectfully submitted,
Dona E. Gibson
Recording Secretary