

FINAL

**CITY OF LEBANON  
CITY COUNCIL**

Minutes, Regular Session, April 17, 2019  
City Hall – Council Chambers  
7:00 P.M.

**MEMBERS PRESENT** Mayor Timothy McNamara, Assistant Mayor Clifton Below, Councilors Erling Heistad, Karen Liot Hill, Karen Zook and Suzanne Prentiss

**MEMBERS ABSENT** Councilors Bruce Bronner, Shane Smith, and Jim Winny

**STAFF PRESENT** Shaun Mulholland (City Manager), Sandra Allard (City Clerk), Chris Christopoulos (Fire Chief and Interim Airport Manager), Shelley Hadfield (City Consultant)

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Mayor McNamara called the meeting to order at 7:00 PM.

- 1. PLEDGE OF ALLEGIANCE:** Councilor Zook led the Council in the Pledge.
- 2. PUBLIC FORUM:** Mayor McNamara made the Public Forum announcement.
- 3. OPEN TO PUBLIC:** No comments were put forth by the public.
- 4. RESOLUTIONS**

Mayor McNamara asked the members to stand as he read the following resolution.

**RESOLUTION HONORING BRUCE KIMBALL**

*WHEREAS*, Bruce Kimball has devoted himself to a career in public service, having served in the Lebanon Public Works Department for 35 years, and;

*WHEREAS*, Bruce began his service to the City on May 29, 1984, in Operation & Maintenance Group as a Truck Driver.

*WHEREAS*, on October 29, 1984, Bruce was promoted to Mechanic later moving into the position of Chief Mechanic. On October 22, 2006, Bruce was again promoted, assuming the position of Fleet Maintenance Superintendent where he has remained until his retirement date of April 19, 2019, and;

*WHEREAS*, Bruce has served the Public Works Department over the past 35 years in a courteous and helpful manner, often going above and beyond his duties to assist the department whenever needed, and;

*WHEREAS*, Bruce has earned the respect, confidence, and friendship of his fellow coworkers, the business associates he has come in contact with, as well as the many citizens he has served for the past 35 years and;

*WHEREAS*, Bruce has demonstrated, during his employment with the City, those many attributes that were essential to his position, continually giving of himself freely and unselfishly.

*THEREFORE, BE IT RESOLVED*, that we, the members of the Lebanon City Council, on behalf of the citizenry of Lebanon, Bruce's friends, fellow employees and associates, express our admiration of and respect for the career of our outstanding and faithful employee and extend to him our sincere gratitude

and wish him well in his retirement.

**BE IT FURTHER RESOLVED**, that this resolution be written upon the minutes of the Lebanon City Council meeting and a copy be presented to Bruce Kimball.

Dated this day April 17, 2019, in Lebanon, New Hampshire.

Mayor Timothy McNamara on behalf of the City Council. The Council adopted this resolution.

## **5. ACCEPTANCE OF MINUTES**

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

**Councilor Below MOVED to approve the March 27, 2019 Organizational Session Minutes as presented in the April 17, 2019 agenda packet.**

**Seconded by Councilor Hill**

**\*The vote on the MOTION passed unanimously (5-0).**

**Councilor Hill MOVED to approve the Minutes as presented in the April 17, 2019 agenda packet with amendments to the April 3, 2019 Minutes.**

**Seconded by Councilor Heistad.**

Amendments: Replace ‘Tuft’s students’ throughout the document with ‘Dartmouth students’. Page 1, Line 26 change ‘46’ to ‘6’. Page 1, Line 26 Add ‘Street’ after School. Page 2, Line 14 Remove ‘testimonials’ and Add ‘testimony’. Page 2, Line 23 Remove ‘and has been tasked to look at options (1-3years) while a larger vision is taking place.’ Add ‘The Department has been tasked to look at alternative temporary locations (for 1-3 years). This would give them time to consider what their ideal space could be, including office space, recreational facilities or community center space’.

**\*The vote on the MOTION passed unanimously (5-0).**

## **6. APPOINTMENTS**

- **Upper Valley Lake Sunapee Regional Planning Commission**

Councilor Zook was present at the Planning Board meeting where these nominations were discussed. Both of these nominees have served the Board well and they would be an asset to the Regional Planning Commission.

**Councilor Zook recommended the nomination of Bruce Garland for appointment as a regular member on the UVLSRPE. Four year term (4/19-4/23).**

**\*The appointment was approved (5-0).**

**Councilor Zook nominated Laurel Stavis for appointment as a regular member on the UVLSRPE. Four year term (4/19-4/23).**

**\*The appointment was approved (5-0).**

## **7. PUBLIC HEARING ITEMS**

### **A. APPROPRIATION FOR SNOW REMOVAL EQUIPMENT STORAGE BUILDING**

Public Hearing for the purpose of receiving public input and taking action on a request for an

appropriation in the amount of \$15,280 for the construction of an expansion to the Snow Removal Equipment Storage Building at the Lebanon Municipal Airport. (PH Set on 3/20/19)

Chris Christopoulos, Acting Airport Manager said the cost to design the building came in higher than they anticipated. This request is to move the money from the airport operating budget to the airport capital improvement budget for the purpose of building this building. This has been previously discussed by the City Council.

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

**ACTION**

***Councilor Hill MOVED that:***

***RESOLVED, for the purpose of funding an expanded local financing requirement in connection with the Airport Snow Removal Equipment Building Expansion Capital Improvement Project appropriated by the City Council December 20, 2017 (2018 City Budget) in the amount of \$1,200,000.***

***BE IT FURTHER RESOLVED, by the City of Lebanon, that this funding will supplement other anticipated funding from the Federal Aviation Administration, State of New Hampshire and Passenger Facility Charge Fees.***

***BE IT FURTHER RESOLVED, by the City of Lebanon, that the sum of \$15,280 be appropriated for transfer from the Municipal Airport Fund to the Airport Capital Improvements fund to introduce a direct contribution by the City toward the Snow Removal Equipment Building Expansion Project thereby supplementing other local funding in the form of Passenger Facility Charge Fees; the appropriation is expected to be paid for through current resources.***

***This Resolution shall be effective upon passage.***

***Seconded by Councilor Heisted.***

***\*The vote on the MOTION passed unanimously (5-0).***

**B. CDBG FEASIBILITY STUDY FOR HEADREST**

A handout for this study was presented by Headrest and was available at the meeting.

A Public Hearing for the propose of receiving public input and taking action on a Community Development Block Grant (CDBG) Feasibility Study Application for Headrest. Public Hearing Set 4/3/19. Action is required on the following:

- 1. Approval of CDBG Application for Feasibility Study in the amount of \$12,000 (up to \$12,000 is available for feasibility study grants).**
- 2. Adoption of the City of Lebanon Anti-displacement and Relocation Plan for Headrest**

Shelley Hadfield, consultant to Lebanon City and Cameron Ford, Executive Director of Headrest appeared on behalf of this request. Headrest is requesting funds to evaluate the 14 Church Street building which they own. They intend to do an energy audit to look at energy efficiency and to evaluate increasing the counseling space. They are looking to expand the space to operate a larger hotline service and include a teen hotline. They would also like to expand the kitchen. Last year's expansion to 14 beds to increase capacity left the kitchen too small for the residents. They would like to expand one bedroom

to better accommodate the three beds in the room.

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

The Mayor reminded the Councilors that this has previously been before the Council. City Manager Mulholland stated that this does not involve any City funds but comes before the Council to permit them to apply.

**ACTION**

*Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.*

*For the year 2019, there will be approximately \$3.5 million dollars available for housing and public facilities projects. Approximately \$3.5 million will be available for economic development. Economic development applications are submitted on a rolling basis until the funds are used up. Approximately \$500,000 is available for Emergency Grants and \$100,000 for Feasibility studies. The City of Lebanon is eligible for up to \$500,000 per year for public facility/housing rehabilitation, up to \$500,000 per year for economic development projects, as well as up to \$500,000 per year in emergency funds.*

*Feasibility Study funds are available for up to \$12,000 per application.*

**PUBLIC HEARING 7.B.1:**

*Councilor Below MOVED, that the Lebanon City Council hereby approves the submittal of the CDBG Feasibility Study Application for Headrest in the amount of \$12,000, and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract.*

**PUBLIC HEARING 7.B.2:**

*Councilor Below MOVED, that the Lebanon City Council hereby adopts the City of Lebanon Residential Anti-displacement and Relocation*

*Seconded by Councilor Hill.*

*\*The vote on the MOTION passed unanimously (5-0).*

**C. CDBG FEASIBILITY STUDY FOR RIVER VALLEY COMMUNITY COLLEGE (RVCC)**

A handout for this study was available at the meeting.

A Public Hearing for the propose of receiving public input and taking action on a Community Development Block Grant (CDBG) Feasibility Study Application for River Valley Community College (RVCC). Public Hearing Set 4/3/19. Action is required on the following

1. **Approval of CDBG Application for Feasibility Study in the amount of \$12,000 (up to \$12,000 is available for feasibility study grants).**
2. **Adoption of the City of Lebanon Anti-displacement and Relocation Plan for Headrest**

Shelley Hadfield, Alfred Williams and Anne Duncan Cooley spoke on behalf of this request. RVCC has been working with Grafton County Regional Development Corporation (GRDC) and the Dartmouth Regional Technology Center (DRTC), the City and the Chamber of Commerce to explore the potential of collaborating to develop an incubator and co-working opportunities at the RVCC Lebanon facility which would support and complement RVCC's current offerings. The building is presently underutilized because enrollment has not been as high as anticipated. Mr. Williams said they are looking for other ways to provide non credited programming, work with local businesses and help new entrepreneurs. They are interested in growing the entrepreneur community in Grafton County and believe there is more need for these kinds of facilities. Ms. Duncan Cooley spoke with potential collaborators and they anticipate this would be well received.

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

#### **ACTION**

***Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.***

***For the year 2019, there will be approximately \$3.5 million dollars available for housing and public facilities projects. Approximately \$3.5 million will be available for economic development. Economic development applications are submitted on a rolling basis until the funds are used up. Approximately \$500,000 is available for Emergency Grants and \$100,000 for Feasibility studies. The City of Lebanon is eligible for up to \$500,000 per year for public facility/housing rehabilitation, up to \$500,000 per year for economic development projects, as well as up to \$500,000 per year in emergency funds. Feasibility Study funds are available for up to \$12,000 per application.***

#### **PUBLIC HEARING 7.C.1**

***Councilor Liot Hill MOVED, that the Lebanon City Council hereby approves the submittal of the CDBG Feasibility Study Application for River Valley Community College in the amount of \$12,000, and authorizes the City Manager to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract.***

#### **PUBLIC HEARING 7.C.2**

***Councilor Liot Hill MOVED, that the Lebanon City Council hereby adopts the City of Lebanon Residential Anti-displacement and Relocation Plan for River Valley Community College as presented in the April 17, 2019 City Council Agenda Packet.***

***Seconded by Councilor Heistad.***

Councilor Hill said this is really a great opportunity to use the mall and hopefully augment the activities that are already taking place on the mall. This may turn into an engine for entrepreneurs and community education. The members discussed that Lebanon has benefited greatly from small business that start in this area and have become employers in Lebanon. It would be a great presence to the downtown. Mr. Mulholland said this falls squarely in the City's strategic plan and one of the outcomes. The presenters hope to hear back about their application in June.

***\*The vote on the MOTION passed unanimously (5-0).***

## **8. OLD BUSINESS**

### **A. WESTBORO YARD**

Last Tuesday the City attended a meeting with the DOT, the Rail Bureau, and Executive Councilor Michael Cryans. The City said they would prefer to not see the Rymes expansion in the yard. If it would occur they would be looking for a few simple items, the mounting of the tanks and gas and flame detection devices. The DOT said they could not make these requirements and could not intervene. If a new facility came before the Planning Board, the City would have the ability to require things above the safety code, but that is not the case in the railroad yard. They determined that the City would have to ask Mr. Rymes to do these things with the hopes of Mr. Rymes doing these things voluntarily.

They discussed a lease versus sale of the property. There is an existing operating agreement that is under the railroad's control. The State thinks this would be an agreement between the railroad and the Mr. Rymes and would not involve the State. The railroad lease agreement would go before the State. The members asked questions and discussed the City's options. Assistant Mayor Below gave an historical background of the relationship between the State and railroad and interstate commerce. Essentially the railroads are frequently allowed to do whatever they want along the rail lines.

Councilor Suzanne Prentiss arrived at 7:30.

The City also talked about the surplus property at the Tuesday meeting. The railroad is considering demolishing the buildings. They were appreciative of the City's willingness to contribute the in-kind costs for demolishing the buildings. The City wants to work with the DOT and Bureau of Rails on the rest of that property and that requires careful strategy. Mr. Mulholland said they would continue to advocate for the City at the Senate level to ensure funds remain available for this project in the budget.

## **9. NEW BUSINESS**

Mayor McNamara has made his appointments to the Boards. He distributed the list to the Councilors.

## **10. REPORTS**

### **A. CITY MANAGER**

The street light public meetings are scheduled for May 6<sup>th</sup> and May 9<sup>th</sup>. They are working on the removal of the 90 street lights. Pink signs will be put up on the street lights that they intend to remove. This is intended to solicit public input regarding removal of lights where they are not necessary.

Water and sewer rate meetings are coming up, April 29<sup>th</sup> at Mt Lebanon School on 4/30 and April 30<sup>th</sup> at the Middle School.

The outcomes and work plan meetings with the City Council are next Tuesday, 4/23/19 and Thursday, 4/25/19.

The records management system work is progressing. They are currently doing demonstrations and trial periods with two systems that they are considering. Staff are testing both systems and will make a determination of which platform is preferable. It is intended to be in place by 2020.

Staff are recommending Beehive as an asset management system. It will support long term planning and short and long term metrics. Staff will enter the number of hours it takes to accomplish their work orders. They are hoping for a ten year road maintenance plan once the system is up and running. All the roads will be scanned. It will have all the segments of the pipes, sidewalks, signage, bridges, buildings

and document of all the City assets. Warranties and maintenance records will be maintained within the system.

Parks and Recreation is looking to move so work can begin on the Town Hall. They are looking at the River Valley Community College facilities.

DPW is working on a comprehensive set of guidelines for the kinds of materials they are willing to take. Effective May 1, construction and demolition materials are no longer going to be taken, until a comprehensive set of regulations have been approved.

Laptops have been given to all the Councilors. The Staff intend to expand the Councilors' access to City documents. For example, budgets will be presented electronically.

The dry bridge on 12A is being discussed with the DOT. Staff want to make sure they are advocating for the bridge instead of the tunnel option. More information on this will be forth coming.

The roundabout on Mechanic Street is being rescheduled to allow time for the DOT to evaluate the right of way issues. Buying the property on South Main Street saved the tax payers considerable money.

## **B. COUNCIL REPRESENTATIVES TO OTHER BODIES**

Councilor Heistad said the Conservation Commission was offered a chance to have a rule change to permit archery and perhaps an archery range on conservation lands. The Commission felt they were not, in their present position, able to manage or maintain an archery facility, so they elected not to have a rule change.

Councilor Zook said the Arts and Culture Commission met for the first time. There is nothing else to report at this time.

Mayor McNamara said he is on the Chamber of Commerce. Although the Chamber is not a Council Representative situation he wanted the Council to know about an upcoming event. A large festival is planned for September 28, 2019. It will be on the Lebanon Green and other venues around the Green. They hope to have something for everyone in the community.

## **11. FUTURE AGENDA ITEMS**

The Mayor urged the Councilors to look forward at some of the May items that are coming up on the agendas. He mentioned the VHB design for the downtown tunnel, the upcoming work sessions and the new water and sewer rates.

Ms. Allard announced the Top Dog contest will be May 1<sup>st</sup>. They will be doing the drawing live this year and it will be steamed live on Facebook. The prizes will still be awarded on Canine Awareness Day.

## **12. NON-PUBLIC SESSION**

- Per RSA 91-A:3.II(d)

*Assistant Mayor Below MOVED to go into non-public Session per RSA 91-A:3.II(d) consideration of the acquisition, sale or lease of real or personal property. Seconded by Councilor Hill.*

**Roll Call Vote: Mayor McNamara-yes, Assistant Mayor Below-yes, Councilors Liot Hill-yes, Heistad-yes, Prentiss-yes, and Zook-yes.**

***\*The vote on the MOTION was unanimous in favor (6-0).***

Special session was entered at 7:59 PM.

City Manager Mulholland was present for the non-public session.

Council discussed the potential sale of surplus City property identified as Tax Map 49, Lot 19.

No action was taken.

***Motion by Assistant Mayor Below, seconded by Councilor Prentiss to go out of non-public session at 8:04PM.***

***\*The vote on the MOTION was unanimous in favor (6-0).***

### **13. ADJOURNMENT**

***Councilor Prentiss MOVED for adjournment. Seconded by Councilor Zook.***

***\*The MOTION passed unanimously, (6-0).***

**The meeting was adjourned at 8:05 PM.**

Respectfully submitted  
Linda Billings  
Recording Secretary