

FINAL

**LEBANON CITY COUNCIL  
MINUTES, ORGANIZATIONAL SESSION  
Temporary Council Chambers, Room 386  
City Hall, 20 West Park Street  
Wednesday, March 25, 2020  
7:00 p.m.**

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

**MEMBERS ABSENT:** George Sykes and Karen Zook

**STAFF PRESENT:** City Manager Shaun Mulholland

---

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

- Councilor Bronner participated via telephone because he was out-of-state on business.

**1. PLEDGE OF ALLEGIANCE:** Mayor McNamara led the Council in the Pledge.

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

**3. OPEN TO PUBLIC:** No one from the public came forth.

**4. SEATING OF NEWLY ELECTED & RE-ELECTED COUNCILORS**

The following City Councilors were officially seated: James Winny (Ward 1), George Sykes (Ward 2), Bruce Bronner (Ward 2; One-year Term), Karen Zook (Ward 3), Erling H. Heistad (At-Large), and Timothy J. McNamara (At-Large)

**5. SWEARING IN OF ENTIRE COUNCIL**

Mr. Shaun Mulholland, City Manager, conducted the swearing in of the Council.

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

City Manager Shaun Mulholland opened the nominations for a Temporary Chairperson.

*Councilor Hill nominated Councilor Prentiss to serve as Temporary Chair.*

**Roll Call Vote:**

**Mayor McNamara, Assistant Mayor Below, and Councilors Bronner, Heistad, Hill, Prentiss, and Winny all voting Yea.**

**None voted Nay.**

*\*Councilor Prentiss was elected as Temporary Chair (6-0-1). Councilor Prentiss abstained.*

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

Councilor Prentiss asked for nominations for the position of Mayor.

*Councilor Hill nominated Mr. Timothy McNamara for the position of Mayor. Hearing no further nominations, the following vote took place:*

**Roll Call Vote:**

**Assistant Mayor Below and Councilors Bronner, Heistad, Hill, Prentiss and Winny all voting Yea. None voted Nay.**

**\*Mr. Timothy McNamara was re-elected as Mayor (6-0-1). Mr. McNamara abstained. Councilors Zook and Sykes were not present for this vote.**

***Mayor McNamara resumed his position as Mayor and continued to chair the meeting. Councilor Prentiss resumed her regular position as City Councilor.***

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

***Councilor Prentiss nominated Mr. Clifton Below for the position of Assistant Mayor. Hearing no further nominations, the following vote took place.***

**Roll Call Vote:**

**Mayor Tim McNamara, and Councilors Bronner, Heistad, Hill, Prentiss and Winny all voting Yea. None voted Nay.**

**\*Mr. Clifton Below was re-elected as Assistant Mayor (6-0-1). Mr. Below abstained.**

**8. NEW BUSINESS**

**A. Adoption of Council Rules**

***Councilor Prentiss MOVED that the Lebanon City Council adopt the Council Rules as presented in the March 25, 2020 agenda packet. Seconded by Councilor Winny.***

**Roll Call Vote:**

**Mayor McNamara, Assistant Mayor Below, and Councilors Bronner, Heistad, Hill, Prentiss and Winny all voting Yea. None voted Nay.**

***\*The Vote on the MOTION to adopt the City Council Rules passed (7-0).***

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

Mayor McNamara will keep the appointment of Councilors to Boards/Committees/Commissions as they are now, with one exception. Councilor Zook will be going back to Grad School and has indicated she cannot continue her appointment as the City Council representative to the Planning Board.

After a discussion took place regarding who would serve as the City Council's representative to the Planning Board, Mayor McNamara appointed Councilor Winny to serve as the Council's regular representative and Councilor Hill would serve as the alternate.

Councilor Bronner offered to serve as the City Council representative to the Heritage Commission, if needed. Mayor McNamara said he would check with Councilor Zook to see if she still wanted to continue in her role on this Commission.

There was a discussion about rejuvenating the Class VI Roads Committee (inactive since 2017) in April. Mayor McNamara stated this Committee may need to be recreated and would look at the old membership in the interim.

Councilor Hill asked if it was the intention for the Council to meet on-line in the future. Mayor McNamara said yes.

Mr. Mulholland spoke about the Governor's proclamation this past week, noting this could be done as long as the Emergency Order is in effect. The Governor's proclamation would allow public bodies to meet electronically for regular business, unless there is an emergency situation that requires imperative action. However, there are caveats such as a phone line must be setup where the public can call into a meeting in case they can only participate by phone, noting the City has this technology.

***Councilor Hill MOVED that for the duration of the COVID-19 Emergency that the Governor has declared in the State of NH, that the Lebanon City Council will proceed to deploy remote technology to allow the City Council meetings to continue while meeting the requirements that Governor Sununu has laid out in his Executive Order #12.***

***Seconded by Councilor Prentiss.***

Assistant Mayor Below thanked Manager Mulholland, who, through his leadership, brought this to the attention of the NHMA (NH Municipal Association), which led to this request being sent to the Governor for his approval and thanked Governor Sununu for his quick response. He requested the Council to invite all other City Boards/Committees/Commissions to begin meeting remotely, noting training for Microsoft Teams is up and running and was made available to LEAC members.

Councilor Hill modified her Motion to include all City Boards/Committees/Commissions and any other activities that the City deems appropriate as listed below:

**ACTION:**

***Councilor Hill MOVED that for the duration of the COVID-19 Emergency that the Governor has declared in the State of NH, the Lebanon City Council will proceed to deploy remote technology to allow the City Council meetings, and all City Boards/Committees/Commissions, and any other activities that the City deems appropriate, to continue while meeting the requirements that Governor Sununu has laid out in his Executive Order #12.***

***Seconded by Councilor Prentiss.***

Mr. Mulholland expressed his concern about people who do not have a phone or computer, noting that even though the Council will not be physically present, he will be. Mayor McNamara confirmed his intention of being physically present as well. This would allow those people, as long as it is under 10, to physically attend a Council meeting. The Council discussed what to do if more than 10 people showed up for a meeting (i.e., relocating them to different locations so they could participate remotely).

Councilor Prentiss emphasized that taking this action is in no way meant to disenfranchise people and wanted to go on the record saying the City Council just wants to keep people safe.

Councilor Winny informed the public that if anyone is feeling disenfranchised or has concerns, any member of the Council would be very happy to talk with them.

**Roll Call Vote:**

**Mayor McNamara, Assistant Mayor Below, and Councilors Bronner, Heistad, Hill, Prentiss and Winny all voting Yea.**

**None voted Nay.**

***\*The Vote on the MOTION was unanimously approved by the parties present (7-0).***

**10. ADJOURNMENT:**

***Councilor Prentiss MOVED for adjournment.***

***Seconded by Councilor Winny.***

**Roll Call Vote:**

**Mayor McNamara, Assistant Mayor Below, and Councilors Bronner, Heistad, Hill, Prentiss and Winny all voting Yea.**

**None voted Nay.**

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

**The meeting was adjourned at approximately 7:30 PM.**

Respectfully submitted,  
Dona E. Gibson  
Recording Secretary