

CITY OF LEBANON

MANAGER UPDATES

Month of June 2019

City Manager Updates are monthly reports that contain departmental information compiled by the Manager's Office. In an effort to keep the Council apprised of recent City activities, these updates are provided to the City Council in advance of the Council meeting. This provides the Council with an opportunity to ask questions of the administration, and to possibly answer questions raised by their constituents.

Table of Contents

- [AIRPORT](#)
- [CITY CLERK](#)
- [FIRE DEPARTMENT](#)
- [HUMAN SERVICES](#)
- [LIBRARY](#)
- [PLANNING & DEVELOPMENT](#)
 - Planning Division
 - Zoning Division
 - Building/Codes Division
- [POLICE DEPARTMENT](#)
- [PUBLIC WORKS](#)
 - Administration
 - Engineering
 - Maintenance Services
 - Solid Waste
 - Water
 - Wastewater
 - Utilities Maintenance
- [RECREATION & PARKS](#)

AIRPORT

June 2019	2019 Year to Date	2018 Year to Date
Enplanements	4632	4818
Aircraft Operations	14,303	Unknown
Airport Expenses	\$795,190	\$717,146
Airport Revenue	\$771,025	\$755,559

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-57 (RSA Conceptual Design)	March 13, 2019 – met with NHDOT & FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements.	Grant Award Package received July 5, 2019
PFC (Terminal HVAC)	Project engineering in progress to re-bid as separate projects.	Developing new RFP
Snow Equipment Building	Re-design complete as of March 5 th .	Grant Award Package received July 12, 2019
Airport Leases	Lebanon Hanger Associates – lease completed & signed April 26, 2019. Granite Air – still negotiating terms. Restaurant Space –	\$132,000 back rent received. Tentative agreement reached. Awaiting draft lease from legal. Draft lease under legal review.
Terminal Roof	Resurfacing of the terminal roof with fabric and epoxy.	Completed July 15, 2019.

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$212,458.24	\$1,392,603.44	\$1,372,774.67
Dog Licenses	\$5,270.00	\$12,842.00	\$11,271.50
Vital Records	\$2,236.00	\$16,845.00	\$17,866.00

Highlights:

- June is a very busy month for motor vehicles. We continue to be short-staffed and anticipate staffing level to be back to normal by the end of July. Residents have been very patient on the busier days and staff has appreciated their patience.
- An RFP was sent out for scanning City documents. Several vendors scheduled site visits to look at the documents in the basement of City Hall needing to be scanned.
- Clerk Allard attended the regional meeting of the Clerk’s Association in Claremont on June 5th. Several State agencies provided information and updates to the regional clerks in attendance.

FIRE

June 2019	Current Month	Year to Date	Prior Year to Date
Fire	10	54	46
Rescue & Emergency Medical Calls	215	1423	1281
Hazardous Conditions	7	38	52
Service Calls	19	105	118
Good Intent Calls	23	135	124
False Alarms	21	134	199
TOTALS	295	1888	1820

Highlights:

- June 8 – personnel responded to Interstate 89 for a motor vehicle fire.
- June 9 – personnel responded to Mechanic Street for a building fire.
- June 10 – personnel responded South Main Street, West Lebanon for a brush fire.
- June 21 – personnel responded to Loomis Road for an excavator fire.
- June 24 – personnel responded Cantore's Pizza for a small electrical fire.
- June 25 – personnel responded to Interstate 89 for a motor vehicle fire.
- June 25 – personnel responded to Interstate 89 for a motor vehicle fire.
- June 27 – personnel responded Hanover Street for an activated fire alarm. Alarm was caused by burnt food.
- June 30 – personnel responded to Airport Road for a small fire in a trash can in a hotel room.

Community Events

- Department hosted EMT & Paramedic students for ambulance ride-a-longs.
- Duty personnel participated in the Annual Bike Rodeo at CCBA.
- Duty crew participated in the Lebanon Alumni Day parade.

Department Revenue to Date: \$616,201.00

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Upper Valley Resource Team: Monthly meeting hosted by ServiceLink at the Center for Elder Services. The meeting functions as a resource sharing and networking opportunity. Met on June 13.

Upper Valley Housing Support Team: Monthly meeting of service providers (LISTEN, the Haven, Tri-County CAP, and UVGEAR) to find ways to pool resources and strengthen the safety net for our local residents who are homeless or at risk of being homeless. Met on June 6.

Housing First Working Group: Monthly meeting to further advance collective thinking and collaborative efforts to create more affordable housing in the Upper Valley, especially for those challenged with substance misuse and mental health issues. The group is focused on gaining a better understanding of the number of homeless individuals and families on the NH side of the Upper Valley and improving the spectrum of services available to them (e.g. shelters to permanent, affordable housing). Met on June 14. The group has a website: www.housingfirstupppervalley.com

Lebanon Shelter Working Group: A task force to explore the need for a shelter in Lebanon. A subgroup met on June 4 with Executive Directors from LISTEN, the Haven, Headrest, and Twin Pines Housing.

Upper Valley Continuum of Care: Monthly meeting to address VT and NH issues regarding housing and homelessness. Met on June 27.

NH Balance of State Continuum of Care: Bimonthly meeting to address NH issues regarding housing and homelessness. Hosted by NH Bureau of Housing Supports. Did not meet in June.

NH Coalition to End Homelessness: Lynne is a member of the Board of Directors for this statewide coalition. Met on June 18.

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on June 20.

Workshops & Training Seminars

Assistant Human Services Director Julie Kowalski Stavrou attended the annual NH Local Welfare Administrators Association "Art of Welfare" workshop on June 13.

Monthly In-Office Activity

Authorized Voucher Totals

	June 2019	June 2018
Rent Assistance	\$795.00	\$875.00
Motel Assistance**	\$0.00	\$500.00
Electric Assistance	\$278.34	\$340.58
Total	\$1,073.34	\$1,715.58
Year-to-Date	\$27,869.28	

**Motel assistance is granted as a means of temporary emergency housing pending shelter placement or permanent housing.

Assisted Cases

June 2019	6 cases involving 7 adults and 2 children
June 2018	4 cases involving 6 adults and 4 children

Notices Issued in June 2019 vs 2018

Rent/Security deposit	4	1
Motel	0	1
Fuel	0	0
Electric	1	2
Cremation	0	0
Shelter sponsorship	0	0
Denials	1	2
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	0	0

Contacts with clients in June 2019 vs 2018

Walk-Ins	45	26
Scheduled Appointments	16	18
Home Visits	1	0

Case Collaboration/Referrals in June 2019

Tri-County CAP (shelter)	4
Tri-County CAP (rent/security)	2
Tri-County CAP (fuel/electric)	2
LISTEN (housing)	2
LISTEN (fuel/electric)	2
LISTEN (food)	0
LISTEN (discretionary funds)	1
Haven (shelter)	0
Haven (housing)	2
Haven (food)	0
Haven (discretionary funds)	1
NH DHHS (food stamps)	5
NH DHHS (cash assistance)	0
NH DHHS (Medicaid)	0
NH Employment Security	*
Senior Center/Service Link	1
Headrest	1
Catholic Charities	4
UVGEAR	2
Good Neighbor Health Clinic	1
Other Town Welfare office	2

***Given the closing of Kleen Laundry at the end of June, the Human Services office engaged with Human Resources at Kleen and the NH Employment Security office to provide services to Lebanon residents who lost their jobs. Additional information about those services will be provided in the July Manager Update.**

Reimbursement Received in June 2019 & YTD

	Client	SSI	Medicaid	Other Town***
June 2019	\$0.00	\$1,419.54	0	0
Year-to-Date	\$975.00	\$1,419.54	0	0

***Reimbursement received from another NH municipality because Lebanon Human Services assisted a resident of that town.

Liens in June 2019: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Traffic	17,375	86,347
In house computer use	2,838	16,450
Circulation of library held items	10,254	60,383
Number of meeting room bookings	143	959
Children’s program attendance	340	1,886
Circulation of ebooks and downloadable audiobooks	1,908	10,276

PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	20	29	\$15,054.55
Planning Board Applications	1	1	\$4,505.00
Zoning Board Applications	2	0	\$689
Totals	23	30	\$20,248.55

Inspection Activity	
Total inspections for the Month of June	223

Highlights:

2019 Bike Rodeo Round-up

As reported in [LebNews](#) by the Police Department, Lebanon’s Annual Jim Wechsler Bike Rodeo & Safety Fair was successfully held on Saturday, June 1, 2019 at the CCBA Taylor Street basketball courts. Approximately 117 children attended, over 100 parents joined, and 1 sun fully cooperated for the event. The 'Rodeo' aims to

promote bicycle safety and to teach children bike safety skills. Activities included helmet fitting and safety checks and free replacement when needed, a skills and 'rodeo' course, bike checks and tune-ups, bike registration by the Lebanon Police Department, games, face painting, yoga, pizza and snacks, information booths, a raffle with gifts donated by community businesses, and a trail ride on the Mascoma River Greenway. Children from throughout the Upper Valley attended, including from Lebanon, West Lebanon, Grantham, Hanover, Enfield, and Norwich and as far away as Lyme and Grafton. Support for the event was provided by the City of Lebanon Police, Planning, Fire, and Recreation Departments; Jane McLaughlin; The Prouty; LL Bean; Carter Community Building Association; Children's Hospital at Dartmouth; Lebanon Pedestrian & Bicyclist Advisory Committee; Omer and Bob's; Upper Valley Haven, and Vital Communities plus many other organizations, businesses and volunteers. Other contributors included: The Co-op Food Stores, Dairy Twirl, Fore-U Golf & Ice Cream, Price Chopper, Lebanon Opera House, Drummond Cycles, VT Be True Yoga Fest, and Upper Valley Nighthawks. Event photographs (click [link](#) to view) were provided by Lynne LaBombard.

Special Heritage Presentations: West Lebanon's Dana House & Maple Street

On June 12th, the City of Lebanon and Twin Pines Housing (TPH) co-hosted an event to celebrate the history of West Lebanon. The Dana House portion featured a tour, considerations of past consultant reports, use of donated funds from the late Robert Leavitt, an overview of goals for interpretive programming, and upcoming grant opportunities. Over 50 people attended and were engaged with a display of artifacts from the Dana House and related eras. Following the Dana House tour, the event moved to Kilton Library where Lyssa Papazian, a local Historic Preservation Consultant, presented findings of a new study, "Maple Street Neighborhood: History and Context", that was commissioned by Twin Pines Housing to document maps and images, notable architectural styles, transformations of use, and occupant identities and stories from days of yore. Members of the City's Heritage Commission, including Chairperson Robert Welsch and Becky Book then presented "Dana House Restoration Plans" to review key findings and recommendations from multiple studies about the Dana House's past and future, and summary of restoration priorities from a draft Action Plan. Since the Dana House is envisioned as a public resource, the City wants to learn more about your interests and looks forward to tapping into community ideas and feedback beyond the event. To read the presentations and Maple Street study, visit <https://lebanonnh.gov/1202/Dana-House>.

POLICE

Manager Updates for June 1-30, 2019

Dispatch Calls for Service	2618
Police Calls for Service	2395
Incident Based Reporting Calls	80
Traffic Crashes	54
Property Damage	22
With Injury (possible)	6
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	10
Parking Lot	19
Arrests	109
DWI Arrests	7
Motor Vehicle Stops	452
Warnings	460
Citations	17
Problem Oriented Policing Calls	14

Community Involvement

On June 1, 2019, Lebanon Police and the Lebanon Rec Department hosted the annual Bike Rodeo. Bike skills and agility course, games, bike and helmet safety checks, bike registrations, and a group ride on the Mascoma River Greenway rounded out the community event.

On June 5, 2019, Lieutenant Smolenski hosted a CRASE (Civilian Response to Active Shooter Events) presentation at a local bank.

On June 11, 2019, Sergeant Perkins, Officer Hunter, and Officer Winslow stopped into the new Twice on Sundae on the mall for ice cream.

On June 13, 2019, Coffee with a Cop was held at Twice on Sundae.

On June 15, 2019, Lebanon Officers participated in the Lebanon Special Needs Support Center's Strawberry Festival on Colburn Park. Officer Lawrence was there with the department's motorcycle and handouts for the kids, and Officer Hunter and Chief Mello made it into the dunk tank.

The Lebanon Police Department held a contest from June 10-June 30 for kids 5-12 years old to submit name entries for the department's new Mascot. The LPD

Mascot will make frequent appearances at community engagement events, schools, and other community activities.

Chief Mello participates in a weekly call in to WNTK’s First Look with Keith Hanson on Tuesday mornings at 8:40AM.

Department Highlights

On June 20, 2019, the Lebanon Police Department was presented with the Internet Crimes Against Child Task Force Operation Cyber Guardian Award. Sergeant Richard Norris, the head of Lebanon’s Cyber Crimes Unit, accepted the award on behalf of the department.

PUBLIC WORKS

Solid Waste

Month: June	2019	2018
Landfill Facility Received	3,307 (tons)	3,665 (tons)
Wastewater Bio-solids Received	425 (tons)	332 (tons)
Leachate Generation & Pumping	484,053 (gallons)	160,171 (gallons)

Recycling

- Pricing for the recycling commodities has been volatile for the past few months. We continue to move our recyclables to domestic markets successfully.
- Electronics, veggie oil, paper and cardboard were shipped out in June.

Other

- The Lebanon Solid Waste Facility held a mandatory pre-proposal meeting for the Landfill Gas Utilization project.
- Amended Solid Waste Ordinance and New Fees were presented to the Lebanon City Council.

Water

Month: MAY	2019	2018
Water Treatment Plant-Production	47.2 MG	46.1 MG
Water Quality Complaints	Several due to water main flushing and	

	CSO work	
After Hour Call-in	2	

Lab Highlights

- All monthly required bacteria testing for June was completed and all results passed.

Equipment Repair/Maintenance

- Anti-cavitation kit was installed in the new backwash PRV valve per manufacturer’s recommendation. By Brad Small with Hydrus company with our assistance.
- With the assistance of the utilities staff and a person from wastewater some much needed maintenance was done at the water treatment plant lagoons. Over 1,000 yards of old residuals was hauled to the landfill over a 2-week period. Along with road rehabilitation and berm maintenance.

Wastewater Treatment

Month: June 2019	2019	2018
Daily Avg. flow treated	2.19 MGD	1.42 MGD
Solids Inventory	14,985 lbs.	15,664 lbs.

Operations highlights

- We had zero plant violations to our NPDES permit or SWPPP permit for June.
- Lebanon Wastewater treated 65,595,000 gallons of wastewater in June.
- Lebanon Wastewater treated 233,630 gallons of Septage in June, which topped our last month’s totals to become the highest volume we have taken in a month ever.
- Lebanon Wastewater dewatered and delivered 206.80 wet tons of sludge to the landfill in June.
- Effluent quality in June was very good. TSS average was 4.0 mg/L, and BOD average was 6.0 mg/L.
- Continued pre-planning and data collection being conducted to help implement our asset management program.
- Ortho and total Phosphorus trial is study still underway. We are starting to treat biologically and are investigating treatment of side stream flows while collecting useful background data.
- Completed the Scada system upgrade at Rt. 12A pump station to allow access of the pump station remotely from a laptop or wireless device. This has been in place for over a month with no issues.
- A grinder has been installed at Rt. 12A pump station to eliminate manual basket cleaning and ensure pump efficiency.

- We have started rip out of our old secondary treatment process analytical equipment for an upgrade to Hach technology to enable us to run the process more efficiently.
- Wireless plant upgrade starts on June 15th to enable access control of the plant SCADA system from anywhere in the plant via tablet. It will also enable electronic reporting of lab and operations data.

Laboratory

- TKN testing and analyzing once per week.
- Phosphorus testing is now standard practice and we have switched our treatment operation to include removal of Phosphorus. This is being done biologically.
- Plant fully nitrifying, and the process looks great. Outstanding final effluent quality.
- Monthly BOD 6.0 mg/L.
- Turbidity of final effluent 2-3 NTU.
- Effluent TSS is 4.0 mg/L.

Industrial Pretreatment Program

- Continued review of industrial discharge permits.
- Industry sampling is being conducted to establish new IDP's.
- Scheduled facility tours, and updated status of current permits for renewal.
- Continued sampling is being conducted to enable us to get new industrial discharge permits in place.

Maintenance

Month: JUNE	2019
Cemeteries & Park Maintenance	
Burials/Cremations	2 Full/6 Cremations
Grave/Trust Fund Sales	1 -GR/ 1-TF
Foundations	4
Daily Checks of Parks/Clean Mall (Hrs)	26
Cemetery Maintenance	416.25
Public Ways/Road Maintenance in Hours	
Potholes repaired (Hrs) WO# 7216	110
Basins/Ditches Cleaning (all) (Hrs) WO# 7238	55.75
Street Sweeping (Hrs) WO# 7251	8
Trees Down (Hrs) WO# 7898	24
Sign repair/replace WO# 9254	14.25
Fleet Maintenance in Hours	

Diagnose & repair All fleet	196.25
Op Maint./Service and Preventative Maint. All Fleet	65.75

Engineering

CIP Projects

CSO#23-Contract #11 Bank Street Ext. (phase 1)-RD Edmunds

- Punchlist completed and closed out project

CSO#23-Contract #11 Mechanic Street Area and Guyer/Young Street Area (phase 2)-Park Construction

- Start-up Construction began the week of April 1st
- West Street utilities completed; paving and curbing being installed
- Cameron Street, upper Guyer street; box-cut and gravels installed, and base pavement and curbing placed
- Mason Street utilities; box cut gravels installed from Granite to Young, Bliss-same, base pavement and curbing installed
- High Street; Loaming, removed sections of sidewalk for replacement
- Removed temp paving and based in driveways and walkways (still in process); replaced sections of sidewalk; some walkways completed
- Meetings with residents on project finish work in front of homes
- Clean up has begun on most streets and in residents' yards
- Walked curbing with contractor
- Working on loan reimbursements with NHDES and pay applications
- Weekly construction meetings held with Contractor and City, and Reps.

CSO#23- Contract#12 Ora, Avon, Freeman, Bomhower, Myra, Mascoma, Mechanic and cross-country

- Prebid meeting June 26th
- Bid opening occurred on July 12th
- Low apparent bidder – Park Construction
- Wetland application comments were addressed and approved
- ER review public notice has been completed
- AOT permit received
- Slowly receiving easements from surveyor-out for signatures and still securing easements

Mascoma Street Bridge

- Contractor ED Swett
- Detour – with one-way traffic westbound across bridge with eastbound traffic being routed by way of High Street (Detour in effect until September 2019)
- One Half of Bridge will be completed by June 22nd for the changeover of traffic to begin second section of bridge

South Main Street Bridge Project (no Change)

- Peer review of Bridge alternatives completed and submitted to NHDOT
- Will be scheduling a meeting with NHDOT and the manager's office and front office to go over City's position
- Will be moving the project to the front office for the waiver request

Sewer interceptor Project

- Contract in place
- Environmental review submitted no comments
- Loan secured
- Moving forward with design

Mechanic Street Project (No Change)

- Draft agreement with NHDOT being re-reviewed at Front Office at NHDOT
- Waiting on the finalized agreement with NHDOT- still not received

Engineering General

- Reviewed and approved Building Permits and Planning Board Development Plans
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction and planning applications
- Working on Miracle Mile Bus Stop and sidewalk project
- Working on the proposed changes for Chapter 181
- Attended NHPWA board meeting
- 2020 CIP
- Excavation permit
- Estabrook Circle project
- Hillcrest reviewing project
- Working with WP on CSO#13 scope of service contract

RECREATION & PARKS

Program Updates:

Program	Residents	Non-Residents	Total
Running Club Membership	70	190	260
Savvy Senior Trips	6	10	16
Camp K, Week 1	83	5	88
Open gym basketball			12/night
Adult Rugby			20/night
Adult Pick up soccer			20/night
Adult Ladies pick up soccer			12/night
1-2 Coed Lax	31	4	35
3 rd 4 th Boys Lax	8	5	13
3 rd 4 th Girls Lax	5	6	11
5 th 6 th Boys Lax	10	9	19
5 th 6 th Girls Lax	7	14	21
7 th 8 th Boys Lax	8	11	19
7 th 8 th Girls Lax	3	23	26
3 rd 4 th Girls Softball	9	2	11
5 th 6 th Girls Softball	20	0	20
5 th – 8 th Coed Track	27	11	38
Granite State Track	24	20	44
Tennis	10	2	12
Soccer Camp	46	20	66
Couch to 5k	27	27	54
Swim Lessons, Session 1	46	22	68
Adult Softball	84	172	256
YOLO: Hang-gliding	4	4	8
Throwing Club	5	0	5

Parks Maintenance Project Updates:

Major Projects	Status
Tree Pruning	Completed
Tree Planting	Completed
Historical Society / Info booth conversion	85%
Summer Sports Field Prep	Completed
Pool Preparations	100%
Replacement garage	0%
Summer park maintenance	Ongoing

MRG Maintenance and Improvements	Ongoing
Pocket Park by tunnel improvements	95%

Special Events:

Event	Estimated Attendance
Lebanon Food Truck Festival	2000 tickets
Skip Matthews Memorial Run	354 finishers
Build your own picnic table	7 families, sold out
Lebanon Farmers Market	When the weather is good, excellent attendance
Colburn Park: Monday Concerts	75 average
Colburn Park: Tuesday Fitness	Small attendance
Colburn Park: Wed Story Time	20 average
Colburn Park: Thursday Kids	200 average
Colburn Park: Front Porch Concert	300 with good weather

Capital Project Updates:

Project	Status
Timken playing fields	Conceptual design complete. CIP process.
Temporary Rec Office move	August 6 th move in date
Storrs Hill LED Conversion	Inventory complete. Cost estimate pending.
MRG amenities	Designing signage and bench installations.
Rusty Berring Skatepark lighting	Design phase. Beginning fundraising.
Pool Diving well replastering	Bid awarded. Construction September.
Needs assessment	Contract to be signed July 22