

# CITY OF LEBANON

## MANAGER UPDATES

### Month of July 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.

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# AIRPORT

<b>July 2019</b>	2019 Year to Date	2018 Year to Date
Enplanements	5,531	5,777
Aircraft Operations	14,303	18,870
Airport Expenses	\$857,619	\$812,045
Airport Revenue	\$854,697	\$805,057
General Fund	\$244,110	\$340,120

## Airport Projects

<b>Project</b>	<b>Tasks to Date</b>	<b>Tasks Remaining</b>
AIP-57 (RSA Conceptual Design)	<p>March 13, 2019 – met with NHDOT &amp; FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements.</p> <p>Grant Award Package received July 5<sup>th</sup></p>	
PFC (Terminal HVAC)	Project engineering in progress to re-bid as separate projects.	Developing new RFP.
Snow Equipment Building	<p>Re-design complete as of March 5<sup>th</sup>.</p> <p>Grant Award Package received July 12<sup>th</sup></p>	
Airport Leases	<p>Granite Air – still negotiating terms.</p> <p>Restaurant Space –</p>	<p>Tentative agreement reached. Awaiting draft lease from legal.</p> <p>Draft lease under legal review.</p>
Terminal Roof	Resealing skylights	Awaiting proposal

# ASSESSING

	Month to Date	Year to Date
Number of Property Sales	64	161
Number of Property Inspections	79	487

Highlights: This report covers the months of June and July. There were 64 sales in the two months. Thirty-five sales were single-family homes, eighteen were residential condos, two were mobile homes. The remainder were a mix of small multi-family dwellings, vacant land and commercial/industrial properties.

# CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$238,631.00	\$1,631,234.44	\$1,599,880.63
Dog Licenses	\$2,473.00	\$15,315.00	\$11,833.50
Vital Records	\$3,197.00	\$20,042.00	\$20,357.00

Highlights:

- July continued to be one of the busy months for the Clerk’s Department especially relative to Motor Vehicle Transactions.
- Contracts for the Laserfiche Records Management System (RMS) through Ricoh were fine-tuned and signed the first week of August.
- The City Clerk met with several vendors to tour the basement records storage areas in preparation for proposals for document scanning (due 8/1/19).
- The Clerk’s Department proposed budget for 2020 was prepared and submitted to the Finance Department.

# FIRE

	Current Month	Year to Date	Prior Year to Date
Fire	11	65	55
Rescue & Emergency Medical Calls	274	1,697	1,524
Hazardous Conditions	4	41	47
Service Calls	19	117	137
Good Intent Calls	20	155	151
False Alarms	30	164	233
<b>TOTALS</b>	<b>359</b>	<b>2,247</b>	<b>2,159</b>

## Highlights:

7/11/19 - Swift water rescue on Estabrook Circle for Flash Flooding

7/15/19 - Gilson Road, West Lebanon for Residential Building Fire

7/18/19 - 25 Airport Road for report of Smoke in the Building but upon arrival found sprinkler head activation with water damage in hallway and room of origin.

7/20/19 - 22 Hitchcock Ave for 20lb propane tank from a grill on fire

7/21/19 - 122 Hanover Street for a Shed Fire

7/21/19 - I-89 Mile-Marker 56 for a pick-up truck on fire

7/22/19 - Mutual Aid Response to Building fire at 9 Payne Road Etna, NH

7/24/19 - 1 Medical Center Drive for a car fire on level 6 of DHMC parking Garage.

7/30/19 - 10 Morgan Drive for Smoke in the building/Cooking Fire

## Community Events

Department hosted EMT/Paramedic students for ambulance ride-a-longs.

7/4/19 Department provided ICS and Medical Aid for the Red, White, and Blue 5/10K Race.

7/21/19 Department attended Sundae at Chad for Touch a truck.

# 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. There was no July meeting.

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 July 11.

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 July 12. The group has a website: [www.housingfirstuppervalley.com](http://www.housingfirstuppervalley.com)

Lebanon Shelter Working Group: A task force to explore the need for a shelter in Lebanon. On July 29 a subgroup visited the Point After Club in Lawrence, Massachusetts. The Massachusetts Department of Mental Health provides funding for club houses/day shelters across the state.

Upper Valley Continuum of Care: Monthly meeting to address VT and NH issues regarding housing and homelessness. Met on July 25.

NH Balance of State Continuum of Care: Bimonthly meeting to address NH issues regarding housing and homelessness. Hosted by NH Bureau of Housing Supports. The July meeting was specifically for agencies receiving funding from the State of NH.

NH Coalition to End Homelessness: Lynne is a member of the Board of Directors for this statewide coalition. Did not meet in July.

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on July 11.

## Monthly In-Office Activity

### Authorized Voucher Totals

	<b>July 2019</b>	<b>July 2018</b>
<b>Rent Assistance</b>	\$5,542.00	\$2,997.00
<b>Security Deposit*</b>	\$1,900.00	\$1,000.00
<b>Electric Assistance</b>	\$322.00	\$836.83
<b>Water</b>	\$0.00	\$48.76
<b>Cremation</b>	\$1,000.00	\$0.00
<b>Total</b>	\$8,764.00	\$4,882.59
<b>Year-to-Date</b>	\$36,633.28	

\* Agreements are rendered with landlords so that all security deposits are returned to the City should the tenant vacate the housing without first reimbursing the City for the deposit.

### Assisted Cases

<b>July 2019</b>	14 cases involving 19 adults and 8 children
<b>July 2018</b>	11 cases involving 12 adults and 14 children

### Notices Issued in July 2019 vs 2018

Rent/Security deposit	16	10
Motel	0	0
Fuel	0	0
Electric	1	3
Cremation	1	0
Shelter sponsorship	0	0
Denials	7	2
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	0	0

### Contacts with clients in July 2019 vs 2018

Walk-Ins	87	49
Scheduled Appointments	34	24
Home Visits	1	0

## Case Collaboration/Referrals in July 2019

<b>Tri-County CAP (shelter)</b>	4
<b>Tri-County CAP (rent/security)</b>	2
<b>Tri-County CAP (fuel/electric)</b>	0
<b>LISTEN (housing)</b>	3
<b>LISTEN (fuel/electric)</b>	0
<b>LISTEN (food)</b>	1
<b>LISTEN (discretionary funds)</b>	1
<b>Haven (shelter)</b>	0
<b>Haven (housing)</b>	2
<b>Haven (food)</b>	1
<b>Haven (discretionary funds)</b>	1
<b>NH DHHS (food stamps)</b>	6
<b>NH DHHS (cash assistance)</b>	0
<b>NH DHHS (Medicaid)</b>	5
<b>NH Employment Security</b>	9**
<b>Senior Center/Service Link</b>	1
<b>Headrest</b>	4
<b>Catholic Charities</b>	1
<b>UVGEAR</b>	3
<b>Good Neighbor Health Clinic</b>	0
<b>Other Town Welfare office</b>	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 (NHES) office to provide local services to Lebanon residents who lost their jobs and could not get to Claremont. NHES has provided weekly meetings at the River Valley Community College to former Kleen employees who needed to attend mandatory meetings, search for employment, and file weekly claims for unemployment benefits. The Human Services office has provided services to 15 former Kleen employees. Nine of those former employees needed case collaboration with NHES.*

### Reimbursement Received in July 2019 & YTD

	Client	SSI	Medicaid	Other Town***
<b>July 2019</b>	\$0.00	\$0.00	0	0
<b>Year-to-Date</b>	\$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 July 2019:** Issued=0 Discharged=0

## LIBRARY

	Month	YTD
Traffic	18,807	122,005
In house computer use	2,813	19,263
Number of meeting room bookings	153	1,112
Circulation of library held items	12,138	75,251
Circulation of ebooks and downloadable audiobooks	1,946	12,222

## PLANNING & DEVELOPMENT

Permit/Applications	Res. July'19	Comm. July'19	Total YTD Jan-July '19	Total Prior Yr Jan-July '18	YTD Permit Fees Collected	Prior Year Fees
Building Permits	25	29	251	305	\$238,968.26	\$345,806.43
Planning Board Applications	1	1	16	24	\$7,783.80	\$7,267.18
Zoning Board Applications	2	1	15	18	\$3,958.20	\$4,593.84

Inspection Activity	
Total inspections for the Month of July	243 / Y-T-D (Jan-July'19) 1,533



# POLICE

## Manager Updates for July 1-31, 2019

	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service	2,860	17,982	18,268
Police Calls for Services	2,567	16,167	16,562
Incident Based Reporting Calls	95	565	466
Traffic Accidents	71	477	535
Property Damage	41	225	225
With Injury (possible)	9	41	55
Involving Bicycle or Pedestrian	0	4	2
Referred to Outside Agency	0	0	0
Hit and Run	20	105	132
Parking Lot	27	154	186
Arrests	103	738	688
DWI Arrests	4	55	78
Motor Vehicle Stops	447	3,412	4,134
Warnings	465	3,546	4,127
Citations	11	147	309
Problem Oriented Policing Calls	10	100	233

### Community Involvement

July 12<sup>th</sup>, the Lebanon Cub Scouts came for a tour and Q&A with Officers at the Police Department.

July 17<sup>th</sup>, Lebanon Police Department and the Lebanon Co-op held "Ice Cream with a Cop" at the Co-op.

July 18<sup>th</sup>, the Department unveiled the new mascot at the Lebanon Farmers' Market. Children ages 5-12 had been invited to submit entries to name the new mascot, and the winning name, suggested by Bodhi Agterberg, age 7, was Justice. The Mascot will make frequent appearances at community engagement events, schools, and other community activities.

July 19<sup>th</sup>, Officer Parthum organized a K9 demonstration with K9 Senior Officer Jeremy Perkins and his partner Blesk, along with K9 Officer Nicholas Alden and his partner Nitro, at Camp Kaleidoscope.

July 20<sup>th</sup>, Officers attended an event put on by the American Legion in Colburn Park, played games and had lunch with attendees.

July 21<sup>st</sup>, K9 Officer Perkins and K9 Blesk, Officer Dourado, and Officer Conlon attended the Annual Sundae at David’s House event.

July 30<sup>th</sup>, Sergeant Wright, Corporal Leland, and Detective Harwood provided a Civilian Response to Active Shooter Events (CRASE) training for a company in Lebanon.

As part of the Lebanon Police Department’s effort to engage the community this summer, Senior Officer Greg Parthum has spent a great deal of time at the Lebanon Recreation and Parks’ Camp Kaleidoscope throughout July. Officer Parthum is building positive relationships with the campers and staff by actively participating in camp activities.

Officer Parthum also visited Camp CCBA, the Lebanon Memorial Pool, Lebanon Housing Authority properties several times in July. Officer Parthum also visited Roger’s House, the Lebanon Towers, River House, the Senior Center, and the libraries.

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 July 15<sup>th</sup>, K9 Officer Nicholas Alden and K9 Nitro started Patrol School with the Vermont Police Canine Academy.

Lebanon Police Department’s K9 Blesk will receive a bullet and stab protective vest thanks to a charitable donation from non-profit organization Vested Interest in K9s, Inc.

## **PUBLIC WORKS**

### **Solid Waste**

<b>Month: July</b>	<b>2019</b>	<b>2018</b>
Landfill Facility Received	3,548 tons	3,818 (tons)
Wastewater Bio-solids Received	436 tons	292 (tons)
Leachate Generation & Pumping	326,836 gallons	89,550 (gallons)

### **Recycling**

- Recently shipped electronic waste to a vendor in Portsmouth, NH

- Paper and Cardboard continue to be shipped locally with positive revenues

Other

- A new Solid Waste Ordinance was presented and approved by the City Council on July 24, 2019. The new fees have been in place since July 25, 2019.
- To inform our customers about the fees, the Solid Waste/Recycling website was updated, signs posted, letter sent out and flyers handed out to residents.
- Construction and Demolition debris is once again accepted at the Solid Waste Facility
- The Town of Cornish and the City of Lebanon are beginning discussions about including Cornish as a participant of the landfill project.
- Marc Morgan and Mayor McNamara attended a PFAS hearing at the Legislative Office Building regarding the new Groundwater Rules proposed by the NHDES.

Water

<b>Month: JULY</b>	<b>2019</b>	<b>2018</b>
Water Treatment Plant-Production	53.49 MG	50.49 MG
Water Quality Complaints	Several calls received due to water main flushing, CSO work and July 11 <sup>th</sup> storm event	
After Hour Call-in	15 ( <i>The bulk of these were due to the storm event on July 11<sup>th</sup> and the following few days as we closely monitored raw water quality.</i> )	

Water Treatment Plant

- A major storm event on July 11<sup>th</sup> with reports of 4-6+” of rain in a few hours around Mt. Cardigan in the towns of Canaan & Orange, which is part of our watershed and subsequently our direct source the Mascoma river resulted in extreme turbidity and organics which are still affecting treatment here at the water plant into August.
- We had several call-ins related to our load shedding efforts. This is a program we participate through in through our energy broker Freedom Energy Logistics, with savings coming directly through Liberty Electric.

- A major lightning/storm event on the 30<sup>th</sup>/31<sup>st</sup> caused us some call-ins and loss of some electrical equipment.

### Lab Highlights

- All monthly required bacteria testing for July was completed and all results passed.
- Master sampling for IOC, SOC, VOC, Nitrate, Nitrate & Cyanide was completed for 2019 awaiting results

### Equipment Repair/Maintenance

- One of the coagulant bulk tanks was repaired when a feed line was accidentally broken.
- A cracked head on one of the remote chlorinators was replaced.
- A vent pipe on one of the heating units was replaced at DHMC Bstr. Sta. that was found to be rotting out.

### Wastewater Treatment

<b>Month: July 2019</b>	<b>2019</b>	<b>2018</b>
Daily Avg. flow treated	1.6409 MGD	1.4688 MGD
Solids Inventory	10,768 lbs.	13,012 lbs.

### Operations highlights

- We had zero plant violations to our NPDES permit or SWPPP permit.
- Lebanon Wastewater treated 50,868,000 gallons of wastewater.
- Lebanon Wastewater treated 226,800 gallons of Septage.
- Lebanon Wastewater dewatered and delivered 227.54 wet tons of sludge to the landfill.
- Effluent quality in July was good. TSS average was 5.0 mg/L, and our BOD average was 10.0 mg/L.
- Continued pre-planning and data collection being conducted to help implement our asset management program.
- Phosphorus trial study has been halted temporarily to focus on nitrogen removal.
- Wireless plant upgrade has started and will be completed in the next few weeks to allow for electronic plant monitoring and reporting.
- Septage receiving pilot study is still going strong. We have noticed no process upsets as a result of the added volumes received.

### Laboratory

- TKN testing and analyzing once per week.
- Plant fully nitrifying, and the process looks great. Very good final effluent quality.
- Monthly BOD 10.0 mg/L.

- Turbidity of final effluent 1-1.5 NTU.
- Effluent TSS is 5.0 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**

<b>Month: JULY</b>	<b>2019</b>
<b>Cemeteries &amp; Park Maintenance</b>	
Burials/Cremations	0 Full / 9 Cremations
Entombments	0
Grave/Trust Fund Sales	3 GR / 3TF
Grave Transfers	0
Foundations	0
Place Grass Marker	1
Daily Checks of Parks/Clean Mall (Hrs)	32
Cemetery Maintenance	672.25
<b>Public Ways/Road Maintenance in Hours</b>	
Potholes repaired (Hrs) WO# 7216	117
Basins/Ditches Cleaning (all) (Hrs) WO# 7238	267.5
Street Sweeping (Hrs) WO# 7251	24
Storms: Plow/Salt/Sand (Hrs)	0
Trees Down (Hrs) WO# 7898	22
Sign repair/replace WO# 9254	34.5
Mailbox Repair WO# 11092	0
<b>Fleet Maintenance in Hours</b>	
Paper work/Training	155
Diagnose & repair All fleet	280.5
State vehicle inspections All Fleet	0
Op Maint./Service and Preventative Maint. All Fleet	85.5

## **Engineering**

### **CIP Projects**

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

- Start-up Construction began the week of April 1<sup>st</sup>
- West street utilities completed -paving and curbing being installed – sidewalk to
- Mason street base paving completed- utility poles being relocated, and sidewalk being relocated to accommodate residents’ lawns and drives
- Light street utilities are completed
- Mechanic Street, sewer main, water main has been completed. Still working on drainage and services
- Numerous meetings with residents on project with regards to finishing work in front of homes
- Clean up has begun on about half the streets and in residents’ yards
- Walked Curbing with contractor
- Working on pay applications
- Weekly construction meetings held with Contractor, City, and Reps. July monthly held with NHDES.
- Lower West concrete sidewalk completed
- Numerous streets were paved, and curbing installed, and driveways being cut in
- Retaining walls on Mechanic Street installed
- Box cutting of roads will begin the week of August 19<sup>th</sup>

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

- Bid opening occurred on July 12<sup>th</sup>
- Low apparent bidder – Park Construction
- Wetland application comments were addressed and approved
- ER review public notice has been completed
- AOT permit received
- Slowly receiving in easements
- New easement required and in the process for ability to award and sign contract.
- Pre-construction meeting set for August 29th

#### **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)
- Half the bridge was completed, and traffic was switched over
- Beams on second half removed, backwall excavated and work beginning on the backwall replacement of concrete

### **South Main Street Bridge Project (no Change)**

- Peer review of Bridge alternatives completed and submitted to NHDOT
- A meeting with NHDOT and the manager's office and front office to go over City's position on bridge has been scheduled for September
- 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 and submitted for NHDES review

### **Mechanic Street Project**

- Received finalized agreement with NHDOT and signed by City Manager. Contract sent back for NHDOT final signature and awaiting permission to proceed.

### **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
- 2020 CIP
- Excavation permit
- Hillcrest reviewing project
- Working with WP on CSO#13 scope of service contract
- Working with WP on finalizing CSO#12 CA agreement
- Review of 12A sidewalk plans
- Review of Lahaye 10' multi use path
- Reviewed 90% Tunnel plans
- Crafts Ave site walk- for sidewalks

# RECREATION & PARKS

## Program Updates:

Program	Residents	Non-Residents	Total
Running Club Membership	75	195	270
Savvy Senior Trips	0	0	0
Camp K, Weeks 2-5	314	14	328
Adult Rugby			20/night
Adult Pick up soccer			20/night
Adult Ladies pick up soccer			12/night
NCCT Summer Theater	18	5	23
Friday Night Lights Football (NEW)	12	8	20
LHS Summer Sports	101	68	169
Tennis lessons	10	1	11
Golf lessons	10	0	10
Outdoor Adventures	52	28	80
Teen Tuesday – Pool	10	3	13
Adult Kayak to Harpoon Fest	12	12	24
Granite State Track	24	20	44
Tennis	10	2	12
Soccer Camp	46	20	66
Couch to 5k	27	27	54
Swim Lessons, Sessions 2&3	100	30	130
Adult Softball	84	172	256
Throwing Club	5	0	5

## Parks Maintenance Project Updates:

Major Projects	Status
Historical Society / Info booth conversion	100%
Summer Sports Field Prep	Completed
Replacement garage	Quoted
Summer park maintenance	Ongoing
MRG Maintenance and Improvements	Ongoing
Pocket Park by tunnel improvements	95%

## Special Events:

Event	Estimated Attendance
4 <sup>th</sup> of July Celebration	4,300
Lebanon Farmers Market	When the weather is good, 2,500+ each night
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:

<b>Project</b>	<b>Status</b>
Timken playing fields	Conceptual design complete. CIP process.
Temporary Rec Office move	Completed
Storrs Hill LED Conversion	Abandoned. ROI is too low.
MRG amenities	Sign prototype completed.
Rusty Berring Skatepark lighting	Design phase. Fundraising 30%
Pool Diving well replastering	Bid awarded. Construction September.
Needs assessment	10% completed