

CITY OF LEBANON

MANAGER UPDATES

Month of January 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

- [ASSESSING](#)
- [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](#)

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	6	6

Highlights: Of the six sales that occurred in January, one was a single-family home, two were residential condos, one was a 32-unit apartment complex, one was for mixed retail/residential apartments in Lebanon village, and one was vacant industrial land on Labombard Road.

The Assessing staff continue to inspect properties with open building permits. This process will continue until May, until the tax bills are mailed out.

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$219,982.72	\$219,982.72	\$232,503.00
Dog Licenses	\$534.50	\$534.50	\$350.00
Vital Records	\$2,878.00	\$2,878.00	\$3,283.00

Highlights:

- During the month of January, the City Clerk scheduled demonstrations of three Records Management Systems for review by the RMS team.
- Preparations began for the March 12th Municipal Election. January 29th was the first day for the filing period (which ran through February 12th).

FIRE

January 2019	Current Month	Year to Date	Prior Year to Date
Fire	7	7	9
Rescue & Emergency Medical Calls	249	249	222
Hazardous Conditions	10	10	16
Service Calls	17	17	33
Good Intent Calls	33	33	23
False Alarms	29	29	39
TOTALS	345	345	342

Highlights:

- January 7 – personnel responded to Skylark Road for a cooking fire confined to an oven.
- January 10 – personnel responded to Hanover Street for a cooking fire caused by burnt food.
- January 12 – personnel responded to Enfield for a building fire.
- January 19 – personnel responded to Bank Street Ext for smoke in the house. Upon arrival and investigation personnel found an extinguished mattress fire.
- January 21 – personnel responded to Quechee, VT for a building fire.
- January 23 – personnel responded Mechanic Street for a motor vehicle fire.
- January 24 – personnel responded Mechanic Street for a motor vehicle fire.

Community Events

- Duty personnel conducted fire drills at all Lebanon Schools.
- Asst. Chief delivered a 1st Aid Class for a local Cub Scout Troop.

Total 2018 Fire Department Revenues = \$1,120,981.00

Department Revenue to Date: \$80,125.00

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 January 10.

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 January 10. The annual Point-In-Time count was conducted on January 23.

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 January 11. The group has a website: www.housingfirstuppervalley.com

Lebanon Shelter Working Group: A newly created task force to explore the need for a shelter in Lebanon. Met on January 9.

Hartford/Lebanon Continuum of Care: Monthly meeting to address Upper Valley issues regarding housing and homelessness (provides the link to the Balance of State Continuums in both VT and NH). Met on January 31.

NH Coalition to End Homelessness:

Lynne is a member of the Board of Directors for this statewide coalition. Met on January 22.

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on January 17.

Monthly In-Office Activity

Authorized Voucher Totals

	January 2019	January 2018
Rent Assistance	\$5,937.50	\$4,715.00
Security Deposit*	\$500.00	\$1,747.00
Motel Assistance**	\$997.35	\$602.77
Fuel Assistance	\$0.00	\$265.00
Cremation	\$1,000.00	\$0.00
Total	\$8,434.85	\$7,329.77

*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.

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

Assisted Cases

January 2019	14 cases involving 17 adults and 6 children
January 2018	11 cases involving 13 adults and 6 children

Notices Issued in January 2019

Rent/Security deposit	12
Motel	2
Fuel	0
Electric	0
Cremation	1
Denials	3
Pending Decisions	0
Applications Withdrawn	0
Sanctions	0

Contacts with clients in January 2019

Walk-Ins	42
Scheduled Appointments	22
Home Visits	0

Case Collaboration/Referrals in January 2019

While consistently striving to meet the essential needs of our clients, based on NH State Law and our Adopted General Assistance Program Guidelines, we, as a partner to our clients, continuously collaborate with area agencies and landlords to identify potential remedies to situations that incorporate resources outside of City Human Services operations. Available funding and scope of services of our local agencies are limited, but they all do what they can when we request their input and services. Some of these referrals result in joint assistance through Human Services, while others will be strictly agency-based.

Tri-County CAP (shelter)	4
Tri-County CAP (rent/security)	3
Tri-County CAP (fuel/electric)	3
LISTEN (housing)	1
LISTEN (fuel/electric)	1
LISTEN (discretionary funds)	2
Headrest	1
WISE	1
UVGEAR	1
NH DHHS (food stamps)	2
NH DHHS (cash assistance)	1
NH DHHS (Medicaid)	1

Reimbursement Received in January 2019 & YTD

	Client	SSI	Medicaid	Other Town***
January 2019	\$25.00	0	0	0
Year-to-Date	\$25.00	0	0	0

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

Liens in January 2019: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Traffic	22,187	22,187
In house computer use	2,451	2,451
Children's programs attendance	348	348
Number of meeting room bookings	174	174
Circulation of library held items	10,014	10,014
Circulation of ebooks and downloadable audiobooks	1,716	1,716

PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	15	16	\$36,687.04
Planning Board Applications	0	3	\$1,301.80
Zoning Board Applications	2	0	\$224.20
Totals	17	19	\$38,213.04

Inspection Activity	
Total inspections for the Month of January	183

Highlights:

- On January 26th, 2019, the Upper Valley Land Trust, the Lebanon Conservation Commission, and Suellen Balestra held a day of cross-country skiing and snowshoeing at the Balestra conserved farm lands. Over 25 people participated including traversing the groomed trails (Thank You Lebanon Park & Rec!), enjoying the scenic views, as well as the hot drinks and snacks that were provided! This was the inaugural event in the 2019 Wild About Lebanon series.
- Youth Bike-Walk Safety Instructor for Lebanon and Area Schools
Rebecca Owens from the Lebanon Planning Department has been certified as a "Youth Bike-Walk Safety Instructor" by the [Bike-Walk Alliance of New Hampshire](#) (BWANH) through a Train-the-Trainer class made possible by the

NH Department of Transportation's Safe Routes to School funding. Trainers gained instructional tools for supporting classroom education to youth on helmet and bike fittings, rules of the road, best practices for cycling, and similar concepts. Rebecca, who is the staff liaison to Lebanon's Pedestrian and Bicyclist Advisory Committee, is now certified to provide presentations to local schools. Using a curriculum developed by the League of American Bicyclists, certified instructors present a fun and informative 45-minute session about walking and bicycling safety. This indoor class can work for an entire assembly or a single classroom. Kids leave with a better understanding of NH laws, skills and techniques to keep them safe, and materials that can be shared at home. To learn more see <https://bwanh.org/education/learn-kids/> , and to schedule a session at your school, contact BWANH Bike Education Coordinator Leslie Thompson at Leslie@bwanh.org.

POLICE

January 2019

Dispatch Calls for Service	2539
Police Calls for Service	2263
Incident Based Reporting Calls	106
Traffic Crashes	84
Property Damage	41
With Injury (possible)	6
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	15
Parking Lot	19
Arrests	93
DWI Arrests	12
Motor Vehicle Stops	593
Warnings	634
Citations	18
Problem Oriented Policing Calls	32

Community Involvement

January 19, Coffee with a Cop was held at Starbucks.

January 30, the Lebanon Police Department and Fire Department sponsored an American Red Cross Blood Drive at the Courtyard Marriott.

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

PUBLIC WORKS

Solid Waste

Month: January	2019	2018
Landfill Facility Received	3,015 (tons)	3,020 (tons)
Wastewater Bio-solids Received	243 (tons)	322 (tons)
Leachate Generation & Pumping	429,583(gallons)	289,048 (gallons)

Recycling

During the Month of January, the following items were shipped to recycling markets: Mixed Plastics, Paper and Cardboard, Electronics and Fluorescent lamps

Water

Month: January	2019	2018
Water Treatment Plant-Production	46.317 MG	43.569 MG
Water Quality Complaints	0	
After Hours Calls	1	

Lab Highlights

- All required bacteria testing for January was completed and all results passed.
- UCMR4 testing was conducted; results look good.
- 2019 First quarter TTHM sampling resulted in low numbers; the result of being diligent in turning tanks over.

Equipment Repair/Maintenance

- The new backwash PRV vault was installed in early January. Final electrical and clean-up will take place in the spring.

Wastewater Treatment

Month: January	2019	2018
Treated	1.7539 MGD	1.6321 MGD
Solids Inventory	23,882 lbs.	30,549 lbs.

Operations highlights

- Had zero plant violations to our NPDES permit or SWPPP permit for January 2019.
- Treated 54,371,000 gallons of wastewater in January 2019.
- Treated 4,500 gallons of Septage in January 2019.
- Dewatered and delivered 157.82 wet tons of sludge to the landfill in January 2019.
- Effluent quality in January was extremely good. TSS average was 5.0 mg/L, and our BOD average was 9.0 mg/L.
- Completed Annual Sludge Volume report, Nitrogen Optimization report, Nine Minimum Controls report, Stormwater Pollution Prevention report and Hanover IMA report.
- Completed rebuild of #2 Raw Sewage Pump.
- Will be conducting trial process changes to involve taking more septage as part of an effort to create additional revenue.

Laboratory

- TKN testing and analyzing once per month.
- Phosphorus testing is now standard practice and will be conducting treatment process changes to maximize our removal efforts.
- Plant fully nitrifying, and process looks great with outstanding final effluent.
- Monthly BOD 9.0 mg/L.
- Turbidity of final effluent under 2.0 NTU.
- Effluent TSS is 5.0 mg/L.

Industrial Pretreatment Program

- We are conducting a review of the headworks loading that was submitted by Teton.
- Continued review of industrial discharge permits.
- Working on finalizing the IDP for Unifirst.
- Industry sampling is being conducted for all class 4 industries.
- Scheduled facility tours, and updated status of current permits for renewal.

Maintenance

Month: January	2019
Cemeteries & Park Maintenance	
Burials/Cremations	2 Cr./ 0 Full
Entombments	1
Grave/Trust Fund Sales	0 - GR/ 4 -TF
Grave Transfers	0
Winter Maintenance	6
Daily Checks of Parks/Clean Mall (Hrs)	263.5
Public Ways/Road Maintenance	
Potholes repaired (Hrs)	63.75
Basins/Ditches Cleaning (all)	131.75
Street Sweeping (Hrs)	0
Storms: Plow/Salt/Sand (Hrs)	1959.5
Trees Down (Hrs)	68.25
Sign repair/replace	9
Haul Snow	64.25
Mailbox Repair	172.5
Fleet Maintenance	
Diagnose & repair All fleet	116
State vehicle inspections All Fleet	0
Op Maint./Service and Preventative Maint. All Fleet	274.5

Engineering

CIP Projects

CSO#23-Contract #11 Bank Street Ext. (phase 1)-RD Edmunds (No Change)

- Waiting for punch list to be completed to close out project

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

- Contract in winter shut-down
- Joint meeting held on February 1, with Mascoma Street Bridge project. 2018-2019 schedule to be received November 19th
- Submitted and Working on loan reimbursements with NHDES
- Working on pay applications

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

- 90% plans received and being reviewed – also sent to NHDES for review
- Wetland application is being completed and revised
- Conservation meeting held on January 10th
- Working on Disbursement request

Mascoma Street Bridge

- Contractor ED Swett
- Pre-construction meeting held on February 1
- Utility meeting held on February 1
- Temporary utility pole set week of February 4th, for temporary transfer of underground utilities
- Consolidated will begin conduit transfers on February 18th
- Detour – with one-way traffic westbound across bridge with Eastbound traffic being routed by way of High Street (Detour in effect until late August 2019)
- Contractor is scheduled to begin bridge disassembling work February 18th
- Flyers and contacts made with businesses about the project

South Main Street Bridge Project (no Change)

- Peer review of Bridge alternatives completed and submitted to NHDOT
- NHDOT meeting was held on October 23rd, received feedback from the meeting and reviewing comments and working on response to DOT
- A meeting with consultant to go over comments
- A meeting will be set with NHDOT in February for response to comments
- Disbursement request and project update submitted to NHDOT

Sewer interceptor Project

- Working on Scope and fee, and on preliminary layouts for first phase of Sewer interceptor project

Mechanic Street Project (No Change)

- Draft agreement with NHDOT being re-reviewed at Front Office at NHDOT
- Waiting on the finalized agreement with NHDOT

Engineering General

- Reviewed and approved Building Permits and Planning Board Plans
- Meeting with Planning dept. on numerous applications
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction and planning projects
- Processed project disbursements and pay applications for CSO projects

- Engineering Group – Attended UNH stormwater classes -Jan 10th and Feb. 6th
- Working on Miracle Mile Bus Stop and sidewalk project
- Working on Modifications to the Excavation Permit

RECREATION & PARKS

Program Updates:

Program	Residents	Non-Residents	Total
Kindergarten Coed Basketball	Completed Saturday Feb 9		
1 st 2 nd Coed Basketball	Completed Saturday Feb 9		
3 rd 4 th Girls Basketball	Final Games Saturday Feb 16		
3 rd 4 th Boys Basketball	Final Games Saturday Feb 16		
Running Club Members – 2019	100	58	158
Feb 22-23 Quilters Retreat	5	2	7
Winter Romp & Stomp	21	10	31
Burke Ski Trip	12	2	14
Wallcrawlers Climbing Team	9	0	9
Savvy Senior Trips (Jan - Feb)	14	23	37
Open Gym Basketball	?	?	12/night
Open Gym Volleyball	?	?	16/night
Storrs Ski / Snowboard Lessons	151	38	189
Burke Downhill Trips	23	4	27
February Break Trips	21	2	23

Parks Maintenance Project Updates:

Major Projects	Status
Equipment winter maintenance	100%
Prepare for 20 Spencer St closure	70%
Pat Walsh Ice Rinks	100%
MRG Benches	10%
MRG Signage	0%
Trail Grooming	ongoing

Special Events:

Event	Estimated Attendance
Full Moon Fiesta	300
Smores Skating Party	140

Capital Project Updates:

Project	Status
3 Seminary Hill Renovation	2%
Timken Lower Meadows Playing Fields	1%
Skatepark Lighting	10%