

CITY OF LEBANON MANAGER UPDATES Month of March 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

March 2019	2019 Year to Date	2018 Year to Date
Enplanements	2038	2094
Aircraft Operations	2345	Unknown
Airport Expenses	\$363,913	\$352,571
Airport Revenue	\$434,919	\$532,393

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.	Project scoping meeting scheduled for April 4 th . FAA Grant Application due no later than June 1 st .
PFC (Terminal HVAC)	Project engineering in progress to re-bid as separate projects.	Bid to be released 4/17/2019
AIP-Snowblower	Blower is complete as of March 15 th .	Pre-delivery inspection in early April 23.
Snow Equipment Building	Re-design complete as of March 5 th .	Awaiting bid from Engineering Firm – Early April FAA Grant application due by May 1 st

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	21	34
Number of Property Inspections	75	248

Highlights: Of the twenty-one sales that occurred in March, nine were single-family homes, five were residential condos, three were mobile homes, two 2-family dwellings, and two were small commercial properties.

The Assessing staff continues 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	\$214,017.28	\$620,953.88	\$631,829.00
Dog Licenses	\$500.50	\$1,363.00	\$1,457.00
Vital Records	\$2,727.00	\$9,002.00	\$8,846.00

Highlights:

- The Clerk’s Department Citizens Academy presentation was held on March 7th. City Clerk Allard and Deputy Clerk Kenniston did the presentation.
- The City/School Election was held on March 12th.
- City Clerk Allard celebrated her 29th year anniversary of her employment and service to the City of Lebanon on March 26th.
- Deputy City Clerk Kristin Kenniston received her CMC (Certified Municipal Clerk) designation through the IIMC (International Institute of Municipal Clerks this month. Special congratulations to Kristin on this significant achievement.

FIRE

March 2019	Current Month	Year to Date	Prior Year to Date
Fire	4	21	20
Rescue & Emergency Medical Calls	258	734	684
Hazardous Conditions	5	21	26
Service Calls	12	44	61
Good Intent Calls	19	74	68
False Alarms	30	76	79
TOTALS	328	970	938

Highlights:

- March 2 – personnel responded Mutual Aid to Norwich, VT for a Building Fire.
- March 4 – personnel responded the Lebanon Landfill for a small trash fire.
- March 9 – personnel responded Mascoma Street for a cooking fire.
- March 28 – personnel responded South Main Street for a fire on the front porch.

Community Events

- Department hosted EMT & Paramedic students for ambulance ride-a-longs.
- Department personnel conducted Fire Drills in the Lebanon Schools.

Department Revenue to Date: \$239,628

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 March 14. Assistant Human Services Director Julie Kowalski Stavrou has been attending these meetings.

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 March 7.

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 March 8. 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 March 7.

Hartford/Lebanon Continuum of Care: Monthly meeting to address Upper Valley issues regarding housing and homelessness. Met on March 28.

NH Balance of State Continuum of Care: Bimonthly meeting to address NH issues regarding housing and homelessness. Hosted by NH Bureau of Housing Supports. Met on March 12.

NH Coalition to End Homelessness: Lynne is a member of the Board of Directors for this statewide coalition. Met on March 12.

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on March 21.

Monthly In-Office Activity

Authorized Voucher Totals

	March 2019	March 2018
Rent Assistance	\$2,906.00	\$3,770.00
Security Deposit*	\$1,165.00	\$75.00
Motel Assistance**	\$1,680.89	\$909.70
Electric Assistance	\$356.09	\$160.00
Fuel Assistance	\$431.93	\$0.00
Total	\$6,539.91	\$4,914.70
Year-to-Date	\$20,209.54	N/A

*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

March 2019	13 cases involving 16 adults and 7 children
March 2018	12 cases involving 16 adults and 7 children

Notices Issued in March 2019 vs 2018

Rent/Security deposit	12	13
Motel	3	3
Fuel	1	0
Electric	1	1
Denials	3	3
Pending Decisions	1	1
Applications Withdrawn	0	0
Sanctions	0	0

Contacts with clients in March 2019 vs 2018

Walk-Ins	43	24
Scheduled Appointments	28	26
Home Visits	0	0

Case Collaboration/Referrals in March 2019

Tri-County CAP (shelter)	3
Tri-County CAP (rent/security)	3
Tri-County CAP (fuel/electric)	7
LISTEN (housing)	3
LISTEN (fuel/electric)	1
LISTEN (food)	1
LISTEN (discretionary funds)	1
Haven (shelter)	3
Haven (housing)	3
Haven (discretionary funds)	1
NH DHHS (food stamps)	4
NH DHHS (cash assistance)	1
NH DHHS (Medicaid)	1
Senior Center/Service Link	1
WISE	1
Catholic Charities	1

Reimbursement Received in March 2019 & YTD

	Client	SSI	Medicaid	Other Town***
March 2019	\$25.00	0	0	0
Year-to-Date	\$950.00	0	0	0

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

Liens in March 2019: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Traffic	16,093	51,360
In house computer use	2,782	7,640
Children's programs attendance	271	963
Number of meeting room bookings	126	465
Circulation of library held items	10,388	30,533
Circulation of ebooks and downloadable audiobooks	1,744	4,694

PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	9	23	\$49,385.32
Planning Board Applications	1	2	\$1,164.00
Zoning Board Applications	0	1	\$263.00
Totals	<i>10</i>	<i>26</i>	<i>\$50,812.32</i>

Inspection Activity	
Total inspections for the Month of March	186

Highlights:

On March 11, 2019, the Lebanon Conservation Commission, held a Hike (or Snowshoe) at Signal Hill. This was to celebrate the returning of the light with a hike the day after Daylight Savings Time began. The hike was on old logging roads that went uphill to beautiful overlooks, through two large fields and dense pine woods to a clearing that affords views of Croydon Mountain, Mount Ascutney, and Blueberry Hill. This hike is part of the 2019 Wild About Lebanon series.

POLICE

March 1-31

Dispatch Calls for Service	2739
Police Calls for Service	2470
Incident Based Reporting Calls	75
Traffic Crashes	74
Property Damage	38
With Injury (possible)	7
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	20
Parking Lot	22
Arrests	117
DWI Arrests	11
Motor Vehicle Stops	690
Warnings	724
Citations	33
Problem Oriented Policing Calls	16

Community Involvement

On March 2, the Aspire Group from the Special Needs Support Center visited the Police Department. Children, parents, and volunteers took a tour of the building, sat in and learned about police vehicles, met several Officers and K9 Kyimba, and had pizza with the Officers.

During the week of March 14, 2019, Lebanon Police Officers visited Mount Lebanon School and read to the students for Reading Week.

On March 21, Coffee with a Cop was held at Maplefields.

On March 21, Lebanon Citizen Academy participants joined the Lebanon Police Department to gain insight into what police officers do every day. During the session, they got to interact with the officers, learn the operations of the department, and tour the facility.

On March 26, Officer Parthum attended an AllTogether substance abuse networking luncheon and spoke with numerous substance abuse treatment partners in the Upper Valley.

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: March	2019	2018
Landfill Facility Received	2,897 (tons)	2,809 (tons)
Wastewater Bio-solids Received	282 (tons)	421 (tons)
Leachate Generation & Pumping	452,908 (gallons)	281,822 (gallons)

Recycling

- During the Month of February, the following items were shipped to recycling markets:
 - Paper and Cardboard
 - Scrap Metal
 - Freon-Containing Units
 - Electronic Waste

Other

- Jay Cairelli, Assistant DPW Director and Marc Morgan, Solid Waste Manager attended a public hearing hosted by the NH Department of Environmental Services focused on new rules for the emerging contaminant; PFAS.
- Marc Morgan participated in a "Trash Talk" organized by the Connecticut River Conservancy. The session focused on trash/litter that is impacting the river.
- Marc Morgan spoke at a Advanced Placement Environmental Science class at the Lebanon High School. Topics discussed included waste impacts on the environmental, global recycling markets and regulations for management our waste.
- Marc Morgan spoke with the Norwich Congregational Church's Climate Action Group. Discussion focused on "recycling right" and local options for reducing waste.
- Marc Morgan attended the Environmental Business Council annual meeting. During this meeting, vendors present innovative waste management techniques and new State regulations are presented.

Water

Month: March	2019	2018
Water Treatment Plant-Production	43.1 MG	41.8 MG
Water Quality Complaints	1 (Related to dirty water)	
After Hours Calls	2	

Water Treatment Plant

- We had a meeting with Dufresne Group on the 90% plans for the water plant project.
- The annual CCR ([consumer confidence report](#)) was put out it can be found on the city website. Or by calling the water plant for a mailed copy.

Lab Highlights

- All required bacteria testing for March was completed and all results passed.
- All other required testing was completed.

Equipment Repair/Maintenance

- The tablet chlorinators were cleaned and rebuilt to make one good unit.
- The new tablet chlorinator bought to replace one of the older units is now being installed.
- The surface wash control valves were rebuilt.
- The new Fluoride feed pumps have been installed and are running well.

Wastewater Treatment

Month: March	2019	2018
Treated	1.7659 MGD	1.9303 MGD
Solids Inventory	22,899 lbs.	24,329 lbs.

Operations highlights

- Had zero plant violations to our NPDES permit or SWPPP permit for March.
- Lebanon Wastewater treated 54,742,600 gallons of wastewater in March.
- Lebanon Wastewater treated 38,700 gallons of Septage in March.
- Lebanon Wastewater dewatered and delivered 190.19 wet tons of sludge to the landfill in March.
- Effluent quality in was extremely good. TSS average was 5.0 mg/L, and our BOD average was 9.0 mg/L.
- Lebanon Wastewater was recently recognized as being #2 in the State of New Hampshire for kWh of electricity used per Lb. of BOD removed during treatment.

- New grinder, wetwell valve and pump to be installed at RT.12-A pump station
- New process DO, pH and ORP probes to be installed.
- Ortho and Total Phosphorus trial study still underway. We will be trying to treat biologically to remove Phosphorus from the waste stream within a few weeks.
- Tom Carter the wastewater treatment plant mechanic has been an employee of the city of Lebanon for 30 years in March!

Laboratory

- TKN testing and analyzing once per week.
- 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 3-4 NTU.
- Effluent TSS is 5.0 mg/L.
- Chlorinated RAS to combat filamentous bacteria that has been growing in our process due to low nutrients in the waste stream.

Industrial Pretreatment Program

- PFAS sampling was conducted at all class 1 industries as well as a domestic background sample. Most results were non- detect for PFAS and PFOS.
- 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.

Maintenance

Month: March	2019
Cemeteries & Park Maintenance	
Burials/Cremations	1 Full / 1 Cremation
Entombments	0
Grave/Trust Fund Sales	4-GR / 4 -TF
Grave Transfers	0
Winter Maintenance (Hrs)	15
Daily Checks of Parks/Clean Mall (Hrs)	93
Public Ways/Road Maintenance	
Potholes repaired (Hrs)	279.5
Basins/Ditches Cleaning (all) (Hrs)	120.75
Street Sweeping (Hrs)	0
Storms: Plow/Salt/Sand (Hrs)	612

Trees Down (Hrs)	74
Sign repair/replace	15
Haul Snow	101.75
Mailbox Repair	22
Fleet Maintenance	
Diagnose & repair All fleet	141.25
State vehicle inspections All Fleet	0
Op Maint./Service and Preventative Maint. All Fleet	345.25

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

- Start-up Construction scheduled to begin the week of April 1st with temporary water being placed on Mason and Guyer. Rock Excavation has begun with hammer method until the blasting permit and submittals have been approved.
- Blasting notices went out to residents and door knockers were placed on individual homes and doors as well.
- Pre-Blast Surveys were conducted in a 500' radius of the proposed blasting.
- Letters of the start of the project and a 2019 schedule was mailed to the residents/owners of the CSO#11 project Area.
- Working on loan reimbursements with NHDES
- Blasting meeting was held with WP, Fire, Police, the Contractor and the Contractor's Blaster and Pre-blast videographer on April 2nd
- Start-up and monthly kick off meeting with WP, City, Contractor and NHDES occurred on April 10th

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

- Draft 100% plans received also sent to NHDES for review- City and DES commented
- Wetland application comments were addressed
- ER review public notice is still underway- no comments have been received
- Design review meeting held on March 7th to go over City comments with consultant
- Plans submitted to Fire, Planning, Ped/Bike for feedback

- Meeting with Public/Businesses on Mechanic Street April 4th
- 100% Draft Plan Presentation and Community Conversation meeting held on April 4th in Council Chambers

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 late August 2019)
- Contractor is beginning bridge disassembling work on March 5th
- Consolidated began work on Feb. 18th
- Flyers and contacts made with businesses that abut the project
- Weekly meetings being held
- Additional Asbestos conduit in the sidewalk so extra time was required to safely remove the pipe
- Bridge Decking and Girders for ½ Bridge has been removed

South Main Street Bridge Project (no Change)

- Peer review of Bridge alternatives completed and submitted to NHDOT
- A meeting was held with NHDOT on March 12th, for response to comments
- Draft Minutes were submitted for comment and to continue with the work required before moving the project to the front office for the waiver request

Sewer interceptor Project

- Contract in place
- Environmental review submitted
- Loan secured

Mechanic Street Project (No Change)

- Draft agreement with NHDOT being re-reviewed at Front Office at NHDOT
- NH DOT is changing the agreement again, so a new agreement will be sent to the City for concurrence

Engineering General

- Reviewed and approved Building Permits and Planning Board Development Plans
- Met with the Planning Department on numerous applications
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction and planning applications
- Engineering Group – Attended UNH stormwater classes
- Working on Miracle Mile bus stop and sidewalk project
- Working on the proposed changes for Chapter 181

- Attended Safe Transportation for Pedestrian Workshop
- By pass pumping and TVing of Mechanic Street line from Terrace view to siphon

RECREATION & PARKS

Program Updates:

Program	Residents	Non-Residents	Total
Running Club Membership	62	157	219
Savvy Senior Trips	36	38	74
Romp and Stomp	23	5	28
Wallcrawlers Team	12	1	13
Open gym basketball			12/night
April Break Trips	43	14	57
After School adventure – ForeU	8	0	8
1-2 Coed Lax	24	3	27
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	26	11	37
Jr. Golf	2	2	4
Intro to Belly Dancing	3	0	3
Couch to 5k	26	21	47

Parks Maintenance Project Updates:

Major Projects	Status
Cleaning up Ice Rinks	50%
Tree Pruning	Completed
Tree Planting	April 26
Seasonal Hiring	1 of 2 hired
Spring Sports Field Prep	Just beginning

Special Events:

Event	Estimated Attendance
Shamrock Shuffle 5k	973 runners. 500 spectators
Shamrock Shuffle Funrun	200
Lebanon Food Truck Festival	June 21,22: 211 tickets sold
Community Clean Up Day	May 4
Boston Red Sox trip	May 19
Bike Rodeo	June 1
Curb the Car Day	May 17
Lebanon Farmers Market	Begins May 16
Injury Prevention Clinic	April 9

Capital Project Updates:

Project	Status
Timken playing fields	Currently in design phase. Presenting to Timken April 25
Temporary Rec Office move	Location determined
Storrs Hill LED Conversion	Inventory complete. Getting cost estimate.
MRG amenities	Planning APD connector trail. Designing signage.
Rusty Berring Skatepark lighting	Design phase. Beginning fundraising.
Pool Diving well replastering	Bid awarded. Construction September.
Needs assessment	Planning late Spring.