

# CITY OF LEBANON

## MANAGER UPDATES

### Month of May 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>May 2019</b>	2019 Year to Date	2018 Year to Date
Enplanements	3,768	3,832
Aircraft Operations	11,222	Unknown
Airport Expenses	\$654,612	\$643,082
Airport Revenue	\$712,906	\$652,350

## Airport Projects

<b>Project</b>	<b>Tasks to Date</b>	<b>Tasks Remaining</b>
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 <sup>th</sup> . FAA Grant Application due no later than June 1 <sup>st</sup> . FAA Grant applied for May 31 <sup>st</sup> . Estimated award date: July 2019
PFC (Terminal HVAC)	Project engineering in progress to re-bid as separate projects.	Project out to bid May 3 <sup>rd</sup> . Bids due May 23 <sup>rd</sup> One bidder responded – evaluating options
Snow Equipment Building	Re-design complete as of March 5 <sup>th</sup> .	Awaiting bid from Engineering Firm – Early April. Construction bids due June 21 <sup>st</sup> .
Airport Leases	Lebanon Hanger Associates – lease completed & signed April 26, 2019.  Granite Air – still negotiating terms.  Restaurant Space – draft lease under legal review as of May 31 <sup>st</sup> .	Calculate back rent due – May 15, 2019.  Next Meeting – Working on language for a tentative agreement

# ASSESSING

	Month to Date	Year to Date
Number of Property Sales	45	97
Number of Property Inspections	15	408

Highlights: There were 45 valid property transfers in May. Twenty-seven transfers were single-family homes, ten were residential condos, three were mobile homes, three were small multi-family dwellings, and two were vacant residential land.

# CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$260,372.68	\$1,180,145.20	\$1,153,408.51
Dog Licenses	\$1,212.50	\$7,572.00	\$7,976.50
Vital Records	\$2,739.00	\$14,609.00	\$15,111.00

Highlights:

- Staff participated in several training events in May.
- May continued to be busy with dog licensing. Staff prepared the Civil Forfeiture warrant for any remaining delinquent dog licenses. Notices were scheduled to be sent out June 6<sup>th</sup> by certified mail.
- Due to a temporary staffing shortage, remaining staff worked extra hours to ensure the department’s primary work was able to be accomplished.
- City Clerk sworn in Benjamin Bailey as Lebanon’s newest Police Officer on May 28<sup>th</sup>.

# FIRE

	Current Month	Year to Date	Prior Year to Date
Fire	12	43	37
Rescue & Emergency Medical Calls	222	1,219	1,083
Hazardous Conditions	2	32	46
Service Calls	23	75	101
Good Intent Calls	19	111	104
False Alarms	16	103	156
<b>TOTALS</b>	<b>295</b>	<b>1,584</b>	<b>1,527</b>

## Highlights:

- May 8 – Dartmouth College Highway for a motor vehicle fire.
- May 8 – Etna Road for a brush fire.
- May 11 – mutual aid to Quechee, VT for a building fire.
- May 12 – North Park Street for a small cooking fire.
- May 17 – Bank Street for a cooking fire.
- May 17 – Lily Lane for a cooking fire.
- May 19 – 250 Plainfield Road for a small brush fire.
- May 19 – 285 Plainfield Road for a small brush fire.
- May 20 – Jenkins Road for a cooking fire.
- May 24 – 280 Plainfield Road for a brush fire.
- May 26 – DHMC for a smoke detector activation caused by burnt food.

## Community Events

- Department personnel participated in the Memorial Day Parade.
- Personnel conducted Fire Extinguisher Training for local businesses.
- Department hosted several Paramedic and DHMC ED Residents for ambulance ride-a-longs.

Department Revenue to Date: \$445,550

# 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 May 9.

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 May 2. Homeless outreach was conducted on May 31.

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 May 10. 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. Did not meet in May.

Hartford/Lebanon Continuum of Care: Monthly meeting to address Upper Valley issues regarding housing and homelessness. Met on May 30.

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 May 14 but Lynne was unable to attend due to a mandatory training.

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

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on May 16 but Lynne was unable to attend due to a mandatory training.

## **Workshops & Training Seminars**

Upper Valley Town Welfare/Service Officers Symposium on May 1.

Incident Command System Training on May 14 and 16.

**Monthly In-Office Activity**

**Authorized Voucher Totals**

	<b>May 2019</b>	<b>May 2018</b>
<b>Rent Assistance</b>	\$2,045.00	\$3,841.00
<b>Security Deposit*</b>	\$0.00	\$1,100.00
<b>Motel Assistance**</b>	\$0.00	\$1,073.56
<b>Fuel Assistance</b>	\$339.09	\$0.00
<b>Electric Assistance</b>	\$0.00	\$58.89
<b>Cremation</b>	\$0.00	\$1,000.00
<b>Shelter Sponsorship</b>	\$600.00	\$0.00
<b>Total</b>	\$2,984.09	\$7,073.45
<b>Year-to-Date</b>	\$26,795.94	

*\*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**

<b>May 2019</b>	8 cases involving 9 adults and 2 children
<b>May 2018</b>	12 cases involving 15 adults and 7 children

**Notices Issued in May 2019 vs 2018**

Rent/Security deposit	8	9
Motel	0	4
Fuel	1	0
Electric	0	1
Cremation	0	1
Shelter sponsorship	1	0
Denials	0	3

Pending Decisions	1	0
Applications Withdrawn	1	0
Sanctions	0	0

**Contacts with clients in May 2019 vs 2018**

Walk-Ins	29	37
Scheduled Appointments	22	19
Home Visits	0	0

**Case Collaboration/Referrals in May 2019**

<b>Tri-County CAP (shelter)</b>	3
<b>Tri-County CAP (rent/security)</b>	3
<b>Tri-County CAP (fuel/electric)</b>	0
<b>LISTEN (housing)</b>	4
<b>LISTEN (fuel/electric)</b>	1
<b>LISTEN (food)</b>	0
<b>LISTEN (discretionary funds)</b>	2
<b>Haven (shelter)</b>	1
<b>Haven (housing)</b>	4
<b>Haven (food)</b>	0
<b>Haven (discretionary funds)</b>	0
<b>NH DHHS (food stamps)</b>	1
<b>NH DHHS (cash assistance)</b>	1
<b>NH DHHS (Medicaid)</b>	1
<b>NH Employment Security</b>	1
<b>Senior Center/Service Link</b>	2
<b>Headrest</b>	1
<b>Good Neighbor Health Clinics</b>	1
<b>Other Town Welfare Offices</b>	2

**Reimbursement Received in May 2019 & YTD**

	<b>Client</b>	<b>SSI</b>	<b>Medicaid</b>	<b>Other Town***</b>
<b>May 2019</b>	\$25.00	0	0	0
<b>Year-to-Date</b>	\$975.00	0	0	0

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

**Liens in May 2019:** Issued=0 Discharged=0

## LIBRARY

	<b>Month</b>	<b>YTD</b>
Traffic	17,375	86,347
In house computer use	3,022	13,612
Number of meeting room bookings	181	816
Circulation of library held items	10,061	50,129
Circulation of ebooks and downloadable audiobooks	1,887	8,368

## PLANNING & DEVELOPMENT

<b>Permit/Applications</b>	<b>Residential</b>	<b>Commercial</b>	<b>Fees Collected</b>
Building Permits	18	13	\$14,976.17
Planning Board Applications	0	3	\$144
Zoning Board Applications	1	2	\$705
<b>Totals</b>	<b>19</b>	<b>18</b>	<b>\$15,825.17</b>

<b>Inspection Activity</b>	
Total inspections for the Month of May	288

# POLICE

**May 2019**

Dispatch Calls for Service	2,719
Police Calls for Service	2,485
Incident Based Reporting Calls	84
Traffic Crashes	67
Property Damage	26
With Injury (possible)	5
Involving Bicycle or Pedestrian	3
Referred to Outside Agency	0
Hit and Run	14
Parking Lot	27
Arrests	108
DWI Arrests	6
Motor Vehicle Stops	477
Warnings	503
Citations	15
Problem Oriented Policing Calls	6

## **Community Involvement**

On May 16<sup>th</sup> Coffee with a Cop was held at the Upper Valley Senior Center.

On May 18<sup>th</sup> the 11<sup>th</sup> Annual K9 Awareness Day was held at West Lebanon Feed and Supply.

On May 22<sup>nd</sup> School Resource Officer Greg Parthum and a Driver's Education Instructor handed out candy to Lebanon High School students who were wearing seatbelts.

The Lebanon Police Department held two Rape Aggression Defense (RAD) courses for the public, 4/24-5/4 and 5/22-6/1.

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

<b>Month: May</b>	<b>2019</b>	<b>2018</b>
Landfill Facility Received	3,718 (tons)	3,847 (tons)
Wastewater Bio-solids Received	376 (tons)	361 (tons)
Leachate Generation & Pumping	593,856 (gallons)	255,669 (gallons)

## Recycling

- During May 2019, the following items were shipped to recycling markets:
  - Paper and Cardboard
  - Scrap Metal
  - Freon-Containing Units
  - Electronic Waste
  - Tires

## Other

- Marc Morgan presented at meeting with the Hanover Consumer Cooperative (Lebanon Food Coop) about reuse opportunities in the Upper Valley. The group will be working on researching opportunities for waste reduction through changing purchasing practices, workshops and outreach.
- Solid Waste Division staff received Fire Extinguisher training from the Lebanon Fire Department.
- On May 11<sup>th</sup>, the City of Lebanon and the Upper Valley Lake Sunapee RPC hosted a household hazardous waste event at the Lebanon High School. Approximately 180 households attended.
- On May 20<sup>th</sup>, Marc Morgan was honored to be presented with the Environmental Stewardship award by NH the Beautiful at the Annual Northeast Resource Recovery Association Recycling Conference.
- Marc, Jay Cairelli, and Jim Donison met with NHDES; Waste Division to discuss future expansion of the Lebanon landfill.

## Water

<b>Month: May</b>	<b>2019</b>	<b>2018</b>
Water Treatment Plant-Production	45.9 MG	44.2 MG
Water Quality Complaints	Several due to water main flushing and CSO work	

## Lab Highlights

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

### Equipment Repair/Maintenance

- The South sedimentation basin was cleaned and serviced no major deficiencies noted.
- The new backwash PRV vault installed in January is doing fine. A few punch list items left to do.
- Yearly calibrations are all done except one, with no problems found.

### Wastewater Treatment

<b>Month: May</b>	<b>2019</b>	<b>2018</b>
Treated	2.41 MGD	1.85 MGD
Solids Inventory	18,020 lbs.	19,093 lbs.

### Operations highlights

- Zero plant violations to our NPDES permit or SWPPP permit for May.
- Treated 74,667,000 gallons of wastewater.
- Treated 223,150 gallons of Septage; our biggest month for septage receiving ever.
- Dewatered and delivered 282.57 wet tons of sludge to the landfill.
- Effluent quality in May was very good; TSS average was 5.0 mg/L, and BOD average was 11.0 mg/L.
- We have hired a second operator and are fully staffed.
- Continued pre-planning and data collection being conducted to help implement our asset management program.
- Ortho and total Phosphorus trial study still underway. We are starting to treat biologically and are investigating treatment of side stream flows.
- Scada system upgrade at Rt. 12A pump station completed allowing access to the pump station remotely from a laptop or wireless device.
- Installed a grinder at Rt. 12A pump station to eliminate manual basket cleaning and ensure pump efficiency.
- Continue to receive a lot of added flow because of the everlasting wet, rainy conditions; daily average flow is over 0.5 MGD higher than in 2018.

### 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.
- Monthly BOD 11.0 mg/L.
- Turbidity of final effluent 2-3 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: May</b>	<b>2019</b>
<b>Cemeteries &amp; Park Maintenance</b>	
Burials/Cremations	2 Full / 8 Cremations
Foundations	3
Place Grass Marker	1
Daily checks of parks / clean Mall	15.5 hrs
<b>Public Ways/Road Maintenance</b>	
Potholes repaired (WO#7216)	134.5 hrs
Basins/Ditches Cleaning (all)	17.5 hrs
Street Sweeping (including Sidewalks)	318 hrs
Trees Down	28.25 hrs
Sign repair/replace	31.05 hrs
<b>Fleet Maintenance</b>	
Diagnose & Repair	141.25 hrs
Op. Maint/Service & Preventative Maintenance	88.5 hrs

**Engineering**

**CIP Projects**

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

- Punch list to be completed and closing 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 1<sup>st</sup>
- Working on upper west street sewer complete and water installation in process
- Re worked curbing on lower west street
- Cameron St, upper Guyer street- all utilities are complete and the street is ready for box-cut and gravels installation
- Mason street utilities- complete and box cut and gravels installed from granite to young, Bliss- same
- Blacksmith all loaming and seeding complete
- Mechanic street, loaming and hydroseeding completed from Blacksmith to High street intersection

- High street- Loaming, removed sections of sidewalk for replacement. Removed temp paving and based in driveways and walkways (still in process)
- Meetings with residents on project finish work in front of homes
- Clean up has begun on some of the streets and in residents' yards
- Project walk through with contractor
- Curbing walk through with contractor
- Working on loan reimbursements with NHDES
- Weekly construction meetings held with Contractor and City, and Reps.

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

- Project out to Bid on June 11<sup>th</sup>
- Prebid meeting set for June 26<sup>th</sup> at 10 am
- Bid opening scheduled for July 12<sup>th</sup> at 10 am
- Draft 100% plans received also sent to NHDES for review- City and DES commented
- Wetland application comments were addressed
- ER review public notice has been completed
- AOT submitted- 45 -50 days for turnaround

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)
- Deck poured on June 6<sup>th</sup>
- Steel girders set the week of May 13<sup>th</sup>
- Water main installed week of June 3<sup>rd</sup>. Watermain did not pass leak test, reinstalled and passed all testing
- Coordinating with Utility companies for conduits and poles

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; Completed borings and picking up survey; Environmental review submitted; Loan secured; Conference call with consultant and moving forward

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 Development Plans
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction and planning applications
- Engineering Tech attended GIS classes week of June 3
- Working on Miracle Mile Bus Stop and sidewalk project
- Working on the proposed changes for Chapter 181
- Attended NHPWA tech meeting and board meetings
- 2020 CIP
- Excavation permit
- Estabrook Circle project

# RECREATION & PARKS

Program Updates:

<b>Program</b>	<b>Residents</b>	<b>Non-Residents</b>	<b>Total</b>
Running Club Membership	64	184	248
Savvy Senior Trips	24	20	44
Romp and Stomp	23	5	28
Wallcrawlers Team	12	1	13
Open gym basketball			12/night
1-2 Coed Lax	31	4	35
3 <sup>rd</sup> 4 <sup>th</sup> Boys Lax	8	5	13
3 <sup>rd</sup> 4 <sup>th</sup> Girls Lax	5	6	11
5 <sup>th</sup> 6 <sup>th</sup> Boys Lax	10	9	19
5 <sup>th</sup> 6 <sup>th</sup> Girls Lax	7	14	21
7 <sup>th</sup> 8 <sup>th</sup> Boys Lax	8	11	19
7 <sup>th</sup> 8 <sup>th</sup> Girls Lax	3	23	26
3 <sup>rd</sup> 4 <sup>th</sup> Girls Softball	9	2	11
5 <sup>th</sup> 6 <sup>th</sup> Girls Softball	20	0	20
5 <sup>th</sup> – 8 <sup>th</sup> Coed Track	27	11	38
Granite State Track	24	20	44
Jr. Golf	3	2	5

Couch to 5k	27	27	54
Wednesdays Rail Trail Strolls	5	0	5
Adult Softball	79	145	224
YOLO: Horseback riding	3	5	8

Parks Maintenance Project Updates:

<b>Major Projects</b>	<b>Status</b>
Tree Pruning	Completed
Tree Planting	Completed
Seasonal Hiring	Completed
Spring Sports Field Prep	Completed
Pool Preparations	95%
Info Booth repairs	90%
Summer park maintenance	Ongoing

Special Events:

<b>Event</b>	<b>Estimated Attendance</b>
Lebanon Food Truck Festival	June 21, 22: 1,000 tickets sold
Community Clean Up Day	100+ volunteers
Boston Red Sox trip	Sold out
Lebanon Farmers Market	When the weather is good, excellent attendance
Dirty 5k	90

Capital Project Updates:

<b>Project</b>	<b>Status</b>
Timken playing fields	Conceptual design complete. CIP process.
Temporary Rec Office move	River Valley Community College
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	Planning early summer.