

CITY OF LEBANON MANAGER UPDATES January 3, 2018

City Manager Updates are bi-weekly 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 each 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

Activities:

Work continues on leases for terminal building space to review the highest and best use of airport properties and to assist in securing those uses at the airport in the form of a lease. The Airport solicited real estate brokers for the north portion of the terminal, with no brokerage firms responding. There has been interest expressed by one party in leasing the previous “restaurant area” of the terminal. The airport has secured the services of a real estate broker to advise the City on the “restaurant area”.

The airport has forwarded a draft land lease revision to Granite Air Center at the North Ramp and Lebanon Hangar Associates at the South Ramp; received preliminary comments from both. Continuing work negotiating terms for operating agreement at the North Ramp, South Ramp, and Executive Ramp. Granite Air – Airport Road and Granite Air – Executive Ramp and the Lebanon Hangar lease are expected to be signed early in 2018.

The airport has reviewed plans for revising land use determinations and zoning designations of the easterly portions of airport property, and is concerned about limiting the revenue-generating potential of these parcels.

Cape Air reduced fares on selected seats to/from Lebanon Airport service to \$49 to Boston and \$99 to White Plains/Manhattan for travel before the end of the year. Cape Air and the Lebanon Airport reached the goal of 10,000 annual enplanements (airline passengers departing LEB) for the 6th year in a row. Reaching the 10,000-enplanement threshold means the LEB airport FAA Airport Improvement Program (AIP) entitlement for 2019 for the 6th year in a row will be \$1,000,000 instead of \$150,000.

On December 9th, Cape Air and the LEB Airport hosted three Cape Air “familiarization flights” where Upper Valley residents, media, and officials boarded three Cape Air flights around the Upper Valley. The press coverage and good passenger experiences made the event a success.

Projects:

- Follow-up work on the Airport Property Study will include submitting several requests for FAA releases of airport property and filing several documents with the Registry of Deeds. There was discussion as to whether to field survey the airport boundaries or just those areas where there are known/expected discrepancies. The intent is to prepare subdivision plans for leased premises for land leases.

- Construction of a 2,000-gallon above-ground diesel tank to replace an underground system will be complete in January. The project has been inspected by NHDES and installation of three signs and a warning light system remains. Expect to obtain a NHDES permit for use in January. Removal of the existing underground system will be done soon after the above-ground system is operational, weather permitting.
- AIP-53: Reconstruct Taxiway B – East, has been substantially completed receiving final inspection on December 20th and project closeout in January.
- AIP-54: We will be completing Americans With Disabilities (ADA) improvements to the terminal building area (parking lot and building). Design completed. Have executed engineering and construction contracts, with construction of improvements in the Spring.
- AIP-55: In 2017, the airport completed obstruction removal project to include relocating the security fence to the new tree line, and placing rocks for the airside service road, south of Runway 7-25. The project has been substantially completed. Final project inspection was on December 20th with project closeout in January.
- AIP-56: Evaluating the 2012 Runway Safety Area Environmental Assessment for the present scaled-down Runway Safety Area improvement depicted on the Airport Layout Plan. Work also includes review of certain taxiway locations termed “problematic geometry” by the FAA. Will execute contracts in early-January.
- AIP-57: This project will be the foundation for the subsequent completion of the Runway 18-36 Runway Safety Area design and permitting efforts in 2018, and mitigation and construction in 2019. Executed consultant contracts in late-December.
- Snow Removal Equipment Building. Working with consultant, FAA, and NHDOT on a scaled-down version of the design product from AIP-48, so FAA will agree to fund the construction. This was proposed and accepted as a 2018 CIP project.
- Working with Lebanon Police Department on a project to create a Police Dog Training Facility at the Police Department site. Submitted maps to FAA for their preliminary review of converting this section of airport property from aviation use to non-aviation use. FAA-Airports gave preliminary review and need to process through the FAA obstruction review.

Airline & Aircraft Operations:

- December 2017 enplanements of 871 were the highest since 2000, 30.8% higher than 2015 and 3.3% higher than 2016.
- December 2017 Year to Date enplanements of 10,249 are the highest since 2014, 1.3% higher than 2015 and 1.7% higher than 2016.
- Fourth quarter 2017 enplanements of 2,926 is the highest since 2013, 11.7% higher than 2015 and 8.8% higher than 2016.
- Review of 2017 operational data showed that the reliability (operations conducted divided by operations scheduled less operations cancelled) of the LEB Cape Air Boston and White Plains service was a high 92.7% (93.7% for the Boston service and 90.5% for the White Plains service).
- Load Factor (number of seats occupied by passengers divided by number of seats available) of the LEB Cape Air Boston and White Plains service was (52% for the Boston service and 61% for the White Plains service).
- The number of December operations (all landings and takeoffs) of 2,195 was the highest since 2011, 32.1% higher than 2015 and 12.5% higher than 2016.
- December 2017 Year to Date operations of 32,955 were the highest since 2016, 9.0% higher than 2015 and 16.4% lower than 2016.
- Fourth quarter 2017 operations of 7,628 was the highest since 2009, 8.8% higher than 2015 and 0.5% lower than 2016.

ASSESSING – No Report

CITY CLERK

The month of December is generally a slower month for motor vehicle registrations which allows staff time to get caught up on other tasks in the department. Overall, motor vehicle revenues for 2017 have surpassed projected revenues by approximately \$200,000.

Staff continued to work with the Police Department to get those few remaining unlicensed dogs for 2017 licensed and up to date.

Paula Roux resigned as a recording secretary due to her full-time employment obligations. This left us with two (2) remaining recording secretaries. We are in the process of recruitment for her position. We need to have a staff of 3-4 recording secretaries to cover the many monthly board, committee and commission meetings.

Staff prepared and submitted 2017 year-end summary to the City Manager's department for the Winter Newsletter.

FIRE

Calls for service from December 20 through December 31, 2017 totaled 142.
Year to Date = 3527

Fire	2
Rescue & Emergency Medical Calls	100
Hazardous Conditions	2
Service Calls	15
Good Intent Calls	8
False Alarms	15

Items of Interest

December 28 - The Lebanon Fire Department held a badge pinning ceremony to both recognize employees' years of service, and new employees.

Chief attended City Budget hearing.

Chief put out a public address related to Winter Safety, to include snow plows watching out for propane tanks

Incidents of Interest

December 25- Units Responded to Moss Road for a snow plow that hit an underground propane tank which caused a leak.

December 25- Lebanon Ambulance responded to Grantham as a standby at a Structure Fire.

December 29- Lebanon Units responded to Apple Blossom Lane for report of an odor investigation. Upon arrival found burnt food.

December 30- Units responded to Wolf Road for a report of a Carbon Monoxide operating and upon metering the building found there was Carbon Monoxide of 18 Parts Per Million. It was found to be a furnace problem.

December 30- Units responded to 337 Mt. Support Road for a sprinkler problem; upon arrival found the sprinkler pipes frozen.

December 31- Units responded to 7 Foundry Street for a roof leaking which caused the alarms to activate and there was a broken sprinkler pipe.

LIBRARY

The library foundation met its \$35,000 goal for the annual appeal, the sixth year in a row in which it has done so. The funds raised will be used to buy books and other materials for patrons to borrow. The residents of Lebanon and donors from surrounding communities and beyond have been very generous in their support of the library!

The library foundation and our development subcommittee also started planning for its second annual Sofa Soiree, a stay at home and read fundraising event scheduled for March 4th. This will be an entirely social media event designed to raise awareness of the private/public partnership the library enjoys. Stay tuned for more!

The libraries functioned as a warming shelter during the post-Christmas cold snap. The Kilton Library sees regular usage from folks who are staying in the overnight shelter in the Haven, as they can't be there during daylight hours. The libraries welcome all.

PLANNING & DEVELOPMENT

PLANNING DIVISION:

There was one new Application received for the January 8, 2017 Planning Board Meeting:

- THE GAGNER FAMILY LTD. PARTNERSHIP/AVG2 LEBANON, LLC- Request for Site Plan Review to construct a 19,050-square foot retail building with associated parking, utilities and site work in the northern portion of an existing

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parking lot located at 263 Plainfield Road, Tax Map 129 Lot 18, West Lebanon, NH in the GC zone. PB2017-47-SPR

Previously received applications, currently before the Planning Board and/or recently approved, include:

- Request for an Amendment to a Conditional Use Permit to extend the time for ROCK RIDGE LEBANON LLC (Formerly known as SLEEPER VILLAGE, LLC) for completion of Phase 3 of the development and to delay the requirement for a performance bond for Phase 3 until such time as the applicant notifies the City it will undertake active development of that phase at Rock Ridge, a Planned Unit Residential Development at Old Pine Tree Cemetery Road, Tax Map 74, Lot 3, Plot(s)101-146 Lebanon, NH, in the RL-3 zone. PB#2017-43-EXT (*This application was approved at the December 11th Planning Board Meeting*)
- Request for Boundary Line Adjustment of lands for OBRIEN, DENIS & TIIU REV TRST/UPPER VALLEY TECHNOLOGY PARK located along Commerce Avenue, Tax Map 145 Lot 10 and Tax Map 131 Lot 3, West Lebanon, NH in the IND-L Zone. #PB2017-45-BLA (*This application was approved at the December 11th Planning Board Meeting*)
- Request for Site Plan Amendment for EXECUSUITE, LLC to convert portions of the building to accommodate seven (7) additional apartments for a total of seven (13) units located a 22 School Street, Tax Map 92 Lot 2, Lebanon, NH in the R2 zone. #PB2017-23-SP (*Zoning Board Approval pending at this time, this public hearing will be held on February 12, 2018*)

ZONING DIVISION:

There was a December 18, 2017 Zoning Board of Adjustment meeting at which time they reviewed the following requests of:

- EXECUSUITE, LLC, 22 SCHOOL STREET (Tax Map 92, Lot 2), zoned R-2: Request for a Variance from Article III, Section 309.2 of the Zoning Ordinance to allow the conversion of an existing multi-tenant building (former School Street School) to a multi-family dwelling containing a total of thirteen (13) apartments. #ZB2017-27-VAR (*After discussion the Zoning Board approved the request*)
- DARTMOUTH HITCHCOCK MEDICAL CENTER, 1 MEDICAL CENTER DRIVE (Tax Map 10, Lot 8), zoned MC & GC: Request for a Variance from Article VI, Section 608.4.C of the Zoning Ordinance to allow a second freestanding sign where only one (1) freestanding sign is permitted per lot. #ZB2017-39-VA (*After discussion the Zoning Board approved the request*)

BUILDING/CODES DIVISION:

In December 31 zoning/building permit applications were submitted. Of those, 18 were residential, and the remaining is associated with commercial/industrial/municipal. The largest permit, cost wise, was filed by WS Development/Daniel Rothenberg, for interior renovations to an existing retail building for Petsmart. The construction cost is listed as \$900,000. for this project and a permit fee of \$6,731. was paid.

Other Business for the Planning & Development Office:

Come check it out! Use of the new Mall Kiosk Display case to depict historical images of the community has commenced. The first selection is a set of photos from Hanover Street before, during, and after the fire. The case was purchased by and content in it is managed by the Heritage Commission, which welcomes photos from the public for future features. Thank you to Heritage for this engaging community asset and to the Department of Public Works for installing it.

POLICE

December 15 – December 29, 2017

Dispatch Calls for Service	1244
Police Calls for Service	1916
Incident Based Reporting Calls	45
Traffic Crashes	66
Property Damage	40
With Injury (possible)	4
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	10
Parking Lot	13
Arrests	44
DWI Arrests	6
Motor Vehicle Stops	294
Warnings	297
Citations	11
Problem Oriented Policing Calls	21

Notable Incidents

On December 15, 2017, a motor vehicle stop led to a Corinth, Vermont man being cited for having an open container.

A Lebanon man was arrested on two bench warrants after being stopped for failing to stop for a red light.

Lebanon Officers investigated a report of criminal mischief to a vehicle while it was parked in a parking lot.

On December 16, 2017, a Delaware, Ohio man was arrested for driving while intoxicated.

On December 16, 2017, Lebanon Police investigated a residential burglary on Pasture Lane.

A Lebanon man was arrested on December 18, 2017 for driving under the influence, subsequent offense.

A Hanover, NH man was arrested for driving while intoxicated after he drove off the road on Route 120.

On December 19, 2017, a Plainfield, NH man was arrested for driving while intoxicated after police investigated a motor vehicle accident on Meriden Road.

During the week of December 18-23, Lebanon Police took several reports of packages that were taken from outside of residences in the Dana and Maple Street areas.

On December 20, 2017, a Hartland, VT woman turned herself in on a warrant.

On December 21, 2017, an East Thetford woman was arrested for Endangering the Welfare of a Child.

A White River Junction, VT woman was arrested for driving while intoxicated. While checking on the welfare of a female, a West Lebanon woman was arrested on an outstanding warrant.

A Wilder, VT woman was arrested after removing items from a local store without rendering payment for them.

On December 22, 2017 a White River Junction, VT man was arrested on a warrant for theft.

A White River Junction, VT man was arrested for theft after he removed items from a local store without rendering payment for it.

A Lebanon Officer is investigating dog owners who are delinquent on registering their dogs with the City and warrants are being issued for these owners.

A Lebanon, NH man was taken into custody after a complaint was received from a business of his intoxication. The man was located and charged with having an open container in violation of City Code.

A Lebanon Officer took a report of someone trying to redeem a gift card that had been stolen from a purse in Lebanon in November. Investigation is ongoing.

On December 26, 2017, a White River Junction, VT man was arrested for driving while intoxicated, resisting arrest, conduct after an accident and simple assault on a police officer.

On December 27, 2017, a West Lebanon man was arrested on a warrant out of Keene and a warrant from Grafton County Superior Court after he was found smoking outside the Kilton Library in violation of the City Ordinance.

Lebanon Police took a report of a handgun that was taken after it was left behind in a local store's bathroom.

Community Involvement & Department News

The Lebanon Police remind everyone that the winter parking ban is in effect throughout the City. Please remember to read the parking restrictions in the various City parking lots.

On December 21, 2017, Officer Parthum attended the Lebanon PUSH meeting.

On December 21, 2017, Sergeant Norris provided training to the Hanover Police Department about cell phone forensics.

During the past few weeks, Lebanon Officers have conducted increased foot patrols during the holiday shopping.

Lebanon Officers continue to conduct bicycle and foot patrols in the neighborhoods of the city.

Chief Mello continues to do weekly radio interviews with WNTK Tuesday mornings at approximately 8:40.

On December 19th, Chief Mello swore in our two newest police officers. Officer Willie Harden and Officer Jay Pike joined the department in November and will be attending the 175th Full-Time New Hampshire Police Academy beginning on January 2, 2018.

The Lebanon Police Department is accepting applications for Full-Time Patrol Officer with a deadline of January 12th. We currently have two openings due to being awarded a COPS Hiring Grant. More information can be found on our website, <https://lebanonnh.gov/360/Career-Opportunities> and application can be made at www.policeapp.com/lebanonnh .

PUBLIC WORKS

Administration

- Routine work on invoices, daily's, payroll, cemetery paperwork, filing, etc.
- Continue to track energy costs for the department (electricity and heating fuel).
- Cemetery Task Force will meet on January 9, 2018.

Engineering - NO REPORT

Maintenance

Public Ways/Road Maintenance

- Equipment maintenance
- Potholes repairs continues
- City sign repair/replace
- Traffic lights
- Remove trees from storm damage
- Plow and treat roads for storms
- Snow removal

Cemeteries & Parks Maintenance

- Daily checks of parks, cemeteries and facilities
- Several burials
- Recycle and trash removal from facilities
- Clean mall
- Clear mall/city hall and treat for storms
- Plow cemeteries

Fleet Maintenance

- Scheduled fleet maintenance
- Fleet break downs and repairs
- Assist other departments with repairs

Other

- City Hall
 - Work with Honeywell
 - Check standby generator weekly

Solid Waste

These “bullets” represent activities taking place at the Lebanon Solid Waste Facility for the month of December 2017.

Solid Waste Facility (Landfill)

- The facility received 2682 tons of waste for the month of December compared to 2,939 tons in December 2016.
- We processed 277 tons of wastewater bio-solids received from both Lebanon and Hanover facilities, compared to 205 tons for the same period in 2016.
- Leachate generation and pumping for the period totaled 195,338 gallons compared to 203,000 gallons during the same period in 2016.

Landfill Gas Project

- With recent freezing temperatures, the Flare has been shut down twice.
- Staff have successfully repaired and got the flare station back on line.
- DPW leadership has been working with the selected engineering firm on developing the scope of services specific to the landfill gas to energy project.

Landfill Equipment

- All equipment is running well. Staff is working hard during the cold temperatures to maintain all equipment.
- DPW leadership has selected the Tana E520 as the landfill trash compactor to replace the current Cat 836.

Recycling

- All recycling commodity markets are down.
- Recycling deliveries continue to be strong.

Other

- Marc Morgan has been working with Melanie Benzel (IT) on developing blogs for the Solid Waste Department; along with a social media component.

Utilities Operations Group – Water

Water Treatment Plant

- Production for December 2017 was 41.10 MG, this is 7% lower than December 2016 when we produced 44.17 MG.
- Total Production of finished water for 2017 was 544.39 MG This is a 11% drop in production, from the 605.63 MG produced in 2016.
- The RFP that went out for engineering qualifications came back now we will score / rank them and move to the next phase of the water treatment plant upgrade.

Lab Highlights

All sampling for 2017 is completed and met regulations.

Equipment Repair/Maintenance

- The project to replace one of the PCV valves at DHMC Booster Station was awarded after reviewing quotes. A purchase order has been issued and the contractor selected (Hydrus Controls) they have been notified and installation should occur in February 2018.
- Plowing, shoveling and snow blowing as winter digs in.
- Normal plant maintenance.

After hour call-in: There were no after hour call in's in December.

Customer Service / Water Quality Inquiries: There have been no water quality complaints in December.

Utilities Operations Group – Wastewater

Operations highlights

- Treated 1.17 MGD average compared to 1.23 MGD for the same period last year
- BOD and TSS results low for this time of year.
- Polymer Trials successful
- Had Zero plant violations to our NPDES permit for the 2017 calendar year.

Laboratory

- Continued with routine lab duties
- Continued Phosphorus trial study, baseline numbers are almost complete.
- Continued training new employees in Ops and Lab routine
- Continued building process biomass solids for winter

Industrial Pretreatment Program

- Continued working with contractor on headworks loading/local limits update
- Continued review of industrial discharge permits
- New Composite sampler purchased for Industrial sampling

Personnel/Training

- Continued on with vacancy in the Wastewater Operator and Wastewater Superintendent
- Continued with a Utility Operator out on short term disability
- Training of new wastewater operator, started 12/4/17

Maintenance

- Performed routine preventative maintenance
- Planning and prep for generator install
- Winterization complete

Utilities Maintenance - NO REPORT

RECREATION & PARKS

Programs

- Basketball has already begun for 3rd 4th boys and girls. We have two boys' teams with 12 players each, and three girls' teams with 10 players each. Participation is climbing up again from last year.
- K – 2 Basketball begins in early January with 16 kids currently signed up for Kindergarten, 42 in 1st 2nd.
- Cheerleading for basketball is taking this year off until we find another coach ready to lead the program.
- Open Gym programs includes Adult Basketball which meets at LMS on Tuesday night. We are anticipating starting up rugby and indoor soccer again later in the winter.
- Pre-School Romp-n-Stomp will be starting again on January 11th. Room still available for this popular program.
- Parent of the Year essays and coloring contest entries were awarded around the holidays.
- A free Intro to Belly Dancing clinic is scheduled for Jan 13th at the CCBA studio.
- Free Ice Fishing Clinic begins Feb 6th, thanks to NH Fish and Game.
- Downhill Ski and Snowboard Trips to Burke Mountain begin on January 16, and also offered March 23. Enrollment is low at the moment, but we typically fill up the week of the trip.

- Rippin-Up-Whaleback Jr. High lessons and open skiing at Whaleback, taking 5th - 8th graders to Whaleback on Wednesdays, and we have nearly filled up the van to capacity.
- Ski-n-Ride with The Point Radio trips pick up again this Winter. Half price lift tickets on Fridays. Leb Rec will take Ski-n-Ride trips on Jan 26, Jan 28, Feb 9, and March 16.
- Winter Farmers' Market continues twice per month on Saturdays at Lebanon High School cafeteria. The December 2nd market was full with vendors and a very good shopping crowd. Next market is Jan 6th from 11 – 1:30.
- Skiing and Snowboarding lessons and open skiing at Storrs Hill will begin on January 8th, and the hill is already open!
- Savvy Seniors luncheons continue: Jan 23 and 30 to Bugbee Sr Center, Feb 5 and 12 to Woodstock, and March 1 and 8 to Claremont.
- Savvy Senior snowshoe hikes begin in February.

Parks Maintenance Projects

- Putting up Christmas decorations, building and maintaining ice rinks, building the warming hut, grooming trails and plowing snow have been our major areas of focus.
- We have recently acquired a snowblower for the Kubota tractor, and dump trailer, and small off-road vehicle with a small plow to help with our operations.
- Trail grooming for xc skiing will began the last week of December at APD Trails. We will also groom a loop around Eldridge and Civic Fields, and hopefully Goodwin Park's Peanie Trail with another big snowfall.
- Ice Rink maintenance is well ahead of the game already. Quality ice is available for free at Pat Walsh Park.

Special Events

- Holiday Celebration at City Hall combined with AVA Gallery, Salt hill, Scratch, UV Music Center and the Lebanon Masons. The collaborative effort brought overwhelming crowds to City Hall. Patrons saw performances, live music, arts and crafts, face painting, balloons, horse carriage rides, OLAF from the movie Frozen, and pictures with Santa at the well decorated Masonic Lodge. Most notably the Christmas Tree lighting on Colburn Park was a well attended experience.
- Northpole calling took place on December 7th.
- February Break week has many ski trips planned for 12-16 year olds.
- Full Moon Fiesta at Storrs Hill is scheduled for Saturday, January 20. Tickets available now! A great bargain for families. New for 2018, Conniption Fits live music.
- S'Mores Skating Party at Pat Walsh Ice Rinks will be January 12th from 6-8 pm.

Capital Projects

- Mascoma River Greenway Project will be finishing to Glen Road by June 2018.

- The Skatepark will have landscaping completed in the spring, and our last big push for the site is to raise funds for installing lighting for night skating.
- Lebanon Plays is still fundraising for the playground installation on Colburn Park. We were successful in purchasing the structures by December 2017.
- The Friends of Lebanon Recreation and Parks warming hut project will have its grand opening with the S'Mores Skating Party on January 12th. 200+ volunteer hours have gone into making this new addition to the park.