

CITY OF LEBANON

MANAGER UPDATES

February 7, 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.

On February 23 and 24, the Airport will be hosting an event as part of the annual Dartmouth College Tuck Business School Winter Carnival. The event at the airport will be located at the north end of the terminal ramp.

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 was completed. All permits were obtained and the new tank was filled and dispensed diesel on January 26. Remaining work will be to remove the in-ground system in the spring.
- AIP-53: Reconstruct Taxiway B – East, has been completed. The project will be closed out when a problem with the taxiway guard lights is corrected.
- 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. Project closeout will be in February.
- 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 February.
- 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. Field survey both in approach areas and on-airport has begun.
- 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.

Airline & Aircraft Operations:

- January 2018 enplanements of 665 were the lowest since 2015 and before that, 2011; and are 10.1% lower than 2016 and 10.5% lower than 2017.
- The number of January operations (all landings and takeoffs) of 2,335 was the lowest since 2015 and were 43.3% higher than 2016 and 12.5% lower than 2017.

ASSESSING

Assessing Clerk Susan Baker announced her retirement effective March 16, 2018. The City has posted the Assessing Clerk position and is actively recruiting for Susan’s replacement. The job is posted on the City’s website, Employment Listings page.

Appraiser Alrick Hammar celebrated his one-year anniversary with the City on January 30th.

Alrick attended the monthly education and business meeting for the New Hampshire Association of Assessing Officers on January 9th.

The Department continues its ongoing program to conduct regular property inspections through building permits, abatements, sales activity and random reviews.

The Board of Assessors has an open Alternate Member position on the Board. Lebanon/West Lebanon residents interested in filling the open seat are encouraged to contact the Assessing Office or the City Clerk's office.

CITY CLERK

January 4th marked the 3rd year anniversary for Assistant City Clerk Tiffany Adams with our department. Tiffany came to us in 2015 after working for several years in a part-time capacity at the Public Works Department. Tiffany continues to be a valuable asset to the City Clerk's Department.

City Clerk Allard swore in Shaun Mulholland as the new City Manager for Lebanon.

A new recording secretary has come on board in January. Brandy Sailers-Dow will be training and covering meetings in February. We are pleased to have Brandy join our team of recording secretaries.

Recruitment is underway for some new election officials to fill some vacancies we have in some of our wards. We encourage any Lebanon/West Lebanon residents who might be interested in working at the polls to get in touch with us.

Staff has begun preparing for the March election. The filing period opens January 30th and runs through February 13th. Preparations for elections begin at least 2 months prior to the election and involves many duties and a high level of detail to ensure a smooth process.

We are moving forward with implementing on-line dog licensing renewals. We anticipate having this up and running in March. Just in time for the 2018 licensing year (dog licensing year runs from May 1 through April 30).

One other area we are exploring is adding the ability for customers to order vital records on-line (birth & death records). More to come on this function as we research the details.

FIRE

Calls for Service

January 16 through February 4, 2018 totaled 174. YTD Calls = 392 (25% increase over the same period in 2017).

Fire	4
Rescue & Emergency Medical Calls	149
Hazardous Conditions	6
Service Calls	12
Good Intent Calls	19
False Alarms	16

Items of Interest

- Duty Crew performed a fire drill at Genesis.
- Chief hosted a FEMA Applicant Briefing related to the late October wind and rain storm.
- Department hosted several EMS Ride-a-Long Students.

Incidents of Interest

January 18 - Units responded to Hanover Street for a report of water coming from the basement of a vacant house. Upon arrival and investigation personnel found the basement full of water to within a foot of the ceiling. Personnel used portable sump pumps to remove the water. The cause was determined to be a broken water meter and the Lebanon Water Department was on-scene to shut down the service and make repairs.

January 22 – Units responded mutual aid to Enfield for a chimney fire.

January 28 - Units Responded Renihan Meadows for a report of a fire on a stove. Upon arrival personnel found a small extinguished fire on the stove top involving burnt plastic. Personnel assisted with smoke removal. The residents were alerted to the incident by working smoke detectors.

February 2 - Units responded Hitchcock Avenue for a report of a chimney fire. Upon arrival personnel found a heavy build-up of creosote in the chimney. Chimney brushes were deployed to clear the chimney.

Revenues to Date = \$112,896.00

LIBRARY

The Creative Coder's Club which started in October and meets monthly is in full swing! We have a great group of about 10 kids out of 18, ages 8-12 who are registered attending. Those who can make it varies month to month. In doing one-time projects to teach each new skill, it's easy for kids to come when they can. Their energy and creativity (and speed!) is absolutely amazing to watch. It is a room abuzz with sound and excitement! We plan to continue this program through May and will work on something to offer with our usual summer programming. Many thanks to Laura Pollard for her expert assistance in this program! - *Kathy Tracy, Children's Library Assistant*

This month I overheard a conversation between two young adults in the afternoon after school. One girl said to the other, "Since I've been coming here I have more friends than I ever had before." This goes directly to the heart of what YA Services hopes to provide, a space for young adults to meet, connect, study and hang out together and find a sense of community with each other. The teen and tween years are very challenging and being a support to their emotional and intellectual growth and development is what we strive for. Such a simple statement meant so much. - *Susanne Cortez, Reference & Young Adult Librarian*

On the 13th of January, Chuck McAndrew attended a conference about using API's at Simmons College. This conference offered many ideas about ways to improve library services through the use of API's as well as good practical advice on how to do so. API's are programmatic ways to interact with other programs. Chuck hopes that things that he learned at this conference will result in improved experiences for staff and patrons in the future.

PLANNING & DEVELOPMENT

PLANNING DIVISION:

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

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 was received on January 16, 2018, this public hearing will be held on February 12, 2018***)

Request for Site Plan Review for **THE GAGNER FAMILY LTD. PARTNERSHIP/AVG2 LEBANON, LLC** to construct a 19,050 square foot retail building with associated parking, utilities and site work in the northern portion of an existing parking lot located at 263 Plainfield Road, Tax Map 129 Lot 18, West Lebanon, NH in the GC zone. PB2017-47-SPR ***(This application was approved at the January 8th Planning Board Meeting)***

ZONING DIVISION:

There was a January 16, 2018 Zoning Board of Adjustment meeting at which time they reviewed the following requests of:

QUAIL I, L.P., 69 LILY LANE (8-2-200), zoned R-3: Request for Special Exceptions pursuant to Article III, Section 310.2 of the Zoning Ordinance for the construction of a 40-unit senior housing complex, and Article VI, Section 603 to permit a greater dwelling unit density than is permissible in the R-3 District. #ZB2017-34-SE ***(this application was continued to February 20, 2018)***

BUILDING/CODES DIVISION:

In January 32 zoning/building permit applications were submitted; 9 were residential, and the remaining associated with commercial/industrial/municipal. The largest permit, cost wise, was filed by NOVO Nordisk US Bio Production, for interior renovations of the freezer room; listed construction cost \$1,632,758 resulting in a permit fee of \$12,116.

Other Business for the Planning & Development Office:

On January 17th, the Lebanon City Council adopted a number of Zoning Ordinance map [amendments](#) with the intention of making the Zoning Map more consistent with the 2012 Master Plan's Future Land Use Map. Additional Zoning Ordinance text amendments were adopted by the City Council with the overall goal of improving Zoning administration. As required by the current Zoning Ordinance, the City Council also voted to place additional map and text amendments on the [March 2018 ballot](#) for consideration by Lebanon voters. In the weeks leading up to the March election, the Planning and Development Department will prepare additional information, such as a FAQ sheet, to help describe the proposed ballot amendments and will ensure adequate time for the public to ask questions and receive information.

Related Documents and Information

- <https://lebanonnh.gov/CivicAlerts.aspx?AID=450>
- [January 3, 2018 City Council Agenda Packet-Proposed Zoning Amendments](#)
- [October 4, 2017 City Council Agenda Packet-Proposed Zoning Amendments](#)

- [Proposed Zoning Map Amendment Map](#)
- [Future Land Use Map](#) (PDF)
- [Master Plan Implementation Presentation](#) (CATV Video)
- [Master Plan Implementation Presentation](#) (Slideshow)
- [Current Zoning Ordinance \(e-Pub version\)](#) - mobile-friendly with search capability built-in, no download necessary
- [Current Zoning Ordinance \(PDF version\)](#) - standard PDF (2.65 MB)
- [Current Zoning Map \(PDF version\)](#) - standard PDF (1.95 MB)

In November 2016, the City completed the [Downtown Visioning Study](#), which presented a preferred vision, suggested actions and strategies, and outlined recommendations for financing mechanisms to achieve the near-term and long-term elements of the plan. Among the financing mechanisms was the use of Tax Increment Financing (TIF) as a way to fund downtown infrastructure improvements. A preliminary financial analysis, developed as part of the Visioning Study, indicated that a TIF District in downtown Lebanon had the potential to fund many of the improvements recommended in the plan. The Visioning Study concluded that the next step should be to undertake a Feasibility Study that would address the specific statutory requirements for consideration of a TIF District.

In June 2017, the City contracted with Applied Economic Research (AER) and Monadnock Economic Development Corporation (MEDC) for the preparation of the Feasibility Study and supplemental analysis to assist in evaluating TIF laws and identifying the geographic area of downtown most suitable for adoption of a successful TIF District. The consultants are also assisting with public outreach and engagement efforts and, if directed, will prepare appropriate ordinances and documents for review, adoption, and enactment of a TIF District.

As part of the Feasibility Study, a committee was established to oversee the process and to serve as a sounding board. The Study Committee includes representatives from the Lebanon School District, Grafton County, City Council, Planning Board, various City Departments, and several property owners from the study area. The Study Committee met with the consultants to review the TIF concept, to discuss case studies from other communities, to define a possible TIF District boundary, and to review the assumptions and projections of the financial model. As part of the public outreach and engagement, the consultants provided an update briefing to the Planning Board on November 27, 2017 and to the City Council on January 3, 2018. Additional public presentations and a public hearing will be held between January and April 2018, if the City Council elects to continue with the Feasibility Study process.

To learn more here are the presentations provided by the consultants to the Study Committee:

- [Presentation #1](#): What is a TIF? How does it work? What can TIF be used for?
- [Presentation #2](#): TIF Feasibility Analysis Study
- [Presentation #3](#): TIF Study Group Presentation
- [Presentation #4](#): TIF Illustrative Financial Feasibility

POLICE

Calls for Jan 12 to Feb 01

Dispatch Calls for Service	1788
Police Calls for Service	1652
Incident Based Reporting Calls	35
Traffic Crashes	43
Property Damage	21
With Injury (possible)	4
Involving Bicycle or Pedestrian	1
Referred to Outside Agency	0
Hit and Run	12
Parking Lot	18
Arrests	66
DWI Arrests	7
Motor Vehicle Stops	448
Warnings	471
Citations	11
Problem Oriented Policing Calls	39

In addition to regular calls for service, Lebanon Police took part in the following community events and outreach opportunities:

On January 18, 2018, Officer Alden met with Lebanon Housing staff to talk about safety procedures for their office.

On January 20, 2018, Officer Begin took part in the Winter Special Olympics event at the Dartmouth Skiway.

On January 24, 2018, Officer Kapuscinski took part in a homeless outreach day.

On January 30, 2018, "Coffee With a Cop" was held at Lucky's Coffee Garage.

On January 31, 2018, Lt. St. Louis participated in a blood drive sponsored by the Lebanon police department.

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

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 Meeting held on February 6th.
- Working on revisions to Safety Policy to be presented at the next Joint Loss Management Committee meeting.
- Currently evaluating several Asset Management vendors for CMMS for Public Works.

Engineering

CIP Projects

CSO#23-Contract #11 Bank Street Ext. (phase 1)-RD Edmunds

- Walk through held on Thursday, November 30th and punch list developed.
- Contractor in construction shut-down until Spring.
- Working on pay applications and amendments for the paving ad-alt items.

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

- Engineering continuing to work on acquiring easements and licenses.
- Another mailing went out the week of January 29th and February 5th.
- Weekly construction meetings and monthly meetings with agencies being held.
- Continued reviewing material submittals and plans.
- Contractor completed installing drain outfalls.
- Working drainage along the Rail Trail, including clearing along Rail Trail and end of Myra Way.
- Updated schedule is posted on the website.

- An additional meeting with City Council on West Street is scheduled for March 7th. Residents formed a petition on not having a sidewalk along West and being against the City using City land for drainage as the residents like to park there during the winter.
- Possible clearing easement between Mascoma and Worthen the week of February 5th or 12th.
- Rail Trail in Dec. 2017 and then move up to Mechanic Street and Mascoma Street early 2018.

NH 120 and Etna Road Sewer Project - Phase 2 - I-89 Crossing

- Continuation of project closeout.
- Contractor to schedule a final inspection.

Mascoma Street Bridge (no change)

- Bidding estimated to go out in February for an early spring 2018 construction.
- Consulting updated plans based on comments.

Mechanic Street Project

- Working on presentation for Mechanic Street meeting with City Council on February 21st.

Engineering General

- Updating 911 database using NH website – new maps and reviewing a number of pages of conflicts which the City Engineering will need to address over the course of the next year or two; meaning a number of addresses will need to be changed to conform with the E911 regulations.
- Meeting scheduled for February 7th with multiple departments on E911.
- Sewer meetings for City wide system CMOM meetings.
- Reviewing floodplain permits for new buildings.
- Figuring bonds, inspection of excavation, and permit sign-offs.
- Reviewing building permits; meetings in the field as projects are wrapping up for the winter.
- Corresponding with consultants on the South Main Street Bridge for a cost reduction plan and relook/value engineering with DBK.
- CMOM Annual Report completed prior to January 31st deadline.
- Working on NHDES Loan Agreements for CSO#12 and #13 and CSO#11.
- Working on NHDES Surveys for feedback on loan agreement applications and process.

Planning Support

- Ongoing meetings with planning applicants at the conceptual stage, construction stage, and preliminary stage, both onsite / office meetings.

Maintenance - NO REPORT

Solid Waste

These “bullets” represent activities taking place at the Lebanon Solid Waste Facility during the month of January 2018.

Solid Waste Facility (Landfill)

- The facility received 3,019.66 tons of waste for the month of January compared to 2729.59 tons in January 2016.
- We processed 322 tons of wastewater bio-solids received from Lebanon, Hanover and Hartford, VT facilities, compared to 265 tons for the same period in 2017. Nearly half of this material is composted onsite.
- Leachate generation and pumping for the period totaled 289,048 gallons compared to 201,526 gallons during the same period in 2017.

Landfill Gas Project

- The flare has not been operating well for the month. The cold temperatures and rapid temperature swings have caused a few failures.
- Equipment can be challenging during cold snaps. Staff continues to monitor and make repairs/adjustments as needed.
- Public Works staff is finalizing the Professional Services Agreement with the selected engineering firm to design and build the Landfill Gas to Energy Project.

Landfill Equipment

- Equipment has been running well.
- Both loaders have been recently serviced.
- A Purchase Order has been issued for the purchase/replacement of the Solid Waste Landfill Trash Compactor. Delivery is expected in April/May.

Recycling

- The current recycling market is quite volatile. Scrap metal pricing has dropped in the past few weeks. Paper commodity pricing is low but holding.
- New Federal DOT trucking regulations has made recycling logistics challenging. Increased planning is required to ship loads.
- Recently, we have shipped out film plastic, mixed plastics, electronics, cardboard and a load of scrap metal.

Other

- Marc Morgan recently attended a meeting at NHDES to discuss Composting Rules. This meeting is a working group of nearly 30 individuals from the composting industry in NH. NHDES is looking to rewrite Administrative Rules

associated with Composting. Marc Morgan is representing the City's interests in these proceedings.

Utilities Operations Group – Water

Water Treatment Plant

- Production for the month of January was 45.066 MG, comparatively we processed 44.434 in January 2017.
- The process to pick an engineer for the next step in the water treatment plant upgrade continues.
- Started compiling data for the 2017 CCR.

Lab Highlights

- LT 2 crypto sample for January was taken awaiting results.

Equipment Repair/Maintenance

- Plowing, shoveling, snow blowing, ice removal at the plant and remote facilities & tanks.
- Normal plant maintenance.

After hour call-in:

- There were 4 after hour call-ins the second half of January.

Customer Service / Water Quality Inquiries

- There was one water quality issue the second half of January.

Utilities Operations Group – Wastewater

Operations highlights

- Treated 1.79 MGD average compared to 1.41 MGD for the same period last year.
- New fuel tank at 12A pump station installed; generator ready for installation.
- New polymer on board \$0.07/lb savings.
- Had zero plant violations to our NPDES permit for the 2017 calendar year.
- Biosolids report ongoing for submission.
- Phosphorus treatment trials to start soon (biological).
- Continued Nitrogen optimization.

Laboratory

- Continued with routine lab duties.
- Nitrogen optimization.
- Continued Phosphorus trail study.
- Continued training new Chief of QA.
- Lowering biosolids mass to prep for spring.

Industrial Pretreatment Program

- Continued working with contractor on headworks loading/local limits update.
- Continued review of industrial discharge permits.

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.

Maintenance

- Performed routine preventative maintenance.
- Snow removal.
- Work orders.
- Continued with 12A pump station float and bubbler system work.

Utilities Maintenance

Water

- Marked dig safes
- Worked with contractors on several projects
- Conducted flow test for new buildings
- Started to organize and inventory supplies for upcoming season
- Responded to three dirty water complaints
- Working on maintenance of small equipment
- Did last quarter of meter readings
- Started on next round of backflows
- Continued with vacancy in the Heavy Equipment Operator and Meter/Backflow Technician positions
- Cleared snow from fire hydrants and installed new flags were needed

Sewer

- Marked dig safes
- Worked with contractors on several projects
- Called for two sewer issues (home owner issue)
- Started maintenance on small equipment
- Called in for one sewer back up (in the City's line)
- Did inspection of grease and gas and grit interceptors
- Assisted highway with cleaning culverts
- Ordered new 4" trailer mounted pump

Electrical Support

- Assisted Water, Wastewater, Solid Waste, City Hall and Highway as needed with electrical issues

RECREATION & PARKS

- Winter basketball participation: K – 28 – a normal year's enrollment; 1st/2nd – 61, up from 48 in 2017; 3rd 4th boys – 23, same as in 2017; 3rd 4th girls – 30, up from 16 in 2017; TOTAL = 142, up from 116 in 2017.
- Romp n Stomp Preschool Program: 23, same as in 2017
- Let's Go Ice Fishing: 5 so far, new promotions just began with NH Fish and Game.
- Rippin-up-Whaleback: 11 kids 5th – 8th grade; 20 kids 1st – 4th.
- Burke Mtn Ski Trips: 1st one was in January with a full van of 13 kids; next is on March 23.
- Ski/Snowboard trips also include February Break trips to Burke and Sunapee, and sledding in Claremont.
- Ski/Snowboard lessons at Storrs Hill: 28 classes with 142 participants (less than typical).
- Savvy Senior's trips: full van attendance in all field trips.
- Adult open gym: Basketball at LMS is ongoing on Tuesdays.
- Intro to Belly Dancing: This free program has attracted good attendance.
- Quilter Retreat: Growing in popularity again with eight regulars. We have added a March retreat, as well as our regular April and November events.

Parks Maintenance Projects

- Ice skating rink – The new rinks are very popular and the new Warming Hut is open!
- Planning on grooming trails at APD depending on snow fall.
- Preparing supplies for winter events like Farmers' Market, S'Mores Skating Party, and Full Moon Fiesta.
- Preparing for Spring – Summer staffing and projects lists.
- Tree maintenance around Colburn Park only needs stumping, and a re-evaluation for 2018. One more season of cutting back at Sem Hill tennis courts will complete our tree needs at Civic Park. Riverside Rotary is partnering with the city to plant many trees in West Lebanon parks and streetscapes.

Special Events

- Full Moon Fiesta Progressive Ski/Walk Dinner held on January 20th was an amazing night with full attendance. We had a local band and still managed to generate a few hundred dollars for Storrs Hill Ski area and Leb Rec.

- Winter Farmers' Market: Saturday, February 17th, Lebanon High Cafeteria.
- Shamrock Shuffle 5K Road Race and 1-mile fun run: Saturday, March 10th. Expecting over 1200 runners. This race supports our activities and park betterment projects.

Capital Projects

- Mascoma River Greenway Update: construction will resume on the western end to Glen Road when the ground thaws.
- The Warming Hut and new LED lighting at Pat Walsh Ice Rinks are complete.
- Storrs Hill Ski Area has completed the addition of a Ski Patrol Hut at the top of the hill.
- Storrs Hill has completed upgrades on the ski jumps to metal tracks, and is now able to host large regional jumping meets.
- Landscaping at Rusty Berrings Skatepark will resume after the ground thaws.
- A new 14 or 15 passenger recreation van will be purchased by spring of this year. The old van will transfer over to the Maintenance Division.