

CITY OF LEBANON MANAGER UPDATES March 21, 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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FIRE

March 5 through March 18, 2018 totaled 156. **YTD Calls = 829**

Fire	2
Rescue & Emergency Medical Calls	125
Hazardous Conditions	3
Service Calls	7
Good Intent Calls	6
False Alarms	12

Items of Interest

Additional Personnel were hired to work for snow storm on March 13th.

Captain James Wheatley will be attending the first year of the Executive Fire Officer Class at the National Fire Academy in Emmitsburg, Maryland.

Assistant Fire Chief Libbey attended the New Hampshire Fire Chiefs Meeting.

Chief Christopoulos attended the CPSE Conference.

March 12-16 – The Inspection Division conducted several Public Education classes at the Mount Lebanon School.

Incidents of Interest

March 6 – Units responded to Glen Road for reported motor vehicle accident involving a car over the embankment. Crews had to use stabilization equipment to stabilize the vehicle and extricate the driver of the vehicle.

March 8 – Units responded to a two car accident with serious injury and entrapment on Dartmouth College Highway.

March 16 – Units were dispatched to Mechanic Street for a report of a smell of propane. The propane tank was found with the bleeder valve open. The valve was closed and the leak was stopped.

HUMAN SERVICES

As part of our ongoing collaborative efforts, Human Services Director Lynne Goodwin is a member of the Upper Valley Resource Team, which meets monthly at the Center for Elder Services in Lebanon. At a meeting on February 8, Melissa Garland, Unit Nurse Manager from the Jack Byrne Center for Palliative and Hospice Care, gave a moving overview of the Center and its impact since opening just a few months ago.

On February 15, Lynne attended the NH Local Welfare Administrators Association monthly meeting. There were informative presentations by the NH Governor's Commission on Disability, the NH National Guard's Family Assistance Center, and the NH Care Coordination Program for Military Members.

Human Services continues to host the Upper Valley Housing Support Team on a monthly basis. This group of service providers (LISTEN, the Haven, Tri-County CAP, and Silent Warriors) is committed to meeting regularly to find ways to pool resources and strengthen the safety net for our local residents who are homeless or at risk of being homeless.

Human Services also continues to host a monthly group calling itself the Housing First Working Group 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. Recent discussion has focused on trying to gain 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).

Lynne is also attending the monthly Hartford/Lebanon Continuum of Care meeting, which addresses Upper Valley issues regarding housing and homelessness, and provides the link to the Balance of State Continuums in both VT and NH. Beginning in March, Lynne will attend the NH Balance of State Continuum of Care meeting in Concord.

In February 2018, a total of \$7,424.97 in direct assistance was provided by the Human Services office. The 2018 year-to-date total of direct assistance provided is \$14,754.74.

Authorized Voucher Totals February 2018 vs February 2017

	February 2018	February 2017
Rent Assistance	\$6,081.00	\$3,434.00
Security Deposit*	\$0.00	\$1,703.00
Motel Assistance**	\$1,343.97	\$75.21
Total	\$7,424.97	\$5,212.21

*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 February 2018 vs February 2017

February 2018	10 cases involving 14 adults and 6 children
February 2017	7 cases involving 8 adults and 2 children

Notices Issued in February 2018

Approvals	15
Denials	0
Pending Decisions	2
Applications Withdrawn	1
Sanctions	0

Contacts with clients in February 2018

Walk-Ins	20
Scheduled Appointments	22
Home Visits	0

Case Collaboration/Referrals in February 2018

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

Tri-County CAP	5
LISTEN	5
The Haven	3
WISE	1
West Central Behavioral Health	1
NH DHHS/Elderly & Adult Services	2

Reimbursement Received in February 2018 & YTD

	Client	SSI	Medicaid	Other Town***
February 2018	\$120.15	0	0	0
Year-to-Date	\$205.15	0	0	0

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

Liens in February 2018: Issued=0 Discharged=0

POLICE

March 2 - March 15

Dispatch Calls for Service	1073
Police Calls for Service	945
Incident Based Reporting Calls	36
Traffic Crashes	44
Property Damage	22
With Injury (possible)	7
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	10
Parking Lot	18
Arrests	46
DWI Arrests	5
Motor Vehicle Stops	187
Warnings	184
Citations	9
Problem Oriented Policing Calls	22

Community Involvement & Department News

Throughout the week of March 5 to March 9, several officers stopped by the Mount Lebanon School and read stories to classes from pre-school through fourth grade. Officers also chatted with the children about law enforcement and answered questions.

Lebanon Police are pleased to announce the return of the Bike Rodeo. Hosted in conjunction with Lebanon Planning and Recreation Departments, the event is free and kid-friendly. It will consist of a bike skills agility course, games, bike and helmet safety checks, demonstrations, bike registrations, and more. Mark your calendar for Saturday, June 2nd from 10am to 1pm.

Our next Coffee with a Cop event will be held at the new Starbucks in West Lebanon. Join us Tuesday March 27th starting at 8am for coffee and conversation with Lebanon officers.

On March 14th, Chief Mello and Officer Parthum participated in a PUSH (Partner's United for Safety and Health) Meeting at City Hall to discuss the potential of planning a "Community Conversation" in May on some relevant community topics.

Lebanon Officers continue to utilize foot patrols in areas of Lebanon and West Lebanon as part of our overall community policing efforts.

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

PUBLIC WORKS

Engineering

CIP Projects

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

- Contractor in construction shut-down until Spring

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
- Letters went out the week of March 8th providing residents/businesses an update on project and schedule
- Continued reviewing material submittals and plans
- Updated schedule is posted on the City's website
- An additional meeting with Council on West Street was held on March 14th to discuss sidewalks along West Street. Council gave direction for moving forward with the project.
- Tree removal along Mechanic and Mascoma Streets occurred and tree trimming on other streets within the project limits. All residents were notified prior to any work being performed in the ROW along frontage.

- Mechanic Street and Mascoma Street construction early Spring 2018 as soon as it is viable to begin
- Drilling for ledge along streets will continue so Contractor has a better understanding on the depth of ledge vs. boulders.
- Working with NHDES on amendments to loans

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

- Scoping meeting held
- Drilling to begin on March 19th for geotechnical work
- Smoke testing and Sewer Survey letters went out the week of March 3rd
- Coordination meeting held on March 19th with Fire, Dispatch, Police, WP and Engineering to go over the smoke testing protocol so everyone is on the same page
- Smoke testing to begin Thursday, March 15th and continue on March 16th in the streets listed above, smoke will also be seen in the trailer park above near Peabody and the residents were notified as well.
- Working with DES on loan agreements for both Clean Water and Drinking water

NH 120 and Etna Road Sewer Project - Phase 2- I-89 Crossing (no change)

- Continuation of project closeout
- Meeting with NHDES going over closeout

Mascoma Street Bridge

- Awaiting Bidding approval from DOT for an early spring 2018 construction
- Consulting updated plans based on comments and resubmitted package to NHDOT the week of March 3rd
- Continued work on securing easement on bridge corner

South Main Street Bridge Project

- Consultant obtaining information for the engineering review

Mechanic Street Project

- Final preliminary full corridor study submitted to NHDOT for closeout
- Draft agreement for new smaller phase round-a-bout at High Street, Mechanic/Mascoma Street intersection submitted to NHDOT on March 9th for review and comment
- Meeting held with Council on February 21st where the smaller project was decided to move forward
- Individual meetings held with property owners affected by the Intersection project

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; a number of addresses will need to be changed to conform with the E911 regulations
- Meeting held with other depts. for e911 priority concerns and planning session
- City wide system CMOM meetings held March 12th
- Reviewing floodplain permits for new/existing 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
- Working on NHDES Loan Agreements for CSO#12, #13 and #11
- Meeting with Planning on sidewalks along 12A

Planning Support

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