

CITY OF LEBANON

MANAGER UPDATES

JULY 18, 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

	2018 Year to Date	2017 Year to Date
Enplanements	4,695	4,656
Aircraft Operations	15,922	15,746
Airport Expenses		
Airport Revenue		
Airport-Generated Property Taxes		

Airport Projects (mostly AIP)

Project	Tasks to Date	Tasks Remaining
AIP-54 (ADA Improvements)	Working on construction	Parking lot signage and painting. Terminal building counters, signage
AIP-55 (Obstruction Removal)	Closed out	Done
AIP-56 (EA Revalidation)	Under contract	Complete review of 2012 Runway Safety Area EA based on Master Plan-recommended improvements.
AIP-57 (RSA Conceptual Design)	Have prepared conceptual grading plan and engineer's cost estimate for RSA improvements	Meet with FAA and NHDOT on July 26 to discuss conceptual grading plan and cost estimate, and planned funding.
PFC (Terminal HVAC)	Bid was received and the bid was too high.	Rebid and split out hearing and air conditioning into two bid

		packages.
AIP-Snowblower	Bids were solicited and received. Grant application was submitted.	Receive FAA grant application, place order, and receive NHDOT grant offer in about 6 weeks afterwards. Secure lease of a used airfield snowblower until new snowblower is delivered.
Airport Solar	Have developed a maximum-build on the Phase 3 site (east of Runway 36) and the airport terminal site (north of the loop road fence)	Meeting with NHDES and other environmental and other agencies on August 15 to discuss environmental issues with tree clearing and solar. Need to determine realistic proforma on airport revenue related to the solar project.

Event	Tasks to Date	Next Steps
FAA Land Use Inspection	Hosted FAA and NHDOT on May 2	Need to reduce proposed Granite Air Center leasehold to remove the FAA-funded portion of the North Ramp and shift this area to a Public Ramp. Need to solicit lessees for the north end of the Executive Ramp.

ASSESSING

	Month To Date	Year To Date
Number of Pickups/Inspections	67	522

Highlights: Of the 67 property inspections listed above, 38 were cyclical inspections, and 17 were sale inspections.

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
MotorVehicle Regs	\$219,336.16	\$1,372,774.67	\$1,297,996.00
Dog Licenses	\$3,588.00	\$14,941.50	\$13,723.00
Vital Records	\$2,755.00	\$17,814.00	\$16,858.00

Highlights:

- The State Department of Motor Vehicles performed their annual audit for our department on June 7th. We were found to be in compliance in all areas of the audit.
- Clerk Allard had a demonstration for an Electronic Records Management System. An RFP for a Records Management System is currently being prepared.
- Clerk Allard participated in the Lean Training Program on June 18-20.

FIRE

June 2018	Current Month	Year to Date	Prior Year to Date
Fire	9	46	34
Rescue & Emergency Medical Calls	198	1,281	1,252
Hazardous Conditions	6	48	58
Service Calls	16	121	107

Good Intent Calls	20	124	132
False Alarms	43	199	165
TOTALS	292	1,819	1,748

Highlights:

- Department personnel participated in the Annual Bike Rodeo.
- Department personnel participated the Lebanon Alumni Day Parade.
- Department personnel conducted fire extinguisher training at West Lebanon Feed and Supply.
- June 12 – personnel responded to the Loop Road by DHMC for a mulch fire.
- June 18 - personnel responded to Laro Street for an overheated microwave oven.
- June 19 - personnel responded to North Main Street in Hartford for a building fire.
- June 20 – personnel responded to Hartford Avenue in Hartford for a building fire.

Department Revenue to Date: \$574,962.00

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. There was no meeting in June.

Upper Valley Housing Support Team: Monthly meeting of service providers (LISTEN, the Haven, Tri-County CAP, and Silent Warriors) 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 June 7. Homeless outreach day planned for July 9.

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. 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). Met on June 15. The group has established a website: www.housingfirstuppervalley.com

Hartford/Lebanon Continuum of Care: Monthly meeting to address Upper Valley issues regarding housing and homelessness (provides the link to the Balance of State Continuums in both VT and NH). Lynne attended the June 28 meeting.

NH Coalition to End Homelessness:

Lynne is a new member of the Board of Directors for this statewide coalition. She attended her first board meeting on June 12 in Concord.

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

Monthly In-Office Activity

Julie Stavrou was hired as the Assistant Human Services Director and began working July 11.

In June 2018, a total of \$1,715.58 in direct assistance was provided by the Human Services office.

The 2018 year-to-date total of direct assistance provided is \$33,028.27.

Authorized Voucher Totals June 2018 vs June 2017

	June 2018	June 2017
Rent Assistance	\$875.00	\$4,794.00
Motel Assistance**	\$500.00	\$0.00
Electric Assistance	\$340.58	\$0.00
Total	\$1,715.58	\$4,794.00

**Motel assistance is granted as a means of temporary emergency housing pending shelter placement or permanent housing.

Assisted Cases June 2018 vs June 2017

June 2018	5 cases involving 7 adults and 4 children
June 2017	7 cases involving 8 adults and 3 children

Notices Issued in June 2018

Approvals	5
Denials	2
Pending Decisions	0
Applications Withdrawn	0
Sanctions	0

Contacts with clients in June 2018

Walk-Ins	26
Scheduled Appointments	18
Home Visits	0

Case Collaboration/Referrals in June 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	4
LISTEN	3
Catholic Charities	2
Headrest	1
West Central Behavioral Health	2
NH DHHS/Elderly & Adult Services	2

Reimbursement Received in June 2018 & YTD

	Client	SSI	Medicaid	Other Town***
June 2018	\$80.00	0	0	0
Year-to-Date	\$594.04	0	0	0

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

Liens in June 2018: Issued=0 Discharged=0

LIBRARY

The Lebanon Libraries' summer reading program for adults, kids, and teens began on June 13th. Thanks to teachers and librarians at Hanover street school and Mount Lebanon school, Children's Librarian Amber Coughlin was able to visit with lots and lots of kids who were very excited about all of the cool stuff we have going on this summer, and the cool stuff they can check out with their library cards. Dairy Twirl and Fore-U donated ice cream coupons to use as incentives this summer, and the Lebanon Recreation and Parks department was generous enough to allow us to distribute coupons for one free admission to the public pool to every kid who signs up for summer reading at the library. We have music, magic, puppets, marionettes, and movies planned. Carolyn and Kathy will be leading story times, and Amber will be singing with the babies all summer long. There will be fun story times in the park with an extra fluffy therapy dog named Scooter for the kids to read to. We'll be decorating cupcakes, programming robots, and drawing comics. The CCBA will be bringing camp kids by for a special mini-reading program just for them! Oh, and we'll be reading books! And winning prizes! It is going to be fantastic.

PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	21	23	\$22,713.33
Planning Board Applications	1	7	\$3,931.71
Zoning Board Applications	3	2	\$1,068.49
Totals	25	32	\$27,713.53

Inspection Activity	
Total inspections for the Month of June	179

Highlights:

Mills of Lebanon: The Water Powered Mills of Lebanon, presented by Matthew Labbe, MA. of Monadnock Archaeological Consulting, LLC and sponsored by the Lebanon Heritage Commission, attracted over 60 attendees on June 4th. Through Mr. Labbe's dedicated sleuthing and archive research from the 1800s-early 1900s, he provided a peek into Lebanon's past, including stories about the businesses

surrounding mills and their proprietors. The presentation was made possible by the City's ongoing Certified Local Government (CLG) partnership with the NH Division of Historic Resources and thanks to Alice Peck Day Hospital, the event host. To learn more about the Mill study and watch the presentation, visit <https://lebanonnh.gov/509/Additional-Resources>.

Fourth Graders Visit the Dana House: On June 8, 2018, the Heritage Commission led two classes of fourth graders from Mount Lebanon School on a tour of the historic Dana House on West Elm Street in West Lebanon. The City's Arts and Culture Task Force then appreciated use of the facility on June 19th as they continue their monthly meeting tours of the City's landmark buildings and institutions. The Dana House is one of a small number of buildings in Lebanon that date to the eighteenth century. To learn more about the students' visit and Dana House facts, visit <https://lebanonnh.gov/509/Additional-Resources>

Also:

Alternatives Analysis Meeting: Lahaye Drive Shared Use Path: The City of Lebanon hosted a lively discussion on June 13th with several community members at a review of alternative path routes for Lahaye Drive, as presented by the project consultant. The bicycle/pedestrian improvement project is funded by a Transportation Alternatives Program (TAP) grant through NHDOT and a local match. It will result in construction of a 10-foot wide and approximately 950-foot long separated facility on Lahaye, between Route 120 and Mt. Support Road. This was the second public meeting; those who were unable attend can review meeting presentation materials and minutes at <https://lebanonnh.gov/1192/Lahaye-Drive-Path>. There are no future meetings scheduled at this time.

Amendments to Future Land Use Map (FLUM): At a public hearing on June 25th, the City's Planning Board approved amendments to the Future Land Use Map (FLUM) for five of the six proposed locations in the City. Meeting minutes are available at <https://lebanonnh.gov/AgendaCenter/Planning-Board-39>. The amendment updates only the map, but not the text or FLUM categories, described in Chapter 2 of the [Master Plan](#).

POLICE

June 1 – June 30

Dispatch Calls for Service	2922
Police Calls for Service	2701
Incident Based Reporting Calls	68
Traffic Crashes	80
Property Damage	32
With Injury (possible)	5
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	19
Parking Lot	30
Arrests	88
DWI Arrests	13
Motor Vehicle Stops	756
Warnings	674
Citations	94
Problem Oriented Policing Calls	16

Community Involvement

June 2nd Captain Tim Cohen, Bike Patrol Officer Garrett Hubert, and Officer Pete Begin took part in the Bike Rodeo at the CCBA. Officer Tyler Hewes and K9 Kymba conducted K9 demonstrations. The event concluded with Officer Hubert leading the bike parade on the Rails to Trails.

June 7th Officer Dan Gaspard picked up a Lebanon High School student and brought him to school, as part of a winning bid in a silent auction fundraising event for Lebanon High School.

June 9th Lebanon police assisted with the Annual Alumni Day Parade.

June 16th Sergeant Norris' shift kicked off the 2018 Summer Ice Cream patrols. They visited many of the local apartment complexes, along with Colburn Park and the Lebanon Pool. The patrols will continue throughout the summer.

June 27th School Resource Officer Greg Parthum visited with the campers attending Camp Kaleidoscope at the Lebanon Middle School.

Coffee with A Cop was held at the Upper Valley Senior Center on June 28th. Later that day Sergeant Jeff Perkins had lunch with members of the Senior Center. The next Coffee with A Cop is on July 24th at 8:00am at The Fort Restaurant.

During the month of June, Lebanon Police hosted a R.A.D. (Rape Aggression Defense) class. The next class will be held in July. Visit the department's website and Facebook page to learn about upcoming classes.

During the month of June, Lebanon officers attended the Farmer's Market on Thursdays and handed out items and spoke with the attendees.

Lebanon officers have begun patrolling the Rail Trail and Boston Lot trails with the Police Utility Vehicle. These patrols will increase over the coming months.

The Lebanon Bike patrol continue to have a presence in the neighborhoods and bike trails throughout the city.

Highlights

Officer Garrett Hubert was promoted to Corporal on June 3rd.

PUBLIC WORKS

Solid Waste

Month: JUNE	2018	2017
Landfill Facility Received	3,665 (tons)	3,690 (tons)
Wastewater Bio-solids Received	332 (tons)	359 (tons)
Leachate Generation & Pumping	160,171 (gallons)	181,098 (gallons)

Recycling

- Pricing for the recycling commodities has been volatile for the past few months. We continue to move our recyclables to domestic markets successfully.

- Recently, Solid Waste changed scrap metal vendors to Schnitzer. This was to improve service.

Other

- The Lebanon Solid Waste Facility is replacing the scale house and truck scales. Ongoing construction at the site will have minimal impact to the facility's customers.

Water

Month: June	2018	2017
Water Treatment Plant-Production	46.149 MG	47.883 MG
Water Quality Complaints	2 (due to CSO 11 construction work)	

Lab Highlights

- All required bacteria testing for June was completed and all results passed.
- All other testing results were within allowable limits.

Other

- The first 6 months of 2018 show 3% less finished processed than last year at this time.

Wastewater Treatment

Month: June	2018	2017
Treated	1.3224 MGD	1.9810 MGD
Solids Prep for spring (lowering biomass)	11,000 lbs.	12,000 lbs.

Operations highlights

- Continued planning for plant fuel tank replacement.
- Conducted sampling for CSO 11 project IDDE program.
- Working on Finalizing Enfield IMA.
- Hanover IMA sampling report being finalized.
- Rt.4A pump station grinder install underway.
- Aeration tank solids switchover taking place on the 16th.

Laboratory

- TKN testing and analyzing once per week.
- Continued with phosphorus trial testing.
- Plant fully nitrifying.

Industrial Pretreatment Program

- Continued working with contractor on headworks loading/local limits update.
- Continued review of industrial discharge permits.
- Sodium Permanganate to be applied to collection system for odor control.

Maintenance

Public Ways/Road Maintenance

- Potholes repairs continues; City sign repair/replace; Remove trees from storm damage; Clean basins and culverts for rain storms; Street sweeping/Basin cleaning; Repair basins; Roadside mowing; Repave driveway aprons/roadside for drainage

Cemeteries & Parks Maintenance

- Daily checks of parks, cemeteries and facilities; Several Burials; Mowing; Loaming graves from winter burials and sunk in graves

Engineering

CIP Projects

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

- Monthly construction meetings; Milling and Paving on Bank Street Ext. Bank Street, and Cooper Street Completed; Striping completed; Reseeded and loamed on areas that didn't take in the fall; Driveway aprons paved

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

- Monthly construction meetings; Revised 2018-2019 schedule to be received July 17th; Completed water, sewer and drainage on Blacksmith; Worked on Water, Sewer and Drainage on Young Street; Water main, sewer and drainage installed on Mechanic -Blacksmith to Bridge; Box cutting roadway getting ready for paving beginning July 19th; Worthen Street water and sewer installed; Mascoma Street Water, Sewer, and Drainage from Myers to Cameron Complete; Mascoma Street Box Cutting of Road week of July 9th - paving to follow; Mascoma Street near high Street beginning Sewer construction; Mascoma Street temporary water installed; Sewer installation on Worthen beginning June 4th

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

- Survey work started for design; Walkabout held June 26th; Hartigan out videoing sewer lines week of June 4th; Preliminary design has begun

Mascoma Street Bridge

- On hold – will re-advertise September 2018

South Main Street Bridge Project

- Peer review of Bridge alternatives completed and submitted to NHDOT
- Awaiting a meeting with DOT to move forward

Mechanic Street Project

- Awaiting agreement with NHDOT to be signed to move forward

Engineering General

- Attended Municipality 5 Permit Training
- Attended Lean Training for Building permits
- Building Permits and Planning Board Plans (7 applications)
- Hillcrest Meetings with Residents held on July 10th, July 17th, and neighborhood walk on July 12th

RECREATION & PARKS

Highlights: Pool numbers, Food Truck Festival, Summer Concerts, and Mascoma River Greenway Grand opening!

Program Updates:

- Lots of summer programs, including: Swimming lessons, Camp K, Sports camps, Outdoor Adventures, Granite State Track and Field, tennis lessons, summer theater, Thor's Throw T&F, running races, adult softball league, UV Running Club, Teen Tuesday at the pool, Monday night concerts, Storytime in the Green partnered with Lebanon Public Libraries, Fun Free Fitness partnered with the CCBA, Thursdays in the park, Farmers' Market, and Front Porch Music series.
- Summer seasonal staff is a nice mix of returning staff. Day camp staff is ½ way through their camp season and are working with the Lebanon School District to balance campers that attend summer school and attend Camp K. The Lebanon Memorial Pool staff has been busy. The heat wave was plenty of work, but the staff did great and pushed through. We have seen an influx in season passes this summer. Some of that maybe due to the Hartford Public Pool closing.
- Adult Passes = 2 sold, Family Pass of 3 = 313 sold, Senior Season Pass = 2, Youth Only Season Pass = 3

Parks Maintenance Project Updates:

- Skatepark beautification and maintenance is still progressing. Landscaping was done, and there are some cracks that are being inspected by the installer to learn what is the best move to repair.
- Seasonal maintenance staff are returning staff and are awesome. They have stepped up to the plate since we've had Doug out unexpectedly at the start of the season. Some items are playing catch up, but we are slowly making our way to being on schedule.
- We are still working on Tobacco Ordinance signage to be consistent to the public.
- Colburn Park Fence is undergoing a slow rehabilitation. We are stripping the old rust and chipped paint off, and reapplying primer and metal paint. We just had another volunteer group come out and finish the West Park section.

Special Events:

- First Lebanon Food Truck Festival = participants and volunteers we checked in at 1,552 and our most interesting fact is demographics ranged for population served: 48.38% of ticketholders were residents of Lebanon or West Lebanon other attendees from NH communities including Bradford, Canaan, Charlestown, Claremont, Concord, Cornish, Croydon, Elkins, Enfield, Etna, Grantham, Grafton, Hanover, Haverhill, Lyme, Meriden, New London, Newport, North Haverhill, Orford, Plainfield, Plymouth, Raymond, Springfield, Sunapee, Unity, Warner, Wilmot and Vermont communities including Ascutney, Barre, Bradford, Braintree, Brownsville, Hartford, Hartland, Norwich, Perkinsville, Quechee, Reading, Rochester, Sharon, South Royalton, South Strafford, Springfield, Strafford, Taftsville, Thetford, Tunbridge, Vershire, West Hartford, White River Junction, Wilder, and Windsor. We also had ticketholders from Massachusetts, New York and Texas.
- Summer Concerts on the Colburn Park started June 14th. This summer Lebanon Recreation will host 26 FREE performances between Monday nights, Front Porch, and Thursdays in the Park.
- Farmers' Markets are going strong. Currently there is a looming concern that EBT/SNAP benefits are going to end at the end of July and so there is nationwide concern what is truly happening with the benefit program for those who need it.

Capital Project Updates:

The Mascoma River Greenway grand opening is coming this Saturday, July 21st.



YOU'RE INVITED!

M
MASCOMA RIVER GREENWAY

GRAND OPENING
Saturday, July 21, 2018
9am - Noon
APD Homestead Lawn
127 Mascoma Street, Lebanon

EXPLORE THE NEW RAIL TRAIL
- CONNECTING OUR COMMUNITY -

Remarks by
Mayor Prentiss
and others at 9:15 am
followed by guided tours of the trail with
historians, naturalists, cyclists, and trail experts

Meet the ARTISTS and view their SCULPTURES

Visit with **Omer & Bob's** for FREE
Bike Safety Checks *(bring your bike!)*

Enjoy ice cream with the Lebanon Police Department

  Contact Lebanon Recreation & Parks with questions (603) 448-5121