

# CITY OF LEBANON

## MANAGER UPDATES

### Month of December 2018

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.

#### **Table of Contents**

- [ASSESSING](#)
- [CITY CLERK](#)
- [FIRE DEPARTMENT](#)
- [HUMAN SERVICES](#)
- [LIBRARY](#)
- [PLANNING & DEVELOPMENT](#)
  - Planning Division
  - Zoning Division
  - Building/Codes Division
- [POLICE DEPARTMENT](#)
- [PUBLIC WORKS](#)
  - Administration
  - Engineering
  - Maintenance Services
  - Solid Waste
  - Water
  - Wastewater
  - Utilities Maintenance
- [RECREATION & PARKS](#)

# ASSESSING

	Month to Date	Year to Date
Number of Property Sales	15	219

Highlights: The Assessing Department continues to make map and property data changes that are effective for the 2019 tax year.

# CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$186,895.64	\$2,747,836.23	\$2,599,729.00
Dog Licenses	\$278.00	\$14,104.00	\$13,737.00
Vital Records	\$2,444.00	\$34,357.00	\$33,080.00

Highlights:

- Staff spent time preparing for end of year reporting as well as being able to enjoy some well-deserved time off during the holidays.
- Demonstrations were set up with vendors for the Electronic Records Management System. Once demos are complete a vendor will be selected.

# FIRE

December 2018	Current Month	Year to Date	Prior Year to Date
Fire	2	78	72
Rescue & Emergency Medical Calls	232	2,668	2,499
Hazardous Conditions	4	85	100
Service Calls	19	232	248
Good Intent Calls	32	253	266
False Alarms	27	377	341
<b>TOTALS</b>	<b>316</b>	<b>3,693</b>	<b>3,526</b>

## Highlights:

- December 10 – personnel responded to Dartmouth College Highway for a report of smoke in the building. The cause was determined to be a malfunctioning furnace.
- December 22 – personnel responded Mechanic Street for a fire alarm activation. The cause was determined to be from burnt food. Personnel assisted with smoke removal.

## Community Events:

- Duty personnel delivered Santa Claus to City Hall on December 1<sup>st</sup>.
- Duty personnel hosted EMS Ride-a-Long students.
- Department personnel participated in a Firefighter Safety and Survival Training class.

Department Revenue to Date: \$1,120,981.00

# 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 December.

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 December 5.

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 December 14. The group has a website: [www.housingfirstuppervalley.com](http://www.housingfirstuppervalley.com) A newly created task force will begin meeting in January 2019 to explore the need for a shelter in Lebanon.

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). Met on December 6.

NH Coalition to End Homelessness:

Lynne is a member of the Board of Directors for this statewide coalition. Did not meet in December.

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on December 20.

**Monthly In-Office Activity**

In December 2018, a total of \$6,389.57 in direct assistance was provided by the Human Services office.

The 2018 year-to-date total of direct assistance provided is \$68,829.49.

**Authorized Voucher Totals December 2018 vs December 2017**

	<b>December 2018</b>	<b>December 2017</b>
<b>Rent Assistance</b>	\$5,075.00	\$1,985.00
<b>Security Deposit*</b>	\$850.00	\$1,550.00
<b>Motel Assistance**</b>	\$354.25	\$863.16
<b>Electric Assistance</b>	\$110.32	\$55.58
<b>Gasoline</b>	\$0.00	\$20.00
<b>Total</b>	\$6,389.57	\$4,473.74

\*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 December 2018 vs December 2017**

<b>December 2018</b>	11 cases involving 14 adults and 2 children
<b>December 2017</b>	12 cases involving 17 adults and 5 children

**Notices Issued in December 2018**

Approvals	16
Denials	3
Pending Decisions	1
Applications Withdrawn	0
Sanctions	0

**Contacts with clients in December 2018**

Walk-Ins	43
Scheduled Appointments	26
Home Visits	0

**Case Collaboration/Referrals in December 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.

<b>Tri-County CAP</b>	7
<b>LISTEN</b>	5
<b>Upper Valley Haven</b>	1
<b>NH DHHS</b>	2

**Reimbursement Received in December 2018 & YTD**

	<b>Client</b>	<b>SSI</b>	<b>Medicaid</b>	<b>Other Town***</b>
<b>December 2018</b>	\$445.00	\$1,131.60	0	0
<b>Year-to-Date</b>	\$1,349.04	\$1,131.60	0	0

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

**Liens in December 2018:** Issued=0 Discharged=0

# LIBRARY

	<b>Month</b>	<b>YTD</b>
Traffic	23,968	216,266
In house computer use	2,105	32,026
Children’s programs attendance	645	4,278
Number of meeting room bookings	235	2,061
Circulation of library held items	8,354	126,409
Circulation of ebooks and downloadable audiobooks	1,629	18,907

# PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	9	5	\$5,238.00
Planning Board Applications	0	3	\$2,297.13
Zoning Board Applications	1	1	\$135.32
<b>Totals</b>	<b>10</b>	<b>9</b>	<b>\$7,670.45</b>

Inspection Activity	
Total inspections for the Month of December	199

# POLICE

## Manager Updates for December 2018

Dispatch Calls for Service	2479
Police Calls for Service	2216
Incident Based Reporting Calls	83
Traffic Crashes	86
Property Damage	52
With Injury (possible)	3
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	16
Parking Lot	23
Arrests	91
DWI Arrests	9
Motor Vehicle Stops	509
Warnings	517
Citations	16
Problem Oriented Policing Calls	27

## Community & Department Highlights

During the week of December 3<sup>rd</sup> to the 7<sup>th</sup>, Officers from the Lebanon Police Department worked with students from the Mount Lebanon School on the “Hour of Code,” an initiative that introduces students to computer science.

December 8, Lebanon Police partnered with Toys for Tots and hosted its annual “Stuff a Truck” event at Walmart. We were able to collect over 1,000 toys and almost \$1,000 in cash donations.

December 14, Officer Brandon Conlon graduated from the Full-Time New Hampshire Police Academy after 16 weeks of training. Officer Conlon now joins the patrol division to finish his Field Training Program.

December 20, Coffee with a Cop was held at Jake’s Coffee Co. The next Coffee with a Cop will be at Starbucks in West Lebanon on Saturday, January 19<sup>th</sup>.

December 21, Chief Mello and several Patrol Officers participated in the Upper Valley Homeless Vigil Bridge Walk, which took place at the Listen Center on Maple St.

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

Month: December	2018	2017
Landfill Facility Received	2,949 (tons)	2,939 (tons)
Wastewater Bio-solids Received	231 (tons)	277 (tons)
Leachate Generation & Pumping	522,560 (gallons)	195,338 (gallons)

### Recycling

- Electronics were shipped out in December.
- Freon units were processed and recycled
- Paper and Cardboard continue to be shipped locally with positive revenues.
- Scrap metal revenues have been up and down the last quarter of 2018

### Other

- The landfill leachate flows have increased tremendously due to a very wet November/December.

**Water**

<b>Month: December</b>	<b>2018</b>	<b>2017</b>
Water Treatment Plant-Production	45.614 MG	41.102 MG
Water Plant Produced	539.616 MG	544.388 MG
Water Quality Complaints	There was one major disturbance to the distribution system In December. A new sprinkler system line that was being flushed out on Etna rd. caused dirty water in several different parts of town.	
After Hours Calls	8 (In 2018 There were 44 call ins in 2018 evaluation of reoccurring alarms and possible remedies are being looked into.)	

**Lab Highlights**

- All required testing for December was completed and all results passed.

**Equipment Repair/Maintenance**

- Prep work for the backwash PRV vault has started with an early January install date.
- The filters were topped off with Anthracite as part of yearly maintenance.
- The Prospect hill booster station was taken offline for an emergency repair to the header system.

**Wastewater Treatment**

<b>Month: December</b>	<b>2018</b>	<b>2017</b>
Treated	1.9316 MGD	1.5749 MGD
Solids Inventory	1,9560 lbs.	25,800 lbs.

**Operations highlights**

- Had zero plant violations to our NPDES permit or SWPPP permit for December 2018. There have had zero plant violations in over 3 years.
- Lebanon WWTP treated 613,390,400 gallons of wastewater for 2018. Our average daily flow for 2018 was 1.68 MGD.
- Lebanon WWTP took 823,450 gallons of septage in 2018. We hope to exceed that in 2019.
- We are still looking at feasibility of doing a portion of the solar energy project at the wastewater facility.
- Lebanon WWTP produced 2,177.74 tons of class "B" biosolids in 2018.



## Laboratory

- TKN testing and analyzing once per month
- Continued with phosphorus trial testing.
- Plant fully nitrifying, and process looks great with outstanding final effluent.
- Monthly BOD <9 Mg/L
- Turbidity of final effluent under 2.0 NTU
- Effluent TSS is between 4-5 mg/L

## Industrial Pretreatment Program

- We are conducting a review of the headworks loading that was submitted by Teton.
- Continued review of industrial discharge permits.
- Performed a second round of sampling for the Hanover IMA. Our annual report has been submitted.
- Took a tour of Unifirst and started updating their new IDP.
- Scheduled facility tours, and updated status of current permits for renewal.

## Maintenance

<b>Month: December</b>	<b>2018</b>
<b>Cemeteries &amp; Park Maintenance</b>	
Burials/Cremations	2 Cr./2 Full
Entombments	1
Grave/Trust Fund Sales	1-GR / 1 -TF
Grave Transfers	0
Winter Maintenance	20
Rebuild Cemetery Planks	14
Daily checks of parks / clean mall (Hrs)	71.5
<b>Public Ways/Road Maintenance</b>	
Potholes repaired (Hrs)	171.5
Basins/Ditches Cleaning (all)	71
Street Sweeping (Hrs)	0
Storms: Plow/Salt/Sand (Hrs)	589.75
Trees Down (Hrs)	66.5
Sign repair/replace	46
Haul Snow	0
Mailbox Repair	0
<b>Fleet Maintenance</b>	
Diagnose & repair All fleet	116.75
State vehicle inspections All Fleet	0
Op Maint./Service and Preventative Maint. All Fleet	446.5

## **Engineering**

### **CIP Projects**

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

- Waiting for punch list to be completed to close out project

#### **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
- Monthly construction meeting held on November 20th
- Revised 2018-2019 schedule to be received November 19th
- Completed Water, Sewer and Drainage on Young Street to Bliss Street and paved base
- Meeting with residents on drives and water services
- Mascoma paving completed
- Mascoma Street and Mechanic Street sidewalks completed, and curbing installed.
- Working on getting residents off temporary water
- High street, Guyer, and Granite, West Street were base- paved, some sidewalks were constructed, and some are being temped in for over the winter.
- Driveways along High, Guyer, Granite and West were base paved
- Temporary pavement for curbing installed or paving to direct to areas where curbing will be placed in the spring
- Work on retaining walls have been completed on Young and Mascoma
- Cleanup has been complete, grading in walkways, driveways, and temping in the rest of the driveways, steps, to get through the winter and come back to finish in the spring.
- Monthly meeting held on December 18<sup>th</sup>.
- Submitted and Working on loan reimbursements with NHDES

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

- 75% plans received Nov. 9<sup>th</sup>, neighborhood meeting held Nov. 15<sup>th</sup>
- Reviewing the 75% plans and meeting with WP to go over the plans on Dec 4<sup>th</sup>
- Wetland application is being completed
- Wetland Application to Conservation Commission on January 10<sup>th</sup>
- Arborist walk through mailings went out and the walk held on December 10<sup>th</sup> with Arborist and residents

### **Mascoma Street Bridge**

- Low responsive t Bidder ED Swett
- Permission to award received November 9<sup>th</sup>
- Contractor signing held on November 15<sup>th</sup>
- Notice to proceed issued November 16<sup>th</sup>
- Pre-construction meeting held November 15<sup>th</sup>

### **South Main Street Bridge Project (no Change)**

- Peer review of Bridge alternatives completed and submitted to NHDOT
- NHDOT meeting was held on October 23<sup>rd</sup>, received feedback from the meeting and reviewing comments and working on response to DOT
- A meeting will be set with NHDOT for February

### **Mechanic Street Project (No Change)**

- Draft agreement with NHDOT being re-reviewed at Front Office at NHDOT
- Meeting was held on September 12<sup>th</sup> with consultant to go over Design Scope and Cost
- Meeting with NHDOT was on October 23<sup>rd</sup>

### **Engineering General**

- Reviewed and approved Building Permits and Planning Board Plans
- Attended meetings with for third party construction and planning applications
- Meeting with Council Dec. 6<sup>th</sup> for a full sewer discussion on what we learned and how we are moving forward
- River Park -Crafts Ave. sewer work main, laterals and water main and services installed
- Contractor base paved the roadway to Beyerle St, question of paving from Beyerle St to end of project, will access in the Spring. Contractor temporary paved the sidewalk a portion of the road.
- Processed project disbursements and pay applications for CSO projects

# RECREATION & PARKS

## Program Updates:

<b>Program</b>	<b>Residents</b>	<b>Non-Residents</b>	<b>Total</b>
Kindergarten Coed Basketball	20	0	20
1 <sup>st</sup> 2 <sup>nd</sup> Coed Basketball	54	0	54
3 <sup>rd</sup> 4 <sup>th</sup> Girls Basketball	22	0	22
3 <sup>rd</sup> 4 <sup>th</sup> Boys Basketball	22	0	22
Running Club Members – 2019	40	28	68
January Quilters Retreat	4	2	6
Winter Romp & Stomp	21	10	31
Burke Ski Trip	12	2	14
Wallcrawlers Climbing Team	9	0	9
Cheerleading	0	0	0
Savvy Senior Trips (Dec-Jan)	5	7	12
Open Gym Basketball	?	?	12
Storrs Ski / Snowboard Lessons	151	38	189

## Parks Maintenance Project Updates:

<b>Major Projects</b>	<b>Status</b>
Equipment winter maintenance	100%
New Rec Van	Completed
Prepare for 20 Spencer St closure	50%
Pat Walsh Ice Rinks	100%
MRG Benches	10%
MRG Signage	0%

## Special Events:

<b>Event</b>	<b>Estimated Attendance</b>
Full Moon Fiesta	Upcoming
Smoers Skating Party	Upcoming

## Capital Project Updates:

<b>Project</b>	<b>Status</b>
3 Seminary Hill Renovation	0%
Timken Lower Meadows Playing Fields	1%
Skatepark Lighting	10%