

CITY OF LEBANON MANAGER UPDATES Month of February 2019

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.

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AIRPORT

February 2019	2019 Year to Date	2018 Year to Date
Enplanements	1219	1393
Aircraft Operations	1887	Unknown
Airport Expenses	\$311,777	\$352,571
Airport Revenue	\$420,856	\$532,393

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-57 (RSA Conceptual Design)	March 13, 2019 – met with NHDOT & FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements.	Project scoping meeting scheduled for April 4 th . FAA Grant Application due no later than June 1 st .
PFC (Terminal HVAC)	Project engineering in progress to re-bid as separate projects.	Awaiting new bid documents.
AIP-Snowblower	Blower is complete as of March 15 th .	Sending Maintenance Forman to factory for a pre-delivery inspection in early April.
Snow Equipment Building	Re-design complete as of March 5 th .	Awaiting bid from Engineering Firm – Early April FAA Grant application due by May 1 st

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	7	13

Highlights: Of the seven sales that occurred in February three were single-family homes, three were residential condos, and one was a vacant residential lot.

The Assessing staff continues to inspect properties with open building permits. This process will continue until May, until the tax bills are mailed out.

CITY CLERK

FEBRUARY REVENUES

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$206,627.88	\$426,610.60	\$422,430.00
Dog Licenses	\$328.00	\$862.50	\$712.00
Vital Records	\$3,397.00	\$6,275.00	\$6,245.00

Highlights:

- Staff continued with preparations for the March 12th Municipal Election.
- Clerk’s Department Citizen’s Academy presentation was put together and presented on March 7th.

FIRE

February 2019	Current Month	Year to Date	Prior Year to Date
Fire	10	17	12
Rescue & Emergency Medical Calls	227	476	444
Hazardous Conditions	6	16	22
Service Calls	16	31	45
Good Intent Calls	21	54	51
False Alarms	17	46	60
TOTALS	297	642	634

Highlights:

- February 1 – personnel responded Mutual Aid to Canaan for a Building Fire.
- February 2 – personnel responded Birch Terrace in West Lebanon for a Chimney Fire.
- February 2 – personnel responded Mechanic Street for a cooking fire.
- February 9 – personnel responded Mutual Aid to Lyme for a Building Fire.
- February 10 – personnel responded Elm Street West in West Lebanon for a Cooking Fire.
- February 12 – personnel responded to Plainfield Road for a Dumpster Fire.
- February 19 – personnel responded to a fire alarm activation at Chilis Restaurant, while performing a size up found smoke in the building and located small fire in kitchen.
- February 19 – personnel responded to Mascoma Street for a cooking fire.

Community Events

- Department hosted EMT & Paramedic students for ambulance ride-a-longs.

Department Revenue to Date: \$208, 225.00

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. Did not meet in February.

Upper Valley Housing Support Team: Monthly meeting of service providers (LISTEN, the Haven, Tri-County CAP, and UVGEAR) 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 February 7.

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 February 8. The group has a website: www.housingfirstuppervalley.com

Lebanon Shelter Working Group: A newly created task force to explore the need for a shelter in Lebanon. Met on February 4.

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 February 28.

NH Coalition to End Homelessness:

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

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Lynne was unable to attend the meeting on February 21.

Workshops & Training Seminars

NH Local Welfare Administrators Association: February 21 in Concord. One workshop focused on NH Granite State Health Advantage (a.k.a. Medicaid expansion), the new “community engagement” requirement (a.k.a. “work requirement”), and how to report hours. Another workshop focused on domestic and sexual violence.

Monthly In-Office Activity

Authorized Voucher Totals

	February 2019	February 2018
Rent Assistance	\$3,293.50	\$6,081.00
Motel Assistance**	\$841.48	\$1,343.97
Electric Assistance	\$423.86	\$0.00
Fuel Assistance	\$675.94	\$0.00
Total	\$5,234.78	\$7,424.97
Year-to-Date	\$13,669.63	

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

Assisted Cases

February 2019	12 cases involving 12 adults and 7 children
February 2018	10 cases involving 14 adults and 6 children

Notices Issued in February 2019

Rent/Security deposit	9
Motel	2
Fuel	1
Electric	3
Denials	0
Pending Decisions	2
Applications Withdrawn	0
Sanctions	0

Contacts with clients in February 2019

Walk-Ins	33
Scheduled Appointments	14
Home Visits	0

Case Collaboration/Referrals in February 2019

Tri-County CAP (shelter)	2
Tri-County CAP (rent/security)	3
Tri-County CAP (fuel/electric)	3
LISTEN (housing)	1
LISTEN (fuel/electric)	1
LISTEN (food)	1
Haven (shelter)	1
Haven (discretionary funds)	1
Headrest	1
NH DHHS (food stamps)	3
NH DHHS (Medicaid)	2

Reimbursement Received in February 2019 & YTD

	Client	SSI	Medicaid	Other Town***
February 2019	\$900.00	0	0	0
Year-to-Date	\$925.00	0	0	0

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

Liens in February 2019: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Traffic	13080	35267
In house computer use	2407	4858
Children's programs attendance	324	682
Number of meeting room bookings	165	339
Circulation of library held items	9651	19665
Circulation of ebooks and downloadable audiobooks	1234	2950

PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	10	7	\$18,354.54
Planning Board Applications	0	0	\$0
Zoning Board Applications	2	1	\$703
Totals	12	8	\$19,057.54

Inspection Activity	
Total inspections for the Month of February	165

POLICE

Manager Updates for Feb 1-28

Dispatch Calls for Service	2096
Police Calls for Service	1845
Incident Based Reporting Calls	82
Traffic Crashes	76
Property Damage	34
With Injury (possible)	5
Involving Bicycle or Pedestrian	1
Referred to Outside Agency	0
Hit and Run	13
Parking Lot	19
Arrests	101
DWI Arrests	12
Motor Vehicle Stops	368
Warnings	375
Citations	23
Problem Oriented Policing Calls	14

Community Involvement

On February 1, Officer Kapuscinski and Officer Conlon talked with a 3rd grade class at Mount Lebanon School about being a police officer.

On February 2, Chief Mello served as a Judge for the American Legion Oratorical Contest that was held at the Soldier's Memorial Building.

On February 16, Officer Dourado and Officer Kapuscinski completed a police escort for the Make a Wish Foundation.

On February 20, the Lebanon Police Department announced the launch of the new Special Needs Registry, which is a voluntary program to help emergency responders identify and respond to vulnerable residents with special needs. This is part of a new partnership with the Special Needs Support Center in Lebanon.

Chief Mello participates in a weekly call in to WNTK's First Look with Keith Hanson on Tuesday mornings at 8:40AM.

The next Coffee with a Cop Event will be from 8:00AM to 10:00AM on Thursday, March 21, at Maplefields on Mechanic Street.

Department Highlights

On February 15, 2019, K9 Officer Nicholas Alden and partner K9 Nitro graduated the 42nd Drug Detection Course through the VT Police Canine Academy. On February 20th, K9 Nitro's first day of patrol after completing training, he successfully alerted on a vehicle during a search warrant and found three grams of suspected Methamphetamine.

PUBLIC WORKS

Solid Waste

Month: February	2019	2018
Landfill Facility Received	2,651 (tons)	2,632 (tons)
Wastewater Bio-solids Received	237 (tons)	272 (tons)
Leachate Generation & Pumping	398,524 (gallons)	227,101 (gallons)

Recycling

- During the Month of February, the following items were shipped to recycling markets:
 - Paper and Cardboard
 - Scrap Metal
 - Electronic waste
 - Vegetable Oil

Other

- Marc Morgan attended the Solid Waste Association of North America (SWANA) conference in Boston, MA. Topics presented included emerging contaminants, landfill gas management and a variety of safety issues.
- A tour of the Solid Waste Facility was provided to Dartmouth College students studying sustainability topics.
- Marc Morgan and Ed Denike attended Cultural Competency training at the Kilton Library.
- Solid Waste staff have been working with representatives in battery manufacturing and the Lebanon Fire Department to provide outreach on proper disposal of electronic devices and batteries to reduce incidences of fires at the landfill.

Water

Month: February	2019	2018
Water Treatment Plant-Production	40.1 MG	39.7 MG
Water Quality Complaints	2 (Related to dirty water)	
After Hours Calls	2	

Water Treatment Plant

- We took a media core sample out of filter #4 and sent it in for analysis. Results showed the media is in great shape with no deficiencies noted. Filter 2,3 and 4 were all rebuilt in 1995.

Lab Highlights

- All required bacteria testing for February was completed and all results passed.
- All other required testing was completed, and results look good.

Equipment Repair/Maintenance

- All the remote station PRV valves were successfully serviced
- The process to replace the Fluoride feed pumps has started the old ones were moved and a new stand was built. The new pumps are expected any day.

Wastewater Treatment

Month: February	2019	2018
Treated	1.68 MGD	1.60 MGD
Solids Inventory	23,845 lbs.	29,730 lbs.

Operations highlights

- Had zero plant violations to our NPDES permit or SWPPP permit for February.
- Lebanon Wastewater treated 47,157,000 gallons of wastewater in February.
- Lebanon Wastewater treated 7,100 gallons of Septage in February.
- Lebanon Wastewater dewatered and delivered 167.8 wet tons of sludge to the landfill in February.
- Effluent quality in was extremely good. TSS average was 5.0 mg/L, and our BOD average was 8.0 mg/L.
- Preparing for upgrades at RT12A pump station to include a new grinder, bypass valve, wetwell separation valve and a new grinder pump.
- Put New seals in RAS pumps that do not require water usage.
- Will be conducting trial process changes to involve taking more Septage as part of an effort to create additional revenue.

- Ortho and Total Phosphorus trial study still underway.
- Sampling Class 1 Industries for PFAS to obtain background information. Domestic Background will be collected as well.

Laboratory

- TKN testing and analyzing once per week.
- Phosphorus testing is now standard practice and will be conducting treatment process changes to maximize our removal efforts.
- Plant fully nitrifying, and process looks great with outstanding final effluent.
- Monthly BOD 8.0 mg/L.
- Turbidity of final effluent 3-4 NTU.
- Effluent TSS is 5.0 mg/L.

Industrial Pretreatment Program

- PFAS sampling to be conducted on all class 1 industries
- Continued review of industrial discharge permits.
- Working on finalizing the IDP for Unifirst.
- Industry sampling being conducted in order to establish new IDP's.

Maintenance

Month: February	2019
Cemeteries & Park Maintenance	
Burials/Cremations	2 Cr./ 2 Full
Entombments	2
Grave/Trust Fund Sales	0 -GR/ 0 -TF
Grave Transfers	0
Winter Maintenance (Hrs)	18.5
Daily Checks of Parks/Clean Mall (Hrs)	66.5
Public Ways/Road Maintenance	
Potholes repaired (Hrs)	214.25
Basins/Ditches Cleaning (all) (Hrs)	108
Street Sweeping (Hrs)	0
Storms: Plow/Salt/Sand (Hrs)	1095.75
Trees Down (Hrs)	31
Sign repair/replace	15
Haul Snow	320
Mailbox Repair	19
Fleet Maintenance	
Diagnose & repair All fleet	120.75
State vehicle inspections All Fleet	0
Op Maint./Service and Preventative Maint. All Fleet	337.75

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

- Contract in winter shut-down
- Submitted and Working on loan reimbursements with NHDES

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

- 90% plans received also sent to NHDES for review- City and DES commented
- Wetland application comments are being addressed
- ER review public notice has begun
- Disbursement requests submitted
- Design review meeting held on March 7th to go over City comments with consultant
- Plans submitted to Fire, Planning, Ped/Bike for feedback
- Meeting date set for walk with public/Businesses on Mechanic Street
- Night Community Conversation meeting set for April 4th in Council Chambers

Mascoma Street Bridge

- Contractor ED Swett
- Detour – with one-way traffic westbound across bridge with Eastbound traffic being routed by way of High Street (Detour in effect until late August 2019)
- Contractor is beginning bridge disassembling work on March 5th
- Consolidated began work on February 18th
- Flyers and contacts made with businesses that abut the project
- Weekly meetings being held
- Traffic adjustments have been made continuously; close communication with Police
- Consolidated working on exposing conduits
- Sidewalk and copings being removed

South Main Street Bridge Project (no Change)

- Peer review of Bridge alternatives completed and submitted to NHDOT
- A meeting was held with NHDOT on March 12th, for response to comments
- Disbursement request and project update submitted to NHDOT

Sewer interceptor Project

- Working on Scope and fee, and on preliminary layouts for first phase of Sewer interceptor project- and contract

Mechanic Street Project (No Change)

- Draft agreement with NHDOT being re-reviewed at Front Office at NHDOT
- Waiting on the finalized agreement with NHDOT
- Noticed that DOT is changing the agreement once again, so a new agreement will be sent to the City for concurrence

Engineering General

- Reviewed and approved Building Permits and Planning Board Development Plans
- Met with the Planning Department on numerous applications
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction and planning applications
- Processed project disbursements and pay applications for CSO projects
- Engineering Group – Attended UNH stormwater classes Feb. 6th
- Working on Miracle Mile Bus Stop and sidewalk project
- Working on Modifications to the Excavation Permit for the March 20th meeting

RECREATION & PARKS

Program Updates:

Program	Residents	Non-Residents	Total
Running Club Membership	62	145	207
Savvy Senior Trips	10	10	20
Romp and Stomp	21	10	31
Wallcrawlers Team	10	1	11
Open gym basketball			12/night
Open gym volleyball			16/night
February Break Trip	20	2	22
After School adventure – Scratch	12	0	12

Parks Maintenance Project Updates:

Major Projects	Status
Pat Walsh Ice Rinks	Closed for the season; excellent season.
MRG walking path	Well maintained through winter until freezing rain came in Feb.
XC ski trails: APD and MRG	We had a better season than in 2018.
Seasonal Hiring	Hoping for April. We need applicants.

Special Events:

Event	Estimated Attendance
Shamrock Shuffle 5k	973 runners. 500 spectators
Shamrock Shuffle Funrun	200
Lebanon Food Truck Festival	Tickets on sale April 1

Capital Project Updates:

Project	Status
Timken playing fields	Currently in design phase. Presenting to Timken in late April.
Temporary Rec Office move	Location decision by end of March
Storrs Hill LED Conversion	Inventory complete
MRG amenities	Planning APD connector trail. Designing signage.
Rusty Berring Skatepark lighting	Design phase. Beginning fundraising.
Pool Diving well replastering	Bids accepted. Construction September.
Needs assessment	Planning late Spring.