

CITY OF LEBANON MANAGER UPDATES Month of April 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.

Table of Contents

- AIRPORT
- 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

AIRPORT

April 2019	2019 Year to Date	2018 Year to Date
Enplanements	2,898	2,894
Aircraft Operations	8,271	Unknown
Airport Expenses	\$564,776	\$423,807
Airport Revenue	\$503,736	\$608,771

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-57 (RSA Conceptual Design)	March 13 th – 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	Project out to bid 5/3/2019 Bids due May 23 rd
AIP-Snowblower	Blower is complete as of March 15 th	Blower delivered May 4 th
Snow Equipment Building	Re-design complete as of March 5 th	Awaiting bid from Engineering Firm – Early April FAA Grant application due by May 15 st
Airport Leases	Lebanon Hanger Associates – lease completed & signed April 26 th Granite Air – still negotiating terms. T-Hangars – letter mailed to all tenants raising rent by 2.3% (CPI) effective July 1 st	Calculate back rent due – May 15 th Next Meeting – May 14 th

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	18	52
Number of Property Inspections	145	393

Highlights: Of the eighteen sales that occurred in April, five were single-family homes, five were residential condos, one was a mobile home, one was a 2-family dwelling, one was an auto dealership, one was a small commercial property, and one was vacant land.

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

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$268,258.64	\$889,212.52	\$893,244.00
Dog Licenses	\$4,996.50	\$6,359.50	\$6,188.00
Vital Records	\$2,868.00	\$11,870.00	\$12,217.00

Highlights:

With April 30th being the deadline for dog licensing, staff was very busy during the month of April licensing dogs and holding a Saturday rabies clinic/dog licensing event in City Hall. Those residents who took advantage of the Saturday clinic were very pleased to have the opportunity to take care of their business on a weekend. We will plan to do this in future years as an added customer services for our residents.

FIRE

April 2019	Current Month	Year to Date	Prior Year to Date
Fire	10	31	25
Rescue & Emergency Medical Calls	263	997	893
Hazardous Conditions	9	30	37
Service Calls	8	52	87
Good Intent Calls	18	92	79
False Alarms	21	87	114
TOTALS	329	1,289	1,235

Highlights:

- April 2 – personnel responded to Fairview Avenue for a snowmobile fire.
- April 2 – personnel responded to Heater Road for a cooking fire.
- April 3 – personnel responded mutual aid to Hartford, VT for a large brush fire.
- April 3 – personnel responded to Plainfield Road for a small brush fire.
- April 4 – personnel responded mutual aid to Canaan for a building fire.
- April 5 – personnel responded to Lebanon Landfill for a small garbage fire.
- April 7 – personnel responded mutual aid to Canaan for a building fire.
- April 9 – personnel responded to Etna Road for a propane leak.
- April 11 – personnel responded to the Rail Trail off the Miracle Mile for a grass fire.
- April 13 – personnel responded to Cedarwood Lane for a cooking fire.
- April 25 – personnel responded to Lucent Road for a propane leak.
- April 28 – personnel responded to Plainfield Road for a small brush fire.

Community Events:

- Department hosted EMT & Paramedic students for ambulance ride-a-longs.
- Department personnel conducted Fire Drills in the Lebanon Schools.
- Department personnel participated in the opening of the Lebanon Youth Baseball season.

Department Revenue to Date: \$390,277.00

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. Met on April 11. Assistant Human Services Director Julie Kowalski Stavrou has been attending these meetings.

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 April 4.

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 April 12. 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 April 18.

Hartford/Lebanon Continuum of Care: Monthly meeting to address Upper Valley issues regarding housing and homelessness. Met on April 25.

NH Balance of State Continuum of Care: Bimonthly meeting to address NH issues regarding housing and homelessness. Hosted by NH Bureau of Housing Supports. Did not meet in April.

NH Coalition to End Homelessness: Lynne is a member of the Board of Directors for this statewide coalition. Did not meet in April.

Energy Advocacy Council: Monthly meeting hosted by LISTEN to share information and resources regarding energy issues that Upper Valley residents are experiencing. Met on April 18.

Monthly In-Office Activity

Authorized Voucher Totals

	April 2019	April 2018
Rent Assistance	\$1,800.00	\$3,549.00
Motel Assistance**	\$927.31	\$829.40
Fuel Assistance	\$100.00	\$0.00
Shelter Sponsorship	\$775.00	\$0.00
Total	\$3,602.31	\$4,378.40
Year-to-Date	\$23,811.85	

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

Assisted Cases

April 2019	10 cases involving 10 adults and 1 child
April 2018	9 cases involving 10 adults and 4 children

Notices Issued in April 2019 vs 2018

Rent/Security deposit	5	12
Motel	4	2
Fuel	1	0
Shelter sponsorship	1	0
Denials	0	3
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	0	0

Contacts with clients in April 2019 vs 2018

Walk-Ins	29	21
Scheduled Appointments	18	27
Home Visits	0	0

Case Collaboration/Referrals in April 2019

Tri-County CAP (shelter)	6
Tri-County CAP (rent/security)	2
Tri-County CAP (fuel/electric)	1
LISTEN (housing)	2
LISTEN (fuel/electric)	1
LISTEN (food)	0
LISTEN (discretionary funds)	1
Haven (shelter)	3
Haven (housing)	0
Haven (food)	1
Haven (discretionary funds)	1
NH DHHS (food stamps)	2
NH DHHS (cash assistance)	2
NH DHHS (Medicaid)	1
Senior Center/Service Link	2
WISE	2
Headrest	2
UVGEAR	1

Reimbursement Received in April 2019 & YTD

	Client	SSI	Medicaid	Other Town***
April 2019	0	0	0	0
Year-to-Date	\$950.00	0	0	0

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

Liens in April 2019: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Traffic	17,612	68,972
In house computer use	2,950	10,590
Children's programs attendance	415	1,368
Number of meeting room bookings	170	635
Circulation of library held items	10,015	40,068
Circulation of ebooks and downloadable audiobooks	1,787	6,481

PLANNING & DEVELOPMENT

Permit/Applications	Residential	Commercial	Fees Collected
Building Permits	37	14	\$90,310.98
Planning Board Applications	1	2	\$669
Zoning Board Applications	0	1	\$671
Totals	38	17	\$91,650.98

Inspection Activity	
Total inspections for the Month of April	245

Highlights:

As part of the Wild About Lebanon series, the UVLT staff sponsored a short hike on Earth Day, April 22nd. The hike started at the Woodlands and went through to Starr Hill. The event celebrated the Spirit of Conservation and the life of Laurel Letter. The hike ended at the plaque dedicated to Laurel for her hard work to help UVLT buy, conserve and give the property to the City of Lebanon.

POLICE

Manager Updates for April

Dispatch Calls for Service	2,414
Police Calls for Service	2,145
Incident Based Reporting Calls	79
Traffic Crashes	53
Property Damage	27
With Injury (possible)	3
Involving Bicycle or Pedestrian	0
Referred to Outside Agency	0
Hit and Run	14
Parking Lot	21
Arrests	99
DWI Arrests	5
Motor Vehicle Stops	386
Warnings	385
Citations	28
Problem Oriented Policing Calls	8

Community Involvement

April 2nd, the Lebanon Police Department hosted Lebanon Middle School students as part of a job shadow program. The students participated in hands-on learning sessions including basic police roles and equipment, Cyber Crimes, Detectives Division, Fish & Game, K9 demonstrations, and police vehicles.

April 10th, Coffee with a Cop was held at the Lebanon Diner. The next Coffee with a Cop is May 16th at the Upper Valley Senior Center.

April 13th and 17th, the Lebanon Police Department held a special Rape Aggression Defense (RAD) course for a group of local Girl Scouts. A RAD session for the public began on April 24th. There will be another starting May 22nd and more throughout the summer.

April 19th, Sergeant Jeff Perkins met with Dartmouth engineering students who were looking for input on a project. The students are designing a lighted sign for the rear area of cruisers for their Introduction to Engineering course.

April 21st, Sergeant Perkins and Officer Winslow attended an Easter Sunday breakfast at Cross Point Church.

April 26th, members of the Lebanon Police Department participated in Mount Lebanon Elementary School's Annual Walk to School Event.

April 26th and 27th the Lebanon Police Department took part in the Nationwide Drug Take Back Event, which is a collaborative effort between the DEA and state and local law enforcement to remove potentially dangerous controlled substances from homes across the country.

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

Department Highlights

On April 26, 2019, the Lebanon Police Department held a Swearing In and Awards Ceremony in the department's training room. Newly hired Police Officer Logan Scelza was sworn in by Chief Mello. Officer Roberto Dourado received the Commendation Bar for Lifesaving Award. Several Officers received awards for their involvement with the shooting incident that occurred in Hanover in November 2018; Sergeant Richard Norris and Officer Daniel Gaspard received Distinguished Service Awards, and Corporal Garrett Hubert, Officer James Pike, Officer Zachary Lawrence, Officer Paul Gifford, and Detective Michael Roberts all received Certificate of Commendation Awards for their vital roles in this incident. Also presented were Years of Service Awards for Communications Specialist Brande Wood for 15 years of service, and Facilities Custodian Tom LaPointe for 15 years of service. Not present but also recognized are Detective Brett Quillia for 10 years of service, and Lieutenant Matthew Isham for 15 years of service.

PUBLIC WORKS

Solid Waste

Month: April	2019	2018
Landfill Facility Received	3,618 (tons)	3,100 (tons)
Wastewater Bio-solids Received	316 (tons)	370 (tons)
Leachate Generation & Pumping	555,711 (gallons)	245,519 (gallons)

Recycling

- During April, the following items were shipped to recycling markets:
 - Paper and Cardboard
 - Scrap Metal
 - Freon-Containing Units
 - Electronic Waste

Other

- April was “Refill NOT Landfill” month. This year was a wonderful success. The City partnered with the Hanover Consumer Cooperative (Coop) on the campaign. We received 271 pledges to reduce waste for the month of April. A follow “community conversation” is schedule for May 28th to discuss barriers to reuse.
- Marc Morgan attended a meeting with the Upper Valley Sierra Club and presented the Refill NOT Landfill campaign and how the group could participate.
- A tour of the Solid Waste Facility was provided to a local Girl Scout Troop.

Water

Month: APRIL	2019	2018
Water Treatment Plant-Production	43.3 MG	40.5 MG
Water Quality Complaints	2	
After Hours Calls	1	

Lab Highlights

- All required bacteria testing for April was completed and all results passed.
- 2nd quarter DBP’S came back and results were very good.
- Another piece of the UCMR 4 testing was completed. The final phase will be August through November.

Equipment Repair/Maintenance

- The north sedimentation basin was cleaned and serviced no major deficiencies noted.
- Power was run to the new backwash PRV vault installed in January.
- One of the cl17’s was rebuilt.
- Yearly calibrations have been started.

Wastewater Treatment

Month: April 2019	2019	2018
Daily Avg. flow treated	2.7307 MGD	2.1578 MGD
Solids Inventory	21,439 lbs.	21,600 lbs.

Operations highlights

- Zero plant violations to our NPDES permit or SWPPP permit.
- Treated 81,920,000 gallons of wastewater.
- Treated 95,500 gallons of Septage.
- Dewatered and delivered 213.31 wet tons of sludge to the landfill.
- Effluent quality in April was very good. TSS average was 4.0 mg/L, and BOD average was 11.0 mg/L.
- Pre-planning and data collection being conducted to help implement the asset management program.
- Ortho and Total Phosphorus trial study still underway.
- Scada system upgrade for Rt.12A pump station is underway to enable plant staff to access and control the pump station remotely.
- Continue to receive added flows due to the everlasting wet, rainy conditions. Total plant flow was up 18 million gallons compared to flow in 2018.
- Projects on the horizon include, install of new Hach process control instruments and controllers, a WIFI system within the treatment plant, new grinder and pump at Rt.12A pump station, launch of an asset management program and install of a 3rd dewatering press.

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 11.0 mg/L.
- Turbidity of final effluent 1-2 NTU.
- Effluent TSS is 4.0 mg/L.

Industrial Pretreatment Program

- PFAS sampling was conducted at all class 1 industries as well as a domestic background sample. Most results were non- detect for PFAS and PFOS.
- Continued review of industrial discharge permits.
- Industry sampling is being conducted to establish new IDP's.
- Scheduled facility tours, and updated status of current permits for renewal.
- Sampling is being conducted to enable us to get new industrial discharge permits in place.

Maintenance

Month: April	2019
Cemeteries & Park Maintenance	
Burials/Cremations	2 Full / 3Cremation
Entombments	2
Grave/Trust Fund Sales	1 -GR / 1-TF

Grave Transfers	0
Winter Maintenance (Hrs)	0
Daily Checks of Parks/Clean Mall (Hrs)	53
Public Ways/Road Maintenance	
Potholes repaired (Hrs)	123.5
Basins/Ditches Cleaning (all) (Hrs)	189.25
Street Sweeping (Hrs) (Sidewalks as well)	524.75
Storms: Plow/Salt/Sand (Hrs)	109
Trees Down (Hrs)	135.25
Sign repair/replace	63
Haul Snow	0
Mailbox Repair	42
Fleet Maintenance	
Diagnose & repair All fleet	169
State vehicle inspections All Fleet	11
Op Maint./Service and Preventative Maint. All Fleet	132

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

- Start-up Construction began the week of April 1st
- Working on upper Light street, no blasting.
- Blasting on Mason, and Guyer complete working on water, sewer and storm for these streets
- Meetings with residents on project finish work in front of homes
- Clean up has begun on some of the streets and in residents' yards
- Project walk through with contractor
- Curbing walk through with contractor
- Working on loan reimbursements with NHDES
- Weekly construction meetings held with Contractor and City, and Reps.

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

- Draft 100% plans received also sent to NHDES for review- City and DES commented
- Wetland application comments were addressed
- ER review public notice has been completed
- AOT submitted
- Slowly receiving easements from surveyor
- 100% Draft Plan Presentation and Community Conversation meeting held on April 4th

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)
- Back wall repairs made, and concrete pours have occurred
- Anticipating setting steel girders, the week of May 13th
- Additional Asbestos conduit in the sidewalk so extra time was required to safely remove the pipe
- Water main meeting was held on May 9th

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, waiting for response to comments
- Draft Minutes were submitted for comment and to continue with the work required before moving the project to the front office for the waiver request

Sewer interceptor Project

- Contract in place
- Completed borings and picking up survey
- Environmental review submitted
- Loan secured

Mechanic Street Project (No Change)

- Draft agreement with NHDOT being re-reviewed at Front Office at NHDOT
- Waiting on the finalized agreement with NHDOT
- NHDOT 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
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction and planning applications

- Engineering Group – Attended UNH stormwater class - April
- Working on Miracle Mile Bus Stop and sidewalk project
- Working on the proposed changes for Chapter 181
- Attended SRF funding workshop and presented
- Attended NHPWA tech meeting and board meetings
- Attended NHDOT/ACEC joint meeting
- Working on 2020 CIP

RECREATION & PARKS

Program Updates:

Program	Residents	Non-Residents	Total
Running Club Membership	62	171	233
Savvy Senior Trips	15	15	30
Romp and Stomp	23	5	28
Wallcrawlers Team	12	1	13
Open gym basketball			12/night
April Break Trips	44	14	58
After School adventure – ForeU	12	0	12
1-2 Coed Lax	31	4	35
3 rd 4 th Boys Lax	8	5	13
3 rd 4 th Girls Lax	5	6	11
5 th 6 th Boys Lax	10	9	19
5 th 6 th Girls Lax	7	14	21
7 th 8 th Boys Lax	8	11	19
7 th 8 th Girls Lax	3	23	26
3 rd 4 th Girls Softball	9	2	11
5 th 6 th Girls Softball	20	0	20
5 th – 8 th Coed Track	27	11	38
Granite State Track	24	20	44
Jr. Golf	3	2	5
Couch to 5k	27	27	54
Quilters Retreat	6	11	5
Wednesdays Rail Trail Strolls	5	0	5
Adult Softball Teams	59	117	176

Parks Maintenance Project Updates:

Major Projects	Status
Cleaning up Ice Rinks	100%
Tree Pruning	Completed
Tree Planting	May 3
Seasonal Hiring	2 of 2 hired
Spring Sports Field Prep	75%
Pool Preparations	10%

Special Events:

Event	Estimated Attendance
Lebanon Food Truck Festival	June 21, 22: 269 tickets sold
Community Clean Up Day	100+ volunteers; May 4
Boston Red Sox trip	27 sold; May 19
Bike Rodeo	June 1
Curb the Car Day	May 17
Lebanon Farmers Market	Begins May 16
Injury Prevention Clinic	35

Capital Project Updates:

Project	Status
Timken playing fields	Currently in design phase. Timken Aerospace is supporting.
Temporary Rec Office move	River Valley Community College
Storrs Hill LED Conversion	Inventory complete. Getting cost estimate.
MRG amenities	Planning APD connector trail. Designing signage.
Rusty Berring Skatepark lighting	Design phase. Beginning fundraising.
Pool Diving well replastering	Bid awarded. Construction September.
Needs assessment	Planning late Spring.