

## CITY OF LEBANON

### MANAGER UPDATES – MAY 31, 2011

#### AIRPORT

- Activities
  - The Airport will not be having an Awareness Day/Aviation Expo this year, but be having a Young Eagles event on July 16. Young Eagles are local pilots that give free airplane rides to kids 8 to 17. The event will be held at the Executive ramp (by the City's T-hangars)
  - The US House and Senate are debating budget cutting; and included in the discussion is Essential Air Service (EAS). Loss or even decrease in LEB's EAS funding levels would be disastrous for the airport and City (60% decrease in revenue, loss of PFC revenue which pays the City share of capital projects, etc., with a continuing obligation to operate and maintain the airport, possibility of the City paying a share of the Air Traffic Control Tower operating costs in the future). Attended a conference with airports with the same issues, USDOT, and airlines, on EAS in Washington, DC on May 3.
  - The Airport is in negotiations with Signal Aviation Services to replace their flight school by subleasing out that operation to a separate sublessee. The sublease must be in conformance with Signal's master lease with the City.
  - The Airport is providing T-Hangar #12 to the Dartmouth Thayer School of Engineering for their 7<sup>th</sup> annual BigGreenBus project where they convert a diesel bus to biofuel-powered. The project students have all been badged by the airport and expect to have the project completed and be on their way to a US tour by mid-June.
- Projects
  - The Airport Department solicited a Request For Proposals (RFP) for lease of the restaurant space in the terminal (now vacant for approximately 8 years and had no response. After the RFP process, a person showed interest in developing a restaurant. Discussions are proceeding in that we have met with Codes and Fire, and the proposer has secured an Architect and is meeting with Contractors to get price estimates for the necessary renovations. The Airport Department is drafting a restaurant lease to discussions can be completed by the time the proposer obtains the NH Liquor License in mid-June.
  - A plan to install propane heaters in the City T-Hangars has been approved. The Airport issued a Request For Bids to; install propane pipes to connect the individual hangar spaces; making them ready for individual lessee heater installation. Bids were due May 26 and none of the four pre-qualified contractors responded. In the week of May 30, we will determine why there was no response. This City project has to be completed before the individual lessees install their propane heaters.
  - The Airport is working on a new Passenger Facility Charge (PFC) application. A PFC is a \$4.50 charge on most all airline passengers who depart LEB. The next step is the Carrier Coordination Meeting scheduled at the airport on May 31 at 10:00AM.
  - The airport is reviewing the airport license/permit status of its ground transportation providers; and will be providing a discrete spot for limos, and sending airport license invoices to limo and taxi/shuttle operators.
  - Met with the Environmental Resource agencies at NHDOT on May 18 to discuss the

Environmental Assessment, alternatives analysis, and to obtain input on potential mitigation measures. Will be meeting with the Lebanon Conservation Commission on June 9 to discuss the same issues and to obtain local input on mitigation measures.

- A grant (AIP-45) was received for final EA tasks; and preparation of a Storm Water Pollution Prevention Plan (SWPPP) and Storm water Pollution and Prevention Plan (SPCC).
- The Airport has \$39,733 in FAA Entitlement funds that it will lose if the funds are not requested by June 1. The Airport (with prior approval from FAA and NHDOT) will be requesting funds for an airport-wide crack sealing project. The grant application will be submitted on May 31. The Airport Department will fund the City's 2.5% share from the Airport Department budget.
- Airline Service / General Aviation Activity
  - Year-To-Date (Jan.–May) operational data are now available as of this report.

## **ASSESSING**

- The Department has received a total of 138 abatement requests and is continuing the process of scheduling appointments and forwarding all the applications for the Board of Assessors to take action.
- Dave McMullen attended the Northeastern Regional Association of Assessing Officers Annual Conference, held in Connecticut, he also sits as an active Board member.
- Rick Vincent attended the monthly meeting of the NH Association of Assessing Officials (NHAAO). Rick serves as 1<sup>st</sup> Vice President and Dave sits as Ethics Committee Chair and International Association of Assessing Officers (IAAO) Representative.

## **CITY CLERK**

- State law requires that the voter checklist be purged every 10 years. 2011 is the year for this to happen and the first step of the voter checklist purge began in May with the mailing of 2,330 letters to voters who have not voted in the past four years. This letter lets the voter know that their names have been removed from the checklist and that they will need to re-register if they want to be added back on to the checklist. Most of those 2,330 letters were returned to this office marked undeliverable so we know they have likely moved out of the area. Per NH records retention laws, these returned letters need to be kept on file for 7 years.
- On May 18<sup>th</sup> the City Clerk and Deputy Clerk attended the Regional Meeting of the NH City and Town Clerk's Association. This meeting was held at Eastman in Grantham. As a Co-Chair of the Dartmouth Lake Sunapee Region of Clerks, Sandi Allard, along with the Andover Town Clerk, organized this annual meeting. State officials representing 5 different State offices/divisions gave presentations to the Clerks.
- Dog license renewals were due May 1<sup>st</sup> with a grace period of May 31<sup>st</sup>. Assistant City Clerk Kristin Kenniston spent time placing courtesy phone calls to those residents who had still not renewed their licenses to remind them of the deadline in order to help them avoid costly fees and fines. As of June 1<sup>st</sup> any dogs remaining unlicensed are subject to a \$25 civil forfeiture fees as well as monthly fines.

- May is generally a very busy month for seasonal vehicle registrations (campers, motorcycles, antique cars, etc.). Because of the rainy weather this spring, residents are slower in getting their seasonal vehicles out of storage and back on the road. We are expecting June to be exceptionally busy with these types of registrations.
- We are making preparations for having copies made of the City's original 1761 Incorporation Papers to be on display and as handouts during the June Alumni Day activities and July 4<sup>th</sup> Upper Valley 250<sup>th</sup> activities in Colburn Park. We are also hoping to have some of our other historic records on display in the Soldiers Memorial Building for July 4<sup>th</sup>.

## **FIRE**

- Calls for service from May 16, 2011 through May 30, 2011 were 111 calls. The following is a summary of calls for service for the above period:
  - (2) Fire
    - (1) Building Fire – Monday, May 30<sup>th</sup>, 18 ½ South Street – fire was a pot of cooking oil on the stove. The occupant attempted to extinguish the fire with nearby clothing and water. The fire spread to other items in the kitchen. The occupant then attempted to toss the burning pot of oil out the kitchen window and in turn spilled the oil on their arms and chest suffering 2<sup>nd</sup> and 3<sup>rd</sup> degree burns. The occupant was transported to DHMC and then flown to Boston for burn injuries.
    - (1) Cooking Fire – 24 Old Etna Road
  - (72) Emergency Medical
    - (5) Auto Accidents
  - (5) Hazardous Condition Standby
    - Saturday, May 28<sup>th</sup>, Major water leak at the Weathervane Restaurant. Due to a sprinkler main break at the above the entire basement was full of water (over 8' deep). LFD units assisted with water removal to limit structural damage to the facility. Additionally, as a result of this break several other businesses on 12A experienced sprinkler system problems and several other area restaurants were closed for most of the day.
  - (16) Service Calls
  - (4) Good Intent
  - (12) False Alarms
- Fire Department hosted several Dartmouth EMT students for EMS ride-a-long.
- Department personnel and honor guard participated in the West Lebanon Alumni Day and Memorial Day Parades.
- Chief taped Terry Dudley's weekly radio show.
- Chief and Jim Angers met with a Federal Homeland Security representative to review the results of the security assessment on the City's Water Treatment and delivery system.
- Asst. Chief and duty crew performed annual CPR refresher training for the Pool Lifeguards.
- Duty Crew assisted the recreation department by supply fire hose to fill the Lebanon Pool.
- Ambulance Revenues – YTD: \$208,320.00

## LIBRARY

Asbestos abatement was done on the pipes leading to the fifty-year-old boiler at Lebanon Library in early May, in preparation for the eventual replacement of the boiler.

We are resurrecting an adult summer reading program, consisting of book bags of goodies at each library for which patrons will fill out raffle tickets and drop in a jar labeled *Novel Destinations*. It will begin Monday, June 27<sup>th</sup>, when the summer reading program begins for the children and teens, and end August 1<sup>st</sup> with a drawing at each library. The rewards are being solicited from local businesses by staff member Carolyn Crocker, who is organizing this program.

## PLANNING & ZONING

### ❖ PLANNING DIVISION:

There were no new Applications received, for the June 13, 2011 Planning Board Meeting:

Previously received applications currently before the Planning Board and recently approved include:

- Final Review **MASCOMA SHORES** of phase one (24 units) of a two-phase cluster subdivision (69 units total) on Route 4A, Lebanon. ***At the request of the applicant the application has been continued to July 11, 2011. The State of NH still has proposed to suspend the Alteration of Terrain permit; to date no new information has been provided from the State or applicant.***
- Site Plan Review for **XYZ DAIRY, LLC** to construct a phased development known as the River Park, consisting of 8 non-residential or multi-family residential buildings and two parking structures, totaling 839,145 square feet, located at North Main Street (Route 10), Tax Map 44, Lots 3 & 7, Tax Map 58, Lot 27, West Lebanon, NH, in the R-3, IND-L, & CBD zone. #PB2010-25-SPR. ***Application has been continued to a special meeting, June 7, 2011***
- Preliminary Subdivision Review for **ALTARIA** to create a 13-lot Planned Business Park of lands located along NH US Route 120, Lebanon, NH, Tax Map 10, Lot 12, Tax Map 12 Lot 3 and Tax Map 24, Lot 15, in the INDL and RL3 zones. #PB2010-38-PMAJ ***Application was continued to the regular planning meeting of June 13, 2011***
- Request for Final Major Subdivision review for **XYZ DAIRY, LLC** of a 22-lot Major Subdivision for a phased development known as the River Park, located at North Main Street (Route 10), Tax Map 44, Lots 3 & 7, Tax Map 58, Lot 27, West Lebanon, NH, in the R-3, IND-L, & CBD zone. #PB2011-01-FMAJ ***Application has been continued to a special meeting, June 7, 2011***

### ❖ ZONING DIVISION:

- There was a May 2, 2011 Zoning Board meeting at which time a public hearing was held on the request of Riverside Grill Inc., 65 Riverside Drive, for a special exception for a change in non-conforming use. The applicant, Upper Valley Stoves, sought a change in use from the existing non-conforming restaurant to another non-conforming use, a retail store for the sale and storage of stoves and pellets. After the close of the public hearing, the Zoning Board approved the request for a special exception.

❖ BUILDING/CODES DIVISION:

- In May, 41 zoning/building permit applications were submitted. Of those 30 were residential, and the remaining are associated with commercial/industrial. The largest, cost wise, was filed by Hypertherm for construction of a building on the existing foundation (foundation permit already applied for). The construction cost is listed as \$25 Million and a permit fee of \$161,923. was collected.
- The Building Department was informed that the 12 building permits issued for new dwelling units at the Prospect Hill (Brady-Sullivan Prospect Hill LLC) are all under contract and closings are pending. The developer filed 12 more permits last week, and they are included in the 30 residential permit applications filed in May.

**Other Business for the Planning & Zoning Office:**

- Camping has started up at Boston Lot. The Planning Office has issued 3 camping permit.
- The Planning Board continues the review of the proposed changes to the Subdivision Regulations.
- An appeal of the Planning Board's decision to uphold the Zoning Administrator's assessment of impact fees, for the Brady-Sullivan Prospect Hills LLC residential project, was served upon the City. The Planning and Zoning Department is in the process of preparing the certified record for the Court case.
- The Planning and Zoning Department assisted the City Manager's Office with the interview process for the candidates for the new position of Planning and Zoning Director.
- The Senior Planner was in attendance with Attorney Waugh for the bench Trial of the Mayes vs Leuthauser. The subdivision application which was appealed by the abutters.

**POLICE**

Overall for the last two weeks from May 13, 2011 to May 26, 2011, the Lebanon Police Department performed 1,200 calls for service, 3 sex offender registrations, 349 motor vehicle stops and made 57 arrests. The dispatch center handled 1,339 total calls for service.

Some busy days and highlights include:

- On May 17, 2011, Lebanon Officers made eleven arrests: Six drivers were charged with driving after suspension, a motor vehicle complaint resulted in the driver being charged with DWI and breach of bail conditions and the passenger was charged with disorderly conduct and controlled drug acts prohibited, a man turned himself in on an active electronic bench warrant for non appearance in Court, a motor vehicle stop resulted in the driver being charged with driving after suspension and controlled drug acts and at a separate car stop the operator was charged with DWI.

- On May 18, 2011, Lebanon Officers made five arrests: A man turned himself in on an active electronic bench warrant for non appearance in Court, a theft at a local business resulted in a man being arrested for shoplifting, a 911 domestic disturbance call resulted in an arrest for simple assault, false imprisonment and obstructing the report of a crime, a man turned himself in on a warrant for sexual assault, a motor vehicle stop resulted in three juveniles being taken into protective custody.
- On May 19, 2011, Lebanon Officers made ten arrests: Six drivers were charged with driving after suspension, two had an additional charge, one being a bench warrant for non appearance in Court and the other controlled drug acts. A suspicious person call resulted in a juvenile being charged with unlawful possession of alcohol and unlawful possession of tobacco products, a man was arrested on a warrant for common law criminal contempt, a vehicle stop resulted in the driver being arrested on a warrant for bad checks and a woman was arrested on an electronic bench warrant for non appearance in Court.
- On May 25, 2011, Lebanon Officers made four arrests: Two people were arrested separately for electronic bench warrants for non appearance in Court, a woman was arrested on a warrant for reckless conduct and another person was arrested on an electronic bench warrant for non-payment of fines.
- On May 27, 2011, Lebanon Officers made four arrests: A man was arrested on a warrant for criminal threatening and breach of bail, an unwanted subject call resulted in an arrest for criminal trespass, disorderly conduct and controlled drug acts, an animal complaint resulted in an arrest on an electronic bench warrant for non appearance in Court and a domestic issues call resulted in an arrest for two counts of simple assault and criminal restraint.
- On May 28, 2011, Lebanon Officers made six arrests: Three vehicle stops resulted in the drivers being charged with driving after suspension and a theft at a local business resulted in three people being arrested for shoplifting.
- A Lebanon company reported an embezzlement involving a former employee in an amount over \$100,000. Detectives are investigating.
- The Lebanon Police K9 Unit had its 4<sup>th</sup> Annual K9 Awareness Day Event hosted by West Lebanon Supply on May 21, 2011. This event features K9 demonstrations from our K9 teams and teams from Vermont Police Canine Academy and NHSP. The teams did demonstrations for the public to include obedience, K9 handler protection, illegal narcotics detection, and agility. We also made an appreciation presentation to Dotti Ernst of Grafton, NH for her generous contributions towards the Lebanon Police K9 agility course. This year's event was a tremendous success with one of the largest turnouts from the public in the history of our K9 Awareness Day.

## **PUBLIC WORKS**

### **Administration**

- Janek upgrade – Done two weeks ago. We've had some issues with trying to tie into our work order system since the new upgrade has been done. Our database consultant is working on it.

- Waiting for installation of dedicated fax line for DPW admin office.
- The Administrative Services Manager position has been re-posted. Tiffany Adams will begin working up to 40 hours per week as of June 13<sup>th</sup> to help with the transition/training time when someone new is hired.
- Backflow testing is in progress and should be completed by the end of this week. We will need to do a few re-schedules in the next couple weeks.
- Routine work on invoices, daily's, payroll, building permits, cemetery paperwork, etc.

## **Maintenance Services Group**

### Public Ways/Road Maintenance

- Equipment maintenance
- Potholes repairs continues
- Completed special Sweeping of both downtown areas for Memorial Day Weekend Events
- Started cleaning Catch Basins
- Continued Sidewalk Sweeping
- Continue to repaired and replaced signs city wide
- Continued removing down branches from road sides.
- Repaired Colburn Park Fence
  - Three new post and repaired fence iron sections
  - Required as a result of an accident end of winter

### Cemeteries & Parks Maintenance

- Daily checks of parks, cemeteries and facilities
- Additional custodial support for City Hall
- Started normal Mowing cycle for parks and Cemeteries clean up
- Burials
- Heavy concentration for Memorial Day Weekend events
  1. All Cemeteries and Parks mowed and prepared

### Fleet Maintenance

- Scheduled fleet maintenance
- Sidewalk tractors
  1. One tractor still out of service

### Other

- Still awaiting contractors to correct deficiencies at the new DPW Facility
- Mail Run for the City Clerk's Office and other City Hall agencies
- Contract painter hand crews were in (Had been delayed due to weather)
  - Thermoplastic Crew and hand paint crews
  - Long lines to be scheduled

## **Waste Water**

### Highlights

- Waiting for response from Hanover on the draft Intermunicipal Agreement for wastewater treatment services provided to Lebanon.
- Waiting for report from engineering review of requirements for fastening fall protection and retrieval equipment.
- Waiting for Planning Dept. to schedule meeting to discuss outstanding requirements for the wastewater pump station owned by the Prospect Hills development. The owner has applied for a Temporary Certificate of Occupancy. The requirements were developed as a result of the impact the improper operation of the facility had on the City's pump station. The new owner of the project is responsible for meeting these requirements.
- Waiting for signed final Septage Agreement from Enfield Town Manager.
- Received the NPDES Compliance Inspection Report from compliance inspection conducted by the NHDES on May 3<sup>rd</sup>. No violations were found. Some recommendations made by the inspector include:
  - Making a minor change to the sampling method for collecting E. coli samples
  - Making repairs to the secondary building control room roof

### WWTF Improvements Project

- Began energy consumption survey and conservation evaluation with sub-consultant of UEI.
- Met with DPW staff and project engineer to have a "kick-off" meeting as a start to the final design of the WWTF improvements project.

### Industrial Pretreatment Program Highlights

- Performed annual wastewater sampling of flow coming from the Town of Enfield.

### Laboratory

- Nothing to report

### Personnel/Training

- Completed staff training for response to pump failures at the three sewage pump stations located on Mechanic Street. Training objective is to provide for more effective and efficient emergency response.

### Maintenance Highlights:

- Continued working with the mechanical staff from the Operations and Maintenance Division to make repairs to the generator at the Route 12A pump station. Several repairs attempted to date have not resolved the issue of fuel getting into the crank case lubricating oil.
- Continuing work with City electrician to get complete electrical preventative maintenance program implemented for the WWTF and off-site facilities.

- Continued working with our consulting engineer to obtain specifications on a return activated sludge pump. Price quotes to be obtained.
- Completed annual accuracy check and calibration of flow meter at the Stormwater Treatment Facility.

## **Water**

- The plant was in compliance with all operating parameters during this period.
- The State AOT and Wetlands Engineer paid a second visit to the Mill Road and Everyone's farm stand. We have been informed an administrative order may not be issued by the State at this time.
- Attended the source water protection committee meeting may 24<sup>th</sup>

## Plant Production

- Daily production for May averaged 1.664 MGD as compared to 1.566 MGD produced for the same period in 2010.

## Lab Highlights

- Plant TOC removal rate was 62% for May.

## Equipment Repair/Maintenance

- No major equipment failures
- Completed annual valve maintenance on all filter valves.
- Replaced solenoid assembly on filter #3 effluent valve actuator.
- Received and installed new coagulant day tank. The new tank has built in containment compartment.
- Installed additional ladder rungs in DHMC tank and Farnum Hill tank Vaults for safer access and egress.
- Completed preventative maintenance work orders.

## After hour call-in:

- There were three after hour call-ins addressed in May.

## Customer Service / Water Quality Inquiries

- Customer called about foam on the river behind River Mill. Contacted State limnology dept and received fact sheet to pass on to customer.
- May 17<sup>th</sup> Plant tour for Plainfield elementary class
- May 27<sup>th</sup> Plant tour for high school chemistry class

## Personnel/Training

No training scheduled this period

## **RECREATION & PARKS**

### **Programs**

- Spring sports creates the busiest season of the year for us. These sports will all be completed by the 2<sup>nd</sup> week of June, including lacrosse, track & field and softball.
- Preparations are nearly complete for Summer programs, including:
  - Camp K – still hoping for more registrations in all age groups except Leadership camp which is already full
  - Boys Babe Ruth Baseball – 3 teams
  - Girls Babe Ruth Softball – still hoping for more girls to complete the roster
  - Outdoor Adventures – many days and camps are already full
  - Tennis – For ages Pre-K through 8<sup>th</sup> grade
  - Swimming lessons – ever popular and entirely affordable
  - Summer theater
  - Many more programs, all listed in our Summer Program Guide; [www.recreation.lebnh.net](http://www.recreation.lebnh.net) or in print in the office.
- Pool – Eagerly anticipating great weather for our grand opening June 13. Also grand opening of the new connector trail from the Rail Trail to the pool on June 13.
- Concerts – a full line-up is confirmed and playbills will be posted around town in early June. Also available on our website.
- Farmers' Market – bigger than ever and complete with live music again.

### **Parks Maintenance Projects**

- Field maintenance for lacrosse, softball and baseball, as well as general turf management for all our park land.
- Pool opening procedures. It is amazing all the work that it takes to bring the pool out of its winter slumber and into clean working condition for swimmers. Lifeguard staffing is almost complete.
- Jerry Damren Memorial dedication was made on Saturday, May 29 at Civic Park. Many former West Lebanon High School graduates were in attendance. Check out the memorial near the playground, and future home of an expanded picnic area.

### **Special Events**

- 4<sup>th</sup> of July festivities are mostly set up and planned for Sunday, July 4<sup>th</sup> at Colburn Park
- Lebanon 250 planning has been creeping along, but coming together. June 11 Alumni Day celebrations, plenty of concerts, July 4<sup>th</sup>, etc. All can be checked out at [www.recreation.lebnh.net](http://www.recreation.lebnh.net).

### **Capital Projects**

- Storrs Hill Lighting upgrade: Contracts are almost complete for work to begin this month. Project will be complete for the next winter season.
- Mascoma River Greenway has been awarded (upon some preliminary contingencies) the NH Trails Bureau Grant to retrofit the bridge crossing over the Mascoma River just past the Mall tunnel.

### **Committee & Board Updates**

- Meeting again on Monday, June 13 and voting on the new Volunteer of the Year for 2010.