

CITY OF LEBANON

MANAGER UPDATES – DECEMBER 7, 2011

AIRPORT

Activities

- Leading Edge Aviation Northeast, LLC has signed a lease with the City for lease of two City-owned T-Hangar spaces. Lease of additional City-owned airport property may be considered.
- The negotiations between the restaurant proposer and the Airport have ended so a Request for Proposals will be issued in December for lease of the so-called restaurant space. Proposed use/s may or may not include a restaurant.
- The Airport will issue a Request For Proposals for lease of the 45,000 sq.ft. area in the City's Executive Ramp area. The area is served by utilities and proposed use is expected to be a large hangar or hangars.
- The Airport is working on an agreement with the Transportation Security Administration (TSA) where TSA would reimburse the airport for its monthly electrical equipment power costs.

Projects

- The Airport has been investigating radiant-tube propane heat for the T-Hangars. We discussed the issue with a vendor and the vendor discussed the issue with the National Fire Protection Association (NFPA). Although there have been numerous radiant-tube propane heaters in T-Hangars across the country, the official NFPA determination this time is that radiant-tube heaters in T-Hangars do not comply with NFPA.
- The Airport has worked with an engineer to develop a plan to heat the City-owned T-Hangars within the budget the airport has for this project. The plan reflects a boiler/hot-water system. We have developed a plan to heat Building 31 and the two box hangars in Building 37, for very limited funds. We are awaiting final response from the NFPA (see above bullet) before proceeding.
- The Final Draft Environmental Assessment will be issued in January 2012.
- A project (AIP-44) to determine the right and obligations related to four airport-obligated parcels (previously within official airport property until the airport was transferred from a "regional" entity back to municipal ownership. The project will be completed early 2012.
- A project (AIP-45) with one of LEB's on-call consultants for preparation of a Storm Water Pollution Prevention Plan (SWPPP) and Storm water Pollution and Prevention Plan (SPCC) was submitted in draft, and Airport Manager comments were returned. We expect the final in December.
- The Airport will be not clearing trees from Airport-owned avigation (clearing easement) areas to hazard beacons in around painting and other airfield maintenance duties, due to lack of time and staff.
- The Airport received FAA approval of a Reviewing Stand for the proposed Lebanon Police department Dog Training area.
- The Airport Maintenance Department repaired two off-airport Hazard Beacon power lines.

Airline Service / General Aviation Activity

- From October 10 – November 28, Cape Air increased its 2 daily round trips to White Plains/NYC (and 3 on Friday) to 3 daily round trips. This enhanced service does not use USDOT subsidy. The Airport waived Cape Air's landing fees for the third round trip to White Plains/NYC.
- Year-To-Date enplanements (Jan.–Nov.) in 2011 of 8,658 are highest since 2006, 9% higher than

2010 and 50% higher than 2009. The November enplanements (907) were the highest of 2011 and the highest monthly total since 2007.

- If December enplanements (typically a low month) equal November's number, 2011 enplanements would be 9,565; which when added to approximately 100 reported charter passengers, would be just shy of the goal of 10,000.
- Total monthly operations as recorded by the Control Tower for November was 2,392; the lowest November since 2008 and before that the lower November since before 1999. Year-To-Date operations (Jan.–Nov.) in 2011, were the lowest since before 1999.

ASSESSING

- Staff continues to work closely with Attorney Fulton, her staff and our expert appraisers, on pending appeals at the Board of Tax and Land Appeals (BTLA) and in the Grafton County Superior Court. We have a number of open appeals for the 2006, 2007, 2008 and 2009 tax years that we continue to work on. In addition to the ongoing cases, approximately 30 new cases for 2010 have been filed and are now being reviewed for further action.
- The Department continues its ongoing program to conduct regular property inspections through building permits, abatements, sales activity and random reviews.
- Both Dave McMullen and Rick Vincent attended the annual NH Assessor's Association Conference held in conjunction with the Local Government Center Conference. Rick now serves as President of the NHA AO.
- Dave attended the quarterly Executive Board meeting of the International Association of Assessing Officers where he sits as an active Board member.
- Property tax bills have gone out and are due by December 1. This has opened the opportunity for those wishing to contest the value of their property to formally appeal to the City. The deadline to appeal is March 1, 2012.

CITY CLERK

- Staff began sending out absentee ballots to Uniformed and Overseas Citizen Voters for the January 10, 2012 Presidential Primary. We expect to receive the regular absentee ballots from the State in mid December. Once received, these will be sent out to those voters who have requests on file.
- The 2012 Election schedule was prepared, distributed and posted to the City's web site. Staff continues to answer many questions (via phone calls and in person) from residents about the upcoming primary.
- City Clerk completed the Charter amendment proposal for adjusting the City's ward lines. Following a public hearing, the proposal was approved by the City Council on November 16th for placement on the March 13, 2012 ballot. The draft amendment has gone to the Attorney General, Secretary of State and Department of Revenue for their review as required by State Law.
- City Clerk worked with the Governance Committee to prepare a final draft Media Relations Policy which will go the Council in January 2012. Clerk also began preparing a draft Ethics and Conflict of Interest Policy for the Governance Committee's review.
- City Clerk attended the Council budget review meetings.
- With assistance from the Lebanon Police Department and the diligence of Assistant City Clerk Kristin Kenniston, the one remaining delinquent dog license renewal for 2011 was received. This resulted in 100% compliance with dog licensing for the 2011 year. This is the first time 100% compliance has ever been reached with the dog licensing law.

FIRE

Calls for service from November 14 - December 4 were 145 calls. Following is a summary:

- 4 - Fires
- 3 - Overpressure Rupture
- 92 - Rescue & Emergency Medical Calls
- 7 - Hazardous Condition
- 14 - Service Calls
- 10 - Good Intent Calls
- 15- False Alarms & False Calls

Fire Drills: Seminary Hill School and Unifirst Corporation.

Training: Scene Safety & Considerations, Medical Emergencies, Fire Behavior, Respiratory Emergencies, Strategic & Tactical Operations, Administrative Procedures, NH Protocols, General & Topographic Anatomy (using a pig's heart and lungs), Ground Ladders and Fire Control/Car Fires.

November 16 - Flu Clinic at Mount Lebanon School.

November 17 - Personnel responded to Lebanon High School, the Science wing for a fire that turned out to be smoke caused by an experiment using alkaline metals. The room had to be ventilated before students could be allowed back in.

Assistant Chief Libbey met with representatives from Emergency One to discuss concerns for Engine 5, met with the fleet maintenance Captain to discuss the status of fleet maintenance, toured the new Lebanon Junior High School (middle school), met with Fire Inspectors Paul and Egner, reviewed the Firefighters Contract, went over call firefighter applications, reviewed school inspections, met with the Chief regarding community outreach regarding winter emergencies, met with the Chief and the Administrative Assistant for training on conducting an EMS Audit, filed EMS Certificates for RTP, was interviewed by WNTK Talk Radio regarding fire safety on November 15,

The Chief attended the ribbon cutting ceremony on November 20th for Kohl's grand re-opening.

WNTK Radio is conducting interviews on fire safety. Inspector Paul discussed Electrical Safety, Inspector Egner Christmas Tree Safety and also Heating Safety and Assistant Chief Libbey discussed Cooking Safety.

Another winter storm, bringing in close to a foot of heavy, wet snow hit the Upper Valley causing power outages/wires down.

November 26 the duty crew responded to Rolling Ridge for an illegal burn. Responding personnel discovered a large pile of construction debris. The pile was hosed down and the owner, who had no burn permit, was issued a written warning that will be forwarded to the State of New Hampshire, Division of Forest & Lands.

November 29 - The Fire Department hosted (and is continuing to do so) a ride along student from Mascoma Valley Regional High School Tech Program.

November 29 - Inspector Paul, Assistant Chief Libbey and the on duty crew instructed the staff at the Fresenius Dialysis Center located at 56 Etna Road on the proper use of Fire Extinguishers.

December 2 - Fire Department responded to 10 Parkhurst Street for smoke in the building on the 2nd floor. Upon forcing entry to apartment 8 they found a single sprinkler head activated. Further investigation revealed that a single gas burner on the kitchen stove had been left on causing nearby combustible materials to ignite. The fire was extinguished by the single sprinkler head. Fire units evacuated smoke and assisted with water removal. On December 3, the duty crew returned to the scene for a Carbon Monoxide call.

December 3 personnel responded Mutual Aid to Ferry Boat Crossing in Hartford, Vermont for a structure fire. The responding personnel assisted with overhaul.

Both Fire Prevention Inspectors along with the duty shifts are keeping a close eye on area stores for blocked/obstructed means of egress as the holiday season draws closer and the stores bring in extra stock.

Fire Department Revenues – Total YTD - \$565,427.80

Ambulance Service Plainfield - \$16,767.00

Ambulance Service Enfield - \$41,067.00

Ambulance Services - \$495,727.14

Ambulance Intercepts - \$4,170.96

Fire Records - \$95.00

Fire Code Enforcement - \$6,243.90

Miscellaneous Revenue - \$1,366.80

LIBRARY

This past month, the Children's rooms have been enjoying school visits. Fourth and first grade groups from the Mt. Lebanon School have made special visits to the Kilton Library for stories and browsing/checkout time. In Lebanon, Amber offered a Thanksgiving story time to the CCBA Preschool. This group can't make it to our weekly story times and appreciated this fun field trip. We're always happy when we can collaborate with local teachers and schools to get kids in to the public libraries.

PLANNING & ZONING

PLANNING DIVISION:

Nine new Applications were received for the December 12, 2011 Planning Board Meeting:

- ROBERT J. & BARBARA A. HAZLETT JR./JANET E. HAZLETT- Request for a Boundary Line Adjustment of lands located at 315 & 319 Poverty Lane, Tax Map 188, Lots 34 & 35, Lebanon, NH, in the RL-1 zoning district. #PB2011-25-BLA
- ROBERT J. & BARBARA A. HAZLETT JR.- Request for a 2-lot Subdivision of land located at 315 Poverty Lane, Tax Map 188, Lot 34, Lebanon, NH, in the RL-1 zoning district. #PB2011-26-MIN
- CHIPLIN ENTERPRISES, INC.- Request for site plan review for a 79-seat restaurant in an existing building with an addition of 179 sq. ft. for a receiving dock and entrance and to create an off-site

parking lot of 11 spaces on an existing vacant lot located at 14 & 20-28 Main Street, Tax Map 72 Lots 84 & 88, West Lebanon, NH, in the CBD zoning district. #PB2011-27-SPR

- CITY OF LEBANON- Request for site plan review for the upgrade of the City's Wastewater Treatment Facility with a total of 4,810 square feet of new construction for a new laboratory/administration building, blower building, centrate tank and septage receiving building located at 130 South Main Street, Tax Map 101, Lot 2, West Lebanon, NH, in the GC zoning district. #PB2011-28-SPR PLEASE NOTE: This request will be reviewed in accordance with New Hampshire RSA 674:54, Governmental Land Uses.
- FREDERICK CARLETON- Request for a 2-lot Subdivision of land located at 250 Dartmouth College Highway, Tax Map 109, Lot 67, Lebanon, NH, in the R3 & GC zoning District. #PB2011-29-MIN
- TWIN STATE SAND & GRAVEL COMPANY INC./TIM K. & JO ANN DUMOULIN REVOCABLE TRUST- Request for a Boundary Line Adjustment of lands located at 105 & 103 South Main Street, Tax Map 101, Lots 31 & 32, West Lebanon, NH, in the GC zoning District. #PB2011-30-BLA
- TWIN STATE SAND & GRAVEL, CO., INC, c/o WARREN AMES - Request for Final Major Subdivision Review of a 13-lot Planned Business Park (Iron Horse Park) on land of Twin State Sand & Gravel located at Elm Street West, Tax Map 102, Lot 4 and Tax Map 116, Lots 2 & 3, West Lebanon, NH, in the IND-RA and R-3 zoning districts. #PB2011-31-FMAJ
- TWIN STATE SAND & GRAVEL, CO., INC, c/o WARREN AMES - Request for Site Plan Review of an Industrial Planned Unit Development within a proposed Planned Business Park on land of Twin State Sand & Gravel located at Elm Street West, Tax Map 102, Lot 4 and Tax Map 116, Lots 2 & 3, West Lebanon, NH, in the IND-RA and R-3 zoning districts. #PB2011-32-SPR. *(At the request of the applicant this application will be held for the next cutoff of December 12, 2011 for the January 9, 2012 meeting)*
- AUDRA D. SMITH/ LOIS HULL- Request for a 2 lot Subdivision of land located along Slayton Hill Road, Tax Map 120, Lot 3, Lebanon, NH, in the R-3, RL-2 & RL-3 zoning districts. #PB2011-33-MIN

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

- 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. *The application was continued to a regular meeting of December 14, 2011.*
- Request for an amendment for BRADY SULLIVAN PROSPECT HILL, LLC- of a Conditional Use Permit to adjust the open space plan previously approved and recorded, for a 170-unit Planned Unit Residential Development, at Moulton Ave. and Prospect Street Extension, Tax Map 108, Lots 2 & 14, Lebanon, NH in the R3 zone. PB#2011-23-SPA *The application was approved at a regular Planning Board meeting of November 14, 2011*

