

**CITY OF LEBANON
MANAGER UPDATES – JANUARY 3, 2012**

AIRPORT

Activities

- Leading Edge Aviation Northeast, LLC has signed a lease with the City for lease of a third City-owned T-Hangar space. 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 January 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 RFP has been prepared in draft.

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. Are working with vendor and HFWA to confirm.
- 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 February 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 January.
- The airport acquired a new ¾-ton pickup truck to replace its 1997 pickup truck, from savings realized from minimal snow removal in CY 2011.
- The Airport acquired traffic signs for the terminal parking and access road areas.
- The Airport has been investigating various methods of responding to a Canadian request for air service to LEB. Have been looking into carriers, customs, and costs.

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.–Dec.) in 2011 of 9,324 are highest since 2007, 17% higher than 2010 and 50% higher than 2009. The 2011 November enplanements (666) were 27% lower than November. A significant drop in enplanements in December has been experienced the last three years. However enplanements for December 2011 were the highest December since 2007.
- Calendar Year Enplanements of 9,324 were 676 less than the annual goal of 10,000. The number of 2011 Charter passengers will not be available until March 2012; and can be added to the Cape Air enplanements

- Total monthly operations as recorded by the Control Tower for December were 2,225. Year-To-Date operations (Jan.–Dec.) in 2011 were 34,392, the lowest since before 1999. Total 2011 year-to-date operations were 21% lower than 2009 and 12% lower than 2010. The largest decreases in Control Tower operations were 1,102 in Itinerant General Aviation (other than Airline, Charter, and Military to/from other airports) and 3,154 Local General Aviation (within the LEB traffic area) predominantly practice flights around the traffic pattern and flight instruction.

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 – 2010.
- The Department continues its ongoing program to conduct regular property inspections through building permits, abatements, sales activity and random reviews.
- Since the mailing of the Property tax bills the opportunity for those wishing to contest the value of their property to formally appeal to the City has opened and a small number of applications have already been received. The deadline to appeal is March 1, 2012.

CITY CLERK

- Preparations for the January 10, 2012, Presidential Primary were in full swing for the Clerk's Department during the month of December. Several absentee ballots were sent out and many hours were spent on all the preparations necessary prior to election day to ensure an efficient election for Lebanon's voters.
- The City Clerk served as a technical reviewer of some documents for the International Institute of Municipal Clerks.
- A display monitor was placed in the lobby of the Clerk's Office. The monitor runs a power point presentation of information relating to the City Clerk's Office as well as other City information. Many residents have commented on the helpfulness of the information.
- Staff prepared end-of-the-year accounting responsibilities for City and State record keeping.
- Vehicle registration holders have been printed and are available to Lebanon residents at the cost of \$1.00 each. The holders are designed specifically to fit the NH motor vehicle registration form and insurance card.
- Several staff members enjoyed some time off during the month of December.

FIRE

Calls for service from December 5, 2011 to January 2, 2012 were 248 calls.

- 7 - Fires - building, cooking, fuel burner/boiler & vehicle fires (see below)
- 2 - Overpressure Rupture
- 166 - Rescue & Emergency Medical Calls
- 5 - Hazardous Condition
- 16 - Service Calls
- 16 - Good Intent Calls
- 33 - False Alarms & False Calls
- 3 - Special Type - 911 Citizen Complaint

Fire Drills: River Valley Club and Sacred Heart School.

Training included: Operation of Airbag System, Bleeding Control, EMS Legal Responsibilities, Strategic & Tactical Operations, Fire Control and Administrative Procedures.

Call Force Training was conducted on December 5.

Station Tours - West Lebanon Cub Scouts toured Station 2 on December 7.

Flu Vaccination Clinics were held at the following: Hanover Street School on December 5, Canaan Elementary School on December 6 and the Enfield School on December 6.

The Department continues to host a Ride-A-Long student from Mascoma Valley Regional High school, which gives Jess the opportunity to observe.

The on duty crews, along with both Fire Inspectors, continued Holiday Inspections of the local stores, watching for blocked fire lanes, inside aisles and exits, and any other code violations that the rush of the Christmas season involves.

Department personnel participated in a Touch-A Truck event at the River Valley Club. Inspector Paul also passed along some educational materials to distribute there.

All ambulance cots and stair chairs were inspected and serviced by Stryker Cots on December 9.

December 8 - Department personnel responded to a cooking fire on Spencer Street. The fire was out, but the duty crew had to use smoke ejectors to clear the building.

December 9 - The Department responded to a building fire at 85 Mechanic Street, Ramunto's Pizza on a first alarm for a possible fire in the attic. Upon arrival, the restaurant had not been evacuated and fire was confirmed. A Lebanon Police Officer was requested to pull a pull station to activate the building fire alarm system and make sure the restaurant was evacuated. The fire in the attic (and the stone oven) was extinguished while personnel continued to monitor the restaurant for carbon monoxide.

December 13 - Responded to a reported car fire in the parking lot of the Lebanon Police Department.

December 14 - The Medical Reserve Corp Advisory Committee met at Lebanon Station 1.

December 15 - Responded to 11 Mack Avenue for a possible fire. Arriving personnel found moderate smoke conditions throughout the house and in the basement, coming from the seals of the front of the boiler. The boiler was shut down using the emergency switch and ventilation started. Carbon Monoxide levels were checked and found to be zero.

December 16 - Responded Mutual Aid to 492 Shaker Boulevard for a building fire. Both Engine 1 and Lebanon Ladder were requested to the scene.

December 18 - Responded Mutual Aid to Canaan for what turned into a 5 alarm structure fire. Lebanon sent an engine, tanker and ladder to the scene.

The Chief discussed Heating Assistance and "Not to Do's" on WNTK, attended an MVHI - E-Board meeting in Canaan, met with John Rymes of Rymes Propane at Station 1, attended a HVA meeting at DHMC, the New Hampshire Fire Chief's meeting at Crotched Mountain, a Safety Committee Meeting held at LHS, an ACEPS Meeting and an ACEP Executive Board meeting in Concord and met with the Town Administrator from Grantham at Station 1.

The Assistant Chief met with the Chief, the Fire Inspectors, the 4 Department Captains regarding miscellaneous concerns and CIP, Computer (IT) Services, the Fire Alarm Technician, SAU, a Lebanon Housing Authority Representative regarding an address concern, completed CPR Cards and worked with Fire Prevention regarding Fire Lane checks.

Fire Prevention - Both inspectors were involved with two fires requiring investigation in the City: 85 Mechanic Street and 10 Parkhurst Street and, due to multiple calls in the City, both Inspectors were utilized to respond to emergency calls. The Inspectors have been working closely with contractors for the new Middle School, Maple Fields on Mechanic Street, Sears, Olympia Sports and I-Party in the Upper Valley Plaza. Plans for K-Mart and J.C. Penney's have been sent over for review. They have also been busy checking stores in the area along with the duty crews for any blockage and/or code violations.

Fire Department Revenues – Total YTD - 583,435.42

Ambulance Service Plainfield - \$16,767.00

Ambulance Service Enfield - \$41,067.00

Ambulance Services - \$512,284.34

Ambulance Intercepts - \$4,170.96

Fire Records - \$95.00

Fire Code Enforcement - \$7,618.90

Miscellaneous Revenue - \$1,432.22

HUMAN RESOURCES

- HR News & Views January, 2012 issue published
- Leadership and Management Development programs finalized for 2012; brochures developed and slated for distribution in early January, 2012
- Ongoing negotiations with AFSCME; no successor agreement reached by contract expiration date; subsequently, Evergreen will apply
- Recruitment concluded and ongoing – DPW, Fire, Airport, Police
- 12 Days of Wellness program
- United Way Campaign concluded – total annual contribution, \$2340.
- Seniority lists, required by contract, produced and reviewed with unions
- Policy development ongoing – paid time off policies currently under development for non-bargaining employees (3 policies slated for delivery/implementation, January 2012)

LIBRARY

Lou Ungarelli retired at the end of December, and leaves a legacy of a newly built library in West Lebanon that will serve the community for many years. Library employees, members of the Board of Trustees, various city employees, and old friends of Lou's, including the State Librarian Michael York, met to celebrate with Lou after his seven years serving as Library Director. Michael York read a proclamation from Governor Lynch declaring the day of the event, December 9th, to be "Lou Ungarelli Day." We wish him well.

The week prior to Lou's retirement party, a Friday night reception and art gallery opening was held at the Kilton Library for all donors to the project. Over five hundred invitations were sent out, and a plaque with every donor name on it was displayed when it was completed just in time for the event. Walter Paine, who spearheaded the fundraising for the campaign, Library Director Lou Ungarelli, and Chair of the Board of Trustees Beverly Damren all spoke. Works by local artist Mary Jane Morse were on display.

Children's Librarian Amy Lappin was promoted to the position of Deputy Library Director, effective January 1st of the new year. She brings many years of experience at the Lebanon Libraries to her new position, as well as many years of work in other library settings. Amy recently served as President of the Children's Librarians of New Hampshire, which reflects her commitment to the profession. The libraries will greatly benefit from her hard work and good judgment.

PLANNING & ZONING

PLANNING DIVISION:

Four new Applications were received for the January 9, 2012 Planning Board Meeting:

- **DANIEL E. ROTHENBERG, W/S LEBANON LLC-S R WEINER & ASSOCIATES INC/PETSMART-** Pursuant to Section 4.10 and 7.1 of the Site Plan Regulations the applicant is requesting a two year extension to construct a 23,000 sq. ft. addition to the Upper Valley Plaza for PETSMART, Route 12A, Tax Map 114, Lot 1, West Lebanon, NH, in the GC zone. #PB2011-35-EXT
- **CHICK AND SANDRA HENRY-** Request for site plan review to construct a 1,600 square foot addition to an existing retail building (Bond Auto) for storage with an at-grade loading dock to also include the relocation of an egress drive at 242 Mechanic Street, Tax Map 104 Lot 9, Lebanon, NH in the GC zone. #PB2011-36-SPR
- **ROBERT N. RICKER-** Request for a Boundary Line Adjustment of lands located 56 & 58 School Street, Tax Map 107 Lots 99 & 100, Lebanon, NH in the R3 zone. PB#2011-37-BLA
- **JOLIN SALAZAR-KISH-** Request for site plan review to reconfigure the parking layout to add 18 parking spaces at 226 Heater Road and request for a conditional use permit to use 8 off-site parking spaces, for an adjacent lodging house property at 220 Heater Road, Tax Map 64 Lots 12 & 13, Lebanon, NH in the RO1 zone. PB#2011-38-SPR

Previously received applications, currently before the Planning Board and/or 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-PM AJ. ***The application was continued to a regular meeting of January 9, 2012.***
- Request for a Boundary Line Adjustment for **ROBERT J. & BARBARA A. HAZLETT JR./JANET E. HAZLETT** 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. ***The application was approved at a regular Planning Board meeting of December 12, 2011***
- Request for a 2-lot Subdivision for **ROBERT J. & BARBARA A. HAZLETT JR.** of land located at 315 Poverty Lane, Tax Map 188, Lot 34, Lebanon, NH, in the RL-1 zoning district. #PB2011-26-MIN. ***The application was approved at a regular Planning Board meeting of December 12, 2011***
- Request for site plan review for **CHIPLIN ENTERPRISES, INC.** 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. ***The application was approved at a regular Planning Board meeting of December 12, 2011***
- Request for site plan review for the **CITY OF LEBANON** to upgrade 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. **The application was reviewed at a regular Planning Board meeting of December 12, 2011**

- Request for a 2-lot Subdivision for **FREDERICK CARLETON** of land located at 250 Dartmouth College Highway, Tax Map 109, Lot 67, Lebanon, NH, in the R3 & GC zoning District. #PB2011-29-MIN. **The application was approved at a regular Planning Board meeting of December 12, 2011**
- Request for a 2 lot Subdivision for **AUDRA D. SMITH/ LOIS HULL** 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 **The application was approved at a regular Planning Board meeting of December 12, 2011**
- Request for a Boundary Line Adjustment for **TWIN STATE SAND & GRAVEL COMPANY INC./TIM K. & JO ANN DUMOULIN REVOCABLE TRUST** 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. **Application is on hold until Water and Sewer Extension is approved.**
- Request for a Final Major Subdivision Review for **TWIN STATE SAND & GRAVEL, CO., INC, c/o WARREN AMES** for 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. **Application is on hold until Water and Sewer Extension is approved.**
- Request for Site Plan Review for **TWIN STATE SAND & GRAVEL, CO., INC, c/o WARREN AMES** for 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 until the Planned Business Park phase is approved)**

ZONING DIVISION:

The December 3, 2011 and December 19, 2011 Zoning Board meetings were cancelled.

BUILDING/CODES DIVISION:

In December, 22 zoning/building permit applications were submitted. Of those, 9 were residential, and the remaining are associated with commercial/industrial. The largest commercial/industrial permit, cost wise, was filed by Daniel Rothenberg W/S Development, LLC for interior renovations of the JcPenney store area. The construction cost is listed as \$1,500,000.00 and a permit fee of \$9,555. was collected.

Other Business for the Planning & Zoning Office:

On December 12, 2011 the Planning Board received hard copies of the revised Master Plan. The Planning Board review process is to be completed in 2 meetings, the first of which will be held on Thursday, January 5, 2012 at 6:30pm, Council Chambers, City Hall. The Planning Board will commence document review on a chapter-by-chapter basis, including consideration of any written comments received from the general public by that date. To accomplish an efficient review process, chapter reviews that exceed ~15 minutes will be continued to Monday, January 23, 2012 at 6:30pm for additional discussion.

POLICE

Overall for the last four weeks from December 2, 2011 – December 29, 2011, the Lebanon Police Department performed 2,230 calls for service, 12 sex offender registrations, 649 motor vehicle stops and made 91 arrests. The dispatch center handled 2,615 total calls for service.

Some highlights include:

On December 5, 2011, the Police Department hosted the 6th Annual Sexual Assault Training with WISE. The topic of this year's training was "Taking the Case from Investigation to Prosecution".

On December 9, 2011, Corporal Jeffrey Perkins successfully completed a two week Command Training First Line supervisor course at Roger Williams University.

On December 23, 2011, Lebanon Police arrested a 21-year-old Vermont woman on charges of possession of a narcotic drug with intent to sell, and possession of a narcotic drug, both felony charges. She was arraigned in the Littleton District Court on December 27, 2011 and held on \$25,000 cash bail.

On December 06, 2011, Lebanon Officers made seven arrests: Four males turned themselves in on warrants (two for controlled drug acts, one for possession of drugs in a motor vehicle and one on an electronic bench warrant). A motor vehicle complaint resulted in a female being arrested for driving after suspension; another motor vehicle stop resulted in the male operator being arrested for controlled drug acts and on an electronic bench warrant for non-appearance in Court; officers responded to a report of a domestic and during the investigation, a female was arrested for simple assault and criminal mischief.

On December 09, 2011, Lebanon Officers made six arrests: A male turned himself in on an electronic bench warrant for non-payment of fines; a motor vehicle stop resulted in the male operator being arrested for possession of drugs in a motor vehicle and the male passenger being arrested for controlled drug acts; a suspicious motor vehicle resulted in an under-aged female being arrested for unlawful possession of alcohol and another juvenile female was taken into custody as a child in danger and was released to her parents; another motor vehicle stop resulted in the male passenger being arrested for controlled drug acts and unlawful possession of alcohol.

On December 17, 2011, Lebanon Officers made several arrests: Officers responded to a fight in progress and as a result, a female was arrested for simple assault, criminal threatening, disorderly conduct, resisting arrest and assault on a police officer; a female turned herself in on a warrant for issuing bad checks; a call from a local business about a theft resulted in a female being arrested for shoplifting; a motor vehicle stop resulted in the male operator being arrested for possession of drugs in a motor vehicle and the male passenger being arrested for controlled drug acts.

On December 23, 2011, Lebanon Officers made six arrests: A female turned herself in on a warrant for driving after suspension; a motor vehicle accident resulted in a male being arrested on an electronic bench warrant for a parole violation and he was subsequently transported to the Grafton County House of Corrections; a wanted person was reported and a female was arrested on a warrant for theft and controlled drug acts; a drug offense call resulted in a male being arrested for controlled drug acts; a female turned herself in on a warrant for controlled drug acts and a suspicious motor vehicle resulted in the male operator being arrested for controlled drug acts.

PUBLIC WORKS

Administration

- LGC will be hosting a Ladder Safety Training on January 11th at 7:30 a.m. in the Highway Garage. Another safety training for Lab Standard 1400 compliance training will be held on January 31st at 10:00 for the Safety Committee and Supervisors.
- Tiffany is working with Carl Colburn to coordinate the remaining water meter installations that need to be completed throughout the City.
- We are working with ADM Vending out of Merrimack, NH for our coffee equipment and supplies.
- Don Schagen was nominated by NHDES for the 2011 Regional Wastewater Operator Recipient Award. Don will be officially recognized by the region at a reception in Boston, MA in January.
- Biweekly meetings are now being held for our group. Our first meeting was held on December 2, 2011. The meetings usually last for 1 hour and topics of discussion are office efficiency and the importance of open communication. A more cohesive work environment is the intended goal of these meetings.

Engineering

CIP Projects

- South Main Street Dry Bridge -on going
 - Working w/NHDOT and Bureau of Rails for amendments, funding, schedule
 - HTA completed preliminary plans for City review
 - Preliminary plans submitted to NH DOT
 - HTA working on value engineering revisions to project as estimate is over budget
 - Meeting with NH DOT –December 21- discussed alternatives to get the budget down from the estimated 9 million that both the City and the State do not have available. Most of cost due to keeping the road open during construction, with the complicated phasing involved for this.
 - Options of closing 12A- explained this was not really an option
 - Bridge re-hab.
 - DOT would be talking with the Bureau of rails about the actual real need to the clearance height restraints that they put on the City.
 - DOT had meeting with Fed's scheduled for December 22 and awaiting results from discussion

CSO#4 –on going

- Working on Reimbursements with NHDES
- Loaming/Seeding ongoing
- Addressing punchlist items
- Final paving complete with some minor driveways remaining
- Working on clean-up
- Addressing residents concerns and meetings with residents.
- Letter of warning being sent to address the completion deadlines- liquidated damages will be sought.
- Meeting with DES -auditing purposes week of 12-19-11 to go over Buy American and Certified payrolls, and all Federal requirements. Awaiting copies of the reports, at time of meeting very little was missing.

CSO # 7-on going

- Meetings with property owners- Elm Street West- fence issue, resolved
- Weekly construction meetings
- Working on reimbursement submittals
- Final paving placed on all streets with only two intersections remaining at Whitcomb Ave and Floyd Ave
- Walk-thru completed and deemed Substantially complete with only minor clean-up work remaining
- Utilities still being moved, Fairpoint was in moving wires but was called away after the storm and we are unsure when they will back to finish. This is holding up the project and we will need to pave final pavement around the remaining poles. We have been in contact with the PUC numerous times to resolve the pole issues. Striping occurred on October 11th; landscaping to occur next Spring. Sending out letters to neighbors letting them know they will be back in Spring to finish up landscaping.
- Most punchlist items were addressed; all but the ones that were due to the removal of the poles or landscaping that would be completed in the Spring.
- All items now addressed as poles were removed, just landscaping and flowable fill left to complete along with restriping.- these are to occur in the Spring.
- Stripers back out due to defect in the therma plastic, still awaiting results as to whether this was due to placement or defective materials. New lines will be replaced in the Spring, when temperature and moisture requirements can be met.
- Meeting about Flowable fill to be held later this week, for flowable fill to be placed the week of January 3rd or January 9th weather dependent and schedule dependent.

CSO #8

- Working with Consultants
- Weekly construction meetings
- Meeting with residents on project questions
- All residents off of temporary water service
- Temporary pavement on Spencer Street
- Base pavement installed on Bank Street between Forest and the end of the project
- Sidewalks and curbing being installed on Bank Street
- All utilities to be completed
- Paving Bank Street, finishing services
- Curbing on Forest installed
- Walls on Forest are under Construction
- Campbell street under construction
- Will begin Sewer Work behind Ava Galleries for Cross-country line the week of January 3rd
- Edmunds down to one crew for the winter

Arc- Water meter Project

- Closing out old project and working on new cont'd project to finish up the meters.
- Approximately 100 meters left to install.

Streets

Mount Support Road

- Working on easements and licenses sent out to abutters
- Meetings with residents to resolve individual issues
- Contract awarded to RD Edmunds – contract signing occurred, preconstruction meeting held on October 21st and Notice to Proceed signed.

- Construction Started November 21 and the work to be completed this year is the drainage on Etna Road, ledge probing and minor clearing over winter
- Met with Advance Transit on additional bus stops along the corridor and additional shelters.
- Meeting with Consultants- and onsite
- Reviewing Contractor submittals- contractor still trying to secure a lay-down area for trailer and materials.
- Etna Storm drain will be finished week of January 3rd.
- Clearing company in cutting trees to work limits, where easements are secured. Still awaiting 3 easements on the project. Letters and easements went back out and calls to the easement granters were also made with verbal confirmations. Awaiting easement returns before allowing company in for clearing at these locations.
- East Wilder Road (no change) - Awaiting additional Survey for going into 90% completion and to set neighborhood meeting

Kimball Street (no change)

- Kimball St. surveyed, borings and under design, meeting with Consultant on 90% plans complete
- Amendment for adding Forest Avenue into scope underway
- Plans arrived for City to review from HTA

Hillcrest Acres (no change)

- Meetings with consultant to go over development plans, changes from meetings, etc.
- Processed Change orders
- Awaiting 75% plan completion review to set meeting with Neighbors May or June
- Sewer surveys started with residents to locate sewer services and almost complete

Bridge Street

- Meetings with NHDOT
- Meetings with Consultants
- Looking at the TVing of lines, drainage issues along the project.

Capital Improvement Projects

Water project

- Project work complete with minor punchlist items remaining
- Substantial completion walk-thru took place on October 19th.
- Retainage down to 2%

Sewer –RFP Hanover Street.

- Most of the sewer work installed- excluding the jacking and boring under I-89.
- Obstructions occurred under I-89, many meetings with contractors and consultants, trying to find methodology to continue work to be completed this fall. Meeting scheduled for October 31, to make final decision how to move forward.
- Just received information on the borings from the contractor, another meeting will need to be held to discuss the letter and information as they are asking for additional funds to complete the work.
- Contractor has begun the preparation work for the I-89 and back on site today, 12-5-11
- Contractor in trying to resolve issues, digging in median of I-89 with lane closures to retrieve the 8" pilot tube that broke off the 42" casing pipe during the jacking operation. Contractor confined space entry to get out the rest of the pilot and removing of rubble in the casing. Awaiting final decision on how SUR/ECI will be proceeding, as they are off in horizontal alignment by 2'.

Other DPW Items

- Establishing new 911 addresses for various locations
- Updating 911 database using NH website
- Met with NH DOT on water project and signal interconnect
- Water-Sewer Agreements-Third Party managing
- Billings for Municipally managed projects underway with night work
- Support for other groups Waste, Water and Solid Waste –contract documents and meetings
- Working with individuals on driveway permits.
- Working on Pole Licensing
- Working on Excavation permits
- CMOM reports and quarterly reporting for Consent decree
- Working on CMOM continuing process
- Working on CMOM Post monitoring
- IMA internal meetings to review the draft sent over from Hanover
- WWTP Plan review meetings
- Sewer support for upcoming Council meeting.

Planning Support

- 3rd party inspection services, DHMC Medical Office Building, Hypertherm, Lebanon Plaza, Fedex
- Meeting with plan applicants at the conceptual stage, preliminary stages and throughout the planning process, including after the NOA.
- Meeting on Flood plain issues-LOMARF
- Updating the Flood permit process and creating new form.
- Meetings on Chaloux Properties regards to sewer extension
- Review of bonds for numerous projects at all stages and walk-thrus
- Iron Horse meetings on sewer

Maintenance Services

Public Ways/Road Maintenance

- Equipment maintenance
- Potholes repairs continues
- Repair the traffic light box at the Wal-Mart Best Buy intersection
 - Due to wiring issues with the traffic controller the repairs were not completed
- Continued cleaning Catch Basins
- Continue to repaired and replaced signs city wide
- Checked and cleared basin tops and culverts for rain and snow events
- Completed grading and rolling of the Dirt Roads
 - Mt Vernon, CAP Road, Mill Road and the Ski area.
- Ditched Poverty Lane, Fellows Hill Road, select areas Hardy Hill Road, Slayton Hill Road, Stevens Road
- Clean out culvert on Rudsboro Road at the Trailer Park
- Cut and removed trees from the face of the Boston Lot Dam
 - These had been identified by the NH DES Dam Inspectors with a letter of deficiency.

Cemeteries & Parks Maintenance

- Daily checks of parks, cemeteries and facilities
- Additional custodial support for City Hall
- Installed Flat markers as they arrive
- Continued clean up of cemeteries
- Burials

Fleet Maintenance

- Scheduled fleet maintenance
- Checking over winter fleet
- Sidewalk tractors are all operational

Winter Operations

- We had 4 winter events since the manager's update
- Multiple icy road calls over the new year's week-end
 - One sidewalk tractor rolled on icy sidewalks at the Seminary Hill Maple Street intersection
 1. Currently out of service
 2. Operator continued is run with other sidewalk tractor
 3. Operator un-injured but sore.

Other

- Still awaiting contractors to correct deficiencies at the new DPW Facility
- Removed the bunting off the GAR Hall
- Provided Manning assistance to Landfill
- Met with FEMA again to address a few questions concerning claim packages
- Completed in house repairs needed due to Tropical Storm Irene
 - The brook bank projects on Stoney Brook Road, Slayton Hill Road and the Storr's Hill Ski lodge and jump are being work with Pathways and NH DES and have been sent out to bid,

Solid Waste

These "bullets" represent activities taking place at the Lebanon Solid Waste Facility from October 1, 2011 – October 15, 2011.

Solid Waste Facility (Landfill)

- Trash tonnages for December continue to compare closely with the same period in 2010. The facility received 3066 tons of waste as compared to 3246 tons for December, 2010.
- We processed approximately 264 tons of wastewater bio-solids received for both Lebanon and Hanover facilities in December compared to 258 tons for the same period in 2010.
- The shredder has been grinding furniture, mattresses and waste wood delivered by users and the material is used as alternate daily cover on the landfill.
- The shredder is also used to process garbage as it is delivered to increase the density of waste within the landfill.
- Staff and Sanborn Head Associates, the engineers for the landfill, have further refined the construction documents for the next cell construction at the landfill. Newer equipment is to be installed to pump the leachate and provide better tracking of quantities and operations of the system.
- The facility was open regular hours during the holidays and usage was up from regular periods, especially the recycling facility.

Water

Water Plant

- December raw water quality was stable although the color remained slightly elevated, an indication of a higher level of total organic carbon which requires an increased dosage of coagulant and powdered activated carbon to remove.
- Supervisory Control and Data Acquisition (SCADA) personal computer replacement was completed on December 30th, 2011. The SCADA system monitors plant operation 24 hours a day 7 days a week allowing for unmanned operation, without the system additional personnel would be needed for plant operations monitoring 24/7. Two of the critical monitoring parameters within State and Federal government requirements are chlorine and turbidity measurement and monitoring.

Plant Production

- Daily production for December averaged 1.632 million gallons per day; by comparison the daily average for the same period December 2010 was 1.499 million gallons per day. 2011 average daily production was 1.716 MGD and peak was 2.25 MGD.

Lab Highlights

- All required monthly samples were passing and compliant within State and Federal regulations.
- The plant and the distribution system have been in compliance with regulatory requirements during this period.

Equipment Repair/Maintenance

- Finish water inline turbidity meter was failing during required periodic verification and was replaced with a newer model that was relocated from a less critical location in the plant. A used spare unit that was on hand was placed at that less critical location. The unit that was removed from service has been in service since the early 1990's and is no longer supported by the manufacturer and replacement recommended. Five of the seven units in service at this time are of the older model and need to be updated as well.
- Sodium hypochlorite pump #1 failed and was replaced.
- Made repairs to snow plow, installed new internal pump and piston.
- Completed preventative maintenance work orders.

After hour call-in:

- There were seven after hour Calls addressed in December.
Two were security system phantom burglar alarms believed to be equipment related.
Two were telemetry failures believed to be weather related. Two calls were to switch to generator power and back to street power for a Constellation energy test. One call was where both high lift pumps at the plant did not come on when required. The operator called in the City electrician who reset equipment but the problem seemed to be incoming power from National Grid. National Grid was called to check line voltages and everything was acceptable at that time, Honeywell was called to confirm variable frequency drive settings were not keeping the pumps from running. Honeywell is checking with the Toshiba representative.

Customer Service / Water Quality Inquiries

- Assisted a new resident with a laboratory contact to have their well tested.

Personnel/Training

- In December Jim Angers, Water Superintendent attended a hazardous material Small Quantity Generator (SQG) seminar. One issue learned at the seminar was the need to have a onetime analysis of Universal waste oil prior to recycling. Results of analysis on a composite amount of oil on hand proved the oil from the plant process to be recyclable.

Waste Water

Highlights

- The NHDES Small Quantity (hazardous wastes) Generator Self-Certification report was submitted. The DES Waste Management Division requires Small Quantity Generators to evaluate their hazardous wastes management practices and certify that they are/are not in compliance. To help the WWTF staff evaluate the current management practices, the NHDES Pollution Prevention Program staff was asked to review our facility. The Pollution Prevention Program staff evaluated current practices free of charge, and reported that our practices were very good, with a few minor deficiencies. The deficiencies were reported to the Waste Management Division, along with corrective actions, in the Self-Certification Report.
- Generated power for the WWTF in response to a semi-annual audit by Constellation Energy. Audits are part of our participation in the ISO New England Demand Response Program.

WWTF Improvements Project

- The Site Plan Review Application was reviewed and approved by the Planning Board during their meeting on December 12th.

Industrial Pretreatment Program Highlights

- Unifirst reported a violation of their Industrial Discharge Permit on December 5th due to a malfunction of their pH adjustment delivery system. A Notice of Violation was issued requiring corrective actions needed to avoid a recurrence. An inspection of their facility is needed to confirm the actions have been taken.

Laboratory

- Completed quarterly sampling and inspection of stormwater from six of seven stormwater outfalls.

Personnel/Training

- Our Chief of Quality Assurance remained out on disability until December 27th. In the interim, no activity with respect to the Industrial Pretreatment Program is available to report.
- Alan Livingston and Dan Knox sat for the NHDES Grade IV Wastewater Operator Certification exam. Results are expected in mid-January
- Completed extensive training of Alan Livingston in routine laboratory procedures. Cross-training is part of the on-going effort to develop staff skills and provide backup to staff members in event of prolonged absence or position vacancies.

Maintenance Highlights:

- Completed the annual cleaning and inspection of the wet wells at the Route 4A and 12A sewerage pump stations.

Utilities Maintenance

Water Distribution

- Responded to two dirty water calls
- Responded to one complaint for water coming into basement determined to be ground water
- Responded to Eight (8) complaints of high water use working with customers to determine cause.
- Repaired three hydrants that were damaged.
- Responded to one call for low water pressure determined to be internal issue
- Completed our bi-annual flushing of water mains thru hydrants
- Plans for Laro Development water project are almost complete and will go out to bid in January
- City staff met with contractor to finish the water meter project approximately 110 meters to complete project.
- Continued working with the contractors and engineers on the following projects
 - CSO #4

- CSO#8
- DHMC Medical Office building
- Mount Support Rehab project
- Marked lines for 37 new dig safes

Sewer Collection

- Inspected sewer lines going to Hanover system to determine possibilities of installing flow meters
- Responded to two sewer back-ups both determined to be homeowners problem
- Completed bi-annual inspection of grease interceptors
- Completed bi-annual inspection of gas / grit interceptors
- Continued working with the contractors and engineers on the following projects
 - CSO #4
 - CSO#8
 - DHMC Medical Office building
 - Mount Support Rehab project
 - Hanover Street sewer replacement
 - Hypertherm
- Reviewed plans for upcoming projects
- Marked lines for 37 new dig safes

Electrical Support

- Assisted Water, Wastewater and City Hall as needed with electrical issues
- Worked with contractors on Route 12-A with replacing the Walmart panel damaged during Hurricane Irene
- Worked on setting up an ARC Flash safety procedure

RECREATION & PARKS

Programs

- Winter is a catch up season for us as we evaluate the past year's programs and begin planning Spring and Summer activities.
- Basketball has already begun for 3rd 4th boys and girls. We have 2 boys teams with 14 players each, and one girls team with 14 players. K – 2 begins in early January.
- Cheerleading for basketball is taking a break this year, expecting to resume for the Fall Football season.
- Open Gym programs have been condensed into fewer weeks, all beginning after the new year. Youth Open Gym is not able to use Seminary Hill gym this year. Yet another reason we really hope to have recreation located at Sem Hill in the future, so we can program gym use.
- Pre-School Romp-n-Stomp will be filled to capacity again by the January 5th start date.
- Free Ice Fishing Clinic begins in January for the 4th straight year, thanks to NH Fish and Game.
- Downhill Ski and Snowboard Trips to Burke Mountain begin on January 16, and also offered Feb 23 and March 9. Enrollment is low at the moment, but we hope snow will fall and inspire more to sign up.
- Rippin-Up-Whaleback Jr. High lessons and open skiing at Whaleback needs one more registrant to meet the minimum.
- Ski-n-Ride with The Point Radio begins this winter as well. These adult Friday ski days are growing in popularity – best deal around!
- Winter Farmers' Market continues on the 3rd Saturday of the Month at Lebanon United Methodist Church from 10 – 2 pm.
- Skiing and Snowboarding lessons and open skiing at Storrs Hill will most likely be delayed one week so more snow can be manufactured. Opening day for the hill is also being delayed.

- Savvy Seniors luncheons continue: Jan 17 to Bugbee Sr Center, and Feb 9 to Claremont. Drive and Dine will also resume this coming Spring.
- Christmas at the Castle was the December field trip with 8 attending. We had a full van but continue to see last minute cancellations plague final numbers. A new cancellation policy will have to be implemented to encourage folks to stay with their commitment to a reserved seat.
- Savvy Senior snowshoe hikes begin in February

Parks Maintenance Projects

- Putting up Christmas decorations is a big priority in December, as well as getting Pat Walsh Park outdoor ice skating prepared. Ice should be ready after snow can be built up for sides.
- Cleaning out storage areas and repairing items in house are projects for the colder months.
- Tree maintenance took place in December, including the removal of 6 dead trees. The large Oak that was taken down will be milled for lumber to be used in a city project in the future. Other preventative maintenance took place as well. Recreation collaborated with DPW to achieve these results.

Special Events

- Holiday Celebration at City Hall combined with City Center Ballet's Nutcracker performances this year. The collaborative effort brought record crowds to City Hall to see performances, live music, horse buggy rides, arts and crafts, face painting, balloons, silent auction, and pictures with Santa. The silent auction brought in a record \$1000 for the scholarship fund.
- We also had a coloring contest during December, and our parent of the year essay contest.
- Overnight Waterville Valley Ski trip is scheduled for the February Break week.
- Other major Winter Special Events planned are: Girls SportsFest on Saturday, Feb 4, and Full Moon Fiesta on Saturday, Feb 11.

Capital Projects

- Storrs Hill Electrical upgrades have been completed under budget and on schedule. Now we just need some snow to ski on!
- Mascoma River Greenway Project is still anticipating a new agreement with the DOT to utilize the corridor. It is currently being negotiated at the city's attorney level.