

**CITY OF LEBANON  
MANAGER UPDATES  
Month of January 2021**

City Manager Updates are monthly reports that contain departmental information compiled by the Manager's Office. In an effort to keep the Council apprised of recent City activities, these updates are provided to the City Council in advance of the Council meeting. This provides the Council with an opportunity to ask questions of the administration, and to possibly answer questions raised by their constituents.

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# AIRPORT

January 2021	2021 Year to Date	2020 Year to Date
Enplanements	239	741
Aircraft Operations	1,684	2,262
Airport Expenses	\$180,658	\$326,867
CARES Grant Offset Received	NA	NA
CARES Grant Offset Anticipated	\$50,431	\$29,516
Airport Revenue	\$49,805	\$84,091
General Fund	\$244,960	\$385,610

## Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-59 18-36 Limited Scope ALP	<ol style="list-style-type: none"> <li>1. March 13, 2019 – met with NHDOT &amp; FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements.</li> <li>2. Grant Award Package received July 5, 2019.</li> <li>3. Project kick-off meeting held on October 9<sup>th</sup>.</li> <li>4. Inventory and Forecasts accepted by FAA 11 June.</li> <li>5. Facility Requirements and Alternatives reviewed, and edits sent to Stantec 9 July. Reviewed by FAA and NHDOT 6 August.</li> <li>6. 21 October - Stantec working on final draft.</li> </ol> <p>16 February - Public Meeting planned for March 16 at 6:30pm.</p>	<p>Airport Layout Plan Financial Analysis Draft Narrative Report Final Narrative Report Project closeout – 1<sup>st</sup> quarter 2021.</p>
AIP-60 Snow Equipment Building	<ol style="list-style-type: none"> <li>1. Re-design complete as of March 5<sup>th</sup>.</li> <li>2. Grant Award Package received July 12, 2019.</li> <li>3. Planning Board review February 24.</li> <li>4. Preconstruction meeting April 3.</li> <li>5. Construction started 26 May.</li> <li>6. Building 99% complete.</li> <li>7. Punchlist being worked on. 12 February 2021. Final inspection walkthrough.</li> </ol>	<p>Project expected to end December 2020.</p> <p>Project closeout April 2021.</p>

AIP-61 Snow Removal Equipment Replacement	<ol style="list-style-type: none"> <li>1. Bid opening April 15.</li> <li>2. Grant agreement signed.</li> <li>3. G&amp;C approval on 26 August.</li> </ol> Contract with M+B for signature.	Bid award - October Equipment acceptance - July 2021
AIP-62 Terminal Loop Road and Public Parking Lot Paving	<ol style="list-style-type: none"> <li>1. Project advertised March.</li> <li>2. Bid opening March 27.</li> <li>3. Grant agreement signed.</li> <li>4. G&amp;C approval on 26 August.</li> <li>5. Contract with Blaktop for signature.</li> </ol> Work will begin May 1 <sup>st</sup> , 2021.	Bid award - October Project completion spring 2021.
AIP-63 (CARES Act)	<ol style="list-style-type: none"> <li>1. Grant Application – 23 April 2020</li> <li>2. Grant Offer – 11 May 2020</li> <li>3. Reimbursement request 11 – approved 5 February.</li> </ol> 100% drawn down.	Grant Close Out – Spring 2021
<b>AIP-XX</b> Terminal and Maintenance Building Renovation	<ol style="list-style-type: none"> <li>1. 21 October - Preliminary assessment of needs completed by Dubois King.</li> <li>2. Eligibility discussion with Dubois King on 8 December.</li> <li>3. 8 February - Terminal MEP evaluation</li> </ol> 17 February – Architect meeting	<ol style="list-style-type: none"> <li>1. Bid project.</li> <li>2. Submit and accept grant.</li> <li>3. Perform work.</li> </ol> Grant close out.
<b>AIP-YY</b> Runway Safety Area Project Environmental Assessment	<ol style="list-style-type: none"> <li>1. 3 November - Meeting with FAA to discuss EA requirements.</li> <li>2. Dubois King comparing 2012 EA with proposed project from AIP-59.</li> <li>3. FAA meeting on 9 December to discuss scope.</li> </ol> Independent Fee Analysis being prepared.	<ol style="list-style-type: none"> <li>1. Determine scope based on FAA review of the changes in the proposed project.</li> </ol> Submit and accept grant.
<b>AIP-ZZ</b> FAA Reimbursable Agreement – Localizer Relocation	<ol style="list-style-type: none"> <li>1. FAA provided cost estimated for project.</li> <li>2. Grant application sent to FAA 14 January 2021.</li> </ol> New FAA Lead Planner sent executed copy of reimbursable agreement for signature on 11 February 2021.	<ol style="list-style-type: none"> <li>1. Submit and accept grant.</li> </ol> FAA study.
Airport Leases	Restaurant Space.	Estimated opening now in Mid 2021. (May slide due to COVID-19)
FAA Property Releases	TIF FAA 2012 reviewing Environmental Assessment for release. 11 June 2020.	Property Release estimated in 2021.

## **ASSESSING** (No Report for January)

### **CITY CLERK**

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	193829.64	193829.64	234475.00
Dog Licenses	497.00	497.00	398.50
Vital Records	2537.00	2537.00	3207.00

Highlights:

## **FINANCE** (No Report for January)

### **FIRE**

January 2021	Current Month	Year to Date	Prior Year to Date
Fire	11	11	9
Rescue & Emergency Medical Calls	213	213	232
Hazardous Conditions	2	2	13
Service Calls	16	16	13
Good Intent Calls	15	15	27
False Alarms	19	19	25
<b>TOTALS</b>	<b>276</b>	<b>276</b>	<b>319</b>

Highlights:

- 01/04– units responded Timberwood Drive for a cooking fire.
- 01/07- units responded the Lebanon Land Fill for a trash fire.
- 01/10– units responded to Seminary Hill Road for a cooking fire.
- 01/11 – units responded to Centerra Pky for a cooking fire.
- 01/17 – units responded mutual aid to Grafton for a building fire.
- 01/17 – units responded to Maple Street for a smoke condition caused by burning potholders.
- 01/23 – units responded to Moss Road for a chimney fire.
- 01/25 – units responded mutual aid to Hartford, VT for a building fire.

- 01/28 – units responded to Interstate 89 for a motor vehicle fire.
- 01/30 – units responded to Mechanic Street for a building fire.

**Other Events & Activities**

- Personnel have been assisting with providing COVID-19 vaccinations via closed points of dispensing and at the State of NH fixed site in Lebanon.

**Annual Department Revenues**

**\$70,969.00**

***HUMAN SERVICES***

**Collaborative Meetings & Pooled Resources**

Team/Group:	Meeting Date:	
Upper Valley Resource Team	Did not meet	
Upper Valley Housing Support Team	1/7/2021	†
Housing First Working Group	1/8/2021	†
Upper Valley Continuum of Care	1/28/2021	†
NH Balance of State Continuum of Care	1/12/2021	†
NH Coalition to End Homelessness	1/19/2021	†
Energy Advocacy Council	Did not attend	
Lebanon Community Nurse Steering Committee	Did not meet	
Upper Valley Strong	Weekly	†
NH Local Welfare Administrators Association	1/7/2021	†

† Participated by phone and/or video

**Monthly In-Office Activity**

**Authorized Voucher Totals**

	January 2021	January 2020
<b>Rent Assistance</b>	\$3,098.00	\$3,349.00
<b>Security Deposit*</b>	\$0.00	\$900.00
<b>Motel Assistance**</b>	\$8,231.64	\$2,768.92
<b>Total</b>	\$11,329.64	\$7,017.92
<b>Year-to-Date</b>	\$11,329.64	

\* Agreements are rendered with landlords so that all security deposits are returned to the City should the tenant vacate the housing without first reimbursing the City for the deposit.

\*\*Motel assistance is granted as a means of temporary emergency housing pending shelter placement or permanent housing. ***The Upper Valley Haven and all homeless shelters in NH have had to reduce capacity to mitigate the spread of COVID-19. Increased levels of motel assistance are anticipated through the pandemic.***

**Assisted Cases**

<b>January 2021</b>	12 cases involving 12 adults and 7 children Extensive case management provided to 2 households
<b>January 2020</b>	11 cases involving 12 adults and 4 children Extensive case management provided to 1 household

**Notices Issued in January 2021 vs 2020**

Rent/Security deposit	5	14
Motel	11	5
Denials	0	4
Pending Decisions	0	0
Applications Withdrawn	1	0
Sanctions	0	0

**Contacts with clients in January 2021 vs 2020**

Walk-Ins	0 ~	39
Scheduled Appointments	29 ~	24
Home Visits	0	0

~ There are no walk-in hours for the foreseeable future due to COVID-19.

**Case Collaboration/Referrals in January 2021**

<b>AGENCY</b>	<b>January 2021</b>	<b>Year-to-Date 2021</b>
Tri-County CAP (homeless outreach/shelter/coordinated entry)	5	5
Tri-County CAP (rent/security)	2	2
Tri-County CAP (fuel/electric)	2	2
LISTEN (housing)	4	4
LISTEN (fuel/electric)	3	3
LISTEN (food)	1	1

LISTEN (discretionary funds)	0	0
Haven (shelter)	3	3
Haven (housing)	0	0
Haven (food)	0	0
Haven (discretionary funds)	0	0
NH DHHS (food stamps)	7	7
NH DHHS (cash assistance)	0	0
NH DHHS (Medicaid)	2	2
NH Bureau of Elderly and Adult Services	1	1
NH Employment Security	1	1
Senior Center/Service Link	0	0
Headrest	1	1
UVGEAR	0	0
WISE	1	1
West Central Behavioral Health	0	0
Catholic Charities	3	3
Good Neighbor Health Clinic	0	0
Easter Seals	0	0
Other NH Town Welfare office	2	2
VT Economic Services	1	1

**Reimbursement Received in January 2021 & YTD**

	Client	SSI	Medicaid	Other Town***
<b>January 2021</b>	\$185.00	\$0.00	\$0.00	\$0.00
<b>Year-to-Date</b>	\$185.00	\$0.00	\$0.00	\$0.00

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

**Liens in January 2021:** Issued=0 Discharged=0

## **LIBRARY**

	Month	YTD
Circulation of library held items	2857	2857
Circulation of ebooks and downloadable audiobooks	3114	3114

Systems Librarian Jaki Frisina has been working on the appearance of our catalog and self-checkout. Our library catalog has a lighter feel, and now displays some recent items for our patrons to browse through. Our self-checkout has a similar appearance, and she has been adding instructions and images on it for the public to reference once we reopen.

We have received over thirty applications for the Information Technology Librarian position, vacated at the end of 2020 when Chuck McAndrew accepted a job offer at another organization.

Director Sean Fleming and Deputy Director Amy Lappin spoke at a Rotary meeting, focusing on the services we provide, including what has changed during the pandemic. We also discussed the Lebanon Library renovation improvements to ADA compliance, health and safety issues that will be addressed, and the other major goals of the project.

## **PLANNING & DEVELOPMENT**

<b>Permit/Applications January</b>	Res.	Comm.	Total YTD Jan- Dec 2021	Total Prior Year Jan-Dec 2020	YTD Permit Fees Collected (Jan-Dec 2021)	Prior Year Fees (Jan-Dec 2020)
Building Permits	20	12	32	31	\$14,953.29	\$10,324.31
Planning Board Applications	0	3	3	1	\$770.35	\$77,983.13
Zoning Board Applications	3	1	4	2	\$1,053.70	\$7,749.65

<b>Inspection Activity</b>	
Total inspections for the Month of January	179



## **POLICE**

	January 2021	Year to Date	Prior Year to Date
Dispatch Calls for Service	2313	2313	2588
Police Calls for Services	1924	1924	2096
Incident Based Reporting Calls	77	77	65
Traffic Accidents	43	43	82
Property Damage	14	14	41
With Injury (possible)	1	1	17
Involving Bicycle or Pedestrian	0	0	2
Referred to Outside Agency	0	0	13
Hit and Run	15	15	12
Parking Lot	16	16	24
Arrests	83	83	120
DWI Arrests	8	8	9
Motor Vehicle Stops	357	357	684
Warnings	326	326	639
Citations	22	22	26
Problem Oriented Policing Calls	48	48	0

### **Community Involvement**

On January 28, 2021, the Lebanon Police and Fire Departments sponsored an American Red Cross Blood Drive at The Courtyard Marriott.

## **PUBLIC WORKS**

### **Solid Waste**

Month: January	2021	2020
Landfill Facility Received	2,433 (tons)	2,905 (tons)
Wastewater Bio-solids Received	286 (tons)	311 (tons)
Leachate Generation & Pumping	337,618 (gallons)	381,474 (gallons)

### **Recycling**

- During the Month of January, the following items were shipped to recycling markets:
  - Paper and Cardboard
  - Plastic
  - Electronics

- Used Motor Oil
- Used Antifreeze

**Other**

- New fees were placed into effect on January 1, 2021 for several special waste items such as electronics, fluorescent lamps, and tires. The MSW tip fee was increased to \$75.75/ton.
- A new food scrap program started January 1, 2021. In the first month, more than 75 households have signed up to divert food scraps from their trash.

**Water Treatment Plant**

<b>Month: January</b>	<b>2021</b>	<b>2020</b>
Water Treatment Plant-Production	41.0 MG	42.2 MG
Water Quality Complaints		
After Hour Call-in	9	

- The water treatment plant pumped 1.1 MG less this Jan. vs. Jan.2020 a 2.7% decrease.
- The treatment plant upgrade is going well. Substantial completion is scheduled for the 1<sup>st</sup> of February.
- The water treatment plant was notified by the department of Health and human services, division of human services. awarded by the CDC. The award for optimal Fluoridation for the year 2019. This is 2 years in a row we have received this award.

**Lab Highlights**

- All monthly required testing for January was completed and all results passed.

**Equipment Repair/Maintenance**

- A lot of time was spent assisting the contractor with chemical feed line replacement to insure we stayed in compliance.
- Maintenance was done on chemical feed pumps
- Re-zeroed filter #4 surface wash valve
- Modified settings in new chemical feeder VFD's to allow remote reset capabilities
- Fixed a leak on p-1 at DHMC Booster sta.
- Cleaned the coagulant day tank and associated system.
- Rebuilt backflow in Fluoride room.

### **After Hour Call-in**

- There was 9 after hour call-in's in Jan. mostly due to some new equipment issues.

### **Customer Service / Water Quality Inquiries**

- No water quality issues were reported to the water plant this month.

### **Training**

- There were no trainings this month.

### **Wastewater Treatment**

<b>Month: January 2021</b>	<b>2020</b>	<b>2021</b>
Daily Avg. flow treated	1.6239 MGD	1.3621 MGD
Solids Inventory	21,034 lbs.	19,176 lbs.
Septage Receiving	58,950 gal.	66,730 gal.

### **Operations Highlights**

- We had zero plant violations to our NPDES permit or SWPPP permit for January 2021.
- Lebanon Wastewater treated 42,224,800 gallons of wastewater in January.
- Lebanon Wastewater treated 66,730 gallons of septage for the month of January.
- Lebanon Wastewater dewatered and delivered 161.68 wet tons of sludge to the landfill in January 2021.
- Effluent quality was good. TSS average was 5.0 mg/L, and our BOD average was 8.0 mg/L.
- Rt.4A Pump Station has been upgraded with controls to eliminate the possibility of Lebanon's and Enfield's pumps running simultaneously. The upgrades include a mission telemetry system, and an antenna for better cellular service. The pump station has also had a Comcast connection installed; this will facilitate the install of a scada connection this spring.
- Effluent samples are being provided twice per week to DHMC for a Covid-19 tracing study. The samples have tested both positive and negative in various testing sequences. The last day for sampling is Wednesday, February 10<sup>th</sup>.
- #1 Raw sewage pump was rebuilt. It received a new shaft and all new mechanical seals with an oil bath.
- New Huber Press upgrade is moving in the right direction. It should go out to bid in the summer for installation early 2022.

## **Laboratory**

- TKN testing and analyzing once per month per EPA discharge permit requirements. It is required once per week after March 1<sup>st</sup>.
- Plant nitrification is very good, with full nitrification and denitrification present.
- Monthly BOD 8.0 mg/L.
- Turbidity of final effluent 2.09 NTU.
- Effluent TSS is 5.0 mg/L.
- S.V.I. average for September is 174.

## **Industrial Pretreatment Program**

- Continued review of industrial discharge permits.
- We are continuing with sampling for all industries needing permit renewals.
- All industrial tours have been cancelled because of Covid-19
- Weekly collection system monitoring for BOD and TSS has commenced. We are monitoring at a variety of different locations and will plot testing results to show potential trends in pollutant concentrations. This data will be trended to show areas of concern in the years to come.
- Sampling for our NPDES permit renewal was done in January. This sampling and analysis are done to better understand pollutants in Lebanon's waste stream and our new permit may reflect changes based on the results.

## **Highway Maintenance**

The Highway plowed and salted many smaller storms throughout the month of January, picked up snow and cut brush.

Also cut brush and trees as part of a planned walking trail from the Public Works Administration office to the Rail Trail by the Mascoma River. This walking trail will be part of the Middle School sidewalk/Moulton Rd-Rte4 crosswalk construction project scheduled for 2021.

## **Fleet**

The Month of January the fleet division continued with winter operations, maintaining the fleet after every snow event. The mechanics helped the operators check their equipment regularly to minimize breakdowns. We started ordering our new trucks and equipment for the year. We are getting one Ford pickup and 2 trailers for O&M along with One Ford dump truck and a mini excavator for the cemetery department. The Freightliner plow truck from 2020 is at the body company. We were hoping to have it for this winter but due to manufacture setbacks and shipping we won't get it back until later.

## **Cemetery**

<b>January</b>	<b>2021</b>
<b>Cemeteries &amp; Park Maintenance</b>	
Burials/Cremations	1-Full/0-Cremation
Entombments	1
Grave/Trust Fund Sales	1-GR/ 1-Special Reserve
Grave Transfers	0
Foundations	0
Place Grass Marker	0 corner markers

Winter burials are still proving to be less during the winter months. January, we completed 1 weekday burial, 1 winter entombment and one lot sale.

Perimeter work trimming within the cemeteries has come to a halt now that we have had sufficient snow fall. The staff have continued to work on reassembling the mowers, as well as starting the string trimmer rebuilds, working on servicing all blowers in preparation of road clearing in the spring. Most of their time this past month has involved assisting with plowing roadways, clearing of the mall as well as City Hall, and assisting with night operations of snow hauling.

## **Energy & Facilities**

### **Streetlight Conversion Project**

Pine Ridge is ready to begin the streetlight conversion. Start Date was 2.8.2021 but was pushed due to weather. New start date tentative for 2.16.2021 weather dependent.

On February 3 the City Council approved a proposal to upgrade streetlights in the pedestrian mall and in and around Colburn Park as a Phase 2 of the streetlight conversion project. Phase 2 includes the upgrade of the streetlights in the following locations:

- The Mall, West Park Street, North Park Street, Court Street, and the east side of City Hall: Rehab poles and upgrade to LED streetlights with control nodes.
- Colburn Park, South Park St, West Park St, East Park St, and North Park St: This addresses the tall aluminum light poles owned by Liberty Utilities by either modifying to 3,000K or 2,700K LED lights with control nodes.

## **Municipal Aggregation**

The City has been working with the Towns of Hanover and Peterborough, City of Nashua, and Cheshire County regarding the implementation of community electric power aggregation. Community Power Coalition of New Hampshire (CPCNH) would be created as a not-for-profit local government sponsored entity to support member communities in developing and implementing electric power aggregation plans pursuant to RSA 53-E, as well as related statutory authorities. The entity would pool the purchasing power of residential, commercial, and industrial customers in participating communities to purchase power on a wholesale basis. This entity would be the first of its kind in New Hampshire. The New Hampshire Attorney General's Office has reviewed, and approved intermunicipal agreement known as the "Joint Powers Agreement (JPA) proposed for this collaborative effort.

The Lebanon City Council authorized the City Manager on February 3, 2021 to enter into the JPA under the provisions of New Hampshire RSA 53-A to create the Community Power Coalition of New Hampshire (CPCNH) for the purpose of supporting member municipalities and counties in developing and implementing electric aggregation plans, pursuant to RSA 53-E, as well as related statutory authorities.

Section 2.1 Purpose of the CPCNH By-Laws states as follows:

"The purpose of CPCNH is to promote the common good and general welfare by supporting the economic vitality and prosperity of local communities by enabling municipalities and counties to support and jointly exercise authorities granted to them pursuant to NH RSA 33-B, NH RSA 53-E, NH RSA 53-F, and NH RSA 374-D (including by reference NH RSA 33), all in accordance with NH RSA 53-A; to assist member municipalities and counties in complying with the provisions of NH RSA 53-E in developing and implementing Electric Aggregation Plans and Programs known as Community Power Aggregations; to provide supportive services and technical assistance to community power aggregations serving member towns, cities, counties, unincorporated places, and village districts; and to support and promote public education and civic engagement by the residents and businesses of member communities in developing and implementing energy and climate policies and actions and the role of community power aggregations in advancing such policies and actions for the common good."

## **Facility Assessment Plan**

We are awaiting reports for the seven buildings undergoing facility assessments from Dubois & King. This data will be incorporated into the asset management program.

## **Asset Management**

Starting the process of inputting information into the Beehive asset management program for all the City facilities.

## **LEAC**

The Lebanon Energy Advisory Committee reviewed the mission of the Community Power Coalition of New Hampshire (CPCNH). The initial funding of the start-up of CDFA will be through the use of a \$60,000 grant from the New Hampshire Community Development Finance Authority (CDFA).

The LEAC committee reviewed and concurred with Public Works staff to rehabilitate the decorative lights on the Mall, West Park St, Court Street and on North Park Street and replace the heads with new LED Dark Sky friendly lights. The committee also agreed with staff's recommendation to replace the existing lights in Colburn Park, North, South, East and West Park Streets to replace the heads with 2,700K to 3,000 K lights with control nodes.

## **Energy Tracking**

Working with the Finance Department and others to develop a system to track all energy procurement monthly.

## **Other**

- Working with the Rec. Dept, and DPW on the design of buildings that are to be reconstructed from the ground up this summer at Civic Memorial Field and the Valley Cemetery. We are presenting design options for added insulation and heat pumps as the heating source. Solar may be installed on both.
- The chemical building at the Water Treatment Plant is having its heating system renovated. We are working with the design engineer on this project to see if a water-to-air heat pump is feasible that would transfer heat from the water stream flowing into the plant to heat the building.

## **Engineering**

### **CSO#23-Contract #11 Mechanic Street Area and Guyer/Young Street Area (phase 2)-Park Construction**

- Continued to Work on As-builts and GIS
- Final pay request and final disbursement request to NHDES
- Reseeding and lawn letters out to residents to opt in for treatment and addressing emails and calls from the 200+ residents
- Completed SAG documentation for Shelley H to submit.
- Continued working on close-out paperwork

**CSO#23-Contract#12 Ora, Avon, Freeman, Bomhower, Myra, Mascoma and Mechanic Streets and cross-country areas between Mascoma St. and Mechanic St. and, Mechanic St. to the Mascoma River**

- Disbursement request, pay applications
- Few items left to address- lawns and utilities punch list
- Final paving and completion of lawn restoration next spring that was not addressed this fall-approach received from Contractor
- Contractor working on record drawings
- Letters went out addressing lawn weed control, fertilization and seeding for residents to opt in- addressing emails and calls from residents

**CSO#26- Contract#13 –Rte. 12A, Romano Circle and Cross-country to interceptor**

- NHDES Wetland response letter/ addressing comments – resubmitted February 5th
- 100% plans received February 5<sup>th</sup>
- Shoreland permit submitted on February 8th
- Bidding expected to happen end of February early March with construction in 2021.
- Environmental review submitted February 4<sup>th</sup> to NHDES
- Water/Sewer Licenses went out to the residents – received most back
- Easements at the lawyers for title search and write up (questions on 3 different ones)
- Meetings with individual residents and businesses on licenses and plans

**Mascoma Street Bridge (No Change)**

- Working on Final Disbursement request
- Surveys for Contractor and Consultant

**Miracle Mile Pedestrian Improvement Project -Phase 2 and 3**

- New Sidewalk along Miracle Mile from Poverty lane to Terri Dudley Bridge design- contract signed and design began
- 30% plans received for review
- Will Bid only phase 2 from where we left off with phase 1 to Terri Dudley Bridge- north side
- Meeting set up w Phase 2 to review plans
- Working on review of as-builts Phase 1

**Mechanic Street Round a bout (no Change)**

- Signed contract with consultant
- Design underway- meetings held with Historical on the NEPA
- Additional meetings and correspondence with NH Cultural Resources
- Monthly Meetings with consultant held



- Still awaiting Historical response from NHDOT before we can proceed – so in a holding pattern
- Construction scheduled for 2023

### **Hillcrest**

- Still working with residents on easements and wetland permissions.
- Coordinating with Utility companies -still awaiting comcast to move off lines
- Contractor to finish Skylark, Hillcrest and Ledge Lane this year
- Pay applications
- Working on record drawings
- Final paving Summer of 2022

### **City Hall Project-Phase 3**

- Demo Completed
- VAV's identified for replacement
- All Plumbing being replacement in walls and bringing valves to be accessible for shut-off
- Bringing Bathroom up to Code for ADA compliance-currently out of compliance
- Wiring for new hand dryers
- Weekly meetings with Manager, Contractor and Architecture
- Review of submittals, pay app's etc.

### **Solar project- phase 1B. and Phase 2**

- Working through phase 1B- retesting of police station- need sunny day without clouds and without snow on the roof to run a test.
- Interim trying to secure hangers for landfill relocation panels and police station- process has begun
- Phase 2 has been cancelled by Revision at this time as there is not enough power/utilization to be used on site at any of the City owned facilities until such time as a community program can be developed on City Land. They recommend reaching out to the SAU 88 school district for the Leb High School as that looks to be a promising site/project and could produce more energy than all of our initiatives thus far.

### **General**

- Reviewed & approved Building Permits & Planning Board Plans
- Pre-submittal meetings with proposed developers prior to submissions
- Altaria Bike path along NH120 completed punch list waiting as-builts-no-change
- Fema/coordination meetings on redevelopment of Kmart Plaza-floodproofing- internal and external
- Lahaye – IGE amendment #2
- NH120 Sewer- returned markups will be reviewing new submittal this week

### **South Main Street Bridge Project**

- Alternative design 2E design plan preparation and permitting is on-going. The design and permitting effort will take several months. Additional right of way acquisition is pending. Construction is scheduled for 2023.

### **Downtown Tunnel Rehabilitation Project**

- Eastern tunnel construction is on-going.
- The upper parking lot is partially re-opened, with only intermittent partial closures going into the spring of 2021.
- Topping stabs, finish work, lighting, CCTV, glass enclosure installation and hardscape/landscape work is scheduled for completion during the Winter-Spring 2021, weather dependent.

### **20 Spencer Street Project Site Cleanup**

- Soil remediation work is pending further site investigation work and associated environmental reports, which is currently on-going.

### **Spencer Street Reconstruction Project**

- Project scheduled to be advertised for bids in February and Construction to occur in 2021.

### **Mt. Support Road/Lahaye Drive Intersection**

Developer has prepared a conceptual design which has been preliminarily reviewed. Basis of design report has been received and is under review.

## ***RECREATION & PARKS***

### **Program Updates:**

Indoor programming has been a difficult concept to embrace, both from an administrative perspective tasked with ensuring the safety of our participants, and from the participant perspective exercising caution over the COVID exposure risk. As a result, basketball participation is low, adult indoor sports were cancelled, and special events were cancelled. Focus has been on providing above standard outdoor recreation facilities at the ice rinks, xc ski trails, MRG, and the Storrs Hill ski area.

<b><u>Program</u></b>	<b><u>Residents</u></b>	<b><u>Non-Residents</u></b>	<b><u>Total</u></b>
Basketball	39		39
Ski & Ski Jumping Lessons	139	23	162

Parks Maintenance Project Updates:

<b>Major Projects</b>	<b>Status</b>
XC Ski Trail Grooming	Ongoing as snow allows, and then some
Pat Walsh Ice Rinks	Daily maintenance of clearing snow and cleaning bathroom, resurfacing 1x/week.
MRG Maintenance and Improvements	<ul style="list-style-type: none"> <li>• Snow clearing and grooming as needed.</li> <li>• Maintaining equipment.</li> </ul>
Northern Rail Trail	Snowmobile club grooms for snowmobile use
Graffiti Park	100% complete. Facebook live soft opening.
Storrs Hill Pavilion	Phase 1 100% complete and in use.
Holiday Lights	Extended lights season to end of January.
Beehive	Using regularly and ongoing asset building

Special Events:

<b>Event</b>	<b>Estimated Attendance</b>
Winter events: Smores skating and Full Moon Fiesta	cancelled
Shamrock Shuffle Planning	Live event July 31
Food Truck Festival	Planning for August 27 & 28
Summer Celebration	Planning for August 26
4 <sup>th</sup> of July Spectacular	Planning for July 4

Capital Project Updates:

<b>Project</b>	<b>Status</b>
Playing Fields	Evaluating a second option for field location
Community Center	Held initial meeting with CCBA Leadership. Hiring process with Architecture Firm. Evaluating 2 alternative sites.
Civic Maintenance Building	Collaborative effort with DPW to build both garages under one RFP and contract.