

**CITY OF LEBANON  
MANAGER UPDATES  
Month of February 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

<b>February 2021</b>	2021 Year to Date	2020 Year to Date
Enplanements	438	1,310
Aircraft Operations	2,963	4,430
Airport Expenses	\$270,047	\$419,522
CARES Grant Offset Received	-\$0-	-\$0-
CARES Grant Offset Anticipated	\$50,431	\$118,248
ACRGP Offset Anticipated	≈\$150,000	NA
Airport Revenue	\$101,757	\$141,844
General Fund	\$244,960	\$385,610

## Airport Projects

<b>Project</b>	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. 29 January 2021 – Stantec, FAA, NHODT final draft review.</li> <li>7. 16 February - Public Meeting to be held on March 23 at 6:30pm.</li> </ol>	Airport Layout Plan Financial Analysis Draft Narrative Report Final Narrative Report Project closeout – 1 <sup>st</sup> quarter 2021.
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. Contract with M+B for signature.</li> </ol>	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 start - 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. 100% drawn down.</li> </ol>	Grant Close Out – Spring 2021
<b>AIP-VV</b> Airport Coronavirus Relief Grant Program	<ol style="list-style-type: none"> <li>1. Grant application submitted to FAA – 18 February 2021</li> </ol>	
<b>AIP-WW</b> Airport Coronavirus Relief Grant Program for Concessions	<ol style="list-style-type: none"> <li>1. Grant application submitted to FAA – 25 February 2021</li> </ol>	
<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> <li>4. 12 March – 80% design meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. Bid project.</li> <li>2. Submit and accept grant.</li> <li>3. Perform work.</li> <li>4. Grant close out.</li> </ol>
<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> <li>4. Fee Negotiation in process.</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine scope based on FAA review of the changes in the proposed project.</li> <li>2. Submit and accept grant.</li> </ol>
<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> <li>3. New FAA Lead Planner sent executed copy of reimbursable agreement for signature on 11 February 2021.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submit and accept grant.</li> <li>2. FAA study.</li> </ol>
Airport Leases	Restaurant Space.	Estimated opening now in Mid 2021. (May slide due to COVID-19)
	TSA Lease	Lease expires 2022. Negotiations started.
FAA Property Releases	TIF Environmental Assessment – Categorical Exclusion approved by FAA 18 February 2021.	Property Release estimated in 2021.

## **ASSESSING**

	Month to Date	Year to Date
Number of Property Sales	6	53
Number of Property Inspections		

### **Abatements filed for 2020:**

29 Residential (1 was withdrawn)  
 43 Commercial/Industrial  
 72 TOTAL

### **2020 NH Department of Revenue Sales-Assessment Ratio Study:**

**92.9% EQ** -- overall median ratio showing the average level of assessment between individual properties (90-100 is acceptable)

**10.8 COD** -- coefficient of dispersion showing assessment equality between taxpayers ( $\leq 20$  is acceptable)

**1.01 PRD** -- price related differential measuring equity between high-valued properties and low-valued properties (1.0 is acceptable)

**\$274,072** -- average sales price

**\$251,793** -- average appraised value

The various statistical indications meet the current assessment review requirements.

## **CITY CLERK**

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$202,439.60	\$396,269.24	\$428,471.00
Dog Licenses	\$458.50	\$1,150.00	\$686.50
Vital Records	\$2,192.00	\$4,729.00	\$5,699.00

### Highlights:

- It was discovered that Ward 3 had to be moved from AVA Art Gallery back to City Hall. This move was facilitated by City Clerk Kenniston.
- Staff was busy during the month of February preparing for the Municipal Election.
- The City Clerk's office is in the process of absorbing the duties of the Tax Collector.

- The Laserfiche public portal is in the early stages of implementation. The goal is for the portal to be available in April.

**FINANCE** (No Report for February)

**FIRE**

February 2021	Current Month	Year to Date	Prior Year to Date
Fire	3	14	14
Rescue & Emergency Medical Calls	194	407	443
Hazardous Conditions	8	10	20
Service Calls	11	27	37
Good Intent Calls	15	30	44
False Alarms	28	47	50
<b>TOTALS</b>	<b>259</b>	<b>535</b>	<b>608</b>

**Highlights:**

- 02/04– units responded to Elm Street, West Lebanon for a cooking fire.
- 02/10- units responded to Spencer Street for a propane leak.
- 02/12– units responded to Alta Blvd for a cooking fire.
- 02/13 – units responded to Hanover for mutual aid 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**

**\$120,595.00**

**HUMAN SERVICES**

**Collaborative Meetings & Pooled Resources**

Team/Group:	Meeting Date:
Upper Valley Resource Team	Did not meet

Upper Valley Housing Support Team	2/4/2021	†
Housing First Working Group	2/19/2021	†
Upper Valley Continuum of Care	2/25/2021	†
NH Balance of State Continuum of Care	Did not meet	
NH Coalition to End Homelessness	2/2/2021	†
Energy Advocacy Council	Did not attend	
Lebanon Community Nurse Steering Committee	Did not meet	
Upper Valley Strong	Weekly	†
NH Local Welfare Administrators Association	2/18/2021	†

† Participated by phone and/or video

### Monthly In-Office Activity

#### Authorized Voucher Totals

	February 2021	February 2020
<b>Rent Assistance</b>	\$1,780.00	\$3,686.00
<b>Security Deposit*</b>	\$1,075.00	\$475.00
<b>Motel Assistance**</b>	\$6,803.79	\$91.56
<b>Total</b>	\$9,658.79	\$4,252.56
<b>Year-to-Date</b>	\$20,988.43	\$11,270.48

\* 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>February 2021</b>	11 cases involving 11 adults and 3 children Extensive case management provided to 4 households
<b>February 2020</b>	8 cases involving 9 adults and 4 children Extensive case management provided to 2 households

#### Notices Issued in February 2021 vs 2020

Rent/Security deposit	4	14
Motel	18	1

Denials	0	2
Pending Decisions	0	1
Applications Withdrawn	0	1
Sanctions	0	0

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

Walk-Ins	0 ~	20
Scheduled Appointments	39	17
Home Visits	0	0

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

**Case Collaboration/Referrals in February 2021**

<b>AGENCY</b>	February 2021	Year-to-Date 2021
Tri-County CAP (homeless outreach/shelter/coordinated entry)	5	10
Tri-County CAP (rent/security)	5	7
Tri-County CAP (fuel/electric)	4	6
LISTEN (housing)	3	7
LISTEN (fuel/electric)	2	5
LISTEN (food)	1	2
LISTEN (discretionary funds)	0	0
Haven (shelter)	0	3
Haven (housing)	1	1
Haven (food)	0	0
Haven (discretionary funds)	0	0
NH DHHS (food stamps)	4	11
NH DHHS (cash assistance)	0	0
NH DHHS (Medicaid)	1	3
NH Bureau of Elderly and Adult Services	1	2
NH Employment Security	0	1
Senior Center/Service Link	1	1
Headrest	0	1
UVGEAR	0	0
WISE	1	2
West Central Behavioral Health	3	3

Catholic Charities	0	3
Good Neighbor Health Clinic	1	1
Easter Seals	0	0
Other NH Town Welfare office	2	4
VT Economic Services	1	2

**Reimbursement Received in February 2021 & YTD**

	Client	SSI	Medicaid	Other Town***
<b>February 2021</b>	\$0.00	\$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 February 2021:** Issued=0 Discharged=0

***LIBRARY***

	Month	YTD
Circulation of library held items	2,930	5,787
Circulation of ebooks and downloadable audiobooks	2,661	5,775

Much of the demolition work and hazardous material abatement was done by the end of February at the Lebanon Library. Some construction work has begun. Selection of finishes for the building is being worked on. The library facilities committee is meeting with the architect, construction manager, and project superintendent every other week. The committee is made up of staff, trustees, and former members of the library boards. At this point, the project is ahead of schedule for completion.

Demolition work has begun on the Kilton Library restrooms, with the renovation planned to be completed in eight to twelve weeks.

The IT Librarian search committee has narrowed down its search to two candidates who will be interviewed the week of March 12<sup>th</sup>.

The search committee for a Library Administrative/Technical Assistant will begin reviewing applications in early March.



The library board of trustees will review our reopening plan at each monthly meeting.

## **PLANNING & DEVELOPMENT**

<b>Permit/Applications February</b>	Res.	Comm.	Total YTD Jan- Feb 2021	Total Prior Year Jan-Feb 2020	YTD Permit Fees Collected (Jan-Feb 2021)	Prior Year Fees (Jan-Feb 2020)
Building Permits	24	22	46	33	\$83,269.20	\$42,695.07
Planning Board Applications	0	0	3	6	\$1,175.93	\$47,941.10
Zoning Board Applications	0	1	5	5	\$1,317.35	\$1,123.45

<b>Inspection Activity</b>	
Total inspections for the Month of February	170 YTD=349

## **POLICE**

### **Manager Updates for February 2021**

	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service	2275	4588	4765
Police Calls for Services	1722	3646	3888
Incident Based Reporting Calls	71	148	143
Traffic Accidents	75	77	131
Property Damage	29	43	63
With Injury (possible)	8	9	25
Involving Bicycle or Pedestrian	0	0	3
Referred to Outside Agency	2	2	13
Hit and Run	16	31	23
Parking Lot	19	35	38
Arrests	77	160	221
DWI Arrests	8	16	15
Motor Vehicle Stops	362	719	1236
Warnings	334	663	1168

Citations	33	55	47
Problem Oriented Policing Calls	51	99	0

### **Community Involvement**

On February 15, 2021, Officer Alden and Officer Parthum presented a virtual event to students in grades 5<sup>th</sup>-8<sup>th</sup> and their parents of Lebanon Police Department's daily operations, officer expectations, community involvement, and demonstrated a K-9 search with K-9 Nitro.

### **Department Highlights**

On February 3, 2021, Senior Officer Jeremy Perkins received the Meritorious Police Service Award for saving a suicidal man's life.

## ***PUBLIC WORKS***

### **Solid Waste**

<b>Month: February</b>	<b>2021</b>	<b>2020</b>
Landfill Facility Received	2,309 (tons)	2,904 (tons)
Wastewater Bio-solids Received	324 (tons)	311 (tons)
Leachate Generation & Pumping	200,953 (gallons)	381,474 (gallons)

### **Recycling**

- Recycling markets continue to be strong and revenues are moving up.
- During the Month of February, the following items were shipped to recycling markets:
  - Paper and Cardboard
  - Scrap Metal
  - Electronic waste
  - Fluorescent Lamps
  - Plastics

### **Other**

- Trash tonnage continues to be down. For February 2021, it is down 20% compared to February 2020.
- Marc Morgan met with Dartmouth College students to discuss sustainable solid waste management.
- Marc Morgan and Matt Grossman have met with Emily Rogers of the Food Coop to plan for the 2021 Refill NOT Landfill campaign.
- Brush/wood grinding bids were opened and awarded to United Construction.

- PFAS Study RFQs were received. Qualification statements will be reviewed and interviews scheduled.

### **Water Treatment Plant**

<b>Month: February</b>	<b>2021</b>	<b>2020</b>
Water Treatment Plant- Production	32.98 MG	40.24 MG
Water Quality Complaints		
After Hour Call-in	2	

- The water treatment plant pumped 7.2 MG less in February 2021 vs. February 2020, a 22% decrease. This is our lowest February water production since 1986.
- Substantial completion on the plant upgrade was done in early February, on to punch list items now.

### **Lab Highlights**

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

### **Equipment Repair/Maintenance**

- Snow relocation
- Serviced chlorinator at DHMC Booster sta.
- Cleaned filter troughs
- Added tubing and grease fittings to the new floc drives to eliminate a weekly confined space entry.
- Assisted contractor with some small issues.

### **After hour call-in:**

- There were 2 after hour call-in's in Feb.

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

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

## **Training:**

- There were 2 remote trainings this month attended by 2 operators month.
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## **Wastewater Treatment**

<b>Month: February 2021</b>	<b>2020</b>	<b>2021</b>
Daily Avg. flow treated	1.4522 MGD	1.1784 MGD
Solids Inventory	21,770 lbs.	17,632 lbs.
Septage Receiving	52,100 gal.	51,950 gal.

## **Operations highlights**

- We had zero plant violations to our NPDES permit or SWPPP permit for February 2021.
- Lebanon Wastewater treated 32,995,600 gallons of wastewater in February.
- Lebanon Wastewater treated 51,950 gallons of septage for the month of February, slightly less than the same month a year ago.
- Lebanon Wastewater dewatered and delivered 160.29 wet tons of sludge to the landfill in February 2021.
- Effluent quality was extremely good for the month. TSS average was 2.0 mg/L, and our BOD average was 4.0 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.
- Harmonic filters were replaced on our Neuros Turbo air blowers. Annual maintenance on these blowers is set for March.
- ABS mixer in blended sludge tank was replaced due to failure.
- We have turned the corner for SRT for process control in anticipation of warmer water temperatures happening very soon.

## **Laboratory**

- TKN testing and analyzing once per week 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 4.0 mg/L.
- Turbidity of final effluent 1.84 NTU.
- Effluent TSS is 2.0 mg/L.
- S.V.I. average for February is 131.

## **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 is done to better understand pollutants in Lebanon's waste stream and our new permit may reflect changes based on the results.

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## **Highway Maintenance**

The Highway plowed and salted many smaller storms throughout the month of January, picked up snow and cut brush. They also cut open a trail from the Public Works Administration office to the Rail Trail. February was a tough month for snow removal due to receiving 2" of very wet snow on Tuesday (2/16/21) followed by a plunge in temperature well below 32 degrees, making it very difficult to remove ice and snow from the sidewalks and edges of roads. This kept the highway crew busy scraping and sanding sidewalks through the end of February.

The LED streetlight replacement began on February 22, 2021 with the replacement of 750 lights in the City. Pineridge Technologies from Massachusetts completed the replacement with two bucket trucks with 1 man per truck. They averaged 35 lights per day per bucket truck.



Pineridge Technologies installing a new LED streetlight behind City Hall

**Fleet**

In the Month of February, the fleet division continued winter operations of maintaining the trucks and equipment after every snowstorm and hauling snow at night. The operators and mechanics are doing a good job this winter checking and cleaning their equipment. We have not had any major setbacks or breakdowns this month. The new mobile truck lifts are ordered, and we should have them in a few weeks which will be a great addition to the operations and maintenance shop. The mechanics continue to work every Wednesday at the Landfill to help maintain their equipment.

**Cemetery**

<b>February</b>	<b>2021</b>
<b>Cemeteries &amp; Park Maintenance</b>	
Burials/Cremations	2-Full/0-Cremation
Entombments	4
Grave/Trust Fund Sales	2-GR/ 2-Special Reserve
Grave Transfers	0

Foundations	0
Place Grass Marker	0 corner markers

Winter burials were down with two (2) full burials, both falling on weekdays. We are starting to receive calls regarding spring burials with scheduling for cremations. Winter entombments increased with an additional 4 to the tomb. Just over one third of the space is now occupied with winter holdovers, all for outside Lebanon burials.

February was quite busy with plowing, snow removal, and hauling during the days, as well as evenings, which all staff participated in. Exmark mowers are just about ready for spring with all reassembly completed. The final fluid changes and belt replacements are to be completed within the next week or two. The new Exmark mower ordered last fall has arrived at the dealer. This is the replacement for the oldest 2009 mower that has severe engine issues and head gasket leaks from the and was taken out of service last fall. The dealer is waiting on the arrival of the bagging system to install. Once it arrives, the new mower should be ready for delivery.

In preparation of the Valley Maintenance building replacement this summer, a storage container was dropped off. Staff members have begun the process of cleaning out, organizing parts and materials within the current building, and placing in the container for temporary storage, in preparation of the building's replacement.

As the weather continues to improve and the snow coverage decreases, staff will transition back into the cemeteries for perimeter clearing and preparation for spring cleanups.

## **Energy & Facilities**

### **Streetlight Conversion Project**

#### **Solar**

- Working through phase 1B- retesting of police station- need sunny day 0 clouds and 0 snow on roof to run test
- Work for test to be run will occur the week of March 15th
- 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 would produce more energy than all of our initiatives thus far.

## **Municipal Aggregation**

### **Facility Assessment Plan**

There have been some health issues with our contractor at DuBois and King and we have not yet received the Facility Assessment Plan report. When we do, we will start putting the equipment listed into Beehive.

### **Asset Management**

Energy and Facilities Manager Montgomery, Assistant Director of Public Works Hammond and Custodian Adams continue to learn the ropes on Beehive and input data for facilities. Utility Operator Anderson has been helping with this as she helped get Beehive off the ground as an intern and as a result the Utilities group is furthest ahead with Beehive.

### **LEAC**

The replacement of the streetlights with LED lights began on February 22, 2021 and is expected to be completed by mid-March 2021.

### **Energy Tracking**

Energy and Facilities Manager Montgomery continues his work developing a system to track energy use for the city. After getting a handle on all the 2020 usage, the plan is to develop a table that is filled in monthly with all the different electricity and fuel usage.

### **Other**

- Liberty announced recently that the Household Battery Pilot program has been going very well. "Liberty is pleased to inform the Commission (PUC) that the Pilot is a complete success to date. The batteries have been installed, they are being dispatched successfully, they are being dispatched at the monthly peak hours, are successfully lowering Liberty's peak load (the ultimate goal of the Pilot), customers are happy, and the Pilot is collecting substantial data (another important objective of the Pilot)." There is an issue with three customers with solar PV systems that are too small to provide power to offset the home's full load and recharge the batteries.
- Energy and Facilities Manager Montgomery has been working with Senior Planner Goodwin to calculate greenhouse gas emissions' reduction in the past year, draft a report to the City Council, and develop the plan for future years' reductions.
- There have been substantial leaks at the DPW Garage, probably from ice dams. We have brought in a roofer to give his opinion and a building forensic expert to diagnose the causes. We await the report, which will include two sets of IR photos: One from early March when the building was experiencing



problems, and one from 2011. We are also talking with the project architect – Banwell – and trying to track down the construction managers.

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### **Engineering**

#### **CSO#23-Contract #11 Mechanic Street Area and Guyer/Young Street Area (phase 2)-Park Construction (No Change)**

- 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

#### **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 (NO CHANGE)**

- 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**

- Internal meetings held for additional comments
- NHDES Wetland response letter/ addressing comments – resubmitted February 5<sup>th</sup>- still waiting approval
- 100% plans revisions received February 23<sup>rd</sup>
- Waiting specs and cost estimates to review
- Shoreland permit approved
- Bidding expected to happen end of March
- Environmental review submitted February 4<sup>th</sup> to NHDES approved, posted in paper and website February 24<sup>th</sup>, 30-day comment period
- 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
- 50% plans received for review
- Will Bid only phase 2 from where we left off with phase 1 to Terri Dudley Bridge- north side
- Phase 2 to review plans with DPW
- Meetings with Ford and meeting with Suburban on driveway curb cuts

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

- Project kick-off meeting held on Wednesday Sept. 2nd
- 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
- Historical response from NHDOT before we can proceed – needing to resubmit on historical a section per NHDOT- week of March 1st

### **Hillcrest**

- Still working with residents on easements and wetland permissions.
- Coordinating with Utility companies -still awaiting comcast to move off lines- contacted PUC
- 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**

- VAV's identified for replacement-work being done
- All Plumbing being replaced in walls and bringing valves to be accessible for shut-off-complete
- Bringing Bathroom up to Code for ADA compliance-currently out of compliance
- Windows in, spray insulation in, sheetrock being installed
- Weekly meetings with Manager, Contractor and Architect
- Review of submittals, pay app's etc.

### **Solar project- phase 1B. and Phase 2 No phase 2 (no change)**

- Working through phase 1B- retesting of police station- need sunny day 0 clouds and 0 snow on roof to run 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 Lehigh High School as that looks to be a promising site/project and would produce more energy than all our initiatives thus far.

### **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.

### **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**

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

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

- Developer paid conceptual design has been prepared and preliminarily reviewed. Basis of design report has been received and is under review. Special assessment district criteria needs to be assessed and finalized.

### **Spencer Street Reconstruction**

- 100 percent plans, specification and estimate are pending from the design engineer. (March 2021)
- Easements are pending title searches and negotiations with impacted abutters.
- Advertisement for Bid is scheduled for March 2021.
- Construction is scheduled for spring/summer 2021.

### **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 meetings-review of plans+
- 1 human intervention piece
- Lahey – IGE amendment #2-complete- with meetings
- NH120 Sewer- project complete – as-builts to NHDES

## **RECREATION & PARKS**

### **Program Updates:**

Similar to the January report, our focus has been on providing above standard outdoor recreation facilities at the ice rinks, cross-country ski trails, MRG, and Storrs Hill Ski Area. 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. The two basketball programs we did run have been successful, and the 3<sup>rd</sup> 4<sup>th</sup> grade program was even extended several weeks.

<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
Spring programs: Planning is in full swing for all Spring activities, except those that involve transportation.			

### **Parks Maintenance Project Updates:**

<b>Major Projects</b>	<b>Status</b>
XC Ski Trail Grooming	2 miles at River Park, 2 miles on MRG, 2 miles at APD
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
Turf Management	Soil analysis completed and fertilizers and seed ordered for Spring.
Beehive	Using regularly and ongoing asset building

MRG expansion	Pursuing legal counsel approach and collaborative statewide effort to argue for more DOT participation in rail-trail conversions.
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Special Events:

<b>Event</b>	<b>Estimated Attendance</b>
Winter events: 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 Two Rivers Park for field location
Community Center	Planning additional discussions with CCBA management team. Hiring process with Architecture Firm.
Civic Maintenance Building	RFP out to bid.