

**CITY OF LEBANON
MANAGER UPDATES
Month of May 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

May 2021	2021 Year to Date	2020 Year to Date
Enplanements	2,016	1,769
Aircraft Operations	11,546	9,083
Airport Expense*	\$547,749	\$703,024
CARES Offset**	(\$50,431)	(\$339,199)
ACRGP Offset***	(≈\$325,800)	NA
Airport Revenue	\$358,911	\$317,523
General Fund	\$244,960	\$385,610

* Expense includes Offset

** CARES Jan 20, 2020-Jan 19, 2021

*** ACRGP obligated May 2021 for Jan 20, 2020-Apr 13, 2025

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-59 18-36 Limited Scope ALP	<ol style="list-style-type: none"> 1. March 13, 2019 – met with NHDOT & FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements. 2. Grant Award Package received July 5, 2019. 3. Project kick-off meeting held on October 9th. 4. Inventory and Forecasts accepted by FAA 11 June. 5. Facility Requirements and Alternatives reviewed, and edits sent to Stantec 9 July. Reviewed by FAA and NHDOT 6 August. 6. 29 January 2021 – Stantec, FAA, NHODT final draft review. 7. 16 February - Public Meeting to be held on March 23 at 6:30pm. <p>FAA review underway.</p>	<p>Airport Layout Plan Final Narrative Report Project closeout – 2nd quarter 2021.</p>
AIP-62 Terminal Loop Road and Public Parking Lot Paving	<ol style="list-style-type: none"> 1. Project advertised March. 2. Bid opening March 27. 3. Grant agreement signed. 4. G&C approval on 26 August. 5. Contract with Blaktop for signature. 6. Milling and repaving started 11 June. 	<p>Bid award - October Project start - May 2021.</p>

AIP-67 Airport Coronavirus Relief Grant Program	<ol style="list-style-type: none"> 1. Grant application submitted to FAA – 18 February 2021 2. Grant offer signed – 13 April 2021. Grant for \$1,003,521. 3. First drawdown submitted 2 June. 	Grant Draw down Grant closeout
AIP-XX Terminal and Maintenance Building Renovation	<ol style="list-style-type: none"> 1. 21 October - Preliminary assessment of needs completed by Dubois King. 2. Eligibility discussion with Dubois King on 8 December. 3. 8 February - Terminal MEP evaluation 4. 12 March – 80% design meeting 5. Bids opening – 20 April Grant application submitted to FAA – 23 April. 	<ol style="list-style-type: none"> 1. Submit and accept grant. 2. Perform work. Grant close out.
AIP-YY Runway Safety Area Project Environmental Assessment	<ol style="list-style-type: none"> 1. 3 November - Meeting with FAA to discuss EA requirements. 2. Dubois King comparing 2012 EA with proposed project from AIP-59. 3. FAA meeting on 9 December to discuss scope. 4. Fee Negotiation completed 30 March. Grant application submitted 16 April. 	<ol style="list-style-type: none"> 1. Accept grant offer. McFarland Johnson performs study.
AIP-66 FAA Reimbursable Agreement – Localizer Relocation	<ol style="list-style-type: none"> 1. FAA provided cost estimated for project. 2. Grant application sent to FAA 14 January 2021. 3. New FAA Lead Planner sent executed copy of reimbursable agreement for signature on 11 February 2021. 4. Grant application submitted to FAA – 10 March 5. Grant agreement received. FAA performing study. 	FAA performs study.
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	48	139
Number of Property Inspections	112	570

CITY CLERK/TAX COLLECTOR

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$276,236.18	\$1,154,883.38	\$1,048,958.26
Dog Licenses	\$1,993.00	\$8,553.50	\$6,230.00
Vital Records	\$2,398.00	\$12,789.00	\$11,537.00

Highlights:

- New Assistant City Clerk Jenna Drouin joined the Clerk's Office on May 17th. Jenna previously worked for the State of Vermont in the court system.
- We have been busy with dog licenses. Dogs were due by May 31st and reminder letters were sent the second week of May as a courtesy to owners who forgot to license in April. Fines and fees for late dog licenses will begin June 17th.
- City Clerk Kenniston is working on the Verification of the Checklist, which is required by law to occur every ten years. Letters will be mailed at the end of June/beginning of July to voters who have not voted for the past four years to verify that they are still qualified to vote in Lebanon.
- As warm weather arrives, the City Clerk's office is seeing an influx of seasonal vehicles. As a reminder, our office does issue boat registrations!
- Lien notices were sent to delinquent taxpayers for 2020 past due property taxes. The due date for the lien notices is June 10, 2021.
- Courtesy notices have been sent to owners who have outstanding liens from 2019 for their 2018 property taxes. The tax deed process will begin in July.

FINANCE

<i>FINANCE-MAY</i>				
	2021 Budget	Current Month Revenue	Year to date	% collected
General Fund	\$ 34,511,300	\$ 599,189	\$ 6,049,651	18%
Landfill	\$ 4,487,830	\$ 333,613	\$ 1,546,677	34%
Water	\$ 4,130,550	\$ (25,319)	\$ 1,957,715	47%
Sewer	\$ 7,368,570	\$ 13,157	\$ 3,081,349	42%
Airport	\$ 1,192,790	\$ 123,382	\$ 628,154	53%

Note: Water revenue is a negative due to an issue with a meter that was set up and the amount billed in April was not corrected until May.

	2021 Budget	Current Month Expended	Year to date	% collected
General Fund	\$ 34,511,300	\$ 1,992,825	\$ 14,358,683	42%
Landfill	\$ 4,498,830	\$ 130,753	\$ 1,825,444	41%
Water	\$ 3,724,290	\$ 123,112	\$ 1,949,843	52%
Sewer	\$ 7,128,990	\$ 204,936	\$ 3,931,534	55%
Airport	\$ 1,358,250	\$ 81,421	\$ 526,150	39%

FIRE

May 2021	Current Month	Year to Date	Prior Year to Date
Fire	9	38	40
Rescue & Emergency Medical Calls	241	1066	970
Hazardous Conditions	4	27	34
Service Calls	32	112	82
Good Intent Calls	16	105	97
False Alarms	37	140	118
TOTALS	339	1488	1341

Highlights:

- 05/07- units responded to Interchange Drive for an illegal outside fire.
- 05/11- units responded the Alice Peck Day Drive for a cooking fire.

- 05/17– units responded mutual aid to Hartford, VT for a brush fire.
- 05/18 – units responded to South Main Street for a brush fire.
- 05/20 – units responded to Market Street for a brush fire.
- 05/21 – units responded to South Main Street for a bark mulch fire.
- 05/23 - units responded to Alice Peck Day Drive for a brush fire.
- 05/24 – units responded to Hanover Street for a gas leak inside a wall.
- 05/24 - units responded to South Main Street for a brush fire.
- 05/25 – units responded to DHMC for a dumpster 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

\$427,045.00

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Team/Group:	Meeting Date:	
Upper Valley Housing Support Team	5/6/2021	†
Housing First Working Group	5/14/2021	†
Upper Valley Continuum of Care	5/27/2021	†
NH Balance of State Continuum of Care	5/11/2021	†
NH Coalition to End Homelessness	Did not meet	
Energy Advocacy Council	Could not attend	
Lebanon Community Nurse Steering Committee	Did not meet	
Upper Valley Strong	Monthly	†
NH Local Welfare Administrators Association	Did not meet	

† Participated by video

Monthly In-Office Activity

Authorized Voucher Totals

	May 2021	May 2020
Rent Assistance	\$775.00	\$285.00
Motel Assistance**	\$3,531.60	\$3,943.12
Cremation	\$3,966.00	\$1,000.00
Total	\$8,272.60	\$5,228.12
Year-to-Date	\$44,346.03	\$34,447.63

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

May 2021	8 cases involving 8 adults and 2 children Extensive case management provided to 3 households
May 2020	7 cases involving 9 adults and 8 children Extensive case management provided to 2 households

Notices Issued in May 2021 vs 2020

Rent/Security deposit	1	2
Motel	7	6
Cremation	2	1
Denials	1	1
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	0	0

Contacts with clients in May 2021 vs 2020

Walk-Ins	0 ~	0
Scheduled Appointments	16	14
Home Visits	0	0

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

Case Collaboration/Referrals in May 2021

AGENCY	May 2021	Year-to-Date 2021

Tri-County CAP (homeless outreach/shelter/coordinated entry)	7	25
Tri-County CAP (rent/security/NHERAP)	2	18
Tri-County CAP (fuel/electric)	1	11
LISTEN (housing)	8	25
LISTEN (fuel/electric)	0	5
LISTEN (food)	0	4
LISTEN (discretionary funds)	0	1
Haven (shelter)	1	9
Haven (housing)	0	1
Haven (food)	0	0
Haven (discretionary funds)	0	0
NH DHHS (food stamps)	1	19
NH DHHS (cash assistance)	1	5
NH DHHS (Medicaid)	0	5
NH Bureau of Elderly and Adult Services	0	4
NH Employment Security	0	1
Senior Center/Service Link	0	3
Headrest	0	2
UVGEAR	0	3
WISE	1	4
West Central Behavioral Health	1	6
Catholic Charities	0	3
Good Neighbor Health Clinic	1	3
Easter Seals	0	0
Other NH Town Welfare office	3	14
VT Economic Services	0	5

Reimbursement Received in May 2021 & YTD

	Client	SSI	Medicaid	Other Town***
May 2021	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-Date	\$245.00	\$0.00	\$0.00	\$0.00

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

Liens in May 2021: Issued=1 Discharged=0

LIBRARY

	Month	YTD
Circulation of library held items	2,932	14,612
Circulation of ebooks and downloadable audiobooks	2,956	14,706

Outdoor library at Kilton began in early May with laptops available and carts with books and other materials to browse. We will continue outdoor library even after reopening our doors, on a limited basis on June 14th, for patrons who are concerned about entering the building. It will likely end as we enter the late summer/early fall.

The Kilton Library public restroom renovation is near completion, with only a few items on the punch list. There will be access when the doors open to the public.

Global supply chain issues have delayed the projected Lebanon Library completion date to early August.

Our new IT Librarian, Ron Houk, started in May, having moved from Ottumwa, Iowa. He has been everything we expected him to be after his impressive interviews.

PLANNING & DEVELOPMENT

Permit/Applications May	Res.	Comm.	Total YTD Jan-May 2021	Total Prior Year Jan-May 2020	YTD Permit Fees Collected (Jan-May 2021)	Prior Year Fees Collected (Jan-May 2020)
Building Permits	36	34	254	163	\$248,961.75	\$139,521.21
Planning Board Applications	0	1	12	9	\$3,408.08	\$65,753.10
Zoning Board Applications	2	0	14	9	\$3,331.15	\$2,639.85

Inspection Activity	
Total inspections for the Month of May	202 / YTD=915

POLICE

Manager Updates for May 2021

	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service	3036	13006	13008
Police Calls for Services	2575	11048	10332
Incident Based Reporting Calls	78	423	347
Traffic Accidents	69	304	248
Property Damage	31	121	107
With Injury (possible)	8	26	31
Involving Bicycle or Pedestrian	0	1	3
Referred to Outside Agency	2	4	1
Hit and Run	24	83	58
Parking Lot	25	104	88
Arrests	81	413	418
DWI Arrests	4	27	24
Motor Vehicle Stops	411	1993	1897
Warnings	374	1841	1762
Citations	21	126	104
Problem Oriented Policing Calls	114	414	339

Community Involvement

On May 14, 2021, Lieutenant Lowe, Sergeant Hubert, and Officer Harden participated in the Gear Shifters Bike Program, teaching 1st to 8th graders on bike laws, safety, and rode on bike trails with the program.

On May 20, 2021, the Police Department attended the Farmer's Market.

Department Highlights

On May 20, 2021, the Police Department announced the appointment of Lieutenant Matthew S. Isham as Deputy Chief of Police, effective May 9, 2021.

PUBLIC WORKS

Solid Waste

Month: May	2021	2020
Landfill Facility Received	2,745 (tons)	2,502 (tons)
Wastewater Bio-solids Received	284 (tons)	339 (tons)
Leachate Generation & Pumping	66,210 (gallons)*	393,729 (gallons)

*Flow meter repairs are in progress to determine reasons for this low reading.

Recycling

- Recycling markets have been strong with our vendors. Transportation has been challenging with logistic shortages and Covid restrictions.
- Paper and cardboard pricing continues to increase.
- During the Month of May, the following items were shipped to recycling markets:
 - Paper and Cardboard
 - Scrap Metal
 - Freon-Containing Units
 - Electronic Waste
 - Tires
 - Aluminum
 - Plastic
 - Fluorescent Lamps

Other

- Lebanon hosted a household hazardous waste collection event at the Lebanon High School. Participation was like previous years with approximately 220 households.
- The Solid Waste Department hosted a booth at the Lebanon Farmers' Market to promote recycling and answer questions.
- Delivered municipal waste continues to rise. May 2021 saw an 8% increase over May 2020.
- The NEW digital residential solid waste permit is in the pilot phase. Full access for all participants will be available by June 21.
- Solid Waste Manager Marc Morgan presented on a variety of topics at the Northeast Resource Recovery Association Annual Recycling Conference. Topics included Lebanon's "Refill NOT Landfill" campaign, Lebanon's use of an "App" as outreach and composting food scraps.

- Manager Marc Morgan was a panelist focused on fire prevention at solid waste facilities at a recent Northeast Waste Management Officials Association meeting.

Water Treatment Plant

Month: May	2021	2020
Water Treatment Plant-Production	47.44 MG	46.63 MG
After Hour Call-in	1	

- The water treatment plant pumped 0.809 Million Gallons more this May vs. May 2020; a 1.7% Increase. This increase is attributed to hydrant flushing and a week of abnormally warm weather for May.

Lab Highlights

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

Equipment Repair/Maintenance

- We finished testing the city owned backflows this month and all looks good.
- Staff continues with data entry of buildings and equipment for asset management software - Beehive.
- Lagoon valving was changed over to dry out the smaller lagoon for cleaning later this summer.
- Replaced the generator secondary leak alarm.
- The outside chlorinators are prepped and ready to start up in early June.
- The prospect booster station rebuild was completed by Contractor.

After hour call-in:

- There was 1 after hour call-in.

Customer Service / Water Quality Inquiries:

- There were several complaints/ inquiries about discolored water, due to hydrant flushing.

Training:

- There were several virtual trainings attended by staff in May.

Wastewater Treatment

Month: May 2021	2020	2021
Daily Avg. flow treated	1.71 MGD	1.62 MGD
Solids Inventory	15,056 lbs.	17,921 lbs.
Septage Receiving	314,000 gal.	258,055 gal.

Operations highlights

- We had one plant violation to our NPDES permit or SWPPP permit for May 2021. Our E-coli daily limit was exceeded on May 18th. The cause of this exceedance is unknown. It is possible there was contamination during lab setting of the sample.
- Lebanon Wastewater treated 50,220,600 gallons of wastewater.
- Lebanon Wastewater treated 258,055 gallons of septage for the month of May, far less than the volume a year ago.
- Lebanon Wastewater dewatered and delivered 212.1 wet tons of sludge to the landfill.
- Effluent quality was extremely good for the month. TSS average was 3.0 mg/l which is an extremely low value. BOD average was 5.0 mg/l for the month which is also very low.
- Lebanon wastewater is developing an emergency response plan to outline proper response to complex situations and emergencies such as control failure of equipment and power loss. This is an ongoing document which we will develop over many months.
- WWTP staff continue to evaluate odor control measures in the collection system. An odor control study was performed by Bob Bowker of Bowker and Associates out of Scarborough, Maine. The results of that study will help in decision making on how to control odors in certain parts of the Lebanon collection system. Based on that study, we have started a process to reduce/eliminate odors by deploying hydrogen sulfide data loggers to track concentrations, thus helping us "dial in" our chemical dosing rates.
- Wastewater staff are conducting process testing to determine the possibility of very low total nitrogen limits that we may see in our new NPDES permit. The goal is to determine how low we can get our total nitrogen and what process modifications we may need to implement in the future to achieve compliance with our limits.

Laboratory

- TKN testing and analyzing once per week per EPA discharge permit requirements. It is required once per week after March 1st.
- Plant nitrification is very good, with full nitrification and denitrification present. We saw a monthly average of 8.85 mg/L total nitrogen in our effluent for May.
- TKN average for May was 1.386 mg/l.
- Monthly BOD 5.0 mg/l.

- Turbidity of final effluent 2.41 NTU.
- Effluent TSS is 3.0 mg/l.
- S.V.I. average for May is 113.
- The lab is updating procedures, methods, QA/QC and Standard Operating Procedures based on current standard methods and 40 CFR/ Chapter 136. This is ongoing for the next few months.

Industrial Pretreatment Program

- Continued review of industrial discharge permits.
- We are continuing with sampling for all industries needing permit renewals.
- 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.
- We are taking on the project of identifying and permitting all private sewage pump stations within the City of Lebanon or pump stations that may discharge to the City of Lebanon from a neighboring community. The purpose of this is so the city is aware of the locations of each of these stations, and the owner of such station is aware of their responsibility to maintain it appropriately.

DPW Fleet

The month of May, for the most part, was routine maintenance on the fleet. The mechanic staff also continued to assist the solid waste facility one day a week with routine service and repairs to all equipment. We assisted with the opening of city fountains, as well as conducted our annual inspection of the fence around Colburn Park and began repairs. Repairs will continue with the fence pickets throughout the summer following the resetting of the broken granite posts which will be completed by the DPW highway crew.

Highway Maintenance

The Highway Operation & Maintenance crew finished sweeping the streets in anticipation of line marking. The highway crew helped prepare the cemeteries for Memorial Day. L&M Service Contractors completed the work on the sidewalks around Colburn Park. Pike Industries paved Hardy Hill Road.



L&M topsoiling around Colburn Park. Scaffolding being installed for painting.



Pike Industries completed the paving & shoulder work on Hardy Hill Road.

Cemetery

May	2021
Cemeteries & Park Maintenance	
Burials/Cremations	2-Full/13-Cremation
Entombments	0
Grave/Trust Fund Sales	2-GR/ 2-Special Reserve
Grave Transfers	2
Foundations	5
Place Grass Marker	1 corner markers

May turned out to be a very active month. We conducted 2 full burials on weekdays, 13 cremations with 11 during the week and 2 on weekends. We also

dug and poured 5 monument foundations, set one marker, sold two graves and completed two grave deed transfers.

Along with all burials and foundations, the crew worked extremely hard preparing all cemeteries, parks, and greenspaces throughout the city in preparation of Memorial Day. All fountains were cleaned, opened and operational for Memorial Day. With additional seasonal staff starting to come on board, we were able to dedicate two days to straightening and repairing leaning stones in Glenwood Cemetery. Eighty-five stones were straightened and/or reset with the turf around, loamed and seeded.

The contract for stone repair in the School Street Cemetery was awarded to Cornerstone Cemetery Services. This is the same company that assisted with the extensive repairs for the last two seasons. With phase three being completed this summer, which is primarily focused in the north easternly corner of the cemetery behind the Methodist Church, it should leave us one more phase before final completion of contracted stone repair in School Street Cemetery. There are 60 stones to be repaired this year. After completion, all stones will be cleaned and treated with D2 biological cleaner. The remainder of the section will be treated and cleaned by cemetery staff.

For the month of June, our focus will continue to be on rotational mowing of all cemeteries, green spaces and parks. We will focus primarily for a week and half in cleaning and beautifying all areas in preparation of Independence Day.

Energy & Facilities

Streetlight Conversion Project:

The new lights around Colburn Park, North Park, West Park, South Park and East Park Streets have been ordered. Installation is expected this summer.

Facility Assessment Plan and Asset Management:

We expect to receive the full draft Facility Assessment Plan report by June 30th. This will be accompanied by a spreadsheet of all HVAC equipment for the buildings which will be used to enter into the asset management software – Beehive, including all pertinent equipment data and maintenance schedules.

We continue to collaborate with other departments on Beehive and inputting data for facilities.

Energy Tracking:

The 2020 electricity and fuel data have been tabulated in spreadsheets for the 2022 budget work. Electricity use was broken down by department/building, as well as by General Ledger account number. The City used 3,510,862 kWh in 2020

at a cost of \$644,156, paying an average of \$.15 per kWh. 22.3% of the city's electricity use was covered by solar at \$.099/kWh. The average cost of our wholesale power purchases was \$.0544/kWh for the power portion of our bills (i.e., not including the distribution, transmission, or other charges) vs. default service rates that ranged from .05246/kWh to \$.1066/kWh, averaging \$.0702. The City saved \$18,597 through our demand response program in 2020 where load was curtailed at the Water and Wastewater Plants on the afternoon of New England-wide peak electricity usage last summer. The next task is to develop a streamlined way to track monthly electricity usage.

Other

- HVAC Maintenance Contract: We have started the process of evaluating options for the City's Heating, Ventilation and AC systems' preventative maintenance. The current contract with Honeywell ends Jan. 31, 2022.
- Liquid Fuel Purchase: We are gearing up to sign another contract for propane for 7/1/21 to 6/31/22. The City uses roughly 100,000 gallons of LP a year, with City Hall and the Police Station having switched last year from heating oil to propane. Our two-year contract for heating oil looks to be saving the city ~\$20,000. Fuel use at City Hall is expected to be reduced by 50% because of energy improvements from the renovation.
- E-Bike Lending Library: Rebecca Owens (Planning & Development) is collaborating with volunteers representing several local entities, including LocalMotion, Sustainable Lebanon, City staff, Hypertherm, UV E-Bikes, Friends of the Northern Rail Trail, and the Pedestrian and Bicyclist Advisory Committee, to organize a program through which Lebanon residents can borrow an electric-assist bicycle for an hour or overnight. The E-bikes loans are free and will be available July 4-24. Reservations in Lebanon open soon, but anyone can reserve a bike in Sharon and Norwich before then. More info can be found here: https://www.localmotion.org/upper_valley_ebike_lending_library, or contact Rebecca.Owens@LebanonNH.gov.
- City Safety Inspections: Facility manager accompanied the State Safety Inspector from the Department of Labor to visit all City facilities to review safety laws and best practices. This inspection has not been undertaken in Lebanon since at least 2007, if ever. After the inspections are done, a report will be issued listing deficiencies by building/facility with recommendations. The City will then review the list and develop a plan of action to address them. The inspections took five days. The library and Storrs Hill lodge were deemed beyond the scope of this inspection.
- Fuel Storage Tanks: A comprehensive and up-to-date list of all fuel tanks owned by the city is being established with individual tanks being entered into Beehive. Annual and triennial inspections have been confirmed and reports from these are being entered as well.

Engineering

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

- Reseeding and treatment of lawns occurred for residents who opted in; continued addressing emails and calls from the 200+ residents.
- Pavement water main break repairs to be explored and to be redone when contractor comes in for final paving on CS#12 area.

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

- Few items left to address- lawns and utilities punch list.
- Final paving Mid-June and completion of lawn restoration occurred in May that was not addressed this fall.
- Addressed lawn weed control, fertilization and seeding for residents who opted in- addressing emails and calls from residents.
- Adding paving areas to contract – to connect CSO#11 and #12 on Mascoma Street.

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

- Notts Construction was the low bidder and awarded the construction contract for \$2,944,271.
- Utility poles are being replaced - Liberty Utilities completed electrical work - still waiting on other utilities to move their lines.
- Contractor to begin work on June 14 along Route 12A.
- Water/Sewer licenses went out to the residents and were received.
- Meeting with Romano Circle residents and others to include the contractor set for June 15th about the construction activities.

Miracle Mile Pedestrian Improvement Project -Phase 2 and 3

- New Sidewalk along Miracle Mile from Poverty Lane to Terri Dudley Bridge design will bid phase 2 from where we left off with phase 1 to Terri Dudley Bridge - Pine Hill Construction was low bidder and awarded a contract for \$173,200.
- Construction to begin on June 28th and last through to September.

Mechanic Street Round-a-bout

- Design underway - meetings held with Historical on the NEPA.
- Additional meetings and correspondence with NH Cultural Resources.

Hillcrest

- Coordinating with utility companies - awaiting on Consolidated Communications to move their lines- some have been moved.
- Water work completed on Skylark, Ledge Lane and Hillcrest Acres.
- Meeting with residents on drainage, lawns and plantings.
- May began loaming and seeding the work that was completed last year.
- Working on drainage, box cutting road base and underdrain work-should complete most work week of June 14th.
- Base paving will be performed week of June 16th.

City Hall Project-Phase 3

- All plumbing completed for replacement in walls and bringing valves to be accessible for shut-off.
- HVAC system to be balanced one more time.
- Tile work completed in bathrooms, install of shelving, fixtures and counters completed.
- Bringing bathrooms up to Code for ADA compliance.
- Windows installed along with spray insulation in, and all sheetrock.
- Partitions expected to be completed mid-June 2021.

Solar project- phase 1B. and Phase 2 No phase 2

- Working through phase 1B- retesting of police station /landfill.
- Interim trying to secure hangers for landfill relocation panels and police station - process has begun.
- Revision Energy removed panels from police station, still working on the phase for Airport Hangers, awaiting Liberty Utilities cost study to move forward for feasibility.

Kimball Street Reconstruction Project

- Contract signed with HTA Engineers and plans are being updated.
- Kick off meeting held; monthly meeting update held- plans progressing.

Hanover Street/NH120 Bridge Project

- Permission granted by NHDOT to go into design with consultant – HTA Engineers.
- Monthly progress meetings are being set.
- Temporary securing of bottom of bridge design is underway for work to be completed by Daniels by end of June so that the tunnel can remain open until such time of State Aid Bridge construction funding is obtained. This is slated for 2024/2025 Construction where the superstructure will be replaced.

Trues Brook Bridge Project

- Received permission to begin preliminary design work with HTA Engineers from NHDOT.
- Meeting with residents scheduled for the June 23.
- Soil borings being drilled June 8-10th.
- Progress meeting being held.

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.
- Preliminary Design Plans received April 9,2021 and have been reviewed by the City. DPW would like to replace the existing old water line within the project limits given its age and condition. City comments sent to D&K on May 7, 2021.
- NHDOT review pending Dubois & King plan submission planned for end of June 2021.

Downtown Tunnel Rehabilitation Project

- Eastern tunnel construction is on-going/nearing completion.
- The upper parking lot pavement sealing, and re-striping is complete.
- Topping stabs, lighting, CCTV installation, glass enclosure installation, stair construction, tunnel painting, sign installation, hardscape/landscape, extended trail paving to east and other finish work is scheduled for completion during June 2021.

20 Spencer Street Project

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

Mt. Support Road/Lahaye Drive Intersection

- Conceptual design has been prepared and reviewed. Basis of design report has been received and reviewed. Special assessment district criteria needs to be assessed and finalized. Preliminary design and permitting is pending.

Spencer Street Reconstruction

- Easement documents are complete, and negotiations with impacted abutters are ongoing.
- Construction is scheduled to start at end of June 2021. United Construction is the contractor, with contract amount of \$999,555.

Airpark Road Extension Project

- Project construction has been bid and we have a signed agreement with the Contractor – L&M Construction, with contract amount of \$1,026,500.
- Construction began in May 2021.

Other Items:

- Working on CIP submittals
- Working on Grant applications
- Working on SRF applications
- Working on Floodplain applications and LOMAS
- Excavation permits/drive permits

RECREATION, ARTS & PARKS

Program Updates:

Spring programs are completed. The overall attitude of our Spring participants has been one of gratitude to have programming again, and an appreciation for team sports. Gear shifters mountain biking has been a highlight. This inaugural season filled immediately, and we have plans to offer a Fall season.

Summer programming just began registrations, except for Camp Rec Arts Parks which is already at capacity.

Program	Residents	Non-Residents	Total
Lacrosse – 1 st 2 nd grade Boys/Girls	22	11	33
Lacrosse – 3 rd 4 th grade Boys	6	3	9
Lacrosse – 3 rd 4 th grade Girls	6	8	14
Lacrosse – 5 th 6 th grade Boys	7	11	18
Lacrosse – 5 th 6 th grade Girls	8	6	14
Lacrosse – 7 th 8 th grade Boys	10	8	18
Lacrosse – 7 th 8 th grade Girls	3	8	11
Gear Shifters Mtn Biking – Beginner	11	5	16
Gear Shifters Mtn Biking – Inter	9	0	9
Gear Shifters Mtn Biking – Adv	3	5	8
Golf Lessons	5	1	6
Softball – 3 rd 4 th grade	12	1	13
Softball – 5 th 6 th grade	10	4	14
Track and Field – Middle School	39	4	43
Track and Field – Granite State	28	12	40
Couch to 5K running	20	8	28
Carl Wallin’s Throw Club	10	2	12

Program	Residents	Non-Residents	Total
Adult Softball	9 slow pitch	5 modified	14 teams
Camp Rec Arts Parks – All weeks full except for 9 to 12-year-olds. Wait list with others.			

Parks Maintenance Project Updates

Major Projects	Status
Spring aeration, fertilization, seeding	Complete at Eldridge and Civic
Park turf maintenance	Ongoing
MRG Maintenance and Improvements	Weekly sweeping and litter management
Northern Rail Trail	Rec Trails Program grant application due in June. Seeking funding for 2 bridge redecking
Pool Opening	100% complete
Beehive	Using regularly and ongoing asset building
MRG expansion	Attorney Barry Schuster seeking new methods to gain state or federal approval for expansion.

Special Events

Event	Status
Community Clean Up Day	March 19 through May 8. Excellent participation
Compost bin, Rain barrel sales	Completed, with some inventory remaining
Ride of Silence	Virtual Event, May 19
Shamrock Shuffle Planning	Live event July 31
Food Truck Festival	Planning for August 27 & 28. Need more trucks.
Summer Celebration	Planning for August 26
4 th of July Spectacular	Planning July 4 - Music and Fireworks
Summer Concerts	Begin Thursday, July 1
Tunnel Grand Opening Celebration	Thursday, July 8. 4:30 to 6:30 pm

Capital Project Updates

Project	Status
Playing Fields	Obtaining concept and price option for next top choice.
Community Center	City Manager and City Council in conversation with SAU88 and School Board
Civic Maintenance Building	Construction begins July 5
Colburn Park Sidewalks	100% complete