

**CITY OF LEBANON
MANAGER UPDATES
Month of September 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

September	2021 Year to Date	2020 Year to Date
Enplanements	5,145	2,854
Aircraft Operations	24,173	17,850
Airport Expense*	\$1,006,874	\$1,539,050
CARES Grant – Jan 20, 2020-Jan 19, 2021	(\$50,431)	(\$760,442)
Airport Revenue*	\$1,149,253	\$623,564
ACRGP Grant - Jan 20, 2020-Apr 13, 2025	\$402,210	NA
General Fund Support	\$244,960	\$385,610

* Includes Grant Funds – Change in tracking procedure from CARES to ACRGP

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. 8. FAA review underway. 9. Final document being assembled by Stantec. 10. September 27 - Airport Layout Plan signed by City, State and FAA. 	<p>Airport Layout Plan Final Narrative Report Project closeout –4th 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. 	<p>Bid award - October Project start - May 2021.</p> <p>Line Striping – October 2021.</p>

	<ol style="list-style-type: none"> 6. Milling and repaving started 11 June. 7. Parking lot car shift occurring so that remaining area can be paved. 8. Paving complete. 	
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. Drawdown to date \$402,210 	Grant Draw down Grant closeout
AIP-64 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 6. Grant application submitted to FAA – 23 April. 7. September 15 - G&C approved. 8. Contractor and engineering firm working on RFIs. 	<ol style="list-style-type: none"> 1. Submit and accept grant. 2. Perform work. 3. Grant close out.
AIP-65 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. 6. Grant application submitted 16 April. 7. Grant August G&C agenda for approval. 8. Wetland delimitation 13-15 July, 10-11 August. 9. August 18 - G&C agenda for approval. 	<ol style="list-style-type: none"> 1. Accept grant offer. 2. DuBois & King 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. 	<ol style="list-style-type: none"> 1. FAA performs study.

	6. FAA performing study.	
Airport Leases	Restaurant Space.	Estimated opening now in early November 2021.
	TSA Lease	Lease expires 2022. Negotiations started.

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	73	493
Number of Property Inspections	140	923

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$226,634.64	\$2,175,477.06	\$2,061,770.29
Dog Licenses	\$1,157.50	\$13,808.00	\$9,688.50
Vital Records	\$2,398.00	\$23,263.00	\$20,651.00

Highlights:

- On September 1st, City Clerk/Tax Collector Kenniston presented two properties to the City Council for consideration of tax deeding. Following an affirmative vote, tax deeds were executed for both properties. Both owners have since redeemed their properties.
- From September 8th through the 10th, City Clerk/Tax Collector Kenniston, Deputy Clerk Gould and Assistant Clerk Drouin attended the New Hampshire Town and City Clerk Association's 96th annual conference. This conference provides presentations directly from State officials regarding important law and procedural updates for all assets of the Clerk's functions.
- On September 21st, Deputy Tax Collector Potwin issued delinquent property tax notices to property owners for July 2021 tax bills. July tax bills were due July 12th.
- Throughout the month of September, Assistant Clerk Cook worked with the Lebanon Police Department on delinquent dog licenses.
- The City Clerk's staff was busy with preparations for the implementation of our new software. The new software will be utilized for motor vehicle registrations and dog licenses, as well as the receipting of items such as vital records and landfill tickets.
- The City Clerk's office issued 165 landfill permits in September.

FINANCE

REVENUES	2021 Budget	Current Month September	Year to date	% collected
General Fund	\$35,461,300	\$426,647	\$19,168,955	54.1%
Landfill	\$4,487,830	\$396,906	\$3,112,139	69.3%
Water	\$4,130,440	\$19,266	\$2,969,501	71.9%
Wastewater	\$7,368,570	\$90,913	\$4,986,437	67.7%
Airport	\$1,192,790	\$186,257	\$1,374,213	115.2%

EXPENSES	2021 Budget	Current Month September	Year to date	% expended
General Fund	\$35,461,300	\$2,596,499	\$26,881,964	75.8%
Landfill	\$4,498,830	\$2,720,445	\$2,939,250	65.3%
Water	\$3,724,290	\$213,450	\$3,172,482	85.2%
Wastewater	\$7,128,990	\$204,921	\$6,018,961	84.4%
Airport	\$1,358,250	\$96,871	\$956,442	70.4%

FIRE

September 2021	Current Month	Year to Date	Prior Year to Date
Fire	7	66	81
Rescue & Emergency Medical Calls	230	2012	1867
Hazardous Conditions	6	64	57
Service Calls	18	208	147
Good Intent Calls	20	212	182
False Alarms	32	276	229
TOTALS	313	2845	2563

Highlights:

- 09/02– units responded to Peabody Street for an unpermitted outside fire.
- 09/02- units responded to Mechanic Street for a trash fire.

- 09/02 - units responded to South Street for an odor of smoke in the building.
- 09/06 – units responded for mutual aid to Plainfield for a building fire.
- 09/14 – units responded to the Lebanon Airport for a plane with a landing gear issue.
- 09/15 – units responded to Interstate 89 for a motor vehicle fire.
- 09/18 - units responded to Green Street for a cooking fire.
- 09/19 – units responded for mutual aid to Grantham for a building fire.
- 09/26 – units responded to Drake Lane for a cooking fire.
- **Other Events & Activities**
 - Department hosted several Paramedic Student ride-a-longs.
 - Department hosted annual Paramedic refresher training.

Annual Department Revenues
\$900,808.00

HUMAN SERVICES

Current Status of Federal Assistance vs Local Assistance

During the last 3 months, the Human Services office has experienced an unprecedented decrease in requests for rental assistance. Federal funding provided to the State of NH for emergency rental assistance is being administered throughout the state by the Community Action Programs (CAPs). NH received a minimum state allocation of \$200 million, and the NH Emergency Rental Assistance Program (NHERAP) rolled out in March 2021.

As of 10/3/21, NHERAP, administered by Tri-County CAP in our area, has provided \$3.5 million in assistance to Grafton County residents. \$2.6 million went to rental assistance, including motel assistance for temporary emergency housing. The balance paid for utilities, heat, internet, and other expenses. Though specific numbers for Lebanon are not accessible, it is safe to say that a large percentage of the Grafton County totals were provided to Lebanon residents.

Additional information can be found at www.goferr.nh.gov/transparency/nherap-dashboard

Current Status of Affordable Housing and Temporary Emergency Housing

Low vacancy rates, increasing rents, and unprecedented demand for available units have worsened the housing crisis in Lebanon.

The CDC Eviction Moratorium involving nonpayment of rent kept many people housed in recent months, but evictions still took place for other reasons. Once evicted, residents had difficulty locating temporary emergency housing. Lack of available shelter beds and full occupancy of motels due to long-term stays and tourism have been the norm recently.

Securing housing for residents experiencing homelessness has been the most challenging in a decade. Landlords are reluctant to choose low-income applicants with adverse rental histories when demand for housing exceeds supply and there are more qualified applicants for available units. Length of stay in temporary emergency housing has therefore increased, resulting in less turnover of shelter beds and motel rooms.

Although there are hundreds of housing units in various stages of construction in the city, most of these units are not considered affordable for low-income tenants. Lebanon Housing Authority is adding 44 units of affordable housing at Heater Landing (anticipated completion in late summer/early fall 2022). WISE will also be offering 4 units of transitional housing by the end of 2021.

Collaborative Meetings & Pooled Resources

Team/Group:	Meeting Date:	
Upper Valley Housing Support Team	9/2/2021	†
Housing First	9/10/2021	†
Upper Valley Continuum of Care	Did not attend	
NH Balance of State Continuum of Care	Did not attend	
NH Coalition to End Homelessness	9/21/2021	†
Energy Advocacy Council	9/16/2021	†
Lebanon Community Nurse Steering Committee	Did not meet	
NH Local Welfare Administrators Association	9/16/2021	†

† Participated by video

Monthly In-Office Activity

Authorized Voucher Totals

	September 2021	September 2020
Rent Assistance	\$1,030.00	\$1,255.00
Security Deposit*	\$0.00	\$2,760.00
Motel Assistance**	\$260.70	\$12,422.95
Total	\$1,290.70	\$16,437.95
Year-to-Date	\$53,333.05	\$81,619.10

*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 NH Emergency Rental Assistance Program is providing funding for motel stays. Lack of vacancy in NH motels required use of a VT motel, which NHERAP could not pay for.***

Assisted Cases

September 2021	3 cases involving 3 adults and 0 children Extensive case management provided to 0 households
September 2020	19 cases involving 21 adults and 9 children Extensive case management provided to 5 households

Notices Issued in September 2021 vs 2020

Rent/Security deposit	4	10
Motel	1	19
Denials	0	0
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	0	0

Contacts with clients in September 2021 vs 2020

Walk-Ins	0 ~	0
Scheduled Appointments	8	48
Home Visits	0	0

~ The Human Services office is not offering walk-in hours at this time.

Case Collaboration/Referrals in September 2021

AGENCY	September 2021	Year-to-Date 2021
Tri-County CAP (homeless outreach/shelter/coordinated entry)	3	34
Tri-County CAP (rent/security/NHERAP)	3	37
Tri-County CAP (fuel/electric)	1	15
LISTEN (housing)	3	42
LISTEN (fuel/electric)	1	10
LISTEN (food)	0	4
LISTEN (discretionary funds)	0	1
Haven (shelter)	1	20
Haven (housing)	1	2
Haven (food)	0	0
Haven (discretionary funds)	0	0
NH DHHS (food stamps)	0	30
NH DHHS (cash assistance)	0	6
NH DHHS (Medicaid)	1	12
NH Bureau of Elderly and Adult Services	0	5
NH Employment Security	0	1
Senior Center/Service Link	1	10
Headrest	0	3
UVGEAR	1	10
WISE	0	6
West Central Behavioral Health	2	10
Catholic Charities	0	3
Good Neighbor Health Clinic	0	3
Easter Seals/Supportive Services for Veteran Families	0	1
Other NH Town Welfare office	0	21
VT Economic Services	1	6

Reimbursement Received in September 2021 & YTD

	Client	SSI	Medicaid	Other Town***
September 2021	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-Date	\$245.00	\$3,565.00	\$0.00	\$0.00

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

Liens in September 2021: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Circulation of library held items	5,688	37,785
Circulation of ebooks and downloadable audiobooks	2,663	25,904

Our library catalog moved to a new system, Aspen, which will allow people to see all of the resources we have in one place when they are searching for a title, subject, keyword, or author. Now people will be able to see the book, DVD, audiobook, ebook and streaming video options we have available in one place. It's a big improvement!

PLANNING & DEVELOPMENT

Permit/Applications September	Res.	Comm.	Total YTD Jan-Sep 2021	Total Prior Year Jan-Sep 2020	YTD Permit Fees Collected (Jan-Sep 2021)	Prior Year Fees (Jan-Sep 2020)
Building Permits	33	12	435	338	\$416,865.90	\$973,087.07
Planning Board Applications	0	3	18	24	\$8,294.89	\$72,659.65
Zoning Board Applications	0	0	19	28	\$4,666.22	\$6,386.65

Inspection Activity	
Total inspections for the Month of September	237 / YTD=1601

POLICE

Manager Updates for September 2021

	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service	2460	23926	24021
Police Calls for Services	2056	20334	20700
Incident Based Reporting Calls	86	758	658
Traffic Accidents	49	530	466
Property Damage	19	218	192
With Injury (possible)	7	61	59
Involving Bicycle or Pedestrian	1	4	5
Referred to Outside Agency	2	9	3
Hit and Run	10	133	110
Parking Lot	20	179	172
Arrests	64	706	787
DWI Arrests	5	46	43
Motor Vehicle Stops	201	3021	3334
Warnings	190	2836	3105
Citations	17	184	171
Problem Oriented Policing Calls	78	854	586

Community Involvement

On September 16, 2021, Lieutenant Michael Wright visited FitKids Childcare at the River Valley Club and answered questions about the Police Department and showed them the new cruisers.

On September 18, 2021, the Police Department participated in LebFest with our Ice Cream Patrol.

On September 19, 2021, the Police Department participated in the "Touch a Truck" event, showing children the new cruisers and answering questions about the Police Department.

On September 24, 2021, the Police Department Bicycle Unit participated in the Gear Shifters Bike Program.

On September 30, 2021, Chief Phillip Roberts and Corporal Jeremy Perkins visited Harvest Hill residents to talk about scams and cyber-crimes, along with the day-to-day operations of the Police Department.

Department Highlights

On September 23, 2021, the Lebanon Police Department held a Swearing In and Awards Ceremony in the department’s training room. Newly hired Police Officer James Patt was sworn in. Several Officers were recognized for their recent promotions: Lieutenant Michael Wright, Sergeant Brady Harwood, Corporal Nicholas Alden, Corporal Ryan Brewster, Corporal Zachary Lawrence, and Corporal Jeremy Perkins. Also presented were Years of Service Awards for Communications Specialist Ryan Cilbrith for 20 years of service, Corporal Jeremy Perkins for 15 years of service, School Resource Officer Gregory Parthum for 15 years of service, Officer Bartlett Kapuscinski for 10 years of service, Sergeant Brady Harwood for 15 years of service, Lieutenant Michael Wright for 15 years of service, and Captain Tim Cohen for 15 years of service. Not present but also recognized was Sergeant Jeffrey Perkins for 20 years of service.

PUBLIC WORKS

Solid Waste

Month: September	2021	2020
Landfill Facility Received	3,167 (tons)	2,935 (tons)
Construction and Demolition Debris	201 (tons)	169 (tons)
Wastewater Bio-solids Received	315 (tons)	343 (tons)
Leachate Generation & Pumping	235,000* (gallons)	206,920 (gallons)

Recycling

- Safety upgrades completed at Recycling Center: dock locks, signage and solid footing for trailer landing gear.
- Paper and cardboard continue to be shipped locally with positive revenues. Values up nearly 200% from 2020.

Other

- LF gas condensate pump station upgrade completed.

Water Treatment Plant

Month: September	2021	2020
Water Treatment Plant-Production	51.07MG	53.13MG
After Hour Call-in's	4	

- The water treatment plant pumped 2.07 MG less this September vs. September 2020, a 4.1% decrease.

Lab Highlights

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

Equipment Repair/Maintenance

- Cleaned raw water headworks & replaced broken splash boards on dam.
- Cleaned out sludge from the small lagoon
- Assisted Utilities with Hydrant flushing.

After hour call-in

- There were 4 after hour call-ins in September.

Training

- Two operators went to the water operators field day in September.

Wastewater Treatment

Month: September 2021	2020	2021
Daily Avg. flow treated	1.1217 MGD	1.3158 MGD
Solids Inventory	15,027 lbs.	10,205 lbs.
Septage Receiving	289,610 gal.	225,380 gal.

Operations highlights

- There were no exceedances of our NPDES permit for the month of September 2021.
- Lebanon Wastewater treated 39,473,000 gallons of wastewater in September.
- Lebanon Wastewater treated 225,380 gallons of septage for the month of September, considerably less than the year prior.
- Lebanon Wastewater dewatered and delivered 178.95 wet tons of sludge to the landfill in September 2021.
- Effluent quality was very good for the month. TSS average was 4.0 mg/l. BOD average was 4.0 mg/l for the month.

- Lebanon wastewater continues to develop 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. This monitoring will take place through October.
- We have finished our total nitrogen reduction trials for the time being. Process and plant modifications are necessary to continue with our trial at this point which would endure cost to complete. The goal of this trial was to determine how low we can get our total nitrogen and what process modification we may need to implement in the future to achieve compliance with our limits. The staff has come up with different ideas that we have been testing within our treatment process to see what process changes would work best to substantially lower our total nitrogen leaving the plant. Our trial was successful in lowering our total nitrogen by 2-3 mg/L on average. An engineering evaluation might be necessary to determine if the cost of process upgrades to continue the trial would be warranted.
- New Hach controllers were installed in our spare aeration tank to facilitate switching tanks to perform necessary maintenance on air diffusers, piping and valves.

Laboratory

- TKN testing and analyzing was done once per week in September per EPA discharge permit requirements. It is required once per week after March 1st and continues until the end of September. We will perform this test once per month after October 1st.
- Plant nitrification is very good, with full nitrification and denitrification present. We saw a monthly average of 8.14 mg/L total nitrogen in our effluent for September, compared to 10.33 mg/L leaving the plant in 2020. Our trial study for nitrogen reduction is lowering our total nitrogen in the effluent effectively. We are finished with our trial but have left some process modifications in place to continue to lower our total nitrogen numbers.
- TKN average for September was 2.23 mg/l. This is up slightly from last month however the average is up due to one outstanding day which was abnormally high.
- Monthly BOD 4.0 mg/l.
- Turbidity of final effluent 1.87 NTU.
- Effluent TSS is 4.0 mg/l.
- S.V.I. average for September is 147.
- The lab is updating procedures, methods, QA/QC and SOP's 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, COD and TSS is still being conducted. We are monitoring three different locations and will plot test results to show potential trends in pollutant concentrations. This data will be trended to show areas of concern in the years to come and will assist us in determining where most of the plant loading is coming from.
- We are continuing 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.
- Industry profiles are being put together via PowerPoint to give plant staff an overview of the process, pollutants and flows of each individual industry. It is good knowledge for staff to be aware of what industries are in Lebanon and what potential hazards they pose to the WWTP.

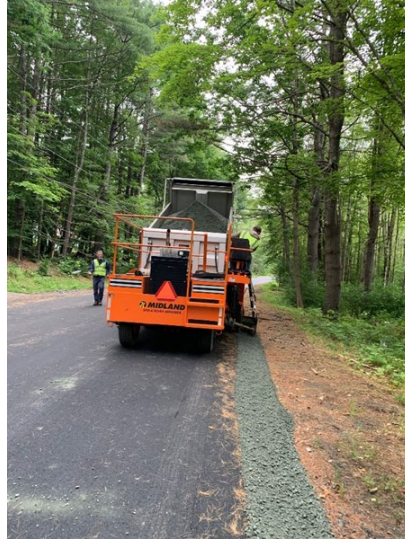
Fleet Maintenance

The Mouth of September is one of the busier months for the fleet division, with the New Hampshire state vehicle inspections. The mechanics did a great job getting all fifty-four vehicles inspected. We also had normal routine maintenance on our equipment. Also, Maintenance Mechanic Jesse Dumayne attended a fleet manager's class that was put on by the American Public Works Association.



Highway Maintenance

The Highway Operation & Maintenance crew demolished an old storage shed at the Police Facility, sanded and painted the traffic lights by the Lebanon Fire Station, began grading the gravel roads and completed brush cutting around the schools. The crew also worked with Blaktop Paving on the installation of shoulder gravel on Foliage View, Moss Road, Stone Hill and Deer Run. A crew demonstrated a new concrete crack product and invited Granite State Clean Cities with Global Environmental Products to host a DEMO of an electric sweeper.



New crack product demo on Mall.

Demo of Electric Sweeper.

Cemetery

September	2021
Cemeteries & Park Maintenance	
Burials/Cremations	2-Full/4-Cremation
Entombments	0
Grave/Trust Fund Sales	0-GR/ 0-Special Reserve
Grave Transfers	0
Foundations	0
Place Grass Marker	1

The month of September continued to slow down with burials. We had two full burials which were both on weekdays. Four cremations with three on the weekend, and one during the week.

Our rotation of mowing continued. Our seasonal help, with the exception of two people have returned to school. Our remaining seasonal workers will be leaving at the end of November.

Progress on the Valley Cemetery Maintenance building is almost complete. In the next week all heat pump "mini-split" units and plumbing should be hooked up. Solar is scheduled to begin install in the next week. The remaining task to be completed will be the septic system which is scheduled to be installed the week of November 22.

In October, we will continue our rotation. Leaf cleanup has begun and as of October 1st we have taken over recreation area fields. This will increase rotational time for cemeteries, especially with seasonal staff being gone.

Energy & Facilities

Streetlight Conversion Project

Phase 2 of the Streetlight Conversions was done the week of Oct. 4-8. It included new, smart streetlights in and around Colburn Park, new crosswalk lights at the intersection of Dartmouth College Highway and Moulton Avenue, and new streetlights on Moulton Avenue. The Colburn Park lights are a new version of LED that is a warmer color of light and controllable by the City. The Moulton Avenue lights will allow pedestrians to cross Route 4 safely, especially the Lebanon Middle School children accessing the new trail behind the Public Works building that connects to the rail trail, and pedestrians crossing Route 4 at night. Still to come are efficient LED replacement floodlights in the High School parking lot.

Solar

Police Station Array - Burlington Communications finished its testing of radio interference from new inverters for the solar array on the police station and gave it a clean bill of health. The array has been back on the roof and generating power since August 16th.

Landfill Maintenance Garage Array – Because the test at the PD was so positive it has been determined to move forward to reinstall solar at the Landfill Maintenance Garage as well. ReVision Energy is booked through the end of the year with projects, so it will happen in January at the earliest. There are some complications with how power from this solar array will affect the status of the proposed Landfill Gas-To-Energy project, but we hope to have those ironed out by January.

Valley Cemetery and Civic Field Buildings’ Solar – Catamount Solar is scheduled to start installing solar PV the Valley Cemetery buildings on Oct. 18th. Installation on the Civic Field building will start when the building roof is in place in a month or so.

LEAC: Municipal Aggregation

The Community Power Coalition of New Hampshire was officially incorporated under the Secretary of State on Friday, October 1st. Lebanon is a founding member, along with Hanover, Nashua, Walpole, Peterborough, Harrisville, Cheshire County, and five other municipalities. Assistant Mayor Clifton Below, Assistant DPW Director Everett Hamond, and Energy & Facilities Manager Tad Montgomery were all honored at a celebration luncheon in Concord and Clifton gave a speech to the assembly describing the history of the initiative dating back to 1996.

Asset Management

Recent work includes entering data into the Asset Management “Beehive” software for the Solid Waste department, Recreation buildings, and City Hall. Earlier in the month the Dana House and Soldier’s Memorial Building were entered. We are also working with the Library, Fire, Police, and Recreation Departments to get their assets for their facilities into Beehive.

Other

- Safety Inspections – A report was sent to the State of New Hampshire Department of Labor (DOL) on September 18th that gave a detailed description of how the City has addressed all the issues that were raised during the DOL’s safety inspection that was performed in May 2021. Issues that could not be immediately addressed due to budget or personnel constraints were given a timeline for when each would be addressed. We

have asked for an extension until March 31, 2022, to accomplish everything. Afterwards there will be a second inspection by the DOL to confirm.

- New HVAC Contract - The DPW has drafted a request for proposals (RFP) for a new contract to maintain all City heating, ventilation, and air conditioning (HVAC) units and will issue it on October 19. At this point, we intend to change from an 'all inclusive' type of contract to a 'time and materials' type.
- Generator Contract - DPW staff will issue an RFP in October for the maintenance of all City generators aside from the portable ones on Fire Department trucks, which are under a separate contract.
- International Facilities Management Association IFMA membership – Tad Montgomery has registered on behalf of the city.
- City Hall Commissioning – Resilient Buildings Group has finished testing and balancing the Variable Air Volume devices that were installed in City Hall for the renovation. We should be getting the Commissioning Report soon from RBG which will include a Systems Manual with important specs for all major HVAC equipment in a condensed manual.
- Electric Street Sweeper – The Lebanon DPW hosted a bi-state demonstration of an EV street sweeper on Sept. 20. We do not have a need for a new street sweeper right now but are interested in the technology for much of our heavy equipment in the future.
- Cast Iron Boilers – Energy & Facilities Manager Tad Montgomery attended a webinar sponsored by our insurer, Primex, on the maintenance of cast iron boilers. It was very informative.
- Underground Storage Tanks – Energy & Facilities Manager Tad Montgomery will be taking the NHDES training on care and handling of fuel storage tanks on October 21.

Engineering

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

- Additional walk held late July conducted with contractor, City and RPR, about lawns. Contractor was back in the fall to address the additional aerating, and reseeded (lawn restoration that occurred in September)- keeping on the warranty list until satisfactory lawn growth
- Pavement Break repairs explored and patched, contractor repaved and used infrared process during the month of September

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

- Final paving occurred August 10 and 11
- Lawn restoration occurred in May that was not addressed and re-addressed this in September - keeping on warranty list until areas are in full growth

- Payment requests and the final disbursement request submitted to NHDES to close out loan
- Final Walk held in September - punch list to add to warranty

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

- Contractor began work on June 14 along 12A
- Sewer separation completed - met November 1 deadline for complete separation of the CSO projects - more work to do with infrastructure but EPA mandate reached
- Water, Sewer and Drainage completed and 12A base paved with first 2.5" of asphalt
- Sidewalks based; walls built
- Outfall to River installed, headwall and connection
- Cross country drainage completed
- On track for completing curbing the month of October, as well as placing sidewalks and back curbs

Mechanic Street Round-a-bout -(no change)-moving forward

- Design underway - meetings held with Historical on the NEPA
- Additional meetings and correspondence with NH Cultural Resources
- Monthly Meetings with consultant held
- Meeting held with Community Planning and Bureau of ROW bureau
- Public Hearing plans, and documentation submitted to NHDOT
- NEPA amendment for Historical sent to NHDOT- IGE was completed, verbal approval for Historical awaiting written authorization
- Community Meeting held in September to include a walk-about followed by a council meeting update

Hillcrest

- Coordinating with Utility companies - awaiting on consolidated to move off lines- some have been moved- 4 poles still an issue-contacted PUC
- Meeting with residents on drainage, lawns plantings and access
- Re-Seeding work completed
- Paving completed
- pavement striping completed
- Crossing -flashing beacons and landings installed, as well as signs
- Lighting completed
- Everything operational as of Oct. 7th
- Substantial completion reached

City Hall Project-Phase 3

- VAV's identified for replacement - work completed

- Issues with Chillers-full resolution still being explored
- System still to be balanced one more time
- Working on the punch-list, update meetings being held every two weeks
- Most of the as-builts and record drawings have been turned over to the City

Kimball Street Reconstruction Project

- Meeting held with residents the week of August 2
- Continuation of working on plans
- Project made the NHDES SRF list for sewer funding - going to Council for funding to bring plans up to SRF Compliance
- Looking at wall options and road alignment to cut construction costs
- Progress meetings held monthly with the consultant

Hanover Street/NH120 Bridge Project (no change)

- Monthly progress meetings are being set
- Letters going out for upcoming preliminary meeting on the site to be held on October 19

Truesbrook Bridge Project

- Meetings with utilities on pole relocations prior to going back to meet with residents on the easements
- Manager has approved the closing of the bridge for a 4–5-month construction season to help offset the construction costs by over \$650,000
- Awaiting a meeting with NHDOT on the funding
- Communication letters will be going out to all Lebanon residents along the roadway, and the town of Plainfield with the updated decision to close the bridge to expedite construction and cost

Other Items:

- Working on Floodplain permitting, applications and LOMAS
- Excavation permits/drive permits

South Main Street Bridge Project

- Alternative design 2E preliminary design plans and permitting documents have been submitted to NHDOT and the City for review. Draft review comments have been issued to the design engineer with final comments pending. Additional right of way acquisition is pending.

Downtown Tunnel Rehabilitation Project

- Tunnel construction is complete except for a few punch-list items.

20 Spencer Street Project

- Contaminated soil removal work has been bid, and we have an apparent low bidder at \$381,325. Award is pending bid package review and signatures. Work to be substantially completed by December 15, 2021.

Mt. Support Road/Lahaye Drive Intersection

- Developer paid conceptual design has been prepared and reviewed. Basis of design report has been received and reviewed. Preliminary design, final design and permitting are pending. An RFP for the final stages of design and permitting for this project has been issued. Proposals are due on October 28, 2021.

Spencer Street Reconstruction

- Easement documents are complete, and negotiations with impacted abutters are on-going
- Construction began July 16, 2021 and is ongoing (60% complete)

Airpark Road Extension Project

- L&M Construction began work in May 2021. Site base grading is complete, utility installations are ongoing.
- The City is working with Liberty Utilities to extend power and other utilities along the new roadway extension.

Mill Road Sewer Main Relocation/Slope Stability Project

- Hoyle, Tanner & Associates, Inc. is working on a feasibility study to assess potential relocation (complete or partial) of the existing sewer force main along Mill Road. They are also evaluating slope stability upgradient and downgradient of the existing force main. Their report is pending further field evaluation and overall assessment.

RECREATION, ARTS & PARKS

Fall represents our busiest sports season with 852 athletes participating.

Program	Residents	Non-Residents	Total
Couch to 5K running	17	12	29
Carl Wallin's Throw Club	10	2	12
Adult Drop-in soccer	8	8	16
UV Running Series	8	26	34
Running Club memberships	75	176	251

Program	Residents	Non-Residents	Total
Field Hockey: K-2 nd grade	26	3	29
Field Hockey: 3 rd – 6 th grades	14	3	17
Gear Shifters	19	5	24
Soccer: PreK	72	1	73
Soccer: K	45	0	45
Soccer: 1 st	41	0	41
Soccer: 2 nd	31	2	33
Soccer: 3 rd 4 th Boys	33	0	33
Soccer: 3 rd 4 th Girls	25	0	25
Soccer: 5 th 6 th Boys	33	0	33
Soccer: 5 th 6 th Girls	16	0	16
Soccer: 7 th 8 th Boys	22	4	26
Soccer: 7 th 8 th Girls	31	18	49
Tackle Football	14	11	25
Flag Football: 1 st 2 nd grades	14	4	18
Flag Football: 3 rd – 6 th grades	10	2	12
Fall Cheerleading	10	1	11

Parks Maintenance Project Updates

Major Projects	Status
New Maintenance Foreman	Doug McGrath retired. Tanner Hibbard will be the new Foreman beginning Oct 18
Fall sports field prep	Ongoing
Park turf maintenance	Mowing twice weekly, trimming
MRG Maintenance and Improvements	Bench plaques installed. Requires daily sweeping and litter pick-up.
Northern Rail Trail	Downed Tree removal. DPW mowed in late September.
Pool Operations	Winterized
Beehive	Using regularly and ongoing asset building.
MRG expansion	Met with DOT officials Sept 21. Potential for progress.

Special Events

Event	Status
LebFest	Partnered with UV Business Alliance. 800-1000 participants. Mac-n-cheese competition, vendors, children's activities
Soccer Jamboree	5 th 6 th grade teams: 20 teams participating

Farnum Five.5 Trail Run	71 participants
Downriver Rail Run	113 participants. Inaugural event

Capital Project Updates

Project	Status
Playing Fields	Considering another city owned parcel
Community Center	City Manager and City Council in conversation with School Board, Oct 13 meeting
Civic Maintenance Building	Plumbing roughed. Foundation is next