

**CITY OF LEBANON  
MANAGER UPDATES  
Month of November 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

| November 2021       | 2021 Year to Date         | 2020 Year to Date          |
|---------------------|---------------------------|----------------------------|
| Enplanements        | 6,959                     | 3,452                      |
| Aircraft Operations | 28,999                    | 23,038                     |
| Airport Expenses    | \$1,143,380<br>(\$50,431) | \$1,436,288<br>(\$883,302) |
| Airport Revenue     | \$1,590,758<br>\$564,530  | \$762,060<br>NA            |
| General Fund        | \$224,960                 | \$385,610                  |

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

## Airport Projects

| Project  | Tasks to Date  | Tasks Remaining                                 |
|--|--|---|
| <b>AIP-59</b> 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> <li>8. FAA review underway.</li> <li>9. Final document being assembled by Stantec.</li> </ol> September 27 - Airport Layout Plan signed by City, State and FAA. | Project closeout -4 <sup>th</sup> quarter 2021. |
| <b>AIP-62</b> 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> </ol>  | Catch basin adjustment spring 2022.             |

|   |  |   |
|---|--|---|
|   | <ol style="list-style-type: none"> <li>5. Contract with Blaktop for signature.</li> <li>6. Milling and repaving started 11 June. Completed October. Catch basin adjustment.</li> </ol>   |   |
| <b>AIP-67</b> Airport Coronavirus Relief Grant Program            | <ol style="list-style-type: none"> <li>1. Grant application submitted to FAA – 18 February 2021</li> <li>2. Grant offer signed – 13 April 2021. Grant for \$1,003,521. Drawdown to date \$402,210</li> </ol>   | Grant Draw down<br>Grant closeout   |
| <b>AIP-64</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> <li>5. Bids opening – 20 April</li> <li>6. Grant application submitted to FAA – 23 April.</li> <li>7. September 15 - G&amp;C approved. Contractor and engineering firm working on RFIs.</li> </ol>                         | <ol style="list-style-type: none"> <li>1. Work to start spring 2022. Grant close out.</li> </ol>  |
| <b>AIP-65</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 completed 30 March.</li> <li>6. Grant application submitted 16 April.</li> <li>7. Grant August G&amp;C agenda for approval.</li> <li>8. Wetland delimitation 13-15 July, 10-11 August. SHPO, US ACE, and FWS reviews complete.</li> </ol> | <ol style="list-style-type: none"> <li>1. DuBois &amp; King complete study. FAA review</li> </ol> |
| <b>AIP-66</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>  | FAA performs study.   |

|                |  |  |
|----------------|--|--|
|                | 4. Grant application submitted to FAA – 10 March<br>5. Grant agreement received. FAA performing study. |  |
| Airport Leases | Restaurant Space.  | Estimated opening now in early January 2021. |
|                | TSA Lease  | Lease expires 2022. Negotiations started.    |

## **ASSESSING**

|                                | Month to Date | Year to Date |
|--------------------------------|---------------|--------------|
| Number of Property Sales       | 55            | 607          |
| Number of Property Inspections | 221           | 1226         |

## **CITY CLERK**

|                    | Current Month Revenue | Year to Date   | Prior Year to Date |
|--------------------|-----------------------|----------------|--------------------|
| Motor Vehicle Regs | \$246,035.00          | \$2,664,678.86 | \$2,529,381.29     |
| Dog Licenses       | \$338.00              | \$14,865.50    | \$11,236.00        |
| Vital Records      | \$2,634.00            | \$28,065.00    | \$24,995.00        |

### Highlights:

- The City Clerk’s Office processed 35 landfill permits to in-person Lebanon residents.
- Property Tax bills were mailed out at the beginning of the month. The bills are due December 6.

## **FINANCE**

| REVENUES     | 2021 Budget  | Current Month November | Year to date | % collected |
|--------------|--------------|------------------------|--------------|-------------|
| General Fund | \$35,461,300 | \$12,556,973           | \$32,138,623 | 90.6%       |
| Landfill     | \$4,487,830  | \$355,569              | \$3,822,908  | 85.2%       |
| Water        | \$4,130,550  | \$6,102                | \$3,973,346  | 96.2%       |
| Wastewater   | \$7,368,570  | \$28,488               | \$658,375    | 91.1%       |
| Airport      | \$1,192,790  | \$106,429              | \$1,815,718  | 152.2%      |

| <b>EXPENSES</b> | 2021 Budget  | Current Month<br>November | Year to date | % expended |
|-----------------|--------------|---------------------------|--------------|------------|
| General Fund    | \$35,461,300 | \$1,763,754               | \$30,782,421 | 86.8%      |
| Landfill        | \$4,498,830  | \$534,964                 | \$3,635,426  | 80.8%      |
| Water           | \$3,724,290  | \$148,556                 | \$3,441,103  | 92.4%      |
| Wastewater      | \$7,128,990  | \$400,850                 | \$6,548,244  | 91.9%      |
| Airport         | \$1,358,250  | \$66,638                  | \$1,092,963  | 80.4%      |

## **FIRE**

| <b>November 2021</b>             | Current<br>Month | Year to Date | Prior Year<br>to Date |
|----------------------------------|------------------|--------------|-----------------------|
| Fire                             | 6                | 75           | 88                    |
| Rescue & Emergency Medical Calls | 210              | 2434         | 2132                  |
| Hazardous Conditions             | 8                | 77           | 62                    |
| Service Calls                    | 31               | 278          | 170                   |
| Good Intent Calls                | 18               | 270          | 195                   |
| False Alarms                     | 30               | 335          | 252                   |
| <b>TOTALS</b>                    | <b>303</b>       | <b>3469</b>  | <b>2899</b>           |

### **Highlights:**

- 11/04 – units responded to the Lebanon Airport for an aircraft emergency.
- 11/07 - units responded to Glen Road for a cooking fire.
- 11/16 – units responded to Church Street for a cooking fire.
- 11/19 - units responded to Plainfield Road for a motor vehicle fire.
- 11/20 – units responded to Pasture Lane for an outside fire.
- 11/23 – units responded to the Lebanon Landfill for a mulch fire.

### **Other Events & Activities**

- Department hosted several Paramedic Student ride-a-longs.
- Personnel conducted fire drills at Quail Hollow.
- Personnel conducted fire drills in the Lebanon Schools.

**Annual Department Revenues**  
**\$1,059,730**

# HUMAN SERVICES

## Collaborative Meetings & Pooled Resources

| Team/Group:                                 | Meeting Date:  |   |
|---|----------------|---|
| Upper Valley Housing Support Team           | 11/4/2021      | † |
| Housing First                               | 11/12/2021     | † |
| Upper Valley Continuum of Care              | Did not meet   |   |
| NH Balance of State Continuum of Care       | 11/9/2021      | † |
| NH Coalition to End Homelessness            | Did not meet   |   |
| Energy Advocacy Council                     | 11/18/2021     | † |
| Lebanon Community Nurse Steering Committee  | Did not meet   |   |
| NH Local Welfare Administrators Association | Did not attend |   |

† Participated by video

## Monthly In-Office Activity

### Authorized Voucher Totals

|                           | November 2021 | November 2020 |
|---------------------------|---------------|---------------|
| <b>Rent Assistance</b>    | \$340.00      | \$940.00      |
| <b>Security Deposit*</b>  | \$0.00        | \$1,875.00    |
| <b>Motel Assistance**</b> | \$3,213.46    | \$8,151.53    |
| <b>Cremation</b>          | \$500.00      | \$0.00        |
| <b>Total</b>              | \$4,053.46    | \$10,966.53   |
| <b>Year-to-Date</b>       | \$59,603.71   | \$110,134.52  |

\*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

|                      |   |
|----------------------|---|
| <b>November 2021</b> | 6 cases involving 6 adults and 0 children<br>Extensive case management provided to 3 households   |
| <b>November 2020</b> | 10 cases involving 10 adults and 9 children<br>Extensive case management provided to 4 households |

### Notices Issued in November 2021 vs 2020

|                        |   |   |
|------------------------|---|---|
| Rent/Security deposit  | 1 | 5 |
| Motel                  | 7 | 8 |
| Cremation              | 1 | 0 |
| Denials                | 0 | 0 |
| Pending Decisions      | 0 | 0 |
| Applications Withdrawn | 0 | 1 |
| Sanctions              | 0 | 0 |

### Contacts with clients in November 2021 vs 2020

|                        |     |    |
|------------------------|-----|----|
| Walk-Ins               | 0 ~ | 0  |
| Scheduled Appointments | 19  | 25 |
| Home Visits            | 0   | 0  |

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

### Case Collaboration/Referrals in November 2021

| <b>AGENCY</b>  | November 2021 | Year-to-Date 2021 |
|--|---------------|-------------------|
| Tri-County CAP (homeless outreach/shelter/coordinated entry) | 0             | 39                |
| Tri-County CAP (rent/security/NHERAP)                        | 11            | 55                |
| Tri-County CAP (fuel/electric)                               | 3             | 18                |
| LISTEN (housing)   | 5             | 49                |
| LISTEN (fuel/electric)                                       | 0             | 12                |
| LISTEN (food)  | 1             | 6                 |
| LISTEN (discretionary funds)                                 | 3             | 5                 |
| Haven (shelter)  | 2             | 26                |
| Haven (housing)  | 0             | 2                 |
| Haven (food)   | 1             | 1                 |
| Haven (discretionary funds)                                  | 2             | 2                 |
| NH DHHS (food stamps)  | 2             | 32                |
| NH DHHS (cash assistance)                                    | 0             | 6                 |
| NH DHHS (Medicaid)   | 2             | 15                |
| NH Bureau of Elderly and Adult Services                      | 0             | 6                 |
| NH Employment Security                                       | 0             | 1                 |

|   |   |    |
|---|---|----|
| Senior Center/Service Link                            | 0 | 12 |
| Headrest  | 1 | 4  |
| UVGEAR  | 0 | 10 |
| WISE  | 1 | 7  |
| West Central Behavioral Health                        | 0 | 11 |
| Catholic Charities                                    | 0 | 3  |
| Good Neighbor Health Clinic                           | 0 | 4  |
| Easter Seals/Supportive Services for Veteran Families | 0 | 1  |
| Other NH Town Welfare office                          | 3 | 25 |
| VT Economic Services                                  | 1 | 7  |

**Reimbursement Received in November 2021 & YTD**

|                      | Client     | SSI        | Medicaid | Other Town*** |
|----------------------|------------|------------|----------|---------------|
| <b>November 2021</b> | \$2,866.00 | \$0.00     | \$0.00   | \$0.00        |
| <b>Year-to-Date</b>  | \$5,225.00 | \$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 November 2021:** Issued=0 Discharged=2

***LIBRARY***

|   | Month | YTD    |
|---|-------|--------|
| Circulation of library held items                 | 5315  | 48,415 |
| Circulation of ebooks and downloadable audiobooks | 2773  | 31,368 |

Children’s staff has kept library programming going by continuing to do story times outside. We have been helped by the warmer than usual weather.

We are close to receiving our certificate of occupancy for the Lebanon Library. Various supply chain and labor issues among subcontractors continue to delay reopening.



## **PLANNING & DEVELOPMENT**

| <b>Permit/Applications<br/>November</b> | Res. | Comm. | Total<br>YTD<br>Jan-<br>Nov<br>2021 | Total<br>Prior<br>Year<br>Jan-<br>Nov<br>2020 | YTD Permit<br>Fees<br>Collected<br>(Jan-Nov<br>2021) | Prior Year<br>Fees<br>(Jan-Nov<br>2020) |
|---|------|-------|-------------------------------------|---|--|---|
| Building Permits                        | 24   | 18    | 518                                 | 398   | \$632,800.56   | \$1,484,069.19                          |
| Planning Board<br>Applications          | 0    | 5     | 26                                  | 27  | \$27,155.01  | \$77,942.63                             |
| Zoning Board Applications               | 1    | 5     | 27                                  | 34  | \$5,380.42   | \$7,381.75                              |

| <b>Inspection Activity</b>                  |                |
|---|----------------|
| Total inspections for the Month of November | 216 / YTD=1994 |

## **POLICE**

### **Manager Updates for November 2021**

|                                 | Current<br>Month | Year to Date | Prior Year to<br>Date |
|---------------------------------|------------------|--------------|-----------------------|
| Dispatch Calls for Service      | 2360             | 28584        | 29285                 |
| Police Calls for Services       | 1916             | 24155        | 25192                 |
| Incident Based Reporting Calls  | 75               | 901          | 805                   |
| Traffic Accidents               | 58               | 546          | 557                   |
| Property Damage                 | 22               | 260          | 192                   |
| With Injury (possible)          | 7                | 76           | 73                    |
| Involving Bicycle or Pedestrian | 2                | 6            | 7                     |
| Referred to Outside Agency      | 0                | 10           | 3                     |
| Hit and Run                     | 14               | 163          | 124                   |
| Parking Lot                     | 21               | 221          | 198                   |
| Arrests                         | 55               | 851          | 951                   |
| DWI Arrests                     | 9                | 62           | 51                    |
| Motor Vehicle Stops             | 196              | 3398         | 3973                  |
| Warnings                        | 182              | 3188         | 3706                  |
| Citations                       | 7                | 194          | 203                   |
| Problem Oriented Policing Calls | 42               | 961          | 671                   |

## Community Involvement

The Lebanon Police Department held one Rape Aggression Defense (RAD) course for the public on 11/8/21, 11/10/21, 11/11/21 & 11/13/21.

On November 11, 2021, several members of the Police Department participated in Veterans' Day Services in Colburn Park.

## Department Highlights

On November 5, 2021, Lieutenant Richard Norris and Lieutenant Alan Lowe graduated from ICMA (International City/County Management Association) High Performance Leadership Academy. This 12-week online course provides leadership skills in individual and team success, negotiation and teamwork, efficient communication, and how to implement increased value from high performance management.

## ***PUBLIC WORKS***

### Solid Waste

| <b>Month: November</b>                  | <b>2021</b>       | <b>2020</b>       |
|---|-------------------|-------------------|
| Landfill Facility Received              | 3,005 (tons)      | 2,832 (tons)      |
| Processing Cost/Ton                     | \$47.76/ton       | \$34.89/ton       |
| Wastewater Bio-solids Received          | 330 (tons)        | 339 (tons)        |
| Leachate Generation & Pumping           | 374,220 (gallons) | 242,249 (gallons) |
| Solid Waste Revenues<br>(Year-to-Month) | \$3,821,808       | \$3,501,660       |
| Residential Permits Processed           | 6,300             |                   |

### Recycling

- Electronics were shipped out in November.
- Freon units were processed and recycled.
- Paper and Cardboard continue to be shipped locally with positive revenues.
- New storage trailers installed at Recycling Center

### Other

- MSW deliveries are up nearly 9% year over year.
- Processing costs are up due to some larger expenditures during November.

## Water Treatment Plant

| Month: November                  | 2021   | 2020   |
|----------------------------------|--------|--------|
| Water Treatment Plant-Production | 39.6MG | 40.6MG |
| After Hour Call-in's             | 2      |        |

- The water treatment plant pumped .526 MG less this November vs. November 2020, a 1.3% decrease.

### Lab Highlights

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

### Equipment Repair/Maintenance

- Filter maintenance was performed on all four filters.
- The remote chlorinators were shut down for the season, serviced and ready for next season.
- All the backflows at water and wastewater were tested.
- The flocculation bearings in the chain pit were replaced by the distributor. The new ones were wearing quicker than expected; a bigger, better bearing was installed.
- We had a power trip at Prospect booster station due to an unlucky gray squirrel.
- The water plant hosted a confined space training for the Fire dept.
- The grating of the sed basin weir gates was installed completing that project.

### After hour call-in

- There was 2 after hour call-ins.

### Training

- There were no trainings attended in November.

## Wastewater Treatment

| Month: November 2021    | 2020         | 2021         |
|-------------------------|--------------|--------------|
| Daily Avg. flow treated | 1.1886 MGD   | 1.4645 MGD   |
| Solids Inventory        | 20,516 lbs.  | 19,593 lbs.  |
| Septage Receiving       | 223,675 gal. | 291,165 gal. |

### Operations highlights

- There were no exceedances of our NPDES permit for the month of November.
- Lebanon Wastewater treated 43,934,600 gallons of wastewater in November.

- Lebanon Wastewater treated 291,165 gallons of septage for the month of November.
- Lebanon Wastewater dewatered and delivered 175.93 wet tons of sludge to the landfill in November 2021.
- Effluent quality was very good for the month. TSS average was 2.0 mg/l. BOD average was 4.0 mg/l for the month.
- Stormwater holding facility decommissioning has commenced down near the former roundhouse railyard. This facility has been shut down with the closure of the CSO's contained in its system.
- Tank cleaning for septage receiving was done in November. We found that the air system within the tank had blown apart and repairs were made.
- Cleanup was finished of structures and construction debris on the north end of the aeration tank along the river access road and taken to the city landfill.
- WWTP staff continue to clean up the pad at the wastewater facility to create space for future operations.
- WWTP continues to update beehive, focusing on re-occurring work orders.

#### Laboratory

- Plant nitrification is very good, with full nitrification and partial denitrification present. We saw a monthly average of 11.0 mg/L total nitrogen in our effluent for November. This operation gets increasingly harder in the winter months when the water temperature falls and holds oxygen more readily.
- TKN average for November was 2.0 mg/l.
- Monthly BOD 4.0 mg/l.
- Turbidity of final effluent 2.19 NTU.
- Effluent TSS is 2.0 mg/l.
- S.V.I. average for November is 150.
- 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 testing 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. This data is put together into spreadsheets to show potential trends in loading.
- Airport was recognized as having a drain in their boiler room that was connected to city sewer. They have been informed that it needs to be plugged.

## Fleet

In the month of November, the fleet division continued with winter operations. We changed all the summer tires to studded winter tires on our smaller one-ton trucks. We also installed two new sanders and one liquid de-icing spray system to the new trucks we received this year. We continue treating the city's fleet with rust prevention product that's environmentally safe to help with the longevity of our fleet equipment.



## Cemetery

| October                       | 2021                    |
|-------------------------------|-------------------------|
| Cemeteries & Park Maintenance |                         |
| Burials/Cremations            | 3-Full/4-Cremation      |
| Entombments                   | 0                       |
| Grave/Trust Fund Sales        | 2-GR/ 2-Special Reserve |
| Grave Transfers               | 0                       |
| Foundations                   | 0                       |
| Place Grass Marker            | 1                       |

There were three full and four cremation burials for the month of November and all were during the regular work hours.

The cemetery crew completed the storm repairs in School Street Cemetery. We also completed the installation of the Columbarium in Glenwood Cemetery.



## **Engineering**

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

- Monitoring lawns for the spring

### **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)**

- Lawn restoration occurred in May that was not addressed and was re-addressed in September - keeping on warranty list until areas are in full growth
- 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 in August.
- All utilities completed
- Concrete sidewalks and bus stops completed
- A few items remain - landscaping, walkways, final drives and final pavement to occur in the Spring
- Substantial completion held November 16 at 10:00 am with contractor, NHDES, engineers and the City
- Flashing beacons, signs, and crosswalks installed. Still waiting for the lighting.
- Pay application and disbursement requests submitted

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

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

- Monthly meetings with consultant held
- Public Hearing plans and documentation submitted to NHDOT
- Historic plans submitted to NHDOT- for the NEPA
- Reimbursement requests and pay apps submitted

### **Hillcrest**

- Coordinating with Utility companies - waiting on Consolidated to move off lines- some have been moved- Four poles still an issue – PUC contacted
- Meeting with residents on drainage, lawn plantings and access
- Re-Seeding work completed
- Paving completed through to next spring. Final pavement will occur for Hillcrest, Skylark and Ledge Lane.
- Pavement striping completed
- Crossing - flashing beacons and landings installed, as well as signs
- Lighting completed
- Everything operational as of October 7
- Working on change orders, pay req's and holding semi-monthly meetings
- Substantial completion reached
- Krackin Stormwater maintenance system training- traffic beacon maintenance training meetings held

### **City Hall Project-Phase 3 (ongoing)**

- Issues with Chillers - full resolution still being explored
- System to be balanced one more time
- Bathroom renovations completed
- Continue to work on punch-list, update meetings being held every two weeks
- Floor and humidity problems are being explored to be addressed by manufacturer and contractor
- Most of the as-builts and record drawings have been turned over to the City

### **Solar project- phase 1B. and Phase 2 No phase (NO CHANGE)**

- New Study completed- implemented new panels on Police Station with a positive result- looking to Landfill versus the hangar buildings to complete Phase 1. This is on hold until the beginning of the year.

### **Kimball Street Reconstruction Project (no Change)**

- Contract signed and plans are being updated based on existing design
- Kick off meeting held. Monthly meeting update held - plans progressing
- 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)**

- Permission granted by NHDOT to go into design with consultant
- 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 SAB construction funding. This is slated for 2024/2025 construction where the superstructure will be replaced.
- Letters went out for preliminary meeting, and it was held on the site on October 19

### **Truesbrook Bridge Project**

- Scoping meeting held and cost and scope sent to NHDOT for approval in March
- Received permission to begin preliminary design work from NHDOT-March 2021
- Meeting held with residents on June 23
- Borings were drilled June 8-10
- Monthly progress meetings being held
- Additional meeting with a resident held on July 6
- Meetings with utilities on pole relocations prior to going back to meet with residents on the easements
- 2023 Draft TYP showed a reduction in the project
- Correspondence with NHDOT regarding the funding and preliminary plans and EOC
- Manager has approved the closing of the bridge for a 4-5 month construction season in order to help offset the construction costs by over \$650,000
- Meeting with presentation to be held with NHDOT on funding December 17
- Communication letters went 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
- Some communications with NHDOT about supplying additional funding to make the city whole on the 80/20 – Meeting date set for December 17 with the City, HTA, and the NHDOT

### **Other Items:**

- Working on Floodplain permitting, applications and LOMAS
- Excavation permits/drive permits
- Altaria, Dartmouth Coach-3<sup>rd</sup> party
- TAC meetings, SRF, CSO closeout meetings, street policy meetings, corridor study meetings - NH Route 120, Route 4A



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

- Alternative design 2E preliminary design plans and permitting documents have been submitted to NHDOT and the City for review. Final review comments have been issued to the design engineer, which are currently being addressed. Additional right-of-way acquisition is pending.

### **Downtown Tunnel Rehabilitation Project**

- Tunnel construction is complete except for a few punch-list items. Glass enclosure supplemental reinforcement has been installed. Leaks that had developed toward the end of construction are being addressed, weather dependent.

### **20 Spencer Street Project**

- Contaminated soil removal began on November 15 and is ongoing. Shallow groundwater was encountered and had to be pumped, stored and properly disposed. Substantial completion is expected by December 23, 2021.

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

- Weston & Sampson was awarded this project and has begun wetland and survey work. Once data is collected and processed, preliminary design will begin.

### **Spencer Street Reconstruction**

- Construction began July 16, 2021 and is in the final construction activities prior to winter shutdown. Remaining work items, such as final paving, will be completed in the Spring of 2022.

### **Airpark Road Extension Project**

- L&M Construction began work in May 2021 and is in final construction activities prior to winter shutdown. Winter shutdown is scheduled for mid-December with remaining work items to take place in the Spring of 2022.
- 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 draft report has been submitted to the City for review. Final report is pending City review and comment.

## **RECREATION, ARTS & PARKS**

November is time to shift to winter fun and activities.

| <b>Program</b>   | <b>Residents</b> | <b>Non-Residents</b> | <b>Total</b> |
|--|------------------|----------------------|--------------|
| Couch to 5K running  | 17               | 12                   | 29           |
| Completed the Turkey Trot Final Race   |                  |                      | 10           |
| UV Running Series  | 8                | 26                   | 34           |
| Completed the entire series  |                  |                      | 26           |
| Running Club memberships 2021  | 75               | 176                  | 251          |
| Running Club renewals 2022   | 22               | 43                   | 65           |
| Harmony Night  | 3                | 7                    | 10           |
| Adult Drop In Soccer   | 10               | 8                    | 18           |
| <b>Quilting Retreats Open for Registration</b>   |                  |                      |              |
| Winter   | 4                | 3                    | 7            |
| Mid-Winter   | 4                | 3                    | 7            |
| Winter Wednesdays Joint Craft with the Lebanon Public Libraries registration opened, and crafts go out starting Dec. 1 – Dec. 29 |                  |                      |              |
| Snowman Picture Frame Dec. 1 <sup>st</sup>   | 38               |                      | 38           |
| 3D Winter Ornament Dec. 8 <sup>th</sup>  | 36               |                      | 36           |
| 3D Gingerbread Man Dec. 15 <sup>th</sup>   | 36               |                      | 36           |
| Snowman Tea Light Ornament Dec. 22 <sup>nd</sup>   | 34               |                      | 34           |
| Snowman Glitter Mosaic Sign Dec. 29 <sup>th</sup>  | 32               |                      | 32           |
| <b>Storrs Hill Lessons Registration is open (Each class can take 8 participants)</b>   |                  |                      |              |
| Adult Lessons – session 1  |                  |                      |              |
| Monday - Beginner  | 2                |                      | 2            |
| Monday - Intermediate  | 2                |                      | 2            |
| Monday - Advanced  |                  |                      | 0            |
| Wednesday - Beginner   | 4                |                      | 0            |
| Wednesday - Intermediate   |                  |                      | 0            |
| Wednesday - Advanced   |                  |                      | 0            |
| Adult Lessons – session 2  |                  |                      |              |
| Monday – Beginner  | 1                |                      | 1            |
| Monday – Intermediate  |                  |                      | 0            |
| Monday – Advanced  |                  |                      | 0            |
| Wednesday – Beginner   |                  |                      | 0            |
| Wednesday – Intermediate   | 1                |                      | 1            |

| <b>Program</b>  | <b>Residents</b> | <b>Non-Residents</b> | <b>Total</b> |
|---|------------------|----------------------|--------------|
| Wednesday – Advanced  |                  |                      | 0            |
| Sno-Puppies Ski (Ages 4 – 1 <sup>st</sup> Grade)<br>Each Class can take 8 participants                      |                  |                      |              |
| Ski Never Ever  | 16               |                      | 16           |
| Ski Beginner  | 16               |                      | 16           |
| Ski Intermediate  | 1                |                      | 1            |
| Ski Advanced  | 1                |                      | 1            |
| Youth Alpine Racing & Ski Jumping   | 7                |                      | 7            |
| Youth Ski Jumping   | 3                |                      | 3            |
| Snowboard Lessons (2 <sup>nd</sup> grade +) Session 1 - Each Class can take 8 participants                  |                  |                      |              |
| Monday – Beginner   | 2                |                      | 2            |
| Monday – Advanced   |                  |                      | 0            |
| Wednesday – Beginner  | 1                |                      | 1            |
| Wednesday – Advanced  | 3                |                      | 3            |
| Snowboard Lessons (2 <sup>nd</sup> grade +) Session 2 - Each Class can take 8 participants                  |                  |                      |              |
| Monday – Beginner   |                  |                      | 0            |
| Monday – Advanced   |                  |                      | 0            |
| Wednesday – Beginner  | 1                |                      | 1            |
| Wednesday – Advanced  | 1                |                      | 1            |
| Youth Ski Lessons (2 <sup>nd</sup> – 12 <sup>th</sup> Grade) Session 1 - Each Class can take 8 participants |                  |                      |              |
| Monday - Beginner   | 5                | 2                    | 7            |
| Monday - Advanced Beginner  | 4                |                      | 4            |
| Monday - Intermediate   |                  |                      | 0            |
| Monday - Advanced   | 2                |                      | 2            |
| Wednesday - Beginner  | 2                |                      | 2            |
| Wednesday - Advanced Beginner   | 3                | 1                    | 4            |
| Wednesday - Intermediate  | 8                | 1                    | 9            |
| Wednesday - Advanced  | 1                | 1                    | 2            |
| Youth Ski Lessons (2 <sup>nd</sup> – 12 <sup>th</sup> Grade) Session 2 - Each Class can take 8 participants |                  |                      |              |
| Monday - Beginner   | 1                |                      | 1            |
| Monday - Advanced Beginner  | 3                |                      | 3            |
| Monday - Intermediate   | 4                |                      | 4            |
| Monday - Advanced   |                  |                      | 0            |
| Wednesday - Beginner  | 1                |                      | 1            |
| Wednesday - Advanced Beginner   | 2                | 1                    | 3            |
| Wednesday - Intermediate  | 1                | 1                    | 2            |
| Wednesday - Advanced  | 1                | 1                    | 2            |
| Telemark Lessons (Ages 12+)   |                  |                      |              |
| Telemark  | 1                | 1                    | 2            |
| Intro to Backcountry (Ages 18+)   |                  |                      |              |

| <b>Program</b>   | <b>Residents</b> | <b>Non-Residents</b> | <b>Total</b> |
|--|------------------|----------------------|--------------|
| Backcountry  | 1                |                      | 1            |
| Basketball Registration is open Grades K – 2 <sup>nd</sup> Grade |                  |                      |              |
| Kindergarten   | 13               |                      | 13           |
| 1 <sup>st</sup> Grade  | 26               |                      | 26           |
| 2 <sup>nd</sup> Grade  | 27               |                      | 27           |
| 3 <sup>rd</sup> Grade Girls                                      | 9                |                      | 9            |
| 4 <sup>th</sup> Grade Girls                                      | 17               |                      | 17           |
| 3 <sup>rd</sup> Grade Boys                                       | 6                |                      | 6            |
| 4 <sup>th</sup> Grade Girls                                      | 14               |                      | 14           |
| Whaleback Afterschool Transportation                             |                  |                      |              |
| Tuesday Transportation LMS                                       | 4                |                      | 4            |
| Thursday Transportation LMS                                      | 3                |                      | 3            |

### **Parks Maintenance Project Updates**

| <b>Major Projects</b>                             | <b>Status</b>   |
|---|---|
| Holiday Lights & Decorations                      | Purchase and decorating for the holiday season. Lights will be on City Hall, Colburn Park, West Lebanon at Kilton Library, and Lyman Bridge.  |
| Winterization for fields/equipment                | Breaking down goals, bringing in equipment and prepping for winter storage or use.  |
| MRG Maintenance and Improvements                  | Kiosk and signs installed.<br>Requires daily sweeping and litter pick-up.   |
| Northern Rail Trail                               | Planning 2022 bridge rehabilitation projects.   |
| Pat Walsh Park Ice Rink Installation              | Installed and flooded rinks for 2021-2022 season.   |
| Banner Installation for Arts & Culture Commission | Lebanon Artways also known as the Arts & Culture Commission designed and prepared banners to be installed in Lebanon and West Lebanon.  |
| Beehive   | Using regularly and ongoing asset building.   |
| Tunnel  | Art Installation for the 2 pieces "Pollinators"<br>- AVA team: Allison Zito, Amber Geneva, Debra Jayne, Tyler Morrison, and Michael Kraatz<br><br>"Ironwood" - Greg Stott is underway for the December 4 unveiling. |

## Special Events

| Event                                  | Status   |
|--|--|
| 40 Days of Thankful & Grateful         | Launched via social media platforms for Lebanon Recreation encouraging folks to do random acts of kindness, give to others, donate, and help in the local community.                   |
| 'Tis the Season – Dec. 4 <sup>th</sup> | Planning is underway for Santa’s Tour of West Lebanon and Lebanon, North Pole Calling, 'Tis the Season Celebration on Colburn Park, Art Installation in the Tunnel/Unveiling and more. |

## Capital Project Updates

| Project                    | Status  |
|----------------------------|---|
| Playing Fields             | No further progress in November.  |
| Community Center           | Architect toured Seminary Hill. Working on concept design over next 6 weeks.                            |
| Civic Maintenance Building | Entire building is wired for electricity. Roofing scheduled December 8. Insulation week of December 13. |
| North Lebanon Park         | Meeting with Dartmouth VP of Facilities to explore location ideas.                                      |