

**CITY OF LEBANON
MANAGER UPDATES
Month of April 2023**

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

April	2023 Year to Date	2022 Year to Date
Enplanements	3238	2465
Aircraft Operations	8231	7025
Airport Expense	\$1,231,687	\$469,222
Airport Revenue*	\$766,208	\$330,243
General Fund Support	\$0	\$0

* Includes Grant Funds – Change in tracking procedure from ACRGP

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-064 Terminal and Sand Shed Rehabilitation	Work started 24 October 2022. Supply chain issues delaying remaining electrical rehabilitation. Punchlist started.	Electrical upgrades to terminal.
AIP-065 Runway Safety Project – Environmental Assessment	FAA issued finding of No Significant Impact. Consultant completed SWPPP update.	Grant closeout underway.
AIP-069 Airport Rescue Grant Program	Started drawdown of grant to reimburse operating expenses.	Close grant
AIP-070 Runway Safety Project – Data Collection and Permitting	Data collection complete. Permits submitted for review to US ACE and NH DES.	
AIP-071 Runway Safety Project – LOC Relocation Design	FAA completed design of power and control cable runs and site.	
Bipartisan Infrastructure Law – Apron Rehabilitation	Survey and geotechnical investigation complete. Design complete. Request for bids to be issued week of 15 May.	Bid project. Apply for grant. Construct project. Close grant.
Runway Safety Project – Avigation Easement	Property surveyed and assessed. Deed review complete. Negotiations underway with property owner. Working with FAA on eligibility of property size for reimbursement.	Acquire easement Apply for and close grant.
Runway Safety Project – Design and Bidding Services	Design complete. Grant application submitted to FAA.	Bid Project. Close grant.
TIF-1B	Discussion with potential tenant for 1 st space.	

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	24	59
Number of Property Inspections	118	294

Highlights: Tax bills will be going out soon

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	200,113.72	916,893.03	863,378.72
Dog Licenses	3924.50	5556.50	5353.00
Vital Records	2126.00	10222.00	10874.00

Highlights:

- Dog license renewal reminders were sent out at the end of March. Dog licenses were due April 30th.
 - 826 Dog licenses were issued; all qualifying dogs were entered into the Top Dog contest.
 - This year, reminders were also posted on two lighted construction signs in high traffic areas which received positive feedback from citizens.
- The City Clerk's office lost two key personnel with the retirement of Deputy City Clerk, Lori Gould and the resignation of the City Clerk, Kristin Kenniston.
- Deputy Tax Collector Darlene Cook was promoted to Interim City Clerk/Tax Collector.
- Assistant City Clerk Kara Tracy was promoted to Deputy City Clerk.

FINANCE

REVENUES	2023 Budget	Current Month April	Year to date	% collected
General Fund	\$ 34,880,840	\$364,539	\$6,138,735	17.6%
Landfill	\$ 4,311,230	\$342,582	\$1,304,797	30.3%
Water	\$ 4,436,960	\$14,395	\$1,365,329	30.8%

Wastewater	\$ 7,862,020	\$31,365	\$1,814,285	23.1%
Airport	\$ 1,810,620	\$103,509	\$306,902	17.0%

EXPENSES	2023 Budget	Current Month April	Year to date	% expended
General Fund	\$ 38,460,840	\$2,202,235	\$14,169,655	36.8%
Landfill	\$ 4,916,230	\$133,187	\$2,330,434	47.4%
Water	\$ 4,436,960	\$143,595	\$2,180,233	49.1%
Wastewater	\$ 7,862,020	\$408,522	\$4,317,165	54.9%
Airport	\$ 2,035,470	\$78,584	\$999,298	49.1%

Highlights:

- Water bills are due 6/5/2023. Finance is working with BS&A on year-end closing. Annual audit is scheduled for June.

FIRE

April 2023	Current Month	Year to Date	Prior Year to Date
Fire	8	33	23
Rescue & Emergency Medical Calls	237	984	904
Hazardous Conditions	9	36	16
Service Calls	18	92	86
Good Intent Calls	15	61	90
False Alarms	22	103	88
TOTALS	310	1309	1207

Highlights:

- 4/01/2023 Motor Vehicle Collision with entrapment and serious injury. Mutual Aid engine from Hanover requested to assist with extrication and limited staffing.
- 4/2/2023 Engine to Plainfield for a barn fire
- 4/11/2023 Apartment fire at 39 North Park Street. One fire victim rescued by firefighters and transported to DHMC.
- 4/21/2023 assisted the occupants of a stranded boat on Mascoma Lake.

Other Events & Activities

- Citywide Incident Command System training continues.

Community Paramedic

New Referrals:10

Active Clients: 13

Encounters:38

Encounters by type:

Hospital:

Home: 30

Telephone:8

Combined Nurse visit: 30

Care Coordination: 43

Community Nursing

Active Clients:20

Encounters:111

Encounters by type:

Home:19

In person other locations:3

Telephone:39

Email:49

Video: 1

Annual Department Revenues \$396,318.00

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Meeting/Group	Meeting Date	
Upper Valley Housing Support Team	4/6/2023	†
Housing First	4/14/2023	†
Upper Valley Continuum of Care/Data Group	Unable to attend	
Greater Upper Valley Joint Housing Team	Did not meet	
NH Balance of State Continuum of Care	Did not meet	
NH Coalition to End Homelessness	4/18/2023	†
Energy Advocacy Council	Did not meet	
Lebanon MIH Advisory Council	Did not meet	
Service Coordinator Roundtable	Did not meet	
NH Local Welfare Administrators Association	4/20/2023	

Public Health Council of the Upper Valley	Did not meet	
Housing Action NH	4/7/2023; 4/21/2023	†
NH Council on Housing Stability/Housing and Homelessness Workgroup	4/11/2023	†
NH Mayors' Homelessness Working Group	4/5/2023; 4/19/2023	†

Workshops/Trainings

Workshop/Training	Date	
Leadership Upper Valley	4/12/2023	
NHLWAA General Meeting	4/20/2023	

† Participated by video

Monthly In-Office Activity

Authorized Voucher Totals

	April 2023	April 2022
Rent Assistance	\$3,865.00	\$238.00
Security Deposit*	\$2,462.00	\$185.00
Motel Assistance**	\$17,703.53^	\$2,285.46
Shelter Sponsorship	\$0.00	\$150.00
Cremation	\$1,100.00	\$1,100.00
Laundry	\$0.00	\$33.00
Total	\$25,130.53	\$3,991.46
Year to Date	\$90,438.97	\$18,025.60

*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.

^Human Services will seek reimbursement from Tri-County CAP for \$5,037.02 in motel assistance through Grafton County's Cold Weather Shelter Funds.

Assisted Cases

April 2023	14 cases involving 15 adults and 4 children Extensive case management provided to 6 households
April 2022	9 cases involving 9 adults and 1 child Extensive case management provided to 3 households

Notices Issued

	2023	2022
Rent/Security Deposit	6	1
Motel	25	6
Shelter Sponsorship	0	1
Cremation	1	1
Laundry	0	1
Denials	1	0
Pending Decisions	0	0
Applications Withdrawn	1	0
Sanctions	0	0

Contacts with Clients

	2023	2022
Appointments	60	19
Home Visits	5‡	0

‡ Multiple HS clients, some with mobility issues, needed in-home services.

Case Collaboration/Referrals

AGENCY	April 2023	Year to Date 2023
Tri-County CAP (homeless outreach/shelter/coordinated entry)	2	2
Tri-County CAP (rent/security/NHERAP)	5	9
Tri-County CAP (fuel/electric)	0	10
LISTEN (housing)	9	30
LISTEN (fuel/electric)	1	6
LISTEN (food)	0	5
LISTEN (thrift store voucher)	0	1
LISTEN (discretionary funds)	0	2

Haven (shelter or shower)	4	35
Haven (housing)	2	9
Haven (food)	0	1
Haven (discretionary funds)	0	1
Claremont Shelter	8	8
NH DHHS (food stamps)	4	16
NH DHHS (cash assistance)	2	2
NH DHHS (medical)	5	15
NH Bureau of Elderly and Adult Services	0	1
NH Employment Security	0	0
Senior Center/Service Link	1	12
Headrest	2	8
UVGEAR [notice of closure received 4/21/2023]	2	2
WISE	0	2
West Central Behavioral Health	1	6
Mobile Integrated Health Team	1	6
Catholic Charities	3	8
Good Neighbor Health Clinic	0	2
Red Logan Dental Clinic	0	0
Easter Seals/Supportive Services for Veteran Families	0	1
Other NH Town Welfare office	8	19
VT Economic Services	0	3

Year-to-date tallies are not unduplicated cases or referrals. Some cases receive case collaboration over months and multiple referrals.

Reimbursement Received

	April 2023	Year to Date 2023
Client	\$0.00	\$1,803.72
SSI	\$0.00	\$0.00
Medicaid	\$0.00	\$0.00
Other Town***	\$0.00	\$0.00
TCCAP/Grafton County Cold Weather Shelter Funds	\$0.00	\$690.07

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

Liens in April 2023: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Circulation of library held items	7,587	29,404
Circulation of ebooks and downloadable audiobooks	2,504	10,238
Internet Use	188	877
Meeting room bookings (no. of groups, not attendees)	188	669
Number of library-led programs	13	55
Attendance at library-led programs	218	1,128
Card holders registered	93	369

Highlights:

Sean Fleming attended the Library Journal Public Library Safety Summit in Columbus, Ohio. They were anticipating a successful event would attract around 100-120 participants when they first started planning for a Public Library Safety Summit in 2019. Delayed by the pandemic, actual attendance at the conference was 250, with a long waiting list. Public Library Directors from large metropolitan library systems and smaller libraries attended, along with facilities and security personnel.

Trauma informed practices regarding serious events that may happen at the library was a focus of many discussions. Principles of adaptive leadership were also discussed. Despite a general eagerness on the part of most people to be done with the pandemic, many speakers drove home the fact that there is no return to how things were in 2019, and that we are still finding our way toward a more stable situation in society. A very telling moment occurred when a speaker asked members of the audience to raise their hands if their library had returned to a 2019 level of activity, and not a single hand was raised.

Also helpful were the serendipitous conversations held during breaks. A librarian from Georgia had some valuable information about some new initiatives we're planning on bringing to the trustee board. People who are part of the library community are incredibly generous with each other. As one person put it, we're not competitors, so we can help each other make our organizations better.

PLANNING & DEVELOPMENT

Permit/Applications April	Res. April	Comm. April	Total YTD 2023 (Jan-Apr)	Total YTD 2022 (Jan-Apr)	YTD 2023 Permit Fees Collected	YTD 2022 Permit Fees Collected
Building Permits	39	18	163	145	\$802,176.24	\$310,161.36
Planning Board Applications	0	5	\$5,582.78	\$12,964.26	NA	NA
Zoning Board Applications	0	0	\$1,483.81	\$2,827.32	NA	NA

Inspection Activity	April	YTD 2023
Total Inspections	186	799

POLICE

	April	Year to Date	Prior Year to Date
Dispatch Calls for Service	2885	11211	10011
Police Calls for Services	2506	9571	8495
Incident-Based Reporting Calls	84	367	260
Traffic Accidents	49	220	214
Property Damage	20	96	93
With Injury (possible)	3	17	17
Involving Bicycle or Pedestrian	0	1	2
Referred to Outside Agency	0	8	2
Hit and Run	10	46	54
Parking Lot	22	82	69
Arrests	82	352	323
DWI Arrests	1	22	23
Motor Vehicle Stops	370	1309	1610
Warnings	356	1257	1514
Citations	14	52	96
Problem-Oriented Policing Calls	22	292	93

Community Involvement

- On April 20, 2023, Lieutenant Brady Harwood participated in a Q&A for a Dartmouth Hitchcock medical student.
- On April 20, 2023, the Lebanon Police Department took part in a one-time Drug Take Back Event.
- On April 22, 2023, the Lebanon Police Department participated in the Nationwide Drug Take Back Event.

PUBLIC WORKS

Solid Waste

Month: April	2023	2022
Landfill Facility MSW	2,824 (tons)	2,822 (tons)
Wastewater Bio-solids Received	377 (tons)	387 (tons)
Leachate Generation & Pumping	683,575 (gallons)	625,116 (gallons)

Recycling

- During the Month of April, the following items were shipped to recycling markets:
 - Mixed paper= 22 tons
 - Scrap metal=43 tons
 - Electronics=2.47 tons
 - Mixed Plastic= 18.94 tons
 - Cardboard= 20.70 tons

Other

April was Refill Not Landfill month and 94 people took the pledge to look for opportunities to reuse. Four prize winners were selected during the month and prizes were provided by the CO-OP.

Water Treatment Plant

Month: April	2022	2023
Water Treatment Plant-Production	41.74 MG	41.24 MG

- The water treatment plant pumped 0.50 MG less in 2023 vs 2022, a 1.2% decrease.

Lab Highlights

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

Equipment Repair/Maintenance

- High Lift Pump no. three out for rebuild.
- Backflow Devices testing
- Farnum Tank Level transmitter
- Backup SCADA computer Install.
- Routine plant maintenance

After hour call-in:

- There were seven after hour call-ins.
(West Lebanon Grease Spill, Win911, Fluoride Analyzer)

Customer Service / Water Quality Inquiries:

- none

Training:

- Three employees; (NH Water Operator Exam, Small Systems are not Small Potatoes and ICS)

Wastewater Treatment

Month: April 2023	2022	2023
Daily Avg. flow treated	1.9202 MGD	1.8774 MGD
Solids Inventory	18,416 lbs.	28,261 lbs.
Septage Receiving	165,541 gal.	317,450 gal.

Operations Highlights

- There were no exceedances of our NPDES permit for the month of April 2023.
- Lebanon Wastewater treated 52,320,500 gallons of wastewater in April.
- Lebanon Wastewater treated 317,450 gallons of septage for the month of April.
- Lebanon Wastewater dewatered and delivered 200.64 wet tons of sludge to the landfill in April 2023.
- Effluent quality was exceptionally good for the month, TSS average was 4.0 mg/l, and BOD average was 5.0 mg/l.
- Lebanon staff cleaned and performed maintenance on the septage receiving tank and station.
- Lebanon staff removed and replaced the scroll in #3 Huber conveyor with a new scroll.

- Lebanon Superintendent and Lab Technician enrolled in DMRQA. This is a test of our efficiency in conducting lab analysis. We buy known value samples to conduct analysis on and report our results to EPA and the state of NH. This is done annually.
- Lebanon staff evaluated the interlock float with AAA pump service at the water plant pump station. Prospect hills pump station, which is privately owned, discharges to our pump station at the water plant. There is an interlock float that shuts off prospect hills pump station in the event Lebanon's pump station is overwhelmed or in need of repair.
- Lebanon staff performed vehicle maintenance on all motorized vehicles located on the premises to include oil changes, hydraulic fluid, battery testing and cleaning inside and out.

Laboratory

- Total nitrogen concentration average was 12.440 mg/l in April, which is slightly higher than last month. TKN portion of total nitrogen was 4.99 mg/l, which is an increase from last month. We recorded 176.56 lbs./day of Total Nitrogen, 72.84 lbs./day was in the form of Total Kjeldahl Nitrogen. Our treatment was better than last month, these numbers were enhanced by one test that increased these averages.
- The monthly BOD average for final effluent was 5.0 mg/l.
- Turbidity of final effluent monthly average was 2.66 NTU.
- Effluent TSS monthly average is 4.0 mg/l for April 2023.
- The S.V.I. average for April was 263. We are no longer bulking to the extent we were last month. Warmer temperatures have made biological activity in treatment more robust allowing us to waste efficiently.
- Effluent E-coli average geometric mean for April was 4.8 MPN/100ml.
- Effluent pH average for April was (7.3)

Industrial Pretreatment Program

- A draft PFAS sampling plan was submitted for benchmark monitoring starting this summer. Three locations were selected to sample and analyze based on collection system layout and industrial activity in those areas. Sampling will commence on June 22, 2023.

Highway Maintenance

During the month of April, we started in the full swing of spring cleanup, this consisted of repairing plow damage, sweeping sidewalks and green belts. The crew took down an old cable guardrail and prepped for the installation of new guardrails to be placed on Townsend Terrace. The crew replaced a section of guardrail on Walhowdon Way. We placed a new section of block planters in the island in front 20 West Park Street. Three new employees started this month, two Light Equipment Operator and an Operator.

Fleet

In the month of April, the Fleet Division continued working on spring equipment. We focused on street sweepers and changing winter tires over to summer tires. We also had a big repair at the landfill. The trash compactor had a major hydraulic leak. This is an extensive repair. The steel drums are powered hydraulically, and the hoses are inside the machine and are specialty hoses that need to be made to an exact size to fit. The mechanics did a wonderful job on the repairs and the compactor was back in service with minimum downtime.



Cemeteries & Park Maintenance

April	2023
Cemeteries & Park Maintenance	
Burials/Cremations	4-Full/0-Cremation
Entombments	0
Vaulted Grave Sale/Trust Fund Sales	0-GR/1 -Special Reserve
Grave Transfers	0
Foundations	0
Place Grass Marker	0
Natural Burial Grave Sales/ Trust Fund Sales	2-GR/ 2-Special Reserve
Natural Burials	<u>1</u>

In April, we had an increase in burials with five total. All were held during the weekday, four were conventional burials and one was a natural burial. Our spring cleanup continued along with loaming in all graves that burials were conducted at during the winter months. Staff assisted the highway department with greenbelt cleanup as well. Mowing has begun in cemeteries most recently. Currently, we have no seasonal staff. The Cemetery Division budgets for six seasonal employees annually to assist with mowing and string trimming. Not having these six seasonals will cause a delay in mowing operations. Due to the lack of staff at this time, we will not be conducting string trimming on a regular basis. String trimming like last year for the same reasons will occur only before major holidays such as Memorial Day, Independence Day, and Labor Day.

School Street Cemetery did experience a landslide on the Valley Street side of the property. Stabilization took place in the area of the slide. Current measures are being taken to study, monitor and determine additional measures that may or may not need to be taken for the remainder of the embankment. This study is expected to last numerous months. As information comes in and action plans are determined, we will continue to update on status.

In the month of May, we will pour our spring run of monument foundations, as well as continue mowing and preparation for Memorial Day.

Energy & Facilities

Charging and Fueling Infrastructure (CFI) Grant: The Energy and Facilities manager and Associate Planner have been supporting LEAC Electric Vehicle (EV) Subcommittee Chairperson who is taking the lead to draft a proposal for the federal CFI grant program. This grant would fund 80% of the construction of public EV chargers in town. The deadline is May 30th. Possible locations include Centerra or the DH parking lot, West Lebanon at the Mascoma Bank, and downtown Lebanon at the old Village Market site. We are simultaneously exploring an EV carshare program that would operate in collaboration with the CFI chargers.

City Fleet Electrification: The Energy and Facilities Manager has been working with Department of Public Works (DPW) Maintenance Superintendent and Fleet Superintendent to develop a schedule for converting the City's fleet to EV's (see below). This will be presented to Council in May as part of the Greenhouse Gas Reduction Plan.

Solar

Phase Three Solar Project: Staff has been meeting on a proposal for a large solar project that will be brought to Council when a solid benefit-cost analysis has been done. Two companies submitted pre-proposals for this project. We are working with Assistant Mayor Below to refine the financial value of this project considering the new PUC rules and pending NH legislation around net metering. Assistant Mayor Below has alerted us to a 4.99 MW solar array that Unitil has presented to the PUC with additional value from both avoided transmission costs and production during the monthly and annual system peaks. The NH Department of Energy (DOE) is developing a financial model to estimate value from tracking solar arrays that should be available for use soon and will inform the Phase three Solar Project's RFP.

Phase One Solar Buyout: This project has been pushed back from the last week of 2024 to the first week of 2025 for budgetary purposes, and the system owner Wishcamper Industries is amenable to this. The one-week delay will allow the city to defer the project to the 2025 CIP budget, at an estimated cost of \$1,240,000. This project is expected to be cash flow positive, which means that it is expected not to affect the City's debt limit.

Lebanon Community Power

From all accounts, the rollout of LCP has gone well, but a bit bumpy. One bump has been electric accounts that are net metered, i.e., have solar production. These accounts are waiting for Liberty Utilities to resolve a data glitch, after which they will be enrolled. Another bump was a problem with a large percent of the Community Power Coalition of NH (CPCNH) mailing to ratepayers because insufficient address data was provided to CPCNH, but this has been resolved and a second mailing is going out.

City Electric Accounts on LCP – All but five of the City's 91 electric accounts have been signed up for the Clean 100 program at LCP, at an estimated first-year savings of roughly \$7,000. The LCP/CPCNH Clean 100 program is 100% green electricity, **and this switch represents a reduction in greenhouse gasses of approximately 260 metric tons in 2023. This switch goes into effect the next time Liberty Utilities reads each meter, which varies from account to account.** Our five biggest accounts are on wholesale power until mid-October with the expectation that they will be switched to LCP when their contract ends.

Lighting Upgrades

Staff has been working on developing proposals for lighting upgrades in the City's buildings. The Cyber Security and Police Station have been converted, and DPW Garage and Administration are on the docket. Kilton Library is also in the works, and next up are the Water Plant, Wastewater Plant, and Airport buildings.

Streetlight Conversions

We are waiting to hear from Liberty Utilities about a couple of anomaly streetlights the ownership of which is yet undetermined before placing our final order and scheduling the installations.

Other

- Energy Audits for Airport Terminal: Energy audits for the Airport Terminal and Airport Maintenance Garage were done in April. We are looking forward to the report and recommended proposals for heating system electrification.
- DPW Maintenance Garage: We are in the process of getting proposals to replace two failed propane boilers at the Garage. We have also requested proposals for converting the heating system there to heat pumps and IR heaters. The garage has had water leaks in the roof/ceiling for many years that have been extremely hard to track down and fix, even by professional metal roofers, but we continue to try. There is also failing insulation between the fabric scrim and the roof that we suspect might be leading to water condensation on the underside of the roof deck in cold weather and dripping down. We are getting cost estimates for re-insulating the ceiling of the building.
- Retro-Commissioning at Kilton Library: We expect a final RCx report on this building from Resilient Buildings Group soon.
- Federal Funding for Energy Improvements: Staff continue to identify and prioritize projects to reduce energy use and switch to renewable energy technologies.
- DPW Generators: DPW Staff is working with Schaal Electric to install back-up power generators at the DPW Garage and Administration buildings.
- Facility Building Management Systems: Alliance Mechanical is nearing completion of the process to convert the City's Building Management System to Niagara Tridium. The City's custodian has been overseeing this project, which is going smoothly with small cost overruns.
- Annual Greenhouse Gas Reduction Report: Work on this project continues with the Senior Planning Officer. The 2023 GHG Reduction Plan will be presented to the City Council in May.
- Meetings with Liberty Utilities: City Staff have been meeting with staff at Liberty Utilities regularly to discuss projects and issues of mutual concern. This includes the landfill gas project, solar development, EV charging infrastructure, and a potential micro-grid. They have been productive meetings and we are grateful for Liberty's participation.
- City Underground Fuel Storage Tank Inspections: Staff participated in the annual and triennial UST tests conducted by Lakes Region Environmental. Inspections were done at the airport, wastewater plant, and police station.
- Back-Up Fleet EV Charging: Staff have been working to lay out EV charging stations at the Landfill. The intention is to plan long-term for backup fast EV charging there in the event of a protracted power outage. There will likely be

Level two charging designed as well, for electric landfill vehicles and equipment that is bought in the near term.

- City Hall Phase 4 Renovations: DPW Staff have been working to develop a CIP for continued renovations to City Hall. Phase four work includes replacing the front doors and replacing the east entrance with an insulated glass door.
- ICS 100, 200, 700 Trainings: City Staff have been getting trained in the national Incident Command System. This system facilitates and coordinates efforts to efficiently respond to complex emergencies in the area.

Engineering

South Main Street Bridge Project-

- Approval to move to Final design is pending National Environmental Policy Act (NEPA) approval and New Hampshire Department of Transportation (NHDOT). Additional right-of-way acquisition is pending.

Downtown Tunnel Rehabilitation Project –

- Tunnel construction is complete except for punch list items. Leaks that had developed toward the end of construction are in the process of being addressed.

20 Spencer Street Project –

- Residual groundwater contamination issues are on-going and currently being addressed.

Mt. Support Road/Lahaye Drive Intersection –

- Final design and permitting is on-going.

Route 120/Hanover Street Bridge Project-

- Final design and NEPA permitting is on-going.

Lahaye Drive Multi-Use Path Project –

- Final design and bid documents are being finalized. Construction is planned for early 2024.

CSO #11 – Phase Two, Mechanic Street and Granite Street Area

- Completed walk-through of entire project to observe condition of lawns. Twenty-two lawns are in poor condition and not well established with grass. Wright-Pierce notified, and Park Construction will be asked to address the poor lawns. Retainage has been held for this issue. Park requested that we get a price from a local landscaper to address lawns.

CSO#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

- Site walk completed to observe lawns. Also found some spalling concrete sidewalk. Photos sent to Wright-Pierce. Wright-Pierce to develop plans to address these issues prior to final completion. Retainage has been held for this issue. Spalling concrete addressed. Lawns to be addressed by Park.

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

- Record drawings are almost complete. GIS data is ongoing.
- Photos of two puddles sent to Wright-Pierce. Notts Construction repaired a puddle adjacent to the bus stop. The second puddle, on the north side of the project along Route 12A, will be monitored over the winter. Warranty issue.

Mechanic St./Mascoma St./High St. Roundabout

- Title research has been completed on all impacted parcels identified on the plan by the NHDOT Bureau of Right-of-Way.
- National Environmental Policy Act (NEPA) document almost complete. Final NEPA document approved after Public Hearing.
- NHDOT will approve Final Design scope and fee after NEPA document is approved.
- NHDOT Public Hearing scheduled for May 18, 2023, at 5:30pm at City Hall.
- After the Public Hearing, ROW negotiations and Final Design commence.
- The NHDOT Project Manager says Statewide Transportation Improvement Program (STIP) update is needed for increase funding due to ROW increase.
- Provided the NHDOT Project Manager with ROW acquisition estimate. Regarding the full acquisition of a business, they have re-establishment rights plus moving costs and getting fitted up to operate at the new location.
- September 6, 2022, City submitted letter to the NHDOT requesting additional funds.
- Prepared PowerPoint presentation for Estimate Review Committee.
- Presentation to Estimate Review Committee on February 10, 2023.
- NHDOT ROW process to take a minimum of one year after Public Meeting.
- Asked NHDOT if City could accelerate ROW process by using City funds to purchase property. NHDOT said yes but must follow Uniform Act. The city has retained an Appraiser. Initial abutter meetings have been completed.
- If ROW goes well, Project Bidding in Winter 2024.
- If ROW goes well, Project Construction in 2024.
- If Eminent Domain process is required, Bidding and Construction in 2025.

Kimball St./Forest Ave Reconstruction Project

- Final design plans and specifications are to be completed by January 15,

2023.

- Solicitation to pre-purchase pipe and fittings completed. Ferguson Waterworks awarded the contract. 9-month lead time to fill order allows construction to start spring of 2023. Order placed and materials have arrived. Materials are stored at the Wastewater Treatment Plant (WWTP).
- Project bidding by March 23, 2023.
- Bids due May 18, 2023.
- Project construction starts June 15, 2023.
- Project completion November 15, 2024.

Trues Brook Bridge Project

- Received Municipally Owned Bipartisan Infrastructure Law (MOBIL) funding covering 100% of the construction costs for the project on March 18, 2022.
- MOBIL funding program requires projects to conform to LPA process. Therefore, the project must follow LPA ROW procedures and complete NEPA permitting. Mobil project funding program will delay project construction 1 year.
- A temporary bridge will be constructed to maintain traffic during the construction of the bridge.
- Received NHDOT Preliminary Plans Approval June 10, 2022.
- NHDOT indicated that Hoyle Tanner can continue with the creation of Final Plans.
- NHDOT requested that Hoyle Tanner submit a revised final design scope and fee for review and approval. No Independent Government Estimate (IGE) process for Municipal Bridge Aid Program or MOBIL program.
- New scope, schedule, and budget has been finalized. The amended Project Agreement has been executed.
- Abutter's meeting to discuss project and ROW completed on March 16, 2023.
- Individual meetings with abutters are ongoing.
- If ROW goes well, Project Construction starts 2024.

Miracle Mile Water Main Replacement Project

- Project awarded to Notts Excavating for \$1,926,013.56.
- Construction April 24, 2024 – October 27, 2024
- Separate project to grind, shim, and overlay the roadway full width from just east of Exit 19 to the Terry Dudley Bridge in 2024.

DHMC Interconnection to Hanover Water System

- August 29, 2022, DH Funding Commitment Letter to NHDES.
- Interconnection Agreement with DH has been executed.
- Drafted Intermunicipal Agreement with Hanover. Met with Peter Kulbacki and Christina Hall on September 14, 2022, to review Agreement. Final

Agreement pending execution.

- DPW to design, permit, and bid the water booster pump station project.
- Site Survey completed.
- Preliminary Design ongoing.
- Spring 2023, Permitting.
- Summer 2023, Final Design and Bidding.
- Spring 2024, Construction.

Main Street West Lebanon

- Grant for \$2.3M awarded.
- Reached out to the Dufresne Group Project Manager, to request a proposal to complete Tracy Street drainage analysis, size pipes, develop alternatives, and complete the design plans. Naomi submitted a proposal. PO issued.
- Called Greg Bakos to discuss additional survey.
- Received proposal from Greg for final design. I reviewed the proposal and sent comments to Greg. Greg is working on updating the proposal and cost matrix based on HUD requirements.
- Final Design will be completed by September 2024.
- Bid January/February 2025.
- Project Construction 2025.
- Westboro Yard Multi-use Path
- Met with David Brooks and the Dufresne Group Project Manager, to go over project. Project transitioning to DPW.
- Walked on the edge of the river and proposed path alignment and took photos. Four existing culverts. No disturbances and upgrades to the culverts required as part of the path project.
- August 31, 2022, Pre-final design plans submitted.
- Permitting is the next step. We need State signatures (property owners) on the permit applications.
- Slayton Hill Roundabout
- Worked with Shelley Hadfield to apply for Reconnecting Communities Grant. October 13, 2022, Grant submission.
- Total Planning Grant request \$600K. City 20% share is \$120K. \$800K for ROW/Property Acquisition cannot be included in Planning Grant...it needs to be in Construction/Implementation according to NHDOT.
- We did not receive the Grant.
- \$4.209M for Construction/Implementation.
- Mechanic Street Sidewalk – Slayton to Legion
- \$290,250 Congressionally Designated Spending Grant.
- Project to follow typical Federal Aid process including NEPA, ROW, Buy American/Build American, Davis Bacon Wage Rates, etc.

- All \$\$ to be spent by September 30, 2025
- Received Qualification Statements from Stantec and other pre-qualified consultants, Weston & Sampson, Wright Pierce, and Dubois & King.
- Stantec was selected as the most qualified consultant.
- Proceeding with the scope and fee process with Stantec.

Second Water Source Development

- Well to be installed and tested in Spring 2023.
DPW will design the connection to the municipal system in house.

Utilities Operation and Maintenance

Water

- Water main flushing
- Worked with contractor on Miracle Mile Project
- Worked with contractor on 343 Mt. Support Project
- Marked dig safes.
- Identifying water services throughout the city for the Lead and Copper rule.
- Easement work
- GIS mapping
- High water usage investigation
- Hydrant flow tests
- Seasonal meter installations
- Out of cycle meter readings
- Tapped water main and installed new flower bed irrigation on Hanover St.
- Reinstalled flower bed irrigation around the park

Sewer

- Marked dig safes
- Sewer lining project
- Cleaned out sewer pump station at pool and grit collector at Landfill with Vac truck.

Electrical Support

- Assisted Water, Wastewater, Solid Waste, City Hall, and Highway as needed with electrical issues
- Colburn Park electrical issue
- Streetlight conversion project
- Traffic lights and cross walk project

RECREATION, ARTS & PARKS

Program	Volunteers	Residents	Non-Residents	Total
Running Club Memberships	9	99	202	301
UV Running Series	3	16	34	53
Couch to 5k	5	26	24	55
Total Running Club Memberships and Programs: 409				
Harmony Night	2	12	26	38
Adult Gear Shifters (Mtn Biking)	4	6	6	16
Adult Golf Clinics		2	0	2
Quilter's Retreat – Spring	1	7	1	9
Savvy Seniors – Billings trip	-	9	3	12
Savvy Seniors – Hermit Winery	-	7	5	12
Savvy Seniors – Quechee Gorge	-	7	0	7
Savvy Seniors – Flying Goose	-	8	2	10
Savvy Seniors – 3 Tomatoes	-	6	9	15
Total Adults Programming: 121				
Lacrosse – 1 st 2 nd grade	4	32	7	43
Lacrosse – 3 rd 4 th Boys	2	13	7	22
Lacrosse – 3 rd 4 th Girls	2	7	9	18
Lacrosse – 5 th 6 th Boys	3	18	5	26
Lacrosse – 5 th 6 th Girls	2	4	16	22
Lacrosse – 7 th 8 th Boys	2	8	14	24
Lacrosse – 7 th 8 th Girls	2	13	4	19
Softball – 3 rd 4 th Girls	2	10	4	16
Softball – 5 th 6 th Girls	2	15	8	25
Track and Field – Middle School	5	44	7	56
Track and Field – Granite St	4	45	17	66
Golf	-	1	6	7
Gear Shifters Mtn Biking	8	27	6	41
Total Youth Sports: 392				
No School Adventures: 5 th -8 th	-	13	1	14
April Break: Monday	-	9	1	10
April Break: Tuesday	-	8	0	8
April Break: Wednesday	-	10	0	10
April Break: Thursday	-	8	0	8
April Break: Friday	-	13	1	14
K-4 Adventures	-	10	0	10
Total Youth Programs: 74				
Total All Programs: 996				

Parks Maintenance Project Updates

Major Projects	Volunteers	Status
Northern Rail Trail	0	Planning 1 bridge redecking project
Pool opening preparations		95% complete
Graffiti removal		2 painters caught by tunnel cameras will be repainting May 19
Spring Field Prep	0	100% complete.
Riverside Pavillion Painting	0	Under Contract. No date set.
Pool Parking Lot Sealing	0	Developing RFP
Tennis Court Resurfacing + adding Pickleball lines	0	Under Contract. No date set.
Harmony Park Installation	4	With Rotary Club. Installation April 25. Grand Opening May

Arts & Culture Update

Project	Status
Tunnel Master Plan for Art	Still in draft form. No progress.
Roundabout Art	No progress
Promoting Arts Organizations	Full page Vnews ad in April

Special Events

Event	Status
Community Clean Up Month	Active participation through April
Arbor Day Ceremony	New tree planted in Colburn with Mayor, TAB, LOH employees, and Montessori kids.
Farmers' Market	Begins May 18
Dirty 5k trail run	132 runners May 14
Bike/Walk to Work Day	Scheduled May 19
Civic Plays Community Day	May 6

Capital Project Updates

Project	Status
Playing Fields	Negotiating potential public private partnership
Community Center	Same discussion as playing fields
MRG Extension	Abandonment filing is in progress with agreement with NH DOT.
Lebanon Ford Connector	DPW working out new details with owner.
Storrs Hill LED Conversion	Under Contract. Summer project.

Storrs Hill Lodge and Ski Jump Improvements	Working on construction documents and new architect contract.
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