

**CITY OF LEBANON
MANAGER UPDATES
Month of October 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

October	2023 Year to Date	2022 Year to Date
Enplanements	8,839	7,959
Aircraft Operations	26,622	22,773
Airport Expense	\$1,706,927	\$1,185,521
Airport Revenue*	\$1,611,127	\$1,148,611
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 & Sand Shed Renovations	<ul style="list-style-type: none"> • Sand shed complete • Terminal glass, exterior, lights, carpet complete. 	<ul style="list-style-type: none"> • Meter bank to ship in December. • Punchlist to be completed with electrical work.
AIP-066 Localizer Relocation Study	Study completed by FAA.	FAA to complete final grant drawdown.
AIP-069 ARPA	Drawdowns 1-4 submitted.	<ul style="list-style-type: none"> • Submit drawdown 5 in November 2023. • Final drawdown in 2024.
AIP-070 RW 18-36, TW A Data Collection & Permitting	<ul style="list-style-type: none"> • Alteration of Terrain and Dredge and Fill Permits submitted to NH DES. • LEB ConCom comments submitted to NHDES. • LEB ZBA approval. 	<ul style="list-style-type: none"> • Receive NH DES Permits. • Planning Board Approval
AIP-071 Localizer Relocation Design	Design complete.	FAA to submit final grant drawdown.
AIP-072 Reconstruct North Air Carrier Apron	<ul style="list-style-type: none"> • Grant received from FAA • Contract signed with Sargent 	Construction to begin April 2024.
AIP-073 Extend TW A Phase 2 design	Grant received from FAA	Complete design Close grant
Avigation Easement	<ul style="list-style-type: none"> • Easement area surveyed. • Value of easement assessed. • FAA concurrence on easement value. 	<ul style="list-style-type: none"> • Acquire easement • Apply for FAA grant.

	<ul style="list-style-type: none"> • Consultant working with UVLT on easement language 	
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ASSESSING

	Month to Date	Year to Date
Number of Property Sales	39	303
Number of Property Inspections	57	776

Highlights:

- Assessing worked with Fund Works (Tax collector’s software) on the 2nd half property tax warrant. Assessing has been working with Alice Peck Day on the Pilot, as well as working on finalizing sales for DRA for the 2023 Equalization ratio.

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	279,336.07	2,374,825.82	2,253,954.57
Dog Licenses	629.50	11,768.50	12,626.50
Vital Records	2,418.00	24,858.00	27,636.50

Highlights:

- Assistant City Clerk Jessica Keane and Deputy City Clerk Kara Tracy attended the New Hampshire City and Town Clerk’s Conference with City Clerk Jaseya Ewing.
- As of October 31, 2023, only 87 dog licenses remain unlicensed in the City. A total of 1,708 dogs have been licensed this renewal cycle.
- City Clerk Jaseya Ewing was appointed to serve as the Dartmouth-Lake Sunapee Regional Co-Chair on the New Hampshire City and Town Clerks Association.
 - While the date of the Presidential Primary has not yet been determined by the Secretary of State, the City Clerk’s Office has begun preparations for the election including but not limited to the recruitment of election officials, inventory checking, and planning training sessions.

FINANCE

REVENUES	2023 Budget	Current Month October	Year to date	% collected
General Fund	\$36,078,831	\$11,849,170	\$24,229,661	67.2%
Landfill	\$4,311,230	\$511,202	\$3,800,028	88.1%
Water	\$4,436,960	\$920,143	\$3,516,817	79.3%
Wastewater	\$7,862,020	\$1,806,837	\$6,055,183	77.0%
Airport	\$1,810,620	\$246,890	\$1,563,730	86.4%

EXPENSES	2023 Budget	Current Month October	Year to date	% expended
General Fund	\$38,460,840	\$6,711,923	\$31,748,917	82.5%
Landfill	\$4,916,230	\$685,975	\$4,230,255	86.0%
Water	\$4,436,960	\$582,782	\$3,854,178	86.9%
Wastewater	\$7,862,020	\$1,066,431	\$6,795,589	86.4%
Airport	\$2,035,470	\$332,905	\$1,702,565	83.6%

Highlights:

- The auditors were on site the week of October 30th. Finance will work with the auditors remotely during the month of November with an anticipated completion date in December.

FIRE

October 2023	Current Month	Year to Date	Prior Year to Date
Fire	4	72	69
Rescue & Emergency Medical Calls	248	2579	2439
Hazardous Conditions	8	80	66
Service Calls	15	160	186
Good Intent Calls	19	219	244
False Alarms	37	312	303
TOTALS	331	3422	3307

Highlights:

- 331 Total Calls
- 216 Single Calls
- 92 occasions where 2 calls came at same time (**at least 4 people committed on Calls and unable to respond to other calls**)
- 20 occasions where 3 calls came at the same time (**the entire duty shift committed on calls and unavailable to answer other calls**).
- 3 occasions where 4 calls came at the same time (**the entire duty shift was committed on calls and either mutual aid or off duty staff was requested to handle the 4th call.**)
- 0 occasions where 5 calls came at the same time
- 744 hours in the Month of September
- 338 hours (45%) of the time LFD was staffed at 5 personnel which means after two calls which happened on 92 occasions there was only 1 member available to respond to the next emergency.

Other Events & Activities:

- Lebanon Fire Department hosted its annual Halloween Open House

Community Paramedic

New Referrals: 2

Encounters YTD: 351

Encounters by type:
 Hospital: 0
 Home: 28
 Telephone: 7
 Combined Nurse visit: 4

Community Nursing

Active Clients: 19
 Encounters: 71
 Encounters by type:
 Home: 16
 In person other locations: 2
 Telephone: 37
 Email: 2

Total encounters as of 10/31/2023: 1,389

Annual Department Revenues:

2023 YTD: \$1,235,438.00

Previous YTD: \$ 1,087,266

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Meeting/Group	Meeting Date	
Upper Valley Housing Support Team	10/5/2023	†
Housing First	10/13/2023	†
Upper Valley Coalition for Housing Solutions [formerly named UV Continuum of Care]	10/26/2023	
Greater Upper Valley Joint Housing Team	Did not meet	
NH Balance of State Continuum of Care	Did not meet	
NH Coalition to End Homelessness	10/12/2023	†
Energy Advocacy Council	Did not meet	
Lebanon MIH Advisory Council	Did not meet	
Service Coordinator Roundtable	Did not meet	

NH Local Welfare Administrators Association	10/25/2023	†
Public Health Council of the Upper Valley	10/20/2023	
Housing Action NH	10/20/2023	†
NH Council on Housing Stability/Housing and Homelessness Workgroup	10/24/2023	†
Upper Valley Strong	10/4/2023; 10/10/2023; 10/24/2023	†
Greater Upper Valley Integrated Services Team	Did not attend	
Rural Health Equity Homeless Project	10/4/2023	†
Community Health Needs Assessment Advisory Council	10/12/2023	†

Workshops/Trainings

Workshop/Training	Date	
Red Cross Shelter Training	10/16/2023	

† Participated by video

Monthly In-Office Activity

Authorized Voucher Totals

	October 2023	October 2022
Rent Assistance	\$6,026.00	\$375.00
Security Deposit*	\$0.00	\$520.00
Motel Assistance**	\$7,425.89	\$613.80
Shelter Sponsorship	\$600.00	\$750.00
Electric Assistance	\$315.00	\$0.00
Laundry	\$0.00	\$25.50
Total	\$14,366.89	\$2,284.30
Year to Date	\$179,926.30	\$42,681.42

*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.

Assisted Cases

October 2023	13 cases involving 15 adults and 4 children Extensive case management provided to 6 households
October 2022	5 cases involving 5 adults and 2 children Extensive case management provided to 3 households

Notices Issued

	2023	2022
Rent/Security Deposit	11	1
Motel	10	3
Shelter Sponsorship	0	1
Electric	1	0
Laundry	0	1
Denials	4	0
Pending Decisions	0	0
Applications Withdrawn	1	0
Sanctions	0	0

Contacts with Clients

	2023	2022
Appointments	83	27
Home Visits‡	4	7

‡ Multiple HS clients needed in-home services. Some have mobility issues and can't make it to the HS office; some live in City-owned transitional housing requiring home visits.

Case Collaboration/Referrals

AGENCY	October 2023	Year to Date 2023
Tri-County CAP (homeless outreach/shelter/coordinated entry)		5
Tri-County CAP (rent/security)	1	24
Tri-County CAP (fuel/electric)	2	23
LISTEN (housing)	10	80

LISTEN (fuel/electric)	3	17
LISTEN (food)		11
LISTEN (thrift store voucher)		2
LISTEN (discretionary funds)	1	5
Haven (shelter or shower)	2	41
Haven (housing, camping gear)	2	14
Haven (food)		1
Haven (discretionary funds)		3
Claremont Shelter	5	23
NH DHHS (food stamps)	6	45
NH DHHS (cash assistance)	1	7
NH DHHS (medical)	3	38
NH Bureau of Elderly and Adult Services	1	6
NH Employment Security	1	1
Senior Center/Service Link	3	31
Headrest		9
WISE		9
West Central Behavioral Health	2	16
Mobile Integrated Health Team		9
Catholic Charities		21
Good Neighbor Health Clinic		4
Red Logan Dental Clinic	1	4
Easter Seals/Supportive Services for Veteran Families		1
Other NH Town Welfare office	2	37
VT Economic Services	1	10

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

Reimbursement Received

	October 2023	Year to Date 2023
Client	\$271.80	\$4,405.76
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	\$6,589.67

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

Liens in October 2023: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Circulation of library held items	7,362	78,275
Circulation of ebooks and downloadable audiobooks	3,044	26,766
Internet Use	1,100	5,649
Meeting room bookings (no. of groups, not attendees)	212	2,141
Number of library-led programs	10	185
Attendance at library-led programs	243	5,167
Card holders registered	91	1,081

Highlights:

I attended the New England Library Association conference this past Sunday, Oct 15-Tuesday Oct 17. While at this conference I presented with my fellow colleagues on two different topics: Problem Programming and Dungeons and Dragons. Both presentations went really well. We had a great turnout, and lots of questions and comments afterward.

I also was able to attend a few sessions while I was at the conference, including one on making in the library for kids, and what a maker space can be even with limited resources. Another session I attended was how to become a better storyteller through oral communication and describing what the reader sees in their heads, which was fascinating. I had never thought about storytelling encompassing all of the 5 senses, but the presenter of this session really was inspiring and was able to transport me into the story without text or pictures.

This was my first larger conference in my career, and the second conference I have presented at, the first being last spring at NHLA. Going to NELA's conference

was very inspiring and reinvigorated me in my professional work. I came back with a lot of ideas, and some good networking connections.

Nikki Rheume (she/they)
Youth Services Librarian

I wanted to share with you some highlights from my recent participation in the New England Library Association's (NELA) Annual Conference. The conference was held in Springfield, Massachusetts, from October 15th to October 17th, 2023.

NELA always has its annual meeting at the conference and gives out the Emerson Greenaway Award at the annual banquet. This is an award for a librarian who has made a major impact on the profession in New England over the course of their career. I was on the awards committee this year and was thrilled that we presented the Emerson Greenaway Award to Maine's Janet McKinney, a well-deserved recognition of her outstanding contributions to the library profession.

I have been the New Hampshire representative to the NELA executive board for six years, but my term is ending. I shall miss working with them! Usually I help out at the conference by assisting various presenters with their sessions, but this year I was a presenter myself! Lebanon Library colleagues Celeste Pfeiffer, Nikki Rheume and I presented a session called "Problem Programming: It Happened to Us!" The session was pretty well attended and folks seemed keen to hear about the library's new programming and public meeting participation policies, and how to develop a communication strategy to help handle an onslaught of negative interest in a particular library activity.

Speaking of Nikki and Celeste, they also conducted an additional session at the conference, focusing on the Lebanon Library's D&D (Dungeons & Dragons) program. Will Couser, Lebanon Library's excellent Dungeon Master was there to talk about the logistics of running online and in-person D&D campaigns. There were good questions and the program was well received! I was there to take attendance for NELA and lend support to my colleagues.

Additionally, I had the privilege of attending sessions led by library leaders from all over the country. Kelvin Watson, who is incredibly inspiring and accomplished, amazed us with the incredible resources he was able to rustle up for his patrons. When he was in charge in Broward County Florida he set about providing library cards to 200 homeless individuals that were living on the library lawn. Now as director of the Las Vegas library system, he has secured free personal Wi-Fi access for 50,000 patrons through Cox Communications, and managed to provide e-services to public transportation riders all over the city. He told us he was working on getting ebook access to visitors to hotels on the strip. He is a true library visionary. It was inspiring!

Moreover, I had the opportunity to attend sessions led by renowned reader’s advisory experts Robin Bradford and Becky Spratford. Their session on "Actively Anti-Racist Services to Leisure Readers" was thought-provoking and very practical. Becky also led a session on "Reader's Advisory to Horror Readers," which was fitting with Halloween approaching!

Furthermore, the Chapter Leaders Forum provided a platform for representatives from each state library association in New England to discuss association activities and the legislative landscape in their respective areas. Our deputy State Librarian and current President of the New Hampshire Library Association (NHLA) Mindy Atwood was there and she did a great job of outlining some of the legislative challenges facing New Hampshire school and public librarians. Many other states in the region are facing similar challenges. This shared knowledge is invaluable for shaping our library advocacy efforts across the region.

I learned about a really cool "dial-a-story" program that hijacks Google Voice to let you read poems and stories to your patrons over the phone! But there were a ton of cool sessions about everything from serving homeschoolers to dismantling barriers to library services to oral history collections to hosting fancy tea parties for Bridgerton fans. The NELA Conference is always a space for learning, but it is also a place where we can connect with our larger public library community and find out what everyone is up to! It was a good conference and I am glad I attended.

Amber Coughlin
Children’s Librarian

PLANNING & DEVELOPMENT

Permit/Applications October	Res.	Comm.	Total YTD 2023	Total YTD 2022	YTD 2023 Permit Fees Collected	YTD 2022 Permit Fees Collected
Building Permits	17	13	537	478	\$1,215,709.80	\$849,434.93
Planning Board Applications	0	4	30	34	\$13,034.85	\$33,032.01
Zoning Board Applications	0	0	20	25	\$3091.51	\$6,972.63

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Inspection Activity	October	YTD 2023
Total Inspections		

POLICE

	October	Year to Date	Prior Year to Date
Dispatch Calls for Service	2539	28355	28508
Police Calls for Services	2093	23930	24431
Incident-Based Reporting Calls	111	981	950
Traffic Accidents	69	606	591
Property Damage	25	247	257
With Injury (possible)	6	50	57
Involving Bicycle or Pedestrian	0	4	7
Referred to Outside Agency	2	16	6
Hit and Run	20	139	143
Parking Lot	34	223	205
Arrests	53	835	876
DWI Arrests	1	41	73
Motor Vehicle Stops	239	3199	4172
Warnings	223	3002	3909
Citations	16	197	263
Problem-Oriented Policing Calls	4	345	392

Community Involvement

- On October 4, 2023, Officer Dean Bullock and Detective James Pike participated in a Bike to School event at Hanover Street School.
- On October 26, 2023, the Lebanon Police Department participated in a One-Time Drug Take Back event at Hypertherm, Inc.
- On October 28, 2023, the Lebanon Police Department took part in the National Drug Take Back event.
- On October 31, 2023, the Lebanon Police Department passed out Halloween candy.

PUBLIC WORKS

Solid Waste

Month: October	2023	2022
Landfill Facility MSW	3,297 (tons)	3,117 (tons)
Wastewater Bio-solids Received	389 (tons)	372(tons)
Leachate Generation & Pumping	433,577 (gallons)	249,232 (gallons)

Recycling

- During the Month of September, the following items were shipped to recycling markets:
- Scrap metal=58.04 tons
- Cardboard= 43.72 tons
- Textiles= 2.95 tons

Other

- Our New permitting system is online, and we have approved over 600 new permits, and we have started accepting credit cards for payment of non-bagged items.

Water Treatment Plant

Month: October	2022	2023
Water Treatment Plant- Production	45.28 MG	44.22 MG

- The water treatment plant pumped 1.07 MG less in 2023 vs 2022, a 1.1% decrease.

Lab Highlights

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

Equipment Repair/Maintenance

- Replaced splash boards on Raw Water Intake
- Cleaned Carbon (PAC) transfer line and switched to spare.
- Fall cleaning and inspection of the North and South Sed Basins
- Filter Building Boiler
- Generator PM (WTP and Prospect Booster Station)

- Isolated Clear Well #1 for Nov. 28th cleaning
- DHMC pump #2 VFD memory card
- Prospect Jockey Pump motor replacement
- Routine maintenance

After hour call-in

- There were eleven after-hour laptop and/or call-ins.
- (Clear Well level sensor, Carbon wetting cone high level, Win911, Telemetry remote stations, Storm Event-High Raw Water Turbidity)

Customer Service/ Water Quality Inquiries

- (Lead and Copper information, public notice information)

Training

- Two employees (Confined Space Entry, Selecting Underground Materials)

Wastewater Treatment

Month: October 2023	2022	2023
Daily Avg. flow treated	1.21 MGD	1.44 MGD
Solids Inventory	15,336 lbs.	14,956 lbs.
Septage Receiving	492,550 gal.	615,439 gal.

Operations highlights

- There were zero exceedances of our NPDES permit for the month of October 2023
- Lebanon Wastewater treated 44,740,400 gallons of wastewater in October.
- Lebanon Wastewater treated 615,439 gallons of septage for the month of October, which is now our highest monthly total ever.
- Lebanon Wastewater dewatered and delivered 229.65 wet tons of sludge to the landfill in October 2023.
- Effluent quality was very good for the month, TSS average was 4.0 mg/l, and 5-day BOD average was 4.0 mg/l.
- WWTP staff conducted fall cleaning and inspection of holding tanks at 12A pump station, water plant pump station, 4A pump station, railroad Ave pump station, WWTP septage receiving and WWTP scum tanks.
- Junction Arts and Media created a short video on how the wastewater plant operates. The video is available on the city’s website for viewing.
- Backup generators were serviced and inspected at 12A pump station, Altaria pump station and the WWTP in October.

- Hach was onsite to calibrate the solitax solids meters in October.

Laboratory

- Total nitrogen concentration average was 13.0 mg/L and 134.0 Lbs./day in October. 3.0 mg/l and 30.0 lbs./day was in the form of Total Kjeldahl Nitrogen.
- Monthly 5-day BOD average for final effluent was 4.0 mg/l.
- Turbidity final effluent monthly average was 1.68 NTU.
- Effluent TSS monthly average is 4.0 mg/l for October 2023.
- The S.V.I. average for October was 131.
- Effluent E-coli average geometric mean for October was 5.4 MPN/100ml. The daily max was 17.5 MPN/100ml.
- Effluent pH average for October was (7.2)

Industrial Pretreatment Program

- The city is continuing to do industrial sampling for all industries that require it as part of their industrial discharge permits.

Fleet

- The month of October the fleet division started getting equipment ready for winter operations. We started winterizing summer equipment and store everything for the winter. We also start checking and prepping winter equipment starting with sanders, plows, and wings everything gets checked repaired and painted to be ready for the upcoming winter. All sanders need to be calibrated every year for salt, sand, mix salt/sand and liquid magnesium chloride to make sure the operators are using the proper amount of material per lane mile.



Cemeteries & Park Maintenance

	October 2023
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Burials/Cremations	1 Full / 5 Cremations
Grave Sales/Trust Fund Sales	1
Grave Transfers	0
Natural Burial Grave Sales/ Trust Fund Sales	0

Energy & Facilities

Electric Vehicles

Electric Street Sweepers: The Granite State Clean Fleet grant application was submitted by the senior planner on Oct. 13th. It is for two electric street sweepers, one DC fast charger powered by the landfill gas-to-energy plant, and one Level 2 charger at the DPW Garage. The grant total is \$2,960,238 and the City's portion would be: \$147,072. Grant award announcements are expected on Nov. 17th.

- Charging and Fueling Infrastructure Grant: This grant for public EV charging infrastructure should be announced toward the end of this year. Total project cost is for \$5,229,000, and the City's match is \$50,203.
- Interview with WMUR-TV: On November 6th, LEAC EV Subcommittee Chair and the Energy & Facilities Manager were interviewed by WMUR-TV of Manchester about the City's work to support the transition to electric vehicles. The story should be broadcast on their TV station the first week of December.

Electric Vehicle Purchasing Policy

- The Energy & Facilities Manager has drafted ADM-149: Electric Vehicle and Equipment policy, and it has gone through preliminary review by management. The next step is for the policy to undergo a 30-day staff review process before being finalized. The draft policy applies to all vehicles and equipment purchased by the City, and states in the introduction:
- City Staff will purchase electric vehicles whenever they are able to do so and when an electric vehicle adequately meets the function and performance of the internal combustion engine vehicle or piece of equipment it is replacing. Staff shall document the reasons for any inability to meet this policy. This policy outlines the guidelines and procedures for the procurement and management of electric vehicles and equipment by the City, with a focus on financial feasibility and performance.

Solar

- City Solar Production: WIFI access to the Valley Cemetery and Civic Fieldhouse solar arrays was completed in October and Catamount Solar Co. connected the two systems to the SolarEdge online monitoring system on Oct. 3rd. In its first month of operation the Cemetery array produced 1.568 MWh of power. We don't have data yet for the Civic Fieldhouse array.

Streetlight Conversions

- Liberty Utilities is finishing the final phase of the streetlight conversion by installation of the following:
- Replace two floodlights at the landfill scale house with cobrahead style LED streetlights.
- Replace an old streetlight on Route 4A at the intersection of Route 4 with a networked LED.
- Install a new streetlight to better light a crosswalk on Seminary Hill at the intersection of Aldrich Ave.
- Install a new streetlight to better light a crosswalk on Seminary Hill at the intersection of Crawford Ave.
- Install a new streetlight at a crosswalk on South Main St. at the intersection of Romano Circle.
- We are also working with Liberty to correct billing issues that resulted from the City's conversion to a networked streetlight system. The City Electrician discovered over the summer that several streetlights are behind City meters as well as incorporated into the Ubicquia streetlight network which is billed separately. As a result, the city has been paying for streetlight electricity both as part of the LED-2 streetlight tariff and as part of metered accounts. The city is working with Liberty to rectify this.

City Building Lighting Conversion

- On November 7th, the DPW issued a request for proposals for the conversion of lighting to high-efficiency LEDs at the DPW Garage. This RFP has the intention for the scope to be expanded city-wide if the first project works out well. In addition to LED's, we have asked to see contractors' proposals for increased functionality of indoor and exterior building lighting, such as dimmability, color change, motion sensors, etc. The project is expected to begin around the first of the year.

Outdoor Lighting Dark-Sky Compliance

- The Energy & Facilities Manager has drafted a memo at management's request outlining the need, implications, shortfalls, and corrective action necessary regarding the city's outdoor lighting that is not dark-sky compliant. Floodlights by their very nature are not compliant, including those lighting up the Storrs Hill ski slope and various recreation parks. Some of the problems can be easily remediated, others will take concerted effort and budgets. The eight-page memo is available upon request.

Other

- Local Energy Solutions Conference: The LEAC Vice Chair, Assistant Mayor and the Energy & Facilities Manager attended the statewide LED conference in Manchester on Nov. 2nd. The Energy & Facilities Manager drove the two and CPCNH Executive Director down in the Ford F150 Lightning, which was put on display at the conference.

Engineering

CSO #11 – Phase 2, 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.

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 completed. 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.

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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 under review.
- NHDOT will approve Final Design scope and fee after NEPA document is approved.
- NHDOT Public Hearing held on May 18, 2023, at City Hall.
- ROW negotiations and Final Design after NEPA approval.
- Statewide Transportation Improvement Program (STIP) update is needed for increase funding due to ROW increase.
- Provided 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.
- City submitted letter to the NHDOT requesting additional funds.
- Presentation to Estimate Review Committee held February 10, 2023.
- The Estimate Review Committee approved additional funding.
- 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. Appraisals completed and are being reviewed.
- Commission of Three voted to approve Finding of Necessity.
- If ROW goes well, Project Bidding in January 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

- Bids received May 18, 2023.
- Notts Excavating was lone bidder. \$2.84M Kimball, \$1.98M Forest.
- Total Project Budget with 5% Contingency \$6.18M, CIP Appropriation \$6.26M.
- Project Awarded to Notts Excavating.
- Preconstruction meeting held August 8, 2023.
- Project construction kick-off meeting will be held on October 10, 2023.
- Utility and roadway construction to start mid-March 2024.
- Project completion November 15, 2024.

Trues Brook Road 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.
- The new scope, schedule, and budget has been submitted to the NHDOT and reviewed and approved by the NHDOT.
- Individual meetings with abutters are ongoing.
- Appraisals and appraisal reviews completed on two properties.
- Public meeting to be scheduled.
- Project Construction starts in 2025.

Miracle Mile Water Main Replacement Project

- Project awarded to Notts Excavating for \$1,926,013.56.
- Construction April 24, 2024 – November 15, 2024
- Ford crosswalk to be constructed in spring 2024.
- Separate project to mill, 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.
- Summer/Fall 2023, Permitting.
- Fall 2023, Final Design and Bidding.
- Summer/Fall 2024, Construction.

Main Street West Lebanon

- Grant for \$2.3M awarded.
- Reached out to Naomi Johnson, 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 updated the proposal and cost matrix based on HUD requirements.
- PSA executed.
- Project kickoff meeting will be held August 9, 2023.
- Final Design will be completed by September 2024.
- Bid September 2024.
- Project Construction 2025.

Westboro Yard Multi-use Path

- Met with City Manager & 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.
- 90% of the Design Plans were completed.
- Permitting is the next step. We need State signatures (property owners) on the permit applications.

Slayton Hill Roundabout

- 160 Mechanic Street purchased.

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.

- Scope and fee approved by the NHDOT. Preliminary Engineering funds being obligated by the NHDOT.
- Notice to Proceed with Engineering Study issued.
- Kickoff meeting was held on August 2, 2023.

Second Water Source Development

- Determining if hydrologic study will be required for work in the Floodway.
- Will need well protective radius waiver from the NHDES.

Baker's Crossing Pressure Sewer

- Site survey completed.
- HEB Engineering was hired to complete design.
- Site visit/kick-off meeting scheduled for October 12, 2023.
- Project bidding December 2023.
- Project construction spring 2024.

South Main Street Bridge Project

- Final design plans, specifications and construction estimates are currently being prepared. Additional geotechnical engineering field work and right-of-way acquisition is pending.

Downtown Tunnel Rehabilitation Project

- Leaks in the tunnel that had developed toward the end of construction are in the process of being addressed this fall. The joints will be cleaned and re-sealed.

20 Spencer Street Project

- Residual groundwater contamination issues are currently being addressed. This effort is in close coordination with the New Hampshire Department of Environmental Services.

Mt. Support Road/Lahaye Drive Intersection

- Final design and permitting is on-going. The City has coordinated with Dartmouth Hitchcock and Dartmouth College regarding property impacts, utility coordination, and traffic impacts during construction – both are receptive to the proposed impacts to their respective properties. Coordination

with Liberty Utilities continues. Construction is currently scheduled for Spring of 2024.

Route 120/Hanover Street Bridge Project

- Final design plans, specifications and estimate are expected to be completed in late fall. The project will then move to ROW acquisition/easement negotiations.

Lahaye Drive Multi-Use Path Project

- The City is waiting for New Hampshire Department of Transportation approval to bid on the project. A bid for construction is expected to occur in December 2023, and construction is planned for early 2024.

Utility Operations and Maintenance

Water

- Worked with contractor on Miracle Mile Project
- Marked dig safes.
- High water usage investigation
- Hydrant flow tests
- Checked bleeds.
- Hydrant repairs
- Replaced 2 hydrants – Dana St & Prospect St.
- Temp water setups
- Curb Stop repairs.
- Repair gate boxes
- Backflow tests and repairs
- Water shutoffs for repair
- Mow easements
- Graded road to DHMC tank
- Water shutoff notices
- 343 Mt. Support walk through.
- Meter readings
- Water main break 207 Dartmouth College Hwy
- Worked with contractor on Prospect Hills Project

Sewer

- Marked dig safes.
- Mowed Easements
- Sewer manhole repairs – Kings Grant
- Check air releases.
- Grease, Gas & Grit inspections
- Jet trouble areas
- Siphon inspections

Electrical Support

- Assisted Water, Wastewater, Solid Waste, City Hall, and Highway as needed with electrical issues
- Street light conversion project
- Traffic lights
- Electrical work at Admin building
- City wide lighting conversion project
- Airport transformer issue

RECREATION, ARTS & PARKS

Programs

Fall sports concluded in October with participation resembling enrollment similar to pre-covid. Leb Rec was the first in the Upper Valley to offer pre-k soccer, and now a couple other communities are offering it too, which takes some of the strain off us. MRG walk and talk with Community Nurses is a new offering that holds great promise with opportunities to connect.

Program	Volunteers	Residents	Non-Residents	Total
Running Club Memberships	9	141	234	369
UV Running Series	3	16	34	53
Couch to 5k	5	14	17	36
Total Running Club Memberships and Programs: 458				
Adult Programs				
Harmony Night	2	8	32	40
Carl Wallin Throwing Club	1	6	7	13

Quilters Retreat – Nov 3	1	8	5	14
Savvy Seniors – Caddy Cuisine 10/9		3	2	5
Savvy Seniors – Cracker Barrel Lunch & Mack’s Apples 10/24	-	9	5	14
Savvy Seniors – Cracker Barrel Lunch 11/2		8	3	11
Savvy Seniors – Olive Garden & You’re Fired 10/11		9	2	11
Savvy Seniors – Caddy Cuisine 11/7		3	4	7
Savvy Seniors – Caddy Cuisine 11/15		-	2	2
Drop-in Dodgeball	1	6	12	19
Drop-in Soccer	1	6	5	11
Women’s Soccer	1	4	4	8
MRG Walk & Talk w/ Community Nurses 10/13,20,27	3	6	3	12
Total Adults Programming: 167				
Youth Sports				
Cheerleading	2	13	2	17
Field Hockey	4	27	10	41
Gear Shifters Mountain Biking	6	25	13	44
Flag Football	2	13	13	29
Football – Tackle	4	24	13	41
Soccer	35	395	20	450
Total Youth Sports: 622				
Youth Programs				
Strategy Zone		14	0	14
Altitude Trampoline Park		12	1	13
Total All Programs: 1274				

Parks Maintenance Project Updates

Major Projects	Vols	Status
Northern Rail Trail & MRG	10	Trailside mowing 100% complete. Redecked bridge near Payne Rd. 100% complete on Sept 27. MRG is cleared of leaves weekly.

Pool maintenance		Pool closed. Bath house winterized. Pools winterized in October. Planning repaving for fall or spring.
Graffiti removal		Ongoing. Roughly 45 hours of personnel time and over \$1000 in supplies.
Fall Field Prep		All fields require daily mowing and line painting. Fertilization 100% complete
Riverside Pavillion Painting		Delayed until Spring 2024
Eldridge Dugout		3 rd base dugout damaged in storm, to be replaced before Spring 2024.
Storage		Consolidating storage containers to clean up park asthetics
Colburn Park		Maintenance transitioned to DPW for leaf pick-up
Summer Staffing		Only the gardener remains active
Trees		Final Bridge St park Shoreland Protection report filed and accepted. 100% complete.

Arts & Culture Update

Project	Status
Tunnel Murals	2 new murals completed October 28. Both will receive Mural Shield coating.

Special Events

Event	Status
Farmers' Market	Final market was September 28. Discussing a potential extended market for next year with Powerhouse Mall
DownRiver Rail Run	October 7. Record attendance, almost 200 finishers
Halloween FunFest	October 28: Horse buggy rides, games, food, crafts, pictures with costumes, murals, and of course candy.

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Capital Project Updates

Project	Status
Playing Fields	Negotiating potential public private partnership
Community Center	Same discussion as playing fields
MRG Extension	STB Filing will be made week of Nov 16.
Lebanon Ford Connector	Included in MRG Extension CIP
Storrs Hill LED Conversion	100% completed.
Storrs Hill Lodge and Ski Jump Improvements	Scaling the project down to not trigger unaffordable building sprinkler system.
Civic Playground	Citizen action committee and Friends of Leb Rec have gathered public input, agreed on a design and cost estimates, and now focused on identifying funding.