

**CITY OF LEBANON
MANAGER UPDATES
Month of February 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

February	2023 Year to Date	2022 Year to Date
Enplanements	1493	916
Aircraft Operations	3697	2687
Airport Expense	\$382,940	\$379,002
Airport Revenue	\$153,970	\$161,210
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. Electrical updates ongoing. Punchlist started.	Close grant.
AIP-065 Runway Safety Project – Environmental Assessment	FAA issued finding of No Significant Impact. Consutant completed SWPPP update.	Close grant.
AIP-069 Airport Rescue Grant Program	Started drawdown of grant to reimburse operating expenses.	Complete drawdown and close grant.
AIP-070 Runway Safety Project – Data Collection and Permitting	Data collection complete. Permits submitted for review to US ACE and NH DES.	Permit approval. Close grant.
AIP-071 Runway Safety Project – LOC Relocation Design	FAA designing power and control cable runs and site design.	Complete design. 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.
Bipartisan Infrastructure Law – Apron Rehabilitation	Design PSA signed with engineering firm.	Design project. Bid project. Apply for grant. Construct project. Close grant.
TIF-1B	Discussion with potential tenant for 1 st space.	

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	30	35
Number of Property Inspections	100	176

CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
MotorVehicle Regs	\$201,468.00	\$422,502.71	\$371,537.72
Dog Licenses	\$394.50	\$700.00	\$405.00
Vital Records	\$2,920.00	\$4,986.00	\$5,376.00

Highlights:

- The filing period for the March 14, 2023 closed on February 14th. There are no contested races for City Council.
- City Staff was hard at work preparing for the election.
- Darlene Cook was promoted to Deputy Tax Collector.
- Transactions processed by staff:
 - 883 motor vehicle registrations were processed. Of this figure, 3 were boats registrations. This does not include other motor vehicle transactions such as duplicates.
 - 67 dogs were licensed.
 - 495 certified copies of vital records were issued.
 - 5 couples applied for marriage licenses.
 - 9 amendments were made to vital records.
 - 8 solid waste permits were issued in-person to Lebanon residents.
 - 174 landfill tickets were sold.

FINANCE

REVENUES	2023 Budget	Current Month February	Year to date	% Collected
General Fund	\$ 34,880,840	\$ 937,150	\$ 5,232,014	15.0%
Landfill	\$ 4,311,230	\$ 294,041	\$ 601,038	13.9%
Water	\$ 4,436,960	\$ 4,198	\$ 1,333,573	30.1%
Wastewater	\$ 7,862,020	\$ 25,483	\$ 1,713,349	21.8%

Airport	\$ 1,810,620	\$ 51,037	\$ 120,595	6.7%
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EXPENSES	2022 Budget	Current Month February	Year to date	% Expensed
General Fund	\$ 38,460,840	\$ 2,238,919	\$ 8,573,147	22.3%
Landfill	\$ 4,916,230	\$ 952,456	\$ 1,745,982	35.5%
Water	\$ 4,436,960	\$ 288,704	\$ 1,799,181	40.5%
Wastewater	\$ 7,862,020	\$ 127,501	\$ 3,283,665	41.8%
Airport	\$ 2,035,470	\$ 95,530	\$ 795,892	39.1%

Highlights:

- Water/Sewer bills were mailed out, due date 3/6/2023.

FIRE

February 2023	Current Month	Year to Date	Prior Year to Date
Fire	9	15	12
Rescue & Emergency Medical Calls	234	505	464
Hazardous Conditions	4	10	12
Service Calls	36	49	50
Good Intent Calls	20	38	43
False Alarms	33	52	48
TOTALS	335	669	629

Highlights:

- 2/02/22 Chimney Fire Trues Brook Road
- 2/04/2023 Chimney Fire Poverty Lane
- 2/05/23 Ladder and Tanker to Grafton for a Building Fire
- 2/12/2023 High-angle Rescue with Hartford Fire at the Hartland Dam
- 2/15/2023 Engine and Ambulance to Plainfield (Grantham Mountain Road) for a Building Fire
- 2/16/2023 Fire in a machine/smoke in the building at 336 Mechanic Street (Timken)

- 2/16/2023 Engine and Ambulance to Plainfield (Freeman Road) for a building fire
- 2/16/2023 Water Recue in Cannan
- Ladder and Engine to Hanover (College Street

Community Paramedic

New Referrals: **14**

Active Clients:

Encounters: **49**

Encounters by type:

Hospital: **3**

Home: **28**

Telephone: **16**

Combined Nurse visit: **2**

Total encounters as of

Community Nursing

Active Clients: **28**

Encounters: **147**

Encounters by type:

Home: **22**

In person other locations: **4**

Telephone: **73**

Email: **47**

Telehealth: **1**

Annual Department Revenues

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Meeting/Group	Meeting Date	
Upper Valley Housing Support Team	2/2/2023	†
Housing First	2/10/2023	†
Upper Valley Continuum of Care/Data Group	2/23/2023	†
Greater Upper Valley Joint Housing Team	Did not meet	

NH Balance of State Continuum of Care	Did not meet	
NH Coalition to End Homelessness	Did not meet	
Energy Advocacy Council	Did not meet	
Lebanon MIH Advisory Council	Did not meet	
Service Coordinator Roundtable	Did not meet	
NH Local Welfare Administrators Association	2/16/2023	
Public Health Council of the Upper Valley	Did not meet	
Housing Action NH	Did not attend	
NH Council on Housing Stability	Did not meet	
NH Mayors' Homelessness Working Group	2/15/2023	†

Workshops/Trainings

Workshop/Training	Date	
Leadership Upper Valley	2/8/2023	†
REAL Train the Trainer	2/14/2023	†

† Participated by video

The Emergency Winter Shelter (EWS) program began on 1/3/23 and ended on 2/28/23. The City contracted with the Upper Valley Haven to provide up to 10 motel rooms for households in Lebanon experiencing homelessness. A Haven service coordinator provided weekly services to participants of the EWS program. Overall, thirteen unique households were served by the program.

Monthly In-Office Activity

Authorized Voucher Totals

	February 2023	February 2022
Rent Assistance	\$6,854.00	\$849.95
Security Deposit*	\$1,560.00	\$300.00
Motel Assistance**	\$7,896.24^	\$481.42
Shelter Sponsorship	\$1,680.00	\$0.00
Cremation	\$0.00	\$0.00
Total	\$17,990.24	\$1,631.47
Year to Date	\$35,302.85	\$9,255.05

*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 \$690.07 in motel assistance through Grafton County’s Cold Weather Shelter Funds.

Assisted Cases

February 2023	19 cases involving 20 adults and 6 children Extensive case management provided to 7 households
February 2022	6 cases involving 7 adults and 3 children Extensive case management provided to 4 households

Notices Issued

	2023	2022
Rent/Security Deposit	13	3
Motel	13	3
Shelter Sponsorship	2	0
Cremation	0	0
Denials	3	0
Pending Decisions	0	0
Applications Withdrawn	1	0
Sanctions	0	0

Contacts with Clients

	2023	2022
Appointments	64	19
Home Visits	7‡	0

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

Case Collaboration/Referrals

AGENCY	February 2023	Year to Date 2023
Tri-County CAP (homeless outreach/shelter/coordinated entry)	0	0

Tri-County CAP (rent/security/NHERAP)	1	1
Tri-County CAP (fuel/electric)	4	6
LISTEN (housing)	7	12
LISTEN (fuel/electric)	1	2
LISTEN (food)	1	3
LISTEN (thrift store voucher)	0	0
LISTEN (discretionary funds)	1	2
Haven (shelter or shower)	15	28
Haven (housing)	1	6
Haven (food)	0	0
Haven (discretionary funds)	1	1
NH DHHS (food stamps)	3	7
NH DHHS (cash assistance)	0	0
NH DHHS (medical)	4	8
NH Bureau of Elderly and Adult Services	1	1
NH Employment Security	0	0
Senior Center/Service Link	3	7
Headrest	0	4
UVGEAR	0	0
WISE	0	1
West Central Behavioral Health	0	2
Mobile Integrated Health Team	2	4
Catholic Charities	1	1
Good Neighbor Health Clinic	0	0
Red Logan Dental Clinic	0	0
Easter Seals/Supportive Services for Veteran Families	1	1
Other NH Town Welfare office	2	5
VT Economic Services	0	1

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

Reimbursement Received

	February 2023	Year to Date 2023
Client	\$1,060.00	\$1,803.72
SSI	\$0.00	\$0.00
Medicaid	\$0.00	\$0.00
Other Town***	\$0.00	\$0.00

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

Liens in February 2023: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Circulation of library held items	6,266	13,357
Circulation of ebooks and downloadable audiobooks	2,306	5,180
Internet Use	219	496
Meeting room bookings (no. of groups, not attendees)	150	282
Number of library-led programs	21	24
Attendance at library-led programs	623	649
Card holders registered	92	193

PLANNING & DEVELOPMENT

Permit/Applications February	Res. Feb2023	CommF eb2023	Total YTD 2023	Total YTD 2022	YTD 2023 Permit Fees Collected	YTD 2022 Permit Fees Collected
Building Permits	18	14	76	79	\$714,358.63	\$18,879.49
Planning Board Applications	0	2	5	10	\$4,159.65	\$2,201.66
Zoning Board Applications	1	0	3	0	\$807.81	\$0

Inspection Activity	February	YTD 2023
Total Inspections	159	382

POLICE

	February	Year to Date	Prior Year to Date
Dispatch Calls for Service	2706	5565	4557
Police Calls for Services	2285	4744	3805
Incident-Based Reporting Calls	92	188	151
Traffic Accidents	50	110	114
Property Damage	24	48	51
With Injury (possible)	4	11	8
Involving Bicycle or Pedestrian	0	1	2
Referred to Outside Agency	1	6	2
Hit and Run	14	26	25
Parking Lot	20	37	35
Arrests	81	163	134
DWI Arrests	7	17	7
Motor Vehicle Stops	371	652	609
Warnings	356	623	574
Citations	15	29	35
Problem-Oriented Policing Calls	92	201	36

Community Involvement

- On February 22, 2023, Lieutenant Michael Wright and Sergeant Amy Jerome did a Civilian Response to Active Shooter Events (CRASE) presentation for staff at Headrest.

Department Highlights

- On February 12, 2023, the Lebanon Police Department hired Tami Yoder as a Communications Specialist.

PUBLIC WORKS

Solid Waste

Month: February	2023	2022
Landfill Facility MSW	2,498 (tons)	2,515 (tons)
Wastewater Bio-solids Received	351 (tons)	303 (tons)
Leachate Generation & Pumping	563,556 (gallons)	308,803 (gallons)

Recycling

- During the Month of February, the following items were shipped to recycling markets:
 - Aluminum - 9.02 tons
 - Used Oil 665 - gallons
 - Paper and Cardboard -21.06 tons
 - Scrap metal - 26.23 tons

Other

- Paper and Cardboard continue to be shipped locally with positive revenues.

Water Treatment Plant

Month: February	2022	2023
Water Treatment Plant-Production	36.61 MG	37.98 MG

- The water treatment plant pumped 1.38 MG more in 2023 vs 2022, an 3.8% increase.

Lab Highlights

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

Equipment Repair/Maintenance

- Finished Water turbidity meter and controller
- Filter #2 turbidity meter
- Fluoride Analyzer installation (Fluoride Award Grant)
- Station’s Chlorinator – preventative maintenance
- Routine plant maintenance

After hour call-in:

- There were 5 after hour call-ins. (Internet, Win911, Telemetry)

Customer Service / Water Quality Inquiries:

- none

Training:

- There were no trainings this month.

Month: February 2023	2022	2023
Daily Avg. flow treated	1.4237 MGD	1.5189 MGD
Solids Inventory	24,934 lbs.	18,688 lbs.
Septage Receiving	72,695 gal.	102,200 gal.

Operations highlights

- There were no exceedances of our NPDES permit for the month of February 2023.
- Lebanon Wastewater treated 41,009,700 gallons of wastewater in February.
- Lebanon Wastewater treated 102,200 gallons of septage for the month of February.
- Lebanon Wastewater dewatered and delivered 171.64 wet tons of sludge to the landfill in February 2023.
- Effluent quality was very good for the month, TSS average was 3.0 mg/l, and BOD average was 4.0 mg/l.
- Lebanon wastewater submitted annual reports to NHDES and EPA for nitrogen optimization, nine minimum controls and CMOM. These reports highlight efforts to optimize nitrogen removal in the WWTP, and collection system work and control within the collection system.
- The pump station at RT4A. received the 1st phase of the planned SCADA control upgrade. Phase two will be installation of a network firewall and tie into the plant SCADA system for control of the pump station remotely.
- AD Instruments completed an audit of our SCADA network to evaluate the condition of the components, recommend upgrades to equipment and give a report on system lifespan.
- Primex completed pressure vessel inspections at the treatment plant. It was recommended we upgrade original plant air compressors due to age.
- The Huber dewatering project is ongoing. The new Huber unit has been installed as well as the conveyor system. Construction is commencing on the sludge feed lines as well as electrical conduit for the dewatering unit and control panel. Substantial completion tentatively is August 15th with final completion tentatively on October 14th 2023.

Laboratory

- Total nitrogen concentration average was 10.26 mg/l in February, which is slightly better than last month. TKN portion of total nitrogen was 3.6 mg/l, which is an increase from last month.
- Monthly BOD average for final effluent was 4.0 mg/l.
- Turbidity of final effluent monthly average was 2.3 NTU.
- Effluent TSS monthly average is 3.0 mg/l for February 2023.
- S.V.I. average for February was 225. We are starting to see bulking, but the lower solids inventory allows for that.
- Effluent E-coli average for February was 3.3 MPN/100ml.
- Effluent pH average for February was (7.2)

Industrial Pretreatment Program

- Continued review of industrial discharge permits.
- We are continuing with sampling for all industries needing permit renewals.

- 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. The sampling and analysis will take place this summer.

Highway

In the month of February, all plow drivers went to plow training put on by UNH-T2. There was classroom time while the driver training was on the new road by Lebanon Airport. We also had an accident report training session put on by Lebanon Police Department at its facility. We posted road weight limit signs on February 13th. We did a basin repair at 59 Hanover St. Potholes are continuing to be filled on a regular basis. We had a few storms throughout the month as well.

Fleet

In the month of February, the Fleet group continued with winter operations. We continued checking, maintaining, and repairing the trucks and equipment. We are busy scheduling weekly maintenance repairs on Police, Fire, Recreation, and Landfill vehicles. The snow blower we use to load trucks broke its main drive chain. This repair was very time consuming. The chain is roughly twenty feet long and runs up inside the blower that turns the augers. The Sno-go blower is currently 28 years old and parts are limited. This piece of equipment is critical for winter operations. The mechanics did a great job repairing the blower.

Cemetery

February	2023
Cemeteries & Park Maintenance	
Burials/Cremations	3-Full/3-Cremation
Entombments	
Vaulted Grave Sale/Trust Fund Sales	1-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

February’s activity seemed to pick up. We conducted 3 full burials: 2 on the weekday and 1 on the weekend. We also conducted 3 cremation burials, all on weekdays.

Our focus for February has been assisting the Highway group with operations. We continued to assist with snow on the mall, sidewalk plowing as well as snow

removal. On days we were not tending to storms, our continued winter maintenance and tear down of mowers was our focus.

The month of March we will continue with mower maintenance with the goal to complete all needed repairs and painting and begin our assembly process if time allows. We will begin our trimmer, chainsaw, and leaf blower maintenance in preparation of spring.

Energy & Facilities

Electric Vehicles

Nissan Leaf Buyout: The City is purchasing the LEAF. Tad has used a program called Recurrent to assess the Leaf's battery health in a rudimentary way, and it looks to be fine. There are still 85,000 miles and almost 4 years on the battery's warranty.

EV Charging at the Landfill: Staff are working on a plan for EV charging infrastructure at the landfill. This charging equipment could be used in the future as backup for charging City fleet EVs during power outages.

New EV Site Plan Regulations: On 2/27/2023 the Lebanon Planning Board discussed the proposed amendments to the Site Plan Regulations that were developed by LEAC EV Subcommittee Chair Sherry Boschert, Rebecca Owens, and other LEAC members. The PB made some comments on the proposed amendments and appointed a PB member to work with staff on a revised proposal.

Lighting & Streetlights

Phase 2b Streetlight Conversion: We continue to wait for control nodes for this final streetlight conversion.

Streetlight & Utility Infrastructure GIS: Mark Goodwin has developed a new/revised City streetlight GIS layer and other related layers for utility infrastructure.

Solar

Landfill Maintenance Garage Solar: ReVision Energy has submitted an amended interconnect application for this array and Liberty has said that they intend to respond to it by March 14th.

Phase 3: Staff met to discuss the goals, objectives, constraints and opportunities around this Phase 3 project. The current strategy is to develop as many of the sites available as are financially feasible. There will be a meeting with ReVision to discuss.

Civic and Valley Cemetery Buildings' Solar: the City continues to work with Liberty and Catamount Solar to resolve the lost solar credits. Progress is being made.

Lebanon Community Power

LEAC members, staff and representatives of other 'First Wave' municipalities, including Hanover, Enfield, and Plainfield, are working to coordinate publicity for the rollout of LCP this spring. The city-wide mailing to all electric ratepayers in the City is expected to be sent in mid-March, and the program will launch in April or May. The three-minute LCP video describing the program can be found at: <https://lebanonnh.gov/LCP>. An article on LCP appeared in the February issue of *The Lebanon Times*, LEAC members are working on the publicity campaign. In addition to the City web page for LCP, CPCNH has now posted the website where community members can go to view their accounts and opt-up for greener electricity or opt-out if they wish: <https://Lebanon.CommunityPowerNH.gov>. LCP's electric rates should be known the week of 3/6 or 3/13, and the Lebanon Aggregation Committee (which is LEAC) has been discussing how much renewable electricity to include in LCP's default rate.

Mailing to Ratepayers – as soon as LCP's rates have been set a mailing will be sent to all Lebanon ratepayers announcing the program and letting people know how to opt-up to higher amounts of renewable energy or opt-out of the program.

Public Forum – Shortly after the mailing has been sent there will be an education forum to give Lebanon residents an opportunity to ask questions about LCP. It has tentatively been scheduled for 3/23/2023 at 6:30 PM in the City Hall Council Chambers. There 'rain date' is 3/30/2023, also in the Council Chambers at 6:30. City Electric Accounts on LCP – as part of the rollout of LCP the City will need to decide which of its 85 electric accounts to switch over to LCP, or not, and what percent renewable electricity to sign up for. Five of the biggest accounts cannot be switched to LCP until October because they have contracts for wholesale electricity through mid-October.

Other

- Energy Audits for Airport Terminal and DPW Garage: Energy audits for the Airport Terminal, Airport Maintenance Garage, and DPW Maintenance Garage are in the works. We are looking to include in those audits as much planning and design work for heating system electrification as possible. Grant funding may be sought for these energy improvements.
- Retro-Commissioning at Kilton Library: We have not received an RCx report on this building from Resilient Buildings Group yet, which will help us understand the high electrical costs in 2022. While this RCX was in process

we learned from our HVAC contractor that there has been a refrigerant leak in one of the heat pump loops, which could be a major factor.

- DPW Generators: DPW Staff will be meeting with Schaal Electric to install back-up power generators at the DPW Garage and Administration buildings. City Staff will be doing much of the site work for these installations.
- Facility Building Management Systems: Alliance Mechanical is starting the process of converting the City's Building Management System from EBI to an open-source version called Niagara Tridium. We expect the conversion to take six months.
- Energy Reporting: Staff are working with finance software developer BS&A to develop reports for the City's monthly electricity, heating fuel, use and solar energy production numbers.
- Fire Station Redevelopment: Staff have drafted a list of 42 energy and sustainability-related design objectives for this project and presented it FD Chief Jim Wheatley.
- Annual Greenhouse Gas Reduction Report: Work on this project continues and will be presented to the City Council in April.
- City Council Chambers Floor Re-Sealing: This project has been completed with a layer of epoxy having been applied to the top of the cement floor and the carpet tiles reinstalled on top of it.
- Meetings with Liberty Utilities: City Staff have been meeting with staff at Liberty Utilities every other week to discuss projects and issues of mutual interest, which includes solar development, the landfill gas project, and a potential micro-grid. The meetings have been productive.
- City Boiler & Pressure Vessel Inspections: Staff toured all of the City's boilers and pressure tanks with an inspector from the Dept. of Labor on 2/27/2023, took note of the issues that were seen, and contacted the relevant City staff at each facility regarding what the Inspector found at each site. Issues are in the process of being addressed, as well as others that were discovered in our follow-up work after the inspector left.

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. The NHDOT Estimate Review Committee approved the requested additional funding needs due to projected escalating construction costs.

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

- Preliminary design is on-going. Pre-permitting is underway.

Route 120/Hanover Street Bridge Project

- Final design and NEPA permitting is underway.

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.

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.
- Waiting for NHDOT to schedule a Public Hearing, which is tentatively scheduled for May 2023.
- Met with NHDOT and the Bureau of Right-of-Way (ROW) on June 3, 2022. Discussed ROW issues and easement appraisals and negotiations. The city can be involved in negotiations.
- After the Public Hearing, ROW negotiations and Final Design commence.
- Kevin Russell, NHDOT Project Manager, says Statewide Transportation Improvement Program (STIP) update in March 2023 for increase funding due to ROW increase.
- Provided Kevin Russell 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 is pursuing an Appraiser. Initial abutter meeting being coordinated.
- Project Bidding in Fall 2024.
- Project Construction in 2025.

Kimball St./Forest Ave Reconstruction Project

- Hoyle Tanner submitted final Illicit Discharge Detection & Elimination (IDDE) report on November 21, 2022.
- Final design plans and specifications were completed on 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 are starting to arrive. Materials to be stored at the Wastewater Treatment Plant (WWTP).
- Project bidding by March 23, 2023.
- Project construction start June 1, 2023.
- Project completion June 28, 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.
- Once a new scope, schedule, and budget is finalized the NHDOT will send the City a draft amended project agreement for review and signature.
- Abutter's meeting to discuss project and ROW scheduled for March 16, 2023, at Council Chambers.
- Project construction start 2024

Miracle Mile Water Main Replacement Project

- Project bid in December 2022 to replace the water main from Terry Dudley Bridge to Gardener's Supply.

No. 1: Nott's Excavating \$1,733,286.56 Base Bid, \$192,727.00 Miracle Mile Sidewalk-Phase 3, Total \$1,926,013.56.

No. 2: S.U.R. Construction West \$1,921,313.75 Base Bid, \$159,295.00 Miracle Mile Sidewalk-Phase 3, Total \$2,080,608.75.

No. 3: N Granese and Sons \$3,277,630.00 Base Bid, \$299,020.00 Miracle Mile Sidewalk-Phase 3, Total \$3,576,650.00.

- Re-worked the design to construct project in 3 phases and eliminate need for temporary water.
- Phase 3 – Miracle Mile Sidewalk included as an Additive Alternate.
- 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 are arriving. Materials stored at the WWTP.
- Pre-Bid Meeting January 11, 2023
- Bid Opening February 16, 2023
- Project awarded to Notts Excavating for \$1,926,013.56.
- Construction May 1, 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

- Met with DH and City Mayor on August 1, 2022, to discuss moving project forward.
- 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. Agreement is executed
- 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 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 from VHB 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 completed by September 2024.
- Bid January/February 2025

Westboro Yard Multi-use Path

- Met with David Brooks and Naomi Johnson, Dufresne Group Project Manager, to go over project. Project transitioning to DPW.
- Walked 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 path project.
- August 31, 2022, Pre-final design plans submitted.

- Permitting is next step. We need State signatures (property owner) on the permit applications.

Slayton Hill Roundabout

- Worked with Shelley Hadfield to apply for Reconnecting Communities Grant. October 13, 2022, Grant submission. Did not get grant.
- We will meet with Shaun Mulholland to discuss next steps to move the project forward.
- 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.
- \$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 selected as the most qualified consultant.
- Proceeding with the scope and fee process with Stantec.

Civic Park Field and Parking Study

- Developed sketch plan for Paul Coats showing a 245' x 145' field and expanded parking at Seminary Hill School and Civic Park. Paul is considering next steps.

Second Water Source Development

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

Storrs Hill 25m Ski Jump

- Met with Paul Coats, Chris Turgeon, Erling Heistad, a couple others to observe condition of the structure September 26, 2022.
- No more use in my opinion
- Contact Cricket McKuster for second opinion, options for repair.

- Jump has been taken down. Do we need to keep this as update now that it is torn down?

Goodwin Park Pedestrian Bridge

- City Engineers cannot stamp a bridge design.
- Research alternatives and conceptual costs.
- Sent Mink Brook cable bridge design to team.
- Met with Contech Engineered Solutions to research premanufactured steel truss bridge options and costs.
- Mark Goodwin to request scope and fee for design and permitting with Naomi Johnson of Dufresne Group.
- Bid in Summer 2023.
- Construction Fall 2023.

Other Items:

- Working on Floodplain permitting, applications and LOMAS
- Stormwater Permits

RECREATION, ARTS & PARKS

Program	Volunteer(s)	Residents	Non-Residents	Total
ADULT PROGRAMS: 328 participants				
Running Club memberships	9	76	162	238
Harmony Night	1	15	32	48
Adult Drop-in sports				varies
Quilters' Retreat	1	7	7	15
Savvy Senior Soulfully Good		6	0	6
Savvy Senior Jesse's Steakhouse		7	0	7
Savvy Senior Caddy Cuisine: 3/7		3	0	3
Couch to CORE		5	6	11
STORRS HILL LESSONS: 153 participants				
Adult lessons	7	11	2	20
Telemark Lessons	1	0	1	2
Sno-Puppies (ages 4 - 1 st grade)	10	29	9	48
Youth Ski Lessons	14	24	7	35
Snowboard Lessons	5	15	4	24
Youth Alpine Racing and Ski Jumping	4	16	4	24
SKI/SNOWBOARD TRIPS: 65 participants				

Program	Volunteer(s)	Residents	Non-Residents	Total
Whaleback Afterschool K-4 th grade		35	0	35
Whaleback Afterschool 5 th – 8 th grade		16	2	18
Pats Peak Snowtubing: Feb 20		10	0	10
Mt Sunapee: Feb 21			Cancelled	
Burke Mountain: Feb 22			Cancelled	
Burke Mountain: Mar 27		2	0	2
BASKETBALL. 165 Participants				
Kindergarten				
1 st Grade	6	29	0	35
2 nd Grade	6	29	0	35
3 rd /4 th Grade Girls	6	20	0	26
3 rd /4 th Grade Boys	6	15	0	21
5 th /6 th Grade Girls	4	15	0	19
5 th /6 th Grade Boys	6	23	0	29
RECREATION PROGRAMS: 31 participants				
Romp-n-Stomp Pre-school play		14	7	21
Feb Break Trips (not including ski trips)		10	0	10

Parks Maintenance Project Updates

Major Projects	Volunteers	Status
XC Ski Trails		River Park grooming worked out well. Still catching up at APD trails.
MRG Maintenance		The March 4 storm was challenging. Successfully cleared past I-89 bridge. To the west got compacted and our machinery won't scrape it to the pavement.
Northern Rail Trail		Snowmobile club maintains in winter.
Pat Walsh Ice Rinks		Daily maintenance and resurfacing. New low temps are making conditions favorable again.
Civic Maintenance Building		Outfitting continues, including the creation of storage solutions.
Winter Storm support		Tanner continues to serve 2 nd shift storm clean-up as needed.

Arts & Culture Update

Project	Status
Tunnel Master Plan for Art	Currently in draft. Feb meeting cancelled for quorum.
Roundabout Art	Plans have been initiated.
Partnering with art organizations	Arts Culture Commission members will each serve as liaison with 1 or 2 organizations.

Special Events

Event	Status
Shamrock Shuffle: Mar 18	Planning is underway. Currently 527 registered.

Capital Project Updates

Project	Status
Playing Fields	Exploring a partnership with a local developer
Community Center	Exploring a partnership with a local developer
MRG Extension	Negotiating end point of abandonment with NH DOT. CMAQ grant is being supported by UVLSRPC.
Lebanon Ford Connector	Partnering with Planning and DPW to complete the design and bridge analysis.