

# CITY OF LEBANON

## MANAGER UPDATES

### Month of January 2020

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

<b>January</b>	<b>2020</b>	<b>2019</b>
Enplanements	741	607
Aircraft Operations	2,262	NA
Airport Expenses	\$314,109	\$319,002
Airport Revenue	\$82,685	\$97,592
General Fund	\$385,610	\$244,110

## Airport Projects

<b>Project</b>	<b>Tasks to Date</b>	<b>Tasks Remaining</b>
AIP-57 (RSA Conceptual Design)	March 13, 2019 – met with NHDOT & FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements. Grant Award Package received July 5, 2019. Project kick-off meeting held on October 9 <sup>th</sup> .	Project report expected 2 <sup>nd</sup> quarter 2020.
PFC (Terminal HVAC)	Project engineering in progress to re-bid as separate projects. Developing new RFPs. Boiler RFP posted and open until 9/27. Proposal accepted and agreement signed. AC RFP posted and open until 10/25. Project contract awarded.	Boiler project to be completed by end of year.  AC to be completed by April 2020.
Snow Equipment Building	Re-design complete as of March 5 <sup>th</sup> . Grant Award Package received July 12, 2019.	Project expected to start spring 2020.
Airport Leases	Restaurant Space. Lease signed November 1, 2019.	Demolition ongoing. First lease payment due in March.
	Big Green Aviation	Initial meeting held in July 2019. Awaiting scheduling for next meeting. December 6, 2019 – draft lease sent to Big Green’s representative.

Snow Removal Equipment Replacement	Preliminary Draft send to NHDOT Aviation and FAA for review.	Advertisement of bid. Grant application -April Grant award. Bid award - October Equipment acceptance.
Terminal Loop Road and Public Parking Lot Paving	Preliminary Draft send to NHDOT Aviation and FAA for review.	Advertisement of bid. Grant application - March Grant award. Bid award - October Project completion.

## ASSESSING

	Month to Date	Year to Date
Number of Property Sales	n/a	n/a
Number of Property Inspections	n/a	n/a

Highlights:

## CITY CLERK

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	n/a	n/a	n/a
Dog Licenses	n/a	n/a	n/a
Vital Records	n/a	n/a	n/a

Highlights:

- The City Clerk's office was busy with preparations for the move to 20 West Park Street and preparations for the February 11<sup>th</sup> Presidential Primary Election as well as all other regular functions of the department.

# FIRE

<b>January 2020</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>
Fire	9	9	7
Rescue & Emergency Medical Calls	232	232	250
Hazardous Conditions	13	13	10
Service Calls	13	13	16
Good Intent Calls	27	27	33
False Alarms	25	25	39
<b>TOTALS</b>	<b>319</b>	<b>319</b>	<b>345</b>

## Highlights:

- 1/03 – Seminary Hill Road for smoke in the building caused by burnt food.
- 1/09 – Mechanic Street for smoke in the building caused by burnt food.
- 1/12 – Green Street for a rubbish fire.
- 1/12 – Mutual aid to Hartford, VT for a building fire.
- 1/15 – 20 Wolf Road for a building fire.
- 1/18 – Mutual aid to Canaan for a building fire.
- 1/24 – Romano Circle for a small fire in an apartment.
- 1/26 – Mechanic Street for smoke in the building caused by burnt food.
- 1/31 – Mutual aid to Enfield for a building fire.

## Community Events

- Department hosted a ride-a-long from the Hartford Area Career Tech School
- Asst. Chief Libbey conducted ICS Training for City Employees.

**Annual Department Revenues = \$38,905.00**

# HUMAN SERVICES

## Collaborative Meetings & Pooled Resources

Team/Group:	Meeting Date:	
Upper Valley Resource Team	1/9/2020	
Upper Valley Housing Support Team	1/2/2020	
Housing First Working Group	1/10/2020	†
Lebanon Shelter Working Group	Did not meet	
Upper Valley Continuum of Care	1/30/2020	
NH Balance of State Continuum of Care	1/14/2020	
NH Coalition to End Homelessness	1/28/2020	
Energy Advocacy Council	1/16/2020	
Lebanon Community Nurse Steering Committee	Did not meet	

† The annual Point-in-Time homeless count for NH was conducted on 1/29/2020. National PIT Counts provide a count of sheltered and unsheltered homeless persons on a single night during the last ten days in January. State Continuums of Care provide the data collected during the PIT count to HUD. Housing First reached out to all agencies serving the homeless to facilitate participation in the count. Housing First also sent outreach teams to known places in Lebanon and West Lebanon that the homeless often frequent. In addition, we had teams at the Kilton Library completing surveys with homeless individuals utilizing the library.

## Monthly In-Office Activity

### Authorized Voucher Totals

	January 2020	January 2019
<b>Rent Assistance</b>	\$3,349.00	\$5,937.50
<b>Security Deposit*</b>	\$900.00	\$500.00
<b>Motel Assistance**</b>	\$2,768.92	\$997.35
<b>Cremation</b>	\$0.00	\$1,000.00
<b>Total</b>	\$7,017.92	\$8,434.85
<b>Year-to-Date</b>	\$7,017.92	

\* 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**

<b>January 2020</b>	11 cases involving 12 adults and 4 children Extensive case management provided to 1 household
<b>January 2019</b>	14 cases involving 17 adults and 6 children Extensive case management provided to 4 households

**Notices Issued in January 2020 vs 2019**

Rent/Security deposit	14	12
Motel	5	2
Cremation	0	1
Denials	4	3
Pending Decisions	0	0
Applications Withdrawn	0	0
Sanctions	0	0

**Contacts with clients in January 2020 vs 2019**

Walk-Ins	39	42
Scheduled Appointments	24	22
Home Visits	0	0

**Case Collaboration/Referrals in January 2020**

Tri-County CAP (shelter)	2
Tri-County CAP (rent/security)	3
Tri-County CAP (fuel/electric)	2
LISTEN (housing)	5
LISTEN (fuel/electric)	0
LISTEN (food)	1
LISTEN (discretionary funds)	1
Haven (shelter)	7
Haven (housing)	1
Haven (food)	1
Haven (discretionary funds)	1
NH DHHS (food stamps)	6
NH DHHS (cash assistance)	1

NH DHHS (Medicaid)	5
NH Employment Security	0
Senior Center/Service Link	4
Headrest	2
Catholic Charities	0
UVGEAR	1
WISE	3
West Central Behavioral Health	0
Good Neighbor Health Clinic	1
Easter Seals	0
Special Needs Support Center	1
Other Town Welfare office	3

**Reimbursement Received in January 2020 & YTD**

	<b>Client</b>	<b>SSI</b>	<b>Medicaid</b>	<b>Other Town***</b>
<b>January 2020</b>	\$2,776.00	0	0	0
<b>Year-to-Date</b>	\$2,776.00	0	0	0

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

**Liens in January 2020:** Issued=0 Discharged=0

# LIBRARY

	<b>Month</b>	<b>YTD</b>
Traffic	19,340	same
In house computer use	2,959	"
Number of meeting room bookings	171	"
Circulation of library held items	10,469	"
Circulation of ebooks and downloadable audiobooks	1,862	"

# PLANNING & DEVELOPMENT

<b>Permit/Applications January</b>	Res.	Comm.	Total YTD Jan-Nov 2020	Total Prior Yr Jan-Nov '19	YTD Permit Fees Collected	Prior Year Fees
Building Permits						
Planning Board Applications	0	1	1	3	\$0 <i>(City app, no fees)</i>	\$1,301.80
Zoning Board Applications	0	2	2	2	\$639.00	\$224.20

<b>Inspection Activity</b>	
Total inspections for the Month of January	Jan 2020=171 / Y-T-D=171

# POLICE

<i>Data not available - will be included next month</i>	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service			
Police Calls for Services			
Incident Based Reporting Calls			
Traffic Accidents			
Property Damage			
With Injury (possible)			
Involving Bicycle or Pedestrian			
Referred to Outside Agency			
Hit and Run			
Parking Lot			
Arrests			
DWI Arrests			
Motor Vehicle Stops			
Warnings			
Citations			
Problem Oriented Policing Calls			



## **Community Involvement**

On January 7, 2020, K9 Nitro received Rex Specs dog goggles from a generous donor who wishes to remain anonymous. Rex Specs goggles are optimized for working dogs to protect a dog's eyes from harmful elements and debris.

On January 23, 2020, "Coffee with a Cop" was held at Shyrl's Diner in West Lebanon. The next Coffee with a Cop is February 20, 2020 at McDonald's.

On January 25, 2020, Officer Lawrence and Officer Begin participated in the Special Olympics Winter Games at the Dartmouth Skiway.

On January 29, 2020, Corporal Leland and Detective Kapuscinski passed out homeless referrals and offered services of Lebanon Human Services to those who might need it.

Chief Mello participates in a weekly call in to WNTK's First Look with Jason Place on Tuesday mornings at 8:40AM.

# **PUBLIC WORKS**

## **DPW Monthly Report January 2020**

### **Solid Waste**

<b>Month: January</b>	<b>2020</b>	<b>2019</b>
Landfill Facility Received	2,905 (tons)	3,015 (tons)
Wastewater Bio-solids Received	311 (tons)	243 (tons)
Leachate Generation & Pumping	381,474 (gallons)	429,583 (gallons)

### **Recycling**

- During the Month of January, the following items were shipped to recycling markets:
  - Paper and Cardboard
  - Electronics and Fluorescent lamps
  - Used Motor Oil
  - Used Vegetable Oil

### **Other**

- A Food Scrap Pilot project was started on January 15, 2020. This project will be used to identify operational impacts of diverting food scraps from the landfill, operational changes that may be needed, equipment requirements and costs associated with managing food scraps. The project is slated to end in mid-April with a report coming at the end of April addressing these items.

**Water Treatment Plant**

- Production for January 2020 was 42.2 MG an 8.9% decrease over January 2019.
- The abnormally warm weather kept us from putting the ice eater in at the intake structure until mid-January. This is the latest I can remember the river freezing up.

**Lab Highlights**

- All monthly required bacteria testing for January was completed and all results passed.
- Another round of PFAS testing was done awaiting results.

**Equipment Repair/Maintenance**

- Winter operations plowing, shoveling & ice removal is ongoing.
- Replaced a motor on one of the chemical feed pumps.
- Installed some new brackets on filter #4 trough that had worn out.

**After hour call-in:**

- There were 2 after hour call-in’s in January.

**Customer Service / Water Quality Inquiries**

- There was 1 water quality complaint in January. (dirty water) It was found to be caused by building maintenance at an apartment complex.

**Wastewater Treatment**

<b>Month: January 2020</b>	<b>2019</b>	<b>2020</b>
Daily Avg. flow treated	1.754 MGD	1.634 MGD
Solids Inventory	23,882 lbs.	21,034 lbs.
Septage Receiving	4,500 gal.	58,950 gal.

**Operations highlights**

- We had zero plant violations to our NPDES permit or SWPPP permit for January 2020.
- Lebanon Wastewater treated 50,341,000 gallons of wastewater in January 2020.

- Lebanon Wastewater treated 58,950 gallons of Septage in January 2020.
- Lebanon Wastewater dewatered and delivered 191.02 wet tons of sludge to the landfill in January 2020.
- Effluent quality in January was very good. TSS average was 4.0 mg/L, and our BOD average was 7.0 mg/L.
- Asset management at the WWTP is continuing, we are adding equipment and photos each week.
- WWTP solar project is complete at the WWTP.
- Wireless plant upgrade is completed. Staff is utilizing this technology. We will be paperless for this work function by March 1<sup>st</sup>.
- NHDES completed their annual inspection of Lebanon wastewater treatment plant and found zero discrepancies to address. This inspection covers everything from process, plant operations, record keeping, lab analysis and maintenance.
- All annual reporting for 2019 required by EPA and NHDES has been completed and submitted.

### **Laboratory**

- TKN testing and analyzing once per month per EPA discharge permit requirements.
- Plant fully nitrifying, and the process looks great. Very good final effluent quality.
- Monthly BOD 7.0 mg/L.
- Turbidity of final effluent 1.9-2.2 NTU.
- Effluent TSS is 4.0 mg/L.
- S.V.I. average for January is 163.

### **Industrial Pretreatment Program**

- Continued review of industrial discharge permits.
- We have included a power point presentation on Lebanon's industrial pretreatment program located on the city website, wastewater page.

- We are continuing with sampling for all industries needing permit renewals.
- NHDES conducted an inspection as part of Lebanon wastewater plants renewal process for our own IDP. Lebanon wastewater IDP is now renewed and no major issues were found.

**Cemetery**

January	2020
Cemeteries & Park Maintenance	
Burials/Cremations	2-Full/0-Cremations
Entombments	3
Grave/Trust Fund Sales	0-GR/ 0-TF
Grave Transfers	0
Foundations	0
Place Grass Marker	0

The two full burials we had were weekday burials.

Chapter 46 proposed amendments passed unanimously with the Board of Cemetery Trustees to be presented to Council on February 19<sup>th</sup>.

Quotes on a steel structure for the Valley Cemetery building have begun to come in. In the future we hope to put this through as a capital Improvement project possible also using this building as additional storage on this side of the city for DPW equipment as well as possibly use the cemetery staff to make and produce brine for the winter months here during the day as well if we continue to use the product to treat our roads.

**Fleet Maintenance**

The month of January was mostly normal maintenance and repairs. We put together a setup for pretreating the roads with a magnesium solution. This is mostly used on hills and intersections but are planning to use more before storms. This year we are getting a new sidewalk tractor and have had a few different manufacturers bring their sidewalk tractor for demonstrations and are planning on checking out a few more this month. The new trucks from last year are starting to come in and we are hoping to have them all soon. Starting this year both the mechanics have been going down to the Landfill every Wednesday to help with the maintenance to their equipment.

## **Solar:**

All sites Are up and running. There is snow or ice on some of the arrays, but this was anticipated and has been factored into the annual production estimates.

- Ribbon Cutting: The ribbon cutting for the Phase 1 municipal solar project is scheduled for Monday, March 2<sup>nd</sup>, noon, at the Kilton Library.
- Production Monitors: Online live production information from the arrays can be found on the City's website.
- Phase 2 Solar: We are starting to work on the next phase of solar projects at the City, to include City Hall roof and dual-axis trackers at the airport.

## **Electric Vehicles:**

- DPW Charger: Installed and operational. It requires a key to operate it.
- City Hall: ReVision Energy will be installing a separate EV charger on the west side of City Hall sometime this year.
- CoL's First EV: We have placed an order for a Nissan Leaf from the Lebanon Nissan dealership. Delivery is expected in a month or two. The municipal leasing process has proven to be very complicated, and few dealers are familiar with it.
- Electrify America: We are close to signing a contract with EA for four super-fast EV chargers on Taylor Street between CCB and the Senior Center. The RR right-of-way on the Greenway could be an issue. EA is very excited about working with us to do this in Lebanon. Many thanks to City lawyer Jane Taylor.

## **Streetlight Conversion Project**

We are finalizing three RFP's for the project: 1) for the purchase of the lights, 2) for smart, networked control devices to allow for greater functionality, and 3) for the installation. As a part of this process we are finalizing the inventory of all city-owned streetlights and have a list of 74+ that will be removed at the first step. Negotiations continue with Liberty Utilities on the exact count in the inventory

## **Other:**

- Greenhouse Gas Reduction Plan – EFM is working on this project with the Planning Office. A presentation is scheduled for April to the City Council.
- Municipal Aggregation, aka Lebanon Community Power – working actively with LEAC and other municipalities to develop this new city-wide electricity

program. Immediate need is to sell tax credits from/for a grant through the Community Development Finance Authority. The grant will be used to write a business plan and an aggregation plan for the program.

- Walker Roofing will repair the roof at the DPW Garage when it is warm enough for the caulking to adhere and set late March or April
- Underground Storage Tanks: All City underground storage tanks have been inspected this year and are on an annual inspection schedule.
- City Hall Renovations: Insulation work was completed in Jan./Feb., including the new IT room and attic/roof.
- Electricity Contract: the estimate for savings for 2019 due to our real-time/wholesale purchasing of electricity, combined with annual system peak load reduction at our water and wastewater plants, was: \$24,839.
- Cemetery Building: Working with DPW staff to design and price out a major renovation of the cemetery building at Valley Cemetery. We are looking at a super-insulated building with passive solar and PV as well as active ventilation. It has the potential to be the City's first net-zero energy building, i.e. produce as much energy as it consumes on an annual average basis, including heat.
- Lebanon Library: Assisting with the design process for the library renovation.

## **Engineering**

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

- Continued to work on Final punch-list items as weather permits
- Working on As-builts most areas are in winter shutdown
- Pay requests and disbursement requests
- Monthly Meeting - Meeting held to go over draft change-order, substantial completion and pay applications change-order

### **CSO#23- Contract#12 Ora, Avon, Freeman, Bomhower, Myra, Mascoma and Mechanic Streets and cross-country areas between Mascoma St. and Mechanic St. and Mechanic St. to the Mascoma River**

- Completed Cross country sewer line, Completed Working on drainage outfalls along Mascoma Street,
- Uncovering gate valves and structures, raising and shimming around structures- preparing for winter

- Building inverts, drops in catch basins, building retaining walls as weather permits

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

- Sewer house inspections occurred on January 16 and 18<sup>th</sup>
- Notices went out to residents/businesses for Community Conversation Meeting
- Community Conversation meeting held at 5:30pm on January 9<sup>th</sup> at Romano Circle (presentation on CSO#13 Website)
- Meeting was by virtual walkabout to get feedback from businesses and residents
- Coordinating to get sewer line tv'ed
- Draft Preliminary plans received
- Tv - scheduled for February 17 and 18<sup>th</sup>
- Coordination with housing authority
- Reviewing of preliminary plans - plans sent to fire, utilities, planning office for review - meeting to be scheduled

### **Mascoma Street Bridge (shutdown for winter-NO CHANGE)**

- Walk- through was held Nov. 15<sup>th</sup> and punch list generated
- Striping still needs to be completed and then bridge will be finalized

### **Hillcrest**

- Hillcrest neighborhood meeting letters went out for February 13<sup>th</sup> neighborhood meeting
- Meeting with NHDES and easement Licenses sent out to residents
- 3<sup>rd</sup> round of notices sent out for licenses
- Walk held with Liberty utilities on pole relocations on January 8<sup>th</sup>
- Corresponding with NHDES with AOT and wetlands
- February 13<sup>th</sup> meeting held- presentation and going over easements

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

- Alternative design 2E plans have been submitted to NHDOT for review
- Coordination with NHDOT continues
- Final design will proceed upon receipt of NHDOT approval of the project approach, estimated date is March 11, 2020

### **Downtown Tunnel Rehabilitation Project**

- Phase 1 utility work continues
- Contractor is preparing for removal of western tunnel roof slabs

## 20 Spencer Street Project

- Building Demolition bids have been received. The apparent low bidder is Casella Construction of Mendon, Vermont
- Construction anticipated to start in the spring.

### General

- Reviewed & approved Building Permits & Planning Board Plans
- Pre-submittal meetings with proposed developers prior to submissions
- Attended meetings with third party construction & plan applications
- Altaria Bike path along NH120 completed till spring - base paving

# RECREATION & PARKS

### Program/Sports Updates:

<u>Programs/Sports:</u>	<u>Residents</u>	<u>Non-Residents</u>	<u>Total</u>
Wallcrawlers Middle and High School Rock Climbing Teams @ Green Mountain Rock Climbing Center in Quechee, VT	14	0	14
	January was a challenging month between managing schedules with weather, work schedules, and coach's availability. However, both teams continue to grow as individuals and cheer each other on as a team. February will determine if either team will compete in the Green Mountain Cup in March.		
Futsal @ CCBA Witherell Recreation Center	31	19	50
Awesome Wicked Gymnastics 5-8 @ Lebanon Middle School – Program registration open in January and filled within a week. (Currently 15 on the waitlist)	27	4	31
Awesome Wicked Gymnastics 9-12 @ Lebanon Middle School – Program registration open in January and filled within a week.	24	2	26
Community Exercise Program with John Cioffredi @Lebanon High School – A new program for LHS	1	2	3



students to earn/learn a training certificate to provide an free exercise program for low income areas in the Upper Valley.			
NH Ice Fishing Class @ Kilton Library & Trip @ Spectacle Pond	10	15	25
	Overall a good day for the ice and at least 3 fish were caught by participants.		
Burke Mountain Ski Trip @ East Burke, VT	8	0	8
Romp & Stomp Winter Session 1 @ Kilton Library (2 on waiting list)	11	4	15
Romp & Stomp Winter Session 2 @ Kilton Library (2 on waiting list)	10	6	16
Belly Dancing with Gina @ CCBA Dance Studio	13	13	26
Winter Quilting Retreat @ First Congregational Church Lebanon (1 on waitlist)	7	4	11
Kindergarten Basketball @ CCBA Witherell Recreation Center	18	0	18
1 <sup>st</sup> Grade Basketball @ CCBA Witherell Recreation Center	18	0	18
2 <sup>nd</sup> Grade Basketball @ CCBA Witherell Recreation Center	25	0	25
3-4 Grade Girls Basketball @ Hanover Street School	8	0	8
	Low numbers this season due to many 4 <sup>th</sup> graders from the previous season aging up to 5 <sup>th</sup> -6 <sup>th</sup> grade basketball.		
3-4 Grade Boys Maroon/Gold Basketball @ Hanover Street School	26	0	26
Adult Open Gym Basketball @ Hanover Street School	10	0	10
Adult Open Gym Volleyball @ SAU 88 Gymnasium	10	7	17
	Two evenings were cancelled, and yet the program continues to go well and the community is showing up.		
Savvy Senior Caddy Cuisine @ Bugbee in WRJ, VT	3	5	8

<b>Ski/Riding/Jumping/Telemark Lesson Registrations @ Storrs Hill by The Lebanon Outing Club</b>	<b><u>Residents</u></b>	<b><u>Non-Residents</u></b>	<b><u>Total</u></b>
Sno-Puppies Skiing (4-5)	47	16	63
Sno-Puppies Snowboarding (4-5)	0	2	2
Youth Lessons Skiing (6-17)	73	19	92
Youth Lessons Snowboarding (6-17)	20	4	24
Telemark Lessons	2	1	3
Racing/Jumping	9	14	23
Freestyle	1	1	2
Backcountry	3	4	7
Adult Ski Lessons	15	2	17
Adult Snowboarding Lessons	0	1	1

This winter season Storrs Hill has had an adventure. The Lebanon Outing Club at Storrs Hill had to make a difficult decision. As the season was just getting started, they had some vandalism done to the lift. It required major repair, and on top of that a slow start to winter. Temperatures have been up and down making it poor conditions to make or even keep snow. Lots of pieces needed to come together and the Lebanon Outing Club had to make some very hard choices. The biggest was do we push on, or do we call it quits for the season? They voted to move forward.

The dedication, heart, and hard work that each of the Lebanon Outing Club board members has shown has been remarkable. They continue to volunteer their time, work hard, and work full time jobs on top of managing the hill for the Upper Valley Community to use. Many are under the impression that the LOC board, and the President are paid. However, they are not. Every single member of the LOC including the President are 100% volunteer. As you read this update I urge you to reach out to the Lebanon Outing Club and learn how you can become a volunteer, join the LOC board, and or learn how you can donate to the LOC as everything will be going straight to the hill for repairs. [www.skistorrshill.com](http://www.skistorrshill.com) It is a labor of love and a jewel that many refer to being the only 50 footer jump in the northeast!

### **Parks Maintenance Project Updates:**

<b>Major Projects</b>	<b>Status</b>
Replacement garage @Eldridge Park	TBD 2020/2021 Quote Received
Container Storage – Loss of Spencer Storage Anticipated end of March	Complete
Winter park and trail maintenance	On Going
MRG Maintenance and Improvements	On Going
Pat Walsh Park – Nice Rink Setup	Ice is in and rinks are open

**Special Events:**

Event	Estimated Attendance
Full Moon Fiesta with Lebanon Outing Club	Reschedule to Feb. 8 <sup>th</sup> due to warm temperatures and rain
Smore’s Skating Party with Friends of Lebanon Recreation @ Pat Walsh Park	75+
Food Truck Festival on Colburn Park	Application for sponsors and food trucks went out
Lebanon Farmers’ Market on Colburn Park	Application for returning and new vendors went out
Shamrock Shuffle	Preparing for Saturday, March 14
Boston Red Sox Bus Trip with Hartford Recreation	Tickets are already on sale with Leb. Rec. for Game Day Sunday, July 12

**Capital Project Updates:**

Project	Status
Timken playing fields, Lebanon, NH	Conceptual design complete. CIP process hold for 2021. Met with Timken in Jan. 2021 and next steps are to have wetland scientist walk the land, determine ideal locations for solar array, and have lease agreement reviewed.
Storrs Hill LED Conversion Lebanon, NH	Request to see the efficiency of ski guns/pumps to see if there is a cost benefit to upgrading a few new guns each season. (Presently renting 2 newer guns to test efficiency)
MRG amenities West Lebanon/Lebanon, NH	One of 3 kiosks were installed, and 2 kiosks still need to be installed. Additional seasonal work will be done throughout the season. During the winter season the Slayton Parking lot will be plowed, and XC Ski tracks will be added heading west. From high Street to Glen Road the left side of the MRG will be cleared.
Rusty Berrings Skatepark lighting West Lebanon, NH	Design phase. Fundraising 100%. Soil samples taken and delivered to be tested with MW Soils in Charlestown, NH. Results are in and next steps to meet with contractors for electricity and installation process anticipated for June 2020.
Pool Diving well replastering Lebanon Veterans Memorial Pool Lebanon, NH	Anticipation and planning for spring thaw and preparing for refilling and ensure plaster adhered properly. This will take place as soon as temperatures are consistently warmer this spring.
Needs assessment	100% completed. Final summary and survey have been sent and a final update will be sent out with

	anticipated plans moving forward.
Community Center	Approved for CIP for soft costs, and the first phase of a design plan. Taking into consideration feedback from needs assessment. Recreation staff went and toured 3 facilities to determine what would work in the Upper Valley.