

# CITY OF LEBANON

## MANAGER UPDATES

### Month of February 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>February</b>	2020	2019
Enplanements	1,310	1,219
Aircraft Operations	4,430	NA
Airport Expenses	\$418,126	\$390,784
Airport Revenue	\$141,844	\$133,369
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)	<p>March 13, 2019 – met with NHDOT &amp; FAA to discuss this project moving forward. Consensus was to develop a limited scope study to determine the needs to runway safety improvements.</p> <p>Grant Award Package received July 5, 2019.</p> <p>Project kick-off meeting held on October 9<sup>th</sup>.</p> <p>Teleconference on Inventory and Forecasts scheduled 03/13.</p>	Project report expected 2 <sup>nd</sup> quarter 2020.
PFC (Terminal HVAC)	<p>Project engineering in progress to re-bid as separate projects.</p> <p>Developing new RFPs.</p> <p>Boiler RFP posted and open until 9/27. Proposal accepted and agreement signed.</p> <p>AC RFP posted and open until 10/25.</p> <p>Boiler project to be complete.</p> <p>Project contract awarded.</p>	AC to be completed by April 2020.
Snow Equipment Building	<p>Re-design complete as of March 5<sup>th</sup>.</p> <p>Grant Award Package received July 12, 2019.</p> <p>Planning Board review February 24.</p>	<p>Project expected to start spring 2020.</p> <p>Preconstruction meeting 2<sup>nd</sup> half of March.</p>

Airport Leases	Restaurant Space. Lease signed November 1, 2019. Lease payments started March.	Estimated opening now in May.
	Big Green Aviation	Initial meeting held in July 2019.  Adele in contact with Big Green legal regarding insurance requirements.

## ASSESSING

	Month to Date	Year to Date
Number of Property Sales	10	26
Number of Property Inspections	122	201

Highlights: Of the ten sales in February, four were single-family homes, four were residential condos, one was a mobile home, and one was a 4-unit apartment building. The Assessing Department has been inspecting properties with open building permits so that the value of the construction work can be valued for the First-Half 2020 tax bill.

## CITY CLERK

### January Statistics

	Current Month Revenue	Year to Date	Prior Year to Date
MotorVehicle Regs	\$234,475.00	\$234,475.00	\$219,982.72
Dog Licenses	\$398.50	\$398.50	\$534.50
Vital Records	\$3,207.00	\$3,207.00	\$2,878.00

### February Statistics

	Current Month Revenue	Year to Date	Prior Year to Date
MotorVehicle Regs	\$193,996.00	\$428,471.00	\$426,610.60
Dog Licenses	\$288.00	\$686.50	\$862.50
Vital Records	\$2,492.00	\$3,207.00	\$6,275.00

Highlights: During the month of February, City Clerk’s staff were extremely busy with preparations for, conduct of and post-election duties relating to the February 11<sup>th</sup> Presidential Primary Election. Preparations also took place for the March 10<sup>th</sup> Municipal Election. The month of February was very challenging due to the relocation of the office to 20 West Park Street while preparing for a busy election and trying to keep on top of the routine business of the department.

## **FIRE**

<b>February 2020</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Prior Year to Date</b>
Fire	5	14	17
Rescue & Emergency Medical Calls	211	443	478
Hazardous Conditions	7	20	15
Service Calls	24	37	31
Good Intent Calls	17	50	54
False Alarms	25	25	48
<b>TOTALS</b>	<b>289</b>	<b>608</b>	<b>643</b>

### **Highlights:**

- 02/01 – units responded to Seminary Hill Road for a propane leak.
- 02/03 - units responded Wolf Road for a trash fire.
- 02/03 – units responded to Hanover Street for a cooking fire.
- 02/14 – units responded to Market Street for a cooking fire.
- 02/17 – units responded to Moss Road for a building fire.
- 02/23 – units responded to Hanover for a building fire.

### **Community Events**

- Department hosted a ride-a-long for EMS students.
- Asst. Chief Libbey conducted ICS Training for City Employees.

### **Annual Department Revenues**

**\$197,500.00**

# HUMAN SERVICES

## Collaborative Meetings & Pooled Resources

Team/Group:	Meeting Date:	
Upper Valley Resource Team	2/13/2020	
Upper Valley Housing Support Team	2/6/2020	
Housing First Working Group	2/14/2020	
Lebanon Shelter Working Group	2/3/2020	†
Upper Valley Continuum of Care	2/27/2020	
NH Balance of State Continuum of Care	Did not meet	
NH Coalition to End Homelessness	Did not meet	
Energy Advocacy Council	2/20/2020	
Lebanon Community Nurse Steering Committee	Did not meet	

† The Lebanon Shelter Work Group issued a Final Report on 2/18/2020. A copy of the report can be obtained by contacting the Human Services office.

## Workshops & Training Seminars

Lynne attended a New Hampshire Local Welfare Administrators Association workshop on February 20. The morning workshop focused on youth homelessness in NH. The afternoon workshop focused on adverse childhood experiences associated with homelessness.

## Monthly In-Office Activity

### Authorized Voucher Totals

	February 2020	February 2019
<b>Rent Assistance</b>	\$3,686.00	\$3,293.50
<b>Security Deposit*</b>	\$475.00	\$0.00
<b>Motel Assistance**</b>	\$91.56	\$841.48
<b>Electric Assistance</b>	\$0.00	\$423.86
<b>Fuel Assistance</b>	\$0.00	\$675.94
<b>Total</b>	\$4,252.56	\$5,234.78
<b>Year-to-Date</b>	\$11,270.48	

\* 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>February 2020</b>	8 cases involving 9 adults and 4 children Extensive case management provided to 1 household
<b>February 2019</b>	12 cases involving 12 adults and 7 children Extensive case management provided to 4 households

**Notices Issued in February 2020 vs 2019**

Rent/Security deposit	14	9
Motel	1	2
Electric	0	3
Fuel	0	1
Denials	2	0
Pending Decisions	1	2
Applications Withdrawn	1	0
Sanctions	0	0

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

Walk-Ins	20	33
Scheduled Appointments	17	14
Home Visits	0	0

**Case Collaboration/Referrals in February 2020**

<b>Tri-County CAP (shelter)</b>	1
<b>Tri-County CAP (rent/security)</b>	1
<b>Tri-County CAP (fuel/electric)</b>	4
<b>LISTEN (housing)</b>	2
<b>LISTEN (fuel/electric)</b>	2
<b>LISTEN (food)</b>	2
<b>LISTEN (clothing)</b>	1
<b>LISTEN (discretionary funds)</b>	1
<b>Haven (shelter)</b>	5
<b>Haven (housing)</b>	0
<b>Haven (food)</b>	1
<b>Haven (discretionary funds)</b>	0

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

**Reimbursement Received in February 2020 & YTD**

	<b>Client</b>	<b>SSI</b>	<b>Medicaid</b>	<b>Other Town***</b>
<b>February 2020</b>	\$125.00	0	0	0
<b>Year-to-Date</b>	\$2,901.00	0	0	0

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

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

# LIBRARY

	<b>Month</b>	<b>YTD</b>
Traffic	19,652	38,992
In house computer use	3,092	6,051
Number of meeting room bookings	157	328
Circulation of library held items	10,527	20,996
Circulation of ebooks and downloadable audiobooks	1,856	3,718

# PLANNING & DEVELOPMENT

<b>Permit/Applications February</b>	Res.	Comm.	Total YTD Jan-Feb 2020	Total Prior Yr Jan-Feb '19	YTD Permit Fees Collected 2020	Prior Year Fees 2019
Building Permits	13	20	33	48	\$42,695.07	\$55,041.58
Planning Board Applications	0	5	6	3	\$47,941.10	\$1,301.80
Zoning Board Applications	1	2	5	5	\$1,123.45	\$1,413.20

<b>Inspection Activity</b>		
Total inspections for the Month of February	Feb 2020=193	YTD=364

# POLICE

## Manager Updates for February 1-29, 2020

	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service	2264	4852	4632
Police Calls for Services	2013	4341	4105
Incident Based Reporting Calls	79	145	152
Traffic Accidents	49	131	159
Property Damage	22	63	71
With Injury (possible)	8	25	10
Involving Bicycle or Pedestrian	1	3	1
Referred to Outside Agency	0	0	1
Hit and Run	11	23	27
Parking Lot	14	38	38
Arrests	101	221	200
DWI Arrests	6	15	22
Motor Vehicle Stops	552	1236	960
Warnings	529	1168	909
Citations	21	47	41
Problem Oriented Policing Calls	0	32	46



## Community Involvement

On February 2, 2020, Sergeant Jerome answered questions during a phone interview for a River Valley Community College student completing a Criminal Justice project.

On February 13, 2020, Sergeant Hubert and Officer Alden gave students from the Wilder House a tour of the Police Department and answered questions.

On February 19, 2020, Sergeant Wright and Officer Gifford hosted a Civilian Response to Active Shooter Events (CRASE) presentation at a local business.

On February 20, 2020, "Coffee with a Cop" was held at McDonald's.

On February 20, 2020, Sergeant Leland hosted a Civilian Response to Active Shooter Events (CRASE) presentation at a local business.

On February 21, 2020, Sergeant Perkins had lunch with members of the Upper Valley Senior Center.

On February 28, 2020, Lebanon Police Department members participated in the Lebanon Middle School Lock-In at the CCBA and played sports with students and provided pizza.

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

## Department Highlights

Lebanon Police Department's K9 Kymba received a bullet and stab protective vest thanks to a charitable donation from non-profit organization Vested Interest in K9s, Inc.

# PUBLIC WORKS

## Solid Waste

<b>Month: February</b>	<b>2020</b>	<b>2019</b>
Landfill Facility Received	2,904 (tons)	2,651 (tons)
Wastewater Bio-solids Received	311 (tons)	237 (tons)
Leachate Generation & Pumping	381,474 (gallons)	398,524 (gallons)

## Recycling

- During the Month of February, the following items were shipped to recycling markets:
  - Paper and Cardboard
  - Scrap Metal
  - Electronic waste
  - Fluorescent Lamps
  - Plastics

## Other

- A tour of the Solid Waste Facility was provided to Dartmouth College students studying sustainability topics.
- Work on the LF gas project continues to move forward. Marc Morgan and project engineers met with the NHDES about permit needs for the project.
- Contracted service bids were opened for Brush and C&D Grinding, as well for Aggregate Crushing.

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## **Water Treatment Plant**

- Production for February 2020 was 40.24 MG an 0.3% increase over February 2019.
- The annual CCR consumer confidence report went out. It is available on the city website or can be picked up at the Water Department.

## **Lab Highlights**

- All monthly required bacteria testing for February was completed and all results passed.
- A second round of PFAS testing was done and results came back "NON DETECT". This makes 2 consecutive NON DETECT samples which allows us a waiver for reduced monitoring when the new regulations are eventually ironed out.

## **Equipment Repair/Maintenance**

- Winter operations plowing, shoveling & ice removal is ongoing.
- We had a SCADA crash in February. It was determined to be caused by a new remote node in our system installed by our vendor. It was restored and corrected.
- A new soda ash line was installed, and the rest of the piping cleaned.
- The cl17 analyzers were rebuilt.
- The new tablet chlorinator install at DHMC Booster station was completed and is ready for service this summer.
- We believe an ongoing issue at the DHMC Booster station has been solved. One of the pump control valves is failing due to age. A new one is on order and is expected soon.

## **After hour call-in:**

- There were 2 after hour call-in's in February.

## **Customer Service / Water Quality Inquiries**

- There were no water quality complaints in February.

## **Staff Training**

- One employee attended a seminar on new video monitoring equipment. This would allow us to visually see some critical processes of the plant remotely during extreme after hour weather events (The biggest reason for after hour call-ins).

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## **Wastewater Treatment**

<b>Month: February 2020</b>	<b>2019</b>	<b>2020</b>
Daily Avg. flow treated	1.684 MGD	1.453 MGD
Solids Inventory	23,845 lbs.	21,770 lbs.
Septage Receiving	7,100 gal.	52,100 gal.

## **Operations highlights**

- We had zero plant violations to our NPDES permit or SWPPP permit for February 2020.

- Lebanon Wastewater treated 42,113,500 gallons of wastewater in February.
- Lebanon Wastewater treated 52,100 gallons of septage in February.
- Lebanon Wastewater dewatered and delivered 155.13 wet tons of sludge to the landfill in February 2020.
- Effluent quality in was very good. TSS average was 5.0 mg/L, and our BOD average was 10.0 mg/L.
- Asset management at the WWTP is continuing, we are adding equipment and photos each week and will begin work order operations in the next couple weeks for maintenance.
- Data entry for lab operations and plant operations are now 100% paperless.
- Dry weather sampling for CSO #11 phase II has been conducted. Wet weather sampling still needs to be completed.
- 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. It is required once per week after March 1<sup>st</sup>.
- Plant nitrification is good. Ammonia levels are very low in the beginning of the month.
- Monthly BOD 10.0 mg/L.
- Turbidity of final effluent 3.19 NTU.
- Effluent TSS is 5.0 mg/L.
- S.V.I. average for December is 207.
- We have been testing nitrogen removal daily due to a slight elevation in nitrite concentration.

### **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.
- We are ramping up on our industrial tours and plan to do 3 per week at a minimum.

<b>February</b>	<b>2020</b>
<b>Cemeteries &amp; Park Maintenance</b>	
Burials/Cremations	2-Full/1-Cremation
Entombments	3
Grave/Trust Fund Sales	0-GR/ 0-TF
Grave Transfers	0
Foundations	0
Place Grass Marker	0

The month of February was a productive month in the Cemeteries. We had three winter entombments, 3 full weekday burials and one weekend cremation burial.

Mower maintenance and restoration is complete.

Research into alternative burial options continued into Green burials, as well as Columbarium's.

Research into different mowers took place as well. Currently we operate Ex Mark gas mowers with 52-inch decks.

**Solar:**

The ribbon cutting on 3/2/2020 went very well. The solar display monitor at Kilton should be up and running soon. LEAC Solar Subcommittee will be instigating Phase II soon for more solar this year, in particular City Hall and the Airport grounds. One question is how excess solar production from these arrays might be made available to City residents or businesses through Lebanon Community Power?

**Electric Vehicles:**

- DPW Charger: Installed and operational. It requires a key to operate it.
- City Hall: City has asked ReVision to schedule the installation of the EV charger at City Hall with ReArch for some time this spring or summer.

- CoL's First EV: The Nissan Leaf will arrive soon, likely this week. One staff member from each department to attend a training on how to drive and charge it.
- Electrify America: Contract with EA on February 24<sup>th</sup> for four super-fast EV chargers. Location: Taylor Street between CCB and the Senior Center. EA will survey the site soon and will include land on Taylor Street down to the parking lot. Planning a meeting with Planning to discuss signage restrictions at that site.

### **Streetlight Conversion Project**

Working with GIS to finalize the inventory. Will be doing a final on-the-ground confirmation of 20+ lights this week, then meeting with L.U. Should have PUC approval of the special contract soon and be able to issue the RFP's.

### **Other:**

- Greenhouse Gas Reduction Plan – EFM is working on this project with the Planning Office. A presentation is scheduled for April 28 or 30 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 that is vaguely like a municipal utility. Immediate need is to sell tax credits from/for a grant that we got through the Community Development Finance Authority. The grant will be used to write a business plan and an aggregation plan for the program. Attending meetings in Concord of the state-wide steering committee of Community Power New Hampshire which will be launching the first Community Power programs, hopefully by the end of this year or early next year.
- Walker Roofing will repair the roof at the DPW Garage when it is warm enough for the caulking to adhere and set by late March or April. They should be looking over the repair job at the Recycling Building soon and getting us an estimate.
- City Hall Renovations: IT's new room is being finished and should be ready for habitation in a couple of weeks. I am working with Liberty Utilities and Resilient Building Group to get incentives for all the energy improvements, totaling \$20,000-\$40,000.

- Unknown Odor Protocol: Working with the FD, we have developed a new City policy for how to handle an unknown odor in a building. Basically: pull the fire alarm, call 911 and Honeywell, and meet in a designated spot outside until the FD gives the all-clear.
  - Municipal Audits: Looking to continue to perform comprehensive energy audits and retro commissioning on City buildings.
  - DPW Admin HVAC: Continue tracking.
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## **Engineering**

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

- Continue 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 held- Meeting held to go over draft change-order, and project start up to be completed by July 2020

### **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**

- Disbursement requests, pay applications
- Hoods in catch-basins, drops in manholes
- Monthly meeting held, project start up to begin March 16<sup>th</sup>, web postings out, website updated with new schedule

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

- Notices went out to residents/businesses, councilors for upcoming Community Conversation Meeting of 75% plans
- Sewer lines tv'd.
- Draft preliminary plans received
- Coordination with housing authority
- Internal staff meeting to go over plans
- Comments received on preliminary plans from depts.
- Meeting held with housing authority on easement and work across property
- Discussions with Advanced Transit- meeting to be set with Advanced Transit and 12A businesses

### **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

### **Mechanic Street Round a bout**

- Working with consultant on scope revisions
- Working on IGE
- Meeting with consultant to be held on March 20<sup>th</sup> to go over IGE

### **Packard Hill Covered Bridge-Bridge Closure for Repairs**

- Letters mailed out to all residents/businesses about Bridge closure to begin April 1
- Website page set up
- Signs ordered- meeting set up with contractor for March 20<sup>th</sup>
- Meeting with staff held
- Message boards to be set up March 16<sup>th</sup>, Police set message board up in Enfield week of March 9<sup>th</sup>
- Emails went out to NHDOT –Concord and District, SAU for school student and parent notifications, DHMC and Hypertherm of closure

### **Hillcrest**

- 3<sup>rd</sup> round of notices sent out for licenses
- Corresponding with NHDES with AOT and wetlands- NHDES Wetland permit application completed, AOT application completed to be sent week of March 16<sup>th</sup>
- Mailings went out to residents on draft sketches for easements and temporary impacts
- Many meetings with residents on the easements or work in front of property
- Reviewing final easements, coordinating with lawyer and Accessing Dept. for permanent easement compensation

### **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 27, 2020.

### **Downtown Tunnel Rehabilitation Project**

- Phase 1 utility work and tunnel demolition continues
- Contractor is preparing for construction western tunnel roof cast-in-place concrete slabs



## 20 Spencer Street Project

- Demolition activities are anticipated to start mid to March 17

### 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
- Meeting held with NHDES and EPA for Closing CSO's and extension of CSO#13 timeline
- Pre-proposal meeting with consultants on March 11<sup>th</sup> for Hanover Street and Spencer Street Roadway/complete street project

# RECREATION & PARKS

### Program Updates:

<u>Program</u>	<u>Residents</u>	<u>Non-Residents</u>	<u>Total</u>
APD Snowshoe hikes cancelled poor conditions			
Mid-Winter Quilters Retreat	7	5	12
Savvy Senior Trips	6	7	13
Kindergarten Basketball	19	0	19
Grades 1-2 Basketball	43	0	43
3-4 <sup>th</sup> Grade Girls Basketball	8	0	8
3-4 <sup>th</sup> Grade Boys Basketball	26	0	26
Whaleback Afterschool Program	13	1	14
February Break Trips	39	0	39
Wallcrawlers rock climbing teams	13	2	15
Romp and Stomp	19	12	31
Awesome Wicked Gymnastics	54	6	60

### Parks Maintenance Project Updates:

<b>Major Projects</b>	<b>Status</b>
Mall and Colburn Park Tree Pruning	Scheduled to be completed March 2020

**Capital Project Updates:**

<b>Project</b>	<b>Status</b>
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.