

CITY OF LEBANON

MANAGER UPDATES

Month of March 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

March	2020	2019
Enplanements	1,673	2,038
Aircraft Operations	2,140	2,345
Airport Expenses	\$490,726	\$478,914
Airport Revenue	\$203,139	\$190,809
General Fund	\$385,610	\$244,110

Airport Projects

Project	Tasks to Date	Tasks Remaining
AIP-57 (RSA Conceptual Design)	<p>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.</p> <p>Grant Award Package received July 5, 2019.</p> <p>Project kick-off meeting held on October 9th.</p> <p>Teleconference on Inventory and Forecasts scheduled 03/13.</p> <p>Facility Requirements and Alternatives due week of April 10.</p>	Project report expected 3 rd 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. Boiler project to be complete.</p> <p>Project contract awarded.</p> <p>New boilers online.</p> <p>A/C replacement started April 7.</p>	AC to be completed by April 2020.

Snow Equipment Building	Re-design complete as of March 5 th . Grant Award Package received July 12, 2019. Planning Board review February 24. Preconstruction meeting held April 3.	Project expected to start spring 2020.
Airport Leases	Restaurant Space. Lease signed November 1, 2019. Lease payments started March.	Estimated opening now in July.
	Big Green Aviation	Initial meeting held in July 2019. Adele in contact with Big Green legal regarding insurance requirements.
Snow Removal Equipment Replacement	Preliminary Draft send to NHDOT Aviation and FAA for review. FAA approved revised draft. HNDOT under review.	Bib opening April 15 th . 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. Project advertised March. Bid opening March 27.	Grant application – April. Grant award. Bid award - October Project completion.

ASSESSING

	Month to Date	Year to Date
Number of Property Sales	11	26
Number of Property Inspections	201	402

Highlights: Of the eleven sales in March, seven were single-family homes while four were residential condos. 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

	Current Month Revenue	Year to Date	Prior Year to Date
Motor Vehicle Regs	\$183,896.68	\$612,367.68	\$651,513.88
Dog Licenses	\$1,790.00	\$2,578.00	\$1,363.00
Vital Records	\$2,542.00	\$8,241.00	\$9,002.00

Highlights:

- City Clerk Sandra Allard announced that she will retire on May 31st from the City of Lebanon after 30 years of service. Sandi has been City Clerk for the last 16+ years and prior to that she served as the Executive Assistant to the City Manager for the first 13+ years.
- Deputy City Clerk Kristin Kenniston has been promoted to City Clerk upon Sandi’s retirement.
- The Municipal Election was held on March 10, 2020 with a 23% voter turnout. Average voter turnout for a local election is 17.5%.
- The City Clerk’s office workload has remained steady, despite being closed to the public. Staff is working hard to meet the needs of our residents in a timely and efficient manner.
- Dog License renewal letters were mailed to residents on March 20th.

FINANCE

	Current Month Revenue	Year to Date	Prior Year to Date
Property Taxes*	\$105,389.00	\$602,286.58	\$392,389.22
Water & Sewer*	\$445,105.56	\$2,116,579.07	\$2,108,334.95

**Includes current and prior years*

- 2020 Semi-Annual Property Tax billing scheduled for mailing June 1st, with a due date of July 1st.
- 2020 Quarterly Water & Sewer Billing scheduled for mailing May 1st, with a due date of June 1st.
- Reviewing budget to determine revenue shortfalls due to COVID-19.
- Preparing for 2019 Financial Audit scheduled for the week of April 27th.
- Working with Public Works on the process for handling updated sewer development/modeling fees.

FIRE

March 2020	Current Month	Year to Date	Prior Year to Date
Fire	9	23	21
Rescue & Emergency Medical Calls	197	640	735
Hazardous Conditions	2	22	21
Service Calls	17	54	43
Good Intent Calls	16	60	73
False Alarms	22	72	78
TOTALS	263	871	971

Highlights:

- 03/04 – units responded to Beechwood Lane for a motor vehicle fire.
- 03/07 - units responded Green Street for a building fire.
- 03/07 – units responded to Plainfield Road for a cooking fire.
- 03/14 – units responded to High Street for a building fire. The fire was contained to a second-floor porch.
- 03/21 – units responded mutual aid to Hartford, VT for a building fire.
- 03/23 – units responded mutual aid to Enfield for a building fire.
- 03/24 - units responded Mountain View Drive for an oven fire.
- 03/28 – units responded mutual aid to Hartford, VT for a brush fire.

Community Events

- Fire Department personnel began taping weekly reading public service announcements and posting them to Facebook.

Annual Department Revenues

\$250,992.00

HUMAN SERVICES

Collaborative Meetings & Pooled Resources

Team/Group:	Meeting Date:	
Upper Valley Resource Team	Canceled	
Upper Valley Housing Support Team	3/5/2020	
Housing First Working Group	Canceled	
Upper Valley Continuum of Care	3/26/2020	†
NH Balance of State Continuum of Care	Did not attend	
NH Coalition to End Homelessness	3/10/2020	†
Energy Advocacy Council	Canceled	
Lebanon Community Nurse Steering Committee	3/11/2020	
Upper Valley Strong	Weekly since 3/20/2020	†

† Participated by phone

Monthly In-Office Activity

Authorized Voucher Totals

	March 2020	March 2019
Rent Assistance	\$1,795.00	\$2,906.00
Security Deposit*	\$875.00	\$1,165.00
Motel Assistance**	\$4,593.26	\$1,680.53
Electric Assistance	\$0.00	\$356.09
Fuel Assistance	\$0.00	\$431.93
Cremation	\$435.46	\$0.00
Total	\$7,698.72	\$6,539.55
Year-to-Date	\$18,969.20	

* 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. *The Upper Valley Haven and all homeless shelters in NH have had to reduce capacity to mitigate the spread of COVID-19. Increased levels of motel assistance are anticipated through the State of Emergency.***

Assisted Cases

March 2020	12 cases involving 16 adults and 5 children Extensive case management provided to 1 household
March 2019	13 cases involving 17 adults and 7 children Extensive case management provided to 2 households

Notices Issued in March 2020 vs 2019

Rent/Security deposit	10	12
Motel	7	3
Electric	0	1
Fuel	0	1
Cremation	1	0
Denials	2	3
Pending Decisions	0	1
Applications Withdrawn	1	0
Sanctions	0	0

Contacts with clients in March 2020 vs 2019

Walk-Ins	21 ~	43
Scheduled Appointments	21 ~	28
Home Visits	0	0

~ As of 3/17/20, the Human Services office has not offered walk-in hours due to COVID-19. Scheduled appointments have been conducted by phone since 3/24/20. Emergencies have been handled immediately by phone.

Case Collaboration/Referrals in March 2020

There has been a high volume of case collaboration and referrals during the current public health emergency. Tracking has been inconsistent due to time constraints.

Reimbursement Received in March 2020 & YTD

	Client	SSI	Medicaid	Other Town***
March 2020	\$0.00	0	0	0
Year-to-Date	\$2,901.00	0	0	0

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

Liens in March 2020: Issued=0 Discharged=0

LIBRARY

	Month	YTD
Traffic	6,290	45,282
In house computer use	1,563	7,614
Number of meeting room bookings	74	402
Circulation of library held items	5,772	26,768
Circulation of ebooks and downloadable audiobooks	2,172	5,890

The library closed to the public on Saturday, March 14th at 5 pm due to the pandemic. Since our physical books and other items held in the library are unavailable, we are dedicating more funds to digital items that library patrons can access from home during our closure.

In the week leading up to the closure, we saw a significant drop in foot traffic due to worries that the public justifiably had about visiting public places.

PLANNING & DEVELOPMENT

Permit/Applications November	Res.	Comm.	Total YTD Jan-Mar 2020	Total Prior Yr Jan-Mar 2019	YTD Permit Fees Collected Jan-Mar 2020	Prior Year Fees Collected Jan-Mar 2019
Building Permits	22	15	87	80	\$75,429.32	\$104,426.90
Planning Board Applications	1	3	9	6	\$65,123.65	\$2,465.80
Zoning Board Applications	1	0	6	6	\$1,353.00	\$1,676.20

Inspection Activity	
Total inspections for the Month of March	Mar 2020=193 YTD=557

POLICE

Manager Updates for March 1-31, 2020

	Current Month	Year to Date	Prior Year to Date
Dispatch Calls for Service	2550	7402	7371
Police Calls for Services	2345	6686	6575
Incident Based Reporting Calls	70	215	225
Traffic Accidents	22	131	232
Property Damage	20	83	109
With Injury (possible)	3	28	15
Involving Bicycle or Pedestrian	1	3	1
Referred to Outside Agency	1	1	1
Hit and Run	5	28	47
Parking Lot	16	54	60
Arrests	68	289	318
DWI Arrests	4	19	33
Motor Vehicle Stops	413	1480	1650
Warnings	379	1547	1556
Citations	31	78	72
Problem Oriented Policing Calls	16	62	62

Community Involvement

The first week in March was Mount Lebanon School's Reading Week. Lebanon Officers stopped by multiple times during the week to read to the elementary school students.

On March 5, 2020, "Coffee with a Cop" was held at DHMC.

On March 9 and March 14, 2020, Officer Payne handed out free ice cream cone coupons to kids wearing helmets at the Skate Park and around town.

On March 12, 2020, Sergeant Perkins had lunch with members of the Upper Valley Senior Center.

On March 24, 2020, the Lebanon Police Department launched a new program called "Storytime with Justice." The Lebanon Police Department has partnered with the Lebanon Public Libraries to enable Lebanon Officers to read to children and young adults while they are out of school. Officers sit down with Justice, the department's mascot, and read a book. All the books have been chosen by the

Children’s Librarian from the Lebanon Library. New segments will be posted each week on the Department’s YouTube channel and website.

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

PUBLIC WORKS

DPW Report March 2020

Solid Waste Division:

Month: March	2020	2019
Landfill Facility Received	2,640 (tons) / 101 tons per day	2,897 (tons) / 111 tons per day
Wastewater Bio-solids Received	350 (tons) / 13.5 tons per day	282 (tons) / 10.8 tons per day
Leachate Generation & Pumping	449,772 (gallons) / 14,500 gpd	452,908 (gallons) / 14,600 gpd

Recycling

- During the Month of March, the following items were shipped to recycling markets:
 - Paper and Cardboard
 - Scrap Metal
 - Freon-Containing Units
 - Electronic Waste
 - Fluorescent Lamps

Other

- Solid Waste staff continue to monitor the impacts of waste disposal rates as it relates to Covid-19. March 2020 tonnage received/managed at the Lebanon Solid Waste Facility is approximately 10% lower than March 2019, 101 tons per day versus 111 tons per day.
- The Solid Waste Division is addressing Covid-19 by having residents “punch” their own punch cards, signs have been posted and “social distancing” squares have been painted on the pavement at the Recycling Center.
- Jay Cairelli, Assistant DPW Director and Marc Morgan, Solid Waste Manager attended the NH Water/Wastewater Conference at Plymouth University.

Marc Morgan presented at the conference and his presentation focused on PFAS contamination at landfills.

- Marc Morgan has been participating in weekly Covid-19 conference calls with other NH solid waste workers.

Water Division:

Water Treatment Plant

- Production for March 2020 was 43.7 MG (1.39 million gallons per day) a 1.4% increase over March 2019.
- The water plant construction upgrade has been put on hold at the request of the contractor (Penta Construction) due to Covid-19. They have indicated that they still can still meet the substantial completion deadline if they are able to restart construction by this fall.

Lab Highlights

- All monthly required bacteria testing for March were completed and all results passed.

Equipment Repair/Maintenance

- Winter operations plowing, shoveling & ice removal performed.
- High lift pump #1 motor at the main plant had an oil leak. it was pulled, inspected, and new bearings installed. It was reinstalled in early April.
- DHMC booster station PCV Valve #2 was replaced and is now running fine.
- Rebuilt a pump for the recreation dept. at the pool

After hour call-in:

- There were 3 after hour call-in's in March.

Customer Service / Water Quality Inquiries

- There was 1 water quality complaint in March.

Staff Training

- Our new operators were going to an intro operators' course. But that and all other trainings have come to a halt with Covid-19.
- Hach company (a laboratory instrument company) was hired to come in and show us how to use one of their new products.

- We are doing some cross training with the utilities group staff to have a backup operator available in case Covid-19 affects the operators at the treatment plant.

Wastewater Division:

Month: March 2020	2019	2020
Daily Avg. flow treated	1.77 MGD	1.79 MGD
Solids Inventory	22,899 lbs.	23,027 lbs.
Septage Receiving	38,700 gal.	125,710 gal.

Operations highlights

- We had 3 plant violations (3 separate days) to our NPDES permit or SWPPP permit for March 2020. These were E-Coli violations due to internal plant process upsets and have been corrected. These were reported to NHDES and USEPA.
- Lebanon Wastewater treated 55,261,300 gallons of wastewater in March (1.79 MGD).
- Lebanon Wastewater treated 125,710 gallons of septage in March (in 2019 the new septage receiving rate was just in the process of being lowered so an increase in hauling had not yet started).
- Lebanon Wastewater dewatered and delivered 192.54 wet tons of sludge to the landfill in March 2020. This compares to 190.2 wet tons in March 2019.
- Effluent quality in was good. TSS average was 8.0 mg/L, and our BOD average was 9.0 mg/L. The City’s NPDES permit monthly average is 30/30 mg/l.
- Asset management at the WWTP is continuing, we are utilizing a few work orders within the system.
- Data entry for lab operations and plant operations are now 100% paperless.
- Dry weather sampling for CSO #11 phase II has been conducted. Two outfalls have been sampled for wet weather.
- Working on our NPDES permit renewal for 2021 which is due in June 2020.
- We are using Sodium Bisulfite for de-chlorination of plant effluent which was started after the above referenced E-Coli violation.
- We have been practicing social distancing and taking extra precautions around raw wastewater as part of the Covid-19 outbreak. We continue to operate at full staff and have contingency plans in place to maintain operations. Its business as usual otherwise.

Laboratory

- TKN testing and analyzing once per month per EPA discharge permit requirements. It is required once per week after March 1 and continues through Oct 1. Then monthly from Oct 1 to March 1.
- Plant is partially nitrifying due to cooler temperatures. Ammonia concentrations are low (average of 0.05 mg/l), but Nitrite NO2 concentration are up slightly (average of 0.4 to 1.0 mg/l).
- Monthly BOD 9.0 mg/L.
- Turbidity of final effluent 3.19 NTU.
- Effluent TSS is 8.0 mg/L. average for the month, but average of 4.0 mg/L for the last two weeks in March.
- S.V.I. average for March was 237.
- 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.
- All industrial inspection tours have been cancelled because of Covid-19.

Highway Operations and Maintenance Division:

March	2020
Cemeteries & Park Maintenance	
Burials/Cremations	1-Full/0-Cremation
Entombments	2
Grave/Trust Fund Sales	0-GR/ 3-TF
Grave Transfers	1
Foundations	0
Place Grass Marker	0

Cemeteries:

March was a slow month of burials probably attributed to the Covid-19 situation and family concerns of group gathering.

Entombments are up this year and again we are attributing it to the Covid-19 situation as families are choosing to hold off on services.

DPW cemetery staff has been performing maintenance on equipment (painted the tow-behind concrete mixer as well as both utility trailers that haul mowers throughout the summer). They have also been assisting the O&M crew with roadside litter removal, cleaning of sidewalks and green belts.

A product called "D2" biological green friendly stone cleaning solution was purchased to get a jump start on stone maintenance and repair. In the coming weeks as the weather starts to warm up, we will be starting to treat stones in the School Street Cemetery where additional repairs will take place this year. We are hoping to secure a contract by the end of April for the additional repairs this year. Through the upcoming month we will be focusing on spring cleanups in all cemeteries, stone cleaning, loaming and seeding graves from the winter months and digging and pouring monument foundations from orders acquired throughout the winter months and this spring.

Energy and Facilities Division:

Solar:

City's Phase 2 solar project: The primary sites being evaluated include City Hall roof after renovation of roof work is complete, and a ground-mount array at the airport that may be dual-access trackers that orient toward the sun.

Electric Vehicles:

- DPW Charger: Installed and operational. It requires a key to operate it, which is attached to the car's key ring.
- City Hall: ReVision will install the EV charger at City Hall this spring or summer after the stairs and scaffolding are removed from the alley.
- CoL's First EV: A Nissan Leaf was delivered to DPW (3-year lease) and is available for City staff. Former city staff training in the care and feeding of the EV will be scheduled after the Covid-19 pandemic has passed.
- Electrify America: EA has surveyed the east Taylor St. site and found it free of easements or underground issues (drains, storm lines, etc.). They are continuing their development work.

Streetlight Conversion Project

We are awaiting PUC approval of the special contract. Once PUC approval is obtained the RFP's will be advertised. We are still working with Liberty Utilities to confirm the inventory.

Other:

- Greenhouse Gas Reduction Plan –A presentation is scheduled for April 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 similar to a municipal utility. We have sold all of the tax credits for the CDFA grant and will use the grant to hire a consultant to write a business plan and an aggregation plan for the program. Staff are attending meetings in Concord of the state-wide coordinating group of Community Power New Hampshire which is establishing a 'back office' to support Community Power programs. We hope to have LCP up and running by the end of this year or early next year.
- Walker Roofing is contracted to perform repair to the roof at the DPW Garage but are on hold as they are a Vermont contractor and are impacted by the Covid-19 restrictions. They will also be looking over the repair job at the Landfill Recycling Building.
- City Hall Renovations: Renovation work by ReArch (Prime general contractor) has been suspended due to Covid-19. Resilient Building Group is undertaking a Commissioning of the new HVAC system, and will be applying for energy efficiency incentives for the City. We will be working with RBG to include new equipment at City Hall in the Facility Assessment Plan.
- Unknown Odor Protocol: Working with the FD we have developed a new City policy for handling unknown odors in city buildings. We are waiting to review it at a meeting of the Joint Loss Committee.
- Municipal Audits: Investigating sources of outside funding to undertake comprehensive energy audits and retro-commissioning on City buildings.
- DPW Admin HVAC: Honeywell is installing new ductwork on the 2nd floor and then will re-balance the ventilation system. They will be installing temperature sensors in each 2nd floor office that will allow for averaging across each zone. This should help to reduce cold spots.
- Underground Storage Tanks: We are scheduling the annual inspections, a triennial inspection, and some needed repairs through Lakes Region Environmental. Covid-19 has made this effort more complex than usual.
- Facility Assessment Plan: Preparing an RFP for facility assessments this year as part of the \$75,000 CIP funds.
- Cemetery Building: Preparing a concept design for a new building at Old Pine Tree Cemetery that will be energy efficient and possibly net-zero ready which will be presented as part of a CIP 2021 project.
- Lebanon Library: Work continues on the design of renovations for the Lebanon Library. At present Resilient Buildings Group is working with the architect and engineer to get solid cost estimates to convert the heating system to primarily run on heat pumps with the present boiler or furnace as backup. We are also evaluating other energy improvement measures.

Engineering Division:

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

- Park Construction is the contractor
- Continued to work on Final punch-list items as weather permits
- Working on As-builts
- Most areas are in winter shutdown
- Hoods in Catch Basins installed
- Monthly meeting held to review draft change-order, and project 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

- Park Construction is the contractor
- Hoods in catch-basins installed and installed drops in manholes
- Monthly meeting held, project started on March 16th, web postings out, website updated with new schedule-website updated with new schedule
- Watermain, Drainage and Sewer main installed on Bomhower, Sewer services installed and began water services on Bomhower
- Sewer main installed on Freeman, Ora, Avon and Myra, Watermain installed on Freeman and Myra
- Began installation of sidewalk gravels on Mechanic Street

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

- USEPA granted a one-year extension to from Nov 2020 to Nov 2021 to complete construction of the project
- Notices went out to residents/businesses, councilors for upcoming Community Conversation Meeting of 75% plans
- Postponed the CSO#13-Neighborhood meeting to the later part of April due to Covid-19. Notices for new date and method via remote TEAMS meeting will be released week of April 15th
- Coordination design efforts with Lebanon Housing Authority – to finalize easement and work across property
- Discussions with Advanced Transit- meeting to be set with Advanced Transit and 12A businesses
- 75% plans to be received week of April 15th for City Review
- Construction work scheduled for 2021

Mascoma Street Bridge (shutdown for winter-NO CHANGE)

- ED Swett is the contractor
- Walk- through was held last Nov. 15 and punch list generated

- Paint striping still needs to be completed and then bridge will be finalized in 2020

Mechanic Street Round about

- Met with Stantec Engineers – consultant, to finalize contract agreement and submitted final scope and fee to NHDOT for their approval week of April 15th.
- Design scheduled through 2021 and construction scheduled for 2022-2023

Packard Hill Covered Bridge-Bridge Closure for Repairs

- AM Graton is the contractor
- Letters mailed out to all residents/business about Bridge closure to begin April 1, Detour Signs placed
- Bridge Construction began on April 1 with completion by July 2020
- Cleaning of bridge, staging set, floorboards, removed and began bracing of bridge for rod removal
- Roofing materials are delayed due to COVID-19, 6-8-week turnaround vs. the typical deliver time of 5 days

Hillcrest

- 3rd round of notices sent out for licenses
- Arborist Walk, notices and walk about held on April 7th
- Corresponding with NHDES with AOT and wetlands- NHDES Wetland permit application completed, AOT application completed to be sent week of March 16th
- Reviewing final easements, coordinating with lawyer and Accessing Dept. for permanent easement compensation
- Received final sketches and easements back from attorney to be mailed out the week of April 15th
- 100% plans received from Pathways Consulting
- Project to be advertised for bid late April
- Construction work scheduled for 2020

South Main Street Bridge Project

- Alternative design 2E plans have been submitted by Dubois & King, Inc. to NHDOT for review
- Coordination with NHDOT continues
- Final design will proceed upon receipt of NHDOT approval of the project approach
- Assuming NHDOT approval to proceed, design completion is estimated at Fall 2021 with construction in 2022-2023

Downtown Tunnel Rehabilitation Project

- Phase 1 utility work and Tunnel demolition continues by ED Swett, Inc.
- Contractor has begun construction western tunnel roof cast-in-place concrete slabs. This work is anticipated to continue through June 1.
- Construction schedule is substantial completion by Nov 2020

20 Spencer Street Project

- Demolition activities by Casella Construction have begun and is approximately 75 percent complete with 100% completion by the end of April 2020.

Dana House Roof and Bulkhead Project

- Roof removal and reconstruction is anticipated to begin on April 15 by Cobb Hill Construction and to be complete by late May 2020.
- Concrete bulkhead construction is anticipated to begin on May 1 by DPW staff.

Route 12A Sidewalk and Roadway Repaving Project

- Pike Industries is the contractor
- Rte. 12A sidewalk construction is anticipated to begin on or about April 20
- Paving of Route 12A, Airport Road, Commerce Avenue and Technology way is anticipated to begin on or about June 1 and will continue through July 2020. Rte. 12A and Airport rd. will be primarily nighttime work.

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
- Pre-proposal meeting held with consultants on March 11th for Hanover Street and Spencer Street Roadway/complete street project
- Crafts Ave. Ext. Work to begin week of April 15th

RECREATION & PARKS

Program Updates:

- Currently, all Lebanon Recreation and Parks programs are postponed until further notice. We are still accepting registrations and planning as usual for all programs at no fee. We want to make sure we can mobilize quickly, if we get the word that programs are able to run.
- We are taking a more detailed look at how our programs will operate in the near future in regard to what have become social norms: social distancing, use of masks, providing handwashing/sanitizing stations, flow of people through public spaces, cleaning of hard and soft surfaces, requirements of vendors at city programs or on city property, etc. Lebanon Farmers' Market risk management plan in progress for the 2020 season in response to COVID-19.
- Shamrock Shuffle 5k was planned for Saturday, March 14th and is currently postponed until further notice due to COVID-19.
- We have accepted 14 food trucks for the 2020 Lebanon Food Truck Festival contingent upon the special event proceeding as planned for 2020 with concerns regarding the COVID-19 outbreak.

Community Outreach:

- Lebanon Recreation and Parks has enhanced their partnership with the Lebanon School District to provide Inspire Play Packs weekly to children in the Lebanon and West Lebanon community during the school closures. These packs contain various items to help children and families stay active while at home, enhancing their quality of life. Inspire Play Packs are delivered along the school's bus routes on Tuesdays with the meal delivery that the school is providing.
- \$5.00 funds the supplies for one Inspire Play Pack. Inspire Play Packs are being funded through proceeds from Special Events, donations from individual community members, other City Departments (including Fire, Police and Landfill), and local business owners and foundations (LaValley Building Supply and The Byrne Foundation). We are actively seeking more funding.

<u>Program</u>	<u>Residents</u>	<u>Non-Residents</u>	<u>Total</u>
Awesome Wicked Gymnastics (Cancelled 3 weeks due to COVID-19)	54	6	60
Wallcrawlers Rock Climbing Teams (Cancelled due to COVID-19)	13	2	15
Romp and Stomp (Cancelled final week due to COVID-19)	19	12	31
K-4 th Grade Spring Flings (2 dates cancelled due to COVID-19)	20	0	20
Cadillac Cuisine Club (cancelled due to COVID-19)	7	6	13
Savvy Senior Trips (Cancelled due to COVID-19)	7	1	8
Intro to Belly Dancing (Cancelled due to COVID-19)	0	0	0

Parks Maintenance Project Updates:

Major Projects	Status
Mall and Colburn Park Tree Pruning	Scheduled to be completed March-April 2020
Ice Rink Clean Up	Scheduled to be completed March-April 2020

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.

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, NH	Planning for Spring thaw and preparing for refilling and ensure plaster adhered properly. This will take place in April-May 2020.
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 toured 3 facilities to determine what would work in the Upper Valley.