

PUBLIC HEARING – October 16, 2017

Mayor Grenier opened the duly scheduled and advertised Public Hearing at approximately 6:32 p.m. to hear comments on the following:

CDBG Proposed Study of 121 Main Street Building for Re-use

Pam Laflamme, Community Development Director, presented the following:

Community Development Block Grant funds are available to municipalities up to \$500,000 for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per planning study grant. All CDBG projects must directly benefit a majority of low and moderate income persons or households.

The purpose of this public hearing is a proposed application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant Planning Study funds. The majority of the funds will be subgranted to AHEAD Qtr, Inc for architectural/engineering, environmental studies and/or market analysis to determine the feasibility of renovating 121 Main Street, Berlin into a possible Health and Wellness Center that would primarily serve low and moderate income persons. The remainder of the CDBG will be retained for the City's administrative expenses.

This project conforms with Berlin's Housing and Community Development Plan's Goals of: Continued Development of Medical Center and Other Non-Profit Agencies and Downtown Revitalization.

Mayor Grenier asked for comments from the public; with none presented, the public hearing for the CDBG Proposed Study of 121 Main Street Building for Re-use was closed at 6:34 pm.

Mayor Grenier then opened the duly scheduled and advertised Residential Antidisplacement and Relocation Assistance Plan Public Hearing at approximately 6:34 pm.

Ms. Laflamme presented the following:

The existing building has been vacant for years, so no displacement or relocation of persons is involved in this project. If the City undertakes a CDBG project that involves displacement or relocation it will follow the Uniform Relocation Act. The URA outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Mayor Grenier asked for comments from the public; with none presented, the public hearing the on Residential Antidisplacement and Relocation Assistance Plan was closed at 6:35 pm.

Councilor Nelson moved, with a second from Councilor Higbee to adopt the Residential Antidisplacement and Relocation Assistance Plan as well as approve the submittal of the application and vote to authorize the City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract. Roll call resulted in a unanimous vote in the affirmative, the motion carried.

CITY COUNCIL MEETING – Monday, October 16, 2017

Mayor Grenier called the City Council Meeting to order at approximately 6:30 p.m. in the City Hall Council Chambers. The pledge of allegiance to the flag preceded roll call. Present: Councilors Otis, Nelson, Higbee, Remillard, Theberge and Rozek. Councilors Morgan Allain and Gentili were absent. Also present: Jim Wheeler, Susan Tremblay, Pam Laflamme and Martha Creegan

Minutes, Previous Meeting

Councilor Remillard moved with a second by Councilor Otis to accept the minutes of the October 2nd Regular Meeting/Work Session and the October 9th Special Meeting/Work Session. So moved, the motion carried.

Disbursements:

Disbursement Summary Draft #1800 start date 10/03/2017 end date 10/16/2017 for a total cash disbursement of \$1,978,781.74. Councilor Theberge moved with a second by Councilor Nelson to accept the disbursement summary and pay all bills as recommended by the Committee on Accounts/Claims. So moved, the motion carried.

PUBLIC COMMENTS – There were none.

UNFINISHED BUSINESS

1. Council Committee Reports – There were none.
2. Resolution 2017-19 Authorizing CDFA Feasibility Study for 121 Main Street (Tabled 10/02/2017)

A RESOLUTION authorizing an application to the Community Development Finance Authority (CDFA) for a Community Development Block Grant (CDBG) up to \$12,000.00 for funding to be sub granted to AHEAD Qtr., Inc. for architectural/engineering, environmental and market analysis to determine the feasibility of renovating 121 Main Street, Berlin into a possible Health and Wellness Center that would primarily serve low and moderate income persons.

Resolved by the City Council of the City of Berlin as Follows:

Whereas, 121 Main Street is a vacant building in the middle of downtown; and

Whereas, there are a few organizations within the community that are in need of more space for health & wellness related activities and business; and

Whereas, the City Council adopts the Residential Anti-displacement and Relocation Assistance Plan; and

Whereas, Community Development Block Grant Feasibility Study funds are available to hire engineers and architects to determine the viability of a project; and

Whereas, the majority of the funds awarded will go to AHEAD, Qtr., Inc., a small amount may be retained by the City for administrative expenses; and

Whereas, upon approval, the City Manager is authorized to receive said grant and the grant proceeds are hereby appropriated for the purpose of the grant; and

Whereas, all grant proceeds shall be deposited with the City Treasurer and that any additional use of these funds beyond the scope of work as listed in the application shall require prior approval of the City Council.

Now Therefore Be It Resolved by the City Council of the City of Berlin as Follows:

That, the City Manager is authorized to apply to the Community Development Finance Authority (CDFA) for a Community Development Block Grant (CDBG) up to \$12,000.00 for funding to be sub granted to AHEAD Qtr., Inc. for architectural/engineering, environmental and market analysis to determine the feasibility of renovating 121 Main Street, Berlin into a possible Health and Wellness Center that would primarily serve low and moderate income persons and upon approval of said application, the City Manager is authorized to execute any documents which may be necessary to effectuate the CDBG contract.

Be it further resolved that, upon receipt of the grant, \$12,000.00 is hereby appropriated for the purpose of the grant.

This Resolution shall be in full force and effect from and after passage.

Councilor Higbee moved with a second by Councilor Nelson to remove the resolution from the table at this time. So moved, the motion carried.

Councilor Higbee moved with a second by Councilor Nelson to have the resolution read a second time by title only. So moved, the motion carried.

Councilor Higbee moved with a second by Councilor Nelson to have the resolution read a third time by title only. So moved, the motion carried.

Councilor Higbee moved with a second by Councilor Nelson to pass the resolution. So moved, the motion carried.

NEW BUSINESS

3. Resolution 2017-20 Appropriating \$35,000 from the NH Charitable Foundation to the School Study of an Independent School Administrative Union (1st read)

Councilor Nelson moved with a second by Councilor Higbee, to table this resolution and schedule a public hearing for November 6, 2017. So moved, the motion carried.

4. Communication re: Handicap Parking Sign at Oak Street

Hi Mr. Rozak,

My name is Cindy Lapointe and I work as the Program Director at Northern Human Services Community Services Center.

The reason for my e-mail is to request that a handicap parking sign be placed in front of Marie Lavoie's home at 159 Oak St. in Berlin. I understand from Ms. Lavoie that she has made a request and that it has been denied.

As you may know we have a serious parking problem within the area surrounding the Community Services Center, which results in staff and visitors utilizing the parking space in front of Ms. Lavoie's home. It is unfortunate, however we as an agency cannot control where people park even though we have made efforts to try.

Ms. Lavoie has shared that she has a handicap parking pass and on many occasions has no place to park in front of her home. This has recently resulted in her utilizing the Handicap Parking located directly in front of the Community Services Center entrance. Having Ms. Lavoie use the parking space identified for the people we support is not a good resolution to this problem and makes it difficult for our consumers to access the building.

In an effort to solve this ongoing problem, I believe a handicap sign in front of her home would be the best resolution for both Ms. Lavoie and the Community Services Center.

In the event she should move as I believe she rents, we as an agency could certainly utilize the handicap space for our use, if needed.

Please consider this request and let me know if there is any further information needed.

Best Regards,

Cindy Lapointe

Program Director

Northern Human Services
Community Services Center
69 Willard St.
Berlin, NH 03570
(603) 752- 1005

Councilor Rozek moved with a second from Councilor Higbee, to accept the communication as presented, remand it to the Traffic and Safety Committee, forward an acknowledgement to Ms. Lapointe and place it on file. So moved, the motion carried.

5. City Manager's Report

1. We received four proposals from design/build teams as responses the skate park RFP. The next step will include a committee review of the proposals and interviews of selected teams.
2. The first of a series of Citizen's Academies will be held this Wednesday, October 18th from 4:30 to 6:30 p.m. Citizens are invited to come to the Waste Water Treatment Facility at 10 Shelby Street for a tour of the facility. Staff will be on hand to answer any questions.

The second event in the series will be held beginning at 5:30 on October 25th at the Berlin Fire Station on Main Street.

3. At a meeting of the Rumney Trust held September 28, the Trustees voted to dissolve the Trust. There was approximately \$92,000 in the Trust which will be added to this year's budget to offset the Health Department deficit experienced in FY17.
4. Supt. of Schools Corinne Cascadden has reported that there are 1167 students in the school system this year as of October 1st; that is ten less than last year. The High School is under 400 at 397.
5. Berlin's Trick or Treat hours are 5:00 to 8:00 p.m. on Tuesday, October 31st. Trick or Treat Downtown will also be held Tuesday, October 31st from 3:00 to 5:00 p.m.
6. The City of Berlin has been working over the past several years to identify and eliminate infiltration and inflow (I/I) from the wastewater collection system. We are performing a house-to-house inspection program to identify sources of I/I on the East Side of the City. The inspections are being done by a PWD employee and a representative from Wright-Pierce.

We want to inspect foundation drains, roof drains, and/or sump pumps that may be connected to the sewer system. Once identified, an effort will be made to divert water away from the sanitary system to the storm water drainage system at no cost to the homeowner. The City would greatly appreciate the public's cooperation when the team arrives to perform the inspection. If you have any questions, please call the City at 603-752-4450 or the Project Engineer, Russell Scammon, at 207-319-1511.

7. Recreational Hockey Development is being offered to any child ages 5 to 15. Registration is to occur by October 28th. The beginner level fee is \$150. Participants will meet on Saturdays and Wednesdays at the Notre Dame Arena. The intermediate level fee is \$250 and they will meet Saturdays, Sundays, and Wednesdays at the Notre Dame Arena. Registration is at the Berlin Recreation Center, 672 First Avenue, Berlin.

Councilor Rozek moved with a second by Councilor Higbee to accept the City's Manager Report and place it on file. So moved, the motion carried.

6. Mayor's Report

a. Extra Mile Day Proclamation

WHEREAS, Berlin is a community which acknowledges that a special vibrancy exists with the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, Berlin is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends and community; and

WHEREAS, Berlin is a community which chooses to shine a light on and celebrate individuals and organizations within its community who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, Berlin acknowledges the mission of the Extra Mile America Foundation to create 300 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2017.

NOW THEREFORE I, Mayor of Berlin, New Hampshire do hereby proclaim November 1, 2017 to be Extra Mile Day. I urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those around who are inspirational in their efforts and commitment to make their organizations, families, community, country or world a better place.

b. Planning Board Appointment

October 3, 2017

Honorable Mayor Grenier and City Council
City Hall
Berlin, NH 03570

Dear Mayor and Council:

I am interested in serving on the Berlin Planning Board. Pam Laflamme informed me that there is a vacant position and asked me to consider becoming a part of the Board. I would appreciate the opportunity to serve the City of Berlin in this capacity.

I have been living in Berlin for a little over three years and in that time I have been involved in local economic development (with a focus on micro-businesses) through WREN and was the Berlin Farmer's Market Manager in 2016 and the Berlin Community Market Manager in 2017. Not only I am very interested in gaining a much better understanding of how my city operates but I also want to be a part of helping it to grow. I see great potential in Berlin for economic growth and development.

Thank you for your consideration.

Sincerely,

Christina Lefebvre
273 Pleasant Street
Berlin, NH 03570

cc: Thomas McCue, Planning Board Chairman

Councilor Rozek moved with a second from Councilor Remillard, to appoint Christina Lefebvre to the Berlin Planning Board as an alternate member for a three-year term to expire on April 30, 2020. So moved, the motion carried.

Mayor Grenier stated that he will be attending and representing the City of Berlin for a NH Legends of Hockey Banquet. There are three local people being inducted.

Councilor Rozek moved with a second from Councilor Higbee to accept the Mayor's Report and place it on file. So moved, the motion carried.

7. PUBLIC COMMENTS - There were none.

8. Council Comments –

Councilor Remillard said that she attended a meeting for the NH Women Foundation. She stated that she was pleased to be able to share that as a member of the Council, she feels very equal.

9. Adjournment

There being no further business before the Mayor and Council, Councilor Rozek moved with a second by Councilor Higbee to adjourn the regular meeting. So moved, the motion carried and Mayor Grenier declared the regular meeting adjourned at approximately 7:56 P.M.

A True Record, Attest:

Elaine Riendeau
City Clerk