

## **PUBLIC HEARING – APRIL 17, 2017**

Mayor Pro Tem Remillard opened the duly scheduled and advertised Public Hearing at approximately 7:47 p.m. to hear comments on the following subject matters:

Resolution 2017-05 Authorizing an application to the Community Development Finance Authority (CDFA) for Community Development Block Grant (CDBG) to conduct a feasibility study in the amount of \$12,000 by retaining professional services to evaluate the feasibility of the construction and installation of an elevator in City Hall.

Pamela Laflamme, Community Development Director, made note of a handout that was available for those in attendance and then 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 funds for a Planning Study to retain professional services to evaluate the feasibility of and the construction and installation of an elevator in City Hall.

This project conforms with Berlin's Housing and Community Development Plan's Goal of: Develop plans for improving handicapped accessibility of municipal structures and programs.

Mayor Pro Tem Remillard asked for comments from the public; with none presented, this portion of the public hearing closed at 7:50 p.m.

A public hearing was opened at 7:50 p.m. noting this project conforms with Berlin's Housing and Community Development Plan.

Berlin has a Housing and Development Plan outlining goals for the City. The plan needs to be reviewed and re-adopted at least every 3 years. No changes are proposed to the current plan.

Mayor Pro Tem Remillard asked for comments from the public; with none presented, this portion of the public hearing closed at 7:51 p.m.

Mayor Pro Tem Remillard opened the public hearing on the Residential Antidisplacement and Relocation Assistance Plan.

Although each of these proposed projects does not involve any displacement or relocation of persons (or businesses), if the City were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Mayor Pro Tem Remillard asked for comments from the public; with none presented, this portion of the public hearing closed at 7:52 p.m.

Mayor Pro Tem Remillard opened the public hearing at 7:53 p.m. on an update on the Northern Lights CDBG project.

Ms. Laflamme stated this proposed project is primarily energy improvements to Northern Lights Housing, 63 units of affordable housing in Berlin. The work includes changing lighting, sprinkler improvements, boiler change, roofing, window and doors.

The electrical portion of the project is approximately 85% complete. Mechanical recently just started, due to the winter weather. The intent is to do the boiler change over in 3-4 weeks. The weather has to get, and stay, warmer for most of the remaining work items. The entire project is scheduled to be completed in approximately June.

Mayor Pro Tem Remillard asked for comments from the public; with none presented, the public hearing on the subject matter above closed at 7:54 p.m.

Mayor Pro Tem Remillard opened the public hearing at approximately 7:54 p.m. on the following:

Resolution 2017-06 authorizing an application to the NH Charitable Foundation for a \$14,000 "You Have Our Trust" Grant to create a parking lot and trailhead area at the base of Mount Forist, create a new hiking trail on the mountain and associated activities.

Mayor Pro Tem Remillard asked for comments from the public.

Cam Bradshaw of 816 Sixth Avenue – Ms. Bradshaw asked where the parking lot will be located in conjunction with her property. Ms. Laflamme indicated that it was at the opposite end.

Being no further comments, Mayor Pro Tem Remillard closed this portion of the public hearing at 7:55 p.m.

Mayor Pro Tem Remillard opened the public hearing at approximately 7:55 p.m. on the following:

Resolution 2017-07 accepting a gift of land to the City of Berlin by Richard W Tremaine Etals., which includes three parcels of land known as Tax Map 110, Lots 165, 170 and 175.

Mayor Pro Tem Remillard asked for comments from the public; with none presented, the public hearing on the subject matter closed at 7:56 p.m.

## **CITY COUNCIL MEETING – Monday, April 17, 2017**

Mayor Pro Tem Remillard called the Regular City Council Meeting to order at approximately 7:56 p.m. in the City Hall Council Chambers. The pledge of allegiance to the flag preceded roll call. Present: Councilors Remillard, Otis, Gentili, Higbee, Rozek, Nelson and Theberge. Mayor Grenier and Councilor Morgan Allain were absent. Also present: James Wheeler, Pamela Laflamme, Donna Lane, Cam Bradshaw and Barbara Tetreault

### **Minutes, Previous Meeting**

Councilor Theberge moved with a second by Councilor Nelson to accept the minutes of the March 29<sup>th</sup> Budget Session, the April 3<sup>rd</sup> Work Session/Regular Meeting and the April 10<sup>th</sup> Work Session. So moved, the motion carried.

### **Disbursements:**

Disbursement Summary Draft #1787 start date 04/04/2017 end date 04/17/2017 for a total cash disbursement of \$1,006,047.92. Councilor Nelson moved with a second by Councilor Higbee 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 no comments.

## UNFINISHED BUSINESS

### 1. Council Committee Reports

Councilor Rozek presented a brief review of the April 10<sup>th</sup> Traffic Safety Committee Meeting as follows:

Request for Street Lights, Hutchins Street – The matter was voted down due to lack of funding.

Proposed Flashing Yellow Light at Hillside/Route 110 – The Committee is forwarding the request to City Manager, Jim Wheeler, so that he may review it as well as check into any grant monies that may be available for the purchase and installation of the light.

Proposed OHRV Ordinance Changes – Councilor Rozek stated that Chief Morency was not available for this meeting, therefore this matter was postponed until the April 24<sup>th</sup> meeting.

Proposed “No Parking Here to Corner” Sign, Hillside & Willard – This location is right across the street from Bryant Funeral Home. There are parking/no-parking lines marked on the pavement but are frequently covered by snow and/or sand. The Committee approved the request for a sign to be installed. The request has been forwarded to PWD for the installation.

Proposed Yield Sign on Madison/Memorial, Councilor Remillard – Councilor Rozek stated that they postponed this matter until the April 24<sup>th</sup> meeting.

Councilor Nelson suggested that the Committee should consider installing a “No Parking Here to Corner” at the High Street/Hillside Avenue intersection. Councilor Rozek asked her to forward the request in writing to the Committee.

She also expressed concern regarding the OHRV ordinance as it relates to the trails being closed due to mud season. There is still OHRV traffic on the streets even though the trail system, streets included, is closed. Councilor Rozek stated that the ordinance is currently gray in this area and is hopeful that when the Committee has completed their review of the ordinance, it will be amended to address those items that need clarity.

Councilor Otis moved with a second by Councilor Higbee to accept the Traffic Safety Report as presented by Councilor Rozek and place it on file. So moved, the motion carried.

### 2. Resolution 2017-05 Authorizing \$12,000 Grant for Feasibility Study for City Hall Elevator (tabled 4/3/17)

A RESOLUTION authorizing an application to the Community Development Finance Authority (CDFA) for a Community Development Block Grant (CDBG) to conduct a feasibility study in the amount of \$12,000.00 by retaining professional services to evaluate the feasibility of the construction and installation of an elevator in City Hall.

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

Whereas, the chairlift in City Hall is no longer manufactured and is obsolete and the parts are getting more difficult and expensive to obtain; and

Whereas, when the chairlift is not operational, the building is not ADA accessible; and

Whereas, the majority of public meetings are held on the second and third floors of the building;

Whereas, the City Council adopts the updated Housing and Community Development Plan; 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, 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) in the amount of \$12,000.00 to conduct a feasibility study by retaining professional services to evaluate the feasibility of the construction and installation of an elevator in City Hall 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 Nelson moved with a second by Councilor Otis to remove the resolution from the table at this time. So moved, the motion carried.

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

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

Councilor Nelson moved with a second by Councilor Higbee to pass the resolution. So moved the motion carried and Mayor Pro Tem Remillard declared the resolution now passed.

**3. Resolution 2017-06 Authorizing \$14,000 Grant for Trailhead Parking at Mt. Forist (tabled 4/3/17)**

A RESOLUTION authorizing an application to the NH Charitable Foundation for a \$14,000.00 "You Have Our Trust" Grant to create a parking lot and trailhead area at the base of Mount Forist, create a new hiking trail on the mountain and associated activities.

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

Whereas, there is an active climbing community in the City and Mount Forist has become a destination for beginning and intermediate climbers and the activity is increasing in popularity; and

Whereas, there is a funder through the NH Charitable Foundation who has taken an interest in Mount Jasper and Mount Forist and wishes to continue to fund community based recreational opportunities in the City; and

Whereas, the City has a willing landowner to donate land for the parking and trailhead area;

Whereas, designated parking will give the neighborhood relief from unorganized, on-street

parking; and

Whereas, this will be another recreational opportunity the City can promote 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 for and receive a NH Charitable Foundation "You Have Our Trust" Grant in the amount of \$14,000.00 to create a parking lot and trailhead area at the base of Mount Forist, create a new hiking trail on the mountain and associated activities and upon approval of said application, the City Manager is authorized to execute any documents which may be necessary to effectuate the contract.

Be it further resolved that, upon receipt of the grant, \$14,000.00 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 Gentili to remove the resolution from the table at this time. So moved, the motion carried.

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

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

Councilor Higbee moved with a second by Councilor Gentili to pass the resolution. So moved the motion carried and Mayor Pro Tem Remillard declared the resolution now passed.

4. Resolution 2017-07 Accepting a Donation of Land from Richard Tremaine (tabled 4/3/17)

A RESOLUTION accepting a gift of land to the City of Berlin by Richard W Tremaine Etals., which includes three parcels of land known as Tax Map 110, Lots 165, 170 and 175.

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

Whereas, this is a gift of land for recreational purposes including but limited to parking at the base of Mount Forist; and

Whereas, the City has received funding to create a parking area for the purpose of having a trailhead for those who climb and hike Mount Forist; and

Whereas, RSA 31:19 and 44:1 allows the City to accept gifts for public purpose;

Whereas, the transaction will be subject to the review and approval of the City Attorney.

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

That, pursuant to RSA 31:19 and RSA 44:1, the City Manager is authorized to accept on the City Council's behalf, the gift of land from Richard W Tremaine Etals., which includes three parcels of land known as Tax Map 110, Lots 165, 170 and 175, and upon review and approval of the City Attorney, the City Manager is authorized to execute any documents which may be necessary to accept the gift.

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

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

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

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

Councilor Theberge moved with a second by Councilor Higbee to pass the resolution. So moved the motion carried and Mayor Pro Tem Remillard declared the resolution now passed.

## NEW BUSINESS

### 5. City Manager's Report

1. The City's fuel oil is out for bid with a return date of April 18th on the bid. We contract for 160,000 gallons of fuel oil between city and schools. The bid result will be used for the final budget.
2. Monthly reports are attached from the Fire Department, Public Works Department and Police Department.
3. We are actively seeking applicants for the Airport Manager position at the Berlin Regional Airport. The position is listed in the local papers, the Manchester Union and on the NHMA web site.
4. We welcome Brandon Bisson as a new firefighter to the Berlin Fire Department.
5. Attached is a letter of support sent to the House Finance Committee for SB57 in time for their April 11 Public Hearing. This legislation would bring funding for two of the City's wastewater projects. We sent the letter in response to NHMA's call for Grass Roots Acton!
6. Once again this year, we are making a request for inmate assistance from FCI Berlin for the Beautification Program. The inmates will work on spring clean-up of public rights of way; roadside clean-up; roadside trimming and mowing as well as grounds keeping of public property. The plan is to continue to use the inmate help through the winter months. The task list has not been determined yet but there are rooms in City buildings that we hope to paint.
7. The installation of the Route 16 lighting will be going out to bid in the next few days. All of the fixtures and mounting arm have been purchased in advance by the City.
8. A reminder that OHRV use is prohibited on City streets due to mud season. The trails are due to open May 23rd.

Councilor Nelson asked whether the dates in the Police Department report were based on a calendar or fiscal year. Councilor Rozek suggested that the report includes dates for clarification purposes.

Councilor Nelson also asked about the misprinting in the Fire Department report. City Manager Wheeler suggested that it is a standard report, but he will check into the matter.

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

5. Mayor's Report

a. Reappointment – Berlin Water Commission Mike Caron

April 6, 2017

Honorable Mayor Paul R. Grenier  
City Hall – 168 Main Street  
Berlin, NH 03570

Dear Honorable Mayor:

My term of office for Water Board Commissioner Expires as of May 1, 2017.

I am willing to continue to serve as a Board Member. Would you please consider reappointing me as a Water Board Commissioner, with term of office expiring May 1, 2021.

Respectfully submitted,  
Michael Caron

Councilor Rozek moved with a second by Councilor Higbee to reappoint Michael Caron as a Water Board Commissioner with a term of office expiring May 1, 2021. So moved, the motion carried.

b. Reappointment – Zoning Board

April 13, 2014

Honorable Mayor Grenier & City Councilors  
City Hall  
168 Main Street  
Berlin, NH 03570

RE: Zoning Board Membership

Mayor Grenier & City Council:

The Zoning Board of Adjustment has three appointments that are expiring this month and all three of the board members wish to seek another three year term with the Board.

- Dana Hoyt – Three-year term to run from April 2017 until April 2020, regular board member. Mr. Hoyt currently serves as the chairperson of the ZBA.
- Henry Boucher – Three-year term to run from April 2017 until April 2020 regular member.
- Greg Marrer – Three-year term to run from April 2017 until April 2020, alternate board member.

Sincerely,

Pamela E. Laflamme  
Community Development Director

cc: Michel Salek, Code Enforcement Officer

Councilor Rozek moved with a second by Councilor Nelson to reappoint Dana Hoyt as a regular board member for a three-year term to expire April 30, 2020; Henry Boucher as a regular board

member for a three-year term to expire April 30, 2020; and Greg Marrer as an alternate board member for a three-year term to expire April 30, 2020. So moved, the motion carried.

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

6. PUBLIC COMMENTS – There were no comments.

7. Council Comments – Councilor Theberge stated that North Country Council has an OHRV meeting scheduled for April 27<sup>th</sup> in Gorham. He will plan to attend.

8. Adjournment

There being no further business before the Mayor and Council, Councilor Rozek moved with a second by Councilor Theberge to adjourn the regular meeting. So moved, the motion carried and Mayor Pro Tem Remillard declared the regular meeting adjourned at approximately 8:22 P.M.

A True Record, Attest:

Elaine Riendeau  
City Clerk