

## **City Council Work Session**

### **August 6, 2018**

Present were: Mayor Grenier, Councilors Theberge, Gentili, Rozek, Otis, Higbee, Morgan Allain and Berthiaume; Councilor Remillard was absent.

Others present: City Manager Jim Wheeler, Recreation Director Terry Letarte, Police Chief Pete Morency, Assistant Police Chief Dan Buteau, Community Development Director Pamela Laflamme, Barbara Tetreault *Berlin Daily Sun* and public.

Mayor Grenier opened the meeting at 6:30 p.m.

#### **Open Positions**

Mr. Wheeler explained that there was a retirement in the Public Works crew. He is looking to hire an equipment operator which is the entry level position. Mayor Grenier noted that it will likely be six to eight weeks before someone is hired. Councilor Rozek confirmed that the employee is needed. Councilor Higbee moved with a second from Councilor Nelson to hire an equipment operator/laborer for the Public Works Department. So moved, the motion carried.

#### **Recreation Assistant**

Ms. Letarte noted that the last person in the position resigned. In response to Mayor Grenier's question about the number of hours, Ms. Letarte indicated that the average is about 25 hours per week. Councilor Nelson moved to fill the position; Councilor Higbee seconded and the motion carried. Ms. Letarte noted that it will likely be late September or October before the new person starts work. Ms. Letarte left the meeting at this time.

#### **Clean Water State Revolving Fund (CWSRF) and WW State Aid Grant Project Priority List**

Mr. Wheeler reported that the City submitted a pre-application to the revolving loan fund for the continued removal of I & I, Phase 3. Bids for the project will go out around the first of the year. This project is planned because there is a sum of money that needs to be spent for I & I removal.

Mr. Wheeler went on to say that we applied to the State Revolving Loan Fund to get principal forgiveness and we ranked third with a great score based on affordability, benefit to health and environment. We have long theorized that there are buildings the city has taken by tax deed that have flat roofs and basement drains tied to the sewer system. Both the State and the EPA see the logic in tearing down the buildings rather than digging in the street to correct the problem. We are submitting an estimate of \$500,000 for ten buildings. We have not done much demolition in the past few years due to budget constraints. This project will be paid through the sewer fund. The pre-application was approved and the final application is due by the end of the next fiscal year. Demo would occur in 2019. Councilor Higbee clarified that affordability is the community's ability to pay and all buildings to be demolished are unoccupied.

#### **Other**

Mr. Wheeler wanted to underscore the importance of a meeting to be held on September 6, 2018 at 6:00 p.m. at the Middle School Auditorium to discuss the current state of education funding and the

continued reduction of stabilization funds. Councilor Rozek commented that the invitation states it will be nearly impossible to fund education; he contends that it will be impossible and could send the City into receivership. Mayor Grenier encouraged everyone to attend adding that all North Country communities have been invited.

### **Non Meeting Land Matters**

Councilor Rozek moved with a second from Councilor Higbee to go into non-public session per RSA 91-A:3 II(d) land matters. So moved, the motion carried unanimously by roll call.

Mr. Wheeler updated the Council on a proposed land sale.

Councilor Higbee moved to come out on non-public session; Councilor Rozek seconded and the motion carried.

### **Non Meeting**

Councilor Rozek moved with a second from Councilor Higbee to go into non-meeting per RSA 91-A:2 I(b) Collective Bargaining. So moved, the motion carried unanimously by roll call.

Chief Morency and Assistant Chief Buteau entered the meeting at this time.

Councilor Rozek moved with a second from Councilor Higbee to come out of non-meeting. So moved, the motion carried.

With no further business in the Work Session, the Council moved on to the Regular Meeting.

### **PUBLIC HEARING – MONDAY, August 6, 2018**

Mayor Grenier opened the duly scheduled and advertised Public Hearing at approximately 7:28 p.m. to hear comments on the following subject matters:

Resolution 2018-20 Police Department Additional \$7,073 Grant Funds

Mayor Grenier asked for comments from the public. With no comments presented, Mayor Grenier closed the public hearing on the subject matters above at 7:30 p.m.

### **CITY COUNCIL MEETING – Monday, August 6, 2018**

Mayor Grenier called the Regular City Council Meeting to order at approximately 7:30 p.m. in the Council Chambers. The pledge of allegiance to the flag preceded roll call. Present: Councilors Otis, Morgan Allain, Rozek, Higbee, Berthiaume, Gentili and Theberge. Councilor Remillard was absent. Also present: Jim Wheeler, Pamela Laflamme, Ray Bergeron, Claire and Steve Stiles and Barbara Tetreault, Berlin Daily Sun

### **Minutes, Previous Meeting**

Councilor Theberge moved with a second by Councilor Morgan Allain to accept the minutes of the July 16<sup>th</sup> Regular Meeting/Work Session and the NCC Public Hearing of July 2, 2018. So moved, the motion carried.

## **Disbursements:**

Disbursement Summary Draft #1820 start date 07/17/2018; end date 08/03/2018 for a total cash disbursement of \$1,225,598.57. Councilor Theberge moved with a second from Councilor Berthiaume to accept the disbursement summary and pay all bills as recommended by the Committee on Accounts/Claims. So moved, the motion carried.

## **PUBLIC COMMENTS –**

Joseph Mulligan, 43 Ottawa Street, commented that he would like to do research on starting a boys and girls club in Berlin. He received the verbal support of the Mayor and Council.

## **UNFINISHED BUSINESS**

1. Council Committee Reports – There were none.
2. Resolution 2018-20 Police Department Additional \$7,073 Grand Funds (tabled 7/16/2018)

**A RESOLUTION** appropriating \$1,975.00 (One Thousand Nine Hundred and Seventy-Five Dollars) to the Radar Grant line item and increasing the Berlin Police Department's Sobriety Checkpoint Grant (30-420-908-9709) budget appropriation for Fiscal Year 2019 by \$5,098.00 (Five Thousand Ninety-Eight Dollars), to be offset by grant revenues awarded by the NH Highway Safety Agency.

WHEREAS the Berlin City Council passed Resolution 2018-11 authorizing the Berlin Police Commission to apply for and accept funds from the New Hampshire Highway Safety Agency for any and all Highway Safety Project Grants for Fiscal Year 2019; and

WHEREAS the Police Department has since acquired grant funds for a radar unit; and

WHEREAS the Berlin Police Department's Fiscal Year 2019 Sobriety Checkpoint budget appropriation was based on projected costs and patrol hours and the current appropriation is insufficient to meet the expenses relative to allotted patrol hours through June 30, 2019;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Berlin, NH, that the sum of \$7,073.00 (Seven Thousand Seventy-Three Dollars) is hereby appropriated to the Berlin Police Department Fiscal Year 2019 budget, allocating \$5,098.00 (Five Thousand Ninety-Eight Dollars) to the Sobriety Checkpoint Grant and \$1,975.00 (One Thousand Nine Hundred Seventy-Five Dollars) to the Radar Grant accounts for the purpose of effectuating said grants; and further

That the above sums are in addition to all other previously appropriated funds for the Berlin Police Department Fiscal Year 2019 Budget.

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

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

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

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

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

## **NEW BUSINESS**

### **3. PD Local Union 3657 Contract Cost Items Decision**

Mayor Grenier read the proposed cost items for a Union contract between Police Union Local 3657 and the City of Berlin. Year 1, 2019 - \$19,303; Year 2, 2020 - \$24,271; Year 3, 2021 - \$36,406. Councilor Berthiaume moved with a second from Councilor Higbee to approve the cost items as presented to begin at the next pay period. So moved, the motion carried.

### **4. Correspondence from Claire Stiles re: ATV Traffic on City Streets**

Ms. Stiles' letter asked for a survey to get feedback from Berlin residents regarding the passage of the ordinance allowing ATV traffic on city streets. Councilor Rozek moved to accept the letter and refer it to the Traffic Safety Committee and ATV Committee as well as to acknowledge receipt of the letter; Councilor Higbee seconded and the motion carried.

### **5. Correspondence from City Clerk re: September Primary Polling Locations**

The Council is asked to set the polling hours for the September 11, 2018 Primary Election at 8:00 a.m. to 7:00 p.m. Polling locations are: Precinct 1 – Recreation Center, First Avenue entrance; Precinct 2/3 – St. Anne Hall, School Street; Precinct 4 – Community Bible Church, Sullivan Street. Councilor Berthiaume moved to accept the polling hours as indicated in the 8/3/2018 memo; Councilor Higbee seconded and the motion carried.

### **6. Correspondence Coos County Family Health re: 5K Race Course for Riverfire**


Ken Gordon, CEO of Coos County Family Health asked in his letter, to hold a 5K Race/Walk on the day of Riverfire, October 13, 2018 to benefit RESPONSE to Sexual and Domestic Violence. Councilor Rozek moved to accept the letter from Mr. Gordon and to authorize the race and the race course; Councilor Higbee seconded and the motion carried.

### **7. City Manager's Report**

1. The land on Hillsboro Street put out to bid July 31, 2018, was awarded to Becky & Matt Berthiaume for \$10,102
2. We received several applications for the City Clerk position. We will be conducting interviews this week.
3. Here are the current employer contribution rates for the NH Retirement System for fiscal years 2018-2019, and preliminary contribution rates for fiscal years 2020-2021. With the exception of Teachers, the rates are expected to go down. Rates will be finalized in

Employer Contribution for:	Current Rates (Per \$100 Wages)	Preliminary Rates (Per \$100 Wages)	
	<u>July 1, 2017 - June 30, 2019</u>	<u>July 1, 2019 - June 30, 2021</u>	<u>Change</u>
Employees	11.38%	11.17%	(0.21%)
Teachers	17.36%	17.80%	0.44%
Police	29.43%	28.43%	(1.00%)
Fire	31.89%	30.09%	(1.80%)

September of 2018.

4. An unexpected benefit of the ATV festival was fuel sales for the Airport. The helicopter company that gave rides at Jericho Park during the festival purchased its fuel at the airport.
5. True Enterprise is the contractor that will be replacing street lights over the next two weeks. Their trucks will be marked with a white, blue and black graphic. 
6. A BIG THANK YOU goes out to the staff of Androscoggin Valley Hospital for their generous donation to Berlin Recreation. As part of their Casual Friday event, workers contributed \$144.35 to the Recreation Department. This donation will go towards scholarships for children who otherwise may not participate in our programs.
7. We should have the Skate Park construction design by the end of the week. Construction is expected to begin in mid to late September.
8. The City Hall Elevator Study is nearly complete. The Council will be presented with the cost estimate details and final report in the coming weeks.
9. Lines on Route 16 and Hutchins Street are being painted today! The work began this afternoon and will continue through the night until complete.
10. HEB is working on the final design for the Riverwalk. They are due to meet with the Planning Board again in September.
11. Paula Kinney reports a record breaking attendance at the Jericho ATV Festival at 6,500 people. The Chamber will hold a Wrap-up Meeting on Thursday August 9th at 6:00 p.m. in the Bunkhouse.
12. The engineers for the Snow Melt Project will be here for a site visit tomorrow. They will tour the Burgess facility and meet with City officials.
13. A Public Works Report and a Fire Department Incident Report are attached.

Councilor Rozek moved with a second from Councilor Higbee to accept the City Manager's Report. In further discussion Councilor Higbee asked if the paint that will be used on the lines on Route 16 will be of a better quality as the lines painted in the fall did not last. Mr. Wheeler noted that there will be a longer lasting paint used. Councilor Rozek asked about the turn on Hutchins Street and whether the recommended high strength pavement had been used. Mr. Wheeler indicated that it had. All voted in favor of the motion to accept the City Manager's Report.

## **8. Mayor's Report**

BIDPA Appointments: Mayor Grenier nominated Michael Caron for a three year term on the BIDPA Board for a term to end July of 2021; Jay Poulin for a three year term to end July 2021; and Roland Olivier for a three year term to end July 2021. Councilor Rozek moved to accept the

Mayor's nomination and appoint BIDPA Board members as indicated; Councilor Higbee seconded and the motion carried.

Cemetery Trust Appointments: Mayor Grenier nominated B. Edward Bryant as a Cemetery Trustee for a three year term to end 8/31/2021. Councilor Rozek moved with a second from Councilor Morgan Allain to accept the Mayor's nomination and appoint B. Edward Bryant as a Cemetery Trustee for a three year term to end 8/31/2021. So moved, the motion carried.

Trustees of Trust Funds: Mayor Grenier nominated David Martin as a Trustee of Trust Funds for a two year term to end 6/30/2020; and Bronson Frizzell as a Trustee of Trust Funds for a three year term to end 6/30/2021. Councilor Berthiaume moved to accept the Mayor's nomination and appoint Trustees of Trust Funds as indicated; Councilor Otis seconded and the motion carried.

Mayor Grenier thanked the ATV Club and the Chamber of Commerce for a job well done at the Jericho ATV Festival. Traffic control was excellent and there was the right presence of law enforcement. Hats off to those who planned and executed the Jericho ATV Festival. Councilor Theberge moved with a second from Councilor Higbee to accept the Mayor's Report and place on file. So moved, the motion carried.

9. **Public Comments** - none
10. **Council Comments** – none
11. **Adjournment** - Councilor Rozek moved to adjourn; Councilor Theberge seconded and the motion carried. The meeting ended at 7:57 p.m.

Respectfully Submitted,  
Susan Tremblay  
Administrative Assistant

Minutes are unofficial until they have been accepted by the City Council by motion.