

CITY COUNCIL MEETING – Monday, February 4, 2019

Mayor Grenier called the Regular City Council Meeting to order at approximately 7:39 p.m. in the Council Chambers.

Regular Meeting

a. Pledge of Allegiance

b. Roll Call

Present: Mayor Grenier, Councilors Remillard, Otis, Morgan Allain, Berthiaume, Gentili, Higbee, Rozek, and Theberge.

Also present: Jim Wheeler, Susan Tremblay, Shelli Fortin, Claire Stiles, and Barbara Tetreault, Berlin Daily Sun

c. Councilor Remillard moved, with a second by Councilor Otis, to accept the minutes of the January 21, 2019 Regular Meeting and Work Session and January 28, 2019 Work Session. So moved, the motion carried.

Disbursements:

Disbursement Summary Draft #1831 start date 01/19/2019 end date 02/01/2019 for a total cash disbursement of \$752,775.70. Councilor Theberge moved with a second by Councilor Morgan Allain 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 public comments.

UNFINISHED BUSINESS

1. Council Committee Reports

Councilor Rozek presented the Traffic Safety Committee Report. Councilor Rozek advised that they will allow the City Engineer to place up to 4 new signs to help with the flow of traffic at the end of Willard Street by the high school. Councilor Rozek advised that a request for a sign for an autistic child on Marble Street was denied. The handicap parking space that was requested at 345 Willard Street was tabled pending the city engineer researching rules for ADA parking. The request for a streetlight on Hampshire Street was tabled pending further information. The request for a city ordinance to ban the feeding of deer was denied and a letter will be sent to Mrs. Oleson with information on how to contact the Fish and Game Department about the problem.

Councilor Remillard moved, with a second by Councilor Morgan Allain, to accept the report from the Traffic Safety Committee and place it on file. So moved, the motion carried.

NEW BUSINESS

2. Resolution 2019-04 Authorizing an application to the NH Department of Safety for \$5,000.00 to Update the Emergency Operations Plan (1ST read)

Councilor Remillard moved, with a second by Councilor Otis to table the Resolution and schedule a public hearing for February 18, 2019. So moved, the motion carried.

3. Resolution 2019-05 Authorizing Funding for Sidewalk Tractor (1st read)

Councilor Berthiaume moved, with a second by Councilor Remillard to table the Resolution and schedule a public hearing for February 18, 2019. So moved, the motion carried.

4. Letter from Mary Lavoie Requesting Parking Space on Oak Street

Dear Mayor and City Council of Berlin, NH,

This letter is in reference to a resident of the City of Berlin named Mary Lavoie residing at 159 Oak Street. She is also a client of AV Home Care. For quite some time, there has been an issue with parking in front of Mary's house

and our nurses and aides being able to gain access to her house. It is becoming an issue to the point that she may lose services of certain workers who cannot get to her residence and need to park away from the area. Services are important to Mary and her well-being. Access to a parking space several times a week would be greatly appreciated.

If you have questions or need anything further, please do not hesitate to contact me via phone or my email is: tmackillop@avhomecare.org.

Sincerely,

Tara MacKillop MS
Executive Director

Two other letters were also received in reference to the same request for parking.

Councilor Rozek moved, with a second from Councilor Remillard, to accept the correspondence and remand all three letters to the Traffic Safety Committee for review. A letter will be sent to each acknowledging receipt and copies will also be sent to the Public Works Director and the Police Department. So moved, motion carried.

5. City Manager's Report

1. Terry Letarte has reported that the Recreation Department received a van from the School Department for use by the Summer Food Program and for other travel requirements.
2. BIDPA received seven Economic Development and Marketing Strategy proposals that were due on January 23, 2019. The proposals have been reviewed by a sub-committee of BIDPA members and staff and firms have been selected for interviews later this month. This is a very exciting project for BIDPA and the City.
3. Jarad Vartanian and Bob Vachon of Vachon and Clukay will be present at the February 25, 2019 Work Session to present the FY18 audit. Thanks to the preparation of the Finance Department which makes the audit process efficient, this is the earliest I can recall receiving the audit presentation in recent history.
4. We are currently advertising a Request for Proposals for a comprehensive assessment of the Library building. The NH Preservation Alliance granted \$4,500.00 to the City and there is also \$10,000.00 in the municipal budget for the assessment. Proposals are due February 22, 2019.
5. After many years of contracting with Senior Meals to provide summer lunches and snacks, USDA has indicated that new rules required that we need to put the food procurement out to bid instead of contracting directly with Senior Meals. We have advertised and bids are due March 7, 2019.
6. In a letter dated January 29, 2019, Sanel Auto Parts indicates that on February 1st, they will be acquiring the B&B Auto and Truck Supply NAPA store at 123 Glen Ave. and consolidating to that location. The machine shop services provided at Sanel's current location will be moved to the machine shop in Concord. A copy of the letter is attached.
7. The City Clerk's office is now open from 12-1 to make it more convenient for residents to come in on their lunch time. Shelli, Bryan, and Helen are staggering their lunch hour to make this possible. There is no cost associated with this.
8. Berlin Volunteer Recognition Award is given annually during April, Volunteer Month, to volunteers who have performed services within the municipality of Berlin. Applications are available at Berlin Recreation, 672 First Avenue or can also be obtained by calling 752-2010 to have an application mailed/emailed to you. Awards will be given in the following categories:

Recreation/Sports
Humanities/Arts
Education
Government
Grounds & Special Outdoor Projects

9. The 2019 Dog Tags are available in the City Clerk's office. Dogs are required to be licensed by May 1, 2019.
10. The AVRDD's Annual Report of District Activities is attached.
11. The PD Statistics Report is attached.

Councilor Rozek moved with a second from Councilor Morgan Allain to accept the City Manager's Report and place it on file.

Mayor Grenier shared a concern that the closing of the machine shop at Sanel's would have a negative impact on the Public Works Department. Councilor Rozek commented that Sanel's will still keep part of the machine shop open for light work, but heavy work will go to Concord.

Councilor Higbee thanked the staff in the Clerk's Office for staggering lunches to keep the office open all day.

So moved, the motion carried.

7. Mayor's Report

Mayor Grenier reported that he will continue to make trips to Concord to support the city's interests in current legislation. Councilor Remillard thanked the Mayor for his time in doing this.

8. PUBLIC COMMENTS – There were none.

9. Council Comments

Councilor Higbee advised that Council that he will be participating in an Emergency Preparedness Activity at the Fire Chief's request since he is a member of the Hazard Mitigation Plan Update Committee.

10. Adjournment

At approximately 8:04 p.m. Councilor Rozek moved with a second by Councilor Theberge to adjourn the regular meeting. So moved, the motion carried.

A True Record, Attest:

Shelli Fortin
City Clerk

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