

City Council Work Session February 20, 2024

Present were: Mayor Cone, Councilors Higbee, Qualls, Korzen, Theberge, Morgan, Valerino and Morency. Councilor Berthiaume was absent.

Others present: City Manager Phillip L. Warren Jr., Dir. Of Strat. Initiatives and Asst. City Mgr. Pamela Laflamme, City Clerk Shelli Fortin, Finance Director Holly Larsen, Chief of Police Dan Buteau, SAU3 Superintendent Julie King, SAU3 buildings and grounds Director Bryan Lamirande, Lisa Connell, Berlin Daily Sun and Members of the Public.

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

District Representatives to AVRDD – Second Alternate

Mayor Cone advised a Second Alternate still needs to be appointed to the AVRDD Board. Councilor Morency expressed his interest in serving on the AVRDD Board as the Second Alternate. Mr. Warren commented that Council voted, at the last meeting, to appoint Steven Korzen as the Primary Representative, and Mia Qualls as the First Alternate as the City's representatives on AVRDD. A vote will be taken during this evening's regular meeting to appoint Councilor Morency as the Second Alternate.

Berlin Financial Management Plan - CDBG

Ms. Laflamme advised it has been 5 years since Council last adopted the Financial Management Plan and Code of Ethics for CDBG. NHCDFA require these documents for communities that manage and have CDBG grants. The City has a couple right now and few coming in the future. Councilor Higbee moved to approve the Berlin Financial Management Plan for CDBG projects. Councilor Morgan seconded and the motion carried with all in favor. Councilor Higbee moved to approve the Berlin code of Ethics for CDBG administration. Councilor Valerino seconded and the motion carried with all in favor.

Capital Improvement Program

Mr. Warren presented the 2025-2030 CIP to Council. He commented the first sheet is a summary of the whole program for its duration. This captures what all the capital improvements would be if fully funded and how they'd be funded. He commented this is not a budgetary financial document, it is a planning document. The authorizing for funding will come about as we move through the budget process. The following pages of the CIP document lists the CIP's by department. As the budget evolves, the CIP will become a funding document. The process for CIP starts with each department submitting their recommendations to the City Manager, the City Manager puts a plan together which is presented to the Planning Board. The Planning Board reviewed the plan and it is now an advisory document to the City Manager and Council. Councilor Morency questioned if funds become available for these projects, how does that change the documents. Mr. Warren advised the funds would be identified under the "other funds" line item.

ARPA Funds

Mr. Warren advised there are two documents presented under this item. First one is a letter from the Vice President of the Berlin-Gorham Cal-Ripken League where it explains what needs to be done in order to meet the requirements of the Cal-Ripken organization. The second document indicates the beginning balance of the ARPA Funds which was \$1,059,669, Resolution 2023-31 in the amount of \$764,000 and Resolution 2024-04 in the amount of \$40,204 leaving a balance total of \$255,465. Resolution 2024-04 will be first read this evening during regular meeting. Mr. Warren advised he would like to purchase a

crack sealing machine with the balance. This would be very beneficial to the City. It would eliminate cold patch and it is not weather dependent so could be utilized all year. This machine also allows to permanently patch potholes. There are currently streets that need to be crack sealed on the paving plan which requires renting a machine. Councilor Theberge asked what the cost is to purchase the machine. Mr. Warren advised it's in the vicinity of \$200,000. Councilor Korzen asked what the cost to rent is. Mr. Warren advised it's \$11,000 for two weeks. Councilor Theberge commented it looks like there would be funds leftover after the crack sealing machine purchase and suggested considering the acoustics and lighting in the Council Chambers as there's been complaints in those areas.

At 6:50 p.m., there being no further business in Work Session, Mayor Cone recessed before moving on to the Regular Meeting.

Respectfully Submitted,
Danielle Rioux
Executive Assistant

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