

**City Council Work Session
December 18, 2017**

Present were: Mayor Grenier, Councilors Otis, Rozek, Theberge, Nelson (7:05), Gentili, and Higbee; Councilors Morgan Allain and Remillard were absent

Others present: City Manager Jim Wheeler, Community Development Director Pamela Laflamme, City Clerk Elaine Riendeau, Superintendent of Schools Corinne Cascadden, Assistant Chief Dan Buteau and Barbara Tetreault *Berlin Daily Sun*.

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

Rules for Use of AVRRDD Transfer Station

Mr. Wheeler reported that he spoke with Sharon Gauthier about changing tire permits to include ATV tires. Ms. Gauthier informed that the existing tire sizes are set by the District and used by all member communities. It would be a big process to change the tire sizes. The proposal to accommodate the disposal of atv tires is to issue only the 4 slip permit and to eliminate the two slip permit. Motorcycle tires and atv tires would be added to the four slip permit. It is estimated that there would be no financial impact to making the change. The City currently brings in \$26,400 for disposal of tires and in the last fiscal year, we paid out \$6,327. The use of the additional money for recycling is allowed. From this point forward we will coordinate on switching over to the new permits. Anyone with the two slip permit will still be able to use them.

CITY OF BERLIN

Rules for the Use of AVRRDD Transfer Station

Effective January 1, 2004, Revised December 18, 2017

On December 18, 2017, the City Council adopted the following permitting rules for the City use of the Androscoggin Valley Regional Refuse Disposal District Transfer Station.

1. Origin of Wastes

Permits will be issued only for waste originating from within the limits of the City of Berlin. Citizens may be asked to certify the origin of wastes to be disposed of at the Transfer Station. The waste shall be of non-commercial origin and shall have been generated at the person's property. Deliveries shall be in accordance with the latest version of the AVRRDD Transfer Station Operating Procedures.

2. Limitations on Vehicles for Resident and Non-Resident Permits

Vehicles up to and including a $\frac{3}{4}$ ton pickup are allowed for non-commercial use under these rules. A $\frac{3}{4}$ ton pickup shall mean any pickup truck with a box volume of 8'x4'x2 (64 cubic feet) or other equivalently sized vehicle.

3. Resident Permits

A current vehicle registration obtained in the City of Berlin is required to receive your Free Resident permit or to purchase additional permits.

Free permits include a white copy that never expires which can be used for a limited list of items. It also includes a yellow one-day pass which can be used in the Landfill Container Designated Drop off Area for other items. Items for both areas are in accordance with the latest version of the AVRRDD Transfer Station Operating Procedures. Only one free permit per household once a 'calendar year' is allowed.

Purchasing additional permits

A resident can purchase the standard AVRRDD quadruple form which includes the one white permit for limited items and additional colored one-day passes to be used at the Landfill Container Designated Drop off Area. . Items for both areas are in accordance with the latest version of the AVRRDD Transfer Station Operating Procedures. Each household may only purchase one every '12 months'.

4. **Non-Resident Permits**

A non-resident can purchase the standard AVRRDD quadruple form which entitles the holder to use the transfer facility in accordance with the terms listed on the permit. A maximum of one permit per 12 month period can be issued.

5. **Commercial Permits**

Commercial permits shall be acquired directly from the AVRRDD in accordance with the latest version of the AVRRDD Transfer Station Operating Procedures.

6. **Special Circumstance Permits (SC# Permits)**

SC1 Permit – Non-resident family members or estate representatives of a recently deceased resident will be allowed to obtain a permit for use on a non-resident vehicle to dispose of the deceased members belongings. Resident family members may also obtain a permit under these circumstances in addition to a resident permit. Permits issued under these circumstances will be issued for a limited time period.

SC2 Permit – Non-resident family members of a resident who has or will move into a nursing home will be allowed to obtain a permit for use on a non-resident vehicle to dispose of the resident's belongings. Resident family members may also obtain a permit under these circumstances in addition to a resident permit. Permits issued under these circumstances will be issued for a limited time period.

SC3 Permit – Any resident holding a valid demolition or building permit as issued by the City of Berlin Building Inspector shall be able to obtain a special circumstance permit provided it is for the disposal of their personal property originating within the City of Berlin. This permit shall be available in addition to the standard Resident Permit.

SC4 Permit – Non-profit organizations that conduct operations which promote recycling and reduce solid waste shall be able to obtain a special circumstance permit. Permits shall only be issued under these circumstances if approved by the City Council.

SC5 Permit – Single trip permits shall be issued for single trip use by any resident who has the need to dispose of a limited number of items. If requested, this shall be in lieu of a standard resident permit.

SC6 Permit – Other special circumstances as determined valid by the Director of Public Works/City Engineer and the City Manager.

7. **Penalties**

Any person or business found violating the intent of these rules shall immediately be restricted from using the Transfer Station and will be subject to any penalties imposed by local ordinance or state law.

8. **Permit Fees**

Permit fees shall be as shown in Table 1

Type of Permit	Annual Fee
Resident	\$20.00
Non-Resident	\$50.00
SC1	\$20.00
SC2	\$20.00
SC3	\$20.00
SC4	\$20.00
SC5	\$10.00
SC6	Case by case

9. **Tire Disposal Permits and Fees**

Berlin residents shall be allowed to dispose of up to four (4) tires per year per registered vehicle for free, without purchasing a Resident Permit, upon presentation of a valid tire disposal permit obtained from City Hall. These permits shall be issued from City Hall at the request of the resident. Disposal of additional tires shall require a valid permit and shall be subject to the disposal rates shown in Table 2.

Tires	Fee for each
ATV's, mopeds, motorcycles, boat trailers	\$2.00
Automobiles up to and including 16"	\$3.00
17" to 24"	\$9.00
25" or larger	\$25.00

10. **Items Containing Refrigerants**

Separate permits will be issued for any Berlin Resident desiring to dispose of items containing refrigerants. The cost for the disposal of each item is \$10.00

Councilor Rozek moved with a second from Councilor Otis to adopt the updated rules and regulations as presented. So moved, the motion carried.

Funding for Purchase of Pick Up

Mr. Wheeler noted that Item 5 on the agenda is a resolution to purchase a pickup truck with funds from Unappropriated Fund Balance. Councilor Rozek asked if it will be equipped with a plow and Mr. Perreault noted that the supervisor's truck does not typically have a plow. Mr. Perreault stated that there is one SUV left and the frame is gone. Mayor Grenier stated that the appropriation from UFB will need a 2/3 majority vote. Councilor Theberge asked if the trucks from the Parks Department are used during a snow event and Mr. Perreault assured him that they are.

Non Public Session

Councilor Theberge moved to enter into non-public session per RSA 91-A:3II (d) land matters; Councilor Otis seconded and the motion carried unanimously by roll call.

Councilors discussed several properties that are ready for selling.

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

Councilor Rozek moved with a second from Councilor Theberge to seal the minutes until the Mayor and City Manager deem it appropriate to release them as releasing them would make the action taken ineffective; so moved, the motion carried.

Property Sales

In a memo, Mr. Wheeler wrote, the properties listed in the motion below were taken by tax deed by the City on several dates from 7/14/2004 to 5/24/2017. Whereas the sale of these properties will contribute to the city tax base, I recommend that the City staff be authorized to dispose of these properties by sealed bid at a time which meets the process required by state law or take action as otherwise indicated below. Accordingly, I request that the Council consider a motion similar to the following:

Motion:

The City Manager is hereby authorized, indefinitely until rescinded, to offer for sale at the earliest appropriate opportunity, the properties listed below by sealed bid with conditions as indicated and other such conditions as he deems appropriate:

- **Map/Lot 132-023.000, Forbush Avenue (tax deeded 6/15/2011): (.11 acres – assessed value: \$4,000)** This parcel will be offered for sale by sealed bid to the direct abutters with the requirement to merge the lot with their existing parcel. The recommended minimum bid is \$1,000.
- **Map/Lot 112-0017.000, Western Avenue: (tax deeded 5/24/2017) (.29 acre – assessed value \$4,500)** This parcel will be offered for sale by sealed bid to the direct abutters with the requirement to merge the lot with their existing parcel. The recommended minimum bid is \$1,000.
- **Map/Lot 106-0020.000, Jericho Road: (tax deeded 7/14/2004) (6.8 acres – assessed value \$21,100)** This parcel will be offered for sale by sealed bid to the general public with the minimum bid being the assessed value.

- **Map/Lot 406-0017.000, Cates Hill Road: (tax deeded 5/26/2016) (.65 acre – assessed value \$11,200)** This parcel will be offered for sale by sealed bid to the general public with the minimum bid being the assessed value.

Councilor Rozek so moved and Councilor Higbee seconded; the motion carried unanimously.

With no further business in work session, Mayor Grenier moved on to the regular meeting.

Respectfully Submitted,
Susan Tremblay
Administrative Assistant

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