

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 09-06-2016
Re: City Manager's Report

1. The Recreation Department had another successful season providing 1,553 lunches and 1,399 afternoon snacks at four playground locations throughout the City from July 5th through August 12th. Meals were provided by Senior Meals with pickup and delivery by Recreation staff. This process was made easier this year because the School Department allowed the use of a school van for the six week program. The program is funded by the USDA. Terry Letarte provided a more detailed report that is attached.
2. There will be a workshop on September 17, 2016, 9:00 a.m. – 2:00 p.m., NHMA Offices, 25 Triangle Park Drive, Concord for New Hampshire Elected Officials. This workshop will explore the multi-faceted occupation of City and Town Council form of local government. Join NHMA Legal Counsel for an in-depth review of the charter form of government, as well as the Right to Know Law, RSA 91-A Governmental Records; Roles and Responsibilities of Elected & Appointed City Officials; Roles & Responsibilities of City Council Members; Relationship between elected officials and the City or Town Manager, Ethical Issues, Conflicts of Interest and Incompatibility of Office, Land Use/Planning/Zoning Boards. The presentation will include “real life” scenarios for discussion and a Q & A session with the attorneys.
3. The NHDOT notified the City that we will be receiving \$236,997.38 for Highway Block Grant Aid funding which is about \$19,814 more than budgeted.
4. June Gameau of Mapping and Planning Solutions has informed us that the **Hazard Mitigation Plan** has been **Final Approved** by FEMA. She will be scanning the approval into the Plan, but she is still waiting for the Community Wildfire Protection Plan final approval from NH Forests & Lands (DRED).
5. Both the Berlin Fire Dept. and the Berlin Home Health agency have been approached by the healthcare community and asked if they would administer Narcan. Primex has confirmed that the City and its employees are covered and there is a strong immunity statute that is applicable. Both Departments are considering steps to begin administering Narcan when incidents require it.

6. A Certificate of Substantial Completion and a Punch List were issued on 8/30/16 for the Hutchins St. Reconstruction project.
7. We have conferred with the NHDES regarding the PWD Fuel System upgrade project and the City's desire to re-bid the project for 2017 construction. The NHDES has indicated that if the City enters into an Administrative Order by Consent to complete the project in 2017 an extension is admissible. We have asked NHDES to prepare the documentation required.
8. Simione Health Care Consultants will be on site next week on the 12th through the 15th to conduct their assessment of Health Dept. operations.
9. Vachon and Clukay will be her beginning on the 12th to work on the FY16 audit.
10. The City opened bids for the installation of structural grating on the Chlorine Contact Tanks at the treatment plant on August 17, 2016. The result of the bids were as follows:

1. Cross Machine	\$28,427.00
2. Presby Steel	\$29,095.00
3. Merrimack Sheet Metal	\$34,920.00
11. The City opened bids for the Rotating Beacon and Wind Cone Assembly project at the Berlin Airport on August 31st. The result of the bids were as follows:

1. Moulison	\$169,850.00
2. KOBO	\$191,475.00

The bids are currently being reviewed.
12. The Public Works Activity Report is attached.
13. The Fire Department Incident Report is attached.



The Berlin Community Services Division
Recreation & Parks Department

First Avenue, Berlin NH 03570 (603) 752-2010, Fax 752-8588, TDD 752-1610, tletarte@berlinnh.gov

2016 USDA Summer Food Summary

Berlin Recreation had another successful season providing USDA nutritious lunch and snacks that totaled 1,553 lunches and 1,399 afternoon snacks. (USDA food program is an equal opportunity employer and provider).

Specifics of the program include:

Recreation had four playground site locations; Recreation Center, Friendship Park, Community-Central Park, and Brookside Park. We served meals Monday through Friday, July 05 – August 12. Recently retired long-time employee Sylvia Ramsey was on hand for the first week to guide the summer employees on the proper procedures. The transition went smoothly due to the excellent competency of the delivery/recording staff, Playground Supervisor Morgan Boucher and Playground Leaders Kirstin Taylor and Noah Dumas. While our playground program caters mainly to ages 6 – 13, we will serve meals to any school age person.

For the first time, Recreation also delivered to the Summer Project Youth Program held at Hillside Elementary and St. Barnabas. Their program ran July 05 – August 05 under the direction of Judy Arsenault. Hillside catered to Ages 5 – 10 and St. Barnabas served Ages 10 – 15.

Salvation Army once again joined forces generously donating breakfast cereal which we served to Recreation's four playground sites. Approximately 300 individual, serving-size breakfast cereal boxes were eaten.

Thanks to the cooperation of the Berlin School Department, delivery of meals was definitely more efficient and less time consuming this year. Superintendent Corinne Cascadden and Transportation Manager Tom Sutton graciously permitted the Recreation Department use of a school van for the six week program. This enabled the staff to limit their pick up at Senior Meals to once daily. In the past, with only the Recreation's car, staff would have to circle back to Senior Meals due to limited vehicle space.

USDA does require Recreation Department monitor the food served. Under the direction of Leila Villeneuve and Kerry McLain, we confidently can attest the children received quality, nutritious food daily from Senior Meals.

Although Berlin Recreation keeps a more specific breakdown of weekly counts, below is a condensed summary of the USDA meal count:

	<u>Total Lunches Served</u>	<u>Total Snacks Served</u>
Recreation Center	172	121
Friendship Park	136	115
Community – Central Park	183	110
Brookside Park	214	165
Hillside Elementary	545	508
St. Barnabas	303	380

Respectfully Submitted,

Terry Letarte, Recreation Director

WORKSHOP

for City and Town
Councilors, Mayors
and Aldermen



NEW HAMPSHIRE MUNICIPAL ASSOCIATION

Celebrating Seventy-Five Years
of Service to Your Hometown

A **FREE** workshop designed specifically for officials serving in “representative” local government, namely cities and town council towns.

9:00 a.m.— 2:00 p.m.

Saturday, September 17, 2016

NH Municipal Association

25 Triangle Park Drive

Concord, NH



Legislative Update and Outlook, Judy Silva, *Executive Director*, and Cordell Johnston, *Government Affairs Counsel*

Budget Update and Outlook, Barbara Reid, *Government Finance Advisor*

Court Update and Outlook, Stephen Buckley, *Legal Services Counsel*, and Margaret Byrnes, *Staff Attorney*

Primer on the Right-to-Know Law, Stephen Buckley, *Legal Services Counsel*, and Margaret Byrnes, *Staff Attorney*

Ethics and Conflicts of Interest, Stephen Buckley, *Legal Services Counsel*, and Margaret Byrnes, *Staff Attorney*

Attorney Buckley and Attorney Byrnes will discuss, as time permits, the remaining chapters in the *Guidebook*, which include municipal charter form of government, municipal liability, employment, property taxation, budgeting and finance, and land use.

FREE TO MEMBERS! On-line Pre-registration Required! Space is Limited!

To register, please visit www.nhmunicipal.org and click on the **Calendar of Events**.

Questions? Please call 800.852.3358, ext. 3350

or email NHMAregistrations@nhmunicipal.org.

Registration & continental breakfast begin at 8:30 a.m. Lunch will be provided.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

August 24, 2016

William Cass, P.E.
Assistant Commissioner

James Wheeler, City Manager
City of Berlin
168 Main Street
Berlin, NH 03570

Re: Berlin Highway Block Grant Aid - in Accordance with RSA 235:23
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Mr. Wheeler:

The following is notification of State Highway Block Grant Aid available to your city in State Fiscal Year 2017 (July 1, 2016 thru June 30, 2017) based on estimated revenues through June 30, 2016. The Block Grant Aid payment includes an additional payment resulting from the increased highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2016 revenues. The resulting adjustment will be reflected in the April payment. Corrections were made to the unaudited 2016 revenue estimate following the July 2016 payment. As a result of the revenue correction, the October 2016 payment will include a downward adjustment to reconcile the overpayment included in the July 2016 distribution. The sum of the July and October payments will equal 60% of the annual total as prescribed in RSA 235:25. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the City of Berlin during Fiscal Year 2017 (July 1, 2016 to June 30, 2017) is as follows:

Table with 2 columns: Payment Date, Amount. Rows: July 2016 Actual Payment: \$73,845.73; October 2016 Actual Payment: \$68,352.71; January 2017 Actual Payment: \$47,399.47; April 2017 Estimated Payment: \$47,399.47

TOTAL FOR FY 2017: \$236,997.38

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,439.00 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13.00 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,
Nancy J. Mayville, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

NJM/dmp

Berlin Regional Airport Replace Rotating Beacon and Wind Cone Assembly and Jet-A Fuel System Improvements
SUMMARY OF BIDS - August 31, 2016 - Prepared by HEB Engineers, Inc.

SUMMARY OF BIDS - August 31, 2016 - Prepared by HEB Engineers, Inc.							
Item	Description	Unit	Quantity	KOBO		Moulison	
				Unit Price	Cost	Unit Price	Cost
M-002-1	New Rotating Beacon and Wind Cone	LS	1.00	29,800.00	29,800.00	58,230.00	58,230.00
P-152-1	Unclassified Excavation	LS	1	21,589.00	21,589.00	2,500.00	2,500.00
P-156-1	Silt Fence	LF	70	9.00	630.00	1.00	70.00
P-208-1	Aggregate Base Course	CY	40	125.00	5,000.00	5.00	200.00
P-403-1	Plant Mix Bituminous Pavement	Ton	40	325.00	13,000.00	25.00	1,000.00
P-610-1	Pole Foundations	LS	1	15,876.00	15,876.00	15,000.00	15,000.00
T-901-1	Seeding	SY	6,000	3.00	18,000.00	0.25	1,500.00
T-905-1	Topsoil	CY	675	25.00	16,875.00	2.00	1,350.00
L-101-1	Airport Rotating Beacon	LS	1	21,657.00	21,657.00	25,000.00	25,000.00
L-103-1	Airport Beacon Tower	LS	1	32,449.00	32,449.00	40,000.00	40,000.00
L-107-1	Airport Wind Cone	LS	1	16,599.00	16,599.00	25,000.00	25,000.00
					191,475.00		\$169,850.00

**City of Berlin Public Works Department
2016 Activity Report**

	Dec 2016	Nov 2016	Oct 2016	Sept 2016	Aug 2016	July 2016	June 2016	May 2016	April 2016	Mar 2016	Feb 2016	Jan 2016	Year to Date 2016	Year 2015
Total Service Requests					88	77	81	82	69	80	61	53	591	762
Administrative Service Requests					7	6	8	9	5	6	7	9	57	15
Cemetery burials					3	1	3	0	1	2	3	0	13	24
Maintenance: Bldg/Furniture repair, Fences/Railings/Walls, Lawns/Trees, Signs					32	30	13	13	6	13	13	8	128	153
Parks and Grounds					9	4	4	11	13	4	7		52	48
Refuse/Recycle/Yard Waste					6	5	6	8	5	3	5	10	48	58
Sanitary Sewer					5	9	16	7	8	9	6	3	63	76
Storm Drainage System					9	8	6	10	8	28	5	2	76	75
Streets and Highways: Repairs of curbs/sidewalks/streets, line painting, sweeping, sanding, sand barrels, paving and potholes					17	14	25	24	23	15	15	21	154	313

City Owned Property Service Requests														
	Dec 2016	Nov 2016	Oct 2016	Sept 2016	Aug 2016	July 2016	June 2016	May 2016	April 2016	Mar 2016	Feb 2016	Jan 2016	Year to Date 2016	Year 2015
City Hall					5	10	3	5	3	6	6	4	42	41
Recreation Dept.					4	0	0	2	4	4	0	0	14	4
Library					0	0	0	0	0	0	0	2	2	10
Fire Dept.					1	0	1	0	0	2	0	0	4	5
Schools					1	0	2	1	1	0	0	0	5	7
Bridges					0	0	0	0	0	0	0	0	0	2
Parks/Fields/Other City owned					5	1	6	11	12	4	3	1	43	23

City of Berlin Fire Department

Incident Type Report

Alarm Date Between {07/01/2016} And {07/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
111 Building fire				
16-0000260-000	07/10/2016	23:02:00	10 Fire control or extinguish	219 Multi-family dwelling
Incident Type Count:	1			Percent of All: 1.7%
132 Road freight or transport vehicle fire				
16-0000301-000	07/27/2016	14:15:00	10 Fire control or extinguish	613 Street, other road in commercial area
Incident Type Count:	1			Percent of All: 1.7%
160 Special outside fire, Other				
16-0000291-000	07/21/2016	20:38:00	86 Investigate	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 1.7%
300 Rescue, EMS incident, other				
16-0000252-000	07/03/2016	17:10:00	92 Standby	669 Forest, timberland, woodland
16-0000298-000	07/27/2016	08:30:00	73 Provide manpower	419 1 or 2 family dwelling
Incident Type Count:	2			Percent of All: 3.4%
311 Medical assist, assist EMS crew				
16-0000250-000	07/02/2016	20:27:00	73 Provide manpower	429 Multifamily dwelling
16-0000281-000	07/17/2016	21:27:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000295-000	07/25/2016	18:35:00	93 Cancelled en route	962 Residential street, road or resic
Incident Type Count:	3			Percent of All: 5.1%
331 Lock-in (if lock out , use 511)				
01-0060285-000	07/19/2016	17:19:00	70 Assistance, Other	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 1.7%
350 Extrication, rescue, Other				
16-0000258-000	07/08/2016	10:09:00	71 Assist physically disabled	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 1.7%
381 Rescue or EMS standby				
16-0000274-000	07/15/2016	11:36:00	92 Standby	615 Electric-generating plant
16-0000277-000	07/16/2016	13:50:00	92 Standby	615 Electric-generating plant
16-0000278-000	07/16/2016	13:51:00	92 Standby	615 Electric-generating plant

City of Berlin Fire Department

Incident Type Report

Alarm Date Between {07/01/2016} And {07/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	3			Percent of All: 5.1%
400 Hazardous condition, Other				
16-0000284-000	07/19/2016	10:30:00	80 Information, investigation	599 Business office, Other
16-0000300-000	07/27/2016	13:06:00	80 Information, investigation	663 Street, road or residential commercial area
Incident Type Count:	2			Percent of All: 3.4%
413 Oil or other combustible liquid spill				
16-0000251-000	07/03/2016	03:58:00	45 Remove hazard	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 1.7%
451 Biological hazard, confirmed or suspected				
16-0000283-000	07/19/2016	06:18:00	47 Decontaminate occupanc	663 Street, Other
Incident Type Count:	1			Percent of All: 1.7%
460 Accident, potential accident, Other				
16-0000256-000	07/06/2016	19:22:00	30 Emergency medical serv	800es, Outside or special property, Other
16-0000267-000	07/15/2016	11:29:00	92 Standby	615 Electric-generating plant
16-0000268-000	07/15/2016	11:30:00	92 Standby	615 Electric-generating plant
16-0000269-000	07/15/2016	11:31:00	92 Standby	615 Electric-generating plant
16-0000270-000	07/15/2016	11:32:00	92 Standby	615 Electric-generating plant
16-0000271-000	07/15/2016	11:33:00	92 Standby	615 Electric-generating plant
16-0000272-000	07/15/2016	11:34:00	92 Standby	615 Electric-generating plant
16-0000273-000	07/15/2016	11:35:00	92 Standby	615 Electric-generating plant
16-0000288-000	07/21/2016	10:59:00	45 Remove hazard	962 Residential street, road or resic
Incident Type Count:	9			Percent of All: 15.5%
462 Aircraft standby				
16-0000254-000	07/03/2016	18:18:00	92 Standby	331 Hospital - medical or psychiatric
16-0000297-000	07/26/2016	15:22:00	73 Provide manpower	331 Hospital - medical or psychiatric
16-0000303-000	07/28/2016	08:45:00	92 Standby	331 Hospital - medical or psychiatric
Incident Type Count:	3			Percent of All: 5.1%
463 Vehicle accident, general cleanup				
16-0000261-000	07/11/2016	17:47:00	45 Remove hazard	960 Street, Other
16-0000262-000	07/12/2016	13:40:00	45 Remove hazard	962 Residential street, road or resic

City of Berlin Fire Department

Incident Type Report

Alarm Date Between {07/01/2016} And {07/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	2			Percent of All: 3.4%
500 Service Call, other				
16-0000266-000	07/13/2016	15:46:00	70 Assistance, Other	459 Residential board and care
16-0000286-000	07/20/2016	13:45:00	85 Enforce codes	419 1 or 2 family dwelling
16-0016287-000	07/20/2016	15:00:00	85 Enforce codes	419 1 or 2 family dwelling
16-0000289-000	07/21/2016	14:45:00	85 Enforce codes	419 1 or 2 family dwelling
16-0000290-000	07/21/2016	15:30:00	85 Enforce codes	519 Food and beverage sales, grocery
16-0000293-000	07/22/2016	08:56:00	76 Provide water	931 Open land or field
16-0000294-000	07/22/2016	09:40:00	61 Restore municipal services	459 Residential board and care
16-0000302-000	07/27/2016	20:37:00	76 Provide water	931 Open land or field
Incident Type Count:	8			Percent of All: 13.7%
511 Lock-out				
16-0000259-000	07/10/2016	10:07:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 1.7%
550 Public service assistance, Other				
16-0000255-000	07/05/2016	17:45:00	76 Provide water	900 Outside or special property, Other
16-0000305-000	07/29/2016	17:45:00	76 Provide water	900 Outside or special property, Other
Incident Type Count:	2			Percent of All: 3.4%
553 Public service				
16-0000263-000	07/13/2016	09:38:00	86 Investigate	459 Residential board and care
16-0000264-000	07/13/2016	10:20:00	86 Investigate	215 High school/junior high school/middle school
16-0000304-000	07/28/2016	13:15:00	76 Provide water	938 Graded and cared-for plots of land
Incident Type Count:	3			Percent of All: 5.1%
561 Unauthorized burning				
16-0000280-000	07/16/2016	22:19:00	80 Information, investigation & enforcement	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 1.7%
600 Good intent call, Other				
16-0000299-000	07/27/2016	09:20:00	80 Information, investigation & enforcement	419 Multifamily dwelling
Incident Type Count:	1			Percent of All: 1.7%

City of Berlin Fire Department

Incident Type Report

Alarm Date Between {07/01/2016} And {07/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
631 Authorized controlled burning				
16-0000253-000	07/03/2016	18:08:00	80 Information, investigation & confirmation of fire	419 1 or 2 family dwelling
16-0000276-000	07/15/2016	21:04:00	86 Investigate	419 1 or 2 family dwelling
16-0000279-000	07/16/2016	22:08:00	86 Investigate	419 1 or 2 family dwelling
Incident Type Count:	3			Percent of All: 5.1%
700 False alarm or false call, Other				
16-0000282-000	07/18/2016	14:31:00	61 Restore municipal services	419 Residential board and care
Incident Type Count:	1			Percent of All: 1.7%
730 System malfunction, Other				
16-0000249-000	07/01/2016	21:06:00	86 Investigate	131 Church, mosque, synagogue, temple
Incident Type Count:	1			Percent of All: 1.7%
733 Smoke detector activation due to malfunction				
16-0000275-000	07/15/2016	13:02:00	64 Shut down system	419 1 or 2 family dwelling
16-0000296-000	07/25/2016	22:04:00	64 Shut down system	429 Multifamily dwelling
Incident Type Count:	2			Percent of All: 3.4%
740 Unintentional transmission of alarm, Other				
16-0000248-000	07/01/2016	20:43:00	63 Restore fire alarm system	419 Eating, drinking places, other
Incident Type Count:	1			Percent of All: 1.7%
743 Smoke detector activation, no fire - unintentional				
16-0000265-000	07/13/2016	14:50:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 1.7%
744 Detector activation, no fire - unintentional				
16-0000257-000	07/07/2016	21:34:00	86 Investigate	592 Bank
16-0000292-000	07/22/2016	07:09:00	60 Systems and services, other	419 1 or 2 family dwelling
Incident Type Count:	2			Percent of All: 3.4%

Total Incident Count: 58