

# Memo

**To:** Mayor and Council  
**cc:** Department Heads  
**From:** Pat MacQueen  
**Date:** November 2, 2009  
**Re:** Manager's Report

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## Tax Rate

This year's tax rate has been confirmed by DRA at \$29.82 which is the same as last year's and the year before as intended by the Council. The DRA rate calculation is attached for your information.

## Annual Report Excellence

Attached is a letter from the Local Government Center notifying us that we were the 3<sup>rd</sup> place winner in the State for Annual Report excellence. This is not the first time the City has been recognized for this award. While Department Heads do a great job of putting together their reports, Administrative Assistant Sue Tremblay quietly coordinates the whole thing each year and puts it together. She will be attending the Annual Report Awards Luncheon to receive the award at the LGC Annual Conference on November 19, 2009 at the Radisson Hotel in Manchester.

## Bond Application

On October 29<sup>th</sup>, we submitted a lengthy application to the New Hampshire Municipal Bond Bank for our proposed \$5M CIP bond issue. So far, the bond bank looks to be the best deal, but we have not committed to the Bond Bank yet and we are evaluating that option vs. going

with private banks. We will have to make a decision as to whether or not to go with the bond bank by November 13<sup>th</sup>.

### **155B Order**

The demolition work for the southern downtown parcel has been pretty well completed by AD Drouin. Bids for the northerly parcel have been let and the bid opening is set for Monday, November 9<sup>th</sup> at 3pm. It will be very nice to finally get that mess cleaned up although the final cleanup of the remaining brick wall surface will not occur until spring once we have had the opportunity to assess its condition and how best to deal with its appearance.

Bids were also taken for the demolition of 844 Third Avenue (Boulay Block) last Tuesday. The bids were very competitive and Romik Developers, LLC is being awarded the contract in the amount of \$6,970.

### **ATV Connector Trail Update**

Plans for next Saturday's ATV trail opening are being finalized and a last meeting of interested parties will be held this Wednesday at 10 am to clear up any loose ends. The ceremony will begin on Saturday Nov. 7<sup>th</sup> at 10am starting at the Jericho Mountain State Park parking lot. Mayor Bertrand will host a brief ceremony there with Executive Councilor Ray Burton and Senator John Gallus saying a few words. Then there will be an ATV procession on the new trail across town to the Tondreau parking lot where Mayor Bertrand will read a proclamation and cut the ribbon officially opening the new connector trail. From there the group will proceed to Success Pond Road and then return via the connector trail back to Jericho Mountain State Park. This should be a great occasion for Berlin and its residents and all the ATV riders in the northeast.

### **CDFA Housing Funding**

Attached is a letter from the Community Development Finance Authority CDFA notifying us that our application for \$500,000 to assist with our program toward assisting with the improvement of single family homes throughout the City based on the overall home inventory the City carried out a few years ago. This will allow us to continue our effort toward rehabilitating homes throughout the City.

### **WWTF Rural Development Grant and ARRA**

Mike Perreault and I met with Rural Development officials in Concord on October 21<sup>st</sup> to go over the application we submitted for \$9M in RD loan/grant assistance for improvements to the WWTF. We came away fairly encouraged about our chances for funding. As always, a big question with Rural Development is if you are funded, how much will be grant and how much will be loan. Grant is the only part that really helps us.

While in Concord, we also talked to DES regarding ARRA (stimulus) funding which we may now be eligible for again. There was agreement on all of our parts that the RD funding is the more attractive option at the moment for the City. If that doesn't pan out then, we will likely pursue the ARRA funding with DES further.

### **New Hampshire Grand**

A session is planned for Berlin Officials with Roger Brooks of the New Hampshire Grand promotional effort for Coos County. The meeting is scheduled for Wednesday November 18<sup>th</sup>, at the Bistro Meeting Space at WMCC from 6pm to 7:30pm. The focus of the workshop is for Berlin to find a niche of how it fits into this overall promotional effort and begin to develop it. The flier for the workshop is attached.

### **Burlington Biomass Plant Tour**

Attached is the latest version of the McNeil Biomass Plant tour scheduled for this Friday, November 7<sup>th</sup>. The plan now includes stopping in Lancaster on return.

### **LGC News**

I have attached correspondence from Maura Carroll who is Acting Director since John Andrews' retirement of the Local Government Center. He memo reviews the reasons for the recent news stories regarding the request for information from LGC by the Secretary of State's office and the disagreement it has pending before the Supreme Court currently with the IAFF Firefighter's Union.

### **AVRRDD Inspection**

Attached is copy of the annual inspection that NH DES performs on the landfill each year for your information.

### **Why Berlin is still the Place to Live**

Attached is a clipping someone did of actual police reports to the Berlin Police Department. We may not be Mayberry, but if these are not reassuring that Berlin is still the type of very safe and caring community that most people want to live in, then I don't know what is....

### **Public Works Monthly Report**

Attached.

### **City Manager Time-keeping**

Attached.

DEPARTMENT OF REVENUE ADMINISTRATION  
Municipal Services Division  
2009 Tax Rate Calculation

TOWN/CITY: BERLIN

Gross Appropriations	15,679,004
Less: Revenues	7,497,080
Less: Shared Revenues	0
Add: Overlay	88,541
War Service Credits	100,650

*Revised Valuation*  
*Berlin Agreement*  
*10/28/08*

Net Town Appropriation	8,371,115
Special Adjustment	0

Approved Town/City Tax Effort	8,371,115
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**TOWN RATE**  
17.41

**SCHOOL PORTION**

Net Local School Budget (Gross Approp. - Revenue)	14,985,983
Regional School Apportionment	0
Less: Adequate Education Grant	(10,742,050)

State Education Taxes	(835,738)
Approved School(s) Tax Effort	3,408,195

**LOCAL SCHOOL RATE**  
7.09

**STATE EDUCATION TAXES**

Equalized Valuation (no utilities) x	\$2.14
391,446,520	835,738
Divide by Local Assessed Valuation (no utilities)	
364,772,587	
Excess State Education Taxes to be Remitted to State	
Pay to State →	0

**STATE SCHOOL RATE**  
2.29

**COUNTY PORTION**

Due to County	1,455,466
Less: Shared Revenues	0

Approved County Tax Effort	1,455,466
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**COUNTY RATE**  
3.03

**TOTAL RATE**  
29.82

Total Property Taxes Assessed	14,070,514
Less: War Service Credits	(100,650)
Add: Village District Commitment(s)	0
<b>Total Property Tax Commitment</b>	<b>13,969,864</b>

**PROOF OF RATE**

Net Assessed Valuation	Tax Rate	Assessment
State Education Tax (no utilities)	2.29	835,738
All Other Taxes	27.53	13,234,776
		14,070,514

TRC#  
61.1

TRC#  
61.1



NEW HAMPSHIRE

## Local Government Center

October 27, 2009

Patrick MacQueen  
City Manager  
168 Main Street  
Berlin, NH 03570

Dear Patrick;

***Congratulations!*** The City of Berlin has been selected as the 3rd Place winner in the Cities population category of the New Hampshire Local Government Center's Excellence in Annual Report Awards Contest. This award recognizes excellence in the production of annual reports – publications that are creative, accurate, informative, and easily understood by the average citizen.

Awards for the winning annual reports in the six town population categories and for the city category will be presented at the Excellence in Annual Report Awards Luncheon at the New Hampshire Local Government Center's Annual Conference on Thursday, November 19, 2009 at 12:00 p.m. at the Radisson Hotel in Manchester, New Hampshire.

The New Hampshire Local Government Center would like to extend an invitation for a local government official from your community to attend the luncheon and accept this award. This may be someone who is already planning on attending the conference or a delegate sent specifically for this purpose. There is no charge for you to attend this luncheon, but seating is on a ticket reservation basis, therefore we need to know **before Friday, November 6** who will be attending this event. Please feel free to respond to this email or call me at the phone number listed below.

Upon arrival to the conference, please check in with Erin Batstone, Event Planner for LGC, who will be seated at the entrance to the Armory to check you in. You will then be directed to tables reserved for the award winners.

Congratulations once again on your award and I hope that a representative from your community will be able to attend the luncheon.

Sincerely,

Ashley Monier  
Event Planning Associate

NH Municipal Association  
Fax: 603.224.5406

Workers' Compensation Trust  
Fax: 603.226.2322

Property-Liability Trust  
Fax: 603.226.2322

HealthTrust  
Fax: 603.226.2988



New Hampshire  
**Community  
Development  
Finance Authority**

October 27, 2009

Mr. Patrick MacQueen  
City Manager  
City of Berlin  
168 Main Street  
Berlin, NH 03570

Re: CDBG Notice of Award

Dear Mr. MacQueen:

On October 22, 2009, the Community Development Advisory Committee reviewed the staff recommendations for the 2009 second round of housing and public facility applications. I am pleased to inform you that your application to rehabilitate 35 homes throughout the City in the amount of \$500,000 has been funded, as requested. This award is made pending Governor and Executive Council approval.

A portfolio manager for your project will be contacting you to review the details of the grant conditions. If you or your grant administrator has any questions at this time, please feel free to contact this office.

In accordance with your grant agreement, a mandatory Implementation Workshop will be held at the Local Government Center on November 18 for all new grant recipients. You are required to send a designated grant representative to this workshop, as outlined in the attached memo. Directions to the Local Government Center are also attached. Please RSVP your attendance to [tupstill@nhcdfa.org](mailto:tupstill@nhcdfa.org).

Please note that for auditing purposes, the Catalog of Federal Domestic Assistance number for HUD Community Development Block Grants - State Administered Community Development Block Grant Program is 14.228.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katharine Bogle Shields', written in a cursive style.

Katharine Bogle Shields  
Executive Director

KBS/acc

*"Investing In A Better New Hampshire"*

14 Dixon Avenue, Suite 102 • Concord, New Hampshire 03301

Tel: (603) 226-2170 • Fax: (603) 226-2816 • TTY/Voice Access Relay NH: 711 or (800) 735-2946 • [www.nhcdfa.org](http://www.nhcdfa.org)

The focus of the meeting will be finding a niche for Berlin. This can be something that Berlin is doing already or a new/novel idea. Berlin needs to set itself apart. Berlin also needs to provide visitors with places they can spend money: nightlife, food, retail shops, and activities. These need to be sought out, worked with, and marketed specifically.

During the workshop, we will list the assets and next steps that will get Berlin moving in a unified direction.

**Invitation to the  
McNeil Biomass Plant Tour  
Burlington, VT  
November 6, 2009**

**Please RSVP if you plan to participate.  
Thank you.**

**TOUR INFORMATION:**

- 1. The bus will depart from the parking lot across the street from the Brown Company House, 961 Main Street, Berlin, NH 03570, at 8:00 am on Friday, November 6, 2009. The bus will return to the same location at 6:00 pm. We thank the New Hampshire Charitable Foundation for providing a grant to cover the expenses of this educational trip. Expected arrival is 11:00 am and departure is 3:00 pm. The bus will make an additional stop in Lancaster, NH at 8:45 am to pick up additional passengers and returning will stop at 5:15 to drop off passengers at the Shaw's parking lot in Lancaster.**
- 2. Soft beverages and snacks will be provided during the trip at no charge. If you desire alcoholic beverages for the RETURN trip you may bring your own, however, no glass containers are allowed on the bus, only cans and plastic/paper containers are allowed.**
- 3. Lunch is not provided and you may bring your own lunch or purchase a lunch at a local restaurant in Burlington.**
- 4. Casual dress.**
- 5. Itinerary will be provided later.**

**Thank you for your interest and participation.**

**Max Makaitis, Chair  
Community EFSEC Advisory Committee**

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During the workshop, we will list the assets and next steps that will get Berlin moving in a unified direction.

**Pat MacQueen**

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**From:** Maura Carroll [mcarroll@nhlgc.org]  
**Sent:** Wednesday, October 21, 2009 12:51 PM  
**To:** Pat MacQueen  
**Subject:** LGC: Important Message from Interim Executive Director Maura Carroll

Dear LGC Members and Local Officials,

You are probably aware that LGC has been in the news several times in the last couple of weeks regarding a case before the New Hampshire Supreme Court and a request for information underway by the New Hampshire Secretary of State. The news coverage has not been favorable to us and has left out important pieces of both stories. This absence of key information has been frustrating to us. I'd like to share with you a few details that have been left out.

**Firefighters' Union Supreme Court Case**

The firefighters' union is seeking information from LGC under New Hampshire's Right-to-Know Law. We believe the information being sought is proprietary, the disclosure of which would damage LGC's ability to provide stable, cost-effective risk coverage and programs in the New Hampshire marketplace. Unlike private insurance companies, LGC's financial statements and actuarial valuations are public documents filed with the Secretary of State and distributed annually to you, our members. These documents and others have already been provided to the firefighters' union. We are willing to provide other information as well—as long as it is not of a proprietary nature.

The firefighters' union has claimed that moneys paid to LGC for risk coverage fund lobbying activities. This is not true; NHMA lobbying activities are funded entirely by municipal dues and details of NHMA's lobbying expenses are reported quarterly to the Secretary of State. No moneys paid by groups for risk coverage fund any aspect of NHMA lobbying activities. NHMA's 2009 advocacy budget totals approximately \$660,000; NHMA collected over \$900,000 in dues in 2009. Any dues money not used for advocacy purposes is turned over to LGC to support other services, such as legal advisory services, training programs and publications—all of which benefit the entire membership.

Oral arguments were heard by the New Hampshire Supreme Court on this case on October 8 and a decision is expected in the near future.

**Secretary of State Request for Information**

The Secretary of State's Office is currently responding to a complaint made that HealthTrust funds are being used for purposes other than the provision of health benefits. The complaint resulted in a request by that office to LGC for much of the same information originally requested by the firefighters' union. LGC, with legal counsel, has been going through a process to respond to this request, while making sure that none of the information we release is proprietary. Last minute rescheduling of the administrative hearing on this matter three times by the Secretary of State's Office resulted in confusion about the correct date and time. This confusion contributed to news coverage stating that LGC "did not show up." Additionally, LGC requested a copy of the complaint, which was denied, and made good faith efforts to meet with the attorney representing the Secretary of State prior to the hearing date to discuss the matter in person.

**Conclusion**

LGC does not seek to hide information from its members, the public, the press or others. The LGC board, the members of which are all employees or officials of local government, takes very seriously its mission to get the best possible rates for municipalities and schools for the coverage programs they require. The board—and LGC staff—understand the need to comply with the Right-to-Know Law. The board—and LGC staff—also understand that coverage costs affect local government employees and property taxpayers. Both the LGC board and the staff will continue to do the best job they can to lawfully protect those interests.

A copy of my recent *Concord Monitor* Op-Ed, written in response to a particularly unfair editorial on these issues, can be found on our website at [www.nhlgc.org](http://www.nhlgc.org).

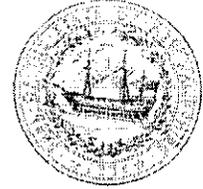
We are doing our best to address the current confusion in the media on these issues and will continue to address concerns as they arise. Please feel free to contact me directly with your concerns or questions at any time (800.852.3358 ext. 116). As always, your support and understanding is of the utmost importance to us.

Sincerely,

Maura Carroll  
Interim Executive Director  
New Hampshire Local Government Center



The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**



**Thomas S. Burack, Commissioner**

October 13, 2009

Sharon E. Gauthier, Executive Director  
Androscoggin Valley Regional Refuse Disposal District  
PO Box 336  
Berlin, NH 03570

**SUBJECT: SUCCESS- Mount Carberry Landfill, 80 Hutchins Street  
Annual Inspection dated October 7, 2009, DES-SW-SP-88-029**

Dear Ms. Gauthier:

The New Hampshire Department of Environmental Services, Waste Management Division (Department) has completed its annual inspection of the Mount Carberry Landfill. A copy of the inspection report is enclosed for your records.

If you have any questions regarding this inspection report, please contact me.

Sincerely,

Paul M. Gildersleeve, P.E.  
Solid Waste Management Bureau  
Tel: (603) 271-2935  
Fax: (603) 271-2456  
E-mail: [paul.gildersleeve@des.nh.gov](mailto:paul.gildersleeve@des.nh.gov)

**Environmental Services**

Digitally signed by  
Environmental Services  
DN: CN = Environmental  
Services, C = US, O = Solid  
Waste Bureau, OU = Waste  
Management  
Date: 2009.10.13 14:29:40 -  
04'00'

Enclosure: Active Landfill Inspection Report

cc: Town of Success, Office of Selectboard  
City of Berlin, Office of Selectboard  
Guy Cote, Sevee and Maher Engineers, Inc.



(3)	Waste lift thickness/compaction meets approved Operating Plan? <b>20' layer (5'MSW, 15'CD)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(4)	The first lift of waste in a new cell is free of objects that might damage the liner? <b>5' MSW</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(5)	Cover material appears to be applied on a daily basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(6)	Daily cover consist of the following material(s)? <input type="checkbox"/> natural soil <input type="checkbox"/> temporary plastic tarps <input checked="" type="checkbox"/> approved alternative: <b>autofluff-biomass (primary)/ sand-biomass (secondary alt.)</b>	
(6)	Vector control?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(7)	Are there separate areas for residential and commercial disposal? <b>Residential/light comm. use TS</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
(8)	Other:	
(1)	The permittee maintains 2 locations for leachate treatment/disposal or at least one location if the facility is directly connected to a permitted wastewater treatment facility? <b>Obtained NPDES permit for proposed onsite WWTP connection</b> Location 1: <b>directly connected to AVRDD WWTP</b> Location 2: <b>City of Berlin WWTP</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(2)	Facility operators remove leachate on a schedule that assures available storage capacity for a: a. 25 year storm event? <b>WWTP (primary destination), leachate holding pond (secondary dest.)</b> b. 100 year storm event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
(3)	Permittee maintains records of hydraulic head on the liner system during routine facility operations?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(4)	Permittee maintains records of leachate transported/piped off site for treatment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(5)	Permittee maintains records of inspections and maintenance activities of the leachate system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(6)	Side slopes are graded to minimize generation of leachate? <b>3:1</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(7)	Other:	
(1)	Permittee maintains an active gas management system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(2)	Landfill gas vents are functioning properly? <b>No passive gas vents operable.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
(3)	Landfill gas vents are located per approved design plans? <b>No passive gas vents operable.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
(4)	Soil gas probes have been installed and are functioning properly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(5)	Landfill gas readings are measured no less than quarterly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(6)	Have there been any changes on abutting properties that would require installation of additional soil gas probes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
(7)	The permittee maintains records of repairs, upgrades, and monitoring results?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(8)	Other:	
(1)	The facility accepts only wastes specified in the permit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(2)	Waste is placed in a controlled manner and only within approved limits of the landfill?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(3)	Additional compaction, spreading and covering equipment is available per the Operating Plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(4)	The facility is operated in a manner that allows for the safe passage of vehicles on any public road leading to and from the facility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(5)	Do the facility operators regularly inspect the waste received?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(6)	Is there separate on-site access for passenger vehicles?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
(7)	The facility is operated in a manner that minimizes? [Yes = <input checked="" type="checkbox"/> ; No = <input type="checkbox"/> <input checked="" type="checkbox"/> vectors <input checked="" type="checkbox"/> litter <input checked="" type="checkbox"/> leachate generation <input checked="" type="checkbox"/> odors <input checked="" type="checkbox"/> dust <input checked="" type="checkbox"/> fire hazards <input checked="" type="checkbox"/> noise <input checked="" type="checkbox"/> generation of gases <input checked="" type="checkbox"/> nuisances <input checked="" type="checkbox"/> spills (leachate and fuel)	
(8)	Permittee incorporates features to minimize adverse impacts, if any, to surrounding properties: Feature types: <input type="checkbox"/> stockade fencing <input checked="" type="checkbox"/> earthen berms <input checked="" type="checkbox"/> litter fencing <input checked="" type="checkbox"/> dust control <input type="checkbox"/> other:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(9)	The storm water management system effectively controls: [Yes = <input checked="" type="checkbox"/> ; No = <input type="checkbox"/> <input checked="" type="checkbox"/> run-on <input checked="" type="checkbox"/> run-off <input checked="" type="checkbox"/> leachate generation <input checked="" type="checkbox"/> erosion <input checked="" type="checkbox"/> siltation <input checked="" type="checkbox"/> flooding	
(10)	Are the roads and access ways suitable for residential, light commercial and bulk transport vehicles? [Yes <input checked="" type="checkbox"/> ; No <input type="checkbox"/> ; N/A <input type="checkbox"/> <input type="checkbox"/> residential <input type="checkbox"/> light commercial <input checked="" type="checkbox"/> bulk transporters	
(11)	Equipment used appears to be properly maintained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(12)	Other:	
(13)	Other:	

(1)	For every 1 to 5 operators, there is at least one supervisor who shall be certified as a Level III or IV?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(2)	During the hours of operation, at least 50% of the on-site personnel directly involved with the management of solid waste shall be operators certified by issued certification?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(3)	Current operator certification certificates are prominently displayed at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(4)	Certified Operators Name: _____ Certificate Number: _____ Expiration Date: _____ Level: _____	
(5)	Other:	
(6)	Other:	
(1)	Does the permittee maintain a copy of the most recently approved Operating Plan at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(2)	Does the permittee maintain a copy of the most recently approved Closure Plan at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(3)	Have there been reportable incidents at the facility in the past year? <input type="checkbox"/> slip/trip/fall <input type="checkbox"/> spill (type of spill: _____) <input type="checkbox"/> fire <input type="checkbox"/> other:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
(4)	Does the facility have a scale? If no, how is volume or weight determined?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(5)	Have there been any complaints made by abutters or others involving operations having the potential to adversely effect human health, safety or the environment or which involve a recurring or persistent nuisance situation? [Yes = <input type="checkbox"/> ; No = <input checked="" type="checkbox"/> <input type="checkbox"/> vectors <input type="checkbox"/> litter <input type="checkbox"/> odors <input type="checkbox"/> dust <input type="checkbox"/> fire hazards <input type="checkbox"/> noise <input type="checkbox"/> nuisances <input type="checkbox"/> spills (type of spill: _____) <input type="checkbox"/> other: _____	
(6)	Does the permittee maintain records of out-of-state waste disposed at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(7)	Does the permittee maintain records on the quantity, type and destination for the following? [Yes = <input checked="" type="checkbox"/> ; No = <input type="checkbox"/> ; N/A <input type="checkbox"/> <input checked="" type="checkbox"/> all wastes received <input checked="" type="checkbox"/> all bypass wastes <input checked="" type="checkbox"/> residual wastes <input checked="" type="checkbox"/> certified waste-derived products	
(8)	Permittee maintains records of all inspections and maintenance activities for the following systems? [Yes <input checked="" type="checkbox"/> ; No <input type="checkbox"/> ; N/A <input type="checkbox"/> <input checked="" type="checkbox"/> storm water <input checked="" type="checkbox"/> ground/surface water <input checked="" type="checkbox"/> leachate <input checked="" type="checkbox"/> gas <input type="checkbox"/> other:	
(9)	Permittee has filed the annual facility report for the prior calendar year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(10)	The permittee has filed groundwater and surface water monitoring reports?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(11)	The permittee has filed solid waste reports in accordance with its permit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(12)	Other:	
(13)	Other:	
(1)	Is the facility's perimeter fenced and/or do natural features restrict unauthorized access to the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(2)	Are weather resistant signs prohibiting unauthorized access posted around the perimeter site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(3)	The lawful access points to the facility are secured by locked gates?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(4)	Other:	
(5)	Other:	
<b>PERMITS AND PLANNING</b>		
(1)	Are legible signs posted at the facility's entrance? [Information provided = <input checked="" type="checkbox"/> ; No = <input type="checkbox"/> <input checked="" type="checkbox"/> Name <input checked="" type="checkbox"/> Permit # <input checked="" type="checkbox"/> Phone # <input checked="" type="checkbox"/> Permittee Address <input checked="" type="checkbox"/> Facility Hours <input checked="" type="checkbox"/> Waste types <input checked="" type="checkbox"/> Unlawful Dumping Statement	
(2)	Is a copy of the permit is maintained at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(3)	Is a copy of the authorization page of the permit is prominently displayed at the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(4)	Other:	
(5)	Other:	



3:41 p.m. - Willard Street resident called to report a neighbor told him someone was taking pictures of his home.

11:02 p.m. - Someone ran over safety cones in front of Fagin's Pub. Police reset cones.

8:58 p.m. - A woman reported someone threw an apple at her windshield.

4:36 p.m. - A Willard Street resident complained that someone was sitting on their front steps.

4:29 p.m. - A Third Avenue resident reported their vehicle was egged.

9:00 p.m. - A caller reported seeing someone walking on Main Street with a jug and thought it looked suspicious. Police checked the subject and he was carrying milk and orange juice home.

9:21 p.m. - A mother bear and two cubs reported on Champlain Street.

7:42 a.m. - A woman reported her boyfriend was saying mean things to her after they broke up last night.

4:04 p.m. - A vehicle passed a school bus on Main Street.

## ***Public Works Dept. & Pollution Control***

### ***September Monthly Report***

#### **Safety:**

1. Dicky Laflamme remains out on Workmen's Comp., had shoulder surgery. He has been out since November 17<sup>th</sup>, 2008. Currently applying for disability.
2. September 11, 2009 Michael Ross backed into dumpster handle at the belt line of his lower back. (report only, no medical attention necessary)

#### **Meetings/Special Events:**

- September 15<sup>th</sup>: Met with Waterworks on several planning items and issues.
  - Paving Plans for this fall.
    - Wescott Street
    - School Street by Cambridge and Spring
    - Lower end of River Street
    - Rocky Lane
    - Hinchey Street away from the Phase two 110 project.
  - Project Planning on waterline replacements
    - Moving from Gobel Street to Burgess
    - May do Spring Street from Gilmette to Hillside
    - Next year plan to replace waterlines in High Street area around the Middle School and Jr. High School.
  - Issues
    - Granite Street Dust and Noise complaints from residents. Miscommunication on solution between Myself, Craig Carrigan and Steve Lefevre than Roland Viens not in agreement and he bring it to the Water Commision for a decision not changing current set up.
    - Waterworks installing temporary repairs on storm and sewer systems than back filing without Sewer Crew involvement on final connections.
  - September 15<sup>th</sup> met with Diane Roy (safety inspector) N.H. Department of Labor to go over her inspection of the Public Works Garage. We reviewed some of the deficiencies in the area that should be resolved.
    - One of major concerns is housekeeping. The is a lot of clutter on shelving that could be removed or organized in manner to reduce the potential of something falling from higher elevation.
    - Oxy/Accetylene bottles must be chain unto the cart

#### **Public Works Highlights and Projects:**

- Repairing several washouts from the August 23<sup>rd</sup> Storm Damage.
  - Unity Street
  - Willow Street
  - Spring Street
  - Cates Hill
  - Sessions Street
  - Western Avenue
- September 14<sup>th</sup> and 15<sup>th</sup> assisted with clean up and traffic control for vehicles and pedestrians for the Fagins Pub demolition incident.
- September 19-21 assisted the High Street fire with barricades and clean-up.
- Set up Barricades and signage for Homecoming and River Fire.

## **Sewer Crew Highlights and Issues:**

- 9/1 investigated sink hole by the National Guard Armory, it ended up being their responsibility.
- Completed the extension of the storm collection system on Portland Street to capture spring from Arthur Street embankment which flowed across the Peters and Greene properties was completed. This storm line was over 260 feet with the installation of two structures.
- Repairing several storm drain washouts from the August 23<sup>rd</sup> Storm Damage.
- Cleaned over 65 catch basins.
- Cleaned over 1600 feet of main sewer line with the high pressure sewer jet.
- Repaired storm line by Enman Hill and Grafton Street. Replaced over a hundred of failed 12" RCP with 12" SDR 35 plastic pipe.
- Repairs sewer services, sewer lines and storm lines from the waterworks projects on River Street, Gobel Street and School Street.
- September 14, repaired sewer service at 137 Bridge Street, manhole failure caused system back-up.

## **Pollution Control Information Submitted by Henry Noel:**

Monday, November 02, 2009

To: Mike Perreault

From: Henry Noel

Re: Monthly Report for September

1. No accidents or incidents to report this month.
2. We had no violations of our Discharge Permit this month:
3. No outside Trainings this month.
4. Flows through the Plant hovered around 1.32 MGD for the month, especially during the first half when no rain fell and the River flow dropped. This is very low and approaches what Berlin Water Works discharges daily, ~720,000 gallons plus another 60,000 gallons of sludge. We saw Influent Flows as low as 1.09 MGD this month.
5. We experienced a number of mishaps this month:
  - a. Re-installed repaired Submersible Pump #2 at Dairy Bar pump station on September 10 and have run it alone all month looking for problems to develop; nothing so far, it has just run smoothly as a new pump would. We are asking for permission to order a new Flygt pump so we can replace the #1 Submersible Pump and send it out for repairs.
  - b. Cyclo gear TSP #1 continues to make grinding noise, even after repair and adjustment last month. Will need to open it up and inspect it carefully. Nothing to report here.
  - c. Phantom Hazardous Gas Alarms coming in at Headworks; determined that sensor is old and drying up so ordered replacement. Installed replacements September 15 at Headworks and Watson Street Pump Station: OK now.
  - d. UPS at Main Plant PLC failed on night of T-Storm 8/21; gave to Mark Vaillancourt to replace batteries at CP4, Headworks, Plant Water System UPS's. All UPS's will have fresh batteries, ie, no more than 3 years old when installed. Mark found UPS for Vulcan Controller had failed when he replaced the batteries (9/16); ordered a new one and installed it September 18.

- e. NH Bureau of Labor inspector Diane Roy performed a walk-around Inspection on September 21: had some issues with signage, guards, Confined Space procedures, labeling (Crane and Hoist), and miscellaneous other items.  
Working down list I made of items she talked to me about.
- 6. Pete Marquis with JP Bell Construction began unloading Hydronic flush water into our sewer system at the manhole at the City Industrial Park for processing; unloaded 6 loads the week of September 21. This is Sewer Revenue for the City, once we bill them for services.
- 7. Received and put in service new Instrument for Lab to test BOD's with: an Optical D-O meter, on September 23. Used it today myself, seems to run well: much faster than old meter.
- 8. #1 Centrifuge continues to run well, dewatering sludge 5 days a week. We had a Level Sensor/Temperature Probe fail on 8/31; bypassed it to resume operation and plan to order a new and a spare. Replaced with new on September 11.
- 9. Moved inactive Chart Recorder from the Dairy Bar to Armory Pump Station and worked with Mark Vaillancourt and crew to put in service; want to track daily flows so that when the Bell people begin to dump to the sewer at the Industrial Park, we can count the frequency of dumps and estimate the amount of liquid to correspond with their account, for billing purposes. Meanwhile, made contact with Groveton Acquisition LLC about salvaging some Chart Recorders we could use in our other Pump Stations: found 3 Foxboro units, comparable to the newer ones we have and offered \$100 apiece for them. They accepted, have pulled them out for me, and am awaiting a check to be cut so I can go pick them up. Picked up on September 10 and put in storage for now.
- 10. Worked with CDM Constructors to improve the communications network among the 6 pump stations and the Main Plant; they submitted a proposal, which I've passed along to Andre Caron for comment. No comment yet; need to decide shortly if I proceed with this.
- 11. Ted collected Samples for permit-required Toxicity testing August 26 and sent them out by way of their courier. Expect results in another 5 to 6 weeks. Toxicity Test results came in September 15 and all OK (no observable effect of Dummer Yard leachate, sampling procedures OK, and sent along to USEPA, NHDES).

Michael P. Perreault, Public Works Director

| Week Ending |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1           | 2           | 3           | 4           | 5           | 6           | 7           |
| 1/10/2009   | 1/17/2009   | 1/24/2009   | 1/31/2009   | 2/7/2009    | 2/14/2009   | 2/21/2009   |
| M 12.25     | S 1.5       | M 9.75      | M 12        | M 11.5      | S 1         | M 10.75     |
| T 7.5       | M 11        | T 11        | T 8.5       | T 10.75     | T 13.5      | T 10.25     |
| W 10.75     | T 11        | W 10.5      | W 3         | W 10.75     | W 10        | W 10.75     |
| T 10.5      | W 9.75      | T 10        | T 10.5      | T 8.5       | T 12.25     | T 11.5      |
| F 4         | F 4         | F 1         | F 10.5      | F 7         | F 12.75     | F 4         |
| 9           | 10          | 11          | 12          | 13          | 14          | 15          |
| 3/7/09      | 3/14/09     | 3/21/09     | 3/28/09     | 4/4/09      | 4/11/09     | 4/18/09     |
| M 11.5      | M 12        | M 11.75     | M 9.5       | M 11        | M 12.25     | M 11.5      |
| T 10.5      | T 9.75      | T 12.5      | T 10.5      | T 10.5      | T 10.75     | T 10        |
| W 9.75      | W 7.5       | W 10        | W 9.75      | W 10.25     | W 9.25      | W 10.25     |
| T 5.5       | T 5.5       | T 5         | T 9.75      | T 7.5       | T 8         | T 10.25     |
| F 5         | F 5         | F 3         | F 0.5       | F 4.5       | F 0.5       | F 6.5       |
| 19          | 20          | 21          | 22          | 23          | 24          | 25          |
| 5/16/09     | 5/23/09     | 5/30/09     | 6/6/2009    | 6/13/09     | 6/20/2009   | 6/27/09     |
| M 10.5      | M 11.5      | MT 2.5      | S 3         | S 3.5       | M 11.75     | S 2         |
| T 7.75      | T 10        | T 10        | M 14.25     | M 11.5      | T 10.5      | M 11        |
| W 10        | W 10        | T 10.75     | T 10.25     | T 11        | W 10.5      | T 10.75     |
| T 8.5       | T 8.5       | T 10.75     | W 9.5       | W 11.5      | W 10        | T 10.75     |
| F 1         | F 1         | F 1         | F 4.5       | F 6         | T 9.5       | F 2         |
| 29          | 30          | 31          | 32          | 33          | 34          | 35          |
| 7/25/2009   | 8/1         | 8/8/2009    | 8/15/09     | 8/22/09     | 8/29/09     | 8/5/2009    |
| T 12        | S 1         | W 11        | S           | M 10.75     | M 13.75     | M 11.5      |
| T 9.5       | M 10.5      | T 9         | M 9.75      | T 10.75     | T 11        | T 9         |
| W 9         | W 10.5      | W 10        | T 10.5      | T 11.5      | T 11        | T 9.25      |
| T 10.5      | T 10.5      | T 8.5       | W 11.25     | W 11.5      | W 9         | F 3.5       |
| F 1         | F 1         | F 0.5       | F 1.25      | W 11.5      | T 9.25      | S 1         |
| 36          | 38          | 40          | 41          | 42          | 43          | 44          |
| 9/28/09     | 10/3/09     | 10/10/09    | 10/17/09    | 10/24/09    | 10/31/09    | 11/7/09     |
| S 1.5       | M 10.75     | S 4         | M 6.25      | M 11.5      | M 12.5      | M 11.5      |
| M 11.25     | T 9.5       | M 8.75      | T 10.75     | T 10.25     | T 9.75      | T 9         |
| T 8.5       | W 9.25      | T 10.75     | W 6.5       | W 11        | W 8         | W 8.5       |
| W 11        | W 11.75     | W 9         | T 9.25      | T 8.5       | T 8.5       | T 4         |
| F 3         | F 3         | F 4         | F 5         | F 1.5       | F 4         | F 1         |
| 47          | 48          | 49          | 50          | 51          | 52          |             |
| 11/28/09    | 12/5/09     | 12/12/09    | 12/29/2009  | 12/28/09    | 1/2/2010    |             |
| M 11.25     | M 12.5      | M 8         | T 10.75     | S 12.25     | M 12.5      |             |
| W 8.5       | W 11        | W 9         | T 10.75     | S 8         | T 9.75      |             |
| T 8.5       | T 11.75     | T 10.75     | W 6.5       | S 8.5       | T 8.5       |             |
| F 3         | F 3         | F 4         | F 9.25      | S 1.5       | T 8.5       |             |

Excess Hours Worked as of 1/6/08 --- 61.56

Hours -- reporting period 1855

Avg Hrs/wk 43.14

Contracted Hours 1,720

Excess Hours Worked 185.00

Total Excess Hours Worked 196.56

## **LEGAL REQUIREMENTS FOR USE OF ATV CONNECTOR TRAIL**

In accordance with Berlin City Code Section 13-122, no person shall operate an ATV in or on any street, lane, bridge, alley, sidewalk or other public place in the city except on the ATV Connector Trail under the following conditions:

- The ATV Connector Trail shall not be open and usable until it is properly marked and signed as determined by the Police Chief. Under no circumstances will any part of the ATV Connector Trail on a city street be open and used by any ATV operator when there is snow on the street pavement, and under no circumstances will any part of the ATV Connector Trail on a city street be open and used by any ATV operator when the State opens the in-town snowmobile trails. If in doubt about whether the ATV Connector Trail is open, call the Berlin Police Department at 752-3131.
- ATV users in the City must abide by all State and City laws when on designated trails on City streets and must abide by all motor vehicle traffic laws. However, underage State certified ATV operators may ride the trail on City streets if and only if accompanied closely by a properly motor vehicle licensed adult.
- In places where the ATV Connector Trail is on City streets, the trail is so designated with green diamonds on the pavement, ATV signage and markings, which must be obeyed by the ATV operator.
- ATV operators shall not leave the designated trail within the City except that an ATV operator may leave and return in the shortest possible route to the designated trail at the intersection of East Mason and Hutchins to cross the intersection to the fueling facility across that intersection, and further that an ATV operator may leave and return in the shortest possible route to the designated trail at the intersection of Cole and York or Cole and the Dead River Park to travel no more than a block and a half to the fueling facilities at the intersection of Green and Pleasant Streets.
- Where an ATV operator is on the above designated trail on City streets and encounters an ATV stop sign, the operator must come to a complete stop, on the right, off of the pavement before proceeding.
- The speed limit for ATV operators when operating on the designated trail on City streets is 25 mph.
- ATV's must yield to pedestrians at all times and must, when on the designated trail on City streets, yield to vehicular traffic.
- ATV operators, when operating on the designated trail on City streets, shall ride single file on the extreme right portion of pavement (not gravel shoulders) except when preparing to make a left turn.
- All ATV's operating on designated trails on City streets must have working head and tail lights.