

PUBLIC HEARING – JULY 5, 2016

Mayor Grenier opened the duly scheduled and advertised Public Hearing at approximately 7:55 pm to hear comments on the following subject matters:

- Ordinance 2016-05 Event Camping and Parking Ordinance – No comments.
- Resolution 2016-17 Authorizing an Application for \$500,000 to CDBG for Holiday Center – (Information packets for project/hearing were available at this time.)

Donna Lane, Grant Administrator, presented the following information for the public hearing:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for Public Facility and Housing Projects, up to \$500,000 for Economic Development Projects, and up to \$350,000 for Emergency Activities that directly benefit low and moderate income persons. Up to \$12,000 per study is available for Planning Grants. The purpose of the hearings are public comment on the following:

The purpose of this public hearing is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds. Berlin will retain some of the funds for administrative expenses and subgrant the majority of the funds, or the benefits of, to the Holiday Center, 27 Green Square in Berlin. The funds will be used for renovations to make the facility an Adult Medical Day Care Center. The Holiday Center provides senior services.

This project conforms with Berlin's Housing and Community Development Plan's Goals of: Assist non-profit service agencies in expansion, consolidation and relocation efforts.

The public was asked for comments at this time.

Linda LeBlanc, Executive Director, Holiday Center, stated that the services have been available since 1969 and have been in the same facility since 1972/73. The facility has provided several different services to the local senior population, which serves as an important support and socialization mechanism. The services have been funded by the State of NH, DHHS previously. However, as of June 30, 2017, the State will no longer provide funding and the doors will be closed unless the facility becomes licensed.

Marg McClellan, Riverside Drive, Berlin, stated that there is a need for elderly care in the community. Without licensing, the City may lose this very important program for the local residents/seniors. Ms. McClellan went on to note that if the doors close, the building would either need to go to a nonprofit agency, or it would have to be sold. Ms. McClellan noted that she felt the City needed to not just look at today but needed to look at the future. This program provides a quality of life to the senior population that is essential.

Sean Bergeron, Bergeron Technical Services, Conway, NH, stated that he has been in and about the building and has observed the work being done within the program/facility. He feels that the staff has done a good job supporting the local seniors. While the building is still in pretty good shape, it still needs to be looked at. After the program becomes licensed, the

Facility Guideline Institute rules will need to be followed. Therefore, the building will require some upgrades in order to be acceptable.

There being no further comments, Mayor Grenier Closed this Public Hearing.

Mayor Grenier then opened the Public Hearing for the Residential Antidisplacement and Relocation Assistance Plan.

Although this project does not involve any displacement or relocation of persons (or businesses), if the City were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

The public was asked for comments at this time. There were no comments.

Mayor Grenier Closed this Public Hearing.

Mayor Grenier then opened the Public Hearing for the Presentation of the Holiday Center Planning CDBG Study.

Bergeron Technical Services performed a study to determine the measures that will be required to renovate the Holiday Center to make the facility an Adult Medical Day Care Center.

The public was asked for comments at this time. There were no comments.

Mayor Grenier Closed this Public Hearing.

Mayor Grenier then opened the Public Hearing for the Progress Update on the CEDC Capone Iron Northwoods.

Coos Economic Development Corp. loaned \$480,000 CDBC funds to Capone Iron North Woods, 12 Industrial Park Drive, Berlin, for equipment project. This project is expected to create 25 jobs, of which at least 60% will be available to low and moderate income persons.

The public was asked for comments at this time. There were no comments.

Councilor Nelson moved with a second by Councilor Higbee to vote to adopt the Residential Antidisplacement and Relocation Assistance Plan. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Morgan-Allain to vote to approve the submittal of the application and vote to authorize the City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. So moved, the motion carried.

There being no one wishing to speak further for or against the subject matters at this time, Mayor Grenier declared the Public Hearing portion of the meeting closed at approximately 8:12 p.m.

CITY COUNCIL MEETING – Tuesday, July 05, 2016

Mayor Grenier called the Regular City Council Meeting to order at approximately 8:13 p.m. in the City Hall Council Chambers. The pledge of allegiance to the flag preceded roll call.

Present: Councilors Remillard, Otis, Morgan Allain, Gentili, Higbee, Rozek, Nelson and Theberge. Also present: City Manager Wheeler, Patty Chase, Susan Tremblay, Corinne Cascadden, Bryan Lamirande, Donna Lane, Marg McClellan, Linda LeBlanc Sean Bergeron citizens and Barbara Tetreault.

Minutes, Previous Meeting

Councilor Remillard moved with a second by Councilor Otis to accept the minutes of the June 20 Regular Meeting/Work Session. So moved, the motion carried.

Disbursements:

Disbursement Summary Draft #1768 start date 6/21/2016 end date 6/30/2016 for a total cash disbursement of \$1,122,166.46. Councilor Theberge moved with a second by Councilor Nelson 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 – No reports
2. Ordinance 2016-05 amending the Code of Ordinances of the City of Berlin, Chapter 9, LICENSE AND REGULATION OF OCCUPATIONS AND BUSINESSES by creating Article X. Special Event Camping and Parking. (tabled 6/20/2016)

Be it ordained by the City Council of the City of Berlin as follows:

Whereas, Berlin is developing a niche as an OHRV friendly community; and

Whereas, Berlin is the host location of the Jericho ATV Festival and in addition has attracted a National Event sponsored by Polaris; and

Whereas, there is a need for temporary camping and parking regulations during these festivals as authorized by the City Council.

NOW THEREFORE BE IT ORDAINED by the Mayor and Council that the Code of Ordinances of the City of Berlin Chapter 9, LICENSE AND REGULATION OF OCCUPATIONS AND BUSINESSES by creating Article X. Special Event Camping and Parking

ARTICLE X. SPECIAL EVENT CAMPING AND PARKING

Temporary Campground Rules for use only during the Jericho ATV Festival and Camp RZR Festival

Sec. 9-310 Temporary campgrounds prohibited in certain residential zones. Temporary campgrounds are prohibited in the following zones, as defined in the City of Berlin Zoning Ordinance: Residential Single Family, Residential Two Family and Residential General.

Sec. 9-311 If water is supplied, it must be supplied from an accessible, adequate, safe and potable supply and a disposal system must also be supplied.

Sec. 9-312 Septage or wastewater shall be discharged from recreational vehicles or portable recreational toilets into portable sanitary service vehicles, individual sewage disposal system connections, or sanitary stations. A minimum 1 toilet, or portable recreational toilet, is required per 0-50 campsites.

Sec. 9-313 The storage, collection, and disposal of refuse in recreational campgrounds or camping parks shall be conducted in a manner that will prevent health hazards, rodent harborage, insect breeding, and accident or fire hazards.

Sec. 9-314 Temporary campgrounds shall provide circulation aisles, no less than 15 feet wide, throughout the campground that are accessible for emergency vehicle access.

Sec. 9-315 All campsites must be at least 30 feet from any public ROW or abutting property.

Sec. 9-316 A minimum density of 600 square feet shall be provided each tent site and a minimum 1000 square feet shall be provided each recreational vehicle site, with or without connections to an approved sewage disposal system.

Sec. 9-317 Temporary campground owners or operators or their agents shall obtain a fire permit as required pursuant to RSA 227-L. Any person who through his negligence causes a fire to damage a temporary campground or adjacent lands shall be liable to reimburse the owner or operator or their agent of a temporary campground for all damages and cost incurred in attending or extinguishing such a fire.

Sec. 9-318 All State regulations related to the use of propane tanks for portable propane grills shall be followed.

Sec. 9-319 All State regulations for Recreational Campground or Camping Parks pertaining to the Registration (Section 216-I:5) and Eviction and Remedial Action (Section 216-I:6) will hold true for Temporary Camping.

Sec. 9-320 Temporary Campgrounds will be managed from open date/time until close date/time.

Sec. 9-321-329 Reserved

Temporary Parking Lot Rules

Sec. 9-330 Approved temporary parking lots, allowing 11 vehicles or more to park on their property, shall be managed from open until closing of the lot. Bus stop locations must be posted at each lot.

Sec. 9-331 Parking hours shall be from 6AM until 12AM.

Sec. 9-332 There shall be no tailgating or loitering in any parking lots.

Sec. 9-333 Residential property owners may allow 10 or less vehicles to park on their property.

This Ordinance shall be in full force and effect from and after passage.

Councilor Remillard moved with a second by Councilor Otis to remove the ordinance from the table at this time. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Otis to have the ordinance read a second time by title only. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Otis to have the ordinance read a third time by title only. So moved, the motion carried.

Councilor Remillard moved with a second by Councilor Otis to pass the ordinance. So moved the motion carried and Mayor Grenier declared the ordinance now passed.

3. Resolution 2016-17 authorizing an application for a Community Development Block Grant in an amount up to Five Hundred Thousand Dollars (\$500,000.00) to be Sub-Granted to The Holiday Center Inc., toward the cost of renovations to make the facility an Adult Medical Day Care Center. (tabled 6/20/2016)

Resolved by the City Council of the City of Berlin as Follows:

Whereas, up to Five Hundred Thousand Dollars (\$500,000.00) is available annually on a competitive basis for housing and public facilities that directly benefit low and moderate income persons; and

Whereas, if awarded, no less than Four Hundred Seventy Five Thousand Dollars (\$475,000.00) of the funds would be sub granted to The Holiday Center, Inc., to use toward the cost of renovations to make the facility an Adult Medical Day Care Center which is located at 27 Green Square; and

Whereas, The Holiday Center has owned this building in Berlin for many years and they continue to provide essential programs and services for the senior residents of the community; and

Whereas, the building is in need of many improvements in order to become a licensed Adult Medical Day Care Center; and

Whereas, up to Twenty-Five Thousand Dollars (\$25,000.00) will be used to pay the City's administrative, audit and legal costs.

Now Therefore Be It Resolved by the City Council of the City of Berlin as Follows:

That, the City Manager is authorized to apply for Community Development Block Grant in an amount up to Five Hundred Thousand Dollars (\$500,000.00) and upon approval of said application, the grant will be sub granted to The Holiday Center Inc. and the City Manager is authorized to execute any documents which may be necessary to effectuate the CDBG contract;

Be it further resolved that the City Manager is authorized to receive said grant and the grant proceeds are hereby appropriated for the purpose of the grant; and all grant proceeds shall be deposited with the City Treasurer and any additional use of these funds beyond the scope of work as listed in the application shall require prior approval of the City Council.

Be it further resolved that the City Council adopts the updated Housing and Community Development Plan; and the Residential Anti-displacement and Relocation Assistance Plan.

This Resolution shall be in full force and effect from and after passage.

Councilor Nelson moved with a second by Councilor Higbee to remove the resolution from the table at this time. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Higbee to have the resolution read a second time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Higbee to have the resolution read a third time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Higbee to pass the resolution. So moved the motion carried and Mayor Grenier declared the resolution now passed.

NEW BUSINESS

4. Vote OPEIU Contract

	Salary	NH Ret	FICA Inc.	Total	Health Savings
2016-17	\$17,672	\$1,974	\$1,352	\$20,998	\$23,253
2017-18	24,092	2,691	1,843	28,626	31,004
2018-19	24,815	2,772	1,898	<u>29,485</u>	<u>31,004</u>
				\$79,109	\$85,261

	Wages	Health Savings	Net Savings
2016-17	\$20,998	\$23,253	\$2,255
2017-18	28,626	31,004	2,378
2018-19	29,485	31,004	1,519

The Salary noted above represents a 3% wage increase per year of the three year contract.

Councilor Higbee moved with a second by Councilor Morgan-Allain to approve OPEIU Local 6 Cost items as read/presented. Roll call resulted in all affirmative votes of Councilors. Mayor Grenier declared the OPEIU Local 6 cost items as accepted.

5. Communication – re: Parking on Oak Street – Mary L. Lavoie:

City of Berlin
City Hall Main St
Berlin, NH 03570
Dear Town Officials,

This letter is to request a handicap sign/post to prevent parking in front of my residence of Oak St. There is parking congestion at the Community Services Center on 69 Willard St. Berlin NH. Even though staff have been alerted to respect my request to avoid parking in front of my house, they cannot control the number of guests and individuals coming in for appointments. Although I do not own a vehicle, I have been granted a handicap permission card for parking when I am driven. The current issue is that when Freedom Express comes to pick me up, they are unable to because when there is a vehicle parked in front of my house it is unsafe for them to wait in the middle of the road.

Please look into this situation and help resolve this problem. A handicap post may be the best solution.

Thank you.
Mary L. Lavoie
159 Oak Street
Berlin, NH 03570
603-752-6165

Councilor Rozek moved with a second by Councilor Morgan-Allain to forward the communication to the Traffic and Safety Committee. So moved, the motion carried. Councilor Rozek also requested that a copy of the correspondence be provided to the Police Chief and Public Works Director. Councilor Rozek also requested letter of acknowledgement be forwarded to Ms. Lavoie.

6. City Manager's Report

1. Bids for a fuel distribution system at the Public Works Garage were opened June 30. FPH Tank Installation & Service of Orleans Vermont was the apparent low bidder at \$199,500.

Bids were also opened for Septage Pump Replacement at the Waste Water Treatment facility. Cross Machine of Berlin was the apparent low bidder on that project at \$40,783.29. Copies of the bid sheets are attached.

2. A report of Public Works activity for June is attached.
3. Eversource notified the City of its plans to lower the water level above the Smith Hydro dam from September 12 to September 23 to perform routine maintenance of the canal and penstock.
4. The Police Department's activity report for May as reported to the Police Commission is attached.
5. Tomorrow at the T&C - the first two of four public meetings to discuss the preparations for Camp RZR coming to Jericho Mountain State Park in September. Team Jericho, which is comprised of members from the City of Berlin, Town of Gorham, Department of Resources and Economic Development-Bureau of Trails and the Androscoggin Valley Chamber of Commerce, will be hosting informational sessions for businesses and members of the public. The purpose of these sessions is to share facts about this exciting event and what we can all do to prepare. Sessions will be held in both Gorham and in Berlin with different time slots in hopes to accommodate everyone's busy workday.

Wednesday-July 6th - Town & Country Inn - 2:30pm & 6:00pm. Tuesday-July 12th-BJHS Auditorium - 2:30pm & 6:00pm. FMI - Androscoggin Valley Chamber of Commerce - 752.6060.

Councilor Rozek moved with a second by Councilor Higbee to accept the City Manager's Report and place it on file. So moved, the motion carried.

7. Mayor's Report

Mayor Grenier presented the Council with the following letter that was received:

June 16, 2016
City of Berlin
168 Main Street
Berlin, NH 03570
Dear City Council:

Thank you for your donation toward my trip to Louisville, Kentucky to compete in the SkillsUSA Welding National Leadership Conference. Without your generosity I would have had a challenge in funding the trip. It is individuals as yourself and business such as yours that allows these hopes to become reality. This conference provides an opportunity of a lifetime and I cannot express my gratitude enough.

Upon my return I intend to publicize the results of my trip. I feel confident and hold high expectations for myself. Wish me luck!

Many thanks,
Kayleigh Eastman

Councilor Rozek moved with a second by Councilor Higbee to accept the Mayor's Report and place it on file. So moved, the motion carried.

8. Public Comments – No Comments

9. Council Comments - Councilor Theberge stated that he has noticed that at the entrance to Success on Hutchins Street that ATV traffic is carrying gravel onto the street. He feels that this a danger to the public, as the rocks left in the road can be thrown by vehicles.

Councilor Nelson stated that the upcoming meetings slated for Camp RZR are being held to provide additional information on the event. It is hoped that this information will cure rumors and assist with what Camp RZR really is. Councilor Nelson stated that it would be nice to have some Council members at these meetings.

10. Adjournment:

There being no further business before the Mayor and Council, Councilor Rozek moved with a second by Councilor Nelson to adjourn the regular meeting. So moved, the motion carried and Mayor Grenier declared the regular meeting adjourned at approximately 8:37 P.M.

A True Record, Attest:
Elaine Riendeau
City Clerk