

## **CITY COUNCIL MEETING – Monday, July 17, 2023**

### **Public Hearing**

Mayor Grenier opened the Public Hearing at 7:53 pm for Ordinance 2023-06 Amend Chapter 2. There were no public comments. Mayor Grenier closed the Public Hearing at 7:54 pm.

### **Regular Meeting**

Mayor Grenier called the Regular City Council Meeting to order at approximately 7:54 pm.

#### **a. Pledge of Allegiance**

#### **b. Roll Call**

Present: Mayor Grenier, Councilors Robert Theberge, Higbee, Morency, Remillard, Morgan, Eastman, and Roland Theberge.

Absent: Councilor Berthiaume

Also present: City Manager Phillip Warren, Jr., City Clerk Shelli Fortin, Lori Korzen, and Lisa Connell, Berlin Daily Sun.

**c.** Councilor Remillard moved, with a second by Councilor Morgan, to accept the minutes of the July 3, 2023 Regular Meeting and Work Session. So moved, the motion passed.

### **Disbursements:**

Disbursement Summary Draft #1941 with a start date of 07/04/2023 and an end date of 07/17/2023 for a total cash disbursement of \$673,354.16. Councilor Roland Theberge moved, with a second by Councilor Higbee, to accept the disbursement summary and pay all bills as recommended by the Committee on Accounts/Claims. So moved, the motion passed.

### **PUBLIC COMMENTS**

There were no public comments.

### **UNFINISHED BUSINESS**

#### **1. Council Committee Reports**

There were no Council committee reports.

#### **2. Ordinance 2023-06 Amend Chapter 2 (tabled 7/3/2023)**

In the year of our Lord Two Thousand Twenty-Three

**AN ORDINANCE** amending the CODE OF ORDINANCES, Chapter 2 – Administration, Article VI Division 3 – Procurement 2-427

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

That the aforementioned Division of the City Ordinance is amended as below:

### **DIVISION 3. PROCUREMENT\* [\(CHAPTER 2 INDEX\)](#)**

#### **Sec. 2-427. Competitive purchasing.**

Except as hereinafter provided, every City purchase or contract greater than ~~fifteen thousand dollars (\$15,000.00)~~ twenty thousand dollars (\$20,000) in amount shall be made only after the receipt by City of publicly invited sealed competitive bids on uniform specifications. After recommendation from the department making the purchase, the

City Manager shall award the contract to the lowest responsible bidder; quality, delivery, financial responsibility and guarantees of the bidders being equal. The City Manager may, in his/her discretion, reject any bid deemed insufficient or inadequate, or may reject all bids.

Except as hereinafter provided, every City purchase or contract of greater than five thousand dollars (\$5,000.00) but no more than twenty thousand dollars (\$20,000) shall be made only after receipt by the City of three (3) or more (if reasonably obtainable) competitive informal written quotations or phone quotations which are adequately documented.

Every purchase of five thousand dollars (\$5,000.00) or less shall be handled by the City on as competitive a basis as is deemed reasonable and prudent.

Purchases made through existing State of New Hampshire or other state contracts or Coos County contracts shall be deemed to meet the requirements of the above paragraphs. Nothing herein shall be construed to prevent joint bidding and contracting by the City and other public jurisdictions, and in fact, such is encouraged.

(Ord. of 12-16-02) (Ord. of 06-19-23)

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

Councilor Remillard moved, with a second by Councilor Morgan, to remove this item from the table. So moved, the motion carried.

Councilor Remillard moved, with a second by Councilor Morgan, to read Ordinance 2023-06 by short title for a second time. So moved, the motion carried.

Councilor Remillard moved, with a second by Councilor Morgan, to read Ordinance 2023-06 by short title for a third time. So moved, the motion carried.

Councilor Remillard moved, with a second by Councilor Morgan, that Ordinance 2023-06 be passed. So moved, the motion passed.

## **NEW BUSINESS**

### **1. City Manager's Report**

1. Attached are the Fire Chief's April, May and June reports, the Monthly Incident Reports and the EMS call volume reports.
2. The Berlin Regional Airport generated \$43,460.89 in sales for the month of June.
3. Attached is the June 2023 Real Estate Transfer Report. Please note the sales amounts versus the assessed amounts.
4. Notification of Drawdown for Smith Hydro.
5. The Riverwalk project received a Merit Award from Plan NH. Merit Award winners represent outstanding projects that incorporate good planning, design, and/or development and have had a positive impact on their respective communities. Each year, a distinguished jury of industry professionals reviews each nomination and determines those that are truly outstanding and deserving of recognition. The 2023 winners were announced at the Plan NH Awards Evening on June 28.
6. Both line painting and road resurfacing has been affected by the recent rainy weather. As of this report we have not heard from the line painting contractor, even though their contract states that "All work under this Contract shall be completed by June 30, 2023. This work is tied to a strict schedule of completion. Should the Contractor fail to complete the work within the specified time in the schedule the City reserves the right to cancel the contract and secure another vendor to complete the work. Any contractor who fails to meet the time deadline shall be not considered a suitable contractor for future bidding. As it relates to road resurfacing, the asphalt rubber / chip seal treatments will be delayed until early 2024, the contractor has been adversely affected as well.

City Manager Warren advised that the mill and overlay project will not be affected by the weather, and the bid will go out next week for this with a deadline to complete the work by September 30, 2023.

Councilor Roland Theberge moved, with a second by Councilor Morgan, to accept the City Manager's Report and place it on file. So moved, the motion passed.

**3. Mayor's Report**

**a. BIDPA Appointments**

Mayor Grenier & City Council:

The terms of three BIDPA board members will expire at the end of July. All three of these board members wish to serve another three-year term. BIDPA has a solid group of board members and these individuals are an integral part of the board. The board supports their continued involvement with the BIDPA if the Mayor & Council agree.

- **Peter Higbee** – Three-year term to run until July 31, 2027.
- **Paul Robitaille** – Three-year term to run until July 31, 2027.
- **Robert Hill** – Three-year term to run until July 31, 2027.

Thank you for consideration of these three board members and their continued work on behalf of the City.

Sincerely,

Pamela E Laflamme  
Director of Strategic Initiatives

Councilor Remillard moved, with a second by Councilor Morgan, to approve the nominations of Peter Higbee, Paul Robitaille, and Robert Hill as members of BIDPA for 3-year terms.

Councilor Higbee noted that the terms should end July 31, 2026, not 2027 as stated in the letter, as they are three-year terms.

So moved, the motion carried.

**b. Berlin Housing Authority Appointments**

Dear Mayor and Berlin City Councilors:

This is to request that City Council renew the term of Joan Pettengill as Berlin Housing Authority Commissioner. The new term would be set to expire December 2027; board appointments are for a five (5) year term unless otherwise specified.

Ms. Pettengill has served on the board faithfully and has helped the Authority become what it is today.

Additionally, with the departure of the former Berlin Housing Authority Executive Director, we have reviewed the history of board appointments and terms and found discrepancies in what was sent to the city. We ask that this serve as sufficient documentation to re-appoint the current board members with corrected terms with a request to approve the following;

- Margaret McClellan term ends 12/2023
- Theresa Saucier term ends 12/2024
- Paul Croteau term ends 12/2025
- Susan Tremblay term ends 12/2026

We request that you kindly begin the process of reappointment. Thank you for your attention to this matter.

Sincerely,

Christen Bernier  
Executive Director

Councilor Remillard moved, with a second by Councilor Morgan, to approve the nomination of Joan Pettengill for another 5-year term as a Berlin Housing Authority Commissioner with a term to expire December 31, 2027, and to correct the term end dates for Margaret McClellan, Theresa Saucier, Paul Croteau, and Susan Tremblay as presented. So moved, the motion carried.

Mayor Grenier noted that Theresa Saucier is a resident of Berlin Housing, and serves as the resident member on the Commission. Mayor Grenier also noted how fortunate the Berlin Housing Authority was to hire Ms. Bernier as the Executive Director.

**4. Public Comments**

There were no public comments.

**5. Council Comments**

Councilor Morency reminded the Council that there will be a public meeting on July 19 at 6:00 pm at WMCC about the opioid and addiction issues facing our community. Mayor Grenier thanked Councilor Morency and Chief Buteau for the work they have put into this, and noted what a serious issue drug addiction is. The goal is to save lives and help people become productive members of society.

Councilor Remillard advised that she spoke with staff members at Berlin Housing Authority and noted that they are excited to have Christin Bernier as Executive Director. Councilor Remillard stated that Ms. Bernier is very knowledgeable and fits right in.

**6. Adjournment**

On a motion by Councilor Higbee, seconded by Councilor Morgan, the Council voted to adjourn the meeting at 8:11 pm. So moved, the motion carried.

A True Record, Attest:

Shelli Fortin  
City Clerk

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