

CITY COUNCIL MEETING – Tuesday, September 5, 2023

Public Hearing

Mayor Grenier opened the Public Hearing at 6:58 pm for Resolution 2023-31 ARPA Funds Expenditure. There were no public comments. Mayor Grenier closed the Public Hearing at 6:59 pm.

Mayor Grenier opened the Public Hearing at 6:59 pm for Resolution 2023-32 Waiver of Procurement Requirements. There were no public comments. Mayor Grenier closed the Public Hearing at 6:59 pm.

Regular Meeting

Mayor Grenier called the Regular City Council Meeting to order at approximately 7:00 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., Director of Strategic Initiatives Pamela Laflamme, City Clerk Shelli Fortin, Robert Cone, Jan Zicha, and Lisa Connell, Berlin Daily Sun.

c. Councilor Remillard moved, with a second by Councilor Morgan, to accept the minutes of the August 21, 2023 Regular Meeting and Work Session. So moved, the motion passed.

Disbursements:

Disbursement Summary Draft #1944 with a start date of 08/22/2023 and an end date of 09/05/2023 for a total cash disbursement of \$728,680.78. Councilor Roland Theberge moved, with a second by Councilor Morgan, 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. Resolution 2023-31 ARPA Funds Expenditure (tabled 8/21/2023)

In the Year of Our Lord Two Thousand Twenty-Three

A RESOLUTION authorizing the expenditure of ARPA funds.

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

WHEREAS, the City has been granted ARPA funds and said funds are on deposit with the City; and

WHEREAS, the City Council would like to use said funds for the betterment of the community and consistent with all ARPA regulations.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Berlin, NH, that the following expenditure of ARPA funds, located in revenue account 01-000-340425-0000 be authorized for the following amounts and purposes:

Replacement of City Hall Wheelchair Lift – not to exceed \$70,000
Reconstruction of existing tennis courts and construction of a new tennis court: not to exceed \$300,000
Council Chamber cameras and microphones: not to exceed \$32,000
Fiber Optic interconnect: not to exceed \$167,000
Network Infrastructure: not to exceed \$170,000
Bollard Solar Lighting, Hutchins Street to Glen Avenue – not to exceed \$25,000

And to furthermore authorize the City Manager to take any and all actions necessary to complete said projects.

This Resolution 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 Resolution 2023-31 by short title for a second time. So moved, the motion carried.

Councilor Remillard moved, with a second by Councilor Morgan, to read Resolution 2023-31 by short title for a third time. So moved, the motion carried.

Councilor Remillard moved, with a second by Councilor Morgan, that Resolution 2023-31 be passed. So moved, the motion passed.

3. Resolution 2023-32 Waiver of Procurement Requirements (tabled 8/21/2023)

In the Year of Our Lord Two Thousand Twenty-Three

A RESOLUTION authorizing the waiver of purchasing and procurement requirements for upcoming projects.

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

Whereas, the City has authorized the expenditure of ARPA funds for the purchase of a wheelchair lift, tennis court reconstruction, City Council chamber improvements and upgrades to the City's IT infrastructure, and;

Whereas, the City Manager has determined that it is in the best interest of the City to procure the wheelchair lift through a sole source procurement from the vendor that has provided the current wheelchair lift system, making the installation more economical, and;

Whereas, the City Manager has determined that it is in the best interest of the City to procure the tennis court reconstruction through a sole source procurement, using a vendor that already has a relationship with the City and has done the preliminary work to establish the actions needed and a plan of action, and;

Whereas, the City Manager has determined that it is in the best interest of the City to procure the City Council chamber improvements through a sole source procurement from the vendor that has the specialized technical expertise to design the improvements, install them and warranty them, and;

Whereas, the City Manager has determined that it is in the best interest of the City to procure the IT infrastructure improvements from the vendor that currently provides comprehensive IT services to the City.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Berlin, NH that,

The City Council, on the aforementioned recommendation from the City Manager does waive the purchasing and procurement requirements defined in Section 2-430 of the City Ordinances and authorizes the City Manager to take any and all actions needed to complete this acquisition.

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

Councilor Higbee moved, with a second by Councilor Robert Theberge, to remove this item from the table. So moved, the motion carried.

Councilor Higbee moved, with a second by Councilor Morgan, to read Resolution 2023-32 by short title for a second time. So moved, the motion carried.

Councilor Higbee moved, with a second by Councilor Morgan, to read Resolution 2023-32 by short title for a third time. So moved, the motion carried.

Councilor Higbee moved, with a second by Councilor Morgan, that Resolution 2023-32 be passed. So moved, the motion passed.

NEW BUSINESS

1. City Manager's Report

1. We are making headway in the paving repairs throughout the city. Weather severely impacted our construction schedule this year. We are also waiting for the paving vendor to get back to us on final details for the paving this year – as stated prior once the list is finalized with the vendor and a schedule is established it will be posted on the web site.
2. Along with paving our work on drainage has been impacted by the weather, we are working our way through the priority items.
3. The employee appreciation event was held this past Wednesday at the airport – by all indications it was well received.
4. Wingzilla is this weekend, we will be assisting the Chamber in setup and breakdown.
5. The salt shed site has been brought to grade, it will be paved in the next 2 weeks. The shed will be delivered shortly thereafter and constructed once on site. Weather has affected this project as well.

Mayor Grenier asked when they expect the paving vendor to be available. City Manager Warren advised that they are waiting to submit the notice to proceed and the bond. The goal this season is to get the paving done, and next spring they will plan to do the asphalt rubber treatments.

Councilor Roland Theberge asked about the employee appreciation event. City Manager Warren advised that a BBQ luncheon was held at the airport for all city employees.

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

2. Mayor's Report

a. BHS Backers – Homecoming Parade Request

Dear Mr. Warren and Ms. Fortin,

The Berlin High School Backers are writing to request permission to hold the annual BHS Homecoming Parade and Bonfire on Friday September 22, 2023, beginning at 5:00pm as part of the 2023 BHS Homecoming festivities.

We are requesting permission to utilize the same parade route as in the past. The parade would begin at the 12th Street Bridge and proceed south down Main Street to Iceland Street across from the Northern Forest Heritage Park. This is the same route that we used in previous years and is an established route that all city departments are familiar with.

We ask that the route be closed from 5:00pm to 8:00pm from the start of staging to the end of the parade. We understand if the lower part of this route needs to remain open until 6:00 to accommodate local businesses. This would allow for parade participants to safely prepare for the parade, line up with the floats and proceed down Main Street. The actual parade would start at 7:00pm. The parade would end with the annual bonfire event at Northern Forest Heritage Park. As in past years, we ask that the corner of Norway Street to Iceland Street and the southern

end of Norway Street from Brown School to the corner of Iceland Street be labeled "no parking" to accommodate the redirected traffic.

As part of the planning process we will be meeting with the city departments coordinating this event.

Thank you for your time and consideration of our request. We appreciate your continued support of the BHS Backers and the students of Berlin High School. Please let us know if you have any questions or concerns by calling myself, Becky, at 603-723-9833 or by sending an e-mail to the Backers at berlinbackers@gmail.com.

We look forward to hearing from you.

Sincerely,
Rebecca Woodward, President
BHS Backers

Councilor Remillard moved, with a second by Councilor Morency, to approve the request from the BHS Backers for the Homecoming Parade. So moved, the motion carried.

Councilor Robert Theberge asked if the Fire Department will be on standby for the bonfire and was advised they will be. City Manager Warren advised that Public Works has been opened up after hours to allow for float building.

Mayor Grenier noted that the Notre Dame/NuCar Arena is open for the season, with public skating to be held this Friday from 6-8 pm. Mayor Grenier stated that some capital improvement work was done to the sound system, and the building was insulated and sided with volunteer labor. Mayor Grenier noted that use of the arena has been increasing.

3. Public Comments

There were no public comments.

4. Council Comments

Councilor Morgan asked about the schedule for meetings, and City Manager Warren advised they will remain on the first and third Mondays unless another meeting is needed. During budget season meetings will be held weekly.

Councilor Morency thanked City Manager Warren for taking the time to recognize our hard-working employees.

Councilor Remillard informed the Council that she would be resigning effective September 30, 2023. She will be spending her winters in Florida. Mayor Grenier thanked Councilor Remillard for her years of service and her hard work for the community, and noted that she will be missed.

5. Adjournment

On a motion by Councilor Higbee, seconded by Councilor Roland Theberge, the Council voted to adjourn the meeting at 7:19 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.