

City Council Work Session
August 7, 2017

Present were: Mayor Grenier, Councilors Otis, Gentili, Morgan Allain, Higbee, Rozek, Remillard and Theberge; Councilor Nelson was absent.

Others present: City Manager Jim Wheeler, Jen Cloutier, Pam Laflamme, Jay Poulin, Assistant Chief Dan Buteau, Michael Perreault, Barbara Tetreault *Berlin Daily Sun*

Mayor Grenier opened the meeting at 6:30 p.m.

Route 16 Update – Jay Poulin

Mr. Poulin stated that with the exception of the poles located in front of St. Anne's Church, all remaining poles have been installed and the old ones removed. In order to complete those last poles, the approval for the river crossing needs to be obtained. As such the sidewalks in front of St. Regis are not completed. Once the old poles can be removed the concrete will be poured for that sidewalk. To date, Eversource and the other utilities have been great to deal with.

All drainage from Maple Street south to Eighth Street has been installed. This phase of the project proved to be difficult due to water levels as well as abandoned pipe.

The base paving, curbing and new concrete for sidewalks from Eighth Street to Twelfth Street has been completed. The remaining drainage work, with the exception of the Twelfth Street intersection should be completed before the end of this week.

There will be a big push to complete the base pavement, curbs and sidewalks in front of Brown School prior to the first day of the school year. If the contractor is unable to complete the concrete pavers prior to the beginning of the school year, gravel will be installed in that area so as to eliminate a trip and fall hazard.

The anticipated start date to begin the Twelfth Street intersection is August 16th. Because the intersection can be congested at times, the Town of Milan has agreed to the placement of signage at the bridge for truck traffic to be detoured onto the East Milan Road to assist with alleviating excess congestion. The signage is currently in place and will be uncovered when the work begins. It is anticipated that the construction at the intersection will take approximately three weeks to complete. Officers of the Berlin Police Department will assist with traffic control.

In order to keep the construction schedule in line, the contractor will potentially work both Saturdays and Sundays.

Further discussion took place regarding the project. Councilor Higbee questioned the status of the Brown School parking area, and it was noted that it will be completed with 16 parking spaces as well as lighting. There will be school zone beacon lights, which will be solar powered beacons. One will be placed by Flowers by Raegan and Seventh Street with the other at Ninth Street. They will be

programmable lights set by a timer. Trees and other vegetation that hinders line of sight at the Twelfth Street intersection will be trimmed/cut as necessary for safety purposes.

While current review of the budget indicates that there may be excess money, it will be a couple more weeks before it will be confirmed and estimate of monies determined.

Mayor Grenier asked Mr. Poulin if property owned by Dawn Coulombe, especially her driveway area, is within this portion of the project area. There is significant ponding in the sidewalk area of her driveway during runoff and heavy rain. Mr. Poulin indicated that they will be working 30 to 40 feet beyond her driveway and would take a look at what needs to be done. He will work with Mrs. Coulombe on this matter and indicated that an additional basin may need to be installed.

Mr. Poulin indicated that walkways /driveways should be completed by the end of August. Therefore, he hopes that outstanding issues will be taken care of at that time.

Skate Park Design/Build and PD Phone System Procurement RFP's

Mr. Wheeler presented a draft copy of the RFP for the proposed skate park along with a memo of explanation. According to the current City Ordinances purchasing requirements design, as well as the build must both go out for bid separately. This project has been researched, and it has been found that the best method is a design/build RFP. Historically, the people that design skate parks build them as well. Councilor Rozek stated that he feels it is important to have an expert in skate park design as well as construction. Mr. Wheeler noted that is the reason that he would like to get the purchasing requirement waived for this project. He assured the Council that due diligence would be taken in this matter. Public Works Director, Michael Perreault, said that most of the companies that design/build these projects work very closely with the communities involved. Councilor Higbee asked if the RFP will outline the City's \$25,000 match as site work. Both Messrs. Wheeler and Perreault said that it will be identified up front.

Councilor Higbee motioned, with a second by Councilor Rozek, to waive the bid process under Section 2-430 of the Purchasing Ordinance and approve the use of Design/Build for the skate park. So moved, the motion carried.

Mr. Wheeler asked for the Council to consider the same purchasing for a phone system for the Police Department. Deputy Police Chief Buteau said that they want to make sure that they get the phone system right. Mr. Wheeler brought the design/build method to his attention.

Councilor Rozek motioned, with a second by Councilor Higbee, to allow the Berlin Police Commission to move forward with the phone system RFP and waive the bid process under Section 2-430 of the Purchasing Ordinance and approve the use of Design/Build method. So moved, the motion carried.

Councilor Higbee asked what was in place for internet and if there were any fail-safe options. Ms. Laflamme stated that there are two different internet connections as well as a direct fiber line.

Phase 2, Contract 1, I & I Design Contract

Mr. Wheeler presented the Council with a copy of the Wright-Pierce Contract which has been approved by NHDES. The contract language has not really changed just the price/fee which is a not to exceed amount of \$76,013. Councilor Higbee moved, with a second from Councilor Theberge, to allow City Manager, Jim Wheeler, to enter into the Phase 2, Contract 1, I & I Design Contract with Wright-Pierce. So moved, the motion carried.

Councilor Rozek stated that because we are doing such a good job on I & I, he wondered what this new work will do to the flow, especially when school is out. He is concerned that there will be enough water to keep the system flowing. When the infiltration blowers were upsized, the City ended up having to go back to the smaller blowers. He does not want to see it become an issue at a later date. It was noted that the intent is to eliminate the influx in flow, not the actual flow.

Zoning Ordinance Amendment

Ms. Laflamme stated that the Planning Board has been talking about solar banks for the last few months. While the City has updated the ordinance as it relates to wind towers, it doesn't have anything for large scale solar generation banks. The new ordinance outlines three areas in which the solar banks would be allowed. They are outlined as the Rural Residential Zone (RR), Jericho Gateway Zone (JG) and the Industrial Business Zone (IB). Ms. Laflamme noted that some of the spots that were discussed included the abandoned landfill as well as large unfragmented parcels in the Jericho Gateway. Mayor Grenier stated that he would rather see them channeled to the abandoned landfills. He feels that the Jericho Gateway has been thought of as the recreation area and would like to see it stay that way. Further discussion took place regarding the areas that the Mayor and Council felt would be best suited for these solar generation banks. Councilor Remillard moved, with a second by Councilor Higbee, to remove Item #2 from the Agenda until such time as a more spirited discussion can take place. So moved, the motion carried.

SB 38 Potential Projects List

Mr. Wheeler presented a list of items that may be potential projects to be completed with the additional Highway Block Grant funding, approximately \$203,000. The project that is picked will require a public hearing, but he thought he would bring ideas to the table.

- LED Street Light Replacement – Replacement of all street lights with energy efficient LED's . This project would need to be verified that it qualifies to be included. This projects total cost is estimated to be \$300,000. The assumption is that the remaining funds of approximately \$97,000 would be borrowed through CDFA energy money at 2.5%. The City would save approximately \$60,000 per year in energy costs.
- Bridge Street/Hutchins Street Intersection – This project would be to soften the sharp intersection and upgrade the road and will connect and finish the two recently upgraded portions of Hutchins Street. Estimated project cost is approximately \$332,000.
- Riverwalk Match - \$171,000 for TAP grant match.

- Glen Avenue Entry Enhancement – Sidewalk replacement with new wider sidewalks, new curbing, street trees and lighting. Gateway enhancements would start at the James Cleveland Bridge and go north.
- Public Works Road Construction Equipment – Purchase of a grinder for PWD with the intent of developing PWD road reconstruction program for residential streets. Competencies and skills needed include fine grading, construction surveying, concrete curb placement. This purchase would need verification that it qualifies.
- Hutchins Street Period Lighting – This would be for either the section near Biomass or section below Mason Street.
- Paving Miscellaneous Streets – Use funds provided for surface reconstruction of various streets. A list of streets would need to be developed.

Mr. Wheeler stated these are some of the items that he thought may be worth thinking about, but he noted that the Council may also have additional thoughts or ideas. Councilor Higbee noted that changeover to LED lights for the street lights could result in monies annually which could be then put aside to do projects within the City.

Carry-Over Capital Funds and Grant Funds

As previously discussed, the grant funds are a portion of the monies that are unexpended from the School Department that will be used for Capital projects. The other item is monies to be carried over from FY2017 to FY2018 from the Capital Appropriations.

Other

Mr. Wheeler informed the Council that Public Works Director, Michael Perreault, is planning on retiring. His official last day will be July 6, 2018.

There were no items under other or in non-public.

There being no further business in Work Session, Mayor Grenier closed this portion of the meeting and allowed for a five minute break at 7:50 p.m.

Respectfully Submitted,
Elaine Riendeau
City Clerk