

City Council Work Session May 21, 2018

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

Others present: City Manager Jim Wheeler, City Clerk Elaine Riendeau, Community Development Director Pamela Laflamme, Chief Pete Morency, Assistant Chief Dan Buteau, Fire Chief John Lacasse, Stuart Light, Mark Ginnetty, Gaston Gingues, Barbara Tetreault *Berlin Daily Sun*.

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

Amendment to Highway Safety Grant Resolution

Mr. Wheeler noted that the Council had questioned the age that was represented in Resolution 2018-11 for seat belt use. The resolution will need to be amended to show age 7 rather than age 4.

EMS Contract

Ms. Laflamme reported that there were seven proposals for the Fire Department EMS study. There was a nine person team, including the Fire Chief and Assistant Chief from Berlin, Fire Chief from Gorham, firefighters, EMS personnel, City Manager and Community Development Director that interviewed four firms. The group selected Matrix Consulting; however the estimate they gave was over the \$35,000 budget. They can scale back with a few things they were going to do on site but will now be done remotely, and they will not do a community survey which will achieve the \$35,000 price tag.

Councilors discussed whether to pass the resolution by suspending the rules which would forego a public hearing and get the project started. It was the consensus of the Council to allow the resolution its regular process. Mr. Wheeler noted that the early stages of work by the consulting group will involve the City providing information. Councilor Higbee moved to authorize the award of the EMS Study to Matrix Consulting Group subject to final funding; Councilor Remillard seconded and the motion carried.

LED Lighting Contract Award

Mr. Wheeler indicated that there were six responses to the City's RFP for changing the city's lights to LED. They had a vast range of pricing from \$219,743.09 for Affinity to \$554,385.00 for Ray's Electric. Affinity makes the lights at a factory in Dover; they have done the lights in Gorham, Rochester, Keene, and Portsmouth. Eversource will give a credit of \$86,975 and the project will cost \$117,000 net. We will see payback in less than two years. Mr. Wheeler suggested asking for a price to light Hutchins Street.

Councilor Theberge asked if the lighting price is currently a fixed amount and Ms. Laflamme confirmed that it changes monthly. Eversource bills based on a formula that includes wattage and intensity of the lighting. Mr. Wheeler added that we will get a complete accounting of all the lights in the City with their gps location which we can then enter into the mapping system.

Councilor Rozek moved to award the street lighting contract to Affinity LED Light of Dover, NH and authorize the City Manager to enter into an agreement with Affinity LED Light for the base contract

amount of \$219,743.09; Councilor Nelson seconded and the motion carried. Mr. Wheeler added that the savings in lighting are estimated at over \$63,000 per year.

CDBG Contract Award

Ms. Laflamme stated that AHEAD put in for a CDBG grant to study 121 Main Street and they would like to go forward with hiring a grant administrator. There was only one response received to our RFP and that was a proposal from Donna Lane for \$1,000. Councilor Higbee moved to approve Donna Lane to administer the CDBG grant for AHEAD for \$1,000; Councilor Otis seconded and the motion carried.

Elevator Feasibility

Ms. Laflamme reported that there were two proposals received for the CDBG Planning Grant Elevator Feasibility Study. Both were interviewed and the recommendation is to go with Robert Doyle for a fee no greater than \$11,500. He has a lot of experience with older structures. Councilor Rozek asked if there is money available to do the upgrade and Ms. Laflamme responded that there are Community Facilities funds, and USDA has money available as well. Funding agencies would not consider a project that has not been studied. Councilor Rozek moved with a second from Councilor Theberge to award the CDBG Elevator Feasibility Study to Robert E. Doyle PE. All voted in favor.

Adopt 1995 Personnel Policy

Mr. Wheeler stated that there is a resolution under unfinished business to adopt personnel policies by motion and to rescind the existing personnel policy. Councilor Rozek confirmed that this does not affect the Council's ability to administer personnel. Mr. Wheeler added that changes to the personnel policy will now be approved by motion instead of by resolution.

Councilor Rozek moved to adopt the City's 1995 Personnel Policy; Councilor Remillard seconded.

Councilor Higbee noted that the motion should be pending the adoption of Resolution 2018-13.

Councilor Rozek amended his motion. Councilor Rozek moved to adopt the City's 1995 Personnel Policy contingent upon the passage of Resolution 2018-13; Councilor Remillard seconded and the motion carried with all in favor.

There being no further business in Work Session, Mayor Grenier moved on to the Regular Meeting.

Respectfully Submitted,
Susan Tremblay
Administrative Assistant

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