

**City Council Work Session**  
**February 13, 2017**

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

Others present included Community Development Director Pamela Laflamme, School Superintendent Corinne Cascadden, City Clerk Elaine Riendeau, Barbara Tetreault *Berlin Daily Sun* and public.

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

**Review of Emergency Management Policy**

Ms. Cascadden reported that the School Board has reviewed the School's emergency management policy. It became apparent to the schools when there was a bomb threat last fall that parents didn't know what to do. Parents have since been informed of the emergency management procedure. The incident also served to highlight flaws in the procedure which have since been worked on.

There had never been an alternative site for gathering students after an incident that was not a school. With grant funding, staff has been trained with a process called ALICE. A Homeland Security Grant paid for a card swipe system at entrances to the schools which allows administration to set the times that personnel are allowed to enter a building.

Parents can help by keeping the schools informed of changes in phone numbers or contact information. In addition to locked entrances, surveillance cameras are at all schools and on school buses. There are two way radios in every classroom for use in emergency buckets ready go, in an emergency.

With the Copsync911 program, every teacher and office has direct contact to the Police Department. Active Shooter Response Training (ALICE) teaches students and teachers: **Alert**; **Lock down**; **Inform**; **Counter** is to create noise, and **Evacuate**. It has been practiced in a classroom exercise with an intruder. The first choice for evacuation is for students to go to another school; however there is an alternate location that will remain undisclosed for safety purposes Mayor Grenier made the point that multiple practice exercises are needed so that everyone knows what to do.

Councilor Rozek commented that he is pleased that the schools are being proactive. Councilor Theberge asked what teachers have for self-defense in an active shooter situation and Ms. Cascadden replied that they only have what is in the classroom.

Ms. Cascadden reported that the School Stabilization Grant bill has been tabled until the next session. There is also a bill to fund full day kindergarten which Berlin already has. There is a Retirement bill going to the full House this week as well. Mayor Grenier noted that city wide, the retirement bill could provide \$350,000 to \$425,000 of funding toward NH Retirement System costs for the city

**Investment Policy**

Ms. Laflamme indicated that there are no changes to the investment policy. Councilor Rozek confirmed that, on the advice of the City Auditors, the City does not invest aggressively. Councilor Rozek moved to accept the investment policy as presented; Councilor Remillard seconded and the motion carried.

**USDA Feasibility Grant for Snowmelt System**

Ms. Laflamme explained that she has been working on an application to the USDA for additional funding to study the feasibility of a snowmelt system for the downtown. The grant asks for a resolution which she distributed to Council members. She asked if the Council would consider holding a public hearing at the next meeting and suspending the rules to pass the resolution in one night.

Councilor Rozek asked how long it will take and who will do the study. Ms. Laflamme stated that with both the CDFA grant and this one, there would be \$38,000 for the study. Results of this grant will not be known until June. The City Manager and Damon Frecker from Burgess Biomass laid out a scope of work and there is enough information to hire a consultant if funded. Mayor Grenier estimated that five years from now, we will still be talking about it.

Councilor Rozek made the point that he would like to see the steam from the co-generation plant used in manufacturing rather than to melt snow.

**Fuel Report**

Councilor Rozek commented that it is important to write down the mileage when fueling city vehicles. He also asked for a key to be able to identify the vehicles. He asked if the card system can be used at any fueling station stating that equipment could fuel at the station nearest to where they are.

**Review of City Owned Parcels**

Ms. Laflamme stated that the list of city owned parcels has been reviewed by the Planning Board in the past. The City holds many parcels due to slopes, or drainage. There are pieces that are parks. The smallest allowable building lot is .11 acres. Reviewing the parcels is an exercise that the Board can do again.

It may be that some properties are worth putting out to bid. Councilor Remillard asked that properties being kept by the City be marked so that the Planning Board does not waste time considering them.

**Non-Public Session**

Councilor Remillard moved with a second from Councilor Rozek to enter into non-public session per RSA 91-A:3 II(d) land matters. So moved, the motion carried unanimously by roll call.

Councilor Rozek moved to come out of non-public session; Councilor Higbee seconded and the motion carried unanimously by roll call.

Councilor Rozek moved with a second from Councilor Higbee to seal the minutes of the non-public session until a settlement has been reached as releasing them would make the action taken ineffective. The motion carried unanimously by roll call.

Councilor Rozek moved to adjourn; Councilor Otis seconded and the motion carried. The meeting ended at 7:25 p.m.

Respectfully Submitted,  
Susan Tremblay  
Administrative Assistant