

# City of Berlin New Hampshire



## Annual Report

July 1, 2007 - June 30, 2008



“The End of an Era”

## LOCAL GOVERNMENT OFFICES

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City offices include:

AIRPORT	449-2168	<i>Eric Kaminsky, Airport Manager</i>
ASSESSOR'S	752-5245	<i>Susan Warren, Assessor Supervisor</i>
CITY CLERK	752-2340	<i>Debra Patrick, City Clerk</i>
CITY MANAGER	752-7532	<i>Patrick MacQueen, City Manager</i>
COMMUNITY SERVICES DIVISION		<i>Laura Lee Viger, Community Services Director</i>
HEALTH	752-1272	
RECREATION	752-2010	
WELFARE	752-2120	<i>Angela Martin Giroux, Welfare Director</i>
LIBRARY	752-5210	<i>Denise Jensen, Head Librarian</i>
ENGINEERING	752-8551	<i>Michael Perreault, Public Works Director</i>
PUBLIC WORKS	752-4450	
GARAGE	752-1460	
FINANCE/COLLECTIONS	752-1610	<i>Blandine Shallow, Finance Director</i>
FIRE DEPARTMENT	752-3131	<i>Randall Trull, Fire Chief</i>
<b>EMERGENCY</b>	<b>911</b>	
INSPECTION DIVISION	752-1630	<i>Joseph Martin, Code Enforcement Officer</i>
PLANNING	752-8587	<i>Pamela Laflamme, City Planner</i>
POLICE DEPT	752-3131	<i>Peter Morency, Police Chief</i>
<b>EMERGENCY</b>	<b>911</b>	
SCHOOL DEPT	752-6500	<i>John Moulis, Superintendent</i>
WASTE WATER TREATMENT	752-8563	<i>Henry Noel, Superintendent</i>
WATER WORKS	752-1677	<i>Roland Viens, Superintendent</i>



## **ASSESSING**

In order to address issues involving fair assessment, the Board of Assessors will meet regularly and make every attempt to stay informed of changes to the RSA laws that govern this office. We, the Berlin Board of Assessors, will continue to maintain our open door policy for taxpayers with questions or problems regarding assessments and assessment procedures. The City has contracted with Avitar for the Assessor's duties.

Board members serve a three year term and are appointed by the Mayor with City Council approval. Paul Croteau was reappointed in April, 2008. He has served faithfully since April, 1999. During that time, Mr. Croteau has attended several seminars sponsored by the Department of Revenue Administration. This term will expire on March 31, 2011.

Every five years municipalities undergo an assessment review by the State of New Hampshire, Department of Revenue Administration. The City of Berlin is scheduled for their next review in 2010. The municipality must meet criteria set by the Equalization Board and Assessing Standards Board regarding the annual sales study, as well as the practices of the Board in dealing with exemptions, tax credits, current use and yield tax, to name but a few of the duties. The City passed their 2005 review.

The City contracted with Avitar to have a statistical update, based on market value, for tax year 2007 for all properties excluding utilities and the former mill property.

Notices were mailed to all affected taxpayers and they could request a hearing with Avitar to go over their new assessments based on April 1, 2007. The City hired Mr. George Sansoucy, PE, to value utilities, the former mill property and the buildings Fraser still owns for tax year 2007 and 2008.

In an effort to have a meaningful update in 2010, Avitar is verifying data and measurements on all properties in the City. Any corrections that need to be made are done by the City's office staff. Avitar has been reviewing approximately 800 to 900 parcels, which are randomly selected by the computer, over the past three years and will continue to do so until 2010 when values will be updated.

Fraser NH LLC sold the mill site to North American Dismantling Corporation and the deed was recorded on October 3, 2006. North American Dismantling has demolished sections of the mill buildings and disassembled and sold or salvaged mill machinery. Fraser NH LLC has retained the administration and industrial relations buildings on Main Street, as well as various parcels they owned throughout the City.

All deeds received from the Registry of Deeds in Lancaster, as well as subdivisions and lot mergers approved by the Planning Board, notices of demolitions and new construction were sent to CGIS Mapping of Marion, MA, for updating of the City tax maps for changes that occurred prior to April 1, 2008. This was the first year they served the City in this capacity. All maps were then printed and sent to us. These maps are used by this office, with copies given to various Departments. The maps are also available for public use and for all City Departments.

Some of the duties of the Board include maintaining property records, assuring that all taxable property are being accurately reported and properly assessed, reviewing applications for current use, yield tax, elderly and blind exemptions and veteran tax credit, as well as reviewing the sales study.

The Board of Assessors is committed to quality and excellence in government and will continue to respond to requests for changes that occur due to budgetary constraints, public needs, and new legislation.

Sincerely,  
 BOARD OF ASSESSORS  
 ROBERT PELCHAT, CHAIRMAN  
 JONATHAN EDWARDS, MEMBER  
 PAUL CROTEAU, MEMBER

#### SUMMARY INVENTORY OF TAXABLE PROPERTY - APRIL 1, 2007 & APRIL 1, 2008

	APRIL 1, 2007	APRIL 1, 2008
Land	\$ 55,685,546.	\$ 55,463,951.
Building	322,050,876.	319,396,627.
Public Utilities	90,715,800.*	101,103,600.*
GROSS VALUATION	468,452,222.	475,964,178.
Blind Exemptions	120,400.	150,000.
Elderly Exemptions	3,586,000.	3,555,300.
Imp. To Assist Persons w/Disabilities	43,236.	28,936.
Water/Air Poll. Cont. Exem.	3,310,500.	3,310,500.
TOTAL EXEMPTIONS	7,060,136.	7,044,736.
NET VALUATION W/UTILITIES	\$ 461,392,086.*	468,919,442.

#### EXEMPTIONS GRANTED

TYPE		APRIL 1, 2007		APRIL 1, 2008
Elderly	121	107,831.	115	106,019.
Blind	9	3,620.	10	4,473.
Physically Handicap	5	1,300.	4	863.
Water/Air Poll. Cont.	1	99,547.	1	98,719.
Veterans	646	104,450.	640	104,650.

#### OTHER ACTIVITIES

TYPE		APRIL 1, 2006		APRIL 1, 2007
Yield Tax	13	21,677.07	6	15,432.46
Property Transfers Processed		442		324

The State Education Tax rate for tax year 2008 per thousand is \$ 2.34, the town rate is \$14.90, the school rate is \$9.37, and the county rate is \$3.21 for a total tax rate of \$ 29.82 per thousand. Utilities valuations are **not** taxed locally for the State Education portion.

## **CITY CLERK'S DEPARTMENT**

### **ELECTIONS**

The City Clerk is responsible for the general conduct of elections. The following election statistics were recorded this year:

**Municipal Election:** November 6, 2007  
- 45% Total City Voter Participation

**Presidential Primary Election:**  
January 8, 2008  
- 65% Total City Voter Participation

### **VITAL RECORDS**

Effective January 1, 2008 Civil Unions are accepted in NH due to a Legislative vote.

The following vital statistics were recorded:

YEARS	2005/06	2006/07	2007/08
Marriage	52	61	54
Civil Union	N/A	N/A	1
Birth	92	87	86
Death	130	129	118

### **ORDINANCES**

The following Ordinances and Resolutions which govern city policy were passed:

2007.04: Handicap Parking space@ 305 Willard St  
2007.05: Zoning Downtown Zone signs Amended  
2007.06: Repurchase Tax Deeded Properties  
2007.07: Handicap Park space@ 638 Rockingham St  
2008.01: Junk Motor Vehicles.  
2008.02: No Parking: Willow & Blanchard Sts  
2008.03: Tourist Oriented Directional Signs  
2008.04: No Parking Madigan St – 6<sup>th</sup> / 7<sup>th</sup> Ave  
2008.05: No Parking Main St: Public Transp. site  
2008.06: Zoning: Industrial Business Zone Amend

### **RESOLUTIONS**

2007.21: Discontinue Success Loop Road  
2007.22: CDGB \$500k Rehab/Revitalize Prop.  
2007.23: PD DOJ \$2k Bullet Proof Vest Grant  
2007.24: Discontinue Rheims between Pershing/Bridge  
2007.25: Capital Appropriations Y'E 6/30/07  
2007.26: Appropriate \$210k FY'07-FY'08 budget  
2007.27: School Excess RevenueFY07-08carry over  
2007.28: Master Plan Tillotson/Dred NW Grant scope  
2007.29: Brownfields \$200k NDHS Grant (school st)  
2007.30: PD \$10k Jag Grant  
2007.31: Clean Power Purchase Agrmt/ 11 Acres  
2007.32: Telecom & Technology \$2.5k Grant  
2007.33: Homeland Security \$112k Grant App.  
2007.34: NH Charitable Found. \$10k Master Plan.  
2007.35: Ramsey Hill Park Land Sold-Caron's \$2k  
2007.36: School Fund10 Federal Program Revised  
2007.37: Northway Bank Stock sale-\$2,272 shares

2008.01A: PD \$4k Underage Drinking Grant  
2008.01: Brownfields \$200k NDHS Grant (school st)  
2008.02: WWTF PhaseII \$15m SRF loan assist.  
2008.03: BAA \$80k Snow Removal Equip. Grant  
2008.04: WWTF PhaseII raise \$11m commitment  
2008.05: Sansoucy \$16k to assess former mill site  
2008.06: AVRRDD \$10kMt.CarberryLandfill study  
2008.07: PD NH Fish & Game OHRV Grant  
2008.08: PD \$1.9k Primex Grant  
2008.09: PD-DOJ Underage Drinking Grant  
2008.10: PD Highway Safety Project Grants '09  
2008.11: PD NHPSTC \$4k Training Grant  
2008.12: School Revise Fund10 Fed Prog Grants  
2008.13: Indl Pk Road/Discontinue for Greenova  
2008.14: BIDPA Ind Pk lot sale to Greenova, LLC  
2008.15: RSA162G Provisions Adopted - Ind land  
2008.16: Prelim Bond Approval for Greenova  
2008.17: PD Increase DWI Patrol Grant Budget  
2008.18: PD to apply/accept Training Grant Funds  
2008.19: FY'09 Budget

Respectfully submitted,  
Debra A. Patrick, CMC  
BerlinCity Clerk

## Housing Coordinator

From a legislative point of view, Fiscal Year (FY) 2008 was a very successful year. The City, with the active support of the County delegation and the Fire Chiefs Association, was able to have NH RSA 155B (Hazardous and Dilapidated Buildings) amended in order to give municipalities the right to lien the other properties or insurance proceeds from an owner who does not repair or remove a burned property in a timely manner. Since 2005 the City has spent over \$300,000 in removing burned properties in order to make neighborhoods safe. During this period of time the City could only recoup its expenses by selling the land on which the burned building was located on. In general, the City lost about \$25,000 each time a property was cleaned up. The new law allows the City to recoup its full costs by either placing a lien on other properties owned by the building owner or by placing a lien on the insurance proceeds from the fire.



FY 2008 was a year of ups and downs for our executing the \$350,000 CDBG grant that enabled the City to establish its Berlin Neighborhood Revitalization Project (BNRP) to provide help to those who cannot afford to make these repairs. The start of the year looked promising since the entire City

had to do was to recruit qualified and insured contractors to create a contractor pool that would provide the services required to make the repairs needed by the grant recipients. Two public meetings, numerous newspaper ads and stories yielded not enough varied skilled and insured trades contractors to meet the needs of the grant. In the end, with permission from CDBG and the City Council, Tri-County CAP became the general contractor for the project and repairs to homes finally got underway. It is expected all work to make these homes safe and code compliant will be completed in the FY 2009 period.

In 2008, in close cooperation with the City's Tax Collector Blandine Shallow, only 5 properties were tax deeded due to non-payment of taxes. This is a dramatic reduction from past years as property owners realize that the City will follow through on delinquent tax payers and will not allow offenders to shift the tax burden to the other property owners in the city.



Respectfully Submitted,

**Andre Caron**, Housing Coordinator



## RECREATION & PARKS DEPARTMENT

### Leisure Activities for the Family

The Recreation and Parks Department provides quality recreational programs to the community. We provide full time, four season recreation programming. Funding is a combination of municipal dollars, grants and community contributions, as well as user fees; we offer a broad range of programs with children and adults in mind. Costs of our programs are designed to be family friendly. Our schedule is designed around the schedules of busy working families.

Some interesting hallmarks of our program year included:

#### **THE CLiF Summer Reading Program**

The Children's Literary Foundation Summer Readers program will be back visiting the Berlin Recreation & Parks Playground program. This very popular program is returning to Berlin and visited Brookside and Community Playground. on July 30, 2008.

CLiF's summer program was created to help keep reading a part of children's activities over the summer months. The program provides lively storytelling presentations and free books to children in various summer programs across Vermont and New Hampshire, including the Berlin Recreation and Parks Department summer program.

Working closely with the Vermont Campaign to End Childhood Hunger, New Hampshire Department of Education, and the New Hampshire Bureau of Nutrition Programs and Services, CLiF identifies lunch programs and low-income summer camps to visit.

Research indicates that children's reading comprehension can diminish during the summer months when school is closed. Many children, including low-income children most often feel this impact. Nearly

two-thirds of low income parents do not have *any* books at home for their children.

The CLiF Summer Program offers two types of reading support:

**Storytelling Presentation:** A CLiF representative travels to different summer program sites to give fun, interactive storytelling presentations to the children. The presenter tells stories, reads aloud from one or more books, and shares his/her love of words, books, reading, and writing.

**Books for Children to Keep:** Each child participating in the program is able to select a few new books to keep for their own from a wide selection of brand-new fiction and non-fiction children's books.

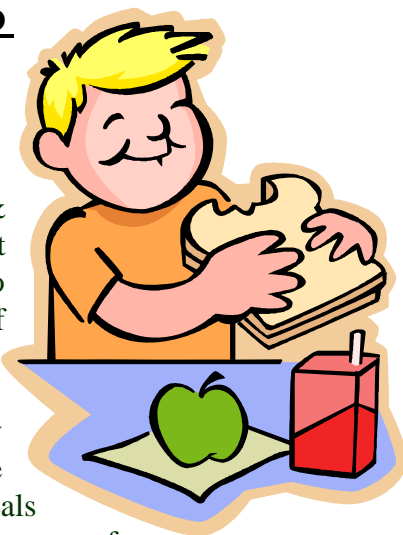
Last summer the CLiF Literacy Program visited with approximately 75 children attending and enjoying a funny and active storytelling hour. Following the presentation children were able to choose two free books to take home. Books for toddlers through young teens were available to all children who attended. Children chose special books that interested them from a wide selection of new, quality books.

#### **USDA SUMMER FOOD PROGRAM AND SALVATION ARMY BREAKFAST**

The Berlin Recreation & Parks Department

contributed so that no children in the City of Berlin would go hungry when school was closed during the summer. Many children in Berlin receive free or reduced-price meals

during the school year, but many of these children do not get enough to eat when school is out. The Summer Food Service Program (SFSP) ensures that children continue to grow during the summer.



Beginning the week of June 30, the USDA Free Summer Food Program returns to Berlin Summer Playgrounds. This program will provide noon time lunches and afternoon snacks to all area children free of charge. This program was open to all children in the community regardless of income level. Meals were served to all school age children and youth up to age of 18 years.

Lunch, served at 12:00 noon consisted of a nutritious sandwich or cold lunch item, dessert, and milk. Mid afternoon snacks were fruit or a light snack with beverage and were served at approximately 2:30. All meals highlighted wholesome and nutritious food. Meals were provided Monday through Friday at Brown School, Bartlett School, Community Field, and Brookside Park playgrounds. Meals were free to all children.

The Summer Food Service Program, sponsored by the U.S. Department of Agriculture, is the largest federal resource available for local programs that combine meal time with recreational and educational activities. The Summer Food Service Program for Children is a federally funded program operated nationally by the U.S. Department of Agriculture (USDA) and administered by a State Agency. Eligible sponsors such as non-profit organizations, schools and local governments serve nutritious meals and snacks free to children during the summer months. Summer programs are located at approved sites.

The USDA Summer Free Meal Program is a community program open to all school aged children, teens included, providing nutritious summer meals to children regardless of race, color, nationality, origin, sex, age, or disability. All children receive the same meal benefit and there is no discrimination in the operation of the food service. Children with food allergies should tell meal

attendants prior to receiving their meal.

The Summer Food Program was sponsored by the Berlin Recreation & Parks Department in partnership with Tri - County CAP Senior Center and the USDA.

Additionally this year the local Salvation Army, under the direction of Captain Deb, provided nutritious breakfasts every day on the playgrounds.

### **Berlin Summer Kid's Fitness Challenge**

Beginning on July 11, the Berlin Summer Playground Program sponsored the Kid's Fitness Challenge. This new program was offered to encourage children to participate in easy and fun fitness activities that will encourage lifelong wellness and health. By participating in the Fitness Challenge children were given two chances to win fun prizes. By participating, children's names were entered into a drawing to win a weekly prize that promoted active fitness activities. All children who participated in the Challenge activity had their name submitted for the end of the season Grand Prize drawing of a new bicycle

Fitness Challenge Events included:

**Dribble Derby Challenge** – basketball dribble marathon

**Jump for Joy Challenge** – jump rope activities and games

**Running Rally** – running obstacle course

**Fitness Food** – learn about good food habits and enjoy health snacks

**Scavenger Hunt** – find healthy tips in a health hunt

**Award Day** - final awards and Grand Prize Drawing (Community Field)



## DEPARTMENTAL PROGRAMS

The department responded to citizens' requests this year by starting a new Girl's Hockey Program. Parents of girls in the community came forward and asked the department to start a recreational hockey program for girls. Lead by parent coaches, the league fielded a complete team of girls and had a wonderful season of games. This is another successful opportunity for children to learn and grow through sports.

The Recreation & Parks Department continues to provide fun and healthful programs to the community.

### 2007-08 Programs

RiverFire 2007	Special Events
Tennis	Open Gym Program
Beginner Baseball	Indoor Jogging Program
k-4 Basketball Camp	Yard Sale
Farm League Baseball	Easter Egg Hunt
Student Craft Prog	Boys Hockey
Adult Craft Program	Girls Hockey
After School Crafts	Gazebo Rentals
Craft of the Month	Snowboard/Ski Program
Babe Ruth Baseball	Community Gardens
Little Tykes Play Program	Cosmic Bowling
Girl's Softball	Senior Exercise
K-1 Soccer	Gym Rentals
2nd-4rd Field Hockey	Senior Walking
2nd-3rd Soccer	

Approximately 5000 participants enjoyed department programs.



## The City of Berlin Recreation & Parks Department

First Avenue, Berlin, NH 03570  
(603) 752-2010, fax 752-6588, email [lrpdnurse@ncia.net](mailto:lrpdnurse@ncia.net) [berlinnh.gov](http://berlinnh.gov)

## Girl's Recreational Hockey



A NEW  
Program for  
Girls grades  
1 to 8

We are calling for all girls interested in playing in an "all girl" recreational hockey league.

### PROPOSED PROGRAM

2 practices per week

18-20 game season, home and away games

This will be a fun league designed to give girls skill development, game time, and the fun of playing hockey.

To get involved call the Recreation Department at 752-2010 and pre-registration. No money necessary to pre-register, just give us your name and phone number. Details and cost will be determined based on number of girls that pre-register.

## Welfare Department

The City of Berlin Welfare Department under RSA 165 is charged with the responsibility of assisting those who are poor and unable to support themselves. This responsibility must also be balanced out by a fiscal responsibility to the taxpayers. In order to fairly meet the responsibilities placed upon the department there are written guidelines which explain in detail the laws that govern local assistance, what types of assistance are offered, what is needed in order to apply for and keep qualifying for assistance. The formula used to determine how much assistance, if any, can be offered is basic needs minus income/assets. If basic needs are more than income/assets then assistance can be offered for the difference. Assistance is issued in voucher form. No cash is given to clients. Vendors, in most cases, bill the city for payment. In fiscal year 2007-2008 a total of 111 unduplicated cases were assisted with 202 people benefiting from the assistance. A total of \$50,131.85 was paid out in general assistance for these families. The breakdown of assistance was:

Type of Assistance	# of Families	# Vouchers	Total
Rent/mortgage	49	162	\$18,101.66
Electricity	42	162	\$ 4,570.16
Personal/household need; Diapers, Food	83	338	\$ 4,816.35
Bus Ticket	5	5	\$ 209.19
Cremation	2	2	\$ 1,500.00
Oil, Kerosene	9	10	\$ 2,354.90
Phone for Medical Reasons	1	2	\$ 35.86
Medication	24	106	\$14,076.42
Shelter due to Homelessness	8	14	\$ 854.00
Property tax to prevent tax deed	1	1	\$ 3,613.31
<b>Totals</b>	224	802	\$50,131.85

If clients are physically and psychologically able to work they will be scheduled to work on the work program in exchange for the assistance they were issued. They are also required to do a weekly job search. A total of 2,279.35 hours of assistance were worked off on the work program at a reimbursement rate of \$7.00 per hour for every hour worked for a total of \$15,955.45. Another \$21,631.03 was reimbursed through various cash sources (\$1,130.68 from client reimbursement, \$959.78 through Medicaid Reimbursement, \$17,600.09 through the State of New Hampshire under RSA 165:20C or through the State Finance office for those who were accepted on SSI and who had signed an Interim Assistance form.) If someone owns their own property and receives assistance, a lien is placed on the property until such time as the amount of assistance is repaid, collecting interest at 6% after one year.

Those who receive assistance are required by the Administrator to follow through with application to any program that may provide either long term assistance or temporary relief. If a recipient fails to follow through with a requirement such as work program hours, job search or applying for assistance elsewhere, a sanction can be issued. A sanction prevents the recipient from receiving or even applying for assistance until they have complied with the requirements.

If someone requests assistance with rent and the landlord owes any back taxes, sewer or water bills to the city the Welfare Department is allowed to apply the rent to those back bills instead of issuing a check to the landlord (RSA 165:4-a). In FY 2007-2008 \$2,740.32 was paid to the city on these back bills owed rather than being paid directly to the landlord. In addition to the 111 unduplicated cases assisted another 139

unduplicated cases were spoken with; of these 32 were interviewed but not assisted for various reasons and the other 55 failed to return for the appointment that would have determined whether or not they qualified for assistance. The term unduplicated is used because many people are assisted more than once or come in to ask about assistance more than once in a fiscal year. These individuals are counted only once in the figures to give a more accurate picture of those assisted.

The Welfare Department works closely with Federal, State and non-profit agencies to help serve those in need in our community and we thank all of those people whose efforts are united with ours to serve that need. The following are some of the resources that exist for those in need in our community or the Welfare Department can be contacted at 752-2120 Monday-Friday 8:30a.m.-12noon, 1:00p.m.-4:00 p.m. for referrals to resources:

### **Assistance Resources**

<b>Agency</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>Services</b>
CAP Fuel Assistance	55 Maynesboro Street	752-3248	8-12; 1-4	Assistance with fuel, weatherization and electric discount program. Food pantry is also available
NH Division of Adult & Elderly Services	231 Main Street	752-7800	8-3:00	For HHS clientele; possible source of one time oil assistance
NH Division of Family Assistance	231 Main Street	752-7800	8-3:00	For FAP or TANF clientele; possible source of emergency assistance with oil, electric, back rent to prevent eviction. Source for food stamp application and Medicaid application.
<a href="http://www.citizensenergy.com">www.citizensenergy.com</a>	Internet Access is available at the Berlin Public Library			Possible source for 100 gallons of oil if eligibility is met.
City Welfare – Berlin	168 Main Street	752-2120	8-12; 1-4	Assistance with basic needs such as heat, electricity.
WIC	54 Willow Street	752-4678		Help with formula or other nutritious food while pregnant, post partum and until age 5
Coos County Family Health	133 Pleasant Street	752-2040		Medication bridges available for help with free or reduced cost medications for those with no insurance or low income. By appt.
Salvation Army	15 Cole Street	752-1644		Food pantry and Friendly Kitchen; winter coat program; Christmas Program for children, thrift store
Ecumenical Food Pantry	612 Hillsboro Street	752-4844	W&F 2:30-4	
Service Link		1-866-634-9412		Referrals for elderly & disabled clientele to other agencies for possible assistance.

## BERLIN PUBLIC LIBRARY



The Berlin Public Library offers a variety of services to fulfill the various needs of the community. We provide organized collections of books and related materials for both educational and recreational use. The library provides use of computers with internet access, microfilm of local newspapers, audio books, and movie collection, access to interlibrary materials from the libraries of the NHAIS network which is maintained by the New Hampshire State Library. Most resources are offered free to residents of Berlin. We also have a fax and copier service available for the public for a small fee.

The 2008 Fiscal Year brought some staff changes to the library. After 15 years of dedicated service, we were sorry to see Sylvia Nadeau retire from her fulltime position at the library. We are lucky that Sylvia agreed to remain on the "On Call" list and to help with special projects. Betty Domino acquired the Full Time Desk Clerk position. Betty's vacated part time position was filled by Pam Luckern who was formerly on the "On Call" list. We also hired as new "On Call" persons Helen Gemmiti, Angelina Mooney and Virginia Grondin.

People passing by the library could see the improvements being made on the outside of the building. In May, Alan Peabody began work to repair the deteriorating bricks on the

front and sides of the library building. The two chimney tops were rebuilt as well as the chimney base near the children's department side entrance. The chimney was cleaned and a smoke pipe to the boiler was replaced. Alan's repairs restored some of the former beauty of the library building. More work needs to be done to the back of the building and is scheduled for next spring.

With safety in mind, railings and a chain were added in our furnace room to help prevent anyone from dangerous falls. In the adult department, an additional shelf was custom built by Dave Landry from Public Works making the best use of limited space and leftover wood from previous projects.

The Children's 2007 Summer Reading Program theme was "Reading Road Trip USA" and was made possible by The NH State Library and the Saul O. Sidore Memorial Foundation in memory of Rebecca Lee Spitz. Beginning June 27 through August 10th, the children's program began with a Kickoff Party held at the Recreation Dept. featuring "Peter Boie Magician". This program attracted 137 children and 53 adults. There was a special outing to the Fire Dept. where The Boston Museum Traveling Science Show presented "The Night Sky". National Forest Service presented the Ranger Becky with an animal program. The children participated in weekly programs held at the library including a closing party for the summer reading program. In total, there were 16 programs with 562 children and 233 adults in attendance. A group from The Berlin Recreation Department also came in weekly during the summer to enjoy a program with Kathy. The weekly Story Hour for young children returned in September and lasted until June.

A grant from the New Hampshire Humanities Council made it possible for the Berlin Public Library in conjunction with the New Hampshire Community Technical College (now called White Mountains Community College) to hold two series of book discussions at the Fortier Library. The Fall 2007 series, entitled "Speculate" focused on science fiction and included four book discussions featuring Craig Doherty and Marion Schafer as the discussion leaders. The Spring 2008 series entitled "What's Love Got To Do With It?" focused on romance and literature and also featured four book discussions. Discussion leaders were Ingrid Graff and Craig Doherty. Books for these discussions are available at both libraries during the program periods and are open to the public at no charge.

As an experiment, the adult department sponsored activities for patrons in early 2008. A tea tasting event with baked goodies was held in January. In February, Eric Pinder, author of several local books, gave a presentation on his experiences while working on top of Mt. Washington. In March, a workshop on genealogy was presented with the help of Jackie Nadeau to help patrons get started in their searches. Betty Domino highlighted the resources available at the library. These programs were well received and are something we would like to do more in the future. Also, as a monthly feature, a small bookcase was set aside to highlight special book collections, such as holiday books, cookbooks, gardening, selected authors, etc. to focus more attention to some of the resources in the library.

Computers continue to be a very popular resource at the library for patrons as well as tourists. At the end of the last fiscal year, Andre Caron helped us acquire three discarded computers from the AVH hospital.

These were installed in November 2007 and replace three of our oldest computers.

The library accepted a donation from Maurice Mailhot of Berlin. Donated were 4 replicas of historic churches from the Danbury Mint which belonged to his brother who had recently passed away. The four churches are: The Vatican of Rome, Notre Dame in Paris, France, St. Patrick's Cathedral in New York City and Metropolitan Cathedral in Mexico. These are on display at the library.

We took advantage of a blog workshop offered by the NH State Library to create a library blog site (<http://www.berlinpubliclibrary.blogspot.com>) to complement the city website (<http://www.berlinnh.gov>). These sites are interlinked. The blog is designed to help keep patrons current with the latest library acquisitions as well as resources, events and information. The site is interactive and allows patrons to send us comments and to make book requests and renewals.

Work on the inventory project for automation of the card catalog continues. Inventory of books and patron records in the adult department is nearing completion. The book inventory in the children's department is nearly complete and the patron entries have begun. When these are complete, we will then begin the barcode process and eventually put the system into full use.

The Staff at the Berlin Public Library appreciate and thank the community for their continued support and invite all the come in and make use of the valuable resources available at the library.

Respectfully Submitted,

*Denise Jensen*

Library Director

BERLIN PUBLIC LIBRARY  
JULY 1, 2007 THROUGH JUNE 30, 2008

TOPICS	ADULT	JUVENILE	TOTAL
GENERALITIES - 000	32	42	74
PHILOSOPHY - 100	126	57	183
RELIGION - 200	80	22	102
SOCIAL SCIENCES - 300	375	163	538
LANGUAGES - 400	67	25	92
PURE SCIENCE - 500	74	578	652
TECHNOLOGY - 600	565	330	895
THE ARTS - 700	216	417	633
LITERATURE - 800	105	95	200
HISTORY & GEOGRAPHY - 900	231	107	338
TRAVEL - 910	28	7	35
BIOGRAPHY	164	122	286
FICTION	7,506	6,775	14,281
PERIODICALS	1,115	44	1,159
VIDEOS	2,980	0	2,980
DVD	7,563	0	7,563
AUDIO BOOKS	4,138	39	4,177
MUSIC CD	36	0	36
PAPERBACKS	273	0	273
TOTALS	25,674	8,823	34,497

Walk in Patrons	17145	10443	27,588
Phone Inquiries	3705		3,705
Computer Users	4787	994	5,781
Interlibrary Loaned	978		978
Interlibrary Borrowed	232		232



Summer Reading Program



Summer Reading Program – Park Ranger



## COMMUNITY SERVICES DIVISION

### BERLIN PUBLIC HEALTH HOME HEALTH NURSING SERVICES EMERGENCY MANAGEMENT

#### PUBLIC HEALTH SERVICES



The Public Health services offered through the department were in keeping with the ten primary public health goals –

1. Prevent public health problems
2. Protect the public from health problems
3. Promote healthy behaviors
4. Monitor health status
5. Mobilize community action when needed
6. Respond to disasters
7. Assure quality medical care
8. Reach out to the community
9. Research new ideas and insights
10. Lead in the development of sound health practices

The Health Officer executed housing, restaurant and other health related inspections during the year. Inspections also included foster care inspections, school inspections, and day care inspections. Many inspections are required by law, while some were prompted by citizen complaints.

#### HOME HEALTH NURSING

The Home Health Visiting Nurse program continued providing home health care for area citizens. Services were provided to residents of Berlin, Milan, Gorham, Shelburne, and Randolph. Home Health Nursing provides individuals with skilled nursing services, occupational, physical and

speech therapy services, as well as home health aide assistance in their homes. The Home Health program provides services to private pay patients, Medicare, Medicaid and private insurance patients. Some of the services provided include medication assistance, disease related care, all forms of therapy, hospice, home health aide services and many more home health services.



#### HOME HEALTH SERVICES

<u>HOME HEALTH SERVICES</u>	
HOME HEALTH PATIENTS	272
HOME HEALTH SKILLED NURSES VISITS	4173
PHYSICAL THERAPY VISITS	521
OCCUPATIONAL THERAPY VISITS	15
HOME HEALTH AIDE VISITS	2432
HOMEMAKER SERVICES	60
HOME PATIENT FLU VACCINES	408

#### PUBLIC HEALTH CLINICAL STATISTIC

	PATIENTS	VISITS
PRIVATE PAY	355	392
MEDICARE	138	260
NO CHARGE– OUT PATIENT	51	127
NC- PRESCHOOL	9	23
NC- OTHER/SCHOOLS	280	355
NC-ADULTS	48	50
NC – OTHER	580	737

Berlin continues to be one of the few communities to continue to have a Public

Health Clinic. Our Clinic nurses continued to provide preventative clinics and promotion of healthy behaviors at our Main Street offices, at other business locations, at local housing locations and at offsite public clinics.

This service provides basic health information and testing services on a walk in basis to citizens who can monitor basic health conditions at a reasonable cost to compliment their doctor visits and orders.

Typical clinics include blood pressure monitoring, blood sugar monitoring, foot clinics, flu vaccination clinics and other preventative services.

### **PUBLIC HEALTH NURSING SERVICES in FY 2008**

Wal Mart Blood Pressure Clinic	560 People
City Employee Flu Vaccination	86 People
Public Cholesterol Clinics	270 People
ISSI Flu Clinic	86 People
Head Checks	76 People
Pneumonia Vaccination	5 People
Hepatitis B	5 People
Mantoux (TB) Testing	293 People
In Office Foot Clinic	133 People
Northern Lights On Site Clinics	147 Visits
Northern Lights Foot Clinic	42 People
St. Regis On Site Clinics	103 People
Diabetic Screening	285 People
Holiday Center On Site Clinics	60 People
Gorham Resource Center Clinics	116 People
Public Flu Vaccination Clinics	408 People

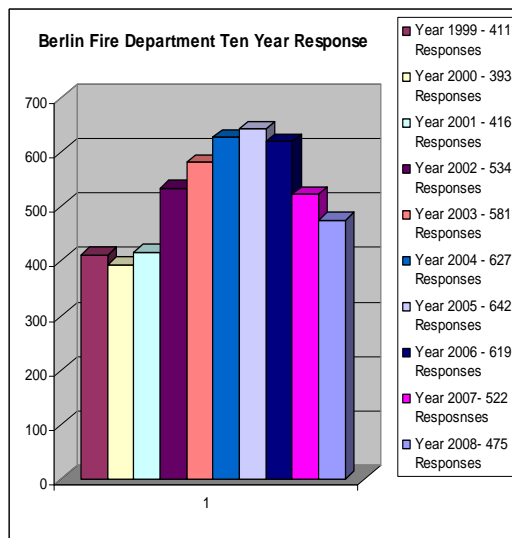
### **EMERGENCY MANAGEMENT**



The Berlin Emergency Management Committee was active in regional planning for All Hazard Pandemic. The department continued to chair the committee that developed all hazard response plans for the City and the region. Specifics of this planning year included the creation of an Acute Care Center plan and a Neighborhood Care Center plan. These plans reflect the community's effort to build a stronger health provider team response to catastrophic events.

## Berlin Fire Department

In Fiscal year 2008 the battle to change legislation was won with a collaborate effort from many outstanding individuals. New tools were added to the hazardous dilapidated building RSA. These tools will allow Cities and Towns to tax lien multiple properties owned by a dilapidated building owner and recoup monies from when the City has to raze and remove a Hazardous Dilapidated Building.



In the fiscal year 2008 the Berlin Fire Department was more than delighted to assist the library with their children's programs, and as always look forward to lending a helping hand in years to come. One special program that the firefighters are exceptionally supportive of is the Make-A-Wish Adopt an Angel program. This year in a collaborate effort with the Berlin Police Department, Guardian Angel, and Woodlands Credit Unions a benefit hockey game in support of Make "A" Wish was conducted. Through the support of sponsors and donations approximately \$6,000.00 being the final figure was presented to Make

The Fire Department responded to 475 calls for service in fiscal year 2008. In fiscal year 2008 the City of Berlin is still on the high side with 26 Structure fires. The mission of the Berlin Fire Department is to provide the highest level of service twenty-four hours a day by trained professionals who serve with excellence, dedication and pride. It is our pleasure to present to the community our 2008 annual report



"A" Wish. The community that is second to none in caring lead to the success of this project.

The professional Firefighters of Berlin sponsored and set up a program specifically designed by the International Fire Fighters Association for City Officials. The Goal of the program was to increase the participant's knowledge of the variety of tasks that Fire Fighters may be called upon to perform at any given time as well as to emphasize the importance of having a fully staffed and well trained Fire Department ready to respond to any emergency in a moment's notice (Fire Ops 101).



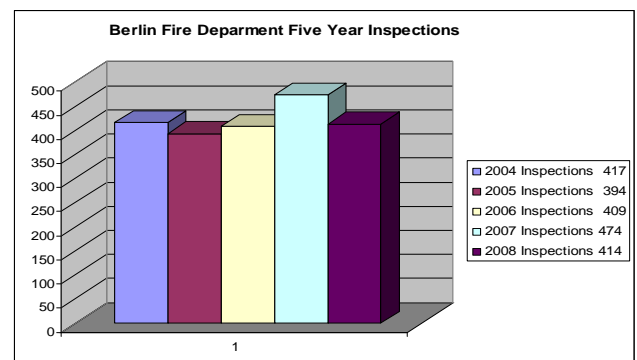
New Hampshire Fire Academy Fire Ops 101, Concord, NH

As always, the Fire Prevention Bureau continues to go above the call for duty to improve the quality of life for the citizens of Berlin. The prevention Bureau year after year has been the focal point of the Berlin Fire Department in the Departments efforts to minimize fire loss in the community. This effort is through the excellent programs that are offered through out the City in local business, schools, and health care facilities. The Berlin Fire Prevention Bureau in fiscal year 2007 has successfully completed 472 Life Safety Inspections. The Berlin Fire Department, Fire Prevention Bureau led by Prevention Chief Robert Goudreau, joining forces with the Nation Fire Protection Association (NFPA) reminds local residents to: “Be Careful When Using Alternate Heating Sources”.

According to the latest NFPA research, Heating Equipment fires accounted for 16% of all reported home fires in 2005(second behind cooking) and 22% of home fire deaths.

Safety Tips as recommended by the City of Berlin Fire Prevention Bureau and the National Fire Prevention Association:

- Keep and maintain a three-foot (one-meter) clearance between all heating equipment and anything that can burn.
- Do not use your oven to heat your home.
- Inspect and maintain heating equipment regularly for safety.
- Portable space heaters should be turned off every time you leave the room and before going to bed.
- When buying a new space heater, make sure it has the label showing it is listed by a recognized testing laboratory. Be sure to have fixed space heaters installed by a qualified technician, according to manufacturer’s instructions or applicable codes. Make sure a qualified technician checks to see that the unit has been properly installed.
- Make sure your fireplace has a sturdy screen to prevent sparks from flying into the room. Allow fireplace and woodstove ashes to cool before disposing in a metal container.
- Have heating equipment and chimneys inspected and cleaned every year.
- Install smoke alarms in every bedroom, outside each sleeping area and on every level of the home. For the best protection, interconnect all smoke alarms throughout the home. When one sounds, they all sound. Test smoke alarms monthly.
- Install and maintain carbon monoxide alarms to avoid risk of carbon monoxide poisoning.



The Berlin Fire Department shall stay aggressive in finding cost effective grant opportunities in the year 2008. Our Department will continue to provide

dedicated and selfless service to improve the quality of life for others.

<b>BFD Inspections</b>	<b>Total</b>
<i>Place of Assembly</i>	30
<i>Oil Burners</i>	68
<i>L.P. Gas</i>	98
<i>New Construction</i>	51
<i>Wood Burner/Chimney</i>	13
<i>Health Care</i>	64
<i>Complaints Investigated</i>	11
<i>Industrial</i>	19
<i>Foster Homes</i>	30
<i>Daycare</i>	2
<i>Alarm Inspections</i>	47
<i>Misc. Inspections</i>	49
<i>Public Education</i>	24

<b>BFD Calls for Service</b>	<b>Total</b>
Assist Police	0
Bomb Scare	1
Chimney Fire	3
Dangerous Situation	1
DHART	43
Electrical Fire	12
Electrical Problem	15
Explosion	0
False, Malicious	6
False Unintentional	96
Furnace Problem	13
Leak / Spill	103
Lock Out	6
Medical Aid	9
Outside Fire	45
Rekindle	0
Rescue	4
Smoke Scare	34
Sprinkler Problem	0
Structure Fire	26
Vehicle Accident	40
Vehicle Fire	11
Water Problem	4
Service Call	3
	475



## **Police Department**

The mission of the Berlin Police Department is to protect the lives and property of the citizens of the community, consistent with the Constitution of the United States. We continue to serve the community in a way that reflects the morality, beliefs, and customs of the citizenry we serve.

Throughout the year, as past goals are met and new ones are established, we continue to strive to accomplish and maintain our objectives. Over the last few years, the department has seen improvement in achieving its goal of becoming a more pro-active agency. Officers have made great strides in improving communication with Berlin's citizens both in an on- and off-duty capacity. Through the combined efforts of the officers and the citizens, Berlin has become a safer place to live.

**NH Association of Chiefs of Police (NHACP):** Chief Morency completed his term as President of the NHACP. He was unanimously elected to this esteemed position which allows him a lead-role in addressing issues specifically challenging New Hampshire law enforcement, as well as law enforcement concerns affecting the country. This was a particularly busy year addressing many legislative issues. Though the chief's term has concluded, he is still very active within the association and continues to serve on several boards. This continuous networking and involvement with other agencies has proven beneficial to the Berlin Police Department as well as the North Country as a whole.

**Milan:** The Berlin Police Department

continues to provide twenty-four hour law enforcement coverage to the Town of Milan. This service comes at no cost to the citizens of Berlin, nor does it compromise the safety or security of Berlin's citizens. The department continues to receive positive feedback from Milan residents.

**Retirement & New Hires:** Lt. Roland "Red" Drapeau retired with 26 years of service; he was a wealth of knowledge as well as an inspiration to the younger officers. He was a credit to the City and to the department, and he continues to serve the community on a part-time basis as a part-time officer. The department also had the unfortunate task of accepting Officer Joyce Yiakas' resignation. Her dedication to the department and citizens of Berlin was impeccable; she is also credited with starting the Encouraging Local Families (ELF) Program, which was designed to assist Berlin families during the holidays. Both officers are sorely missed.

Fortunately, the department was able to fill both voids with certified officers. This was a tremendous savings to the City, as certified officers are able to begin work immediately after a shortened field training program. Officer Brad Willey came to us from the Gorham Police Department and Officer Tim Godin from the New Hampshire Department of Safety. Both are well experienced officers who came to the department with many varied certifications.

**Grants:** The department continues to actively pursue State and Federal grants to assist its operations and City of Berlin. Extra enforcement in bicycle, speed, red light running, and DWI enforcement patrols were conducted this year with the assistance of NH Highway Safety grants. The number of grant-funded patrol hours increased this year, allowing us to receive more funding than in previous years. Grants through the



NH Department of Fish & Game continue to assist greatly with OHRV enforcement, and funding from the Attorney General's Office for underage drinking patrols continues to prove critical to the development and education of youth in our community.

**Child Identification Program:** The department joined forces with the Kiwanis Club to further protect the community's children. Fingerprints, photo IDs, DNA samples, and other pertinent information is recorded and held in a database here at the department. To date, this project has encompassed over 800 area children.

**Polygraph:** For the first time in Berlin's history, a member of the Berlin Police Department has been trained to conduct polygraphs, and the department owns a polygraph machine. Lead Investigator Richard Plourde received extensive training at the New Hampshire Police Standards and Training facility and graduated from the first polygraph school in the state. Investigator Plourde's proficiency with polygraphy has assisted in solving many crimes for Berlin, and he has been used as a resource for other law enforcement agencies as well.

\* \* \*

The officers at the Police Department continue to render their services with professionalism and dedication to the citizens of Berlin. The department's resolve to meet any and all such challenges remains strong, enables us the ability to be a progressive agency, and allows us to carry out our mission for the safety and security of the citizens we serve.

**STATISTICS      July 2007-June 2008**

CALLS FOR SERVICE	21,163
911 CALLS	757
911 HANG-UP CALLS	339
ASSIST AMBULANCE SERVICE	1,055
ASSIST OTHER CITY DEPARTMENTS	388
CALLS FOR SERVICE – MILAN	572
ARRESTS	739
ARREST OFFENSES	739
DOMESTIC VIOLENCE ARRESTS	75
JUVENILE ARRESTS	95
JUVENILE PETITIONS	100
INCIDENT REPORTS	740
INCIDENT OFFENSES	1501
INCIDENTS: PEOPLE INJURED	122
DOMESTIC VIOLENCE INCIDENTS	57
FELONIES	164
MOTOR VEHICLE STOPS	2,959
MOTOR VEHICLE WARNINGS	1,973
MOTOR VEHICLE VIOLATIONS	356
ACCIDENT REPORTS	269
INTERSECTION-RELATED ACCIDENTS	63
DWI ACCIDENTS	9
FATAL ACCIDENTS	0
PARKING TICKETS	831
DOG COMPLAINTS	498
ANIMAL COMPLAINTS (OTHER)	277

Respectfully submitted,  
*Peter Morency*  
 Chief of Police

## Berlin Housing Authority



Berlin Housing Authority has had a year of transition and reformation. Long time Commissioner. Robert Morin passed away to be replaced by Commissioner David Graham Esq. who is proving to be a great asset in training fellow Commissioners and providing specific expertise as needed.

We are maintaining our lease up rates in both our Public Housing and Housing Voucher programs. We credit this to the “Owner being in the store” a good deal of the time. While it is not necessary to live in a rental building for good service to tenants, it is helpful to be available for solving situations as they occur. Our Public Housing Assessment score is 100% and while difficult to maintain, we hope to continue to be a high performer.

A. UTILIZATION OF ASSISTED HOUSING PROGRAMS AT JUNE 30, 2008 (in number of units)		
	Units Allocated	Units Under Lease
public housing	55	53
st. regis house	42	42
vouchers	285	280
TOTALS	382	375
Public Housing utilization on 6/30 was 96%		
Average Voucher Utilization for the Prior Calendar Year was 99%		
B. Public Housing and St Regis House Turnover in 2007		
Public Housing	11 units	(13 units in 2007, 9 in 2006 )
St. Regis House	4 units	(4 units in 2007, 6 in 2006)

The Authority still has a wonderful energy efficient home for sale. While the housing crisis affects many of us directly or indirectly, this home would be a wonderful place to raise a family and has a favorable carbon footprint. We are watching the



progress on the Neighborhood Stabilization Program and hope there will be a place in the overall plan to induce the purchase of Berlin homes in an “affordable housing” program.

BHA has been active on the Neighborhood Reinvestment Committee. When the temporary absence of the Housing Coordinator stalled the progress with the current Community Development Block Grant, BHA stepped in with permission from the City Manager to keep up the flow between offices of information on tax liens and contracts until the Housing Coordinator returned to work and brought the bulk of the applicants under contract.

Currently we are looking at 2009 to bring a sense of regionalization to the Authority. Berlin Housing has been asked to manage two small housing authorities in Coos County. The Commissioners feel our county faces extreme economic pressure and this was the only way to preserve the subsidy for the area. This is one of many challenges being faced by the Authority and one we intend to handle professionally and with compassion.

Respectfully Submitted,

Mary Jo Landry, BHA Executive Director

**Berlin Housing Authority Combined Balance Sheet**

ASSETS	6/30/2007	6/30/2008
Cash	\$ 138,257	\$ 314,201
Security Deposits	5,515	15,926
Accounts Receivable-HUD Other Projects	-	-
Accounts Receivable-City of Berlin	-	-
Accounts Receivable-St. Regis	1,967	1,998
Accounts Receivable-Other	-	-
Investments	324,818	95,013
Prepaid Insurance	9,765	8,909
Accrued Interest Receivable	2,323	1,562
Capital Assets (Net)	762,828	775,196
Other Assets	-	99,275
<b>TOTAL ASSETS</b>	<b>\$1 ,255,473</b>	<b>\$1,412,080</b>
LIABILITIES		
Accounts Payable	21,074	22,260
Accounts Payable-HUD PHA Programs	-	-
Other Liabilities	31,586	104,206
<b>TOTAL LIABILITIES</b>	<b>52,660</b>	<b>126,466</b>
EQUITY/NET ASSETS		
Invested in Capital Assets, Net of Related Debt*	762,828	775,196
Unrestricted Net Assets*	439,985	510,418
<b>TOTAL EQUITY/NET ASSETS</b>	<b>1,202,813</b>	<b>1,285,614</b>
<b>TOTAL LIABILITIES AND EQUITY/NET ASSETS</b>	<b>\$ 1,255,473</b>	<b>\$ 1,412,080</b>

**COMPONENTS OF TOTAL EQUITY/NET ASSETS**

Liquid Equity:

Cash	\$ 138,257	\$ 314,201
Investments	324,818	195,013
Other working capital components	(23,090)	1,204
Net Liquid Equity	439,985	510,418

Non Liquid Equity:

Land, Structures, and Equipment	762,828	775,196
Other Assets	-	-
Total Non Liquid Equity	762,828	775,196
Total Equity/Net Assets	\$ 1,202,813	\$ 1,285,614

\* Capital Fund Grant from HUD for building improvements to Public Housing

**NOTE**-Public Housing funds can only be used for Public Housing related improvements or expenditures. Public Housing capital expenditures must have HUD approval.

## PLANNING DEPARTMENT

2008 was a busy year for the Planning Department. The City received two major housing subdivision applications. The last major housing subdivision in Berlin was approved in 1988 for Grandview Meadow. One of the subdivisions is a phased housing subdivision near Jericho Mountain State Park on Route 110. The first phase was approved for 21 housing lots averaging about 5 acres in size. The second subdivision is geared to manufactured housing and is being planned for Route 16 south of the Armory National Guard building and is proposing 88 lots of housing. This park will be a dense subdivision in which the lots will be leased to residents who will own their homes, but not the property. These two subdivisions which will be built out over the next year will offer two different types of housing both of which are lacking in the community.

The Planning Board also reviewed a Site Plan Review project for Greenova, LLC. The proposed project is a wood pellet manufacturing facility which will be located in the Maynesboro Industrial Park. This project will be a phased project that will eventually produce over 200,000 tons of pellets annually. The project proposes to employ approximately 35 people directly. There will be many indirect jobs resulting from the project as well related to bringing raw product to the facility. This project involved several City boards including, Planning, Zoning, and the Berlin Industrial Development and Park Authority.

The Federal Bureau of Prisons started construction on a 1250 bed medium security federal corrections institution here in Berlin after almost six years of planning and feasibility studies. The construction phase of the project is employing several residents of the region. The City and Chamber of Commerce report several inquiries from current Bureau of Prison employees asking about the City and the surrounding area. It is

estimated that the prison will employ approximately 300-350 people when it opens and of those new employees, nearly 50 percent will be new to the area.

The City hired Jeffrey H Taylor & Associates to begin work on revising the City's Master Plan. The Master Plan was last written in 1992 and in great need of revision. A primary focus of the plan is on economic development. Community participation and involvement throughout the project from our residents is critical to the success of this plan. Any member of the community who wishes to participate is welcome. Meetings continue to be advertised and are open to the public.

The Berlin Industrial Development and Park Authority (BIDPA) continues to look for new land to develop a second industrial park. The land in the park is now all privately owned except for the one parcel the board owns and manages. The board continues to work on strategies for developing new available space for small businesses and entrepreneurs.

Any citizen wishing to participate can come forward to volunteer for one of the many boards in the community. The Planning Department is home to the Planning Board, Zoning Board of Adjustment, and the Berlin Industrial Development and Park Authority. All three boards encourage citizen involvement and welcome the community to participate or observe during their meetings. Visit the City's website regularly for information about our meetings.

Respectfully submitted,

*Pamela E Laflamme*

Pamela E Laflamme  
City Planner

Zoning/Code Enforcement Officer:

Joseph Martin

Planning Board Chair: Francoise Cusson

ZBA Chair: Richard Tremaine

BIDPA Chair: Richard Huot

## **BERLIN PUBLIC SCHOOLS 2007 - 2008**

The Berlin Public Schools opened the 2007-2008 academic year with approximately 1550 students in Kindergarten to grade 12. Bartlett and Brown Elementary Schools provide approximately 345 first, second and third grade students with highly qualified teachers and current educational programs in reading and social studies (MacMillan/McGraw) and mathematics (Scott Foresman). Both elementary schools made adequate yearly progress in reading/language arts. Bartlett and Brown Schools received the Blue Ribbon Achievement and Gold Circle Partnership Awards for exemplary school volunteerism that includes parents, citizens of the city, and school/business partnerships.

The Hillside Elementary School (Grades 4 to 6) initiative engages and involves parents in our school. Research overwhelmingly demonstrates that parents, mentors and school staff expand learning and positive attitude and behavior for our young people. Parent participation establishes and reinforces a solid foundation that is needed and valued. The administration, staff and parents implement activities such as *Meet the Teacher Hour* in August, *Grade Level Parent Information/Open House Night* in September, weekly curriculum updates from the teacher, monthly school newsletters, *Title 1 monthly newsletter*, quarterly *Parents' Club meetings*, monthly *Schoolwide Title 1 meetings*, *Family Nights: Reading Rodeo and Family Math Night*, and an informational school website.

Hillside Elementary School adopted Information Communication Technologies (ICT) as an integrated approach to the use of technology. This initiative enables our students to become proficient with

technology. Each teacher at Hillside Elementary possesses a copy of the NH ICT Literacy Standards for their respective grade level. Each grade level has created two projects to reflect the ICT standards and each student has a digital portfolio. The purchase and installation of an additional COMPUTER ON WHEELS system enables all fifth graders to attend a computer literacy class. The Hillside Junior Webmasters Club creates opportunities for young people to maintain the website. Additionally, electronic portable SMART Boards enhance the mission and goal to integrate technology into classrooms. The interactive and collaborative qualities of the SMART Boards capture the attention of the learners and allow the whole class to be engaged together.

Berlin Junior High School extended technology access for students and faculty in 2007-2008. Each academic team, including our Unified Arts team, utilizes SmartBoard interactive technology. Combining the simplicity of a whiteboard with the power of a computer, the SmartBoard engages students with interactive educational presentations that are both faculty-created and Internet-based. The touch-sensitive display connects a computer and digital projector to show the computer image to classroom audiences. This contemporary technological resource expands our computer inventory which also includes a desktop computer lab, library computer lab, mobile wireless laptop lab, and computer access in each classroom.

“Reading Comprehension Strategies across the Curriculum” engages the Berlin Junior High School faculty in a year long course that improves reading comprehension for our students in each academic discipline. Mrs. Christine Lindsey, BJHS Reading Specialist, teaches the course that meets

monthly. The course includes guided implementation of researched-based instructional strategies across all content areas. Our goal establishes appropriate, engaging, and relevant reading materials available to our students. Our students possess greater potential to achieve in a classroom when the teacher knows and applies research based instructional strategies and learning styles.

Berlin High School graduated 115 seniors on Friday, June 6, 2008. Approximately, eighty members attend four or two year universities and colleges. Students at the

high school also earn college credits in courses that are also *Running Start* Community College courses. Berlin High School remains fully accredited the New England Association of Schools and Colleges and the New Hampshire Department of Education.

Respectfully Submitted,

*John Moulis*  
Superintendent of Schools

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### City of Berlin Web Page

[www.berlinnh.gov](http://www.berlinnh.gov)

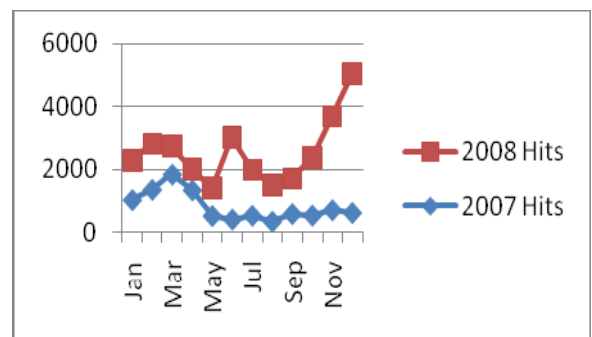
In January of 2007, the City of Berlin contracted with Virtual Town Hall to provide web hosting services. The user friendly software allows us to add and change information on the City's web site on a regular basis.

The site holds a wealth of information from agendas and minutes of meetings of the City's Boards and Commissions, to City Ordinances and general information.

There are links to State and local agencies that provide guidance and information.

Over the two years, since its inception, hits to Berlin's web page have gone up dramatically. In December of 2007, there were 632 hits and in December of 2008, there were 4,397.

We hope that everyone is using the web page and remember that additional information is only a click away.





## Berlin Regional Airport

During the past year, we have seen our share of presidential candidates. With New Hampshire being the first in the nation primary, all the candidates flock to the North Country. With the visits come much needed fuel sales. The visits also attract local citizens to the airport who want to meet the candidates and shake hands.

One of the projects we have been working on during the year has been to broaden our marketing strategy. The first step in this endeavor has been a name change. We are now the **Berlin Regional Airport**. The Berlin airport has always served the entire North Country region of New Hampshire and now our name reflects that fact. Other marketing tools include producing a new airport logo and airport brochure. Once the new brochure is printed they will be distributed throughout the region and to the aviation community.

We are in the process of doing the engineering work on a new snow removal equipment building (SRE building). This building will replace the old wooden building that is currently in use. The old structure has many deficiencies including no heat, inadequate electric and lack of space to park equipment. The new equipment building should be up and operational by winter 2008. This new building is phase one of a two part project. After the building is complete, we will be replacing our 1962 road grader. The grader is at the end of its useful life and will be replaced with a multi-use front end loader similar to the ones used by the Berlin Public Works Dept.

The past year has been a busy one here at the Berlin Regional Airport. I want to thank the Berlin Airport Authority, airport staff, White Mt. Flyers Association and all those involved in the aviation community for their continued

support in keeping the airport a place we can all take pride in.

Respectfully Submitted,  
*Eric Kaminsky*, Airport Manager



This moose is ready for take-off on the Airport runway.

## **BERLIN WATER WORKS**

Water Commissioners for this report period were Richard P. Fournier, Robert A. Delisle, Paul W. Poulin, and Lucien F. Langlois; Ex-officio members were Mayor Robert A. Danderson and David J. Bertrand. On April 21, 2007, Paul Poulin was reappointed for an additional four-year term.

The BWW has not increased water rates in ten years. This has been possible because of cross-training employees and elimination of work through planned improvements. The results of these efforts have reduced cost through reduced staffing. There have also been continuous improvement efforts in reducing other operating cost. And finally, we have continued Forced Account work in order to offset operating cost by performing capital improvement projects with Berlin Water Works resources. The FY2008 BWB budget was \$3,145,947, of which

\$1,626,424 was the operating budget and \$1,519,523 was the debt payments. The Debt payments are a significant part of the total budget until 2015 when the '93, '94, and '95 water bonds are fully paid.

The winter of 2007/2008 started relatively mild and we had higher than usual snow fall amounts. BWB rented a skid steer to clean hydrants in December. We had only 6 people running the water this past winter. These customers started running the water from January 16, 2008 until shut-off on April 14, 2008. All of these customers were not running water for the full period time because they were started at different times. The balance of the 465 running water customers did not have to run the water in winter 2007/2008. We had two freeze-ups that we had to thaw. Efforts continue to reduce the number of running water customers, of which there were 1003 of 3500 customers in the winter of 2000-2001.

	<b>FISCAL 2007</b>	<b>FISCAL 2008</b>
Total Flow	394,242,291	365,441,705*
Difference from previous year	13.37% decrease	7.88% decrease
Gallons per Day	1.08 million gallons	1.00 million gallons *
Running Water Customers	155	6*
Running Water Start - early	February 1, 2007	January 16, 2008
Running Water Start - regular	--	--
Running Water Finish	April 23, 2007	April 14, 2008
Frozen Water Calls - outside	98	1
Frozen Water Calls - inside	11	24
Hydrant Flushing	9/7/06 to 10/10/06	8/20/07 to 9/18/07
Number of main line breaks	8	7
Number of service line breaks	10	3

**\* new record – low**

Several improvements to the Ammonoosuc Treatment Plant Facility have been completed by BWB staff with the assistance of John Arsenault. The new SCADA central communication system was installed at the Ammonoosuc Treatment Plant facility rather

than the Androscoggin Treatment Plant facility and the Willow Street office building. The upgrade which includes two new computers will make the system more efficient for monitoring the distribution system. The new upgraded SCADA system

was installed by Electrical Installations, Inc. An operator coverage lap top computer with wireless phone connection capability was purchased for remote operation of the water treatment and distribution system.

Berlin Water Works acquired, through a trade of some salvaged valves from the Mill demolition project, a new hand held for reading meters that is radio read compatible unit. The Board approved the installation of up to 50 radio read meter devices per year on selected customers that require more time to read than normal. At present we have installed twenty-seven radio read remotes of the total 41 that were purchased. The Radio read remotes help to eliminate the need for keys to enter buildings for readings, they can read meters from eight hundred feet away and are guaranteed for twenty years. 252 upgraded water meters were installed last year and 155 old water meters remain in the distribution system. All accounts are now metered.

The Board of Water Commissioners established a rate on December 18, 2007 for hydrant flushing of privately owned hydrants. The fee is two man hours to be charged for flushing a private hydrant. Maintenance on private hydrants would be charged separately at Time and Materials.

Our lead and copper water sampling program passed the last three rounds of testing in June of 2006, December of 2006 and September 2007. The testing results from September 2007 showed all passed for copper and one failed for lead the State of NH Department of Environmental Services has dropped our sample test numbers down to thirty test sites rather than the original 60 sample sites. Please note that the water leaving the Water Treatment Plant is free of lead and copper and that the results are attributed to possibly old portions of the

distribution system or customer pipe systems and dead end lines. Water sampling will continue to monitor lead and copper levels. Water quality Report for calendar year 2007 was distributed to all water customers as a bill stuffer in the May 2008 billing.

A proclamation for National Drinking Water Week was signed by Mayor Bertrand for the Week of May 4<sup>th</sup> thru May 10<sup>th</sup>, 2008. Water Week was successful; the Ammonoosuc Treatment Plant had several school bus tours and few members of the public it was a good turn out approximately 300 people toured the plant. Superintendent was also a guest on the local Forum radio talk show.

Robert L. Vachon, CPA of Vachon, Clukay & Co., PC was accepted by the Board to perform the Water Works financial report for period ending June 30, 2008. Our FY 2009 budget of \$3,115,774 as presented at the Commissioners May 29, 2008 budget hearing providing \$1,625,925 for operations and \$1,489,850 for water bond and loan debt, was approved June 25, 2008. A State Surface Water Filtration Grant payment in the amount of \$226,009.12 was applied for on June 6, 2008 for the State's share of water bond debt required for the surface water treatment rule infrastructure improvements.

Attorney James Michalik is no longer acting as legal council for Berlin Water Works he made the announcement to the Board of Water Commissioners on October 18, 2008, Attorney Paul Desjardins has accepted the position as legal council for Berlin Water Works.

There was a major water main break on the 16-inch ductile iron water main in the river at the Mason Street bridge. This leak was

repaired in June 2007 and a section of pipe replaced in September of 2007.

Two projects have been proposed that required careful review of potential impacts to the Brown Farm Well wellhead area and its' aquifer. The projects are the Greenova pellet plant and the proposed FBOP sewer lift station.

Berlin Water Works purchased a WA200L-5 wheel loader and a PC300 LC excavator with a large hammer from Komatsu, and also purchased a used Ford Dump Truck from Mt. Washington Auto Road. The PC300 with hammer is being used to remove ledge and to avoid the need to blast. This equipment was purchased to help with forced account work on water main installation projects. Three pieces of old equipment for disposal were bid on by outside persons and sold "as is" to the highest bidder. The dump truck sold for \$1,601, the loader for \$4,200 and the pick-up truck for \$401.

### **IMPROVEMENT PROJECTS:**

Water Main Project BWW #02-1 funded through a Rural Development Grant has \$737,914.01 of funding remaining. Berlin Water Works has been continuing construction on the project streets under the Forced Accounting agreement. In Fiscal 2008, work continued on the south end of Western Avenue to the intersection of Mink Street. The final paving will be completed in FY 2009. A letter to the City Manager on January 16, 2008 showed the savings for final paving costs of the T Buck Construction water main replacement project in the amount of \$46,008.51. This amount will be carried over to final paving on Western Avenue from Williams Street to Mink Street. An additional amount for final

trench paving credit will be added by the BWW project to Western Avenue paving

Water Main Project BWW #02-2 is funded with a 1.5 million dollars EPA Grant in Fiscal Year 2002. An engineering contract was signed with CLD Consulting Engineers, Inc. for replacement-improvement to water mains including hydrants and appurtenances. The remaining fund balance in the Grant is \$447,795.76. The majority of this projects' scope is in the Northwestern part of the City. Berlin Water Works has completed the installation of water mains on Viking Street and Norway Street from Iceland Street to Viking Street

Water Main Project BWW #04-1 includes significant improvements to the Berlin Water Works Distribution system. This EPA Grant funding is \$894,100 for Fiscal Year 2003. The remaining balance of this grant is \$91,177.09. The elimination an old 6" CI water main on Wight Street will be completed in July 2008; customers' service lines will be moved from the 6" main to the 16" water main. The balance of this grants funds will then be expended on a water main replacement on Willard Street and this grant will be closed before it expired in December of 2008.

Water Main Project scope for BWW #05-1, with \$497,000 of EPA Grant Funding, includes the replacement of water mains, installation of security fencing improvements, and sodium bicarbonate process improvements. The remaining amount in the grant fund is \$307,728.44. There was no construction work completed with this grand fund in FY2008.

Water Main Project BWW #06-1 with \$599,067 of EPA Grant Funding has a balance of \$319,357. The Water Main Project BWW #06-1 includes the

replacement of approximately 100 running water services and to replace old 2" galvanized lines. At the end of Fiscal Year 2008, fifty-five of these services have been replaced under this project.

Water Main Project BWB #07-1 with \$492,900 of EPA Grant Funding has had no spending to-date. The scope of this project includes the elimination of a 6" cast iron main on Riverside Drive from Eleventh St to Morning Lane; it also includes the replacement of 6" cast iron mains with 8" mains on Hillside, Cedar, Willard, State and High Streets.

In the fall of 2007, the Berlin Water Works signed a contract with the Federal Bureau of Prisons to install a new water service line north on East Milan Road to the entrance of the new Prison. This contract was in the amount of \$2,088,000. This new water main was completed on June 28, 2008 and put into service in August 2008 for FBOP use. The entire design, procurement, and installation was performed by Water Works employees and equipment except for some directional boring completed with Bore Tech. The crossing of Horne Brook was completed by boring without disturbing the surface area. This was very effective in crossing Horne Brook. In FY 2009 a meter and backflow prevention device will be installed and the water service will be completed to the prison pump station. This "force account" project contributed funding for the payment of our long term outstanding debt without increasing water rates.

Berlin Water Works entered into a contract with Great Lakes Hydro to install a new water service line to the Brookfield Power facility at Sawmill Hydro. A 4" HDPE service water line was slip lined into an existing 6" cast iron main to Sawmill Facility.

The City of Berlin finalized the sale of Jericho Lake and the Godfrey raw water transmission line property to the State of New Hampshire for an RV Park. Gravel Rights for this transaction with the State of NH pending.

The Wood Street Water main extension from Wood Street to the end of Bemis Street was completed following the receipt of an easement and receipt of connection fees. Two customers paid a connection fee of \$3,500 each to be connected to the new 8" water main. Future customers building in the area will have the option of connecting to the water line extension for the same connection fee of \$3,500 each. With this project Berlin Water Works also added a new fire hydrant for improved fire protection.

The Security Fencing Project partially funded by a grant from the State of NH Department of Environmental Services in the amount of \$4,500 and also to be funded by EPA Grant #6 has not been completed as of FY 2008. The Berlin Water Works received a time extension to September 30, 2008 from the NH Department of Environmental Services to complete the project.

Improvements to the water distribution in the City of Berlin continue with planned replacement of small diameter galvanized mains (3,895 feet remaining) and 1890 thru 1930's vintage unlined cast iron mains (46,106 feet remaining) with the highest frequency problems corrected first. Also the replacement water mains are selected and then designed to improve fire protection flow capabilities. The Berlin Water Works purchase of various pieces of construction equipment has supported Berlin Water Works staff in performing "in house"

	<b>Total to Fiscal 2008</b>	<b>FISCAL 2007</b>	<b>FISCAL 2008</b>
Curb-to-curb street paving	9.98	.09	0
Number of New Meters	3384	423	252
Number of New hydrants	410 in system	2	3
Number of Replaced services	3500 total in system	50	30
New water main installed – since 1990	19.31 miles	.39 miles	1.14 miles

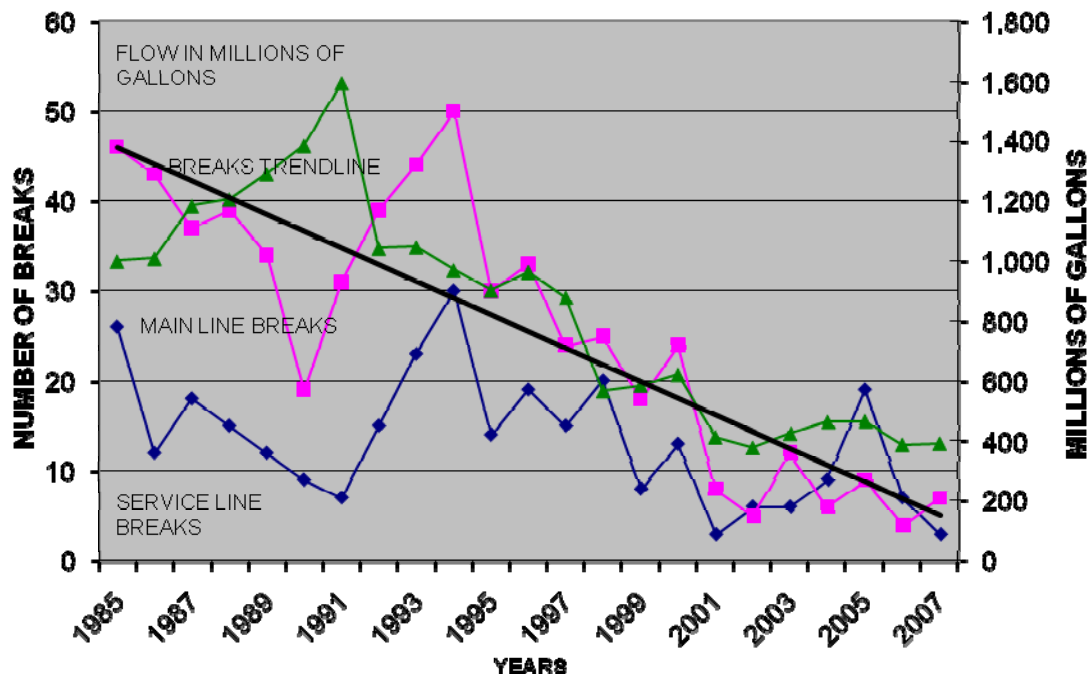
projects like Western Avenue, Viking Street, Norway Street, Wight Street, Wood Street extension as well as the Federal Prison Water line installation. The Berlin Water Works has expressed interest in working with the City to install the proposed sewer line extension for the new Federal Prison.

Thanks to all Berlin Water Works employees, Water Works Commissioners, the Honorable Mayors, Robert Danderson and David Bertrand, and the City of Berlin for their continued support for the past year. The Berlin Water Works has completed and is continuing work on significant improvements that will improve our water system and reduce our operating cost for many years into the future.

Respectfully Submitted,

Roland L. Viens, P.E.  
Superintendent

**BWW - BREAKS HISTORY-CALENDAR YEAR**





## MAYORS OF THE CITY OF BERLIN

### The Honorable...

Henry F. Marston	1897-1899	Paul A. Toussaint	1947-1950
John B. Noyes	1899-1900	Aime Tondreau	1950-1957
Frank L. Wilson	1900-1901	Guy Fortier	1957-1958
Fred M. Clement	1901-1902	Laurier A. Lamontagne	1958-1962
John B. Gilbert	1902-1905	Edward L. Schuette	1962-1965
George E. Hutchins	1905-1908	Dennis Kilbride	1965-1966
Fremont D. Bartlett	1908-1910	Norman J. Tremaine	1966-1968
Daniel J. Daley	1910-1915	Earl F. Gage	1968-1970
George F. Rich	1915-1919	Norman J. Tremaine	1970-1972
Eli J. King	1919-1924	Sylvio J. Croteau	1972-1976
J.A. Vaillancourt	1924-1926	Laurier A. Lamontagne	1976-1978
Eli J. King	1926-1928	Leo G. Ouellet	1978-1982
Edward R. B. McGee	1928-1931	Joseph J. Ottolini	1982-1986
W.E. Corbin	1931-1932	Roland W. Couture	1987-1990*
O.J. Coulombe	1932-1934	Willard Dube	1990-1990
Daniel J. Feindel	1934-1935	Leo G. Ouellet	1990-1994
Arthur J. Bergeron	1935-1938	Yvonne Coulombe	1994-1996
Matthew J. Ryan	1938-1939	Richard P. Bosa	1996-1998
Aime Tondreau	1939-1943	Robert DePlanche	1998-1998
Carl E. Morin	1943-1946	Richard D. Huot	1998-2000
George E. Bell	1946-1947	Robert Danderson	2000-2008
		David Bertrand	2008-

\* Change in election year and change in date oath of office is taken, as of October 5, 1987.

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## CITY MANAGERS OF THE CITY OF BERLIN

Stanley Judkins	1962-1966
Joseph Burke	1970-1973
James C. Smith	1973-1978
Michael L. Donovan	1978-1983
Mitchell A. Berkowitz	1983-1998
George E. McMahon	1998-1998
Robert L. Théberge	1999-2002
Patrick MacQueen	2002-