

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 2/4/2019  
**Re:** City Manager's Report

1. Terry Letarte has reported that the Recreation Department received a van from the School Department for use by the Summer Food Program and for other travel requirements.
2. BIDPA received seven Economic Development and Marketing Strategy proposals that were due on January 23, 2019. The proposals have been reviewed by a sub-committee of BIDPA members and staff and firms have been selected for interviews later this month. This is a very exciting project for BIDPA and the City.
3. Jarad Vartanian and Bob Vachon of Vachon and Clukay will be present at the February 25, 2019 Work Session to present the FY18 audit. Thanks to the preparation of the Finance Dept. which makes the audit process efficient, this is the earliest I can recall receiving the audit presentation in recent history.
4. We are currently advertising a Request for Proposals for a comprehensive assessment of the Library building. The NH Preservation Alliance granted \$4,500.00 to the City and there is also \$10,000.00 the municipal budget for the assessment. Proposals are due February 22, 2019.
5. After many years of contracting with Senior Meals to provide summer lunches and snacks, USDA has indicated that new rules required that we need to put the food procurement out to bid instead of contracting directly with Senior Meals. We have advertised and bids are due March 7, 2019.
6. In a letter dated January 29, 2019, Sanel Auto Parts indicates that on February 1st, they will be acquiring the B&B Auto & Truck supply NAPA store at 123 Glen Ave. and consolidating to that location. The machine shop services provided at Sanel's current location will be moved to the machine shop in Concord. A copy of the letter is attached.
7. The City Clerk's office is now open from 12-1 to make it more convenient for residents to come in on their lunch time. Shelli, Bryan and Helen are staggering their lunch hour to make this possible. There is no cost associated with this.
8. BERLIN VOLUNTEER RECOGNITION AWARD is given annually during April, Volunteer Month, to volunteers who have performed services within the municipality of Berlin. Applications are available at Berlin Recreation, 672 First Avenue or can also be obtained by calling 752-2010 to have an application mailed/emailed to you. Awards will be given in the following categories:

Recreation/Sports  
Humanities/Arts  
Education  
Government  
Grounds & Special Outdoor Projects

9. The 2019 Dog Tags are available in the City Clerk's Office. Dogs are required to be licensed by May 1, 2019
10. The AVRDD's Annual Report of District Activities is attached.
11. The PD Statistics Report is attached.

# SANEL™



**Auto Parts • HD Truck • Paint & Body**

129 Manchester Street, P.O. Box 504, Concord, New Hampshire 03302-0504, (603) 225-4000, FAX (603) 225-2484

January 29, 2019

To our valued customers,

The transformation to NAPA is on!

To better serve the needs of our customers in greater Berlin we are excited to announce that on February 1<sup>st</sup> we will be acquiring B&B Auto & Truck Supply / NAPA Auto Parts at 123 Glen Avenue, Berlin, NH.

To better meet your expectations, we will consolidate our Sanel Auto Parts location at 179 Glen Avenue to 123 Glen Avenue. We will also be consolidating our machine shop services into our larger machine shop in Concord, NH.

Doug Shannon is the Store Manager, Luc Bizier and Don Roy are the Assistant Store Managers and Doug Young is the Outside Sales Representative.

The Sanel NAPA phone number is 603-752-6400.

For the month of January, customers will receive a separate Sanel Auto Parts statement in addition to a Sanel NAPA store end-of-month statement. Please pay each statement separately. If you have any questions please call our accounts receivable department at 603-410-2613. As a reminder our terms are 2%/10<sup>th</sup> NET 24<sup>th</sup>.

These are exciting times for all of us as we embrace our transformation and our commitment of a strong 99-year-old 4<sup>th</sup> generation family business.

This location has a large robust inventory to meet your expectations for "Need Now" availability of Auto Parts, HD Truck Parts and Paint, Body & Equipment Supplies and to support the volume of both stores.

Our Store Hours are Monday – Friday: 7:00am – 6:00pm, Saturday: 8:00am – 4:00pm,  
Sunday: Closed

Also, you can order online, view statements and reprint invoices, and more with NAPA PROLink, the parts counter that never closes. Register now and start participating in Jump Start Promotions. Learn more and register here: [www.napaprolink.com](http://www.napaprolink.com). After you have registered, provide your local Sanel NAPA store with the email address used to register and the 10-digit code provided to you during the process.

If you have any questions, please feel free to contact our District General Manager, Bruce Fournier, at 603-254-8663.

Sincerely,

A handwritten signature in black ink that reads "David T. Segal".

David T. Segal  
President

Berlin Police Department  
 January 2019 Commissioner's Meeting  
**- November 2018 Activity Report -**

	November 2018	Year To Date 1/1 -11/30/2017	Year To Date 1/1 - 11/30/2018	Difference %
Total Calls for Service	1538	21411	19865	-7.22%
Milan Calls for Service	91	969	966	-0.31%
Total Arrests	61	669	791	18.24%
Protective Custody Arrests	6	52	89	71.15%
Felonies	16	168	195	16.07%
Misdemeanors	67	872	757	-13.19%
Thefts	13	240	218	-9.17%
Burglaries	2	46	23	-50.00%
Vandalism/Criminal Mischief	9	178	133	-25.28%
Criminal Threatening	6	95	114	20.00%
Sexual Assaults	2	47	32	-31.91%
Assaults	7	106	81	-23.58%
Domestic Violence Incidents	26	216	233	7.87%
Verbal Arguments	3	73	73	0.00%
Restraining/Stalking Orders	4	79	98	24.05%
Drug Complaints	7	210	205	-2.38%
Suspected Overdose	0	28	15	-46.43%
Motor Vehicle Stops	144	3092	1587	-48.67%
Motor Vehicle Violations	21	421	378	-10.21%
Motor Vehicle Warnings	116	1932	1997	3.36%
OHRV Complaints	2	100	72	-28.00%
OHRV Stops	0	157	63	-59.87%
OHRV Accidents	0	25	24	-4.00%
DWI Violations	3	39	43	10.26%
Accidents	23	192	197	2.60%
Accidents Within an Intersection	8	40	56	40.00%
Parking Tickets	104	318	303	-4.72%
Dog Complaints	23	389	387	-0.51%
Animal Complaints (other)	6	206	264	28.16%
Assists to other Berlin Departments	24	311	316	1.61%
Assist to Berlin Ambulance	55	851	836	-1.76%
Assists to Gorham PD	2	66	56	-15.15%
Assists from Gorham PD	3	46	59	28.26%
Juvenile Incidents	8	196	131	-33.16%
Juvenile Arrests	5	50	25	-50.00%
<b>Officers issued 104 parking ticket for the following reason:</b>				
Against Traffic	1			
Winter Parking Ban - 1st Offense	88			
Winter Parking Ban - 2nd Offense	6			
Winter Parking Ban - 3rd Offense	2			
Overtime Parking	2			
Fire Hydrant	1			
Sidewalk	4			

## ANDROSCOGGIN VALLEY REGIONAL REFUSE DISPOSAL DISTRICT

### 2018 ANNUAL REPORT OF DISTRICT ACTIVITIES

Our Materials Recycling Facility processed a total of 1,199.38 tons of recyclables, for the period January 1, 2018 through December 31, 2018, representing \$142,303.19 of marketing income to the District.

For calendar year 2018, our Transfer Station received 2,243 deliveries from District residents for a total of 493.96 tons of bulky waste and construction and demolition debris. In addition, our 431 commercial accounts delivered 683.92 tons of bulky waste and construction and demolition debris and 228.36 tons of wood. Recycling at the Transfer Station consisted of 710.64 tons of wood that was processed through a grinder, 344.91 tons of scrap metal; 114.01 tons of leaf and yard waste and 446.69 tons of brush which was chipped. In addition, 398 refrigerators/air conditioners; 105 propane tanks; 5,729 tires; 23,228 feet of fluorescent bulbs; 1,027 fluorescent U tubes and HID lamps; 738 ballasts and 61929 tons of electronics were recycled. We also received 1,055 gallons of waste oil from our residents which was used in our waste oil furnace to heat the recycling center. Transfer Station recycling income totaled \$52,255.55. The District owns and operates the Recycling Center and Transfer Station.

District Officers are: Chair Linda Cushman of Jefferson; Vice Chair Paul Grenier for the Coos County Unincorporated Places and Secretary-Treasurer Michael Rozek of Berlin. Other District Representatives: Yves Zornio of Gorham, Paul Jadis of Randolph, Larry Enman of Errol, Randy Fortin of Milan, Alan Rossetto of Northumberland, Colin Wentworth of Stark and Christopher Holt of Dummer.

In June, the District conducted its twenty-seventh annual Household Hazardous Waste Collection Day. The collection was held at the District Transfer Station with 298 households participating. The project was funded through the AVR RDD Budget with no assessments to the member communities. In addition, a grant from the State of New Hampshire reimbursed the District \$3,201. The next Household Hazardous Waste Collection Day will be held **Saturday, June 22, 2019** at the District Transfer Station.

2018 was the sixteenth year of operations for the AVR RDD Mt. Carberry Landfill. Since purchasing the landfill in December 2002, no assessments have been made to the District municipalities for Mt. Carberry Landfill operations, with income raised through landfill tipping fees covering operating expenses. The landfill is operated, under contract with the District, by Cianbro Corp.

No assessments will be made to the member municipalities for the 2019 AVR RDD Budget.

Respectfully submitted,

*Sharon E. Gauthier*

Sharon E. Gauthier  
Executive Director