

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 1-16-2017  
**Re:** City Manager's Report

1. Attached is the State biennial bridge inspection report for bridges in the City. The Hillside Avenue Bridge is due to be replaced this summer. Postings on the SL & ARR Bridge over Willow Street will have new posting put up with the correct height listed. The Mason Street Bridge over the canal has been classified E2 until it can be further evaluated.
2. As authorized by the Council at the last meeting, a letter was sent to Clint Savage asking to extend the OHRV trail west .3 of a mile on Jericho Road. A copy of the letter is attached.
3. The City was provisionally awarded Community Development Block Grant Feasibility funding for the snow melt project in the amount of \$12,000 pending the submission of additional information to the CDBG staff.
4. The fuel distribution project is out to bid with bids due January 26th. As you may recall, we are under an administrative order by consent to permanently close the tanks at the public works garage in accordance with DES rules. While under construction, the City will be using a card system to obtain fuel at local fueling stations for its needs.
5. The multi-unit residential building at Rockingham St. has been demolished and debris has been removed from the site. Final site restoration remains to be completed.
6. Departmental reports attached for you review include:
  - Fire
  - Police
  - Public Works

7. A series of three House bills HB254, HB323 and HB 324 are aimed at diminishing the authority of the Assessing Standards Board. It is clear that these pieces of legislation originated from advocates of the utilities. The first seeks to remove assessors (and assessing expertise) from the ASB. The second transfers much of the authority of the ASB to the Commissioner of the DRA. The third removes the authority of municipalities to assess utilities and for utility values to be based solely on the DRA 83-F values determined for the purpose of equalization. We will need to track each of these as they progress in the legislative process.

# City of Berlin, NH

City Manager's Office



January 10, 2017

Clinton Savage, District 1 Supervisor  
NH Bureau of Trails  
629B Main Street  
Lancaster, NH 03584

Re: Extending OHRV Use on Jericho Road 0.3 of a Mile West

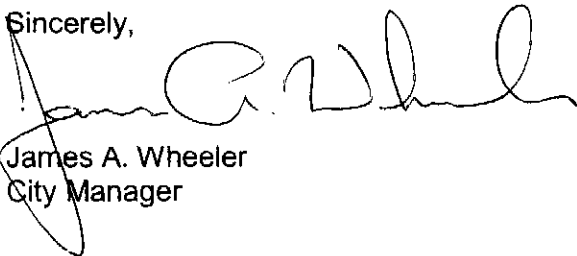
Dear Clint:

The City of Berlin and the entire North Country have benefited economically as we welcome OHRV enthusiasts to Coos County. Berlin has seen development on Jericho Road (Rte. 110) which includes a campground a deli/bakery and several in process land investments we expect to lead to more economic activity.

On behalf of the NH Bureau of Trails you approached the City with a request to extend OHRV use on Route 110 a distance of 0.3 of a mile from the current trail on Rte. 110, at the intersection of St. Laurent Lane, in a westerly direction. This is within the 40 mile per hour speed limit zone. With a positive recommendation from the City Council Traffic Safety Committee, the City Council voted at their January 9, 2017 meeting to authorize me to send this letter supporting the extension.

Thank you for considering this request.

Sincerely,



James A. Wheeler  
City Manager



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan  
Commissioner

December 29, 2016

William Cass, P.E.  
Assistant Commissioner

James Wheeler, City Manager  
City of Berlin  
168 Main Street  
Berlin, NH 03570

RE: BIENNIAL INSPECTION OF MUNICIPALLY OWNED BRIDGES,  
RAILROAD OWNED BRIDGES AND JOINTLY OWNED BRIDGE  
CITY OF BERLIN

Dear Mr. Wheeler:

Enclosed are copies of biennial bridge inspection reports for fourteen municipally owned bridges, of which two are railroad owned bridges located in the City of Berlin and one jointly owned bridge in the City of Berlin and the Town of Gorham. Included are a bridge location map and bridge-listing sheet. Approved bridge railing options and details are available at:

<http://www.nh.gov/dot/org/projectdevelopment/bridgedesign/detailsheets/index.htm>

Please note that Red List bridges are in bold type.

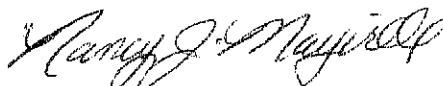
<u>Bridge #</u>	<u>Location</u>	<u>Recommended Posting</u>
<i>In order to be legal and enforceable, weight signs (black letters on a white background) and advisory width signs need to be located at each end of the bridge. At the City's discretion, you may post a structure at a lower weight limit than the Department's recommended posting.</i>		
225/038	Cascade Street over SL&ARR (Jointly owned with Gorham)	No Posting Required
232/059	SL&ARR over NH110 (Railroad owned)	No Posting Required
<b>232/066</b>	<b>Hillside Avenue over Dead River</b>	<b>"C3"</b>
233/064	SL&ARR over Willow Street (Railroad owned)	No Weight or Width Posting Required "Height Clearance 11'-04" "
<i>Height Posting signs incorrect at both ends of bridge</i>		
<b>234/062</b>	<b>Cole Street over Dead River</b>	<b>"Weight Limit 20 Tons"</b>
235/052	NH 16 TRK, Unity Street over Androscoggin River (James C. Cleveland Bridge)	No Posting Required
235/059	NH 16 NB over Dead River	"E2" (until evaluated for certified loads)

<b><u>Bridge #</u></b>	<b><u>Location</u></b>	<b><u>Recommended Posting</u></b>
235/061	NH 16 SB over Dead River	No Posting Required
<b>238/055</b>	<b>Mason Street over Canal</b>	<b>"E2" (until evaluated for certified loads)</b>
239/054	Mason Street over Dam Sluice	No Posting Required
239/055	Mason Street over Androscoggin River	"E2" (until evaluated for certified loads)
252/077	Recreation Trail over Androscoggin River	"Bridge Closed" and barricaded
256/087	NH 16 TRK, 12th Street over Androscoggin River (Berlin Veterans Memorial Bridge)	No Posting Required
259/081	NH 16 TRK, Hutchins Street over Bean Brook	No Posting Required

Please note if there are any changes in the recommended weight posting or lack of postings for your bridges. Even though a bridge may be recommended for a weight posting or closure by the State, the decision to properly post or close the structure is the responsibility of the municipal officials. It is in the best interest of the municipality to post or sign your bridges in accordance with these recommendations. A failure to warn motorists of potential bridge hazards could result in tort liability claims. Also, if your bridges are not posted properly, it will result in forfeiture of any possible federal highway funds for projects in your municipality. Please note that we understand that Bridge # 256/057, 12<sup>th</sup> Street over Androscoggin River has been under construction. An updated inspection report will follow once the bridge has been completed and inspected.

Our bridge inspectors have indicated that you have one bridge with incorrect posting signs (*see italicized note*). As required by Federal law, this deficiency will be reported to the Federal Government. All Federally funded municipal projects in your municipality will have funds withheld until deficiencies are corrected. Please advise when these signs have been corrected so we can notify the Federal Government of your compliance to our recommendations. Please call if there are any questions.

Sincerely,



Nancy J. Mayville, P.E.  
Municipal Highways Engineer  
Bureau of Planning & Community Assistance  
Telephone: (603) 271-1609 / Fax: (603) 271-8093

NJM/sa

Enclosures

cc: Berlin Public Works Director  
Commissioner, Department of Education

# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {12/01/2016} And {12/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
<b>100 Fire, Other</b>				
16-0000514-000	12/07/2016	08:30:00	87 Investigate fire out	036 Merchant lot
16-0000546-000	12/24/2016	13:28:00	51 Ventilate	419 1 or 2 family dwelling
16-0000547-000	12/26/2016	08:51:00	87 Investigate fire out	500 Merchantile, business, Other

Incident Type Count: 3 Percent of All: 6.0%

### 111 Building fire

16-0000511-000	12/05/2016	18:15:00	11 Extinguishment by fire	1 Service personnel dwelling
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Incident Type Count: 1 Percent of All: 2.0%

### 113+ Cooking fire beyond Container

16-0000549-000	12/27/2016	13:26:00	11 Extinguishment by fire	1 Service personnel dwelling
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Incident Type Count: 1 Percent of All: 2.0%

### 114 Chimney or flue fire, confined to chimney or flue

16-0000513-000	12/06/2016	20:02:00	11 Extinguishment by fire	1 Service personnel dwelling
16-0000521-000	12/10/2016	15:29:00	11 Extinguishment by fire	1 Service personnel dwelling
16-0000540-000	12/21/2016	16:34:00	11 Extinguishment by fire	1 Service personnel dwelling

Incident Type Count: 3 Percent of All: 6.0%

### 311 Medical assist, assist EMS crew

16-0000509-000	12/04/2016	16:59:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000523-000	12/11/2016	14:17:00	30 Emergency medical services	1 Other family dwelling
16-0000527-000	12/12/2016	21:17:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000538-000	12/20/2016	15:03:00	30 Emergency medical services	429 Multiple family dwelling
16-0000541-000	12/21/2016	20:30:00	30 Emergency medical services	1 Other family dwelling
16-0000550-000	12/27/2016	14:29:00	30 Emergency medical services	1 Other family dwelling
16-0000551-000	12/28/2016	15:13:00	30 Emergency medical services	1 Other family dwelling
16-0000552-000	12/29/2016	02:15:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000553-000	12/30/2016	01:54:00	30 Emergency medical services	1 Other family dwelling

Incident Type Count: 9 Percent of All: 18.0%

### 322 Motor vehicle accident with injuries

16-0000515-000	12/07/2016	16:58:00	55 Establish safe area	963 Street or road in commercial area
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Incident Type Count: 1 Percent of All: 2.0%

# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {12/01/2016} And {12/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
<b>331 Lock-in (if lock out , use 511 )</b>				
16-0000543-000	12/23/2016	10:30:00	86 Investigate	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 2.0%
<b>352 Extrication of victim(s) from vehicle</b>				
16-0000510-000	12/04/2016	19:57:00	22 Rescue, remove from hazard	962 Residential street, road or resic
16-0000531-000	12/15/2016	13:29:00	45 Remove hazard	963 Street or road in commercial area
Incident Type Count:	2			Percent of All: 4.0%
<b>353 Removal of victim(s) from stalled elevator</b>				
16-0000545-000	12/24/2016	10:52:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 2.0%
<b>381 Rescue or EMS standby</b>				
16-0000507-000	12/01/2016	08:00:00	92 Standby	615 Electric-generating plant
16-0000555-000	12/31/2016	08:40:00	92 Standby	331 Hospital - medical or psychiatric
Incident Type Count:	2			Percent of All: 4.0%
<b>400 Hazardous condition, Other</b>				
16-0000535-000	12/18/2016	10:13:00	92 Standby	615 Electric-generating plant
Incident Type Count:	1			Percent of All: 2.0%
<b>410 Combustible/flammable gas/liquid condition, other</b>				
16-0000526-000	12/12/2016	13:57:00	45 Remove hazard	213 Elementary school, including kind
16-0000534-000	12/16/2016	11:22:00	45 Remove hazard	557 Personal service, including barbe
Incident Type Count:	2			Percent of All: 4.0%
<b>411 Gasoline or other flammable liquid spill</b>				
16-0000556-000	12/31/2016	14:17:00	45 Remove hazard	511 Convenience store
Incident Type Count:	1			Percent of All: 2.0%
<b>412 Gas leak (natural gas or LPG)</b>				
16-0000512-000	12/06/2016	10:00:00	45 Remove hazard	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 2.0%

# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {12/01/2016} And {12/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
413 Oil or other combustible liquid spill				
16-0000537-000	12/19/2016	07:43:00	48 Remove hazardous materials	962 Residential street, road or resic
Incident Type Count:		1	Percent of All: 2.0%	
424 Carbon monoxide incident				
16-0000542-000	12/22/2016	09:30:00	41 Identify, analyze hazardous materials	961 Family dwelling
Incident Type Count:		1	Percent of All: 2.0%	
462 Aircraft standby				
16-0000524-000	12/11/2016	13:42:00	92 Standby	331 Hospital - medical or psychiatric
Incident Type Count:		1	Percent of All: 2.0%	
463 Vehicle accident, general cleanup				
16-0000508-000	12/02/2016	12:02:00	45 Remove hazard	962 Residential street, road or resic
16-0000517-000	12/09/2016	07:37:00	45 Remove hazard	961 Highway or divided highway
16-0000522-000	12/10/2016	21:08:00	48 Remove hazardous materials	961 Highway or divided highway
16-0000525-000	12/12/2016	13:03:00	45 Remove hazard	963 Street or road in commercial area
16-0000530-000	12/14/2016	23:00:00	45 Remove hazard	962 Residential street, road or resic
Incident Type Count:		5	Percent of All: 10.0%	
511 Lock-out				
16-0000520-000	12/10/2016	07:51:00	70 Assistance, Other	419 1 or 2 family dwelling
16-0000533-000	12/15/2016	23:44:00	70 Assistance, Other	419 1 or 2 family dwelling
Incident Type Count:		2	Percent of All: 4.0%	
531 Smoke or odor removal				
16-0000529-000	12/14/2016	22:25:00	45 Remove hazard	419 1 or 2 family dwelling
Incident Type Count:		1	Percent of All: 2.0%	
551 Assist police or other governmental agency				
16-0000539-000	12/20/2016	16:31:00	73 Provide manpower	429 Multifamily dwelling
16-0000544-000	12/23/2016	19:16:00	52 Forcible entry	429 Multifamily dwelling
Incident Type Count:		2	Percent of All: 4.0%	
600 Good intent call, Other				



# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {12/01/2016} And {12/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
600 Good intent call, Other				
16-0000548-000	12/27/2016	11:30:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 2.0%
730 System malfunction, Other				
16-0000532-000	12/15/2016	20:44:00	60 Systems and services, other	900 Street, Other
Incident Type Count:	1			Percent of All: 2.0%
733 Smoke detector activation due to malfunction				
16-0000518-000	12/09/2016	12:56:00	80 Information, investigation & on scene	419 Multifamily dwelling
Incident Type Count:	1			Percent of All: 2.0%
740 Unintentional transmission of alarm, Other				
16-0000528-000	12/13/2016	19:49:00	86 Investigate	311 24-hour care Nursing homes, 4 or
Incident Type Count:	1			Percent of All: 2.0%
745 Alarm system activation, no fire - unintentional				
16-0000516-000	12/08/2016	10:31:00	61 Restore municipal services	559 Recreational, hobby, home repair
16-0000519-000	12/09/2016	20:04:00	63 Restore fire alarm system	215 High school/junior high school/mi
16-0000554-000	12/30/2016	09:54:00	63 Restore fire alarm system	429 Multifamily dwelling
Incident Type Count:	3			Percent of All: 6.0%
900 Special type of incident, Other				
16-0000536-000	12/18/2016	11:08:00	00 Action taken, Other	962 Residential street, road or resic
Incident Type Count:	1			Percent of All: 2.0%

Total Incident Count: 50

Berlin Police Department  
January 2017 Commissioner's Meeting  
**- November 2016 Activity Report -**

	November 2016	Year To Date 2015	Year to Date 2016	Difference %
<b>Total Calls for Service</b>	1695	16704	18965	13.54%
<b>Milan Calls for Service</b>	55	641	600	-6.40%
<b>Total Arrests</b>	45	631	653	3.49%
<b>Protective Custody Arrests</b>	3	63	63	0.00%
<b>Felonies</b>	22	211	175	-17.06%
<b>Misdemeanors</b>	68	844	840	-0.47%
<b>Thefts</b>	27	309	277	-10.36%
<b>Burglarles</b>	1	70	46	-34.29%
<b>Vandalism/Criminal Mischief</b>	11	181	193	6.63%
<b>Criminal Threatening</b>	8	110	119	8.18%
<b>Sexual Assaults</b>	1	42	28	-33.33%
<b>Assaults</b>	3	121	105	-13.22%
<b>Domestic Violence Incidents</b>	14	240	187	-22.08%
<b>Verbal Arguments</b>	5	56	80	42.86%
<b>Restraining/Stalking Orders</b>	1	69	76	10.14%
<b>Drug Complaints</b>	14	201	170	-15.42%
<b>Motor Vehicle Stops</b>	164	2475	3215	29.90%
<b>Motor Vehicle Violations</b>	12	186	338	81.72%
<b>Motor Vehicle Warnings</b>	59	1718	2272	32.25%
<b>OHRV Complaints</b>	1	77	129	67.53%
<b>OHRV Stops</b>	0	99	140	41.41%
<b>OHRV Accidents</b>	1	13	24	84.62%
<b>DWI Violations</b>	5	28	45	60.71%
<b>Accidents</b>	16	185	165	-10.81%
<b>Accidents Within an Intersection</b>	4	56	38	-32.14%
<b>Parking Tickets</b>	198	344	470	36.63%
<b>Dog Complaints</b>	23	413	361	-12.59%
<b>Animal Complaints (other)</b>	8	156	196	25.64%
<b>Assists to other Berlin Departments</b>	43	484	455	-5.99%
<b>Assist to Berlin Ambulance</b>	64	805	833	3.48%
<b>Assists to Gorham PD</b>	9	73	75	2.74%
<b>Assists from Gorham PD</b>	8	38	41	7.89%
<b>Juvenile Incidents</b>	21	186	200	7.53%
<b>Juvenile Arrests</b>	4	42	34	-19.05%
<b>Officers issued 198 parking ticket for the following reasons:</b>				
Winter Parking Ban - 1st Offense	181			
Winter Parking Ban - 2nd Offense	8			
Winter Parking Ban - 3rd Offense	2			
Blocking Driveway	1			
Sidewalk	2			
Against Traffic	3			
Restricted Area	1			

**City of Berlin Public Works Department  
2016 Activity Report**

	Dec 2016	Nov 2016	Oct 2016	Sept 2016	Aug 2016	July 2016	June 2016	May 2016	April 2016	Mar 2016	Feb 2016	Jan 2016	Year to Date 2016	Year 2015
Total Service Requests	87	59	70	88	88	77	81	82	69	80	61	53	895	762
Administrative Service Requests	11	9	4	1	7	6	8	9	5	6	7	9	82	15
Cemetery burials	0	0	2	0	3	1	3	0	1	2	3	0	15	24
Maintenance: Bldg/Furniture repair, Fences/Railings/Walls, Lawns/Trees, Signs	7	29	33	24	32	30	13	13	6	13	13	8	221	153
Parks and Grounds	4	3	6	14	9	4	4	11	13	4	7		79	48
Refuse/Recycle/Yard Waste	6	0	4	4	6	5	6	8	5	3	5	10	62	58
Sanitary Sewer	9	2	8	26	5	9	16	7	8	9	6	3	108	76
Storm Drainage System	4	1	3	7	9	8	6	10	8	28	5	2	91	75
Streets and Highways: Repairs of curbs/sidewalks/streets, line painting, sweeping, sanding, sand barrels, paving and potholes	46	15	10	12	17	14	25	24	23	15	15	21	237	313

City Owned Property Service Requests														
City Hall	5	5	3	9	5	10	3	5	3	6	6	4	64	41
Recreation Dept.	1	0	2	1	4	0	0	2	4	4	0	0	18	4
Library	1	4	1	1	0	0	0	0	0	0	0	2	9	10
Fire Dept.	0	0	2	1	1	0	1	0	0	2	0	0	7	5
Schools	1	1	0	0	1	0	2	1	1	0	0	0	7	7
Bridges	1	0	0	1	0	0	0	0	0	0	0	0	2	2
Parks/Fields/Other City owned	3	2	7	13	5	1	6	11	12	4	3	1	68	23