

# Memo

**To:** Mayor and Council  
**cc:** Department Heads  
**From:** Pat MacQueen  
**Date:** January 4, 2010  
**Re:** Manager's Report

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## **Snow**

The snow has kept the Public Works Department busy for the last several days and the crews have been out pretty straight. They will be doing downtown starting tonight for the third time this winter. Although it doesn't seem like it, we have had 28.5" of snow so far this winter.

## **John Gallus Response**

Attached is a response from Senator Gallus regarding the letter we sent him on the Mayor and Council's legislative priorities for the coming year. The letter speaks for itself.

## **Clean Power Development Closing**

After the last Council Meeting after Council approval of the resolution, I signed all the documents necessary to close the sale of WWTF land to CPD. We are waiting for them to record the documents and receive our copy. The funds for the sale of land in the total of amount \$50,000 have been received.

## **Opening of New State Office Building**

The State HHS and District Offices will be moving to their new building over the next week or so. We are starting to think about how best to deal with the District Court which will be vacated

by the District Court next week. We still have the City Inspections and Housing Offices in the basement and will likely hang onto it for the short term taking steps to reduce its carrying costs and testing the market to see what interest there is in rental.

The building is an architectural landmark in the Downtown and ideally will fit into some type of redevelopment project in the future.

### **Safety Inspection Response**

Our response to the list of safety concerns developed by the State DOL Safety Inspection was submitted to the DOL on December 16<sup>th</sup>. Although, we have spent a significant amount of time and money responding to these concerns, because some of them such as developing policy manuals weren't complete, they have required us to ask for an extension which we have done until April 1, 2010.

### **Legislative Matters**

Cover your heads and keep your hands on your wallet, the 2010 Legislative Session is about to begin.

Retirement: In its last session, rather than take any serious steps (other than reducing the state's share for Group II employees) toward getting the hemorrhaging of the State Retirement System under control, it set up commissions to study the problem. These Commissions are studying how to continue Cost of Living Increases for Retirees, how to provide health care benefits to retirees and how to deal with municipalities which have paid final year compensation packages so great (spiking) that they greatly increase retirement costs. The Commission reports on these are available on the NHRS web site under News>News Archives.

### **Right to Know:**

HB 425 is a 2009 holdover bill that will strengthen the penalties for violation of the Right To Know Law. It requires a court to invalidate the public action taken if there was a violation of RSA 91-A *unless* the court specifically finds that the circumstances do not justify such an invalidation. It also allows the court to impose a civil penalty of up to \$1,000 and remedial training for an individual who violates the law.

### **Public Works Monthly Report**

Attached.

### **Manager's Time Keeping**

Attached.



# The Senate of the State of New Hampshire

107 North Main Street, Room 302, Concord, N.H. 03301-4951

JOHN T. GALLUS  
District 1

Patrick MacQueen  
City Manager  
City of Berlin  
168 Main Street  
Berlin, NH 03570

December 22, 2009

Office 271-3077

TTY/TDD  
1-800-735-2964

RE: Legislation

Dear Pat:


Regarding your highest priority of restoring revenue sharing, I must say it would be impossible with the current administration. It was the Governor's Office's proposal and unless he was to signal a change, it could not be revised. As you are aware, I did not support the stealing of those monies from the communities.

The gaming issue has been doomed with the Governor's Office also opposing it. That said, we do have a bill coming in and the possibility is much better because of the economic situation the state is in. We all feel our changes improve should the State lose the appeal of the JUA Fund as it would add a \$110 million hole to a budget already in deficit.

The legislative change to local power generators certainly is a possibility. We have missed the filing period, but I will look for a bill that it might be added too. The retirement issue is also a mess with the state transfer of costs onto the communities again. The long term outlook is much worse due to the financial condition of the Retirement Fund. Should this issue not be address soon, I feel the system will tax the communities even greater as we eventually have to make it whole again. We have on occasion attempted to adopt the international building code and I am sure it will be addressed again. I will check to see if anything has been introduced this session.

I will certainly add all of your items to the to-do list and work to institute them. I appreciate the Mayor and Council's input and I am here whenever I can help.

Sincerely yours,

  
John T. Gallus  
Senate District 1

### **Pollution Control reported by Henry Noel:**

1. No accidents or incidents to report this month.
2. December 3<sup>rd</sup> received request from Laidlaw Bio Power for Sewer Connection. Currently we are reviewing the affects of their 211,000gpd flows on the Treatment Plant.
3. We had no violations of our Discharge Permit this month.
4. No outside Trainings this month.
5. Flows through the Plant have fluctuated from a high of over 5MGD to lows around 1.2MGD, following the rain events and mild weather we had.
6. Working down the list of action items we are responsible for: attached a few more Confined Space signs, put up the Cage and Railings for 20' ladder at Main Plant, finished labeling Crane beams.
7. #1 Centrifuge continues to run dependably but bearings getting noisy and warm; continue to dewater sludge 3 to 4 days a week. The #2 Centrifuge has missed at least two expected delivery dates, in November and December; last word from Andritz was their machinist was having trouble eliminating a vibration of the assembled machine during final acceptance testing.
8. Sent letter-response to Laidlaw Berlin Biomass explaining that we should be able to treat their blow-down discharge, subject to some discussion with them around quantities and timing, with an estimate of our cost-to-treat based on current Sewer User Rates, also subject to further discussion with them.
9. Ted collected Samples for permit-required Toxicity testing November 18, and sent them out by way of their courier. Results came in acceptable and within permit, and reported such to EPA and NHDES.
10. Had our first taste of snow removal this month, shoveling and plowing, icing up and sanding down work areas.
11. Much reduced Septic deliveries this month; Polymer delivery came in before cold weather hit, so we should be good for the Winter.
12. Received a one-ton cylinder of Chlorine and had trouble setting it up, as scale wouldn't read consistently; disassembled load cell and added hydraulic oil, and it is working fine now.
13. John Arsenault came available for Instrumentation work this month so we used him for almost a full two weeks to set up a new Chlorine Residual Analyser to give us feedback on our Chlorine dosing (something we had told the NHDES we would do to understand why we've experienced so many e-Coli violations in the last few years; they're pleased we have it online); he also helped us relocate the sampler for the Effluent sample to inside the Pump Room down-cellar, to obviate the difficulties of winter weather sampling of water.
14. Much correspondence with Wright-Pierce, our design Engineers:
  - a. On need for Value-Engineering their Phase II project for us, in order to be able to apply for an amount greater than \$10million;

- i. Met with Ed Betz of Rural Development on 12/10 to discuss application Pat has put together with W-P help;
  - b. Worked on list of Short-Lived Assets with Chris Dwinal for Pat's submittal;
  - c. Received 90% draft plan for Sewer Lines and Pump Station to service BOP on 12/30 and have started reviewing it for follow-on meeting with W-P early January;
- 15. Received new Flygt Pump for Dairy Bar pump station, maybe 2 weeks early; plan is still to install in place of #1 pump there during low flows (likely cold weather days of January).
- 16. Mark Vaillancourt helped us considerably when VFD supplier could not get their machine to work in tandem with our existing control system; #1 VFD has been online since 12/16; also helped us with phone line problem, Napert Village Pump Station, and unexplained failure of Backup Float Control system at WSPS.
- 17. Laura Viger called about a fire at Ming House here in Berlin on 12/30, and how they could dispose of the remaining bottles of alcohol they have: advised her to have them bring them down here where we'll dump them into our Septic Tank for controlled admittance into our Process.
- 18. While on Vacation this month, crew handled daily operations and maintenance very well; Ted Miller fielded calls and answered them appropriately, or left them for my return.
- 19. December 31<sup>st</sup> there was an underground plant water line failed by one of the Thickeners which washed out the banking near the stairway. Crews cleaned out areas so they could access areas to operate. We will evaluate and develop repair plan.

Michael P. Perreault, Public Works Director

## ***Public Works Dept. & Pollution Control December Monthly Report***

### **Safety:**

1. Dicky Laflamme remains out on Workmen's Comp., had shoulder surgery. He has been out since November 17<sup>th</sup>, 2008. Currently applying for disability. Primex settled the case and we are waiting the process to be completed in the Dept. of Labor. There was a Disability Hearing was on December 15<sup>th</sup> where Dicky did resigned from employment from the City of Berlin.
2. October 20<sup>th</sup> Gary Roy had knee replacement surgery on his right leg. He will be released for work duty o December 22nd and he is back to full duty Jan. 3<sup>rd</sup>, 2010.
3. December 9<sup>th</sup>, we had 21 employees from PWD attended Blood Borne Pathogen Seminar put on by Dave Witham of Primex.
4. December 10<sup>th</sup> Andy Estrella slapped mirrors with another pick truck on Hillside Ave. There were no injuries with slight damage to the other vehicles' driver's side mirror.
5. December 18<sup>th</sup> Robbie Martin slid into a parked car on Willard Street with a Snow Plow loader. There were no injuries, but there was some damage to the bumper of the parked sedan.

### **Meetings/Special Events:**

- December 9th met with City Manager and Department Heads on Department of Labor Inspection Report on resolutions update and path-forward on unresolved deficiencies.

### **Public Works Highlights and Projects:**

- Snow Event 12/5 ended knocking off sewer manhole cover completely off on Enman Hill area. Has been temporarily repaired.
  - 12/7 Garbage truck #25 Our 1992 International is off line for frame and spring issues. Sub frames are in very poor condition. Reviewing options on repairs and replacement.
  - Snow Event 12/9
  - Snow Event 12/12, we knocked off another sewer manhole in intersection of Main and Mason Streets.
  - 12/13 we did a temporary manhole repair on the intersection of Main and Mason Streets. We plated over and cold patched the area. The Police Department assisted with traffic control.
  - December 15<sup>th</sup> brought in crews at midnight to perform snow removal in Downtown areas.
  - December 17<sup>th</sup> and 18<sup>th</sup> had snow removal around the school areas. Brought the snow to mill site area for the Trails Bureau to build snow machine trail through the City.
  - We received our Portable Video Inspection System and location equipment to aid the Collections Crew in troubleshooting and repairs of underground utilities (storm drains and sanitary sewers).
  - Maintained salt and sand barrels.
  - 12/26 Deployed crews for De-icing the Streets, we ran very low on sand. Contacted Pike Industries to get us through the week-end. The crew scheduled to haul sand Monday the 28<sup>th</sup>.
  - 12/27 Deployed Crews for De-icing the Streets
  - Snow Event 12/28.
    - Snow total for this month was 28.5 inches.
  - Salt usage was 760.32 tons=\$55,199.23 (Budget \$137,000)
  - Sand usage was 474 tons= \$6280.50 (Budget \$28,000)
  - Heating fuel YTD is 2968.7 gallons = \$6,125.58 (Budget \$47,110)
  - Unleaded Gas YTD is 2354.17 gallons=\$ 4,884.95
  - Diesel Fuel YTD is 7270.5 gallons=\$19,527.50 (Budget \$34,040)
- (Note: totals do not include December)**

[illegible]