

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 01-15-2018
Re: City Manager's Report

1. The City has received four proposals for a new phone system at the Berlin Police Dept. The proposals will be reviewed by City and Police Dept. over the next few weeks before a decision is made.
2. We received bids on the two Bombardier sidewalk tractors and spare parts. These were sold for approximately \$6,500 total. A bid summary is attached.
3. There are four lots of land out for bids: The Western Avenue and Forbush Avenue lots are being offered to abutters and are due on January 18th. The Cates Hill Road and Jericho Road lots are out to bid to the general public and they are due on January 25th. We will report the results of the bids at the next regular meeting.
4. KOBO Utility Construction installed a rotating beacon and tip down pole at the Berlin Airport during the week of December 29th. To the contractor's credit, work was done in sub-zero temperatures. The new equipment is funded with Capital Improvement money from the FAA, NHDOT and the airport. A field report with pictures is attached.
5. Executive Councilor Joe Kenney's annual report is attached.
6. The Public Works YTD Activity Report and Work Order Summary for December 2017 is attached.

HOC-
2984
JK
MCG

723-4242
left msg

Kevin RINES \$910
Bob Chapman \$550.
Robert NORMAND \$1,000 Ref 636-2254
Mark Tupick 500
Donald Roy \$601.
Brent Bouchard 741

DAILY FIELD REPORT #009

HEB Engineers, Inc. • www.hebengineers.com

New Hampshire: Office (603) 356-6936 • Fax (603) 356-7715 • PO Box 440 • 2605 White Mountain Hwy • North Conway, NH 03860
Maine: Office (207) 803-8265 • PO Box 343 • 103 Main Street • Suite 6 • Bridgton, ME 04009

Date:	December 27, 2017	Project #:	2015-089	Page 1 of 4
To:	Jim Wheeler, City Manager City of Berlin 168 Main Street Berlin, NH 03570	Project:	BML Work Order #2	
Email:	jwheeler@berlinnh.gov	Location:	Berlin, NH	
Prepared By:	Eric Grenier, PE	Owner:	City of Berlin	
		Contractor:	KOBO Utility Construction Corp.	
		Weather Conditions:	-5°, Partly Cloudy, Windy	

SITE VISIT

Arrived at Site: 8:30 AM

Left Site at: 11:30 AM

Personnel & Equipment on Site:

- HEB Engineers, Inc. (HEB): Eric Grenier, PE, Resident Engineer (RE)
- KOBO Utility Construction Corp. (Contractor): Eric Arseneault, Superintendent; 2 Laborers
 - (1) Takeuchi Mini-Excavator (idle)
 - (1) Crane Truck
 - (1) Work Truck

Visitors to Site:

- Eric Demers – Assistant Airport Manager

Purpose of Site Visit:

- Observe installation of rotating beacon.

Work Performed by Contractor During HEB Site Visit:

- Contractor installed new tip-down pole on the new footing (see Photos 1 and 2).
- Contractor tested operation of new tip-down pole (see Photo 3).
- Contractor installed lightning rod on top plate of new tip-down pole (see Photo 4).

Items Observed and Discussed:

- Superintendent and RE discussed which direction the new pole should tip-down. RE and Superintendent agreed the pole should tip down towards the road adjacent to the ASOS weather station. Superintendent noted that if the tip down at this location is unacceptable after testing, then the pole can be rotated to tip in another direction. RE agreed.
- Superintendent asked RE if it would be acceptable to de-energize the existing rotating beacon before the new rotating beacon is in service, leaving no beacon for tonight. RE checked with Airport Manager, who noted that the runway is closed anyway due to icing issues. RE noted that this approach should be acceptable.
- RE noted to Superintendent that the specifications require a cordless power crank assembly to be provided and asked if this has been given to the Airport Manager yet. Superintendent noted that the power crank has not been provided yet and RE will need to follow up with Scott Gerrie, KOBO Project Manager.

Please notify HEB if any information is missing from this field report or has been interpreted differently.

- Superintendent noted that the existing beacon tower will be dismantled tomorrow, and the new beacon will be energized and tested.
- RE noted that the existing beacon is to be stored in the maintenance garage and the Superintendent should coordinate with the Airport Manager for location.

Work Scheduled:

- Complete installation of new beacon and tip-down pole.
- Dismantle existing beacon tower.

Outstanding Construction Issues:

- None at this time.

Next Observation:

- Tomorrow.

Photos:

- Taken by EJG 12/27/17.



Photo 1: View of lifting of new tip-down pole.

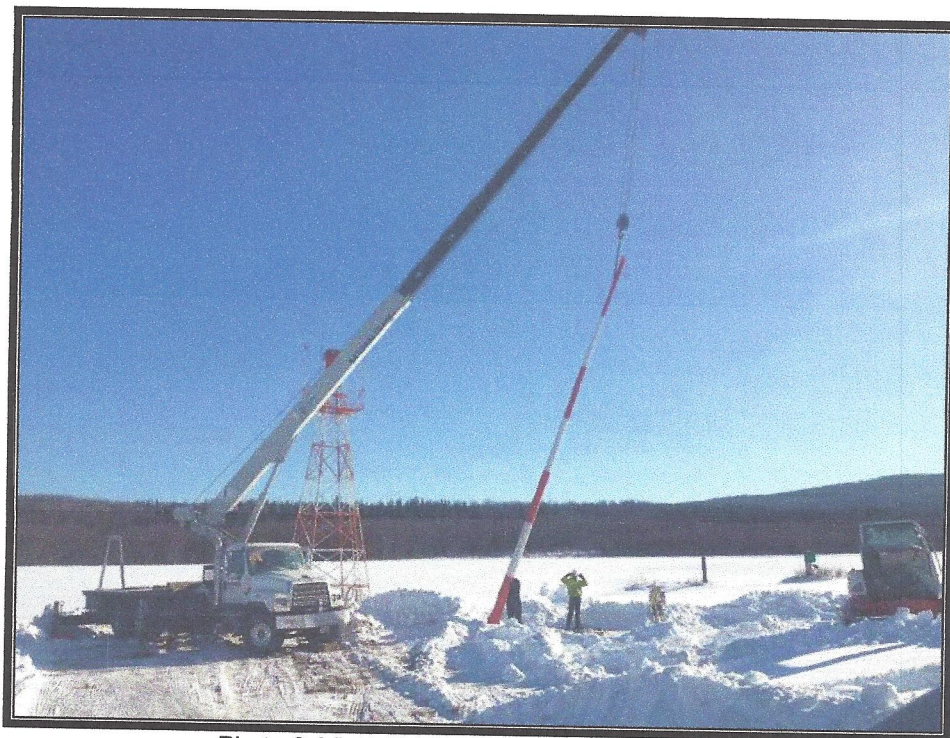


Photo 2: View of setting of new tip-down pole.



Photo 3: View of Contractor testing tip-down pole.

Please notify HEB if any information is missing from this field report or has been interpreted differently.



Photo 4: View of Contractor installing lighting rod.

Copy: Contractor
File

P:\Jobs\2015\2015-089 C.O. Berlin - BML Work Order #2\Construction Observation\Field Reports\Field Rept #009 12-27-17.doc

Please notify HEB if any information is missing from this field report or has been interpreted differently.

STATE OF NEW HAMPSHIRE
Executive Council

JOSEPH D. KENNEY
EXECUTIVE COUNCILOR
DISTRICT ONE



STATE HOUSE ROOM 207
107 NORTH MAIN STREET
CONCORD, NH 03301
(603) 271-3632

ANNUAL REPORT OF DISTRICT ONE EXECUTIVE COUNCILOR JOSEPH KENNEY
JANUARY 8, 2018

2018 will begin my fifth year serving as your District 1 Executive Councilor. I have had the opportunity to work with many great local, county and state officials, but most importantly with the citizens of District 1. I am once again grateful and honored for the opportunity to serve you.

I continue to work with the Governor, Executive Council and Legislature on the important issues impacting the State. The heroin, fentanyl and opioid crisis continues to hit the state hard and the Executive Council continues to support funding for prevention, treatment and recovery programs. The expansion of Friendship House in Bethlehem, the only residential drug-treatment facility in the North Country, will be dedicated in 2018. This will increase the number of beds from 18 to 32 for a 28-day stay for treatment.

Economic development will continue to be a top priority for my office in District 1 and I will work with community and business leaders to assist in the creation of jobs and economic opportunity. I am committed to the redevelopment of the Balsams project in Dixville Notch and I am working with the new Lakeshore Redevelopment Planning Commission in the development of the old State property in Laconia. I will continue to work with the Town of Enfield on the transfer of State property at the Mascoma Beach area as well as the Town of Conway on its 2.8 mile Pathway Project and the Town of Laconia on its Colonial Theatre Project.

Presently, there are over a thousand volunteers who served on 163 boards and commissions in state government. In 2017, 7 new commissioners were nominated and confirmed. Of the 348 nominations and confirmations to boards and commissions, 68 of them were from District 1. The Council confirmed 5 Circuit Court Judges (2 from District 1), 1 part-time Circuit Court Judge and 1 Supreme Court Associate Judge. In 2017 there were \$1.34 billion in expenditures, \$5.7 billion in working capital and the Council passed 1776 contracts.

I join with the NH Congressional Delegation – Senator Jeanne Sheehan, Senator Maggie Hassan, Congresswoman Annie Kuster and Congresswoman Carol Shea-Porter in working with them on critical issues and projects to benefit the State of New Hampshire and the Region.

The Ten Year Transportation Improvement Plan, working with the Department of Transportation and the Regional Planning Commissions, was completed by the Legislature and signed by the Governor in June. The plan focuses on preservation, maintenance and safety of existing pavement and bridge infrastructure throughout the state. Over \$16 million in federal funds was provided to NH for the Congestion, Mitigation, and Air Quality (CMAQ) program of which 16 grant applications were accepted and funded. Contact William Watson at NH DOT for any additional details at 271-3344.

The 2018 sessions of the NH House and Senate will address legislation that deals with the heroin, fentanyl and opioid crisis, sustainment of Medicaid expansion, business and workforce development, voting and drinking water safety. Again, I will be watchful of the legislation that impacts my district. Stay close to your local state senator and house members.

The Governor and Council are always looking for volunteers to serve on the dozens of state boards and commissions. If you are interested, please send your resume to Governor Chris Sununu, State House, 107 North Main Street, Concord, NH 03301, attention Eliot Gault Director of Appointments/Liaison or at (603) 271-8790. A complete list of all state boards and commissions is available at the NH Secretary of State website at www.sos.nh.gov/redbook/index.htm

My office has available the following informational items: NH Constitutions, tourist maps, consumer handbooks, etc. I periodically email my weekly schedule and other items of note. If you would like to be included on this list, contact me at joseph.kenney@nh.gov. I also have an internship program for college students and other interested ages so please contact my office to discuss this opportunity anytime. My office number is 271-3632. Please stay in touch!

Serving You,
Joe

Entire Counties of Coos and Grafton, the incorporated place of Hale's Location, the towns of Albany, Alton, Andover, Bartlett, Brookfield, Center Harbor, Chatham, Conway, Cornish, Croydon, Danbury, Eaton, Effingham, Freedom, Gilford, Grantham, Hart's Location, Hill, Jackson, Madison, Meredith, Middleton, Milton, Moultonborough, New Durham, New Hampton, New London, Newport, Ossipee, Plainfield, Sanbornton, Sandwich, Springfield, Sunapee, Tamworth, Tilton, Tuftonboro, Wakefield, Wilmot, and Wolfeboro, and the cities of Claremont and Laconia.

**City of Berlin Public Works Department
2017 Activity Report**

Year	2016	Year to Date 2017	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Total Service Requests/Work Orders	895	937	89	105	42	91	80	69	66	62	46	107	95	85
Administrative	82	60	5	4	5	10	5	2	6	0	1	9	9	4
Cemetery burials	15	17	1	0	0	1	3	5	2	2	1	0	1	1
Maintenance: Bldg/Furniture repair, Fences/Railings/Walls, Lawns/Trees, Signs	221	129	8	12	6	17	9	14	10	11	8	13	9	12
Parks and Grounds	79	101	2	5	3	11	7	11	15	9	7	9	19	3
Refuse/Recycle/Yard Waste	62	53	7	5	3	3	2	7	4	5	1	8	2	6
Sanitary Sewer	108	86	3	2	4	7	7	5	7	11	6	15	13	6
Storm Drainage System	91	80	8	6	6	6	10	3	3	4	3	18	10	3
Streets and Highways: Repairs of curbs/sidewalks/streets, line painting, sweeping, sanding, sand barrels, paving and potholes	237	411	55	71	15	36	37	22	19	20	19	35	32	50

City Owned Property Service Requests

City Hall	64	53	3	8	6	2	4	5	3	5	3	3	4	7
Recreation Dept.	18	20	1	2	2	5	2	0	2	1	0	1	3	1
Library	9	9	1	2	0	1	0	1	0	0	0	1	2	1
Fire Dept.	7	9	0	0	0	0	0	0	1	2	3	2	0	1
Schools	7	8	0	2	0	3	0	0	0	0	0	1	0	2
Parks/Fields/Other City owned	68	76	0	0	0	7	5	17	10	4	4	12	15	2



Berlin, NH New Hampshire

ALL Work Orders - All Divisions

Issued Between: 12/01/2017 - 12/31/2017

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Administrative - 4 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2433	P-COMMUNITY HUTCHINS	12/06/2017	29	Low	Completed	Other	Green light out in right hand signal going southbound at
WO-2443	199 COLLINS STREET	12/12/2017	23	Low	Completed		Either Fairpoint line or Cable line is down and wrapped around
WO-2467	536 WILLARD STREET	12/18/2017	17	Low	Completed	Other	Street light out between 532 and 536 Willard St
WO-2473	415 MADISON AVENUE	12/18/2017	17	Low	Completed		Wondering about overnight parking for her tenants.

Cemetery - 1 Work Order

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2504	1996 HUTCHINS STREET	12/29/2017	6	Low	Assigned	Other	NEW CITY CEMETERY FENCE

Maintenance - 11 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2427	168 MAIN STREET	12/04/2017	31	Low	Completed	Other	Refrigerator is in at Sears.
WO-2441	322 HIGH STREET	12/11/2017	24	High	Ready	Sign - Install New	Looks. Like sign was taken out by private plow. Sign needs to
WO-2442	263 MAIN STREET	12/12/2017	23	Low	Completed	Building Repair	In the Captain's office where Dave did some work they are
WO-2444	168 MT. FORIST STREET	12/12/2017	23	Low	In planning	Fence/Railing/Wall	Damage to fence and handrail by sidewalk tractor
WO-2462	168 MAIN STREET	12/14/2017	21	Low	Completed	Other	Ice is flowing down and freezing up against the outside wall in
WO-2457	168 MAIN STREET	12/14/2017	21	Low	Completed	Other	I need my desk swapped from one side to the other. Please
WO-2466	168 MT. FORIST STREET	12/18/2017	17	Low	Completed	Fence/Railing/Wall	Snow Plow Damage to fence and handrail
WO-2470	2061 RIVERSIDE DRIVE	12/18/2017	17	Medium	Materials	Sign - Install New	install two blind pedestrian signs, north and south at 2061
WO-2480	270 MAIN STREET	12/19/2017	16	High	Schedule/in	Other	Install heat trace / Insulation on water service entering
WO-2498	168 MAIN STREET	12/27/2017	8	Low	Assigned	Other	Can Dave put some plastic on Patty's window in finance.
WO-2503	168 MAIN STREET	12/29/2017	6	Low	Assigned	Building Repair	Radiator in Jan and Sherry's office is leaking.



Berlin, NH New Hampshire

All Work Orders - All Divisions

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Parks and Grounds - 3 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2422	672 FIRST AVENUE	12/01/2017	34	Low	Schedule/in	Maintenance	The cement stairs in the back of the Rec Dept need repair,
WO-2435	168 MAIN STREET	12/07/2017	28	Low	Completed	Other	Flag on City Hall needs to be changed. Elaine has a new one
WO-2471	168 MAIN STREET	12/18/2017	17	Low	Completed	Other	Can the area in front of the garage get shoveled out. Michel

Refuse/Recycle/Yard Waste - 6 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2429	638 FIRST AVENUE	12/04/2017	31	Low	Completed	Other	Dead cat in road
WO-2460	628 ROCKINGHAM STREET	12/14/2017	21	Low	Completed	Garbage Pick-up	trash not picked up yesterday
WO-2476	16 RAMSEY STREET	12/18/2017	17	Low	Completed		Her garbage wasn't picked up, everyone else's was.
WO-2468	2201 RIVERSIDE DRIVE	12/18/2017	17	Low	Completed		Garbage was picked up very early; could the truck swing by
WO-2481	3 TWELFTH STREET	12/19/2017	16	Low	Assigned	Other	AVRRDD has moved to 3 Twelfth St. They'd like to have their
WO-2500	5 GORDON AVENUE	12/28/2017	7	Low	Completed	Garbage Pick-up	Nobody picked up their garbage today. They had 6 big bags

Sanitary Sewer - 6 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2421	174 MT. FORIST STREET	12/01/2017	34	Low	Completed	Pipe Replacement	Sewer plugged
WO-2423	1471 MAIN STREET	12/01/2017	34	Medium	Ready	Structure Repair	I&I Detected coming in manhole through 4" service line
WO-2428	706 THIRD AVENUE	12/04/2017	31	Low	Assigned	Investigate Sewer	Sewer issues, neighbor having them also
WO-2432	773 MAIN STREET	12/05/2017	30	Medium	Schedule/in		Sewer smeal in her living room
WO-2499	2 CLOVER LANE	12/28/2017	7	Low	Assigned	Investigate Sewer	Water is not draining, sewer issues
WO-2501	758 LANCASTER STREET	12/28/2017	7	Low	Assigned	Investigate Sewer	He is having sewer drainage issues from time to time. Takes



Berlin, NH New Hampshire

All Work Orders - All Divisions

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Storm Drainage System - 3 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2424	536 OLD GLEN AVENUE	12/03/2017	32	High	Schedule/in	Other	Water running off property, running down Nibroc Street onto
WO-2439	179 FINLAND STREET	12/04/2017	31	High	Completed	Clear Grates of	Eight Street Brook Inlet Repairs-
WO-2436	179 FINLAND STREET	12/08/2017	27	Medium	Completed		Storm moved large rocks/boulders into brook which has re-



Berlin, NH New Hampshire

All Work Orders - All Divisions

Issued Between: 12/01/2017 - 12/31/2017

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Streets and Highways - 50 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2426	21 HASKELL STREET	12/04/2017	31	Low	Completed	Street/Sidewalk	She says there are still a lot of rocks and debris on Haskell St.
WO-2425	620 LANCASTER STREET	12/04/2017	31	Low	Completed	Fill Sand Barrel	Was wondering when he will get the sand barrel that's in front
WO-2430	211 HILLSBORO STREET	12/04/2017	31	Low	Completed	Pot Hole	there is a 40 sqft area in front of his property (between the
WO-2431	P-HORNE HORNE STREET	12/04/2017	31	Medium	Completed	Other	Repair Washout area at end of
WO-2434	577 CHESHIRE STREET	12/07/2017	28	Low	Completed		PWD delivered a sand barrel then picked it up. He would like
WO-2438	10 JERICHO ROAD	12/09/2017	26	High	Completed		Snow event Snow & Ice Control
WO-2437	671 WESTERN AVENUE	12/10/2017	25	Low	Completed	Other	My elderly father is staying at the house alone. City owns the
WO-2440	2 NIBROC STREET	12/11/2017	24	Low	Completed	Plowing/Road	He says the plow didn't go to the end of the road like he
WO-2448	671 BLAIS STREET	12/12/2017	23	Low	Completed	Plowing/Sanding	There hasn't been a plow here yet today, there is a foot of
WO-2450	682 KING STREET	12/12/2017	23	Low	Completed	Other	She says there is usually a sand barrel right in front of her
WO-2446	93 ELM STREET	12/12/2017	23	Low	Completed	Plowing	Her daughters vehicle is stuck on Spring St right before Elm.
WO-2445	76 ELM STREET	12/12/2017	23	Low	Completed	Plowing	The plow just went by and put about 6' of snow out into the
WO-2447	572 CHESHIRE STREET	12/12/2017	23	Low	Completed	Sanding	Plow hasn't gone by yet, road is impossible to go up.
WO-2449	473 GRAFTON STREET	12/12/2017	23	Low	Completed	Plowing	They can't even get up the hill, there hasn't been a plow all
WO-2455	10 JERICHO ROAD	12/13/2017	22	High	Completed		Bring in crews for Downtown Area Snow Removal starting at
WO-2454	452 BURGESS STREET	12/13/2017	22	Low	Completed	Other	The Sand barrel that is always at the end of the driveway on
WO-2453	550 WILLARD STREET	12/13/2017	22	Low	Assigned	Plowing/Sanding	Plowing and sanding. This work order is for PWD to make a
WO-2451	103 YORK STREET	12/13/2017	22	Low	Completed	Plowing	He is asking that we plow the snow away from his entryway
WO-2452	510 WILLARD STREET	12/13/2017	22	Low	Completed	Plowing	:Disregard the address above:
WO-2456	10 JERICHO ROAD	12/14/2017	21	High	Completed	Other	Snow Removal Middle School Area.
WO-2461	22 GERRISH STREET	12/14/2017	21	Low	Completed		Caller says the street is covered with moosh and she cannot
WO-2458	219 HILLSBORO STREET	12/14/2017	21	Low	Completed	Sanding	Hillsboro needs sanding.
WO-2459	116 SESSIONS STREET	12/14/2017	21	Low	Completed	Fill Sand Barrel	the sand barrel in front of his house doesn't have sand yet.
WO-2464	139 OAK STREET	12/15/2017	20	Low	Completed	Plowing/Sanding	Oak St needs sanding and cleaning up they can't get up hill.
WO-2463	50-52 MASON STREET	12/15/2017	20	Low	Completed	Plowing/Sanding	corner of Oak and Mason is very slushy right now because of
WO-2465	219 WILLOW STREET	12/15/2017	20	Medium	Completed		The Harvest Christian Church is having a Christmas event

Report Date: January 04, 2018



Berlin, NH New Hampshire

All Work Orders - All Divisions

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Streets and Highways - 50 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2475	53 SPRING STREET	12/18/2017	17	Low	Completed	Sanding	Car stuck in middle of hill, can't get up
WO-2469	371 BURGESS STREET	12/18/2017	17	Low	Completed	Fill Sand Barrel	There is a sand barrel on Thomas St around the corner from
WO-2474	601 LANCASTER STREET	12/18/2017	17	Low	Completed	Fill Sand Barrel	There isn't any sand in his barrel yet.
WO-2472	572 CHESHIRE STREET	12/18/2017	17	Low	Completed	Fill Sand Barrel	Two sand barrels on upper Cheshire between Grafton and
WO-2479	156 STRAFFORD STREET	12/19/2017	16	Low	Completed	Plowing	Stratford and Hillsboro are both very slippery, needs to be
WO-2482	112 STATE STREET	12/19/2017	16	Low	Assigned		Mr. Breault says that he cleaned the snow off the sidewalk in
WO-2478	5 BIRCH STREET	12/19/2017	16	Low	Assigned	Plowing	Very fed up that we keep pushing all the snow into the corner
WO-2477	522 ROCKINGHAM STREET	12/19/2017	16	Low	Completed	Fill Sand Barrel	The two sand barrels on this hill hasn't been filled yet.
WO-2483	10 JERICHO ROAD	12/20/2017	15	High	Completed	Sanding	Call from PD Roads Slippery.
WO-2487	118 BELL LANE	12/20/2017	15	Low	Completed	Other	Wondering when we will be picking up snow. He says the
WO-2484	438 FORBUSH AVENUE	12/20/2017	15	Low	Completed	Fill Sand Barrel	There still isn't any sand in her sand barrel out front.
WO-2489	551 CARROLL STREET	12/20/2017	15	Low	Completed	Fill Sand	There usually is a barrel on the Sunset St side of her property
WO-2485	260 BURGESS STREET	12/20/2017	15	Low	Completed	Fill Sand Barrel	There is no sand in their sand barrel out front
WO-2488	580 KING STREET	12/20/2017	15	Low	Assigned	Fill Sand Barrel	His sand barrel still needs sand, and also one at the top of
WO-2486	564 SULLIVAN STREET	12/20/2017	15	Low	Assigned	Fill Sand Barrel	the sand barrel near her house and the one up the hill are still
WO-2490	230 MADISON AVENUE	12/21/2017	14	Low	Completed	Other	wanted us to open up her driveway that goes from Willard
WO-2491	629 BLAIS STREET	12/21/2017	14	Low	Assigned	Fill Sand Barrel	Got our barrel last week (thanks) but it has not been filled
WO-2493	10 JERICHO ROAD	12/22/2017	13	High	Completed		12/22-12/23 snow storm
WO-2492	118 JOLBERT STREET	12/22/2017	13	Low	Assigned	Other	There is usually a sand barrel on her hill, across the street.
WO-2495	572 CHESHIRE STREET	12/26/2017	9	High	Completed	Sanding	He's been calling almost every day, very fed up. Cheshire
WO-2494	HUTCHINS STREET	12/26/2017	9	Low	Completed	Other	He left a message at 6:43 am today to let Lucien know that
WO-2497	103 YORK STREET	12/27/2017	8	Low	Completed	Plowing	Somebody cleaned out a path to his oil delivery pipes on
WO-2496	305 BURGESS STREET	12/27/2017	8	Low	Completed	Plowing	She said there is a lot of snow in the road on Alpha St. going
WO-2502	567 MAIN STREET	12/28/2017	7	Low	Completed	Other	You all are doing a great job with snow removal. I do have a