

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 01-02-2018  
**Re:** City Manager's Report

1. New City employee, Amanda Cassidy, will be starting work as the Code/Fire Clerk tomorrow, January 3<sup>rd</sup>. Please join us in welcoming Amanda.
2. The City is receiving proposals for a new phone system at the Berlin Police Dept. this week. The proposals will be thoroughly reviewed over the next few weeks before a decision is made.
3. We have two Bombardier sidewalk tractors out for bids due January 4<sup>th</sup>. These are 1978 and 1984 tractors. They have served the City well but are no longer in an operating condition which meets our needs. The PWD Dept. purchased a newer used sidewalk tractor last year to improve our sidewalk plowing and sanding abilities.
4. The Berlin Public Works Department will be performing night time snow removal from St. Anne's Church to the Twelfth Street Bridge starting at midnight tonight and going through the early morning hours of Wednesday, January 3<sup>rd</sup>.
5. The first two Legislative Bulletins of the 2018 legislative session produced by NHMA are out. They can be viewed at [www.nhmunicipal.org](http://www.nhmunicipal.org). There are several bills either retained from the 2017 session or new bills issued for the 2018 session which affect municipalities. It is time, once again, to start watching and participating in the process.
6. Finally, I'd like to thank our municipal employees who worked in the cold over the holidays to take care of municipal business while the rest of us were able to enjoy our friends and families.