

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 10-02-2017  
**Re:** City Manager's Report

1. The US EPA, NH Department of Environmental Services and the City of Berlin held an informational meeting Tuesday, September 19, about the latest progress on site investigations at the Chlor-Alkali Superfund Site. EPA, NHDES and Georgia-Pacific have determined that the mercury contamination is far less extensive in quantity than originally thought. This should help reduce the clean-up effort and accelerate potential reuse of the property.
2. We received two responses to the Request for Proposals for the Riverwalk Project. We are in the process of reviewing the responses.
3. I attended the Assessing Standards Board meeting on Friday September 22<sup>nd</sup> at which HB324 was an agenda topic. At this meeting the ASB agreed that it needed to form an opinion on whether or not the ASB thinks there is a problem with the current valuation system such that it warrants a legislative change. The ASB has also been asked by the House Science, Energy and Technology Chair to quantify the impact of the proposed legislation on taxpayers.
4. Lightec has been changing lighting throughout city buildings over the past few weeks. They are installing energy-efficient systems that will pay for themselves through energy cost savings.
5. We have put out the skate park RFP for prospective design/build firms.. The proposals are due on Friday, October 13th.
6. A Trustees of Trust Funds meeting was held Tuesday, September 26<sup>th</sup> at which the Trustees interviewed and following the interview authorized the engagement of investment services by Eastern Bank who was one of several respondents to an RFP for services.

7. There will be a meeting regarding the Future of the Conway Bypass Project, Wednesday, October 11 at 7:00 p.m. at the Crosby Kennett Middle School, 176 Main Street, in Conway, NH. An open house will begin at 6:00 pm, with a formal presentation by the NHDOT set for 7:00 pm. The final component of the project is to construct an 11-mile bypass, starting in Madison and ending in North Conway. The first two components have been completed and the status of the third, building a bypass, is in question. The NHDOT will present information regarding the proposed project and solicit input in order to help decide how to proceed with the bypass portion of the project. Information about the project can be found on the NHDOT web site at <http://www.nh.gov/dot/projects/specifics.htm> . There is a letter and notice attached.
8. There are several properties out for bid to abutters. The results of those bids will be known Thursday, October 12th. A building and property at 635 Hillsboro Street is also out for bid. This is due back Tuesday October 17th.
9. The Berlin School Board will be meeting with Milan and Dummer at their regularly scheduled meeting on Thursday October 5th beginning at 6:00 p.m. A copy of the agenda is attached.
10. The City will once again host the Citizen's Academy. Citizens will be invited to a tour of the Waste Water Treatment Facility on October 18, 2017 from 4:30 to 6:30 p.m., and the Fire Department on October 25, 2017 from 5:30 to 7:30 p.m. The final night is a Candidates Night to be held Wednesday, November 1, 2017 from 6:30 to 8:30 at City Hall.
11. The application submitted by the City for the Drug-Free Communities Support Program was not funded. There were no grants awarded in New Hampshire.
12. The Public Works Work Order Report is attached. There are currently 160 work orders in the system.



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**Victoria F. Sheehan**  
**Commissioner**

**William Cass, P.E.**  
**Assistant Commissioner**

CONWAY BYPASS PROJECT  
11339-B

Bureau of Highway Design  
Room 200  
Tel: (603) 271-2171  
Fax: (603) 271-7025

September 25, 2017

Mr. James Wheeler  
City Manager  
168 Main Street  
Berlin, NH 03570

Dear Mr. Wheeler:

Arrangements have been made for the New Hampshire Department of Transportation to hold a Public Informational Meeting regarding the Conway Bypass project. The project consists of essentially 3 roadway components. One is to build a new North/South local road, another is to rebuild/upgrade existing roadways and the third is to construct an 11 mile bypass starting in Madison and ending in North Conway. The first 2 components have been completed and the status of the third, building a bypass is in question. The meeting is to update people on the status of the project and have a discussion of what to do about the bypass.

The meeting is scheduled for October 11, 2017 at 7:00 PM, at the A Crosby Kennett Middle School, 176 Main Street, Conway, NH. An open house begins at 6:00 PM with a formal presentation at 7:00 PM.

The NHDOT will present information regarding the proposed project and solicit input in order to help decide how to proceed with the bypass portion of the project.

To help get the word out to the public we would appreciate if you can post the enclosed notice in appropriate public places in your community.

Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact the Bureau of Right-of-Way, NHDOT, PO Box 483, Concord, New Hampshire 03302-0483 or call 603-271-3222 – TDD Access: Relay NH 1-800-735-2964. Notification for the need of assistance should be made at the earliest convenience.

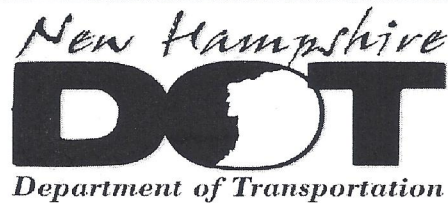
If you have any questions or need any additional information regarding the proposed project, call (603) 271-2171. Other information about the project can be found on the NHDOT web site at <http://www.nh.gov/dot/projects/specifics.htm>. I hope you will plan to attend this meeting.

Sincerely,

A handwritten signature in dark ink, appearing to read "Donald Lyford".

Donald A. Lyford, P.E.  
Project Manager





## NOTICE OF PUBLIC INFORMATIONAL MEETING

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ARRANGEMENTS HAVE BEEN MADE FOR THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION TO HOLD A PUBLIC INFORMATIONAL MEETING REGARDING THE CONWAY BYPASS PROJECT. THE PROJECT CONSISTS OF ESSENTIALLY 3 ROADWAY COMPONENTS. ONE IS TO BUILD A NEW NORTH/SOUTH LOCAL ROAD, ANOTHER IS TO REBUILD/UPGRADE EXISTING ROADWAYS AND THE THIRD IS TO CONSTRUCT AN 11 MILE BYPASS STARTING IN MADISON AND ENDING IN NORTH CONWAY. THE FIRST 2 COMPONENTS HAVE BEEN COMPLETED AND THE STATUS OF THE THIRD, BUILDING A BYPASS IS IN QUESTION. THE MEETING IS TO UPDATE PEOPLE ON THE STATUS OF THE PROJECT AND HAVE A DISCUSSION OF WHAT TO DO ABOUT THE BYPASS.

**WEDNESDAY  
OCTOBER 11, 2017  
OPEN HOUSE STARTING AT 6:00 PM  
FORMAL PRESENTATION AT 7:00 PM  
A CROSBY KENNETT MIDDLE SCHOOL  
176 MAIN STREET  
CONWAY, NH**

The NHDOT will present information regarding the proposed project and solicit input in order to help decide how to proceed with the bypass portion of the project.

Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact the Bureau of Right-of-Way, NHDOT, PO Box 483, Concord, New Hampshire 03302-0483 or call 603-271-3222 - TDD Access: Relay NH 1-800-735-2964. Notification for the need of assistance should be made at the earliest convenience. If you need have any questions or need any additional information regarding the proposed project, call (603) 271-2171. Other information about the project can be found on the NHDOT web site at <http://www.nh.gov/dot/projects/specifics.htm>

THE PUBLIC IS INVITED AND ENCOURAGED TO ATTEND

CONWAY BYPASS  
11339-B





**Berlin Board of Education**  
183 Hillside Avenue, Berlin, NH 03570  
Telephone: 603/752-6500

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**JOINT MEETING BETWEEN  
MILAN, DUMMER AND BERLIN  
BOARD OF EDUCATION  
BERLIN HIGH SCHOOL LIBRARY  
THURSDAY, OCTOBER 5, 2017  
6:00 PM  
AGENDA**

- **Call to Order**
- **Member Introductions**
- **Update on Regionalization**
- **Other**
- **Adjourn**

**BERLIN BOARD OF EDUCATION MEETING  
IMMEDIATELY FOLLOWING  
AGENDA**

Call to Order

Approval of Minutes – September 21, 2017 (Public and Nonpublic)

Approval of Warrants – October 09, 2017

Financial Report

Approval of 2018-2019 Tuition Rates

Comments from the Public

NECAP Science Results

Feasibility Study of Independent School District

Superintendent's Report

Comments from the Public

New Business/Member Comments

**Nonpublic Session RSA 91-A: 3II (a), (b), (c)**

(a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.

Staffing

Adjourn

# CITY OF BERLIN CITIZENS ACADEMY

You are invited to attend three events with City of Berlin departments to learn more about how our city works to serve the community.

Get a tour of city facilities, share what matters to you, and talk with department staff in a fun, interactive evening program.

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Waste Water Treatment	Berlin Fire Department	Candidates Night
October 18, 2017	October 25, 2017	November 1, 2017
4:30 - 6:30 PM	5:30 - 7:30 PM	6:30 - 8:30 PM
10 Shelby Street	263 Main Street	City Hall   168 Main Street
<i>tour the outdoor renovated facility</i>	<i>with Firehouse Fries!</i>	<i>with City Council and School Board candidates</i>

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Facilitated by North Country Listens - All Welcome - Free

Check out [www.northcountrylistens.org/events](http://www.northcountrylistens.org/events) to pre-register and for details

Walk-ins welcome. We look forward to seeing you!



**CITIZENS ACADEMY**  
**BE AN ACTIVE CITIZEN!**







EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF NATIONAL DRUG CONTROL POLICY  
Washington, D.C. 20503

August 11, 2017

Mr. James Wheeler  
City Manager  
City of Berlin  
168 Main Street  
Berlin, NH 03570-2400

Dear Mr. James Wheeler:

Thank you for submitting an application for the FY 2017 Drug-Free Communities (DFC) Support Program. This letter is to inform you that your application did not score high enough in peer review to receive funding this year.

Each application was independently scored by a team of three current or former DFC grant award recipients. The composite of those three scores was used to develop a rank-ordered list of applications. The outcome of this year's application in no way affects your ability to apply for DFC funding in the future. If you have any questions about the outcome of the FY 2017 DFC funding process, please contact Candee Griffin at [Candee.Griffin@samhsa.hhs.gov](mailto:Candee.Griffin@samhsa.hhs.gov) or Abner Garcia-Lopez at [Abner.Garcia-Lopez@samhsa.hhs.gov](mailto:Abner.Garcia-Lopez@samhsa.hhs.gov).

In October, the Substance Abuse and Mental Health Services Administration's (SAMHSA) Division of Grants Review will send a summary sheet with the final score and comments on your application from the peer review process. This feedback will assist your coalition in responding to future Funding Opportunity Announcements (FOA) for DFC funding. If you do not receive a summary sheet by the end of October, please contact Cynthia Riddick at [Cynthia.Riddick@samhsa.hhs.gov](mailto:Cynthia.Riddick@samhsa.hhs.gov). Contingent upon Congressional appropriations, we anticipate releasing a DFC FOA for FY 2018 early next year.

As an important partner of the DFC program, the Community Anti-Drug Coalitions of America's (CADCA) National Coalition Institute (NCI) offers free technical assistance for coalitions to improve their effectiveness. If you would like to take advantage of their wide range of free services, please contact Carlton Hall, CADCA's Deputy Director of Training and Technical Assistance, at 800-542-2322 x 240 or e-mail him at [chall@cadca.org](mailto:chall@cadca.org).

In the meantime, thank you for applying and for the work you do to prevent substance use among youth in your community.

Sincerely,

Helen Hernandez  
DFC Program Administrator  
Executive Office of the President  
Office of National Drug Control Policy

Charles Reynolds  
Division Director, DCP  
Center for Substance Abuse Prevention  
SAMHSA



# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 09/01/2017 - 09/30/2017

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### Garage/Vehicles - 1 Work Order

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2190	168 MAIN STREET	09/11/2017	21	Low	Completed	Vehicle Maintenance	The white Kia seems to have a slow leak in one of the tires as reported

### Maintenance - 8 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2183	90 MAYNESBORO STREET	09/07/2017	25	Low	Ready	Sign - Fabricate New	Install " Wood Street" Sign on corner of Maynesboro and Wood
WO-2186	263 MAIN STREET	09/08/2017	24	Low	Completed	Building Repair	The signal for the door closer for Door #1 is not working
WO-2189	168 MAIN STREET	09/11/2017	21	Low	Completed	Other	Move key box from the old nursing office, in cupboard next to computer
WO-2188	168 MAIN STREET	09/11/2017	21	Low	Assigned	Other	Please put the AC's away
WO-2208	168 MAIN STREET	09/25/2017	7	Low	Completed	Furniture Repair	Dave (or someone) came and fixed Helen's desk drawers. The 3 on
WO-2213	255 MAIN STREET	09/26/2017	6	Low	Assigned	Building Repair	City owned bldg next to Fire Dept need roofing material added to it.
WO-2214	263 MAIN STREET	09/26/2017	6	Low	Assigned	Building Repair	Their will be someone there either this Thurs or Fri to put in the new
WO-1420	145 MAIN STREET	09/27/2017	5	Medium	Assigned	Other	Bickford Place Fountain setup for winterization

### Parks and Grounds - 7 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2201	52 GILBERT STREET	09/18/2017	14	High	Schedule/in	Other	BOP Inmate Program Training-annual
WO-2202	52 GILBERT STREET	09/18/2017	14	Medium	Schedule/in	Mowing Tree	Cut Brush along River on Rte. 16 from Pedestrian Bridge to Veterans
WO-2203	1 COMMUNITY STREET	09/20/2017	12	Low	Completed	Other	Large hole in the ground along the fence behind the swings on the
WO-2205	942 MAIN STREET	09/21/2017	11	Low	Completed	Tree Pruning	Fir Trees that are adjacent to new parking area need to be trimmed.
WO-1493	38 GLEN AVENUE	09/25/2017	7	Low	Completed	Other	Hang up NO MORE domestic violence banner Veterans Park Tennis
WO-2212	942 MAIN STREET	09/26/2017	6	Low	Schedule/in		Homecoming 2017:
WO-1430	38 GLEN AVENUE	09/29/2017	3	Low	Completed	Other	Hang up NO MORE domestic violence banner Veterans Park Tennis





# Berlin, NH New Hampshire

All Work Orders - All Divisions

Issued Between: 09/01/2017 - 09/30/2017

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## Refuse/Recycle/Yard Waste - 1 Work Order

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2178	364 CATES HILL ROAD	09/05/2017	27	Low	Completed	Garbage Pick-up	Can we pick up their garbage today.

## Sanitary Sewer - 6 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2176	881 FIFTH AVENUE	09/01/2017	31	Low	Completed	Investigate Sewer	would like the sewer line checked, he says it's leaking
WO-2185	723 THIRD AVENUE	09/07/2017	25	High	Ready		City owned property. Inspect sewer service (video inspection)
WO-2197	1787 HUTCHINS STREET	09/18/2017	14	High	Schedule/in	Structure Repair	The sewer covers are loose, and every time the vehicles go over it,
WO-2198	103 CEDAR STREET	09/18/2017	14	Low	Completed	Structure Repair	The sewer/CB cover in front of her house (corner of Susan and
WO-2217	461 CHAMPLAIN STREET	09/27/2017	5	High	Ready		Could not locate SMH0969, may be paved over.
WO-2216	487 CHAMPLAIN STREET	09/27/2017	5	High	Ready	Other	Could not locate SMH0968 could be paved over. During mapping of

## Storm Drainage System - 3 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2179	362 CHURCH STREET	09/05/2017	27	Low	Assigned	Catchbasin Repair	CB in front of her driveway has a deep hole beginning right next to it.
WO-2191	345 WILLARD STREET	09/11/2017	21	Low	Completed	Other	The storm drain does not collect any water it deflects it into the
WO-2206	536 OLD GLEN AVENUE	09/21/2017	11	Low	Completed	Other	Wants her drainage ditch she had dug a few years back to be checked





# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 09/01/2017 - 09/30/2017

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### Streets and Highways - 19 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2177	556 WESTERN AVENUE	09/01/2017	31	Low	Completed	Trees/brush trimmed	Brush is growing over the sidewalk on the right hand side of Western
WO-2180	119 PROSPECT STREET	09/06/2017	26	Low	Assigned	Pot Hole	The road is deteriorating a lot in front of his property and going all the
WO-2184	105 PARK STREET	09/07/2017	25	Low	Assigned	Sidewalk Repair	Sidewalk in front of their house is in very bad shape, large holes
WO-2182		09/07/2017	25	Medium	Completed	Road Paving	St. Joseph St. needs repairs before winter, road is in rough shape.
WO-2181	145.5 MT. FORIST STREET	09/07/2017	25	Medium	Ready	Other	The road in front of driveway sound hollow. Concerned of a sink hole
WO-2187	356 SCHOOL STREET	09/08/2017	24	Low	Completed	Sidewalk Repair	the sidewalk in front of her property doesn't have an edge to it, so late
WO-2192	581 LINCOLN AVENUE	09/11/2017	21	Medium	Completed	Pot Hole Repair	Hillside (beginning around Spruce-where WW started their project)
WO-2193	456 GRAFTON STREET	09/12/2017	20	Low	Completed	Curb Repair Pot	He says that 'they' came up and dug in the road years ago and never
WO-2194	17 NOURY STREET	09/13/2017	19	Medium	Ready	Road Paving	Drainage issues in driveway area.
WO-2195	168 MAIN STREET	09/14/2017	18	Medium	Completed	Other	Provide Loader and Operator for Camp RZR mobilization and de-
WO-2196	55 VERDUN STREET	09/15/2017	17	Low	Assigned	Other Pot Hole	On Verdun St side, there is a big hump in front of his walkway (rock
WO-2200	305 COOS STREET	09/18/2017	14	Low	Assigned	Road Paving	The lip between the sidewalk and the edge of the driveway is too high
WO-2199	544 HILLSBORO STREET	09/18/2017	14	Medium	Completed	Other	There needs to be a street name sign for Hillsboro Street at the corner
WO-2204	170 OAK STREET	09/21/2017	11	Low	Completed	Pot Hole Repair	Potholes at the top of Oak St, intersection of Willard
WO-2207	557 NORWAY STREET	09/22/2017	10	Medium	Ready	Pot Hole	Last winter the plows damaged large portions of the street. Lot of
WO-2209	94 YORK STREET	09/25/2017	7	Low	Assigned		The back entrance to 94 York Street is on Cushing Street and there
WO-2215	1665 MAIN STREET	09/26/2017	6	Low	Completed	Other	A sink hole in his driveway (up by the garage) recently appeared. It
WO-2211	942 MAIN STREET	09/26/2017	6	Medium	Schedule/in		Homecoming Parade 2017.
WO-2210	942 MAIN STREET	09/26/2017	6	Medium	Schedule/in		Homecoming Parade 2017.