

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 11/2/2020  
**Re:** City Manager's Report

1. The demolition of the Princess Theater and the adjacent building, both 4 and 8 Main Street, is out for sealed bid due November 19, 2020. The bid specifies that the demo needs to occur by February 1, 2021.
2. Work at the Fire Department is also out for sealed bid due November 19, 2020. Repair to the Tower Roof as well as the FD Partial Demo of Adjacent Building also have a deadline of February 1, 2021 for completion.
3. Due to the recent increase in COVID cases, all activities at the Recreation Center have been suspended. As discussed during the Work Session, the recent rise has quickly led to a large amount of contact tracing and quarantining of municipal employees. We will do the best we can to maintain operations with limited staff over the next few weeks.
4. The City's parking ban came into effect on November 1. No vehicles shall be parked on City streets between the hours of Midnight and 7:00 a.m. Overnight parking is allowed in the parking lot adjacent to the Salvation Army.
5. Attached is a response from Bill Cass, PE Assistant Commissioner NHDOT to my letter of October 28, 2020 regarding Rte. 110. We are seeking some additional clarifications on what action steps and timing a transfer process would include. If we receive additional information, it will be provided to Council.
6. The PD statistics as reported to the Police Commission at their November meeting are attached.



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



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

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

October 30, 2020

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

**RE: Relocation of Urban Compact on NH-110 in Berlin**

Dear Mr. <sup>Jim</sup>Wheeler:

In response to your October 28 letter requesting confirmation of agreement details for the potential relocation of the Urban Compact further north on NH 110, please note the following. These points confirm what I discussed at the City Council Meeting on September 28, 2020.

1. As has been discussed, the Urban Compact could be relocated to approximately the intersection of Jericho Lake Road giving the City control and jurisdiction, as well as maintenance responsibility, over that segment in recognition of the OHRV and business development opportunities. This could be accomplished, with concurrence of the City, by the Commissioner reclassifying those limits to a Class IV highway.
2. NHDOT would provide maintenance upgrades to this section of NH 110 to bring the roadway condition up to serviceable maintenance condition as part of the reclassification. RSA 229:5 necessitates in conjunction with such reclassification performing rehabilitation work needed to return the highway surface to a reputable condition. This would involve NHDOT providing a leveling course and  $\frac{3}{4}$ " pavement overlay, the typical routine maintenance pavement treatment. This section of NH-110 was last paved in 2014 with a  $\frac{3}{4}$ " paver shim. Prior to that a  $\frac{5}{8}$ " paver shim was placed in 2005. This work would likely be accomplished as part of the paving program in calendar year 2022.
3. NHDOT will conduct a drainage assessment in advance of the resurfacing to determine the adequacy of the existing drainage. Any drainage infrastructure in need of repair will be repaired or replaced as necessary by the Department prior to repaving.
4. Following the September 28 meeting, we provided bridge inspection data for the two bridges along this sections to the City staff. Typically, the reclassification of this section of NH 110 would include responsibility for the bridges as well. Given the good condition of these bridges, the Department does not foresee any work needed on these bridges for a number of years and none is being proposed for the reclassification.

5. We recognize the concern about the longer term needs and improvements along this corridor. The Department will work with the City and the North Country Council to pursue a more substantial reconstruction project through the normal Ten Year Plan development process as regional need and priorities permit.
6. Typically, the pavement rehabilitation and drainage work would be done in advance of the reclassification and the City's acquiring jurisdiction and maintenance responsibility. As noted above, we would plan to accomplish the pavement work in CY 2022. As discussed on September 28, if the City is interested in pursuing the reclassification sooner, that could be accomplished and the Department would agree to follow up with the rehabilitation as outlined above.

Hopefully this is in keeping with the City's expectations. As always, I am available to meet and discuss if there are further questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "William Cass".

William Cass, P.E.  
Assistant Commissioner

cc: V. Sheehan  
D. Rodrigue  
P. Beaulieu

Berlin Police Department  
November 2020 Commissioner's Meeting

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