

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 12-4-2017  
**Re:** City Manager's Report

1. The NH Delegation has issued a request to President Trump to grant a Major Disaster Declaration for New Hampshire as a result of the October 30<sup>th</sup> storm. The attached communication from Senator Shaheen's office urges the President to make the declaration as soon as possible. Meanwhile, while the bulk of immediate restoration efforts have been completed, some streambank stabilization work near the Bean Brook Bridge on Hutchins St. is scheduled for this week. We are hopeful that we don't experience anything like the October event any time soon and that the current weather continues to cooperate with us getting caught up.
2. Attached is a page report of Public Works Work Orders for the month of November. As a reminder the public, City staff or City Councilors may issue a Service Request through the City website or by calling 752-4450.
3. HEB Engineers Project Status Report #037 for the Route 16 project is attached. As previously reported the construction work is nearing completion. A punch list of items to complete has been issued to Sargent Construction.
4. We did not receive any bids for the repair of the Mason St. City Hall Entry stairs. We are currently contacting contractors to solicit services. At a minimum we hope to stabilize the stairs for the winter and follow up with full repairs in the spring.
5. The NHDOT Bureau of Aeronautics conducted a safety inspection of the Berlin Regional Airport on Wednesday, November 15<sup>th</sup>. Overall the airport was identified as "well maintained and in good condition". There are a few maintenance issues that should be dealt with as soon as possible such as brush clearing, crack sealing and pavement markings. The complete report is attached.

6. Berlin Police Dept. [Statistics through October 2017](#) are attached. Milan calls for service and juvenile arrests are up. OHRV Stops are down 35% as compared to this time last year.
7. Unemployment statistics for October show Berlin's unemployment rate at 3.2%. The Highlights for the October 2017 Estimates are attached. Berlin's rate is in comparison to a State October 2017 average rate of 2.4%.

## Susan Tremblay

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**From:** Jim Wheeler  
**Sent:** Friday, December 01, 2017 1:00 PM  
**To:** Susan Tremblay  
**Subject:** Fwd: NH Delegation Calls on President to Grant Major Disaster Declaration

Possibly cm report.

Begin forwarded message:

**From:** "Henderson, Chuck (Shaheen)" <[Chuck.Henderson@shaheen.senate.gov](mailto:Chuck.Henderson@shaheen.senate.gov)>  
**Date:** December 1, 2017 at 12:33:14 PM EST  
**To:** Undisclosed recipients;;  
**Subject:** NH Delegation Calls on President to Grant Major Disaster Declaration

**FOR IMMEDIATE RELEASE**

December 1, 2017

### **NH Delegation Calls on President to Grant Major Disaster Declaration**

(Washington, DC) – U.S. Senator Jeanne Shaheen (D-NH) led a letter with Senator Maggie Hassan (D-NH) and Congresswomen Carol Shea-Porter (NH-01) and Annie Kuster (NH-02) to President Trump in support of Governor Sununu's request for a Major Disaster Declaration for the State of New Hampshire following the damage and costs incurred by severe rain and flooding in October. The cost associated with the October storm is approximately \$6 million statewide.

"As a result of the October 2017 storm, New Hampshire communities experienced a dangerous combination of heavy rainfall, wind and flash flooding that imposed significant property damage and strained state, municipal and county budgets. The magnitude of the damage caused by this storm is such that an effective response is beyond the capacity of New Hampshire's state and local governments, justifying federal assistance," **the delegation wrote**. "We urge you to grant a Major Disaster Declaration for New Hampshire as soon as possible in order to ensure that our state and towns have access to the resources and assistance they need to fully recover from this emergency."



# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 11/01/2017 - 11/30/2017

Page 1 of 6

### Administrative - 7 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2334	15 WOOD STREET	11/02/2017	29	Low	Completed		reporting property damage
WO-2352	653 LANCASTER STREET	11/06/2017	25	Low	Completed	Other	He is wondering if the City is going to cover costs of property damage
WO-2354	34 PEAVEY LANE	11/06/2017	25	Low	Completed	Other	Light out on corner of Peavey Lane and School St
WO-2360	5 WIGHT STREET	11/10/2017	21	Low	Completed	Other	Regarding Map 119, Lots 485 and 486:
WO-2361	168 MAIN STREET	11/13/2017	18	Low	Completed		Traveling East on Mason at Main St. intersection.
WO-2386	34 PEAVEY LANE	11/17/2017	14	Low	Completed	Other	light is out on the corner of Peavey and School
WO-2392	1011 MAIN STREET	11/20/2017	11	Low	Completed	Other	See Attached, asking for compensation of his costs for the broken

### Contractors - 1 Work Order

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2390	7 PAGE HILL ROAD	11/20/2017	11	High	Completed	Contact Vaillancourt	Help City Electrician get access to Pole to repair fire Alarm system

### Garage/Vehicles - 1 Work Order

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2391	168 MAIN STREET	11/20/2017	11	Low	Completed		RE-set City Hall Tower Clock

### Maintenance - 9 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
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Report Date: December 01, 2017





# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 11/01/2017 - 11/30/2017

Page 2 of 6

WO-2329	199 HOWARD STREET	11/01/2017	30	Low	Completed	Sign - Tree trimming	tree that she believes is on City property that has fallen into her yard
WO-2342	168 MAIN STREET	11/02/2017	29	Low	Completed	Other	Voting setup for Tuesday 7th at Rec Center, St Anne's Hall, and East
WO-2353	270 MAIN STREET	11/06/2017	25	Low	Completed	Other	Yellow paint on the bottom step of the front entrance to the Berlin
WO-2380	12 WATSON STREET	11/14/2017	17	Low	Completed	Other	Pump Sta. Concrete containment wall needs to be repaired. Think
WO-2382	168 MAIN STREET	11/15/2017	16	Low	Assigned	Other	Can you schedule Dave to drop network cable in the City Clerk's
WO-2388	270 MAIN STREET	11/17/2017	14	High	Assigned	Building Repair	Ceiling in Library Children's Dept has a leak. Maybe someone can look
WO-2398	12 WATSON STREET	11/22/2017	9	Low	Assigned	Fence/Railing/Wall -	Please put up temporary fencing where the wall breached
WO-2409	168 MAIN STREET	11/27/2017	4	Low	Completed	Sign - Repair	Need to fix a sign, the tall pedestal one when you walk in. See Helen
WO-2413	168 MAIN STREET	11/28/2017	3	Low	Completed	Building Repair	The tall blinds on 3rd floor, nearest to door, have some how moved

## Parks and Grounds - 19 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
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# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 11/01/2017 - 11/30/2017

Page 3 of 6

WO-2336	102 MAIN STREET	11/02/2017	29	Low	Completed	Decorative Lighting	Lights that are out that need to be fixed before Parade of Lights
WO-2338	GLEN AVENUE	11/02/2017	29	Low	Assigned	Other	Prior to next Spring, flag pole needs to be installed at Veteran's Park
WO-2341	COLE STREET	11/02/2017	29	Low	Completed	Other	The flag at Dead River Park was shredded in the storm.
WO-2340	WIGHT STREET	11/02/2017	29	Low	Assigned	Other	To be done prior to next spring.
WO-2339	MAIN STREET	11/02/2017	29	Low	Assigned	Other	To be done for next spring at Bickford Park
WO-2335	GLEN AVENUE	11/02/2017	29	Low	Assigned	Decorative Lighting	Veterans Park - Lighting at Part for Christmas Decorations
WO-2337	MAIN STREET	11/02/2017	29	Low	Assigned	Maintenance	Paint tables at Bickford place before next spring.
WO-2344	GLEN AVENUE	11/03/2017	28	Low	Completed	Other	Have flags at veteran's park looked at and changed where
WO-2350	COMMUNITY STREET	11/06/2017	25	Low	Completed	Custodial Tasks	Bathrooms have been trashed over the weekend.
WO-2366	COMMUNITY STREET	11/13/2017	18	Low	Completed	Other	Broken water line Community Field Bathroom Facility.
WO-2365	942 MAIN STREET	11/13/2017	18	Low	Assigned	Maintenance	The fence that was wrecked by the fallen trees are sticking out into the
WO-2362	PLEASANT STREET	11/13/2017	18	Low	Completed	Other	Someone called to say the flag at the Grand Trunk Park is still flying at
WO-2379	MAIN STREET	11/14/2017	17	Low	Ready	Tree Pruning	Tree fallen in Rotary Park from October 30th storm.
WO-2393	672 FIRST AVENUE	11/20/2017	11	Low	Schedule/in	Maintenance	A couple of extra items while the crew varnishes the Recreation gym
WO-2394	672 FIRST AVENUE	11/20/2017	11	Low	Assigned	Custodial Tasks	Before they leave at 3:00 on Monday, December 11 (if want, can do it
WO-2408	38 GLEN AVENUE	11/27/2017	4	Low	Assigned	Decorative Lighting	Sylvia noticed that the lights weren't on this past weekend on the
WO-2417	0 MAIN STREET	11/29/2017	2	Low	Assigned	Decorative Lighting	One wreath hanging on light pole is not working at Gill's Park
WO-2415	38 GLEN AVENUE	11/29/2017	2	Low	Completed	Decorative Lighting	The Gazebo lights are still out at Veterans Park
WO-2416	121 MAIN STREET	11/29/2017	2	Low	Assigned	Decorative Lighting	two lights at the entrance sign arch are not working

### Refuse/Recycle/Yard Waste - 2 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2345	1815 RIVERSIDE DRIVE	11/03/2017	28	Low	Completed	Recycle Pick-up	please pick up her recyclables. Monday storm it was skipped and
WO-2419	733 MARBLE STREET	11/30/2017	1	Low	Completed		Recyclables weren't picked up. Since separating them is not

### Sanitary Sewer - 13 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
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Report Date: December 01, 2017





# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 11/01/2017 - 11/30/2017

Page 4 of 6

WO-2331	530 WILLARD STREET	11/01/2017	30	Low	Completed	Other	We need to pull out a large tree stump and according to records the
WO-2359	174 MT. FORIST STREET	11/09/2017	22	Low	Completed	Investigate Sewer	having sewer backup issues in the bathroom
WO-2364	1487 MAIN STREET	11/10/2017	21	Low	Assigned	Investigate Sewer	sewer call on my voicemail about a sewer backup
WO-2370	GRAFTON STREET	11/14/2017	17	High	Schedule/in		Structure to be replaced
WO-2374	12 WATSON STREET	11/14/2017	17	Low	Assigned	Structure Repair	MH needs to be rebuilt- from storm damage
WO-2373	12 WATSON STREET	11/14/2017	17	Low	Assigned	Structure Repair	MH needs to be rebuilt- from storm damage
WO-2377	168 MAIN STREET	11/14/2017	17	Low	Assigned	Other	There is a tree in Smith Hydro canal that is lodged against sewer line
WO-2402	159 JERICHO ROAD	11/22/2017	9	Low	Assigned	Other	Please verify sewer connection. We have ties, and they have a well.
WO-2401	ALICE STREET	11/22/2017	9	Low	Assigned	Other	Garage that has a well on property. Please verify sewer connection-we
WO-2411	HUTCHINS STREET	11/27/2017	4	High	Schedule/in	Line Cleaning	Sewer back up at Burgess Biomass Maintenance Shop.
WO-2410	407 COOS STREET	11/27/2017	4	High	Schedule/in	Line Cleaning	Sewer back-up
WO-2414	822 KENT STREET	11/28/2017	3	Low	Assigned	Investigate Sewer	Sewer issues
WO-2418	174 MT. FORIST STREET	11/30/2017	1	Low	Assigned	Investigate Sewer	Sewer Backup

## Storm Drainage System - 10 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2357	657 LANCASTER STREET	11/08/2017	23	Low	Completed	Water Drainage	Serious drainage issue from flood. It pushed his basement floor up.
WO-2369	2 NIBROC STREET	11/13/2017	18	Low	Completed	Water Drainage	He says water is still gushing out onto Nibroc St. (I'm not sure where
WO-2367	SECOND AVENUE	11/13/2017	18	Medium	Ready		Storm or sewer system was spilled into area of water pump station.
WO-2375	657 LANCASTER STREET	11/14/2017	17	Low	Completed	Catchbasin Cleaning	Clean Catch basins in the area
WO-2371	822 KENT STREET	11/14/2017	17	Low	Completed		She is wondering when the culvert will be taken care of. She hopes it's
WO-2378	830 HUTCHINS STREET	11/14/2017	17	Low	Completed	Catchbasin Repair	CB needs repair after storm
WO-2384	1011 MAIN STREET	11/15/2017	16	Low	Assigned		drainage issues
WO-2397	NAPERT STREET	11/21/2017	10	High	Completed		Repair drain fromDummerYard collection pond outlet washed out from
WO-2405	5 GORDON AVENUE	11/24/2017	7	High	Schedule/in	Other	During storm brook washed out some areas, behind stone wall.
WO-2406	145 GREEN STREET	11/27/2017	4	High	Completed	Line Cleaning Line	Manhole is sur-charging





# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 11/01/2017 - 11/30/2017

Page 5 of 6

### Streets and Highways - 32 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2332	284 BURGESS STREET	11/01/2017	30	High	Completed		BERWICK ST - Driving by I noticed that a large section of the lower
WO-2326	35 WIGHT STREET	11/01/2017	30	Low	Assigned	Other	Place loam flush to surface of sidewalks where mulch was removed on
WO-2327	96 WENTWORTH AVENUE	11/01/2017	30	Low	Completed	Other	Lots of gravel washed out into road from neighbors driveway
WO-2328	344 CHAMPLAIN STREET	11/01/2017	30	Low	Completed	Other	lots of rocks and debris on the road that needs cleanup before it goes
WO-2330	647 GENDRON STREET	11/01/2017	30	Low	Completed	Other	the washout from Coos st went into his yard. He has very large slabs
WO-2333	214 HILLSBORO STREET	11/02/2017	29	Medium	Completed	Pot Hole	left side of road past house in front of driveway/garages, there is a
WO-2346	320 HILLSBORO STREET	11/03/2017	28	High	Completed	Pot Hole	Road erosion in front of their property-needs cones for now
WO-2348	700 LANCASTER STREET	11/03/2017	28	High	Completed	Sand Piles to Pick	large dirt piles in front of his property prohibiting parking for his
WO-2347	109 SEVENTH STREET	11/03/2017	28	Low	Completed	Housekeeping	a tree from the neighbor's property fell in the road. It has been cleared;
WO-2343	1354 NAPERT STREET	11/03/2017	28	Medium	Completed	Pot Hole	road is very damaged and the CB area is also damaged. She says no
WO-2349	41 RHEIMS STREET	11/04/2017	27	Low	Completed		Clean up tree debris in street by 37 Bemis Street.
WO-2356	34 PEAVEY LANE	11/06/2017	25	Low	Completed	Other	Can we pick up the 'No Parking' signs in the buckets along School and
WO-2355	371 PORTLAND STREET	11/06/2017	25	Low	Completed	Curb Repair Pot	Curbing was torn out years ago by our plow. She has holes in the road
WO-2351	653 LANCASTER STREET	11/06/2017	25	Low	Completed	Housekeeping	Lancaster street needs cleaning up after the storm, full of rocks and
WO-2358	200 PLEASANT STREET	11/08/2017	23	Low	Completed	Sidewalk Repair	Potholes at each entrance to Rite Aide on the sidewalks. Also pothole
WO-2363	213 HIGH STREET	11/13/2017	18	Low	Completed	Other	I noticed that there are still 4 bucket 'No Parking' signs that were left
WO-2368	39 ICELAND STREET	11/13/2017	18	Low	Completed	Pot Hole Repair	Pot holes on the street needs to be filled before winter and the holes
WO-2376	812 SECOND AVENUE	11/14/2017	17	Low	Assigned	Road Paving	Janet left me a message saying she went to BWW to complain about
WO-2372	373 NORWAY STREET	11/14/2017	17	Low	Completed	Other	the bucket 'no parking signs are still on Norway St'
WO-2381	1 MAIN STREET	11/15/2017	16	Low	Assigned	Line Painting	Creating work order from Pam's email-not sure if this is something we
WO-2385	283 MAIN STREET	11/16/2017	15	Low	Completed	Pot Hole Repair	Hi Mike,
WO-2387	181 HILLSIDE AVENUE	11/17/2017	14	Low	Assigned		Need salt barrels at the usual locations at the schools.
WO-2389	421 MAIN STREET	11/17/2017	14	Low	Assigned	Line Painting	Crosswalk in front of St Anne's is still not there and cars are not
WO-2403	10 JERICHO ROAD	11/21/2017	10	High	Completed		Snow covered roads, called in crews to treat Rodas
WO-2395	653 LANCASTER STREET	11/21/2017	10	Low	Completed	Street/Sidewalk	There was a work order previously made to clean up the road on both
WO-2396	305 BURGESS STREET	11/21/2017	10	Low	Assigned	Pot Hole Repair	Pot hole at top of Alpha, and further down near her garage.

Report Date: December 01, 2017

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# Berlin, NH New Hampshire

## All Work Orders - All Divisions

Issued Between: 11/01/2017 - 11/30/2017

Page 6 of 6

### Streets and Highways - 32 Work Orders

ID	Nearest Address	Date	Age	Priority	Status	Task	Description
WO-2404	10 JERICHO ROAD	11/22/2017	9	High	Completed		PD called 3:05 pm roads slippery, called in crews to treat roads
WO-2400	44 ARGONNE STREET	11/22/2017	9	Low	Assigned		Mr. Dube is asking that the sand barrel for Argonne Street be put out
WO-2399	15 MYRTLE STREET	11/22/2017	9	Low	Completed	Pot Hole	There is still 1' x 1' square that hasn't been patched up from the
WO-2407	629 BLAIS STREET	11/27/2017	4	Low	Assigned	Other	Can I please have a sand barrel at the end of the street. I have had
WO-2412	55 MAIN STREET	11/28/2017	3	Low	Assigned	Other	The subsidence seems worse. Seems like we should get someone
WO-2420	385 HILLSBORO STREET	11/30/2017	1	Low	Assigned	Pot Hole	There is a washout across from the house caused by the flooding.



## PROJECT STATUS REPORT #037

HEB Engineers, Inc. • [www.hebengineers.com](http://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

<b>Date:</b>	November 17, 2017	<b>Project #:</b>	2014-056	<b>Page 1 of 2</b>
<b>Client:</b>	Jim Wheeler City of Berlin 168 Main Street Berlin, NH 03570	<b>Project:</b>	Route 16 Roadway Reconstruction	
<b>Project Manager:</b>	Jay J. Poulin, PE	<b>Location:</b>	Berlin, NH	
		<b>Period:</b>	October 21 – November 17, 2017	

Tasks completed this period:

- **Phase 009 Construction Administration**
  - Completed on-site observations and associated Field Reports.
  - Coordination associated with Brown School sewer repair.
  - Conducted construction progress meeting on October 24.
  - Coordinated with several project abutters and utility companies.
  - Reviewed Contractor Submittals.
  - Reviewed Payment Application #010.
  - Attended meeting to review blinker beacon on November 15.
  - Began preparing As-Built Plans.
- **Phase 010 Fire Alarm Evaluation**
  - Phase complete. HEB has submitted a Contract Amendment to coordinate with the Subconsultant for desired implementation from the Fire Alarm Evaluation Report.
- **Phase 011 2017 Disaster Response**
  - Attended meetings with City representatives to review damage areas.
  - Coordinate with NH Homeland Security and FEMA regarding damage areas.
  - Coordinated with City and Contractor for construction and contractual details.
  - Complete on-site observations from November 2 -17 to coordinate with Contractor and observe repair and reconstruction activities on Coos Street, Howland Street, Grafton Street, and Enman Hill Road.
  - Begin preparation of sketch details for Bean Brook repairs along lower Wood Street.

Tasks scheduled for completion:

- Continued Construction Administration tasks.

### Immediate Action Items:

### Deadline

Pending from client:

- Signed Contract Amendment for Fire Alarm implementation

Information/submittals to client:

- N/A

**Status:** Construction is nearing completion. HEB is providing full-time Construction Administration services including on-site construction observation (with daily Field Reports), reviewing Contractor Submittals, and regular construction progress meetings.

In terms of the Fire Alarm utility, HEB has submitted a Contract Amendment for SFC Engineering to perform consulting and fire protection engineering related to the implementation of the fire alarm radio system. Once approved by the City, SFC will begin coordination of the radio system implementation.

HEB assisted the City starting on November 1, 2017 regarding damage associated with the storm of October 30. HEB completed on-site observations and Contractor coordination for the repair work associated with Coos Street, Howland Street, Grafton Street, and Enman Hill Road. HEB also began developing details for the repair work on Bean Brook near lower Wood St.

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**SCHEDULE SUMMARY:**

<u>Phases</u>	<u>Scheduled Completion:</u>	<u>Anticipated Completion:</u>
001 Existing Features Analysis	December 12, 2014	COMPLETE
002 Schematic Design	February 6, 2015	COMPLETE
003 Design Development	May 1, 2015	COMPLETE
004A Alteration of Terrain Permitting	May 1, 2015	COMPLETE
004B Wetland Permitting	May 1, 2015	COMPLETE
004C Shoreland Permitting	May 1, 2015	COMPLETE
004D Natural & Cultural Resources	May 1, 2015	COMPLETE
<del>004E Sewer Connection Permitting</del>	<del>May 1, 2015</del>	<del>January 2016</del>
005 Construction Documents	June 26, 2015	COMPLETE
006 Twelfth Street Bridge Intersection	January 29, 2016	COMPLETE
007 Traffic Signal Design	March 11, 2016	COMPLETE
008 Bidding Assistance	April 8, 2016	COMPLETE
009 Construction Administration	November 2017	November 2017
010 Fire Alarm Evaluation	October 2016	COMPLETE
011 2017 Disaster Response	TBD	TBD

**BILLING SUMMARY:**

<u>Phases</u>	<u>Proposed Fees</u>	<u>% Billed</u>	<u>Total Amount Billed</u>
001 Existing Features Analysis	\$109,627 lump sum	100%	\$ 109,627.00
002 Schematic Design	\$ 61,062 lump sum	100%	\$ 61,062.00
003 Design Development	\$ 53,125 lump sum	100%	\$ 53,125.00
004A Alteration of Terrain Permitting	\$ 21,828 lump sum	100%	\$ 21,828.00
004B Wetland Permitting	\$ 5,709 lump sum	100%	\$ 5,709.00
004C Shoreland Permitting	\$ 5,120 lump sum	100%	\$ 5,120.00
004D Natural & Cultural Resources	\$ 3,406 lump sum	100%	\$ 3,406.00
005 Construction Documents	\$ 42,762 lump sum	100%	\$ 42,762.00
006 Twelfth Street Bridge Intersection	\$ 4,485 lump sum	100%	\$ 4,485.00
007 Traffic Signal Design	\$ 10,000 lump sum	100%	\$ 10,000.00
008 Bidding Assistances	\$ 9,600 lump sum	100%	\$ 9,600.00
009 Construction Administration	\$438,173 hourly	91%	\$ 398,205.68
009 REVISED CURBING CREDIT	\$ 0	---	\$ (2,728.34)
010 Fire Alarm Evaluation	\$ 15,000 lump sum	100%	\$ 15,000.00
011 2017 Disaster Response	\$ 0	---	\$ 3,405.00
<b>TOTALS</b>	<b>\$779,897</b>	<b>95%</b>	<b>\$ 740,606.34</b>

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**\*\*This is not an invoice\*\***





*Victoria F. Sheehan*  
*Commissioner*

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



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

November 16, 2017

Marcel Leveille  
Berlin Regional Airport  
800 Eastside River Road  
Milan, NH 03588

Dear Mr. Leveille:

On November 15, 2017, the New Hampshire Department of Transportation, Bureau of Aeronautics (BOA) conducted a "5010" safety inspection of the Berlin Regional Airport. The purpose was to identify any aviation safety concerns and to document airport conditions. These annual inspections are conducted by BOA personnel who have specific program training provided by the FAA. Under this program, an inspector collects information concerning the operations, physical condition of the runway(s), and visual landing aids at the airport. Additionally, the inspector collects spatial data on existing and potential obstructions surrounding the airport. The "5010" inspection collects information to enhance safety for the flying public. As you are probably aware, the data gathered during the inspections forms the basis for federally-produced flight publications such as the Airport/Facility Directory, numerous Aeronautical Charts and certain instrument approach/departure procedures. Additionally, several privately-produced flight guides also rely on FAA Form 5010 as a primary source of information.

The inspection itself focuses on the airport's compliance with FAR Part 77, "Objects Affecting Navigable Airspace," and various FAA Advisory Circulars.

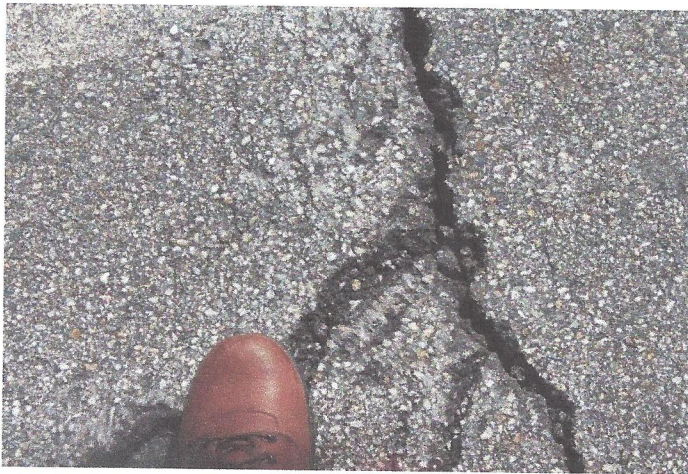
Overall, the airport is very well maintained and is in good condition, however, there are a few maintenance concerns that this letter will address.

***Runway Surface and Markings***

Runway 18/36 is paved and is reported as 5,200 feet long by 100 feet wide and is designed to accommodate aircraft with a B-II Airport Reference Code.

The runway surface is in good condition with minor pavement cracking. Some cracks are approaching one inch in width and should be sealed as soon as practicable. There is an area of pavement near the approach end of runway 36 where a patch is beginning to sink slightly. This area should be watched closely and be considered for repair in any future pavement maintenance project (see photos on next page).





The majority of runway markings are in fair to poor condition and are in need of repainting with the exception of the 1000 foot markers. Non-precision instrument runway markings, including an aiming point marking, are located on each end of the runway per FAA standards. Airport maintenance projects are eligible for AIP funding. The airport's CIP indicates that the next project to be funded is an airport pavement and marking project. This project will help the airport abide by its grant assurances as well as increase overall safety at the airport. This proposed maintenance project should be carried out as soon as possible.

#### ***Runway Safety Area***

For Berlin Regional Airport, the runway safety area (RSA) is centered on the runway centerline, is 150 feet wide and extends 300 feet beyond the runway ends. There are no safety issues with regard to the RSA.

#### ***Obstacle Free Zone & Object Free Area***

For Berlin Regional Airport, the runway obstacle free zone (OFZ) is centered on the runway centerline, is 400 feet wide, and extends 200 feet beyond the runway ends. The runway object free area (OFA) is centered on the runway centerline, is 500 feet wide, and extends 300 feet beyond the runway ends. There were no safety issues observed with regard to the OFZ and OFA.

#### ***FAR Part 77 Primary Surface***

Berlin Regional Airport's runway is classified as an "other than utility" runway with two straight-in non-precision instrument approaches to Runway 18. The Primary Surface is centered on the runway centerline with a width of 500 feet. Since the runway surface is paved, the Primary Surface extends 200 feet beyond the runway ends.

#### ***Close-In Obstructions***

Any object that penetrates the Primary Surface at the runway ends is considered a close-in obstruction. No close-in obstructions were observed.

#### ***Part 77 Approach Surfaces and Obstructions***

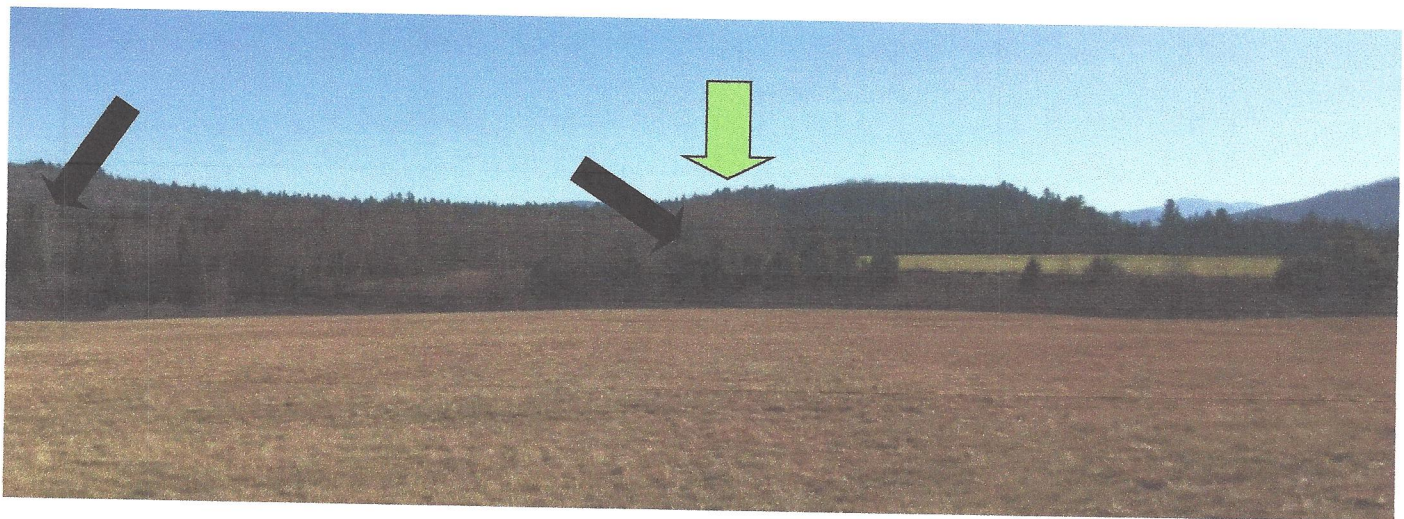
The Approach Surfaces for Berlin Regional Airport are in the shape of a trapezoid that begins at the runway ends of the Primary Surface where they are 500 feet wide. For Runway 18, the Approach Surface flares out from the end of the Primary Surface to a width of 3,500 feet at a distance of 10,000 feet. The Approach Surface is then tilted up at a slope of 34 feet horizontal to 1 foot vertical (34:1). For Runway 36, the Approach Surface flares out from the end of the Primary Surface to a width of 1,500 feet at a distance of 5,000 feet. The Approach Surface is then tilted up at a slope of 20:1. Any object that penetrates these imaginary surfaces is considered an obstruction. The obstruction with the greatest slope angle is defined as the controlling obstruction. The runway end elevations used in these calculations are: runway 18 at 1161 feet and runway 36 at 1130 feet.



The following controlling obstructions were observed in the approach surfaces:

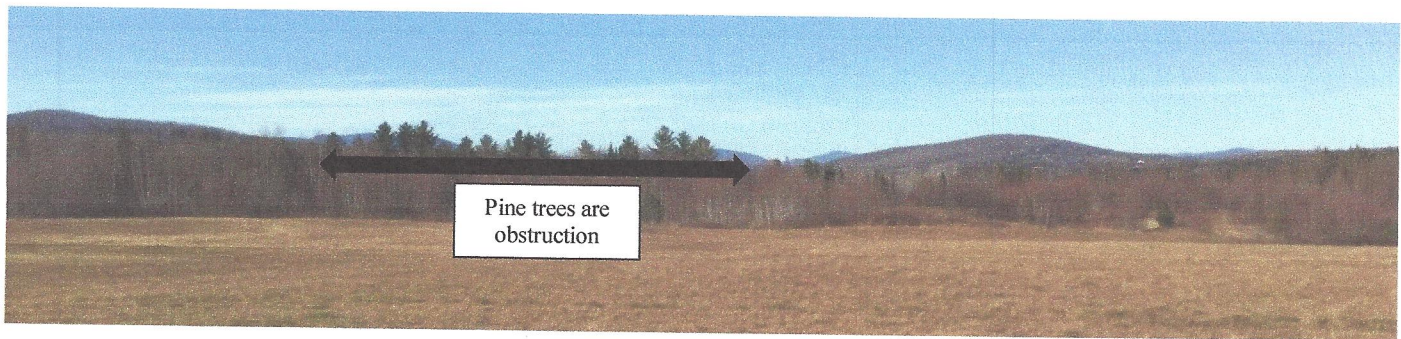
Runway	Obstruction	Height Above Rwy End	Distance from Rwy End	Offset from Extended Centerline	Slope
36	Trees and Bushes	5 feet	215 feet	150 feet right	3:1
18	Trees	35 feet	800 feet	140 feet right	17:1

Runway 36 Obstructions (a photo from the 2015 inspection was used to show better contrast between obstructions). The controlling obstruction is indicated by the white arrow. The green arrow indicates a future obstruction. This group of trees is currently at a 20:1 slope. The black arrows indicate additional obstructions to the approach surface.



Runway 18 Obstructions (a photo from the 2015 inspection was used to show better contrast between obstructions). The controlling obstruction is indicated by the white arrow. The green arrow indicates a future obstruction. These trees should be removed and the area grubbed in order to prevent them from growing and becoming obstructions in the future. The black arrows indicate additional obstructions to the approach surface.





#### ***Part 77 Transitional Surfaces***

There may be penetrations to the 7:1 transitional surface due to young trees inside the fence. A study of these trees was not completed during this visit.

#### ***Apron Surface and Markings***

The apron surface is in fair condition with minor pavement cracking. Some cracks are approaching one inch in width and should be sealed as soon as practicable. The apron markings are in fair to poor condition and are in need of repainting.

#### ***Airport Lighting***

The airport light was in good working condition.

#### ***Windsock and Segmented Circle***

There were no safety issues observed with regard to the windsock and segmented circle.

#### ***Limitations***

Berlin Regional Airport is registered as a publicly owned, commercial use, open to the public airport. As such, there are no limitations placed on the types of activities or operations conducted at the airport.

#### ***Perimeter Fencing***

The perimeter fence has trees and shrubs growing up into the fence. These should be removed to maintain the integrity of the fence and the grant assurances that were accepted along with the federal funds that paid to install it.



### **Airport Signage**

The airport signs were in good condition except this particular sign which faded and cracking. In the interest of safety replacing the sign faces should be considered in the next capital improvement planning process.



### **References**

References utilized for this inspection are available on the internet at [www.faa.gov](http://www.faa.gov):

- FAR Part 77, "Objects Affecting Navigable Airspace"
- FAA Advisory Circular 150/5300-13A, "Airport Design"
- FAA Advisory Circular 150/5340-30H, "Design and Installation Details for Airport Visual Aids"
- FAA Advisory Circular 150/5340-1M, "Standards for Airport Markings"
- FAA Advisory Circular 150/5345-27E, "Specification for Wind Cone Assemblies"
- FAA Advisory Circular 150/5340-5D, "Segmented Circle Airport Marking System"

Thank you for an enjoyable visit to Berlin Regional Airport. Should have any questions relating to the inspection or any other aviation matter, please do not hesitate to contact me at (603) 271-1677 or at [rita.hunt@dot.nh.gov](mailto:rita.hunt@dot.nh.gov).

Kind Regards,

Rita Castonguay Hunt  
Aviation Planner  
Bureau of Aeronautics



New Hampshire Local Area Unemployment Statistics  
Highlights – October 2017 Estimates

(Note: Rates are not seasonally adjusted)

- The October 2017 State unemployment rate was 2.4 percent. This was a decrease of 0.2 percentage points from the September rate. The October 2016 rate was 2.5 percent.
- The NH portion of the Lebanon NH-VT MicroNECTA had the lowest unemployment rate for the month of October while the Berlin NH MicroNECTA had the highest.
- One area recorded a rate below 2.0 percent:
  - NH portion of the Lebanon NH-VT MicroNECTA – 1.9 percent
- Twenty areas registered rates between 2.0 and 2.5 percent:
  - Concord NH MicroNECTA – 2.0 percent
  - Plymouth NH LMA – 2.0 percent
  - Charlestown NH LMA – 2.1 percent
  - NH Portion of the Dover-Durham NH-ME MetroNECTA – 2.1 percent
  - Belmont NH LMA – 2.2 percent
  - NH portion of the Conway NH-ME LMA – 2.2 percent
  - Franklin NH LMA – 2.2 percent
  - Meredith NH LMA – 2.2 percent
  - New London NH LMA – 2.2 percent
  - Newport NH LMA – 2.2 percent
  - Claremont, NH Micropolitan NECTA – 2.3 percent
  - Haverhill NH LMA – 2.3 percent
  - Hillsborough NH LMA – 2.3 percent
  - Keene NH MicroNECTA – 2.3 percent
  - Laconia NH MicroNECTA – 2.3 percent
  - NH Portion of the Littleton NH-VT LMA – 2.3 percent
  - NH Portion of the Portsmouth NH-ME MetroNECTA – 2.3 percent
  - Raymond NH LMA – 2.3 percent
  - Manchester NH MetroNECTA – 2.4 percent
  - Peterborough NH LMA – 2.4 percent
- Five areas registered rates at or above 2.5 percent:
  - NH portion of the Brattleboro VT-NH LMA (Hinsdale town) – 2.7 percent
  - NH Portion of the Nashua NH-MA NECTA Division – 2.7 percent
  - Wolfeboro NH LMA – 2.7 percent
  - NH portion of the Colebrook NH-VT LMA – 2.9 percent
  - Berlin NH MicroNECTA – 3.2 percent
- New Hampshire portion of the NECTA Divisions on the Massachusetts border:
  - NH Portion of the Haverhill-Newburyport-Amesbury MA-NH NECTA Division – 2.8 percent
  - NH Portion of the Lawrence-Methuen-Salem MA-NH NECTA Division (Salem town) – 3.2 percent
  - NH Portion of the Lowell-Billerica-Chelmsford MA-NH NECTA Division (Pelham town) – 3.4 percent
- New Hampshire's October 2017 labor force estimates show 4,800 fewer employed and 510 fewer unemployed than in October 2016 for a year-to-year net loss in the labor force of 5,310.

# Local Area Unemployment Statistics

ESTIMATES for: OCTOBER 2017

NOTE: This information is confidential. Its RELEASE IS PROHIBITED until 8:30 A.M. on 11/22/2017.

Not Seasonally Adjusted  
Statewide Unemployment Rate

SEPTEMBER 2017	2.6%
OCTOBER 2017	2.4%

	Labor Force	Employment	Unemployment	Rate
NEW HAMPSHIRE (Statewide)	742,910	724,990	17,920	2.4%
COUNTIES:				
Belknap	30,590	29,900	690	2.3%
Carroll	23,090	22,530	560	2.4%
Cheshire	39,870	38,950	920	2.3%
Coos	14,320	13,910	410	2.8%
Grafton	48,000	47,020	980	2.0%
Hillsborough	231,200	225,270	5,930	2.6%
Merrimack	80,370	78,700	1,670	2.1%
Rockingham	180,300	175,540	4,760	2.6%
Strafford	72,230	70,710	1,520	2.1%
Sullivan	22,950	22,460	490	2.1%
LABOR MARKET AREAS:				
Belmont NH LMA	11,000	10,760	240	2.2%
Berlin NH MicroNECTA	6,390	6,180	210	3.2%
Charlestown NH LMA	7,020	6,870	150	2.1%
Claremont, NH Micropolitan NECTA	7,330	7,160	170	2.3%
Colebrook NH-VT LMA, NH Portion	2,460	2,390	70	2.9%
Colebrook NH-VT LMA (NH & VT)	3,000	2,900	100	3.3%
Concord NH MicroNECTA	46,130	45,210	920	2.0%
Conway NH-ME LMA, NH Portion	11,940	11,670	270	2.2%
Conway NH-ME LMA (NH & ME)	16,170	15,810	360	2.2%
Dover-Durham NH-ME MetroNECTA, NH Portion	72,230	70,710	1,520	2.1%
Dover-Durham NH-ME MetroNECTA (NH & ME)	84,210	82,390	1,820	2.2%
Franklin NH LMA	10,250	10,020	230	2.2%
Haverhill NH LMA	3,440	3,360	80	2.3%
Hillsborough NH LMA	7,850	7,670	180	2.3%
Hinsdale Town, NH Portion, Brattleboro VT-NH LMA	2,000	1,950	50	2.7%
Keene NH MicroNECTA	26,050	25,460	590	2.3%
Laconia NH MicroNECTA	11,070	10,810	260	2.3%
Lebanon NH-VT MicroNECTA, NH Portion	24,870	24,390	480	1.9%
Lebanon NH-VT MicroNECTA (NH & VT)	44,660	43,820	840	1.9%
Littleton NH-VT LMA, NH Portion	12,250	11,970	280	2.3%
Littleton NH-VT LMA (NH & VT)	13,070	12,760	310	2.3%
Manchester NH MetroNECTA	115,900	113,120	2,780	2.4%
Meredith NH LMA	7,180	7,020	160	2.2%
Nashua NH-MA NECTA Division, NH Portion	161,680	157,300	4,380	2.7%
Nashua NH-MA NECTA Division (NH & MA)	170,660	166,030	4,630	2.7%
New London NH LMA	8,590	8,400	190	2.2%
Newport, NH LMA	6,320	6,180	140	2.2%
Pelham Town, NH Portion, Lowell-Billerica-Chelmsford MA-NH NECTA Division	7,500	7,240	260	3.4%
Peterborough NH LMA	18,500	18,060	440	2.4%
Plymouth NH LMA	17,340	16,990	350	2.0%
Portsmouth NH-ME MetroNECTA, NH Portion	57,580	56,270	1,310	2.3%
Portsmouth NH-ME MetroNECTA (NH & ME)	74,760	73,060	1,700	2.3%
Raymond NH LMA	14,330	14,000	330	2.3%
Salem Town, NH Portion, Lawrence-Methuen-Salem MA-NH NECTA Division	17,710	17,140	570	3.2%
Seabrook-Hampstead Area, NH Portion, Haverhill-Newburyport-Amesbury MA-NH NECTA Division	39,030	37,930	1,100	2.8%
Wolfeboro NH LMA	9,040	8,800	240	2.7%

Cities and Towns	Rate	Cities and Towns	Rate
Berlin	3.3%	Littleton	2.1%
Claremont	2.3%	Manchester	2.6%
Colebrook	2.5%	Nashua	2.9%
Concord	2.1%	Peterborough	2.2%
Conway	2.0%	Plaistow	3.5%
Dover	2.0%	Plymouth	2.4%
Franklin	2.2%	Portsmouth	2.0%
Haverhill	2.1%	Rochester	2.1%
Keene	2.4%	Salem	3.2%
Laconia	2.5%	Seabrook	3.3%
Lebanon	1.6%	Somersworth	2.1%



## Unemployment and Labor Force by Area

[New Hampshire unemployment and labor force estimates are calculated using a regression model which depends on Current Population Survey (CPS) estimates. Estimates are calculated using the Bureau of Labor Statistics "Handbook Method" and then adjusted to the State levels.]

Labor Market Area	October 2017			October 2016		
	Unemployment	Civilian Labor Force	Rate	Unemployment	Civilian Labor Force	Rate
<i>seasonally adjusted:</i>						
United States (in thousands)	6,520	160,381	4.1%	7,740	159,643	4.8%
New Hampshire	20,130	747,910	2.7%	20,920	750,990	2.8%
<i>not seasonally adjusted:</i>						
United States (in thousands)	6,242	160,465	3.9%	7,447	159,783	4.7%
New Hampshire NSA	17,920	742,910	2.4%	18,430	748,220	2.5%
Belmont NH LMA	240	11,000	2.2%	250	10,990	2.3%
Berlin NH MicroNECTA	210	6,390	3.2%	200	6,500	3.1%
Charlestown NH LMA	150	7,020	2.1%	150	7,270	2.1%
Claremont, NH Micropolitan NECTA	170	7,330	2.3%	170	7,450	2.3%
Colebrook NH-VT LMA, NH Portion	70	2,460	2.9%	80	2,400	3.2%
Colebrook NH-VT LMA (NH & VT)	100	3,000	3.3%	110	2,940	3.6%
Concord NH MicroNECTA	920	46,130	2.0%	970	46,590	2.1%
Conway NH-ME LMA, NH Portion	270	11,940	2.2%	280	12,010	2.3%
Conway NH-ME LMA (NH & ME)	360	16,170	2.2%	400	16,140	2.5%
Dover-Durham NH-ME MetroNECTA, NH Portion	1,520	72,230	2.1%	1,560	73,720	2.1%
Dover-Durham NH-ME MetroNECTA (NH & ME)	1,820	84,210	2.2%	1,890	85,720	2.2%
Franklin NH LMA	230	10,250	2.2%	260	10,360	2.5%
Haverhill NH LMA	80	3,440	2.3%	90	3,360	2.5%
Hillsborough NH LMA	180	7,850	2.3%	190	7,950	2.4%
Hinsdale Town, NH Portion, Brattleboro VT-NH LMA	50	2,000	2.7%	60	2,100	2.9%
Keene NH MicroNECTA	590	26,050	2.3%	640	26,900	2.4%
Laconia NH MicroNECTA	260	11,070	2.3%	300	11,350	2.7%
Lebanon NH-VT MicroNECTA, NH Portion	480	24,870	1.9%	510	25,060	2.0%
Lebanon NH-VT MicroNECTA (NH & VT)	840	44,660	1.9%	910	45,040	2.0%
Littleton NH-VT LMA, NH Portion	280	12,250	2.3%	300	12,160	2.5%
Littleton NH-VT LMA (NH & VT)	310	13,070	2.3%	330	12,990	2.5%
Manchester NH MetroNECTA	2,780	115,900	2.4%	2,840	116,640	2.4%
Meredith NH LMA	160	7,180	2.2%	150	7,260	2.1%
Nashua NH-MA NECTA Division, NH Portion	4,380	161,680	2.7%	4,380	161,030	2.7%
Nashua NH-MA NECTA Division (NH & MA)	4,630	170,660	2.7%	4,580	169,860	2.7%
New London NH LMA	190	8,590	2.2%	200	8,500	2.4%
Newport, NH LMA	140	6,320	2.2%	140	6,460	2.2%
Pelham Town, NH Portion, Lowell-Billerica-Chelmsford MA-NH NECTA Division	260	7,500	3.4%	260	7,490	3.5%
Peterborough NH LMA	440	18,500	2.4%	460	18,350	2.5%
Plymouth NH LMA	350	17,340	2.0%	400	17,350	2.3%
Portsmouth NH-ME MetroNECTA, NH Portion	1,310	57,580	2.3%	1,290	58,780	2.2%
Portsmouth NH-ME MetroNECTA (NH & ME)	1,700	74,760	2.3%	1,730	76,010	2.3%
Raymond NH LMA	330	14,330	2.3%	350	14,290	2.4%
Salem Town, NH Portion, Lawrence-Methuen-Salem MA-NH NECTA Division	570	17,710	3.2%	550	17,790	3.1%
Seabrook-Hampstead Area, NH Portion, Haverhill-Newburyport-Amesbury MA-NH NECTA Division	1,100	39,030	2.8%	1,140	39,050	2.9%
Wolfeboro NH LMA	240	9,040	2.7%	260	9,080	2.8%

Berlin Police Department  
November 2017 Commissioner's Meeting  
**- September 2017 Activity Report -**

	September 2017	Year To Date 1/1 - 9/30/2016	Year To Date 1/1 - 9/30/2017	Difference %
Total Calls for Service	2005	15545	17832	14.71%
Milan Calls for Service	96	493	768	55.78%
Total Arrests	54	550	572	4.00%
Protective Custody Arrests	1	56	45	-19.64%
Felonies	24	138	132	-4.35%
Misdemeanors	91	699	753	7.73%
Thefts	2	230	187	-18.70%
Burglaries	3	43	43	0.00%
Vandalism/Criminal Mischief	21	160	149	-6.88%
Criminal Threatening	10	106	77	-27.36%
Sexual Assaults	5	22	40	81.82%
Assaults	10	90	78	-13.33%
Domestic Violence Incidents	16	150	168	12.00%
Verbal Arguments	8	73	59	-19.18%
Restraining/Stalking Orders	10	71	68	-4.23%
Drug Complaints	10	149	182	22.15%
Suspected Overdose	3	21	21	0.00%
Motor Vehicle Stops	195	2848	2780	-2.39%
Motor Vehicle Violations	40	309	362	17.15%
Motor Vehicle Warnings	123	2095	1801	-14.03%
OHRV Complaints	20	117	92	-21.37%
OHRV Stops	67	237	153	-35.44%
OHRV Accidents	11	21	25	19.05%
DWI Violations	4	38	33	-13.16%
Accidents	10	130	150	15.38%
Accidents Within an Intersection	2	31	29	-6.45%
Parking Tickets	33	210	174	-17.14%
Dog Complaints	51	317	319	0.63%
Animal Complaints (other)	27	172	180	4.65%
Assists to other Berlin Departments	24	373	258	-30.83%
Assist to Berlin Ambulance	74	689	697	1.16%
Assists to Gorham PD	6	55	54	-1.82%
Assists from Gorham PD	7	27	35	29.63%
Juvenile Incidents	24	150	161	7.33%
Juvenile Arrests	9	26	46	76.92%
Officers issued 33 parking ticket for the following reasons:				
Restricted Area	4			
Against Traffic	4			
Sidewalk	23			
Blocking Driveway	1			
Other Violation	1			

j.cloutier 11/2/2017