

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 12-05-2016  
**Re:** City Manager's Report

1. NHMA has created a new publication called "Guidebook for NH City and Town Councilor, Mayor and Aldermen." There is one copy available for review and additional copies can be purchased through NHMA for \$75.00 per hard copy or \$40.00 for the electronic download. If Councilors would like a copy, we can place an order.
2. Riverwalk Update — out of 9 projects submitted to The Transportation Alternatives Program, TAP, the City scored third at the North Country Council review for the grant applications. The NCC review is the first step in a multi-step process of ranking. The third place ranking earns us an amount of points towards the total score and keeps in the running for an ultimate award. The final grant awards should be announced in mid-December. No work has been started using the Northern Borders grant money already awarded. It makes sense to see if the City will get the TAP funding we have applied for so both phases of the project can be done at once.
3. Hope for NH Recovery Center – has been averaging 15-22 people daily visiting for self-help visits. Mutual aid group numbers don't count towards that average, however these groups have seen 5-20 people a time. They have had some special events with up to 45 people. They have successfully helped 6 people seek treatment.
4. At this time, the Health Department will be suspending the walk-in clinic where people could come in anytime for head checks, TB tests and other clinic related service visits. To continue to do so at this time would require the use of billable nursing time. We will re-visit our ability to re-instate the clinic services as we continue with the re-structuring of the Health Dept. operations.
5. PWD has had a couple of trainings to certify PWD employees.

On October 22<sup>nd</sup> we certified 14 employees in Lockout/Tag-out and Confined Space Entry. We had Primex come onsite to do live training on active sewer manholes.

On November 29<sup>th</sup> through December 1<sup>st</sup> Lucien Couture and Scott Goodrum attended a 3 day NASSCO (National Association of Sewer Service Companies) certification program. They went through PACP / MACP / LACP training to get certified in Pipeline, Manhole and Lateral Assessments.

6. The November Public Works Activity Report is attached.
7. Police Department Statistics for October are attached.
8. Fire Department Incident Reports for October and November are attached.

**City of Berlin Public Works Department**  
**2016 Activity Report**

	Dec 2016	Nov 2016	Oct 2016	Sept 2016	Aug 2016	July 2016	June 2016	May 2016	April 2016	Mar 2016	Feb 2016	Jan 2016	Year to Date 2016	Year 2015
Total Service Requests		59	70	88	88	77	81	82	69	80	61	53	808	762
Administrative Service Requests		9	4	1	7	6	8	9	5	6	7	9	71	15
Cemetery burials		0	2	0	3	1	3	0	1	2	3	0	15	24
Maintenance: Bldg/Furniture repair, Fences/Railings/Walls, Lawns/Trees, Signs		29	33	24	32	30	13	13	6	13	13	8	214	153
Parks and Grounds		3	6	14	9	4	4	11	13	4	7		75	48
Refuse/Recycle/Yard Waste		0	4	4	6	5	6	8	5	3	5	10	56	58
Sanitary Sewer		2	8	26	5	9	16	7	8	9	6	3	99	76
Storm Drainage System		1	3	7	9	8	6	10	8	28	5	2	87	75
Streets and Highways: Repairs of curbs/sidewalks/streets, line painting, sweeping, sanding, sand barrels, paving and potholes		15	10	12	17	14	25	24	23	15	15	21	191	313

<b>City Owned Property Service Requests</b>														
City Hall		5	3	9	5	10	3	5	3	6	6	4	59	41
Recreation Dept.		0	2	1	4	0	0	2	4	4	0	0	17	4
Library		4	1	1	0	0	0	0	0	0	0	2	8	10
Fire Dept.		0	2	1	1	0	1	0	0	2	0	0	7	5
Schools		1	0	0	1	0	2	1	1	0	0	0	6	7
Bridges		0	0	1	0	0	0	0	0	0	0	0	1	2
Parks/Fields/Other City owned		2	7	13	5	1	6	11	12	4	3	1	65	23

Berlin Police Department  
December 2016 Commissioner's Meeting  
**- October 2016 Activity Report -**

	October 2016	Year To Date 2015	Year to Date 2016	Difference %
<b>Total Calls for Service</b>	1725	15436	17270	11.88%
<b>Milan Calls for Service</b>	52	602	545	-9.47%
<b>Total Arrests</b>	58	580	608	4.83%
<b>Protective Custody Arrests</b>	4	59	60	1.69%
<b>Felonies</b>	15	197	153	-22.34%
<b>Misdemeanors</b>	73	767	772	0.65%
<b>Thefts</b>	20	277	250	-9.75%
<b>Burglaries</b>	2	65	45	-30.77%
<b>Vandalism/Criminal Mischief</b>	22	172	182	5.81%
<b>Criminal Threatening</b>	5	97	111	14.43%
<b>Sexual Assaults</b>	5	39	27	-30.77%
<b>Assaults</b>	12	114	102	-10.53%
<b>Domestic Violence Incidents</b>	23	218	173	-20.64%
<b>Verbal Arguments</b>	2	55	75	36.36%
<b>Restraining/Stalking Orders</b>	4	67	75	11.94%
<b>Motor Vehicle Stops</b>	203	2389	3051	27.71%
<b>Motor Vehicle Violations</b>	17	184	326	77.17%
<b>Motor Vehicle Warnings</b>	118	1685	2213	31.34%
<b>OHRV Complaints</b>	10	75	128	70.67%
<b>OHRV Stops</b>	3	98	140	42.86%
<b>OHRV Accidents</b>	2	13	23	76.92%
<b>DWI Violations</b>	2	25	40	60.00%
<b>Accidents</b>	19	173	149	-13.87%
<b>Accidents Within an Intersection</b>	3	54	34	-37.04%
<b>Parking Tickets</b>	52	106	272	156.60%
<b>Dog Complaints</b>	21	386	338	-12.44%
<b>Animal Complaints (other)</b>	16	151	188	24.50%
<b>Assists to other Berlin Departments</b>	39	456	412	-9.65%
<b>Assist to Berlin Ambulance</b>	80	804	769	-4.35%
<b>Assists to Gorham PD</b>	11	69	66	-4.35%
<b>Assists from Gorham PD</b>	6	33	33	0.00%
<b>Juvenile Incidents</b>	29	178	179	0.56%
<b>Juvenile Arrests</b>	4	38	30	-21.05%
<b>Officers issued 52 parking ticket for the following reasons:</b>				
	Restricted Area	50		
	Other Violations	2		
j.cloutier 11.14.2016				

# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {11/01/2016} And {11/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
<b>142 Brush or brush-and-grass mixture fire</b>				
16-0000477-000	11/06/2016	11:28:00	10 Fire control or extinguishment, 2nd family dwelling	
Incident Type Count:		1		Percent of All: 2.6%

<b>311 Medical assist, assist EMS crew</b>				
16-0000476-000	11/05/2016	20:12:00	73 Provide manpower	419 1 or 2 family dwelling
16-0000500-000	11/26/2016	08:40:00	30 Emergency medical services, Multifamily dwelling	
16-0000501-000	11/27/2016	08:34:00	30 Emergency medical services, Multifamily dwelling	
Incident Type Count:		3		Percent of All: 7.8%

<b>381 Rescue or EMS standby</b>				
16-0000496-000	11/14/2016	09:00:00	92 Standby	800 Storage, Other
Incident Type Count:		1		Percent of All: 2.6%

<b>411 Gasoline or other flammable liquid spill</b>				
16-0000483-000	11/08/2016	20:22:00	44 Hazardous materials leak control & containment	
Incident Type Count:		1		Percent of All: 2.6%

<b>413 Oil or other combustible liquid spill</b>				
16-0000473-000	11/03/2016	20:05:00	45 Remove hazard	429 Multifamily dwelling
Incident Type Count:		1		Percent of All: 2.6%

<b>420 Toxic condition, Other</b>				
16-0000506-000	11/30/2016	13:09:00	86 Investigate	569 Professional supplies, services
Incident Type Count:		1		Percent of All: 2.6%

<b>441 Heat from short circuit (wiring), defective/worn</b>				
16-0000498-000	11/17/2016	12:28:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:		1		Percent of All: 2.6%

<b>460 Accident, potential accident, Other</b>				
16-0000484-000	11/09/2016	08:30:00	92 Standby	849 Outside storage tank
16-0000488-000	11/09/2016	21:09:00	70 Assistance, Other	963 Street or road in commercial area
16-0000505-000	11/29/2016	16:08:00	45 Remove hazard	888 Fire station

# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {11/01/2016} And {11/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	3			Percent of All: 7.8%

### 462 Aircraft standby

16-0000470-000	11/01/2016	21:02:00	92 Standby	331 Hospital - medical or psychiatric
16-0000502-000	11/27/2016	16:54:00	92 Standby	331 Hospital - medical or psychiatric

Incident Type Count:	2			Percent of All: 5.2%
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### 463 Vehicle accident, general cleanup

16-0000481-000	11/07/2016	22:20:00	45 Remove hazard	960 Street, Other
16-0000487-000	11/09/2016	16:01:00	70 Assistance, Other	963 Street or road in commercial area
16-0000503-000	11/29/2016	08:20:00	45 Remove hazard	960 Street, Other
16-0000504-000	11/29/2016	09:19:00	45 Remove hazard	960 Street, Other

Incident Type Count:	4			Percent of All: 10.5%
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### 500 Service Call, other

16-0000472-000	11/02/2016	14:20:00	85 Enforce codes	519 Food and beverage sales, grocery
16-0000485-000	11/09/2016	14:10:00	85 Enforce codes	429 Multifamily dwelling
16-0000486-000	11/09/2016	14:45:00	85 Enforce codes	419 1 or 2 family dwelling
16-0000489-000	11/10/2016	13:58:00	85 Enforce codes	419 1 or 2 family dwelling
16-0000490-000	11/11/2016	09:00:00	80 Information, investigation	419 1 or 2 family dwelling
16-0000491-000	11/11/2016	09:19:00	80 Information, investigation	419 1 or 2 family dwelling
16-0000492-000	11/11/2016	09:30:00	80 Information, investigation	419 1 or 2 family dwelling
16-0000493-000	11/12/2016	10:50:00	80 Information, investigation	419 1 or 2 family dwelling
16-0000494-000	11/12/2016	11:04:00	80 Information, investigation	419 1 or 2 family dwelling

Incident Type Count:	9			Percent of All: 23.6%
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### 511 Lock-out

16-0000475-000	11/05/2016	15:11:00	52 Forcible entry	419 1 or 2 family dwelling
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Incident Type Count:	1			Percent of All: 2.6%
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### 522 Water or steam leak

16-0000478-000	11/06/2016	19:46:00	45 Remove hazard	429 Multifamily dwelling
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Incident Type Count:	1			Percent of All: 2.6%
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### 531 Smoke or odor removal

16-0000471-000	11/02/2016	13:38:00	75 Provide equipment	429 Multifamily dwelling
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# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {11/01/2016} And {11/30/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	2			Percent of All: 5.2%

### 542 Animal rescue

16-0000469-000	11/01/2016	19:36:00	22 Rescue, remove from harm	1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 2.6%

### 571 Cover assignment, standby, moveup

16-0000479-000	11/07/2016	08:42:00	92 Standby	849 Outside storage tank
16-0000482-000	11/08/2016	10:00:00	92 Standby	849 Outside storage tank
Incident Type Count:	2			Percent of All: 5.2%

### 651 Smoke scare, odor of smoke

16-0000480-000	11/07/2016	18:25:00	45 Remove hazard	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 2.6%

### 700 False alarm or false call, Other

16-0000499-000	11/24/2016	19:52:00	86 Investigate	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 2.6%

### 740 Unintentional transmission of alarm, Other

16-0000495-000	11/12/2016	21:41:00	86 Investigate	311 24-hour care Nursing homes, 4 or
16-0000497-000	11/16/2016	11:20:00	80 Information, investigation	519 Food and beverage stores, grocery
Incident Type Count:	2			Percent of All: 5.2%

Total Incident Count: 38

# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {10/01/2016} And {10/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
<b>111 Building fire</b>				
16-0001462-000	10/27/2016	16:00:00	11 Extinguishment by fire	419 Service personnel dwelling
Incident Type Count:	1			Percent of All: 1.7%
<b>131 Passenger vehicle fire</b>				
16-0000467-000	10/31/2016	01:23:00	11 Extinguishment by fire	665 Vehicle parking area
Incident Type Count:	1			Percent of All: 1.7%
<b>140 Natural vegetation fire, Other</b>				
16-0000450-000	10/18/2016	12:20:00	11 Extinguishment by fire	665 Vehicle parking area
Incident Type Count:	1			Percent of All: 1.7%
<b>141 Forest, woods or wildland fire</b>				
16-0000454-000	10/19/2016	12:58:00	11 Extinguishment by fire	665 Forest, scrubland, woodland
Incident Type Count:	1			Percent of All: 1.7%
<b>151 Outside rubbish, trash or waste fire</b>				
16-0000466-000	10/29/2016	05:25:00	11 Extinguishment by fire	429 Multifamily dwelling
Incident Type Count:	1			Percent of All: 1.7%
<b>170 Cultivated vegetation, crop fire, Other</b>				
16-0000451-000	10/18/2016	14:59:00	11 Extinguishment by fire	938 Warehouse, shed, for plots of lar
Incident Type Count:	1			Percent of All: 1.7%
<b>311 Medical assist, assist EMS crew</b>				
16-0000432-000	10/05/2016	14:50:00	92 Standby	419 1 or 2 family dwelling
16-0000461-000	10/26/2016	18:46:00	73 Provide manpower	429 Multifamily dwelling
Incident Type Count:	2			Percent of All: 3.5%
<b>331 Lock-in (if lock out , use 511 )</b>				
16-0000433-000	10/06/2016	12:10:00	75 Provide equipment	599 Business office
Incident Type Count:	1			Percent of All: 1.7%
<b>355 Confined space rescue</b>				



# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {10/01/2016} And {10/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
<b>355 Confined space rescue</b>				
16-0000413-000	10/03/2016	08:00:00	92 Standby	615 Electric-generating plant
16-0000414-000	10/03/2016	08:01:00	92 Standby	615 Electric-generating plant
16-0000415-000	10/03/2016	08:02:00	92 Standby	615 Electric-generating plant
16-0000416-000	10/03/2016	08:03:00	92 Standby	615 Electric-generating plant
16-0000417-000	10/03/2016	08:04:00	92 Standby	615 Electric-generating plant
16-0000419-000	10/05/2016	13:05:00	92 Standby	615 Electric-generating plant
16-0000423-000	10/05/2016	13:05:00	92 Standby	615 Electric-generating plant
16-0000420-000	10/05/2016	13:07:00	92 Standby	615 Electric-generating plant
16-0000421-000	10/05/2016	13:09:00	92 Standby	615 Electric-generating plant
16-0000422-000	10/05/2016	13:11:00	92 Standby	615 Electric-generating plant
16-0000424-000	10/05/2016	13:17:00	92 Standby	615 Electric-generating plant
16-0000425-000	10/05/2016	13:19:00	92 Standby	615 Electric-generating plant
16-0000426-000	10/05/2016	13:21:00	92 Standby	615 Electric-generating plant
16-0000427-000	10/05/2016	13:24:00	92 Standby	615 Electric-generating plant
16-0000428-000	10/05/2016	13:25:00	92 Standby	615 Electric-generating plant
16-0000429-000	10/05/2016	13:27:00	92 Standby	615 Electric-generating plant
16-0000430-000	10/05/2016	13:29:00	92 Standby	615 Electric-generating plant
16-0000431-000	10/05/2016	13:35:00	92 Standby	615 Electric-generating plant
16-0000439-000	10/11/2016	07:00:00	92 Standby	615 Electric-generating plant
16-0000441-000	10/12/2016	07:00:00	92 Standby	615 Electric-generating plant
16-0000444-000	10/13/2016	07:00:00	92 Standby	610 Energy production plant, Other
16-0000449-000	10/18/2016	07:00:00	92 Standby	615 Electric-generating plant
16-0000456-000	10/20/2016	07:00:00	92 Standby	615 Electric-generating plant
16-0000457-000	10/21/2016	07:00:00	92 Standby	615 Electric-generating plant

Incident Type Count: 24 Percent of All: 42.1%

### 381 Rescue or EMS standby

16-0000445-000	10/14/2016	07:00:00	92 Standby	615 Electric-generating plant
16-0000458-000	10/22/2016	18:30:00	22 Rescue, remove from hazard	Open land or field

Incident Type Count: 2 Percent of All: 3.5%

### 400 Hazardous condition, Other

16-0000434-000	10/06/2016	14:13:00	74 Provide apparatus	331 Hospital - medical or psychiatric
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Incident Type Count: 1 Percent of All: 1.7%

### 410 Combustible/flammable gas/liquid condition, other

16-0000442-000	10/12/2016	09:00:00	41 Identify, analyze hazardous materials	Sanitary landfill
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# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {10/01/2016} And {10/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
Incident Type Count:	1			Percent of All: 1.7%

### 413 Oil or other combustible liquid spill

16-0000412-000	10/02/2016	09:35:00	44 Hazardous materials leak contained & facility maintained	
16-0000464-000	10/28/2016	22:08:00	45 Remove hazard	419 1 or 2 family dwelling

Incident Type Count:	2			Percent of All: 3.5%
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### 424 Carbon monoxide incident

16-0000460-000	10/24/2016	00:00:00	45 Remove hazard	000 Property Use, Other
16-0000468-000	10/31/2016	18:36:00	86 Investigate	419 1 or 2 family dwelling

Incident Type Count:	2			Percent of All: 3.5%
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### 460 Accident, potential accident, Other

16-0000447-000	10/17/2016	07:00:00	92 Standby	615 Electric-generating plant
16-0000455-000	10/19/2016	07:00:00	92 Standby	615 Electric-generating plant

Incident Type Count:	2			Percent of All: 3.5%
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### 462 Aircraft standby

16-0000448-000	10/17/2016	19:55:00	92 Standby	331 Hospital - medical or psychiatric
16-0000453-000	10/19/2016	02:06:00	92 Standby	331 Hospital - medical or psychiatric

Incident Type Count:	2			Percent of All: 3.5%
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### 463 Vehicle accident, general cleanup

16-0000443-000	10/12/2016	12:17:00	55 Establish safe area	962 Residential street, road or resic
16-0000459-000	10/23/2016	06:22:00	45 Remove hazard	960 Street, Other

Incident Type Count:	2			Percent of All: 3.5%
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### 510 Person in distress, Other

16-0000437-000	10/08/2016	09:39:00	86 Investigate	931 Open land or field
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Incident Type Count:	1			Percent of All: 1.7%
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### 511 Lock-out

16-0000435-000	10/06/2016	22:42:00	73 Provide manpower	419 1 or 2 family dwelling
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Incident Type Count:	1			Percent of All: 1.7%
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# City of Berlin Fire Department

## Incident Type Report

Alarm Date Between {10/01/2016} And {10/31/2016}

Incident	Alm Date	Time	Primary Action	Property Use
<b>531 Smoke or odor removal</b>				
16-0000438-000	10/09/2016	12:37:00	86 Investigate	419 1 or 2 family dwelling
16-0000465-000	10/28/2016	22:08:00	51 Ventilate	429 Multifamily dwelling
Incident Type Count:	2			Percent of All: 3.5%
<b>553 Public service</b>				
16-0000463-000	10/28/2016	09:21:00	64 Shut down system	459 Residential board and care
Incident Type Count:	1			Percent of All: 1.7%
<b>600 Good intent call, Other</b>				
16-0000440-000	10/11/2016	11:34:00	86 Investigate	962 Residential street, road or resic
16-0000452-000	10/18/2016	20:14:00	86 Investigate	962 Residential street, road or resic
Incident Type Count:	2			Percent of All: 3.5%
<b>671 HazMat release investigation w/no HazMat</b>				
16-0000411-000	10/02/2016	08:58:00	86 Investigate	807 Outside material storage area
Incident Type Count:	1			Percent of All: 1.7%
<b>736 CO detector activation due to malfunction</b>				
16-0000418-000	10/04/2016	21:03:00	86 Investigate	419 1 or 2 family dwelling
Incident Type Count:	1			Percent of All: 1.7%
<b>745 Alarm system activation, no fire - unintentional</b>				
16-0000436-000	10/07/2016	20:06:00	63 Restore fire alarm system	High school/junior high school/mi
Incident Type Count:	1			Percent of All: 1.7%

Total Incident Count: 57