

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 03-21-2016
Re: City Manager's Report

1. A mandatory pre bid meeting for Route 16 was held on March 17th. There were six contractors present. The bid opening for this project is April 14th at 2:00 p.m. The bid opening for Hutchins Street is tomorrow at 2:00 p.m. In addition, attached are progress reports from HEB for both projects.
2. Bids for 56 Iceland Street were open March 10, 2016. The property had a minimum bid of \$5,000 and it was sold to Kris Saunders for \$5,225.
3. We welcome Michel Salek to the Building Inspector position. Michel has been with working in the Public Works Department since October of 2014. He comes with a solid technical background in engineering and practical experience in construction.
4. Attached is a letter from the NH Department of Safety notifying officials that Bounce Houses used at a private residence are not regulated; however if an inflatable Bounce House is to be used at an event then it needs to be registered per RSA 321-A. A registered bounce house will have a NH Decal with the current year and a number. The operator should also have registration documents and an insurance certificate on hand. There is more information and there are contact numbers in the letter.
5. Attached is a flyer from the Local Government Center announcing the Local Officials Workshops for this year. The closest event location to Berlin is the workshop to be held Thursday May 19 in Whitefield.
6. A copy of the City's 2016 Dog License Fees is attached along with a notice of the April 9, 2016 Rabies Clinic to be held at the Recreation Center from 1:00 to 4:00 p.m.
7. This is to notify you that we are working on behalf of BIDPA to have a tree clearing and timber sale project on approximately 30 to 40 acres of the land recently purchased on East Milan Road. BIDPA will be leaving a buffer trees around the perimeter of the property that will be approximately 100 feet deep along properties where there are residences.



PROJECT STATUS REPORT #012

CIVIL • STRUCTURAL • SURVEY

HEB Engineers, Inc. • www.hebengineers.com • Office (603) 356-6936 • Fax (603) 356-7715
Post Office Box 440 • 2605 White Mountain Highway • North Conway, NH 03860

Date:	February 29, 2016	Project #:	2009-013	Page 1 of 2
Client:	Jim Wheeler City of Berlin 168 Main Street Berlin, NH 03570	Project:	Hutchins Street Reconstruction	
		Location:	Berlin, NH	
Project Manager:	Joshua M. McAllister, PE	Period:	Dec. 1, 2015 – Feb. 29, 2016	

PROJECT ACTIVITIES SINCE LAST REPORT:

Tasks completed this period:

- Revised Construction Documents based on NHDOT comments.
- Prepared advertisement for bids and submitted to Plan Rooms.
- Prepare for upcoming prebid meeting.

Tasks scheduled for completion:

- Hold prebid conference.
- Issue addenda as necessary.
- Hold bid opening, review bid packages, and recommend Contractor to City.

Immediate Action Items:

Deadline

Pending from client:

- None.

Information/submittals to client:

- None.

Status: The project is currently out to bid. The prebid conference is scheduled for March 4 and HEB will issue and addenda addressing any questions from interested contractors. The bid opening is scheduled for March 22 with construction starting in April.

SCHEDULE SUMMARY:

<u>Phases</u>	<u>Scheduled Completion:</u>	<u>Anticipated Completion:</u>
003 Revised Schematic Design	May 2014	COMPLETE
004 Design Development	June 2014	COMPLETE
005 NHDES Alteration of Terrain Permit	September 2014	COMPLETE
006 NHDES Wetland Permit	September 2014	COMPLETE
007 NHDOT BOE NEPA Permit	September 2014	COMPLETE
008 Construction Documents	October 2014	COMPLETE
009 Bidding Assistance	December 2014	April 2016

BILLING SUMMARY:

<u>Phases</u>	<u>Proposed Fee</u>	<u>% Billed</u>	<u>Total Amount Billed</u>
003 Revised Schematic Design	\$21,133.00 lump sum	99%	\$ 20,856.61
004 Design Development	\$11,196.00 lump sum	100%	\$ 11,194.04
005 NHDES Alteration of Terrain Permit	\$12,769.00 lump sum	88%	\$ 11,290.72
006 NHDES Wetland Permit	\$ 6,150.00 lump sum	59%	\$ 3,600.63
007 NHDOT BOE NEPA Permit	\$ 8,944.00 lump sum	100%	\$ 8,944.00
008 Construction Documents	\$14,014.00 lump sum	100%	\$ 13,985.60
009 Bidding Assistance	\$ 5,863.00 lump sum	25%	\$ 1,461.55
TOTALS	\$80,069.00	89%	\$ 71,333.15

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



PROJECT STATUS REPORT #016

HEB Engineers, Inc. • www.hebengineers.com • Office (603) 356-6936 • Fax (603) 356-7715
Post Office Box 440 • 2605 White Mountain Highway • North Conway, NH 03860

Date:	February 19, 2016	Project #:	2014-056	Page 1 of 2
Client:	Jim Wheeler City of Berlin 168 Main Street Berlin, NH 03570	Project:	Route 16 Roadway Reconstruction	
		Location:	Berlin, NH	
Project Manager:	Jay J. Poulin, PE	Period:	January 16 – February 19, 2016	

Tasks completed this period:

- **Phase 001 Existing Features Analysis (Inventory)**
 - Phase Complete.
- **Phase 002 Schematic Design (Feasibility)**
 - Phase Complete.
- **Phase 003 Design Development**
 - Phase Complete.
- **Phase 004A Alternation of Terrain Permitting**
 - Phase Complete.
- **Phase 004B Wetland Permitting**
 - Finalized plans for permitting purposes.
 - Prepared NHDES wetland application and supporting documentation.
- **Phase 004C Shoreland Permitting**
 - Phase Complete.
- **Phase 004D Natural & Cultural Resources Review**
 - Phase Complete
- **Phase 005 Construction Documents**
 - Met with Berlin Water Works to review project details.
 - Coordinated with Fairpoint Communications for buried utilities.
 - Met with Berlin Police Department for traffic control planning.
 - Attended City Council meeting to provide project update.
 - Continue finalizing Construction Documents including plans, estimate, and specifications.
- **Phase 006 Twelfth Street Bridge Intersection**
 - Designed Twelfth Street Bridge intersection improvements.

Tasks scheduled for completion:

- Finalize Construction Document activities.
- Coordinate bidding activities.

Immediate Action Items:

Deadline

Pending from client:

- N/A

Information/submittals to client:

- N/A

Status: HEB is currently finalizing bidding details, Contract and Construction Documents in preparation for public bidding. HEB anticipates bidding to occur through March with a bid opening scheduled for April 14, 2016. An expedited NHDES Wetland Permit application was recently submitted with the goal to obtain approval for proposed wetland impacts prior to construction activities beginning.

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	March 31, 2016
004C Shoreland Permitting	May 1, 2015	COMPLETE
004D Natural & Cultural Resources	May 1, 2015	COMPLETE
004E Sewer Connection Permitting	May 1, 2015	January 29, 2016
005 Construction Documents	June 26, 2015	COMPLETE
006 Twelfth Street Bridge Intersection	January 29, 2016	COMPLETE

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	80%	\$ 4,567.20
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
TOTALS	\$307,124	99%	\$ 305,982.20

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



STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY

John J. Barthelmes, Commissioner

Division of Fire Safety

Office of the State Fire Marshal

J. William Degnan, State Fire Marshal

Office: 110 Smokey Bear Blvd., Concord, NH

Mailing Address: 33 Hazen Drive, Concord, NH 03305

PHONE 603-223-4289, FAX 603-223-4294 or 603-223-4295

TDD Access: Relay NH 1-800-735-2964 ARSON HOTLINE 1-800-400-3526



March 7, 2016

Dear Administrator,

The NH Bureau of Tramway and Amusement Ride Safety regulates amusement rides and devices through the New Hampshire Division of Fire Safety, or Fire Marshal's Office. 'Bounce House' inflatable – type devices meet the definition of an amusement ride, and are regulated if they are 'open to the public'. This means that if an inflatable device is used at a private residence, then it is not regulated, but if it is used for any other use, such as a church gathering, old home day, or school function, for example, then it is regulated, and needs to be registered. This poses a challenge for our two inspectors statewide, as we find it impossible to know where and when these devices are used, because of the relative simplicity of setting them up and operating them.

We are therefore reaching out to the town administrators in hopes that we can 'get the word out' that these devices come with particular risks, and are regulated in an effort to minimize those risks. Please pass this message on to the police and fire departments, so that they can be on the lookout for these devices.

Each registered device will have a New Hampshire Decal with the current year and a number. The operator should also have on hand a copy of the registration documents and an insurance certificate. If an operator does not have this, then operation of the device is in violation of RSA 321-A.

Please keep our contact information available, and feel free to contact us if you have a question regarding amusement devices.

Thank you for your help with this,

W. Briggs Lockwood

Chief, Tramway and Amusement Ride Safety

New Hampshire Department of Safety

Contact Information:

Briggs Lockwood:

Phone: 603-630-4553

E-Mail: WBriggs.Lockwood@dos.nh.gov

Nancy Ettelson

Phone: 603-717-6853

E-Mail: Nancy.J.Ettelson@dos.nh.gov

2016 Local Officials Workshops

Workshops for seasoned and new municipal officials and employees of New Hampshire Municipal Association member towns.

Dates and Locations

Saturday, April 9

Jaffrey Civic Center
 40 Main Street, Jaffrey

Wednesday, April 13

Grantham Town Hall
 300 Route 10 South, Grantham
**Sponsored by Primex³*

Wednesday, April 27

Hudson Community Center
 12 Lions Ave., Hudson

Thursday, May 19

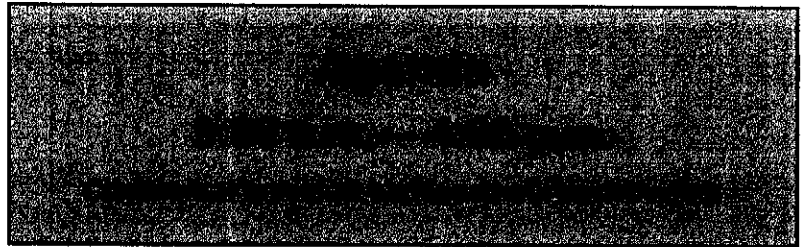
McIntyre Building, Auditorium,
 16 Highland Street, Whitefield

Wednesday, May 25

Carroll County Complex,
 Delegation/Commissioner Conference Rm
 95 Water Village Rd., Ossipee
**Sponsored by Primex³*

Saturday, June 4

25 Triangle Park Drive, Concord



Overview

Presented by NHMA's Legal Services attorneys, the workshops provide newly elected and appointed municipal officials with tools and information to effectively serve their communities. Topics will include the Right-to-Know Law, ethics and conflicts, town governance, public employment, liability and more. Interactive discussions will offer an opportunity to test scenarios, discuss concerns, ask questions and share ideas.

Attendees will receive a complimentary copy of NHMA's 2016 edition of publication, *Knowing the Territory*.

No Fee, On-line Registration Required!

To register online, please visit www.nhmunicipal.org and click on the Calendar of Events. Space is limited!

Cancellation must be received 48 hours in advance. If cancellation is not received 48 hours in advance, NHMA will invoice you for \$20 to cover workshop costs, including meals.

Questions? Please call 800.852.3358, ext. 3350 or email NHMAregistrations@nhmunicipal.org.

CITY OF BERLIN

DOG LICENSES

ALL DOGS SHALL BE LICENSED WITH THE CITY CLERK BY:

MAY 1, 2016

(RSA 466:1)

FEES:

Males/Females \$9.00

Spayed/Neutered \$6.50

Owner 65 -1ST dog \$2.00

Forfeiture \$25.00

(RSA 466:13)

RABIES CERTIFICATES ARE NECESSARY AT TIME OF REGISTRATION

RABIES CLINIC

APRIL 9, 2016

BERLIN RECREATION CENTER

FIRST AVENUE

Dogs: 1:00 – 4:00

BERLIN DOG LICENSES WILL BE ISSUED THAT DAY