

# Memo

**To:** Berlin City Council  
**From:** Jim Wheeler, City Manager  
**Date:** 7-5-2017  
**Re:** City Manager's Report

1. On Tuesday, July 6 we opened bids for Local Delivery Propane and for the City's Boiler Service. There were three propane bidders and we secured a price of \$1.149 per gallon from CN Brown. This is slightly less than last year. Mechanical Services was the only bidder for boiler maintenance services. Their price is up by about 9% from last year. Bid tabulation sheets are attached.
2. On June 7, 2017 Pam Laflamme, Mike Perreault and myself attend the scoping meeting at NHDOT for the Riverwalk project which is receiving Transportation Alternative Program funding. During the meeting with NHDOT we discussed a schedule that will allow us to undertake and substantially complete construction next summer. Funds are expected to be available beginning July 1, 2018. The first step of the process is consultant selection using the NH Qualification Based Selection process.
3. The Androscoggin Valley Chamber of Commerce requested permission to serve alcohol on the premises of the Service Credit Union Heritage Park and Gill Park for the upcoming events:
  - August 4, 2017 Gill Park for Downtown ATV Event;
  - August 5, 2017 Service Credit Union Heritage Park, Concert in the Park ATV Event
  - September 9, 2017 Service Credit Union Heritage Park, Wingzilla
  - October 14, 2017 Service Credit Union Heritage Park, Riverfire

As we've done for the past several years, a letter of acknowledgment was sent granting the request.

4. The State Budget is now final. The budget does include \$30 million for supplemental highway projects which should amount to about \$237,000 for the City to use on transportation projects. There is also funding for bridge aid and SAG funding for wastewater projects in the upcoming State budget.
5. Today, Marcel Leveille, Airport Manager reported that there was an accident involving a plane at the Berlin Airport. Fortunately no one was hurt. A pilot from Island Pond Vermont had a rough landing, taking out some lights and doing damage to his aircraft. The FAA and NHDOT division of Aeronautics have begun an investigation. The pilot has been in touch with his insurance carrier

who we will seek reparative funds from. The airport has not been open this afternoon due to the ongoing investigation.

6. Attached is the most recent Department of Motor Vehicle Audit conducted on May 12, 2017 in the Finance Dept. The audit found that we are in compliance.

## CITY OF BERLIN

**Bid Opening Attendees – please sign in below:**

**Mike Perreault**

**Sue Tremblay**

[illegible]



# State of New Hampshire

JOHN J. BARTHELMES  
COMMISSIONER OF SAFETY



ELIZABETH A. BIELECKI  
DIRECTOR OF MOTOR VEHICLES

DEPARTMENT OF SAFETY  
DIVISION OF MOTOR VEHICLES  
23 HAZEN DRIVE, CONCORD NH 03305  
TDD Access Relay NH 1-800-735-2964

June 29, 2017

Patty Chase, City Clerk  
City of Berlin  
168 Main Street  
Berlin, NH 03570

**RE:** Official Audit Report, City of Berlin

On May 12, 2017, an audit was performed on the records of the Municipal Registration Agent in the City of Berlin at the municipal office.

Attached are the following documents:

## Audit Report

**Lisa  
Lienhart**

Digitally signed by Lisa Lienhart  
DN: cn=Lisa Lienhart, o=Division of  
Motor Vehicles, ou=Department of  
Safety,  
email=Lisa.Lienhart@dos.nh.gov, c=US  
Date: 2017.06.29 11:33:06 -04'00'

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Lisa Lienhart, Administrator  
Division of Motor Vehicles



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF SAFETY  
DIVISION OF MOTOR VEHICLES  
BERLIN MUNICIPAL AGENT AUDIT  
MAY 12, 2017

*To the Management of the Division of Motor Vehicles and the Berlin Municipal Agent:*

We conducted an audit of the New Hampshire Department of Safety, Division of Motor Vehicles Berlin Municipal Agent on May 12, 2017. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

This report is the result of our evaluation of the information noted above and is intended solely for the information of the Department of Safety, Division of Motor Vehicles Management and the Municipal Agent.

This report details the results of this audit, including any observations and recommendations necessary to ensure compliance with applicable procedural rules set forth in New Hampshire RSA 261 Certificates of Title and Registration of Vehicles and Part Saf-C 519 Registration by Municipal Agents in the DMV Administrative Rules.

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### Abbreviations

ACH	Automated Clearing House
DMV	Division of Motor Vehicles
DOS	Department of Safety
RSA	New Hampshire Revised Statutes Annotated
SAF-C	DOS Administrative Rules
SOP	New Hampshire DMV Standard Operating Procedure
IDMS	Department of Safety Legacy Financial and Inventory Software
MA	Municipal Agent
MAAP	Department of Safety Registration Software



## **Introduction**

Patty Chase, the Berlin City Clerk performs the duties of Municipal Agent for the DMV. Municipal Agents are governed by New Hampshire RSA 261 Certificates of Title and Registration of Vehicles and Part Saf-C 519 Registration by Municipal Agents of the DMV Administrative Rules. Additionally, each Agent is bound by the terms of the Municipal Registration Agent Contract entered into with the DMV prior to being granted registration authority, and should also follow guidelines provided in the Procedure Manual for Municipal Agents.

Ms. Chase was certified to perform registrations for the DMV on August 16, 2011 and became Municipal Agent on April 16, 2012. She accesses the MAAP registration system through vendor software provided by Harris Computer Systems. All DMV transactions are handled over a counter and behind windows which can be locked. The clerks keep some working decals at their post and the revenue is placed in cash drawers behind the counter. All DMV inventory is locked in a vault after business hours. A sampling of deposit history revealed a general compliance with the deposit and reporting procedures established for this Agent. The City of Berlin is a single-check municipality.

## **Purpose and Scope of Review**

This internal review, on a tested sample basis, was designed to determine whether the Municipal Agent located in Berlin, New Hampshire was in compliance within a limited scope area of inventory accountability, cash accountability, compliance with Department of Safety (DOS) Administrative Rule Part Saf-C 519 Registration by Municipal Agents, RSA 261 Certificates of Title and Registration of Vehicles, and RSA 541-A Administrative Procedure Act and established Division of Motor Vehicles Standard Operating Procedures (SOP).

On May 12, 2017, an audit was performed at the Berlin Municipal Agent Office, located at 168 Main Street, Berlin, New Hampshire. This Division of Motor Vehicle review was conducted in accordance with generally accepted government auditing standards applicable to performance audits and, accordingly, we included such tests of the records, on a selected sample, and such other review procedures as we considered necessary and appropriate in the circumstances.

## **Methodology**

We reviewed and analyzed various sources of information, including the State of New Hampshire laws, administrative rules, policies and procedures for the Division of Motor Vehicles, financial reports, Municipal Agent Help Desk call logs and other documentation as needed. To focus our efforts, we interviewed the MA regarding the operation and management of the Municipal Agency. We also performed on-site file reviews and examined information uniformity provided from all sources for our tested sample.

## **Review and Inspection Activities**

The New Hampshire Division of Motor Vehicles conducted a review at the Municipal Agent's office located in Berlin, New Hampshire. The site review consisted of an interview with the Municipal Agent responsible for the specific functions that were tested. This interview is documented within our work papers.

## **Test of Controls**

The MA was asked to produce the following documents and inventory to ensure that they were in compliance within the limited review areas with State of New Hampshire laws, administrative rules, and policies and procedures for the DMV.

1. All inventory on hand as of May 12, 2017 to be reconciled against inventory records provided by the IDMS/MAAP system.
2. State Daily Registration Logs and Deposit Receipts from the date of the last audit (April 20, 2016) to the current audit date (May 12, 2017).
3. Inventory receipts and damaged inventory documents from the date of the last audit (April 20, 2016) to the current audit date (May 12, 2017).

## **Conclusion**

The Agent is generally in compliance with the applicable statutes, rules and procedures. The physical setup of the Agent's office and procedures in place provide adequate security for the revenue and inventories entrusted to the Agent.

At the conclusion of the audit all inventory items entrusted to the Agent had been accounted for.