

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 8-20-2018
Re: City Manager's Report

1. Attached is a letter from DOT affirming the City's Highway Block Grant Aid from the State of NH. The payment is derived from highway revenue and is disbursed based on \$1,496 for each mile of Class IV and Class V highway and \$13 for each person residing in a municipality.
2. Eversource will be performing infrared aerial patrols of the entire transmission right-of-way system beginning Tuesday, August 21, and continuing through Saturday, August 25, weather permitting. The patrols are being performed to identify any over temperature equipment that needs attention. Flight times will be between 7:30 a.m. to 5:00 p.m.
3. Diane Fortier retired from the Public Works Department after 30 years of service. We wish her a long and happy retirement.
4. Berlin's Board of Education and Mayor are hosting a workshop on education funding on Thursday, September 6 at 6 p.m. in the Berlin Middle School Auditorium, located at 200 State Street.
5. The most recent project status update for the Hillside Ave Bridge project from HEB is attached. Currently, the new bridge is expected to be installed this week. We are discussing methods of opening the bridge to pedestrian traffic for School Dept. purposes. If this is not possible, alternative bussing arrangements will have to be made.
6. Attached is a correspondence from the Berlin Fire Department describing the Incident Command System Summary for Executives and Elected Officials class that will be held Saturday, November 3rd from 9:00 a.m. to Noon. The class is free and City Councilors are welcome and encouraged to attend if you are interested.
7. Attached are sample ballots for the upcoming Primary that will be held on September 11, 2018
8. The City's auditors are here this week to complete the FY18 audit.

PROJECT STATUS REPORT #009

HEB Engineers, Inc. • 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

Date:	July 31, 2018	Project #:	2009-016	<i>Page 1 of 1</i>
Client:	City of Berlin 160 Main Street Berlin, NH 03570	Project:	Hillside Avenue Bridge #232-066	
		Location:	Berlin, NH	
Project Manager:	Jason C. Ross, PE	Period:	July 1 – 31, 2018	

PROJECT ACTIVITIES SINCE LAST REPORT:

Tasks completed this period:

- Reviewed Contractor Submittals.
- Attended preconstruction meeting on July 16.
- Observed construction and prepared Field Reports.
- Met with NHDOT and discussed project.
- Coordinated with and provided Plans to York Land Services.

Tasks scheduled for completion:

- Continued construction Administration activities.

Immediate Action Items:

Deadline

Pending from client:

- None.

Information/submittals to client:

- None.

Status: Construction is underway. HEB will be providing construction administration services including Submittal and Payment Application reviews, site visits, field reports, and Contract administration.

SCHEDULE SUMMARY:

<u>Phases</u>	<u>Scheduled Completion:</u>	<u>Anticipated Completion:</u>
006 NHDES Wetland Permitting	May 26, 2017	COMPLETE
007 Final Design Updates	May 26, 2017	COMPLETE
008 Bidding Assistance	July 14, 2017	COMPLETE
009 Construction Administration	October 2018	October 2018
010 Project Closeout	November 2018	November 2018

BILLING SUMMARY:

<u>Phases</u>	<u>Proposed Fees</u>	<u>% Billed</u>	<u>Total Amount Billed</u>
006 NHDES Wetland Permitting	\$ 7,983 lump sum	99%	\$ 7,916.98
007 Final Design Updates	\$ 4,669 lump sum	97%	\$ 4,543.00
008 Bidding	\$ 5,062 lump sum	98%	\$ 4,937.21
009 Construction Administration	\$45,910 hourly	14%	\$ 6,608.03
010 Project Closeout	\$ 4,223 lump sum	0%	\$ 0.00
TOTALS	\$67,847	35%	\$24,005.22

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



ICS 402 – Incident Command System Summary for Executives

Date: Saturday, November 3, 2018
Location: AVH Community Conference Room
Time: 9:00 AM to 12:00 PM
Cost: Free

Course Overview

This course is intended to provide a forum to discuss the agency's strategic and executive level preparedness and response issues and challenges related to WMD/terrorism and other incidents of national significance. It is also intended to serve as a vehicle to share proven strategies and practices as well as enhanced teamwork and coordination among the agency's senior officials responsible for emergency response to a major incident. It will be conducted as a facilitated workshop and will integrate multimedia scenarios and vignettes that highlight the key issues and facilitate discussion

Topics

- Define the role of an Executive relative to the ICS
- Describe the various ways ICS can be applied
- Describe the basic organization of ICS and know the functional responsibilities of the Command and General Staffs
- Describe basic ICS terminology
- Identify the differences between incident/event ICS organizations and the activities accomplished by area Commands, EOC's and MACS
- Describe the major responsibilities of an Executive as related to an incident/event, including the agency administrator briefing and delegation of authority
- Explain the administrative, logistical, financial and reporting implications of large incident/event level considerations operations

Audience

Elected officials, senior executive, senior managers and agency administrators with policy responsibilities, but without specific ICS or Multi-Agency Coordination System function/roles or responsibilities.

NIMS Compliance

This course is NIMS compliant and meets the NIMS Baseline Training requirements for ICS-402.



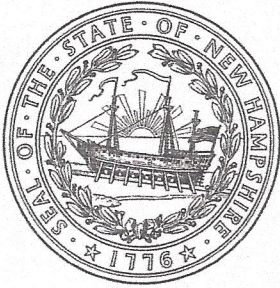
Sample
BERLIN
LIBERTARIAN
STATE PRIMARY ELECTION
September 11, 2018

Wm. Gardner
SECRETARY OF STATE

INSTRUCTIONS TO VOTERS

1. To vote, fill in the oval (s) ☐ opposite your choice (s) like this ☒
2. To write-in a candidate not on the ballot, write the name on the line provided for the office and fill in the oval ☐ opposite the write-in line, like this ☒

For Governor Vote for not more than 1 Aaron Day <input type="radio"/> Jillette Jarvis <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For State Representatives Vote for not more than 3 Stuart Light <input type="radio"/> _____ WRITE-IN <input type="radio"/> _____ WRITE-IN <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For Register of Deeds Vote for not more than 1 _____ WRITE-IN <input type="radio"/>
For Representative in Congress Vote for not more than 1 Justin O'Donnell <input type="radio"/> Tom Alciere <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For Sheriff Vote for not more than 1 _____ WRITE-IN <input type="radio"/>	For Register of Probate Vote for not more than 1 _____ WRITE-IN <input type="radio"/>
For Executive Councilor Vote for not more than 1 Tobin Menard <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For County Attorney Vote for not more than 1 _____ WRITE-IN <input type="radio"/>	
For State Senator Vote for not more than 1 _____ WRITE-IN <input type="radio"/>	For County Treasurer Vote for not more than 1 _____ WRITE-IN <input type="radio"/>	



Sample
BERLIN
REPUBLICAN
STATE PRIMARY ELECTION
September 11, 2018

Wm. Gardner
SECRETARY OF STATE

INSTRUCTIONS TO VOTERS

1. To vote, fill in the oval (s) ☐ opposite your choice (s) like this ☒
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For Governor
Vote for not more than 1

Chris Sununu ☐
WRITE-IN ☐

For Representative in Congress
Vote for not more than 1

Gerard Beloin ☐
Lynne Blankenbeker ☐
Robert Burns ☐
Stewart I. Levenson ☐
Jay Mercer ☐
Steven Negron ☐
Brian Belanger ☐
WRITE-IN ☐

For Executive Councilor
Vote for not more than 1

Kim Strathdee ☐
Joseph D. Kenney ☐
WRITE-IN ☐

For State Senator
Vote for not more than 1

David J. Starr ☐
WRITE-IN ☐

For State Representatives
Vote for not more than 3

Gaston Gingues ☐
Robert Theberge ☐
WRITE-IN ☐
WRITE-IN ☐
WRITE-IN ☐

For Sheriff

Vote for not more than 1

Brian L. Valerino ☐
WRITE-IN ☐

For County Attorney
Vote for not more than 1

WRITE-IN ☐

For County Treasurer
Vote for not more than 1

Suzanne L. Collins ☐
WRITE-IN ☐

For Register of Deeds
Vote for not more than 1

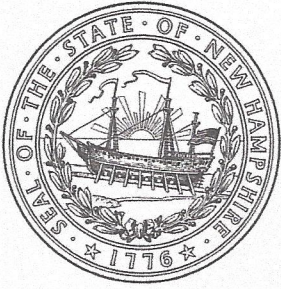
Leon H. Rideout ☐
WRITE-IN ☐

For Register of Probate
Vote for not more than 1

Terri L. Peterson ☐
WRITE-IN ☐

**For Delegates to the State
Convention**
Vote for not more than 3

Stephen Villee ☐
WRITE-IN ☐
WRITE-IN ☐
WRITE-IN ☐



Sample
BERLIN
DEMOCRATIC
STATE PRIMARY ELECTION
September 11, 2018

Wm. Gardner
SECRETARY OF STATE

INSTRUCTIONS TO VOTERS

1. To vote, fill in the oval (s) ☐ opposite your choice (s) like this ☐
2. To write-in a candidate not on the ballot, write the name on the line provided for the office and fill in the oval ☐ opposite the write-in line, like this ☐

For Governor Vote for not more than 1 Steve Marchand <input type="radio"/> Molly Kelly <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For State Senator Vote for not more than 1 Jeff Woodburn <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For County Attorney Vote for not more than 1 John G. McCormick <input type="radio"/> _____ WRITE-IN <input type="radio"/>
For Representative in Congress Vote for not more than 1 Ann McLane Kuster <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For State Representatives Vote for not more than 3 Larry L. Laflamme <input type="radio"/> Yvonne Thomas <input type="radio"/> _____ WRITE-IN <input type="radio"/> _____ WRITE-IN <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For County Treasurer Vote for not more than 1 Emily Jacobs <input type="radio"/> _____ WRITE-IN <input type="radio"/>
For Executive Councilor Vote for not more than 1 Michael J. Cryans <input type="radio"/> _____ WRITE-IN <input type="radio"/>	For Sheriff Vote for not more than 1 _____ WRITE-IN <input type="radio"/>	For Register of Deeds Vote for not more than 1 _____ WRITE-IN <input type="radio"/>
		For Register of Probate Vote for not more than 1 _____ WRITE-IN <input type="radio"/>