# **City of Berlin**

# Memo

To:

Berlin City Council

From:

Jim Wheeler, City Manager

Date:

8-20-2018

Re:

City Manager's Report

- 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.



## THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan Commissioner

July 27, 2018

James Wheeler, City Manager City of Berlin 168 Main Street Berlin, NH 03570

Re: Berlin Highway Block Grant Aid – in Accordance with RSA 235:23

Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways

Dear Mr. Wheeler:

The following is notification of State Highway Block Grant Aid available to your city in State Fiscal Year 2019 (July 1, 2018 thru June 30, 2019) based on estimated revenues through June 30, 2018. The Block Grant Aid payment includes highway revenue from Senate Bill (SB) 367 that was effective July 1, 2014. The total could possibly change based on final audited State Fiscal Year 2018 revenues. The resulting adjustment will be reflected in the April payment. Funding is anticipated to be available upon the availability and continued appropriation of funds in the future operating budget.

State Highway Block Grant Aid anticipated to be available to the City of Berlin during Fiscal Year 2019 (July 1, 2018 to June 30, 2019) is as follows:

 July 2018 Actual Payment:
 \$72,276.10

 October 2018 Actual Payment:
 \$72,276.10

 January 2019 Actual Payment:
 \$48,184.07

 April 2019 Estimated Payment:
 \$48,184.05

**TOTAL FOR FY 2019:** 

\$240,920.32

In generalized terms and in accordance with statutory provisions for distribution of Apportionment "A" and SB 367 funds, a disbursement is made of approximately \$1,496 for each mile of Class IV and Class V highway inventoried by each municipality and approximately \$13 for each person residing in a municipality based on the state planning estimate of population. Apportionment "B" is distributed this year to 18 small towns under a somewhat more complicated formula as specified in RSA 235:23, which recognizes the economics of maintaining their Class V highway mileage when considered in relationship to their equalized valuation tax base.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE Minicipal Highways Engineer

Bureau of Planning and Community Assistance

CRW/dmp

JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483 TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NHDOT.COM



# **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

Page 1 of 1

Client:

City of Berlin

Project:

Hillside Avenue Bridge #232-066

160 Main Street

Location:

**Project Manager:** 

Jason C. Ross, PE

Berlin, NH 03570

Period:

July 1 – 31, 2018

Berlin, NH

## 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:

Pending from client:

**Deadline** 

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

#### BILLING SUMMARY:

<u>Phases</u>	Proposed Fees	% Billed	Total Amount Billed
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%	7 0.00
	Y 01 , 0 T1	30%	\$24,005.22

<sup>\*\*</sup>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.

Emergency: 911 Direct Fire Phone: 603-752 3134 Phone: 603-752-3135 Fax: 603-752-8583



# Sample BERLIN LIBERTARIAN

STATE PRIMARY ELECTION
September 11, 2018

Man Secletary 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		For State Representatives  Vote for not more than 3	For Register of Deeds  Vote for not more than 1
Aaron Day		Stuart Light	WRITE-IN
Jilletta Jarvis		WRITE-IN	For Register of Probate
. WRITE-IN		WRITE-IN	Vote for not more than 1
For Representative in Congression 1	ess	WRITE-IN	- WRITE-IN
Justin O'Donnell	)	For Sheriff Vote for not more than 1	
Tom Alciere	)	WRITE-IN O	
WRITE-IN		For County Attorney	
For Executive Councilor  Vote for not more than 1		Vote for not more than 1	
Tobin Menard  WRITE-IN		For County Treasurer  Vote for not more than 1	
For State Senator Vote for not more than 1		WRITE-IN	
WRITE-IN C		<i>•</i>	



# Sample BERLIN REPUBLICAN

STATE PRIMARY ELECTION
September 11, 2018

Mon Seculor 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	For State Senator Vote for not more than 1	For County Treasurer Vote for not more than 1
Chris Sununu	David J. Starr	Suzanne L. Collins
WRITE-IN	WRITE-IN O	WRITE-IN O
For Representative in Congress  Vote for not more than 1	For State Representatives  Vote for not more than 3	For Register of Deeds  Vote for not more than 1
Gerard Beloin	Gaston Gingues	Leon H. Rideout
Lynne Blankenbeker	Robert Theberge	
Robert Burns	WRITE-IN O	WRITE-IN WRITE-IN
Stewart I. Levenson	WRITE-IN WRITE-IN	For Register of Probate  Vote for not more than 1
Jay Mercer	WRITE-IN O	Terri L. Peterson
Steven Negron		
Brian Belanger	For Sheriff Vote for not more than 1	WRITE-IN WRITE-IN
WRITE-IN O	Brian L. Valerino	For Delegates to the State Convention
For Executive Councilor	WRITE-IN	Vote for not more than 3
Vote for not more than 1	For County Attorney	Stephen Villee
Kim Strathdee	Vote for not more than 1	WRITE-IN
Joseph D. Kenney	WRITE-IN O	WRITE-IN WRITE-IN
WRITE-IN WRITE-		WRITE-IN WRITE-IN



# SAMOLE BERLIN DEMOCRATIC

STATE PRIMARY ELECTION
September 11, 2018

Man Barbary
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 State Senator Vote for not more than 1	For County Attorney Vote for not more than 1
Jeff Woodburn	John G. McCormick
WRITE-IN O	WRITE-IN
For State Representatives	For County Treasurer
Vote for not more than 3	Vote for not more than 1
Larry L. Laflamme	Emily Jacobs
Yvonne Thomas	WRITE-IN
WRITE-IN WRITE-IN	For Register of Deeds  Vote for not more than 1
WRITE-IN	WRITE-IN O
For Sheriff Vote for not more than 1	For Register of Probate  Vote for not more than 1
WRITE-IN O	WRITE-IN O
	Vote for not more than 1  Jeff Woodburn  For State Representatives Vote for not more than 3  Larry L. Laflamme  Yvonne Thomas  WRITE-IN  WRITE-IN  WRITE-IN  VOTE for not more than 1