

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 8-7-2017
Re: City Manager's Report

1. We welcome Jeffrey O'Neil to the Wastewater Treatment Plant as an operator. Jeff is originally from Berlin and made the move back for the opportunity to work in his home town. Heidi Gray has been hired in the Finance Department. She will be one of the account clerks at the Collections window.
2. HEB is working on design plans for the Hillside Avenue Bridge. The current schedule includes bidding in the fall for construction in the spring of 2018. A project status report from HEB is attached.
3. Eversource has informed us that they plan to lower the water level above the Smith Hydro Dam to complete annual maintenance and inspection work on the canal and penstock. The drawdown will occur from September 11 through September 22, 2017. A letter from Hydro Manager Michael Hitchko is attached.
4. Pavement markings have been delayed due to a very wet summer. Line striping with our contractor Highway Safety, Inc. , is scheduled for August 20th with a rain date of August 21st.
5. A court date has been set for September 7, 2017 at 9:00 a.m. for the enforcement of judgement on Paul Croteau for his properties on Jericho Road.
6. The City of Berlin has been notified that it has been awarded a \$30,000 grant from the 2017 RBDG round for the feasibility study of a downtown snowmelt system. This money will be combined with the \$12,000 CDBG feasibility grant to complete the study.
7. Terry Letarte reported that it was another successful year with the British Soccer Camp which was held in the last week of June. The program continues to grow each year with 21 participants in 2015, 31 in 2016 and 35 in 2017. The program will be held next year from June 18th to June 22nd.

8. Mary Jo Landry of the Berlin Housing Authority has informed the City that St. Regis will be applying for tax credits in the next round. The Mayor and one City Councilor will be contacted as part of application review process.
9. Vachon Clukay & Co., the City's auditors, will be here next week for the on-site portion of the annual audit. The on-site portion typically last about one week.
10. The Berlin Police Memorial Committee will be hosting its 4th "Call to Duty" Memorial Golf Tournament at the Androscoggin Valley Country Club in Gorham on Friday, September 8, 2017. All proceeds will benefit the "Call to Duty" Memorial & Scholarship Fund. Additional information is attached.
11. The May, 2017 Police Statistics, as reported to the Police Commission at their July meeting, are attached.
12. A Public Works Activity Report is attached for your review.

PROJECT STATUS REPORT #002

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:	June 30, 2017	Project #:	2009-016	Page 1 of 1
Client:	Mike Perreault City of Berlin	Project:	Hillside Avenue Bridge #232-066	
		Location:	Berlin, NH	
Project Manager:	Jason C. Ross, PE	Period:	June 1 - 30, 2017	

PROJECT ACTIVITIES SINCE LAST REPORT:

Tasks completed this period:

- Continued updated Design Drawings (originally prepared in 2011) to current codes and standards.
- Met with Mike Perreault on June 20.
- Began preparation of Bidding and Contract Documents.

Tasks scheduled for completion:

- Submit NHDES Wetland Permit Application.
- Finalize Final Design Plans, Cost Estimate, and Project Manual.

Immediate Action Items:

Deadline

Pending from client:

- None.

Information/submittals to client:

- None.

Status: HEB has been updating the Design Plans and anticipated submitting the NHDES Wetland Permit Application in July. HEB has begun preparing Bidding and Contract Documents. We anticipate bidding the Project this fall with Construction set to begin in Spring 2018.

SCHEDULE SUMMARY:

<u>Phases</u>	<u>Scheduled Completion:</u>	<u>Anticipated Completion:</u>
004A NHDES Wetland Permitting	May 26, 2017	July 2017
006 Final Design Updates	May 26, 2017	July 2017
007 Bidding Assistance	July 14, 2017	Fall 2017
008 Construction Administration	Spring 2018	Spring 2019
009 Project Closeout	TBD	TBD

BILLING SUMMARY:

<u>Phases</u>	<u>Proposed Fees</u>	<u>% Billed</u>	<u>Total Amount Billed</u>
004A NHDES Wetland Permitting	\$ 7,983 lump sum	50%	\$ 3,954.00
002 Final Design	\$ 4,669 lump sum	88%	\$ 4,088.70
003 Bidding	\$ 5,062 lump sum	0%	\$ 0.00
TOTALS	\$17,714	45%	\$ 8,042.70

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

July 12, 2017

D33942

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

RE: Notification of Drawdown for Smith Hydro FERC Project No. 2287

Dear Mr. Wheeler,

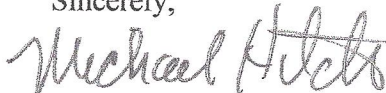
Public Service Company of New Hampshire (PSNH) d/b/a Eversource is notifying you of our plans to lower the water level above the Smith Hydro dam on the Androscoggin River in Berlin, NH.

PSNH plans to drain the canal and lower the water level above Smith Hydro dam approximately seven (7) feet below normal from September 11, 2017 through September 22, 2017 in order to perform routine maintenance and conduct inspections of the canal and penstock. Water levels will be restored to normal upon completion of the work.

The resource agencies (New Hampshire Fish and Game Department, New Hampshire Department of Environmental Services and United States Fish and Wildlife Service) were notified of the planned drawdown on April 7, 2017 (email attached).

If you have any questions regarding this matter, please contact Mr. Curtis R. Mooney at 744-8855 Ext. 2 or curtis.mooney@eversource.com.

Sincerely,



Michael Hitchko
Hydro Manager

cc: Mr. James Gallagher - NHDES Water Division (via email)

CM Report

**THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT**

Coos Superior Court
55 School St., Suite 301
Lancaster NH 03584

Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
<http://www.courts.state.nh.us>

**SUMMONS IN A CIVIL ACTION
HEARING SCHEDULED**

Case Name: **City of Berlin v Paul Croteau**
Case Number: **214-2014-CV-00077**

Date Motion Filed: July 13, 2017

A Motion has been filed against you in this Court. A copy of the Motion is attached.

The Court has scheduled the following: **Hearing on the Enforcement of Stipulated Judgment**

Date: September 07, 2017

Location: 55 School St., Suite 301

Time: 9:00 AM

Lancaster NH 03584

Time Allotted: 30 Minutes

The Court ORDERS that ON OR BEFORE:

August 25, 2017

City of Berlin shall have this Summons and the attached Motion served upon Paul Croteau in hand or by abode.

September 05, 2017

City of Berlin shall file the return of service with this Court. Failure to do so may result in this action being dismissed without further notice.

September 05, 2017

Paul Croteau shall file an Appearance and Answer or other responsive pleading with this Court. A copy of the Appearance and Answer or other responsive pleading must be sent to the party listed below and any other party who has filed an Appearance in this matter.

Notice to Paul Croteau: If you do not comply with these requirements, you will be considered in default and the Court may issue orders that affect you without your input.

Send copies to:

Christopher T. Hilson, ESQ

Donahue Tucker & Ciandella PLLC
16 Windsor Ln
PO Box 630
Exeter NH 03833

If you will need an interpreter or other accommodations for this hearing, please contact the court immediately. Please be advised (and/or advise clients, witnesses, and others) that it is a Class B felony to carry a firearm or other deadly weapon as defined in RSA 625.11, V in a courtroom or area used by a court.

BY ORDER OF THE COURT

July 14, 2017

David P. Carlson
Clerk of Court

(463)

RETURN OF SERVICE

June 16, 2017

Greetings!

The Berlin Police Department is pleased to report that over the last 11 years, donations to the Department's "Call to Duty" Memorial & Scholarship Fund have assisted 27 area students further their education. Moreover, Sergeant Paul Brodeur, Officer Robert Devold, and Officer Dorman Wheelock continue to be honored and receive recognition for having given the ultimate sacrifice while in the line of duty.

The Memorial Committee is encouraged by the community's ongoing support and is inspired to continue its efforts to foster education and uphold recognition of Berlin's fallen officers. The Committee has scheduled its fourth "Call to Duty" Memorial Golf Tournament at the Androscoggin Valley Country Club in Gorham, New Hampshire, on Friday, September 8, 2017. All proceeds will benefit the "Call to Duty" Memorial & Scholarship Fund.

If golf is your game, and you would like to participate in the tournament, we'd love to have you! Please complete and return the registration form on page two at your earliest convenience. If you are not a golfer but are interested in supporting the event by contributing a prize item or donation, please complete the donor form on page three, and return it by August 18, 2017. A member of the Memorial Committee will then contact you, and arrangements will be made for your donated item to be picked-up by a member of the Police Department.

On behalf of the Memorial Committee and prior scholarship recipients, thank you for your support. We realize the scholarship fund would not be possible without the ongoing generosity of our kindhearted citizens and area businesses, and we are grateful. We look forward to hearing from you soon!

Sincerely,

For the Memorial Committee,

Dan Buteau

Dan Buteau
Deputy Chief

**Berlin Police Department
Golf Tournament**

to benefit the

"Call to Duty" Memorial & Scholarship Fund

Friday, September 8, 2017

**Androscoggin Valley Country Club
Route 2, Gorham, NH**

8 a.m. Registration

9 a.m. Shotgun Start

Format: 4-Person Best Ball Scramble

Cost: \$75 per Person

Includes Cart, Dinner, & Shirt

Prizes will be awarded!

*Through scholarships awarded in memory of the Berlin Police Department's Fallen Officers,
the Memorial Fund assists Berlin, Gorham, and Milan area students pursuing a career in
Criminal Justice.*

Player #1: _____ Shirt Size: _____

Player #2: _____ Shirt Size: _____

Player #3: _____ Shirt Size: _____

Player #4: _____ Shirt Size: _____

Team Contact Name & Phone Number: _____

**Shirts will be provided at this year's event. Please be sure to list each team member's size,
and return your completed registration form and fee by June 30th to:**

Berlin Police Department

Attn: Lisa Arguin

135 Green Street

Berlin, NH 03570

Telephone: (603) 752-3131

Make checks payable to, "Call to Duty" Memorial Fund

**Berlin Police Department Golf Tournament
to benefit the
"Call to Duty" Memorial & Scholarship Fund**

**Friday, September 8, 2017
Androscoggin Valley Country Club
Route 2
Gorham, NH**

Item Donor Form

Donor or Company Name: _____ **Telephone:** _____

Contact Person: _____ **Email:** _____

Address: _____

_____ **Zip Code:** _____

Item: _____ Stated Value: _____

Description of Item: (Please note any specifications or restrictions.)

Please contact Deputy Chief Dan Buteau or Administrative Assistant Lisa Arguin if you have any questions.

**Berlin Police Department
135 Green Street
Berlin, NH 03570
Telephone: (603) 752-3131
Fax: (603) 752-2824**

Thank you for your support!

Berlin Police Department
 July 2017 Commissioner's Meeting
- May 2017 Activity Report -

	May 2017	Year To Date 1/1 - 5/31/2016	Year To Date 1/1 - 5/31/2017	Difference %
Total Calls for Service	2060	7779	9463	21.65%
Milan Calls for Service	83	256	382	49.22%
Total Arrests	48	301	268	-10.96%
Protective Custody Arrests	4	25	24	-4.00%
Felonies	13	84	61	-27.38%
Misdemeanors	67	352	380	7.95%
Thefts	13	112	93	-16.96%
Burglaries	2	29	11	-62.07%
Vandalism/Criminal Mischief	21	73	75	2.74%
Criminal Threatening	10	70	43	-38.57%
Sexual Assaults	6	16	25	56.25%
Assaults	9	49	44	-10.20%
Domestic Violence Incidents	24	72	87	20.83%
Verbal Arguments	9	41	29	-29.27%
Restraining/Stalking Orders	8	46	36	-21.74%
Drug Complaints	25	80	107	33.75%
Motor Vehicle Stops	336	1215	1425	17.28%
Motor Vehicle Violations	38	147	141	-4.08%
Motor Vehicle Warnings	218	926	974	5.18%
OHRV Complaints	10	29	25	-13.79%
OHRV Stops	11	24	21	-12.50%
OHRV Accidents	2	2	3	50.00%
DWI Violations	2	18	16	-11.11%
Accidents	12	55	84	52.73%
Accidents Within an Intersection	1	16	16	0.00%
Parking Tickets	3	184	127	-30.98%
Dog Complaints	39	152	143	-5.92%
Animal Complaints (other)	36	72	74	2.78%
Assists to other Berlin Departments	32	210	159	-24.29%
Assist to Berlin Ambulance	72	370	403	8.92%
Assists to Gorham PD	9	30	25	-16.67%
Assists from Gorham PD	6	20	16	-20.00%
Juvenile Incidents	22	63	63	0.00%
Juvenile Arrests	4	35	12	-65.71%
Officers issued 3 parking ticket for the following reasons:				
	Restricted Area	1		
	Against Traffic	1		
	Sidewalk	1		

**City of Berlin Public Works Department
2017 Activity Report**

Year	2016	Year to Date 2017	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	July 2017	Aug 2017	Sept 2017	Oct 2017	Nov 2017	Dec 2017
Total Service Requests	895	476	89	105	42	91	80	69						
Administrative Service Requests	82	31	5	4	5	10	5	2						
Cemetery burials	15	10	1	0	0	1	3	5						
Maintenance:Bldg/Furniture repair, Fences/Railings/Walls, Lawns/Trees, Signs	221													
Parks and Grounds	79	39	2	5	3	11	7	11						
Refuse/Recycle/Yard Waste	62	27	7	5	3	3	2	7						
Sanitary Sewer	108	28	3	2	4	7	7	5						
Storm Drainage System	91	39	8	6	6	6	10	3						
Streets and Highways: Repairs of curbs/sidewalks/streets, line painting, sweeping, sanding, sand barrels, paving and potholes	237	236	55	71	15	36	37	22						

City Owned Property Service Requests														
City Hall	64	28	3	8	6	2	4	5						
Recreation Dept.	18	12	1	2	2	5	2	0						
Library	9	5	1	2	0	1	0	1						
Fire Dept.	7	0	0	0	0	0	0	0						
Schools	7	5	0	2	0	3	0	0						
Parks/Fields/Other City owned	68	29	0	0	0	7	5	17						