

PUBLIC HEARING – October 21, 2013

Mayor Grenier opened the duly advertised public hearing portion of the meeting at approximately 7:50 p.m. to hear public comments on the following subject matter:

- Resolution 2013-23 Authorize CDBG \$12,000 Feasibility Study for Food Cooperative in Berlin

Berlin Development Director, Pamela Laflamme, had informational packets available prior to making the following presentation:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development, up to \$500,000 for public facility and housing projects, up to \$500,000 for emergency activities that directly benefit low and moderate income persons, and up to \$12,000 is available for feasibility study grants.

The purpose of this Community Development Block Grant funding request: This is a proposed application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant feasibility study funds to determine if there is a market for a food cooperative in Berlin. The funds, approximately \$12,000, will be sub-granted to WREN (Women's Rural Entrepreneurial Network) to hire a consultant to perform a market study to determine if there is a need and a market for a food cooperative in Berlin, NH.

This project conforms with the City of Berlin's Housing and Community Development Plan's Goals to reverse long term economic deterioration through expansion and diversification of the economic base of the Berlin area.

Mayor Grenier asked for public comments at this time. There were no public members present.

Mayor Grenier closed this portion of the Public Hearing.

Mayor Grenier then opened the next Public Hearing

Berlin Development Director, Pamela Laflamme gave a review of the updated Housing and Community Development Plan.

The plan is the same plan accepted by the City Council in January 2013. Complete copies of the plan are available for review in the Community Development Department.

Mayor Grenier asked for public comments at this time. There were no public members present.

Mayor Grenier closed this portion of the Public Hearing.

Mayor Grenier then opened the next Public Hearing

Berlin Development Director, Pamela Laflamme gave a review of the Residential Antidisplacement and Relocation Assistance Plan.

Although this project does not involve any displacement or relocation of persons (or businesses), if the City were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Mayor Grenier asked for public comments at this time. There were no public members present.

Mayor Grenier closed this portion of the Public Hearing

There being no one else wishing to speak for or against the subject matter, Mayor Grenier closed the public hearing portion of the meeting at approximately 7:55 p.m.

CITY COUNCIL MEETING – Monday, October 21, 2013

Mayor Grenier called the Regular City Council Meeting to order at approximately 7:55 p.m. in the City Hall Council Chambers. The pledge of allegiance to the flag preceded roll call. Present: Councilors Remillard, Otis, Morgan Allain, Benski, Higbee, Rozek, Nelson and Theberge. Also present: James Wheeler, Pam Laflamme and the press.

Minutes, Previous Meeting

Councilor Remillard moved with a second by Councilor Otis to accept the minutes of the October 7 Work Session and Regular Meeting. So moved, the motion carried.

Disbursements: Disbursement Summary Draft #1701 start date 10/8/2013 end date 10/21/2013 for a total cash disbursement of \$1,143,197.44. Councilor Theberge moved with a second by Councilor Nelson to accept the disbursement summary and pay all bills as recommended by the Committee on Accounts/Claims. So moved, the motion carried.

PUBLIC COMMENTS – No Comments

UNFINISHED BUSINESS

1. Council Committee Reports. No Reports
2. Resolution 2013-23 authorizing application to the Community Development Block Grant Feasibility Study Program for \$12,000 on behalf of Women's Rural Entrepreneurial Network (WREN) for funds to see if there is a market for a Food Cooperative in Berlin, NH. (tabled 10/7/13)
Resolved by the City Council of the City of Berlin as follows:

Whereas, the City Council adopts the updated Housing and Community Development Plan; and
Whereas the City Council adopts the Residential Anti-displacement and Relocation Assistance Plan; and
Whereas, Community Development Block Grant Feasibility Study funds are available to hire engineers and architects to determine the viability of the project; and
Whereas, Berlin and Coos County are considered to be part of a food desert without enough access to fresh and local offerings; and
Whereas, a food cooperative would provide a place for local farmers, bakers, and food producers to bring their products year round; and
Whereas, upon approval, the City Manager is authorized to receive said grant and the grant proceeds are hereby appropriated for the purpose of the grant; and
Whereas all grant proceeds shall be deposited with the City Treasurer and that any additional use of these funds beyond the scope of work as listed in the application shall require prior approval of the City Council. Now Therefore Be It Resolved by the City Council of the City of Berlin as Follows:
That, the City Manager is authorized to apply to the Community Development Block Grant Feasibility Study Program for \$12,000 on behalf of Women's Rural Entrepreneurial Network (WREN) for funds to study whether there is a market for a Food Cooperative in Berlin, NH and upon approval of said application, the City Manager is authorized to execute any documents which may be necessary to effectuate the CDBG contract. This Resolution shall be in full force and effect from and after passage.

Councilor Nelson moved with a second by Councilor Theberge to remove the resolution from the table at this time. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Theberge to amend the resolution by replacing the words "a local nonprofit organization" with "Women's Rural Entrepreneurial Network (WREN)" as presented. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Theberge to have the resolution, as amended, read a second time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Theberge to have the resolution, as amended, read a third time by title only. So moved, the motion carried.

Councilor Nelson moved with a second by Councilor Theberge to pass the resolution, as amended. So moved the motion carried and Mayor Grenier declared the resolution, as amended, now passed.

Councilor Higbee moved with a second by Councilor Rozek to adopt the updated Housing and Community Development Plan. So moved, the motion carried.

Councilor Higbee moved with a second by Councilor Morgan Allain to adopt the Residential Antidisplacement and Relocation Assistance Plan. So moved, the motion carried.

Councilor Morgan Allain moved with a second by Councilor Otis to approve the submittal of the application and vote to authorize the City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract. So moved, the motion carried.

NEW BUSINESS

3. City Manager's Report

Waste Water Treatment Plant Upgrade Status

Project Schedule Status

Substantial Completion: June 16, 2014
Final Completion: August 15, 2014
Contract Time Completed: 67% (507 days)

Project Payment Status

Current Contract Amount \$13,224,151.47
Total Completed and Stored to Date: \$9,684,700.39
Total Amount Eligible for Payment: \$9,023,492.82
(minus retainage)
Amount Due for Pay Requisition No. 17: \$396,690.07
Percent of Contract Amount Requisitioned: 73.2%

Route 110 Phase 2 Construction

A pre-construction meeting for this project was held at Berlin City Hall on Friday October 11, 2013. A copy of the 2013 construction schedule that lists work through a Winter Shutdown on December 3, 2013 is attached.

Health Department

Bonnie Cox, RN has been hired as a per-diem in the Health Department. The Health Dept. has administered its entire supply of flu vaccine as of last week.

Housing Matters

1. Mason St. Park - The Recreation Dept. installed the playground equipment, picnic tables and park benches. There has already been a good turnout in the neighborhood for use of the park. The Community Garden Committee has established the location of the raised beds, and the Enriched Learning Center, under the direction of Ed Sawtell the Technical Director, will be building them over the winter. The committee is finalizing the guidelines for use of the beds, and working on some ideas to get students and the community involved with the naming of the park as well as a commitment toward long-term care and involvement. The park & gardens are being funded by a Neighborhood Stabilization grant and HEAL grant (Healthy Eating and Living). See attached pictures.
2. 320 High St. – Demolition Bids are were received Thursday, October 17th. The apparent low bidder was Milan Excavating.
3. The RFP for Bartlett School should be finalized and sent out to be published within the next few days. It will be advertised in the Berlin & Conway Sun, City Website, and Manchester Union Leader.
4. Linda White attended the Annual Economic and Housing Market Update Conference on October 17th in Manchester.

Jet A Fueling Facility Construction Well Underway at Airport

Construction is now suspended awaiting the delivery of the new tank and equipment for installation on the new concrete pad.

Riverfire 2013

By all accounts, Riverfire 2013 was a great success. Crowds of people filled Heritage Park and lined the closed section of Upper Main St. as well as the Bridget St. Bridge. The Public Works, Recreation and Parks alone provided approximately 200 person-hours of labor and service to this event. The Police and Fire Departments all contributed significant services as well. A big note of thanks and congratulations to all of the dedicated volunteers and vendors who made it so successful.

Family Resource Center Annual Meeting

The FRC Annual Meeting will be held on November 12, 2012 at the White Mountains Community college from 11:30 am to 1:00 pm. The meeting will include a roundtable on, "The Role of Nonprofits in Building a Sustainable Community". Any Councilors who wish to attend my contact the FRC directly or make let Sue Tremblay aware and she will forward your intent.

Annual Rating Hearing for New Hampshire Interlocal Trust

The annual meeting will be held on October 28, 2013 at the Mountain View Grand from 1:00 to 1:30 PM.

North Country Council Annual Dinner Invitation

The North Country Council Annual Dinner will be held on October 23, 2013 at the Mountain View Grand in Whitefield. The invited keynote speakers are the Honorable Maggie Hasson and DRED Commissioner Jeffrey Rose. RSVP is expected by October 15, 2013.

New Hampshire Municipal Associations 72nd Annual Conference

The NHMA Annual Conference will be held on November 6 and 7 at the Radisson Hotel in Manchester.

Councilor Rozek moved with a second by Councilor Nelson to accept the City Manager's Report and place it on file. So moved, the motion carried.

4. Mayor's Report

Mayor Grenier thanked all involved with RiverFire which puts Berlin in a positive light. The Mayor also thanked Councilor Diana Nelson who was a tremendous help along the way.

5. Public Comments - No comments

6. Council Comments - No comments

7. Adjournment:

There being no further business before the Mayor and Council at this time, Councilor Rozek moved with a second by Councilor Nelson to adjourn the regular meeting. So moved, the motion carried and Mayor Grenier declared the regular meeting closed at approximately 8:10 p.m.

A True Record, Attest:
Debra A. Patrick, CMC
Berlin City Clerk