



VISION: We will be a vibrant, dependable and clean city where services are delivered innovatively and effectively.
MISSION: To provide effective operations of the city through collaboration of members, management and staff.

City Hall, Hamilton
Infrastructure Committee
10 October 2018
10:00am

- Present:** Councillor John Harvey, MBE, JP (Chair)
Rt. Wor. Charles R. Gosling, JP
Councillor Henry Ming
- Staff:** City Engineer - Patrick Cooper (Acting Secretary)
HR Manager - Lindell Foster
Event Project Manager - Danilee Trott
Event Project Manager - Jessica Astwood (Designate)
- Apologies:** Councillor Nicholas Swan
Councillor George Scott, JP
Councillor RoseAnn Edwards

1. **Confirmation of Notice:**

The Acting Secretary confirmed that the notices for the minutes and the agenda were posted and sent out in accordance with the new meeting guidelines.

2. **Role of the Chairman:**

Councillor John Harvey acknowledged his role as Chair of the Committee.

3. **Open Meeting**

Councillor John Harvey called the meeting to order at 10:00 am.

4. **Apologies:**

The Acting Secretary confirmed that apologies had been received from Councillor Nicholas Swan, Councillor George Scott, JP, and Councillor RoseAnn Edwards.

5. Public Participation/Presentation:

- (i) The Chairman invited the HR Manager to introduce representatives from SuperClean to give their presentation to the Committee.

The HR Manager introduced Mr. Anthony Webb and his organisation called Change by Us. Their mission is to increase public awareness and be a vehicle for community participants to generate ideas and actions. Also, to promote positive youth development and deter anti-social behaviours. The outcome is to serve as a community mobilisation catalyst, to lead the drive for community action and activities in addressing community needs.

A draft contract for discussion in the Restricted Session had been circulated.

Mr. Webb addressed the Committee and said that he and Kim Jackson started this initiative about three (3) years ago, called Change by Us. They went into communities in Somerset, Southampton and Hamilton and met with men who were involved in anti-social behaviours, who had made bad decisions, and who now wanted something different for themselves. The outcome of these meetings was a desire for jobs, education and businesses.

Mr. Webb had worked with the Salvation Army for 18 years and has had his own business in the City for 18 years.

Mr Webb was accompanied by two (2) young men who were already benefitting from this programme. His heart and passion was to be an advocate and provide opportunities for them. He recently decided to set up a social enterprise with a Board consisting of Dr. Gina Tucker, Dennis Brown, Kimberley Jackson, Lindell Foster and Charles Richardson. As a pilot programme with these two (2) young men, who already have a car wash business, Mr. Webb WAS looking for a location for them to set up a legitimate business, open a business account with payroll, and teach them how to be successful.

Mr. Webb wanted to take the social enterprise to another level in support of these young men and has continued to approach businesses in terms of conducting a job training programme.

The Chairman applauded Mr. Webb on his initiative and summarised the request to operate the car cleaning service at the Union Street car park as well as maintaining the cleanliness of the nearby restrooms. The Mayor commented that any illegal activity at this site would void the lease immediately. Mr. Webb gave assurances that no illegal activity would be tolerated.

The Committee gave Mr. Webb their full support for this enterprise and would consider the details of the Agreement in the Restricted Session of this meeting.

Mr. Webb and his colleagues left the meeting at 10.20 am.

6. **Correspondence:**

- (i) Letter to the Hon. Kim Wilson, Minister of Health re: Disabled Parking Permits.
- (ii) Letter of Response from the Permanent Secretary, Ministry of Health, J. Attride-Stirling re: Disabled Parking Permits.

7. **Minutes of Previous Meeting dated 12 September 2018**

Proposed: Councillor H. Ming

Seconded: Mayor, Charles Gosling

The Minutes were accepted as read.

8. **Matters arising from the Previous Meeting dated 12 September 2018:**

- (i) **Forward a copy of the 2018 Budget to Mr. Coy Ratteray:** Action item completed.
- (ii) **Forward copies of emails to the Infrastructure Committee Members that were sent to Mr. Benevides with regards to solutions in terms of the residential parking issues:** Action item completed.
- (iii) **Look into the outage of lights on Union Street between Dundonald and Victoria Streets:** Action item completed.

The City Engineer said that the lights on Union Street are within the Union Street upgrade project where new lights would be erected with a new power service. A court hearing was scheduled for this month (October) to decide who would pay for this project. In the meantime, the COH issued a purchase order to Belco to proceed with the work which would take place within the next month (November).

- (iv) **Respond to Mr. Kacey Hollis indicating that shoe shining in the City was against the COH's Hamilton Streets and Sidewalks Ordinance and the Minister was currently in the process of making amendments to the Municipalities Act. He might want to lobby the Minister with reference to his operation which could open up options for himself and others. In the interim, could look at other alternative locations:** Action item completed.
- (v) **Check with HOTT 107.5 also to see if they would be able to facilitate a live broadcast of the Boat Parade:** Action item completed.

The Event Project Manager advised that, as part of their sponsorship, HSBC had engaged a broadcasting company who would do a live broadcast of the Boat Parade.

- (vi) **Check with the Mayor of St. George and the General Manager of WEDCo to get their thoughts on establishing a three (3) day weekend of activities for St. George, Dockyard and the City:** Action item completed.

The Event Project Manager said that she attended a joint meeting with representatives of the Corporation of St. George, WEDCo, Bermuda Tourism Authority (BTA) and the Chamber of Commerce (CoC), to discuss the Christmas events scheduled for the City. They had put together a plan to jointly market the two (2) weekends before Christmas.

- (vii) **Provide some identified areas for the relocation of the statue "Against the Tide" to the Infrastructure Committee Members prior to the next meeting:**

The City Engineer contacted architect, Mr. Cooper Gardner who had provided a plan for a proposed new site for the statue at Albuoys Point. He gave a brief outline of the proposed concept for a triangle shaped park area with the position of the statue being a focal point of interest for road, boat and ferry users. The cost would be allocated in the COH budget for 2019. The Mayor commented that the statue was made by a significant living Bermudian artist and would be well placed within a pedestrian only park area. Councillor Ming said that the proposed new site for the statue should include a gazebo. The City Engineer said that the statue is owned by HSBC who would pay the relocation cost. The City Engineer would also add the installation of the new up lighting of the statue and the surrounding area. The Mayor suggested that piped music would enhance the experience of the proposed park area.

RECOMMENDATION: That the Board approve in principle the plan for the relocation of the statue "Against the Tide" and the proposed new layout of the area as suggested by Mr. Cooper Gardner.

ACTION: Approach HSBC and the new owner of the building to ask if they would consider contributing to the funding of the entire project. **(City Engineer)**

- (viii) **Circulate a policy as it relates to handicapped parking and the charges attached to that policy:**

The City Engineer said that there was currently no policy relating to disabled parking. He tabled three (3) draft documents: a Medical Form to be signed by a doctor, Guidelines for Disabled Parking and the Application for a Permit for Disability Parking.

ACTION: Circulate the three (3) draft documents to the Infrastructure Committee with a view to making a recommendation at the next meeting. **(City Engineer)**

- (ix) **Have the Communications Manager start preparing the PR for the Traffic Wardens as well as the parking ticket process:**

The City Engineer said that PR for the Traffic Wardens and the parking ticket process was under way. He had received a signed copy of the Memorandum of Understanding (MOU) from the Bermuda Police Service (BPS). The Mayor expressed thanks to the Government for the opportunity to move the enforcement of parking in the City, from the BPS to the COH and would now be able to concentrate on areas of abuse.

ACTION: Scan and email the MOU from the Bermuda Police Service to the Infrastructure Committee. **(City Engineer)**

ACTION: Arrange a public announcement by the Mayor with a photo shoot for Wednesday, 17 October 2018. **(City Engineer)**

- (x) **Inform the Community Action Team (CAT) of the trucks that are driving across the grass to deliver supplies, etc. to boats:** Action item completed.

The City Engineer said that a COH Superintendent on duty at the time of any incident would call the police to attend if necessary.

- (xi) **Discuss the proposed lease / sale of land for Beacon House:**

A proposal for a land swap for Beacon House had been given to Mr. Ian Gordon, the architect for the Bermuda Society for the Blind to be taken to his Committee for consideration. Should the proposal be approved by the architect's Committee, it would then have to be approved by the Government. In view of the urgency of the implementation of the proposal, the City Engineer recommended that, in the meantime, land lease agreements should be offered between the Bermuda Society for the Blind and the COH.

ACTION: Provide a 20-year lease between the COH and the Bermuda Society for the Blind to include the COH's intention to plant two (2) cedar trees in recompense for the one (1) which would be removed. **(City Engineer)**

9. **Status Update:**

- (i) **Events:**

- **City Food Festival:** 17-20 October 2018
- **Bartender Competition:** 17-20 October 2018
- **Chef Competition:** Round 1 - Appetizers
Round 2 - Entrées
Round 3 & Finale - Desserts and Full Dinner Event
- **Movie Lounge:** 16 November 2018

- **Tree Lighting:** 23 November 2018
- **Christmas Parade:** 25 November 2018
- **Boat Parade:** 8 December 2018
- **Staff Christmas Party:** 14 December 2018
- **Late Night Shopping:** 14 and 21 December 2018
- **Decorating of the Tree:** 7 December 2018

The Event Project Manager said that there were currently 30 boats registered for the Boat Parade with an expectation of around 50. She also said that letters would soon be sent to schools and church choirs inviting them to participate in Christmas Carol singing in the City. The planning of the 2019 budgets for three (3) years was underway. The rate increase schedule had been sent to Finance. The planning of the website update for 2019 was also underway.

- (ii) **Project Charters 2018:** The City Engineer said that most projects were progressing well. As the accounts run approximately two (2) months behind, it was difficult to give the year-to-date spend. The percentage of completion was more accurate.

10. Recommendations Approved by the Minister:

That the Board approve to waive the rental fees for the use of Pier 6 for the hosting of the annual Remembrance Day War Veterans Luncheon with the provision to charge for the labour costs.

That the Board approve the continued partnership between the Corporation of Hamilton and the Bermuda International Film Festival (BIFF) for the use of the Earl Cameron Theatre and the City Hall Foyer for the period of March 15 - 22, 2019. Subject to the outstanding debt being paid prior to the start of the event in 2019. The Chairman asked whether the BIFF debt for 2018 had been paid.

ACTION: Follow-up on the status of the 2018 debt owed by BIFF. (Event Project Manager)

That the Board approve the same level of in-kind sponsorship as was established for the Labour Day event for the Go-Karting Grand Prix and Music Extravaganza to be held on Saturday 13 October 2018. The Corporation of Hamilton would require receipt of the proper documentation and the proper processes followed as well as confirmation from all businesses approving the road closures inclusive of the times of the closures and the event. Also, would require confirmation indicating the support from the Go-Kart Association. Subject to the Association's insurance cover which must specifically state that it will indemnify the Corporation of Hamilton from any claims arising out of the event.

11. Recommendationws for Review:

There were no recommendations for review.

10. **Any Other Business:**

- (i) **Vandalism at Park Place on Par-la-Ville Road/Front Street:** The Mayor had received an email from Mr. Bruce Barker on behalf of his tenants, reporting that there had been three (3) incidences of bikes being vandalised and stolen in the COH bike park. The bikes were the property of his tenants staff. Mr. Barker requested for the COH to improve the lighting and install CCTV cameras in the area.

ACTION: The COH could improve the lighting and perhaps suggest to Mr. Barker that he provide the CCTV for his tenants. **(City Engineer)**

ACTION: Write to the cycle insurers to say that the COH was doing a review of vandalism and theft of cycles in the City, that the COH does not receive police reports and could they highlight any areas where these sorts of incidences took place. **(City Engineer)**

- (ii) **2019 Budget:** The City Engineer tabled a list of proposed vehicle purchases, including a dump truck, mechanical sweeper, electric powered pick-up truck and a boom truck. He suggested a switch from the current internal combustion powered light van fleet to an electric powered light van fleet. After the initial outlay, good cost savings would be achieved. Electric vehicles would run on a tenth of the energy cost of an internal combustion vehicle. There were fewer moving parts and decreasing maintenance costs. The City Engineer gave an example of Belco who now has an all electric vehicle fleet. The electric power would be sourced from the COH's solar installation.

Councillor Ming noted the proposed purchase of the litter vacuum. The City Engineer said that this vacuum did not have a sweeping unit and was for leaf litter only.

The City Engineer tabled the Capital Project Schedule of proposed projects and asked the Committee to review and make their recommendations. The Albuoy's Point proposal would be added to the list. The Mayor referred to the Barr's Bay Park and the repurposing of the building which had not been resolved for several years. He said that the land is prime real estate and suggested that perhaps the land could be promoted to prospective companies wishing to come to Bermuda with an offer of, say, a 50-year lease.

ACTION: Consider the Capital Project Schedule with a view to make recommendations sooner rather than later. **(Infrastructure Committee)**

- (iii) **Localmotion Limited / Bulls Head Operational Location (Email & Photo):** The City Engineer said that Mr. Michael Swan would like to rent 12 parking bays on the ground floor in Bull's Head Car Park and install an electrical supply to facilitate his business of small rental cars. He said that the cost to Localmotion Limited would be at the current footprint rate for car parking and there was plenty of space in the car park. The Mayor asked if security for the cars had been considered. The City Engineer

said the area could be fenced off if required. Councillor Ming suggested that the lease should state that Localmotion Limited take full responsibility of the security of the site.

RECOMMENDATION: That the Board approve for a lease to be drawn up between Localmotion Limited and the Corporation of Hamilton to rent 12 parking bays on the ground floor of Bull's Head Car Park with the proviso that Localmotion Limited would take full responsibility for security of the area.

- (iv) **Bermuda Tourism Authority (BTA) Visitor Service Centre, Hamilton Temporary Structure:** The City Engineer said the BTA had requested that a temporary site container, to serve as a temporary Visitor Service Centre, be erected on the waterfront to the west of their current closed location until it reopens at the beginning of December. He informed the Committee that there were a few very busy weekends with five (5) cruise ships expected to visit Bermuda in October and the temporary Visitor Service Centre would be needed. The City Engineer said the BTA would have to obtain the necessary permissions from the Planning Department. The Mayor said he should be invited as a key and core part of the opening event. He would use this opportunity to inform the public that this would be the first step in the development of the waterfront and looked forward to public consideration of its ongoing development.

RECOMMENDATION: That the Board approve the erection of the temporary structure to serve as a temporary Visitor Service Centre for the Bermuda Tourism Authority until the beginning of December.

Proposed: Infrastructure Committee
Unanimous

- (v) **Dock Security Dress Code:** At the Board meeting held on 3 October 2018, Councillor G. Scott said it had come to his attention that the security company had advised the truck drivers that they must wear steel-toed boots while on site instead of sneakers which were currently worn.

ACTION: Investigate the security company's dress code and discuss at the next Infrastructure Committee Meeting. **(City Engineer)** Action item still to be completed.

- (vi) **Earl Cameron Theatre Sound System:** The Mayor had attended a few productions in the theatre, recently to see "Annie", and was disappointed with the acoustics. Although all the players were equipped with microphones, the amplified sound was very muffled and not clear and crisp. The Mayor suggested that the system should be checked. The Event Project Manager confirmed that the sound system belonged to the COH.

ACTION: Check the sound system in the Early Cameron Theatre. **(City Engineer)**

- (vii) **LED Lighting Replacement Programme:** The Mayor requested an update on the replacement of LED lights in the City. The City Engineer said that this project was near completion. The Mayor referred to a previous proposal from a company in the United States who would replace the current lights with LED lights, free of charge, under a five (5) year contract with the company, taking 80% of the savings and the remaining 20% to the COH. The City Engineer said that as the change over is an ongoing part of light maintenance, the proposal was not considered to be of benefit. The Mayor said that there would be a cost for the LEDs and new fixtures to accommodate LEDs, where needed. The City Engineer tabled the LED light plan including the cost of materials with the COH staff carrying out the installations. The Mayor asked if the completion of the LED light replacement programme could be expedited in view of the significant cost savings.

ACTION: The installation of all LED lights to be completed as soon as possible. **(City Engineer)**

- (viii) **Lions Clubs of Bermuda - Food Distribution:** The Mayor had received a request from the Lions Clubs of Bermuda to utilise the Bermudiana Building at Barr's Bay Park, for a period of one (1) week from 10th December 2018.

RECOMMENDATION: That the Board approve to give permission for the Lions Clubs of Bermuda to utilise the Bermudiana Building situated at Barr's Bay Park as the collection, compilation and distribution centre of food hampers, for the week commencing 10 December 2018.

Proposed: Infrastructure Committee
Unanimous

- (ix) **The Go-Karting Grand Prix and Music Extravaganza:** The Mayor said that in recent conversations, he had been led to believe two (2) matters, however, he had not received any confirmation in writing. Firstly, the Go-Karting Association had said publicly that they were not involved in this event. Secondly, Mr. Rick Richardson asked the Go-Karting Association to put the Bermuda International Football Festival (BIFF) on their insurance and they refused. The possible cost to insure them for the event could be \$12,000 and it was not known whether this had been provided. The Mayor said that one of the Go-Karting Association's concerns was the use of metal barriers as they had a previous experience of a fatal accident involving metal barriers.

ACTION: Written confirmation of the two (2) matters mentioned to be obtained. **(Event Project Manager)**

It was suggested that the preparations for the event are to be put on hold.

- (x) **Elliot Street Trees:** The City Engineer tabled a memo from Steven DeSilva, the Parks Superintendent, regarding three (3) trees on Elliott Street. The Parks

Superintendent had completed a survey of the trees in accordance with the COH's Street Tree Policy. As these trees were not in good condition and were causing damage to property, he recommended that they be removed and replaced with smaller trees. The Mayor asked for a clear PR policy and suggestions for the species of replacement trees to be provided by the next Board Meeting. He expressed concern about other residential areas where complaints of leaves and damage to property had been received. The City Engineer had inspected the two (2) French Oak trees at the end of Dundonald Street and found that the crown of the trees were approximately ten (10) feet above the roof therefore pruning would not prevent leaves from falling on the roof of that property. There were a total of 13 French Oak trees which affected properties.

RECOMMENDATION: That the Board approve for three (3) trees on Elliott Street be replaced with three (3) smaller trees.

ACTION: Provide a PR policy in respect of tree replacement, a programme of replacement whereby alternate trees be replaced with smaller ones as part of a long-term plan, a programme for all replacement trees growth to be controlled in order to prevent damage to properties in the future and suggestions for the species of these replacement trees. **(City Engineer)**

ACTION: Contact Mr. Fowle to inform him of the City Engineer's inspection of the trees adjacent to his property and explain the continued challenges the COH faces. **(City Engineer)**

11. **Motion to Move to Restricted Session.**

Proposed: Councillor H. Ming

Seconded: Mayor, Charles Gosling

The Public Session closed at 11.15 am.