



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
15 August 2018
10:00am

Present: Councillor John Harvey, MBE, JP (Chair)
Rt. Wor. Charles R. Gosling, JP
Councillor Henry Ming
Councillor Nicholas Swan
Councillor George Scott, JP

Staff: Acting Secretary - Tanya Iris
Senior Engineer - Ian Hind
Senior Events & Marketing Coordinator - Thomas Lightbourne

Apologies: City Engineer - Patrick Cooper
Event Project Manager - Danilee Trott

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

4. **Apologies:**

The Acting Secretary confirmed that apologies had been received from City Engineer, Mr. Patrick Cooper, and Event Project Manager, Ms. Danilee Trott. Senior Engineer, Mr. Ian Hind and Senior Events & Marketing Coordinator, Mr. Thomas Lightbourne attended in their stead respectively.

5. **Public Participation/Presentation:**

(i) **Presentation: 17 075 Point House, 6 Front Street:** Mr. Matthew Benson did not attend the meeting for the presentation.

6. **Correspondence:**

(i) **Letter from Polaris Holding Company Ltd. Re: Powerpoint Presentation on Terminal Operating License:** The Mayor advised that the CoH should be as transparent as possible during this process and Polaris Holding Company should be advised of the same. A copy of this letter should be shared with Mr. Alan Burns for comment. The Mayor further advised that the reports should be posted online when appropriate so that no favouritism is shown to the current Terminal Operator. He stated that this matter be further discussed under Any Other Business.

(ii) **Letter from Polaris Holding Company Ltd. Re: Tariff Rate Increase:** It was noted that Polaris was looking for a tariff increase of 2% effective as of 1 January 2019. Councillor Ming stated that at the very least the CoH should allow the increase at the same value of the Government increase. The Mayor advised that increases had been given in fiscal 2016, 2017 and 2018. The CoH has been very supportive of all previous requests for tariff increases. The Mayor supported an increase of 1.8%.

RECOMMENDATION: That the Board approve a Tariff Rate Increase of 1.8% for Polaris Holding Company Limited subject to the comments of the Finance Committee.

Proposed: Councillor J. Harvey
Unanimous

Seconded: Mayor Charles Gosling

(iii) **Letter from Dale Butler** – The Senior Engineer advised that grass cutting on the east end of Till's Hill will be addressed on the weekend with a plan for regularly scheduled maintenance of the area. The large tree on Victoria Street referred to in Mr. Butler's letter is on the grounds of the Victoria Street Clinic. The Parks Superintendent has addressed this issue with the appropriate Department in Government and has advised Mr. Butler accordingly.

7. **Minutes of Previous Meeting dated 13 June 2018**

Proposed: Councillor H. Ming

Seconded: Councillor N. Swan

The Minutes were accepted as read.

8. Matters arising from the Previous Meeting dated 13 June 2018:

- (i) **Circulate the Port of Hamilton Study to the full Council:** Action item completed. It was noted that Mr. Alan Burns would be in Bermuda from September 22 - 24, 2018. Mr. Burns would like to have a meeting with the Council while on Island. The Mayor encouraged all Members to read the report and prepare questions for Mr. Burns.
- (ii) **Highlight to the Planning Department that if there is any development to any of the properties not connected, that they would have to connect to the City's sewerage system.** Action item completed.
- (iii) **Letter to be provided to those property owners explaining the CoH's position on connectivity to the CoH's sewerage system:** Action item completed.
- (iv) **Ask the Governor to have the Members of the Infrastructure Committee be ex-officio Commissioners on the Sewerage Commission:**

Note: The Chairman questioned whether someone had approached the Governor about a representative from CoH to be able to sit on the Sewerage Commission. It was further noted that not all Members of the Infrastructure Committee would be required to become ex-officio Commissioners of the Sewerage Commission. The Mayor stated that the CoH should have a position on the control of the utilities within the City.

- (v) **Contact the Permanent Secretary regarding the Sewerage Commission:** Action item completed.
- (vi) **Re-visit the Hiring of a Traffic Warden to assist with Parking After Hours:**
The Senior Engineer advised that the Traffic Wardens could be seconded to the CoH under the supervision of Assistant Superintendent-Traffic, Mr. Fred Richardson as opposed to the CoH hiring a Traffic Warden. The Assistant Superintendent-Traffic has been in regular communication with the Bermuda Police Service (BPS) and according to him and the Minister are very keen to go ahead and give the CoH the Traffic Wardens. The plan is to have a year's trial transition to make sure that all is happy with the arrangement. The Mayor advised that the CoH has been pushing for Traffic Wardens to come under the umbrella of the CoH for a number of years. Discussion continued with regards to the hiring of a Traffic Warden for the enforcement of parking after hours.

The Acting Secretary added that the City Engineer and the BPS have also been in discussion and the BPS has agreed for the Traffic Wardens to be stationed at the CoH and managed by the CoH but paid by the BPS. The understanding is that this agreement would be effective 1 September 2018. There was extensive conversation on the subject, particularly the issues associated with the collection of parking tickets and the issue of summons being issued in a timely manner. Discussion changed to the subject of the Parking Legislation.

The Mayor pointed out that it is important that the CoH ascertain what is being done by the PS in relation to the Parking Legislation before it is finalized so that if the CoH took issue with what was being proposed, it could be dealt with during the process. Dialogue continued.

- (vii) **Speak with the Minibus People first and advise them of the CoH's proposal to provide spaces at Albuoy's Point in the middle section block of the public parking. Also sign it as such to allow parking for the minibuses between the hours of 10:00am & 3:00pm and outside those hours, it would be parking for anyone. Also, look at the Cathedral area to see if a 30ft. spot could put in at the eastern end of the double yellow line:** Action item completed.
- (viii) **Re-visit the signage for parking by #1 Car Park. In doing this, will get with the Traffic Wardens and TCD to review enforcement with a view of assisting with the minibuses getting established:** Action item completed.
- (ix) **Put signage for tractor trailers at Elliott Street stating: "No Tractor Trailers Ahead":** Action item completed. The sign is being placed just before the Elliott Street junction so that they would have the opportunity to make a left on to Elliott Street. The sign would read: "No Tractor Trailers Beyond This Point".
- (x) **Follow-up with the distribution of the tickets for Five Star Friday for Council Members and forward an email including the other events for BHW:** Action item completed.
- (xi) **Send out schedule of events to the Members:** Action item completed.
- (xii) **Email a copy of the Project Charters 2018 to the Infrastructure Committee Members:** Action item completed.

9. Status Update:

(i) Events:

- **Movie Lounge - August 24, 2018: Location:** QEP Park - movies to be shown - A Wrinkle in Time and the Avengers Infinity Wars. This will be a free event from 5:00pm - 11:00pm. Packages can be purchased on PTIX for the family.
- **Back to School Event - September 1, 2018: Location:** City Hall from 1:00pm - 6:00pm. Free haircuts, entertainment and back to school supplies, etc.
- **City Food Festival - October 17 - 21, 2018**
- **Boat Parade - December 9, 2018:** Solicitation for public participation commenced in July 2018 and will continue every month or every couple of weeks. Messrs. Ian Coles and Steve Thompson are working with the CoH on this event.
- **Christmas in the City:** Planning will commence shortly.

Note: No event has been planned for New Year's Eve (NYE) in the City for 2018. NYE events would be planned for 2019. It was noted that North Hamilton representatives were being invited to participate in the Christmas in the City planning meetings, however they will not be allowed to host any separate events of their own.

ACTION: Send a memo to the Residents Advisory Committee outlining the plans for Christmas in the City 2018 so that there will be no last-minute applications for events for North Hamilton. **(Events Department)**

ACTION: Send a letter to all event organizers who traditionally host events in North Hamilton of the application deadline for Christmas and New Year's Eve Events for 2018. **(Events Department)**

Note: The majority of the Events Department will be on vacation in December, hence the need for early planning of year-end events.

- **Christmas Lights in the City:** The Mayor noted that over the years there has been an expansion of the Christmas lights in the City. However, there are still some areas on the outskirts of the City that remain without lights. The plan is to extend the lights beyond the Ferry Terminal to Par-la-Ville Road and Bermudiana Road as well as in North Hamilton. Hanging of the Christmas lights will commence 1 September 2018.

ACTION: Circulate the plan for Christmas lights in the City to the Infrastructure Committee. **(Events Department/Parks Superintendent)**

(ii)**Take Note: Project Charters 2018:** The Project Charter was circulated to Committee Members for review. Councillor Harvey made one (1) observation with reference to Item No. 49 - Wireless Network which has been assigned to Mr. Edward Benevides. He suggested that this project should be assigned to someone else in Mr. Benevides' absence.

ACTION: Ensure that the copies of the Project Charters have an identifying mark when projects have been completed, etc. **(Senior Engineer)**

10. Recommendations Approved by the Minister:

That the Board approve that the Corporation of Hamilton will not give properties not connected to the City sewerage system a letter requiring them to do so at this time. If any major development is done on the site, with the volumes substantially increasing or it becomes an environmental issue, then the requirement would be re-visited.

That the Board approve for the Corporation of Hamilton to seek to engage a lawyer with regards to retaining all rights as it relates to Corporation of Hamilton property at 22 Ewing Street.

That the Board approve the bid from Bermuda Air Conditioning Group of Companies (BAC/BUE) in the amount of \$255,772.00 for the Works Depot Solar PV Project.

11. Recommendation for review:

RECOMMENDATION: That the Board approve the bid from Marshall's Maintenance in the amount of \$112,740.00 for the repainting of steelwork on the 3rd floor of the Bulls Head Car Park.

Councillor Harvey gave a brief overview of the tendering process. The Senior Engineer commented on the tendering interview process. It was noted that the lowest bidder was a relatively new company and due to certain conditions, they decided to formally withdraw their offer. Marshall's Maintenance submitted the next lowest bid, hence the Recommendation to award the project to them. Discussion continued.

Proposed: Councillor H. Ming
Unanimous

Seconded: Councillor N. Swan

12. Any Other Business:

(i) **Port of Hamilton Study:** The study has been circulated to all Members. Mr. Alan Burns will be in Bermuda 24 - 30 September 2018 conducting workshops.

ACTION: Write to the Minister to confirm his awareness of the Port of Hamilton Study and the plan to potentially initiate an RFI or RFP on the Terminal Operating License (TOL). The letter should further confirm that the CoH agrees with the Government's position that the study is of National interest. The CoH would like for the Minister to appoint representatives from Marine and Ports and the Ministry of Finance to attend the workshops for broader input. **(City Engineer)**

There was a unanimous consensus from the Infrastructure Committee with regards to the Action item previously stated.

(ii) **Request from Michael Swan re: Location for Electric Rental Mini-Car Operation (Localmotion Ltd.):** The Senior Engineer advised that the building in question on Dundonald Street is being fully utilized by the CoH's Engineering and Events Departments.

ACTION: Write to Mr. Michael Swan of Localmotion Ltd. advising that the building is not available for rent. Any rental of CoH property would be subject to an RFP process. **(City Engineer)**

Councillor G. Scott joined the meeting at 11:13am.

(iii) **Initial Draft Review - Encroachment Licence:** Defer to the next Infrastructure Committee meeting scheduled for 12 September 2018.

(iv) **Update re: 17 075 Point House, 6 Front Street, HSBC Building.** The Senior Engineer advised the CoH's position on the five (5 items) requested by Mr. Benson in the email that was distributed to the Committee. (ref. page 3):

1. Vehicle access to the proposed new parking floor in the basement of the building - **CoH has no issue with this request.**
2. New drop off lay-by on the eastern side of the building for taxi arrivals, Fedex deliveries, etc.: **CoH does not recommend this as the road is already quite narrow. There is a double yellow line on Point Pleasant Road so there is no parking allowed.**
3. Loading bay along the southern side of the building, longer term servicing for the building. **CoH does not recommend putting a loading bay on the southern side of the building as there is already a loading bay on the western side of the building.**
4. Increased loading zone on the western side of the building, adjacent to the freight elevator: **CoH does not recommend increasing the size of the loading zone as it is as long as it is allowed to be so that it does not impact traffic.**
5. Upgrading of the current sidewalk around the full perimeter of the building up to the curb: **CoH has no issue with this request. It needs to be determined who would be responsible for the cost.**

Councillor H. Ming suggested that a note be sent to the Department of Planning with regards to the Committee's decision. The Members agreed with the suggestions made by the Senior Engineer and that the applicant be informed accordingly.

(v) **Labour Day Event - Rick Richardson:** Mr. Rick Richardson made a presentation at the Board meeting for an event to be held on Labour Day in conjunction with the BIU and the Bermuda Karting Club culminating with local and overseas entertainment. A letter and agreement was sent to Mr. Richardson who had acknowledged receipt and advised that he would respond accordingly. The Senior Engineer advised that a meeting needs to happen as soon as possible to discuss what is required for the road closures for this event. The Senior Engineer expressed concern about the short lead time for this event. Dialogue continued.

ACTION: Contact Mr. Rick Richardson to advise him that a meeting needs to be arranged with the CoH staff by end of day Monday 20 August 2018 otherwise the CoH would have to withdraw their support of this event.

(vi) **Bermudiana Building at Barrs Bay - Scott Powell:**

ACTION: Provide an update from Mr. Scott Powell with reference to what is being done in relation to the Bermudiana Building. **(City Engineer)**

13. Motion to Move to Restricted Session.

Proposed: Councillor G. Scott

Seconded: Councillor H.Ming

The Public Session closed at 11:35 am.