



**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**  
**11 October 2017**  
**10:00am**

**Present:** Councillor John Harvey, MBE, JP (Chair)  
Councillor George Scott, JP  
Councillor Henry Ming  
Councillor RoseAnn Edwards

**Staff:** Secretary - Ed Benevides, JP  
City Engineer - Patrick Cooper  
Event Project Manager - Danilee Trott (part)  
Senior Events and Marketing Coordinator - Thomas Lightbourne (part)

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**1. Confirmation of Notice:**

The 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 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 Event Project Manager sent apologies as she would be late attending the meeting. The Senior Events and Marketing Coordinator attended in her stead until she joined the meeting.

**5. Public Participation/Presentation:**

There was no public participation/presentation.

## 6. Correspondence:

### (i) Letter from Stacey Evans of the Ministry of Transport and Regulatory Affairs re: Government of Bermuda and Norwegian Cruise Ship Berthing Agreement 2017 - 2022:

Councillor Harvey expressed significant concern about the Bermuda Government contracting for a cruise ship to be berthed in St. George, with a proviso that if berthing in St. George is not available the ship will be suitably berthed in Hamilton. He continued that whilst the Bermuda Government has secured a cruise ship for St. George, they would also be tying up property that could potentially be rented. He called this morally and commercially wrong. Councillor Harvey called the decision "most unfavourable" to the CoH.

Mayor Gosling reported that at the conclusion of a recent meeting with the Minister, they discussed what could be done to revitalize the waterfront, the easiest being to contract a cruise ship for Hamilton. Mayor Gosling stated for the record that the CoH has not been served well by Marine & Ports or the Tourism Department and found it totally offensive that the Government would sign off on an agreement that would hold in abeyance any revenue whether from berthing fees or rental of the property.

Extensive conversation took place on this subject. As this decision was taken by the previous Government, this matter should be brought to the attention of the current Minister requesting a review.

#### **ACTION:**

- Write letter to Stacey Evans advising that this matter will be taken up with the Minister. **(Secretary)**
- Write letter to Minister Walton Brown. **(Secretary)**
- Arrange a face to face meeting with Minister Walton Brown. **(Mayor Gosling)**

(ii) **Email from Dale Butler re: Notice of Encroachment Letter:** Councillor Harvey questioned if is this an outstanding issue for which he is seeking permission or is he seeking permission to build the wall and the CoH is not willing to give it to him.

The City Engineer stated that it is a matter of the CoH deciding what they wish to do to resolve this issue.

Councillor Ming stated that there are two issues to address: (i) Resolve the issue of the encroachment; and (ii) the establishment of the boundary.

The City Engineer stated that the CoH needed to decide if they wished to retain ownership for future development or if there are no plans for future development, then the property could be sold.

There was continued discussion.

The following actions were decided:

**ACTION:**

- Arrange a site visit for the Committee together with the owners to look at the various encroachments.
- The City Engineer to contact all the owners (8) and advise them that a site visit will be scheduled.
- The City Engineer to arrange a site visit for the week of October 23<sup>rd</sup> in the morning.

(iii) **Email from Lori Rockhead, KPMG re: Caribbean Infrastructure Forum:** The Secretary has been invited to attend the Caribbean Infrastructure Forum in Montego Bay, Jamaica, December 11 -12. The Secretary will be on personal vacation from December 14 and therefore recommended that the City Engineer attend in his stead. The Committee members expressed full support of the City Engineer attending the conference.

**ACTION:** The Secretary will ascertain if the invite can be transferred to the City Engineer.

(iv) **2017 Annual Report – Polaris Holding Company Ltd.:** Several copies were received for review.

**7. Minutes of Previous Meeting dated 13 September 2017**

**Proposed:** Councillor G. Scott

**Seconded:** Councillor H. Ming

The Minutes were accepted as read.

**8. Matters arising from the Previous Meeting dated 13 September 2017:**

(i) **Re-send a copy of the draft Street Tree Policy to all Council Members:** Action item completed.

(ii) **Respond to Ms. Valerie Sherwood thanking her for her letter and that the CoH is declining her request:** Action item completed.

(iii) **Respond to Simon Hodgson regarding his request to have bollards placed on the edge of pavements to prevent illegal parking on sidewalks:** A letter of response was sent initially, however, Mr. Hodgson has sent several follow-up emails.

**ACTION:** Mayor Gosling will respond to the latest emails received.

**9. Status Update:**

(i) **Events:**

- **Bermuda Fashion Festival:** October 28<sup>th</sup> - November 4<sup>th</sup> 2017.
- **Art Installations:** Going well, the Tills Hill project is still in progress.
- **Tree Lighting:** November 24<sup>th</sup> 2017.

- **Christmas Parade** - November 26<sup>th</sup> 2017 (City lights and decorations will be on).
- **Christmas Boat Parade** - December 9<sup>th</sup> 2017. Sponsorship funds have been slow coming in (rain date Dec 10<sup>th</sup> or 16<sup>th</sup>)
- **Dr. E. F. Gordon Tree Decorating** - December 8<sup>th</sup> 2017.
- **Late-night shopping** - December 15<sup>th</sup> and 22<sup>nd</sup> 2017.

Councillor Edwards asked about the artwork on the bathroom walls at the Union Street Parking Lot. It was noted that the artwork for that space will be included in the 2018 budget.

(ii)**Take Note: Project Charters 2017 Highlights:** The City Engineer advised that the CoH is aiming to have all projects completed by end of October 2017.

#### **10. Recommendations Approved by the Minister:**

That the Board accept the bid from Burns Ports and Logistics in the amount of £50,300.00 to act as the Corporation of Hamilton's Ports Consultant for the Hamilton Docks.

That the Board approve to amend the application as it relates to the rental of Fort Hamilton. The amendment should stipulate that the applicant must hire an off-duty police officer for events over "X" amount of people.

**Update:** Since the above amendment was put in place there has been one (1) event at Fort Hamilton. Attendees again parked their vehicles on the property at Elizabeth Hills. Mayor Gosling and the Secretary met with Mr. John Barritt. Two suggestions were made: (i) Post "**No Unauthorized Parking**" signs with a clamping threat and; (ii) install a chain.

**ACTION:** Meeting to be held with Mr. Barritt. The CoH will assume the cost of installing the "**No Unauthorized Parking**" signs on the two (2) pillars at the entrance of the Elizabeth Hills' complex, combined with a chain. **(Secretary)**

#### **11. Recommendations for Review:**

**RECOMMENDATION:** That the Board approve to amend the application as it relates to the rental of Fort Hamilton. The amendment should stipulate that the applicant must hire an off-duty police officer for events over 100 people. Applicants should encourage car pooling as much as possible and the overflow must take place in the King Street Car Park and the BIU parking lot. **(Approved in Corporation Board meeting dated 5 October 2017)**

**TAKE NOTE RECOMMENDATION:** That the Board approve the bid from ACS Ltd. in the amount of \$47,563.00 for the Hamilton Hall - Fire Alarm System. **(Approved and the project has commenced)**

## 12. Any Other Business:

(i) **Request from Mr. Leon Amis, Funeral Director, to install a 4ft. concrete bench in Victoria Park on behalf of the family of the late Mr. Brian Larzleer:** It was recommended that a policy be drafted in order to control the kinds of donations that may be made in the future.

**ACTION:** Draft a policy for the Staff, Legislative & Governance Committee to review for a recommendation to the Board. Also write a letter to Mr. Amis advising that a policy is being drafted and once approved he will be advised accordingly. **(Secretary)**

(ii) **Report on Cavendish Car Park Barrier System -:** Deferred to the next Infrastructure Committee meeting.

(iii) **Tender for Bull's Head Car Park Barrier System:** It was noted that five (5) tenders were received.

**RECOMMENDATION:** That the Board approve the bid from Horsfield Landscaping in the amount of \$111,794.00 for the Bull's Head Car Park Barrier System.

(iv) **Tender for Union Street Sidewalk Refurbishment:**

**RECOMMENDATION:** That the Board approve the bid from Horsfield Landscaping in the amount of \$105,654.00 for the Union Street Sidewalk Refurbishment.

This bid was the 2<sup>nd</sup> lowest bid, with the lowest bid of \$99,719.54 received from Bermuda Associate Services. The lowest bid was not accepted because they have had no prior experience.

(v) **Take Note: Dossier Fleet Management System:** The City Engineer gave an update on the Dossier Fleet Management System. All staff and managers have now been trained on the system and it is currently up and running.

(vi) **Discussion re: Proposed RFP for #60 Serpentine Road:** A general discussion was had regarding the lot at #60 Serpentine Road. A review of the entire property was suggested. A number of suggestions was made as to what could be done with the space. Some of the ideas are as follows:

- Mayor Gosling suggested reaching out to other professional bodies requesting recommendations.
- Long-term or short-term parking solutions.
- Create a temporary park.

There was no decision made but it was suggested that this matter go before the Board for further direction.

(vii) **Tree outside St. Paul A.M.E. Church:** The Secretary had a meeting with Rev. Nicholas Tweed and others from St. Paul A.M.E. Church in relation to the sidewalk redesign on Court & Victoria Streets. One (1) major concern relates to a tree that will prohibit the smooth movement of a casket to and from the hearse for funerals. It was suggested that the tree be removed safely so that it can be replanted elsewhere otherwise cut it down altogether.

**ACTION:** A letter to be written to Rev. Tweed advising him of the Committee's recommendations and asking for his comments. **(Secretary)**

(viii) **Deliveries at Bermudiana Arcade:** Councillor Edwards mentioned that she overheard that persons making deliveries to the back-side of the Bermudiana Arcade expressed concern about not having enough space to park when making deliveries.

The City Engineer advised that currently there are loading zones for deliveries. He further advised that the barrier system should not impact deliveries. Trucks can park in the loading zones and make their deliveries and then drive through the parking lot to exit.

Mayor Gosling reported that this might be an issue that the business owners may not be aware of.

**ACTION:** Meet with the President of the Condo Association for the Bermudiana Arcade to advise them of the access and transit of the car park. **(Secretary)**

## 12. Motion to Move to Restricted Session

**Proposed:** Councillor H. Ming

**Seconded:** Councillor G. Scott

The Public Session closed at 11:50 a.m.