



**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 November 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  
Senior Events and Marketing Coordinator - Thomas Lightbourne

**Apologies:** Event Project Manager - Danilee Trott

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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 Secretary confirmed apologies from the Event Project Manager. The Events Department is represented by the Senior Events and Marketing Coordinator, Thomas Lightbourne.

**5. Public Participation/Presentation:**

It was noted that Ms. Sarah Thompson, Associate Member of the Residents Advisory Committee was in attendance.

**6. Correspondence:**

**(i) Letter from Transport Control Department re: Introduction of Minibus Regulations.**

Councillor Harvey suggested that the letter be sent to all Members for comment, requesting a prompt response. It was noted that the deadline for comments was 17 November 2017. It was further noted that the letter was dated 31<sup>st</sup> October 2017 and the CoH did not receive it until 7 November 2017.

**ACTION:** Letter to be written to Jasmine Smith at Transport Control Department (TCD) requesting an extension of time to respond so that comment could be sought from a wider audience. Suggested extension deadline for after 25 November 2017. **(Secretary)**

**7. Minutes of Previous Meeting dated 11 October 2017**

**Councillor Harvey commented:**

**Page 6 of 6 - Any Other Business 12 (viii), Deliveries at Bermudiana Arcade:** Councillor Edwards mentioned... deliveries to the back-side of the Walker's Arcade, **should read:** ...deliveries to the back-side of the Bermudiana Arcade...

**Proposed:** Councillor G. Scott

**Seconded:** Councillor H. Ming

The Minutes were accepted as read with the amendment.

**8. Matters arising from the Previous Meeting dated 11 October 2017:**

**(i) Write letter to Stacey Evans advising that the matter regarding the Government of Bermuda and the Norwegian Cruise Ship Berthing Agreement 2017 - 2022 will be taken up with the Minister. Also write letter to Minister Walton Brown:** Action item completed.

**(ii) Arrange a face to face meeting with Minister Walton Brown:** Action item completed.

**(iii) Arrange a site visit for the Infrastructure Committee together with the owners to look at the various encroachments:** Action item completed.

**Next Steps:** The City Engineer stated that the Infrastructure Committee needs to decide how to handle each case of encroachment, particularly the area at the top of Till's Hill. There are other options to consider for the area; i.e. roadway, terracing off that section to be used for community gardens, or creating a green buffer that would be level and safe. The question is who will pay for what and does the CoH want to give the land away as is, including the cliff face which will then become the responsibility of the land owners to maintain. Extensive discussion was held on the diverse options presented by the City Engineer. It was noted that all residents received registered letters regarding their encroachments.

**ACTION:** A dedicated meeting should be scheduled to discuss how all encroachments should be dealt with. **(Secretary)**

(iv) **Contact all the owners (8) and advise that a site visit will be scheduled:** Completed as part of point 8 (iii).

(v) **Ascertain if the invite to the Caribbean Infrastructure Forum can be transferred to the City Engineer:** It has been confirmed that the City Engineer will attend the Forum which is being held in Montego Bay, Jamaica from Monday 11 December 2017 through to Tuesday 12 December 2017.

(vi) **Respond to Simon Hodgson's latest emails received:** Action item was not addressed.

(vii) **Arrange a meeting with Mr. John Barritt. The CoH will assume the cost of installing the "No Unauthorised Parking" signs on the two (2) pillars at the entrance of the Elizabeth Hills' complex, combined with a chain:** A letter has been sent to Mr. Barritt who promised to respond upon receipt. The CoH has not received a response from him to date.

**ACTION:** Arrange to meet with Mr. John Barritt regarding the unauthorised parking at the entrance of the Elizabeth Hills complex. **(Secretary)**

(viii) **Draft a policy for donation requests as was received from Mr. Leon Amis for the Staff, Legislative & Governance Committee to review for a recommendation to the Board. Also write a letter to Mr. Amis that a policy is being drafted and once approved, he will be advised accordingly:** The Secretary advised that the drafting of the policy is in progress. The draft will be available for the next Staff, Legislative & Governance Committee meeting.

(ix) **A letter to be written to Rev. Tweed advising him of the Committee's recommendations and asking for his comments:** It was confirmed that a letter was sent to Rev. Tweed, but no response has been received to date. **Update:** The tree has been removed that was in the way of a parked hearse and the tree box will be concreted in.

(x) **Plywood on the sidewalk opposite of St. Paul's Church:** the CoH removed the rotted plywood and reinstated something else there.

(x) **Meet with the President of the Condo Association for the Bermudiana Arcade to advise them of the access and transit of the car park:** The Secretary contacted Ms. Hamilton and she is satisfied that the tenants are fully aware of how to access the road in and out of Par-la-Ville Car Park.

## 9. Status Update:

### (i) Events:

- **Tree Lighting:** November 24<sup>th</sup>, 2017.
- **Christmas Parade** - November 26<sup>th</sup>, 2017 (City lights and decorations will be on).

- **Christmas Tree Decorating** - December 8<sup>th</sup>, 2017 (Court and Dundonald Streets), teaming up with Dellwood Middle School and Mount St. Agnes.
- **Christmas in the City** - downsized from 4 weeks to 2 weeks - December 15<sup>th</sup> & 22<sup>nd</sup>.
- **New Year's Eve Celebration** - in No 1. Car Park - we have booked international recording artist Keri Hilson and R&B artist.

Councillor Harvey asked whether the fall out regarding the cancellation of the Boat Parade can be determined by submitting a questionnaire to various restaurants and businesses establishments that would have normally capitalized on this event. **(Events Department)**

Chairman also suggested that the CoH come up with comprehensive, effective and successful promotion plan for the Boat Parade to make it a successful event for Bermuda. **(Events Department)**

**(ii)Take Note: Project Charters 2017 Highlights:**

- **Barrier System updates:** Currently working on Bull's Head and Elliott Street and is due to start on Friday 17 November 2017. Bull's Head has made satisfactory progress, i.e. most of the islands, cabling, etc. is in place. The opening of Bull's Head will be delayed until 1 January 2018 because of the monthly and yearly swipe passes that have already been purchased. Same situation applies to Elliott Street; it will be open on 1 January 2018 as well. Close to finalizing the one (1) ticket system. A prototype is available and there will be testing on Sunday 19 November 2017.

Most of the projects have been completed in 2017 with the exception of possibly three (3) projects which will carry over to next year.

There was extensive discussion concerning the various car parks and how they are used by the public.

**ACTION:** More PR to advise the public where they can park all day and which car parks are for short-term parking. **(Secretary/Communications Manager)**

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

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 carpooling as much as possible and the overflow must take place in the King Street Car Park and the BIU parking lot.

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.

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

## 11. Recommendations for Review:

There were no Recommendations for review.

## 12. Any Other Business:

- (i) **Update: Trip and Fall Incident** - No report or communication has been received from the lawyer that assisted the lady that tripped and fell on the corner of Victoria and Court Streets. Councillor Edwards advised that the lady is still in the hospital.
- (ii) **Update: BTA Visitors Service Centre:** This matter is with the Minister for review. A draft lease has been prepared and the Development Applications Board (DAB) has approved their application. It is now waiting on the Minister's approval. The draft lease has not been shared with the BTA as yet.
- (iii) **Report on Cavendish Car Park Barrier System:** The City Engineer advised that the Cavendish Car Park is not an easy car park to install a Barrier System for the following reasons: (i) the shape of the car park; (ii) bad visibility upon exiting the car park and turning right, do not have good sight line to the east; and (iii) the installation of a barrier system will cause the loss of 12 - 15 car spaces out of a total of about 70 or 80 spaces. Problems are compounded by Island Trading as the car park is used in a number of different ways by them including customer parking and container unloading. They also access the car park to gain access and service their warehouse. Discussion continued.

Councillor Edwards commented on the trucks carrying containers coming/going over Till's Hill and the safety aspects.

- (iv) **Feedback re: Draft Street Tree Policy:** The City Engineer advised that he is working on the 2<sup>nd</sup> draft of the Street Tree Policy to be ready a week before the next Infrastructure Committee meeting in December.
- (v) **Street Planters:** Councillor Edwards stated that according to the [document] there are very few planters on the North-East side of Hamilton. The Secretary advised that at the last Residents Advisory Committee (RAC) meeting, an Associate Member proposed a number of locations which would be identified on the map that was presented. These proposed locations will be evaluated.
- (vi) **Concrete Tables for Park on Court & Dundonald Streets:** Councillor Edwards requested that the concrete tables be set up in the park. The City Engineer advised that picnic tables can be set up in the park. **Note:** The Secretary advised that no plans had been put forward for that park, therefore there was no budget for concrete tables.

Councillor Edwards requested that the CoH try and secure funds in the budget to put concrete chess/checker tables in the park. Councillor Harvey suggested that proposals for this area be revisited.

- (vii) **Poinciana Tree on Union Street:** The City Engineer advised that he has been in touch with a beekeeper who can get the bees out of the tree with a pressurized smoke system, relocate the bees and then the tree trunk can be filled with either concrete, resin, etc. Councillor Harvey suggested that the tree be cut down because it is in the middle of the road and is an obstruction to traffic. However, this suggestion was overridden by the Street Tree Policy's Mission Statement.
- (viii) **Bermuda Triathlon Association/ITU Triathlon Sponsorship:** The CoH received an application for sponsorship for the Triathlon which will be held in April 2018. The City Engineer asked for the Committee's guidance on providing some direction regarding sponsorship for this event. Sponsorship cost is usually "in kind" sponsorship whereby the CoH releases venue rental fees at 50% with no discount on labour. Extensive conversation occurred in relation to sponsorship of this event and the event in general. There was also continued discussion including the recognition of Flora Duffy who is participating in the event (possible keys to the City and or sponsorship).

**ACTION:** Agenda item regarding suggestions of recognition for Ms. Flora Duffy for the next Corporation Board meeting scheduled for December. **(Secretary/Recording Secretary)**

The City Engineer is recommending the typical sponsorship, i.e. waiving venue fees but not revenue and labour. #1 Car Park is going to be turned into a stadium for this event with bleachers, etc. Tents will be erected on Front Street, media enclosures, television trailers, etc. Councillor Harvey commented that at the end of these major events, there is usually fanfare and fireworks. There was continued dialogue regarding fireworks not being available for this event or the New Year's Eve's celebrations. It was suggested that the CoH could possibly take on that business as a revenue making mechanism or secure a new fireworks operator. This would be a great opportunity for an entrepreneur wanting to get into this business, as the current operator is closing his business.

**ACTION:** Follow-up on the possibilities of securing fireworks. **(Events Department)**

**13. Motion to Move to Restricted Session.**

**Proposed:** Councillor H. Ming

**Seconded:** Councillor N. Swan

The Public Session closed at 11:20 a.m.