



**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  
12 December 2018  
10:00am**

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

**Staff:** City Engineer - Patrick Cooper (Acting Secretary)  
Event Project Manager - Danilee Trott  
Event Project Manager - Jessica Astwood (Designate)

**Apologies:** Councillor Nicholas Swan  
Councillor RoseAnn Edwards

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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, MBE, JP, acknowledged his role as Chair of the Committee.

3. **Open Meeting**

The Chairman called the meeting to order at 10:00 am.

4. **Apologies:**

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

5. **Public Participation/Presentation:**

The Chairman introduced Mr. Jason Sukdeo, President of Bermuda Heroes Weekend Limited, to present the proposal for sponsorship by the Corporation of Hamilton. The BHW program of Events in June 2019 and the estimated value of services for sponsorship consideration had been circulated.

Mr. Sukdeo said that the presentation outlined the plans for 2019. As it would be the 5<sup>th</sup> Anniversary of Bermuda Heroes Weekend Limited, they were looking to expand the Heroes Weekend and bring the Band Parade into the City. The proposal was for a partnership between BHW Limited and COH. BHW Limited and the Events Project Team had worked together on the estimated expenses in order to present a figure for sponsorship by the COH. Mr. Sukdeo said that for the last two (2) years, the parade had been held in Clearwater, St David's, and the proposal was to host it in the City in 2019. Mr. Sukdeo said the estimated cost was \$60,000 for the entire weekend with COH having title sponsorship for the parade.

Mr. Jermaine Davis joined the meeting at 10.03am.

Mr. Sukdeo introduced his colleague, Mr. Jermaine Davis, a Director of BHW Limited. Previous events held in the City in 2019 were Five Star Friday, Pan in the Park and Kiddie Carnival. It was proposed for the Parade of Bands on Monday, 17 June 2019, consisting of three (3) bands, each starting at staggered positions throughout the City. The Mayor said that the route would have to be approved. The City Engineer said that discussions about the route were ongoing. Mr. Sukdeo said the launch event was sought for 18 January 2019 with release of the route at that time. A meeting with the Chamber of Commerce is also planned.

The Event Project Manager said that the COH had been in full partnership with BHW for the previous four (4) years. For affiliated events such as the band events, the COH had been a sponsor where BHW had been invoiced for labour with a 50% discount off of the rental fees. The proposal is to expand the full partnership to include the parade of bands, the Midnight Mass and Teen J'Ouvert events. The Event Project Manager said that she had been in support of the Parade of Bands in the City for several years. The Mayor said that the proposed sponsorship would be discussed in the 2019 Budget meeting.

Councillor Harvey noted that the event was supported by tourists to Bermuda from afar a field as Hong Kong, as well as the Bermuda Tourism Authority.

Mr. Sukdeo and Mr. Davis left the meeting at 10.12 am.

**ACTION:** Discuss at the Special Board Meeting on 21 December 2018 and inform Mr. Sukdeo of the Board's decision after the 2019 Budget meeting, within four (4) weeks.  
**(Event Project Manager)**

6. **Correspondence:**

There was no correspondence.

7. **Minutes of Previous Meeting dated 21 November 2018**

**Proposed:** Councillor G. Scott

**Seconded:** Mayor, Charles Gosling

The Minutes were accepted as read.

8. **Matters arising from the Previous Meeting dated 21 November 2018:**

(i) **An agreement with Belco to be sought regarding a standard response to COH lighting issues:** The City Engineer had an arranged meeting with Dennis Pimentel for next week and would add this item to the agenda.

(ii) **Circulate the three (3) draft documents to the Infrastructure Committee with a view to making a recommendation at the next meeting as it relates to Disabled Parking:** The primary purpose of reviewing these documents was to amend the wording on the Medical Form. More detailed information regarding mobility was required from the doctors. This information would be used to decide whether a disabled parking permit should be issued. The pricing of permits shown on the draft documents needed to be updated. The City Engineer asked for the Committee to review the drafts and suggest amendments. The Mayor suggested that coloured tags be used to distinguish between the disabled person vehicle and a disabled person's caregiver's vehicle. The Chairman reminded the meeting that last year the Acting Secretary had written a letter to Minister Wilson of the Disability Advisory Council, Ministry of Health, requesting a register of disabled persons. He suggested another letter should be sent. The City Engineer said that a register of disabled persons would be advantageous.

**ACTION:** Circulate the draft documents to all Members of the Council for their comments and discussion at the next Infrastructure Committee meeting on 16 January 2019, as it relates to Disabled Parking. **(Recording Secretary)**

**ACTION:** Write a follow up letter to the Disability Advisory Council, Ministry of Health, requesting a register of disabled persons, as it relates to disabled parking permits. **(Acting Secretary)**

(iii) **Another letter to be sent to Mr. Barker suggesting that he link with the Vallis Building CCTV cameras. (City Engineer)** The City Engineer would follow up with a telephone call to Mr. Barker pointing out that there were two (2) CCTV cameras overlooking this area.

(iv) **Email the Capital Project Schedule to the Infrastructure Committee to review and make recommendations to the City Engineer.** This item had been completed and been overtaken by Budget events.

- (v) **Raise the security company's dress code at the quarterly meeting with SSL to discuss any issues that may be outstanding.** This item had been completed.
- (vi) **A PR policy in respect of tree replacement is being drafted.** PR had been done in respect of the tree replacement at Elliott Street. This item had been completed.
- (vii) **Arrange a further meeting with Mr. Fowle to discuss options for the trees at the east end of Dundonald Street which had been causing damage to his properties and draft a policy on the height limit of trees.** A meeting is scheduled with Mr. Fowle next week to discuss the trees.
- (viii) **The Survey of the City Streets is to be sent to the Council and the Committee today.** This item had been completed.
- (ix) **Check the height of the pedestrian indicators on the corner of Parliament and Victoria Streets.** This item had been completed.
- (x) **Inspect the tree on Dundonald Street for bee infestation.** The City Engineer made an inspection of the tree. Upon inspection the colony had not been in the tree. The second of two (2) voids had been filled. This item had been completed.
- (xi) **Inform Mr. Michael W. Branco of Innovation House, that it is not the policy of the COH to allocate car parking bays for personal use.** This item has been completed.
- (xii) **The letter explaining the proposed road closure of Court Street on Saturday 18 May 2019 between 4pm-9pm, as it relates to the C.A. Smith Dedication and Memorial Tribute.** Twelve (12) signatures had been obtained. This item has been completed.

**ACTION:** Check with the signatories that they are aware the road closure falls on the Saturday before the May Day holiday, as it relates to the C.A. Smith Dedication memorial Tribute. **(Event Project Manager)**

- (xiii) **Security at City Hall.** The City Engineer said that trenching and ducting had been laid for the two (2) locations of three (3) cameras in the private car park area. The poles and cameras would be installed within the next few weeks.

9. **Status Update:**

- **Events:**
  - **Decorating of the Tree:** 7 December 2018. A successful event.
  - **Boat Parade:** 8 December 2018. A successful event with positive feedback on the organization.
  - **Late Night Shopping:** 14 and 21 December 2018. Road closure between Burnaby and Queen Streets with live entertainment, Christmas Carol singing and food vendors.
  - **Staff Christmas Party:** 14 December 2018
  - **Till's Hill Mural:** 18 December 2018

The Event Project Manager had contacted the Corporation of St George's regarding the Boat Parade in St George's which took place one week before the Boat Parade in Hamilton. As the Hamilton Boat Parade takes place every two (2) years, the Event Project Manager suggested a meeting with the Corporation of St George's with a view to alternating the respective Boat Parades. The Mayor noted that there was a strong smell of urine at the Flag Pole steps and suggested the steps be disinfected before the event next year.

**ACTION:** Disinfection of the steps at the Flag Pole would be added to the Event Check List. **(Event Project Manager)**

The Mayor said he had been approached by the Planning Factory group to request installing the ice skating in the City next Christmas.

The Event Project Manager said that there was a gentleman busking at Washington Lane outside the double doors which was not a registered busking location. The City Engineer asked if he was a registered busker. The Event Project Manager confirmed that he was.

**ACTION:** Add the location at Washington Lane outside the double doors, to the busking list of registered locations. **(Event Project Manager)**

- **Take Note: Project Charters 2018:** The City Engineer highlighted a few projects:
  - Woodlands Road Pump Station had been refurbished.
  - The Solar Panels had arrived and building permit had been submitted for the project at the Works Depot with installation of the panels on the roof commencing in January 2019.
  - Fenchurch renovation is going well. Completion is expected in February 2019. Approaches would be made to the Rent Commissioner for reassessment with units available for rent in March 2019.
  - Reid Street sidewalk project outside Washington Properties. Enlargement of the sidewalk had been approved covering 100ft in front of the properties and work would commence at the beginning of January 2019.

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

There were no Recommendations approved by the Minister.

**11. Recommendations for Review:**

There were no Recommendations for Review.

**12. Any Other Business:**

(i) The Mayor said there was a large fruit laden Mahogany tree on the corner of Court and Dundonald Streets, northward on the eastern side, overhanging parking bays. Also, the roots had lifted a large slab to about 1½". The City Engineer said there were approximately 40-50 Mahogany trees around the City which are being monitored.

(ii) The Chairman said that deliberate obstructions were being caused by parallel parking on Front Street in the area of #8 Car Park. The City Engineer said this was an ongoing concern. The Chairman suggested that the Traffic Wardens could keep an eye on this problem.

(iii) The Mayor asked if the Traffic Wardens had been invited to the COH Staff Christmas Party. The Event Project Manager said that they had been invited and responses had been received.

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

**Proposed:** Councillor G. Scott

**Seconded:** Mayor, Charles Gosling

The Public Session closed at 10.52 am.