



**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  
21 November 2018  
10:00am**

**Present:** Rt. Wor. Charles R. Gosling, JP (Acting Chair)  
Councillor George Scott, JP  
Councillor Henry Ming  
Councillor Nicholas Swan  
Councillor RoseAnn Edwards

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

**Apologies:** Councillor John Harvey, MBE, JP

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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:**

Rt. Wor. Charles R. Gosling, JP acknowledged his role as Chair of the Committee in the absence of Councillor John Harvey (Chair).

3. **Open Meeting**

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

4. **Apologies:**

The Acting Secretary confirmed that apologies had been received from Councillor John Harvey.

5. **Public Participation/Presentation:**

(i) The City Engineer introduced Mr. Harold Smith who wished to make presentation to the Committee regarding the list of five (5) items with Court Street signatures - initially presented at the Residents Advisory Committee Meeting on 4 October 2018. Mr. Smith thanked the City Engineer for his help and Councillor Ming for previously meeting with him to discuss possible solutions to these matters. Mr. Smith gave an overview of each item pointing out that, for many years, he felt that less attention had been given to Court Street than others.

1) **Street lampstands on the "Odd" side of Court Street have had no lights for about a year:** Lights on the other side of the street have been maintained with only one light currently out. Court Street businesses stay open until 9:00 pm when lights are most needed for employee's safety.

2) **There are too many tractor-trailer vehicles using Court Street:** These heavy vehicles are having an impact on the buildings with strong vibrations resulting in cracking of the structures.

3) **Sidewalks have never been cleaned:** The sidewalks are black and need to be cleaned with chemicals. Taxpayers do not believe they should be charged for this service if it is done once a year.

4) & 5) **Sewage lines (storm drains) are blocked with leaves:** The storm drains need to be cleaned. The drains are blocked on both sides of Court Street but are clear in nearby streets.

The City Engineer said that he had met twice with Mr. Smith to discuss the items on the list. Items 4) and 5) are now being dealt with. The Mayor asked whether the streets are cleaned during the early morning hours and if spot checks are done to ensure the cleaning takes place unsupervised. The City Engineer said that a second Assistant Superintendent for engineering matters would be hired at the beginning of December 2018, which would allow current staff to concentrate purely on sanitation matters.

Regarding street lighting, the City Engineer said that inspections were made every two (2) weeks. Replacement light bulb issues were dealt with promptly. Non-light bulb issues are notified to Belco to ascertain whether there is a power supply issue or access denial due to high power cabled on the poles. As Belco had been working to rule, the COH issues were currently backlogged. The Mayor pointed out that the lights on Union Street had been out for a long time and the City Engineer said the COH had paid Belco to carry out the work. He also said that Cedar Avenue lights had been out for a very long time, as well as Victoria Street and lower Court Street. The Mayor asked whether an agreement with Belco could be reached for a standard response to lighting issues.

The Mayor said that he was concerned that Court Street should perform as well as elsewhere in the City. He said there was certainly no intent of the COH to neglect any areas.

**ACTION:** An agreement with Belco to be sought regarding a standard response to COH lighting issues. **(City Engineer)**

Mr. Smith felt that lighting on Front Street was far better. Councillor Ming pointed out that this was due to shop front lighting, in addition to street lighting, which gives that perception.

The Mayor said that Front Street businesses who see neglect, report it to the COH straightaway and suggested the businesses on Court Street do the same. Mr. Smith said that the businesses do report neglect to the COH without response. The Mayor advised Mr. Smith that, in future, the names of the COH staff who arrange a site meeting should be obtained for follow up purposes if they fail to meet. Incidences similar to this must be reported to keep the COH informed. Mr. Smith documents his actions now.

Councillor Edwards referred to the lack of lighting outside Juice & Beans. The City Engineer clarified that Juice & Beans is on the eastern side of the street and the street lights are the concrete poles on the western side of the street. The pole on the eastern side was installed as part of a scheme in early 2000 to lay underground ducting to carry service lines on Court Street. The pole would take a copper-top bulb which would replace the concrete one on the western side. The contract was never completed due to problems with the ducting used, which was never replaced. As a result the concrete poles on the western side of the street remain the only source of lighting. Councillor Edwards asked why this explanation had not been given to the businesses and property owners at the time. The City Engineer said the work to replace the lights had begun. The Mayor asked how the budget would be affected if this issue was to be resolved promptly. The City Engineer said that consideration would have to be given to the technical issues involved in getting power to the eastern side of the street.

The Mayor said that issues such as these must be addressed without unreasonable delay and the COH would continue to work with Mr. Smith to ensure a satisfactory resolution. The tractor-trailers are not an issue easily resolved by the COH.

Mr. Smith spoke on behalf of business owners on Court Street who wants to change the perception of Court Street from being referred to as "back of town" and said it is time for Court Street issues to become a priority.

Mr. Smith left the meeting at 10.23 am.

6. **Correspondence:**

Items of correspondence were moved to Any Other Business.

7. **Minutes of Previous Meeting dated 10 October 2018**

**Proposed:** Councillor H. Ming

**Seconded:** Councillor N. Swan

The Minutes were accepted as read.

8. **Matters arising from the Previous Meeting dated 10 October 2018:**

(i) **Approach HSBC and the new owner of the building to ask if they would consider contributing to the entire project of the proposed new layout of the area:** The City Engineer has scheduled a meeting next week with Joanna Saldok, Chief Operating Officer of HSBC, to discuss the project and this item would be part of the discussion.

(ii) **Circulate the three (3) draft documents to the Infrastructure Committee with a view to making a Recommendation at the next meeting in relation to Disability Parking:** Action item not completed.

(iii) **Scan and email the MOU from the Bermuda Police Service to the Infrastructure Committee:** A copy was circulated at the last Board Meeting. Action item completed.

(iv) **Arrange a public announcement by the Mayor with a photo shoot for Wednesday, 17 October 2018:** As the Traffic Wardens were currently implementing changes, this announcement was no longer needed.

(v) **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:** Appleby is drawing up a draft lease for circulation.

(vi) **Follow-up on the status of the 2018 debt owed by BIFF:** The outstanding amount had now been paid. Action item completed.

(vii) **The COH could improve the lighting and perhaps suggest to Mr. Barker that he provide the CCTV for his tenants:** A letter had been sent to Mr. Barker and inspection of the area made. There are two (2) CCTV cameras on the Vallis Building and one (1) Police camera, all of which cover the cycle parking area.

**ACTION:** Another letter to be sent to Mr. Barker suggesting that he link with the Vallis Building CCTV cameras. **(City Engineer)**

(viii) **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:** It was noted that a letter was being drafted.

(viii) **Consider the Capital Project Schedule with a view to making recommendations sooner rather than later:** No feedback had been received from the Infrastructure Committee.

**ACTION:** Email the Capital Project Schedule to the Infrastructure Committee to review and make recommendations to the City Engineer. **(Infrastructure Committee/Recording Secretary)**

(ix) **Investigate the security company's dress code and discuss at the next Infrastructure Committee Meeting:** The Port Superintendent confirmed that the security company was following the required dress code and safety standards and he would bring the matter up at the next Berthing Meeting.

**ACTION:** Raise the security company's dress code at the quarterly meeting with SSL to discuss any issues that may be outstanding. **(City Engineer)**

(x) **Check the sound system in the Earl Cameron Theatre:** The sound system had been checked and was working normally. The City Engineer was advised that, for the production of "Annie", the production company's sound board technicians used their own equipment and plugged into the existing sound board which caused some distortion. The COH contractor was not involved with this production.

(xi) **The installation of all LED lights to be completed as soon as possible:** The installation is ongoing.

(xii) **Written confirmation of the two (2) matters mentioned to be obtained in relation to the Go-Karting Grand Prix and Music Extravaganza:** Action item completed.

(xiii) **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:** The PR policy was being drafted. The three (3) trees on Elliott Street had been removed.

**ACTION:** A PR policy in respect of tree replacement was being drafted. **(City Engineer)**

(xv) **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.** The City Engineer had met with Mr. Fowle who was not in favour of the trees being removed. The Mayor had suggested that some experimental pruning be done to reduce the height of the trees.

**ACTION:** Arrange a further meeting with Mr. Fowle to discuss options for the trees at the west end of Dundonald Street which had been causing damage to his properties and draft a policy on the height limit of trees. **(City Engineer)**

9. **Status Update:**

- **Events:**

- **Movie Lounge:** Due to bad weather, this was postponed until 30 November 2018.
- **Tree Lighting:** 23 November 2018. The Autism Society is the Registered Charity for this event.
- **Christmas Parade:** 25 November 2018
- **Decorating of the Tree:** 7 December 2018. The tree would be set up in the usual place.
- **Boat Parade:** 8 December 2018. There are currently 48 boats registered with additional sponsorship secured. As the title sponsor, HSBC's new branding had delayed the marketing sign off for the event.
- **Late Night Shopping:** 14 and 21 December 2018
- **Staff Christmas Party:** 14 December 2018

The Event Project Manager said that the 2019 budget was almost complete. The Senior Events & Marketing Coordinator, Thomas Lightbourne's last day would be 30 November 2018. The Event Project Manager's last day would be 31 December 2018. Handovers have been ongoing.

- **Take Note:**

- **Project Charters 2018:** The City Engineer would circulate this document later today. Ongoing big projects include the Solar Panel project which was going well and awaiting planning permission. Fenchurch renovation was on schedule. The Asphaltting schedule was complete for this year. Work was ongoing for another section of paving on the dock for the beginning of January 2019. As the dock would be closed for the Christmas Shipping Schedule, there would be a 6-day window over a two-week period, commencing on either 2 January 2019 or 9 January 2019. The Mayor asked that the Survey of the City Streets be sent to the Council.

**ACTION:** The Survey of the City Streets to be sent to the Council and the Committee today. **(City Engineer)**

- The City Engineer said that the Traffic Consultants should arrive on the Island today to commence wiring the traffic lights at the intersection of Court and Church Streets, which should go live within the next two (2) weeks. The Mayor asked whether this would incorporate the smarter signaling option. The City Engineer said that it would.
- Councillor Edwards noted that the pedestrian indicators at the crossing near Melbourne House on the corner of Parliament and Victoria Streets, where high up on the pole instead of at eye level.

**ACTION:** Check the height of the pedestrian indicators on the corner of Parliament and Victoria Streets. **(City Engineer)**

- Councillor Edwards noted that there was a light on North Street which had been flashing for a long time. The City Engineer said that the part was on order.
- Councillor G. Scott noted that the road surface at the section on Union Street between Dundonald and Victoria Streets needed attention. The City Engineer said that would be a project for next year's asphaltting budget.
- Councillor Edwards noted that the road surface at the section by Tools & Equipment on North Street needed attention.
- Councillor Edwards said that it had been brought to her attention that a swarm of bees had returned to the tree on Dundonald Street and understood that maintenance of the situation was ongoing.

**ACTION:** Inspect the tree on Dundonald Street for bee infestation. **(City Engineer)**

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

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.

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.

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

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.

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

**11. Recommendations for Review:**

There were no Recommendations for Review.

**12. Any Other Business:**

(i) **2019 Triathlon Budget - Determine level of sponsorship from the City:** The City Engineer tabled a proposed budget for this event. He said the Bermuda Tourism Authority (BTA) had won the Triathlon bid for three (3) years; 2018, 2019 and 2020, and had now won a Grand Final in 2021. The Bermuda Triathlon Association (BTA) had requested sponsorship for 2019. Based on last year's budget, the City Engineer suggested a similar amount on the same basis which was revenue neutral, with an additional \$30,000 for labour outlay to remove and re-erect the tent. The Bermuda Triathlon Association would involve the COH with marketing, sponsorship, exposure, the Mayor and Council Members handing out prizes, etc. In considering all expenses, the total COH charge would total \$193,000, at cost value, to the Bermuda Triathlon Association for all services provided by the COH and would include \$30,000 labour outlay for the tent costs.

The Event Project Manager said that by the end of this year, the COH would have a plenty of marketing assets representing the branding for the City. Items such as City branded flags, banners, barricade covers, etc., giving a visual presence at events in 2019. These were not available last year as there was no budget for these items.

**RECOMMENDATION:** That the Board for the Corporation of Hamilton to thank the Bermuda Triathlon Association for their proposal for partnership and offer the charge of \$193,000, at cost, representing all services provided by COH. This would be inclusive of \$30,000 labour outlay for the tent costs, together with a schedule of City branding, marketing and logistical requirements.

**Proposed:** Infrastructure Committee  
**Unanimous**

(ii) **Letter from Mr. Michael W. Branco of Innovation House. Request to rent dedicated parking spot(s) at 46 Reid Street:** The City Engineer explained that when Mr. Branco first purchased 46 Reid Street, he intended to erect residential properties on the top levels. The letter stated that did not happen at the time. Following the previous request for a dedicated parking bay, it was agreed that a bay for commercial vehicles could be rented outside the old police station. The City Engineer said that a dedicated bay for personal vehicles was not permitted. If there were residences within the building, residential parking permits could be applied for parking in the commercial bays on Parliament Street.

**ACTION:** 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. **(City Engineer)**

(iii) **C.A. Smith Dedication and Memorial Tribute on 18 May 2019. Request to waive rental fees:** The family of C.A. Smith wish to host a free event from 4pm-9pm on Saturday 18 May 2019 and had submitted application forms for rental and sponsorship. The Event Project Manager said the sponsorship criteria did meet with the requirements and she had approved a waiver of 50% on rental plus labour charges. A request had subsequently been received from Ms. Erin Smith and Mr. Harold Smith to waive all fees for the street closure of Court Street spanning from Victoria to Dundonald Streets as the event is free and no revenue was being generated. The Mayor pointed out that this date is the Saturday prior to 24 May, Bermuda Day. The Event Project Manager said that the COH would require signatures from all businesses and residents affected by the street closure. The Mayor said that before agreeing to sponsor such an event, the CoH would need to find out if there was any commitment within the community to support the event.

**ACTION:** A letter for all businesses and residents affected by the proposed street closure, be given to Mr. Smith for him to obtain signatures from the owners or persons authorised to sign on behalf of the businesses, together with their contact details. The letter should explain that the COH had received a request to close Court Street spanning from Victoria to Dundonald Streets on Saturday 18 May 2019 between 4pm-9pm for the purpose of holding a memorial event. The list of signatures to be tabled at the next Infrastructure Meeting. **(Event Project Manager)**

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

**Proposed:** Councillor N. Swan

**Seconded:** Councillor G. Scott

The Public Session closed at 11.15 am.