

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE  
MEETING HELD ON MARCH 6, 2019**

An Administration and Finance Committee Meeting was held on Wednesday, March 6, 2019 at 7:00 P.M. in the City Council office, Room 204.

Committee Members:           Committee Chairperson Colin LePage, Councillor Melinda Barrett,  
  Councillor William Macek and Councillor Mary Ellen Daly O'Brien.  
Department Heads:           Fire Chief William Laliberty, HFD Lt. Roger Moses, and HFD  
  Electrician Mike Lavoie

The meeting began at 7:06 P.M. and the following items were discussed:

- 1.) **Doc. 38-F/2016** – Communication from Councillors Barrett and LePage requesting to discuss double poles in the City; *The Committee received and reviewed the “Double Pole Report – February 15, 2019” submitted by Verizon as had been requested by the Committee. In their correspondence, Verizon noted the progress of double pole removals by the utility companies, stating that “Since January 2018, 148 poles have been removed. At this time, there are 38 double poles remaining in Haverhill.” The Committee, as well as representatives from the Haverhill Fire Department, believes there are still some inaccuracies/omissions in the data; such as new pole placements not being added into the National Joint Utilities Notification System (NJUNS) database, identifying and informing the responsible parties for “non-participating third party” transfers, as well as clean-up and removal of extraneous communication wires. The Committee, in conjunction with the Haverhill Fire Department, will continue to work with both Verizon and National Grid to update the NJUNS database for double pole removals. A motion was made and seconded to continue this matter on the Council Committee Study list for future review. Passed unanimously.*
  
- 2.) **Doc. 26-E/2016** – City of Haverhill – Mayor’s Recommendations, Capital Improvement Program – 2016-2020; *The Committee received the following updates and Capital Project Requests from the Fire, Police and School departments:*  
**Fire:** *Chief Laliberty provided the Committee with four “Capital Project Request” forms\* and prioritized them in the following order:*
  - 1) Fire Apparatus Replacement (dated 10/19/2018): High End Custom Rescue; \$750,000
  - 2) Mobile and Portable Radio Replacement (dated 12/4/2018): discontinued since 2015; \$197,121
  - 3) Fire Apparatus Replacement (dated 10/19/2018): High End Custom Engine; \$520,144
  - 4) Fire Station Study (dated 10/19/2018): engineering study of existing stations; \$125,000*He also provided the “Current Apparatus List” \* that included year purchased and the mileage of the vehicles, as well as the “Haverhill Fire Department Apparatus Replacement Plan – updated 2/25/2019”\*. The Chief also informs that replacement back-up power generators are currently being installed at all of the fire stations in the City, except for the Water St. station.*  
**Police:** *Deputy Chief Haugh informs that after further extensive review, it has been determined that the reconstruction of the dog kennel is not feasible, that a new foundation and building is required and that the estimated costs have increased over \$1,000,000 to \$1,574,000 since last years’ report.*  
**Schools:** *Athletic Director Tom O’Brien informs that at this time, the construction of the girls’ softball field within a multi-purpose field facility is going well and on schedule. Additionally, he informed that the estimated costs to replace the running track and field surface at the High School have increased over \$1,000,000 to a range of approximately \$1,600,000 to \$1,800,000 since last years’ report.*  
*A motion was made and seconded to continue this matter on the Council Committee Study list for future review. Passed unanimously.*

**3.) Doc. 13-N** – Communication from Councillor LePage requesting a discussion regarding the Rules and Regulations of the City Council; *The current Rules and Regulations were reviewed by the Committee. Proposed additions and deletions of such Rules were suggested and discussed by all present. Proposed changes are to: (renumber Rule 2A to 3, Rule 3 to 4, Rule 4 to 2A), Rule 10, Rule 11, Rule 13, Rule 20, Rule 30 and Rule 37.\* A motion was made to send the proposed amendments to the City Solicitor for review of language and legality and then back for full Council review and approval, passed by majority.*

The meeting adjourned at 8:44 P.M.

Respectfully submitted,

*Colin Lepage*

Colin LePage, Chairperson  
Administration and Finance Committee  
Haverhill City Council

March 13, 2019

CL/bsa

- \* City of Haverhill – Capital Project Request forms
- \* Current Apparatus List
- \* Haverhill Fire Department Apparatus Replacement Plan – updated 2/25/2019
- \* Proposed City Council Rules and Regulations

c: Mayor James J. Fiorentini  
City Council