

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON APRIL 17, 2019**

An Administration and Finance Committee Meeting was held on Wednesday, April 17, 2019 at 7:00 P.M. in the City Council office, Room 204.

Committee Members: Councillor Melinda Barrett, Councillor William Macek and Councillor Mary Ellen Daly O'Brien. Council President John Michitson also attended.

Absent – Committee Chair Colin LePage

Department Heads: Fire Chief William Laliberty, Deputy Chief Anthony Haugh, Steve Bucuzzo-
Purchasing Agent

Attendees: Scott Ziminski-HPD, Frank Garofalo & Erin Kim from Garofalo Design Associates (Architect)

The following items were discussed:

- 1.) **Doc. 26-E/16**– City of Haverhill – Mayor's Recommendations, Capital Improvement Program – 2016-2020;

As presented by department heads:

Police - Animal Control Kennel. Deputy Chief Haugh reminded the Committee of the situation with the close to uninhabitable Animal Control shelter. The building was built in 1973. It is a corrugated metal and wood construction on a cement slab. The area is adjacent to the DPW yard, the city fuel depot and Little River. He reminded Councillors that the issues of rat infestation, water infiltration from both ground and roof, inadequate climate control, mold, sewage and structural issues have been discussed at length starting over 2 ½ years ago. The Deputy presented a file of photos that showed some of these issues (attached).* He was unable to duplicate the odor that permeates building do to the dead rats trapped in walls of building.

Deputy Chief then introduced the architect Frank Garofalo and his associate Erin Kim. They presented the proposed plans for the replacement of the Animal Control building. The building would be in a different location to allow for the current building to be used while construction was done. This will save significant money and manpower as the animals in city custody will not have to be farmed out to distant communities. It would be slightly larger at 1,800 square feet and made of concrete construction to avoid infestation and longer durability; have secure food holding area; easy cleaning pens; no areas for vermin to take root. The building would be slightly bigger with runs adjacent to kennels for ease of outdoor access and cleaning. The plans for new building also include improvements to the city gas pumps, roadway, parking and accommodates Conservation requirements. The cost of new constructions and improvements to adjacent areas is approximately \$1,800,000. Construction timeline would be 12 months. *A motion was made by Councillor Macek, seconded by Councillor Daly O'Brien for Council to unanimously support the proposed building by requesting the Council to ask the Mayor to move towards construction in 2019 with bonding considered as funding source. Motion passed 3-0.*

Fire Department - Fire Chief Laliberty was pleased that some large items have been taken care of on his department's capital list. The Department was able to secure new portable radios to replace the obsolete models. They are also finishing installation of generators to every station other than Water Street. They are still awaiting potential grant monies for that station's generator. This will keep all but Water Street on line and available to service residents during power outage. The Chief still had critical items on the Departments Capital Improvement list. He thinks the most critical would be a Rescue Truck replacement, an Engine/Pumper replacement and a Facilities Assessment of all stations to address stations physical plants. He informed that:

1. Rescue truck is old. It was purchased used as a stopgap from a neighboring community. It is very near the end of its serviceable life. It carries critical rescue equipment that other vehicles are not equipped to carry. A replacement rescue would cost an estimated \$750,00.00
2. Engine/pumper would replace 19 year old KME which is also near end of life. The Chief suggested multiple alternative ways to finance from Bonding to Lease to Own.
3. Building assessments - new OSHA state standards make an assessment even more critical as the requirements are becoming more stringent. The cost of the assessment would be \$125,000.00 and would have city in better position to act if any deficiencies are found to be critical.

The Chief presented RFP requests for all.

A motion was made by Councillor Macek and seconded by Councillor Daley O'Brien to recommend to the full council that a letter be sent to the Mayor asking him to include funding of Rescue Truck, Engine/pumper and facilities assessment during the upcoming budget. Motion passed 3-0.

City Hall - Purchasing Agent Steve Buccozo presented an assessment from 3 consulting firms regarding city hall interior, exterior and systems. The overall repairs would be estimated to cost over \$7 million dollars. The issues were broken down into a 5 year plan with Urgent Structural and Water Infiltration repairs being tackled in the first year. The cost of the Urgent Structural and Water Infiltration was estimated to be \$893,000. This presentation did not include the repair and replacement of the retaining wall behind City Hall although the wall was implicated in some of the water infiltration issues in the basement of city hall.

A motion was made by Councilor Macek and seconded by Councillor Daly O'Brien that the committee recommends the full support the Council to ask the Mayor in do whatever he deems appropriate to address the critical needs of City Hall. Motion passed 3-0.

School Department - The Committee received documents* from Superintendent Marotta that included both capital and general facilities improvements for the school system physical plants. The item was not discussed as representatives were not available. Item tabled.

- 2.) **Doc. 13-Y** – Communication from Councillor LePage to discuss accounting of revenue funds received from Licensed Marijuana establishments & their allocation to mitigate costs and impacts to city; *This Item was tabled until availability of appropriate personnel.*

Respectfully submitted,

Melinda Barrett, Acting Chair
Administration and Finance Committee
Haverhill City Council

April 19, 2019

CL/bsa

c: Mayor James J. Fiorentini
City Council

*Doc. 26-E/16 – Photos of Animal Control building; Handout from School Dept.- School Building Needs