

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE  
MEETING HELD ON OCTOBER 3, 2018**

An Administration and Finance Committee Meeting was held on Wednesday, October 3, 2018 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 Council President Michitson also attended.

Department Heads:           Director of Inspectional Services Richard MacDonald and Purchasing Director/CPO Steven Bucuzzo

Attendees:                      Ken Quimby, Dana Lovell

The meeting began at 7:02 P.M. and the following items were discussed:

- 1.) **Doc. 110-U** – Communication from Councillor Bevilacqua regarding Citizen Inquiry/request referral system. *The Committee reviewed the correspondences from the previous Administrative & Finance Committee meeting (September 19, 2018) provided by the Director of Constituent Services Heartquist and from Councillor Bevilacqua. As both parties were unable to attend this meeting, the Committee discussed revising the “Rules and Regulations of the City Council,” specifically Rule 11 (Committees) pertaining to this matter. Committee members made proposed amendments to Rule 11\* and made a motion to send this matter for full Council review, passed unanimously.*
- 2.) Review procurement procedures for smaller bids to ensure licensing and permits. *The Committee received and reviewed a proposed “All contractors retained to perform work on any City facility” document provided by Purchasing Director Bucuzzo. Committee members, as well as Department Heads Bucuzzo and MacDonald commented that ensuring that permits and final inspections of “facility, utility or infrastructure” work performed by contractors, for the safety and benefit of the City, is difficult without having a responsible, designated City Facilities Manager to ensure accountability and follow-up of that performed work. After further discussion, the Committee members and Department Heads Bucuzzo and MacDonald suggested additional language to the proposed document regarding final inspections and authorization for payment. A motion was made to have the City Solicitor further revise the language and provide such an ordinance for full Council review, passed unanimously.*

The meeting adjourned at 7:53 P.M.

Respectfully submitted,

Colin LePage, Chairperson  
Administration and Finance Committee  
Haverhill City Council  
CL/bsa

October 12, 2018

\* Rule 11, Committees: excerpt from Rules and Regulations of the City Council

\* Handout: All contractors retained to perform work on any City facility – provided by Director Bucuzzo

c: Mayor James J. Fiorentini  
City Council