

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON SEPTEMBER 19, 2018**

An Administration and Finance Committee Meeting was held on Wednesday, September 19, 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, Ron MacLeod

The meeting began at 7:08 P.M. and the following items were discussed:

- 1.) **Doc. 110-U** – Communication from Councillor Bevilacqua regarding Citizen Inquiry/request referral system; *The Committee received and reviewed an email with a “suggestion and accompanying flow chart”* from the Director of Constituent Services Heartquist recommending the utilization of the 311 Constituent Services program to track and monitor requests. The Committee also received an email reply* from Councillor Bevilacqua stating that he disagreed with the aforementioned “suggestion and accompanying flow chart” proposal. As both Director of Constituent Services Heartquist and Councillor Bevilacqua were unable to attend this meeting, a motion was made to table the matter until both parties could be present for further discussion, passed unanimously.*
- 2.) **Doc. 63-L** – Communication from Councillor Macek requesting to discuss need for additional procedure in relation to Public Participation; *Councillor Macek informed that when he attended a Planning Board Hearing recently that their rules regarding public participation and some of their parliamentary procedures were announced at the beginning and during their meeting. He suggested that for future consideration, that when the City Council conducts its annual review of its Rules and Regulations next year, that those same procedures of the Planning Board be reviewed for possible inclusion in the City Council Rules and Regulations. A motion was made to remove this item from the Council Study List, passed unanimously.*
- 3.) Review procurement procedures for smaller bids to ensure licensing and permits; *Councillor Barrett informed that a vendor that had performed some recent installations of surveillance cameras for the City was later found to not have all of the proper licenses and permits to do all phases of those installations. Purchasing Director Bucuzzo informed the Committee that no contract is required for bids for services that total under \$10,000; and that that exception is considered part of the “best business practices” of Mass General Law, Chapter 149. He also informed that the City has standing contracts for “on call services” with approved vendors who hold the proper licenses for those services to be performed. Director of Inspectional Services MacDonald made a suggestion of adding language to the Request for Bid documents such as, “the successful bidder shall secure all proper permits and that payment is not authorized until the inspection of said work.” A motion was made to request that Purchasing Director Bucuzzo provide the current City Request for Bid documentation to the Committee for further review and discussion at a future meeting (date to be determined), passed unanimously.*

The meeting adjourned at 8:04 P.M.

Respectfully submitted,

Colin LePage, Chairperson
Administration and Finance Committee
Haverhill City Council

September 21, 2018

CL/bsa

* Email suggestion concerning Doc. 110-U: Citizen Inquiry/request referral system – submitted by
Mayor's Chief of Staff, Director of Constituent Services Heartquist

* Email concerning Doc. 110-U: Citizen Inquiry/request referral system – reply by Councillor Bevilacqua

c: Mayor James J. Fiorentini
City Council