

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE  
MEETING HELD ON MAY 11, 2017**

An Administration and Finance Committee Meeting was held on Wednesday, May 11, 2017 at 7:00P.M. in the City Council office, Room 204.

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

Department Heads: Fire Chief William Laliberty, Deputy Police Chief Anthony Haugh

The meeting began at 7:20P.M. and the following items were discussed:

- 1.) **Doc. 38-F** – Communication from Councillors Barrett and LePage requesting to discuss double poles in the City. *The Committee received and reviewed the “Double Pole Report - March 31, 2017” submitted to the Mass State Legislature by National Grid and Verizon as required by the new Municipal Modernization Bill. The Committee was informed that the “Home Rule” petition pertaining to double poles submitted by the City Council is currently under review in the State Legislature. The Committee noted the progress of double pole removals by the utility companies since the November 3, 2016 meeting. At that meeting, there were 342 double poles and 75 identified as PULL POLE, currently as of May 7<sup>th</sup>, there are 287 double poles and 53 identified as PULL POLE. The Committee believes there are still some inaccuracies/omissions in the data and a motion was made and seconded to continue this matter on the Council Committee Study list. Passed unanimously.*
  
- 2.) **Doc. 26-E** – City of Haverhill – Mayor’s Recommendations, Capital Improvement Program – 2016 – 2020. *The Committee received the following updates and Capital Project Requests from the Police, Fire and School departments:*
  - Fire: Chief Laliberty informs that the replacement fire truck (as reported at the 11/3/16 meeting) is scheduled to be delivered to the City by the end of this calendar year and that he recommends replacing both Car 1 and the Combo 4 Brush truck in FY2018 as shown in the “Haverhill Fire Department 25 years apparatus replacement plan – updated 5/10/2017”\*. The Chief also informs that the radio dispatch system is in critical need of replacement and that on 1/30/17 he submitted a Capital Project Request\* for such.*
  - Police: Deputy Chief Haugh reiterated the critical need for the replacement of the radio dispatch system for public safety reasons. He informs that the original equipment was purchased in 1996, was upgraded in 2009, that the supplier ceased manufacturing replacement parts in 2014 and will no longer service the equipment in 2020. They estimate the total cost of the equipment for both departments to be \$1.6 million. As previously reported, he informs that the dog kennel reconstruction will require an additional \$125,000 to \$150,000 and that a request for proposal (RFP) will soon be issued by the Purchasing department. He recommends moving the FY2020 Police Station Generator funding allocation of \$120,000 to FY2018 as the generator is failing. Additionally, he recommends that the schedule for the remainder of the window replacements at the Police Station not be done in a “phased/piecemeal” approach as is currently planned and informs that proper mold remediation in the building cannot be conducted until the repairs are complete. He informs that the estimated cost for the remainder of the work for the windows, structural reinforcements and insulation is \$1.2 million.*
  - Schools: As previously reported, Superintendent Scully informed that the issue of construction of a girls’ softball facility that would comply with Title IX and ADA requirements is still being reviewed for a suitable location and with estimated costs ranging from \$625,000 to \$750,000. Additionally, he informed that the running track and field*

*surface at the High School will need replacement within a year at an estimated cost of \$525,000.*

*After a lengthy discussion on the matter, the following motions were made and seconded to:*

- 1) Request that the Mayor include in both his FY18 City Budget Plan and FY18 Capital Improvement Plan (CIP) the complete funding for all of the Public Safety Capital Projects cited by the Police and Fire Departments as recorded in these minutes.*
- 2) Request that the Mayor provide an updated CIP and to continue this matter on the Council Committee Study list with incremental 60 day reports given for full Council review.*

*Passed unanimously.\**

- 3.) Doc. 41-P** – Communication from Councillor Daly O’Brien requesting discussion about managing Mayor’s State of the City address being held on the same night as a City Council meeting; *After discussion on the matter, the following motion was made and seconded to amend the Rule and Regulations of the City Council, Rule 2 by inserting between the current fourth and fifth sentences in that section “Additionally, in any year that the Mayor should choose to deliver his/her State of the City address on a Tuesday night at 7:00 o’clock P.M., the City Council meeting scheduled for that week shall be appropriately cancelled in advance.” A motion was made to send the proposed amendment back for full Council review and approval, passed unanimously.*

The meeting adjourned at 8:23 p.m.

Respectfully submitted,

Colin LePage, Chairperson  
Administration and Finance Committee  
Haverhill City Council

May 19, 2017

CL/bsa

\* Haverhill Fire Department 25 years apparatus replacement plan – updated 5/10/2017

\* Fire Department Capital Project Request for Radio Console & Infrastructure Equipment – 1/30/17

c: Mayor James J. Fiorentini  
City Council