

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON FEBRUARY 15, 2018**

An Administration & Finance Committee Meeting was held on Thursday, February 15, 2018 at 7:00 P.M. in the City Council office, Room 204.

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

Department Heads: Mayor's Chief of Staff Allison Heartquist, Police Chief Alan DeNaro, Deputy Police Chief Anthony Haugh, Fire Chief William Laliberty, Director of Inspectional Services Richard MacDonald and City Clerk Linda Koutoulas

Attendees: Ken Quimby, Dana Lovell, Tim Coco - WHAV

The meeting began at 7:00 P.M. and the following items were discussed:

- 1.) **Doc. 103-E/2017** – Communication from President Michitson and Councillor McGonagle introducing Chief DeNaro to address City Council on recent shootings in Haverhill and action taken by HPD (**specifically graffiti**): *The Committee conducted a lengthy discussion on the matter with Police Chief DeNaro, Director of Inspectional Services Richard MacDonald and the Mayor's Chief of Staff Allison Heartquist regarding past occurrences of graffiti and the methods used to eliminate it. Chief DeNaro informed that the Police Department has previously had meetings with gang leaders to dissuade them of the practice. Director MacDonald informed that his office has utilized the Sheriff's Anti-Graffiti unit to clean public property and has requested waivers from private property owners. Chief of Staff Heartquist informed that graffiti can be reported through the 311 Constituent Services program and provided the Committee with examples of graffiti ordinances from other communities. A motion was made to table the matter to the next scheduled meeting (date to be determined) allowing the time to further study and review the new materials that were presented, passed unanimously.*
- 2.) **Doc. 103-Q/2017** – Communication from Councillor Bevilacqua requesting discussion – receipt of City Council meeting minutes; *Councillor Bevilacqua acknowledged that the full Council has recently been receiving the previous meeting minutes prior to the next scheduled meeting of the City Council for their approval and had no additional information for discussion. A motion was made to remove this item from the Council Study list, passed unanimously.*
- 3.) **Doc. 110-U/2017** – Communication from Councillor Bevilacqua regarding Citizen Inquiry/request referral system; *Councillor Bevilacqua reiterated his opinion that citizen requests brought to the City Council are not answered in a timely manner. A brief discussion followed with suggestions of utilizing the 311 Constituent Services office or hiring an intern for the City Council office for recording and reporting back to the citizen inquiry/request. The Committee will continue this matter on the Council Committee Study list for future review.*
- 4.) **Doc. 7-H** – Communication from Councillor LePage requesting a discussion regarding the Rules and Regulations of the City Council; *The current Rules and Regulations were reviewed by all Councillors present. Proposed additions and deletions of such Rules were suggested and discussed by all present. Proposed changes are to: Rule 1, Rule 2, Rule 3, Rule 4, Rule 11, Rule 12, Rule 13, Rule 19, Rule 26, Rule 27D and Rule 28 (also to be renumbered 28A and 28B respectively), Rule 30, Rule 33, Rule 34, Rule 37 and Rule 38.* 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.*
- 5.) **Doc. 26-E/2017** – City of Haverhill – Mayor's Recommendations, Capital Improvement Program – 2016-2020; *The Committee received the following updates and Capital Project Requests from the Police and Fire departments:*

Police: Deputy Chief Haugh informed that the remainder (qty of 44) of the window replacements at the Police Station will begin in the spring with an estimated 2 year completion time-frame due to the lack of structural integrity between window bays from poor construction materials, methods and lack of oversight when the building was originally constructed. He informed that the replacement of the radio dispatch system (as reported at the 5/11/17 meeting) for public safety and use by both the Police and Fire departments is progressing and that the contract should be signed within 60 days with the vendor providing the system. He informed 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 bids have been received and will be reviewed in 2 weeks to determine the design firm for the project. As previously reported, he informed that the existing Police Station Generator does not have the capacity to power the entire building and its systems and that the estimated cost for a replacement is \$185,000 and he recommends the funding allocation occurs in FY2018-2019.

Fire: Chief Laliberty informed that the replacement fire truck (as reported at the 5/11/17 meeting) is scheduled to be delivered to the City by the end of March and that he recommends planning for an additional 1 or 2 new fire engine/pumpers replacements to occur in FY2018-2019 as shown in the "Haverhill Fire Department 25 years apparatus replacement plan – updated 5/10/2017"*. The Chief informed that older fire stations, such as High St., cannot accommodate the height of newer trucks as they will not fit within the opening of the station doors and that preliminary discussions to solve this issue have focused on possibly expanding the Water St. station with an additional building. He also informed that replacement back-up power generators are needed at all of the fire stations in the City with an approximate cost of \$100,000 for the Water St. station and approximately \$45,000 each for all other fire stations. The Committee will continue this matter on the Council Committee Study list for future review.

The meeting adjourned at 9:46 P.M.

Respectfully submitted,

Colin LePage, Chairperson
Administration and Finance Committee
Haverhill City Council

February 23, 2018

CL/bsa

* Doc. #7-H – Proposed amendments to Rules and Regulations – submitted by Councillor Macek

* Doc. #26-E/2017 – Summary of Haverhill Fire Department 25 year's apparatus replacement plan – updated 5/10/2017

c: Mayor James J. Fiorentini
City Council