

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE  
MEETING HELD ON FEBRUARY 20, 2018**

An Administration and Finance Committee Meeting was held on Tuesday, February 20, 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, Councillor Bevilacqua and Councillor Jordan also attended.

Department Heads: Mayor's Chief of Staff Allison Heartquist, Police Lieutenant Robert Pistone, City Solicitor William Cox, Jr.

Attendees: Mike Katsulis, Dana Lovell, Ken Quimby, Rich Rosa

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

- 1.) **Doc. 120-X/2017** – Communication from Councillor Macek regarding strengthening the City's control, oversight and education in all areas of concern related to underage and/or illegal use of marijuana and other controlled substances and paraphernalia within the City; *Councillor Macek reiterated the concerns presented by the Haverhill School District Physician Dr. Maddox at a previous City Council meeting. The Committee also acknowledged those concerns and will endeavor to provide further regulations to protect the welfare of children regarding substance abuse. Noting that the MA Cannabis Control Commission (CCC) will be filing the Final Regulations concerning "935 CMR 500: Adult Use of Marijuana" by March 15, 2018, a motion was made to schedule regular meetings of the Administration and Finance Committee to further discuss these issues; passed unanimously.*  
*The next scheduled meeting is March 22, 2018.*
  
- 2.) **Doc. 120-Z/2017** – Communication from Councillor Bevilacqua requesting to discuss the State Cannabis Panel actions last week regarding recreational marijuana guidelines; *Councillor Bevilacqua reiterated his concerns regarding the subsequent Draft Regulations for Adult Use of Marijuana issued by the CCC on December 21, 2017 as well as to what the Final Regulations will be when released on March 15, 2018. The Committee members, as well as all other Councillors in attendance, addressed questions to City Solicitor Cox regarding the Regulations, but not limited to such matters as: bylaws and ordinances, number of marijuana establishments in a municipality, procedures for a ballot question to limit or ban marijuana establishments, buffer zone, signage, transportation/delivery, local tax and host community agreements. After a lengthy discussion on these matters, the following recommendations were made:*
  - 1) *Request that the Engineering Department, in conjunction with Planning Director William Pillsbury, plot and map locations where, pursuant to G.L. c. 138 §15 (commonly known as "package stores") sales are allowed within the City boundaries for further review.*
  - 2) *Enact an ordinance accepting the local sales tax option to collect a 3% tax on sale of marijuana.*
  - 3) *Schedule regular meetings of the Administration and Finance Committee to further discuss these and other related issues; the next scheduled meeting is March 22, 2018.*
  
- 3.) **Doc. 7**– Communication from President Michitson requesting to establish City Council goals for Haverhill in 2018-2020; *President Michitson presented and discussed a spreadsheet chart draft of "Haverhill Goals & Key Performance Indicators"\* to the Committee. He informed that this was a performance based budgeting tool, similar in nature to the Heller Team Study proposal (as reported at the 12/4/17 meeting) and would assist the City in prioritizing and measuring it's financial decisions on budget matters in the present and future. He also recommended using other Gateway Cities for comparison purposes for rating standards and achieving desirable goals. After a lengthy discussion on this matter with Chief of Staff Heartquist, the following recommendations were made:*
  - 1) *Request that this draft of "Haverhill Goals & Key Performance Indicators" be sent for comment and suggestions to the following City Departments: Public Health & Safety (Police & Fire), School, Economic Development, and the Department of Public Works.*

- 2) *Request that the Mayor schedule a Mayor/Council/Department Managers conference to discuss those comments and suggestions to achieve the shared “Haverhill Goals & Key Performance Indicators with a tentative schedule date of March 15, 2018.*

The meeting adjourned at 8:42 P.M.

Respectfully submitted,

Colin LePage, Chairperson  
Administration and Finance Committee  
Haverhill City Council

February 22, 2018

CL/bsa

\* Doc. 7 Draft Haverhill Goals & Key Performance Indicators – submitted by President  
Michitson, 2/20/18

c: Mayor James J. Fiorentini  
City Council