



City of Haverhill
City Council Minutes

Tuesday, January 3, 2017 at 6:15 PM
City Council Office, Room 204
4 Summer Street

Present – President Michitson, Councillors Barrett, Bevilacqua, LePage, Daly O’Brien, Macek and Sullivan

Absent – Councillors Vargas and McGonagle

City Clerk – Linda L. Koutoulas, City Solicitor William Cox, Jr., Council Administrative Assistant – Barbara S. Arthur

Solicitor Cox gave an overview to the Council on the Public Records Law, effective January 1, 2017 according to the *Guide to the Massachusetts Public Records Law* published by William Francis Galvin, Secretary of the Commonwealth, Division of Public Records.*

A Records Access Officer (RAO) is the person responsible for responding to requests for public records. Linda Koutoulas, City Clerk, is the RAO for the City. Captain Wrenn is the RAO for the Police Department. Brian O’Connell is the RAO for the School Department.

The RAO must response to requests within 10 business days.

The cost for copies of public records has been reduced to \$0.05 per page. He reviewed the fees.

Requests for public records can be made in person or in writing.

Solicitor Cox gave an overview to the Council on the Open Meeting Law according to the *Open Meeting Law Guide* published by the Office of the Attorney General, Maura Healey, dated March 18, 2015.*

If the Mayor appoints a committee they are not considered a public body. If the committee is in the General Code, it’s a public body. If a committee is created by the Mayor as an advisory capacity, it’s not a public body.

He spoke about proper posting of meeting notices, accessibility to building(s), meetings cannot be continued from one evening to the next. The meeting would have to be reposted with 48 hours advance notice.

Agendas can be updated/amended but have to be time stamped. Then they can be sent out rather than suspending the rules or can be brought up under suspension. If there is an amendment the meeting should be reposted.

Meeting adjourned at 6:57PM.

Attest: Linda Koutoulas
City Clerk

* Handout from Solicitor William Cox, Jr.