

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON MARCH 5, 2015**

An Administration and Finance Committee Meeting was held on Thursday, March 5, 2015 at 7:00P.M. in the City Council office, Room 204.

Committee Members present: Committee Chairperson Colin LePage, Councillor William Macek, Councillor Mary Ellen Daly O'Brien and Councillor Michael McGonagle. Councillor Melinda Barrett also attended.

Department Heads: William Cox-City Solicitor, Linda Koutoulas-City Clerk

Attendees: Mary O'Neil, Jay Lafond, Ellen Roche, John Roche, Bob Roche, Brian Milewski, Diane Milewski, Michael Chesny, Tim Coco, Stanly Colten, Paul Magliocchetti

The following items were discussed:

- 1.) **Doc. 90** – Ordinance relating to Peddling and Soliciting, Section 191-9 Licensees, add at end of subsection A: permitted to locations: "Food Trucks of any size may be allowed at all permitted fixed locations with approval from City Council" – *The Committee received a definition of a Food Truck (no larger than 8' x 30') along with a copy of the City of Boston Food Truck regulations from Solicitor Cox as previously requested*. The Committee also reviewed the currently listed seven (7) fixed locations and potential additional locations, along with the City Department comments of such and determined that not all locations would be appropriate for Food Trucks due to their dimensions. A motion was made to table the matter to the next scheduled meeting (date to be determined) allowing time to further study and review new materials (ordinances) from other communities and for the Committee to conduct site visits of the potential locations. Passed unanimously.*
- 2.) **Doc. 102/2014** – Communication from Councillor Macek requesting to discuss the Taxicab and Buses ordinance – *The Committee conducted a thorough review of the existing ordinance along with proposed amendments as offered by Councillor Macek (see attached*). A motion was made to accept the amendments and request Solicitor Cox to prepare the ordinance for further review and comment from the Mayor and Police Chief. Passed unanimously.*
- 3.) **Doc. 10B** – Communication from Councillor Barrett requesting to discuss lack of City representation on HC Media Board of Directors – *The Committee, and the public attendees were informed that the HCTV Executive Director and their Board representatives would not be able to attend nor provide copies of their By-Laws and Minutes of Board meetings at this evenings meeting, but request to meet at a future date. HCTV Board member Colten provided a copy of the HCTV By-Laws (revised 3/2005) to the Committee. There was a lengthy discussion regarding the current number and tenure of Directors amendment to the HCTV By-Laws, "consisting of not more than eleven (11) persons" and the prior number of stipulated Directors, "Seven (7) Directors shall be at large and four (4) Directors shall be representatives of the following organizations given that a suitable recommendation is presented to the nominating committee:

(a) Mayor, City of Haverhill
(b) Haverhill Public Library
(c) Haverhill School Department
(d) Northern Essex Community College*

A motion was made to table the matter to the next scheduled meeting (date to be determined) to allow for the receipt of the materials previously requested (HCTV By-Laws and Minutes; Administration and Finance Committee letter dated February 20,2015) and for attendance by the HCTV Executive Director and Board Member representation. Passed unanimously.

- 4.) **New Business** – City Clerk Koutoulas requested a review of the Dog Licensing ordinance at a future meeting

Respectfully submitted,

Colin LePage, Chairperson
Administration and Finance Committee
Haverhill City Council

March 6, 2015

CL/bsa
c: Mayor James J. Fiorentini
City Council

- *Handout from Solicitor Cox, City of Boston Guide to Food Truck Permitting
- *Handout from Councillor Macek, Amendments to Haverhill Code, Chapter 230: Taxicabs and Buses
- *Handout from Stan Colten, By-Laws of Haverhill Community Television Corporation, Revised 3/2005