

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON APRIL 22, 2015**

An Administration and Finance Committee Meeting was held on Wednesday, April 22, 2015 at 7:00P.M. in the City Council office, Room 204.

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

Department Heads: City Solicitor William Cox, City Clerk Linda Koutoulas, Police Officer Lance Powell

Attendees: James Cleary III, Eric LaFleur, Matt Belfiore, Tom Faulkner, Jonathan Miller, Attorney Michael Hart, Michael Chesny, Christine Roy, Stanley Colten, Sarah Corthell, Kathy Clark, John Roche, Ellen Roche, Mary O'Neil, Bob Roche, Darlene Beal, Frank Novak, Tim Coco

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 reviewed the materials provided previously (City of Boston Food Truck regulations) and had a lengthy discussion concerning the following aspects of a proposed ordinance, including but not limited to:*
 - a. *Definition of a Food Truck (no larger than 8' x 30')*
 - b. *City Council approval required for location, not to be in Central Business/Restaurant District unless Special event*
 - c. *Fee of \$50 per day, not to exceed \$500 per applicant per calendar year*
 - d. *Not violate the City noise ordinance nor negatively impact quality of life**A motion was made to accept the amendments and request Solicitor Cox to prepare the ordinance for full Council review, passed unanimously.*
- 2.) **Doc. 102/2014** – Communication from Councillor Macek requesting to discuss the Taxicab and Buses ordinance – *The Committee received comments from the Police Chief to the draft ordinance submitted for his review. Comments included the location of driver identification within the taxicab as well as the inspecting and approval authority of taximeters, the Committee recommends that the City Sealer of Weights and Measures be the responsible party. A motion was made to accept the amendments and request Solicitor Cox to prepare the ordinance for full Council review, passed unanimously.*
- 3.) **Doc. 10B** – Communication from Councillor Barrett requesting to discuss lack of City representation on HC Media Board of Directors – *The Committee received and discussed the newly amended (dated April 8, 2015) HCTV By-Laws, which supersedes the previously amended By-Laws (dated January 15, 2014), and increases the number of Directors as well as restores the "set-aside" seats as were in their previous "old" By-Laws. These are defined in the newly revised Article III – Board of Directors listed below (**changes in bold**):*

*3.2 Number and Tenure of Directors. The governing body of the Corporation shall be a Board of Directors consisting of not more than **thirteen (13) persons.** **Nine (9) 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, in writing, by the following individuals:***

- (a) **Mayor, City of Haverhill***
- (b) **Director, Haverhill Public Library***
- (c) **Superintendent, Haverhill Public Schools***
- (d) **President, Northern Essex Community College***

The term of office for a new director shall be as follows:

First time elected serves for one year, second time elected serves for two years, third time elected serves for three years. The term for all subsequent elections shall be three years. All

Directors shall hold office until his/her successor is elected unless he/she resigns or is removed in accordance with the law, the Articles of Organization and these By-Laws.

3.3 Nomination and Election Process of Directors. Directors shall be selected for nomination to the Board in the following manner:

A nominating Committee shall consist of at least three, but no more than five persons. The Nominating Committee shall include the following: 1) Board member not under consideration for election; 2) HCTV member in good standing; 3) community member and appointed by the President at least three months prior to the Annual Meeting of Members. Nominees for seats on the Board of Directors shall be Members of the Corporation whose application is made no later than thirty (30) days prior to the date of the Annual or Special Meeting.

*The Nominating Committee shall review applications for nomination **and recommend names of nominees to the Board of Directors for a vote. Once approved by the Board of Directors, an acceptable slate of nominees shall be presented to the members at the Annual Meeting of Members for election by a simple majority of affirmative votes.***

(end of list)

Representatives of the Board of Directors also informed that the eligibility and approval criteria used by the nominating committee in determining the suitability of the four (4) representative Director recommendations, "set-aside seats," has not yet been finalized.

With the re-instatement of City representatives to the HC Media Board of Directors, a motion was made and passed to consider the matter closed.

Respectfully submitted,

Colin LePage, Chairperson
Administration and Finance Committee
Haverhill City Council

April 30, 2015

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