

**MINUTES OF THE CITIZEN OUTREACH COMMITTEE
MEETING HELD ON OCTOBER 12, 2016**

A Citizen Outreach Committee Meeting was held on Thursday, October 12, 2016 at 7:00P.M. in the City Council office, Room 204.

Committee Members: Committee Chairperson Melinda Barrett, Councillor Andres Vargas, and Councillor Colin LePage. Councillor Thomas Sullivan was absent.

The following item was discussed:

1. **Doc.# 82**– Communication from Councillor Vargas to introduce Keith Boucher of Urban Kindness to discuss “Pop-Up” City Halls.

There was a discussion about the legality of having a City Council and/or Committee meeting away from City Hall. It was decided that a letter would be sent to Solicitor Cox for a response in case we want to have full Council or Committee meeting off site. Consideration should be given to handicap accessibility, televising of meetings, and quality of audio/video.

A motion was made by Councillor LePage to recommend having an off site full Council meeting at the new HC Media location at Harbor Place. Motion passed.

The Committee recommends that the Mayor reactivate “Pop Up” City Hall and goes out into the neighborhoods. Also, two weeks prior to going to area neighborhood, the City use blackboard social media, posters, leaflets, etc. to notify residents. When the van goes out, department heads or representatives should be on board to meet and help resolve resident issues. Survey the residents who participate for feedback. As an incentive, consider offering ice cream, donuts, etc to reach out to those who otherwise might not attend.

The Pop Up should bring problem solvers to the general public. Councillors could also attend.

Respectfully submitted,

October 14, 2016

Melinda E. Barrett, Chairperson
Citizen Outreach Committee
Haverhill City Council