

**City Council**

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**CITY OF HAVERHILL**  
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**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE  
 MEETING HELD ON JANUARY 3, 2013**

An Administration and Finance Committee Meeting was held on Thursday, January 3, 2013 at 7:00P.M. in the City Council office, Room 204.

Committee Members present: Committee Chairperson Colin LePage, Councillor Michael McGonagle and Councillor William Macek. Councillor Michitson also attended.

Department Head: William Cox, City Solicitor

The following items were discussed:

- 1.) **Doc. #76-W** – Communication from Councillor Macek requesting a discussion regarding remote participation guidelines for City Council meetings. *After review and discussion of adopting 940 CMR 29.10, Remote Participation requirements and procedures of the Open Meeting Law, a motion was made to request that the City Solicitor prepare an ordinance in accordance with the Attorney General's regulations and include the provision that all individuals participating remotely may do so a maximum of six (6) times in a calendar year. Passed unanimously.*
- 2.) Councillor Macek's request to review the process for granting waivers for permit fee for nonprofits. *After review and discussion of the Mayor's memo to the City Solicitor regarding the waiving of permit fees for nonprofits, a motion was made to request that the City Solicitor prepare an ordinance with the Mayor's recommendations as well as suggestions by the Administration & Finance subcommittee for further review at a later Committee meeting. Passed unanimously.*

Respectfully submitted,

Colin LePage, Chairperson  
 Administration and Finance Committee  
 Haverhill City Council

January 4, 2013

CL/bsa

c: Mayor James J. Fiorentini  
 City Councillors