

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE  
MEETING HELD ON APRIL 6, 2016**

An Administration and Finance Committee Meeting was held on Wednesday, April 6, 2016 at 7:00P.M. in the City Council office, Room 204.

Committee Members:           Committee Chairperson Colin LePage, Council Vice President Melinda Barrett, Councillor William Macek  
Absent - Councillor Mary Ellen Daly O'Brien  
Council President John Michitson also attended.

Department Heads:           Gregg Roberts and Michael Lavoie Haverhill Fire Dept.

Attendees:                   Richard Boyle, David Santana and Amy Sullivan - National Grid; Jane Lyman - Comcast; Stephanie Lee - Verizon; Kim Dandurant

The following item was discussed:

- 1.) **Doc. 38-F** – Communication from Councillors Barrett and LePage requesting to discuss double poles in the City; *The Committee received double pole reports provided by both the Haverhill Fire Dept. (HFD) and Verizon on behalf of the utilities. Upon comparison of the two reports, it was identified that the HFD report listed only 289 double poles compared to 469 double poles listed in the Verizon report. Amy Sullivan of National Grid explained that the discrepancy was due to the list that the HFD provided would only contain poles that carried the fire alarm wires. She also informed that there are approximately 9,200 poles in the City and that the preferred business practice would be to not allow more than 2% of that number to be classified as double poles (184 poles). There was a lengthy review and discussion of the complete report provided by Verizon which is derived from the National Joint Utilities Notification System (NJUNS) database. The Committee was informed of the order in which the utilities transfer their wires; first, National Grid, then HFD, Comcast and Verizon. It was also noted that the HFD had no “open tickets” for the transferring of wires to new poles at this time.*

*Of the 469 listed double poles, 33 poles are identified as NPMA (non-participating; meaning it is unclear which utility is responsible). Stephanie Lee of Verizon informed that they would make it an immediate priority to properly identify and classify those poles. Additionally, 131 poles are identified as PULL POLE and ready for immediate removal. David Santana of National Grid and Verizon committed to removing those poles within the next 6 months. National Grid and Verizon currently have 135 and 148 poles respectively that are ready for the transferal of their wires. Both parties stated that their goal is to complete those transfers within the next 6 to 8 months. The utilities also agreed to provide updates on the progress of double pole removals to the Council as requested. A motion was made to continue this matter on the Council Committee Study list with incremental 60 day reports given for full Council review, passed unanimously.*

Respectfully submitted,

Colin LePage, Chairperson  
Administration and Finance Committee  
Haverhill City Council

April 7, 2016

CL/bsa  
\*encl. – NJUNS summary  
c: Mayor James J. Fiorentini  
City Council

Count of Ticket# Column Labels						
Row Labels	DISPUTE	DROPWORK	POLE TOP	PULL POLE	TRANSFER	Grand Total
CMCTNR					12	12
GRVLND					1	1
NGMA			6	21	135	162
NPMA					33	33
VZNEDR	3	147		110		260
VZNEA		1				1
<b>Grand Total</b>	<b>3</b>	<b>148</b>	<b>6</b>	<b>131</b>	<b>181</b>	<b>469</b>
CMCTNR	COMCAST					
GRVLND	GROVELAND MUNICIPAL-NEEDS TO BE CORRECTED					
NGMA	NATIONAL GRID					
NPMA	NON-PARTICIPATING					
VZNEDR	VERIZON					
VZNEA	VERIZON-NEEDS TO BE CORRECTED					