

**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON MAY 12, 2016**

An Administration and Finance Committee Meeting was held on Wednesday, May 12, 2016 at 7:00P.M. in the City Council office, Room 204.

Committee Members: Committee Chairperson Colin LePage, Council Vice President Melinda Barrett, Councillor Mary Ellen Daly O'Brien, Councillor William Macek. Council President John Michitson, Councillor Andres Vargas, Councillor Joseph Bevilacqua and Councillor Thomas Sullivan also attended.

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

Attendees: Ron MacLeod, Tricia Barrett-MacLeod

The following items were discussed:

- 1.) **Doc. 6-T** – Communication from Councillor Bevilacqua requesting to discuss proposed amendment to the application form for an exterior vending machine license; *The Committee reviewed the proposed changes to the application form submitted by the City Clerk and the Committee made one additional amendment to replace the social security number with the employer information number (EIN) on the back of the application form. A motion was made to accept the form as revised, passed unanimously.*
- 2.) **Doc. 38-H** – Communication from Councillor Bevilacqua requesting to discuss economic development business retention promotion and assistance program; *Councillor Bevilacqua informed that he made his presentation at the Council meeting and had no additional information for discussion. A motion was made to remove the item from the Council Study list, passed unanimously.*
- 3.) **Doc. 38-I** – Communication from Councillor Bevilacqua requesting a business & industry recognition opportunity; *Councillor Bevilacqua informed that he made his presentation at the Council meeting and had no additional information for discussion. A motion was made to remove the item from the Council Study list, passed unanimously.*
- 4.) **Doc. 38-V** – Communication from Councillor Daly O'Brien requesting a re-evaluation of the City Council Rules & Regulations; *The current Rules and Regulations were reviewed by all Councillors present. Additions and deletions of such Rules were suggested and discussed by all present. Recommended changes are to: Rule 2A, Rule 10, Rule 11, Rule 17, Rule 23, Rule 27C, and Rule 33.* A motion was made to send the proposed amendments to the City Solicitor for review of language and legality and then back for full Council review and approval, passed unanimously.*

The meeting adjourned at 9:49 p.m.

Respectfully submitted,

Colin LePage, Chairperson
Administration and Finance Committee
Haverhill City Council

May 12, 2016

CL/bsa

*encl. – Rules and Regulations

c: Mayor James J. Fiorentini
City Council