

CITY COUNCIL

Timthoy J. Jordan, *President*
John A. Michitson, *Vice President*
Thomas J. Sullivan
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Daniel R. Diodati
Devan Ferreira
Ralph T. Basiliere



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CITY OF HAVERHILL

HAVERHILL, MASSACHUSETTS 01830-5843

MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING

April 6, 2026

The Administration and Finance Committee Meeting held on Monday, April 6, 2026 at 6:00PM in the City Council Chambers, Room 202.

Committee Members: Committee Chair Colin LePage, Councilor Devan Ferreira, Councilor Shaun Toohey

Councilor Thomas Sullivan

Committee Member Absent: Councilor Catherine Rogers

Also in attendance: Council President Timothy Jordan, Mayor Melinda Barrett and City Solicitor Lisa Mead

The following items were discussed:

1. Review of the Rules and Regulations of the City Council

The Committee discussed and reviewed the following rules:

Rule 12: Chair LePage noted at a previously held A&F (2/18/25) meeting there were questions raised about how many votes were necessary for zoning ordinances and special permits. The City Solicitor's Office came back with a three-page addendum addressing voting requirements. Chairman LePage suggested striking the section "council votes necessary plan A" and adding the three-page addendum. The committee reviewed the addendum on voting requirements, identifying missing items such as loan orders, amend/rescind/expunge a document, which City Solicitor Lisa Mead agreed to add. She clarified that loan orders are already included in debt provisions and will be labeled more clearly. She also noted no action can be taken without a quorum, so tabling without one is not applicable. She will add a footnote clarifying that information. The committee also discussed voting thresholds for special permits, noting that some require simple majority while others require 2/3rd votes. Councilor Toohey raised concerns about the difficulty of meeting the 2/3rds threshold. City Solicitor Lisa Mead noted changing it would require state legislation.

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Motion by Councilor Toohey, seconded by Councilor Sullivan, to amend the document adding a footnote to the rules regarding "if there is no quorum present, including tabling a matter the council must wait to take any action until the next meeting where a quorum is present"

PASSED Yeas 4, Nays 0, Absent 1 (Rogers)

Motion by Councilor Sullivan, seconded by Councilor Ferreira to strike the section "council votes necessary plan A" and add three-page addendum in place thereof with revisions.

PASSED Yeas 4, Nays 0, Absent 1 (Rogers)

Rule 28: Councilor Ferreira proposed moving to a paperless agenda format, citing the environmental, time and cost reduction benefits of such a change from the current method of printing the entire agenda packet for 11 Councilors. Councilor Toohey and Sullivan would prefer that the method of receiving the agenda be optional to each Councilor, whether they wish it to be digital or printed. Chairman LePage noted there are five of the eleven getting it digitally.

Motion by Councilor Ferreira, that the agenda is delivered digitally to the official city emails of city councilors. Councilors may request print copies of special permits or specific supplementals to agenda items as needed. *There was no second*

Motion by Councilor Sullivan, Second by Councilor Toohey for the amendment that would be the councilors reserve the right to continue to receive full agendas including supplemental materials in writing in printable form.

President Jordan suggested avoiding reprinting full documents such as special permits once it was previously received. The councilor is responsible for keeping the documents for upcoming meetings.

Motion by Councilor Sullivan, Second by Councilor Toohey to amend the motion that the councilors reserve the right to continue to receive full agendas including supplemental materials in writing in printable form. Councilors need to preserve their materials presented for special permits and other hearings that will continue into another meeting.

PASSED Yeas 4, Nays 0, Absent 1 (Rogers)

Councilor Ferreira suggested trimming non-essential clerical documents from the agenda packets. City Solicitor Mead stated she will speak with the city clerk regarding this and ensure the records remain available through the clerk.

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Rule 11: Councilor Ferreira stated items sent to subcommittee must be updated within 30 days. She stated is there a set timeframe for when a subcommittee is expected to take up a referred item. President Jordan suggested a reasonable approach might be to remind the subcommittee after 30 days and if necessary, bring to the President of the council's attention to ensure the item is acted upon.

***Motion by Councilor Sullivan, seconded by Councilor Toohey, to adjourn
PASSED Yeas 4, Nays 0, Absent 1 (Rogers)***

Adjourned 6:50PM

Respectfully submitted,
Colin LePage
Colin LePage, Chairman
Administration and Finance Committee
Haverhill City Council