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John A. Michitson
Colin F. LePage
Melissa J. Lewandowski
Catherine P. Rogers
Shaun P. Toohey
Michael S. McGonagle
Katrina Hobbs Everett
Devan Ferreira
Ralph T. Basiliere



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HAVERHILL, MASSACHUSETTS 01830-5843

MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING

FEBRUARY 18, 2025

The Administration and Finance Committee Meeting held on Tuesday, February 18, 2025, at 6:30PM in the City Council Chambers, Room 202.

Committee Members: Committee Chair Colin LePage, Council Vice-President Timothy Jordan, Councilor Devan Ferreira, Councilor Shaun Toohey, Councilor Catherine Rogers

Council President Thomas Sullivan, Mayor Melinda Barrett, Community Development Director Andrew Herlihy also attended.

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 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. Council President Sullivan and Council Vice President offered support of the proposal, allowing that Councilors may request to have certain items of the agenda printed for their use. Councilor Toohey would prefer that the method of receiving the agenda be optional to each Councilor, whether they wish it to be digital or printed. Councilor Ferreira also informed of the benefits of using OpenGov when reviewing permit applications.

Motion by Councilor Ferreira, seconded by Councilor Toohey, for the Council to have paperless agendas while allowing Councilors to request printed pages from the Council Administrative Assistant
PASSED Yeas 5, Nays 0

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Rule 12: Councilor Toohey requested clarification concerning the majority vote number requirements for Zoning Ordinances and Amendments along with the majority vote number requirements for Zoning Special Permits, whether they are 2/3 (8 votes) or simple majority (6 votes) for approval. Specifically asking, which types of Ordinances and Special permits require which vote totals for approvals and if those currently mandated as 8 votes could be reduced to being 6 votes. Council President Sullivan stated that G.L. C.40A s.5 determines the number of votes required for Zoning Ordinances and Amendments and that G.L. C.40A and our Zoning Ch.255-16 determines the number of votes required for Zoning Special Permits. He suggested requesting the City Solicitor review these voting rules for accuracy and further clarification.

Motion by Councilor Jordan, seconded by Councilor Toohey, to conclude further discussion on this matter

PASSED Yeas 5, Nays 0

2. Document 20-D: Historic Signage Program

Councilor Ferreira informed that this item was referred to the Administration & Finance Committee at the January 28, 2025, City Council meeting after concerns about the procurement of signs being listed on the City's website were noted. She further informed that she had subsequently contacted the City Solicitor with those concerns and received an email response from the City Solicitor stating that the procedure that was proposed for the Historic Signage Program procurement of signs would be by private citizens, requiring no city approval, no city funds and no contracts with the City. Councilor Ferreira also requested further clarification on how the website posting would appear on the City's website. Mayor Barrett informed that the City did not have an existing website linkage policy and that the IT Department reviewed other community's website pages and policies, and that one was currently being created for Haverhill, allowing this signage program to be listed on the City's website. Councilor Ferreira questioned whether the sign program would still reside under the Haverhill Historical Commission page on the City's website or be linked to an outside vendor website as that was what seemed to now being proposed. Community Development Director Herlihy and Council President Sullivan informed that the Haverhill Historical Commission, at its

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January 8, 2025, meeting voted in approval of the following recommendation:

"Resolved: The Haverhill Historical Commission makes the following recommendation to the City Council to support a citywide historic signage program." Councilor Ferreira re-emphasized that her research showed that numerous other communities have these signage programs listed on their Historical Commission webpages on their communities' websites. Councilor Jordan informed that, as an example, Team Haverhill had done a similar historic signage program years earlier on a volunteer basis without the use of the City website and that if there are still unresolved issues with the City's website, Councilor Ferreira may want to explore that way forward with the historic signage program. Councilor Ferreira informed she will continue to work with the Mayor's office to resolve any further unresolved issues so that the historic signage program will continue to be listed under the Haverhill Historical Commission webpage on the City's website.

Motion by Councilor Jordan, seconded by Councilor Toohey, to remove this item from the Committee Study List

PASSED Yeas 5, Nays 0

3. Document 37: Article IV City Solicitor

Committee Chair LePage summarized that this item had been left on the Committee Study List erroneously since it had been deliberated and voted on previously at the May 7, 2024, Council meeting. He read the Minutes of that Council meeting and requested a motion to remove this item from the Committee Study List.

Motion by Councilor Jordan, seconded by Councilor Toohey, to remove this item from the Committee Study List

PASSED Yeas 5, Nays 0

Motion by Councilor Ferreira, seconded by Councilor Jordan, to adjourn

PASSED Yeas 5, Nays 0

Adjourned 7:03PM

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Respectfully submitted,

Colin LePage

Colin LePage, Chairman
Administration and Finance Committee
Haverhill City Council

CFL