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**MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE
MEETING HELD ON MARCH 8, 2012**

An Administration and Finance Committee Meeting was held on Thursday, March 8, 2012 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.

Department Heads: William Cox, City Solicitor, Michael Stankovich, Director – Public Works, Margaret Toomey, City Clerk, and Lt. Robert Pistone – Haverhill Police Department.

The following documents were discussed:

- 1.) **Chapter 191** - Peddling and Soliciting, Hawkers and Peddlers Licenses. *The definition of Hawker or Peddler (Ch. 191-8) and the interpretation and language of licenses (Ch. 191-9J) pertaining to door-to-door sales, registration fee and photo identification was discussed by City Clerk Peggy Toomey, City Solicitor William Cox, Police Lt. Robert Pistone and Councillors. A motion was made and passed unanimously to request the City Solicitor to amend the ordinance so that all door-to-door sales persons, whether license is issued by the City or the State, be required to conspicuously display a photo identification badge and pay the associated registration fee. Fee to be determined.*
- 2.) **Doc. #10** – Petition from Marlene Stasinos, Stasinos Farms, requesting to hang banner promoting their Pumpkin Festival; hang over intersection of Rte. 125 and Salem St. in Bradford, Oct. 1- Oct. 13, 2012. *Current ordinance (Ch. 213-5) and costs incurred by the City to hang banners was discussed. On suggestion made by Public Works Director Michael Stankovich, the committee will gather additional information by reviewing other communities standard practices regarding promotional banners for a future meeting. Date to be determined.*
- 3.) **Doc. #16-D** - Order that the sum of \$34,623.00 be transferred from Capital Account – Rail Trail to new Capital Account – Backup Generator – Highway Building. *DPW Director Michael Stankovich gave a presentation on the capital request for a backup generator at the DPW facility. Councillor McGonagle presented an estimate from a local electrical contractor for two portable generators as an alternative solution at a cost of \$8,248 compared to the \$34,623 transfer request. A discussion of minimum power requirements needed to maintain critical systems followed. Councillor Macek stated that a nearby New Hampshire Community recently received grant funds for emergency management equipment and he would like to see the possibility further explored. The DPW Director will further research the minimum power requirements for each item separately, including: lighting, heating, telephone, computers and equipment needed to perform fleet maintenance services. A motion was made and passed unanimously to continue this item to a following meeting. Date to be determined.**

Respectfully submitted,

Colin LePage

Colin LePage, Chairperson
Administration and Finance Committee
Haverhill City Council

March 9, 2012

CL./bsa

c: Mayor James J. Fiorentini

John Michitson, City Council President

* Handout from Councillor McGonagle – Estimate for Generator from Comei Electric