



CITY CLERK  
GLOUCESTER, MA  
12 MAR - 1 AM 11:30

**GLOUCESTER CITY COUNCIL**  
9 Dale Avenue, Gloucester, MA 01930  
Office (978) 281-9720 Fax (978) 282-3051

**CITY COUNCIL STANDING COMMITTEE**  
**Ordinances & Administration**  
**Monday, March 5, 2012 – 6:00 p.m.**  
**Kyrouz Auditorium – City Hall**  
**AGENDA**

(Items May be taken out of order at the discretion of the Committee)

**1. Continued Business**

- A) CC2011-057 (Curcuru) Amend GZO Sec. 22-287 (Disabled veteran, handicapped parking) re: Lloyd St. #5 (Cont'd from 01/30/12)
- B) CC2011-055 (Verga/Ciolino) Possible Adoption of MGL re: assessment of water betterments and deferral of such betterments; and Amend GCO Chapter 23 "Utilities" Article III accordingly (Cont'd from 01/30/12)
- C) CC2012-001 (Hardy) Review salary of the office of the Mayor as in accordance with City Charter, Article 3, Sec. 3-1(c) and amend GCO Sec. 2-54 accordingly (Cont'd from 02/06/12)

**2. New Appointments:**

Board of Registrars	(TTE 02/14/15)	Mark Nestor
Downtown Development Commission	(TTE 02/14/15)	Suzanne Silveira
Cable TV Advisory Committee	(TTE 02/14/15)	Karen Spencer Favazza
Magnolia Woods Oversight & Advisory Committee	(TTE 02/14/13)	James Cooke, Jane Porter
	(TTE 02/14/14)	Thomas Falzarano, Alexander Monell
	(TTE 02/14/15)	Dean Sidell, Christine Rasmusen
 Waterways Board	 (TTE 02/14/15)	 Tom Hovey-Economic Development Member
	(TTE 02/14/15)	David McCauley-At Large Member
	(TTE 02/14/15)	Ralph Pino – Economic Development Mbr.
	(TTE 02/14/13)	Patti Page-Fishing Industry
 <u>Reappointments:</u>		
Affordable Housing Trust	(TTE 02/14/14)	Betsy Works, George Sibley, Mary John Boylan
Board of Health	(TTE 02/14/15)	Richard Sagall, MD*, Robert Harris
Clean Energy Commission	(TTE 02/14/14)	Jill Buchanan, Linda Stout-Saunders, Candace Wheeler
Committee for the Arts	(TTE 02/14/16)	Dale Brown*, Marcia Hart
Community Preservation Committee	(TTE 02/14/15)	David C. (J.J.) Bell, Sandra Dahl Ronan
Conservation Commission Rep	(TTE 02/14/15)	Robert Gulla
Historical Commission Rep	(TTE 02/14/15)	Thomas O'Keefe
Conservation Commission	(TTE 02/14/15)	Charles Anderson, Jr., Barry Gradwohl
Council on Aging	(TTE 02/14/15)	Selma Bell, Barry McKay, Frederick Cowan, Lee Harty, Jay Gustaferro
Historic District Commission	(TTE 02/14/15)	Robert Chandler
Historical Commission	(TTE 02/14/15)	Amanda Nash, Jeff Crawford, Thomas O'Keefe
Open Space & Recreation Advis. Comm.	(TTE 02/14/15)	Noel Mann, Patricia Amaral
Traffic Commission	(TTE 02/14/15)	Robert Francis**
Waterways Board	(TTE 02/14/15)	Cate Banks- Recreational Boating Member*, Phil Cusumano – At Large Member
Zoning Board of Appeals	(TTE 02/14/15)	James Movalli, Michael Nimon

\* Continued to March 19, 2012

\*\* Continued to April 2, 2012

2. A) Management Reappointment: Sarah Garcia Community Development Director 02/14/14
3. *Memorandum from Chief Administrative Officer re: Resubmission of Proposed Reorganization Plan of the Community Development Department*
4. *Comprehensive Report reflecting recommended reclassifications*
5. *CC2012-017 (Theken) Amend GCO Chapter 8 "Fire", Art. V, Sec. 8-18 and GCO Chapter 17 "Police", Art. II "Police Department" Sec. 7-18*
6. *Review of Ordinance Change under GCO Sec. 22-270 (Parking Prohibited at All Times) re: Eastern Avenue Passed by City Council on August 23, 2011*
7. *CC2012-010 (McGeary) Amend GCO Chapter 21, Article IV entitled "Repair of Private Ways"*
8. *CC2012-007 (Tobey/Verga) Establishment of ordinance for process to review and accept proposed donations to or installations of public art in the City of Gloucester*

The following three matters are continued to March 19, 2012:

9. *CC2012-011(Verga/Hardy) Review GCO Sec. 22.270.1 "Resident sticker parking only" for creation of "Resident Sticker"*
10. *CC2012-013 (McGeary) Amend GCO Sec. 22-159 "Parking prohibited between certain hours and on certain days" re: Davis Street Extension*
11. *CC2012-014 (Verga) Amend GCO Chapter 22, Sec. 22-269 "Stop intersections" re: Castle View Drive at the intersection of Sea Fox Lane*

COMMITTEE

Councilor Sefatia Theken, Chair  
Councilor Robert Whynott, Vice Chair  
Councilor Steve LeBlanc, Jr.

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk  
Jim Duggan  
Linda T. Lowe  
Sarah Garcia  
David Bain  
Suzanne Egan

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY CLERK  
GLOUCESTER, MA

12 FEB 21 AM 8:37

CITY OF GLOUCESTER  
TRAFFIC COMMISSION

A meeting was held on Thursday, February 16th, 2012 at 6:00 p.m.  
in the first floor city council conference room at Gloucester City Hall.

The meeting was opened at 6:00 p.m. by Chairman Robert B. Ryan. Attending were members Larry Ingersoll, Anthony Bertolino and Robert Francis. Also attending were City Councilors Jackie Hardy and Paul McGeary, and residents Jeff Tarr and Wayne DeCaro.

**AGENDA**

The following was tabled at our last meeting:

ORDER #CC2011-057 (Councilor Curcuru) Ordered that the GCO Sec 22-287 (Handicapped Parking) be amended by ADDING:

one handicapped parking space in front of #5 Lloyd Street

*(January Meeting) A vote was MADE, SECONDED and PASSED to TABLE this order as the requestor was not present. A second letter will be sent to him asking to attend our next meeting.*

*(February Meeting) After speaking to the requestor and discussing the matter, the TC found that the area the requestor was looking to be classified as handicapped parking was on private property in front of his home, not on the public street. The requestor was given suggestions on how to properly post his property for either no parking or handicapped parking to solve his issue. The requestor was in agreement with the TC recommendations. Based on these developments, a MOTION was made, seconded and PASSED on a 3-1 vote (with member A. Bertolino abstaining), to **NOT RECOMMEND** the order to the City Council.*

**NEW ORDERS**

ORDER #2012-004 (Councilors Ciolino & Cox) Ordered that the GCO sec. 22-287 (Handicapped Parking) be amended by ADDING:

two handicapped parking spaces near the intersection of Middle Street and School Street and located near the apartment building at #1 School Street.

*At the February 6th O&A meeting, this order was withdrawn by the sponsoring Councilors. No action was taken at this TC meeting.*

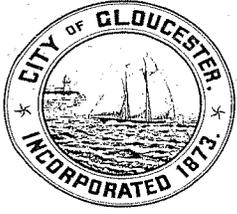
A request from Councilor McGeary asking for a 6 month review of the parking restriction change granted to the corner of Eastern Avenue and Hartz Street.

*After doing a review of the ordinance change, the TC found that in the past 6 months there have only been two reported accidents in that intersection. One was the result of road construction (minor rear-end) and the other was from someone clipping an opening car door with their side mirror. Both had no bearing on the ordinance change. Councilor McGeary gave notices to area residents concerning this meeting and only heard back from one resident of Williams Court (in writing, which was read into the record) who wanted the area to return to the original no parking zone. Members of the TC have observed the area and found no issues that were increased by the ordinance change. Based on this review, a MOTION was made, seconded and PASSED to recommend NO CHANGE to the ordinance as it is now written.*

**The meeting was adjourned at 6:45 p.m.**

**ROBERT B. RYAN, Chairman**

**LARRY INGERSOLL, Secretary**



**CITY OF GLOUCESTER 2011  
CITY COUNCIL ORDER**

**ORDER:** #CC2011-057  
**Councillor** Steve Curcuru

**DATE RECEIVED BY COUNCIL:** 12/13/11  
**REFERRED TO:** TC & O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the GCO Sec. 22-287 entitled "Disabled veteran, handicapped parking" be amended by adding:

one (1) handicapped parking space in front of Lloyd Street #5

And further

**ORDERED** that this matter be referred to the Traffic Commission and the Ordinances and Administration Committee for review, recommendation and measurements.

Steve Curcuru  
Ward 3 Councillor



**CITY OF GLOUCESTER 2011  
CITY COUNCIL ORDER**

**ORDER:** #CC2011-055  
**Councillor** Greg Verga/Joe Ciolino

**DATE RECEIVED BY COUNCIL:** 11/15/11  
**REFERRED TO:** O&A, B&F & Administration  
**FOR COUNCIL VOTE:**

**ORDERED** that the Ordinances and Administration Committee and the Budget and Finance Committee in consultation with the DPW Director determine whether the City shall adopt MGL c40 sections 42G to 42I and c40 sec. 42K concerning assessment of water betterments and MGL c40 sec. 42J concerning the deferral of such betterments and further

**ORDERED** that the Code of Ordinances, Chapter 23 "Utilities", Art. III be amended by **ADDING** a new section 64 providing for special assessments for the whole or part of the costs of laying pipes in public and private ways for the conveyance or distribution of water as provided in MGLc40sec.42G.

(Note: the ordinance amendment would require that the Council first accept or locally adopt the referenced state laws)

Greg Verga  
Ward 5 Councillor

Joe Ciolino  
Councillor at Large

LAW DEPARTMENT

MEMORANDUM

TO: Ordinance and Administration Committee  
Budget and Finance Committee

Cc Dana Jorgenson, Clerk of Committees

FROM: Suzanne P. Egan *SPE*  
General Counsel

RE: Chapter 23- Utilities  
Article III – Water  
Assessment of Water Betterments

DATE: February 29, 2012

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Please find attached the amended ordinance pertaining to the assessment of water betterments.

Please let me know if you have any questions.

Enclosure

CITY CLERK  
GLOUCESTER, MA  
12 FEB 29 PM 3:44

## CHAPTER 23 - UTILITIES

### Article III - Water

#### Sec. 23-64 - Assessments

(1) Every person owning land abutting upon any way in which a public or private water line has been laid out, and who may benefit from the laying of water pipes or has benefited from a particular water line, or who by more remote means receives benefit of the supply of water to his land or buildings, shall be assessed under the provisions of G.L. c. 40, § 42G. The director of public works or the designee or designees of the director shall have the power as set forth in G.L. c. 40, § 42K, when ascertaining assessments as a betterment for construction, to apply a rate based upon a uniform unit method. A uniform unit method shall be based upon the construction costs divided among the total number of existing and potential water units to be served after having proportioned the cost of special (specific unit) and general benefit facilities. Each water unit shall be equal to a single family residence. Potential water units shall be calculated on the basis of zoning in effect on the date of assessment. Existing and potentially existing multi-family, commercial, industrial and semi-public uses shall be converted into water units on the basis of residential equivalents.

(2) Assessments under this section shall be ascertained, assessed, certified and committed to the city treasurer by the director of public works or his designee. Such assessments may be made for all water pipes and appurtenant works. Water betterment assessments and any water betterment policies which are adopted by the city council pursuant to G.L. c. 80 and G.L. c. 40, § 42K, for particular public water construction projects shall follow the procedures set out in section 23-68.

#### Sec. 23-65 - Disposition of receipts from assessments

(1) The receipts from assessments for particular water lines shall be applied to the payment of the cost of particular water lines.

(2) The receipts from assessments and charges under section 23-64 shall be applied to the payment of interest upon bonds or notes issued for water purposes and to the payment or redemption of such bonds or notes.

#### Sec. 23-66 - Plans for water lines

The location of all water lines and other structures and works used in connection therewith, which constitute part of the water line laid out or constructed by the department of public works shall be shown on plans on file at all times with the department of public works, and a duplicate of the plans shall be filed by the department with the city engineer. Both sets of plans shall be open to inspection by the citizens of the city.

12 FEB 29 PM 3:44  
CITY CLERK  
GLOUCESTER, MA

Sec. 23-67 - Land not built upon; extension of time for assessment

Any land not built upon at the time of a water betterment assessment may upon application of the land owner receive an extension of time for the payment of the assessment and interest at a rate of four percent (4%) until it is built upon. Interest at the rate of four percent per year shall be charged annually. The assessment shall be paid within three months after such land is built upon.

Sec. 23-68 - Method of assessment: uniform unit

(1) The city shall assess water betterments based upon a uniform unit method. Each unit shall be equal to a single-family residence. Multiple-family buildings and nonresidential buildings as described herein shall be converted into units on the basis of residential equivalents. The total assessment for a particular water construction project shall not be based on or limited by an estimated betterment. Revenue generated by said betterment assessment shall be equal to or shall cover the total project costs associated with design and construction of the water station lines and appurtenant work less the city share.

(2) The city shall levy assessments against all properties abutting a street in which water pipes have been laid or improved after acceptance of the entire pertinent construction contract including finalization of all pertinent contractual documents. The date of acceptance shall be determined by the DPW director. In the order of assessment, the city shall designate the owner of each parcel on the preceding January 1 as liable for assessment under the provisions of the general laws.

(3) The city council may approve water betterments with a city contribution if any of the following conditions have been met:

- a. The city's debt service expenditures, as documented by the chief financial officer, do not exceed ten percent of its general fund revenue as indicated in the currently adopted budget.
- b. The project is consistent with the city's facilities master plan as adopted by the city council.
- c. The project provides a clear environmental benefit and resolves existing neighborhood-wide water pressure and water quality issues.
- d. The project is required under a state or federal mandate through an administrative or court action.

- e. The fire chief certifies that the water pressure or quality in the neighborhood may hamper fire fighting abilities and that the installation of water pipes may enhance its fire fighting capabilities.
- f. The city contribution shall not exceed twenty percent of the total project costs and shall not exceed \$6,000.00 per residential dwelling unit.

(4) There shall be no city contribution for projects on either ways created through the subdivision approval process as approved by the planning board, or on ways with two or more abutting lots or two or more lots within two thousand feet of each other that were created through the approval not required process.

(5) For assessment purposes, all properties receiving direct benefit from the water system shall be converted into water units. Properties receiving direct benefit, either developed or undeveloped, shall be designated a number of water units under the following guidelines:

- a. Single-family dwellings shall comprise one water unit.
- b. Two-family dwellings shall comprise two water units.
- c. Three-family dwellings shall comprise three water units.
- d. Four-family dwellings shall comprise four water units.

(6) Multiple-family dwellings in excess of four units shall comprise a number of water units based on the following methodology:

- a. Rental residential properties such as apartments shall be assessed one water unit for each apartment with more than one bedroom. Rental properties shall be assessed one-half of one water unit for each one-bedroom or studio apartment.
- b. Residential condominium complexes shall be assessed one water unit for each dwelling unit.

(7) Nonresidential buildings, which shall include all industrial, commercial and municipal properties, shall comprise the number of water units based upon water consumption as follows: nonresidential water usage equals one unit per each 300 gallons per day (gpd) used (rounded up to the next whole number). Nonresidential buildings not metered for water use shall be assigned a water consumption volume based on title 5 (part 2, section 13) of the state environment code of the commonwealth's minimum requirements for the subsurface disposal of sanitary sewage.

(8) When a single structure or building contains a nonresidential use and a residential use and neither use is accessory to the other and the nonresidential use does not receive

city water service, such mixed use structure shall be charged a betterment only for the residential unit or use. This provision shall not apply in the following zoning districts as defined in the city zoning ordinance:

- a. BP, Business Park;
- b. GI, General Industrial;
- c. MI, Marine Industrial;
- d. EB, Extensive Business.

(9) Undeveloped residential lots shall be converted into dwelling units on the basis of calculating the frontage and area requirements for a buildable lot as directed in the zoning ordinance in effect at the time of assessment. Each potential dwelling unit shall then comprise one water unit. The owner of an undeveloped lot may apply pursuant to MGL c. 40 § 42I, to extend the time for payment. In addition, land classified as agricultural, horticultural, recreational or forest land, upon the application of the owner, may have the betterment assessment suspended for so long as the land is devoted to that use pursuant to G.L. c. 61A, § 18, G.L. c. 61B, § 13, and G.L. c. 61, § 5.

(10) Undeveloped nonresidential lots shall be converted into the number of units for the maximum potential water consumption on the basis of the zoning ordinance. An equivalent number of water units shall then be determined utilizing the formula described for nonresidential developed properties (rounded up to the next whole number).

#### Sec. 23-69 - Betterment payment

(1) Except as provided herein, the provisions of the general laws relative to the assessment, apportionment, division reassessment, abatement and collection of water assessments shall apply. The tax collector of the city shall have all of the powers conveyed by the general laws. In accordance with G.L. c. 80, § 12, assessments made shall constitute a lien upon the land assessed until the full balance is paid.

(2) At the time of assessment, a property owner may select a payment schedule over a period of 10 years or 20 years or another term of years less than 20 if they so specifically request. Once a selection has been made, the payment method may not be changed at a later date; however, the balance of the principal due on any lien may be paid in full at any time.

(3) Upon the transfer of title to a new owner, the seller/transferor shall immediately notify the city treasurer/collector and city assessor. After transfer of title, the betterment lien may be transferred. The betterments may be paid in full to the collector's office without interest or charges within 30 days of the date of assessment.

(4) With regard to apportionment, the interest rate charged by the city shall be the project bond rate paid by the city for the water project.

Sec. 23-70 - Abatements and Deferrals

(1) Unbuildable lot. A property owner may defer the betterment assessment with interest as provided in G.L. c. 40, § 42I.

(2) Age and income. A property owner may defer the betterment assessment with interest as provided in G.L. c. 80, § 13B, which has been accepted by the city, if they are 65 years of age or older and qualify under G.L. c. 59, § 4, clause 41A. However, the lien may not be transferred upon conveyance of property. The deferred betterment plus interest must be paid upon transfer of property in compliance with G.L. c. 80, § 13B.



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-001  
**Councillor** Jackie Hardy

**DATE RECEIVED BY COUNCIL:** 01/10/12  
**REFERRED TO:** O&A and B&F  
**FOR COUNCIL VOTE:**

**ORDERED** that the City Council review the salary of the office of the Mayor as in accordance with the Gloucester City Charter, Article 3, Sec. 3-1(c) and amend Code of Ordinances Sec. 2-54 accordingly.

And Further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee and the Budget and Finance Committee for review and recommendation.

Jacqueline Hardy  
Ward 4 Councillor

Article 3-1(c) *Compensation* — The city council shall by ordinance establish an annual salary for the mayor. No ordinance establishing or increasing such salary shall be effective unless it shall have been adopted in the first eighteen months of the term for which councilors are elected and it provides that such salary is to be effective at the commencement of the next term of office of the mayor.



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-005  
**COUNCILLORS:** Bruce Tobey

**DATE RECEIVED BY COUNCIL:** 01/24/12  
**REFERRED TO:** B&F  
**FOR COUNCIL VOTE:**

**ORDERED** that the salary of the Mayor be set at \$100,000 per annum for the term beginning January 1, 2014.

And Further

**ORDERED** that this matter be referred to the Budget and Finance Committee for review and recommendation.

Bruce Tobey  
Councillor At Large

Management Salary Survey

MAYOR	POPULATION	SALARY	OVERSEES WATER PLANT	OVERSEES SEWER PLANT
Agawam	28,091	\$85,000	No	No
Amesbury	16,584	\$80,000	Yes	Yes
Attleboro	42,833	\$85,000	Yes	Yes
Beverly	39,343	\$90,560	No	No
Boston	620,535	\$175,000	No	No
Braintree	35,294	\$105,261	No	No
Brockton salary is based on annual CPI and fluctuates	93,007	\$132,482	Yes	Yes
Chickopee	54,941	\$65,000	Yes	Yes
Easthampton	16,195	\$62,000	No	No
Everett	37,353	\$85,000	No	No
Fall River	90,931	\$110,653	Yes	Yes
Fitchburg	42,215	\$60,580	Yes	Yes
Gardner	20,682	\$78,650	Yes	Yes
Haverhill	61,275	\$90,000	Yes	Yes
Holyoke	39,947	\$85,000	No	No
Lawrence	70,014	\$85,000	Yes	Yes
Lynn	86,957	\$87,000	Yes	Yes
Malden	55,597	\$105,000	No	No
Marlborough	37,932	\$78,680	Yes	Yes
Medford	55,573	\$123,753	No	No
Melrose	26,708	\$98,907	No	No
Methuen	44,065	\$80,000	Yes	No
New Bedford	91,365	\$107,636	Yes	Yes
Newburyport	17,542	\$60,000	Yes	Yes
Newton	82,139	\$97,500	No	No
North Adams	13,711	\$84,470	Yes	No
Northampton	28,379	\$80,000	Yes	Yes
Peabody	51,331	\$94,933	Yes	Yes
Pittsfield	42,652	\$80,914	Yes	Yes
Quincy	92,339	\$119,196	No	No
Revere	60,204	\$118,068	No	No
Salem	41,256	\$80,000	No	No
Somerville	75,662	\$125,000	No	No
Springfield	155,521	\$95,000	No	No
Taunton	55,702	\$88,000	Yes	Yes
Waltham	60,236	\$106,994	Yes	Yes
Westfield	42,125	\$90,000	Yes	Yes
Woburn	36,871	\$73,000	Yes	No

**AVERAGE**

Gloucester  
**VARIANCE**  
**PERCENT**

30,243

**\$93,401**  
**\$75,000**  
**(\$18,401)**  
**-24.53%**

Yes

Yes

**Section 2-13. Filling of Vacancies.**

(a) *Councillor at Large* -- If a vacancy in the office of councillor at large shall occur/is declared - (Approved 12/9/2002) the vacancy shall be filled by the candidate for the office of councillor at large at the preceding city election who received the highest number of votes without being elected and provided such person is willing to serve. If a person who received such highest number of votes is not willing to serve the other candidates in descending order of number of votes received shall be offered the vacancy until one accepts the office. If no such candidate is available the city council shall, within thirty (30) days following the date on which the vacancy is declared to exist, elect a suitable person from among the voters of the city to serve for the balance of the unexpired term. The city clerk shall certify the said candidate to the office of councillor at large to serve for the balance of the unexpired term.

(b) *Ward councillor* -- If a vacancy in the office of ward councillor shall occur the vacancy shall be filled in the same manner as provided for councillors at large, provided that the candidate who is willing to serve shall have received at least thirty percent (30%) of the total number of votes cast for the office of ward councillor in the ward for which the vacancy exists. If no such candidate is available the city council shall, within the thirty (30) days following the date on which the vacancy is declared to exist, elect a suitable person from among the voters residing in the ward to serve for the balance of the unexpired term. The city clerk shall certify the said candidate to the office of ward councillor to serve for the balance of the unexpired term.

(c) *In General* -- Whenever a vacancy exists on the council which is not filled when the next election occurs, the person at the city election who is elected to the seat in which the vacancy exists shall forthwith be sworn and shall serve for the balance of the then unexpired term, in addition to the term for which he was elected. If the vacancy is in the office of councillor at large, it shall be filled by the person receiving the highest number of votes for the office who is not then a member of the city council.

(Referendum of 11-5-85)

**Section 2-14. General Powers.**

Except as otherwise provided by law or the charter, all powers of the city shall be vested in the city council which shall provide for their exercise and for the performance of all duties and obligations imposed on the city by law.

**ARTICLE 3. EXECUTIVE BRANCH****Section 3-1. Mayor; Qualifications; Term of Office; Compensation; Prohibitions.**

(a) *Mayor, Qualifications* -- There shall be a mayor, elected by and from the voters, who shall be the chief executive officer of the city. Any voter shall be eligible to hold the office of mayor. The mayor shall devote his full time to the office, that is, he shall not hold any other elective public office, nor shall he actively engage in any other business, occupation or profession during his service as mayor.

(b) *Term of Office* -- The term of office of the mayor shall be two years beginning on the first secular day of January following his election and until his successor is qualified.

(c) *Compensation* -- The city council shall by ordinance establish an annual salary for the mayor. No ordinance establishing or increasing such salary shall be effective unless it shall have been adopted in the first eighteen months of the term for which councillors are elected and it provides that such salary is to be effective at the commencement of the next term of office of the mayor.

(a) All municipal insurance, including fire, liability, fiduciary, bonds and protective insurance of all kinds, shall be in the charge of the mayor or his designee.

(b) In case a loss is suffered under any policy of insurance held by the city, such loss shall immediately be reported by the department head or board in control of such property to the mayor, who shall take the necessary steps to recover for such loss.

(Code 1970, § 2-5)

**Sec. 2-52. Signing or approval of contracts, deeds, etc.**

All agreements, contracts, deeds, indentures, instruments or leases that may be given or required to be executed by the city shall be signed or approved by the mayor and sealed with the seal of the city.

(Code 1970, § 2-92)

**Sec. 2-53. Discharge, release or assignment of mortgages.**

Whenever any person, having lawful authority to redeem any estate mortgaged to the city, shall make application to the mayor for such purpose, the mayor shall have the power, on payment of the money due on such mortgage to the city treasurer, to discharge, release or assign the same, without liability or recourse to the city, and to execute, in behalf of the city, any and all legal instruments that may be necessary for this purpose, with authority to seal the same with the seal of the city.

(Code 1970, § 2-93)

 **Sec. 2-54. Compensation.**

The mayor will receive annual compensation of sixty-five thousand dollars (\$65,000.00) per annum, effective January 1, 1998.

(Ord. No. 6-1996, § J, 3-19-96)

Secs. 2-55--2-59. Reserved.

**DIVISION 3. CITY CLERK\***

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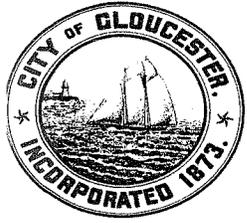
\*State law reference(s)--City clerks generally, M.G.L.A. c. 41, § 12 et seq.; appointment and term of city clerk, M.G.L.A. c. 43, § 18.

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**Sec. 2-60. General duties; permitting removal of records.**

(a) The city clerk shall perform all the duties required by the general laws of the commonwealth, the charter, this Code and the other ordinances of the city.

(b) The city clerk shall have the care and control of the city records, and of all documents, maps, plans and papers of the city, respecting the care and custody



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2011-195**

The Gloucester City Council, at a meeting held on **Tuesday, August 23, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following :

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Tobey, the voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the GCO §22-270 (Parking Prohibited at All Times) by DELETING "Eastern Avenue southerly side, from Hartz Street westerly for a distance of 40 feet.

Linda T. Lowe, City Clerk

Date: **AUG 25 2011**

**APPROVED BY THE MAYOR**

  
\_\_\_\_\_  
Carolyn A. Kirk, Mayor

**VETOED BY THE MAYOR**

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 25 DAY OF Aug, 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day

of the city and approved by the city council under §2-10 of the city charter for the terms listed below and shall be residents of Gloucester:

- 1) Two (2) members for one (1) year;
- 2) Two (2) members for two (2) years; and
- 3) Two (2) members for three (3) years.

The successors to these initial appointees shall serve for a term of three years. The six appointed members shall represent the following interests:

- 1) The Cape Ann Youth Soccer Association;
- 2) The Cape Ann Youth Lacrosse Association;
- 3) The Cape Ann Model Airplane Flying Association;
- 4) The neighborhood abutting the Magnolia Woods; and
- 5) The Magnolia community at large provided, however, that this member shall be a resident in Ward 5 of the City; and provided, further, that the member initially appointed to represent this interest shall have been a member of the Magnolia Woods Ad Hoc Committee, as indicated in the records of the City Clerk;
- 6) A representative from the community at large, provided that this member, however, will be a registered voter of the City.

#### Section 2-557 – Vacancies.

In case of resignation, death or disqualification of any member of the committee, or for the purpose of filling a vacancy for any other reason, the appointment of a new member to fill the unexpired term of such previous member immediately shall be made by the mayor and forwarded to the city council for its approval.

#### Section 2-558 – Assistance of city officials, boards and employees.

The committee shall receive regular support and assistance from the Department of Public Works.

 4. PH2011-050: Amend GCO §22-270 “Parking Prohibited at All Times” re: Eastern Avenue

**This public hearing is opened.**

**Those speaking in favor:**

**Larry Ingersoll**, member of the Traffic Commission stated the Commission was unanimous in its recommendation for the change in the ordinance. The area of Hartz Street and Eastern Avenue has had few accidents. Cars do not park in this area for a very long time. The crosswalk was not replaced by the State and was later put back at the insistence of the store owner. This change would not affect the safety of this area. **Jeff Tarr**, owner of Jeff’s Variety located at 71 Eastern Avenue, and resident of 49 Hartz Street agreed this was a good change. The old sign was obscured by a telephone pole. The sign was put in place several weeks ago. He positioned a security camera to view it. In a 14 hour span there were less than 3 cars per hour in front of the store. There are not always cars parked in front of it. He has been there for 19 years, and during that time when a car is parked in front a vehicle does have to pull out of Hartz Street carefully. When no one is parked in front of the store, people tend to pull out ignoring the stop sign at the top of Hartz Street. When there is parking in front of the store people have to use caution which he thought was a good thing. He was in favor of the proposed change.

**Those speaking in opposition:**

**John Wheeler**, 42 Hartz Street felt the sign at 40 feet gave drivers entering from Hartz Street onto Eastern Avenue extra clearance. People did still park in front of the store. With the sign at 20 feet and with a car is parked there, it is hard to pull out of Hartz Street. You are coming up to the top of a hill onto Eastern Avenue; drivers can’t see vehicles coming out of Hartz Street. The issue is drivers’ not paying attention. The 40 foot mark, he felt, was a safer distance. The sign indicating no parking 20 ft. from the corner was placed earlier than it should have been, on or around June 23<sup>rd</sup>. The crosswalks were not put back by the State when the road was paved. There are a lot of children around the store during school time; and it comes down to visibility. With a 30 mph speed limit on Eastern Avenue, it is difficult to come out of Hartz Street. He believed this change of ordinance was to gain a parking spot; and that there was enough parking within 100 ft. of the store.

**Communications:** Jeff Tarr, owner of Jeff's Variety, in favor of the ordinance amendment.

**Questions:**

**Councilor Mulcahey** asked if there had been a car count out of Hartz Street onto Eastern Avenue. When she was on the Traffic Commission they put that sign 40 feet from the corner because no one paid attention to the sign at 20 feet. She suggested they might wish to leave it at 40 ft., where it was. **Councilor Ciolino** noted that as a former Ward 1 Councilor, this corner has been problematic and would support the amendment; but asked if the Traffic Commission would review this matter in six months and report back to the Council. He thought the current Ward Councilor would have a report also. **Councilor McGeary** made clear this ordinance amendment was not to give Jeff's Variety an extra parking spot; it was because the sign placed at 40 ft. was frequently ignored. He felt Mr. Tarr's research bore that out. He agreed they should revisit the issue in six months to see that the ordinance change is working, as he believed it would. **Councilor Whynot** agreed with Mr. Tarr also and would support the ordinance. **Councilor Theken** stated that the Traffic Commission recommended this to make sure people don't park 20 ft. to the corner and to also have yellow lines painted on the street showing no parking. She felt this would also indicate clearly not to park there and help that corner's visibility issue to prevent accidents.

**This public hearing is closed.**

MOTION: On motion by Councilor Mulcahey, seconded by Councilor Tobey, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to recommend to the City Council to AMEND the GCO §22-270 (Parking Prohibited at All Times) by DELETING "Eastern Avenue southerly side, from Hartz Street westerly for a distance of 40 feet.

**Discussion:**

**Councilor Theken** reiterated a request that the DPW have yellow diagonal lines be painted on the street indicating "no parking here to corner" denoting the 20 ft. No Parking area on Eastern Avenue in front of Jeff's Variety as it would help with visibility. **Councilor McGeary** thanked Mr. Wheeler for coming forward to testify this evening and that they will revisit this matter in six months and will look for his input and advice at that point.

**MOTION: On motion by Councilor Theken, seconded by Councilor Tobey, the voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the GCO §22-270 (Parking Prohibited at All Times) by DELETING "Eastern Avenue southerly side, from Hartz Street westerly for a distance of 40 feet.**

**The Council asked that a request be forwarded to the Mayor to have the DPW paint diagonal lines from the 20 ft. mark to the corner of Hartz Street on Eastern Avenue and also requested that this item be placed this item back on the O&A agenda for six months hence for review by unanimous consent.**

*[Note: At the request of Council President Hardy, two public hearings were taken out of order by the unanimous consent of the Council.]*

5. PH2011-051: Amend GCO §22-290 "Same – Off street parking areas" by deleting under Harbor parking lot, "for the entire year" "spaces one through 65" and **add** "spaces one through 2" and deleting "spaces 66 through 71" and **add** "spaces 63 through 68"
7. PH2011-053: Amend GCO §22-288 "Off Street parking areas) by **adding** under "Harbor Lot" as further amended to 68 parking spaces as shown on the drawing entitled "Harbor Lot" prepared by Cambridge Seven Associates, Inc. dated August 1, 2011

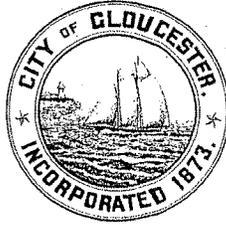
**These public hearings are opened.**

**Council President Hardy** reminded those present they are dealing with proposed ordinance changes as they relate to Section 22 of the Gloucester Code of Ordinances.

**Those speaking in favor:**

**Gregg Cademartori**, Planning Director spoke to the proposed amendments on behalf of the Administration making note of the presentation several council meetings ago by Cambridge Seven Associates, designers of the Harbor Walk, showing numerous changes along the waterfront including proposed changes on the perimeter of the Harbor parking lot, through the Gus Foote Park, and then to the expansion of the sidewalk portion of this lot. The impact of the changes on the ground results in the loss of three parking spaces in this lot. They're associated with the southernmost spots on the two aisles that come back towards Rogers Street and one space that is lost behind those

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 13, 2012

Mr. Mark Nestor  
15 Long Hill Road  
Gloucester, MA 01930

Dear Mark:

As your name has been submitted to my office by the Gloucester City Democratic Committee, I am pleased to appoint you to a three year term on the **Board of Registrars**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

I appreciate your willingness to volunteer your valuable time on behalf of the City of Gloucester.

If you have any questions or if you require any further information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Linda T. Lowe, City Clerk  
Mayor's Report to the City Council

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

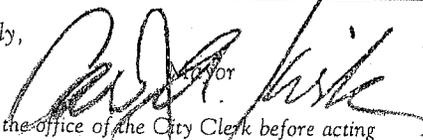
*The City of Gloucester, Massachusetts*

Dear Mark Nestor, 15 Long Hill Road, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the BOARD OF REGISTRARS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

---

board of registrars

---

**From :** Mary C. Kingsley <marycat@gis.net>

Sat, Feb 11, 2012 07:18 PM

**Subject :** board of registrars

**To :** ckirk@gloucester-ma.gov

**Cc :** cpantano@ci.gloucester.ma.us, chair@gloucesterdemocrats.org

Gloucester City Democratic Committee  
P.O. Box 111  
Gloucester, MA 01930

Hon. Carolyn Kirk  
Gloucester City Hall  
Dale Avenue  
Gloucester MA 01930

Dear Mayor Kirk,

The Gloucester Democratic City Committee, at its February 9<sup>th</sup> meeting, voted unanimously to recommend the following names for your consideration for the Democratic representative on the Board of Registrars:

William Fonvielle  
27 Old Salem Rd.

Mark Nestor  
15 Long Hill Rd.

Meredith Fine  
20 Eastern Ave.

Sincerely yours,

Mary C. Kingsley, Secretary,  
Gloucester City Democratic Committee

---

# The General Laws of Massachusetts

Search the Laws

## PART I. ADMINISTRATION OF THE GOVERNMENT

### TITLE VIII. ELECTIONS

#### CHAPTER 51. VOTERS

#### REGISTRARS OF VOTERS

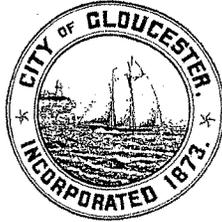
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General Court Home
Mass.gov

Chapter 51: Section 15. Board of registrars in certain cities and towns; appointment; term of office

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 27, 2012

Ms. Suzanne Silveira  
The Gloucester Mill  
33 Maplewood Avenue, Unit 314  
Gloucester, MA 01930

Dear Suzanne:

I am pleased to appoint you to a three year term on the **Downtown Development Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 2, 2012

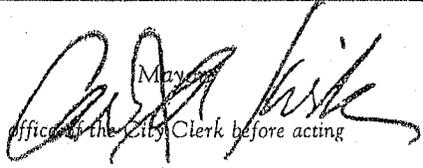
*The City of Gloucester, Massachusetts*

Dear Suzanne Silveira, 33 Maplewood Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the DOWNTOWN DEVELOPMENT COMMISSION of the City of  
Gloucester, Massachusetts.

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

THE GLOUCESTER MILL  
33 MAPLEWOOD AVENUE  
UNIT 314  
GLOUCESTER, MA 01930

RECEIVED  
JAN 20 2012  
Mayor's Office

January 14, 2012

Mayor Carolyn Kirk  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

Dear Mayor Kirk:

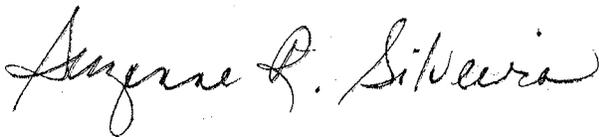
At the urging of Councilor Joe Ciolino and with the encouragement of Councilor Bruce Tobey, I am submitting my resume' to you for the Downtown Development Commission.

Prior to working for the City of Gloucester, I was appointed by then Mayor Tobey to the DDC where I served until my employment with the City began. And as you are aware, I was the liaison to the DDC the ten years that I was employed in my former position.

I bring with me a large amount of information and history to this volunteer position and I believe I can make a difference on the DDC by serving on it again.

Thank you for your consideration.

Sincerely,



Suzanne R. Silveira  
gloucesterinfo@gmail.com  
978-283-2998

## RESUME'

of

Suzanne R. Silveira  
33 Maplewood Avenue, Unit 314  
Gloucester, MA 01930

Phone: 978-283-2998

E-Mail: gloucesterinfo@gmail.com

**GOAL:** To seek a position that would best utilize the experience, skills and knowledge gathered through both my business and personal life.

### EMPLOYMENT EXPERIENCE:

2010 – Present

Northeast Seafood Coalition  
4 Parker St., 2<sup>nd</sup> Floor  
Gloucester, MA 01930

Recording Secretary

Records and transcribes all minutes of the Board of Directors' Meetings for the NSC.

2010 – Present

NEFS II, NEFS III  
10 Witham Street  
Gloucester, MA 01930

Recording Secretary and Administrator

Records and transcribes all minutes of the Board of Directors' Meetings for both Northeast Fishing Sectors. Works with both Sector Managers on administrative matters.

1999 – April, 2009

City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

Tourism Coordinator/Director

Responsible for all marketing and advertising decisions for the City's Tourism Office. Managed yearly budgets, Processed all tourism acquisitions. Created and directed production of city's travel brochures. Arranged distribution of brochures, mailing brochure packets to potential visitors, responses to visitors via phone and e-mail.

Operated the City's Visitor Welcoming Center. This seasonal information center has annual visitation of 25,000 – 30,000.. A staff comprised of 14 volunteers and paid employees work at the Center. Recruited, interviewed and oversaw all positions. Coordinated training and schedules, processed payroll, gathered information on all Gloucester accommodations, restaurants, sites, museums and

Responsible for the content of gloucesterma.com. Up to date information was maintained as well as continuous posting of calendar of event items. The current site was redesigned in 2007 as part of the city's Federal Preserve America grant. Worked with the web designer to create the new look and content of the site. Initiated a blog.

City liaison to numerous boards, committees and commissions including the Gloucester Tourism Commission, Downtown Development Commission, Downtown Improvement Committee, Planting Committee, Gloucester Historical Commission, and City Hall Restoration Committee. Also, a member of the Cape Ann Chamber of Commerce's Tourist Steering Committee and Schooner Festival Committee. Organizer of the Fireworks Committee, a fund raising committee made up of local citizens, and the Middle Street Walk Committee, a holiday event in the historic downtown district.

Initiated and organized the City's Memorial Bench Program. This program deals with the many requests for benches throughout the City. Worked with local citizens and city staff to nominate Gloucester as a Preserve America community. Upon such designation, helped write the grant the City received for \$140,000 to enhance the visitor's maritime experience. This grant provided the many pedestrian and directional signs throughout the city as well as signage for the Schooner Adventure, work in the Gloucester Maritime Heritage's new exhibit space and the City's tourism web site. Volunteered to be grant administrator for the Preserve America Grant. Served as organizer of the committee that worked with the various vendors and grant partners.

Organized special events for Gloucester's Mayors. These events included, for example, Meetings of Massachusetts Mayors, Southeast Mayors/Atlantic Canada Mayors Conference, opening of renovated commuter train station, Massachusetts Historic Ports Luncheon and dedication of the Klondike Reservoir. Also organized volunteers for Gloucester's 1998 sculpture show held in Gloucester's historic City Hall.

Responsible for the coordination of welcoming cruise ship passengers to the local marine terminal. Worked with the cruise lines, Cape Ann Chamber of Commerce and others to provide needed information at the dock. Served on the Historic Ports Committee to attract cruise ships to the maritime rich ports of Massachusetts.

Served as a Board of Director for the North of Boston Convention and Visitors Bureau from 2003 – 2009. North of Boston is one of thirteen regional tourism offices. Worked on a number of sub-committees including the Tourism Conference Committee which has successfully planned three regional conferences on tourism.

Commissioner for the Essex National Heritage Area from 2005 – 2009. Worked closely with the Essex National Heritage Commission to promote the region. Served on the Scenic By-Way sub-committee.

1998 – 2010

Harborview Inn  
71 Western Avenue

On a part-time basis, worked on marketing ideas for the Inn. Provided administrative and computer expertise. Provided visitor information to guests, handled reservations and billing.

1985 – 1999

Auburn International, Inc.  
8 Electronics Avenue  
Danvers, MA 01923

Personnel Administrator 1989 – 1999  
Administrative Assistant 1985 – 1988

Provided support for the Chief Financial Officer. Established and organized a formal personnel function including record keeping, database, OSHA and safety related program, salary review procedures and benefit renewals. Planned company meetings and events.

1985 – 1988

Tasco Communications, Inc.  
52 Harrison Avenue  
Gloucester, MA 01930  
Manager

Managed 15 operators for a 24 hour, 365 day answering service. Clients were local doctors, mental health specialists, contractors, funeral homes, etc. The answering service also provided ship to shore communication. Responsibilities included interviewing for new hires, terminations, training, payroll and maintaining computerized answering service equipment. Marketed the business for new clients to increase the customer base. Dealt with all customer service issues.

1969 – 1985

Gorton's of Gloucester  
327 Main St.  
Gloucester, MA 01930

Benefits Specialist

Maintained benefit information, interfaced with health care providers on employee claim problems, dealt with personnel issues including union contracts. Worked as part of the management team in a number of contract negotiations in Gloucester and in other plant locations owned by the company. Handled worker's compensation and worked closely with the insurance carrier. Organized and planned many company events.

#### **EDUCATION:**

Chandler College

Gloucester High School

Numerous courses at North Shore  
Community College

**CORE SKILLS:**

Recruit, train and manage staff and volunteers

Ability to effectively organize, communicate and manage.

Established background of inter-personal skills.

Proficient in Microsoft Word, Excel, PowerPoint, and Microsoft Publisher. Good Internet and e-mail skills.

**ACTIVITIES:**

Current Member of the North of Boston Mini-Grant Committee

Current Member of the North of Boston Tourist Summit Committee

Current Member of the Downtown Merchants Association

Founding Member of the Fishermens' Memorial Committee

Current member of the Downtown Improvement Committee and the Fireworks Committee

Past President, Cape Ann Animal Aid

**AWARDS:**

Citations from the Commonwealth of Massachusetts for the work of bringing the Viet Nam Moving Wall to the City of Gloucester.

Recipient of the North of Boston, CVB 2007 Appreciation Award for work in tourism for the North of Boston Region.

Citations from the Commonwealth of Massachusetts for contributions to the tourism industry.

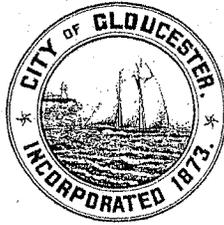
**REFERENCES:**

Upon request.

**PERSONAL INTERESTS:**

Travel, civic volunteering, British mysteries, Gloucester history

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 2, 2012

Ms. Karen Favazza Spencer  
67 Langsford Street  
Gloucester, MA 01930

Dear Karen:

I am pleased to appoint you to a three year term on the **Cable TV Advisory Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O & A Committee will review your appointment.

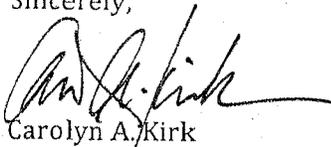
In order for you to attend and vote at meetings, should any be convened, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 2, 2012

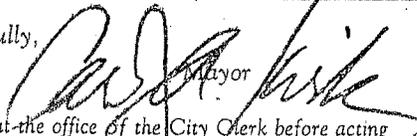
**The City of Gloucester, Massachusetts**

Dear Karen Favazza Spencer, 67 Langsford Street, Gloucester

It is my pleasure to inform you that I have this day appointed you  
to the CABLE TV ADVISORY COMMISSION of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

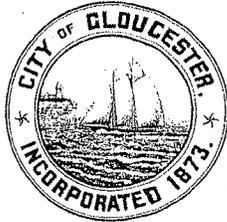
January 12, 2012

To Whom It May Concern:

I am writing to express my interest in serving the City of Gloucester as a member of the Cable TV Advisory Committee. I understand the responsibilities of this position are to advise the mayor as to issues and concerns related to Internet & Cable TV access to the city, currently provided by Comcast, and to be involved in issues concerning the cable provider contract, pursuant to M.G.L. Chapter 166A. My specific interest is in the broader topic of Broadband access to the city.

Regards,  
Karen Favazza Spencer  
67 Langsford Street  
Gloucester, MA 01930

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 21, 2012

Mr. James Cook  
622 Western Avenue  
Gloucester, MA 01930

Dear Jim:

I am pleased to appoint you to a one year term on the **Magnolia Woods Oversight and Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 21, 2012

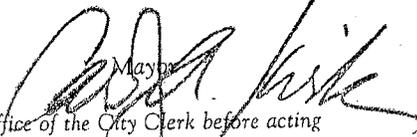
*The City of Gloucester, Massachusetts*

Dear James Cook, 622 Western Avenue, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2013. (ONE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

622 Western Avenue  
Magnolia, Ma 01930

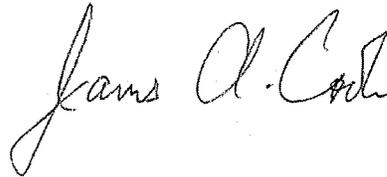
Dear Mayor Kirk,

I am volunteering to be a member of the Magnolia Woods Committee. I served on the Landfill Closure Committee., for three years 1997 to approximately 2000/ 2001.

I have been working on issues at the Western Avenue Site since 1970.

Thank you for your consideration

Sincerely,

A handwritten signature in cursive script that reads "James A. Cook". The signature is written in dark ink and is positioned above the printed name.

James A. Cook

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 21, 2012

Ms. Jane B. Porter  
10 Ryan Road  
Magnolia, MA 01930

Dear Ms. Porter:

I am pleased to appoint you to a one year term on the **Magnolia Woods Oversight and Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

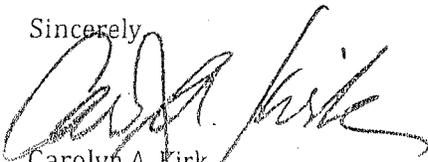
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 21, 2012

**The City of Gloucester, Massachusetts**

Dear Jane B. Porter, 10 Ryan Road, Magnolia, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2013. (ONE YEAR TERM)

Respectfully,

*[Handwritten Signature]*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

Jane B. Porter  
10 Ryan Road  
Magroha, Ma. 01930

# 978 525-3740

10/26/11

Dear Mayor Kirk,

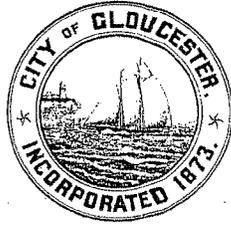
I am volunteering  
to be a member of  
Magroha Woods Committee.

I co-chaired the previous  
committee with the late  
Craon Shields. We discussed  
the landfill closure and  
the care of the fields  
for our city's youth.

Please consider me  
Sincerely,

Jane B. Porter

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 21, 2012

Mr. Thomas Falzarano  
7 Flume Road  
Magnolia, MA 01930

Dear Mr. Falzarano:

I am pleased to appoint you to a two year term on the **Magnolia Woods Oversight and Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 21, 2012

**The City of Gloucester, Massachusetts**

Dear Thomas Falzarano, 7 Flume Road, Magnolia, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,

Mayer

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

Zimbra

jduggan@gloucester-ma.gov

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**FW: Magnolia Woods Committee**

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**From :** Greg Verga <Greg@GregVerga.com>

Wed, Jan 25, 2012 01:46 PM

**Subject :** FW: Magnolia Woods Committee**To :** 'Jim Duggan' <jduggan@gloucester-ma.gov>**Cc :** Bruce Tobey <tobeybruce@netscape.net>

Jim,

Fyi.....

Greg Verga

508.284.3399

-----Original Message-----

From: Thom Falzarano [mailto:thomfalzarano@me.com]

Sent: Tuesday, October 04, 2011 7:46 PM

To: Greg Verga

Cc: 'Bruce Tobey'

Subject: Re: Magnolia Woods Committee

Thanks Greg.

On Oct 4, 2011, at 5:33 PM, Greg Verga wrote:

Thom,

Did you ever get a reply to your message below?

If not you may want to check in with the Mayor's office as Bruce and I will be pushing the Committee issue again soon.

Greg Verga

508.284.3399

-----Original Message-----

From: Thom Falzarano [mailto:thomfalzarano@me.com]

Sent: Wednesday, September 07, 2011 1:02 PM

To: ckirk@gloucester-ma.gov

Cc: Greg Verga

Subject: Magnolia Woods Committee

Mayor Kirk, I understand that the city has created a Magnolia Woods committee, I would like to request appointment to the committee. I am currently the president of Cape Ann youth Lacrosse and we have ~ 900

families that use the facility on the Spring and another 200 to 300 families that utilize the facility on the fall. I would like to participate in the growth and sustained use of the facility. To create a multi seasonal facility that enhances the lives of the residents of Gloucester.

A bit about me:

A 10 year resident of Gloucester with my Wife Debbie and 4 sons.  
Employed at Bank of America for 23 years.  
Involved in youth sports for over 12 plus years, various roles including:  
board of directors, coaching and operations.

Current Gloucester Commitments:

The President of Cape Ann Youth Lacrosse. serving 300 youth players from 1st thru 8th grade  
Founder of the Cape Ann Youth Lacrosse Girls program in 2010.  
Contributor and Photographer for Goodmorning Gloucester, 3 years

Professional:

SR VP at Bank of America Responsibilities include:  
Global Trading Communications - Americas Lead for Trading Technology  
Engineering & Design  
Technology Roadmap - Product & Service Development  
Budget Creation & Expense Management  
Project Execution  
Vendor & Contract Management (outsourced technology services to HPES)

I am looking forward to your response.

Regards,  
Thom Falzarano

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City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 21, 2012

Mr. Alexander Monell  
409 Essex Avenue  
Gloucester, MA 01930

Dear Mr. Monell:

I am pleased to appoint you to a two year term on the **Magnolia Woods Oversight and Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

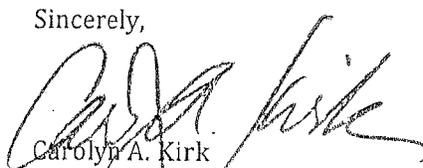
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 21, 2012

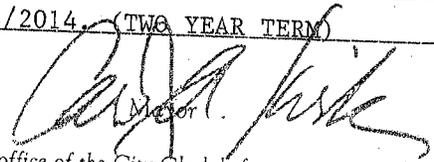
*The City of Gloucester, Massachusetts*

Dear Alexander Monell, 409 Essex Avenue, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

Zimbra

jduggan@gloucester-ma.gov

---

**Re: FW: Magnolia Woods committee**

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**From :** Greg Verga <gergverg@gmail.com>  
**Subject :** Re: FW: Magnolia Woods committee  
**To :** Jim Duggan <jduggan@gloucester-ma.gov>

Wed, Feb 15, 2012 12:46 PM

Here u go.

On Feb 13, 2012 12:50 PM, "Greg Verga" <gergverg@gmail.com> wrote:

Here is the other.

Greg Verga

508.284.3399

**From:** Alexander Monell [mailto:sandrom@comcast.net]  
**Sent:** Friday, January 27, 2012 6:36 PM  
**To:** ckirk@gloucester-ma.gov; 'Al Bernier'; 'Bob Jaremsek'; Charlie Carroll; GEORGE KENNIE; 'Gregory Lemnah'; John Cluett; 'Mike Vasapoli'; Steve Niemi; Shawn; Greg Verga  
**Subject:** Magnolia Woods committee

Alexander Monell  
409 Essex Avenue  
281 5258

Dear Mayor Kirk

I am writing to express interest in being the representative of the Gloucester RC flyers on the Magnolia Woods Oversight and Advisory Committee.

Jack Hill who has previously done a wonderful job on our behalf and that of the Magnolia Woods resources will be based in Florida in the future for much of the year. He has expressed the hope that one of us will fill his shoes.

I am a citizen of Gloucester and live in Ward 5, and have been involved in radio controlled flying here in Gloucester since the early 70s. In our group I was one of the original proponents of the much safer and environmentally friendly electric version of our hobby. This is what we all almost exclusively, use today.

One of the visions many of us have in our informal association is to become more of an educational

resource here in Gloucester. Beyond helping all ages learn to fly models, the scope of our hobby often entails engineering, construction, electronics, system analysis and problem solving. Therefore we feel this hobby can be a real door opener for youngsters into many diverse fields and we hope to find ways to share our interests.

Thank you for your consideration, Alexander Monell

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City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 21, 2012

Mr. Dean Sidell  
16 Starknought Heights  
Gloucester, MA 01930

Dear Mr. Sidell:

I am pleased to appoint you to a three year term on the **Magnolia Woods Oversight and Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 21, 2012

*The City of Gloucester, Massachusetts*

Dear Dean Sidell, 16 Starknaught Heights, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

Zimbra

jduggan@gloucester-ma.gov

---

**Magnolia Woods Committee**

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**From :** Dean Sidell <dean.sidell@towerschool.org>  
**Subject :** Magnolia Woods Committee  
**To :** Carolyn Kirk <ckirk@gloucester-ma.gov>  
**Cc :** Greg Verga <Greg@gregverga.com>, Jim Duggan <jduggan@gloucester-ma.gov>

Fri, Jan 27, 2012 11:13 AM

Dear Carolyn,

Thank you so much for your support and appointment of a committee to help manage the resource of Magnolia Woods.

As you know Fishermen Youth Soccer has been very active in the use and maintenance of the fields. It is a vital resource to our program that serves over 450 kids from Gloucester.

I am writing as the President of FYS, and resident of Gloucester to express the need that there always be someone on this committee from Fishermen Youth Soccer. I am also volunteering to serve in that role as the committee is initially formulated.

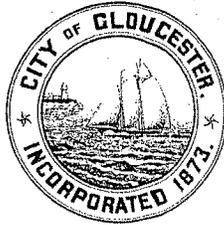
Thank you for your support and I look forward to hearing from you.

Sincerely,

Dean Sidell

---

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 21, 2012

Ms. Christine B. Rasmussen  
82 Woodward Avenue  
Gloucester, MA 01930

Dear Christine:

I am pleased to appoint you to a three year term on the **Magnolia Woods Oversight and Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 28, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

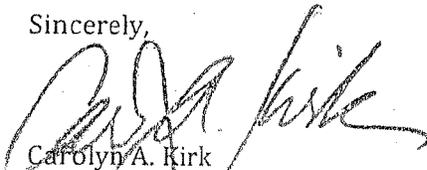
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Enclosure  
CAK/c

EFFECTIVE FEBRUARY 21, 2012

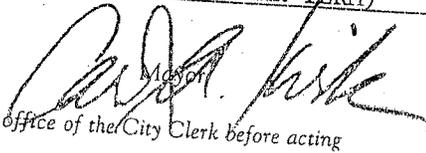
**The City of Gloucester, Massachusetts**

Dear Christine Rasmussen, 82 Woodward Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the MAGNOLIA WOODS OVERSIGHT & ADVISORY COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval. term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

Christine B. Rasmussen  
82 Woodward Avenue  
Gloucester, MA 01930

Mayor Carolyn Kirk  
City Hall  
Gloucester, MA

Dear Mayor Kirk:

I recently learned that you will be making appointments to the Magnolia Woods Oversight and Advisory Committee. With my love for "The Woods" as one of the truly special places in Gloucester and the respect I have for the process that was used to create it, I would like to become one of the appointees.

In 1996, I was a Ward 5 City Councilor, when then Mayor Tobey asked me to serve on the Mayor's Citizen Advisory Committee to advise the administration on the process of closing and developing a reuse plan for the old landfill. It was a gratifying experience. The committee worked diligently to address technical issues like the thickness of the liner, appropriate soil to use in the capping process, and methane gas collection, but the most challenging and rewarding part of the process was developing a plan to turn 270 acres of scourged rodent filled land into a community resource.

The outreach and research that went into making the decision was impressive. The committee listened intently to what residents wanted to see on the site in addition, city staff and all major sports groups were interviewed. The Recreation, Open Space, and 1990 Community Development Plan were reviewed. Recognizing the importance of the area on our children letters went home with schoolchildren inviting them and their families to attend the public meetings that developed a list potential uses. West Parish students participated in a mock hearing and made recommendations that were included in the final plans. After a thoughtful evaluation of all the options, four scenarios were selected for further public evaluation

To give as many residents as possible an opportunity for input a survey was included in city tax bills and was available in City Hall, where the maps showing the options were on display for several months. The Gloucester Daily Times kept the public informed about the process and encouraged participation in the survey.

Many people felt that the best use of the land was to close the gates and only allow passive recreation in the area. Others wanted a golf course that outside consultants determine to be financially unfeasible. However, based on the information gathered at thirteen meetings, four public hearings and from 2,469 surveys the committee's recommendation was to develop the area for use as soccer fields, a girl's softball field, walking trails, community garden, Boy Scout's camping area and parking. This compromise plan was selected because it respected what most citizens who participated in the process wanted and the city's financial constraints. The recommendations were accepted. In September of 2001, a grand opening was held at the appropriately named Magnolia Woods Park

With the grand opening, the committee knew our work was not completed. Because this is a living site, it will continue to change and there is a need to review and vent what is occurring there. I salute the administration and Council for creating a way of doing this that ensures the needs of Gloucester residents will be evaluated within the context of the values that were used to develop the environmental sensitive land. It will make certain that this gem is appropriately maintained.

I look forward to discussing my qualifications for serving on the MWOAC with you.

Thank you for your consideration.

Respectfully yours,

*Christine*

Christine Rasmussen



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2011-194**

The Gloucester City Council, at a meeting held on **Tuesday, August 23, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following :

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Whynott, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the Gloucester Code of Ordinances by ADDING the following:

**Chapter 2 Administration, Art. V Boards, Commissions, Councils and Committees,  
Division 15, Magnolia Woods Oversight and Advisory Committee**

**Section 2-555 - Purpose.**

In recognition of the continuing need for oversight in the city's ownership, operation and maintenance of Magnolia Woods so its full recreational utilization can be sustainably realized and its integrity as an environmental remediation project and as a natural resource for the entire community can be fully protected, the Magnolia Woods Oversight and Advisory Committee is hereby created and established.

The committee shall undertake but not be limited to the following activities:

- (1) Recommend an overall and coordinated program for the use of the recreational facilities at the Magnolia Woods that balances the competing needs for the various recreational and sports programs seeking to use those facilities.
- (2) Review and make recommendations upon plans for proposed maintenance of or capital improvements to any of the facilities or property contained within the Magnolia Woods and provide advisory oversight to the execution of any such plans.
- (3) Recommend programs and activities which can generate revenue streams which can be dedicated to the maintenance or improvement of any of the facilities or property contained within the Magnolia Woods.

**Section 2-556 – Tenure; composition; requirements.**

The Magnolia Woods Oversight and Advisory Committee shall consist of nine (9) members, one of whom will be the Gloucester School System Athletic Director (or his/her designee), two of whom shall be the Director of Public Works (or his/her designee) and the ward councilor representing Ward 5, who shall serve so long as they hold the aforementioned positions. The six remaining members shall initially be appointed by the mayor of the city and approved by the city council under §2-10 of the city charter for the terms listed below and shall be residents of Gloucester:

- 1) Two (2) members for one (1) year;
- 2) Two (2) members for two (2) years; and
- 3) Two (2) members for three (3) years.

The successors to these initial appointees shall serve for a term of three years. The six appointed members shall represent the following interests:

- 1) The Cape Ann Youth Soccer Association;
- 2) The Cape Ann Youth Lacrosse Association;
- 3) The Cape Ann Model Airplane Flying Association;
- 4) The neighborhood abutting the Magnolia Woods; and
- 5) The Magnolia community at large provided, however, that this member shall be a resident in Ward 5 of the City; and provided, further, that the member initially appointed to represent this interest shall have been a member of the Magnolia Woods Ad Hoc Committee, as indicated in the records of the City Clerk;
- 6) A representative from the community at large, provided that this member, however, will be a registered voter of the City.

**Section 2-557 – Vacancies.**

In case of resignation, death or disqualification of any member of the committee, or for the purpose of filling a vacancy for any other reason, the appointment of a new member to fill the unexpired term of such previous member immediately shall be made by the mayor and forwarded to the city council for its approval.

**Section 2-558 – Assistance of city officials, boards and employees.**

The committee shall receive regular support and assistance from the Department of Public Works.



\_\_\_\_\_  
Linda T. Lowe, City Clerk

Date: **AUG 25 2011**

**APPROVED BY THE MAYOR**

  
\_\_\_\_\_  
Carolyn A. Kirk, Mayor

**VETOED BY THE MAYOR**

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 25 DAY OF Aug, 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 7, 2012

Mr. Thomas B. Hovey  
4 Norwood Heights  
Gloucester, MA 01930

Dear Tom:

I am pleased to appoint you to a three year term as an Economic Development member on the **Waterways Board**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tony Gross, Chair-Waterways Board

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 7, 2012

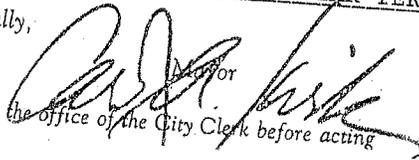
**The City of Gloucester, Massachusetts**

Dear Thomas Hovey, 4 Norwood Heights, Gloucester, MA  
It is my pleasure to inform you that I have this day appointed you  
to the WATERWAYS BOARD

\_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

November 18, 2011

Dear Mayor Carolyn Kirk,

I'm interested in a position on the Waterways Board. I read the article in the Gloucester Daily Times yesterday and as I have told you in the past and I'm interested in working for the city in anyway appropriate. I believe I could be helpful in one of those spots. I know two of the positions are designated for fishermen but if you add two new members I would appreciate you consider me for one of them.

My background is 42 years in the investment business as an investment advisor for Appleton Partners and prior to that John Hancock and the Boston Company. I retired at the end of 2009 and moved to Annisquam year round. Since then I have been active on committees at the Cape Ann Museum. I continue to look for ways to contribute to the community and due to my lifelong love affair with the sea I believe I could be a useful addition to the Waterways Board.

I have sailed all over the world and believe Gloucester is one of the most beautiful and unique harbors, certainly on the east coast. To my mind being a working harbor is what makes it unique and should be preserved. It can, however, be preserved and improved to make Gloucester a more economically viable port and city. The two day maritime event hosted by Cruiseport Gloucester this week should be a good start for new ideas for business that could benefit the harbor and be beneficial to the whole city. Gloucester should be more welcoming to visiting yachtsmen. In the past before on board refrigerators every boat heading Down East stopped in Gloucester and/or Annisquam to provision and buy ice. Today boats go directly from the Cape Cod Canal to Maine skipping Gloucester. We should change that.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

  
Thomas B Hovey  
4 Norwood Heights  
Gloucester, MA 01930

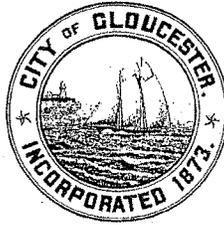
Thovey43@gmail.com

RECEIVED

NOV 21 2011

Mayor's Office

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 7, 2012

Mr. David McCauley  
43 Woodward Avenue  
Gloucester, MA 01930

Dear David:

I am pleased to appoint you to a three year term as an At Large member on the **Waterways Board**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tony Gross, Chair-Waterways Board

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 7, 2012

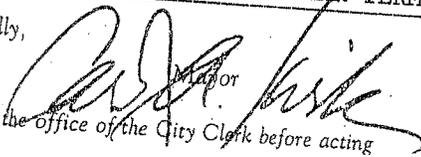
**The City of Gloucester, Massachusetts**

Dear David McCauley, 43 Woodward Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the WATERWAYS BOARD \_\_\_\_\_ of the City of  
Gloucester, Massachusetts.

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

November 21, 2011

The Honorable Carolyn Kirk, Mayor  
City of Gloucester  
Dale Avenue  
Gloucester, MA 01930

RECEIVED  
NOV 22 2011  
Mayor's Office

Dear Madam Mayor,

I write to request your consideration for appointment to the Gloucester Waterways Board.

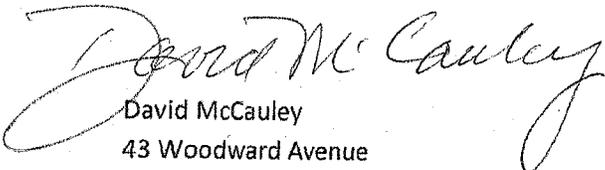
I have been a resident of Gloucester since June of 2002. I am a recreational fisherman with a boat on the Little River. Among the reasons that my wife and I moved to this community is the special combination of the commercial fishing and recreational dimensions of the harbor. I would like to work on the current policies and regulations, and those that must evolve, to support these two vital components of the harbor and surrounding waters and the unique ecosystem of which they are part.

I believe that skills and understandings developed in my former professional positions (I retired in mid-2010) could contribute to becoming an effective member of the Waterways Board. As Director of the American Friends Service Committee in Vermont for sixteen years, I had extensive experience in working with non-profit organizations and volunteer groups to develop goals and programs. As Chief of Staff for a Massachusetts State Senator for eight years, I worked regularly on policy and legislative issues and understood the promises and limitations of regulatory/legislative approaches and the pivotal importance of developing alliances of stakeholders to shape effective public initiatives. As Deputy Chancellor at the Massachusetts Board of Higher Education for ten years, I worked with campuses and advocacy organizations to shape regulations/policies and, mutually, to advance long-term goals.

I have read the 3/22/2011 Policies, Rules and Regulations Waterways/Facilities document. I do understand that the primary role of the Waterways Board is to administer these functions in collaboration with the Office of the Harbormaster. I also understand that these rules must reflect the emerging policies and programs to ensure that Gloucester continues its commitment to make its waters friendly to a sustainable fishing industry and to a recreational boating and fishing community.

Thank you for your consideration in this matter. I will, of course, be pleased to answer any questions and can be reached at 978-283-3068 or [davidmccauley@comcast.net](mailto:davidmccauley@comcast.net).

Sincerely,



David McCauley  
43 Woodward Avenue  
Gloucester, MA 01930

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 7, 2012

Mr. Ralph C. Pino  
56 Ye Olde County Road  
Gloucester, MA 01930

Dear Ralph:

I am pleased to appoint you to a three year term as an Economic Development member on the **Waterways Board**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tony Gross, Chair-Waterways Board

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 7, 2012

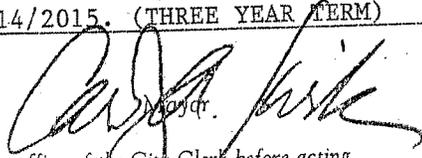
**The City of Gloucester, Massachusetts**

Dear Ralph Pino, 56 Ye Olde County Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the WATERWAYS BOARD \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

Ralph C. Pino  
56 Ye Olde County Road  
Gloucester, Massachusetts 01930  
978-283-8825

RECEIVED  
NOV 30 2011  
Mayor's Office

November 30, 2011

Mayor Carolyn Kirk  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930

Re: Waterways Board

Dear Mayor Kirk:

It is my understanding there are vacancies on the Waterways Board. I would like to be considered for membership on the Waterways Board.

Thank you.

Yours truly,



Ralph C. Pino

RCP/ef

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 7, 2012

Ms. Patti Page  
3 Tidal Cove Way  
Gloucester, MA 01930

Dear Patti:

I am pleased to appoint you to a one year term as a Fishing Industry member on the **Waterways Board**. The Waterways Board terms are for three years; however, as you are being appointed to fill the unexpired term created by the resignation of Arthur Sawyer, your current term will expire on 2/14/2013. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tony Gross, Chair-Waterways Board

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 7, 2012

**The City of Gloucester, Massachusetts**

Dear Patti Page, 3 Tidal Cove Way, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

to the WATERWAYS BOARD

\_\_\_\_\_ of the City of

Gloucester, Massachusetts

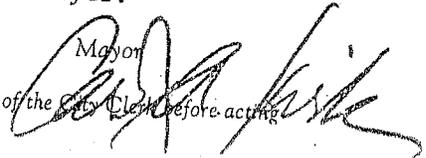
This is a 90 day temporary appointment. After City Council

approval, term to expire 2/14/2013. (ONE YEAR TERM)

Filling unexpired term of Arthur Sawyer.

Respectfully,

Mayor



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

Patti Page  
3 Tidal Cove Way  
Gloucester, MA 01930  
November 17, 2011

The Honorable Mayor Kirk  
City Hall  
Dale Avenue  
Gloucester, MA 01930

RECEIVED

NOV 17 2011

Mayor's Office

Dear Mayor Kirk,

I would like to submit to you for your consideration this letter of interest as a potential candidate for one of the recently vacated positions on the City of Gloucester's Waterways Board.

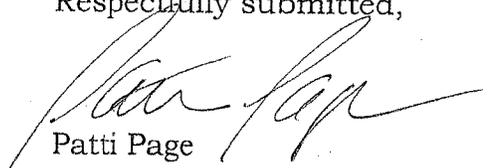
As a 32 year career employee with NOAA's National Marine Fisheries Service, I have had the opportunity to work within the regulatory system of fisheries. This has afforded me a unique understanding and perspective of the fishing industry. My professional experience ranges from knowledge of federal regulatory policy practices and procedures through interpretation of regulatory statutes in the form of outreach and education in support of industry members. I have built a personal working relationship with fishermen and dealers from Maine to New Jersey.

My practical experience within Gloucester harbor and the local waterways stems from my involvement with the Gloucester High School Sailing program. As founder and administrator of the program, I have been actively involved in the sea side aspects of the program. Beginning in 2005, from the first of April through the end of October, I have overseen the daily at sea activities of the program. Through this experience, I have established a working relationship with the Gloucester Harbor Master and the members of his staff. Additionally, due to my interest of the waterways, I have been in regular attendance of Waterways Board and committee meetings over this 6 year period.

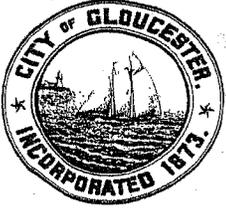
As a 32 year Gloucester resident and avid recreational boat owner, I have a passion and respect for the waterways and the regulations which govern it.

I would appreciate your consideration in this matter of mutual concern. I await your reply.

Respectfully submitted,

  
Patti Page

References and letters of recommendation provided on request



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2011-222**

The Gloucester City Council, at a meeting held on **Tuesday, September 27, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 5 in favor, 4 (Tobey, Verga, McGeary, Mulcahey) opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, §10-2(a) "Composition" by DELETING §10-2(a) in its entirety and by ADDING:

"The Gloucester Waterways Board shall consist of nine (9) citizens of Gloucester appointed by the Mayor and confirmed by the City Council. The appointees shall include three (3) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, two (2) persons who are directly involved with economic development of the City, and two (2) persons at large who need not be involved with any marine-related activity."

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(b) formerly §10-4(c) "Public Facilities Committee" by DELETING the second sentence and by ADDING:

"This Committee shall consist of three (3) members of the board; an advocate of public landings appointed by the Mayor; the Director of Public Works or his designee; and a member of the Tourism Commission as needed."

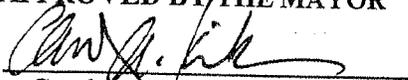
**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(c) formerly §10-4(d) "Operations and Finance/Safety Committee" by DELETING the third sentence and ADDING:

"This Committee shall consist of three (3) members of the Board; a member of the Fisheries Commission; and a member of the City Council."

  
Linda T. Lowe, City Clerk

Date: **SEP 29 2011**

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 29 DAY OF Sept, 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Betsy Works Cook  
5 Brier Road  
Gloucester, MA 01930

Dear Betsy:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

*The City of Gloucester, Massachusetts*

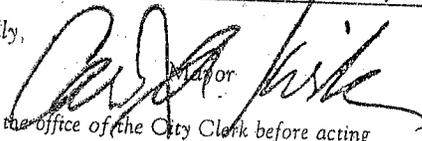
Dear Betsy Works Cook, 5 Brier Road, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you

Trustee of the Affordable Housing Trust of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. George Sibley  
17 Rocky Neck Avenue  
Gloucester, MA 01930

Dear George:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk", written over a horizontal line.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

**The City of Gloucester, Massachusetts**

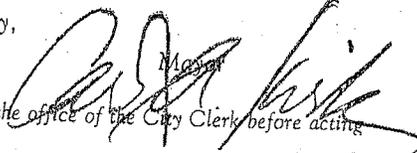
Dear George Sibley, 17 Rocky Neck Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

Trustee of the Affordable Housing Trust \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Mary John Boylan  
85 Mt. Pleasant Avenue  
Gloucester, MA 01930

Dear Mary John:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

**The City of Gloucester, Massachusetts**

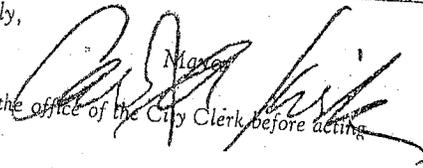
Dear Mary John Boylan, 85 Mt. Pleasant Avenue, Gloucester

It is my pleasure to inform you that I have this day appointed you

Trustee of the Affordable Housing Trust of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,

*Maxey*  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

An Ordinance Creating the Gloucester Affordable Housing Trust Fund  
Article VI, Division 4, Sections 2-601 - 2-615

Sec. 2-601. Gloucester Affordable Housing Trust Fund - Purpose.

The Commonwealth of Massachusetts has recently enacted legislation clarifying the ability of municipalities to create Affordable Housing Trust funds by enacting Section 55C of Chapter 44 of the Massachusetts General Laws; and

due to the high cost of housing, it is becoming harder to maintain economic diversity in the housing stock of the City of Gloucester; and

this rising cost affects the ability of all ages of Gloucester residents to remain in Gloucester as well as affecting the ability of the City to attract new residents of all age ranges; and

the City of Gloucester is dedicated to providing diversity in housing, which diversity includes economic diversity; and

by adopting this Affordable Housing Trust Fund ordinance, it will allow flexibility in addressing the needs of the city in a regulatory and problematic fashion.

Section 2-602. Same - Policy of the City of Gloucester.

It is the policy of the City of Gloucester to support the creation, preservation and maintenance of affordable housing. In doing so, it is also the policy of the City of Gloucester to protect, preserve, and enhance the economic and social diversity of the City, to provide affordable rental and homeownership options for people of all ages and income levels, and to accommodate the changing housing needs of families and individuals. The Gloucester Affordable Housing Trust Fund is created to promote this policy.

Section 2-603. Same - Establishment of the Gloucester Affordable Housing Trust Fund.

There is hereby created the Gloucester Affordable Housing Trust Fund in accordance with Massachusetts General Laws Chapter 44, Section 55C, as now or hereafter amended or superseded. The Gloucester Affordable Housing Trust Fund shall hereinafter be known as the Trust.

Section 2-604. Same - Definition.

For the purposes of Sections 2-601 through and including 2-615, as well as for the Declaration of Trust for the Trust or any other documents, Board shall mean the Board of Trustees of the Trust. Board Members and Trustees shall both mean members of the Board of the Trust, which terms may be used interchangeably.

Section 2-605. Same - Membership.

Acting under the authority of M.G.L. Chapter 44 Section 55C, there is hereby created a Board of Trustees for the Trust established pursuant to Sections 2.604 through 2.615 of the Code of Ordinances of the City of Gloucester, Massachusetts for the purposes set out in the M.G.L. Chapter 44, Section 55C. The Board shall include no fewer than five (5) Trustees, including the Mayor, ex officio, or his or her written designee, ex officio. The remaining Trustees shall be appointed by the Mayor and approved by the City Council for a term not to exceed two years.

The Board Members shall have knowledge or expertise in areas including, but not limited to, affordable housing, real estate, real estate finance, or housing construction. The Mayor, however, shall not be required to appoint Board Members from all of these areas of knowledge or expertise, but shall only be required to make his or her best effort to find persons that meet this requirement. In addition, the City of Gloucester Community Development Director shall serve as an ex officio Trustee.

Section 2-606. Same - Terms of the Board Members; Election of Officers.

- (A) The terms of the Board Members set out in Sections 2-605 and 2-606 shall be two (2) year terms; provided, however, that for the appointment of the initial Board Members, three (3) members shall be appointed for one (1) year, and the remaining Trustees for two (2) years. The Board Members shall serve until their successors have been appointed and qualified. The Mayor, however, shall serve for his or her entire term of office as Mayor. The Mayor's written designee shall serve for the term of his or her written designation, which may be amended or revoked at any time in writing. The Community Development Director shall serve for the entire term of his or her employment as Community Development Director.
- (B) Pursuant to Section 7.5 of the Charter of the City of Gloucester, Massachusetts, every appointment to the Trust shall begin on the fifteenth day of February for the term specified in this Article and shall continue until a successor is chosen and qualified as specified in this Article, but in no case longer than six (6) months when the office shall be declared vacant.
- (C) The Board shall, annually, elect a Chairman and Vice-Chairman of the Board at the first regularly scheduled meeting after February 15.

Section 2-607. Same - City Board.

The Trust is a board of the City for purposes of M.G.L. Chapter 30B (Uniform Procurement Act) and Section 15A of M.G.L. Chapter 40 (Transfers of Land); but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the City shall be exempt from said Chapter 30B.

Section 2-608. Same - Removal of Trustees.

Pursuant to Section 7.14 of the Charter of the City of Gloucester, Massachusetts, any Trustee may be removed from the Board and have his or her place declared vacant for the reasons set out in and under the procedures set out in said Section 7.14.

Section 2-609. Same - Meetings of the Trust; Notice; Quorum.

- (A) The Trust shall meet monthly as long as there is business requiring the attention of the Trust; provided, however, that the Trust shall meet at least on a quarterly basis. The meetings of the Trust shall be at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, M.G.L. Chapter 39, Sections 23A, 23B and 23C.
- (B) A quorum at any meeting shall be a majority of the Trustees qualified and present in person.

Section 2-610. Same - Powers and Duties.

The Trust, acting through the Trustees, shall have the powers and duties set out in M.G.L. Chapter 44, Section 55C, as now or hereafter amended or superseded, which include but are not limited to the following:

(A) General Powers

- (1) with the approval of the City Council, to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation, grants of funds or other property tendered to the trust in connection with provisions of any zoning ordinance or any other ordinance. Acceptance or receipt of funds shall require City Council approval pursuant to M.G.L. Chapter 44, Section 55C;
- (2) with the approval of the City Council to the extent required by ordinance and M.G.L. Chapter 30B, to purchase and retain real or personal property, including without restriction, investments that yield a high rate of income or no income;
- (3) with the approval of the City Council, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- (4) to employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- (5) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- (6) with the approval of the City Council, to comprise, compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of M.G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;

(B) Real Estate Related Powers:

- (1) with the approval of the City Council to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust; and
- (2) to own, manage or improve real property and, with the approval of the City Council, to sell or transfer any property which the Trustees determine not to be worth retaining;

(C) Financial Powers:

- (1) with the approval of the City Council, to disburse trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in the City of Gloucester upon such terms as the Trustees shall deem most appropriate to carry out such purposes;
- (2) to incur debt;
- (3) to apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

- (4) with the approval of the City Council, to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest, and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (5) with the approval of the City Council, to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board, with the approval of the City Council, may deem necessary and appropriate;
- (6) to carry property for accounting purposes other than acquisition date values;
- (7) with the approval the City Council, to borrow money on such terms and conditions and from such sources as the Trust deems advisable, and to mortgage and pledge trust assets as collateral;
- (8) to make distributions or divisions of principle in kind;
- (9) to hold all or part of the trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- (10) to extend the time for payment of any obligation to the Trust.

Section 2-611. Same - Funds Paid into the Trust.

Pursuant to M.G.L., Chapter 44, 55C.(d), and notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with the Gloucester Zoning Ordinance, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.

Section 2-612. Same - Custodian of the Funds.

The City Treasurer will be the custodian of the funds.

Section 2-613. Same - Taxes.

The Trust is exempt from M.G.L. Chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any political subdivision thereto.

Section. 2-614. Same - Governmental Body.

The Trust is a governmental body for purposes of Sections 23A, 23B and 23C of M.G.L. Chapter 39.

Section 2-615. Same - Reports to the Mayor and City Council; Annual Audits.

- (A) The Trust shall, on a quarterly basis, provide written reports to the Mayor and City Council on each and every aspect of the business conducted by the Trust. The reports shall be provided on or before the 15th day of the month following the first day of a calendar quarter.

(B) Pursuant to M.G.L. Chapter 44, Section 55C.(h), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. The Trust shall forward a copy of the audit to both the City Council and the Mayor. The auditor shall work for the City Treasurer. However, the costs of the audit shall be paid from the Trust.

Secs. 2-616 - 2-649. Reserved.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Richard Sagall, M.D.  
35 Starknought Heights  
Gloucester, MA 01930

Dear Doctor Sagall:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

Cc: Mayor's Report to the City Council  
Noreen Burke, Health Director  
Claudia Schweitzer, Chair-Board of Health

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

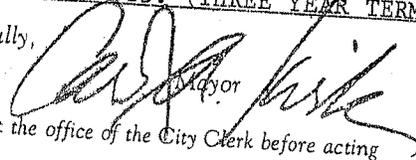
**The City of Gloucester, Massachusetts**

Dear Richard Sagall, M.D., 35 Starknaught Heights, Gloucester

It is my pleasure to inform you that I have this day appointed you  
to the BOARD OF HEALTH \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

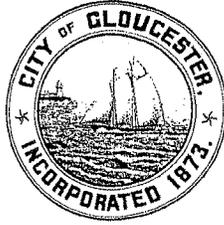
Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. Robert Harris  
3 ½ Williams Court  
Gloucester, MA 01930

Dear Mr. Harris:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

Cc: Mayor's Report to the City Council  
Noreen Burke, Health Director  
Claudia Schweitzer, Chair-Board of Health

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

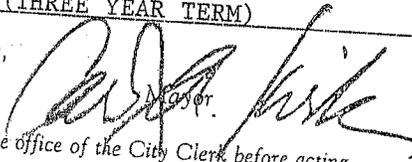
*The City of Gloucester, Massachusetts*

Dear Robert Harris, 3 1/2 Williams Court, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the BOARD OF HEALTH \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day appointment. After City Council approval,  
term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

(Code 1970, § 2-187)

State law reference(s)--Selection of board chairman, M.G.L.A. c. 41, § 24.

**Sec. 2-417. Duties of secretary.**

The secretary of the board of assessors shall keep a full and complete record of the doings of the board, and shall have in his custody the official records to be kept by assessors and he likewise shall perform the duties required of a secretary of a board of assessors by law or as may be required by the commissioner of the department of revenue of the commonwealth.

(Code 1970, § 2-188)

State law reference(s)--Selection of secretary, M.G.L.A. c. 41, § 24.

**Sec. 2-418. Books and records.**

The board of assessors shall cause to be carefully protected and preserved all books, records and papers belonging to the assessor's department and a detailed and accurate record in permanent form shall be kept relating to all the official acts of the board of assessors.

(Code 1970, § 2-189)

Secs. 2-419--2-424. Reserved.

**DIVISION 3 BOARD OF HEALTH\***

\*State law reference(s)--City and town boards of health generally, M.G.L.A. c. 111, §§ 26--32.

**Sec. 2-425. Composition; appointment, term and removal of members.**

The board of health shall consist of five (5) members all of whom shall be appointed by the mayor, subject to the approval of the city council, staggered terms of three (3) years each.

(Code 1970, § 2-297; Ord. No. 4-1991, § 1, 2-26-91)

State law reference(s)--Similar provisions, M.G.L.A. c. 111, § 26.

**Sec. 2-426. Members not compensated.**

Members of the board of health shall receive no compensation for their services.

(Code 1970, § 2-298)

State law reference(s)--Members of board of health to receive such compensation as council determines, M.G.L.A. c. 111, § 26.

**Sec. 2-427. Selection of chairman.**

The board of health shall organize annually by the selection of one (1) of its members as chairman.

(Code 1970, § 2-299)

State law reference(s)--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-428. Rules and regulations.**

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

State law reference(s)--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-429. Appointment of physician to take and examine cultures and school physician.**

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

Cross reference(s)--Duty of school physician relative to vaccination of pupils, § 18-4.

State law reference(s)--Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

**Sec. 2-430. Employment of clerk and other assistants.**

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

State law reference(s)--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-431. Compensation of clerk and assistants.**

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

State law reference(s)--Similar provisions, M.G.L.A. c. 111, § 27.

Secs. 2-432--2-439. Reserved.

**DIVISION 4. COUNCIL FOR THE AGING****Sec. 2-440. Established; composition; appointment and terms of members.**

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Jill Buchanan  
12R Stanwood Avenue  
Gloucester, MA 01930

Dear Jill:

I am pleased to reappoint you to a two year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

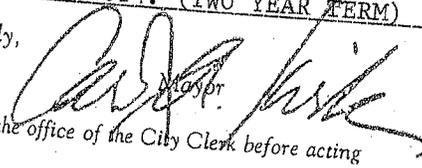
The City of Gloucester, Massachusetts

Dear Jill Buchanan, 12R Stanwood Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CLEAN ENERGY COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Linda Stout-Saunders  
52 Bennett Street  
Gloucester, MA 01930

Dear Linda:

I am pleased to reappoint you to a two year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

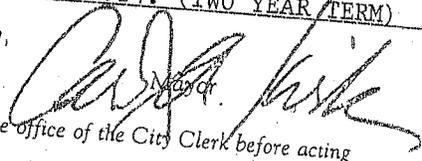
**The City of Gloucester, Massachusetts**

Dear Linda Stout-Saunders, 52 Bennett Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CLEAN ENERGY COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Candace Wheeler  
8 Rockholm Road  
Gloucester, MA 01930

Dear Candace:

I am pleased to reappoint you to a two year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

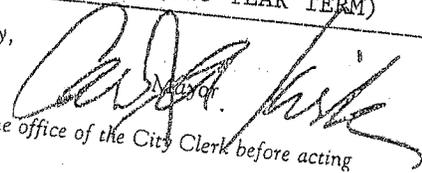
*The City of Gloucester, Massachusetts*

Dear Candace Wheeler, 8 Rockholm Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CLEAN ENERGY COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2014. (TWO YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

DIVISION 11

SECTION 2-514 CLEAN ENERGY COMMISSION

Be it enacted by the City Council assembled and by the authority of the same as follows:

Sec. 2-514 The Gloucester Clean Energy Commission is created to promote clean energy options in Gloucester, including energy efficiency, conservation and the development of clean and renewable energy.

Sec. 2-515 The Commission shall pursue the following tasks:

- a) Propose and develop strategies to reduce energy costs of city-owned facilities and vehicles through energy conservation, efficiency and renewable energy measures. The strategies may include electricity, vehicle fuel, natural gas and oil conservation and may identify innovative cost-saving measures.
- b) Recommend city-wide programs including participation in federal or state-wide energy initiatives, such as the Green Communities Program, to promote and facilitate smart energy strategies for Gloucester citizens on both public and private real property.
- c) Work with appropriate city departments to track energy usage and costs associated with key assets and operations of the City.
- d) Identify climate adaptation and mitigation issues and strategies to safeguard the long-term economic and cultural vitality of the City.
- e) Follow emerging federal and state mandates, as well as initiatives and funding opportunities for energy conservation, renewable energy, or climate adaptation and mitigation strategies. Recommend strategies to comply with applicable mandatory or voluntary standards.
- f) Provide guidance, in the form of education or information, to the Mayor, City Council and key city departments and personnel, to support their decision-making on recommended strategies and clean energy opportunities.
- g) Serve as a communications and information resource on clean energy issues and city initiatives for the public through:
  - i) Meetings and sponsored events;
  - ii) Maintenance of an active web site;
  - iii) Regular communications to interested parties; and
  - iv) Public/private partnerships.

Sec. 2-516

a) The Commission shall consist of seven (7) members. Members shall be appointed by the Mayor and approved by the City Council, subject to the provisions of the City Charter. Appointees shall serve staggered terms of two years beginning at the date of appointment and ending on February 14 as required by the city charter. Commission members shall be Gloucester residents and may include representation by appropriate city employees as determined by the Mayor. Members will be selected based on relevant experience and knowledge in energy management strategies, renewable and alternate energies, energy efficiency and/or community sustainability. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

b) The terms of the members shall be staggered, as such, the initial members shall be for the following terms:

- i. Three members for one year;
- ii. Four members for two years.

c) The Commission shall:

- i. Meet on a monthly basis and retain meeting minutes;
- ii. Report to the Mayor on a quarterly basis; and
- iii. Beginning six months after its initial formation, the Commission shall submit to the Council on a semi-annual basis a report of its activities and its progress in achieving its mission.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Dale Brown  
37 Beacon Street  
Gloucester, MA 01930

Dear Dale:

I am pleased to reappoint you to a four year term on the **Committee for the Arts**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Judith Hoglander, Chair-Committee for the Arts

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

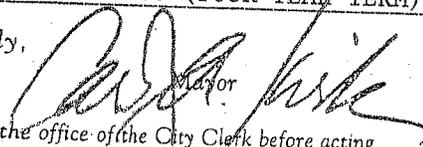
**The City of Gloucester, Massachusetts**

Dear Dale Brown, 37 Beacon Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the COMMITTEE FOR THE ARTS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2016. (FOUR YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Marcia Hart  
2 Fremont Street  
Gloucester, MA 01930

Dear Marcia:

I am pleased to reappoint you to a four year term on the **Committee for the Arts**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive, with a long horizontal stroke at the end.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Judith Hoglander, Chair-Committee for the Arts

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

*The City of Gloucester, Massachusetts*

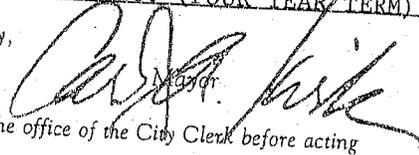
Dear Marcia Hart, 2 Fremont Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

to the COMMITTEE FOR THE ARTS of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2016. (FOUR YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

- (1) Organize and direct volunteer efforts to keep Gloucester beautiful;
- (2) Keep the mayor and the appropriate city departments informed of the maintenance and beautification needs of public property;
- (3) Work with all city departments, including the department of public works, the department of parks and recreation, the school department, the conservation commission, and the waterways board, to keep Gloucester beautiful.

(Ord. No. 20-1996, § I, 7-9-96)

**Sec. 2-507. Powers and duties.**

The powers and duties of the commission shall include the following:

- (1) To support and assist all city departments in their efforts to maintain a safe and clean environment;
- (2) To submit reports to the mayor and the appropriate city departments concerning the matters set forth in section 2-506 herein;
- (3) To submit plans for resolving problems concerning the matters set forth in section 2-506 herein to the mayor and the appropriate city departments; and
- (4) To render to the mayor, the city council and the appropriate city departments a full written report of its activities and its recommendations, not less than once a year.

(Ord. No. 20-1996, § I, 7-9-96)

**DIVISION 10. COMMITTEE FOR THE ARTS**

**Sec. 2-508. Created.**

This is hereby created and established a committee to be known as the committee for the arts.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-509. Composition; appointment and terms of members.**

The committee for the arts shall consist of a minimum of five (5) members and a maximum of seven (7) members, one to be the mayor or his designee from time to time acting in his stead and the other four (4) to be residents of the city appointed by the mayor to serve staggered terms of four (4) years. The mayor in office shall continue his membership on the committee for the term for which he is elected.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-510. Qualifications of members; city officers not eligible except as mayoral designee from time to time.**

(a) At least three (3) of the appointed members of the committee for the arts shall have had experience in the arts by reason of vocation, avocation, or by membership in a private or public entity devoted to the arts.

(b) None of the appointed members of the committee for the arts shall hold any elected office.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-511. Chairman.**

The chairman of the committee for the arts shall be elected by majority vote of the membership.  
(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-512. Assistance of city officials, board and employees.**

The committee shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the committee. Further, the committee may request the services and assistance of any of the officials, boards, and through the mayor, employees of the city at all reasonable times when the committee determines that it requires the assistance and advice of such officials and employees in the performance of its duties.

(Ord. No. 112-2000, § I, 11-28-00)

**Sec. 2-513. Duties.**

It shall be the duty of the committee for the arts to promote the arts, visual, written, performed and spoken, to foster within the community, a knowledge and appreciation of artistic endeavors, commercial or otherwise, to seek out private or public assistance by way of donations or grants and to do all appropriate acts that encourage the continuation of artistic endeavors within the city; to establish premises and offices and to spread the fame of local artists and educate the public.

(Ord. No. 112-2000, § I, 11-28-00)

Secs. 2-514--2-559. Reserved.

**ARTICLE VI. FINANCE\***

**\*Charter reference(s)**--Provisions relating to council committee on budget and finance, section 2-9; provisions relating to municipal financial procedures, section 6-1 et seq.

**Cross reference(s)**--Ordinances promising or guaranteeing payment of money for the city or authorizing the issuance of any bonds of the city or any evidence of the city's indebtedness, or any contract or obligation assumed by the city saved from repeal, § 1-7(2); appropriation ordinances saved from repeal, § 1-7(14); ordinances levying or imposing taxes saved from repeal, § 1-7(15).

**State law reference(s)**--Municipal finance generally, M.G.L.A. c. 44, § 1 et seq.

**DIVISION 1. GENERALLY****Sec. 2-560. Fiscal year.**

The city's fiscal year shall begin on the first day of July in each year and end on the thirtieth day of the following June in each year including both days.

(Code 1970, § 2-1)

**State law reference(s)**--Fiscal year of cities, M.G.L.A. c. 44, § 56A.

**Sec. 2-561. Payroll procedure.**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. David C. Bell  
3 Banner Hill Way  
Gloucester, MA 01930

Dear J.J.:

I am pleased to appoint you to a three year term on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

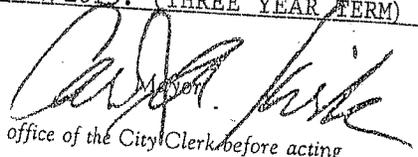
**The City of Gloucester, Massachusetts**

Dear David C. (J.J.) Bell, 3 Banner Hill Way, Gloucester

It is my pleasure to inform you that I have this day appointed you  
to the COMMUNITY PRESERVATION COMMITTEE \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Sandra Dahl Ronan  
92 Prospect Street  
Gloucester, MA 01930

Dear Sandy:

I am pleased to appoint you to a three year term on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

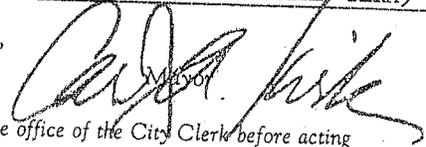
**The City of Gloucester, Massachusetts**

Dear Sandra Dahl Ronan, 92 Prospect Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the COMMUNITY PRESERVATION COMMITTEE of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 27, 2012

Mr. Robert Gulla  
593 Essex Avenue  
Gloucester, MA 01930

I am pleased to appoint you to a three year term as the **Conservation Commission's representative on the Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

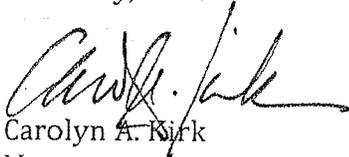
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

**The City of Gloucester, Massachusetts**

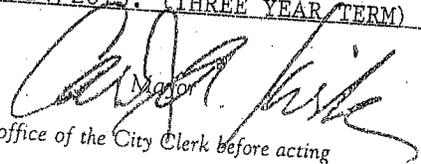
Dear Robert Gulla, 593 Essex Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

as the Conservation Commission's representative of the City of Gloucester, Massachusetts  
to the COMMUNITY PRESERVATION COMMITTEE

This is a 90 day temporary appointment. After City Council approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_



**CITY OF GLOUCESTER**  
Conservation Commission  
Community Development Department  
3 Pond Road Gloucester MA 01930  
978-281-9781  
f 978-281-9779

To: Christine Pantano  
From: Lisa Press Conservation Agent  
Re: Community Preservation Committee Appointment  
Date: January 27, 2012

At their January 18 2012 meeting the Conservation Commission voted to have Robert Gulla represent the Commission on the Community Preservation Committee.

**CPC Appointment**

---

**From :** Robert Gulla <rsgulla@comcast.net>

Fri, Jan 27, 2012 07:18 AM

**Subject :** CPC Appointment

**To :** Christine Pantano <cpantano@gloucester-ma.gov>

Dear Mayor Kirk and City Councilors,  
I would like to inform you that the Gloucester Conservation Commission has nominated and voted me in to represent the commission on the Community Preservation Committee. My hope is that my many years on the commission will be helpful in the process of reviewing and selecting projects and places that will receive these extremely valuable, generous and limited funds.

Sincerely,  
Robert Gulla - Chairman  
Gloucester Conservation Commission

---

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 27, 2012

Mr. Thomas O'Keefe  
31 Leonard Street  
Gloucester, MA 01930

Dear Mr. O'Keefe:

I am pleased to reappoint you to a three year term as the **Historical Commission's representative on the Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

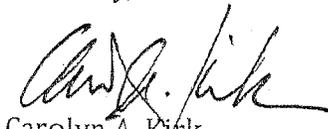
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

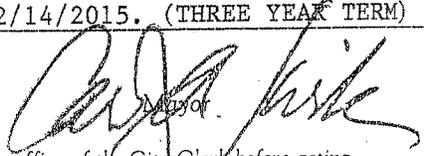
**The City of Gloucester, Massachusetts**

Dear Thomas O'Keefe, 31 Leonard Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
as the Historical Commission representative \_\_\_\_\_ of the City of  
to the COMMUNITY PRESERVATION COMMITTEE  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

**Chapter 2  
City of Gloucester  
Community Preservation Act**

<b>Section 2-514</b>	<b>Establishment</b>
<b>Section 2-515</b>	<b>Membership, Terms and Compensation</b>
<b>Section 2-516</b>	<b>Terms of Office</b>
<b>Section 2-517</b>	<b>Authority, Duties and Responsibility</b>
<b>Section 2-518</b>	<b>Quorum and Voting</b>
<b>Section 2-519</b>	<b>Severability</b>

**Section 2-514. Establishment**

There shall be a Community Preservation Committee ("Committee"), in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, MGL chapter 44B, §1, et seq., which shall consist of nine (9) members as follows:

**Section 2-515. Membership, Terms and Compensation**

The community preservation committee shall consist of nine (9) members, all of whom shall be residents of the city. Committee members shall be appointed by the Mayor and confirmed by the city council for a period of three years expiring on February 15. Committee shall be composed of the following:

- 1) Four members shall be members of the boards and commission as required by the Community Preservation Act, GL c. 44B section 5 and appointed by the Mayor subject to confirmation of the City Council. If a statutory board or commission no longer functions or exists within the city then the Mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:
  - a) one member of the Conservation Commission as designated by the Commission.
  - b) one member of the Historical Commission as designated by the Commission.
  - c) one member of the Planning Board as designated by the Board.
  - d) one member of the Parks and Recreation Department.
  - e) one member of the Housing Authority as designated by the Authority.
- 2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the Mayor.

- a) The At-Large members may include a citizens who have expertise or demonstrated interest in open space, recreation, historic preservation, affordable housing and municipal finance and fiscal accounting practices.
- b) To the extent possible the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of this ordinance and shall forward the names to the Mayor. Should a commission or board fail to designate a member for appointment within 45 days, the Mayor shall appoint the member from the general public.

Should a member from a designated commission or board be no longer able to serve on the Preservation Committee, the Mayor shall appoint a successor member.

- 3) All committee members shall serve on the committee without compensation.

#### **Section 2-516.**

#### **Terms of Office**

- 1) The term of office for each member of the Committee shall be three years. No member shall serve more than two terms.
- 2) In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:
  - a. the Historic Commission member, the Conservation Commission member, two At-Large member appointed by the Mayor shall serve for three (3) years;
  - b. the Housing Authority member, the Planning Board member and one At-Large member appointed by the Mayor shall serve for two (2) years;
  - c. the Parks and Recreation Member and one At-Large member appointed by the Mayor shall serve for one (1) year.
  - d. For purposes of this clause, the initial one (1) and two (2) year appointments shall be deemed not to constitute full terms.

#### **Officers:**

- 1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.
- 2) A Committee member may serve as chairperson for 2 consecutive years, after which he/she shall not be eligible to be nominated for the same position. However, a two-thirds (2/3) vote of the Committee can waive this provision.

**Vacancies:**

Any vacancy shall be filled by the respective Board, Commission, Authority or Mayor for the remainder of the unexpired time.

- 1) In the event that a Committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his or her underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.

**Section 2-517. Authority, Duties and Responsibility**

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the city regarding community preservation. The committee shall consult with the Mayor, the City Council, the Community Development Director, the Housing Authority Director, the Conservation Commission, the Historical Commission, the Zoning Board, the Parks and Recreation Director, the Chair of the Gloucester Housing Trust, Grants Director, Public Works Director and any persons acting in those capacities or performing like duties when conducting such studies.
- 2) As part of its study, the Committee shall hold one or more public information hearings annually on the needs, possibilities and resources of the City regarding the community preservation possibilities and resources, notice of which shall be posted publicly and published for each of the two weeks preceding a hearing in a newspaper of general circulation in the City and published electronically on the city's web site.
- 3) The Committee shall meet as necessary to carry out its duties, but in any fiscal year shall hold no fewer than three (3) meetings.
- 4) On or before November 1<sup>st</sup> of each year, the Committee shall make recommendations to the City Council for:
  - a. the acquisition, creation and preservation of open space;
  - b. the acquisition, preservation, rehabilitation and restoration of historic resources;
  - c. the acquisition, creation, preservation and support of community housing;
  - d. the acquisition, creation and preservation of land for recreational use; and
  - e. the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
- 5) With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

- 6) The Committee may include in its proposal to the City Council, a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund or to set aside for later spending funds for general purposes that are consistent with community preservation.
- 7) The Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L., Chapter 44B, § 11, in anticipation of revenues to be raised pursuant to M.G.L., Chapter 44B, § 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 8) In every fiscal year, the Committee shall recommend that the City Council either spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the following:
  - a. open space (not including land for recreational use);
  - b. historic resources
  - c. community housing
- 9) All recommendations and proposals submitted by the Committee to the City Council shall include the anticipated costs thereof.
- 10) The Committee shall submit to the Mayor, by March 1<sup>st</sup> of each year, an annual administrative and operating budget for the Committee for the next fiscal year, which shall not exceed five (5%) percent of that year's estimated annual Community Preservation Fund revenues. The Community Preservation Fund budget shall be submitted by the Mayor to the City Council with the entirety of the city budget pursuant to the city charter.
- 11) No appropriation shall be made from the Community Preservation Fund without the approval of the City Council.

**Section 2-518. Quorum and Voting**

- 1) Five (5) members shall constitute a quorum for the purpose of convening a meeting and of conducting the business of the Committee.
- 2) The Committee shall approve its actions by a majority vote of the quorum.

**Section 2-519. Severability**

In the event any part of this Ordinance is for any reason declared invalid or unconstitutional by any court, the remainder of this Article shall continue in full force and effect.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. Charles Anderson, Jr.  
16 Cleveland Place  
Gloucester, MA 01930

Dear Mr. Anderson:

I am pleased to reappoint you to a three term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

*The City of Gloucester, Massachusetts*

Dear Charles Anderson, Jr., 16 Cleveland Place, Gloucester, MA

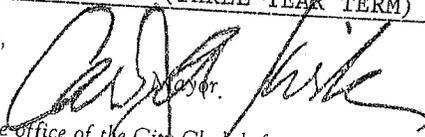
It is my pleasure to inform you that I have this day appointed you

to the CONSERVATION COMMISSION

\_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. Barry Gradwohl  
142 Hesperus Avenue  
Gloucester, MA 01930

Dear Mr. Gradwohl:

I am pleased to reappoint you to a three term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

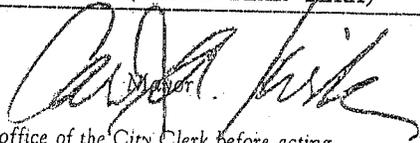
**The City of Gloucester, Massachusetts**

Dear Barry Gradwohl, 142 Hesperus Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the CONSERVATION COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

ARTICLE III. CONSERVATION COMMISSION\*

\*Cross reference(s)--Boards, commissions, councils and committees, § 2-400 et seq.; conservation commission to promulgate rules and regulations relating to marshlands, § 12-19.

**Sec. 16-30. Created.**

There is hereby created a conservation commission under the authority of M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-328)

**Sec. 16-31. Composition; appointment; terms of members.**

The conservation commission shall consist of seven (7) members, all of whom shall be residents of the city and all of whom shall be appointed by the mayor, subject to approval of the city council, to staggered terms of three (3) years.

(Code 1970, § 2-329)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 8C.

**Sec. 16-32. Powers and duties.**

The conservation commission shall have all the duties and powers given to conservation commissions by M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-330)

**Sec. 16-33. Condemnation of land or water upon commission's request.**

(a) For the purposes of this article, the city may, upon the written request of the conservation commission, take, by eminent domain under M.G.L.A. c. 79, the fee or any lesser interest in any land or waters located in the city, provided the taking has first been approved by two-thirds vote of the city council, which land and water shall thereupon be under the jurisdiction and control of the conservation commission.

(b) No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by M.G.L.A. c. 252, or restrict any established public access.

(c) Lands used for farming or agriculture, as defined in M.G.L.A. c. 128, § 1A shall not be taken by eminent domain under the authority of this section.

(Code 1970, § 2-331)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 8C.

**Sec. 16-34. Rules and regulations; penalty for violations thereof.**

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

Secs. 16-35--16-44. Reserved.

#### ARTICLE IV. RESERVED\*

**\*Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

#### ARTICLE V. HISTORIC DISTRICT\*

**\*State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

##### Sec. 16-60. Purpose.

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 2.

##### Sec. 16-61. Created.

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

**State law reference(s)**--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

**Sec. 16-62. Historic district commission**--Established; membership; term of office; office.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Selma Bell  
2 Shapley Road  
Gloucester, MA 01930

Dear Selma:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Jay Gustafarro, Chair-Council on Aging  
Lucy Sheehan, Senior Center Coordinator

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

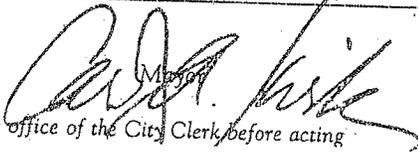
**The City of Gloucester, Massachusetts**

Dear Selma Bell, 2 Shapley Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the COUNCIL ON AGING \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk, before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. Barry McKay  
26 High Popples Road  
Gloucester, MA 01930

Dear Barry:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Jay Gustafarro, Chair-Council on Aging  
Lucy Sheehan, Senior Center Coordinator

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

**The City of Gloucester, Massachusetts**

Dear Barry McKay, 26 High Popples Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the COUNCIL ON AGING \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

*[Handwritten Signature]*  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. Frederick Cowan  
660R Washington Street  
Gloucester, MA 01930

Dear Fred:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

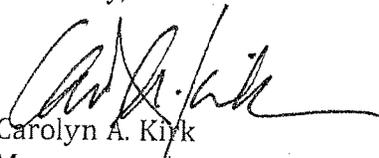
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Jay Gustafarro, Chair-Council on Aging  
Lucy Sheehan, Senior Center Coordinator

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

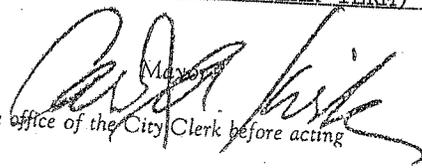
**The City of Gloucester, Massachusetts**

Dear Frederick Cowan, 660R Washington Street, Gloucester

It is my pleasure to inform you that I have this day appointed you  
to the COUNCIL ON AGING \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Ms. Lee Harty  
9 Marina Drive  
Gloucester, MA 01930

Dear Lee:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Jay Gustafarro, Chair-Council on Aging  
Lucy Sheehan, Senior Center Coordinator

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

**The City of Gloucester, Massachusetts**

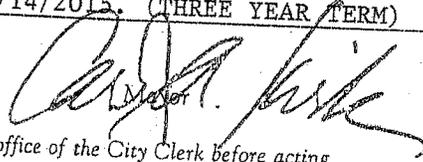
Dear Lee Harty, 9 Marina Drive, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

to the COUNCIL ON AGING \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 26, 2012

Mr. Jay Gustaferro  
9 Starknaught Road  
Gloucester, MA 01930

Dear Jay:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Lucy Sheehan, Senior Center Coordinator

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

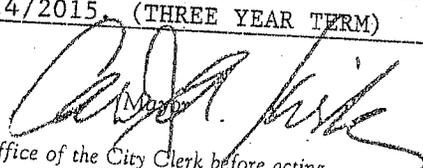
**The City of Gloucester, Massachusetts**

Dear Jay Gustaferro, 9 Starknought Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the COUNCIL ON AGING \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

**Sec. 2-428. Rules and regulations.**

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-429. Appointment of physician to take and examine cultures and school physician.**

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

**Cross reference(s)**--Duty of school physician relative to vaccination of pupils, § 18-4.

**State law reference(s)**--Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

**Sec. 2-430. Employment of clerk and other assistants.**

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-431. Compensation of clerk and assistants.**

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

Secs. 2-432--2-439. Reserved.

**DIVISION 4. COUNCIL FOR THE AGING****Sec. 2-440. Established; composition; appointment and terms of members.**

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

**State law reference(s)**--Municipal authority to establish council for the aging, M.G.L.A. c. 40, § 8B.

**Sec. 2-441. Members not compensated.**

The members of the council for the aging shall serve without compensation.  
(Code 1970, § 2-344)

**Sec. 2-442. Designation of chairman.**

The chairman of the council for the aging shall be elected for a two-year term by vote of the membership.  
(Code 1970, § 2-345; Ord. No. 25-1996, § J, 4-18-95)

**Sec. 2-443. Supervision.**

The council for the aging shall be under the administrative supervision of the mayor.  
(Code 1970, § 2-346)

**Sec. 2-444. Duties.**

It shall be the duty of the council for the aging to carry out programs designed to meet problems of the aging in coordination with programs of the council for the aging established under M.G.L.A. c. 6, § 73.

(Code 1970, § 2-347)

Secs. 2-445--2-449. Reserved.

**DIVISION 5. MARINERS MEDAL COMMITTEE**

**Sec. 2-450. Created.**

There is hereby created and established a committee to be known as the mariners medal committee.

(Code 1970, § 2-385)

**Sec. 2-451. Composition; appointment and terms of members.**

The mariners medal committee shall consist of five (5) members, one to be the mayor and the other four (4) to be residents of the city appointed by the mayor to serve staggered terms of four (4) years. The mayor in office shall continue his membership on the committee for the term for which he is elected.

(Code 1970, § 2-386)

**Sec. 2-452. Qualifications of members; city officers not eligible.**

(a) At least three (3) of the appointed members of the mariners medal committee shall have had experience on the high seas as master of some commercial vessel.

(b) None of the four (4) appointed members of the mariners medal committee shall hold any elective or appointive office within the government of the city when appointed, and should they

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 9, 2012

Mr. Robert Chandler  
30 Langsford Street  
Gloucester, MA 01930

Dear Rob:

I am pleased to reappoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk". The signature is fluid and cursive.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council

EFFECTIVE FEBRUARY 14, 2012

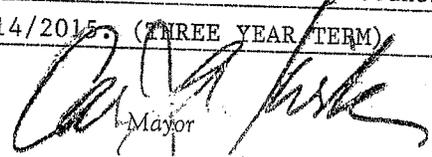
**The City of Gloucester, Massachusetts**

Dear Robert Chandler, 30 Langsford Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORIC DISTRICT COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

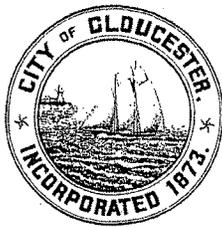


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 30, 2012

Ms. Amanda Nash  
18 Norman Avenue  
Gloucester, MA 01930

Dear Amanda:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
David Rhineland, Chair-Historical Commission

EFFECTIVE FEBRUARY 14, 2012

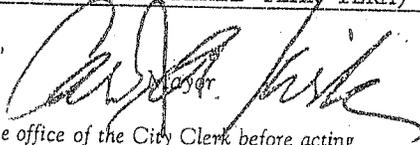
**The City of Gloucester, Massachusetts**

Dear Amanda Nash, 18 Norman Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORICAL COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

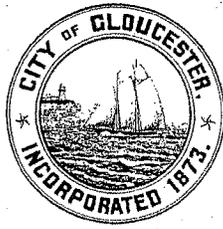


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 30, 2012

Mr. Jeff Crawford  
646 Washington Street  
Gloucester, MA 01930

Dear Mr. Crawford:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

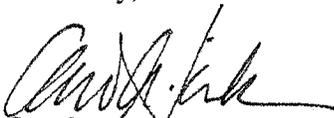
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
David Rhinelander, Chair-Historical Commission

EFFECTIVE FEBRUARY 14, 2012

**The City of Gloucester, Massachusetts**

Dear Jeff Crawford, 646 Washington Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you

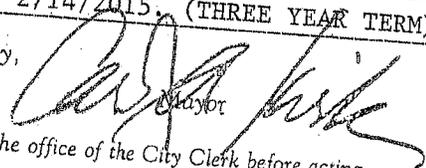
to the HISTORICAL COMMISSION

\_\_\_\_\_ of the City of

Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting under this appointment.

Sworn in \_\_\_\_\_

By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 30, 2012

Mr. Thomas O'Keefe  
31 Leonard Street  
Gloucester, MA 01930

Dear Mr. O'Keefe:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

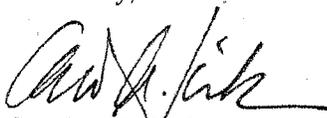
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
David Rhinelander, Chair-Historical Commission

EFFECTIVE FEBRUARY 14, 2012

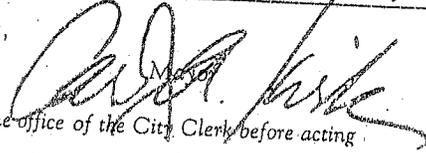
**The City of Gloucester, Massachusetts**

Dear Thomas O'Keefe, 31 Leonard Street, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the HISTORICAL COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

# The General Laws of Massachusetts

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## HISTORICAL COMMISSION

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### PART I. ADMINISTRATION OF THE GOVERNMENT

#### TITLE VII. CITIES, TOWNS AND DISTRICTS

#### CHAPTER 40. POWERS AND DUTIES OF CITIES AND TOWNS

#### PURPOSES FOR WHICH TOWNS MAY APPROPRIATE MONEY

#### Chapter 40: Section 8D. Historical commission; establishment; powers and duties

Section 8D. A city or town which accepts this section may establish an historical commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

January 30, 2012

Ms. Noel Mann  
12 Dorset Drive  
Gloucester, MA 01930

Dear Ms. Mann:

I am pleased to reappoint you to a three year term on the **Open Space & Recreation Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

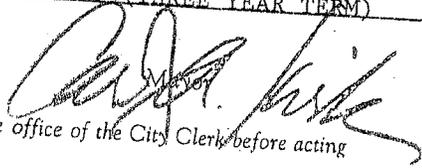
*The City of Gloucester, Massachusetts*

Dear Noel Mann, 12 Dorset Drive, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you  
to the OPEN SPACE & RECREATION COMMITTEE \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 30, 2012

Ms. Patricia Amaral  
14 Myrtle Square  
Gloucester, MA 01930

Dear Patty:

I am pleased to reappoint you to a three year term on the **Open Space & Recreation Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Sarah Garcia, Community Development Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

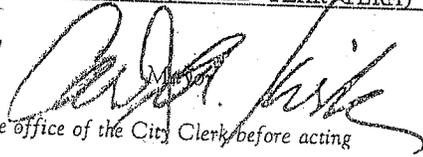
*The City of Gloucester, Massachusetts*

Dear Patricia Amaral, 14 Myrtle Square, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the OPEN SPACE & RECREATION COMMITTEE of the City of  
Gloucester, Massachusetts

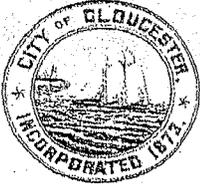
This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_



Gloucester City Council  
CERTIFICATE OF VOTE  
Certificate Number: 2009-183

The Gloucester City Council, at a Special City Council meeting held on, **TUESDAY, AUGUST 25, 2009** at 7:00 p.m. in Fred J. Kyrouz Auditorium, City Hall, voted to approve the following action:

IN CITY COUNCIL:

**MOTION:** On motion of Councilor Foote, seconded by Councilor Devlin, the City Council voted 8 IN FAVOR 0 OPPOSED to AMEND Chapter 2 "Administration" by ADDING "Open Space and Recreation Advisory Committee" Sections 2-517 through 2-520 as follows:

Be it enacted by the City Council assembled and by the authority of same as follows:

Section 2- 517 – Establishment; composition; appointment and terms of members

There is hereby established an Open Space and Recreation Committee which is created to formulate and implement an Open Space and Recreation Plan (OSRP) for the City of Gloucester. The Open Space and Recreation Committee will assist the city in its future actions with regard to open space parcels within the city. The committee shall consist of seven (7) members who shall be appointed by the Mayor from the residents of the city and confirmed by the City Council. The members shall serve for three-year staggered terms beginning on the date of appointment and ending on February 14 as required by City Charter.

Section 2 – 518 Purpose

The Committee shall create and implement an OSRP which shall:

- a. Ensure the existence, smart use and access to open space in perpetuity.
- b. Ensure that contiguous areas and functions and values that depend on them are maintained
- c. Propose a process for agreements with abutters with shared use/conservation interests for enhancing open space.
- d. Recommend planned city growth and business development in a way that fully contemplates and strives to maintain the functions, values, uses and vision for open space in Gloucester.
- e. Establish a criteria and process for ceding open space to development or dedicated use
- f. Promote awareness and use of open spaces through a descriptive inventory of open spaces.

Section 2 - 519 Process

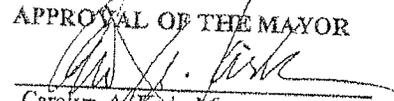
The former open space plans shall be used to create the plan which shall be submitted to the Commonwealth.

Section 2-520 Authorities and Responsibilities

- a. The Open Space and Recreation Committee shall act as an advisory committee to the Mayor, City Council, municipal boards, and the general public on matters concerning open space and recreation and shall have no budgetary powers.
- b. A majority of appointed members serving on the committee shall constitute a quorum and no meeting shall be continued without a quorum being present, unless a subcommittee has been established.
- c. The committee shall submit a summary of its activity and its progress on semiannually basis in the months of September and April.
- d. The Open Space and Recreation Committee may promote ad-hoc committees to develop stewardship for public open spaces. Such activities shall be coordinated with the Parks Department and Conservation Commission.

  
Joanne M. Senos, Interim City Clerk

APPROVAL OF THE MAYOR

  
Carolyn A. Kirk, Mayor

SIGNED THIS 7<sup>th</sup> DAY OF Aug, 2009

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

*All Ordinances shall become effective 31 days after passage except:  
Emergency Orders shall become Effective Next Day  
Zoning Changes shall be Effective Next Day.*

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

January 30, 2012

Mr. Robert Francis  
21 Old Ford Road  
Gloucester, MA 01930

Dear Mr. Francis:

I am pleased to reappoint you to a three year term on the **Traffic Commission**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better plan for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Robert Ryan, Chair-Traffic Commission

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

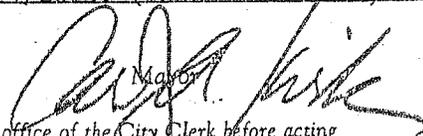
**The City of Gloucester, Massachusetts**

Dear Robert Francis, 21 Old Ford Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the TRAFFIC COMMISSION \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

For purposes of trial, the city vehicle may make temporary rules regulating traffic. No such experimental rule regulating traffic shall remain in effect for a period of time longer than thirty (30) days.

(Code 1970, § 21-5)

Secs. 22-24--22-29. Reserved.

**DIVISION 2. TRAFFIC COMMISSION\***

\*Cross reference(s)--Boards, commissions, councils and committees, § 2-400 et seq.

**Sec. 22-30. Created; purpose.**

As a continuation of planning board work and for the purpose of promoting the health, safety, convenience and general welfare of the inhabitants of the city, to lessen congestion and confusion in the streets, to lessen the danger from fire and assist the fighting of it and to facilitate the creation of more adequate provision for transportation and parking, there is hereby created a traffic commission. The commission shall have as its primary purpose the making of studies and presenting of recommendations to the mayor in the matter of regulating traffic and parking in the city.

(Code 1970, § 21-22)

**Sec. 22-31. To act in official capacity under control of mayor.**

The traffic commission shall act in an official capacity for the city and shall be under the over-all control and authority of the mayor.

(Code 1970, § 21-25)

**Sec. 22-32. Composition; appointment; terms of members.**

The traffic commission shall consist of five (5) members appointed by the mayor and confirmed by the city council. Appointments to the commission shall be for terms of three (3) years. In case of the resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, an appointment for the unexpired term shall immediately be made by the mayor.

(Code 1970, § 21-23)

**Sec. 22-33. Organization meeting; officers.**

As soon as possible after the membership of the traffic commission is determined in each year, the commission shall meet and elect from its own membership a chairman and secretary-treasurer to serve for the term of one (1) year. The secretary-treasurer shall give official notice in writing to the mayor that the commission has organized, giving the names of the chairman and secretary-treasurer.

(Code 1970, § 21-24)

**Sec. 22-34. Duties.**

It shall be the duty and responsibility of the traffic commission to make detailed studies of the motor vehicle and all other forms of traffic within the city, its present and future parking needs and related matters, and to determine, on a community-wide basis, an over-all long-range plan to meet the city's needs. As such needs are determined, recommendations for the improvement of conditions, accompanied by such maps, graphs and charts as may have been prepared, shall be submitted to the mayor.

(Code 1970, § 21-26)

**Sec. 22-35. Assistance of city officials, boards and employees.**

The traffic commission may request the services and assistance of any of the officials, boards and employees of the city at all reasonable times when the commission determines that it requires the assistance and advice of such officials, boards and employees in the performance of its duties.

(Code 1970, § 21-27)

**Sec. 22-36. Annual report.**

The traffic commission shall make an annual written report of its activities to the mayor.

(Code 1970, § 21-28)

Secs. 22-37--22-49. Reserved.

**ARTICLE III. OPERATION OF VEHICLES\***

\*State law reference(s)--Driving precautions for safety of other travellers, M.G.L.A. c. 90, § 14.

**DIVISION 1. GENERALLY**

**Sec. 22-50. Care in starting, stopping, turning or backing.**

(a) The driver of any vehicle, before starting, stopping, turning from a direct line or backing shall first see that such movement can be made in safety. If the movement cannot be made in safety or if it interferes unduly with the normal movement of other traffic, the driver shall wait for a more favorable opportunity to make the movement.

(b) If the operation of another vehicle should be affected by a stopping or turning movement, the driver of the other vehicle shall be given a plainly visible signal, as required by M.G.L.A., chapter 90, section 14B.

(Code 1970, § 21-54)

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 7, 2012

Ms. Cate Banks  
8 Pilot's Hill  
Gloucester, MA 01930

Dear Cate:

I am pleased to reappoint you to a three year term as a Recreational Boating member on the **Waterways Board**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tony Gross, Chair-Waterways Board

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

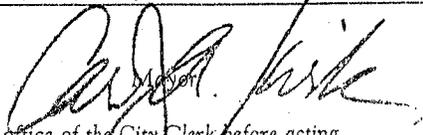
**The City of Gloucester, Massachusetts**

Dear Catherine "Cate" Banks, 8 Pilot's Hill, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the WATERWAYS BOARD \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

Catherine "Cate" Banks  
8 Pilot's Hill Gloucester, MA 01930

January 2012

The Honorable Carolyn Kirk  
Mayor of Gloucester  
City Hall 9 Dale Avenue  
Gloucester, MA 01930

RECEIVED

JAN 26 2012

Mayor's Office

Dear Mayor Kirk,

Early in 2009 I wrote to you and offered that I be considered for a return to a position on the Waterways Board. I explained my passion for the success of the Waterways Board, my history and understanding of Chapter 10 of the Gloucester Code of Ordinances and that I had worked tirelessly when I was appointed to the fledgling Board in the early 1990's.

At the time of my writing I had been attending meetings as part of the audience, after having sailed back into port from several years of roaming the high seas aboard our sailboat. I had seen that there was still much work that needed to be done and knew that I had it in me to roll up my sleeves and work hard again. I appreciate that you appointed me in April of that year and know that I did indeed work hard.

The need for hard work, though, isn't going to stop. Therefore, with my three year term coming to a close in February of this year, I again submit my name to you for consideration for a seat on the Waterways Board.

Yours truly,

  
Cate Banks

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 7, 2012

Captain Phil Cusumano  
20 Grapevine Road  
Gloucester, MA 01930

Dear Phil:

I am pleased to reappoint you to a three year term as an At Large member on the **Waterways Board**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk", with a long horizontal flourish extending to the right.

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Tony Gross, Chair-Waterways Board

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

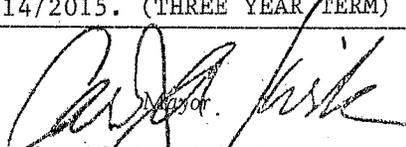
**The City of Gloucester, Massachusetts**

Dear Phil Cusumano, 20 Grapevine Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the WATERWAYS BOARD \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,



Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

**Captain Phil Cusumano**

20 Grapevine Road  
Gloucester, MA 01930

philcusumano@ymail.com • www.PhilCusumanoArt.com • 508•284•7445

Dear Mayor Kirk,

I would like to write this letter to express my interest in being reappointed to the waterways board.

There is much work to be done and I would like the opportunity to continue on. As you know I have many positive attributes and talents to bring to the table and would like to continue with the work we have started.

Thank you very much for the opportunity to have served and I am looking forward to another term.

Sincerely

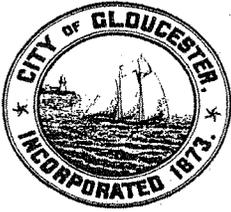


Artist Capt. Phil Cusumano ~ ~ \_ / ~ ~

**RECEIVED**

JAN 10 2012

**Mayor's Office**



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2011-222**

The Gloucester City Council, at a meeting held on **Tuesday, September 27, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 5 in favor, 4 (Tobey, Verga, McGeary, Mulcahey) opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, §10-2(a) "Composition" by DELETING §10-2(a) in its entirety and by ADDING:

"The Gloucester Waterways Board shall consist of nine (9) citizens of Gloucester appointed by the Mayor and confirmed by the City Council. The appointees shall include three (3) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, two (2) persons who are directly involved with economic development of the City, and two (2) persons at large who need not be involved with any marine-related activity."

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(b) formerly §10-4(c) "Public Facilities Committee" by DELETING the second sentence and by ADDING:

"This Committee shall consist of three (3) members of the board; an advocate of public landings appointed by the Mayor; the Director of Public Works or his designee; and a member of the Tourism Commission as needed."

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(c) formerly §10-4(d) "Operations and Finance/Safety Committee" by DELETING the third sentence and ADDING:

"This Committee shall consist of three (3) members of the Board; a member of the Fisheries Commission; and a member of the City Council."

Linda T. Lowe, City Clerk

Date: **SEP 29 2011**

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 29 DAY OF Sept, 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 30, 2012

Mr. James Movalli  
473 Washington Street  
Gloucester, MA 01930

Dear Jim:

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Carolyn A. Kirk".

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
William Sanborn, Building Inspector

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

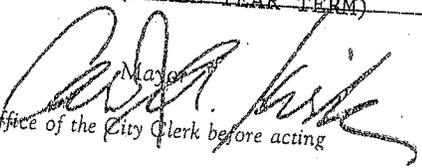
**The City of Gloucester, Massachusetts**

Dear James Movalli, 473 Washington Street, Gloucester, MA  
It is my pleasure to inform you that I have this day appointed you

to the ZONING BOARD OF APPEALS \_\_\_\_\_ of the City of  
Gloucester, Massachusetts \_\_\_\_\_

~~This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)~~

Respectfully,

Mayor  


N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in: \_\_\_\_\_ By: \_\_\_\_\_

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 30, 2012

Mr. Michael Nimon  
20 Myrtle Square  
Gloucester, MA 01930

Dear Mr. Nimon:

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of February 14, 2012. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2012, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
William Sanborn, Building Inspector

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 14, 2012

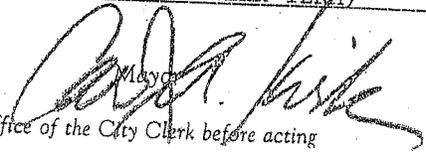
**The City of Gloucester, Massachusetts**

Dear Michael Nimon, 20 Myrtle Square, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the ZONING BOARD OF APPEALS. \_\_\_\_\_ of the City of  
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2015. (THREE YEAR TERM)

Respectfully,

  
Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting  
under this appointment.

Sworn in \_\_\_\_\_ By: \_\_\_\_\_

**PART I ADMINISTRATION OF THE GOVERNMENT**  
(Chapters 1 through 182)

**TITLE VII CITIES, TOWNS AND DISTRICTS**

**CHAPTER 40A ZONING**

**Section 12** Boards of appeal; membership; rules



Section 12. Zoning ordinances or by-laws shall provide for a zoning board of appeals, according to the provisions of this section, unless otherwise provided by charter. The mayor subject to confirmation of the city council, or board of selectmen shall appoint members of the board of appeals within three months of the adoption of the ordinance or by-law. Pending appointment of the members of the board of appeals, the city council or board of selectmen shall act as the board of appeals. Any board of appeals established hereunder shall consist of three or five members who, unless otherwise provided by charter, shall be appointed by the mayor, subject to the confirmation by the city council, or by the selectmen, for terms of such length and so arranged that the term of one member shall expire each year. Each zoning board of appeals shall elect annually a chairman from its own number and a clerk, and may, subject to appropriation, employ experts and clerical and other assistants. Any member may be removed for cause by the appointing authority upon written charges and after a public hearing. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments. Zoning ordinances or by-laws may provide for the appointments in like manner of associate members of the board of appeals; and if provision for associate members has been made the chairman of the board may designate any such associate member to sit on the board in case of absence, inability to act or conflict of interest on the part of any member thereof, or in the event of a vacancy on the board until said vacancy is filled in the manner provided in this section.

The board of appeals shall adopt rules, not inconsistent with the provisions of the zoning ordinance or by-law for the conduct of its business and for purposes of this chapter and shall file a copy of said rules with the city or town clerk. In the event that a board of appeals has appointed a zoning administrator in accordance with section thirteen said rules shall set forth the fact of such appointment, the identity of the persons from time to time appointed to such position, the powers and duties delegated to such individual and any limitations thereon.

# CITY OF GLOUCESTER

## Job Description

**Title:** Community Development Director

**Supervisor:** Mayor

**Grade:** M9

**Civil Service:** Exempt

**Union:** Exempt

### **Supervision**

**Exercised:** Provides direct supervision to two Division Heads: City Planner and Grants Administrator, and indirect supervision to staff of approximately ten. Also provides oversight of the work performed by ten different Boards and Commissions.

**Responsibilities:** Working closely with the Mayor's Office, develops and implements plans, policies and programs to coordinate the physical growth and economic development of the City. Performs highly responsible work requiring significant initiative and independent judgment relating to the City's economic and Community Development needs.

### **Duties:**

- ♦ Provides advice and develops specific proposals to the Mayor and the City Council on all matters affecting the development of the City.
- ♦ Integrates the activities of the various divisions in the Community Development Department (Planning, Economic Development, Grants Administration, Fisheries) to achieve departmental goals and objectives. Organizes work assignments, operating procedures, and budgets of the different divisions.
- ♦ Provides oversight, assistance and staff support as needed to the following Boards and Commissions: Planning Board, Conservation Commission, Fisheries Commission, Downtown Development Commission, Tourism Commission, Historic District Commission, Capital Improvement Advisory Board, Land Disposition Commission, Historical Commission and Technical Advisory Commission.
- ♦ Assists with the preparation of the Mayor's Capital Improvement program.
- ♦ Provides customer service and interaction with the public, elected and appointed officials on planning and economic development issues, including downtown revitalization, business retention/attraction, fisheries, the waterfront, industrial parks and transportation.
- ♦ Develops and implements economic development strategy. Administers comprehensive programs to create jobs and expand the industrial and commercial tax base of the City.

- Develops marketing and promotional strategy on behalf of the City. Initiates and administers tax incremental financing (T.I.F.) plans to attract new business and promote expansion of existing local businesses.
- ♦ Provides oversight of all activities of the Planning Division, including the development and implementation of the Master Plan, integration of the Harbor Plan, and all subdivision and zoning matters. Administers revision of zoning bylaws.
- ♦ Develops and implements plans to support affordable housing and community social services.
- ♦ Provides oversight of the administration of all federally funded grant programs (HUD, CDBG, etc.). Also provides technical assistance to other City Departments for grant applications and administration.

**Qualifications:**

- ♦ Master's degree in planning or public administration required per City Charter.
- ♦ A minimum of six years increasingly responsible experience in municipal planning, community development or management required.
- ♦ Experience in waterfront development planning preferred.
- ♦ A minimum of 2 years supervisory experience.
- ♦ Demonstrated skills in grant writing, working with federal (HUD) and state regulations, planning and economic development.
- ♦ Excellent communication skills, both oral and written, including skills in public presentation.
- ♦ Ability to interact effectively with the general public, elected appointed officials, staff at all levels of the organization, and consumer boards and commissions.

*Revised 2/09*

City Hall  
Nine Dale Ave  
Gloucester, MA 01930



TEL 978-281-9700

FAX 978-281-9738

jduggan@gloucester-ma.gov

CITY CLERK  
GLOUCESTER, MA

12 FEB 27 PM 2:59

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

## *Memorandum*

**To:** City Council President Hardy and Members of the City Council

**From:** Jim Duggan, Chief Administrative Officer 

**Date:** February 27, 2012

**Subject:** **Proposed Reorganization of Community Development**

At this time I would like to replace the Proposed Reorganization of the Community Development Department previously submitted to the City Council with the one that is attached.

The changes to the originally proposed reorganization plan are the Senior Planner/Harbor Plan Coordinator is separated into two positions; Senior Planner and Harbor Planner. Job description for all the new positions are included.

Thank you

CITY CLERK  
GLOUCESTER, MA

12 FEB 27 PM 2:59

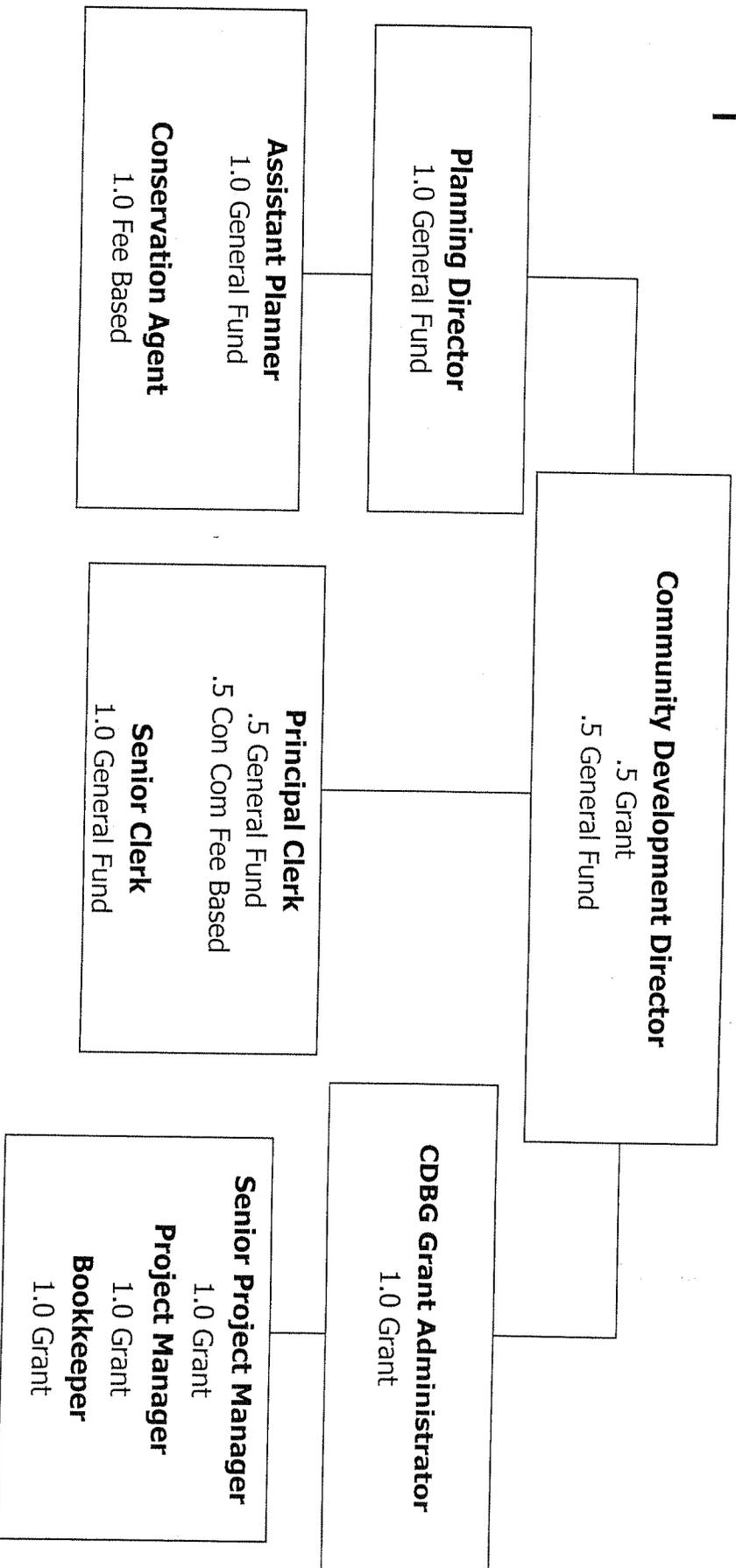
# Re-Organization Plan for the Community Development Department



City of Gloucester

February, 2012

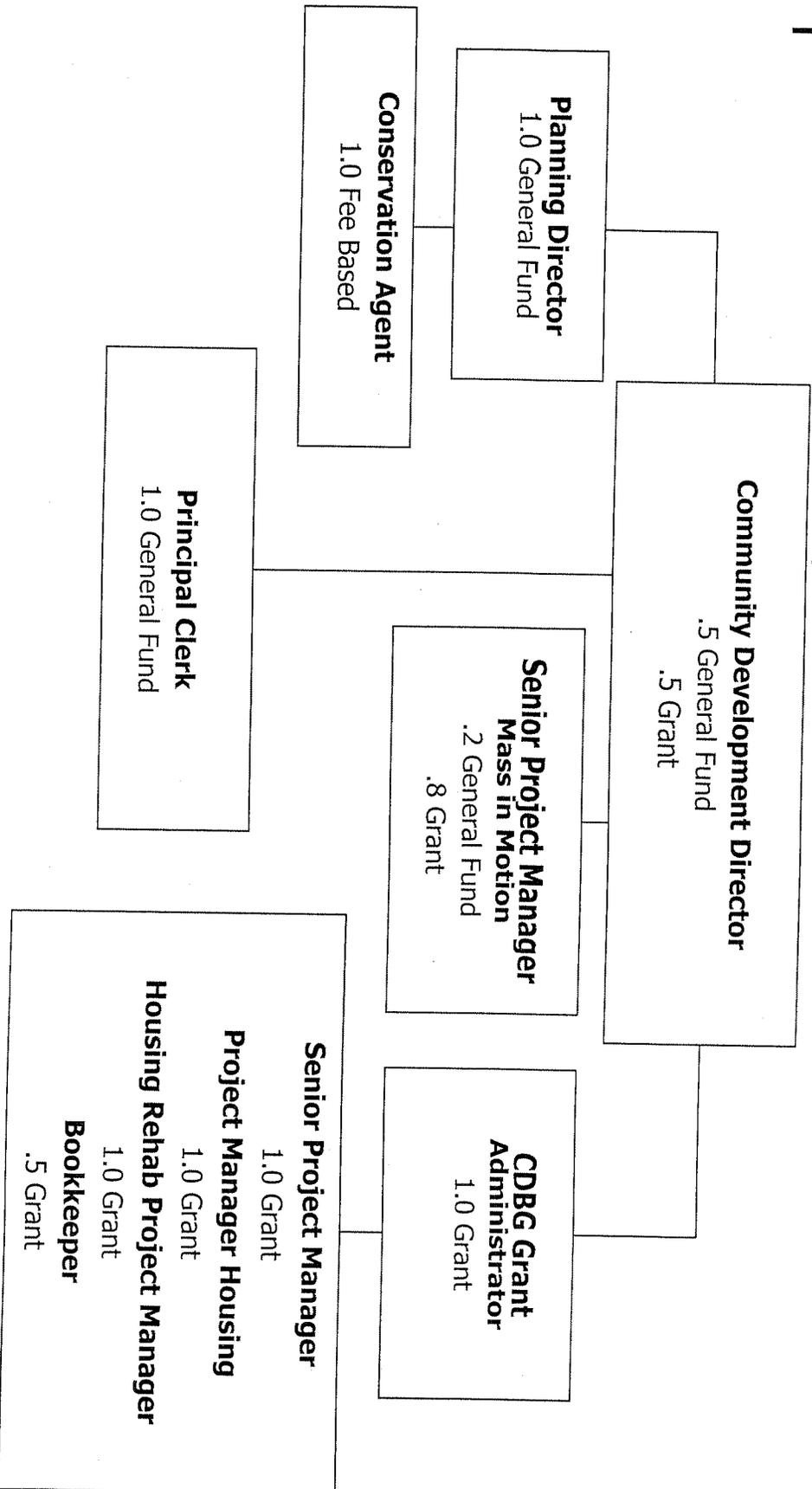
# CD Department - 2008



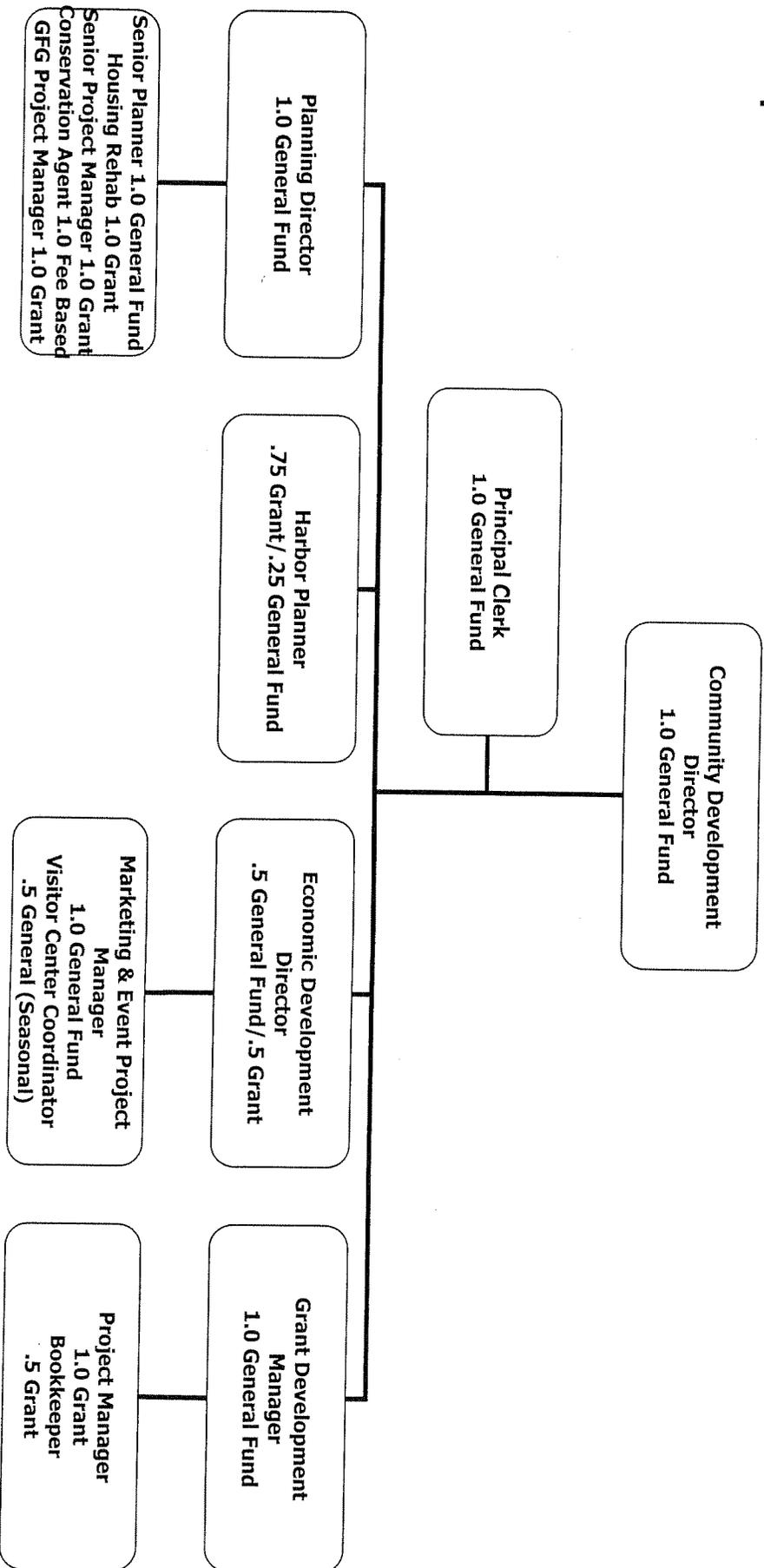
# Gaps in Delivery

- Funding Source of Community Development Director has driven many of the priorities
- Support for Tourism, Maritime, Fishing
  - Spread too thin across strategic areas
- Industrial Parks – ongoing relationships
- Coordination
  - Direction from Mayor's Office
  - Linkages across Economic Activity
- Event Coordination, marketing materials
- Grant Development & Management Support

# CD Department 2011



# CD Proposed Reorganization



# Summary of Benefits

- Cradle to cradle services for economic investment  
Strategy \* Marketing \* Funding \* Permitting
- Integrated management of departmental services
- Coordination of the needs and input from multiple boards, committees and commissions
- Unified city message from key industries
- Consistent support for business and industry

# CITY OF GLOUCESTER

## Job Description

**Title:** Economic Development Director

**Supervisor:** Community Development Director

**Grade:** M9

**Civil Service:** Provisional                      **Union:** GMAA

**Supervision Exercised:** Supervises Marketing and Event Project Manager & Visitor Center Coordinator

**Responsibilities:** To attract and facilitate business and industry investment in the city. Oversees and coordinates the implementation of downtown, waterfront and industry economic development plans. Supervises the implementation of the City's Harbor Economic Development Plan.

### **Duties:**

- ◆ Provides assistance for all phases of investment from new and existing business and industry. Develops leads and partnerships. Provides follow-up and consistent city support to new investment.
- ◆ In partnership with business and industry, formulates and helps to implement a business and industrial recruiting and retention strategy.
- ◆ Prepares Master Project Plan and Schedule for the Harbor Economic Development Plan Implementation. Meets with parties responsible for recommended actions to determine timelines.
- ◆ Works cooperatively with the various agencies identified as responsible for implementing the recommendations in the Plan and provides coordination and support as needed.
- ◆ Monitors and reports on development progress.
- ◆ Proposes and implements programs, policies, and projects related to the enhancement of the local economy. Identifies, applies for and manages grants to support priority activities.
- ◆ Manages EDA or other economic development grant funds as delegated.
- ◆ Serves as city liaison to existing revolving loan funds.
- ◆ Attends meetings of Boards, Committees, or Commissions as needed to further Plan Implementation. Serves as city liaison to the Tourism and Downtown Development Commissions.
- ◆ Works in partnership with other economic development organizations.
- ◆ Analyzes market activity and recommends advertising avenues.
- ◆ Promotes and manages the city's Business Development webpage.
- ◆ Oversees and helps guide the development of promotional materials relating to Gloucester.
- ◆ Represents the City on the Board of the Gloucester Seafood Festival, coordinates Gloucester's participation at the Boston International Seafood Show.
- ◆ Performs other duties as assigned by the Community Development Director.

### **Qualifications:**

- ◆ Bachelor's degree in marketing, planning, or related field.
- ◆ 8-10 years of related work experience; (Master's degree may substitute for two years of experience).
- ◆ Skill in marketing, project management, organization, supervision and leadership. Ability to analyze complex issues and to develop clear objectives and recommendations.
- ◆ Familiarity with municipal operations, roles, and authorities. Ability to advise, assist, or manage purchasing and permitting activities.
- ◆ Knowledge of grant programs that support the waterfront economies identified in the Plan is helpful.
- ◆ Demonstrated experience in preparing proposals for funding, obtaining and managing grants from various sources.
- ◆ Excellent communication skills required.
- ◆ Experience and skill with Microsoft Word, Excel, and PowerPoint.

- ◆ Demonstrated administrative skills including providing supervision and budgeting.
- ◆ Ability to represent the City effectively in a variety of situations requiring broad knowledge base, negotiations skills, diplomacy and tact.

DRAFT

# New Positions

- 1) **Economic Development Director** - Markets the city to new business and industry. Brings new investment to available properties. Targets strategic industries.
- 2) **Senior Planner**
- 3) **Project Manager for Marketing & Events** - Supports the Economic Development Director and city committees with the development of marketing materials and the coordination of promotional events for the city.
- 4) **Grant Development Manager** - Develops and manages strategic grants that further the city's community development needs. Tracks grants from award to close-out.

# CITY OF GLOUCESTER

## Job Description

**Title:** Senior Planner

**Department:** Community Development

**Supervisor:** Planning Director

**Grade:** M5

**Civil Service:** Provisional

**Union:** GMMA

**Supervision Exercised:** May supervise the Principal Clerk and/or interns in the absence of the Planning Director.

**Responsibilities:** The Senior Planner provides permitting assistance and review of ANRs, subdivisions, special permits and other planning applications as may be made to the Community Development Department. The Senior Planner will support city planning initiatives as needed.

### **Duties:**

- ◆ Reviews land use proposals, interprets and conveys regulations, and provides guidance through the regulatory process.
- ◆ Performs tasks to further the city's planning program and objectives.
- ◆ Develops relevant objectives and recommendations.
- ◆ Supports the review of land subdivision and zoning amendments.
- ◆ Supports the Director in the permitting of major projects.
- ◆ Serves as assistant and technical advisor to the Planning Board in the absence of the Director.
- ◆ Provides staff support to various Boards and Commissions as assigned by Planning Director.
- ◆ Represents the City at various public meetings related to City Planning.
- ◆ Supports the development of the economic and social renewal programs of City, including employment and housing.
- ◆ Advises, assists and manages purchasing and permitting activities as assigned.

### **Qualifications:**

- ◆ A minimum of a Bachelors degree or higher in planning or related field.
- ◆ A minimum of two years of related professional experience or an equivalent combination of education and/or experience. Experience with coastal and/or waterfront planning a plus.
- ◆ Demonstrated skill in planning and project management.
- ◆ Requires ability to work independently, to assume responsibility, to resolve problems and coordinate complex projects.
- ◆ Excellent interpersonal skills including; the ability to maintain effective working relationships with the public, boards and committees, consultants and employees at all levels of the City.
- ◆ Ability and willingness to attend evening meetings.
- ◆ Demonstrated knowledge of public processes and regulations; familiarity with municipal operations.
- ◆ Experience in research, policy development and report writing.
- ◆ Experience with Microsoft Word, Excel, Powerpoint, Outlook and Microsoft Project.

# CITY OF GLOUCESTER

## Job Description

**Title:** Marketing and Event Project Manager

**Supervisor:** Economic Development Director

**Grade:** M5

**Civil Service:** Provisional

**Union:** GMAA

**Supervision Exercised:** None.

**Responsibilities:** Responsible for developing marketing materials and coordinating events to promote strategic economic development objectives of the City. Provides marketing advice and support to a variety of local organizations involved in the city's development. Supports the Economic Development Director in the implementation of economic development plans.

### **Duties:**

- ◆ Produces a variety of promotional materials relating to Gloucester. Coordinates with other city organizations to target effort where needed.
- ◆ In collaboration with the ED Director identifies Shows and Events which will promote key Gloucester industries. Coordinates representation at these events with local organizations and committee members and with other city staff.
- ◆ Tracks and supports the marketing and event initiatives of the Downtown Development Commission, the Tourism Commission, the Waterways Board, the Fisheries Commission, and the Maritime Eboard.
- ◆ Serves as city liaison to Boards, Committees and local organizations for events that support economic development objectives.
- ◆ Analyzes market activity and researches advertising avenues.
- ◆ Attends Shows and Events if needed.
- ◆ Provides promotional advice and support as requested by various business groups.
- ◆ Performs other duties as assigned by the Economic Development Director.

### **Qualifications:**

- ◆ Bachelor's degree in marketing, planning or related field. Experience with graphic design a plus.
- ◆ 2-4 years of related work experience; (Master's degree may substitute for one year of experience).
- ◆ Excellent written and verbal communication skills required.
- ◆ Skill in event planning and coordination of multiple stakeholders.
- ◆ Experience with the development and distribution of marketing materials.
- ◆ Familiarity with municipal operations, roles, and authorities. Ability to advise, assist, or manage purchasing and permitting activities.
- ◆ Experience with Microsoft Word and Powerpoint, and with email and internet required.
- ◆ Ability to coordinate with a wide variety of people requiring diplomacy, tact and goodwill.

# CITY OF GLOUCESTER

## Job Description

**Title:** Grant Development Manager

**Supervisor:** Community Development Director

**Grade:** M8

**Civil Service:** Provisional                      **Union:** GMAA

**Supervision Exercised:** Supervises Senior Project Manager, Bookkeeper

**Responsibilities:** As directed by the Community Development Director, the Grant Development Manager is responsible for pursuing grants that are identified by city management to further city priorities. Supports city departments' capacity to identify, apply, and succeed in obtaining grants. Monitors grant procedural and financial requirements from application to close-out of the grant. Ensures that grant reporting and compliance is met.

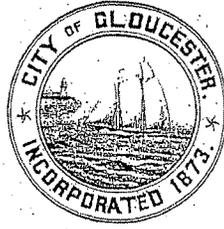
### **Duties:**

- ◆ Explores and coordinates opportunities to secure grant funds for priority city projects.
- ◆ Upon consultation with city staff and leadership, develops an annual list of expected grant applications for target projects.
- ◆ Works with appropriate departments or committees to identify clear projects and put together the partnership necessary for a successful grant application.
- ◆ Tracks both city and granting authority requirements for the grant.
- ◆ Monitors the completion of contract and reporting requirements and financial management by the appropriate department project manager.
- ◆ Ensures that all project managers have monthly financial reports for the grants that they administer.
- ◆ Supervises the CPA and CDBG administrative project manager.
- ◆ Supervises bookkeeper.
- ◆ Manages the planning, development and completion of projects including but not limited to public facilities, historic preservation, housing, community and economic development, neighborhood improvements, public services and other grant-funded activities eligible under CDBG administration
- ◆ Ensures compliance with federal, state, and local regulations and laws.
- ◆ Other duties as assigned by Community Development Director.

### **Qualifications:**

- ◆ Bachelor's degree in planning, public administration or related field required.
- ◆ 3 - 5 years of related work experience including grant development and administration.
- ◆ Master's degree preferred.
- ◆ Excellent written and verbal communication skills necessary.
- ◆ Understanding of project development and partnerships.
- ◆ Experience in writing state or federal grants necessary.
- ◆ Attention to detail and organization important.
- ◆ General knowledge of financial record keeping required.
- ◆ High competence with Word, Excel, e-mail and internet required.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9742  
FAX 978-282-3055  
dbain@gloucester-ma.gov

CITY OF GLOUCESTER  
PERSONNEL OFFICE

TO: JAMES DUGGAN, CAO  
FROM: DAVID J. BAIN, JR. PERSONNEL DIRECTOR  
DATE: FEBRUARY 6, 2012  
SUBJECT: RECLASSIFICATION PLAN

Attached please find the reclassification plan prepared by the Personnel Department. Also, salary survey and other supporting documentation is attached. Should you have any questions upon your review, please don't hesitate to contact me.

*JK*  
*CRK*  
*2/7/12*

## REPORT ON RECLASSIFICATION OF CERTAIN POSITIONS

At the request of the City Council and pursuant to the Personnel Ordinance, the following report with recommendations is respectfully submitted.

Position Title	Current Grade	Current Salary Range	Proposed Grade	Proposed Salary Range
DPW Director*	M12	\$100,302 - \$118,572	8/31/2010	
CFO*	M12	\$100,302 - \$118,572	3/30/2010	
Fire Chief	M10	\$83,091 - \$98,310	M12	\$100,302 - \$118,572
Police Chief	M10	\$83,091 - \$98,310	M12	\$100,302 - \$118,572
General Counsel	M10	\$83,091 - \$98,310	M11	\$91,806 - \$108,578
City Auditor*	M10	\$83,091 - \$98,310	5/21/2010	
Chief Admin Off	M9	\$74,194 - \$87,769	M11	\$91,806 - \$108,578
Principal Assessor*	M9	\$74,194 - \$87,769	6/8/2010	
Asst DPW Dir*	M9	\$74,194 - \$87,769	7/1/2011	
Comm Dev Dir	M9	\$74,194 - \$87,769	M10	\$83,091 - \$98,310
Building Inspector	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
Health Director	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
Environmental Eng.	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
Library Director	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
Personnel Director	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
Purchasing Agent	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
IT Director	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
City Clerk	M8	\$65,077 - \$76,989	M9	\$74,194 - \$87,769
Harbormaster	M7	\$58,628 - \$69,352	M8	\$65,077 - \$76,989
Confidential (5)	7 - 8A		8 - 8B	
Confidential (1)*	8B		7/1/2011	

\*Previously reclassified

In the Personnel Department, salary review is undertaken for three main reasons: recruitment, retention, and morale. These are sound business reasons. It is important to know what the prevailing salary in the industry is so that solicitations can result in qualified candidates being selected for open positions. The other side of this coin is retention. If the salary offered is low, it encourages current employees to seek employment elsewhere. This obviously depletes the organization of qualified, experienced employees. For those unwilling or unable for reasons other than economics to seek alternative employment, morale is lowered and the organization loses vitality.

There is another reason that we seek data. The City of Gloucester is in competition with every other City or Town in Massachusetts, and the rest of the country, to secure the best possible personnel for our organization. If we fail in our efforts to be competitive we are doomed to second and third class status. If we are unable to secure the most qualified people, we settle. We become a place to get experience and thus qualify for the better paying job. While it is noble to educate and help career advancement, it makes fulfilling our mission more difficult due to turnover. The City of Gloucester has helped advance many careers. We have placed "graduates" in several communities and organizations. This does not lead to the City advancing itself. Some areas grow while others are stunted due to lack of leadership. The competitive edge becomes dull and blunt and the ability to fulfill our mission becomes more difficult. If the City is to prosper, these facts must be understood. The City must have the ability to attract and retain qualified, innovative and dedicated employees.

A survey of salaries for various positions has been conducted and is attached. However, a word about surveys is necessary. They are good tools but not magic wands. They are a snapshot in time; akin to a financial statement with a slightly longer shelf life. The survey lets us know what everyone else is doing. It does not prescribe a remedy that may be appropriate for our organization. We need to be ahead of the curve if we are to be competitive. It may be decided that in certain instances, with the future in mind, it is appropriate to be a leader rather than a follower as far as certain positions are concerned. It is, like so much of life, a balancing exercise.

### RECLASSIFICATION RECOMMENDATIONS

1. That the Harbormaster's position classified as M-7 be reclassified as M-8.
2. That the Building Inspector, IT Director, Purchasing Agent, Public Health Director, Library Director, Environmental Engineer, City Clerk, and Personnel Director currently classified as M-8's be reclassified as M-9's.
3. That the Chief Admin Officer currently classified as an M-9 be reclassified to M-11 and that the Community Development Director currently classified as an M-9 be reclassified to M-10.

4. That the General Counsel currently classified as an M-10 be reclassified to M-11.

5. That the Fire Chief and Police Chief currently classified as M-10's be reclassified as M-12's.

5. That Confidential employees (5) that are currently classified from grade 7 - 8A's be reclassified as grade 8 - 8B's.

### Comparable Communities

Seventeen communities were chosen which bore similarity to the City of Gloucester. The comparable factors used were: population, land area in square miles, EQV (equalized valuation....an estimate of the full and fair cash value of all taxable property within a city or town), operating budget for FY'11, average tax bill for FY'11 and per capita expenditure. The average and median were calculated for all variables and compared to Gloucester.

### Salary Survey

The salary survey shows the actual salary for Gloucester and the current range per grade as well as the medians (mid points of maximum and minimum) mean (average) and compares these values with the seventeen chosen communities. The top number is the minimum and the bottom is the maximum per position, per community.

### Positions Previously Reclassified

This document shows the five positions which were previously reclassified and indicates the mean and median values as well as the salary range which it compares to the seventeen communities. The range for each community with the low number indicating the beginning of the range and the high number the maximum for each community.

### Current Salary in Relation to Maximum Medians and Means

This document shows the difference between the current salary per position and the maximum and minimum for the mean (average) value and the median (midpoint) in the ranges. This is expressed in percentages at the right hand side of the page. Pervasively reclassified positions are listed at the bottom of the page.

### Charts

A series of charts highlight the data for current positions under consideration and previously reclassified positions.

# SALARY SURVEY

Position Title	Grade	Actual Salary	Pay Range Low/High	Median Low/High	Mean Low/High	Andover	Arlington	Belmont	Beverly	Burlington	Chelmsford	Danvers	Dracut	Malden	Medford	Melrose	North Andover	Peabody	Reading	Salem	Tewksbury	Watertown		
Fire Chief	M10	\$100,704	\$83,091 \$98,310	\$87,523 \$113,288	\$88,099 \$113,206	\$81,618 \$112,239	\$87,523 \$126,475	\$81,074 \$113,504	\$120,000	\$85,574 \$111,332	\$90,248 \$119,080	\$91,903 \$122,724	\$102,201	\$123,621	\$113,288	\$106,000	\$103,942	\$102,124	\$92,430	\$114,933	\$119,792	\$94,425	\$104,104	\$109,150
Police Chief	M10	\$83,092	\$63,091 \$98,310	\$67,523 \$114,933	\$68,506 \$116,319	\$63,250 \$105,291	\$67,523 \$126,475	\$62,695 \$115,774	\$122,700	\$85,574 \$111,332	\$90,248 \$119,080	\$91,903 \$122,724	\$134,482	\$117,907	\$112,290	\$109,291	\$103,942	\$100,160	\$92,430	\$114,933	\$145,000	\$94,425	\$104,104	\$113,937
Genl Counsel	M10	\$89,505	\$63,091 \$98,310	\$67,523 \$102,124	\$67,523 \$106,302	\$67,523 \$126,475												\$102,124			\$90,308			
CAO/Itm	M9	\$82,343	\$74,194 \$87,769	\$71,924 \$145,000	\$71,924 \$141,581	\$147,437	\$162,366	\$145,000	\$143,430	\$143,430	\$145,000	\$156,957	\$140,000			\$71,924	\$145,000		\$129,603		\$90,308	\$148,000	\$144,675	
Comm Dev Dir	M9	\$82,343	\$74,194 \$87,769	\$80,483 \$95,289	\$79,064 \$100,404	\$72,408 \$92,084	\$87,523 \$126,475	\$82,695 \$115,774	\$92,580	\$69,227 \$90,063	\$71,160 \$93,894	\$82,056 \$109,575	\$80,483 \$94,120	\$94,120	\$94,120	\$71,924	\$92,405	\$92,405	\$94,026	\$104,481	\$119,792	\$94,425	\$104,104	\$96,458
Engineer	M9	\$83,585	\$74,194 \$87,769	\$74,717 \$91,249	\$74,947 \$92,312	\$72,408 \$92,084	\$82,695 \$115,774	\$82,695 \$115,774	\$74,270	\$74,717 \$97,208	\$63,697 \$75,872	\$82,056 \$109,575	\$63,767 \$76,141	\$88,919 \$98,150	\$94,564	\$106,854	\$61,703	\$65,433	\$85,964			\$90,414		
Building Insp	M8	\$68,056	\$65,077 \$76,989	\$65,120 \$85,500	\$67,835 \$84,868	\$70,991 \$90,269	\$70,991 \$97,290	\$81,074 \$97,290	\$85,500	\$69,459 \$86,366	\$62,272 \$87,989	\$77,777 \$103,770	\$63,767 \$76,141	\$88,919 \$98,150	\$74,554 \$87,167	\$106,854	\$53,449	\$74,007	\$74,890	\$89,227	\$90,062	\$81,266	\$66,473	\$63,313
Health Dir	M8	\$76,990	\$65,077 \$76,989	\$70,991 \$89,026	\$72,893 \$88,206	\$70,991 \$90,269	\$71,811 \$103,771	\$74,051 \$103,615	\$69,100	\$69,227 \$90,063	\$62,272 \$87,989	\$64,014 \$85,484	\$57,443 \$68,590	\$88,919 \$98,150	\$80,483 \$94,120	\$105,000	\$53,449	\$74,007	\$77,379	\$78,507	\$75,000	\$81,266	\$66,473	\$73,782
Library Dir	M8	\$71,162	\$65,077 \$76,989	\$71,160 \$89,026	\$72,328 \$89,242	\$73,530 \$100,213	\$79,567 \$114,978	\$69,711 \$97,595	\$69,100	\$69,227 \$90,063	\$71,160 \$93,894	\$65,000 \$75,500	\$63,767 \$76,141	\$88,919 \$98,150	\$74,810 \$89,590	\$66,584	\$66,584	\$82,148	\$77,379	\$76,401	\$94,985	\$73,638	\$67,802	\$73,782
Personnel Dir	M8	\$76,990	\$65,077 \$76,989	\$74,351 \$96,254	\$74,716 \$94,433	\$103,873 \$107,680	\$71,811 \$103,771	\$76,892 \$107,680	\$69,227	\$69,227 \$90,063	\$87,989	\$77,777 \$103,770	\$76,141	\$88,919 \$98,150	\$91,324 \$104,589	\$80,109	\$105,575	\$82,148	\$62,394	\$63,141	\$94,359	\$73,638	\$67,802	\$96,458
Purch Agent	M8	\$66,056	\$65,077 \$76,989	\$61,226 \$74,939	\$60,684 \$74,887	\$63,922 \$78,570	\$61,226 \$79,223	\$65,674	\$70,500	\$69,227	\$53,697 \$75,872	\$53,697 \$75,872	\$76,141	\$88,919 \$98,150	\$91,324 \$104,589	\$80,214	\$105,575	\$82,148	\$62,394	\$63,141	\$94,359	\$73,638	\$67,802	\$96,458
IT Director	M8	\$76,990	\$65,077 \$76,989	\$70,991 \$88,075	\$74,317 \$91,195	\$70,991 \$90,269	\$79,567 \$114,978	\$61,196 \$85,674	\$87,300	\$69,227	\$75,872	\$77,777	\$76,141	\$88,919 \$98,150	\$91,324 \$104,589	\$80,214	\$105,575	\$82,148	\$62,394	\$63,141	\$94,359	\$73,638	\$67,802	\$96,458
City Clerk	M8	\$76,990	\$65,077 \$76,989	\$64,438 \$79,624	\$67,579 \$83,247	\$67,568 \$92,089	\$79,624	\$71,000 \$99,000	\$73,400	\$59,381 \$77,269	\$62,272 \$87,989	\$63,767 \$76,141	\$88,919 \$98,150	\$88,919 \$98,150	\$87,167	\$61,664	\$61,664	\$82,148	\$77,162	\$57,399	\$78,899	\$73,638	\$64,438	\$64,438
Harbormaster	M7	\$61,314	\$58,628 \$69,352	\$57,066 \$74,000	\$58,994 \$75,097	\$68,203 \$69,003	\$60,000 \$70,000	\$54,132 \$75,660	\$53,600 \$74,000	Scituate	Scituate	Scituate	Scituate	Scituate	Scituate	Salem	Salem	Scituate	\$77,162	\$71,370	\$78,899	\$73,638	\$64,438	\$64,438

**POSITIONS PREVIOUSLY RECLASSIFIED**

Position Title	Current Grade	Actual Salary	Pay Range		Mean Low/High	Median Low/High	Andover	Arlington	Belmont	Beverly	Burlington	Chelmsford	Danvers	Dracut	Malden	Medford	Melrose	North Andover	Peabody	Reading	Salem	Tewksbury	Watertown
			Low	High																			
DPW Dir	M12	\$118,572	\$100,302	\$118,152	\$89,238	\$110,927	\$83,250	\$87,523	\$82,695	\$96,900	\$85,574	\$90,248	\$103,496	\$80,274	\$88,919	\$98,960	\$88,313	\$75,070	\$92,430	\$91,136	\$94,425	\$84,849	
CFO	M12	\$109,675	\$100,302	\$118,152	\$86,449	\$101,032	\$83,250	\$79,567	\$71,105	\$99,940	\$111,332	\$119,080	\$138,065	\$95,851	\$58,150	\$111,211	\$112,360	\$103,942	\$102,124	\$114,833	\$91,136	\$104,104	\$110,927
Auditor	M10	\$89,892	\$83,091	\$97,872	\$73,353	\$74,339	\$73,530	\$78,007	\$75,384	\$65,500	\$87,209	\$71,160	\$91,903	\$63,767	\$75,148	\$85,838	\$99,301	\$92,405	\$102,124	\$89,410	\$89,410	\$94,425	\$91,888
Prin Assessor	M9	\$81,119	\$74,194	\$87,403	\$68,766	\$70,351	\$70,991	\$71,811	\$68,711	\$79,100	\$74,717	\$53,697	\$77,777	\$57,443	\$68,919	\$62,571	\$71,924	\$53,449	\$90,777	\$65,459	\$66,473	\$66,473	\$73,782
Asst. DPW Dir	M9	\$82,343	\$74,194	\$87,403	\$67,967	\$3	\$80,269	\$103,771	\$97,695	\$79,100	\$97,209	\$75,872	\$103,770	\$74,007	\$98,150	\$70,528	\$91,507	\$74,007	\$90,777	\$86,366	\$75,798	\$80,975	\$96,456
					\$85,958	\$81,562	\$62,451	\$80,607	\$74,051	\$82,056	\$74,051	\$82,056	\$82,056	\$82,056	\$82,056	\$82,056	\$82,056	\$82,148	\$76,245	\$70,054	\$70,054	\$66,473	\$63,438
										\$103,615		\$109,575	\$109,575									\$80,975	\$84,243

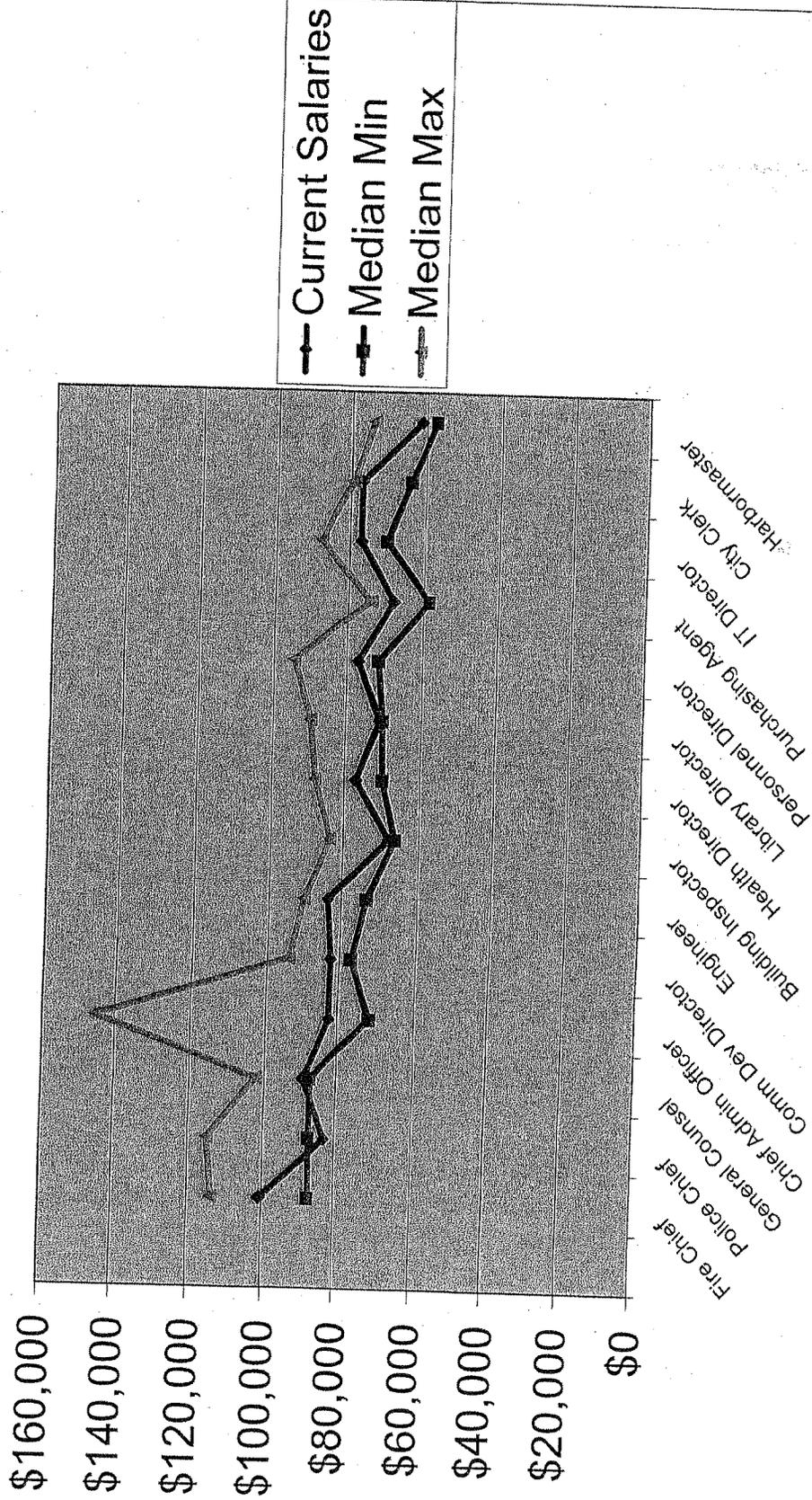
# CURRENT SALARY IN RELATION TO MAXIMUM MEDIANS AND MEANS

Position	Current Grade	Current Salary	Median		Mean		Current Salary as % of	
			Min	Max	Min	Max	Median	Max
Fire Chief	M10	\$100,704	\$87,523	\$113,288	\$86,652	\$113,206	89%	89%
Police Chief	M10	\$83,092	\$87,523	\$114,933	\$87,013	\$116,319	72%	71%
General Counsel	M10	\$89,505	\$87,523	\$102,124	\$87,523	\$106,302	88%	84%
Chief Admin Officer	M9	\$82,343	\$71,924	\$145,000	\$71,924	\$141,581	57%	58%
Comm Dev Director	M9	\$82,343	\$80,483	\$95,289	\$78,061	\$99,620	86%	83%
Engineer	M9	\$83,585	\$74,717	\$91,249	\$72,793	\$90,708	92%	92%
Building Inspector	M8	\$68,056	\$65,120	\$85,500	\$66,420	\$83,562	80%	81%
Health Director	M8	\$76,990	\$70,991	\$89,026	\$71,126	\$86,939	86%	89%
Library Director	M8	\$71,162	\$71,160	\$89,826	\$71,400	\$88,146	79%	81%
Personnel Director	M8	\$76,990	\$74,351	\$96,254	\$73,585	\$92,991	80%	83%
Purchasing Agent	M8	\$68,056	\$61,226	\$74,939	\$59,478	\$72,726	91%	94%
IT Director	M8	\$76,990	\$70,991	\$88,075	\$72,598	\$89,243	87%	86%
City Clerk	M8	\$76,990	\$64,438	\$79,624	\$65,961	\$82,211	97%	94%
Harbormaster	M7	\$61,314	\$57,066	\$74,000	\$58,984	\$75,097	83%	82%

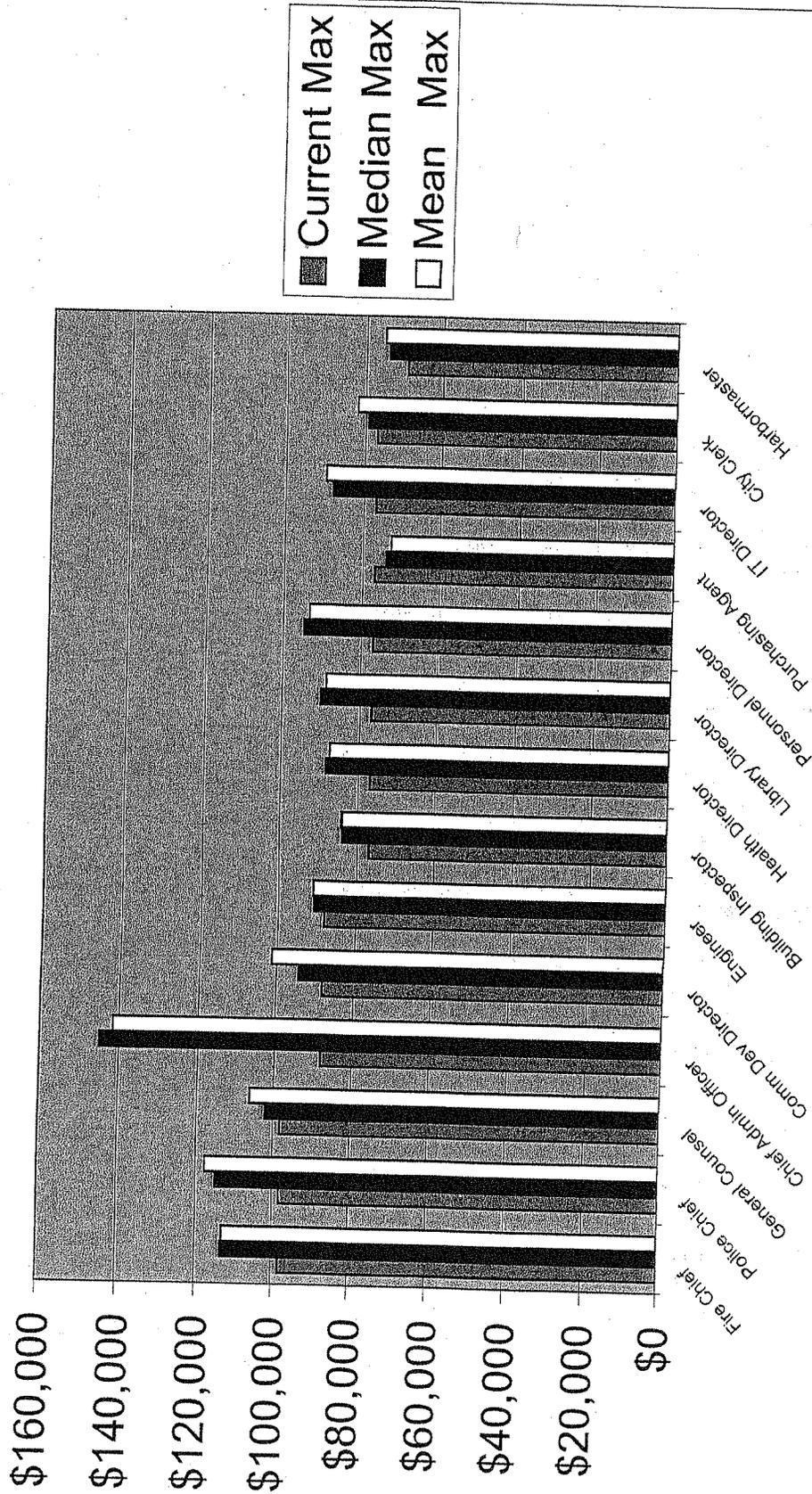
# POSITIONS PREVIOUSLY RECLASSIFIED

DPW Director	M12	\$118,572	\$87,918	\$110,927	\$86,870	\$109,192	107%	109%
Chief Financial Officer	M12	\$109,675	\$80,812	\$101,032	\$80,426	\$103,144	109%	106%
Auditor	M10	\$86,892	\$74,339	\$91,888	\$71,773	\$92,726	95%	94%
Principal Assessor	M9	\$81,119	\$70,351	\$90,269	\$66,126	\$86,415	90%	94%
Assistant DPW Dir.	M9	\$82,343	\$64,956	\$81,562	\$67,967	\$85,958	101%	96%

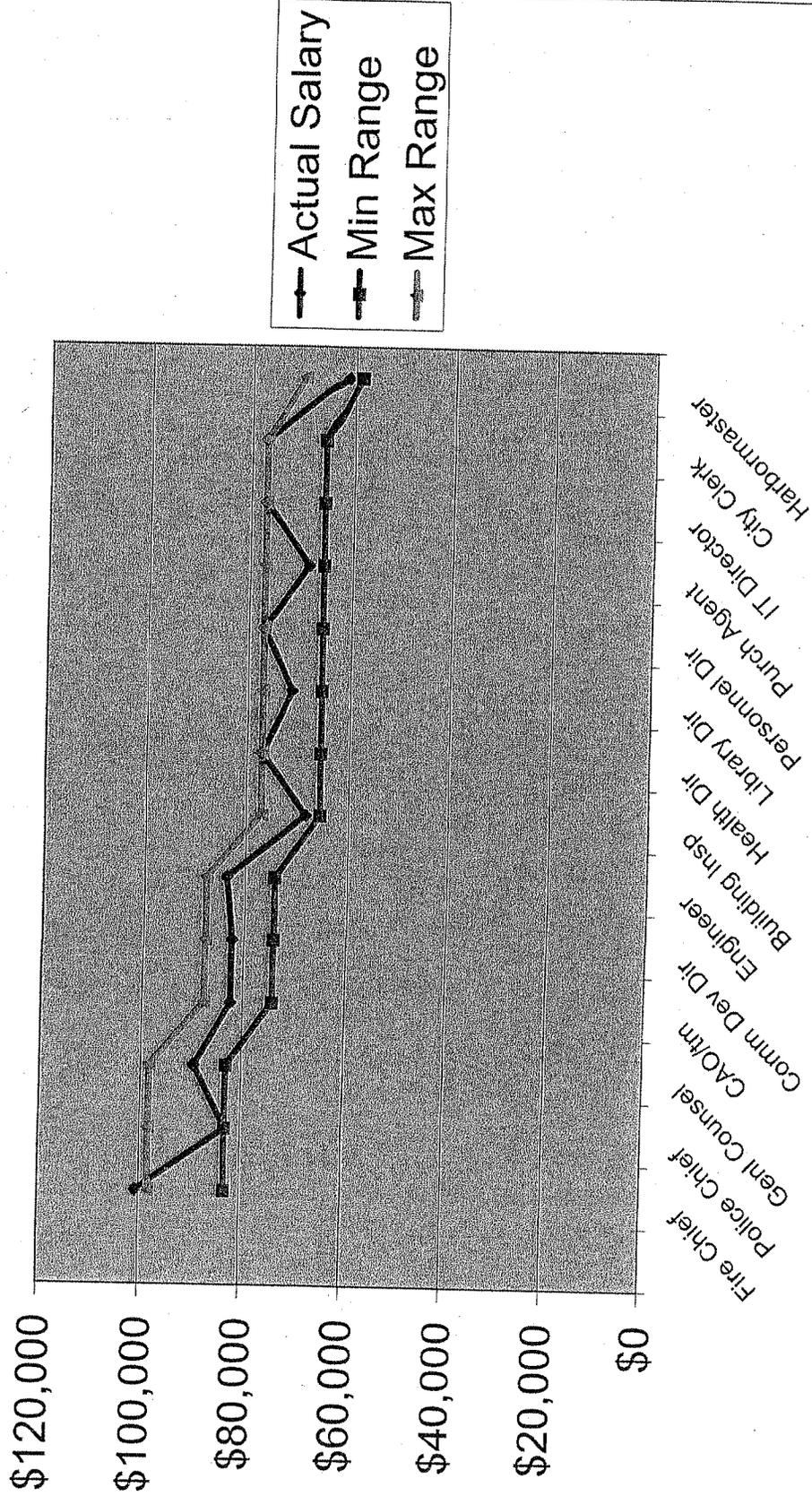
# CURRENT SALARIES IN RELATION TO MEDIANS (MINIMUM AND MAXIMUM)



# CURRENT MAX IN RELATION TO MEDIAN AND MEAN MAX



# CURRENT SALARIES PAID IN RELATION TO CURRENT SALARY RANGES



## CONFIDENTIAL POSITIONS

The following positions, while not unique, exist in various forms in other Communities. These positions are deemed confidential due to the offices where they are located and the confidential work performed by the individuals themselves.

Due to the confidential nature of these positions they are precluded from union membership. Were they union positions, they would be eligible to take advantage of the upgrade process that is contained in the various union contracts. Because they are not union members, this process is not available to them.

**Confidential Secretary to the Mayor:** This position is a Confidential Executive Secretarial position. We have found that in most Cities the office of the Mayor is staffed with a minimum of two secretarial support staff. Since a reduction in force has forced the Mayors office to do more with less, as with all other departments, this position has assumed all support functions: Constituent services, intergovernmental communications, liaison for all Boards, Commissions and Officials, event coordinator, as well as interfacing with the public. This position also maintains the daily work load of scheduling functions and meeting, performing all clerical work, answering phone calls and assisting the public, etc. for the Mayor and CEO.

**Legal Secretary:** The City of Gloucester is fortunate to have a certified Paralegal as support staff in the Legal Department. According to research we were unable to find a community that supports an internal Legal Department, they contract this service out. This position is solely responsible for supporting the City Solicitor, keeping trial calendar, performing legal research, full budget responsibility, personal injury and property damage claims, as well as daily clerical functions. It is the recommendation of this administration that in addition to this position being upgraded that the job title also be changed to **Paralegal**.

**Workers Comp/Benefits Agent:** In our research we have found that this position in other communities is actually supported by 2 positions (1 handles benefits 1 handles Workers Comp). At the City of Gloucester this position is responsible for the administration and budget functions for all benefits; health, life, dental, as well as Workers Compensation administration for the City and School Departments. Since the adoption of Section 19 of Chapter 32B, which created the Public

Employee Committee, the work load for this position has increased considerably. The confidential nature of this position requires safeguarding sensitive health information as well as specialized knowledge of benefit administration and complex health and welfare assistance to employees as well as retirees.

**Personnel Assistant:** While this position is included in the MMA salary survey we found that the job descriptions varied widely and could not make a definitive comparison. The position of Personnel Assistant at the City of Gloucester involves a great deal of specialized training, especially as it pertains to the hiring process of Public Safety Civil Service positions. The fast paced office environment requires the utmost attention to detail and organization. The sensitive nature of employee relations begins and ends with this position and requires record keeping and safeguarding of sensitive information. This is a high level support position at the City of Gloucester.

**Clerk of Committees:** This confidential position supports 9 City Councilors. In itself any one person that has the ability to juggle the clerical needs for 9 individuals requires the skill set of the highest demand. This position not only takes minutes for the City Council meetings, but also all Standing Committees, Special Meetings, Budget Meetings, and Confidential Executive Session Meetings.

Note: This position was classified as a Management position in the past. It was changed to non-management due to the fact that the long hours worked were unable to be monetarily compensated because Management is exempt from overtime pay.



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-017  
**COUNCILLORS:** Sefatia R. Theken

**DATE RECEIVED BY COUNCIL:** 02/28/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the GCO Chapter 8 "Fire", Article II "Fire Department", section 8-18 "Selection of Fire Chief, Manner of Appointment", subsection (a)(v) "selection committee" be **AMENDED** by **DELETING** "to be elected by the union representing members of the fire department" and **ADDING** "to be appointed by the Mayor after they have been elected by the union representing members of the Fire Department"; and further

**ORDERED** that GCO Chapter 17 "Police", Article II "Police Department", section 7-18 "Selection of Police Chief; manner of appointment", subsection 17-18 (a)(5) "selection committee" be **AMENDED** by **DELETING** "one of whom shall be a member of the union representing patrol officers, elected by that body ;and one of whom shall be a member of the union representing superior officers, elected by that body" and **ADDING** " to be appointed by the Mayor, one of whom shall be a member of the union representing patrol officers who has been elected by that body; and one of whom shall be a member of the union representing superior officers who has been elected by that body"; and further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee for review and recommendation.

Sefatia R. Theken  
Councillor At Large

of the city and approved by the city council under §2-10 of the city charter for the terms listed below and shall be residents of Gloucester:

- 1) Two (2) members for one (1) year;
- 2) Two (2) members for two (2) years; and
- 3) Two (2) members for three (3) years.

The successors to these initial appointees shall serve for a term of three years. The six appointed members shall represent the following interests:

- 1) The Cape Ann Youth Soccer Association;
- 2) The Cape Ann Youth Lacrosse Association;
- 3) The Cape Ann Model Airplane Flying Association;
- 4) The neighborhood abutting the Magnolia Woods; and
- 5) The Magnolia community at large provided, however, that this member shall be a resident in Ward 5 of the City; and provided, further, that the member initially appointed to represent this interest shall have been a member of the Magnolia Woods Ad Hoc Committee, as indicated in the records of the City Clerk;
- 6) A representative from the community at large, provided that this member, however, will be a registered voter of the City.

#### Section 2-557 – Vacancies.

In case of resignation, death or disqualification of any member of the committee, or for the purpose of filling a vacancy for any other reason, the appointment of a new member to fill the unexpired term of such previous member immediately shall be made by the mayor and forwarded to the city council for its approval.

#### Section 2-558 – Assistance of city officials, boards and employees.

The committee shall receive regular support and assistance from the Department of Public Works.

4. PH2011-050: Amend GCO §22-270 "Parking Prohibited at All Times" re: Eastern Avenue

**This public hearing is opened.**

**Those speaking in favor:**

**Larry Ingersoll**, member of the Traffic Commission stated the Commission was unanimous in its recommendation for the change in the ordinance. The area of Hartz Street and Eastern Avenue has had few accidents. Cars do not park in this area for a very long time. The crosswalk was not replaced by the State and was later put back at the insistence of the store owner. This change would not affect the safety of this area. **Jeff Tarr**, owner of Jeff's Variety located at 71 Eastern Avenue, and resident of 49 Hartz Street agreed this was a good change. The old sign was obscured by a telephone pole. The sign was put in place several weeks ago. He positioned a security camera to view it. In a 14 hour span there were less than 3 cars per hour in front of the store. There are not always cars parked in front of it. He has been there for 19 years, and during that time when a car is parked in front a vehicle does have to pull out of Hartz Street carefully. When no one is parked in front of the store, people tend to pull out ignoring the stop sign at the top of Hartz Street. When there is parking in front of the store people have to use caution which he thought was a good thing. He was in favor of the proposed change.

**Those speaking in opposition:**

**John Wheeler**, 42 Hartz Street felt the sign at 40 feet gave drivers entering from Hartz Street onto Eastern Avenue extra clearance. People did still park in front of the store. With the sign at 20 feet and with a car is parked there, it is hard to pull out of Hartz Street. You are coming up to the top of a hill onto Eastern Avenue; drivers can't see vehicles coming out of Hartz Street. The issue is drivers' not paying attention. The 40 foot mark, he felt, was a safer distance. The sign indicating no parking 20 ft. from the corner was placed earlier than it should have been, on or around June 23<sup>rd</sup>. The crosswalks were not put back by the State when the road was paved. There are a lot of children around the store during school time; and it comes down to visibility. With a 30 mph speed limit on Eastern Avenue, it is difficult to come out of Hartz Street. He believed this change of ordinance was to gain a parking spot; and that there was enough parking within 100 ft. of the store.

**Communications:** Jeff Tarr, owner of Jeff's Variety, in favor of the ordinance amendment.

**Questions:**

**Councilor Mulcahey** asked if there had been a car count out of Hartz Street onto Eastern Avenue. When she was on the Traffic Commission they put that sign 40 feet from the corner because no one paid attention to the sign at 20 feet. She suggested they might wish to leave it at 40 ft., where it was. **Councilor Ciolino** noted that as a former Ward 1 Councilor, this corner has been problematic and would support the amendment; but asked if the Traffic Commission would review this matter in six months and report back to the Council. He thought the current Ward Councilor would have a report also. **Councilor McGeary** made clear this ordinance amendment was not to give Jeff's Variety an extra parking spot; it was because the sign placed at 40 ft. was frequently ignored. He felt Mr. Tarr's research bore that out. He agreed they should revisit the issue in six months to see that the ordinance change is working, as he believed it would. **Councilor Whynott** agreed with Mr. Tarr also and would support the ordinance. **Councilor Theken** stated that the Traffic Commission recommended this to make sure people don't park 20 ft. to the corner and to also have yellow lines painted on the street showing no parking. She felt this would also indicate clearly not to park there and help that corner's visibility issue to prevent accidents.

**This public hearing is closed.**

**MOTION:** On motion by Councilor Mulcahey, seconded by Councilor Tobey, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to recommend to the City Council to AMEND the GCO §22-270 (Parking Prohibited at All Times) by DELETING "Eastern Avenue southerly side, from Hartz Street westerly for a distance of 40 feet.

**Discussion:**

**Councilor Theken** reiterated a request that the DPW have yellow diagonal lines be painted on the street indicating "no parking here to corner" denoting the 20 ft. No Parking area on Eastern Avenue in front of Jeff's Variety as it would help with visibility. **Councilor McGeary** thanked Mr. Wheeler for coming forward to testify this evening and that they will revisit this matter in six months and will look for his input and advice at that point.

**MOTION:** On motion by Councilor Theken, seconded by Councilor Tobey, the voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the GCO §22-270 (Parking Prohibited at All Times) by DELETING "Eastern Avenue southerly side, from Hartz Street westerly for a distance of 40 feet.

**The Council asked that a request be forwarded to the Mayor to have the DPW paint diagonal lines from the 20 ft. mark to the corner of Hartz Street on Eastern Avenue and also requested that this item be placed this item back on the O&A agenda for six months hence for review by unanimous consent.**

*[Note: At the request of Council President Hardy, two public hearings were taken out of order by the unanimous consent of the Council.]*

5. PH2011-051: Amend GCO §22-290 "Same – Off street parking areas" by deleting under Harbor parking lot, "for the entire year" "spaces one through 65" and **add** "spaces one through 2" and deleting "spaces 66 through 71" and **add** "spaces 63 through 68"
7. PH2011-053: Amend GCO §22-288 "Off Street parking areas) by **adding** under "Harbor Lot" as further amended to 68 parking spaces as shown on the drawing entitled "Harbor Lot" prepared by Cambridge Seven Associates, Inc. dated August 1, 2011

**These public hearings are opened.**

**Council President Hardy** reminded those present they are dealing with proposed ordinance changes as they relate to Section 22 of the Gloucester Code of Ordinances.

**Those speaking in favor:**

**Gregg Cademartori**, Planning Director spoke to the proposed amendments on behalf of the Administration making note of the presentation several council meetings ago by Cambridge Seven Associates, designers of the Harbor Walk, showing numerous changes along the waterfront including proposed changes on the perimeter of the Harbor parking lot, through the Gus Foote Park, and then to the expansion of the sidewalk portion of this lot. The impact of the changes on the ground results in the loss of three parking spaces in this lot. They're associated with the southernmost spots on the two aisles that come back towards Rogers Street and one space that is lost behind those

A request from Councilor McGeary asking for a 6 month review of the parking restriction change granted to the corner of Eastern Avenue and Hartz Street.

*After doing a review of the ordinance change, the TC found that in the past 6 months there have only been two reported accidents in that intersection. One was the result of road construction (minor rear-end) and the other was from someone clipping an opening car door with their side mirror. Both had no bearing on the ordinance change. Councilor McGeary gave notices to area residents concerning this meeting and only heard back from one resident of Williams Court (in writing, which was read into the record) who wanted the area to return to the original no parking zone. Members of the TC have observed the area and found no issues that were increased by the ordinance change. Based on this review, a MOTION was made, seconded and PASSED to recommend NO CHANGE to the ordinance as it is now written.*

**The meeting was adjourned at 6:45 p.m.**

**ROBERT B. RYAN, Chairman**

**LARRY INGERSOLL, Secretary**



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-010  
**COUNCILLORS:** Paul McGeary

**DATE RECEIVED BY COUNCIL:** 02/14/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the GCO Chapter 21, Article IV entitled "Repair of Private Ways" be amended by **DELETING: Sec. 21-80 in its entirety as follows:** 2(c) "Excluded also from the terms of this article are private roadways created after 1960 through the subdivision process, M.G.L. c.41, §81K et.seq." and further

**ORDERED** to amend by **DELETING in part and ADDING in part Sec. 21-85 (a) as follows:**

**DELETE:** "by registered mail, return receipt requested. Submission of such receipts" and **ADD:** "certified mail, return receipt requested. A receipt by electronic mail or other proof of certified mailing" and further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee for review and recommendation.

Paul McGeary  
Ward 1 Councillor

for 3/5 06A

sunset and sunrise in any case, nor in the daytime unless the same shall be actually in use and then it shall be guarded by at least one (1) person.

(Code 1970, § 20-68)

Secs. 21-70--21-79. Reserved.

**ARTICLE IV. REPAIR OF PRIVATE WAYS\***

**\*State law reference(s)**--Repair of private ways and bridges, M.G.L.A. c. 84, § 12 et seq.

**Sec. 21-80. Purpose; intent; definitions.**

(a) This article is intended to facilitate and encourage the performance of permanent repairs upon private ways in the city.

(b) Included within the scope of the term "private ways" under this article are "statutory private ways" and "dedicated private ways." "Statutory private ways" are those ways which have been laid out pursuant to M.G.L.A. c. 82, § 21 and are subject to M.G.L.A. c. 84, §§ 23-24. Such ways are open to the same type and extent of use as public ways.

(c) "Dedicated private ways" are those ways which were not laid out under statutory authority but are open to free public use of a nature and extent sufficient to constitute evidence of the permanent intention of abutting property owners to abandon private rights in the ways.

(d) Excluded from the term "private ways" are "permissive private ways," which are ways open to public use solely by the continuing permission or license of the owner or abutter; such owner or abutter displays a continuing intent to exercise dominion over the way and may, for example, post the way with signs limiting or prohibiting public use.

(e) Excluded also from the terms of this article are private roadways created after 1960 through the subdivision process, M.G.L.A. c. 41, § 81K et seq.

(f) In order to qualify for construction or repair under this article, all private ways otherwise eligible must have been open to the public for six (6) or more years and must abut three (3) or more occupied residences or operating businesses.

(g) For the purposes of this article, the terms "abutter" and "abutting owner" shall mean all persons holding ownership rights in property abutting a private way and all persons holding ownership rights in any property the access to which, by necessity, requires travel over such private way.

(h) The term "abutting parcel" shall mean any property actually abutting the private way regulated by this article and any property the access to which, by necessity, requires travel over such private way.

(i) None of the ways described in this section are of the type for which the city has an existing duty of maintenance or repair or for which the city is liable in damages for defects. Nothing in this article is intended to create any duty to maintain or repair such private ways or to subject the city to liability for defects therein.

(Ord. of 11-18-80, § 1)

**Cross reference(s)**--Definitions and rules of construction generally, § 1-2.

**Sec. 21-81. Type and extent of work; definitions.**

(a) Permanent construction or repair shall include, but not be limited to, the construction, resurfacing and reconstruction of private ways. Permanent construction or repair may include the installation and construction of drainage systems in those instances in which the city council, with advisory reports from the director of public works or city engineer, has determined that a drainage system is necessary. Petitioners should discuss proposals with director of public works and city engineer for guidance.

(b) Temporary construction or repair shall include the filling of holes in the subsurface of private ways and repairs to the surface materials, but shall not include the resurfacing thereof. Oiling and tarring of private ways by the city shall not be permitted.

(Ord. of 11-18-80, § 2)

**Cross reference(s)**--Definitions and rules of construction generally, § 1-2.

**Sec. 21-82. Permanent or temporary construction or repair, when available.**

(a) Permanent construction or repair may be performed by the city upon approval of the city council in accordance with the procedures set forth in section 21-84.

(b) Temporary construction or repair may be performed by the city upon a determination by the director of public works that the condition of a way adversely affects the safety of the inhabitants and that construction or repair of a permanent nature is unnecessary to cure the condition, or upon determination that the condition of the way constitutes an emergency which requires the immediate performance of construction or repair in order to protect the health or safety of the inhabitants of the city.

(Ord. of 11-18-80, § 3)

**Sec. 21-83. Funding for approved construction or repair.**

(a) Fifty (50) percent of the total cost of performance of approved permanent construction and repair work, including the cost of plans or specifications developed subsequent to city council approval, but excluding the cost of preliminary plans developed prior to city council approval, shall be paid by the city from funds appropriated to a separate account in the yearly city budget or from the capital improvement program, except that the city in no case shall be obligated to pay any portion of any costs in excess of one hundred and ten (110)

percent of the estimated costs to the city as represented in the petition and plans approved by the city council pursuant to section 21-84 herein; the remaining fifty (50) percent of the total cost as described in this subsection shall be paid by the abutting owners, the amount to be so paid to be divided by the number of abutting parcels and assessed to the owners thereof.

(b) In the case of temporary repairs, the city shall be obligated to pay one hundred (100) percent of the total cost.

(c) In any case involving construction or repairs costing less than four thousand dollars (\$4,000.00), the city may satisfy its financial obligation under subsections (a) and (b) through the provision of either in-kind services or cash payment of the amount established pursuant to this section. In-kind services may be performed by the department of public works if, in the judgment of its director, the department has the existing capability to render such performance. Where the cost of construction or repair exceeds four thousand dollars (\$4,000.00), the work shall be awarded to private contractors by means of the applicable bidding procedures.

(d) The city shall not require that abutting owners pay a cash deposit as a prerequisite to the performance of approved work. However, betterments shall be assessed and collected for such work in accordance with the provisions of M.G.L.A. c. 80, § 1 et seq. and other applicable laws.

(Ord. of 11-18-80, § 4)

**Sec. 21-84. Procedural prerequisites to performance of permanent construction or repair.**

(a) Any performance of permanent construction or repair as set forth in this article must be authorized by a majority vote of the city council. No such authorization shall be granted unless the requirements of subsection (b) through (i) of this section have been satisfied.

(b) A petition, signed by no less than fifty-one (51) percent of the abutting owners of the portion of the private way subject to the proposed construction or repair, must be submitted to the city council. Such petition must conform to the requirements of subsections (c), (d), (e) and (f) of this section.

(c) Petitioners shall use only official petition forms, available from the city clerk's office upon request.

(d) The original petition shall be submitted to the city clerk. The city clerk shall file a copy of the petition with the mayor's office and with the director of public works. Prior to the filing of any petition, prospective petitioners shall be encouraged to contact the city engineer and/or the director of public works to discuss the proposal informally for the purpose of receiving guidance and relevant information.

(e) All petitions submitted to the city council for consideration must be accompanied by a set of preliminary engineering plans prepared and signed by a registered engineer qualified in the field. Such plans must be of sufficient detail to indicate the nature and extent of the work requested and the quantity and type of materials necessary. Such plans must also indicate an estimated cost of the

requested construction or repair. In no event shall the cost of any such preliminary plans be included in the project costs to be shared by the city and the abutting owners. All petitions submitted to the council also must plainly indicate that a meeting of the abutting owners has been held and votes recorded as provided in section 21-85.

(f) After the filing of the petition as described in paragraph (d), the city engineer or director of public works shall be consulted by the petitioners for purposes of preliminary review and comment upon the petition and plans prior to the forwarding of said materials to the city council. Such review may include a recommendation that the petition be withdrawn by the petitioners or rejected by the city council as an insufficient or inappropriate solution to the problem presented.

(g) Within thirty (30) days after the filing date of the petition, the mayor and the director of public works shall review the petition and shall submit to the city council their recommendations concerning the necessity and feasibility of the project, the appropriate priority to be assigned to the project, and the availability of funding. Failure to submit the required reports shall be deemed to signify approval of the proposed work.

(h) The city council must hold a public hearing upon the petition within sixty (60) calendar days of filing thereof, except that in a particular case the council by two-thirds vote thereof may extend the deadline for hearing by a maximum of thirty (30) days. Review of the petition by the city council shall include a determination whether the construction or repair is required by public convenience and necessity.

(i) Approval of a petition shall require a majority vote of the city council. Notice of the council's decision shall be posted and a copy thereof shall be mailed to all abutting owners.

(Ord. of 11-18-80, § 5)

**Sec. 21-85. Meeting and vote by abutting owners.**

(a) Prior to submitting any petition under this article, a meeting of all abutting owners must be held, after notice, and a vote recorded to perform and pay for certain repairs to the private way in question. The meeting shall be called by any two (2) or more abutting owners. Notice of the meeting, stating the date, time and location thereof, shall be given at least seven (7) days in advance by posting the notice in the city clerk's office and by mailing the notice to all abutting owners by registered mail, return receipt requested. Submission of such receipts shall be deemed sufficient evidence that notice has been given to abutting owners.

(b) At the meeting of abutting owners required by subsection (a), separate votes shall be taken and recorded to determine whether certain repairs are to be sought and whether such repairs shall be paid for pursuant to the terms of this article. A majority of the abutting owners attending the meeting must vote in favor of both issues in order to qualify for construction or repair under this article.

(Ord. of 11-18-80, § 6)

**Sec. 21-86. Municipal liability for construction or repair.**

(a) The city shall not be liable on account of any damage whatever caused by construction or repair performed pursuant to this article.

(b) No term or provision of this article shall be interpreted or construed to constitute the acceptance by the city of any duty, responsibility or liability for the enforcement of any private right of any petitioner or abutting owner, including without limitation any right to improve or maintain a private way or to keep a private way free from encroachment.

(Ord. of 11-18-80, § 7)

**Chapter 22 TRAFFIC AND MOTOR VEHICLES\***

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\***Cross reference(s)**--Dismantled, wrecked, etc., motor vehicles, § 9-9; offenses, Ch. 14; police, Ch. 17; streets, sidewalks and other public places, Ch. 21; vehicles for hire, Ch. 25.

**State law reference(s)**--Municipal authority to regulate carriages and vehicles, M.G.L.A. c. 40, § 22; regulations and by-laws relative to ways and bridges, M.G.L.A. c. 85; law of the road, M.G.L.A. c. 89; motor vehicles generally, M.G.L.A. c. 90.

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**ARTICLE I. IN GENERAL**

**Sec. 22-1. Definitions.**

The following words and phrases, when used in this chapter, shall have the meanings respectively ascribed to them, except in those instances where the context clearly indicates a different meaning:

*Bus stop* shall mean an area in the roadway set aside for the boarding of or alighting from and the parking of buses.

*Commercial vehicle* shall mean any vehicle being used in the transportation of goods, wares or merchandise for commercial purposes.

*Commercial vehicle, heavy* shall mean any commercial vehicle two and one-half (2 1/2) tons capacity or over.

*Crosswalk* shall mean that portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections, or any portion of a roadway clearly indicated for pedestrian crossing by lines on the road surface or by other markings or signs.

*Emergency vehicle.* Vehicles of the fire department (fire patrol), police vehicles, ambulances and emergency vehicles of federal, state and municipal departments or public service corporations, when the latter are responding to an emergency in relation to the police or fire department.

*Fire lane.* Any street or highway so designated by the city council under the provisions of section 22-152 and specified under section 22-292 so as to assure at least

a ten-foot clear and unobstructed way for the purpose of public and emergency vehicle travel.

*Funeral.* Any procession of mourners properly identified as such accompanying the remains of a human body.

*Lane.* A longitudinal division of a roadway into a strip of sufficient width to accommodate the passage of a single line of vehicles.

*Officer.* For the purpose of this chapter, an officer shall be construed to mean any police officer of the city, any investigator, examiner or inspector of the registry of motor vehicles, and any constable or special officer, provided he has his badge of office displayed over his left breast and upon his outer garment.

*Official curb marking.* That portion of a curbing, the painting of which has been authorized by the city council, and which has the written approval of the department of public works of the commonwealth.

*Official street marking.* Any painted line, legend, marking or marker of any description painted or placed upon any way which purports to direct or regulate traffic and which has been authorized by the city council and which has the written approval of the department of public works of the commonwealth.

*Official traffic signals.* All signals conforming to the standards as prescribed by the department of public works of the commonwealth, not inconsistent with this chapter, placed or erected by authority of a public body or official having jurisdiction, for the purpose of directing or warning traffic.

*Official traffic signs.* All signs, markings and devices, other than signals, not inconsistent with this chapter, and which conform to the standards prescribed by the department of public works of the commonwealth, placed or erected by authority of a public body or official having jurisdiction, for the purpose of guiding, directing, warning, or regulating traffic.

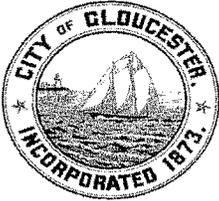
*Parking* shall mean the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, or in obedience to an officer or traffic signs or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.

*Pedestrian* shall mean any person afoot or riding on a conveyance moved by human power, except bicycles or tricycles.

*Railroad crossing* shall mean any intersection of ways with a railroad right-of-way.

*Roadway* shall mean that portion of a street or highway between the regularly established curb lines or that part, exclusive of shoulders, improved and intended to be used for vehicular traffic.

*Safety zone* shall mean any area or space set aside within a roadway for the exclusive use of pedestrians and which has been indicated by signs, lines or markings, having the written approval of the department of public works of the commonwealth. *Service zone* shall mean an area in the roadway set aside for the accommodation of commercial and transient vehicular traffic.



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

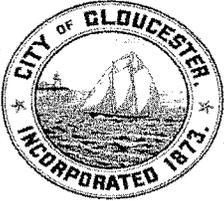
**ORDER:** #CC2012-007  
**COUNCILLORS:** Bruce Tobey and Greg Verga

**DATE RECEIVED BY COUNCIL:** 02/14/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the Ordinances and Administration Committee, working collaboratively with the Committee on the Arts, prepare for council vote an ordinance setting forth a process whereby proposed donations to or installations of public art in the City will be reviewed and accepted.

Bruce Tobey  
Councillor At Large

Greg Verga  
Ward 5 Councillor



## CITY OF GLOUCESTER 2012 CITY COUNCIL ORDER

**ORDER:** #CC2012-011  
**COUNCILLORS:** Greg Verga/Jackie Hardy

**DATE RECEIVED BY COUNCIL:** 02/14/12  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the Ordinance and Administration and the Traffic Commission review Sec. 22.270.1 "Resident sticker parking only" as to whether recent increased parking in these areas warrants the creation of a "RESIDENT STICKER", and amend or create new ordinance, accordingly. This sticker would be distinct from the current "beach" sticker, and further

**ORDERED** that the new "Resident Sticker" be made available to all residents at cost; and further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee and the Traffic Commission for review and recommendation.

Greg Verga  
Ward 5 Councillor

Jackie Hardy  
Ward 4 Councillor

**Background:** Over the past two years a number of neighborhoods have been made into "resident only" parking areas. A number of complaints have resulted from longtime residents who feel they should not be forced to purchase a "beach" sticker just to park near their homes. The creation of a "Resident Sticker" could be made available at a more nominal fee (at cost) which would allow parking in these areas. A traditional "beach" sticker would still be required to access parking lots which charge a fee to non-residents.



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-013  
**COUNCILLORS:** Paul McGeary

**DATE RECEIVED BY COUNCIL:** 02/28/12  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the Gloucester Code of Ordinances Chapter 22, entitled "Traffic and Motor Vehicles" Section 22-159, (Parking prohibited Between certain hours and on certain days) be amended as **adding** a new subsection (3) as follows:

(3) Davis Street Extension beginning at the northwest corner of 3 Davis Street Extension and continuing southeasterly on the southerly side for a distance of 75 feet. Between the hours of 8 a.m. and 9 a.m. and 2 p.m. and 3 p.m. on school days. And further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee and the Traffic Commission for review and recommendation.

Respectfully submitted,

Paul McGeary  
Ward 1 Councilor



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-014  
**COUNCILLORS:** Greg Verga

**DATE RECEIVED BY COUNCIL:** 02/28/12  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the GCO Chapter 22, section 22-269 "Stop Intersections" be amended by **ADDING** "Castle View Drive at the intersection of Sea Fox Lane"

And Further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee for review and recommendation and to the Traffic Commission for its approval and recommendation, particularly as to the location of two signs at this intersection.

Greg Verga  
Ward 5 Councillor