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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 19, 2012 – 6:00 p.m.
1st Fl. Council Conference Rm. – City Hall
AGENDA

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

1. *Continued Business*

A) Reappointments and New Appointments (Cont'd from 03/05/12):

| | | |
|---|----------------|--------------------|
| Affordable Housing Trust | (TTE 02/14/14) | Betsy Works Cook |
| Board of Health | (TTE 02/14/15) | Richard Sagall, MD |
| Magnolia Woods Oversight & Advisory Comm. | (TTE 02/14/13) | Jane Porter |

B) CC2011-053 (Verga/Tobey) Establishment of City Ordinance re: Securing and Maintaining Vacant Properties and Properties in the Process of Foreclosure (Cont'd from 01/30/12)

C) CC2012-011 (Verga/Hardy) Review GCO Sec. 22.270.1 "Resident sticker parking only" for creation of "Resident Sticker"

D) CC2012-013 (McGeary) Amend GCO Sec. 22-159 "Parking prohibited between certain hours and on certain days" re: Davis Street Extension

E) CC2012-014 (Verga) Amend GCO Chapter 22, Sec. 22-269 "Stop intersections" re: Castle View Drive at the intersection of Sea Fox Lane

2. *New Appointments:*

| | | |
|------------------------------|----------------|-------------------|
| Historic District Commission | (TTE 02/14/15) | Robert Wolsfelt |
| Planning Board | (TTE 02/14/17) | Linda Charpentier |

COMMITTEE
Councilor Sefatia Theken, Chair
Councilor Robert Whynot, 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
Bill Sanborn
Bob Ryan

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 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

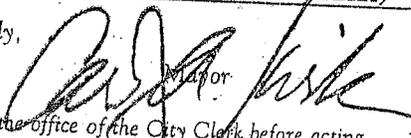
Dear Betsy Works Cook, 5 Brier Road, Gloucester, MA 01930

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

Richard Sagall, M.D.
35 Starknaught 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

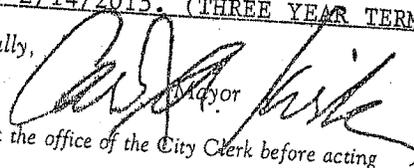
The City of Gloucester, Massachusetts

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

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.

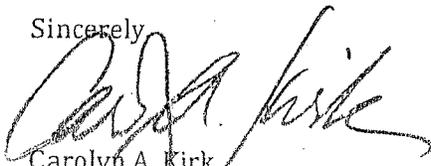
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's Office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

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

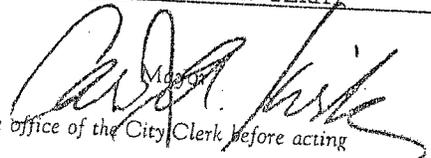
The City of Gloucester, Massachusetts

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,


City Clerk

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.
01530

978 525-3740

10/26/11

Dear Mayor Kirk,

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

I coordinated the previous
committee with the Lake
Craningsfield. We dress
the lawn, all classes and
the care of the fields
for our city's youth.

Please consider me
Sincerely,

Jane B. Porter



CITY OF GLOUCESTER 2011 CITY COUNCIL ORDER

ORDER: #CC2011-053
Councillor Greg Verga and Bruce Tobey

DATE RECEIVED BY COUNCIL: 10/25/11
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the Ordinances and Administration Committee in consultation with the Health Department, the Inspectional Services Department, the Fire Department, and the Affordable Housing Trust Committee review any City of Gloucester existing ordinances or regulations which relate to abandoned, bank-owned, or absentee owner properties to determine if any such ordinances or regulations adequately address health and public safety issues as well as matters of neighborhood blight and in conjunction with such consultation and review amend the Gloucester Code of Ordinances by

ADDING: a new section in Chapter 5, Article V "Buildings" to be entitled "Securing and Maintaining Vacant Properties and Properties in the Process of Foreclosure".

Background: This Order seeks to resolve a quality of life issue caused by the presence of abandoned buildings in neighborhoods in the City. Discussion should focus on existing ordinances in other cities in the Commonwealth which have been successful in dealing with this issue, such as the ordinance enacted by the City of Worcester in 2009 which is attached to this Order.

Greg Verga
Ward 5 Councillor

Bruce Tobey
Councillor at Large

inches) and five (5) copies 2' 3' (2 feet x 3 feet) must be provided"; and by AMENDING Gloucester Zoning Ordinance "Appendix A – Rule 25: Rules of Procedure Special Permit Procedures" – Part I and Part II to be consistent with Sec. 1.5.3 as amended.

→ C) Discussion of Distribution of Water: payment of costs by special assessment (Cont'd from 08/01/11)

This matter is continued to December 5, 2011.

3. *CC2011-053 (Verga/Tobey) Establishment of City Ordinance re: Securing and Maintaining Vacant Properties and Properties in the Process of Foreclosure*

Councilor Verga explained to the Committee that this order came forward from him and Councilor Tobey because in his professional capacity in real estate, he is seeing more abandoned properties which in turn drag down neighborhood property values and are a fire hazard. There were things he hadn't thought of that the Fire Department has to deal with; and now wishes to make some changes in the ordinances to be more proactive.. As an example, there is one property on Harvard Street that is concerning. **Councilor Mulcahey** stated they've been working for a year and a half on an abandoned property on Columbia Street. She explained Mr. Sanborn; the Building Inspector told her it took a year to just to find the owner. The City did board it all up. In January 2011 the police took three homeless people out of that building. Other incidents have happened since then. She received word that the matter will be going to court. **Councilor Verga** stated with the bank owned properties; there is some "teeth" there. Some communities send the DPW to go in and cut the grass, etc.; then the City puts a lien on the property. They need to have some kind of ordinance from this committee and the B&F Committee would have to set the penalty fees. **Councilor Theken** noted the Worcester ordinance (on file in packet) which Ms. Lowe located for Councilor Verga. Ms. Lowe stated in her research, she and Councilor Verga realized that in 2008 there was an abandoned building ordinance passed by the City Council. She suggested the Committee should look at Worcester's example and borrow from it, and use it to amend the Gloucester ordinance by adding additional processes. **Councilor Tobey** suggested they look at Cleveland, OH who have had huge issues and set some trends. **Councilor Theken** asked about tax foreclosure and discussed it with Ms. Lowe. **Councilor Tobey** pointed out it takes many years to go through the statutory process to get to tax foreclosure. **Councilor Theken** asked that the B&F Committee chair look at the suggested fees that would be put into place with any ordinance change generated by this examination of the City's ordinance on abandoned buildings.

This matter is continued to December 5, 2011.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.

CITY COUNCIL STANDING COMMITTEE
Ordinances & Administration
Monday, January 30, 2012 – 6:00 p.m.
1st Fl. Council Conference Room – City Hall
-Minutes-

Present: Chair, Councilor Sefatia Theken; Vice Chair, Councilor Robert Whycott; Councilor Steven LeBlanc, Jr.

Absent: None.

Also Present: Mayor Carolyn Kirk; Councilor Ciolino; Councilor Verga; Linda T. Lowe; Jim Duggan; Donna Compton; Suzanne Egan; Bill Sanborn; Jeff Towne; Michael Hale; Mark Cole; Gary Johnstone; Deputy Fire Chief Aiello

The meeting was called to order at 6:00 p.m. Councilor Theken declared there was a quorum of the City Council present. Items were taken out of order.

1. *Continued Business:*

- A) CC2011-043 (Tobey) Generate Request for Proposals seeking non-profit cultural partner re: City Hall (Cont'd from 11/14/11)

This matter was postponed by the Committee until otherwise informed by Councilor Tobey.

- ~~_____~~ B) CC2011-053 (Verga/Tobey) Establishment of City Ordinance re: Securing and Maintaining Vacant Properties and Properties in the Process of Foreclosure (Cont'd from 12/05/11)

Councilor Verga explained he met with Max Schenk, Interim Health Department Director; Bill Sanborn, Building Inspector; Mark Cole, Assistant DPW Director. The reason for putting this order forward was in his professional capacity he sees a lot of bank owned properties, and a couple of abandoned properties in the City no one is caring for which drags down the value of the surrounding homes. Mr. Sanborn pointed out there was something already on this in the GCO; but there are a couple of 'holes' in the ordinance. In their meeting they looked to fill in these holes and give the enforcement of the ordinance "some teeth", as that appears to be lacking. Mr. Sanborn added the City has had the ordinance in effect since 2008. When his office is notified of a vacant building, they send the last property owner of record acknowledging they've been by the property which appears to be vacant which will place it on a vacant property list; that they are responsible for maintaining that property. If the property isn't maintained, then the City takes over that function. There is a fee charged to the owner of record which goes up incrementally each year for that service; \$500 year 1, \$1,000 year 2, \$3,000 year 3. There are approximately 75 buildings on that list. There is a great deal involved in this process. In three years these fees have amounted to \$72,000 with \$20,000 that stays in the revolving account, the balance gets transferred out to the General Fund. They maintained a variety of properties, spending \$16,400. If the property fails to be maintained and they can't find the owner, they go in and clean the property up, hiring a company to do this. The object is to maintain the property so it does not appear vacant. Councilor Theken inquired why they hire a company to maintain these properties to which Mr. Sanborn responded it is too great a burden to the DPW due to the time involved, and that it is very difficult to trace the owner and to get the money back. Whereas, if they hire someone, they do the work, then they submit the money down to the Treasurer's office. Then when the property transfers they are flagged to contact the Building Inspector's office and are informed as to what they owe. They get their money in the transfer of the property. Jeff Towne, CFO stated this is new. Every time Mr. Sanborn sends them a list of the vacant buildings, they flag the account so they bring it up for any kind of payment - sewer/water payment, taxes owed; the property is on the vacant property list etc. They can then put the owner onto the Building Inspector and coordinate it in the system. He felt this process is working well. Mr. Duggan stated this was something Mr. Sanborn brought forward to the Administration to address the problem and to have a mechanism to recoup funds in order to make properties safe so that they are not an eyesore. Councilor Theken asked about Columbia Street where there is a well-known vacant building that is a problem in that neighborhood. The complaints have been about vermin and vagrants in the building. Mr. Sanborn stated it becomes a real problem when people break into the building and was the biggest threat to any building. Councilor Theken expressed her concern should a fire break out; the Fire Department wouldn't know if anyone was in it. Mr. Sanborn explained the Fire Department under a different program uses a visual aid on the building to show there is no one in it. He added with this program they have in place, they have a company come in and board

up these properties. They have boarded up Columbia Street five times and have called Action Emergency Response who are trained to do it. That company has started their own program to go after the property owner to try and collect their fees. This particular property is one that the bank has walked away from which he found out just the previous week. He and the City Solicitor are working to see it torn down, hopefully in the next two weeks.

Councilor Theken commented if the City tears the building down, they lose the tax income and all they've spent on the property to that time. City Solicitor, **Suzanne Egan** stated they can lien the property for the expense of tearing it down. Because they had such a difficult time locating the owner and making sure they're giving the right notice to make sure to give due process that the City is intending to come in and tear it down, that takes a lot longer.. Once they go through that process, then they'll be able to tear it down. The selling of the property becomes the next problem. **Councilor Whynott** stated this is a common problem for many communities around the country; with banks walking away from properties. **Mr. Sanborn** noted this property is the first one the City has had where a bank has walked away, to his knowledge. With most of these types of properties the problem starts once the bank tells the property owners they're foreclosing. The bank has to go to court to get ownership. During that time and process, nothing will be done on the property. That is where his department usually spends the money on the property. They try not to board them up, however. They cut the grass when it gets high; trim bushes to give the appearance that the property is being kept up. They also have a sign that they will put by the back door (which he displayed to the Committee but was not placed on file) that is a notice for the City departments acknowledging the building's status. Their biggest problem is managing the process and the properties. There is a lot of time involved; more than they thought it would be, with his clerk spending on average 15-20 hours a week to manage this situation for his department. As soon as a property is foreclosed, banks sell a subsidiary, then one after the other and to other banks; ownership becomes hidden; and they do not record them. **Councilor Verga** stated it is not like they have a lot of abandoned properties. He noted there is a difference between vacant properties and abandoned properties. **Mr. Sanborn** explained there are 75 buildings on the vacant property list; 48 are inactive, meaning they are resolved. By the ordinance there is a billing cycle of November, but he felt it should be as they happen. **Councilor Verga** expressed this needs more review by the legal department and by Mr. Towne; and that perhaps the Administration might give the Building Inspector a part-time person for this time-consuming issue in Mr. Sanborn's office, given there is a revolving fund. **Mr. Duggan** suggested could also be a talking point. **Councilor Verga** felt this to be a necessary program. Most of these properties are going to change hands at some point and someone will eventually make good on the cost of maintaining the property by the City. The Councilor requested that the Deputy Fire Chief also give input for language that would be helpful to his department. **Councilor Theken** suggested that Councilor Verga, Deputy Fire Chief Aiello, Mr. Sanborn, Mr. Towne, and the City Solicitor work together and come back at a later date to see how they can move forward on this issue to amend the ordinance as it now stands in the GCO. She added that the Fire Department is also doing a fine job with this matter. **Deputy Chief Aiello** mentioned he thought the Worcester ordinance (which the O&A is studying) has some very good provisions (on file).

This matter is continued to March 19, 2012.

- C) CC2011-054 (Mulcahey) Amend GCO Sec. 22-287 (Disabled Veteran, handicapped parking) re: across from Central Grammar Apartments driveway in front of Mason Street #6-8 (Cont'd from 12/05/11)

The Committee determined based on the recommendations of the Traffic Commission (on file), that they would not endorse the request for an additional handicap parking space on Mason Street.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 0 in favor, 3 opposed to amend the Gloucester Code of Ordinances Sec. 22-287 (Disabled Veteran, handicapped parking) by adding one (1) handicapped parking space across from Central Grammar Apartments driveway in front of Mason Street #6-#8.

- D) CC2011-055 (Verga/Ciolino) Possible Adoption of MGL re: assessment of water betterments and deferral of betterments; and Amend GCO Chapter 23 "Utilities" Article III accordingly (Cont'd from 12/05/11)

Councilor Verga explained to the Committee at the O&A's December 5th meeting they had asked the City Solicitor to craft language for an ordinance amendment regarding water betterments, and that she had forward such language to them prior to this meeting (on file). The lack of adequate City water in some areas became an issue due to a house fire in May 2011 in the Becker Lane area. They had the DPW Director and Fire Chief give a presentation regarding

Worcester

~~apply whenever, in the opinion of the building commissioner, the condition of any designated historic building requires immediate emergency action to abate a threat to the health or safety of the public. Nor shall the provisions of said subsection (c) apply to the demolition of a designated historic building located on any priority development site designated by the city council pursuant to G.L. c. 43D.~~

§14. **Securing and Maintaining Vacant Properties and Foreclosing Properties - (Amended December 15, 2009 - 9415)**

(a) Unsecured and unmaintained vacant properties and foreclosing properties present a danger to the safety and welfare of public safety officers, the public, occupants, abutters and neighborhoods, and as such, constitute a public nuisance. This section is enacted to promote the health, safety and welfare of the public, to protect and preserve the quiet enjoyment of occupants, abutters and neighborhoods, and to minimize hazards to public safety personnel inspecting or entering such properties.

(b) The following words and phrases, when used in this section, shall have the following meanings:

building - any combination of materials having a roof and enclosed within exterior walls or firewalls, built to form a structure for the shelter of persons or property.

certificate of closure - certificate issued by the director to the owner of a vacant or foreclosing property upon compliance with the provisions of paragraph (c) herein.

director - the director of health and housing inspection.

days - consecutive calendar days.

fire chief - the chief of the Worcester Fire Department or his or her designee.

foreclosing - the process by which a property, placed as security for a real estate loan, is prepared for sale to satisfy the debt if the borrower defaults.

initiation of the foreclosure process - taking any of the following actions:

- (i) taking possession of a residential property pursuant to General Laws chapter 244 § 1;
- (ii) delivering the mortgagee's notice of intention to foreclose to borrower pursuant to General Laws Chapter 244 § 17B;
- (iii) commencing a foreclosure action on a property in any court of competent jurisdiction; or
- (iv) recording a complaint to foreclose with the registry of deeds.

local - within twenty miles of the property in question

mortgagee - the creditor, including but not limited to, service companies, lenders in a mortgage agreement and any agent, servant or employee of the mortgagee, or any successor in interest and/or assignee of the mortgagee's rights, interests or obligations under the mortgage agreement.

owner – every person, entity, service company, or property manager who alone or severally with others:

- (1) has legal or equitable title to any real property, including, but not limited to a dwelling, dwelling unit, mobile dwelling unit, or parcel of land, vacant or otherwise, including a mobile home park; or
- (2) has care, charge or control of real property, including but not limited to any dwelling, dwelling unit, mobile dwelling unit or parcel of land, vacant or otherwise, including a mobile home park, or any administratrix, trustee or guardian of the estate of the holder of legal title; or
- (3) is a mortgagee of any such property;
- (4) is an agent, trustee or other person appointed by the courts and vested with possession or control of any such property; or
- (5) is an officer or trustee of the association of unit owners of a condominium. Each such person is bound to comply with the provisions of these minimum standards as if he were the owner. However, "owner" shall not mean a condominium association created pursuant to General Laws chapter 183A to the extent that such association forecloses on or initiates the foreclosure process for unpaid assessments due or owing to the association; or
- (6) every person who operates a rooming house; or
- (7) is a trustee who holds, owns or controls mortgage loans for mortgage-backed securities transactions and has initiated the foreclosure process; or
- (8) has recorded a complaint to foreclose with the registry of deeds.

property – any real property, or portion thereof, located in the city, including buildings or structures situated on the property; provided, however, that "property" shall not include property owned or under the control of the city, the commonwealth or the United States of America.

secured, securing – making the property inaccessible to unauthorized persons.

vacant – any property not currently legally occupied and not properly maintained or secured.

(c) Any owner of a vacant and/or foreclosing property shall forthwith:

1. Provide written notification to the director and the fire chief of the status of such property, including in such notice, the name, address and telephone number of the owner; the location of the property; the length of time the building has been vacant; the estimated time the building will remain vacant; and the nature of the contents of the building; and,
2. As may be required by the fire chief, file one set of space utilization floor plans for any buildings on said property with the fire chief and one set of said plans with the director. The owner shall certify space utilization plans as accurate twice annually, in January and July; and,
3. Remove from the property, to the satisfaction of the fire chief, hazardous material, as that term is defined in Massachusetts General Laws, chapter 21K, as that statute may be amended from time to time; and,

4. At the discretion of the fire chief or director, secure all windows and door openings and ensure that the building is secured from all unauthorized entry continuously in accordance with the United States Fire Administration, National Arson Initiative Board up Procedures or provide twenty-four (24) hour on-site security personnel on the property. When a vacant or foreclosing property is located within a complex of buildings owned by a single owner, twenty-four (24) hour on-site security shall be provided within the building or within the complex wherein the building is located; and,
5. Post "No Trespassing" signs on the property. Said signs shall be no smaller than 8 inches by 11 inches with lettering no smaller than 2 inches high, and shall be visible from the street. However, this requirement may be waived by the director upon written request from the owner or designee; and,
6. Maintain the property in accordance with Chapter 8, § 42 of these Ordinances, free of overgrowth, trash and debris, and pools of stagnant water, and ensure that structures are maintained in a structurally sound condition; and,
7. If the property is vacant, drain all water from the plumbing and turn off all electricity between September 15 and June 15 of each calendar year to guard against burst pipes and fires; however, this requirement may be waived by the director upon written request from the owner or designee; and,
8. Maintain the property in accordance with all other relevant state codes and local regulations concerning the maintenance of property; and,
9. Provide the fire chief and director with the name, local address, and telephone number of a responsible person who can be contacted in case of emergency. The owner shall cause the name and contact number to be marked on the front of the property as may be required by the fire chief or director; and,
10. Maintain liability insurance on the property and furnish the director with a copy of said certificate of insurance; and,
11. Provide a cash bond acceptable to the director, in the sum of not less than five thousand dollars, to secure the continued maintenance of the property throughout its vacancy and remunerate the city for any expenses incurred in inspecting, securing, marking or making such building safe. A portion of said bond shall be retained by the city as an administrative fee to fund an account for expenses incurred in inspecting, securing and marking other such buildings that are not in compliance with this Section. Any owner of a vacant or foreclosing property providing a bond pursuant to this section must also provide bonds for all other vacant or foreclosing properties it owns in the City.
12. Notify the director and fire chief in writing when the property is sold or transferred.

Upon satisfactory compliance with the above-provisions, the director shall issue a certificate of building closure. Said certificate shall be valid for the length of time prescribed by the director and noted thereon; provided however, the certificate shall be subject to continued compliance with the provisions of this section.

(d) Signs/Markings - When required pursuant to this section, signs or markings on buildings determined to be especially unsafe in case of fire shall be applied on the front of the property, and elsewhere as the fire chief may require, at or above the second floor level and shall not be placed over doors, windows, or other openings. All signs/markings shall be visible from the street and, when requested by the fire chief, shall be placed on the sides and rear of the property. Signs/markings shall be a minimum of 24 inches by 24 inches, with lines of 2-inch width, and shall have a reflective background, or be painted with reflective paint, in contrasting colors. Signs/markings shall be applied directly on the surface of the property and shall state the date of posting and the most recent date of inspection by the fire chief and director.

(e) Enforcement - Failure to comply with any provision of paragraph (c) above shall be punished by a fine of three hundred (\$300.00) dollars with each day of violation constituting a separate offence. This section may also be enforced by civil, criminal process or non-criminal process, including injunctive relief. The director and/or the fire chief shall be enforcing persons for purposes of this section.

(f) The director or fire chief, upon being informed of the existence of a vacant or foreclosing property without a certificate of building closure, shall cause notice to issue to the owner of the status of said property and shall order said person to immediately obtain a certificate of building closure. If any person fails to comply with said order, the fire chief or director may enter the premises to inspect, secure and mark the property, and/or remove rubbish or overgrowth, or to abate a stagnant pool of water. The fire chief or director may also seek enforcement pursuant to section (e).

(g) Expenses - The owner of a vacant or foreclosing property who fails to obtain a certificate of building closure as required herein, shall be liable to the city for expenses incurred by the city in securing such property, for removing rubbish and overgrowth, and/or for abating stagnant pools of water. The director shall provide the owner with a written statement of all costs associated with inspecting, securing and marking the property, and removing rubbish or overgrowth, or abating stagnant pools of water. If the owner fails to pay or reimburse the city within seven days of notice of expenses, the city shall draw down upon the bond paid by the owner as required in subsection 10, above. If there is no bond available, the director shall record the notice of claim in the Worcester District Registry of Deeds (or the Land Court Department) forthwith, establishing a lien on the property for the balance due.

(i) No owner of a vacant or foreclosing property shall allow said property to become or remain unsecured, or to contain an accumulation of rubbish, or to contain overgrowth, or to have a stagnant pool of water. If it appears that any vacant or foreclosing property is unsecured, contains rubbish, overgrowth, or a stagnant pool of water, the director, shall send written notification to the owner, requiring that the owner promptly secure the property, remove the rubbish or overgrowth, or abate the stagnant pool of water.

If the owner fails to comply with any order issued pursuant to this provision (h), the fire chief or director may immediately seek to obtain the proceeds secured by the bond filed pursuant to paragraph (c) (11) herein and shall enter upon the premises and cause the property to be inspected, secured and marked, or to remove rubbish, overgrowth, or stagnant pools using said proceeds.

(i) All unsecured vacant or foreclosing properties shall be immediately referred to the director for a determination relative to whether the property is a nuisance or dangerous pursuant to chapter 139 and procedures promulgated thereunder.

(j) Notices required pursuant to this section shall be served in the following manner:

1. Personally on any owner as defined in this section, or on the contact person specified pursuant to paragraph (c)(9); or,
2. Left at the last and usual place of abode of any owner, or contact person as specified pursuant to paragraph (c)(9), if such place of abode is known and is within or without the commonwealth; or,
3. By certified or registered mail, return receipt requested, to any owner, or the contact person specified pursuant to paragraph (c)(9).

~~§ 15. Abandoned Shopping Carts~~

~~(a) Introduction. Commercial establishments, for the convenience of their customers, provide shopping carts. However, they often end up being abandoned on streets (public and private), sidewalks, in public parks and cemeteries and other public property other than that of the commercial establishment. When this happens, the carts constitute a hazard and a nuisance. Municipalities have tried a number of approaches to combat this problem in an attempt to keep carts on the respective premises. Legislation is enacted to require shoppers to promptly return the cart; to declare abandonment of carts unlawful; to require that carts are permanently identified, including the name of the establishment, the address and telephone number; to require that signs are posted, stating that it is illegal to remove carts from the premises; and to require that no carts can remain unsecured in the parking lot after business hours. Furthermore, the city is authorized to impound abandoned carts. The establishment, upon payment of a fee, may retrieve them and any unclaimed carts become the property of the city.~~

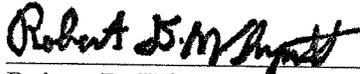
~~(b) Legislative Intent. The city council of the city finds and declares that the unlawful taking, misuse and abandonment of shopping carts and similar conveyances constitute a hazard to the health, safety and general welfare of the populace of the city adversely affecting the legitimate conduct of business in the city and constitute a nuisance detrimental to individual neighborhoods and the community at large. The purpose of this section is to reduce the incidences of unlawful taking, misuse and abandonment of these devices through reasonable safeguards, by discouraging and preventing their removal from the property of the owner and by the establishment of penalties for violations of this section.~~



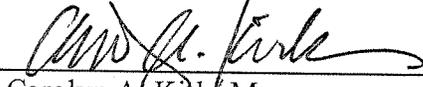
Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2008-054

The Gloucester City Council, at a meeting held on **Tuesday, September 2, 2008**, at 7:00 p.m. in the Kyrouz Auditorium voted to approve the following action
IN CITY COUNCIL:

MOTION: The Ordinances and Administration Committee voted 3 in favor, 0 opposed to recommend to the full City Council amendment of Chapter 1, Section 1-15, entitled "Penalty for violation of certain specified sections of Code" by ADDING the vacant building registration fee schedule based on square footage, as proposed and by ADDING Chapter 5. Article II, Division 3, entitled "Vacant Buildings", Sections 5-30 through 5-36, as proposed.


Robert D. Whynott, City Clerk

APPROVAL OF THE MAYOR


Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

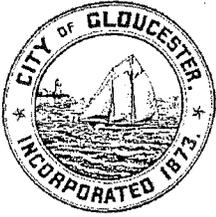
Carolyn A. Kirk, Mayor

SIGNED THIS 18 DAY OF Sept., 2008

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 OF GLOUCESTER
INSPECTIONAL SERVICES
3 POND ROAD
GLOUCESTER, MA 01930

AN ORDINANCE PERTAINING TO VACANT BUILDINGS
AND AMENDMENT TO SECTION 1-15 OF THE
GLOUCESTER CODE OF ORDINANCES

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLOUCESTER AS
FOLLOWS:

Chapter 5. Article II. Division 3. VACANT BUILDINGS

Section 5-30. Purpose

The City has found that vacant buildings are eyesores and hazards which often offer easy shelter for criminal activities, arson and accidental fires. As well, vacant buildings cause surrounding areas to suffer from stagnant or declining property values and create significant costs to the City by virtue of the need for constant monitoring and occasional cleanup. Accordingly, the purpose of this Ordinance is to require the registration of all vacant buildings, both residential and commercial, which will assist the City government in protecting the public health, safety and welfare of its residents by encouraging the prompt rehabilitation and permanent occupancy of such abandoned structures.

Section 5-31. Definition

For purposes of this Ordinance, a "vacant" building means any commercial building in which no person or entity actually conducts a lawfully licensed business in such building; or any residential building in which no person lawfully resides in any part of the building; or a mixed use building in which neither a licensed business nor a lawful resident exists. Further, any building in which more than one half of the total exterior windows and doors are broken, boarded or open without a functioning lock shall be deemed "vacant" regardless of occupancy.

Section 5-32. Registration

Within 45 days of a building becoming vacant, each owner of a vacant building shall register the building with the Inspectional Services Department by filing a form, created by the Department, with the name, address and telephone number of each owner, and the street address, map, and lot number of the building. If none of the owners reside in the Commonwealth of Massachusetts, then the registration shall also include the name, address and telephone number of a Massachusetts resident who is authorized to accept service of process on behalf of the owners, and who shall be designated as a responsible local agent, both for purposes of notification in the event of an emergency affecting public health, safety and welfare, and of service of any and all notices issued pursuant to this Ordinance. The failure to timely register a vacant building shall be a violation of this Ordinance.

Section 5-33. Registration Fees

On or before November 15 of each calendar year, the owners of any vacant building shall pay to the Inspectional Services Department a registration fee to cover the administrative cost of monitoring and enforcing proper maintenance of the vacant building. The annual registration fee shall be based on the duration of the vacancy as of November 15 of each year according to the following schedule:

Residential Buildings containing up to three dwelling units, the registration fee shall be:

\$500.00 - For properties that have been vacant for less than one year.

\$1,000.00 - For properties that have been vacant for one year or more but less than two years.

\$2,000.00 – For properties that have been vacant for two years or more but less than three years.

\$3,000.00 – For properties that have been vacant for three years or more.

Commercial Buildings including residential with 4 or more dwelling units, and mixed use that are less than 7,500 ft. of floor area, the registration fee shall be:

\$500.00 - For properties that have been vacant for less than one year.

\$1,000.00 - For properties that have been vacant for one year or more but less than two years.

\$2,000.00 – For properties that have been vacant for two years or more but less than three years.

\$3,000.00 – For properties that have been vacant for three years or more.

For any Commercial Building over 7,500 sq. ft of floor space, the following formula shall be added to the above registration fees: sq. ft area of floor space x \$.20 = \$ Amount. This extra fee would be justified by the work involved by the inspector to verify that both the sprinkler and fire alarm systems are maintained.

A failure to timely pay the registration fee shall be a Violation of the City of Gloucester Code of Ordinances. The full fee shall be deemed an assessment resulting from a Violation of this Ordinance. Said fee shall be a municipal charges lien and shall be collected in accordance with M.G.L. Ch. 40, Sec. 58.

Section 5-34. Billing Statement

Deleted: ¶

On or before October 15 of each calendar year, the Inspectional Services Department shall send a billing statement, setting forth the required Registration Fee, to each owner of a vacant building. However, the Registration Fees set forth in Section 5-65 shall be due and payable on November 15 of each year regardless of the delivery or receipt of such billing statement.

Section 5-35. Other Violations

The provisions of this Ordinance are in addition to, and not in lieu of, any and all other applicable provisions of the Code of Ordinances of the City of Gloucester, and the laws of the Commonwealth of Massachusetts.

Section 5-36. Enforcement

Any person or entity violating this Ordinance, by failing to register a vacant building, or failing to pay the registration fee, shall be subject to a fine of up to \$300.00 per offense. Each day that the owner is in violation shall constitute a separate offense. The Inspector of Buildings or his/her designee shall have the right to enforce this Ordinance pursuant to the non-criminal disposition procedures set forth in Section 1-15 of the City of Gloucester Code of Ordinances.

Secs. 5-37 – 5-39. Reserved.

AMENDMENT TO THE GLOUCESTER CODE OF ORDINANCES

In order to accommodate Section 5-36 of the proposed Vacant Buildings ordinance, Section 1-15 of the Code of Ordinances needs to be amended by adding the following:

"Chapter 5, Article II, Division 3, sections 5-30 - 5-37 (vacant buildings):

Each day a violation continues will be treated as a separate offense. A violation of this ordinance shall be three hundred dollars (\$300.00) per day.

Enforcing person: Inspector of Buildings or his/her designee."

February 26, 2008

ORDERED to a first reading.

April 17, 2008

ORDERED to a second reading.

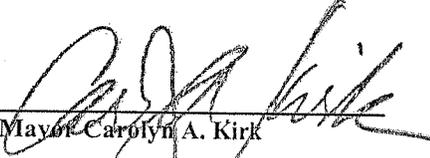
May 8, 2008

ORDERED to a third and final reading.

ORDERED ENGROSSED AND ORDAINED
On a Roll Call: Councilors.....

..... 9/2/2008 8-0
.....

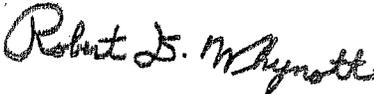
Approved by:


Mayor Carolyn A. Kirk

September 18, 2008
Date

Attest:

City Clerk

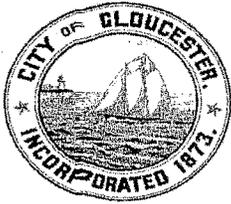


A True Copy

ATTEST:

Robert D. Whynott, City Clerk

Date: _____



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

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

March 2, 2012

Mr. Robert Wolsfelt
21 Coggeshall Road
Gloucester, MA 01930

Dear Mr. Wolsfelt:

I am pleased to appoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of March 13, 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.

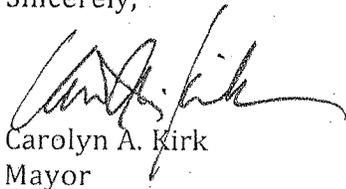
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

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
David Porper, Chair-Historical Commission

Enclosure
CAK/c

EFFECTIVE MARCH 2, 2012

The City of Gloucester, Massachusetts

Dear Robert Wolsfelt, 21 Coggeshall Road, 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: _____

21 John Coggeshall Road
Lanesville MA USA 01930
voice & text: +1 617 894 0980
email: bobwolsfelt@comcast.net

RWOLSFELT

February 28, 2012

The Office of the Mayor
The Honorable Carolyn A. Kirk
9 Dale Ave.
Gloucester, MA 01930

cc.: Christine Silva Panano, Executive Secretary

RE: Appointment to the Historic District Commission

Mayor Kirk:

I had spoken to David Porper the Chairman of The Historic District Commission (HDC) to inquire about the opportunities to become an active member of the HDC. I was delighted to hear that there were vacancies available. He directed me to contact your office for further information as to the procedure for presenting my credentials.

Prior to me delving into my professional experience which is outlined in more detail in my attached CV, I would like to explain my enthusiasm for Cape Ann, specifically Gloucester & Rockport. My first impressions evolved when I was young as my family vacationed here. As a tourist destination, I was mostly fascinated with the working harbor and the fishing industry and the artistic impact on the community.

Much later I moved to Boston where I was fortunate to sail the waters off Cape Ann. Often making passage from Marblehead to the Gulf of Maine through the Annisquam. This experience formed yet another strong visual and architectural impression. I often drove from Boston to Gloucester and discovered a pocket community, Lanesville where I now reside.

In brief, as you will see in my attached CV, my background includes Fine Arts, Graphic Design, Architecture, Design Management, and Retail Real Estate Development both domestically and internationally.

Of particular note, during my professional career, I was appointed to the Charlestown Preservation Society's (CPS) Board of Directors for a one year term. The positioning statement for the CPS was *Preserving the Architectural Heritage and Quality of Life of Boston's Oldest Community*. The organization had Membership Fees along with the sales of Historic House Cast Bronze Plaques in which my background played a significant role in the conceptualization and design/manufacture which now grace approximately 140 historic neighborhood houses in Charlestown.

In addition, the CPS sponsored and monitored a Historic House Tour, Preservation Workshops and Guidelines, a Design Review Committee, Mini-Grants and College Scholarships.

I have attached my professional CV for your perusal. If you have any concerns feel free to contact me at your earliest convenience. Thank you.

Best Regards,

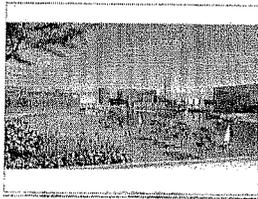
Robt Wolsfelt

21 John Coggeshall Road
Lanesville MA USA 01930
voice & text: +1 617 894 0980
email: bobwolsfelt@comcast.net

RWOLSFELT

Jacobs Engineering Group Boston MA - Senior Project Coordinator - 2007/2009

- ✓ Managing the coordination of Project Architects and Consultants
- ✓ Organize and track budgets and schedules, analyze progress & productivity against work plans, forecast to complete
- ✓ Strategic planning, business development, proposal preparation, project management, contract negotiations, design development, project delivery and on-going client partnerships
- ✓ Development of Conceptual Design Reports for clients
- ✓ Coordinate architectural design teams in Boston, Atlanta, Baltimore, Orange County for large scale projects
- ✓ Coordinate architect-of-record contract documentation and project engineers and specialty consultants
- ✓ Project manage retail development domestic projects during construction
- ✓ Oversee the production of multi-tenant retail fit-out, contract documents and tenant controls during construction



Multiple Cities, MN Project City Commercial Development - Conceptual Design - 1,250,000 SF mixed use development including 615,000 SF of anchors; 437,000 SF of specialty retail; 100,000 SF of office building; 50,000 SF boutique office building; and a 250-key Hotel

Great Mall of Dubai, Dubai UAE Nakheel Retail LLC - Conceptual design for large-scale, mixed-use. Project components - Home Centre, Traditional Retail and Entertainment Zone - 1,000,000 SF hypermarket; 2,000,000 SF of anchors; 850,000 SF specialty retail; 200,000 SF of food tenants; entertainment area of 225,000 SF, 50-story office building (1,500,000 SF), a 20-story hotel (430,000 SF) and structured parking. The total net retail GLA was proposed to be approximately 4,275,000 SF with a total BUA for the entire project of 12,500,000 SF Parking for 7000+ cars

Linden Square, Wellesley, MA Federal Realty Investment Trust - Conceptual Design - 276,000 SF - 10 specialty retail tenants

U.S. Army, Arlington, VA - Design Management - 1999 - 2000

- ✓ Report directly to Group Vice President/Director of Design within the Capital Services Group
- ✓ Present design concepts for the approval by the Board of Directors
- ✓ Responsible for architect and specialty designer selection
- ✓ Control project budgets and schedules
- ✓ Day-to-day management of design activities across multiple million-plus SF of retail and entertainment complexes.
- ✓ Evaluate given leasing requirements and provide tenant guidelines
- ✓ Communicate to the Project Team and Senior Management overall goals for the Project including the program, aesthetics, budget and schedule
- ✓ Provide input to establish budgets for items not currently in scope of work as additional services
- ✓ Provide design direction for the schematic layout of the program for all support areas

The Mills Corporation - Continued

- ✓ Participate in continual Value Engineering sessions to assure the overall design goals are met
- ✓ Establish schedule, scope and agenda with Construction Manager, Director of Development for Management Financial Reviews to Senior Management
- ✓ Assist the Director of Specialty Tenant Coordination in preparing the design criteria for the Tenant Handbooks
- ✓ Review and approve tenant designs for conformance to Storefront Design Guidelines



Concord Mills, Concord, NC - 1,500,000 SF shopping and entertainment property
Pittsburgh Mills, Pittsburgh, P.A & The Colonnade at Sawgrass, Ft. Lauderdale, FL
 Designed 23 short term retail stores, managed schedules and budgets, and supervised construction
Vaughan Mills, Toronto, ON, Canada - A joint venture partnership with the Mills Corp. and Canadian retail developer IvanhoeCambridge, for 1,200,000 SF shopping and entertainment property center north of Toronto in Vaughan. Collaborated with design architects and for anchor/majors and 125 retail stores

Wicks Manfredi Architects Ltd. Boston MA - Design Coordinator 2000/2001



Belmar, Lakewood CO
 Repositioning of former traditional shopping center developed into a new-urbanist mixed-use community with shopping destination of over 70 shops, 14 restaurants, 16-plex theatre, residential units, office building, and parking for 4000 cars.

Wicks Inc. Boston MA - Associate Vice President Design & Business Development - 1988-1997

- ✓ International strategic branding, product design and graphic design consultancy based in London UK
- ✓ Group Head for Environmental and Retail Designers in the Boston Studio
- ✓ Operations Board with responsibilities new client development and financial forecasts
- ✓ Proposal writing and contract negotiations
- ✓ Set annual budget projections for potential new and proposed projects
- ✓ On-going client relationships and seek out additional services
- ✓ Develop new business initiatives
- ✓ Manage domestic and international projects with extensive travel



Disney's Old Key West Resort Orlando, FL Disney Development - Project Manager and Designer
 Managed large-scale environmental graphics and themed imagery for Disney Development. The project was the beta program for Disney's entree into the time-share resorts market.

Fitch Inc. - Continued

FleetCenter (TD Boston Garden), Boston M.A Delaware North - Project Manager and Designer
Worked in collaboration with Ellerbe Beckett Architects to create an entertaining and informational environment for the patrons of the Boston Bruins and Boston Celtics professional sports franchises as well as top performers in the entertainment field.

Shopping: Vitoria, Vitoria Brazil Nova Cidade Corporation

Crystal Plaza, Curitiba Brazil Tecidos Tacha Ltd.

BLI Shopping, Belo Horizonte Brazil Grupo Multipian

Project Manager and Designer in collaboration with Coutinho Diegues Cordeiro Arquitetos of Rio de Janeiro to develop environmental design and graphics for retail shopping centers in Brazil.

New England Development Properties Various Locations

Project Manager and Designer in collaboration with various retail and mixed-use architectural firms such as Arrowsiret Inc. and to develop environmental design and graphics for New England Development retail properties including: Atrium at Chestnut Hill, CambridgeSide Galleria, Emerald Square Mall, Liberty Tree Mall, Mall of New Hampshire, Northshore Shopping and Square One Mall.



✓ *The Architects Collaborative Inc. (TAC) Cambridge M.A - Information Graphic Designer - 1973/1986*
Graphic Designer for a firm established by Walter Gropius.

Associations

- Charlestown Preservation Society (CPS), former Board of Directors
- American Institute of Architects (AIA)
- Boston Society of Architects (BSA)
- International Council of Shopping Centers (ICSC)
- Urban Land Institute (ULI)
- National Association of Industrial and Office Properties (NAIOP)

Education

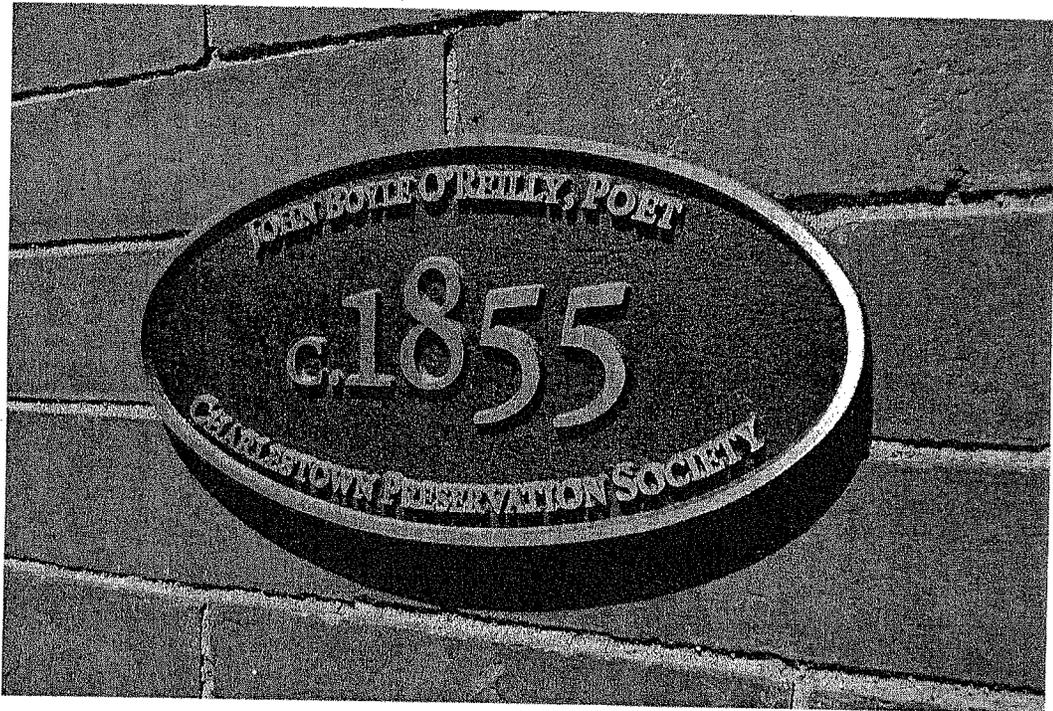
- Graduate School of Design, Harvard University Summer Program
- Graduate Studies in Marketing Management, Harvard University Continuing Education
- Studies in Architecture, Boston Architectural College
- Castleton State College, VT Bachelor of Arts, Fine Arts with Distinction



Robert Wolsfelt

21 John Cogheshill Road
Lanesville, MA USA 01950
phone: (413) 894 0980
email: bobwolsfelt@comcast.net

RWOLSFELT



Charlestown Preservation Society
Preserving the Architectural Heritage and Quality of Life of Boston's Oldest Community
Historic House Cast Bronze Plaque Program

(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, § I, 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.

(a) There is hereby established, under M.G.L.A. c. 40C, a historic district commission with

all the powers and duties of a historic district commission specified in M.G.L.A. c. 40C.

(b) The historic district commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the mayor, subject to confirmation by the city council who shall serve staggered terms of three (3) years. The commission shall include one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Historical Association, one (1) regular member appointed from two (2) nominees submitted by the Boston chapter of the American Institute of Architects and one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Board of Realtors. Two (2) regular members of the commission shall be owners of property within a historic district in the city. All members of the commission, with the exception of that member nominated by the Boston chapter of the American Institute of Architects, shall be residents of the city. Vacancies shall be filled by appointment for the unexpired term. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation.

(c) The historic district commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

(Ord. of 5-24-77, § 4)

Cross reference(s)--Boards, commissions, councils and committees, § 2-400 et seq.

State law reference(s)--Municipal authority to establish historic district commission, M.G.L.A. c. 40C, § 4.

Sec. 16-63. Same--Duties.

(a) In passing upon matters before it, the historic district commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable Code section, ordinance or by-law. The commission shall not consider interior arrangements or architectural features not subject to public view.

(b) The historic district commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

(Ord. of 5-24-77, § 5)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 7.

Sec. 16-64. Same--Limitations on authority.

(a) Notwithstanding any contrary provision of this article, the authority of the historic district commission shall not extend to control of the following categories of buildings, structures, or exterior architectural features:

(1) Terraces, walks, driveways, sidewalks, and other similar structures, provided the structure is at grade level;

- (2) Storm doors and windows, screen doors and windows, window air conditioners, lighting fixtures, antennas, and similar appurtenances;
- (3) The color of paint;
- (4) Temporary signs and structures, provided, however, that the commission shall have authority to define "temporary signs" and "temporary structures;"
- (5) The repair or reconstruction of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm, or other disaster, provided that: the exterior design is found by the commission to be substantially similar to the original and the repair or reconstruction is begun within one (1) year after the damage occurred and is carried on with due diligence.

(b) The authority of the historic district commission shall, however, extend to parking areas used by three (3) or more vehicles, provided any such area is visible from any public or private way within the district.

(Ord. of 5-24-77, § 7; Ord. of 1-22-80, § I; Ord. of 2-21-84, § I)

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

Sec. 16-65. Appeals from determinations of historic district commission.

Any applicant aggrieved by a determination of the historic district commission may, within twenty (20) days after the filing of the notice of the determination contested with the city clerk, file a written request with the commission for a review by a person of competence and experience in such matters, designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the city clerk within forty-five (45) days after the filing of the request and shall be binding on the applicant and on the commission, unless an appeal is sought in court as provided in M.G.L.A. c. 40C, § 12A.

(Ord. of 5-24-77, § 6)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 12.

Chapter 17 POLICE*

***Cross reference(s)**--Offenses generally, § 14-1 et seq.; alarm systems, § 14-26 et seq.; Ch. 14; traffic and motor vehicles, Ch. 22.

State law reference(s)--Police generally, M.G.L.A. c. 147.

ARTICLE I. IN GENERAL

Sec. 17-1. Administration of waterways.

(a) *Police department.* [The following duties shall be the responsibility of the police department in the administration of waterways:]

- (1) Enforce all Massachusetts Commonwealth laws while patrolling the city waterways.
- (2) Operate, maintain and manage equipment and vessels assigned (Police boat/fire boat).
- (3) Investigate, prosecute criminal activity on waterways and waterfront in

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

March 1, 2012

Ms. Linda Charpentier
4 St. Joseph Lane
Gloucester, MA 01930

Dear Ms. Charpentier:

I am pleased to appoint you to a five year term on the **Planning Board**. Your appointment will be sent to the City Council for their meeting of March 13, 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
Rick Noonan, Chair-Planning Board

Enclosure
CAK/c

EFFECTIVE MARCH 1, 2012

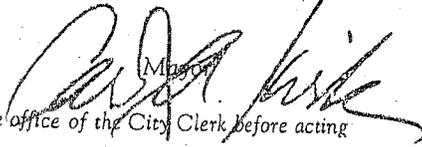
The City of Gloucester, Massachusetts

Dear Linda Charpentier, 4 St. Joseph Lane, Gloucester, MA

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

This is a 90 day temporary appointment. After City Council
approval, term to expire 2/14/2017. (FIVE 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: _____

RECEIVED

JAN 24 2012

Mayor's Office

4 St Joseph Lane
Gloucester, MA 01930
January 19, 2012

Mayor Carolyn Kirk
City Hall
Gloucester, MA 01930

RE: Planning Board Vacancy

Dear Mayor Kirk:

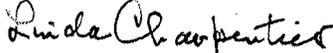
I am interested in participating in City government and understand through City Council President Jackie Hardy that there is a vacancy on the Planning Board. I am submitting my resume in consideration for the position.

Although I have not worked in city government, my current position as Director Environmental Health & Safety at Boston Sand & Gravel has provided a variety of skills and experience that may be of interest and assistance to the Board: strategic planning, budgeting, negotiating, permitting, project management, consultant selection as well as interaction with the public and with regulatory agencies and town boards overseeing 17 facilities in two states. I also have extensive professional experience and a record of success in areas which would augment the functions of the Planning Board - regulatory compliance; sustainability and conservation - energy, water and fuel; land remediation, land use change and property development.

In addition to working in the private sector for 40 years, I have also been a small business owner on Cape Cod and am familiar with the workings of town government.

I would enjoy the opportunity of discussion with you and look forward to hearing from you on this or other opportunities. You may reach me by phone at 978-239-0702 or email at ljcharp@comcast.net.

Sincerely,


Linda Charpentier

LINDA J CHARPENTIER

4 St. Joseph Lane, Gloucester, MA 01930 Tel: 978-239-0702 Email: ljcharp@comcast.net

Senior Operations and Risk Management Executive. Solutions driven professional with 30 years industrial experience in chemical, aerospace, automotive and construction industries. Management assignments in R&D, production, quality assurance, environmental, safety and risk management acquisitions/divestitures. Dynamic operations and project management career with consistent bottom line contributions in product development, production, quality, sustainability, regulatory compliance and loss avoidance. Strong and decisive leader with excellent analytical, team-building, communication, negotiating and coaching/mentoring skills.

Areas of Expertise

■ Accident Investigation ■ Chemicals ■ Concrete ■ Due Diligence ■ Energy ■ Environmental ■ Fleet Management ■ Government Contracts ■ High Performance Materials ■ Land use and Development ■ Loss Control ■ Management Systems ■ Manufacturing ■ Permitting ■ Operations Management ■ Public Relations ■ Quality ■ Risk Management ■ Safety – OSHA, MSHA, DOT ■ Strategic Planning ■ Sustainability ■ Training ■ Workers Compensation

Education

| | |
|----------------------------|--|
| Bentley College | Environmental Management, CEM |
| Harvard School of Business | Business Management, Textron Executive Development Program |
| University of Illinois | M.S. Physical/Inorganic Chemistry |
| Simmons College | B.S. Chemistry, Summa cum Laude |

Experience

BOSTON SAND & GRAVEL COMPANY, Boston, MA

2001- Present

Midsize business producing bulk materials for construction in 18 facilities in MA and NH.

Director Environmental Health & Safety.

- Reporting jointly to CEO and CFO designed/ implemented an environmental and safety risk management and compliance strategy, including management systems and internal audit. Achieved 80% reduction in vehicle accidents, 50% reduction in lost time injury rate, over \$1MM annual savings in insurance loss claims, zero environmental penalties since 2001.
- Designed/implemented corporate sustainability strategy –energy, gas, fuel reduction; water conservation; GHG tracking; energy/gas contracts; Demand Response; renewable (PV Solar) energy.
- Negotiated conditions of a Consent Decree with US EPA and US DOJ, achieving a \$1.2MM reduction in proposed penalty based on compliance strategy. Achieved early closure of the Order due to accelerated implementation of mandated conditions.
- Drove cultural change to integrate EHS into business and operations strategically and tactically.

INTERNATIONAL SPECIALTY PRODUCTS (ISP)

1998-2000

Multinational Corporation producing specialty chemicals and mineral products

Director, EHS Performance Improvement Wayne, NJ

1998 – 2000

- Drove corporate EHS performance improvement plan through communication, internal audits and integrated action tracking system. Accomplished cultural change and national recognition for ISP Calvert City, KY plant (700 employees) in management/labor cooperation, employee accountability in safety performance improvement: reductions of 50% in lost workdays, 33% in recordable injuries, \$500K/yr in workers Compensation claims.
- Provided environmental due diligence for 2 international acquisitions generating \$150 MM in annual revenue, plus several investigations of potential M&A targets.

LINDA J CHARPENTIER

Site Director, Freetown Specialty Materials, Freetown, MA

1998

- Managed site transition from Polaroid to ISP, implementing new finance, purchasing, inventory and IT systems. Set foundation for mandated manufacturing and quality systems certifications (ISO 9000 and GMP) for new pharmaceutical intermediates and food additive processes.

POLAROID CORPORATION

1995 – 1998

Site Director Chemical Operations, Freetown, MA

- Managed operations and public relations for 55 acre, \$100MM site storing, producing and shipping photographic chemicals - \$40MM/yr operating budget, 100 employees.
- Concurrently managed environmental compliance for Polaroid's \$80MM Chemical Operations division. Served as Operations Liaison on corporate EHS Strategy Committee.
- Guided \$68MM divestment of Freetown Chemical Operations from Polaroid into acquiring company, International Specialty Products (ISP)/Wayne, NJ. Stabilized operations, developed/implemented employee retention plan, achieved Polaroid operating plan goals with no quality, safety or environmental incidents. Accomplished a safety milestone of 1500 accident free work days during transition.

TEXTRON SPECIALTY MATERIALS (TSM)

1982-1995

Subsidiary of Textron, Inc., TSM specialized in high performance materials for aerospace, defense, and commercial applications for extreme conditions.

Director of Manufacturing

- Managed operations for 3 manufacturing facilities with a total operating budget of \$25 MM, supporting \$50 MM per year in sales (63% of division sales)
- Boosted revenue \$10 MM annually by effectively directing project to manufacture product in Saudi Arabia, reducing customer's costs and enhancing Middle Eastern sales.
- Led product development that expanded sales of fire protection product line from \$5MM to \$35MM. New material protected market share and revenue as viable alternative to product that was in litigation for patent infringement.
- Converted a failing specialty fiber process for Government aerospace materials to profitability by forming and guiding cross-functional teams and implementing a waste reduction strategy: boosted yield 90%, trimmed manufacturing costs 50%, improved quality 50% and on-time delivery 80%.
- Appointed to lead President's Task Force on implementing an integrated business management system – purchasing, inventory, manufacturing and finance (\$2MM budget)

Summary of Other Assignments at TSM: Promoted to Director, Environmental Health and Safety in 1994, shortly before recruitment by Polaroid. Appointed as Project Manager for design and upgrade of Material Management and Accounting Systems (1987-89), Served as Manager Quality Assurance (1984-88), and Senior Staff Scientist (1982-84).

Summary of Early Career

Provided technical service on WR Grace automotive coatings to VW/USA, Toyota, Honda, and GM. Conducted process development research as Sr. Chemist with Dow Chemical Company. Served as a Research Associate at the University of Kiel, Germany. Selected as Research Intern/Nuclear Engineering Dept. with Brookhaven National Laboratory, NY

Other Job Related Skills

- Foreign work experience; -Foreign language skills - German.
- Small business entrepreneur – owned/operated small business - hospitality industry
- Chairman Board of Directors, Lab Safety Institute (non-profit organization)
- Computer and internet proficient

Section 81A. Any city except Boston, and, except as hereinafter provided, any town may at any time establish a planning board hereunder. Every town not having any planning board shall, upon attaining a population of ten thousand, so establish a planning board under this section. A planning board established hereunder shall consist of not less than five nor more than nine members. Such members shall in cities be appointed by the mayor, subject to confirmation by the city council and in towns be elected at the annual town meeting or be appointed in such manner as an annual town meeting may determine; provided, that a town which has a planning board established under section seventy may, at an annual town meeting or at a special town meeting called for the purpose, vote to establish a planning board under this section and may provide that the members of the planning board then in office shall serve as members of the planning board under this section until the next annual town meeting. When a planning board is first established or when the terms of members of the planning board established under section seventy serving as members of the planning board under this section expire, as the case may be, the members of the planning board under this section shall be elected or appointed for terms of such length and so arranged that the term of at least one member will expire each year, and their successors shall be elected or appointed for terms of three or five years each as determined by the city council in the case of a city and by the town meeting in the case of a town. Any member of a board so established in a city may be removed for cause, after a public hearing, by the mayor, with the approval of the city council. A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term, in a city, in the same manner as an original appointment, and, in a town, if the members of the board are appointed, in the same manner as the original appointment. If the members of a planning board are elected, any unexpired term shall be filled by appointment by the board of selectmen and the remainder of the members of the planning board until the next annual election, at which time, such office shall be filled, by election, for the remainder of the unexpired term. All appointments pursuant to this section shall be in the manner provided in section eleven. Such a board shall elect annually a chairman and a clerk from among its own number, and may employ experts and clerical and other assistants. It may appoint a custodian of its plan and records, who may be the city engineer or town clerk. No member of a planning board shall represent before such board any party of interest in any matter pending before it.

Towns of less than ten thousand inhabitants, having no planning board established under this section may, by vote of the town meeting, authorize the board of selectmen to act as a planning board under this section until such a board is established; provided, that any such town, upon attaining a population of ten thousand, shall establish a planning board hereunder.