



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

**CITY COUNCIL STANDING COMMITTEE**  
**Ordinances & Administration**  
**Monday, October 1, 2012 – 5:30 p.m.**  
**1<sup>st</sup> Fl. Council Conference Rm. – City Hall**  
**AGENDA**

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

**1. CC2012-055 (Cox) Change polling location for Ward 2, Precinct 2**

**A Brief Recess will be taken at the conclusion of this matter**

**2. Continued Business:**

- A) CC2012-039 (Hardy/Tobey/Theken/Cox/LeBlanc) Amend GCO Chapter 8, Art. II Fire, Art. II Fire Department, Sections 8-16, 8-17 & 8-18 (Cont'd from 09/17/12)
- B) CC2012-040 (Hardy/Tobey/Theken/Cox/LeBlanc) Amend GCO Chapter 17, Art. II Police, Art. II Police Department, Sections 17-16, 17-17 & 17-18 (Cont'd from 08/20/12)
- C) CC2012-050(Tobey) Request that City Council develops policy, rules or ordinance re: governing City Councilors' Communications (Cont'd from 09/17/12)
- D) CC2012-051(LeBlanc) Amend GCO Sec. 22-287 "Disabled veteran, handicapped parking" re: Summer Street #44
- E) CC2012-052 (LeBlanc) Amend GCO Sec. 22-270 "Parking Prohibited at all Times" re: Lincoln Avenue

**3. New Appointment: Committee for the Arts Catherine Ryan (TTE 02/14/2016)**

**4. Memorandum from the Engineering Dept. re: proposed street naming & numbering plans & request for Review of the GCO Sec. 21-3 Street Names (Request for Review of Ordinance withdrawn by Karen Andrews, Engineering Department 9/27/12)**

**COMMITTEE**  
**Councilor Sefatia Theken, Chair**  
**Councilor Robert Whynott, Vice Chair**  
**Councilor Steven 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  
Suzanne Egan  
Robert Ryan  
Karen Andrews

**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 OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** CC#2012-055  
**COUNCILLOR:** Melissa Cox

**DATE RECEIVED BY COUNCIL:** 09/25/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the City Council, for the November 6, 2012 election, relocate the polling place for Ward 2 Precinct 2 from the McPherson Park Building at 31 Prospect Street to Our Lady of Good Voyage Church Youth Center at 140 Prospect Street so that Ward 2 polling places shall be consolidated to one location, pursuant to MGL Chapter 54 Sec. 24 and City Charter Sec. 8-6; and further

**ORDERED** that this matter be referred to the Ordinances and Administration Standing Committee for review and recommendation to the City Council.

Melissa Cox  
Ward 2 Councillor



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-039  
**COUNCILLORS:** Jackie Hardy, Bruce Tobey,  
Sefatia Theken, Melissa Cox, Steve LeBlanc

**DATE RECEIVED BY COUNCIL:** 07/10/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the Gloucester Code of Ordinances Chapter 8 "Fire", Article II "Fire Department" Section 8-16 "Fire Chief", 8-17 "Selection of Fire Chief; qualifications, and 8-18 "Selection of Fire Chief; Manner of Appointment" be referred to the Ordinances and Administration Standing Committee for further review to consider amendments.

Jackie Hardy  
Ward 4 Councillor

Bruce Tobey  
Councillor At Large

Sefatia Theken  
Councillor At Large

Melissa Cox  
Ward 2 Councillor

Steve LeBlanc  
Ward 3 Councillor

**Sec. 8-16. - Fire chief.**

- (a) The mayor shall appoint the fire chief who shall hold the office for a term of three years. The appointment of the fire chief shall be subject to confirmation by the city council as provided in Section 2-10 of the Charter. The fire chief is exempt from the provisions of M.G.L. c. 31.
- (b) Within 30 days of the position of the fire chief being declared vacant, the mayor shall appoint a temporary fire chief who shall serve until a permanent chief is selected in accordance with the provisions hereof.

(Ord. No. 111-2011)

Enacts here--

An ordinance adopted Jan. 11, 2011, repealed § 8-16 and enacted a new section as set out herein. The former § 8-16 pertained to composition of the fire department and derived from § 9-15 of the 1970 Code.

**Sec. 8-17. - Selection of fire chief—Qualifications.**

The fire chief shall be selected by the mayor and shall have the following minimum qualifications:

- (1) The fire chief shall be a fire safety professional with a minimum of 15 years experience in federal, state, county, municipal or military firefighting, no less than five of which shall be in a progressively responsible fire safety management and emergency medical services position;
- (2) The fire chief shall have an Associates Degree in fire sciences or related field and hold a minimum rank of deputy chief or higher for a minimum of three years in a fire fighting environment;
- (3) Preference shall be given to candidates who have experience with the following:
  - a. Certification from the National Fire Academy Executive Officer Program;
  - b. Financial management, innovations in fire operations, and information technology as it pertains to fire safety;
  - c. Labor relations, community relations, medication and facilitation skills; and including staff development and training.
- (4) Preference may also be given to candidates who have experience with the following:
  - a. In a multi-lingual and multi-cultural urban fire safety environment from municipalities with a population of 30,000 or more residents, possess managerial experience in a similar structure as the city fire department;
  - b. Bilingual, with the second language reflecting the linguistic diversity of the citizens of the city.

(Ord. No. 111-2011)

Enacts here--

An ordinance adopted Jan. 11, 2011, repealed § 8-17 and enacted a new section as set out herein. The former § 8-17 pertained to appointments of the fire department and derived from § 9-16 of the 1970 Code.

**Sec. 8-18. - Same—Manner of appointment.**

- (a) The candidates for fire chief shall be reviewed by a selection committee consisting of the following individuals:
- (1) The personnel director, who shall serve as the chair of the selection committee;
  - (2) One member of the city council to be appointed by the president of the city council;
  - (3) Two members of the general public to be appointed by the president of the city council, with at least one of said members being a representative of the city's socioeconomic and racial and ethnic segments;
  - (4) Two members of the general public to be appointed by the mayor with at least one of said members being a representative of the city's socioeconomic and racial and ethnic segments;
  - (5) Two sworn firefighters of the city fire department to be elected by the union representing members of the fire department;
  - (6) A public safety official appointed by the mayor, who shall be the emergency management director if such position exists at that time.

The mayor may appoint appropriate support personnel to facilitate the operations of the selection committee.

- (b) In consultation with the selection committee and the purchasing agent, the mayor shall select a qualified recruitment and assessment consultant to analyze candidates for fire chief. After consultation with members of the public at community meetings, the consultant shall develop selection criteria; recruit qualified candidates; and select the most qualified candidates which shall be no more than seven or less than three who shall be considered finalists and administer the selection process to these candidates. The process shall consist of, without limitation, a written exam, a professional assessment center and a psychological evaluation.
- (c) The selection committee shall hold public interviews of the finalists. The committee shall vote a list of no more than five and no less than three unranked qualified candidates for fire chief and shall submit such list to the mayor. All votes taken by the selection committee shall be by majority vote of those present. If the selection committee determines that there are fewer than three candidates for fire chief, the selection committee shall nonetheless send the names of the candidate(s) to the mayor. The mayor may choose to commence a new selection process if the selection committee submits a list of fewer than three candidates or for any other reason designated in writing.
- (d) The mayor shall appoint a candidate from the list, subject to confirmation of the city council. Prior to confirmation, the city council shall be provided with a copy of the contract negotiated with the candidate selected by the mayor. The contract may not be subsequently amended without the approval of the city council. The term of the contract shall be three years. The mayor may reappoint said chief for subsequent contractual terms of three years subject to city council confirmation.
- (e) Upon such time as the mayor shall become aware of a vacancy in the office of fire chief, the mayor shall within a reasonable period of time notify the city council that a vacancy has occurred. The mayor shall thereafter commence the process to fill the vacancy, in the manner prescribed herein.

(b) (of 11-2011)

Enacted

An ordinance adopted Jan. 11, 2011, renumbered the former §§ 8-18—8-25 as §§ 8-21—8-28 and enacted new §§ 8-18—8-21 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.

**Re: Amendments to the Fire Chief Ordinance**

Richard Maybury [rmaybury@ppg-i.com]

**Sent:** Wednesday, August 22, 2012 2:03 PM

**To:** Dana Jorgensson

Hi Dana,

I served on both. It applies to both.

Rick

Dr. Richard Maybury, President

Peak Performance Group, Inc.  
101 Western Avenue  
Gloucester, MA 01930

Office: 978-281-5641  
Fax: 978-281-8338  
Cell: 508-878-5537

[WWW.PEAKPERFORMANCEGROUP.COM](http://WWW.PEAKPERFORMANCEGROUP.COM)

**When leadership and strategy execution matter most...**

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On Aug 22, 2012, at 2:00 PM, Dana Jorgensson wrote:

Mr. Maybury - I notice you have above "Fire Chief Ordinance" but the first line of your attachment states "Police Chief". Would you kindly advise if this is for both, or one or the other. Thank you.

*Dana C. Jorgensson  
Clerk of Committees*

**From:** Richard Maybury [rmaybury@ppg-i.com]  
**Sent:** Wednesday, August 22, 2012 1:42 PM  
**To:** Dana Jorgensson  
**Subject:** Re: Amendments to the Fire Chief Ordinance

Hi Dana,

I have attached notes. I don't have time to create a much more in-depth document. I would be happy to speak to anyone who may be interested in more in-depth explanations.

Thanks

Rick

Regarding the Police Chief ordinance, following suggestions:

CITY CLERK  
GLOUCESTER, MA  
12 AUG 27 AM 8:33

You asked for suggestions to the ordinance. Here are a few:

1. The Chairman of the committee should be chosen by a vote of the committee members. The City Personnel Director should be an administrative resource for the committee and not a member of the committee. Objectivity, transparency and credibility of the process as well as projecting the appearance that this is a community driven effort would be enhanced. The committee should include members of the community, in addition to those already defined, with experience in recruiting and hiring senior executives. The City Councilor member should not be eligible for the Chairman's position since he or she will already have a second vote as part of the City Council.

2. Include in the candidate requirements that "demonstrated ability to lead and collaborate with community volunteers" be a core competency. Increasingly, senior city officials are depending on community volunteers to supplement a host of activities including emergencies, public events and disaster preparations. Skills and experience in that arena are key.

3. 18-18 (b) Change. The consultant shall report to, take direction from, and be responsible to the committee. The consulting firm should provide the selection committee with all the resumes for review and analysis by the committee. The consultant shall give a first level screening of the resumes with their recommendations. The committee will select from the entire candidate pool up to seven candidates for the consultant to assess, without limitation, a written exam, a professional assessment center and a psychological evaluation. The psychological evaluation shall use tools acceptable to the committee. The committee will recommend to the Mayor up to five candidates with detailed analyses of each by the committee.

NOTE: The way the ordinance is written now, the committee virtually has no power or impact in the selection of the candidates to run through the assessment process nor does it have the power, other than possibly influence, to ensure that the candidates have the full spectrum unique capabilities demanded by the Gloucester community. The ordinance has to shift power, control and responsibility from the consultant to the committee.

4. The consultant, in partnership with the committee, shall hold the up to 5 data collection events, including public meetings, as directed by the committee. The consultant will provide the committee with data reports from each of the data collection events.

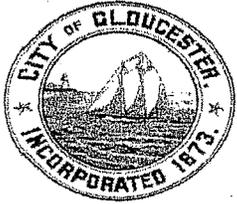
I generally think that the responsibility and power rests with the consultant and not the committee now. The consultant should be a tool of the committee with the committee having more responsibility on design of criteria, process of collecting data, candidate analysis and recommendations to the mayor to be fundamentally the work of the

committee.

5. Graduate school requirement should be: Masters in police science *or related field is preferred*. Other requirements are preferred as opposed to required.

I think the committee should have to use a professional process and methodologies in the search process. I am not sure if those guidelines should be put into the ordinance or be by policy. The Fire Chief Search Committee used a fairly decent process. The Police Chief Committee completely abdicated responsibilities to the consultant and the process was frankly poor, unprofessional and absent of discipline and diligence.

Rick Maybury



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** #CC2012-040  
**COUNCILLORS:** Jackie Hardy, Bruce Tobey,  
Sefatia Theken, Melissa Cox, Steve LeBlanc

**DATE RECEIVED BY COUNCIL:** 07/10/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that Gloucester Code of Ordinances Chapter 17 "Police", Article II "Police Department" Section 17-16 "Police Chief", Section 17-17 "Selection of Police Chief; qualifications, and 17-18 "Selection of Police Chief; manner of appointment" be referred to the Ordinances and Administration Standing Committee for further review to consider amendments.

Jackie Hardy  
Ward 4 Councillor

Bruce Tobey  
Councillor At Large

Sefatia Theken  
Councillor At Large

Melissa Cox  
Ward 2 Councillor

Steve LeBlanc  
Ward 3 Councillor

or

which shall not have to be continuous  
but must be completed in days of work with  
no reference to hours

An equivalent to the rank of Lieutenant  
on the Gloucester Police Force may be substituted  
providing the duties, responsibilities, authorities  
and span of control equal to those of Gloucester

Insert in 17-17 (1)

as submitted by Councillor Whyntoft  
@ O&A 8/20/12

Sec. 17-17. - Selection of police chief—Qualifications.

The chief of police shall be selected by the mayor and shall have the following minimum qualifications, in addition to those developed by the assessment process provided in section 17-18(b):

(1) The chief of police shall be a law enforcement professional with minimum of 15 years experience in ~~federal, state, county, municipal or military~~ policing, no less than five of which shall be in a progressively responsible law enforcement management position and possess a minimum rank of lieutenant, or equivalent or higher for a minimum of three years in a policing environment;

(2) The chief of police shall have a ~~Master's~~ Bachelor's Degree in police science, public administration or related fields;

(3) Preference shall be given to candidates who have experience with the following:

~~a. Possess a minimum rank of lieutenant or higher for a minimum of three years in a policing environment;~~

~~ba.~~ A nationally recognized police leadership program(s), such as the Senior Management Institute for Police, and the FBI National Academy;

~~cb.~~ Financial management, innovations in police operations, and information technology as it pertains to law enforcement;

~~cc.~~ Labor relations, community relations, mediation and facilitation skills; and including staff development, training, community policing and use of crime data for deployment and decision-making.

d. A Master's Degree in police science, public administration or related fields.

(4) Preference may also be given to candidates who have experience with the following:

a. In a multi-lingual and multi-cultural urban law enforcement environment from municipalities with a population of ~~30,000~~ 25,000 or more residents; possess managerial experience, as defined in subsection (1), in the command structure of the city police department;

b. Bilingual, with the second language reflecting the linguistic diversity of the city.

(Ord. of 9-28-2010(01))

Sec. 17-18. - Same—Manner of appointment.

Submitted by Councilor McGeary prior to mtg of O & A 8/20/12  
on behalf of Police Chief Search Committee

(a) The candidates for chief of police shall be reviewed by a ~~selection-screening~~ committee consisting of the following individuals:

(1) The personnel director, who shall serve as the ~~chair~~ chair of the selection committee; a vice-chair will be elected by the members of the committee to preside in the absence of the chair.

(2) One member of the city council to be appointed by the president of the city council;

(3) Two members of the general public to be appointed by the president of the city council, with at least one of said members being a representative of the city's socio-economic and racial and ethnic segments; and

(4) Two members of the general public to be appointed by the mayor, with at least one of said members being a representative of the city's diverse socio-economic and racial and ethnic segments; and

(5) Two sworn officers of the city police department, 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;

(6) A public safety official appointed by the mayor, who shall be the emergency management director, if such position shall exist at that time.

The mayor may appoint appropriate support personnel to facilitate operations of the selection committee.

(b) In consultation with the selection committee and the purchasing agent, the mayor shall select a qualified recruitment and assessment consultant to analyze candidates for chief of police. After consultation with members of the public ~~at community meetings~~, the consultant and the committee shall develop selection criteria; recruit qualified candidates; select the most qualified candidates which shall be no more than seven or less than three ~~who shall be considered finalists~~ and administer the selection process to these candidates. The process shall consist of, ~~without limitation, a written examination, at a minimum, a professionally administered assessment center and a psychological evaluation.~~

(c) After the assessment center has been completed, the selection committee shall hold public interviews of the finalists. The committee shall vote a list of no more than five and no less than three unranked qualified candidates for chief of police and shall submit such list to the mayor. All votes taken by the selection committee shall be by majority vote of those present. If the selection committee determines that there are fewer than three candidates for chief of police, the selection committee shall nonetheless send the names of the candidate(s) to the mayor. The mayor may choose to commence a new selection process if the selection committee submits a list of fewer than three candidates or for any other reason designated in writing.

(d) Prior to the Mayor's appointment, the candidate selected shall be subject to and must pass a comprehensive background investigation. The mayor shall appoint a candidate from the list, subject to

confirmation of the city council. Prior to confirmation, the city council shall be provided with a copy of the contract negotiated with the candidate selected by the mayor. The contract may not be subsequently amended without the approval of the city council. The term of the contract shall be three years. The mayor may reappoint said chief for subsequent contractual terms of three years subject to city council confirmation.

(e) Upon such time as the mayor shall become aware of a vacancy in the office of chief of police, the mayor shall within a reasonable period of time notify the city council that a vacancy has occurred. The mayor shall thereafter commence the process to fill the vacancy, in the manner prescribed herein.

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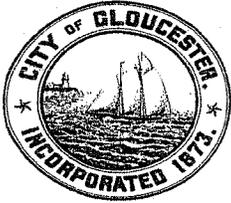
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Rick Maybury



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

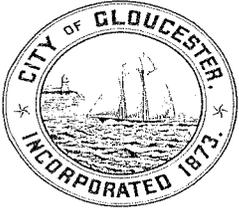
**ORDER:** CC#2012-050  
**COUNCILLOR:** Bruce Tobey

**DATE RECEIVED BY COUNCIL:** 09/11/12  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the City Council develop a policy, rules, or an ordinance to govern all written, electronic, or digital communications made or received by City Councillors, regardless of medium used, which are concerned with matters that are before the City Council or that are reasonably anticipated to come before the council, regardless of the method or medium of communication used, so that communications and records of City of Gloucester Councillors comply with all applicable laws including laws governing Open Meetings, Public Records and Zoning; and further

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

Bruce Tobey  
Councillor at Large



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** CC#2012-051  
**COUNCILLOR:** Steven LeBlanc

**DATE RECEIVED BY COUNCIL:** 09/11/12  
**REFERRED TO:** O&A and TC  
**FOR COUNCIL VOTE:**

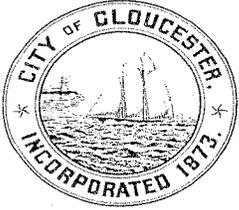
**ORDERED** that the Gloucester Code of Ordinances Sec. 22-287 entitled "Disabled Veteran, handicapped parking" be amended by **ADDING:**

one (1) handicapped space in front of Summer Street #44

And further

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

Steve LeBlanc  
Ward 3 Councillor



**CITY OF GLOUCESTER 2012  
CITY COUNCIL ORDER**

**ORDER:** CC#2012-052  
**COUNCILLOR:** Steven LeBlanc

**DATE RECEIVED BY COUNCIL:** 09/11/12  
**REFERRED TO:** O&A and TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the City Council amend the Gloucester Code of Ordinances Chapter 22 "Traffic and Motor Vehicles" Section 22-270 "Parking Prohibited at all Times" to **ADD** Lincoln Avenue from its intersection with Blynman Avenue on the westerly side to a point across from #15 Lincoln Avenue; and further

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

Steven LeBlanc  
Ward 3 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

September 11, 2012

Ms. Catherine Ryan  
17 High Rock Terrace  
Gloucester, MA 01930

Dear Catherine:

Thank you for agreeing to serve as the Mayor's representative on the **Committee for the Arts**. Your appointment to a four year term on the Committee for the Arts will be sent to the City Council for their meeting of September 25, 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.

We are aware that you have already been sworn in for a 90 day temporary appointment. After City Council approval, your term will expire on February 14, 2016.

Again, thank you for your dedication to public service. I 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 require any additional information, please do not hesitate to contact my office.

Sincerely,



Carolyn A. Kirk  
Mayor

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

EFFECTIVE SEPTEMBER 11, 2012

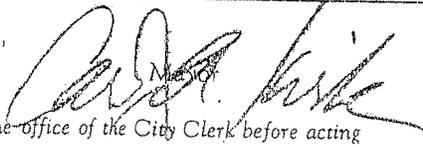
The City of Gloucester, Massachusetts

Dear Catherine Ryan, 17 High Rock Terrace, 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

September 11, 2012

Judith Hoglander, Chair  
Committee for the Arts  
52 Shore Road  
P. O. Box 5  
Gloucester, MA 01931

Dear Judith,

I am so pleased to see the Committee moving forward with the process for commissioning art on the HarborWalk. To assist the Committee for the Arts at this important time, I am appointing Catherine Ryan to be my representative for the Committee.

Catherine has worked closely with Cambridge Seven Associates during the development of the story moments and other design processes for the HarborWalk, and can provide background and perspective on design intent when that is helpful to CFTA. I believe you will also find her experience with art commissions and selections to be exceptionally helpful to you during your current process.

I thank Sharon DuBois for her service to CFTA these past years as the city representative.

Sincerely,

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

Carolyn A. Kirk  
Mayor

cc: Catherine Ryan  
Sharon DuBois  
Sarah Garcia

Gloucester, Massachusetts, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE V. - BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES >> DIVISION 10. - COMMITTEE FOR THE ARTS >>

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**DIVISION 10. - COMMITTEE FOR THE ARTS**

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Sec. 2-508. - Created.

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

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

Sec. 2-511. - Chairperson.

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

Sec. 2-513. - Duties.

Sec. 2-514. - Poet laureate established.

Secs. 2-515—2-519. - Reserved.

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

- (a) This is hereby created and established a committee to be known as the committee for the arts.
- (b) No municipal structure shall be erected and no work of art, or ornament, or object of utility except authorized structures of public service corporations and public drinking fountains not constituting works of art or ornament, shall be placed on any public ways or on any public lands other than cemeteries and no work of art or object of decoration shall be placed in or upon any public or municipal building or be removed, relocated or altered unless the design thereof or the action to be taken therewith shall have been reviewed by the committee for the arts. The committee shall make a written recommendation to approve or disapprove within 30 days after its submission.

*(Ord. No. 112-2000, § 1, 11-28-2000; Ord. of 5-16-2006(04))*

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

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

*(Ord. No. 112-2000, § 1, 11-28-2000)*

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

- (a) At least three 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, § 1, 11-28-2000)*

**Sec. 2-511. - Chairperson.**

The chairperson of the committee for the arts shall be elected by majority vote of the membership.

*(Ord. No. 112-2000, § 1, 11-28-2000)*

**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, § 1, 11-28-2000)*

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

It shall be the duty of the committee for the arts:

- (1) To promote the arts, visual, written, performed and spoken;
- (2) To foster within the community, a knowledge and appreciation of artistic endeavors, commercial or otherwise;
- (3) To seek out private or public assistance by way of donations or grants;
- (4) To do all appropriate acts that encourage the continuation of artistic endeavors within the city; and
- (5) To establish premises and offices and to spread the fame of local artists and educate the public.

*(Ord. No. 112-2000, § 1, 11-28-2000)*

**Sec. 2-514. - Poet laureate established.**

- (a) The city shall designate a poet as the official poet laureate of the city. The poet laureate shall be designated by the mayor and confirmed by the city council. A poet laureate selection committee shall review applications and make a recommendation to the mayor for the designation. The committee shall be comprised of the following:
  - (1) One member of the committee for the arts.
  - (2) The mayor or one representative appointed by the mayor.
  - (3) A member of city council or one representative appointed by the city council.
  - (4) Two members chosen by the committee for the arts who have a demonstrated substantial expertise and knowledge of poetry and reside in the city.
- (b) The committee for the arts shall set forth the criteria for the selection of the poet laureate to the selection committee.
- (c) The selection committee will then review the applications and make a recommendation to the committee for the arts for the poet laureate candidates.
- (d) The committee for the arts shall forward the selection committee's recommendation for the position to the mayor for appointment with approval by the city council.
- (e) The responsibilities of the poet laureate shall be established by the committee for the arts and may include, but not be limited to, providing public poetry readings, encouraging poetry appreciation within the city, and composing and publishing poems. The poet laureate shall be an honorary title and shall not receive any monetary compensation from the city.
- (f) The committee for the arts shall assist and support the poet laureate whenever possible and both parties should meet on an annual basis.
- (g) The poet laureate shall be a domiciled resident of the city and shall serve a four-year term.

*(Ord. of 12-15-2009(01))*

**Secs. 2-515—2-519. - Reserved.**

*City of Gloucester - Office of the City Engineer*

Telephone: 978-281-9773 Fax: 978-281-9725

**To:** Mayor Carolyn Kirk  
**From:** Karen Andrews, Engineering  
**Date:** September 10, 2012  
**Subject:** Proposed Street Naming and Numbering Plans

Attached please find 3 proposed street naming and/or numbering plans to be forwarded to the City Council for approval.

1. Georgia Way - currently a portion of Tolman Avenue.
2. Cripple Cove Lane - currently a portion of Parker Street.
3. Kettle Cove Lane - businesses currently using Western Avenue addresses.

I am also requesting that the Code of Ordinance Section 21-3, Street Names, be reviewed.

works, the mayor and the city auditor, stating that sufficient funds are on hand and will be allocated for placing such way in safe condition for travel.

(Code 1970, § 20-1)

**Sec. 21-2. Record of names, width, etc., of streets.**

The city clerk shall keep a book, in which shall be recorded and alphabetically arranged the names of all the streets and ways in the city which are laid out and accepted, with the date of such laying out and acceptance, the width of such streets and ways, and all alterations made therein from time to time by the city council.

(Code 1970, § 20-3)

**Sec. 21-3. Street names.**

(a) The several streets, ways and squares in the city shall continue to be called and known by the names heretofore established.

(b) All streets and ways hereafter laid out shall be named by the city council. The city council may change the name of any street or way at any time following sections (c) through (f) as follows:

(c) All requests for street names and numbering plans shall be filed with either city clerk or engineering department. The written requests must contain a clear locus map to show the exact location and/or numbering being requested. The engineering department shall route all requests to the city clerk.

(d) The city clerk shall forward all street naming and numbering plans to the city council for review at the appropriate standing committee, planning and development.

(e) The planning and development committee shall request written reports from the following agencies prior to any final recommendation for action. The agencies and their respective responsibilities are defined below:

*City engineer:* Agency for the development of numbering plans and master list recording.

*Fire department:* Input on sound-alike names, duplicate names, public safety and response aspects.

*Police department:* Input on sound-alike names, duplicate names, public safety and response aspects.

*Planning department:* Review with respect to names and proposed developments to avoid conflicts.

*Assessors:* For review based on assessor's records to avoid conflicts.

All departments will have fourteen (14) days to respond. No response shall indicate no concern with the name or number plan.

(f) The decision of the city council, along with the locus map and or numbering plan shall be routed to the departments listed above.

(Code 1970, § 20-2; Ord. No. 25-1994, § I, 12-13-94)

PROPOSED STREET NAMING & NUMBERING PLAN FOR GEORGIA WAY

OWNER OR RESIDENT & MAILING ADDRESS	# ON HOUSE	ASSESSORS DATABASE	VOTER REGISTRAR DATABASE	PROPOSED STREET NAME/ NUMBER	ASSESSOR MAP/LOT #
Cupboard of Gloucester, Inc c/o Carter Grover 2nd 6731 Clyattville Lake Park Rd Valdosta, GA 31601		41 Hough Avenue		41 Hough Avenue (Cupboard) 4 Georgia Way	216-75
Scott Barracough 7R Tolman Ave Gloucester, MA 01930	7R	7R Tolman Avenue	Scott Barracough Susan Barracough	6 Georgia Way	216-83
William Scholfield 9R Tolman Avenue Gloucester, MA 01930	9R	9R Tolman Avenue	William Scholfield	8 Georgia Way	216-82

April 3, 2012

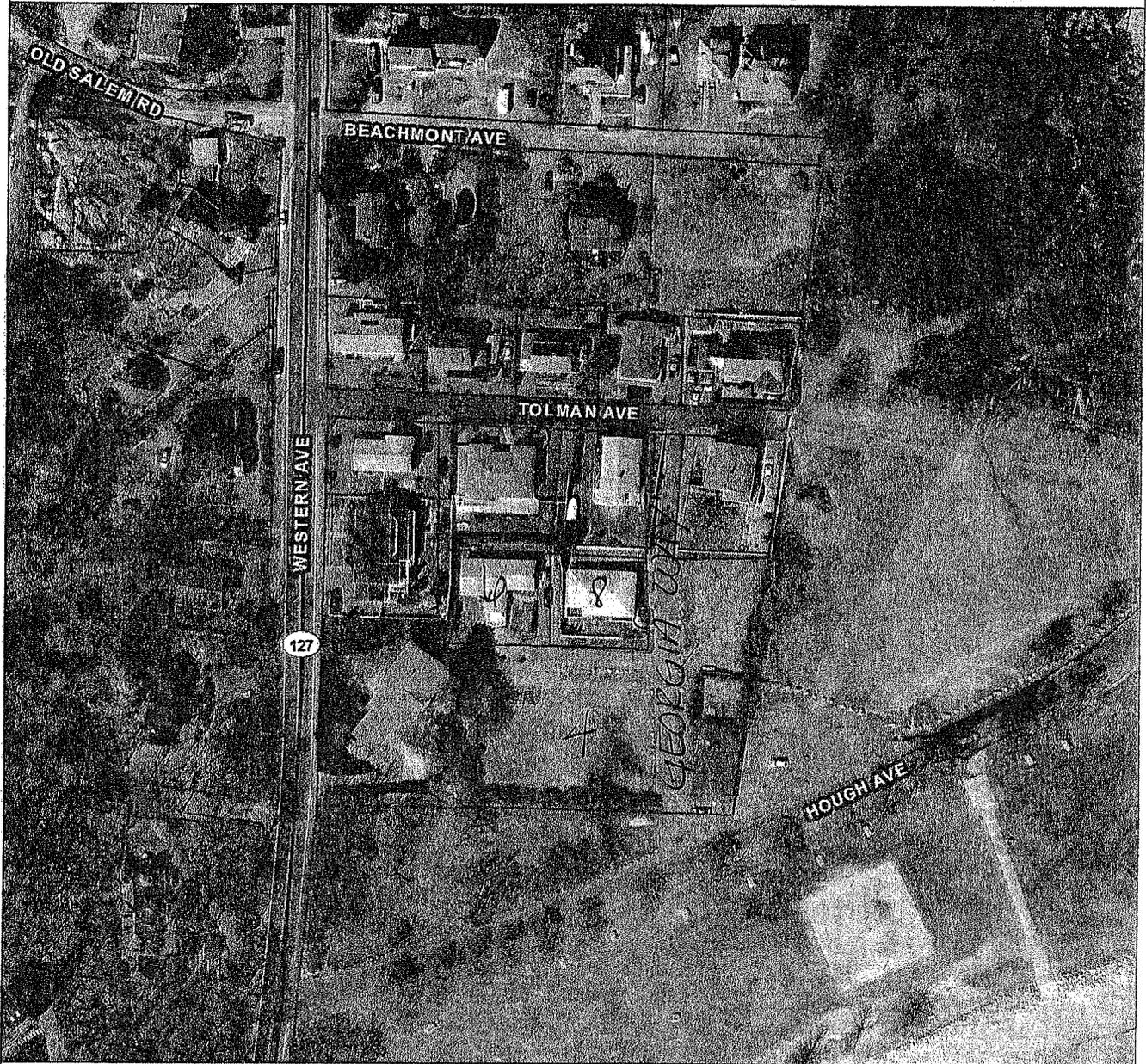
Dear Ms. Andrews,

Thank you for your letter of March 27, 2012, informing us of the City of Gloucester's Engineering Department's naming and numbering plan for the road behind the Cupboard, in Stage Fort Park, which we own. We like the proposed name, Georgia Way, and wish to state our approval of your plan.

If you have any questions, please feel free to call us at: 229-559-7272 or  
229-539-1487

Sincerely,  
Ginger & Cynthia Carter

# Proposed Georgia Way

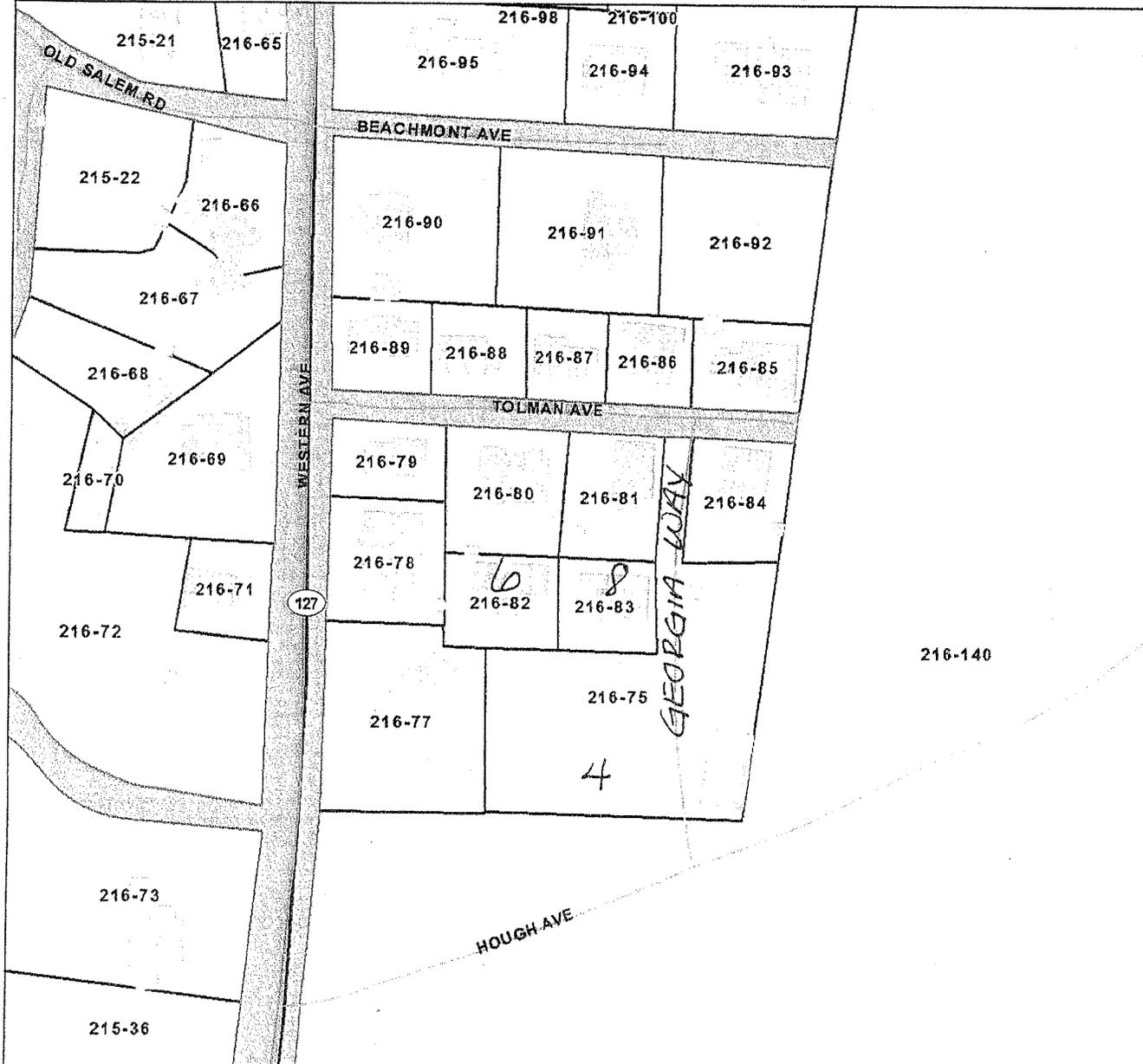


Transportation

— State Highway

□ Image Parcels

# Proposed Georgia Way



- Building Footprint
- Transportation
- Street Centerlines
- Display Parcels

PROPOSED STREET NUMBERING PLAN FOR KETTLE COVE LANE

OWNER OR RESIDENT & MAILING ADDRESS	# ON HOUSE	ASSESSORS DATABASE	PROPOSED STREET NAME/ NUMBER	ASSESSOR MAP/LOT #
William McCarthy 95 Hesperus Avenue Gloucester, MA 01930	vacant lot	739 Western Avenue	739 Western Avenue (1 Kettle Cove Lane)	194-75
William McCarthy 95 Hesperus Avenue Gloucester, MA 01930	vacant lot	0 Kettle Cove Lane	3 Kettle Cove Lane	194-81
B & S Investments LLC 18 Witham Street Gloucester, MA 01930		0 Kettle Cove Lane	7 Kettle Cove Lane	194-89
B & S Investments LLC 18 Witham Street Gloucester, MA 01930		0 Kettle Cove Lane	9 Kettle Cove Lane	194-86
Robert & Carmel Normand 8 Highland St Gloucester, MA 01930		0 Kettle Cove Lane	11 Kettle Cove Lane	194-88
Robert & Carmel Normand 8 Highland St Gloucester, MA 01930		0 Kettle Cove Lane	13 Kettle Cove Lane	194-87
Various owners of condo units **		15-23 Kettle Cove Lane	15-23 Kettle Cove Lane	194-10
Top Dog Studio LLC 6 Eveleth Road Gloucester, MA 01930	vacant lot	0 Kettle Cove Lane	24 Kettle Cove Lane	194-85
Top Dog Studio LLC 6 Eveleth Road Gloucester, MA 01930		0 Kettle Cove Lane	22 Kettle Cove Lane	194-84

PROPOSED STREET NUMBERING PLAN FOR KETTLE COVE LANE

OWNER OR RESIDENT & MAILING ADDRESS	# ON HOUSE	ASSESSORS DATABASE	PROPOSED STREET NAME/ NUMBER	ASSESSOR MAP/LOT #
Dennis Whittemore 743 Western Avenue Gloucester, MA 01930		0 Kettle Cove Lane	20 Kettle Cove Lane	194-83
Donald Robbins 132 Western Avenue Gloucester, MA 01930		0 Kettle Cove Lane	8-18 Kettle Cove Lane	194-82
William McCarthy 95 Hesperus Avenue Gloucester, MA 01930	vacant lot	743 Western Avenue	6 Kettle Cove Lane	194-76

\*\* - Kettle Cove Lane addresses have already been assigned to these buildings

# Kettle Cove Lane

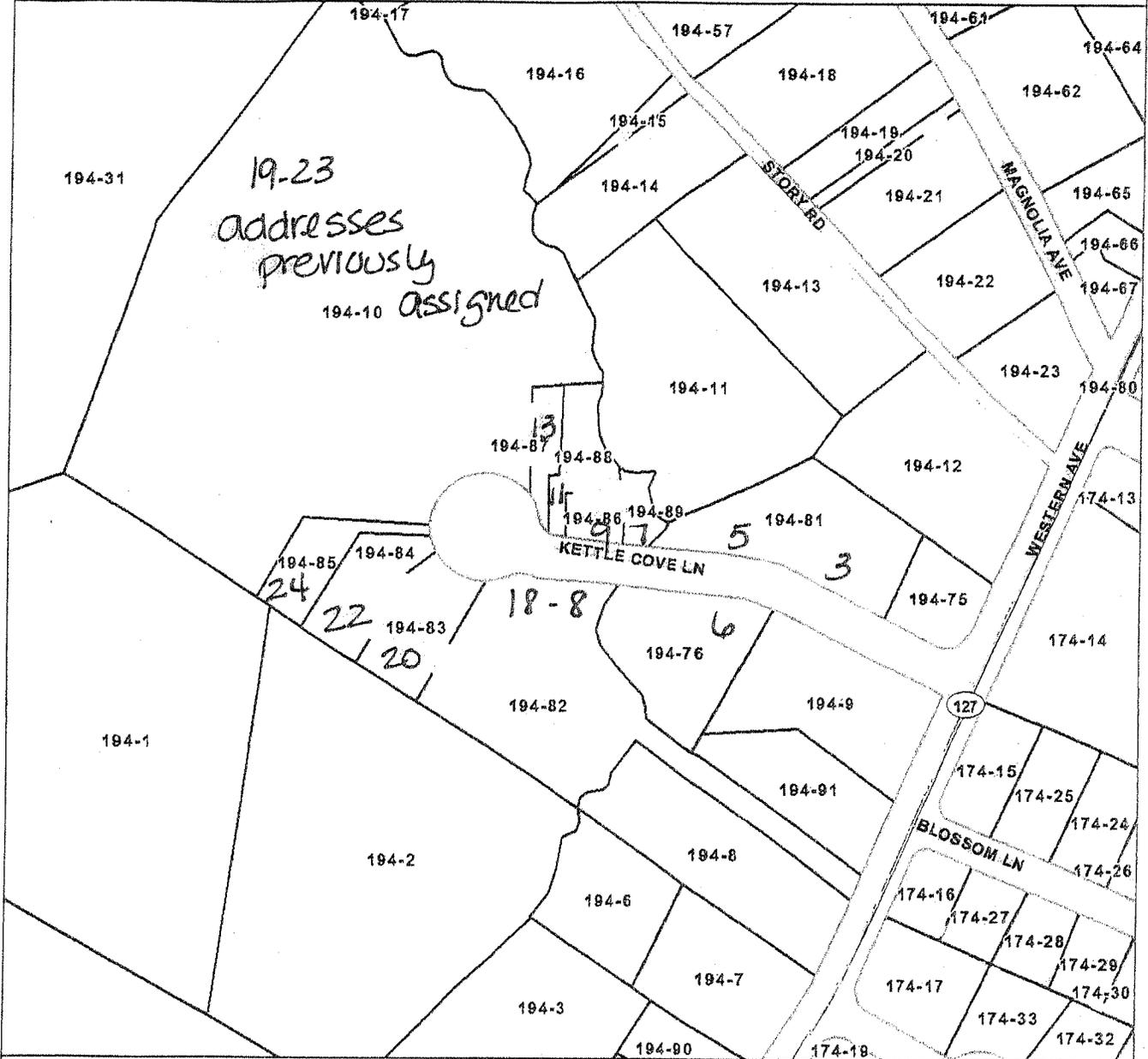


Transportation

— State Highway

□ Image Parcels

# Proposed Street Numbering for Kettle Cove Lane



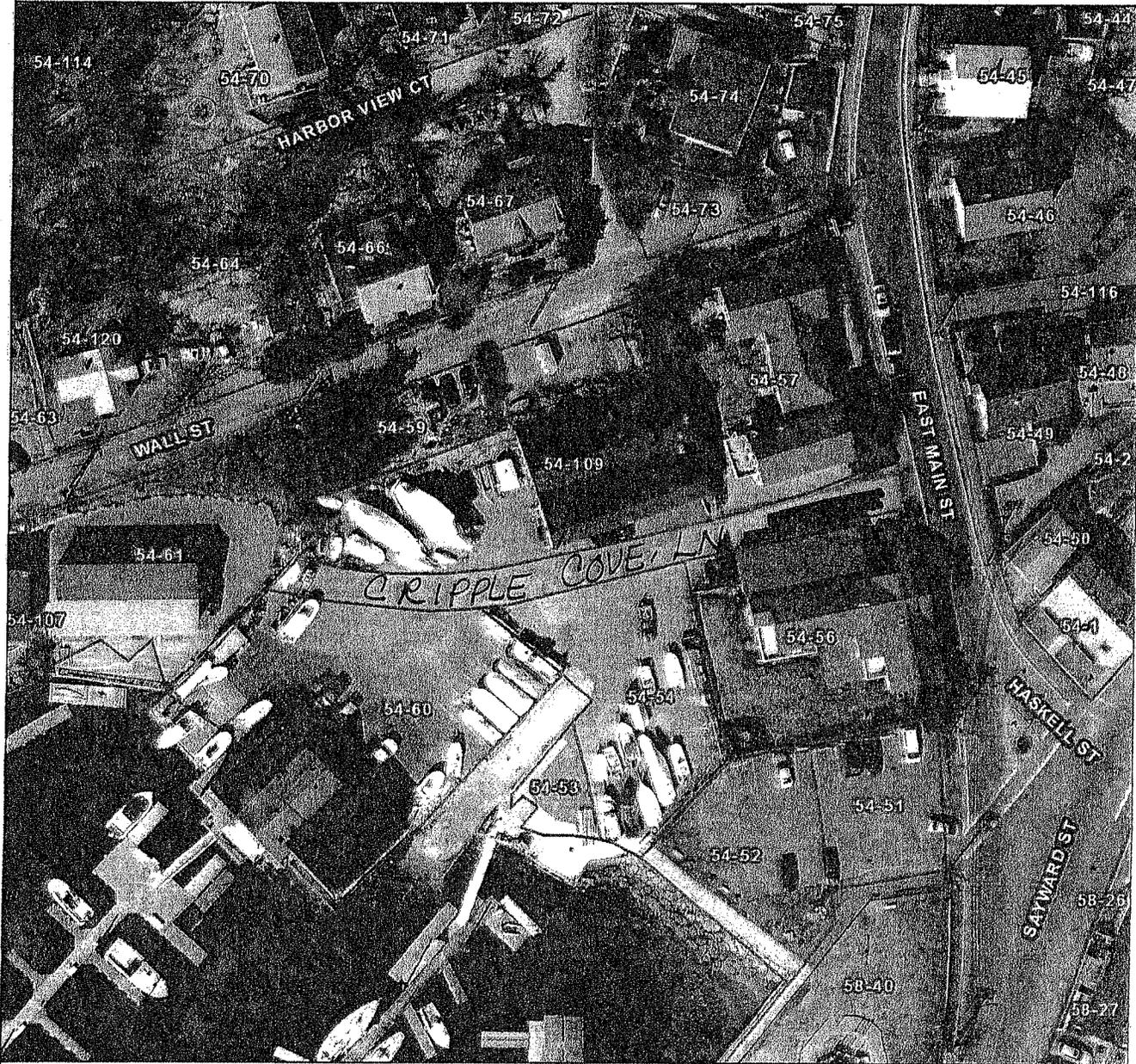
- Building Footprint
- Transportation
- Street Centerlines
- Display Parcels

PROPOSED STREET NUMBERING PLAN FOR CRIPPLE COVE LANE

OWNER OR RESIDENT & MAILING ADDRESS	# ON HOUSE	ASSESSORS DATABASE	PROPOSED STREET NAME/ NUMBER	ASSESSOR MAP/LOT #
J. Eric Bornhoff 59 Parker Street		61R East Main Street	3 Cripple Cove Lane	54-109
J. D.'s Realty Trust 51 Parker Street		51 Parker Street	6 Cripple Cove Lane	54-60
J. Eric Bornhoff 59 Parker Street		59 Parker Street	4 Cripple Cove Lane	54-54
J. Eric Bornhoff 59 Parker Street		59R Parker Street	4R Cripple Cove Lane	54-53



# Proposed Cripple Cove Lane



- Transportation
- State Highway
  - Image Parcels