



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

CITY COUNCIL STANDING COMMITTEE
Ordinances & Administration
Monday, June 3, 2013 – 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) Reorganization of the City Clerk's Department
- B) CC2013-017 (Verga) Amend GCO Chapter 21, Article IV (Repair of Private Ways) Sections 21-81 through 21-85 to add specific standards on what the City should require for the level of design, amount of work, and allocation of funds for permanent repairs to private ways (Cont'd from 04/01/13)
- C) 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 05/06/13)
- D) 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 05/06/13)

2. New Appointments:

<i>Conservation Commission</i>	<i>Helen Shaw-Kwasie</i>	<i>TTE 02/24/16</i>
<i>Gloucester Housing Authority Tenant Representative</i>	<i>Barbara Snare</i>	<i>TTE 05/31/18</i>
<i>Fisheries Commission</i>	<i>Scott O. Swicker</i>	<i>TTE 02/14/16</i>
<i>Downtown Development Commission</i>	<i>Alan DeLorenzo</i>	<i>TTE 02/14/16</i>

Reappointment:

<i>Licensing Board</i>	<i>John Rando</i>	<i>TTE 05/13/19</i>
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3. Memorandum from Mayor & Memorandum from Community Development Director re: Tourism Commission

**4. CC2013-019 (LeBlanc) Amend GCO Chapter 22, Sec. 22-287 (Disabled Veteran, handicapped parking)
Re: Middle Street #15 (TBC 06/17/13)**

COMMITTEE

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

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
Mike Hale
Tom Daniel

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 2013
CITY COUNCIL ORDER**

ORDER: CC#2013-017
COUNCILLOR: Greg Verga

DATE RECEIVED BY COUNCIL: 03/26/13
REFERRED TO: O&A & P&D
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances, Chapter 21 "Streets, Sidewalks, and Other Public Places", Article IV "Repair of Private Ways", sections 21-81 through 21-85 as amended April 10, 2012, be **AMENDED** to **ADD** specific standards on what the City should require for the level of design, the amount of work, and the allocation of funds for permanent repairs to private streets; and further

ORDERED that this matter shall be referred to the Ordinances and Administration Standing Committee and the Planning and Development Standing Committee for review and recommendation.

Greg Verga
Ward 5 Councillor

Sec. 21-81. - Type and extent of work.

- (a) Permanent construction or repair shall include, but not be limited to, the construction, resurfacing and reconstruction of private ways. Permanent construction or repair may include the installation and construction of drainage systems in those instances in which the city council, with advisory reports from the director of public works or city engineer, has determined that a drainage system is necessary. Petitioners should discuss proposals with director of public works and city engineer for guidance.
- (b) Temporary construction or repair shall include the filling of holes in the subsurface of private ways and repairs to the surface materials, but shall not include the resurfacing thereof. Oiling and tarring of private ways by the city shall not be permitted.

(Ord. of 11-18-1980, § 2)

Cross reference— Definitions and rules of construction generally, § 1-2.

Sec. 21-82. - Permanent or temporary construction or repair, when available.

- (a) Permanent construction or repair may be performed by the city upon approval of the city council in accordance with the procedures set forth in section 21-84.
- (b) Temporary construction or repair may be performed by the city upon a determination by the director of public works that the condition of a way adversely affects the safety of the inhabitants and that construction or repair of a permanent nature is unnecessary to cure the condition, or upon determination that the condition of the way constitutes an emergency which requires the immediate performance of construction or repair in order to protect the health or safety of the inhabitants of the city.

(Ord. of 11-18-1980, § 3)

Sec. 21-83. - Funding for approved construction or repair.

- (a) Fifty percent of the total cost of performance of approved permanent construction and repair work, including the cost of plans or specifications developed subsequent to city council approval, but excluding the cost of preliminary plans developed prior to city council approval, shall be paid by the city from funds appropriated to a separate account in the yearly city budget or from the capital improvement program, except that the city in no case shall be obligated to pay any portion of any costs in excess of 110 percent of the estimated costs to the city as represented in the petition and plans approved by the city council pursuant to section 21-84 herein; the remaining 50 percent of the total cost as described in this subsection shall be paid by the abutting owners, the amount to be so paid to be divided by the number of abutting parcels and assessed to the owners thereof.
- (b) In the case of temporary repairs, the city shall be obligated to pay 100 percent of the total cost.
- (c) In any case involving construction or repairs costing less than \$4,000.00, the city may satisfy its financial obligation under subsections (a) and (b) of this section through the provision of either in-kind services or cash payment of the amount established pursuant to this section. In-kind services may be performed by the department of public works if, in the judgment of its director, the department has the existing capability to render such performance. Where the cost of construction or repair exceeds \$4,000.00, the work shall be awarded to private contractors by means of the applicable bidding procedures.

- (d) The city shall not require that abutting owners pay a cash deposit as a prerequisite to the performance of approved work. However, betterments shall be assessed and collected for such work in accordance with the provisions of M.G.L. c. 80, § 1 et seq. and other applicable laws.

(Ord. of 11-18-1980, § 4)

Sec. 21-84. - Procedural prerequisites for permanent construction or repair.

- (a) Any performance of permanent construction or repair as set forth in this article must be authorized by a majority vote of the city council. No such authorization shall be granted unless the requirements of subsection (b) through (i) of this section have been satisfied.
- (b) A petition, signed by no less than 51 percent of the abutting owners of the portion of the private way subject to the proposed construction or repair, must be submitted to the city council. Such petition must conform to the requirements of subsections (c) through (f) of this section.
- (c) Petitioners shall use only official petition forms, available from the city clerk's office upon request.
- (d) The original petition shall be submitted to the city clerk. The city clerk shall file a copy of the petition with the mayor's office and with the director of public works. Prior to the filing of any petition, prospective petitioners shall be encouraged to contact the city engineer and/or the director of public works to discuss the proposal informally for the purpose of receiving guidance and relevant information.
- (e) All petitions submitted to the city council for consideration must be accompanied by a set of preliminary engineering plans prepared and signed by a registered engineer qualified in the field. Such plans must be of sufficient detail to indicate the nature and extent of the work requested and the quantity and type of materials necessary. Such plans must also indicate an estimated cost of the requested construction or repair. In no event shall the cost of any such preliminary plans be included in the project costs to be shared by the city and the abutting owners. All petitions submitted to the council also must plainly indicate that a meeting of the abutting owners has been held and votes recorded as provided in section 21-85.
- (f) After the filing of the petition as described in subsection (d) of this section, the city engineer or director of public works shall be consulted by the petitioners for purposes of preliminary review and comment upon the petition and plans prior to the forwarding of said materials to the city council. Such review may include a recommendation that the petition be withdrawn by the petitioners or rejected by the city council as an insufficient or inappropriate solution to the problem presented.
- (g) Within 30 days after the filing date of the petition, the mayor and the director of public works shall review the petition and shall submit to the city council their recommendations concerning the necessity and feasibility of the project, the appropriate priority to be assigned to the project, and the availability of funding. Failure to submit the required reports shall be deemed to signify approval of the proposed work.
- (h) The city council must hold a public hearing upon the petition within 60 calendar days of filing thereof, except that in a particular case the council by two-thirds vote thereof may extend the deadline for hearing by a maximum of 30 days. Review of the petition by the city council shall include a determination whether the construction or repair is required by public convenience and necessity.
- (i) Approval of a petition shall require a majority vote of the city council. Notice of the council's decision shall be posted and a copy thereof shall be mailed to all abutting owners.

(Ord. of 11-18-1980, § 5)

Sec. 21-85. - Meeting and vote by abutting owners.

- (a) Prior to submitting any petition under this article, a meeting of all abutting owners must be held, after notice, and a vote recorded to perform and pay for certain repairs to the private way in question. The meeting shall be called by any two or more abutting owners. Notice of the meeting, stating the date, time and location thereof, shall be given at least seven days in advance by posting the notice in the city clerk's office and by mailing the notice to all abutting owners by registered mail, return receipt requested. Submission of such receipts shall be deemed sufficient evidence that notice has been given to abutting owners.
- (b) At the meeting of abutting owners as required by subsection (a) of this section, separate votes shall be taken and recorded to determine whether certain repairs are to be sought and whether such repairs shall be paid for pursuant to the terms of this article. A majority of the abutting owners attending the meeting must vote in favor of both issues in order to qualify for construction or repair under this article.

(Ord. of 11-18-1980, § 6)

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 equate to those of Gloucester

Insert in 17-17 (1)

as submitted by Councillor Whyntott
@ 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;

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

~~ec.~~ 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.

(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, ~~t~~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.

Regarding the Police Chief ordinance, following suggestions:

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

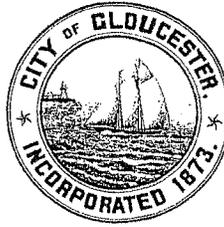
committee.

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 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

April 23, 2013

Ms. Helene Shaw-Kwasie
6 Nautical Heights
Gloucester, MA 01930

Dear Ms. Shaw-Kwasie:

I am pleased to appoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of May 14, 2013. 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.

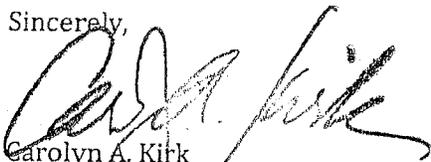
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

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

Enclosure

cc: Mayor's Report to the City Council
Rob Gulla, Chair-Conservation Commission
Lisa Press, Conservation Agent

CAK/c

EFFECTIVE APRIL 23, 2013

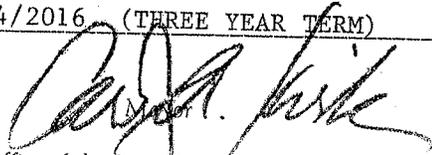
The City of Gloucester, Massachusetts

Dear Helene Shaw-Kwasie, 6 Nautical Heights, Gloucester, MA

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

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

Respectfully,



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

Sworn in _____ By: _____

Helene Shaw-Kwasie
6 Nautical Heights
Gloucester, MA 01930
978-865-3903
h.shaw.kwasie@gmail.com

April 8, 2013

The Honorable Carolyn Kirk
Mayor of Gloucester
City Hall
Gloucester, MA 01930

Dear Mayor Kirk:

It has been brought to my attention by Gloucester Conservation Agent, Lisa Press, that there is a vacancy on the Conservation Commission. I would very much like to be considered to fill that vacancy as my husband and I have recently moved to Gloucester.

For the past 21 years I have been an employee of the Town of Manchester, primarily as the Clerk to the Planning Board. Additionally, I served in a clerical capacity for the Conservation Commission for a period of time during the mid-1990's and again last winter and this winter attending meetings and taking minutes from January through April as the substitute for the minutes-taker who winters in Florida. Prior to 1991, I worked as a legal assistant/legal secretary for a large law firm in Boston.

I enjoy reading regulations, am comfortable in a Commission/Board setting, and am confident in my ability to be informed and fair in my decision making.

I look forward to hearing from you.

Sincerely yours,

Helene Shaw-Kwasie

Helene Shaw-Kwasie
6 Nautical Heights
Gloucester, MA 01930
978-865-3903
h.shaw.kwasie@gmail.com

Professional Resume

Experience:

Substitute Recording Secretary for Manchester Conservation Commission. January – April 2013, January – March 2012, and Early 1990's. In this capacity I attend Commission meetings and prepare minutes. I have working knowledge of the Conservation Commission process under applicable local by-law and the Wetlands Act.

Clerk/Administrative Assistant to the Manchester Planning Board. October 1991 – Present.
October 1991 – Present.

Clerk/Administrative Assistant to the Manchester Historic Commission and Historic District Commission. June 2007 – Present.

I provide administrative support to Planning Board, Historic Commission and Historic District Commission, responding to telephone inquiries, attending Board and Commission meetings, preparing agendas and associated materials, recording and transcribing minutes, and maintaining files. I work with residents, developers, and professionals throughout the application process. I have working knowledge of applicable zoning by-laws, the Zoning Act, the Subdivision Control Law; as well as State legislation and applicable local by-laws relating to Historic Districts and Historic Commissions.

Principal of Shaw-Kwasie Services. April 1995-Present.

I provide office support including financial data entry and general office administration in private homes and in my office.

Legal Secretary. Foley, Hoag & Eliot, Boston, MA. March 1976 – May 1991.

I served as Legal/Executive Secretary and Assistant to a partner of one of Boston's premier law firms, using extensively my skills of organization and coordination

Education:

Endicott College (psychology and business management)

University of Massachusetts, Boston (liberal arts)

Suffolk University (accounting, finance)

Volunteer:

Manchester Elementary and Manchester/Essex Regional High School. I volunteered in many different capacities including chaperoning Debate Team trips, helping in classrooms, and designing and constructing costumes for theater productions. 1991 – 2007.

Sacred Heart Church, Manchester. I taught Religious Education, Grades 1 through 8. 1996 – 2007.

References: Upon request.

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: Carolyn A. Kirk, Mayor

From: Jim Duggan, Chief Administrative Officer 

Cc: Michael McLeod, Chairman of the Gloucester Housing Authority Board
David Holden, Executive Director of the Gloucester Housing Authority

Date: May 16, 2013

Re: Appointment to the Gloucester Housing Authority Board

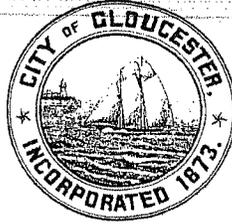
On May 14, 2013, the Chairman of the Gloucester Housing Authority Board, Mike McLeod, the Housing Authority's Executive Director, David Holden and I interviewed two prospective candidates to fill the vacant Tenant Representative seat on the GHA Board.

Both candidates were very impressive with proven track records of advocating for their fellow tenants and are passionate about the GHA.

At this time, by a unanimous decision, Chairman McLeod, Mr. Holden and I would like to recommend that you appoint Ms. Barbara Snare to fill the vacant Tenant Representative seat on the GHA Board. Ms. Snare has a command of the issues the GHA is faced with today and good ideas how she can support the GHA family. Ms. Snare is currently the President of the Poplar Park Tenants Organization and is amenable that if appointed, she will have to vacate the position.

Thank you

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

May 20, 2013

Ms. Barbara Snare
64 Poplar Park
Gloucester, MA 01930

Dear Ms. Snare:

Thank you for your interest in serving on the **Gloucester Housing Authority**. I am pleased to appoint you to a five year term as the Tenant Representative to the Gloucester Housing Authority. Your appointment will be sent to the City Council for their meeting of May 28, 2013. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting.

I have issued you a 90 day temporary appointment so that you may attend and vote at meetings. 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
David Houlden, Executive Director-Gloucester Housing Authority

Enclosure
CAK/c

EFFECTIVE May 20, 2012

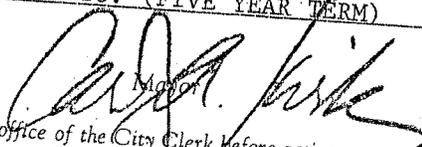
The City of Gloucester, Massachusetts

Dear Barbara Snare, 64 Poplar Park, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
Tenant Representative/Gloucester Housing Authority of the City of
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council
approval, term to expire 5-31-2018. (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: _____

Barbara Snare
64 Poplar Park
Gloucester, MA 01930
978 282 1526

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

April 29, 2013

Mayor Kirk,

Good Afternoon !

I am writing to express my interest in the vacant position on the Board of the Gloucester Housing Authority as the Tenant Representative.

It is my understanding that the Mayor makes the Tenant Representative appointment to the Housing Authority Board and I am submitting my name to you for your consideration.

My name is Barbara Snare. I have been a resident of Poplar Park for the past fourteen years. As a tenant of one of the buildings (Poplar Park) owned and operated by the Gloucester Housing Authority, I am qualified for your consideration and I am pleased to share with you my background for further consideration:

I received my education in Gloucester Schools, graduated from Gloucester High School from which I received the Doctors' Scholarship for nursing to the Addison Gilbert Hospital School of Licensed Practical Nursing (LPN). I am a graduate of the program and credit it with my continued interest in geriatrics. I spent the next forty (plus) years in my chosen profession - Geriatric Nursing as a Charge Nurse and Patient Care coordinator at nursing facilities in Gloucester as well as Rockport. I am currently the President of the Poplar Park Tenants' Organization and have served in that capacity since my retirement nine years ago. I have served on the Gloucester Housing Authority Grievance Committee Board since 2009 which is the same year I became a member of the Gloucester Triad. I proudly attended and passed the Ombudsman course in 2010.

As the President of the Poplar Park Tenants' Organization, I am familiar with the process by which the GHA conducts its meetings and interacts with the tenants within their jurisdiction. I look forward to becoming a member of this great organization and believe that I can transition onto the Board with little training while at the same time continuing my advocacy for the tenants throughout the city that are governed by the GHA.

I have enjoyed advocating for the elderly all of my life and believe that my background would be a welcome asset to the Gloucester Housing Authority Board as their Tenant Representative.

I look forward to discussing my application further with you at your convenience.

Respectfully,

Barbara Snare

Cc: Mr. Michael McLeod, Chair
Gloucester Housing Authority Board

Mr. David Houlden, Director
Gloucester Housing Authority

Christine Pantano

From: Jackie Hardy <jackieahardy@verizon.net>
Sent: Monday, April 29, 2013 2:09 PM
To: Carolyn Kirk
Cc: mmcleodsr@yahoo.com; doulden@ghama.com; barbaras2@prodigy.net; Jackie Hardy; Jim Duggan; Christine Pantano
Subject: GHA Vacancy Letter of interest Barbara Snare as Tenants Rep
Attachments: GHA Board vacancy Letter of Interest by Barbara Snare.doc

Mayor Kirk,

Ms. Barbara Snare is a constituent of Ward 4 and has asked that I assist her with the email forwarding of her letter of interest for the vacant Tenants Representative position on the Board of the Gloucester Housing Authority.

Please take a moment to print Barbara's letter of interest and please give it due consideration.

On a personal note, I believe that Barbara would be an asset to the GHA and I look forward to discussing the possibility with you further.

As you can see from this email and the attached letter, the Chairman of the Board, Mr. McLeod and Director of the GHA have also been copied.

Respectfully,
Jackie Hardy
Ward 4 City Councillor

Important Notice: *As in accordance with the Massachusetts Public Records Retention Law, all emails go through the city computer server and are Archived by the City, thus your emails to and or from me are not to be considered confidential.*

The General Laws of Massachusetts

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PART I. ADMINISTRATION OF THE GOVERNMENT

TITLE XVII. PUBLIC WELFARE

CHAPTER 121B. HOUSING AND URBAN RENEWAL

OPERATING AGENCIES

Chapter 121B: Section 5. Membership; appointment; election; term of office

Section 5. Every housing and redevelopment authority shall be managed, controlled and governed by five members, appointed or elected as provided in this section, of whom three shall constitute a quorum.

In a city, four members of a housing or redevelopment authority shall be appointed by the mayor subject to confirmation by the city council; provided, that, the members shall be appointed to serve for initial terms of one, two, four and five years, respectively.

In a town, four members shall be elected by the town; provided, that of the members originally elected at an annual town meeting, the one receiving the highest number of votes shall serve for five years, the one receiving the next highest number of votes, for four years, the one receiving the next highest number of votes, for two years, and the one receiving the next highest number of votes shall serve for one year; provided, that upon the initial organization of a housing or redevelopment authority, if a town so votes at an annual or special town meeting called for the purpose, four members of such an authority shall be appointed forthwith by the selectmen to serve only until the qualification of their successors, who shall be elected at the next annual town meeting as provided above.

In a city or town, one member of a housing or redevelopment authority shall be appointed by the department for an initial term of three years.

Thereafter, as the term of a member of any housing or redevelopment authority expires, his successor shall be appointed or elected, in the same manner and by the same body, for a term of five years from such expiration. Membership in a housing or redevelopment authority shall be restricted to residents of the city or town.

In a city, one of the four members of a housing authority appointed by the mayor shall be a resident of that city and shall be a representative of organized labor who shall be appointed by the mayor from a list of not less than two nor more than five names, representing different unions submitted by the Central Labor Council, AFL-CIO and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America of the city or of the district within which the city is included. If no such list of names is submitted within sixty days after a vacancy occurs, the mayor may appoint any representative of organized labor of his own choosing to the authority. In a city, one of the four members of a housing authority appointed by the mayor shall be a tenant in a building owned and operated by or on behalf of the local housing authority who shall be appointed by the mayor from lists of names submitted by each duly recognized city-wide and project-wide tenants' organization in the city. A tenants' organization may submit a list which contains not less than two nor more than five names to the mayor who shall

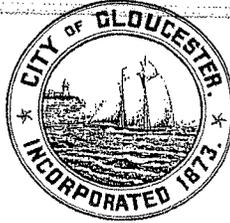
make his selection from among the names so submitted; provided that, where no public housing units are owned and operated by the local housing authority and no such units are owned and operated on behalf of the local housing authority, the mayor shall appoint any tenant of the housing authority from lists submitted in accordance with this section. If no list of names is submitted within sixty days after a vacancy occurs, the mayor shall appoint any tenant of his choosing to the authority. The mayor shall notify in writing tenant organizations as specified herein not less than ninety days prior to the expiration of the term of a tenant member. Whenever a vacancy occurs in the term of a tenant member for any reason other than the expiration of a term, the mayor shall notify in writing the tenant organizations specified herein within ten working days after the vacancy occurs. The mayor shall make an appointment within a reasonable time after the expiration of sixty days after said notice.

Vacancies, other than by reason of expiration of terms, shall be filled for the balance of the unexpired term, in the same manner and by the same body, except elected members in towns whose terms shall be filled in accordance with the provisions of section eleven of chapter forty-one. Every member, unless sooner removed, shall serve until the qualification of his successor.

As soon as possible after the qualification of the members of a housing or redevelopment authority the city or town clerk, as the case may be, shall file a certificate of such appointment, or of such appointment and election, as the case may be, with the department, and a duplicate thereof, in either case, in the office of the state secretary. If the state secretary finds that the housing or redevelopment authority has been organized and the members thereof elected or appointed according to law, he shall issue to it a certificate of organization and such certificate shall be conclusive evidence of the lawful organization of the authority and of the election or appointment of the members thereof.

Whenever the membership of an authority is changed by appointment, election, resignation or removal, a certificate and duplicate certificate to that effect shall be promptly so filed. A certificate so filed shall be conclusive evidence of the change in membership of the authority referred to therein.

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

May 20, 2013

Mr. Scott O. Swicker
241 Essex Avenue
Gloucester, MA 01930

Dear Mr. Swicker:

Thank you for your interest in serving on the **Fisheries Commission**. I am pleased to appoint you to a three year term on the Commission and have issued you a 90 day temporary appointment to serve on the Commission which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their meeting of May 28, 2013 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Fisheries Commission. I greatly appreciate the hard work and dedication you and your colleagues offer on behalf of the City of Gloucester.

Sincerely,

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

Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Sarah Garcia, Harbor Planning Director

Enclosure
CAK/c

EFFECTIVE May 20, 2013

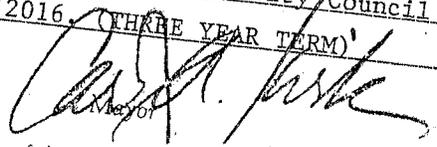
The City of Gloucester, Massachusetts

Dear Scott O. Swicker, 241 Essex Avenue, Gloucester, MA

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

This is a 90 day temporary appointment. After City Council
approval, term to expire 2/14/2016. (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: _____

Scott O. Swicker
241 Essex Ave
Gloucester, MA 01930
978-281-1278
scottswicker@comcast.net

April 22, 2013

City of Gloucester
Office of the Mayor
9 Dale Avenue
Gloucester, MA 01930

Dear Mayor Kirk,

I was contacted by the Gloucester Fisheries Commission inquiring if I would be interested in filling a position that was opening up. I feel that the Gloucester Fisheries Commission should be an essential piece of the fishing industries future in Gloucester. I am interested, willing, and able to volunteer my time to serve on this commission to help preserve our heritage.

I have fished for 100% of my livelihood since 1976. I own and operate two 45' fixed gear fishing vessels active in the groundfishery, lobster trap fishery, and Blue Fin Tuna fishery. They have been home ported in Gloucester since 1984.

I have resided in Gloucester since 1980. I own a home and property in Gloucester. My children were born and raised in Gloucester and attended schools here.

I hope that you find me a suitable candidate.

Sincerely,



Scott O. Swicker
F/V Aaron & Alexa
F/V Ashley & Anthony

GLOUCESTER FISHERIES COMMISSION

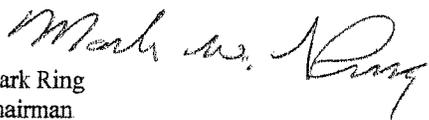
May 5, 2013

Mayor Carolyn Kirk
Gloucester City Hall
Dale Avenue
Gloucester MA.

Dear Mayor Kirk,

The Fisheries Commission meeting on April 18, 2013 nominated Scott Swicker and he was unanimously approved for the open seat on the commission. Scott is a Gloucester resident who has been an active member of the fishing community for almost 30 years. Scott maintains his two vessels to the highest standards and is involved in multiple fisheries. Scott is well versed in all of the regulatory facets of the industry and this commission believes he would be an asset to the board.

Thank You,


Mark Ring
Chairman

956

AN ACT INCORPORATING THE GLOUCESTER FISHERIES COM-
MISSION. Chap. 260

Be it enacted, etc., as follows:

SECTION 1. There is hereby created a body politic and corporate to be known as the Gloucester Fisheries Commission which shall be deemed to be a public instrumentality for the purposes of this act and shall have an official seal as determined by the original membership of the commission.

SECTION 2. Said Gloucester Fisheries Commission shall be set up and sponsored by the city of Gloucester to investigate, advocate and recommend measures for the promotion, preservation and protection of the Gloucester fishing industry.

SECTION 3. Members of this commission shall be appointed by the mayor for a term concurrent with that of the mayor and shall be the mayor who shall be chairman, three members of the city council and five persons who are actively connected with the production, processing or employment phases of the industry.

SECTION 4. The city of Gloucester is hereby authorized to appropriate annually a sum of money not exceeding three thousand dollars for the purposes of said Gloucester Fisheries Commission.

SECTION 5. This act shall take effect upon its passage.
Approved April 11, 1956.

62

Chap. 631. AN ACT RELATIVE TO THE MEMBERSHIP OF THE GLOUCESTER
FISHERIES COMMISSION AND INCREASING THE AMOUNT OF
MONEY THAT THE CITY OF GLOUCESTER MAY APPROPRIATE
FOR SAID COMMISSION.

Be it enacted, etc., as follows:

SECTION 1. Chapter 260 of the acts of 1956 is hereby amended by striking out section 3 and inserting in place thereof the following section: — Section 3. The commission shall consist of the mayor and twelve persons to be appointed by him, of whom two shall be members of the city council and five shall be connected with the production, processing or employment phases of the industry. Each member shall serve for a term concurrent with that of the mayor, who shall be chairman thereof.

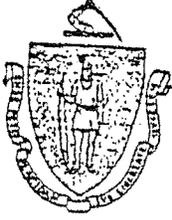
SECTION 2. Said chapter 260 is hereby further amended by inserting after section 3 the following section: —

Section 3-A. The city manager may appoint a permanent secretary to said commission upon its recommendation. Said secretary shall have no vote and shall receive such compensation as may be determined by the city manager with the approval of the city council.

SECTION 3. Said chapter 260 is hereby further amended by striking out section 4 and inserting in place thereof the following section: —

Section 4. The city of Gloucester is hereby authorized to appropriate annually a sum of money not exceeding twenty thousand dollars for the purposes of said Gloucester Fisheries Commission.

SECTION 4. This act shall take effect upon its acceptance by the city of Gloucester.
Approved July 5, 1962.



The Commonwealth of Massachusetts

1970

IN THE YEAR ONE THOUSAND NINE HUNDRED AND SEVENTY.

AN ACT

CODIFYING AND AMENDING THE ACTS OF 1956, CHAPTER 260 AND OF 1962, CHAPTER 631 RELATIVE TO THE INCORPORATION OF, MEMBERSHIP IN, AND MONIES TO BE APPROPRIATED BY THE CITY OF GLOUCESTER FOR THE BENEFIT OF, THE GLOUCESTER FISHERIES COMMISSION.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 260 of the Acts of 1956 and Chapter 631 of the Acts of 1962 are hereby amended by striking out, in their entirety, said Chapter 260 of the Acts of 1956 and Chapter 631 of the Acts of 1962 and inserting in place thereof the following codified and amended version:

Section 1. There is hereby created a body politic and corporate to be known as the Gloucester Fisheries Commission which shall be deemed to be a public instrumentality for the purposes of this Act and shall have an official seal as determined by the original membership of the Commission.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Seventy-eight

AN ACT RELATIVE TO THE GLOUCESTER FISHERIES COMMISSION.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 620 of the acts of 1956 is hereby amended by striking out section 3, as amended by section 1 of chapter 631 of the acts of 1962, and inserting in place thereof the following section:-

Section 3. There shall be nine members of the commission one of whom shall be the mayor of the city of Gloucester who shall be the chairman and eight persons to be appointed by said mayor, in accordance with the city charter, three of whom shall be members of the city council of said city and five of whom shall be actively connected with the production, processing or employment phases of the fishing industry.

SECTION 2. Said chapter 260 is hereby further amended by striking out section 3A, inserted by section 2 of said chapter 631, and inserting in place thereof the following section:-

Section 3A. The mayor may appoint an executive secretary to said commission upon its recommendation. Said executive secretary shall have no vote and shall receive such compensation as may be determined by the mayor with the approval of the city council.

SECTION 3. Said chapter 260 is hereby further amended by striking out section 4, as amended by section 3 of said chapter 631, and inserting in place thereof the following two sections:-

Section 4. The city of Gloucester is hereby authorized to appropriate annually a sum of money not exceeding sixty thousand dollars for the purposes of said commission.

Section 4A. Said commission may accept and expend gifts, bequests or devises of personal property or interests in real property for the purposes of said commission in the name of said city or of said commission subject to the approval of the mayor and the city council of said city as provided in section fifty-three A of chapter forty-four of the General Laws.

SECTION 4. This act shall take effect upon its passage.

BA

Gloucester

AN ACT RELATIVE TO THE MEMBERSHIP OF THE GLOUCESTER FISHERIES COMMISSION.

1980

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 260 of the acts of 1956 is hereby amended by striking out section 3, as most recently amended by section 1 of chapter 519 of the acts of 1978, and inserting in place thereof the following section:-

Section 3. The commission shall consist of thirteen members, as follows: (a) the mayor or his designee, shall be the chairman and (b) twelve persons to be appointed by the said mayor, seven of whom shall be heads of organizations within the city relating to the fishing industry and four of whom shall be other persons residing in the city.

SECTION 2. Said chapter 260 is hereby further amended by striking out section 3A, as amended by section 2 of said chapter 519, and inserting in place thereof the following section:-

Section 3A. The mayor upon the recommendation of the commission may appoint an executive director who shall receive such compensation as may be determined by the mayor with the approval of the city council.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, June 20, 1980.

Passed to be enacted, George Lerician, Speaker.

In Senate, June 23, 1980.

Passed to be enacted, William A. Bulger, President.

July 3, 1980.

Approved, A. M.

at 1 o'clock and 37 minutes

Edward J. King, Governor.

THE COMMONWEALTH OF MASSACHUSETTS
ADVANCE COPY 1984 ACTS AND RESOLVES
MICHAEL JOSEPH CONNOLLY, SECRETARY OF STATE

1984

Chap. 338. AN ACT RELATIVE TO THE MEMBERSHIP OF
THE GLOUCESTER FISHERIES COMMISSION.

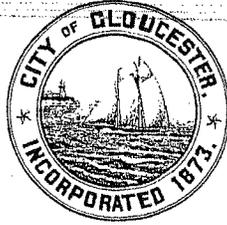
Be it enacted, etc., as follows:

~~Chapter 260 of the acts of 1956~~ is hereby amended by striking
out section 3, as most recently amended by section 1 of chapter
~~361 of the acts of 1980~~ and inserting in place thereof the follow-
ing section:-

Section 3. The commission shall consist of thirteen members,
one of whom shall be the mayor or his designee, and twelve
persons to be appointed by the mayor, seven of whom shall be
elected officers of organizations within the city, whose primary
concern is the fishing industry and four of whom shall be other
persons residing in the city and one of whom shall be a lay
person. The chairman of the commission shall be elected by a
vote of the majority of the members present and voting thereon.

Approved December 17, 1984

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

May 20, 2013

Mr. Alan DeLorenzo
1 Horton Street
Gloucester, MA 01930

Dear Alan:

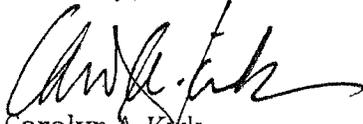
Thank you for your interest in serving on the City of Gloucester's **Downtown Development Commission**. I am pleased to appoint you to a three year term on the DDC and have issued you a 90 day temporary appointment to serve on the Commission which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

Your appointment will be forwarded to the City Council for their meeting of May 28, 2013 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Downtown Development Commission. I greatly appreciate the hard work and dedication you and your colleagues offer on behalf of the City of Gloucester.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
Suzanne Silveira, Chair-DDC

Enclosure
CAK/c

EFFECTIVE May 20, 2013

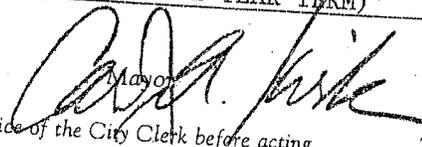
The City of Gloucester, Massachusetts

Dear Alan DeLorenzo, 1 Horton Street, Gloucester, MA

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

This is a 90 day temporary appointment. After City Council
approval, term to expire 2-14-2016. (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: _____

Dear Honorable Mayor Kirk,

I was recently approached by City Councilor Ciolino, who asked me if I was interested in joining the Downtown Development Commission. As a young citizen of Gloucester, I find it important to be apart of its historic community. With my involvement in Cruiseport Gloucester LLC and Beauport Gloucester LLC I believe the DDC would be an ideal place to start. After attending a meeting Monday, May 6th, my interest grew stronger. I write you this letter of interest in hopes that I can be part of the DDC, and help contribute to improve and progress the downtown area and the city of Gloucester.

Thank You,



Alan DeLorenzo
Assistant General Manager
Cruiseport Gloucester
978-282-9799

RECEIVED

MAY 9 2013

Mayor's Office



CERTIFICATE OF VOTE

The Gloucester City Council, at a meeting held on, **TUESDAY**,
September 04, 2007, at 7:00 p.m. In the Fred J. Kyrouz Auditorium, City
Hall voted to approve the following action:

IN CITY COUNCIL:

MOTION: On motion of Councilor Tobey, seconded by
Councilor Hardy the City Council voted 9 in favor, 0 opposed
that Division 7, entitled "Downtown Development Commission",
Section 2-492, entitled "Created; membership; terms" be
amended by **DELETING:** (a) There is hereby recreated and
reestablished in the City of Gloucester a commission to be known
as the downtown development commission consisting of seven (7)
members, all of whom shall be appointed by the mayor of the
city and shall be confirmed by the Gloucester City Council and
by **ADDING:** (a) There is hereby recreated and reestablished in
the City of Gloucester a commission to be known as the
downtown development commission consisting of nine (9)
members, one (1) member shall be a City Councilor, who shall
serve ex officio, all of whom shall be appointed by the mayor of
the city and shall be confirmed by the Gloucester City Council.

Robert D. Whynott

Robert D. Whynott, City Clerk

APPROVAL OF THE MAYOR

John P. Bell
John P. Bell, Mayor

VETOED BY THE MAYOR

John P. Bell, Mayor

SIGNED THIS 6 DAY OF Sept, 2007

All Ordinances shall become effective 31 days after passage except:
Emergency Orders shall become Effective Next Day
Zoning Changes shall be Effective Next Day.

purpose of filling a vacancy for any other reason, the appointment of the unexpired term immediately shall be made by the mayor and forwarded to the city council for their approval.

(Ord. No. 21-1991, 6-18-91)

Sec. 2-475. Assistance of city officials, boards and employees.

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission 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 commission determines that it requires the assistance and advice of such officials, boards and employees in the performance of its duties.

(Ord. No. 21-1991, 6-18-91)

Sec. 2-476. Semi-annual reports.

The tourism commission shall submit semi-annually a report to the mayor and the city council of its activities.

(Ord. No. 21-1991, 6-18-91)

Secs. 2-477--2-490. Reserved.

DIVISION 7. DOWNTOWN DEVELOPMENT COMMISSION*

*Editor's note--Inasmuch as Ord. No. 28-1991, adopted July 7, 1991, did not specify manner of codification, inclusion herein as Division 7, §§ 2-491--2-495, was at the discretion of the editor.

Sec. 2-491. Purpose.

In recognition of the continuing need for preservation, revitalization and improvement of Gloucester's central business district and its environs, a downtown development commission is hereby recreated and reestablished.

(Ord. No. 28-1991, 7-7-91)

Sec. 2-492. Created; membership; terms.

(a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of seven (7) members, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council. Upon the establishment of this commission the mayor shall appoint three (3) members for three (3) years; two (2) members for two (2) years; and two (2) members for one (1) year; and as each term expires the mayor in like manner shall appoint members to serve for three (3) years.

(b) In the case of resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, the appointment for the unexpired term shall immediately be made by the mayor.

(Ord. No. 28-1991, 7-7-91)

Sec. 2-493. Mission.

It shall be the mission of the downtown development commission to encourage economic revitalization within a context of historic preservation, community involvement and activities, a strong identity and tourism. The commission shall undertake, but not be limited to, the following activities:

- (1) Examine and evaluate conditions on an on-going basis.
- (2) Propose and promote physical improvements.
- (3) Coordinate public and private efforts.
- (4) Encourage, in cooperation with the Cape Ann Chamber of Commerce, a creative marketing plan, coordinated advertising, promotions and special events.
- (5) Promote the establishment of new businesses.
- (6) Encourage the establishment of special committees, composed of municipal officials, bankers, merchants, industrialists, preservationists, chamber of commerce officials, downtown residents, design professionals, developers, real estate brokers, and others concerned with downtown.
- (7) Promote and encourage the proper mix of goods, services, housing, recreation and entertainment.
- (8) Coordinate, through the community development department, the activities related to downtown of the historical commission, the historic district commission, the waterways commission, the planning board, the tourism commission, the economic development and industrial corporation, the redevelopment authority, and the housing authority.

(Ord. No. 28-1991, 7-7-91)

Sec. 2-494. Assistance of city officials, boards and employees.

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission 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 commission determines that it requires the assistance and advise of such officials, boards and employees in the performance of its duties.

(Ord. No. 28-1991, 7-7-91)

Sec. 2-495. Annual report.

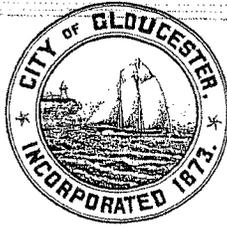
The downtown development commission shall submit an annual report of its activities to the city council.

(Ord. No. 28-1991, 7-7-91)

DIVISION 8. HUMAN RIGHTS COMMISSION**Sec. 2-496. Policy.**

It is hereby declared to be the public policy of the city, including its employees, agents and officials, to protect and promote the constitutional, civil and human rights of all people within the city. Further, the city asserts that:

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

May 21, 2013

Mr. John Rando
34 Eastern Point Boulevard
Gloucester, MA 01930

Dear John:

I am pleased to reappoint you to a six year term on the City of Gloucester's **Licensing Board**. Your appointment will be sent to the City Council for their meeting of May 28, 2013 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which your appointment will be reviewed.

In order for you to attend and continue to 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
Michele Harrison, Chair-Licensing Board

Enclosure
CAK/c

EFFECTIVE MAY 31, 2013

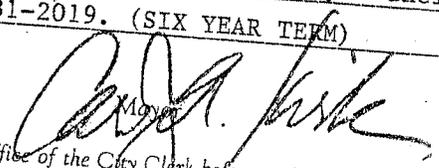
The City of Gloucester, Massachusetts

Dear John Rando, 34 Eastern Point Boulevard, Gloucester, MA

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

This is a 90 day temporary appointment. After City Council
approval, term to expire 5-31-2019. (SIX YEAR TERM)

Respectfully,



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

Sworn in _____ By: _____



THE 188TH GENERAL COURT OF
THE COMMONWEALTH OF MASSACHUSETTS

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TITLE XX	PUBLIC SAFETY AND GOOD ORDER	PREV	NEXT
CHAPTER 138	ALCOHOLIC LIQUORS	PREV	NEXT
Section 4	Licensing boards; appointments; membership	PREV	NEXT

Section 4. In each city which is not exempt by the provisions of section ten there shall be a licensing board appointed by the mayor, subject to confirmation by the board of aldermen or, if there is no such board, by the city council, consisting of three persons, who shall not be engaged, directly or indirectly, in the manufacture or sale of alcoholic beverages, who have been residents of the city in which they are appointed for at least two years immediately preceding their appointment. One member shall be appointed from each of the two leading political parties and the third member may also be appointed from one of said parties. If any member of said board engages directly or indirectly in such manufacture or sale, his office shall immediately become vacant.

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City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn A. Kirk
RE: Tourism Commission Update
DT: May 21, 2013

Councilors,

Our new Community Development Director, Tom Daniel, has had the opportunity to assess the approach to tourism in Gloucester, and has provided his brief assessment and along with some recommendations which are attached.

The Administration will put the call out for membership in the Tourism Commission, and also invites you to forward the names of anyone you think might be suitable to serve.

Thank you.

City Hall Annex
Three Pond Road
Gloucester, MA 01930



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CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Carolyn Kirk, Mayor
FROM: Tom Daniel, Community Development Director *TD*
CC: Jim Duggan, Chief Administrative Officer
RE: Tourism Commission
DATE: May 1, 2013

You asked for a brief assessment of the approach to tourism work in Gloucester and a recommendation regarding the Tourism Commission.

Background

Along with fishing and marine science and technology, tourism has been identified as one of the three areas of focus for Gloucester's harbor economy. One challenge is managing the tourism sector so that it does not erode Gloucester's authenticity—that which makes it appealing as a place to live, let alone visit—yet allows the community to benefit from the sector's positive economic impact. Another challenge is to work in a clear and coordinated manner so that resources are leveraged and efficiencies are maximized.

I have had focused discussions on various tourism matters with a number of people including Robert Heidt and Peter Webber from the Chamber of Commerce, Linn Parisi from Discover Gloucester, Kathie Gilson from the Welcoming Center, Peter Jenner from the Tourism Commission, and Peter Van Ness. Tourism came up as a significant topic in meetings focused on other matters including the meetings on the Gloucester Harbortown Cultural District, the seARTS Arts and Cultural Exchange meeting, and a briefing with artists and art groups hosted by the Committee for the Arts. I have participated in ad hoc meetings where recommendations for the tourism budget were made to the Chief Administrative Officer, and I have had informal conversations with a number of individuals.

Observations

It is clear there are many well-intended people who care about tourism, but coordination is lacking and there is not a coherent framework. I noted some limited lingering hurt feelings from perceived past wrongs, yet my sense is there is a greater will to move forward than to stay focused up on the past.

The Chamber of Commerce appears well-positioned to strengthen its role in support of the tourism sector, and Discover Gloucester is continuing its marketing efforts this year as well. Each organization has specific niches, yet there are some redundancies and inefficiencies. It is important for the organizations to have clarity around future work so that efforts are coordinated and leveraged. The Chamber is now growing and has a clear direction for tourism work with a positive and collaborative attitude, and Discover Gloucester offers specialized expertise.

Another observation is the role of art and culture in tourism. There appears to be a desire among several individuals to pursue a strategy focused on cultural tourism. This type of tourism has the greatest potential economic return to the community and focuses on the unique elements that make Gloucester what it is. Such a focus is consistent with the purpose of the Tourism Commission as stated (in part) in the ordinance as, “[T]he promotion of history, culture and recreation.” However, the focus of past efforts appears to have been more on traditional tourism (e.g., beaches, whale watches). Members of the art and culture community expressed concern about how arts and culture are typically promoted. Their experience is one of seeing Gloucester’s historic role in the arts being highlighted rather than the current thriving and vibrant arts environment. They also expressed a sense of having been left out of the conversation in the past.

Tourism Commission

Feedback about the Tourism Commission suggests that it has had a history of managing fires rather than implementing a tourism plan. The direction of the Commission has changed as membership and leadership has changed. There has not been consistent direct City staff support, so opportunities for leveraging and coordination have been missed. The Commission needs to develop a plan and strategy and implement it. (This is called for in the Tourism Commission ordinance.) In addition, the Commission needs a consistent staff link in the Community Development Department. The focus of the staff connection would be on the role of tourism for economic development purposes as opposed to programming or event management purposes.

The revised Tourism Commission ordinance provides a useful framework for moving forward. As noted above, the ordinance calls for the promotion of history, culture, and recreation throughout the year. It also calls for a five-year plan for tourism.

The composition of the Commission will be critical to its success. The ordinance sets a minimum of seven and a maximum of eleven members. Individuals should have a vested interest in tourism and be distributed around several tourism sectors of restaurants, accommodations, tourist attractions, retailers, arts and culture. One member is to be an at large member and a City Councilor is to serve as ex-officio. Two members may be non-residents serving ex-officio.

My recommendation is to be mindful of existing networks when composing the Tourism Commission membership. Leveraging existing networks will facilitate collaboration and coordination beyond the specific work of the Commission. Three of the important networks to be included are the two Cultural Districts and the Chamber of Commerce. The Cultural Districts have successfully developed and strengthened relationships among multiple partners, and they have a direct relationship to economic development and tourism. In addition to the Chamber’s active role in tourism, it has an obvious connection to a range of businesses—both tourism and non-tourism oriented.

Following the guidelines in the ordinance, I recommend the following composition for the Commission:

1. Rocky Neck Cultural District representative
2. Gloucester Harbortown Cultural District representative
3. Chamber of Commerce representative (non-resident staff serving ex-officio)
4. Restaurant representative
5. Accommodations representative
6. Tourist attraction representative
7. Downtown retailer representative
8. At Large Member (required by ordinance)
9. City Councilor (ex-officio; required by ordinance)

Having diverse areas of the tourism sector represented on the Commission is important, and it should be a stated expectation that individuals will serve as a communications link with the sector they represent. Equally important is having members with complementary experience and skill sets. The Commission should be comprised of individuals who bring direct experience in the following disciplines: business, communications, design, event planning, guest services, hospitality, marketing, promotion, and tourism. Individuals should have a positive, forward-looking attitude, experience in collaborating, and a perspective that connects the role of tourism with the broader goals of the City.



**CITY OF GLOUCESTER 2013
CITY COUNCIL ORDER**

ORDER: CC#2013-019
COUNCILLOR: Steven LeBlanc

DATE RECEIVED BY COUNCIL: 05/28/13
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

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

one (1) handicapped parking space in front of Middle Street #15

ORDERED that this matter be referred to the Ordinances and Administration Committee and to the Traffic Commission for review and recommendations.

Steve LeBlanc
Ward 3 Councillor