



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, February 3, 2014 – 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 from 01/06/14:**
 - A) CC2013-058 (Cox) Amend GCO c. 22, Sec. 22-287 “Disabled veteran, handicapped parking” re: Proctor St. #12
 - B) New Appointment: Shellfish Advisory Commission TTE 02/14/16 William Nugent
2. **A) New Appointments:**

<i>Shellfish Advisory Commission</i>	TTE 02/14/17	<i>Roger Hussey</i>
<i>Chief Financial Officer</i>	TTE 02/14/15	<i>John Dunn</i>
<i>Downtown Development Commission</i>	TTE 02/14/17	<i>Joseph Ciolino</i>

B) Management Reappointments:

<i>Purchasing Agent</i>	TTE 01/14/15	<i>Donna Compton</i>
<i>Community Development Director</i>	TTE 02/14/15	<i>Thomas Daniel</i>
<i>Chief Administrative Officer</i>	TTE 02/14/15	<i>James Duggan</i>
<i>General Counsel</i>	TTE 02/14/15	<i>Suzanne Egan</i>
<i>City Engineer</i>	TTE 02/14/15	<i>Paul Keane</i>
<i>Personnel Director</i>	TTE 02/14/15	<i>Sally Polzin</i>
<i>Building Inspector</i>	TTE 02/14/15	<i>William Sanborn</i>
<i>Director of Public Works</i>	TTE 02/14/16	<i>Michael Hale</i>
<i>Assistant Director of Public Works</i>	TTE 02/14/16	<i>Mark Cole</i>
<i>Assessor</i>	TTE 02/14/17	<i>Beth Ann Godhino</i>

C) Reappointment:

<i>Zoning Board of Appeals</i>	TTE 02/14/16	<i>Leonard Gyllenhaal (Alternate)</i>
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3. **Memorandum from Harbormaster re: City Council approval for a Launch Fee increase**
4. **Memorandum from Fire Chief re: Reorganization of the Gloucester Fire Department**
5. **CC2014-001 (Verga/McGeary) Request that B&F Committee in consultation with Police Dept. and local merchants consider adopting certain days as “parking meter holidays” to begin in FY14**
6. **CC2014-004 (Cox) Amend GCO c. 22, Sec. 22-287 “Disabled veteran, handicapped parking” re: Dale Avenue**

COMMITTEE

Councilor Robert Whynott, Chair
Councilor Sefatia Theken, Vice Chair
Councilor Jacqueline Hardy

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
Fire Chief Eric Smith
Donna Compton, Tom Daniel, Suzanne Egan, Paul Keane
Sally Polzin, Bill Sanborn, Mike Hale, Mark Cole
Beth Ann Godhino
Harbormaster Jim Caulkett

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#2013-058
COUNCILLOR: Melissa Cox

DATE RECEIVED BY COUNCIL: 12/10/13
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:

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

one (1) handicapped space in front of Proctor Street #12

And further

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

Melissa Cox
Ward 2 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

December 3, 2013

Mr. William Nugent
188 Eastern Avenue
Gloucester, MA 01930

Dear Mr. Nugent:

I am pleased to appoint you to a three year term on the City of Gloucester's **Shellfish Advisory Commission**. Your appointment will be sent to the City Council for their meeting of December 10, 2013. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

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 Sargent, Shellfish Constable

Enclosure
CAK/c

EFFECTIVE DECEMBER 3, 2013

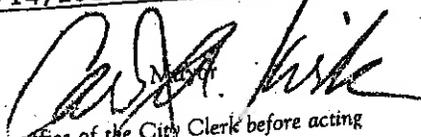
The City of Gloucester, Massachusetts

Dear William Nugent, 188 Eastern Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
to the SHELLFISH ADVISORY 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: _____

William Nugent
188 Eastern Avenue
Gloucester, MA 01930

RECEIVED

NOV 21 2013

Mayor's Office

OBJECTIVE:

To become a member of the Gloucester Shellfish Advisory Commission.

RELEVANT EXPERIENCE:

As a lifelong Gloucester resident I have dug shellfish (sea clams/soft shell clams) since I was very young. I currently hold a recreational shellfish permit.

In the past I've held a commercial shellfish permit, however my current work load prevents me from shell fishing commercially.

SKILLS:

I am an attentive listener and hope to be able to contribute in protecting Gloucester's recreational and commercial shellfish industry.

Willienugent1@hotmail.com

Cell - 978-879-9814

Thank you!

William Nugent

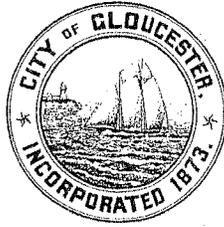
Sec. 20-2. Shellfish advisory commission.

- (a) *Created; membership; appointment; compensation.* There is hereby created and established in the city a commission to be known as the shellfish advisory commission. The commission shall consist of five members of all whom shall be citizens of the city and shall be appointed by the mayor, subject to confirmation by the city council, and shall be unpaid.
- (b) *Terms of members; chairperson.* All members of the shellfish advisory commission shall be appointed for three-year terms. The commission shall choose one of their members to be chairperson.
- (c) *Compensation.* The shellfish advisory commission shall consist of three persons from the shellfish industry, the chairperson of the conservation commission or his designee and a marine biologist, if available.
- (d) *Duties.* The shellfish advisory commission shall advise the mayor and city council on all matters pertaining to shellfish, seaworms and eels. The commission may establish, subject to approval by the city council, a management plan with rules and regulations relating to the issuance of permits and taking of shellfish, seaworms and eels.

(Ord. No. 49-95, § 1, 12-29-1995)

Cross reference— Boards, commissions, councils, and committees, § 2-400 et seq.

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Nine Dale Avenue
Gloucester, MA 01930



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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 7, 2014

Mr. Roger Hussey
9 Ledgemont Avenue
Gloucester, MA 01930

Dear Roger:

I am pleased to appoint you to a three year term on the City of Gloucester's **Shellfish Advisory Commission**. Your appointment will be sent to the City Council for their meeting of January 14, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

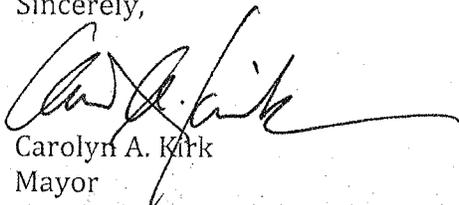
In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card (*copy enclosed*) and be sworn in.

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

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

Thank you again.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council
David Sargent, Shellfish Constable

Enclosure
CAK/c

EFFECTIVE January 7, 2014

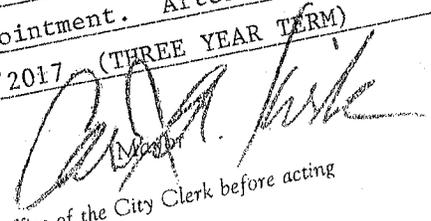
The City of Gloucester, Massachusetts

Dear Roger Hussey, 9 LedgeMont Avenue, Gloucester, MA

to the SHELLFISH ADVISORY COMMISSION _____ of the City of Gloucester, Massachusetts

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

ROGER HUSSEY

9 Ledgesmont Ave
Gloucester, MA 01930
RtheH@earthlink.net
978 281-0645

DATE: 2 Dec 2013

RE: ~~Seaside~~ Advisory Commission - VACANCY

TO: ~~SHELLFISH~~ Mayor Carolyn Kirk

Dear Carolyn --

I would like to fill one of the vacancies on the Gloucester Shellfish Advisory Commission. Here's why:

1. I like clams and clamming, and will bring my experience as a mediator, group coach and merchant seaman to the table.
2. I'm also an excellent writer (started some newspapers), so I can help get the word out when it's needed.
3. Have the political experience to deal with the issues which crop up from time to time.

If you'd like to talk this over sometime, I'm ready.

Thanks for your consideration --



Sec. 20-2. Shellfish advisory commission.

- (a) *Created; membership; appointment; compensation.* There is hereby created and established in the city a commission to be known as the shellfish advisory commission. The commission shall consist of five members of all whom shall be citizens of the city and shall be appointed by the mayor, subject to confirmation by the city council, and shall be unpaid.
- (b) *Terms of members; chairperson.* All members of the shellfish advisory commission shall be appointed for three-year terms. The commission shall choose one of their members to be chairperson.
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(Ord. No. 49-95, § 1, 12-29-1995)

Cross reference— Boards, commissions, councils, and committees, § 2-400 et seq.

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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council
FR: Mayor Kirk
RE: Appointment of John Dunn as Chief Financial Officer
DATE: January 21, 2014

It is a pleasure to announce that good financial leadership in the city will not miss a beat. We are lucky to have found a replacement in John Dunn who started work on January 8th. John comes to us with 18 years of municipal financial leadership experience with the neighboring city of Beverly. Under John's stewardship, the city of Beverly has managed to modernize 5 elementary schools, its high school, and now its middle school with no Prop 2 ½ overrides and maximizing all available funding from the Mass School Building Authority – a journey we are now embarking upon with the West Parish School project and will continue for many years as we look to implement a long-term capital plan for the modernization of our school buildings.

We feel fortunate to have been able to attract a candidate with John's credentials and I have attached John's resume for your information. We look forward to City Council support of his appointment.

I am pleased to submit to you the appointment of John Dunn as Chief Financial Officer for a one year term to expire February 14, 2015.

John P. Dunn

Professional Overview

Municipal Finance Professional with over seventeen years of senior level management experience including budget development and management, capital planning, debt issuance, and labor/personnel management and negotiations for a City of 40,000 people. Extensive experience shaping and implementing financial policy and decisions on revenues and expenditures for \$120 million in annual operating funds and \$250 million in cumulative capital project funds. One of a small group of senior managers that provides advice and guidance to the Mayor (CEO) on all aspects of City governance.

Experience

January 1997 - February 2002	Finance Director/Treasurer	City of Beverly, MA
February 2002 - December 2003		City of Melrose, MA
January 2004 - present		City of Beverly, MA

Responsible for the management of all financial functions of the City including the general fund, enterprise funds, revolving funds, special revenue funds and trust funds. Direct management of a staff of twenty (accounting, assessing, treasurer/collector, information systems and purchasing). Daily interaction with the Mayor's office, all City departments (including School Committee/Administration), the City Council and various appointed Boards and Commissions. Responsible for external financial reporting to the Massachusetts Department of Revenue, annual audit by independent accounting firm and contact with ratings agencies. Manage all City insurances, including health, general liability, workers compensation and unemployment. Management member of the Insurance Advisory Committee. Active participant in multiple years of labor negotiations with seven City bargaining units covering 300+ employees. Participate in the development of non-commodity Invitations for Bid (IFB) and Requests for Proposals (RFP). Chair/member of various committees for RFP evaluation, Owners Project Manager (OPM) and Designer selection and Contractor pre-qualification and selection. Principal in the development of the City's annual ten year Capital Improvement Plan and annual five year Financial Forecast plan. Appointed member of the Beverly Contributory Retirement Board.

July 1995 - January 1997	Collector/Treasurer	City of Beverly, MA
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Responsible for all aspects of the Collector/Treasury function including issuance and collection of all real and personal property tax bills, utility bills, and motor vehicle and boat

excise bills, debt management, cash management and trust fund management. Managed debt issuance and payments, the production of payroll and retiree checks, accounts payable checks, bank and account reconciliation and all departmental revenue receipts.

June 1974 - July 1995 **Credit/Finance/Management** Various

Commercial and retail credit, lending/leasing, business development and managerial responsibilities for a number of banks and equipment leasing firms.

Current Memberships/Affiliations

Board Member – Beverly Contributory Retirement Board
Member - City of Beverly Commissioners of Trust Funds
Member – Essex Regional Communications Center- Financial Advisory Board
Member – Massachusetts Collectors/Treasurers Association
Member – Massachusetts Government Finance Officers Association
Liaison – Beverly Golf & Tennis Commission

Education

1974 Bachelor of Arts, Economics Tufts University

References

Available upon request.

CITY OF GLOUCESTER

Job Description

Title: Chief Financial Officer

Supervisor: Mayor

Grade: M12

Position Status: A permanent full-time position subject to annual re-appointment by the Mayor, as confirmed by City Council.

Civil Service: Exempt

Bargaining Unit: Exempt

Supervision

Exercised: Manages 4 subordinate supervisors and trains as necessary all staff (approximately 11-12) in the following offices: Treasurer/ Collector, Assessors, Purchasing and Payroll. Responsible for the overall direction, coordination, and evaluation of these units.

Responsibilities: The Chief Financial Officer shall serve as the Finance Director for the City of Gloucester. Directs the City's financial planning and management practices as well as its relationship with lending institutions, financial advisors, bond counsel and others associated with the financial community by performing the following duties personally or through delegation to subordinate managers.

Duties:

- ♦ Directs the functions of a municipal treasurer, as stipulated in Massachusetts General Laws. Serves as custodian of funds, securities, and assets of the organization including collecting and accounting for all taxes and revenues; overseeing the disposition of City-owned real property, including the auctioning of foreclosed properties; and evaluating insurance coverage for the City.
- ♦ Responsible for all activities associated with the City's debt service including maintaining on-going relationships with bond counsel and financial advisor, submitting loan orders following MGL parameters; purchasing of short- and long-term instruments; and generating cash flow projections for funded projects in conjunction with the Engineering Department.
- ♦ Prepares and analyzes revenue and debt service projections for City's annual budget.
- ♦ Serves as Finance Team Leader integrating the annual activities of the following departments: Auditing, Assessors, MIS, Purchasing, School Business Office, Personnel (regarding financial implications of employee insurances). Holds monthly finance team meetings
- ♦ Oversees the development and implementation of an integrated Financial Management Information System for all City departments.

- ♦ Coordinates with the City Auditor in providing and directing procedure and systems necessary to maintain proper records and adequate accounting controls and services.

- ♦ Provides financial oversight to all City departments concerning revenue collection systems including Water, Sewer, City Clerk, Parking Clerk, Building Inspector, Community Development, etc.
- ♦ Provides financial oversight and necessary controls to City payroll system and all insurances.
- ♦ Appraises the City's financial position and issues periodic financial and operating reports.
- ♦ Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- ♦ Directs and analyzes studies of general economic, business, and financial conditions and their impact on the City's policies and operations.
- ♦ Assists as needed with collective bargaining processes. Advises Mayor on financial forecasts and impact of other items of collective bargaining, particularly as related to protective services and schools.
- ♦ Communicates effectively with City officials, administrative staff, residents, vendors, banks, and other potential sources of funds as necessary. Coordinates all City bond rating presentations regarding financial analysis, historical trends and future projections.
- ♦ Enforces Mass. General Laws and other statutory regulations and City ordinances as deemed necessary to fulfill responsibilities of Treasurer, Collector, and Parking Clerk Office.

Qualifications:

- ♦ Master's Degree (MA) or equivalent in relevant business, administration, accounting, or finance field.
- ♦ A minimum of six to ten years related experience demonstrating full knowledge of municipal finance, including debt service management, investments, and receipts.
- ♦ Excellent communication skills with demonstrated expertise in public presentations and written reports.
- ♦ Demonstrated knowledge of governmental accounting principles and procedures, and MIS.
- ♦ A minimum of five years supervisory experience demonstrating skills in delegation, motivation, and team building.
- ♦ Demonstrated skills in advanced problem solving working with abstract and concrete variables.
- ♦ Working knowledge of all laws and regulations related to accounting of public revenues.

revised 2/09

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 17, 2014

Mr. Joseph Ciolino
The Weathervane
153 Main Street
Gloucester, MA 01930

Dear Joe:

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 January 28, 2014 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

The Weathervane
153 Main Street
Gloucester, Massachusetts 01930

Tel 978.281.1227

Fax 978.281.3864

January 13, 2014

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

Dear Madam Mayor:

I would like to make a formal request to be considered for an appointment to the Downtown Development Commission.

As you know, I have served several years on the DDC as the representative of the City Council. I have worked to keep the DDC in compliance with its mission to encourage economic revitalization within a context of historic preservation, community involvement and activities, and additionally to develop a strong identity and increase tourism opportunities and revenues.

I have recently been appointed the new Director of the Downtown Merchants Association, whose mission statement parallels the DDC. I believe my work in this position will create a valuable partnership that will benefit both the DDC and the Downtown Merchants Association.

Thank you for your consideration on this nomination.

Sincerely,

Joseph A. Ciolino



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:

ACTION: 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 F. Bell
John F. 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
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Gloucester, MA 01930



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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

[Handwritten signature]
TO: City Council
FR: Mayor Kirk
RE: Management Reappointments
DT: January 21, 2014

I am pleased to submit the following management reappointments to be effective February 14, 2014.

James A. Duggan, Chief Administrative Officer: As the Chief Administrative Officer for the City of Gloucester, Jim is a strong leader and manager representing the Mayor's office. On a daily basis, Jim uses his strong people skills, diligence and high ethical standards to render decisions that are in the best interest for the City of Gloucester. Such qualities have afforded Jim the respect amongst peers, employees, residents and business owners through honest, respectful and non-judgmental manner in which he handles situations.

Jim is approachable and an effective listener; willing and able to invite and hear divergent views and opinions. He strongly supports that the best decisions are often reached through a process of consensus in a team environment; however he doesn't avoid making a difficult recommendation to me when necessary. These attributes have contributed to Jim's success in working with the CFO in developing the annual budgets, leading the team negotiating the lease for the swing space for the West Parish School Building Project, fielding citizen's concerns and successfully negotiating multiple collective bargaining contracts.

The successful relationship between the Mayor's Office and the Gloucester City Council has been paramount to the success of the community. Jim takes very seriously the imperative nature to educate and communicate with all members of the City Council so well informed decisions are made for the benefit of the community. It is with gratitude that Jim chooses to devote his many professional talents to the City of Gloucester that I put him forward for a one-year term to expire on February 14, 2015, as the Chief Administrative Officer.

Michael Hale, Director of Public Works: Mike serves as Director of the Department of Public Works, where he oversees one of Gloucester's largest and most complex departments with a 100-member work force and a \$24 million annual operating budget. The department's active capital portfolio exceeds \$100 million in the past five years.

Mike assumed duties as Public Works Director in August 2008, upon the City Council's confirmation of the appointment recommended by myself. He was appointed and confirmed again in February 2010 and February 2012.

Director Hale manages and directs the department's seven divisions: Public Services, Public Utilities, Facilities, Engineering, Solid Waste, Central Services, and Water Compliance. He is responsible for budget and finance services, public utilities, engineering, construction, street maintenance, building systems, fleet management, parks, shade trees, snow and ice, beaches, cemeteries, water filtration, and waste water treatment.

Under his direction at Public Works and in partnership with the labor and management unions, the department has undergone a successful reorganization. These efforts have yielded efficiency and accountability within the organization, even during lean budget years. The merger of Gloucester Public Schools Facilities Division into the Department of Public Works has seen facilities related services on a steady rise.

He was instrumental in negotiating a new schedule for the combined sewer overflow project with the EPA and MassDEP. The Amended Modified Consent Decree will allow the city to maintain compliance with the federal court order and Clean Water Act, while saving millions in construction costs and minimizing disruption to city neighborhoods.

As described in his last appointment, the breadth of his success can be seen in the successful, on-time and on-budget management of multiple *once-a-generation* infrastructure projects. Additional projects are programmed for the upcoming 24-months, such as: Babson Dam rehabilitation, Stacey Boulevard and Blynman Canal seawall construction, Commercial Street and Fort Square utility upgrades, West Parish Elementary School construction, and East Gloucester sewer and drain construction (CSO). The department has an aggressive five-year capital plan before the CAIB as well.

Mike has his bachelor's degree from Eckerd College and his master's degree from the University of Massachusetts – Amherst Department of Landscape Architecture and Regional Planning. He is an accredited planner with the American Institute of Certified Planners (AICP). Mike has been working in the construction management and engineering field for nearly 20 years.

It is with great pleasure that I put forward Mike Hale for a two-year term set to expire on February 14, 2016 as the Director of Public Works.

Mark Cole, Assistant Director of Public Works: Mark serves as the Assistant Director of the City of Gloucester Department of Public Works, where he oversees all operational aspects of the department.

Mark assumed duties as Assistant Director in July of 2011 as part of a departmental reorganization. In February of 2012 the appointment was officially confirmed by City Council. Prior to that he has held a multitude of positions within the Department of Public Works, starting with his hiring in April of 1999 as the Public Properties manager. In July of 2000, Mark assumed the responsibilities of the Parks & Recreation manager. In July of 2002, the position was combined with the Public Properties manager position and stayed that way until July 2005. At this time the recreation responsibilities were removed from his responsibilities and were replaced by the responsibilities of the Highway Department Manager. For the next six years Mark held these responsibilities until the department reorganization in 2011 under Director Hale.

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Management Reappointments
January 21, 2014

Asst. Director Cole directly manages the Public Services division while overseeing the other six divisions. He is responsible for all grounds maintenance, cemeteries (to include the sale of lots), beach operations, scheduling and maintaining both the Talbot Rink and Newell Stadium, oversees the hiring of the seasonal summer staff, oversees the office staff, determines the granting of water/sewer abatement requests, and coordinates and develops the annual department budget.

As second in command, Mark's responsibilities include operation and maintenance of the City's streets and drainage, production and distribution of water, collection and treatment of wastewater, and permitting and regulation of public and private construction. He also oversees the daily operations of the Public Works Business Office, Talbot Rink, Newell stadium, the annual budget preparation, City cemeteries and seasonal beach operations.

Mark has his bachelor's degree from Springfield College and has been a resident of Gloucester since 1984.

Mark's contribution to the overall success of the Department of Public Works cannot be overstated, and it is with pleasure that I put forward Mark Cole for a two year term to expire on 2/14/2016 as Assistant Director of Public Works.

Paul Keane, City Engineer: Paul supervises the DPW's Engineering Division Office and staff located at the City Hall Annex on Pond Road. Staff this past year consisted of new employee Ryan Marques, M.S.C.E., E.I.T., Civil Engineer (Aug. 2012); Karen L. Andrews, Sr. Engineering Aide, as well as Karl Roth, Summer Student Intern Engineer (2 summers), and Gregory Coyle, student Co-Op Engineer. The Engineering Office is committed to gathering cataloging, and maintaining records related to the city's Infrastructure; providing information and support to various city staff; Consultants; the Public; and otherwise supporting the mission of the DPW. Ryan and Greg have their time shared with the Office of the City's Environmental Engineer; and all of our staff is very involved with the GIS Projects. In the preceding year, Paul has been responsible for or involved with the following principal projects and activities:

- Worked closely with Community Development Department to procure and manage the Peer Review Contractor and Sub-Contractor for the Beauport Gloucester Hotel project on behalf of the Planning Board, Conservation Commission, and the City Council.
- Worked closely with the Purchasing and Legal Departments, to procure and manage the Engineering Design Consultant and its sub-consultants in the design and permitting of the necessary public infrastructure improvements (water, sewer, drain, & roadway) on the Commercial Street infrastructure project.
- Oversaw the designer and contractor's; reviewed change orders and payment requisitions; facilitated the communications between city staff, citizens, city councilors and others for the Water Main and Water Service Replacements in the Governor's Hill Neighborhood Project.
- Review, as requested by various departments such as the Planning Division, Building Department, Conservation Commission, Fire Department, and Legal Department, various plans submitted in support of various applications such as for Common Driveway Special Permits, Road Improvement Plans, Subdivision Plans, Site Plans, Orders of Condition from the Conservation Commission, City Council Special Permits, etc.

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- Overseeing and managing the upgrades and improvements to the City's Geographic Information System (GIS). In the past three years the Engineering Department has been working diligently to automate and improve the quality of the city's utility data (water, sewer, drain); develop and deploy a new sewer and water permitting applications; develop and deploy computer tablet applications to allow DPW staff access to utility data in the field; continuing development of the "Electronic Filing Cabinet" that links scanned data to parcels and addresses.
- A complete overhaul and rewrite of the City's Water Use Regulations.

I am pleased to put Paul Keane forward as City Engineer for a one year term to expire 2/14/2015.

Suzanne Egan, General Counsel: As the General Counsel of the City of Gloucester over the year, most of Suzanne's time was spent on the Beauport permitting process, the National Grid remediation agreement, land use permitting litigation and a number of personnel matters. Engaging in the hiring process, training and managing the addition of the Assistant City Solicitor position in the Legal Department was also very successful. It was a very smooth transition and the Legal Department works closely with other departments to resolve issues which come up. Some highlights over the past year include, but not limited to:

- providing legal advice regarding the Beauport Hotel permitting process. Worked with council, planning board on drafting the decision. Represented the city in the appeals of the special permits and conservation commission order of conditions;
- negotiated with National Grid for the remediation of Solomon Jacobs Park and Harbormaster office lease.
- litigated permitting appeals and neighborhood disputes – long standing Brooks Road neighborhood dispute with a Conservation Commission successful resolution.
- litigated permitting appeal on behalf of Planning Board with a successful resolution of Silva Street dispute.
- worked with Waterways Board on a negotiated agreement for eco moorings with Massport, and
- resolved employee issues.

It is with great respect that I put Suzanne forward for a one-year term to expire February 14, 2014 as General Counsel.

Donna Compton, Purchasing Agent: The Purchasing Department is regulated by state and municipal laws, and per the Inspector General, only certified Chief Procurement Officer's (CPO) may issue a Request for Proposals (RFP). Donna was appointed CPO in August 2009 by the Inspector General (the city's title for this certified position is Purchasing Agent). Donna has a thorough knowledge of all pertinent Massachusetts General Laws and consistently keeps up with any changes in them that may apply to purchasing.

Donna and her staff work well with all city and school departments, as well as many boards and commissions giving guidance, advice and working with them to prepare a bid document that will lead to a successful bid and then a contract. This past year, Donna issued 16 RFP's, 46 bids and issued 133 contracts successfully, in addition to approving 3,995 purchase orders.

Some of the more complex projects that Donna has worked on over the past year were the RFP for Designer and CM at Risk services for West Parish School. Other successful RFP's were the Lease of a building for School Administration Offices & Preschool and the Lease of the Legion Building. Some of the Invitation for Bids (IFB)'s that kept purchasing extremely busy were a new excavator for the DPW,

new lockers and the replacement of the chiller unit at O'Maley, cafeteria tables at various elementary schools, roof repairs at GHS and Magnolia Fire Station, dark room renovations at GHS, ATV's for the Police Dept., and a new Salt Shed at the DPW.

It is with great pleasure that I put forward Donna Compton for a one-year term set to expire on February 14, 2015 as the Purchasing Agent.

William Sanborn, Building Inspector: The position of Building Inspector is demanding and very difficult at times; however Bill does a good job of balancing the needs of the public, with the need of enforcing the state and municipal building and zoning codes. He has a thorough knowledge of the building codes, zoning codes and other related codes. We value Bill's experience as a long-time department head and his working knowledge of the city.

Consistently Bill has exceeded his revenue projections and continues to seek ways that his department can be innovative and deliver a quality service, while cost effective.

Bill has been a key member of the Fish Shack, Newell Stadium and City Hall Restoration Building Committee's. Bill's accessibility is 24 hours a day, 7 days a week, no matter how small the issue is. It's with great pleasure that I put forward William Sanborn for a one-year term to expire on February 14, 2015 as the Building Inspector.

Tom Daniel, Community Development Director: The Community Development Department works to enhance the quality of life of Gloucester's citizens, conserve natural resources, and strengthen the community's assets. In his first 11 months of service to the city, Tom has implemented changes in the department to be more effective in accomplishing its mission. Tom realigned responsibilities in the areas of housing, clean energy/green communities, and conservation. As a result, the department is more efficient and staff is able to provide better customer service. Through the support of the City Council, a Senior Planner position has been added to the department, which has created capacity for long-range planning initiatives such as the Downtown Work Plan and pending Railroad Avenue study.

Among Tom's accomplishments are the following:

- Led Downtown Work Plan process.
 - ✓ Identified shared community value for downtown as "active and authentic place with a mosaic of uses" to guide future work.
 - ✓ Articulated elements of downtown action agenda.
 - ✓ Established baseline parking analysis.
- Initiated small area planning study of the Railroad Avenue working with the Metropolitan Area Planning Council.
- Convened weekly economic development team meeting to strategize business retention, expansion, and attraction opportunities.
 - ✓ Identified financing, real estate, and workforce assistance opportunities for firms.
- Assessed the tourism sector and re-launched the Tourism Commission.
- Managed analysis of impediments to fair housing.
- Managed development and implementation of CDBG Annual Action Plan.

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- Oversaw department plans and projects including 65 Rogers Street (I4-C2) Development Feasibility Analysis; Bridge Plan; Groundfish Port Recovery Plan; Harbor Plan Update; Harbortown Cultural District; Beauport Hotel; Commercial Street infrastructure project; Innovation House.
- Supervised department management of more than \$9.0 million in grant-funded projects and programs including:
 - ✓ Get Fit! Gloucester: Newell Stadium, bike lanes and bike ordinance, Burnham's Field improvements, workplace wellness program
 - ✓ Seaport Advisory Council: Stacy Boulevard, Blynman Canal, HarborWalk, floating docks
 - ✓ Brownfields program
 - ✓ Clean Energy/Green Communities
 - ✓ First Time Homebuyer and Housing Rehab programs
 - ✓ Public services and public facilities projects
- Oversaw department management of CPA funds (\$546,580) and projects

It is with great pleasure that I put forward Tom Daniel for a one-year term set to expire on February 14, 2015 as the Community Development Director.

Sally Polzin, Personnel Director: During Sally's short tenure here in Gloucester she has accomplished:

- part of the management team that settled all the Collective Bargaining Agreement's before their expiration date;
- led the management team in negotiations with the PEC to move to the GIC, which will save the city approximately \$50,000 month. The savings will increase in years two and three as the percentage of savings is increased;
- updated some policies such as restricted duty and implemented a city wide sick bank which has been well received;
- applied for and received a grant to send Assistant City Solicitor Vickie Caldwell and herself to MCAD training for discrimination and harassment, and conducting investigations;
- assisted the management team in planning implementation of fire reorganization and contract changes; and
- assisted the management team in recruiting and hiring 25 positions in Community Development, Collector/Treasurer, Building Department, DPW, Health Department, Legal, Police and Fire.

Sally's goals going forward is a more helpful website to employees by putting an employee handbook online; being able to track your worker's compensation claim; post training opportunities; have links available for renewing the ethics certification; links for wellness programs etc. Field training with the Assistant City Solicitor on harassment and discrimination will be performed in the spring, laser fiche will be utilized to start getting some of our worker's comp records, old personnel records and archive the actual paper records at the post office. Sally would like to evaluate training and development and licensing that is required by utilizing MIIA for the city to recognize a reduction in our premium.

It is with great respect that I put Sally Polzin forward for a one-year term to expire February 14, 2015, as the Personnel Director.

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Beth Ann Godhino, Assessor: Please see attached correspondence from Nancy Papows, Principal Assessor. I am pleased to support her recommendation for a three year term to expire on 2/14/2017 for Beth Ann Godhino as City Assessor.



CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930
OFFICE OF THE ASSESSORS

January 15, 2014

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

Re: Reappointment of Assessor Bethann Godinho

Mayor Kirk:

Bethann Godinho has held the position of Assessor for the City of Gloucester since February 14, 2004. She has worked in the Assessors' Department since 1999, initially as the Principal Clerk and later as the Assistant Assessor, prior to being promoted to her current position. Given her extensive experience in this department on both the clerical and assessing sides, she has acquired an excellent understanding of the job requirements and responsibilities. Bethann's knowledge of Massachusetts General Laws is one of her strengths and she is proficient explaining these requirements to others, most importantly, the general public. She is the Board's most knowledgeable member in the field of personal property assessment, chapter land valuation and exemptions. Bethann consistently delivers quality customer service and is an asset to the department.

Respectfully submitted,

Nancy A. Papows
Principal Assessor

CITY OF GLOUCESTER

Job Description

Title: Purchasing Agent

Supervisor: Chief Financial Officer

Grade: M9

Civil Service: Exempt

Union: Exempt

Responsibilities: Responsible for developing and maintaining a centralized purchasing program for the City, including the development and implementation of purchasing procedures, standards, and policies within the scope of existing law and regulations.

Duties:

- Establishes and monitors purchasing procedures for City Departments.
- Oversees bidding process for City contracting of services.
- Negotiates contracts with vendors as a result of bidding process.
- Oversees quantity purchasing of City supplies and equipment.
- Supervises purchasing support staff.
- Fulfills City, state, and other reporting requirements as needed.
- Provides recommendations regarding purchasing and other related procedures to appropriate management staff.
- Serves as Mayor's representative to Design Selection Committee.
- Performs all other duties as requested by supervisor.

Qualifications:

- Bachelors Degree in business or related field plus 2 - 5 years experience in public purchasing environment (7-10 years experience may be substituted for degree requirement)
- Knowledge of general accounting/budgeting procedures
- Working knowledge of purchasing regulations and laws
- One year minimum supervisory experience
- Strong communication and organizational skills required
- Certification in the Mass. Certified Public Purchasing Officials Purchasing Officials Program preferred. Willingness to attain this certification required.
- Familiarity with City of Gloucester purchasing ordinances

CITY OF GLOUCESTER

Job Description

Title: Community Development Director

Report To: Chief Administrative Officer

Grade: M10

Civil Service: Exempt

Union: Exempt

Supervision

Exercised: Provides direct supervision to four Division Heads: Planning Director, Economic Development Director, Harbor Planning Director, and Grant Development Manager and indirect supervision to staff of approximately nine. Also provides oversight of the work performed by ten different Boards and Commissions.

Responsibilities: Working closely with the Mayor's Office, develops and implements plans, policies and programs to coordinate the physical growth and economic development of the City. Performs highly responsible work requiring significant initiative and independent judgment relating to the City's economic and Community Development needs.

Duties:

- ◆ Provides advice and develops specific proposals to the Mayor and the City Council on all matters affecting the development of the City.
- ◆ Integrates the activities of the various divisions in the Community Development Department (Planning, Economic Development, Grants Administration, Fisheries) to achieve departmental goals and objectives. Organizes work assignments, operating procedures, and budgets of the different divisions.
- ◆ Provides oversight, assistance and staff support as needed to the following Boards and Commissions: Planning Board, Conservation Commission, Fisheries Commission, Downtown Development Commission, Tourism Commission, Rocky Neck Cultural District, Historic District Commission, Capital Improvement Advisory Board, Land Disposition Committee, Historical Commission and Technical Advisory Group.
- ◆ Assists with the preparation of the Capital Improvement program.
- ◆ Provides customer service and interaction with the public, elected and appointed officials on planning and economic development issues, including downtown revitalization, business retention/attraction, fisheries, the waterfront, industrial parks and transportation.
- ◆ Develops and implements economic development strategy. Administers comprehensive programs to create jobs and expand the industrial and commercial tax base of the City.
- ◆ Develops marketing and promotional strategy on behalf of the City. Initiates and administers tax incremental financing (T.I.F.) plans to attract new business and promote expansion of existing local businesses.

- ◆ Provides oversight of all activities of the Planning Division, including the development and implementation of the Master Plan, integration of the Harbor Plan, and all subdivision and zoning matters. Administers revision of zoning ordinances.
- ◆ Develops and implements plans to support affordable housing and community social services.
- ◆ Provides oversight of the administration of all federally funded grant programs (HUD, CDBG, etc.). Also provides technical assistance to other City Departments for grant applications and administration.

Qualifications:

- ◆ Master's degree in planning or public administration required per City Charter.
- ◆ A minimum of six years increasingly responsible experience in municipal planning, community development or management required.
- ◆ Experience with CDBG and First-time Homebuyer Programs required.
- ◆ Knowledge of statewide clean energy and green communities initiatives preferred.
- ◆ Experience in waterfront development planning preferred.
- ◆ A minimum of 2 years supervisory experience.
- ◆ Demonstrated skills in grant writing, working with federal (HUD) and state regulations, planning and economic development.
- ◆ Excellent communication skills, both oral and written, including skills in public presentation.
- ◆ Ability to interact effectively with the general public, elected appointed officials, staff at all levels of the organization, and consumer boards and commissions.

CITY OF GLOUCESTER Job Description

Title: Chief Administrative Officer
Supervisor: Mayor
Grade: M11
Civil Service: Provisional **Union:** N/A

Supervision Exercised: Provides direct supervision to 15 Department Heads and 1 clerical staff in the Mayor's Office. Provides indirect supervision to the operations of all City departments and personnel.

Responsibilities: Works closely with the Mayor in developing and supporting the City's management team, providing supervision to all City departments, developing City policies and programs, providing constituent services and bridging communications with the City Council, School Department and other agencies. The mayor may delegate any power or duty which he has under the charter other than the power to veto measures adopted by the City Council or the power to appoint or to remove City officers, members of multiple-member bodies and department heads.

Duties:

- Coordinates and supervises all City agencies.
- Submits reports at such times as may be required.
- Installs and maintains financial management and record keeping systems.
- Assists the Mayor in the preparation of an annual operating budget for all city agencies, and shall, in cooperation with the City Auditor, administer the operating budget throughout the year.
- Assists the Mayor and the heads of all city agencies in the development of a capital outlay program and the preparation of a capital improvement budget.
- Conducts a continuing study of the work of all City agencies and the preparation of management policies based on such studies.
- Prepares policy programs and ordinance recommendations affecting the management of the City.
- Handles any other powers, duties, and responsibilities as may be delegated by the Mayor.
- Responds to constituents and resolves individual problems.
- Working with Personnel Director, negotiates and administers all collective bargaining agreements.

Qualifications:

- Master's degree in Public Administration, Political Science, Business Administration or related field with five years relevant municipal management experience.

OR

- Bachelor's degree with ten years municipal senior management experience.
- Excellent leadership, communication, conflict-resolution and computer skills required.
- Demonstrated skills in budgeting and financial management.
- Ability to set priorities and work independently.
- Ability to develop and support a high performance, effective management team, including linking City and School Department staff.

Revised 2/10

CITY OF GLOUCESTER Job Description

Title: General Counsel/City Solicitor

Department: Legal Office

Supervisor: Mayor

Supervision Exercised: Assistant General Counsel and Legal Secretary

Grade: M11

Civil Service: Exempt **Union:** Exempt

Responsibilities: Provides the City with all municipal legal services excepting certain School Department matters and municipal bond matters. Uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

Duties:

- Commences and prosecutes all actions by the City before any tribunal in the Commonwealth, whether in law or equity and whether State or Federal.
- Appears in, defends and advocates the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government or any breach of any ordinance, may be brought into question.
- Appears before the legislature of the Commonwealth, or any committee thereof, whether either or both branches of the same, and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same.
- Appears as counsel in the prosecution of violations of City ordinances and regulations in the District Court when requested by the City officials to do so.
- Drafts or reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature as requested by various officials.
- When requested, furnishes the City Council and any other officer of the City who may require it in the official discharge of his or her duties with a legal opinion on any subject relating to or affecting the duties of their respective offices. Attends meetings of City Boards and Commissions when requested.
- Manages all municipal legal affairs and in performing those duties, may refer

- particular matters to special counsel. Also responsible for the supervision and management of any matter in which a special counsel is required.
- Performs such other additional powers and professional duties as the City Council may prescribe, including attendance at City Council meetings when requested.
 - Supervises Assistant General Counsel and Legal Secretary.

Qualifications:

- Bachelor's and J.D. Degrees required.
- Must be admitted to the bar in Mass. for at least five years.
- Must be admitted to the United States District Court for Mass.
- Must have substantial professional experience in at least three of the following:
 - Civil trial practice
 - Appellate practice
 - Administrative law
 - Environmental law
 - Zoning and land use law
 - Public sector labor law
 - Workers' compensation
 - Public contract law
 - Public construction law
 - Drafting legislation and regulations
 - Municipal practice

• revised 02/09

CITY OF GLOUCESTER

Job Description

Title: City Engineer
Supervisor: DPW Director
Grade: M9
Civil Service: Exempt **Union:** N/A

Supervision Exercised: Provides direct supervision to engineering staff, various contractors and staff of assigned projects. Manages and coordinates progress of multiple public works projects in high volume engineering office environment.

Responsibilities: Provides oversight of engineering projects (planning, design and construction) and programs, staff support to planning division and DPW. Duties include office management and complex analytical work, planning, designing, and directing environmental, water, street and other civil engineering public works projects.

Duties:

- Provides project management of the design and construction of capital projects. Oversees and mentors all staff assigned to specific projects.
- Ensures contractor compliance with time and budget parameters.
- Maintains and updates infrastructure and systems maps, databases, plans, and records. Prepares and analyzes reports, maps blueprints, and drawings for engineering plans and designs.
- Calculates costs and determines feasibility of project(s) based on analysis of collected data.
- Manages division's budget.
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, permits, and designs for city-wide public works projects.
- Monitors construction sites for progress and to ensure conformance to engineering plans, specifications, and construction and safety standards.
- Directs construction and maintenance activities at project site.
- Works with state regulatory agencies, City Council, and Citizens Advisory groups. Coordinates public education and outreach, facilitates public meetings.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents. Assists in the development and implementation of a Geographical Information System (GIS).
- Provides a program to address staff training needs through continuing professional development.
-

Qualifications:

- Bachelor's degree in Civil Engineering. P.E. Required.
- A minimum of 10 years increasingly responsible engineering experience, including municipal engineering and 2 years of administrative and supervisory responsibility. An equivalent combination of education and experience may substitute for the above.
- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; knowledge of applicable City ordinances and policies affecting division activities.

- Considerable skill in arriving at cost estimates on complex projects. Skill in operating listed tools and equipment.
- Massachusetts drivers license required
- Ability to use PC, including word processing, spreadsheets, database and computer aided design software, motor vehicle, phone, mobile radio.
- Physical capability of moving about construction job sites.
- Ability to communicate effectively, orally and in writing, with employees, contractors, governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary Engineering research and compile reports.

• revised 10/08

CITY OF GLOUCESTER

Job Description

Title: Personnel Director

Supervisor: Chief Administrative Officer

Grade: M9

Civil Service: Exempt

Union: Exempt

Supervision

Exercised: Provides direct supervision to Personnel Assistant and Worker's Compensation/Benefits Agent. Provides working guidance to two staff in Payroll Office regarding Human Resource reporting requirements and union contractual payments.

Responsibilities:

Responsible for maximizing employee development and promoting the efficient and cost-effective management of City services; develops and maintains a variety of employee support programs to achieve this objective. Major areas of operation include employment, training, benefits administration, labor relations and record-keeping/reporting. Work is highly complex, requiring significant judgment, independent decision-making and initiative.

Duties:

- Administers the City's comprehensive Personnel Ordinance, including the attendant classification and compensation plans for municipal employees. Submits all recommendations for changes to the Mayor and City Council for approval.
- Formulates issues, amends or revokes subject to the Mayor's approval, policies and administrative regulations for the purpose of giving effect to the provisions of City ordinances and relevant State and Federal regulations governing personnel management.
- Negotiates and administers collective bargaining agreements with municipal unions. Prepares collective bargaining agendas for the approval of the Mayor and Administrative Assistant to the Mayor; serves as Hearing Officer at grievance meetings, Civil Service hearings or other hearings as designated by the Mayor.
- Advises and assists the Administrative Assistant to the Mayor, Department Heads and elected and supervisory officials regarding personnel matters, including the enforcement of collective bargaining agreements, State and Federal laws and personnel policies and procedures.
- Develops and coordinates written guidelines or policies for uniform personnel practices and procedures for City departments.

- ♦ Develops and administers a merit-based recruitment and placement program for municipal employees. Administers employee orientation program.
- ♦ Plans, develops and conducts training programs; promotes staff professional development.
- ♦ Studies classification, assignment and utilization of City personnel and prepares recommendations for approval of Mayor, elected officials and Department Heads.
- ♦ Acts as administrative liaison for City and School Departments regarding Civil Service registration and information. Serves as local Labor Service administrator and enforces Civil Service regulations.
- ♦ Develops and maintains a personnel record system incorporating vital statistics and other pertinent data. Coordinates automated human resources information system (HRIS) with payroll database; prepares all required reports, i.e. EEO-4, census, etc. as required.
- ♦ Develops, establishes and coordinates a municipal employee safety program for the City.
- ♦ Administers all employee and retiree benefit programs, including Workers' Compensation, Unemployment Insurance, Health Insurance, Life Insurance, Deferred Compensation, Section 125 and payroll deduction options, i.e. fitness benefits, United Way contributions etc. Assists the School Department as needed in standard administrative procedures, benefits communications.
- ♦ Develops, establishes and coordinates an affirmative action and equal employment program for the City.
- ♦ Negotiates with the Public Employee's Committee regarding health insurance.

Qualifications:

- ♦ Bachelor's Degree in related field required, plus five years increasingly responsible experience in human resources management, Master's Degree preferred. Prior experience in municipal environment preferred.
- ♦ Advanced training in human resource management preferred. Experience must include a minimum of two years in benefits administration, two years supervisory experience and two years experience in labor/contract negotiations.
- ♦ Excellent organizational and communication skills, both oral and written.
- ♦ Demonstrated skills in negotiations/conflict resolution.
- ♦ Proven skills in budget management.

revised 4/12

- ◆ Ability to establish and maintain effective working relationship with building owners, contractors, other City employees and the public.
- ◆ Ability to supervise and provide working guidance to staff.

CITY OF GLOUCESTER

Job Description

Title: DPW Director

Supervisor: Mayor

Grade: M12

Civil Service: Exempt **Union:** Exempt

Supervision Exercised: Provides direct supervision to five employees responsible for the management of 10 different public works divisions; indirect supervision for a staff of 70.

Responsibilities: Plans, organizes, directs and controls all public works activities and construction projects in the City. Develops and implements all department policies, procedures and programs. Complex, highly responsible duties require the exercise of considerable judgment, initiative and frequent contacts with federal, state and local officials.

Duties:

- ♦ Trains, develops, coordinates and supervises a team-oriented staff in the following operational divisions: Highway, Water, Sewer, Public Properties, Solid Waste, Central Services, Cemeteries, Parks and Recreation, Engineering and Water Filtration. Also provides oversight on snow/ice removal and emergency preparedness.
- ♦ Manages an operational budget of over \$5 million, a sewer enterprise fund budget of \$4.7 million and a water enterprise fund budget of \$5.8 million. Prepares and maintains capital improvement budget.
- ♦ Establishes goals, objectives and monitoring systems for all public works projects, including all work performed by contractors. Ensures that each project is accomplished within prescribed time frame and budget.
- ♦ Provides project management for a multitude of complex public works projects at a given time.
- ♦ Pursues and attains funds from state and federal agencies, including Chapter 90 highway funding. Works with City Engineer in the administration of all public works grants.
- ♦ Serves as liaison to City staff and officials, community groups, state and local agencies, the media and the public. Provides information and reports; makes presentations as needed.
- ♦ Ensures compliance with all relevant federal and state regulations, including Ch. 30B governing municipal procurement, and all local ordinances.
- ♦ Ensures the quality of customer service provided throughout the Department, including follow-up on all customer service calls and requests.
- ♦ Develops and maintains systems for efficient DPW service delivery, both in cost and daily operations.

Qualifications:

- ♦ Bachelors degree in related field required.

- ◆ Professional Engineer preferred; knowledge of civil engineering, construction design and oversight required.
- ◆ Minimum 10 years experience related to public works administration, with a minimum 6 years in a responsible supervisory capacity. An equivalent combination of education and experience may substitute for the above.
- ◆ Strong fiscal management skills.
- ◆ Ability to establish and maintain effective working relationships with community representatives, elected officials and the general public.
- ◆ Demonstrated ability to make decisions and follow-through with necessary detail for successful project management.
- ◆ Ability to develop and administer programs and policies relating to both public works activities and labor relations in a union environment.
- ◆ Demonstrated organizational and communication skills; customer service skills
- ◆ Proven ability to provide emergency coverage 24 hours per day - 7 days per week.
- ◆ Mass. Drivers license required.
- ◆ Physical ability to move about construction job sites required.
- ◆ PC skills preferred.

- Works with Facilities Operations Manager to oversee and coordinate the scheduling of facility maintenance and repairs. Ensures contractor compliance with both project specifications and budget project costs.
- Oversees the day to day operations of the DPW Business Office
- Attends meetings regarding employee and public safety; makes recommendations and follows through with safety improvements.
- Arranges purchases and bid specifications in conjunction with Purchasing Department
- Reviews, on a regular basis, all building security precautions and procedures and recommends additions or changes as needed.
- Maintains a professional management structure that is customer service oriented
- Performs such other duties and responsibilities as may be assigned by the Director of Public Works

Qualifications:

- Bachelors Degree in related field required, with minimum 5 years experience in a supervisory capacity; minimum 5 years progressively responsible experience in public works administration. An equivalent combination of education and experience may substitute for the above.
- Ability to develop and maintain effective working relationships with the public, employees, other City departments and contractors.
- Ability to maintain accurate records and to write reports; must be computer literate, understand GIS, and able to operate existing programs.
- Strong oral and written communication skills.
- Demonstrated ability to supervise others.
- Ability to assess problems and follow through to project completion.
- Ability to plan, organize and direct long range plans and specific work projects.
- Massachusetts Class D Drivers License required.

Personnel: AssistantDirector11

tax assessments.

Qualifications:

- ◆ Bachelor's degree in business administration or related field plus five years of general business experience, including or supplemented by training and experience in real estate appraisal or High School graduation supplemented by courses in real estate appraisal plus eight years of general business experience, at least two of which involve real estate appraisal; or any equivalent combination of education and experience.
- ◆ In accordance with Department of Revenue regulations (840 CMR), required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following election or appointment, except as otherwise provided in the statute. A certificate in municipal assessing, with a designation of either Massachusetts Accredited Assessor (MAA), Residential Massachusetts Assessor (RMA), or certified Massachusetts Assessor (CMA) is preferred.
- ◆ Working knowledge of Massachusetts laws relating to municipal finance and property assessment for tax purposes.
- ◆ Familiarity with alternative formulas for determining assessment on various types of property.
- ◆ Familiarity with real estate styles, materials, and methods of construction.
- ◆ Working knowledge of computerized appraisal systems.
- ◆ Aptitude for working with numbers and details.
- ◆ Knowledge of mapping procedures.
- ◆ Excellent verbal and written communication skills.
- ◆ Ability to interpret considerable data, refine methods and techniques, and maintain detailed and accurate records of decisions.
- ◆ Ability to represent the City effectively and defend the City's position in a variety of situations requiring knowledge, negotiation skill, diplomacy and tact.
- ◆ Demonstrated administrative skills, including ability to provide effective supervision.

Revised 2/09

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

14 JAN 23 PM 3:50
CITY CLERK
GLOUCESTER, MA

MEMORANDUM

TO: Council President Paul McGeary
FR: Mayor Kirk
RE: Leonard Gyllenhaal – Alternate Member, Zoning Board of Appeals
DT: January 23, 2014

We have just been informed that ALTERNATE members of the ZBA are appointed for two (2) year terms (per the local Zoning Ordinance) as opposed to three (3) year terms.

Therefore, the reappointment of **Leonard Gyllenhaal** as an Alternate Member to the Zoning Board of Appeals should be for two years with a term to expire 2/14/2016.

We apologize for the error and respectfully request that the correction be made at the Ordinance and Administration subcommittee level.

Thank you.

CAK/c

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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ckirk@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 14, 2014

Mr. Leonard A. Gyllenhaal
32 Rockport Road
Gloucester, MA 01930

Dear Mr. Gyllenhaal:

I am pleased to reappoint you to a three year term as an Alternate Member on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of January 28, 2014. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

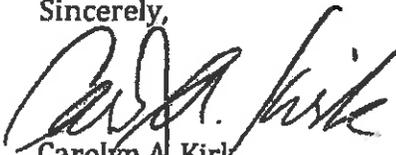
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2014, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Mayor's Report to the City Council

Enclosure
CAK/c

EFFECTIVE 2/14/2014

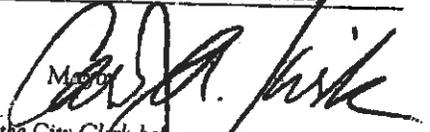
The City of Gloucester, Massachusetts

Dear Leonard Gyllenhaal, 32 Rockport Road, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you
an ALTERNATE member on the ZONING BOARD OF APPEALS of the City of
Gloucester, Massachusetts _____

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

ZONING BOARD OF APPEALS

PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 40A ZONING

Section 12 Boards of appeal; membership; rules



Section 12. Zoning ordinances or by-laws shall provide for a zoning board of appeals, according to the provisions of this section, unless otherwise provided by charter. The mayor subject to confirmation of the city council, or board of selectmen shall appoint members of the board of appeals within three months of the adoption of the ordinance or by-law. Pending appointment of the members of the board of appeals, the city council or board of selectmen shall act as the board of appeals. Any board of appeals established hereunder shall consist of three or five members who, unless otherwise provided by charter, shall be appointed by the mayor, subject to the confirmation by the city council, or by the selectmen, for terms of such length and so arranged that the term of one member shall expire each year. Each zoning board of appeals shall elect annually a chairman from its own number and a clerk, and may, subject to appropriation, employ experts and clerical and other assistants. Any member may be removed for cause by the appointing authority upon written charges and after a public hearing. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments. Zoning ordinances or by-laws may provide for the appointments in like manner of associate members of the board of appeals; and if provision for associate members has been made the chairman of the board may designate any such associate member to sit on the board in case of absence, inability to act or conflict of interest on the part of any member thereof, or in the event of a vacancy on the board until said vacancy is filled in the manner provided in this section.

The board of appeals shall adopt rules, not inconsistent with the provisions of the zoning ordinance or by-law for the conduct of its business and for purposes of this chapter and shall file a copy of said rules with the city or town clerk. In the event that a board of appeals has appointed a zoning administrator in accordance with section thirteen said rules shall set forth the fact of such appointment, the identity of the persons from time to time appointed to such position, the powers and duties delegated to such individual and any limitations thereon.

Nineteen Harbor Loop
Gloucester, MA 01930



TEL 978-282-3012

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jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster 
To: Mayor Carolyn Kirk
Date: January 8, 2014
Subject: Launch Fee Increase

The Honorable Mayor Kirk,

Please include the following request in your next Report to the City Council.

The Gloucester Waterways Board at its regularly-scheduled meeting on December 4, 2013, voted unanimously to increase the launch fee to \$5.00 per person, with a provision that passengers 12 years and under are free.

This increase is to support the annual operating costs of the launch service. These include: launch operator salaries, haul out/launch fees, routine maintenance and US Coast Guard inspections. The Waterways Board does not undertake fee increases lightly. However, as you know, the launch operated at a deficit last year and we intend to expand the launch hours this year. While revenues will increase, we will also see increased costs in longer hours and the launch operator salary increases that the Board deemed necessary to attract qualified launch operators.

If you have any questions please feel free to contact me.

Respectfully



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



Memorandum

TO: Mayor Kirk
FR: Chief Smith
RE: GFD reorganization
DT: 12-06-13

cc: Jim Duggan

To the Honorable Mayor Kirk,

Attached please find for your review and approval the proposed reorganization plan for the Gloucester Fire Department. The plan partially arises out of the negotiated contract with the Local 762 and is incorporated into the current contract. I would like to request that this plan be submitted to council for two actions; one, for a public hearing pursuant to the section 7-2 of the City Charter to review and approve the reorganization plan and secondly to amend the Appendix C. of the Code of Ordinances to add the following two positions, Assistant Fire Chief and Lieutenant.

The reorganization collapses the firefighting division from four groups to three groups, creates an Assistant Chief position, adds the Lieutenants position and restores the Master Mechanic position as a civilian job. This proposed reorganization is a compilation of recommendations from the 2009 MRI audit, proven best practices, ideas and suggestions from members of the fire department, city administration, city council and the general public.

1. Collapsing Four Groups into Three.

A 3 group system working a 56 hour work week is the most effective and efficient schedule for delivery of municipal Fire and EMS services. This schedule maximizes the amount of work a municipality can get from firefighting employees while keeping the total number of employees at a reasonable and affordable level. It will control legacy costs such as retirement and health care and repetitive costs such as equipment, uniforms radios and training while allowing us to open the outskirt stations much more often.

2. Assistant Fire Chief.

The Assistant Fire Chief position will provide a second in command who may assume administrative tasks, Emergency Management Director Responsibilities and take control of the department in the absence of the Chief. The creation of this position is recommended by the MRI audit report. It will serve to allow the Chief to focus on efficiently operating the department and the Deputy Chiefs to focus on their operational role of service delivery, department policies, report writing, maintenance



Office of the Fire Chief
Eric L. Smith
CITY OF GLOUCESTER FIRE DEPARTMENT
8 School St.
Gloucester, MA 01930
978-281-9760 office



of the stations, vehicles and equipment, daily payroll reporting and scheduling of personnel. A job description for this position is attached.

3. Lieutenants.

The MRI 2009 audit recommended creating the position of Lieutenant to properly supervise and command the companies assigned to the Ladder Truck and Outskirt Engine Companies. This is consistent with the NFPA national standards and sound management principles.

4. Master Mechanic.

The Master Mechanic position currently exists within the personnel ordinance. The position will be filled by a civilian Master Mechanic with ASE and EVT certifications and experience with fire apparatus. The position will be a civilian position and report directly to the Chief. A job description for this position is attached.

In closing I would like say thank you to the many people who have contributed to my thoughts on what the best organizational structure for the Gloucester Fire Department should be. I am aware change is never easy but I feel, as many others in the community, now is the time for change that will improve the service we provide to the citizens, visitors and businesses of Gloucester.

Respectfully submitted,

Fire Chief Eric Smith

Fire Department Reorganization

Eric Smith

Sent: Thursday, January 16, 2014 3:33 PM

To: Robert Whynott; Sefatia Theken; Jackie Hardy; Melissa Cox; William Forvielle; Paul McGeary; Linda Lowe; Joanne Senos; Dana Jorgensson

Cc: Jim Duggan; Suzanne Egan

Councilors, City Clerk's office, COA Duggan and General Counsel Egan,

It was brought to my attention no effective date was specified in the memo dated 12-06-13 re: GFD reorganization I sent to the Mayor. It was suggested I send out an email to clarify this.

The proposed start date of the reorganizing is July 1, 2014, in-line with the current fire union contract.

Best regards,

Eric

Eric L. Smith
Fire Chief
City of Gloucester Fire Department
8 School
Gloucester, MA 01930
(W) 978-281-9780
(C) 978-491-9854
esmith@gloucester-ma.gov

Assistant Fire Chief.rev 2

Eric Smith

Sent: Wednesday, January 29, 2014 8:44 AM
To: Melissa Cox; William Fonvielle; Paul McGearry
Cc: Dana Jorgensson; Jim Duggan
Attachments: Assistant Fire Chief.rev 2.pdf (29 KB)

Councilors,

I have revised the job description regarding the preference of a degree.

Best regards,

Eric

Eric L. Smith
Fire Chief
City of Gloucester Fire Department
8 School
Gloucester, MA 01930
(W) 978-281-9780
(C) 978-491-9854
esmith@gloucester-ma.gov

- ◆ Aids in the command structure directing overall firefighting effort and training of personnel.
- ◆ Aids in the review of departmental performance and effectiveness.
- ◆ Aids in developing the annual budget.
- ◆ Aid in administrative functions including planning, personnel administration, equipment purchasing, and the allocation of resources.
- ◆ Respond to alarms, administers initial emergency care, or response and or service, when necessary and directs activities at the scene of emergencies as required under the incident command system and NIMS.
- ◆ Maintain Departmental discipline and the conduct and general behavior of assigned personnel.
- ◆ Train personnel in all aspects of the job as directed by the Fire Chief.
- ◆ Aids in the Planning of Departmental operations with respect to equipment and personnel and further supervises the implementation of such plans in accordance with established policies.
- ◆ Assigns personnel and equipment to duties and uses as the service requires.
- ◆ Aids in the evaluation of and recommendation for the purchase of new equipment and supplies.
- ◆ Takes Command of the Fire Department in the absence or incapacitation of the Fire Chief after appropriately notified by the Fire Chief or the appointing authority.
- ◆ Creates and maintains the municipal Comprehensive Emergency Management Plan (CEMP), to include a local Continuity Plan.
- ◆ Maintains a current inventory of all available response assets in the jurisdiction and stays currently informed of additional assets through MOU/MOAs, mutual aid, contracts and private sources. Updates this list at least annually.
- ◆ Evaluates incidents, both planned and unplanned, in order to assess whether or not an EOC should be established.
- ◆ Administer operation of the EOC during major emergencies or disasters as determined by the Mayor, Fire Chief, Police Chief, Board of Health, or other Department Head.
- ◆ Works cooperatively with all emergency departments of the City of Gloucester as well as any other city department deemed necessary to effectively control any major emergency.
- ◆ Coordinates the disaster damage assessment and recovery process along with other relevant municipal department heads.
- ◆ Works cooperatively with all regional emergency response or emergency management teams in which Gloucester participates.
- ◆ Assumes such authority and conducts such activities as the Mayor may direct to promote and execute the civil defense plan.
- ◆ Other duties and responsibilities as assigned by the Fire Chief consistent with being second in command of the Fire Department.

Qualifications:

- ◆ Preferred - an Associate's Degree or higher in Fire Science or closely related field.
- ◆ Ten (10) years of experience in Fire or Emergency Medical Service work with three (3) years in a supervisory capacity, or an acceptable equivalent combination of education and experience.

- ◆ Must maintain a current MA driver's license.
- ◆ General knowledge of all federal, state and local agencies who work on emergency response including the interaction between these agencies.
- ◆ Working knowledge and experience working with the National Incident Management Plan (NIMS), the Incident Command System (ICS), and the National Response Framework (NEF).
- ◆ General knowledge of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- ◆ Ability to coordinate resources from multiple agencies during emergencies, under the direction of the Mayor.
- ◆ NIMS 100, 200, 300, 700 and 800 training.

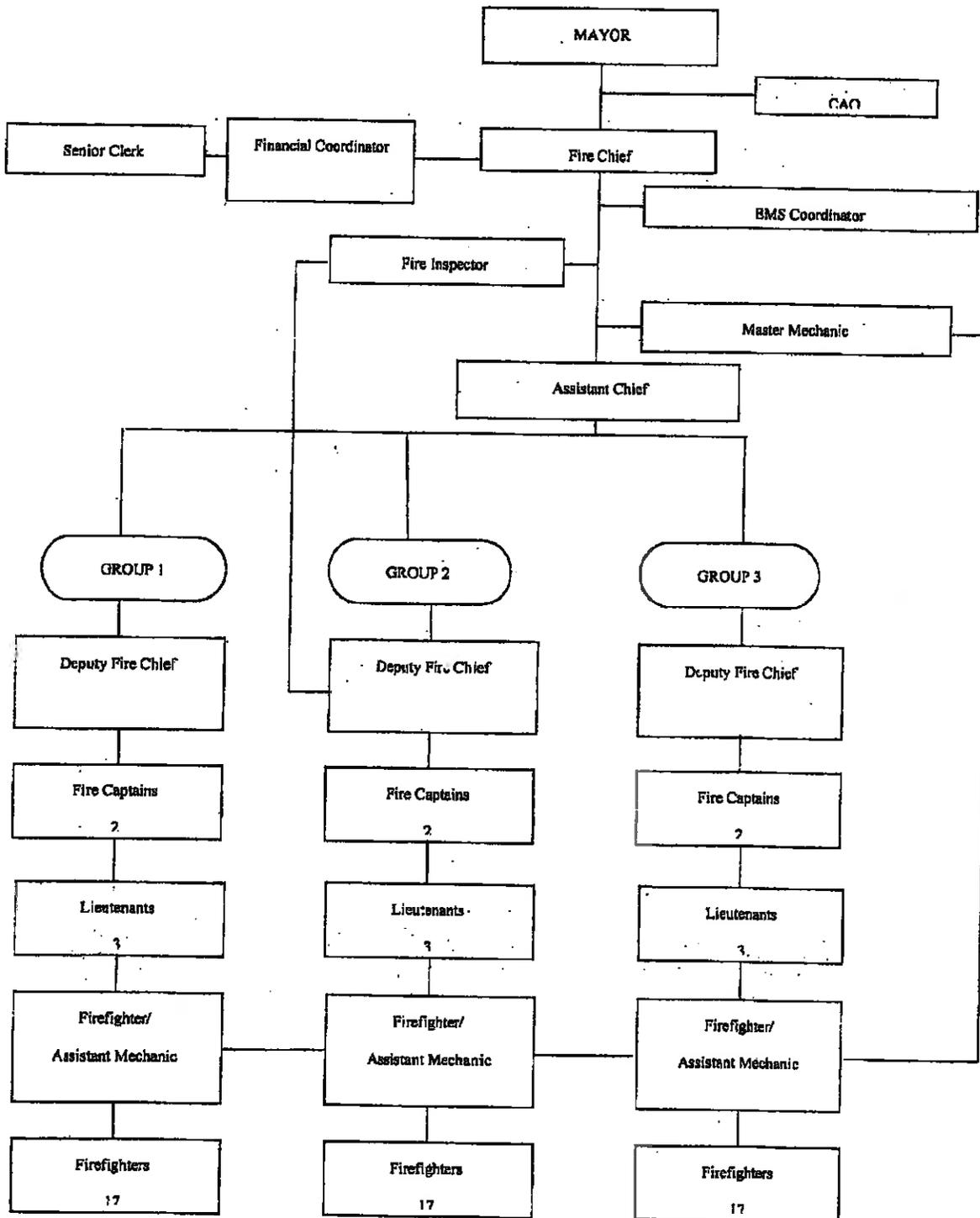
Physical requirements: The physical demands that are described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Employee is required to sit, talk, hear, stand, walk, use hands to handle or operate objects, tools or controls and reach with hands and arms.

Selection Process: Interested qualified parties shall submit to the Fire Chief an application including all documentation to demonstrate achievement of required qualification before a posted date on the application. A committee composed of the Fire Chief, Mayor's designee, Personnel Director and a Union designee shall make a recommendation to the Mayor to appoint. The committee shall review all applicants' documentation and application, personnel file and conduct an interview to determine the best suited candidate for the position.



Office of the Fire Chief
 Eric L. Smith
 CITY OF GLOUCESTER FIRE DEPARTMENT
 8 School St.
 Gloucester, MA 01930
 978-281-9760 office





**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-001
COUNCILLOR: Greg Verga and Paul McGeary

DATE RECEIVED BY COUNCIL: 01/14/14
REFERRED TO: B&F & Police Dept .
FOR COUNCIL VOTE:

ORDERED that the Budget and Finance Committee in consultation with the Police Department and local merchants consider the feasibility of the City of Gloucester adopting certain days as “parking meter holidays” to begin in fiscal year 2014; and further

ORDERED that these days consist of the so-called Black Friday and Small Business Saturday dates around the Thanksgiving holiday and that these “parking meter holidays” also coincide with any “sales-tax holidays” adopted by the Massachusetts State Legislature; and further

ORDERED that these local “parking meter holidays” would require no payment to parking meters/kiosks, however, time limits and anti-shuffling rules would still be enforced; and further

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

Greg Verga
Councillor at Large

Paul McGeary
Ward 1 Councillor



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

**ORDER: CC#2014-004
COUNCILLOR: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 01/28/2014
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:**

ORDERED that the Code of Ordinances Chapter 22 "Traffic" Sec. 22-287 "Disabled veteran, handicapped parking" be amended by **ADDING**: Dale Avenue, westerly side, from a point beginning 120' from its intersection with Warren Street for a distance of 24' in a northerly direction. (the space between the crosswalk and 10' from fire hydrant-the code); and further

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

Melissa Cox
Ward 2 Councillor