



GLOUCESTER CITY COUNCIL  
**Ordinances & Administration Committee**  
Monday, March 31, 2014 – 6:00 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
**AGENDA**

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

**1. New Appointments:**

*Director of Veterans' Services/Veterans' Agent*      *TTE 02/14/16 Adam Curcuru*  
*Planning Board*      *TTE 02/14/19 Douglas Cook (Cont'd from 3/17/14)*

- 2. CC2014-012(Cox) Amend GCO Sec. 22-270 "Parking prohibited at all times" & Sec. 22-291 "Tow-away zone re: Prospect Street at its intersection with Railroad Avenue (Cont'd from 03/17/14)**
- 3. CC2014-013 (Cox) Amend GCO Chapter 22-280 "Fifteen-minute parking" re: Main Street #274 (Cont'd from 03/17/14)**
- 4. CC2014-014 (McGeary) Amend GCO Chapter 22, Art. II, Division 2 "Traffic Commission" by adding new section, Sec. 22-37 re: Commission's authority to reserve parking areas for handicapped persons and disabled veterans; Amending Sections 22-175 and 22-28 (Cont'd from 03/27/14)**

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  
Robert Ryan/Larry Ingersoll

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.

RECEIVED  
JAN 07 2011  
BY: \_\_\_\_\_

ADAM CURCURU

Gloucester City Hall  
Personnel Department  
9 Dale Avenue  
Gloucester, MA 01930.  
Fax (978) 282-3055  
Email: dprophet@gloucester-ma.gov

To Whom It May Concern,

I am submitting my resume for your review for the position of Director of Veterans' Services for the City of Gloucester. As my resume will demonstrate I have substantial experience working with and on behalf of Veterans.

I was honorably discharged from the United States Marine Corps in 2010. While on active duty I operated as a small unit leader, and my service included combat deployments to both Iraq and Afghanistan.

Since leaving active duty in late 2010, I have had the opportunity and honor to work closely with the Office of Veterans Services' in Gloucester, including successfully completing an internship and taking an active role in the Veterans of Foreign Wars Organization and the American Legion Organization in the City of Gloucester. Through working with these groups I have been able to assist fellow veterans by ensuring they are aware and take advantage of the various benefits, programs and services available to them, it has been the hallmark of my endeavors.

During the internship I trained in both the Gloucester Office of Veterans' Services, working closely with Rich Barbato, and the Beverly Office of Veterans Services. I am familiar with Chapter 115, the VSMSS system utilized to process Chapter 115 claims, as well as the myriad of different applications and paperwork concerning the Veterans Administration, with pertinence to disability, compensation, and healthcare. I am proficient as a peer support specialist regarding veterans, and am often sought out in the community for guidance and advice regarding veterans' affairs and services.

My interest in the position stems from significant amount of time spent developing, mentoring and motivating Marines in the U.S.M.C. to achieve whatever mission we were tasked with, and continuing on forward by assisting fellow veterans' since leaving active duty.

I am confident that I have the drive, poise, compassion, and professionalism needed to fill the position of Director of Veterans Services for the City of Gloucester, to be a strong advocate for Gloucester's veterans and be an asset to your staff.

Very Respectfully,



ADAM CURCURU

Enclosure(s): 1.) Resume. 2.) DD-214 Military Discharge

# Adam Curcuru

## Veteran's Service/ Training

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- **Veteran Service Officer Internship**

Completed Internship with the Gloucester VSO and cross-trained with the Beverly Service Officer. I was familiarized with the VA VSMSS system, entering Chapter 115 benefits, and preparation of VA compensation/pension claims. In order to support the veterans of the community I regularly attended veterans' organization meetings in Gloucester to include; The American Legion, The AMVETS, Veterans' of Foreign Wars, and Disabled American Veterans'.

- **Gloucester's Squares and Memorials Project**

Assisted in the collection of data and conducted research necessary for the presentation of the Gloucester Memorial Squares Project. Additionally, I created the PowerPoint Presentation and documentation for the Veteran Service Officer to present to the City Council, which has led to the approval of 24 new uniformed memorial signs to replace the existing damaged or missing signs this coming Spring.

- **Military Sexual Trauma Training (February 2012)**

Taught by Lowell Veterans Center: MST training is defined by the United States Department of Veterans Affairs (DVA) to refer to rape, sexual assault and sexual harassment that occur during military service. The training served as a tool to support individuals from the community who have experienced Military Sexual Trauma by understanding the sources made available and connecting these individual to additional resources in order to seek assistance.

- **Service Connected Disability Processing: Fully Developed Claims (July 2013)**

JFK Building Boston, MA: In order to continue the process of supporting veteran compensation claims, FDC training covered how to file an expedited claim for an injury which was directly related to or aggravated from time in service.

- **Veteran Service Officer Training ( October 28-30 2013)**

Leominster, MA: VSO training was conducted by the Massachusetts Department of Veterans Services. The training consisted of Chapter 115 processing, veterans' compensation and pension claims, and education of guidelines set forth from the Commonwealth on veteran related matters.

- **War on Terror Coalition Cape Ann, Massachusetts**

Key-leader and one of the founding members of the organization which created a networking group of returning veterans to assist one another and actively participate for the greater good of the community for all veterans.

- **United Veteran's Council Member**

Assisted in the planning and organization of two successful veterans' fairs: Operation Commitment to Our Troops, and an Iraq and Afghanistan Benefits fair. I have also participated in the Veteran's Day and Memorial Day Ceremonies since my return to Gloucester in 2010. Aided in planning and conducting the American Legion Belated Welcome Home Vietnam Veterans' Dinner.

- **Patton "I Was There" Film Workshop**

Charter-member and current advisor for the program: The mission of the Patton Veterans Project, Inc. is to help current and former military service members coping with service-related post-traumatic stress through the production of short films that enable them to make sense of their traumatic experiences.

## **Education**

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**B.S Business Administration**  
**Salem State University** May 2013  
• Concentration: International Business

**B.S Political Science** May 2013  
**Salem State University**  
• Concentration: International Politics  
• National Honors: Pi Sigma Alpha

**Economics Minor**

**First Responder Certification:**  
**Emergency Care & Safety Institute** June 29, 2013

## **Military History**

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**United States Marine Corps**

**Deployment History:** Fallujah, Iraq December 2006- December 2010  
Marja, Afghanistan August 2007-February 2008  
December 2009-July 2010

**Military Occupational Specialty:** Motor Transportation

**Awards:** Purple Heart Medal, Combat Action Ribbon, Presidential Unit Citation, Navy Unit Commendation, Good Conduct Medal, Iraq Campaign Medal, Afghanistan Campaign Medal, NATO Medal, National Defense Medal, Global War on Terror Medal, Sea Service Deployment Ribbon (2)

### **Positions Held:**

**Squad Leader:** Within this position I was charged with overseeing the day to day activities of eight individuals. Tasks included managing effectiveness, providing training, managing and delegating tasks.

**Hazmat Specialist: (*Training Certificate*)** My duty description included attending regular training in order to maintain environmental regulations within my unit's area of operation. I was tasked with providing my superiors with information regarding preventive measures related to hazardous materials as well as conducting reports on compliance with environmental regulations.

**Safety Non-Commissioned Officer (*Training Certificate*)** My job description included maintaining safety regulations in compliance with OSHA standards for my unit. This included maintaining OSHA standards as well as providing documents to superiors in regards to safety related incidents. Within this billet I was also charge with attending Fire Marshal training (*Training certificate*) in order to further maintain the effectiveness of safety and sustain fire department standards within my unit.

**DRMO Non-Commissioned Officer:** This position consisted of providing documentation and proper preparation for the turnover of military materials to civilian agencies aboard Camp Lejeune for demilitarization and disposal.

**Combat Positions:**

**Lead Vehicle Mine Roller Operator:** While in Iraq I served as the lead vehicle operator, attached to a mine rolling device. The duties included leading 100 vehicle convoys and ensuring their safety while operating through Iraq.

**Lead Vehicle Gunner:** Serving in Afghanistan I was charged with the security element of my convoy. I was placed in the lead vehicle and charged with the control of the security element.

**Employment History**

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**Varian Semiconductor Equipment**

**December 2010-May 2011**

**Position Held: Shipping Warehouse Personnel**  
**Varian Semiconductor**  
**14 Blackburn Dr. Gloucester, MA 01930**

**Community Service Work**

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**Vice President**  
**Veterans Memorial School PTO**

**September 2001-September 2013**

# CITY OF GLOUCESTER

## Job Description

**Title:** Veterans Agent

**Supervisor:** Chief Administrative Officer

**Grade:** M4

**Civil Service:** Provisional

**Union:** GMAA

**Supervision Exercised:** Senior Clerk and volunteers

### **Responsibilities:**

This position is responsible for providing assistance to local veterans under the provisions and directions of the State Department of Veteran Services (Ch. 115), U.S. Title Code 38 and Federal GI Bill of Rights. As Department Head, assumes direct responsibility for department results, reporting requirements and develops department goals, objectives and budget.

### **Duties:**

- ◆ Assists veterans and dependents in filing for benefits through the Department of Veterans Affairs. Assists with appeals of adverse decisions.
- ◆ Interviews and performs needs assessment of all applicants for veteran's benefits.
- ◆ Refers veterans to other agencies and institutions for assistance. Responds appropriately to other agencies.
- ◆ Communicates verbally or in writing veterans rights and benefits to individuals or groups of veterans.
- ◆ Performs regular outreach to educate the veterans and their families on available benefits.
- ◆ Performs home visits when needed.
- ◆ Assists veterans in job placement, housing, education and re-training programs.
- ◆ Prepares, screens, and monitors grants, prepares budget, annual report, and all financial transactions of department. Prepares/supervises payroll and payments.
- ◆ Attend all applicable Veteran's related meetings, conferences and training.
- ◆ Ensures all reimbursement due to city through timely reporting to state on all benefits paid.
- ◆ Participates in and advises Gloucester United Veterans Council on Memorial Day, Veterans Day, and other ceremonies and observances pertaining to veterans. Advocates for appropriate recognition of service.
- ◆ Monitors maintenance and upkeep of War and Veterans' Memorials city-wide. Advises administration if work is needed.
- ◆ Oversees usage and maintenance of Veterans' Center building, office and grounds.
- ◆ Supervises office staff and volunteers.
- ◆ Coordinates Veterans' Honor Flag weekly display.
- ◆ Ensures all veterans receive proper burials and grave markers. Maintains all records of veteran's graves in the city.
- ◆ Ensures all grave sites are decorated appropriately for Memorial Day and Veterans Day.
- ◆ Interacts with other community organizations, i.e. Chamber of Commerce, Rotary, etc., as spokesperson for veterans issues

**Qualifications:**

- ◆ Bachelor's Degree plus a minimum of three year's related experience in human relations, social work or related field. Prior experience in Veterans benefits administration preferred or any equivalent combination of education and experience.
- ◆ Supervisory ability.
- ◆ Considerable knowledge of Federal and State laws, regulations and codes pertaining to veterans services.
- ◆ Excellent oral and written communication skills
- ◆ Computer literacy.
- ◆ Strong skills in accounting and budgeting.
- ◆ Ability to deal with diverse groups of people and individuals and assumes a leadership role with community and government agencies.
- ◆ Must be flexible and able to function independently in a busy small office atmosphere.
- ◆ Training courses in veterans services conducted on State and/or Federal levels must be undertaken as required to update knowledge of law.
- ◆ Honorably Discharged Veteran of wartime service.
- ◆ Valid Massachusetts driver's license required.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 18, 2014

Mr. Douglas G. Cook  
11 Oakes Avenue  
Gloucester, MA 01930

Dear Doug:

Thank you for your interest in serving on the City of Gloucester's **Planning Board**. I am pleased to appoint you to a five year term on this important board.

Your appointment will be sent to the City Council for their meeting of February 25, 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 attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card (*copy enclosed*) and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

  
Carolyn A. Kirk  
Mayor

cc: Mayor's Report to the City Council  
Richard Noonan, Chair-Planning Board  
Gregg Cademartori, Planning Director

Enclosure  
CAK/c

EFFECTIVE FEBRUARY 19, 2014

**The City of Gloucester, Massachusetts**

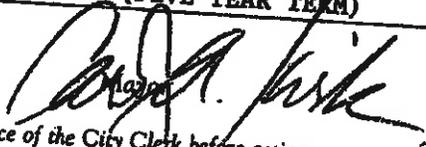
Dear Douglas Cook, 11 Oakes Avenue, Gloucester, MA

It is my pleasure to inform you that I have this day appointed you  
to the **PLANNING BOARD**

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

**This is a 90 day temporary appointment. After City Council  
approval, term to expire 2/14/2019. (FIVE 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: \_\_\_\_\_

**Christine Pantano**

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**From:** Douglas Cook <doug@landesign.biz>  
**Sent:** Friday, February 07, 2014 9:08 AM  
**To:** Carolyn Kirk  
**Cc:** Christine Pantano  
**Subject:** Interest in committee opening

**Dear Mayor Kirk,**

**Please consider me for an appointment on the planning board if a position becomes open. I would welcome the opportunity to participate in the cities future development and feel that my background and knowledge would fit well.**  
**Thank you for your consideration.**

**Douglas Cook  
11 Oakes Avenue  
Magnolia  
978-502-5933**

**Sent from my iPad**

# LAND DESIGN

Douglas G. Cook  
11 Oakes Avenue  
Gloucester, Ma. 01930

## Education;

- Bachelor of Science                      University of Massachusetts                      1985  
Environmental Design Program  
- Landscape Architecture, Architecture and Regional Planning with a  
concentration in Landscape Architecture

## Professional Experience;

- Byrne Bros. Landscaping ( 1985 -1988 )  
Senior Designer  
Construction Project Manager
- Hall and Emslie ( 1988 -1991)  
Senior Designer  
Construction Project Manager
- Landesign ( 1991 - Present )  
Principal  
Landscape Design, Consultation and Project Management  
[www.landscape.biz](http://www.landscape.biz)
- Surf Park - Board of Directors

meeting, the applicant may not grant application without prior city council approval. The applicant must immediately seek city council approval at the next regularly scheduled city council meeting following the application deadline and filing of the application.

(Ord. of 10-5-93, § 1)

Secs. 16-2--16-14. Reserved.

## ARTICLE II. PLANNING BOARD\*

\*Charter reference(s)--Planning board; section 5-2.

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

State law reference(s)--Planning boards, M.G.L.A. c. 41, §§ 70--72, 81A--81GG.

### Sec. 16-15. Composition; appointment; and terms of members.

There shall be a planning board to consist of seven (7) members, appointed by the mayor and confirmed by the city council to staggered terms of five (5) years. Members of the planning board shall be residents of the city.

(Code 1970, § 15-13)

### Sec. 16-16. Vacancies.

Vacancies occurring in the board shall be filled by appointment by the mayor. Appointees to fill vacancies shall hold office for the unexpired term.

(Code 1970, § 15-14)

### Sec. 16-17. Officers.

The planning board shall annually elect a chairman and vice-chairman from its members and give notice to the city clerk of such election.

(Code 1970, § 15-16)

Cross reference(s)--Officers and employees generally, § 2-40 et seq.

### Sec. 16-18. Powers and duties.

The planning board shall exercise such duties and have such powers as are given to planning boards by law.

(Code 1970, § 15-16)

### Sec. 16-19. Study of conditions and recommendations to city council.

It shall be the duty of the board to make a careful study of the city as provided by M.G.L.A. c. 41, relating to planning boards, and to report its findings to the city council with such recommendations and suggestions as in its judgment it believes best adapted to the present conditions and the future needs of the city; provided, however, that no expenditures shall be made or contracts awarded until first there shall have been obtained an appropriation fully sufficient to cover the same from the city council.

(Code 1970, § 15-17)

State law reference(s)—Similar provisions, M.G.L.A. c. 41, § 70.

**Sec. 16-20. Annual report.**

The planning board shall annually make a written report of its activities to the mayor.  
(Code 1970, § 15-18)

State law reference(s)—Similar provisions, M.G.L.A. c. 41, § 71.

Secs. 16-21—16-29. Reserved.

**ARTICLE III. CONSERVATION COMMISSION\***

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

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

There is hereby created a conservation commission under the authority of M.G.L.A. c. 40, § 8C.  
(Code 1970, § 2-328)

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

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

(Code 1970, § 2-329)

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

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

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

(Code 1970, § 2-330)

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

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

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

(c) Lands used for farming or agriculture, as defined in M.G.L.A. c. 12B, § 1A shall not be taken by eminent domain under the authority of this section.



**CITY OF GLOUCESTER 2014  
CITY COUNCIL ORDER**

**ORDER: CC#2014-012  
COUNCILLOR: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 03/11/14  
REFERRED TO: O&A & TC  
FOR COUNCIL VOTE:**

**ORDERED** that the GCO Sec. 22-270 "Parking Prohibited at All Times" be amended by **ADDING** Prospect Street, northerly side, beginning at its intersection with Railroad Avenue for a distance of 115' in a westerly direction, ending at the parking lot entrance behind 2-6 Railroad Avenue; and further

**ORDERED** that the GCO Sec. 22-291 "Tow Away Zone" be amended by **ADDING** Prospect Street, northerly side, beginning at its intersection with Railroad Avenue for a distance of 115' in a westerly direction, ending at the parking lot entrance behind 2-6 Railroad Avenue; and further

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

Melissa Cox  
Ward 2 Councillor



**CITY OF GLOUCESTER 2014  
CITY COUNCIL ORDER**

**ORDER:** CC#2014-013  
**COUNCILLOR:** Melissa Cox

**DATE RECEIVED BY COUNCIL:** 03/11/14  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the GCO Chapter 22, Sec. 22-280 "Fifteen-minute parking" be amended by ADDING Main Street, northerly side, one space in front of #274 Main Street (replacing meter #68); and further

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

Melissa Cox  
Ward 2 Councillor



## CITY OF GLOUCESTER 2014

### CITY COUNCIL ORDER

**ORDER:** CC#2014-014  
**COUNCILLOR:** Paul McGeary

**DATE RECEIVED BY COUNCIL:** 03/11/14  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the Gloucester Code of Ordinances, Chapter 22 "Traffic and Motor Vehicles" Article II, Division 2 "Traffic Commission" be amended as follows:

**By ADDING a new section 22-37:**

**Sec. 22-37. Commission's authority to reserve parking areas for handicapped persons and disabled veterans.**

- (a) The Traffic Commission may, after holding a duly noticed public hearing, promulgate regulations to designate certain parking areas reserved for handicapped person and disabled veterans.
- (b) A request for a handicapped person and disabled veteran parking area shall be filed with the commission through the City Clerk's office. Each request shall be accompanied by proof of a handicapped plate or placard. As a part of the public hearing, the commission shall consider the recommendation of the director of the department of public works, police and fire chief. At the close of the public hearing, the commission may, by majority vote, reserve parking areas as reserved for handicapped persons and disabled veterans. All approved reserved areas shall be published as regulations known as the "List of Parking Areas Reserved for Handicapped Persons and Disabled Veterans in the City of Gloucester" and enforced when official signs are in place.
- Amend Section 22-175**

**By DELETING Sec. 22-175(a) in its entirety and ADDING the following:**

**Sec. 22-175. Parking for disabled veterans, handicapped persons.**

- (a) No person shall park a vehicle which does not bear the distinctive number plates or placard authorized by M.G.L. c. 90 §2 for disabled veterans and handicapped persons in any of the

duly posted locations maintained in the regulations of the City Traffic Commission as its “List of Parking Areas Reserved for Handicapped Persons and Disabled Veterans in the City of Gloucester”.

**By DELETING Sec. 22-175(c) in its entirety and ADDING the following:**

Sec. 22-175(c) When a handicapped parking space is no longer required at a specific address; the City Clerk shall be notified by the ward councilor or any other person. Upon verification that the handicapped person or disabled veteran no longer resides in the area or no longer requires the designated parking space, the City Clerk shall notify the Director of the Department of Public Works who will cause the sign to be removed. The regulations entitled List of Parking Areas Reserved for Handicapped Persons and Disabled Veterans in the City of Gloucester shall be updated accordingly.

**By DELETING Sec. 22-287 “Disabled veteran, handicapped parking” in its entirety and ADDING the following:**

**Sec. 22-287 (Disabled veteran, handicapped parking)**

The locations reserved as parking areas for handicapped persons and disabled veterans shall be those approved by the Traffic Commission in accordance with sections 22-37 and 22-175 and published as the “List of Parking Areas Reserved for Handicapped Persons and Disabled Veterans in the City of Gloucester” and shall be enforced when official signs are in place giving notice thereof.

Paul McGeary  
Ward 1 Councillor