



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, January 5, 2015 – 6:00 p.m.
1st Fl. Council Committee Room – City Hall
AGENDA

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

1. *Memorandum from Harbormaster re: new parking area for resident only parking at Hodgkins Cove Public Landing (Cont'd from 10/06/14)*
2. *Memorandum from the Administration re: Fire Chief & Police Chief contracts:*
 - *Copy of negotiated contract between the City of Gloucester & Fire Chief for the period of July 1, 2015 through June 30, 2020 (Cont'd from 12/08/14)*
3. *Management Reappointments:*

Purchasing Agent	Donna Compton	TTE 02/14/16 (Cont'd to 2/2)
Community Development Director	Tom Daniel	TTE 02/14/16
Chief Administrative Officer	Salvatore L. DiStefano, Sr.	TTE 02/14/16
General Counsel	Suzanne Egan	TTE 02/14/16
Chief Financial Officer	John Dunn	TTE 02/14/16
City Engineer	Paul Keane	TTE 02/14/16
Personnel Director	Sally Polzin	TTE 02/14/16
Building Inspector	William Sanborn	TTE 02/14/16
Harbormaster	James Caulkett	TTE 02/14/18
Assessor	Gary Johnstone	TTE 02/14/18
4. *CC2014-045 (McGeary/Cox/Lundberg/Fonvielle/Theken) Amend GCO Chapter 2, Article V. By adding a new subsection re: The Linzee Coolidge Philanthropy Award Committee (Cont'd from 12/08/14)*
5. *CC2014-050 (LeBlanc) Request speed study on Gloucester Avenue from its intersection with Maplewood Ave. to its intersection with Madison Ct. and to determine whether there should be a posted speed limit; and whether there should be a crosswalk on Gloucester Ave. in the vicinity of #53*
6. *CC2014-051 (Cox) Amend GCO c. 2, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee*
7. *CC2014-052 (Verga/Theken) Request that City Council establish "The Ab Khambaty Extraordinary Performance/Service Award"*
8. *CC2014-040 (Verga) Request to review the matter of requiring that all meeting notices and agendas for all public meetings of all City boards, commissions and committees, including City Council and School Committee, be posted on the City's website (returned from City Council 12/16/14)*

COMMITTEE
Councilor Robert Whynott, Chair
Councilor Sefatia Theken, Vice Chair
Councilor Robert Stewart

CC: Mayor Carolyn Kirk
Salvatore DiStefano, Sr.
Linda T. Lowe
Fire Chief Eric Smith
Robert Ryan/Larry Ingersoll
Management Reappointees: Donna Compton, Tom Daniel, Suzanne Egan,
Paul Keane, Sally Polzin, Bill Sanborn, Jim Caulkett,
Gary Johnstone; John Dunn

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.

Nineteen Harbor Loop
Gloucester, MA 01930



TEL 978-282-3012

FAX 978-281-4188

jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster 
To: Mayor Carolyn Kirk
Date: September 10, 2014
Subject: New Parking Area for Resident Parking Only

Mayor Kirk,

In your next Mayor's Report to Council will you include the attached drawing of a new parking area created through improvements to Hodgkins Cove Public Landing. This parking area should be identified as "Resident Parking Only".

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

Respectfully

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Gloucester City Council
FR: Mayor Carolyn A. Kirk
RE: Request for Confirmation -- Police Chief and Fire Chief Contract Renewals
DT: November 10, 2014

The Administration respectfully asks the Council to enthusiastically confirm the contract renewals for the city's top public safety leaders.

Police Chief

As per the Code of Ordinances Sections 17-16 (a) and 17-18 (d), please find enclosed in this Mayor's report the negotiated contract for Police Chief Leonard Campanello for Council confirmation. Chief Campanello has earned the trust of the citizens, the respect of the men and women under his command, and the praise of this Administration. Under Chief Campanello's leadership, the Police Department continues on its mission to become more professional, accountable, compassionate and collaborative.

In terms of presence and message, there is no better example than the 2014 St. Peter's Fiesta. Through extremely meticulous examination of previous fiestas, good planning and accountability, the Police Department, in cooperation with the Mayor's office, was responsible for the safest and most family friendly Fiesta in years.

Fire Chief

As per the Code of Ordinances Sections 8-16 (a) and 8-18 (d), please find enclosed in this Mayor's report the negotiated contract for Fire Chief Eric Smith for Council confirmation. Chief Smith has led the department through a comprehensive restructuring that has the support of the employees, the Administration and City Council, and the community.

We have to look no further than the open status of the Bayview and Magnolia outskirt stations to understand the benefits of broad-based support for the Fire Department under Chief Smith's leadership

According to their respective employment agreements, negotiations for a successor contract can commence one year prior to the expiration of the term of the agreement. Both the Chiefs and the Administration desire to maintain leadership continuity and certainty for the benefit of the community and the departments. Please note that there is no budget impact for FY15 for these contracts. As always, the Administration stands by ready to answer any questions the Council may have.

**City of Gloucester
Fire Chief Contract**

AGREEMENT made this _____ day of November by and between the City of Gloucester, through its Mayor as appointing authority, and Eric L. Smith, of 6 Lisa Dr., Gloucester MA 01930 (hereinafter Chief).

WHEREAS, the City is desirous of securing the services of the Chief in the administration of the Gloucester Fire Department; and

WHEREAS, the Chief is willing to perform the duties of the position of Chief according to the job description and the terms and conditions of this contract; and has furnished the Mayor with evidence of professional training accomplishments and maintains such qualifications as may be required by the Commonwealth of Massachusetts and/or the Mayor to hold the position of Chief.

NOW, THEREFORE, the City and the Chief hereby agree that the following terms and conditions shall govern the salary and fringe benefits payable under this contract to which the Chief shall be entitled pursuant to Massachusetts General Law Chapter 41, Section 108O, and subject to confirmation by the City Council.

1. DUTIES

Under the direction of the Mayor, the administrative control of the Fire Department for the City shall be the responsibility of the Chief.

The Chief's duties shall include and be carried out in consultation with and at the direction of the Mayor, which shall include but not be limited to the following:

- A. Supervise the daily operation of the Fire Department.
- B. Supervise all departmental personnel, sworn or civilian.
- C. Supervise all special, auxiliary and/or reserve officers the Department may from time to time retain.
- D. Prepare and submit the Fire Department budget.
- E. Manage the department within the established budget.
- F. Be responsible for all departmental expenses, as well as the receipt of funds and property in the custody of the Department.

- G. Submit reports to the City either orally or in writing when requested or required in order to ensure the proper communication between the administration and the City Council and the Fire Department.
- H. Supervise and control all equipment and motor vehicles belonging to or used by the Fire Department.
- I. Supervise and control all training programs for departmental personnel and assign personnel to such programs.
- J. Issue orders, rules and regulations, policies and procedures and assign shifts and duties of all department personnel.
- K. Be available for hearings before any board or commission of the City at which the Fire Department is required to appear and before the City Council when necessary.
- L. Be responsible for communications with the public, including the media, on matters related to fires, fire operations and departmental policy.
- M. The Chief shall at all times represent the City in a professional and ethical manner and shall perform additional duties as the Mayor shall reasonably direct and shall inform the Mayor of all policies and plans of the department.
- N. The Mayor shall inform and advise the Chief of any complaints or suggestions brought to her attention.
- O. Discipline employees as allowed by contract, policy or law, make recommendations to the Mayor on discipline and hiring and firing of personnel.
- P. And any such duties as the Mayor shall from time to time legally assign the Chief.

2. HOURS OF WORK

The Chief agrees to devote that amount of time and energy which is reasonably necessary for the Chief to faithfully perform the duties of the Chief under this contract. It is recognized that the Chief must devote a great deal of time outside the normal office hours to the business of the City. To that end, the Chief shall be allowed to accumulate and take compensatory time off. With the approval of the Mayor, the Chief may schedule compensatory time off for the hours accumulated and reflected in the payroll records of the City. The City shall, at the Chief's request, pay for any unused, accumulated compensatory time at the Chief's normal per diem rate.

Accumulation is capped at 18 days per calendar year and may not be carried over to a new calendar year. Upon termination of employment by the City for any reason, the City agrees to pay the Chief for an unused compensatory time up to 18 days at the Chief's current per diem rate per unused day at the time of separation of employment.

3. INDEMNIFICATION

The City agrees that it shall defend, save harmless and indemnify the Chief against any tort, professional liability claim or demand or other civil or criminal legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Chief's duties.

4. INSURANCE

A. Professional Liability

The City agrees to furnish at its expense, professional liability insurance for the Chief with liability limits of One Million (\$1,000,000.00) Dollars.

B. Health and Life Insurance

The Chief is eligible for all health and life insurance benefits for which other non-bargaining unit, general governmental employees are eligible.

C. Injured on Duty

As a sworn fire officer, the Chief shall be entitled to injured on duty benefits as provided in Massachusetts General Law chapter 41, section 111F, and as stipulated in the Gloucester Firefighters Association (GFFA) CBA regarding injured on duty presumption.

5. AUTOMOBILE

The City shall provide a fire vehicle for use by the Chief. The vehicle shall be maintained through the City's vehicle maintenance program. In acknowledgement that the Chief is on call at all times in the event of an emergency, the vehicle may be used by the Chief at all times, including vacation, except for periods during which the Chief would not be reasonably expected to respond to an incident or event.

6. COMPENSATION

The City agrees as follows:

- A. To pay the Chief an annual salary of \$127,890.00 payable bi-weekly in accordance with the M-12 classification of the Fire Chief position and placing the Chief in a Step 12 position on the City of Gloucester compensation scale.
- B. The Fire Chief's salary shall be adjusted annually in accordance with the parameters specified for any merit pay increase or cost of living increase applicable for other City Managers/Department Heads.
- C. The City agrees that it shall not at any time during the term of this contract reduce the salary, compensation or other benefits of the Chief.

7. BENEFITS

The City agrees that the Chief shall receive any and all benefits agreed to in this Agreement.

- A. Sick Leave: Accrues 15 days at the start of each calendar year and is cumulative. Upon termination of employment by the City or the Chief for reasons other than a material breach of the terms of this contract, just cause or voluntary resignation for other employment, the City agrees to pay the Chief for any unused sick time up to 65 days at the Chief's current per diem rate per unused day at the time of separation of employment.
- B. Vacation Days: 28 days at the start of each calendar year. 20 of these days may be carried forward to the new calendar year. Upon termination of employment by the City or the Chief, the City agrees to pay the Chief for any unused vacation time up to 48 days at the Chief's current per diem rate per unused day at the time of separation of employment.
- C. Personal Days – 3 days of non-cumulative personal leave are granted each calendar year. Upon termination of employment by the City or the Chief for reasons other than a material breach of the terms of this contract, just cause or

voluntary resignation for other employment, the City agrees to pay the Chief for any unused personal days time up to 3 days at the Chief's current per diem rate per unused day at the time of separation of employment.

- D. Holiday Pay shall be consistent with the Gloucester Firefighters Association (GFFA) Holiday Pay benefits.
- E. Longevity payments shall be consistent with those described in the Gloucester Firefighters contract and reflect the Chief's full-time employment as a firefighter or officer at a municipal fire department, which is currently 23 years.
- F. Funeral Leave shall be consistent with those described in the Gloucester Firefighters contract.
- G. Understanding that it is necessary for the Chief to be available for telephone access at all times and that the Chief currently is under a contract for cell phone use, the City shall pay the Chief a monthly stipend of One Hundred and Twenty-Five Dollars (\$125.00)
- H. The City shall issue a laptop to the Chief for his professional use.
- I. EMT Stipend shall be consistent with the Gloucester Firefighters Association (GFFA).
- J. Clothing and Uniform Cleaning Allowance shall be consistent with the Gloucester Firefighters Association (GFFA) to include a new dress uniform and coat on an as needed basis.
- K. EMS Educational reimbursement stipend with the formula adjusted to the regular hourly rate.
- L. Professional Development stipend consistent with the Gloucester Firefighters Association (GFFA) for Deputy Chief.
- M. Nasal Narcan stipend consistent with the Gloucester Firefighters Association (GFFA).
- N. Paramedic Officer stipend consistent with the Gloucester Firefighters Association (GFFA).
- O. Fitness Incentive consistent with the Gloucester Firefighters Association (GFFA).

8. PROFESSIONAL DEVELOPMENT

Subject to available funding, with prior approval and at the discretion of the Mayor, which will not be unreasonably withheld, the Chief may attend conferences, seminars, continuing education courses, training, college courses and other professional development courses with expenses to be paid by the City.

9. DUES AND SUBSCRIPTIONS

The City agrees to budget and pay for the professional dues and subscriptions of the Chief for his continuation and full participation in national, international, regional, state and local associations and organizations necessary and desirable for his continued professional growth and advancement and for the good of the City.

10. DEATH DURING TERM OF EMPLOYMENT

Death of the Chief during the term of his employment requires the City to pay to the Chief's estate all the compensation which would otherwise be payable to the Chief up to the date of the Chief's death, including, but not limited to payment for any unused leave days as he would be entitled under this agreement. The City shall work with the Chief's beneficiaries to determine all benefits that are due to the Chief's beneficiaries.

11. LENGTH OF CONTRACT

- A. The term of this employment agreement shall be five (5) years, commencing on July 1, 2015 through June 30, 2020, however, this contract may be extended as provided by its terms.
- B. In the event that the Mayor wishes to extend or renew the agreement for an additional term, the Mayor shall on or before April 30, 2019, notify the Fire Chief, in writing, as to whether or not she wishes to commence negotiations for a successor agreement. Failure of the Mayor to give such notice shall be considered the same as notice by the Mayor that she does not wish to commence negotiations for a successor agreement. In such event, this agreement shall terminate, as

herein before provided, on June 30, 2020, and as of such date the Fire Chief's employment shall terminate.

- C. In the event both the Fire Chief and the Mayor give notice indicating their desire to commence negotiations for a successor agreement, the parties hereto shall meet and shall attempt to conclude negotiations by January 30, 2020. The terms of this agreement will remain in effect until a new contract is signed.
- D. Notwithstanding anything contained herein to the contrary, this five year agreement will automatically terminate on June 30, 2020 and the Fire Chief's employment shall terminate at such time unless otherwise agreed upon in writing by the parties herein.
- E. If the decision is to renew, then either the Chief or the Mayor may request that the provisions be renegotiated. It is expressly understood and agreed by the parties that a decision not to renew is not to be construed as a dismissal.
- F. If the Chief desires to terminate this agreement before the end of the term of service shall have expired, the Chief may do so by giving the Mayor ninety days notice of such intention.

12. TERMINATION

- A. This employment agreement may be terminated by written notice from the City before the expiration of the five year term as follows:
 - a. Incapacity (inability to perform duties due to physical or mental impairment) of the Fire Chief to perform his duties for a continuous period of over ninety(90) calendar days (subject to compliance with the Family and Medical Leave Act, the Americans with Disabilities Act and corresponding or other provisions of the Massachusetts Anti-Discrimination law GL c. 151B); or as determined by medical documentation pursuant to the provisions of Sec. 5-4, Appendix C in the Gloucester Code of Ordinances; or
 - b. Material breach by the Fire Chief of any provision of this employment agreement after notice and an opportunity to cure is provided; or

- c. For just cause as determined by the Mayor, after due process including notice, hearing at which the Chief may be represented by counsel, and the ability of the Chief (or his counsel) to present and cross-examine witnesses.
- B. The Fire Chief may terminate this employment agreement by giving ninety days prior written notice to the Mayor, and upon such termination all rights and obligations under this employment agreement shall cease.
- C. The City may terminate this employment agreement by giving three (3) month's prior written notice to the Fire Chief, however, if the Fire Chief is terminated for any reason other than for material breach of this agreement, just cause or incapacity, prior to June 30, 2020, then the City shall pay the Fire Chief severance pay in an amount equal to the amount that he would have received for the remainder of the agreement with all benefits included. The City shall pay the severance benefit to the Chief in a lump sum within thirty days of the effective date of termination.

13. DISCIPLINE OR DISCHARGE

The Mayor may suspend and/or discharge the Chief under the terms and conditions of this agreement and in accordance with Massachusetts General Laws. Any dismissal shall terminate this agreement. In case of dismissal, the Mayor shall give the Chief thirty calendar days' notice.

14. DISPUTES ARISING OUT OF THIS AGREEMENT

For any dispute arising out of this agreement including any appeal, regarding termination for just cause or material breach of the terms of employment, the parties agree to submit the dispute to mediation. The parties shall propose and agree upon a neutral and otherwise qualified mediator. In the event that the Parties fail to agree upon a mediator either Party may request the American Arbitration Association (the "AAA") to appoint a mediator. In the event that the dispute is not resolved through mediation, the parties agree to submit the dispute to final binding arbitration.

15. MODIFICATION

No changes or modification of this contract shall be valid unless it shall be made in writing and signed by both parties.

16. LAW GOVERNING

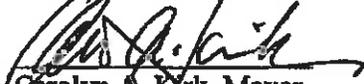
This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts. A determination by a court of competent jurisdiction that any portion of this agreement is invalid shall not thereby render any other part thereof invalid.

17. SEVERABILITY OF PROVISIONS

If any clause or provision of this contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of this contract shall not be affected thereby.

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals to this instrument the date and year first above written.

CITY OF GLOUCESTER


Carolyn A. Kirk, Mayor

Date

11/10/14

FIRE CHIEF


Eric L. Smith

Date

11/10/14

APPROVED AS TO FORM:


City Solicitor

11/10/14

City Hall
Nine Dale Ave
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council
FR: Mayor Kirk
RE: Management Reappointments
DT: December 8, 2014

I am pleased to submit the following management reappointments to be effective February 14, 2015.

Salvatore L. Di Stefano, Sr., Chief Administrative Officer:

As the recently hired Chief Administrative Officer for the City of Gloucester, Sal has stepped right into the role and performed exceptionally well. He has been quick to get up to speed on the many initiatives underway as well as to establish strong relationships with the many people who interact with the Mayor's office both internally and externally.

In addition to directly managing various departments, Sal is overseeing many important projects underway in the city such as the West Parish Elementary School building project, the Feasibility Study for a public safety building, following through on the MassWorks grant for the Commercial Street / Fort Square infrastructure project, fishing industry advocacy, and is coordinating Gloucester's participation in the Boston Seafood Show in the Spring of 2015.

Sal has an extensive network that he is accessing for the benefit of the city of Gloucester as well. He recently was able to secure a \$10,000 donation for the Rose Baker Senior Center, and has introduced the Harbor Community Development organization to experts in the field who are working to make this new entity a success. He represented Gloucester as a speaker at the Urban Manufacturing Alliance in Philadelphia. He has been appointed as the Chairman of the Cape Ann Regional Cable TV committee.

Operationally, he serves as the liaison to the City Council, handles almost all constituent concerns out of the Mayor's office, handles employee issues, negotiated the building lease renewal for the Annex, and handled a crisis response to a storm that resulted in saving the server room at Gloucester High School

It is with great pleasure that I put Sal Di Stefano forward for a one-year term to expire on February 14, 2016, as the Chief Administrative Officer.

John Dunn, Chief Financial Officer:

Within a week of coming on board in January of this year, John conducted a successful auction of three foreclosed tax title properties that that resulted in over \$190,000 in unbudgeted revenue after expenses.

In February, he managed the sale of \$11.8 million in Bond debt and \$5.6 million in BAN debt at near record low interest rates. During the process, he led us through the affirmation of the City's Standard & Poor's rating of AA on its long term debt and SP-1+ on its BAN debt with a "Stable" outlook

Working with the Mayor's office and the Department heads, John assembled and presented to the City council a balanced \$101 million General Fund budget as well as balanced Enterprise Fund budgets on May 6, 2014. During the budget process, he provided support to the Budget and Finance Committee as they reviewed revenues and expenditures and in particular provided information and guidance on the question of the Water Enterprise Fund debt transfer. It is notable that neither the Committee nor the Council made any significant changes to the budget as presented.

Page 2 of 5
Management Reappointments
December 8, 2014

We ended Fiscal 2014 with an approximately \$3.3 million positive variance in revenues collected due in large part to \$1.2 million collected as a result of tax title activities. This amount helped to replenish the free cash appropriated for Fiscal 2014 expenses and to balance the Fiscal 2015 budget.

In August, John managed the sale of \$16.8 million in BAN notes, primarily to support the construction costs of the West Parish school project. Again, the debt was issued at near record low rates and Standard and Poor's affirmed the City's credit ratings as unchanged.

Working with the Auditor's office, under John's leadership we certified over \$2.4 million in General Fund free cash in October as well as lesser amounts in the Enterprise Funds. Also working with the Auditor's office and the Assessor's office we conducted the City Council tax classification hearing and submitted the "Recap" documentation to the DOR Division of Local Services and received certification of the Fiscal 2015 tax rates on November 20, 2014.

John is a tremendous asset to the management team and with great respect, I put John Dunn forward for a one-year term to expire on February 15, 2016, as the Chief Financial Officer.

Paul Keane, City Engineer:

Please refer to the attached Memorandum regarding the reappointment of Paul Keane. This memo is forwarded to the Mayor's Office with the endorsement of the Director of Public Works, Mike Hale. As such, I am pleased to put Paul Keane forward as City Engineer for a one year term to expire 2/14/2016.

Suzanne Egan, General Counsel:

As General Counsel for Gloucester, Suzanne provides outstanding legal advice and counsel to the Mayor's office, City Council, City Departments and Boards and Commissions. She also successfully litigates on behalf of the city in court and administrative tribunals. The legal department consists of herself, the assistant general Counsel, Kevin Corridan and Kathy Lane the paralegal. This year, she has managed the transition of hiring and training a new assistant general counsel.

In the past year, Suzanne has provided sound advice and litigation support to the community development department regarding permitting of subdivisions; approval not required plans and the acquisition and disposition of real estate. She also works closely with the Building Inspector's office regarding zoning and enforcement matters. She provides excellent legal advice and represents the Public Safety Departments and Department of Public Works on labor and personnel issues, negotiating contracts and appearing in court and administrative tribunals. Additionally, she handles the workers compensation matters by managing the outside legal counsel, Maher & Carey, who are experts in the field.

Working closely with the Department of Public Works, Suzanne has provided prudent advice regarding environmental permitting and enforcement issues, contractual disputes and negotiations and real estate transactions, such as the subsurface conduit agreements for the Annisquam River and successfully appealing an enforcement order issued by MassDEP. She also oversees the processing of all claims presented against the city.

Her reliable advice to Boards and Commissions has included handling procedural matters, open meeting law, state ethics, public records law and reviewing and drafting documents. Some of the Boards she has advised this past year include the Community Preservation Committee, the Board of Voter Registrars, the Zoning Board of Appeals and the Waterways Board.

It is with great respect that I put Suzanne forward for a one-year term to expire February 14, 2016 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 is a Massachusetts Certified Public Purchasing Officer (MCPPO) and 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 hired a new assistant, Stacey Capone who has completed the Inspector General courses. Purchasing issued 11 RFP's, 66 bids and issued 180 contracts successfully, in addition to approving 4,963 purchase orders amounting to the total of \$45,166,869.00.

One of the more complex projects that Donna has worked on over the past year was the Request for Bids (RFB) for the 14 Trade categories for West Parish School. Some of the Invitation for Bids (IFB) that kept purchasing extremely busy were new roofs at the Legion, the Visitor Center, W Gloucester and Bayview fire stations and the DPW, new windows and boiler at O'Maley, new boiler for City hall, renovations to the Oval and Burnham fields and the Fort Infrastructure Project. She also responded to the Request for Proposals (RFP) put out by CATA to negotiate a new lease for City Hall Annex.

It is with great pleasure that I put forward Donna Compton for a one-year term set to expire on February 14, 2016 as the Purchasing Agent.

William Sanborn, Building Inspector:

Please see the attached Memorandum from Building Inspector Bill Sanborn which the Administration accepts and endorses and therefore it is with great pleasure that I put forward William Sanborn for a one-year term to expire on February 14, 2016 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. Over the past calendar year, Tom Daniel has continued to manage the department to effectively accomplish its mission. The realignment and clarification of staff responsibilities begun in 2013—especially in the areas of housing, clean energy/green communities, and conservation—resulted in more efficient delivery of services and better customer service in 2014. The addition of a senior project manager focused on the visitor-based economy created new capacity to work with Gloucester's tourism sector.

Tom manages economic development and planning initiatives while overseeing all department staff's work. He regularly convenes an economic development team meeting to strategize business retention, expansion, and attraction opportunities. Tom identifies financing, real estate, and workforce assistance resources for firms—for both new prospects and existing businesses.

Among the new and expanding businesses Tom completed projects with in 2014 are Innovation House (site selection and technical assistance); Mazzetta Fish (EDIP/TIF and technical assistance; 200 new full and part-time jobs), Severn and Wye (technical assistance; 2 new jobs); Cape Ann Brewery (small business loan; 4 new jobs); Cape Ann Saltworks (site selection and technical assistance; 2 new jobs); and M Café (small business loan; 5 new jobs). In terms of real estate work related to economic development opportunities, Tom oversaw the analysis and pre-disposition activities for the Fuller site, the Ocean Innovation Center conceptual study for 65 Rogers Street, and the environmental cleanup work at 112 Commercial Street.

In 2014, Tom worked with the Tourism Commission and the new senior project manager to make improvements to the Stage Fort Park Welcome Center and volunteer training, advertise Gloucester to key markets, and develop a five-year plan for tourism. With a reengaged Tourism Commission and more effective coordination within the tourism sector, support for the visitor-based economy is headed in a positive direction.

Building from the successful Downtown Work Plan process in 2013, Tom initiated the 2014 HarborWalk Summer Cinema series which welcomed 7,000 people downtown over the course of the series. Other 2014 outcomes of the Downtown Work Plan were the CDBG-funded sidewalk improvements along Washington Street between Railroad Avenue and Centennial Avenue and the recently completed *Reimagining Railroad: Strengthening Connections Downtown* planning project with the Metropolitan Area Planning Council. In late 2014, Tom took on the Chairmanship of the Harbortown Cultural District and developed a work plan for 2015 to move the district forward with an eye toward advancing common objectives among City plans, the cultural district, tourism, and downtown organizations.

In addition to the Railroad Avenue small area plan, the Community Development Department managed other significant planning projects in 2014 including the Groundfish Port Recovery Plan, the update to the Municipal Harbor Plan, the CDBG Annual Action Plan, and the Five-Year Consolidated Plan which is currently underway.

Tom supervised the department management of \$3.5 million in grant-funded projects and programs including improvements to Burnham's Field and the Oval; O'Maley boiler conversion; streetlight purchase; Little River restoration project; coastal resilience plan; HarborWalk improvements; public services; public facilities; and CPA projects as well as ongoing programs such as brownfields, First Time Homebuyer, and Housing Rehab.

As part of on-going efforts to leverage partnerships, coordinate, and share information, Tom liaisons with several organizations including the Cape Ann Chamber of Commerce, seARTS, the North Shore Chamber of Commerce, the North Shore Alliance for Economic Development, MassDevelopment, the Mass Office of Business Development, the Mass Cultural Council, Mass Smart Growth Alliance as well as professional organizations such as the American Planning Association and Urban Land Institute.

Tom and the department work to promote Gloucester and share information about the department's initiatives. During the year, Tom was invited to speak to several regional and state groups about Gloucester's waterfront and downtown planning work, the HarborWalk, and the cultural districts. In addition, in 2014 Tom established a social media presence called Gloucester 2.0 and issued regular press releases about department initiatives and accomplishments in support of economic development.

In 2015, Tom will continue to work with businesses for retention, expansion, and attraction purposes. In addition to current prospects and projects in the pipeline, Tom expects to make progress in establishing a collaborative workspace in Gloucester. Pre-development work will continue on City-owned sites.

Significant planning work was achieved in 2014, and implementation of items from those plans is a key part of the 2015 workplan. Among these items are zoning work resulting from the update to the Harbor Plan, implementation of tasks in the Port Recovery Plan, and implementation of the tourism plan.

New planning initiatives for 2015 are the coastal resilience plan, a housing production plan, and regulatory work to support downtown investment consistent with the Downtown Work Plan and *Reimagining Railroad* study.

Work to support arts and culture for economic development will continue through the cultural districts and coordination with others in the community and the creative economy. The department will continue to pursue grant funding to support City initiatives, reduce municipal costs, and address community needs.

Tom and the Community Development team are a professional, knowledgeable, resourceful, and committed group that is well-positioned to continue to make progress on Gloucester's economic development, planning, and housing needs.

It is with great pleasure that I put forward Tom Daniel for a one-year term set to expire on February 14, 2016 as the Community Development Director.

Page 5 of 5
Management Reappointments
December 8, 2014

Sally Polzin, Personnel Director:

Sally led the process of successfully hiring a number of positions filled this year through the Personnel office including CFO, CAO, VSO, Public Property Ops Manager, and Sr. Project Manager in Community Development. Sally also worked very closely with the Recruitment and Search Committee in hiring the new Library Director.

Sally has been working with CFO John Dunn to get ready for ACA (Obama Care) as it will affect cities and towns. They have agreed on a look back method to measure compliance, and are getting up to speed on the new reporting required in addition to keeping an eye on the "Cadillac plan" issues that we will be hearing about as 2018 approaches.

We are delighted to report that this year saw only one grievance filed. She continues to meet monthly with AFSCME A to work out issues and hopes to have the B unit doing the same very soon. Although the other unions don't have a formal joint labor/management meeting, they are very good about contacting Sally about any potential issues before they get out of hand.

Sally along with her staff were part of the wellness program committee chaired by Stephen Winslow through the Get Fit Gloucester grant and they plan on expanding that. There was a very good response to the meditation and yoga initiatives, and they would like to see more lunch time programs on a number of subjects.

Sally is also working with the Legal Dept. to conduct sexual harassment/discrimination training city wide, starting with the managers in February. They have looked at a number of city and town policies and as the policies are updated, Personnel will work with IT to get them online along with a number of forms and information for employees.

It is with great respect that I put Sally Polzin forward for a one-year term to expire February 14, 2016, as the Personnel Director.

Gary Johnstone, 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 2/14/2018 for Gary Johnstone as City Assessor.

Jim Caulkett, Harbormaster:

Please see attached correspondence from Waterways Board Chairman Ralph Pino with the Board's recommendation that Jim Caulkett be reappointed as Harbormaster for a three year term to expire on 2/14/2018.



CITY OF GLOUCESTER

Commonwealth of Massachusetts

DPW - ENGINEERING DIVISION
CITY HALL ANNEX
2ND FLOOR
3 POND ROAD
GLOUCESTER, MA 01930
PHONE: 978-281-9773 FAX: 978-281-9725

Michael B. Hale, A.I.C.P.
Director of Public Works

Paul G. Keane, P.E.
City Engineer

Ryan Marques
Civil Engineer

Karen L. Andrews
Sr. Engineering Aide

To: Michael B. Hale, AICP
Director of Public Works

From: Paul G. Keane, P.E. *PGK*
City Engineer

Date: December 3, 2014

RE: Re-Appointment of Paul G. Keane, P.E. as City Engineer

Pursuant to the request of the Mayor, I am submitting the following information in support of my application to be re-appointed as City Engineer for the City of Gloucester, Massachusetts.

In the preceding year, I have been responsible for or involved with the following principal projects and activities:

Drainage & Grading Plan Reviews

A significant portion of my time is spent reviewing Drainage & Grading Plans as required by the City's Zoning Ordinance (*Section 1.3.3 (c)*), which involves communications with Design Consultants, Property Owners, Developers, Builders, Realtors, Abutters, and City Departments, especially Building, Planning, and DPW.

Site Plan and Other Permit Reviews

Another significant portion of my time is spent reviewing, as may be 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.

Engineering Services

From time to time I may be asked to provide engineering advice and services to various departments on various matters including most generally DPW, Health Department, Planning, Conservation Commission, Building Department, Fire Department, and Legal Department, etc. A recent project included an evaluation of the condition of the ways in the Brooks Road Neighborhood in accordance with the City Code of Ordinances (Section 21-84).

Geographic Information system Improvements (GIS)

My largest on-going single project since the Fall of 2010 has been overseeing and managing the upgrades and improvements to the City's Geographic Information System (GIS). Since the untimely passing of Ellen Carney, GIS Application & Support Specialist, on September 1, 2014, I have been working closely with the Director of Information Services, James Pope, to ensure continuity of GIS Services to City Departments and the Public by coordinating the efforts of the City's on-call GIS Consultant, Applied Geographics, Inc. This most recent GIS effort began with procuring and managing a new flyover in March of 2011 that resulted in new color ortho photography and mapping at 1" = 40' (horizontal) and 1' vertical contours developed from LiDAR (laser) scanning. In the past four years we have 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; continued efforts to better define the boundaries of the watersheds tributary to the City's Water Supply Reservoirs; and providing data to be used by the City's various consultants on projects such as CSO, water works, pavement management, the West Parish School, Goose Cove Sewer Pump Station Improvements, etc. We have been collaborating with the Information Technology Department (IT) to push data out to the public via the City's web-site including the deployment of a new program *MapGeo*. We also provide data to private consultants to assist with the design & permitting of private development projects in the City. Our most recent efforts have focused on building out an **Electronic Filing Cabinet Application (EFC)** to allow improved and timely access to archival data about physical locations in the City. We worked with DPW and IT to procure a new printer/scanner/plotter to allow for in-house scanning of archival plans. And with the extraordinary efforts of Karen Andrews, Sr. Engineering Aide, we have been working to improve the Master Address Database to comply with State Standards, as well as to continue to scan and link permits, plans, and documents in GIS thru the EFC.

Management of Office and Supervision of Staff

My other principal duty is to supervise the DPW Engineering Division Office and Staff housed 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.; long-time and irreplaceable resource Karen L. Andrews, Sr. Engineering Aide, as well as Greg Coyle, Derek McClenaghan and Jay Jarosz, Jr., Student Intern Engineers. Our 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 the Students share their time with the Office of the City's Environmental Engineer; and all of our staff is very involved with the GIS Projects.

Please do not hesitate to contact this office if you have any questions, or need any additional information.

Thank-you for your consideration of my application.

Copy: File

3 Pond Road
Gloucester, MA 01930

Ph# 978-281-9774

Fax# 978-282-3036

**CITY OF
GLOUCESTER**

Memo

To: Mayor Carolyn Kirk
From: Bill Sanborn, Inspector of Buildings 
Date: December 8, 2014
Re: FY14 Accomplishments

Accomplishments

My major accomplishment last year was that revenue brought in by the Building Department was in excess of one million dollars (\$1,023,262). Additionally, an estimated \$15,000 in permit fees were waived for work done in public buildings, fire stations, water treatment plants, schools, etc. and for repairs/maintenance done by the Gloucester Housing Authority on their properties.

We accomplished this goal in a number of ways that included stepping up enforcement of work being performed without permits, double checking the estimated construction costs submitted on permit applications and requiring contractors to amend permits according to job change orders.

Stretch Code

The new part-time building inspector is working out greatly. He is accomplishing his goal of educating builders and homeowners on what the stretch code is and what is needed for compliance. I am already seeing an improvement in the contractors' understanding of the code and what they need to do to comply.

Major Building Permits

This office has issued 1,219 building permits for FY14 including major permits for the West Parish School, Beauport Hotel, the Babson Dam project and the Thatcher Road Condo projects. All of these projects have required a large amount of our time during the permitting process. Now that they are under construction, the projects will continue to

consume a tremendous amount of our time for inspection and review of Engineering reports presented.

Committees

I sit on a number of committees including the Hoarding Task Force, the City Hall Building Committee, and the City Events Committee to name a few.

I have been with the City of Gloucester for the past 17 years. I have led the Inspectional Services Department since 2002. I have improved the professionalism of the department and concentrated on customer service and have helped the public through the sometimes difficult permitting process, so that they can get their building projects underway sooner. I look forward to continue to improve the Inspectional Services Department so it can serve the citizens of Gloucester efficiently and effectively.

###



CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

OFFICE OF THE ASSESSORS

December 3, 2014

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

Re: Reappointment of Assessor Gary Johnstone

Mayor Kirk:

Gary Johnstone began working for the City of Gloucester as the Assistant Assessor in February of 2000 and has held the position of Assessor since January 31, 2001. Prior to his tenure with the city, Gary was a real estate appraiser for close to twenty years during which time he operated his own appraisal firm. He is the Board's most knowledgeable member with regard to commercial and industrial properties. Gary is an integral member of both the TIF and Land Disposition Committees and he frequently presents the Assessors' cases at Appellate Tax Board hearings in Boston. As a member of the Board of Assessors, he has an essential role in ensuring that values and new growth are submitted timely to the Department of Revenue in order to expedite approvals, prepare for the Tax Classification public hearing and submit the Recap. This past year, the Fiscal Year 2015 values were approved on October 10, 2014 and the tax rate was certified November 20, 2014. He also had the predominant role in an educational video produced by the Department of Revenue titled "Intro to DLS Triennial Assessments" which is featured on their website. Given his extensive appraisal experience, assessing knowledge and excellent customer service skills, Gary is a tremendous 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
Waterways Board
19 Harbor Loop
Gloucester, MA 01930**

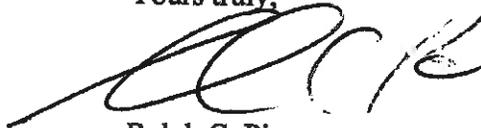
December 9, 2014

Mayor Carolyn Kirk
City Hall
Dale Avenue
Gloucester, MA 01930

Dear Mayor Kirk:

The Gloucester Waterways Board recommends that Jim Caulkett be reappointed for another three year term as Gloucester's Harbormaster.

Yours truly,

A handwritten signature in black ink, appearing to read 'RCP', written over a horizontal line.

Ralph C. Pino

RCP/ef

CITY OF GLOUCESTER

Job Description

Title: Harbormaster

Department: Waterways

Supervisor: Administrative Assistant to the Mayor for administrative purposes
Waterways Board for operations & policy

Grade: M8

Civil Service: Exempt

Union: Exempt

Supervision

Exercised: Supervises several Assistant Harbormasters, one full-time Clerk, project contractors and consultants

Responsibilities: Manages the City's waterways and related public facilities under authority set forth in M.G.L. Chap 102. Works cooperatively with both the boating public (Commercial/Recreational) and waterfront property owners in accordance with all City Ordinances, State and Federal laws.

Duties:

- ♦ Enforces all applicable Federal & State laws and regulations, Gloucester Code of Ordinances, as well as policies, rules and regulations of the Gloucester Waterways Board.
- ♦ Promotes safety on the water and responds to marine emergencies.
- ♦ Manages office, records, budget, boats and staff of the Waterways Department.
- ♦ Be familiar with available grant programs and funding through the Clean Vessel Act, Massachusetts Seaport Advisory Council, Massachusetts Public Access Board, US Army Corps of Engineers, Chapter 91 and any others that pertain to waterways and harbor improvement projects.
- ♦ Enforces all waterways laws, policies, rules, regulations and ordinances within a Harbormaster's authority as set forth by Federal, State & Local government, including MGL Chapter 90B, Sec. 1-19; Chapter 40, Sec. 21D; Chap 102, Sec. 17-28; and Gloucester Code Chap. 10 & Sec. 1-15.
- ♦ Patrols all City waterways during the year with more intense patrolling from May 1 to November 1. Provides continuous radio watch during patrol hours.
- ♦ In conjunction with the Fire and Police departments, US Coast Guard and other agencies, pre-plans the City's response to significant marine events & emergencies, including but not limited to Fiesta, Schooner Festival, coastal storms, oil spills, waterfront fires, and mass casualty incidents.
- ♦ Responds to all marine emergencies and provides all reasonable assistance, including emergency medical care, within the scope of the training and resources available to the department.

- ♦ Assumes command of waterway incidents which are within the Harbormaster's authority and responsibility.
- ♦ Works with agencies listed above to coordinate non-emergency public safety activities and operations.
- ♦ Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- ♦ Assigns and oversees all moorings in the City's waterways.
- ♦ Cooperates with and reports to the Waterways Board and its committees as set forth by Ordinance.
- ♦ Attends all Waterways Board & Committee meetings.
- ♦ Provides staff support, technical advice & assistance.
- ♦ Provides proper training to Assistant Harbormasters.
- ♦ Prepares reports and documents as necessary.
- ♦ Represents the Board as needed and informs Board of Waterways activities.
- ♦ Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- ♦ Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- ♦ Operates and oversees the maintenance of public launch ramps, landings, marinas, moorings and other waterways facilities owned by the City.
- ♦ Manages and safeguards the collection of rents and user fees.
- ♦ Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- ♦ Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- ♦ Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the City's facilities, welcoming visiting boaters and providing them with technical assistance and advice.
- ♦ Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

Qualifications:

- ♦ High School graduate with a minimum of two years advanced technical training in a relevant field; college degree preferred.
- ♦ A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, de-watering vessels, rules of the road, port operations and Command of Situational Awareness.
- ♦ Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, Differential Global Positioning System (DGPS) and International Regulations for Prevention of Collisions at Sea-1972 (72 COLREGS) and Navigation Rules International - Inland.
- ♦ Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.
- ♦ Working knowledge of personal computer preferred.
- ♦ Demonstrated ability to effectively communicate (oral and written) with the boating public, elected officials, boards and other waterways agencies.
- ♦ Qualified First Responder for emergency medical care.
- ♦ Knowledge of waterfront construction techniques, the waterways permitting process, dredg-

CITY OF GLOUCESTER

Job Description

Title: Assessor

Department: Assessors' Office

Supervisor: Principal Assessor

Grade: M6

Civil Service: Exempt **Union:** GMAA

Supervision Exercised: In absence of Principal Assessor, may supervise Assistant Assessor, clerks and other employees as needed.

Responsibilities: Responsible for numerous administrative, supervisory and professional appraising, assessing, and real valuation functions.

Duties:

- ♦ Assesses real property values with the assistance of other members of the Board of Assessors and periodically revises. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conducts inspections of property, as necessary and appropriate in order to maintain uniform and, full market value on all property.
- ♦ Establishes taxable values for new, remodeled, or enlarged residential, commercial and Industrial buildings according to market data, replacement cost, and/or capitalization of the income approach (whichever is applicable).
- ♦ Examines deeds, maps, building plans and permits, personal records and other data to maintain valuation data and to locate all taxable property.
- ♦ Responsible for inspecting the location of new businesses to determine the values of taxable personal property, such as inventory, machinery, and office machinery and equipment.
- ♦ Assists with compiling, analyzing, and the preparation of information for the annual tax classification meeting with the Board of Assessors and City Council.
- ♦ Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Registry of Deeds, Planning Board, Building Inspector, Board of Appeals, and other boards/officials whose actions may reflect a change in value and/or ownership and update assessments and the City's maps as indicated.
- ♦ Investigates requests for abatements and exemptions of property tax. In conjunction with other Board members, decides on abatement and exemption applications. Prepares appraisals and testifies at hearings before the Appellate Tax Board, District and Superior Court.
- ♦ Participates in the preparation of tax rate documentation for state certification.
- ♦ Provides information in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions.
- ♦ Supervises the commitment of real estate, personal property, motor vehicle and boat excise, and special assessment tax bills to the Treasurer. Responsible for coordinating the printing of all tax bills in conjunction with the Treasurer and MIS Department.
- ♦ Attends professional meetings, training programs, and seminars to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning

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 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 OF GLOUCESTER 2014 CITY COUNCIL ORDER

ORDER: CC#2014-045
COUNCILLOR: Paul McGeary, Melissa Cox,
Paul Lundberg, William Fonvielle, Sefatia R. Theken

DATE RECEIVED BY COUNCIL: 10/28/14
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the Gloucester Code of Ordinances Chapter 2 "Administration" Article V. "Boards, Commissions, Councils and Committee" be **AMENDED** by **ADDING** a new subsection as follows:

Chapter 2 ADMINISTRATION

Article V. BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES DIVISION 6B. THE LINZEE COOLIDGE PHILANTHROPY AWARD COMMITTEE

Sec. 2-477. Purpose

The Linzee Coolidge Philanthropy Award is hereby created in honor and recognition of the contributions made by Linzee Coolidge through the Dusky Foundation to organizations which benefit the citizens of Gloucester. The Linzee Coolidge Philanthropy Award is created to foster philanthropy in Gloucester and to encourage others to model their philanthropic giving on Linzee Coolidge's generosity and commitment to the civil community of Gloucester.

Sec. 2-478. Criteria

The Linzee Coolidge Philanthropy Award is the highest honor for philanthropic giving, financial or otherwise, to be bestowed by the City of Gloucester. As such, the Linzee Coolidge medallion may be awarded to individuals who demonstrate substantial generosity and contributions to the City of Gloucester which meet or exceed the contributions in the tradition of Samuel Sawyer and Linzee Coolidge.

Sec. 2-479. Medallion

The Linzee Coolidge Philanthropy Medallion shall be awarded to a citizen in appreciation for outstanding generosity, caring and notable philanthropy which has contributed to the betterment of the community.

Sec. 2-480. Committee

a) There shall be a Linzee Coolidge Philanthropy Award Committee which shall consist of four persons appointed by the mayor. The mayor shall serve on the Committee and shall be the fifth member thereof. The terms of the members shall be coterminous with the Mayor.

b) None of the four appointed members of the Committee shall hold any elective or appointive office with the government of the City when appointed, and should they later hold such an office, their membership on the Committee shall be declared vacated. The Committee shall serve an executive function within the administration of the Mayor's Office.

Sec. 2-481. Chairperson

The mayor or his/her designee shall be the chairperson of the Committee.

Sec. 2-482. Duties

It shall be the duty of the Linzee Coolidge Philanthropy Award Committee to establish and seek to maintain high standards for bestowing the award on any person demonstrating a substantial record of generosity and commitment to the civil community of the City of Gloucester. The Committee, after investigation and consideration of all the facts, shall recommend to the City Council the awarding of the Linzee Coolidge Philanthropy Medallion to such person or persons as the Committee deems deserving to receive the award.

Paul McGeary
Ward 1 Councillor

Melissa Cox
Ward 2 Councillor

Paul Lundberg
Councillor at Large

William Fonvielle
Councillor at Large

Sefatia Romeo Theken
Councillor at Large



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-050
COUNCILLOR: Steve LeBlanc

DATE RECEIVED BY COUNCIL: 12/16/14
REFERRED TO: O&A and TC
FOR COUNCIL VOTE:

ORDERED that the Ordinances and Administration Standing Committee recommend to the Traffic Commission that: 1) they perform a speed study on Gloucester Avenue from its intersection with Maplewood Avenue to its intersection with Madison Court and report the study results to the Ordinances & Administration to determine whether the Council should request approval of a posted speed limit from MassDOT; and 2) that they also study whether there should be a crosswalk on Gloucester Avenue in the vicinity of #53 and report their recommendation to the Ordinances & Administration for the Ordinances & Administration to recommend whether the Council should approve a crosswalk for public safety purposes under Code of Ordinances Sec. 21-6 and MGL c.83§25; and

FURTHER ORDERED that this matter be referred to Ordinances & Administration Standing Committee and Traffic Commission for review and recommendation to the Council concerning Gloucester Avenue traffic issues.

Steve LeBlanc
Ward 3 Councillor



CITY OF GLOUCESTER 2014 CITY COUNCIL ORDER

ORDER: CC#2014-051
COUNCILLOR: Melissa Cox

DATE RECEIVED BY COUNCIL: 12/16/14
REFERRED TO: O&A and DPW Director
FOR COUNCIL VOTE:

ORDERED that the Ordinances & Administration Standing Committee recommend to the City Council that the Code of Ordinances, Chapter 2, Article 2, Sec. 6-21 to 6-24 "City Owned Cemeteries Advisory Committee" be amended by **DELETING** Sec. 6-21 to 6-24 in its entirety and **ADDING** a new Sec. 6-21 to 6-24 as follows:

Sec. 6-21. Established.

There is hereby established a city-owned cemeteries advisory committee.

Sec. 6-22. Composition, appointment, and terms.

The City Owned Cemeteries Advisory Committee shall consist of three members, all of whom shall be residents of the City; one nonvoting advisory member who is engaged in either the funeral, monument, or florist business; and the DPW Director or his designee as an ex-officio. All appointments are to be for three years and made by the Mayor subject to the approval of the City Council. Member terms shall be for three years.

Sec. 6-23. Powers and Duties.

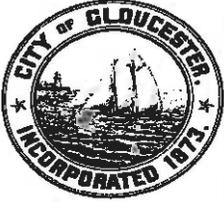
The Committee shall have the authority to recommend a yearly budget relative to the management and maintenance of all city owned cemeteries subject to the approval of the DPW Director and the Mayor with final approval by the City Council. The Committee shall advocate for the wellbeing of all cities owned cemeteries. The Committee shall recommend to the Director any changes in the rates for perpetual care lots in city owned cemeteries, and the Director shall propose any rate increases to the Mayor under Charter Sec. 7-16(a) who shall provide the proposed rates to the City for their approval under Charter Sec. 7-16(a).

Sec. 6-24. Regulations.

The Committee may propose regulations relative to the management of the city-owned cemeteries subject to the approval of the DPW Director and the Mayor under Charter Sec. 7-16(b) and approval and adoption by the City Council.

FURTHER ORDERED that this matter be referred to the Ordinances & Administration Standing Committee and the DPW Director for review and recommendation to the Council to reconstitute the City-Owned Cemetery Advisory Committee and to integrate the Committee and the Ordinance with the Charter Sec. 7-16.

Melissa Cox
Ward 2 Councillor



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

ORDER: CC#2014-052
COUNCILLOR: Greg Verga, Sefatia Theken

DATE RECEIVED BY COUNCIL: 12/16/14
REFERRED TO: Refer O&A & B&F
FOR COUNCIL VOTE:

ORDERED that the City Council establish "The Ab Khambaty Extraordinary Performance/Service Award." This is to be awarded – from time to time as fit – to an individual or group that has contributed to the civic improvement of the City of Gloucester. In recognition of this extraordinary performance or service, a 'master' plaque shall hang in the Kyrouz Auditorium describing the name and purpose of the award and name of recipients added continually to the plaque. Further, the City Council will award a personalized plaque to the individual or group. Nominations for the award may be made by City Councilors as well as members of the general public and will be reviewed for consideration by the City Council. Following a vote by the Council to name an award recipient, a recognition ceremony will be held at a regular City Council meeting; and

FURTHER ORDERED that this matter be referred to the Ordinances and Administration and the Budget and Finance Standing Committees for review and recommendations.

Greg Verga
Councillor at Large

Sefatia R. Theken
Councillor at Large

There was a discussion amongst the Councilors and then agreement that the shape and color of the two types of vehicle resident parking stickers could be handled administratively.

MOTION: On a motion by Councilor Stewart, seconded by Councilor LeBlanc, the City Council voted by **ROLL CALL 7** in favor, 0 opposed, 2 (Whynott, Theken) absent, to Amend GCO Sec. 22-270.1 "Resident Sticker Parking Only," by **ADDING** a definition of "Resident Parking Sticker and Resident Beach Sticker" as follows:

"Resident Parking Sticker shall mean a parking sticker for persons who demonstrate proof of Gloucester residency and ownership of the vehicle on which the sticker is to be displayed. Resident Parking Stickers shall be valid for parking on any of the streets or areas listed in Sec. 22-270.1. Resident Parking Stickers shall be good for a period of five years beginning in 2012 and every five years thereafter.

Resident Beach Sticker shall mean a parking sticker for persons who demonstrate proof of Gloucester residency and ownership of the vehicle on which the sticker is to be displayed. Resident Beach Stickers shall be valid for a period of one year and permit entry into Good Harbor Beach, Stage Fort Park and Wingersheek Beach in accordance with Beach and Stage Fort Park Regulations of the Department of Public Works.

Further, Resident Beach Stickers and Resident Parking Stickers shall be different in size, shape or color so as to make them easily distinguishable.

5. PH2014-079: Amend c. 2, Art. V "Boards, Commissions and Committees," Div. 1, Sec. 2-401 "Posting to city website"

Council President McGeary announced that this public hearing is opened but continued at the request of the Administration and the matter would go back to the O&A Committee for further discussion and upon conclusion of that discussion would return to the Council's state of public hearings.

This matter is continued when returned from the O&A Committee.

6. PH2014-080: Amend GCO c. 2, Art. V, Div. 12, Sec. 2-535 re: Community Preservation Act

This public hearing is opened at 10:45 p.m.

Those speaking in favor: None.

Those speaking in opposition: None.

Communications: None.

Councilor Questions: None.

This public hearing is closed at 10:45 p.m.

COMMITTEE RECOMMENDATION: On a motion by Councilor Theken, seconded by Councilor Stewart, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO c.10, Art. V, Div. 12, Sec. 2-535 as follows:

Amend Section 2-535(a) by **DELETING** the period following the words regarding community preservation in the first sentence and by **INSERTING** in its place a comma followed by the words: ", including the consideration of regional projects."

DELETE subsections (d)(4) and (d)(5) of Section 2-535 in their entirety and **REPLACE** them with the following new subsections:

"(d)(4) The acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use;" and
 "(d)(S) The rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section."

DELETE the period following the last sentence in Section 2-535 (f) and insert a semi-colon in its place followed by the words, "; provide however, that funds expended pursuant to this chapter shall not be used for maintenance."

DELETE the word "every" in the first sentence of Section 2-535 (h) and **REPLACE** it with the word, "each".

- 3. ***CC2014-040 (Verga) Request to review the matter of requiring that all meeting notices and agendas for all public meetings of all City boards, commissions and committees, including City Council and School Committee, be posted on the City's website (Cont'd from 10/06/14)***

City Clerk, Linda T. Lowe, briefly discussed a motion with the Committee referenced from the previous O&A meeting for consideration with regard to amending the Code of Ordinances on the matter of posting agendas and minutes on the city's website. She noted that she is conducting a survey of city boards, committees and commissions about this matter at the behest of Councilor Theken, and would have the results for the Council before the public hearing. She added that one of the reasons this ordinance amendment is reflecting only the website posting is that it is the third option for posting, and so if there is a posting error, it will not compromise anything with the Open Meeting Law.

MOTION: On a motion by Councilor Stewart, seconded by Councilor Theken, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend the Code of Ordinances by **ADDING** a new Section 2-401 to GCO Chapter 2, "Administration," Art. V, "Boards, Commissions and Committees" to read as follows:

Chapt. 2, Art. V, "Boards, Commissions and Committees, Div. 1, Sec. 2-401 "Posting to city website"

"The meeting notices and agendas of all city boards, commissions and committees, including the City Council and the School Committee, shall be posted on the city of Gloucester website or the Gloucester School Department website at least 48 hours in advance of all meetings with the understanding that all boards, commissions and committees must continue to comply with all applicable provisions of the state open meeting law, MGL c. 30A, §18-25 and all regulations thereunder 940 CMR 29.00 et. seq. Each board, commission, and committee shall have assigned to them an appropriate city staff liaison to assist them in posting timely notices and agendas on the city or School Department website."

This matter will be forwarded for public hearing.

4. ***Memorandum from Assistant General Counsel re: revision to the Community Preservation Committee ordinance***

Ms. Egan briefly explained that the suggested amendments before the Committee to the Community Preservation Act ordinance were brought forward to reflect the changes in state law and bring the Gloucester Code of Ordinances up to date. She pointed out that these changes allow for CPA funds to be used for the rehabilitation and restoration of recreational property uses and set money aside for that purpose, and prohibits CPA funds being used for maintenance purposes.

After a brief discussion with Ms. Egan, the O&A Committee voted to recommend the changes as follows:

MOTION: On a motion by Councilor Theken, seconded by Councilor Stewart, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO c.10, Art. V, Div. 12, Sec. 2-535 as follows:

Amend Section 2-535(a) by DELETING the period following the words regarding community preservation in the first sentence and by INSERTING in its place a comma followed by the words: ", including the consideration of regional projects."

DELETE subsections (d)(4) and (d)(5) of Section 2-535 in their entirety and REPLACE them with the following new subsections:

"(d)(4) The acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use;"
and

"(d)(5) The rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section."

c. 22, Sec. 22-280 "Fifteen Minute Parking" by DELETING Pleasant Street easterly side 40 feet from the northerly corner of Liberty Street; and by DELETING Pleasant Street, easterly side at a point 155 feet from its intersection with Liberty Street in a northerly direction for a distance of 23 feet.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Theken, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO c. 22, Sec. 22-280 "Fifteen Minute Parking" by ADDING Pleasant Street easterly side, 20 feet from the northerly corner of Liberty Street; and by ADDING Pleasant Street, easterly side at a point 155 feet from its intersection with Liberty Street in a northerly direction for a distance of 23 feet.

These matters will be advertised for public hearing.

3. CC2014-039 (Verga) Request P&D & O&A Standing Committees review the positions of Harbor Planning Director and the Executive Director of the Fisheries Commission

Councilor Verga noted that his Council Order would be taken up by the Planning & Development Committee the following evening, and he asked that the O&A Committee to continue this matter to its November meeting to give his Committee time to fully discuss this matter and make a recommendation to O&A which he anticipated would take at least two meetings to review.

The Committee indicated its unanimous consent to continue the matter to November 10.

This matter is continued to November 10, 2014.

 **4. CC2014-040 (Verga) Request to review the matter of requiring that all meeting notices and agendas for all public meetings of all City boards, commissions and committees, including City Council and School Committee, be posted on the City's website.**

Councilor Verga explained this Council order is based on a request from a constituent. He said that the School Committee and the Council do a good job of getting their agendas and minutes onto the city's website in a timely fashion. But this is an attempt to get the majority of city boards, committees and commissions whom he noted the vast majority of their members are volunteers, to post their agendas and minutes on the city's website in a timely fashion for public view.

Councilor Whynott commented it is a good idea but the logistics would take some work. Councilor Verga noted the presence of the IT Director and the City Clerk who could each speak to the matter. Councilor Theken asked who would take up the task of posting all these boards, committees and commissions' agendas and minutes. Councilor Verga said that in putting the Order forward, it was with the understanding that there is a lack of city staff to do the required data entry and oversee compliance.

James Pope, IT Director, informed the Committee logistically it is a simple process to post agendas and minutes on the city's website, and is about a five-minute process per document. There is, he said, no technical barrier to the postings, however, if this process is to adhere to the Open Meeting Law requirements regarding a calendar piece as well to be posted as a public service due to the number of boards, committees and commissions, it is about resource allocation. He suggested that with all technology training, the less often one does a particular technology function, the more assistance is required, particularly for boards, committees or commissions that meet less frequently. He reiterated that it is trying to get volunteer boards to adhere to the updating and following up to assure posting compliance will also be an issue.

Councilor Whynott suggested there could be a memorandum detailing what Mr. Pope has put forward and find out how many boards, committees and commissions are willing to take on this responsibility. He asked the City Clerk if there were any alternatives.

Linda T. Lowe, City Clerk, pointed out that there are dozens of city boards, committees and commissions, with the vast majority composed of unpaid volunteers, adding that many of these boards, committees and commissions have no direct link to any paid city staff. She said that if the Council is to be responsible for coordinating this effort, staff will have to be dedicated for this community service. She noted there is very little dialog between the various city departments and city boards, committees and commissions which have no connection to city systems. She also noted that there needs to be assurance that there are no Open Meeting Law violations in terms of the postings.

Ms. Lowe reviewed that according to and required by the State Ethics Commission, as directed by the State's Attorney General, that the city must officially have two posting sites, the City Hall board in the hall across from the

City Clerk's office, and the Police Station lobby, in a glassed-in locked bulletin board, which is open to the public 24/7. She said that unless the website has the capabilities of times-stamping something visually when it is posted automatically, then that posting couldn't count as a second official site and would be a third place to view documents and calendars of meetings. **Councilor Whynott** commented that the website is more of an auxiliary access for the city with regard to agendas and minutes.

Councilor Theken suggested if there could be a part-time person hired, such as some of the city's capable seniors who have computer backgrounds who would simply need a computer and some training on the city's system. She suggested that all these senior volunteers would require is liability coverage and come under the city's umbrella. **Ms. Lowe** pointed out that the various meeting notices received by her office can have compliance issues with the Open Meeting Law requirements and need to be returned and amended by the board, committee or commission that wishes to post their meeting, all of which takes staff time. **Councilor Theken** further suggested this new team of dedicated volunteers would be able to manage this function dedicated to the tracking and posting of all agendas and minutes and with minimal supervision once trained to assure Open Meeting Law compliance and consistently handle such a function.

Councilor Verga said that there should be an attempt to reach out to all the boards, committees and commissions first to ascertain whether they would have someone who would be willing to take on the function to put their agendas and minutes on the City's website on a timely and consistent basis, especially those with connections to city staff. **Councilor Whynott** reiterated his earlier suggestion to send a memo to the boards, committees and commissions informing them of what was under consideration by O&A and their willingness to take on the function.

Councilor Cox said volunteers on the boards, committees and commissions when appointed knew going in what was involved with their appointment and the posting of agendas and keeping minutes is part of the responsibilities. She reiterated that there are some boards, committees and commissions that only meet once a month, some twice a month. **Ms. Lowe** clarified that it is not a requirement to post agendas and minutes on the City's websites, but to file the minutes with her office in a timely manner and post agendas according to the Open Meeting Law in the two designated areas – at City Hall and at the Police Department lobby.

Councilor LeBlanc recounted his experience with the Dog Ad Hoc Committee, where no volunteer member was willing to step forward to take the minutes of that committee which meant he had to run the meeting and take minutes simultaneously which was difficult at best. **Councilor Cox** said with the Tourism Committee, which she sits on as Council representative, there is a volunteer within the Committee for each meeting that takes their minutes, and that volunteer rotates amongst its members with an appointed chair and co-chair.

At the request of **Councilor Whynott**, **Ms. Lowe** read to the Committee draft motion language to amend GCO Chapter 2, Art. V., Div. 1, Boards, Commissions, Councils and Committee, by adding a new Sec. 401.

Councilor Verga said at the very least the more high profile committees, boards and commissions should have their agendas and minutes posted on the City's website, and should work to take responsibility to keep the city's website current on their activities on behalf of the community.

Joel Favazza, 25 Acacia Street, said some significant boards such as the Capital Improvements Advisory Board (CIAB) and the Economic Development Industrial Corporation (EDIC) meet irregularly and that it is hard to know when these meetings take place unless one makes the attempt to pursue the information by physically viewing the posting boards on a regular basis. He said that in an attempt to get young adults to take an interest in their city's goings-on, there should be a greater awareness of meetings take place. The higher profile boards and commissions, he suggested, like the EDIC and CIAB do not regularly meet, but their meetings are important and impactful to city life.

Councilor Verga, **Councilor Cox** and **Ms. Lowe** briefly discussed the issue of the posting of a higher profile board's minutes on the city's website and their minutes' composition, and what is actually filed with the City Clerk's office.

Ms. Lowe was asked by the Committee to forward the draft motion language to them for their consideration.

This matter is continued to October 20, 2014.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:47 p.m.

Respectfully submitted,
Dana C. Jorgenson, Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.



**CITY OF GLOUCESTER 2014
CITY COUNCIL ORDER**

**ORDER: CC#2014-040
COUNCILLOR: Greg Verga**

**DATE RECEIVED BY COUNCIL: 09/23/14
REFERRED TO: O&A
FOR COUNCIL VOTE:**

ORDERED that the City Council and Ordinances & Administration Standing Committee review the matter of requiring the meeting notices and agendas for all public meetings of all City of Gloucester boards, commissions, and committees, including the City Council and the School Committee, to be posted on the City of Gloucester website with the understanding that all boards, commissions, and committees must continue to comply with all applicable provisions of the state Open Meeting Law MGL c.30A, sec.18-25 and regulations thereunder, 940CMR29.00 et seq. The O&A shall also review requiring each board, commission, and committee to have an appropriate City staff liaison to assist them in placing each public meeting notice and agenda on the city website calendar system; and

FURTHER ORDERED that the matter be referred to O&A for review and recommendation and that O&A work closely with the IT Director to determine the feasibility of any changes to the City website and with the City Clerk as the official responsible under the Open Meeting Law with the posting and filing of public meeting notices and agendas; and

FURTHER ORDERED that any requirements recommended by O&A shall be put forth as an Amendment to the Code of Ordinances Chapter 2, Art. V, "Boards, Commissions, Councils, and Committees" Div.1, new section 2-401 "Posting to City website"

Greg Verga
Councillor at Large