

**Ordinances & Administration Committee**  
Monday, January 5, 2015 – 6:00 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
**Minutes**

**Present:** Vice Chair, Councilor Sefatia Theken; Councilor Steven LeBlanc (Alternate), Councilor Greg Verga (Alternate)

**Absent:** Councilors Stewart and Whynott

**Also Present:** Councilor Cox; Councilor Lundberg; Councilor McGeary; Mayor Carolyn A. Kirk; Linda T. Lowe; Sal DiStefano; Police Chief Leonard Campanello; Harbormaster Jim Caulkett; Fire Chief Eric Smith; Tom Daniel; John Dunn; Paul Keane; Sally Polzin; Bill Sanborn; Gary Johnstone; James Pope; Nancy Papows; Assistant Fire Chief Tom Aiello

The meeting was called to order at 6:00 p.m. Agenda items were taken out of order.

There was a quorum of the City Council until 6:20 p.m. when Councilors Lundberg and McGeary left the meeting.

**1. Memorandum from Harbormaster re: new parking area for resident only parking at Hodgkins Cove Public Landing (Cont'd from 10/06/14)**

At the request of **Harbormaster Jim Caulkett** via a memo dated January 5, 2015, the O&A Committee accepted the request to withdraw the matter of a new parking area for resident only parking at Hodgkins Cove.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the withdrawal of the matter the “Memorandum from Harbormaster re: new parking area for resident only parking at Hodgkins Cove Public Landing, and close the matter.”**

**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)*

**Mayor Carolyn Kirk** said that Fire Chief Eric Smith’s contract is negotiated, and there is a need for its approval noting that due to a death in the Chief’s family there was a month’s delay in presenting the contract for Council approval. She highlighted that this is a five-year contract which is allowed under the ordinance because the Chief had asked for it. She said a five-year contract was wise as it brings stability to the department as the department’s reorganization implementation comes together. She also spoke about the need for assessment regarding injured firefighters in terms of staffing, and pointed out that this department needs strong leadership. She said the Chief has brought to the department professional standards, negotiating with the union to allow for the department’s reorganization. She emphasized the need for long-term stability in the position of Fire Chief for the sake of the department which, she said, supports the Chief’s negotiated contract term of five years.

Both **Councilors Verga** and **LeBlanc** indicated their agreement with the Mayor’s assessment of the Chief’s contract and supported the Chief’s reappointment.

Responding to questions from **Councilor Theken**, **Assistant Fire Chief Tom Aiello** said the Chief has done a great job coming from the outside and inheriting a department staffed almost exclusively with local people. The reorganization has gone well pointing out that there aren’t a lot of grievances filed by the union anymore. He said the department is working with the union and Administration in an open way which is improving morale in the department. **Councilor Theken** agreed that she, too, has seen a great improvement in department morale, and that with the reorganization there is a more defined pathway for promotion from within.

**Chief Smith** informed the Committee that the new staffing configuration of three firefighter groups has been in place now for six months and has worked very well. **Councilor Theken** said the Chief is doing a great job and acknowledging her respect for his professional demeanor and accomplishments during his tenure. She added that she was pleased to see the department moving forward.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the**

**negotiated contract between the City of Gloucester and Fire Chief Eric Smith for the term of July 1, 2015 through June 30, 2020 under GCO c. 8, Sec. 8-18(d).**

**Councilor Theken** lauded the work of Assistant Chief Aiello as well.

### **3. Management Reappointments:**

**Mayor Kirk** presented the Management reappointees as a slate emphasizing that the management team has been diligent in documenting their accomplishments over the past year which was reviewed carefully and signed off by her. She said this was a high performing team, and that she recommended that the Council take the slate of reappointments as a team especially during this time of transition (referring to her resignation effective Jan. 6) where there is some turmoil. She advised that it was very important for the people who do the work every day are comfortable that they won't be caught up in the current turmoil. She said that the city was fortunate to have so many dedicated and hard-working professionals.

Purchasing Agent Donna Compton TTE 02/14/16

**Ms. Compton's** reappointment was continued to February 2 at the request of the Administration.

Community Development Director Tom Daniel TTE 02/14/16

Under direct questioning by the Committee **Tom Daniel** discussed his department's accomplishments over the past year, and speaking highly of his department team. They have been managing with the loss of the Harbor Planning Director, he said. He noted prior to that staff member's departure, a great deal of policy and planning work had been undertaken. The Groundfish Port Recovery Plan and the Harbor Plan were wrapped up before the staff member's departure, he said. As a result, he said that there is implementation work to be done, he said, citing the Harbor Plan's approval in December.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Tom Daniel as Community Development Director, TTE 02/14/16.**

Chief Administrative Officer Salvatore L. DiStefano, Sr. TTE 02/14/16

At the request of **Councilor Theken, Mr. DiStefano** shared some observations on his short tenure with the city. He said the Mayor has done a great job in preparing him over the last four months for the transition to a new Mayor and issues that the city faces on a day-to-day basis. He pointed to the good working relationship he has with the City Council and all department heads with which he is comfortable working with. He said he was looked forward to working with the next Mayor. He added that his door is open at all times to work on any potential issues that come forward.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Salvatore L. DiStefano, Sr. as Chief Administrative Officer, TTE 02/14/16.**

General Counsel Suzanne Egan TTE 02/14/16

As Suzanne Egan resigned from her position as the city's General Counsel effective January 2, 2015, the Committee voted as follows:

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council allow the withdrawal of Suzanne Egan for consideration for reappointment to the position of General Counsel due to Ms. Egan's resignation effective 01/02/2015.**

Chief Financial Officer John Dunn TTE 02/14/16

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint John Dunn as Chief Financial Officer, TTE 02/14/16.**

City Engineer

Paul Keane

TTE 02/14/16

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 3 opposed, to recommend that the City Council reappoint Paul Keane as City Engineer, TTE 02/14/16.**

Personnel Director

Sally Polzin

TTE 02/14/16

**Ms. Polzin** very briefly spoke with **Councilor Theken** who indicated she looked forward to working with Ms. Polzin in assessing the city's GIC health insurance and heading off any potential issues, of which it was noted there are two years left on the city's commitment to remain enrolled in the state health insurance program.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Sally Polzin as Personnel Director, TTE 02/14/16.**

Building Inspector

William Sanborn

TTE 02/14/16

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint William Sanborn as Building Inspector, TTE 02/14/16.**

Harbormaster

James Caulkett

TTE 02/14/18

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint James Caulkett as Harbormaster, TTE 02/14/18.**

Assessor

Gary Johnstone

TTE 02/14/16

**Nancy Papows**, Principal Assessor spoke on Mr. Johnstone's behalf. She referred to her memo (on file) touting Mr. Johnstone's tenure with the city, and pointed to his 14 years of assessing experience, and prior to that 18 years as a real estate appraiser. She said he is very professional; customer service oriented, serves on several committees, and is an asset to the department and the city.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council reappoint Gary Johnstone as Assessor, 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)**

Questions posed by Councilor Stewart on the matter of the Linzee Coolidge Philanthropy Award Committee ordinance amendment were responded to directly with General Counsel it was noted.

**Councilor McGeary** reviewed with the Committee that the Linzee Coolidge Philanthropy Award Committee and the newly proposed Award Committee given out annually, but from time to time when it is determined there is an organization or individual(s) who are deserving of this award, meet and then make a recommendation to the Mayor. Medals have already been struck and are in storage, paid for by Dick Wilson, he noted, who will be reimbursed through private fundraising.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO c. 2, Article V Boards, Commissions, Councils and Committees, The Linzee Coolidge Philanthropy Award Committee by adding a new subsection Div. 6B as follows:**

**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.

This matter will be advertised for public hearing.

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 (TBC 02/02/15)*

**6. CC2014-051 (Cox) Amend GCO c. 2, Sec. 6-21 to 6-24 “City-Owned Cemeteries Advisory Committee**

**Councilor Cox** explained that this committee was originally was a five-person committee, but because people have not stepped forward to reconstitute the committee, the number of slots on the committee has been reduced from five to three. She noted there is a proviso in the revised ordinance which allows the DPW to institute rate increase for burials if there is no committee. The last rate increase was in 1999, she noted, but pointed out that she is not encouraging a rate increase if it isn't justified, but the fact that there hasn't been a rate increase in 15 years is an issue regarding the cost of cemetery maintenance. She noted that she had polled Essex, Ipswich, Manchester and Rockport and gave the rates to the Assistant DPW Director who did a comparison of rates. She said an increase is advisable within the next year, and said she didn't want the rate increase to be committee bound, rather the ordinance allows the DPW to bring forward raises in rates if the committee is not reconstituted at the time an increase in burial rates are deemed appropriate by the DPW Director. It will allow the proposed rates to be presented through to the Council for their approval.

**Councilor Cox** discussed with the Committee some of the issues in encouraging residents to come forward and volunteer to be on such a committee. After a brief discussion with **Councilor Cox**, language was inserted under Sec. 6-22 for up to two alternates by the Committee at the suggestion of **Councilor Verga**.

**Linda T. Lowe**, City Clerk, pointed out that there aren't enough interested people who have come forward to volunteer as well as a lack of effort to seek people out for appointment which was why there has not been a committee in place for some time.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO, c. 6, Sec. 6-21 to 6-24 “City-Owned Cemeteries Advisory Committee” 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 and up to two alternates, all of whom shall be residents of the city; one non-voting 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 city-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 Council 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.

**7. CC2014-052 (Verga/Theken) Request that City Council establish “The Ab Khambaty Extraordinary Performance/Service Award”**

**Councilors Verga, Theken and LeBlanc** discussed with **Councilor Cox** the background of the development of “The Ab Khambaty Extraordinary Performance/Service Award” in honor of former Councilor Ab Khambaty, who passed away last year. **Councilor Verga** explained that this award is being established to highlight the extraordinary actions and achievements by an average person in the community who puts themselves forward on behalf of the city. He said this award was crafted similar to the extraordinary service award established by the School Committee, named in honor of Al Swekla and Margaret Wilmot who were also the first recipients of the award. He noted the School Committee’s award is not given annually, and has been given to several outstanding individuals in service to the community, Jonathan Pope and Kim Norman, and Pat Earl. He said this is a fitting tribute to former Councilor Khambaty

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council establish “The Ab Khambaty Extraordinary Performance/Service Award.” This shall be awarded, from time to time as seen fit by the City Council, 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 the recipients added continually to the plaque.**

**Further, the City Council will award a personalized certificate 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 regularly scheduled City Council meeting.**

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)*

**Councilor Verga** noted that the City Council had been ready to take up this matter at public hearing at their Dec. 16 meeting but that it was learned that General Counsel had some concerns but that he didn’t know what the concerns were.

Speaking on behalf of the Administration, **Mr. DiStefano** said that in light of General Counsel’s resignation, he was requesting that this matter be continued to the next O&A Committee meeting. He acknowledged there were concerns on this matter by the former General Counsel although he didn’t know the specifics and would explore what they might be. **James Pope**, IT Director, offered that the technology is available, and the actions of posting information on the city’s website are feasible, but that the issues are operational as to where responsibility lies.

This matter is continued to February 2, 2015.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:30 p.m.**

**Respectfully submitted,**

**Dana C. Jorgensson**  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**