

Ordinances & Administration Committee

Monday, March 2, 2015 – 6:00 p.m.

Kyrouz Auditorium – City Hall**-Minutes-****Present: Chair, Councilor Robert Whynott; Councilor Joseph Ciolino, Councilor Steven LeBlanc (Alternate)****Absent: Councilor Stewart****Also Present: Councilor Verga; Councilor McGeary; Mayor Sefatia Theken; Jim Destino; Chip Payson; James Pope; Max Schenk**

The meeting was called to order at 6:00 p.m. Matters were taken out of order. There was a quorum of the City Council until Councilor McGeary left the meeting at 6:23 p.m.

1. Addendum to Mayor's Report: New Appointment of Charles J. Payson, Esq. General Counsel TTE 02/14/16

Mayor Theken indicated she has known Mr. Payson since she worked with him through her former position with the Addison Gilbert Hospital and knew his work from when he was on staff with the Northeast Health System. She noted Mr. Payson has worked on many political campaigns, and understands contracts and unions. She said that in order to take up the position of General Counsel that Mr. Payson gave up a private sector position, and that she was impressed by his capabilities and his ability to litigate. She added that Mr. Payson has indicated that he would take more courses if the need arises to further his municipal knowledge base. Mr. Payson's quick hiring during a time of transition was to ensure that the city didn't lose one step moving forward, she said.

Jim Destino, CAO, noting that Mr. Payson has worked for several weeks with the Administration; he said that he has done a great job, becoming an important member of the Administration's team. He said the city is lucky to have him on staff.

Councilor Ciolino put forward a series of questions he said that former Councilor Ab Khambaty would ask of any General Counsel appointee. Mr. Payson responded as follows: Of the qualifications listed in the city's job description for General Counsel, Mr. Payson meets those enumerated for public construction law, drafting legislation and regulations, and public contracts. To shore up any litigating deficits on his part, Mr. Payson indicated there are resources in the Legal Department and that they hire outside counsel to handle those issues. Attorney Tom Mullin has been retained by the Legal Department who has worked with the city before in that capacity. Mr. Payson was hired by the Mayor but is subject to the Council's approval and therefore serves, "multiple masters." With regard to advising the Administration or Council of anything that may be construed as above board, Mr. Payson said that his is the position of legal counsel which isn't all about good news -- the law is the law. It is his job to give advice as to the consequences of any path to be taken. He would deliver the bad news if warranted, he indicated. Also, he said he would offer the same counsel to the City Council. As to advising members of the Council in their legislative capacity he said he would be pleased to assist them. He indicated he didn't view this as a 9 to 5 job and is available when needed.

Councilor Ciolino asked about the Council's Special Council Permits process and the motions that need to be drafted and crafted so that the decisions can be defended in court. **Mr. Payson** said he could perform in that function, and if he had questions he could turn to City Clerk, Linda Lowe, who is the city's former General Counsel, and to Mr. Mullin as well. He acknowledged he didn't know everything and recognizing his deficiencies he would seek to find the answers from expert sources.

Councilor Whynott noted there are times a Councilor may come in to ask questions and ask that the conversation be kept confidential. **Mr. Payson** responded saying there may or may not be attorney/client privilege, but if asked to keep a discussion confidential, he would do so.

Councilor LeBlanc noted he did a background search on his own and had spoken to several of Mr. Payson's peers and former employers. He said he's heard nothing but good things about Mr. Payson who does his due diligence on all issues and would add his support to Mr. Payson's appointment. He indicated he looked forward to working with him.

Linda T. Lowe, City Clerk, added that since Mr. Payson has been here there is a natural overlap with the City Clerk's office, and noted over the last several weeks she and Mr. Payson have worked cooperatively to keep each other informed. Noting she's drafted several Special Council Permit decisions during the transition period, she said that so far it has gone well and anticipates working closely and cooperatively with Mr. Payson moving forward.

MOTION: On a motion by Councilor LeBlanc seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council appoint Charles J. Payson, Esq. as General Council, TTE 02/14/16.

Mayor Theken said it is her honor to see new appointees before the Committee as well as all the reappointees. She thanked all the volunteers for giving their time to the city. She recounted the recent award from the Mass. Cultural Council to the city and cited the work of the volunteers involved in the creation of the two cultural districts in Gloucester who made that award possible. She said that it is the efforts of all the city volunteers who work for the betterment of the community.

2. *New Appointments:*

Capital Improvements Advisory Board (CIAB) Joel Favazza

TTE 02/14/18

Under direct questioning by the Committee, **Mr. Favazza**, who had previously been appointed to the Capital Improvements Advisory Board (CIAB) from 2010 to 2013 said that he is a lifelong Gloucester resident and local attorney. He said he was looking forward to returning to serve on the CIAB. He added that the Board has the potential to play an important role to plan for the city's future and looked forward to contributing to it.

Councilor Ciolino said he was pleased to see Mr. Favazza getting re-involved. **Councilor Whynott** added his support for Mr. Favazza's appointment.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council appoint Joel Favazza to the Capital Improvements Advisory Board, TTE 02/14/18.

Community Preservation Committee Catherine Schlichte, Barbara Silberman (Cont'd 03/16) TTE 02/14/18

Ms. Schlichte indicated she previously spent two terms on the School Committee and was a former member of the Planning Board and indicated she felt that the Community Preservation Committee (CPC) is an important board to volunteer for. She said that open space is important to support as are all the other areas the CPC supports, in response to **Councilor Ciolino's** inquiry.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council appoint Catherine Schlichte to the Community Preservation Committee, TTE 02/14/18.

Committee for the Arts

Rebecca Reynolds

TTE 02/14/19

Ms. Reynolds also reviewed her qualifications to sit as a member of the Committee for the Arts (CFTA). She indicated she is an art historian and curator and has a background dealing with outdoor sculpture. She is also a resident. She said it was an honor to serve on CFTA, and that public sculpture is an important aspect, of which there are many fine examples in the city currently. She added that there is a potential for other new installations of public sculpture, but there isn't a developed program or guideline to aide CFTA in that process, and that given her background she would be able to assist in such a program development.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council appoint Rebecca Reynolds to the Committee for the Arts, TTE 02/14/19.

Councilor McGeary left the meeting at 6:23 p.m.

3. *Reappointments:*

Affordable Housing Trust

Ruth Pino, Michael Luster (Cont'd to 3/16)

TTE 02/14/17

Ms. Pino briefly discussed her tenure with the Affordable Housing Trust since its inception, and reviewed several of the ATF's successful projects through the years.

Community Preservation Comm. John Feener (ConCom rep.) & David Rhinelander (Hist. Comm. Rep.) TTE 02/14/18

Mr. Feener said he's been on the CPC for four years and adding that in regard to Open Space, he indicated it is important to the life and health of the city. He speaks for the people, he said, and that the CPC process is a good one.

Councilor Ciolino said he has attended several ConCom meetings and indicated that Mr. Feener does a good job, showing he cares for the people who come before the Commission, and encouraged him to keep up the good work. **Mr. Feener** said all the members do a good job.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint John Feener to the Community Preservation Committee as the Conservation Commission Representative, TTE 02/14/18.

Mr. Rhinelander said that he enjoys his position on the CPC and that this is working out very well for all concerned.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint David Rhinelander to the Community Preservation Committee as the Historical Commission Representative), TTE 02/14/18.

Conservation Commission

John Feener, Barry Gradwohl

TTE 02/14/18

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint John Feener to the Conservation Commission, TTE 02/14/18.

Mr. Gradwohl said he has been on the Conservation Commission for five years and wished to continue to serve in the same capacity.

Councilor Ciolino said that the ConCom process can be intimidating to many applicants and asked that he help them to get through the Commission's process.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Barry Gradwohl to the Conservation Commission, TTE 02/14/18.

Council on Aging Selma Bell, Barry McKay, Lee Harty, Jay Gustafarro
Frederick Cowan (Cont'd to 4/6)

TTE 02/14/18

Ms. Bell, Mr. McKay, Ms. Harty and Mr. Gustafarro not being present had their reappointment continued to March 16.

Downtown Development Commission
Historic District Commission

Suzanne Silveira (Cont'd to 4/6)
Stephen Goodick (Cont'd to 3/16)

TTE 02/14/18

TTE 02/14/18

Historical Commission Amanda Nash, Robert Whitmarsh
Jeff Crawford and Thomas O'Keefe (Cont'd to 3/16)

TTE 02/14/18

Ms. Nash said that she has served on the Historic Commission for three years and acts as the Commission's secretary.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Amanda Nash to the Historical Commission, TTE 02/14/18.

Mr. Whitmarsh said that he's been on the Commission for six years and holds a certification from the Boston Architectural College.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Robert Whitmarsh to the Historical Commission, TTE 02/14/18.

Magnolia Woods Oversight & Advisory Comm. Christine Rasmussen TTE 02/14/18
Dean Sidell (Cont'd to 3/16)

Ms. Rasmussen said that she has served on this Committee since its inception although they haven't been very active in recent months and that there is a tremendous potential for eco-tourism and integrating the Woods for some of those activities. The official closure of the landfill has yet to be finished which has hampered any planning by the MWOAC.

Councilor Ciolino asked that when the Committee starts meeting again a report from them to the Council advising them of the Committee would be helpful. Ms. Rasmussen asked for assistance of the Councilors to help the MWOAC organize a meeting. **Councilor LeBlanc** offered his assistance.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Christine Rasmussen to the Magnolia Woods Oversight & Advisory Committee, TTE 02/14/18.

Open Space & Recreation Committee Heidi Wakeman TTE 02/14/18
Noel Mann & Patricia Amaral (Cont'd to 4/6)

Ms. Wakeman said she has served on the Open Space & Recreation Committee for the last three years and wished to be reappointed for another term.

Councilor LeBlanc said she is doing a great job and was impressed with her work to institute the city's bike lanes. **Ms. Wakeman** said there are lots more initiatives that have been instituted and that Stephen Winslow, Community Development Department Senior Manager has been instrumental to their Committee's accomplishments.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Heidi Wakeman to the Open Space & Recreation Committee, TTE 02/14/18.

Planning Board Mary Rudolph Black, Henry McCarl TTE 02/14/20

Ms. Black said she seeks to be reappointed having served for 8 years on the Planning Board. She indicated she is the Board's Vice Chair. **Councilor Ciolino** said when sitting in on Planning Board meetings he appreciated the fine job Ms. Black does.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Mary Rudolph Black to the Planning Board, TTE 02/14/20.

Mr. McCarl reviewed that he has served on the Planning Board for 13 years and previously served 12 years on the Birmingham, Alabama, Planning Board. He said he'd like to serve another term. **Councilors LeBlanc** and **Whynott** expressed their appreciation for Mr. McCarl's expertise.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Henry McCarl to the Planning Board, TTE 02/14/20.

Tourism Commission Laura Dow, John Orlando, Peter Webber TTE 02/14/18
Pauline Bresnahan (Cont'd 4/6), Paul Frontiero (Cont'd to 3/16),

Ms. Dow said she has been Chair of the Tourism Commission this past session.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Laura Dow to the Tourism Commission, TTE 02/14/18.

Mr. Orlando said he wants to continue the work of the Tourism Commission and has enjoyed being a part of the newly revamped Committee.

Councilor LeBlanc said he would support Mr. Orlando's reappointment.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint John Orlando to the Tourism Commission, TTE 02/14/18.

Mr. Webber said he is the Senior Vice President for the Cape Ann Chamber of Commerce and acts on the Tourism Committee in that capacity. **Councilor LeBlanc** added is approval of Mr. Webber's reappointment.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted in favor, opposed to recommend that the City Council reappoint Peter Webber to the Tourism Commission, TTE 02/14/18.

Traffic Commission

Robert Francis (Cont'd to 4/6)

TTE 02/14/18

Waterways Board Karen Tibbets (Recreational), Ralph Pino (Economic Development) TTE 02/14/18

Ms. Tibbets reviewed she has served her first year on what she termed as a hardworking Waterways Board and said she would be honored to serve another term utilizing her many years' experience working with the city's waterfront enterprises.

Councilor LeBlanc asked how the city's representation through the Waterways Board and Harbormaster at the Boston boat show proceeded. **Ms. Tibbets** said she had created new brochures for the Waterways Board which was distributed at the boat show which went very well. **Councilor Ciolino** added his approval of Ms. Tibbets' reappointment.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, opposed to recommend that the City Council reappoint Karen Tibbets to the Waterways Board (Recreational Boating), TTE 02/14/18.

Mr. Pino indicated that he's served three years on the Waterways Board and wished to continue to serve on it. He is currently the Chair of the Board. Both **Councilor LeBlanc** and **Councilor Ciolino** said Mr. Pino has done a great job on the Board with **Councilor Ciolino** adding that since Mr. Pino took over as Chair, the Board is on a much more even keel.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Ralph Pino to the Waterways Board (Economic Development), TTE 02/14/18.

Zoning Board of Appeals

James Movalli, Michael Nimon (Cont'd to 3/16)

TTE 02/14/18

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 (returned from City Council 12/16/14)(Cont'd from 02/03/15)*

James Pope, IT Director, reviewed since the last meeting of O&A he looked more thoroughly at the time commitments required to follow the current posting process or stop using the secondary posting location of the Police Station lobby as the 24 hour access and move completely to a new process of using the city website as the secondary 24/7 posting location. Responding to **Councilor Whycott's** inquiry, **Mr. Pope** said that the Open

Meeting Law (OML) allows explicitly for the primary location for displaying agendas date and time stamped in a city building such as in Gloucester at City Hall outside of the City Clerk's office. OML requires the second location to be available 24 hours a day which can be a city website, he said. Right now the city is meeting the 24 hour posting requirement by posting agendas at the Police Station. He said the secondary location can be shifted onto the city's website and meet OML. He indicated that he and Ms. Lowe have reached out separately to the State's Attorney General's office as issues have been identified, most recently he had reached out with regards to the time/date stamp which currently it is an actual mechanical time stamp. He said he was able to identify how the website could best support this function and be in compliance and was the main concern he and Ms. Lowe had about posting -- where a date/time stamp would show on line on the face of a document to meet the 48 hour OML deadline for posting.

Mr. Pope described an analysis he undertook to assess the current demands placed on the City Clerk's office to support the second location of the Police Station. He used all available data around boards, committees and commissions and how often they meet which he said was calculated to be a minimum of 364 meetings a year, not including the 20 boards committees and commissions he can't find any meeting schedule for. The areas identified as an issue by Councilor Whynott were around scanning the document, getting it into the computer whether submitted by hand or electronically which still needs to be printed, date and time stamped, and scanned back into the system. **Mr. Pope** then showed a brief video of how to use a city copier to send a document to an email, the first step which takes approximately 43 seconds per document, he said. Then to take the action of moving a document to the city website, it takes 2 minutes 11 seconds per document constitutes the 17 steps the Committee previously received (on file).

Mr. Pope said today's process of posting agendas at the Police Station means a member of the Clerk's office walks there, pulls down old documents, posts new documents and returns to City Hall. **Ms. Lowe** added that a member of her office, most times herself, goes to the Police Station with batches of documents and only does that 2 or 3 times a week and assumed for analysis the person returns to the office. He suggested that if operationally outside of the ordinance they institute a new deadline for submittal of agendas to be posted to the City Clerk's office it would better give the Clerk's office the time to complete the task within the day rather and also so as to make cancellations less difficult to post in a timely manner. He said at 2 trips per week, and for his analysis it was 3.5 agendas per trip or 7 per week. **Ms. Lowe** confirmed it is two trips per week but it can be anywhere from 3 to 10 agendas per trip. **Mr. Pope** reiterated that the data he used was from what he could extract from the city's website and from meeting schedules posted, and was where the 364 number was derived and not subjective but the minimum number of meetings per year. **Mr. Pope** said with the website there is no space limitation as to how many postings there can be on the city's website, to which **Councilor Whynott** added his agreement. **Mr. Pope** said he perceives a functional improvement in two ways, by posting to the website which gains more public access to information and for the Clerk's Office by negating the need for the Clerk's staff to physically make two trips a week to the Police Station. Using the two trip per week average and 364 meetings per year, per agenda it takes 2 minutes, 57 seconds under the current process per each item, or 2 minutes, 54 seconds to do it under the city website which is a minor difference compared to a year's worth of time -- or only about 16 minutes per year and called it a wash between the two processes. More trips per week exponentially increase the amount of time per year it takes to carry out the current process, as opposed to the website which is a more stable process costing the same amount of time per posting regardless. There are no technology barriers, there is a training format designed ready to be made available, he said, and that based on the analysis of the time commitment it is the IT Department's official position is that the website posting is a more efficient process. He said operationally it is outside his jurisdiction as to where the responsibilities lie.

Councilor Whynott said he thought this option of the website was worth it. **Councilor Verga**, who's Council Order precipitated the discussion, said if the time is a wash, it is a wash, but that he would support the second posting to be on the city's website, and that further discussion appeared to be unnecessary. He urged the option of the second posting on the city's website be utilized as soon as possible.

Ms. Lowe said she wasn't opposed to the option of posting to the city's website. There currently is a calendar which lists meetings so that people know that boards, committees and commissions meet, but virtually all are not linked with agendas. If this ordinance amendment is adopted, she said she saw no reason to not have a second form of giving notice. Once the Council votes the amendment, she indicated she would notify the Attorney General's office that the city is using the website as its 24/7 posting site. She also indicated that there are many, many different boards, committees and commissions and subcommittees that her office provides this service for. There are many boards, committees and commissions that are not listed and the number is more like 45. She also said that the School Committee sends their notices to the City Clerk's office for posting in both locations, but the School Committee doesn't post anything on their website, no agendas or anything related to their subcommittees as well.

She indicated that the School Committee frequently amends their agendas sometimes within hours of sending the first posting.

Lois McNulty, 37 Elm Street, expressed her agreement with Councilor Verga that it was about time the city posts all agendas on line. **Councilor Whynott** indicated that when he was the City Clerk they had to go after boards, committees and commissions vigorously to submit their minutes for city records. **Ms. Lowe** said there is a list of boards, committees and commissions but many of them are defunct and that there are those that have no function because they have no appointed volunteers anymore (referring to Mr. Pope's comments that he couldn't locate some boards' records). **Ms. McNulty** said that she had difficulty finding the information about when the Committee for the Arts met in order to attend them so that she may become better informed especially in light of a possible donation to the city of a David Black sculpture to be displayed publically. **Ms. Lowe** said all Committee for the Arts agendas are properly filed with her office and posted according to current protocol and offered that anyone can call the City's Clerk's office (978-281-9720x8) to inquire when a meeting will be taking place and what is on a particular agenda.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor , the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council Amend GCO c. 2, Art. V, "Boards, Commissions, Councils and Committees," Div. 1 by ADDING a new Section 2-401 "Posting to City Website" as follows:

"The meeting notices and agendas for the public meetings of all city boards, commissions and committees including the School Committee and City Council shall comply with the Open Meeting Law, MGL c. 30A, §18-25 and 940 C.M.R. 29.00, and shall be posted to the City of Gloucester website or Gloucester School Department website at least 48 hours exclusive of Saturdays, Sundays and holidays, prior to a meeting. All postings must include a complete agenda, and if the notice is to be posted by the City Clerk, must be provided to the Office of the City Clerk during regular business hours and more than 48 hours in advance."

This matter will be advertised for public hearing.

5. *Development of an advisory ballot question under City Charter Sec. 9-7 for the November 2015 election as to whether the city should discontinue fluoridation of its public water supply and that whether under City Charter Sec. 9-7 the Council should submit a Home Rule Petition to the State Legislature for a Special Act authorizing the discontinuance of fluoridation notwithstanding MGL c.111, §8C*

Councilor Whynott announced the matter of the development of an advisory ballot questions related to whether the city should discontinue the fluoridation of its public water supply is continued to April 6 in order that Councilor Stewart, O&A Committee Vice Chair may fully participate in the discussion.

This matter is continued to April 6, 2015.

6. *CC2015-004 (Whynott) Request Ordinances & Administration review the language of Charter Section 8-1 regarding municipal preliminary elections and determine whether to recommend to the Council that the City seek a Special Act to amend the Charter to allow for earlier preliminary elections*

Councilor Whynott indicated that Ms. Lowe had done her research with other City Clerks which was the basis of asking the Council to request a Home Rule Petition in order amend Sec. 8-1 of the City Charter for an earlier date to hold a preliminary municipal election from the main municipal election. Currently, he said, the Charter requires a preliminary election to take place five weeks before the main election. That short of a lead time is tough for the City Clerk's office and Registrar's staff to make the turnaround along with getting in absentee ballots in hand so that they may be counted and was why he supported a Home Rule Petition be made to amend the City's Charter. He said most other cities and towns statewide have a preliminary municipal election six weeks before the main municipal election. **Ms. Lowe** agreed adding that seven weeks would be even better. She said that this amendment to the City Charter would make Gloucester's preliminary elections the same as surrounding communities. She clarified that the real needed change is to have an earlier preliminary election during the election season and that the proposed language is based on the City of Woburn which has its City Council set the exact date for the preliminary election.

MOTION: On a motion by Councilor , seconded by Councilor , the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council forward to the State Legislature a

request for a Special Act to amend Section 8-1 of the City Charter in order to provide that municipal preliminary elections shall be held no later than the sixth Tuesday preceding a regular or special municipal election [with the date to be fixed for each preliminary election by a vote of the City Council which shall be taken no later than the sixtieth day before the date so fixed.]

7. 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 (Cont'd from 11/10/14)

Councilor Verga noted the revised job description from the Fisheries Commission (on file). He noted the Mayor is interested to budget either a full- or part-time position of Executive Director of the Fisheries Commission. He urged the Committee to forward the job description to the Administration. Councilor Ciolino expressed concern that the Fisheries Commission's recommendation sounded as if it was a full-time job. Councilor Verga said the Commission only had the former city job description for a full-time job. It will be up to the Administration to determine whether to fund a full- or part-time job. **Councilor Ciolino** and **Councilor Verga** discussed that they should be looking at the Harbor Planning Director and the Executive Director of the Fisheries Commission positions because they overlap.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council forward the draft language from the Fisheries Commission for updating the job description of the position of Executive Director of the Fisheries Commission to the Administration for its consideration.

8. Other Business: Memorandum from Harbormaster re: request to increase the Transient Mooring Fee pursuant to GCO c. 10 Sec. 10-51(3)

After a brief review of the Budget & Finance Committee's recommendation to increase the Transient Mooring Daily Fee, and speaking with **Mr. Pino**, Chair of the Waterways Board, that the Board fully endorses the fee increase from \$25 to \$35 as it hadn't been increased since 2002. The \$35 will put the fee in line with the surrounding communities. More transient moorings have been installed. These are not permanent moorings, but could be used by a resident boat owner who wished to bring their boat into the harbor for a weekend, for instance. The funds will be used to improve moorings in the future.

Councilor Ciolino endorsed the fee increase.

MOTION: On a motion by Councilor Ciolino, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Chapter 10 Waterways, Sec. 10-51 Regulations of Moorings, Subsection (e) Fees, by DELETING, "A daily fee of \$25.00 shall be charged....," and by ADDING, "A daily fee of \$35.00 shall be charged...."

This matter will be advertised for public hearing.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:40 p.m.

**Respectfully submitted,
Dana C. Jorgensson, Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.