



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, March 16, 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. Reappointments:

Affordable Housing Trust	Michael Luster	TTE 02/14/17	(Cont'd from 03/02)
Board of Health	Dr. Richard Sagall	TTE 02/14/18	(Cont'd from 03/02)
Cable TV Advisory Board	Karen Favazza Spencer	TTE 02/14/18	(Cont'd from 03/02)
Council on Aging	Geoffrey Bradford (to be withdrawn) Selma Bell, Barry McKay, Lee Harty		
Clean Energy Commission	Jay Gustaferro	TTE 02/14/18	(Cont'd from 03/02)
Historical Commission	Tom Balf, John Moskal	TTE 02/14/17	(Cont'd from 03/02)
Historic District Commission	Jeff Crawford, Thomas O'Keefe	TTE 02/14/18	(Cont'd from 03/02)
Magnolia Woods Oversight & Advisory Committee	Stephen Goodick	TTE 02/14/18	(Cont'd from 03/02)
Tourism Commission	Robert Chandler	TTE 02/14/18	
Zoning Board of Appeals	Dean Sidell	TTE 02/14/18	(Cont'd from 03/02)
	Paul Frontiero	TTE 02/14/18	(Cont'd from 03/02)
	James Movalli, Michael Nimon	TTE 02/14/18	(Cont'd from 03/02)

New Appointments:

Community Preservation Committee	Barbara Silberman	TTE 02/14/18	(Cont'd from 03/02)
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2. New Appointments:

Historical Commission	Leon Doucette	TTE 02/14/16	
Conservation Commission	Linda Charpentier	TTE 02/14/18	

COMMITTEE
Councilor Robert Whynott, Chair
Councilor Robert Stewart, Vice Chair
Councilor Joseph Ciolino

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Theken
Jim Destino
Linda T. Lowe

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

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

January 13, 2014

**Mr. Michael Luster
2 Michaels Lane
Gloucester, MA 01930**

Dear Mike:

I am pleased to reappoint you to a two year term as a Trustee of the Affordable Housing Trust. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

**cc: Mayor's Report to the City Council
Tom Daniel, Community Development Director**

Enclosure

AFFORDABLE HOUSING TRUST

An Ordinance Creating the Gloucester Affordable Housing Trust Fund Article VI, Division 4, Sections 2-601 - 2-615

Sec. 2-601. Gloucester Affordable Housing Trust Fund - Purpose.

The Commonwealth of Massachusetts has recently enacted legislation clarifying the ability of municipalities to create Affordable Housing Trust funds by enacting Section 55C of Chapter 44 of the Massachusetts General Laws; and

due to the high cost of housing, it is becoming harder to maintain economic diversity in the housing stock of the City of Gloucester; and

this rising cost affects the ability of all ages of Gloucester residents to remain in Gloucester as well as affecting the ability of the City to attract new residents of all age ranges; and

the City of Gloucester is dedicated to providing diversity in housing, which diversity includes economic diversity; and

by adopting this Affordable Housing Trust Fund ordinance, it will allow flexibility in addressing the needs of the city in a regulatory and problematic fashion.

Section 2-602. Same - Policy of the City of Gloucester.

It is the policy of the City of Gloucester to support the creation, preservation and maintenance of affordable housing. In doing so, it is also the policy of the City of Gloucester to protect, preserve, and enhance the economic and social diversity of the City, to provide affordable rental and homeownership options for people of all ages and income levels, and to accommodate the changing housing needs of families and individuals. The Gloucester Affordable Housing Trust Fund is created to promote this policy.

Section 2-603. Same - Establishment of the Gloucester Affordable Housing Trust Fund.

There is hereby created the Gloucester Affordable Housing Trust Fund in accordance with Massachusetts General Laws Chapter 44, Section 55C, as now or hereafter amended or superseded. The Gloucester Affordable Housing Trust Fund shall hereinafter be known as the Trust.

Section 2-604. Same - Definition.

For the purposes of Sections 2-601 through and including 2-615, as well as for the Declaration of Trust for the Trust or any other documents, Board shall mean the Board of Trustees of the Trust. Board Members and Trustees shall both mean members of the Board of the Trust, which terms maybe used interchangeably.

Section 2-605. Same - Membership.

Acting under the authority of M.G.L. Chapter 44 Section 55C, there is hereby created a Board of Trustees for the Trust established pursuant to Sections 2.604 through 2.615 of the Code of Ordinances of the City of Gloucester, Massachusetts for the purposes set out in the M.G.L. Chapter 44, Section 55C. The Board shall include no fewer than five (5) Trustees, including the Mayor, ex officio, or his or her written designee, ex officio. The remaining Trustees shall be appointed by the Mayor and approved by the City Council for a term not to exceed two years.

The Board Members shall have knowledge or expertise in areas including, but not limited to, affordable housing, real estate, real estate finance, or housing construction. The Mayor, however, shall not be required to appoint Board Members from all of these areas of knowledge or expertise, but shall only be required to make his or her best effort to find persons that meet this requirement. In addition, the City of Gloucester Community Development Director shall serve as an ex officio Trustee.

Section 2-606. Same - Terms of the Board Members; Election of Officers.

- (A) The terms of the Board Members set out in Sections 2-605 and 2-606 shall be two (2) year terms; provided, however, that for the appointment of the initial Board Members, three (3) members shall be appointed for one (1) year, and the remaining Trustees for two (2) years. The Board Members shall serve until their successors have been appointed and qualified. The Mayor, however, shall serve for his or her entire term of office as Mayor. The Mayor's written designee shall serve for the term of his or her written designation, which may be amended or revoked at any time in writing. The Community Development Director shall serve for the entire term of his or her employment as Community Development Director.
- (B) Pursuant to Section 7.5 of the Charter of the City of Gloucester, Massachusetts, every appointment to the Trust shall begin on the fifteenth day of February for the term specified in this Article and shall continue until a successor is chosen and qualified as specified in this Article, but in no case longer than six (6) months when the office shall be declared vacant.
- (C) The Board shall, annually, elect a Chairman and Vice-Chairman of the Board at the first regularly scheduled meeting after February 15.

Section 2-607. Same - City Board.

The Trust is a board of the City for purposes of M.G.L. Chapter 30B (Uniform Procurement Act) and Section 15A of M.G.L. Chapter 40 (Transfers of Land); but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the City shall be exempt from said Chapter 30B.

Section 2-608. Same - Removal of Trustees.

Pursuant to Section 7.14 of the Charter of the City of Gloucester, Massachusetts, any Trustee may be removed from the Board and have his or her place declared vacant for the reasons set out in and under the procedures set out in said Section 7.14.

Section 2-609. Same - Meetings of the Trust; Notice; Quorum.

- (A) The Trust shall meet monthly as long as there is business requiring the attention of the Trust; provided, however, that the Trust shall meet at least on a quarterly basis. The meetings of the Trust shall be at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, M.G.L. Chapter 39, Sections 23A, 23B and 23C.

- (B) A quorum at any meeting shall be a majority of the Trustees qualified and present in person.

Section 2-610. Same - Powers and Duties.

The Trust, acting through the Trustees, shall have the powers and duties set out in M.G.L. Chapter 44, Section 55C, as now or hereafter amended or superseded, which include but are not limited to the following:

(A) General Powers

- (1) with the approval of the City Council, to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation, grants of funds or other property tendered to the trust in connection with provisions of any zoning ordinance or any other ordinance. Acceptance or receipt of funds shall require City Council approval pursuant to M.G.L. Chapter 44, Section 55C;
- (2) with the approval of the City Council to the extent required by ordinance and M.G.L. Chapter 30B, to purchase and retain real or personal property, including without restriction, investments that yield a high rate of income or no income;
- (3) with the approval of the City Council, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- (4) to employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- (5) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- (6) with the approval of the City Council, to compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of M.G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;

(B) Real Estate Related Powers:

- (1) with the approval of the City Council to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust; and
- (2) to own, manage or improve real property and, with the approval of the City Council, to sell or transfer any property which the Trustees determine not to be worth retaining;

(C) Financial Powers:

- (1) with the approval of the City Council, to disburse trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in the City of Gloucester upon such terms as the Trustees shall deem most appropriate to carry out such purposes;
- (2) to incur debt;
- (3) to apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

- (4) with the approval of the City Council, to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest, and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (5) with the approval of the City Council, to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board, with the approval of the City Council, may deem necessary and appropriate;
- (6) to carry property for accounting purposes other than acquisition date values;
- (7) with the approval the City Council, to borrow money on such terms and conditions and from such sources as the Trust deems advisable, and to mortgage and pledge trust assets as collateral;
- (8) to make distributions or divisions of principle in kind;
- (9) to hold all or part of the trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- (10) to extend the time for payment of any obligation to the Trust.

Section 2-611. Same - Funds Paid into the Trust.

Pursuant to M.G.L., Chapter 44, 55C.(d), and notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with the Gloucester Zoning Ordinance, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.

Section 2-612. Same - Custodian of the Funds.

The City Treasurer will be the custodian of the funds.

Section 2-613. Same - Taxes.

The Trust is exempt from M.G.L. Chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any political subdivision thereto.

Section. 2-614. Same - Governmental Body.

The Trust is a governmental body for purposes of Sections 23A, 23B and 23C of M.G.L. Chapter 39.

Section 2-615. Same - Reports to the Mayor and City Council; Annual Audits.

- (A) The Trust shall, on a quarterly basis, provide written reports to the Mayor and City Council on each and every aspect of the business conducted by the Trust. The reports shall be provided on or before the 15th day of the month following the first day of a calendar quarter.

(B) Pursuant to M.G.L. Chapter 44, Section 55C(h), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. The Trust shall forward a copy of the audit to both the City Council and the Mayor. The auditor shall work for the City Treasurer. However, the costs of the audit shall be paid from the Trust.

Secs. 2-616 - 2-649. Reserved.

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

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

February 4, 2015

**Richard Sagall, M.D.
35 Starknaught Heights
Gloucester, MA 01930**

Dear Doctor Sagall:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

**cc: Mayor's Report to the City Council
Noreen Burke, Public Health Director**

(Code 1970, § 2-187)

State law reference(s)—Selection of board chairman, M.G.L.A. c. 41, § 24.

Sec. 2-417. Duties of secretary.

The secretary of the board of assessors shall keep a full and complete record of the doings of the board, and shall have in his custody the official records to be kept by assessors and he likewise shall perform the duties required of a secretary of a board of assessors by law or as may be required by the commissioner of the department of revenue of the commonwealth.

(Code 1970, § 2-188)

State law reference(s)—Selection of secretary, M.G.L.A. c. 41, § 24.

Sec. 2-418. Books and records.

The board of assessors shall cause to be carefully protected and preserved all books, records and papers belonging to the assessor's department and a detailed and accurate record in permanent form shall be kept relating to all the official acts of the board of assessors.

(Code 1970, § 2-189)

Secs. 2-419--2-424. Reserved.

DIVISION 3. BOARD OF HEALTH*

*State law reference(s)—City and town boards of health generally, M.G.L.A. c. 111, §§ 26--32.

Sec. 2-425. Composition; appointment, term and removal of members.

The board of health shall consist of five (5) members all of whom shall be appointed by the mayor, subject to the approval of the city council, staggered terms of three (3) years each.

(Code 1970, § 2-297; Ord. No. 4-1991, § 1, 2-26-91)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 26.

Sec. 2-426. Members not compensated.

Members of the board of health shall receive no compensation for their services.

(Code 1970, § 2-298)

State law reference(s)—Members of board of health to receive such compensation as council determines, M.G.L.A. c. 111, § 26.

Sec. 2-427. Selection of chairman.

The board of health shall organize annually by the selection of one (1) of its members as chairman.

(Code 1970, § 2-299)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Sec. 2-428. Rules and regulations.

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Sec. 2-429. Appointment of physician to take and examine cultures and school physician.

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

Cross reference(s)—Duty of school physician relative to vaccination of pupils, § 18-4.

State law reference(s)—Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

Sec. 2-430. Employment of clerk and other assistants.

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Sec. 2-431. Compensation of clerk and assistants.

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Secs. 2-432–2-439. Reserved.

DIVISION 4. COUNCIL FOR THE AGING

Sec. 2-440. Established; composition; appointment and terms of members.

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: Councilor Robert Whynott, Chair-Ordinance and Administration Committee
FR: Sefatia Romeo Theken, Mayor
RE: Reappointment of Geoffrey Bradford to the Cable TV Advisory Committee
DT: March 5, 2015

15 MAR -6 AM 10: 14
CITY CLERK
GLOUCESTER, MA

We have been advised that Geoffrey Bradford does not wish to be reappointed to the Cable TV Advisory Committee due to job commitments. Therefore, we are withdrawing Mr. Bradford's reappointment to the Cable TV Advisory Committee with a term to expire 2/14/2018.

Thank you.

cc: Council President Paul McGeary

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

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

February 4, 2015

**Mr. Geoffrey Bradford
123 Mt. Pleasant Avenue
Gloucester, MA 01930**

Dear Mr. Bradford:

I am pleased to reappoint you to a three year term on the **Cable TV Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



**CITY OF GLOUCESTER
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stheken@gloucester-ma.gov**

February 4, 2015

**Ms. Karen Favazza Spencer
67 Langsford Street
Gloucester, MA 01930**

Dear Karen:

I am pleased to reappoint you to a three year term on the **Cable TV Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



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stheken@gloucester-ma.gov**

February 4, 2015

**Ms. Selma Bell
2 Shapley Road
Gloucester, MA 01930**

Dear Selma:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



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stheken@gloucester-ma.gov**

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

February 4, 2015

**Mr. Barry McKay
26 High Popples Road
Gloucester, MA 01930**

Dear Barry:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

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Gloucester, MA 01930**



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FAX 978-281-9738
stheken@gloucester-ma.gov**

February 4, 2015

**Mr. Frederick Cowan
660R Washington Street
Gloucester, MA 01930**

Dear Fred:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

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Gloucester, MA 01930**



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OFFICE OF THE MAYOR**

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

February 4, 2015

**Ms. Lee Harty
9 Marina Drive
Gloucester, MA 01930**

Dear Lee:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

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Thank you again.

Sincerely,

**Sefatia Romeo Theken
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cc: Mayor's Report to the City Council

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**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

February 4, 2015

**Mr. Jay Gustaferro
9 Starknaught Road
Gloucester, MA 01930**

Dear Jay:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

Sec. 2-428. Rules and regulations.

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Sec. 2-429. Appointment of physician to take and examine cultures and school physician.

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

Cross reference(s)—Duty of school physician relative to vaccination of pupils, § 18-4.

State law reference(s)—Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

Sec. 2-430. Employment of clerk and other assistants.

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Sec. 2-431. Compensation of clerk and assistants.

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

State law reference(s)—Similar provisions, M.G.L.A. c. 111, § 27.

Secs. 2-432--2-439. Reserved.

DIVISION 4. COUNCIL FOR THE AGING

Sec. 2-440. Established; composition; appointment and terms of members.

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

State law reference(s)—Municipal authority to establish council for the aging, M.G.L.A. c. 40, § 8B.

Sec. 2-441. Members not compensated.

The members of the council for the aging shall serve without compensation.
(Code 1970, § 2-344)

Sec. 2-442. Designation of chairman.

The chairman of the council for the aging shall be elected for a two-year term by vote of the membership.
(Code 1970, § 2-345; Ord. No. 25-1996, § J, 4-18-95)

Sec. 2-443. Supervision.

The council for the aging shall be under the administrative supervision of the mayor.
(Code 1970, § 2-346)

Sec. 2-444. Duties.

It shall be the duty of the council for the aging to carry out programs designed to meet problems of the aging in coordination with programs of the council for the aging established under M.G.L.A. c. 6, § 73.

(Code 1970, § 2-347)

Secs. 2-445–2-449. Reserved.

DIVISION 5. MARINERS MEDAL COMMITTEE

Sec. 2-450. Created.

There is hereby created and established a committee to be known as the mariners medal committee.

(Code 1970, § 2-385)

Sec. 2-451. Composition; appointment and terms of members.

The mariners medal committee shall consist of five (5) members, one to be the mayor and the other four (4) to be residents of the city appointed by the mayor to serve staggered terms of four (4) years. The mayor in office shall continue his membership on the committee for the term for which he is elected.

(Code 1970, § 2-386)

Sec. 2-452. Qualifications of members; city officers not eligible.

(a) At least three (3) of the appointed members of the mariners medal committee shall have had experience on the high seas as master of some commercial vessel.

(b) None of the four (4) appointed members of the mariners medal committee shall hold any elective or appointive office within the government of the city when appointed, and should they

**City Hall
Nine Dale Avenue
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**TEL 978-281-9700
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stheken@gloucester-ma.gov**

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

February 4, 2015

**Mr. Thomas Balf
15 Brierwood Court
Gloucester, MA 01930**

Dear Tom:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: **Mayor's Report to the City Council**

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

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

February 4, 2015

**Mr. John Moskal
16 Leonard Street
Gloucester, MA 01930**

Dear John:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

DIVISION 11

SECTION 2-514 CLEAN ENERGY COMMISSION

Be It enacted by the City Council assembled and by the authority of the same as follows:

Sec. 2-514 The Gloucester Clean Energy Commission is created to promote clean energy options in Gloucester, including energy efficiency, conservation and the development of clean and renewable energy.

Sec. 2-515 The Commission shall pursue the following tasks:

- a) Propose and develop strategies to reduce energy costs of city-owned facilities and vehicles through energy conservation, efficiency and renewable energy measures. The strategies may include electricity, vehicle fuel, natural gas and oil conservation and may identify innovative cost-saving measures.
- b) Recommend city-wide programs including participation in federal or state-wide energy initiatives, such as the Green Communities Program, to promote and facilitate smart energy strategies for Gloucester citizens on both public and private real property.
- c) Work with appropriate city departments to track energy usage and costs associated with key assets and operations of the City.
- d) Identify climate adaptation and mitigation issues and strategies to safeguard the long-term economic and cultural vitality of the City.
- e) Follow emerging federal and state mandates, as well as initiatives and funding opportunities for energy conservation, renewable energy, or climate adaptation and mitigation strategies. Recommend strategies to comply with applicable mandatory or voluntary standards.
- f) Provide guidance, in the form of education or information, to the Mayor, City Council and key city departments and personnel, to support their decision-making on recommended strategies and clean energy opportunities.
- g) Serve as a communications and information resource on clean energy issues and city initiatives for the public through:
 - i) Meetings and sponsored events;
 - ii) Maintenance of an active web site;
 - iii) Regular communications to interested parties; and
 - iv) Public/private partnerships.

Sec. 2-516

a) The Commission shall consist of seven (7) members. Members shall be appointed by the Mayor and approved by the City Council, subject to the provisions of the City Charter. Appointees shall serve staggered terms of two years beginning at the date of appointment and ending on February 14 as required by the city charter. Commission members shall be Gloucester residents and may include representation by appropriate city employees as determined by the Mayor. Members will be selected based on relevant experience and knowledge in energy management strategies, renewable and alternate energies, energy efficiency and/or community sustainability. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

b) The terms of the members shall be staggered, as such, the initial members shall be for the following terms:

- i. Three members for one year;
- ii. Four members for two years.

c) The Commission shall:

- i. Meet on a monthly basis and retain meeting minutes;
- ii. Report to the Mayor on a quarterly basis; and
- iii. Beginning six months after its initial formation, the Commission shall submit to the Council on a semi-annual basis a report of its activities and its progress in achieving its mission.

**City Hall
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**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

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

February 4, 2015

**Mr. Jeff Crawford
646 Washington Street
Gloucester, MA 01930**

Dear Jeff:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



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stheken@gloucester-ma.gov**

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

February 4, 2015

**Mr. Thomas O'Keefe
31 Leonard Street
Gloucester, MA 01930**

Dear Tom:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

Section 8D. A city or town which accepts this section may establish an historical commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

**City Hall
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Gloucester, MA 01930**



**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

**TEL 978-281-9700
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stheken@gloucester-ma.gov**

February 4, 2015

**Mr. Stephen Goodick
24 Thurston Point Road
Gloucester, MA 01930**

Dear Steve:

I am pleased to reappoint you to a three year term on the Historic District Commission. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

**cc: Mayor's Report to the City Council
Enclosure**

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

March 4, 2015

Mr. Robert Chandler
30 Langsford Street
Gloucester, MA 01930

Dear Mr. Chandler:

I am pleased to reappoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of March 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council

**HISTORIC DISTRICT
COMMISSION**

(Code 1970, § 2-331)

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

Sec. 16-34. Rules and regulations; penalty for violations thereof.

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

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

Secs. 16-35--16-44. Reserved.

ARTICLE IV. RESERVED*

***Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

ARTICLE V. HISTORIC DISTRICT*

***State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

Sec. 16-60. Purpose.

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 2.

Sec. 16-61. Created.

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

State law reference(s)--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

Sec. 16-62. Historic district commission--Established; membership; term of office; office.

(a) There is hereby established, under M.G.L.A. c. 40C, a historic district commission with

all the powers and duties of a historic district commission specified in M.G.L.A. c. 40C.

(b) The historic district commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the mayor, subject to confirmation by the city council who shall serve staggered terms of three (3) years. The commission shall include one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Historical Association, one (1) regular member appointed from two (2) nominees submitted by the Boston chapter of the American Institute of Architects and one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Board of Realtors. Two (2) regular members of the commission shall be owners of property within a historic district in the city. All members of the commission, with the exception of that member nominated by the Boston chapter of the American Institute of Architects, shall be residents of the city. Vacancies shall be filled by appointment for the unexpired term. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation.

(c) The historic district commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

(Ord. of 5-24-77, § 4)

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

State law reference(s)--Municipal authority to establish historic district commission, M.G.L.A. c. 40C, § 4.

Sec. 16-63. Same--Duties.

(a) In passing upon matters before it, the historic district commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable Code section, ordinance or by-law. The commission shall not consider interior arrangements or architectural features not subject to public view.

(b) The historic district commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

(Ord. of 5-24-77, § 5)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 7.

Sec. 16-64. Same--Limitations on authority.

(a) Notwithstanding any contrary provision of this article, the authority of the historic district commission shall not extend to control of the following categories of buildings, structures, or exterior architectural features:

(1) Terraces, walks, driveways, sidewalks, and other similar structures, provided the structure is at grade level;

- (2) Storm doors and windows, screen doors and windows, window air conditioners, lighting fixtures, antennas, and similar appurtenances;
- (3) The color of paint;
- (4) Temporary signs and structures, provided, however, that the commission shall have authority to define "temporary signs" and "temporary structures;"
- (5) The repair or reconstruction of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm, or other disaster, provided that: the exterior design is found by the commission to be substantially similar to the original and the repair or reconstruction is begun within one (1) year after the damage occurred and is carried on with due diligence.

(b) The authority of the historic district commission shall, however, extend to parking areas used by three (3) or more vehicles, provided any such area is visible from any public or private way within the district.

(Ord. of 5-24-77, § 7; Ord. of 1-22-80, § 1; Ord. of 2-21-84, § 1)

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

Sec. 16-65. Appeals from determinations of historic district commission.

Any applicant aggrieved by a determination of the historic district commission may, within twenty (20) days after the filing of the notice of the determination contested with the city clerk, file a written request with the commission for a review by a person of competence and experience in such matters, designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the city clerk within forty-five (45) days after the filing of the request and shall be binding on the applicant and on the commission, unless an appeal is sought in court as provided in M.G.L.A. c. 40C, § 12A.

(Ord. of 5-24-77, § 6)

State law reference(s)--Similar provisions, M.G.L.A. c. 40, § 12.

Chapter 17 POLICE*

*Cross reference(s)--Offenses generally, § 14-1 et seq.; alarm systems, § 14-26 et seq.; Ch. 14; traffic and motor vehicles, Ch. 22.

State law reference(s)--Police generally, M.G.L.A. c. 147.

ARTICLE I. IN GENERAL

Sec. 17-1. Administration of waterways.

(a) *Police department.* [The following duties shall be the responsibility of the police department in the administration of waterways:]

- (1) Enforce all Massachusetts Commonwealth laws while patrolling the city waterways.
- (2) Operate, maintain and manage equipment and vessels assigned (Police boat/fire boat).
- (3) Investigate, prosecute criminal activity on waterways and waterfront in

**City Hall
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**CITY OF GLOUCESTER
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February 4, 2015

**Mr. Dean Sidell
16 Starknought Heights
Gloucester, MA 01930**

Dear Dean:

I am pleased to reappoint you to a three year term on the Magnolia Woods Oversight and Advisory Committee. Your reappointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

MAGNOLIA WOODS
OVERSIGHT & ADVISORY COMMITTEE



Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2011-194

The Gloucester City Council, at a meeting held on Tuesday, August 23, 2011 at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following :

IN CITY COUNCIL:

MOTION: On motion by Councilor Theken, seconded by Councilor Whycott, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the Gloucester Code of Ordinances by ADDING the following:

Chapter 2 Administration, Art. V Boards, Commissions, Councils and Committees,
Division 15, Magnolia Woods Oversight and Advisory Committee

Section 2-555 - Purpose.

In recognition of the continuing need for oversight in the city's ownership, operation and maintenance of Magnolia Woods so its full recreational utilization can be sustainably realized and its integrity as an environmental remediation project and as a natural resource for the entire community can be fully protected, the Magnolia Woods Oversight and Advisory Committee is hereby created and established.

The committee shall undertake but not be limited to the following activities:

- (1) Recommend an overall and coordinated program for the use of the recreational facilities at the Magnolia Woods that balances the competing needs for the various recreational and sports programs seeking to use those facilities.
- (2) Review and make recommendations upon plans for proposed maintenance of or capital improvements to any of the facilities or property contained within the Magnolia Woods and provide advisory oversight to the execution of any such plans.
- (3) Recommend programs and activities which can generate revenue streams which can be dedicated to the maintenance or improvement of any of the facilities or property contained within the Magnolia Woods.

Section 2-556 - Tenure; composition; requirements.

The Magnolia Woods Oversight and Advisory Committee shall consist of nine (9) members, one of whom will be the Gloucester School System Athletic Director (or his/her designee), two of whom shall be the Director of Public Works (or his/her designee) and the ward councilor representing Ward 5, who shall serve so long as they hold the aforementioned positions. The six remaining members shall initially be appointed by the mayor of the city and approved by the city council under §2-10 of the city charter for the terms listed below and shall be residents of Gloucester:

- 1) Two (2) members for one (1) year;
- 2) Two (2) members for two (2) years; and
- 3) Two (2) members for three (3) years.

The successors to these initial appointees shall serve for a term of three years. The six appointed members shall represent the following interests:

- 1) The Cape Ann Youth Soccer Association;
- 2) The Cape Ann Youth Lacrosse Association;
- 3) The Cape Ann Model Airplane Flying Association;
- 4) The neighborhood abutting the Magnolia Woods; and
- 5) The Magnolia community at large provided, however, that this member shall be a resident in Ward 5 of the City; and provided, further, that the member initially appointed to represent this interest shall have been a member of the Magnolia Woods Ad Hoc Committee, as indicated in the records of the City Clerk;
- 6) A representative from the community at large, provided that this member, however, will be a registered voter of the City.

Section 2-557 - Vacancies.

In case of resignation, death or disqualification of any member of the committee, or for the purpose of filling a vacancy for any other reason, the appointment of a new member to fill the unexpired term of such previous member immediately shall be made by the mayor and forwarded to the city council for its approval.

Section 2-558 - Assistance of city officials, boards and employees.

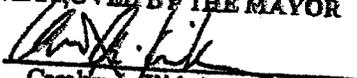
The committee shall receive regular support and assistance from the Department of Public Works.



Linda T. Lowe, City Clerk

Date: AUG 25 2011

APPROVED BY THE MAYOR


Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

Carolyn A. Kirk, Mayor

SIGNED THIS 25 DAY OF Aug, 2011

All Ordinances shall become effective 31 days after passage except:
Emergency Orders and Zoning Amendments shall become effective the next day

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

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

February 4, 2015

Mr. Paul Frontiero
63 Rogers Street
Gloucester, MA 01930

Dear Paul:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

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

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

Thank you again.

Sincerely,

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council
Tom Daniel, Community Development Director

TOURISM COMMISSION



**Gloucester City Council
CERTIFICATE OF VOTE
Certificate Number: 2012-165**

The Gloucester City Council, at a meeting held on **Tuesday, August 14, 2012** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

IN CITY COUNCIL:

MOTION: On motion by Councilor Theken, seconded by Councilor LeBlanc, the City Council voted BY ROLL CALL 9 in favor, 0 opposed, to Amend the GCO Chapter 2, "Administration", Art. V "Boards, Commissions, Councils, and Committees," Div. 6A "Tourism Commission," sec. 2-471 through 2-476 as follows:

"Sec. 2-471 Purpose:

(a) In recognition of the continuing need for tourism in the city as a means to encourage economic revitalization and the promotion of history, culture and recreation, a tourism commission **DELETE** "is hereby recreated and reestablished" and **ADD** "has been established and shall be funded by the City;"

(b) It shall be the purpose of the tourism commission to encourage and promote tourism throughout the year and throughout the city. The Commission may undertake but not be limited to the following activities:

- (1) Recommend **ADD** "and implement" overall coordinated tourism and **DELETE** "program" and **ADD** "plan" that is related to the city's community and economic development activities, historical resources, recreational opportunities, **ADD** "visitor welcoming" and natural and scenic attractions;
 - (2) Recommend the organization, creation and maintenance of tourist attractions **ADD** "and welcoming services;"
 - (3) Recommend and implement **DELETE** "an advertising" **ADD** "a marketing program for the city;"
 - (4) Coordinate public and private **DELETE** "efforts" **ADD** "a marketing program for the city;"
- ADD**
- (5) "With the assistance of the community development department staff implement and manage a grant program to help accomplish the purposes referenced in this section."

Sec. 2-472 Tenure; composition

DELETE entire section and **ADD** new as follows:

"The tourism commission shall consist of not less than seven members and may be up to eleven members if deemed necessary by the tourism commission. All members shall be appointed by the mayor and confirmed by the city council for the following terms:

- (1) at least two members for one year;
- (2) at least three members for two years;
- (3) at least two members for three years; and,

consideration shall be given so that members are chosen from persons with a vested interest in tourism who are distributed among the several tourism sectors of restaurants, accommodations, tourist attractions, retailers, arts and culture; and there shall be at least one at large member. One member shall be a City Councilor who shall be ex-officio."

Sec. 2-473 Requirements

(a) Residency requirements. All members shall be residents of the city,

A TRUE COPY ATTEST
[Signature]
City Clerk

ADD "however, up to two members, who need not be residents, but who otherwise meet the requirements of this section and section 2-472, may be appointed as ex-officio members for a term of up to two years."

DELETE "(b) Membership requirement. One member of the commission shall be a member of the Cape Ann Chamber of Commerce."

Sec.2-474 Vacancies

"In case of resignation, death or disqualification of any member of the commission, for the purposes of filling the vacancy for any other reason, the appointment ~~DELTE~~ "of" ADD "for" the unexpired term ~~DELETE~~ "immediately" shall ADD "promptly" be made by the Mayor and forwarded to the city council for their approval."

Sec.2-475 Assistance of city officials, boards and employees

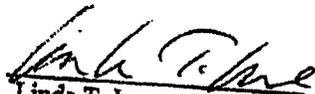
DELETE entire section and ADD as follows:

"The commission shall receive regular support and assistance from the community development department including but not limited to planning, implementation, communications and assistance on securing and managing tourism grants. Further, when the commission determines that it requires assistance, the commission may request, through the Mayor, and upon request shall receive the services of assistance from other city officials and boards on matters based on the performance of their duties."

Sec.2-476 DELETE "Semiannual reports" and ADD "Periodic Reports and Plans"

DELETE entire section and ADD new:

"Beginning in 201_ the commission with the assistance of the community development department, shall prepare and submit a five year plan for tourism to the Mayor and the City Council; and in addition, based on the execution of the plan, the commission shall submit quarterly reports, with the assistance of the community development department as provided in sec. 2-475, to the Mayor and to be forwarded by the Mayor to the City Council."


Linda T. Lowe, City Clerk

Date: 8/16/12

APPROVED BY THE MAYOR


Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR


Carolyn A. Kirk, Mayor

SIGNED THIS 16 DAY OF Aug, 2012

All Ordinances shall become effective 31 days after passage except:
Emergency Orders and Zoning Amendments shall become effective the next day.

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

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

February 4, 2015

**Mr. James Movalli
27 Woodward Avenue
Gloucester, MA 01930**

Dear Jim;

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

**Sefatia Romeo Theken
Mayor**

cc: Mayor's Report to the City Council

City Hall
Nine Dale Avenue
Gloucester, MA 01930



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

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

February 13, 2015

Mr. Michael Nimon
20 Myrtle Square
Gloucester, MA 01930

Dear Mr. Nimon:

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of February 24, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

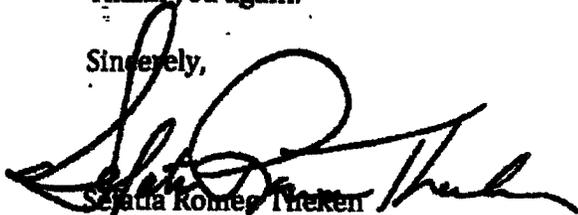
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,



Senator Roma Thelen
Mayor

ZONING BOARD OF APPEALS

General Laws: CHAPTER 40A, Section 12

Page 1 of 1

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

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 40A ZONING

Section 12 Boards of appeal; membership; rules

Print

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

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

**City Hall
Nine Dale Avenue
Gloucester, MA 01930**



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

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

February 4, 2015

**Ms. Barbara Silberman
7 Bass Rocks Road
Gloucester, MA 01930**

Dear Barbara:

Thank you for your interest in serving on the Community Preservation Committee. I have issued you a 90-day temporary appointment to serve on this committee, effective February 14, 2015, which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to be sworn in.

Your appointment will be forwarded to the City Council for their February 10, 2015 meeting. At that time, your appointment will be referred out to the Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Community Preservation Committee. I truly appreciate the hard work and dedication you and your colleagues on this important committee will offer on behalf of the City of Gloucester.

Sincerely,

**Sefatia Romeo Theken
Mayor**

**cc: Mayor's Report to the City Council
Tom Daniel, Community Development Director**

Christine Pantano

From: Barbara Silberman <barbsilberman@gmail.com>
Sent: Wednesday, December 24, 2014 11:10 AM
To: Carolyn Kirk; Christine Pantano; jbell@hotmail.com; Sandra Ronan
Subject: Community Preservation Committee
Attachments: BWS short resume 2014.docx

Dear Mayor Kirk,
I am interested in serving as an At-Large member of the
Community Preservation Committee, beginning February 15,
2015.

I bring to the committee 30+ years of historic preservation experience. During that time, I spent 10 years as a program officer for a large foundation, founding and developing its program in history and historic preservation, which provided technical assistance as well as grant funds. As a program officer, I worked with potential applicants to help them develop their grant projects, evaluated their applications (for technical, programmatic and financial implications), worked with grantees to ensure that grants were properly implemented and that grant funds were spent appropriately. Many projects included easements so I am knowledgeable about building easements and have some background with land easements. My local volunteer experience includes serving as President of the Sargent House Museum and as a Commissioner for the Essex National Heritage Area.

Prior to my experience as a program officer, I have applied for and received dozens of grants from government, corporate and private sources so I am very familiar with that part of the process too.

I hope you will consider me for this appointment. I have attached a short resume for your review.

Thank you for considering this request.

**Barbara Silberman
7 Bass Rocks Rd.
Gloucester MA 01930**

Barbara Silberman

CAREER HISTORY

2011-Present	Adjunct Professor, Museum Studies, Tufts University
2006-Present	Principal, Barbara Silberman Consulting
2004-2007	Senior Program Advisor, Heritage Philadelphia Program The Pew Charitable Trusts, Philadelphia, PA
1998-2006	Executive Director, Heritage Philadelphia Program
1998	Director, Historic Places Program Funded by the Pew Charitable Trusts, William Penn Foundation, Philadelphia PA
1991-1998	Executive Director Germantown Historical Society, Philadelphia, PA

SELECTED CONSULTANCIES

- **Elfreth's Alley Association.** Facilitate community forum, develop interpretive subjects and themes, coordinate scholars and facilitate scholar workshop.
- **Historic Rittenhousetown,** first paper mill in America. Facilitate interpretive planning process involving community leaders.
- **Le Petite Salon,** oldest women's literary club in southern US. Fundraising research to determine feasibility of building preservation campaign.
- **Newport Historical Society.** Determine sustainable uses for seven historic properties.
- **Preserve Rhode Island, Governor Henry Lippitt House and Historic Sites Coalition of Rhode Island.** Facilitate board retreats for both groups to determine vision and mission, develop fundraising plans for both, and prepare grant proposals. Advise ED on strategies for working with audiences and other stakeholders.
- **Stratford Hall.** Plan conference on new interpretive strategies and direct project involving new interpretive technologies. Obtain grant funding for program to develop new interpretive strategies using technology at five sites, including Stratford Hall.
- **Worcester Historical Museum.** Plan conference on historic house museums in progress and in peril.

SELECTED PROFESSIONAL ACTIVITIES

2008-2013	Board President, Sargent House Museum.
2006-2008	Chair, Historic House Committee, American Association of State and Local History.
2005-2009	Trustee, Council of Trustees, American Association of State and Local History
2004	Member, Steering Committee, National Collaborative on Women's History Sites.
2002	Reviewer, Keystone Preservation Grants, PA Historical and Museum Commission.
2001	Member, Planning Committee: Conference on Historic Houses in the 21 st c. at Kykuit.
2000	Grant reviewer, Conservation Center for Art and Historic Artifacts. Chair, Awards Committee, PA Federation Museums and Historical Organizations.

SELECTED PRESENTATIONS

- "Sustaining Massachusetts History" *Annual History Conference* (Mass Humanities). Capstone Speaker.
- "Deaccessioning Strategies and Ethics" *Deaccessioning Conference* (Rosenbach Museum).
- "Dinner in the Dining Room" *Workshop for Graduate Public Humanities program, Brown University*
- "Sustaining Non-Profits Now" *Annual Conference* (Connecticut League of Historical Organizations). Keynote Speaker.
- "The Philadelphia Experience: Collaborations and Mergers" *CEO Forum* (American Association of State and Local History).
- "Standards and Practices for Historic Organizations and Properties" *Annual Stewardship Conference* (National Society of Colonial Dames).

AWARDS

- American Association of Museums: Highest recognition for strategic plan for Pennsbury Manor, William Penn's summer home, 2002.
- *Award of Merit*, Pennsylvania Federation of Museums and Historical Organizations, summer camp program, 1996.

SELECTED PUBLICATIONS

- "Characteristics of Sustainable Historic Houses," *History News*, Fall 2008 (American Association of State and Local History, Nashville).
- "Stumbling Toward Excellence," *History News*, Spring 2005 (American Association of State and Local History, Nashville).
- "Get Historic Houses in Order," *The Philadelphia Inquirer*, (Philadelphia, Feb. 8, 2005).
- "Living Germantown," *Studies in Education*, (Germantown Friends School, 1999, Philadelphia).
- "Maywood: Development of a Suburb, Birth of a Neighborhood," *Arlington Historical Magazine*, 1986 (Arlington).

EDUCATION

2013	Certificate, Preservation Environments, Northern States Conservation
2011	Graduate coursework, History, Harvard University Extension School
1998-1994	Graduate coursework, The Wharton School, University of Pennsylvania
1980	Master of Hospital Administration, The George Washington University
1973	BA, American History, University of Massachusetts, Amherst

Christine Pantano

From: Claudia Schweitzer and Sandra Dahl Ronan <famtherapy@gmail.com>
Sent: Tuesday, December 09, 2014 4:06 PM
To: Carolyn Kirk
Cc: Christine Pantano; J.J. Bell
Subject: recommendation for new Community Preservation Committee member

Dear Mayor Kirk,

As J.J. Bell and I come to the end of our terms on the Community Preservation Committee, we have been thinking about who would be a good fit for the committee to replace us. We have been talking with a number of qualified people and are recommending Catherine Schlichte as a very solid candidate to be an At Large representative. She loves this city, has served both on the Zoning Board and the School Committee and after a respite is wanting to return to serving the community. She would be a mature, thoughtful, and neutral member of the CPC. She would understand public/private partnerships, and bring the benefits of her legal background to protecting the public's interests.

In short we hope that you will consider her for this appointment.

Best regards,

Sandy Ronan, Co-chair of CPC

Christine Pantano

From: Sandra Ronan <sandraronan1@gmail.com>
Sent: Thursday, December 18, 2014 12:43 PM
To: Carolyn Kirk
Cc: Christine Pantano; j.j.bell@hotmail.com; Barbara Silberman
Subject: CPC recommendation

Dear Mayor Kirk:

J.J. Bell and I are making another recommendation for an At Large position on the CPC, beginning February 15, 2015. This is one of two that we are making to fill the two At Large positions that J.J. and I have filled. Our terms are coming to an end this February 15, 2015.

We recommend Barbara Silberman, whom we feel would be an excellent fit on the Community Preservation Committee. She brings strong experience from the historic preservation field, an understanding of preservation easements, and experience working with foundations that gave money to appropriate applicants in the Philadelphia area before moving to Gloucester. Since she has been in Gloucester, she has ably directed the preservation of The Sargent-Murray House. This includes opening this fine museum in a more visible way to the public.

We hope you will consider her for this appointment to the CPC.

Best regards,

Sandy Ronan, Co-chair of CPC

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

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

March 4, 2015

Mr. Leon Doucette
26 Revere Street
Gloucester, MA 01930

Dear Leon:

Thank you for your interest in serving on the City of Gloucester's **Historical Commission**. I am pleased to appoint you to fill the unexpired term of Steve Pardee who has resigned. The term will expire on 2/14/2016. I have issued you a 90-day temporary appointment so that you can attend and vote at meetings until your appointment is confirmed by the City Council. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

Your appointment will be forwarded to the City Council for their meeting of March 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

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

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Sefatia Romeo Theken". The signature is fluid and cursive, with a large initial "S".

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council

January 14, 2014

Mayor Sefatia Romeo Theken
Gloucester City Hall
9 Dale Avenue
Gloucester, MA 01930

Dear Mayor Romeo Theken,

My name is Leon Doucette, and I'm writing to you in order to formally express my interest in becoming an alternate for the Gloucester Historical Commission.

I'm a Gloucester native myself, graduating from Gloucester High School in 2007, and after obtaining a degree in fine arts from The New Hampshire Institute of Art in Manchester, NH, I moved back home and have now been working as the curator's assistant at the Cape Ann Museum for over three years.

During that time with the museum I've gotten to know David Rhineland, who first introduced me to the Historical Commission. I've now sat in on a number of meetings, and am enthusiastic about what the Commission represents. David and I have been recently talking about the possibility of my joining, and upon his invitation I am seeking appointment as an alternate on the Commission. I'm very passionate about the history of this city and would love to play more of an active role in preserving it.

I look forward to hearing back from you and thanks in advance!

With regards,



Leon Doucette
26 Revere Street
Gloucester, MA 01930
H: 978-283-8843
C: 978-290-6036
W: 978-283-0455 ex.23 (Wed-Sat 9-5, Sun 12-4)

Section 8D. A city or town which accepts this section may establish an historical commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



CITY OF GLOUCESTER
OFFICE OF THE MAYOR

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

March 6, 2015

Ms. Linda Charpentier
4 St. Joseph Lane
Gloucester, MA 01930

Dear Ms. Charpentier:

Please accept my sincere thanks for your service on the City of Gloucester's Planning Board. We have been advised that you will be resigning your seat on that Board and it is with pleasure that I appoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of March 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective March 6, 2015. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

Sefat'a Romeo Theken
Mayor

cc: Mayor's Report to the City Council



CITY OF GLOUCESTER
Conservation Commission
3 Pond Road Gloucester MA 01930
978-281-9781
f 978-281-9779

January 29, 2015

The Honorable Sefatia Romeo Theken
9 Dale Avenue
Gloucester, MA 01930

RE: Appointment of Linda J. Charpentier to Conservation Commission

Dear Mayor Theken,

The purpose of this letter is to endorse, as Chair of the Gloucester Conservation Commission and on behalf of its sitting members, the appointment of Linda Charpentier to fill one of upcoming vacancies on that commission.

Ms. Charpentier's initial cover letter and resume expressing interest in the Commission are attached. That resume demonstrates that Ms. Charpentier has extremely strong credentials in environmental analysis, compliance and permitting, and we are confident she will make a significant and valuable contribution to our deliberations. She has taken the initiative to attend a recent meeting to meet our commissioners and to observe the nature and conduct of our work.

You may be familiar with Ms. Charpentier from her service of the city's Planning Board. She has recently expressed an interest in serving with the Commission in lieu of her continuing on that board. I understand she is taking appropriate steps to inform that board and if applicable smooth the transition to the Conservation Commission.

This expression of interest by Ms. Charpentier presents a rare opportunity for the Commission to fill one of two upcoming vacancies with a highly-qualified candidate in a timely and expeditiously manner. Finding qualified candidates for the Conservation Commission is often difficult. Her expertise is needed on our commission and I and my colleagues strongly urge her appointment.

If you have any questions or if there is anything I can do to expedite this appointment please feel free to reach me by telephone at 978-282-1933 or via email at rgulla@robertgulla.com. Thank you for your attention to this matter.

Sincerely yours,

Robert Gulla
Chair, Gloucester Conservation Commission

cc: Richard Noonan, Chair, City of Gloucester Planning Board (via email)

4 St. Joseph Lane
Gloucester, MA 01930
January 15, 2015

Mr. Ken Whittaker
Conservation
City hall
9 Dale Avenue
Gloucester, MA 01930

RE: Application for Seat on Conservation Commission

Dear Mr. Whittaker:

Pursuant to our correspondence earlier today, I am submitting a letter of interest for one of the upcoming seats on the Gloucester Conservation Commission. My resume is enclosed as well.

In summary, I have both formal education and over 20 years' experience in environmental management in 4 companies in the private sector. This experience includes interacting with EPA as well as with state environmental agencies (MA, NH, NJ, TX, KY, and CA) and local conservation commissions.

In my present position as Director Environmental Health & Safety at Boston Sand & Gravel, I am heavily involved with the types of issues that the Gloucester Con Com addresses – wetlands, deep water dock, process water, storm water and water conservation. I am familiar with Stormwater compliance from the perspective of a concrete producer and supplier on some of the largest construction sites in and around Boston. Our Charlestown plant holds and maintains a NPDES discharge permit to the Millers/Charles Rivers and maintains Stormwater and SPCC plans for its operations. When the Boston Water and Sewer Commission recently came under an EPA consent order, which mandated that BWSC ensure that all entities discharging to their system were in compliance with the Clean Water Act, EPA advised BWSC to meet with Boston Sand & Gravel as a model company to illustrate regulatory compliance with the Clean Water Act. BWSC hosted a group of 20 young environmental consultants involved with the consent order to tour our facility from an environmental and training perspective.

In short, I understand the regulations and the need to find balance between conservation and preservation on the one side and production and development on the other. I would be pleased for an opportunity to serve on the Gloucester Con Com and to leverage my knowledge and experience in assisting the Commission in its duties.

I look forward to hearing from you. My contact information is: licharp@comcast.net, Tel: 978-239-0702.

Respectfully,


Linda J. Charpentier

LINDA J CHARPENTIER

4 St. Joseph Lane, Gloucester, MA 01930 Tel: 978-239-0702 Email: ljcharp@comcast.net

Senior Operations and Risk Management Executive. Solutions driven professional with 40 years industrial experience in chemical, aerospace, automotive and construction industries. Management assignments in R&D, production, quality assurance, environmental, safety and risk management acquisitions/divestitures. Dynamic operations and project management career with consistent bottom line contributions in product development, production, quality, sustainability, regulatory compliance and loss avoidance. Strong and decisive leader with excellent analytical, team-building, communication, negotiating and coaching/mentoring skills.

Areas of Expertise

■ Chemicals ■ Concrete ■ Contracts ■ Due Diligence ■ Energy ■ Environmental ■ Fleet Management ■ Government Contracts ■ High Performance Materials ■ Loss Control ■ Management Systems ■ Manufacturing ■ Operations Management ■ Product Development ■ Quality ■ Risk Management ■ Safety – OSHA, MSHA, DOT ■ Strategic Planning ■ Sustainability ■ Training

Education

University of Illinois
Simmons College
Harvard School of Business
Bentley College

M.S. Physical/Inorganic Chemistry
B.S. Chemistry, Summa cum Laude
Business Management, Textron Executive Development Program
Environmental Management

Experience

BOSTON SAND & GRAVEL COMPANY, Boston, MA

2001- Present

Midsize business producing bulk materials for construction in 18 facilities in MA and NH.

Director Environmental Health & Safety.

- Designed/implemented corporate sustainability strategy –energy, gas, fuel reduction; water conservation; GHG tracking; energy/gas contracts; Demand Response; renewable (PV Solar) energy.
- Reporting jointly to CEO and CFO, designed/ implemented an environmental and safety risk management and compliance strategy, including management systems and internal audit. Achieved 80% reduction in vehicle accidents, 50% reduction in lost time injury rate, over \$1MM annual savings in insurance loss claims, zero environmental penalties since 2001.
- Negotiated conditions of a Consent Decree with US EPA and US DOJ, achieving a \$1.2MM reduction in proposed penalty based on compliance strategy and early closure of the Order due to accelerated implementation of mandated conditions.
- Drove cultural change to integrate EHS into business and operations strategically and tactically.

INTERNATIONAL SPECIALTY PRODUCTS (ISP)

1997 - 2000

Multinational Corporation producing specialty chemicals and mineral products

Director, EHS Performance Improvement Wayne, NJ

- Drove corporate EHS performance improvement plan. Implemented EHS corrective action tracking system for internal audits. Effected cultural change in corporate/plant communications, management/labor cooperation and employee accountability for safety. ISP Calvert City, KY plant (700 employees) nationally recognized as a union plant achieving major safety performance improvement: reduction of 50% in lost workdays, 33% in recordable injuries, \$500K/yr in claims.
- Provided environmental due diligence for 2 international acquisitions generating \$150 MM in annual revenue, plus several investigations of potential M&A targets.

Site Director, Freetown Specialty Materials, Freetown, MA

LINDA J CHARPENTIER

-Managed site transition from Polaroid to ISP, implementing new finance, purchasing, inventory and IT systems. Set foundation for mandated manufacturing and quality systems certifications (ISO 9000 and GMP) for new pharmaceutical intermediates and food additive processes.

POLAROID CORPORATION

1995 – 1998

Site Director Chemical Operations, Freetown, MA

- Managed operations and public relations for 55 acre, \$100MM site storing, producing and shipping photographic chemicals - . \$40MM/yr operating budget, 100 employees.
- Concurrently managed environmental compliance for Polaroid's \$80MM Chemical Operations division. Served as Operations Liaison on corporate EHS Strategy Committee.
- Guided \$68MM divestment of Freetown Chemical Operations from Polaroid into acquiring company, International Specialty Products (ISP)/Wayne, NJ. - Stabilized operations, developed/implemented employee retention plan, achieved Polaroid operating plan goals with no quality, safety or environmental incidents. Accomplished a safety milestone of 1500 accident free work days during transition.

TEXTRON SPECIALTY MATERIALS (TSM)

1982-1995

Subsidiary of Textron, Inc., TSM specialized in high performance materials for aerospace, defense, and commercial applications for extreme conditions.

Director of Manufacturing

- Responsible for operations, quality and costs for 3 manufacturing facilities with a total operating budget of \$25 MM, supporting \$50 MM per year in sales, or 63% of division sales.
- Appointed to President's Task Force on Business Process redesign.

Operations and Program Management

- Boosted revenue \$10 MM annually by effectively directing project to manufacture product in Saudi Arabia, reducing customer's costs and enhancing Middle Eastern sales.
- Sustained \$35 MM in revenue per year by initiating/leading a project to develop alternative for existing fire protection product that was the subject of patent infringement litigation and court order to cease production. Project completed 4 months ahead of schedule.
- Facilitated expansion of fire protection materials product line from \$5MM to \$35MM annually by implementing a project delivering 20% cycle time improvement, 60% throughput increase.
- Converted a failing specialty fiber process for Government contract products to profitability by forming and guiding cross-functional teams and implementing a waste reduction strategy: boosted yield 90%, trimmed manufacturing costs 50%, improved quality 50% and on-time delivery 80%.
- Cut employee turnover from 60% to almost 0 on a yearly basis by implementing enhanced worker training and communication programs.

Summary of Other Assignments at TSM: Promoted to Director, Environmental Health and Safety in 1994, shortly before recruitment by Polaroid. Appointed as Project Manager for design and upgrade of Material Management and Accounting Systems (1987-89), Served as Manager Quality Assurance (1984-88), and Senior Staff Scientist (1982-84).

Summary of Early Career

Provided technical service on WR Grace automotive coatings to VW/USA, Toyota, Honda, and GM. Conducted process development research as Sr. Chemist with Dow Chemical Company. Served as a Research Associate at the University of Kiel, Germany. Selected as Research Intern/Nuclear Engineering Dept. with Brookhaven National Laboratory, NY

Other Job Related Skills

- Foreign work experience
- Foreign language skills - German.
- Small business entrepreneur – owned/operated small business - hospitality industry
- Board of Directors, Lab Safety Institute (non-profit organization)
- Planning Board City of Gloucester

ARTICLE III. CONSERVATION COMMISSION*

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

Sec. 16-30. Created.

There is hereby created a conservation commission under the authority of M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-328)

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

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

(Code 1970, § 2-329)

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

Sec. 16-32. Powers and duties.

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

(Code 1970, § 2-330)

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

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

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

(c) Lands used for farming or agriculture, as defined in M.G.L.A. c. 128, § 1A shall not be taken by eminent domain under the authority of this section.

(Code 1970, § 2-331)

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

Sec. 16-34. Rules and regulations; penalty for violations thereof.

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

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

Secs. 16-35--16-44. Reserved.

ARTICLE IV. RESERVED*

***Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

ARTICLE V. HISTORIC DISTRICT*

***State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

Sec. 16-60. Purpose.

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

State law reference(s)--Similar provisions, M.G.L.A. c. 40C, § 2.

Sec. 16-61. Created.

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

State law reference(s)--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

Sec. 16-62. Historic district commission--Established; membership; term of office; office.