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GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, February 1, 2016 – 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. A. New Appointments:

Zoning Board of Appeals	H. Sage Walcott-Alternate Member	TTE 02/14/18
Historical Commission	Sandy Barry-Alternate Member	TTE 02/14/18
Council on Aging	Greg Verga	TTE 02/14/19
Conservation Commission	William Cook	TTE 02/14/19

B. Management Reappointments:

Purchasing Agent	Donna Compton	TTE 02/14/17
Community Development Director	Tom Daniel	TTE 02/14/17
Chief Administrative Officer	James Destino	TTE 02/14/17
Chief Financial Officer	John Dunn	TTE 02/14/17
City Engineer	Paul Keane	TTE 02/14/17
General Counsel	Charles “Chip” Payson	TTE 02/14/17
Building Inspector	William Sanborn	TTE 02/14/17
Director of Public Works	Michael Hale	TTE 02/14/18
Assistant Director of Public Works	Mark Cole	TTE 02/14/18
Principal Assessor	Nancy Papows	TTE 02/14/19

- 2. CC2015-044 (Verga, Cox) Amend GCO Sec. 9-12 re: Prohibition of plastic checkout bags (Cont'd from 12-07-15)**
- 3. CC2015-046 (McGeary) Amend GCO Sections 21-84 (c) (g) and Section 21-85 (b) to consider the recommendation of the Planning & Development Committee**
- 4. CC2016- 001 (Cox) Amend GCO Sec. 22-269 “Stop Intersections” by adding stop signs at the intersection of Perkins & Mt. Vernon Streets**
- 5. CC2016-002 (Cox) City Council requests the Traffic Commission to conduct a study of tractor trailer parking on Rogers Street**
- 6. CC2016-003 (Gilman) Request that the soon-to-be rehabilitated baseball/softball field adjacent to Wilson Field (Dr. Osman Babson Road) be dedicated to a long-tenured Board Member and volunteer of the Gloucester Little League**

COMMITTEE

Chair, Councilor Steven LeBlanc
Vice Chair, Councilor Jamie O’Hara

Councilor Sean Nolan

CC: Jim Destino
Linda T. Lowe
Chip Payson
Donna Compton
Tom Daniel
John Dunn
Paul Keane
Bill Sanborn
Mike Hale/Mark Cole
Nancy Papows

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 5, 2016

Mr. H. Sage Walcott
359 Western Avenue
Gloucester, MA 01930

Dear Sage:

I am pleased to appoint you to a two year term as an **alternate** member of the City of Gloucester's **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of January 12, 2016. 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.

Should the need arise for your participation in a ZBA meeting before your appointment confirmation is finalized, I have issued you a 90 day temporary appointment. Please report to the City Clerk's office to pick up your appointment card 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 informaton, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council
James Movalli, Chair-Zoning Board of Appeals

H. Sage Walcott
359 Western Avenue
Gloucester, MA 01930

12/11/2015

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

Dear Mayor,

I am writing to advise you that I am interested in applying for a position on the Zoning Board of Appeals. I understand that there is an alternate position still open and I would very much like to fill that slot. I have, as I think you know, spoken to Mr. Destino about this and I also sat in on the last meeting of the Board where I had the chance to observe the proceedings and to meet the current members, two of whom I already know very well.

As for my qualifications, I have lived in Gloucester for over 40 years so I know and have loved the city for a long time. I have not been greatly active in politics but as for experience, I served as City Solicitor for a number of years, first under Paul Talbot when he was City Manager and subsequently, under Mayor Leo Alper. As City Solicitor I was, of course, involved with almost all of the different legal aspects of the City and did argue and win a city zoning case before the Supreme Judicial Court of Massachusetts.

Thank you for your consideration in this matter;

Sincerely,



Sage Walcott

1.4 ORGANIZATION AND ADMINISTRATION OF THE ZONING BOARD OF APPEALS

1.4.1 Membership

In accordance with MGL Chapter 40A there shall be a Zoning Board of Appeals, which shall consist of five members and two associate members, all of whom shall be residents of the City of Gloucester and who shall be appointed by the Mayor, subject to confirmation by the City Council. Each member and associate member shall have been a resident of the City of Gloucester for at least three years prior to his or her appointment to the board. Members shall be appointed for a term of three years; associate members shall be appointed for a term of two years. Members and associate members may be reappointed to successive terms. Vacancies on the board shall be filled in the same manner as other appointments, except that any member or associate member appointed to fill the unexpired term of a member or associate member who has resigned or who otherwise is no longer on the board shall serve only for the duration of said unexpired term, following which such member or associate member shall be eligible for reappointment as specified herein.

1.4.2 Duties of Associate Members

The chairperson of the Zoning Board of Appeals shall designate one of the board's associate members to act as a member of the board in the case of the absence, inability to act or conflict of interest of another member. The chairperson shall designate an associate member to act as a member in the event of a vacancy on the board, until said vacancy is filled.

1.4.3 Quorum

A quorum of the Zoning Board of Appeals shall consist of four members and associate members. No more than five members and associate members shall vote on any matter before the board. No member or associate member may vote on a matter before the board unless he or she has attended all board hearings at which evidence was presented on said matter. Provided, however, that a board member shall not be disqualified from voting on the matter solely due to that member's absence from a single session of the hearing at which testimony or other evidence was received. Before any such vote, the member shall certify in writing that he or she has examined all testimony or other evidence received at the missed session, by review of an audio or video recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing in accordance, with MGL Chapter 39 Sec 23D.

1.4.4 Conflict of Interest

No member or associate member of the Zoning Board of Appeals shall appear before the board on behalf of any party in any matter pending before it.

1.4.5 Officers

The members of the Zoning Board of Appeals shall annually elect one member as chairperson, who shall preside at all meetings. The members shall also elect a vice chairperson to act in the absence of the chairperson, and a secretary, and shall prescribe rules for the conduct of board affairs.

1.4.6 Removal for Cause

A member or associate member of the Zoning Board of Appeals may be removed by the Mayor, but only for cause, and only after written charges have been filed and a public hearing held.

1.4.7 Minutes

The Zoning Board of Appeals shall keep minutes of its meetings, which shall show the vote of each member upon each question. All such minutes shall be public records, and shall be filed with the City Clerk.

**PART I ADMINISTRATION OF THE GOVERNMENT****TITLE VII CITIES, TOWNS AND DISTRICTS****CHAPTER 40A ZONING****Section 12 Boards of appeal; membership; rules**

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.

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Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 5, 2016

Ms. Sandy Barry
7 Rose Lane
Gloucester, MA 01930

Dear Ms. Barry:

Thank you for your interest in serving on the City of Gloucester's **Historical Commission**. I am pleased to appoint you to a three year term as an Alternate Member on the Commission. I have issued you a 90-day temporary appointment so that you can attend and vote at meetings, as necessary, 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 January 12, 2016. 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,

Sefara Romeo Theken
Mayor

cc: Mayor's Report to the City Council
David Rhinelanders/Mary Ellen Lepionka, Co-Chairs-Historical Commission

To: Mayor Sefatia Romero Theken
Date: December 5, 2015

From: Sandy Barry
7 Rose Lane
Gloucester MA 01930
Phone: 978 500-7854

Subject: Historical Commission Alternate

Dear Mayor Theken:

I would like to ask for your approval to join the Historical Commission as an Alternate. I am dedicated to preserving and protecting Gloucester's historical assets. I believe in developing a public awareness and appreciation of Gloucester's historic resources.

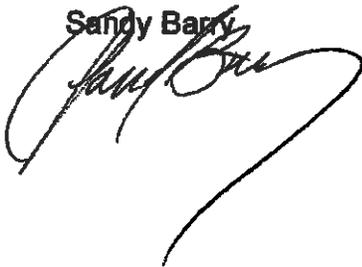
I've lived in Gloucester for 18 years and I've given back to the community in several ways - I'm a member of the Historical Burial Grounds Subcommittee, on the board of Cape Ann Trail Stewards, Friends of Dogtown, and volunteer at Cape Ann Animal Aid.

Main goals in joining the Commission –

- 1. Build a Historical Commission Website**
- 2. Assist in digitizing our historic archives to preserve them and enable researches to access them on-line**
- 3. Preserve the historic burial grounds**
- 4. Focus on our early American fishing heritage and its history**

Sincerely yours,

Sandy Barry

A handwritten signature in black ink, appearing to read "Sandy Barry", written over the printed name.



Gloucester Historical Commission
Gloucester City Hall
9 Dale Avenue
Gloucester, MA 01930

December 5, 2015

Dear Mayor Theken,

The Gloucester Historical Commission would like to let you know that we support the appointment of Sandy Barry of 7 Rose Lane to the Historical Commission as a new Alternate Member, for which we have a vacancy.

Sandy has been actively engaged as a volunteer in the preservation of Gloucester's historic cemeteries-- First Parish, Clark, and Second Parish, and is interested in reestablishing a Cemetery Committee. She is also an active member of the Friends of Dogtown and the Cape Ann Trail Stewards, and serves as a steward for the Pole Hill Native Solar Observatory.

Sandy has attended and enthusiastically contributed to GHC meetings, and has volunteered to help prepare for the 2016 Preservation Awards ceremony, which will take place on May 14 at the Cape Ann Museum in honor of National Historic Preservation Month.

Sandy has the kind of background we need for the work we are trying to do. We have asked her to send you her letter of interest and resume, and we are sending this letter in support of her application.

Thank you very much for your consideration.

Sincerely,

Mary Ellen Lepionka and David Rhineland
Co-Chairs, Gloucester Historical Commission
By unanimous vote of the Commission members



THE 189TH GENERAL COURT OF THE COMMONWEALTH OF MASSACHUSETTS

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PART I

TITLE VII

CHAPTER 40

Section 8D

Massachusetts Laws

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General Laws

PART I

ADMINISTRATION OF THE GOVERNMENT

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CITIES, TOWNS AND DISTRICTS

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CHAPTER 40

POWERS AND DUTIES OF CITIES AND TOWNS

PREV NEXT

Section 8D

Historical commission; establishment; powers and duties

PREV NEXT

[Text of section effective until April 2, 2014. For text effective April 2, 2014, see below.]

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.

Chapter 40: Section 8D. Historical commission; establishment; powers and duties

[Text of section as amended by 2013, 193, Secs. 1 to 3 effective April 2, 2014. For text effective until April 2, 2014, see above.]

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

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City Hall
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Gloucester, MA 01930



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

**CITY OF GLOUCESTER
OFFICE OF THE MAYOR**

January 1, 2016

Mr. Greg Verga
381 Essex Avenue
Gloucester, MA 01930

Dear Greg:

Thank you for your interest in serving on the City of Gloucester's **Council on Aging**. I am pleased to appoint you to a three year term on the COA. So you can attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment.

Your appointment will be forwarded to the City Council for their meeting of January 12, 2016 and will be referred out to the next Ordinance and Administration subcommittee meeting. You will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

At your convenience, please report to the City Clerk's office to pick up your appointment card and be sworn in.

Thank you again, Greg, for volunteering your time on behalf of the City of Gloucester. I 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Sefatja Romeo Theken". The signature is fluid and cursive.

Sefatja Romeo Theken
Mayor

cc: Mayor's Report to the City Council
Lucy Sheehan, Senior Center Coordinator

Christine Pantano

From: Sefatia Romeo Theken
Sent: Tuesday, November 10, 2015 4:26 PM
To: Jim Destino; Christine Pantano
Subject: FW: Council of Aging appointment
Attachments: GregVergaResume_nov2015.doc

From: gergverg@gmail.com [<mailto:gergverg@gmail.com>] **On Behalf Of** Greg Verga
Sent: Tuesday, November 10, 2015 4:21 PM
To: Sefatia Romeo Theken
Subject: Council of Aging appointment

Mayor Theken,

Per our recent phone conversations please accept this email as my official letter of interest for an appointment to the Council on Aging Board of Directors.

At the end of this year I will be completing my third term as a member of the Gloucester City Council. My membership on the Gloucester Fisheries Commission will also conclude as I currently serve as a representative from the City Council.

It is my desire to stay involved and help out our City and I believe that the Council on Aging would be a good fit for me. My parents, in-laws and countless uncles and aunts - all Gloucester residents - are now among our seniors. I would like to do my part for them and all of Gloucester's seniors.

I am ready to go now rather than wait until my City Council term is up at the end of the year. It is my understanding that a vacancy does now exist.

Attached is my full resume for review.

I look forward to answering any questions that you and the Ordinance and Administration Committee may have.

Sincerely,

--

Greg Verga
381 Essex Avenue | Gloucester, MA 01930

508-284-3399

www.VergaRE.com

www.GregVerga.com

OBJECTIVE	Appointment to The Council on Aging Board of Directors	
EDUCATION	<p>Salem State College, May 1999, B.S. Communications, concentration Public Relations, minor Marketing Earned degree attending evening classes while working full-time Graduated Cum Laude</p> <p>Gloucester High School, June 1986 Class Vice President Student Council Member</p>	
CIVIC EXPERIENCE	Elected Member Gloucester City Council	Jan 2010 – Present
	<i>City Councilor At-Large</i>	Jan 2014 – Present
	<i>Ward Five City Councilor (Magnolia & West Gloucester)</i>	Jan 2010 – Jan 2014
	• Chairman Planning & Development Committee	Aug 2013 - Present
	• Member Planning & Development Committee	Jan 2010 - Present
	Elected Member Gloucester School Committee	Jan 2002 – Jan 2010
	• Chairman (Jan 2008 – Jan 2010)	
	• Vice Chairman (Jan 2006 – Jan 2008)	
	Appointed Member Gloucester Fisheries Commission	2012 – Present
	Appointed Member Harbor Planning Committee	2012 – 2014
	City Council rep Newell Stadium Bldg Committee	2012 - Present
	Appointed Member Facilities Capital Mgt. Committee	2009 – 2010
PROFESSIONAL EXPERIENCE	RE/MAX Advantage Real Estate, Gloucester, MA <i>Associate Broker / Realtor®</i>	Aug 2012 – Present
	• Assisted Buyers and Sellers in property transactions throughout North Shore area	
	• Assisted Landlords and Tenants in lease of units throughout Cape Ann area	
	North Shore's Gold Coast Real Estate, Gloucester, MA <i>Associate Broker / Realtor®</i>	May 2007 – Aug 2012

**PROFESSIONAL
EXPERIENCE**
(continued)

- Licensed Massachusetts Real Estate Broker Nov 2008

- Assisted Buyers and Sellers in property transactions throughout North Shore area
- Assisted Landlords and Tenants in lease of units throughout the Cape Ann area

Carlson Real Estate, Gloucester, MA
Realtor®

Feb 2005 – May 2007

- Licensed Massachusetts Real Estate Salesperson Feb 2005
- Assisted Buyers and Sellers in property transactions throughout Cape Ann area

Precise Time and Frequency Inc., Peabody, MA
Marketing Manager

Jan 2003 – Nov 2004

- Responsible for all aspects of company tradeshow program
- Created ad copy and layout, negotiated insertion programs in trade publications
- Wrote press releases and worked with trade publication editors for coverage
- Webmaster for Company website
- Responsible for creating and updating Product Catalog and Datasheets
- Maintained customer/prospect database (Act! 2000)
- Created *ptf-fyi* E-newsletter to keep customers, prospects and Reps up-to-date

Other Responsibilities

- Prepared Company for ISO Registration as ISO Management Representative
- Setup Test Lab and tested product for final release
- Served as "unofficial" Network Administrator

Datum-Timing, Test & Measurement, Beverly, MA
Marketing Communications Specialist

Nov 2000 – Jan 2003

- Designed collateral material and negotiated price and delivery with printers
- Created ad copy and layout, negotiated insertion programs in trade publications
- Instrumental in arranging and creating material for 2001 Rep Conference in Florida
- Organized Ground Breaking Ceremony for building expansion project
- Introduced *Datum Planet* newsletter as a promotional tool for sales force
- Maintained Demo Equipment Inventory and consignment to Reps worldwide
- Oversaw and contributed Division content to corporate website
- ISO 9000:2000 Core Team Member

- Received *President's Action Bonus Program Award for Effective Teamwork*

**PROFESSIONAL
EXPERIENCE**
(continued)

Bematek Systems, Inc., Beverly, MA
Sales & Marketing Coordinator

May 1999 – Sep 2000

- Designed product specification sheets and literature
- Worked with industrial journal editors to facilitate company press releases
- Created ad copy and layout
- Negotiated prices and arranged ad insertions with publications
- Handled all prospect requests for information
- Wrote sales letters and coordinated all follow-up communications
- Created and maintained company website

Bomco Inc., Gloucester, MA
Material Control Coordinator

April 1996 – May 1999

- Certified as ISO 9000 Internal Auditor
- Created ISO Procedures and Work Instructions
- Edited material and service requisitions
- Verified accuracy of incoming certifications
- Compiled and signed off certification packages for finished product

Bomco Inc., Gloucester, MA
Shipper

Aug 1987 – March 1996

- Setup and maintained computerized inventory system
- Packed product and prepared shipping documents
- Arranged delivery and pickup for all product

COMMUNITY

- FirstR Foundation
 - Board Member (2011 – 2014)
 - Volunteer Reader (2003 – Present)
- Founding Member Gloucester Fisherman Athletic Association (GFAA)
- West Parish Building Committee (1999 – 2000)
- West Parish Site Base Management Council (2000 – 2002)

**PERSONAL/
HOBBIES**

- Published author of children's book "Fresh Eggs"
- Recording original music in home studio – bass, guitar, ukulele, drums

Greg Verga
381 Essex Avenue
Gloucester, MA 01930-2349
Phone: 978-325-4543
Mobile: 508-284-3399
E-mail: greg@gregverga.com

- Bass player for 1980's cover band The Wave
- Raising ducks, geese and chickens

DIVISION 4. - COUNCIL ON AGING

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

There is hereby established a council on aging governed by a board of directors of up to 11 members. The director of public works, the chairperson of the board of health or their respective representatives, shall serve as ex officio members of the board of directors. The board of directors are further governed by the council on aging bylaws created in November of 2004.

(Code 1970, § 2-343; Ord. of 2-22-1977, § 1; Ord. of 5-27-1986, § I; Ord. of 2-1-2005(01), § I(2-440))

State Law reference— Municipal authority to establish council for the aging, M.G.L. c. 40, § 8B.

Sec. 2-441. - Members not compensated.

The members of the council on aging shall serve without compensation.

(Code 1970, § 2-344; Ord. of 2-1-2005(01), § I(2-441))

Sec. 2-442. - Designation of officers.

The officers of the council on aging shall consist of a chairperson, co-chairperson or vice-chairperson, secretary and treasurer.

(Code 1970, § 2-345; Ord. No. 25-1996, § J, 4-18-1995; Ord. of 2-1-2005(01), § I(2-442))

Sec. 2-443. - Supervision.

The council on aging shall be under the administrative supervision of the mayor.

(Code 1970, § 2-346; Ord. of 2-1-2005(01), § I(2-443))

Sec. 2-444. - Mission.

It shall be the mission of the council on aging to serve as a focal point where seniors and their families can access the local, state and federal network of elder services, while providing an integrated array of health, educational recreational, and social programs for older men and women.

(Code 1970, § 2-347; Ord. of 2-1-2005(01), § I(2-444))

Secs. 2-445—2-449. - Reserved.

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Nine Dale Avenue
Gloucester, MA 01930



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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 20, 2016

Mr. William E. Cook
2 Longview Road
Gloucester, MA 01930

Dear Mr. Cook:

Thank you for your interest in serving on the City of Gloucester's Conservation Commission. I am pleased to appoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of January 26, 2016. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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

**Sefatia Romeo Theken
Mayor, City of Gloucester**

Dear Mayor Theken,

I recently met with the Gloucester Conservation Committee to discuss an opening on the committee. The meeting went well and I am now asking for your consideration and appointment.

I make myself available to meet with you and to answer any questions or discuss any concerns regarding an appointment. Please reach out to me directly.

My wife and I are celebrating our third winter as full time residents. I/we've summered here since the early 50's. I have always loved the city and would now like to become more involved.

After serving in US Army, I attended Wentworth Institute and then Northeastern University. I worked in the Wilmington area for 30 years and am now working for EMC Corporation.

Sincerely

William (Bill) Cook

Cell: 781-526-4913

Home: 978-283-4462

williamecook@comcast.net

2 Longview Road

Gloucester, MA 01930

WILLIAM E. COOK

2 Longview Road, Gloucester, MA 01930
781.526.4913 | williamecook@comcast.net

SUMMARY

Hands-on Analyst with ability to understand issues and deliver creative, robust solutions to satisfy business needs. Key contributor and primary link between production and supply chain business users and SAP team throughout numerous implementations. Supported daily key business operations across multiple sites. Proven managerial experience in new product / process development and ongoing manufacturing operations.

TECHNICAL EXPERTISE

- SAP PP and MM Configuration and Application Support Experience
- MS Word, Excel, PowerPoint, Project, Access
- Process Evaluation and Improvement
- Lean Manufacturing and 6-Sigma Techniques
- Team Building and Development

EXPERIENCE

EMC Corporation

June 2014 –Current

Principal Business Systems Analyst

Currently supporting existing Manufacturing and Shipping processes, working with business users to understand and resolve issues as they arise. Responsible for smooth incorporation of Propel R3 changes in these areas from the Analyze, Design and Build phases through Test and Deployment.

Accenture Consulting, Boston, MA

July 2011-June 2014

Business & System Integration team Lead

Engaged with a leading provider of hardware and software solutions for data storage(EMC).

During the EMC's initial SAP implementation(R1) was responsible for developing, testing & supporting processes for their global manufacturing. These included all activities related to production orders, order processing, genealogy and logistics.

During the R3 phase was responsible for analysis of production legacy systems for replacement consideration and review of all production and logistic processes for potential impact by the new Sales Order configuration processes.

Oxford International

Independent Consultant

Mar-July 2011

Responsible for supporting N.A. SAP implementation for major Aerospace system and component manufacturer. Lead efforts to identify problems with production data and processes. Worked with all levels to develop and implement corrective actions across multiple sites.

AGFA Corp., Wilmington, MA

\$500M multi-national corporation that develops, produces, and distributes extensive range of analog and digital imaging systems and IT solutions, mainly for printing and healthcare sectors.

SAP Business Analyst

1998–2009

- Managed, analyzed, and designed SAP tasks and projects of varying sizes.
- Configured and maintained Production Planning and Material Master modules across all US sites.

- Functioned as primary SAP contact and support for all US production facilities. Developed solutions to effectively integrate business processes and data to improve overall efficiencies.
- Worked closely with business users to establish and maintain MRP criteria and requirements to effectively reduce inventory levels.
- Designed, tested, and maintained SAP data loads to support business users, including loading of Material Master, MRP, and Production BOM and routing data.
- Worked closely with users to identify solutions to eliminate or reduce repetitive tasks.
- Primary SAP Production and Planning instructor for implementations. Developed training material and maintained training database to provide consistent and realistic training to business users.
- Analyzed and developed conversion of data from newly acquired firm into company's SAP system.
- Maintained synchronous planning data between multiple systems by designing and implementing effective transfer process.
- Created programming specifications for enhancements to SAP User Exits to allow for customized solutions.
- Implemented and monitored several electronic interfaces between headquarters in Belgium and US ERP system, increasing speed and efficiency of data exchanges.

Production Manager

1996–1998

- Contributed as key member of business team for initial SAP implementation at systems manufacturing facility. Worked with SAP team to establish business needs and evaluate SAP capabilities to determine process re-engineering opportunities.
- Established and developed self-directed work teams across multiple product lines to meet daily requirements, reduce cost, and improve product reliability.
- Worked closely with Engineering and Procurement to manage implementation of significant changes.

OTHER RELEVANT EXPERIENCE

Outstanding track record as **Quality Assurance Manager, Receiving and Material Analysis Lab Supervisor, New Product Production Supervisor, and Supervisor, Manufacturing and Manufacturing Engineering**

MILITARY

U.S. Army

Infantry Squad Leader, Honorable Discharge

EDUCATION

MBA Coursework, Lesley College

Bachelor of Science, Industrial Technology, Northeastern University, Boston, MA

Associate of Science, Electronic Technology, Wentworth Institute of Technology, Boston, MA



CITY OF GLOUCESTER
Conservation Commission
3 Pond Road Gloucester MA 01930
978-282-8008

December 23, 2015

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

RE: Request For Appointment of William E. Cook 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 William E. (Bill) Cook to fill an existing vacancy on that commission.

Mr. Cook's resume and letter of interest in the Commission are attached. His resume demonstrates strong technical and business credentials that are important to our deliberations and we are confident he will make a significant and valuable contribution to the Commission and to Gloucester in general. Mr. Cook has already taken the initiative to meet the commissioners at our most recent meeting and to observe the nature and conduct of our work. He has expressed a willingness to become even more familiar with the rules and regulations that inform our permitting decisions and we expect his participation and study to continue up to and beyond his time of his appointment

This expression of interest by Mr. Cook presents a welcome opportunity for the Commission to fill a current vacancy with a qualified and committed candidate in a timely manner. Finding qualified candidates for the Conservation Commission is often difficult but we believe we have done quite well in this case. Mr. Cook's talents and experience are needed on our commission and I and my colleagues strongly urge his 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@roberrtgulla.com. Thank you for your attention to this matter.

Sincerely yours,

Robert Gulla
Chair, Gloucester Conservation Commission

Sec. 16-30. - Created.

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

(Code 1970, § 2-328)

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

The conservation commission shall consist of seven 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 years.

(Code 1970, § 2-329)

State Law reference— Similar provisions, M.G.L. 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. c. 40, § 8C.

(Code 1970, § 2-330)

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**

TO: City Council
FROM: Mayor Romeo Theken
RE: Management Reappointments
DATE: January 4, 2016

I am pleased to submit the following management reappointments to be effective February 14, 2016:

Donna Compton, Purchasing Agent: The Purchasing Department is regulated by state and municipal laws, and per the Inspector General, only certified Chief Procurement Officer's (CPO) may issue a Request for Proposals (RFP). Donna is a Massachusetts Certified Public Purchasing Officer (MCPPO) and was appointed CPO in August 2009 by the Inspector General (the city's title for this certified position is Purchasing Agent). Donna has a thorough knowledge of all pertinent Massachusetts General Laws and consistently keeps up with any changes in them that may apply to purchasing. Two of the more complex projects that Donna has worked on over the past year were the Request for Proposals (RFP) for the Disposition of the Fuller Site and the building of the West Parish School which is on budget and on schedule. Some of the Invitations for Bids (IFB) that kept purchasing extremely busy were the Blynman Canal & Stacy Blvd Bulkhead Improvement Project, Little River Stream Naturalization and Restoration and the new boilers at the Beeman Elementary School and O'Maley Middle School.

Donna and her staff work well with all city and school departments, as well as many boards and commissions giving guidance, advice and working with them to prepare a bid document that will lead to a successful bid and then a contract. The City and Schools Invitation for Bids, Request for Proposals and Contracts issued successfully in Fiscal Year 2015 totaled 168, in addition to approving 3,909 purchase orders amounting to the total of \$42,830,000.00.

It is with great pleasure that I put forward Donna Compton for a one year term to expire on February 14, 2017.

Tom Daniel, Community Development Director: The Community Development Department works to enhance the quality of life of Gloucester's citizens, conserve natural resources, and strengthen the community's assets. Over the past calendar year, Tom Daniel has continued to manage the department to effectively accomplish its mission.

Tom and the Community Development Department team have continued to work on business retention, expansion, and attraction opportunities. Among the businesses that have received services in 2015 are Common Crow (small business loan), Audrey's Florist (small business loan), Mortillaro's Lobster (TIF), and Gloucester Seafood Processing (technical assistance).

The economic development framework for the waterfront is to support the three main sectors: fishing and seafood processing, tourism, and emerging marine, science and technology uses. Tom and the department worked in all of these areas. A highlight of the year was the team effort to

showcase Gloucester at the 2015 North American Seafood Expo which included a Gloucester tour with more than 25 international business people and a meeting with local businesses. Tom has partnered with the EDIC in looking at an ocean cluster framework to support Gloucester's working waterfront.

Other economic development efforts included securing a \$550,000 grant from the US Economic Development Administration for sewer infrastructure work in Blackburn Industrial Park that will benefit several businesses. In addition, Tom has been a key member of the interdepartmental team working on the disposition of the Fuller site.

Building from planning work completed in 2014, Tom worked to help launch the new Destination Marketing Organization (DMO) that will be focused on marketing Gloucester to visitors. The launch involved transitioning roles of the former DMO and the Tourism Commission. The new DMO Board held its first meeting in November 2015, and with support from the Administration, the visitor-based economy is headed in a positive direction.

The 2013 *Downtown Work Plan* process resulted in several action items that Tom continued to work on in 2015. A small but important project—a directional map kiosk—was installed at the train station and received funding support from the Harbortown Cultural District. The second annual HarborWalk Summer Cinema series was very successful, and the Public Works Department completed street and sidewalk improvements along Railroad Avenue. Another outcome of the *Downtown Work Plan* was looking at form-based code around the train station consistent with the 2014 *Reimagining Railroad: Strengthening Connections Downtown* planning project. Tom continued as Chair of the Harbortown Cultural District in 2015. The Cultural District hosted monthly meet-ups to encourage communication and secured a \$4,000 Mass Cultural Council (MCC) grant to support 2016 activities. Tom continues to look at how common objectives among City plans, the cultural district, tourism, and downtown organizations can be advanced.

In addition to the form based code analysis, the Community Development Department managed several planning projects including the *Climate Change Vulnerability Assessment Study*, the *Five-Year Consolidated Plan* and *Annual Action Plan*.

Tom supervised the department management of \$5.3 million in grant-funded projects and programs including improvements to the Oval playground, leasing of electric vehicles, LED streetlight conversion, Little River restoration project, public services, public facilities, and CPA projects as well as ongoing programs such as brownfields, First Time Homebuyer, and Housing Rehab. Included in the \$5.3 million total is \$1.32 million awarded by the US Department of Housing and Urban Development in a highly competitive national grant to launch a lead abatement program. The new program will be fully rolled out in 2016.

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

In 2016, Tom will continue to work with businesses for retention, expansion, and attraction purposes. Implementation of plans will focus on zoning work resulting from the update to the Harbor Plan and tasks in the Port Recovery Plan. The housing production plan, currently in development with the Metropolitan Area Planning Council, will be completed in 2016 and will provide a framework for moving forward with securing additional affordable housing. Regulatory revisions, such as form-based code, to support downtown investment consistent with the *Downtown Work Plan* and *Reimagining Railroad* study will be advanced. The department will continue to pursue grant funding to support City initiatives, reduce municipal costs, and address community needs.

Work to support arts and culture for economic development will continue. In addition to working with the cultural districts and creative economy partners, Tom will be working with the soon-to-be-hired manager of the Arts and Culture Initiative (funded by MCC) which is focused on the planning, research, and creation of a City office for arts and cultural development.

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

It is with great pleasure that I put forward Tom Daniel for a one year term to expire February 14, 2017, as Community Development Director.

James Destino, Chief Administrative Officer: Mr. Destino was hired as Chief Administrative Officer for the City of Gloucester in January, 2015. Jim stepped right into the role and his performance has been excellent. He was quick to get up to speed on many initiatives and has established strong relationships with the many people who interact with the Mayor's office both internally and externally on a daily basis.

In addition to directly managing the various departments, Jim is overseeing many important projects underway in the city such as the Requests for Proposals for the Fuller School property, customer service initiatives at City Hall annex on Pond Road, and a recreational boating report to expand economic and harbor/river opportunities in the city to name just a few.

Jim's extensive knowledge of the city's budget has been invaluable. During the past year, he wrote the financial policy calling for certified free cash to be placed into accounts to help finance capital needs, as well as maintenance on our buildings, this policy will limit the use of one-time money on reoccurring expenses, therefore strengthening the City's financial position and he also guided the City through one of the most successful budget reviews in recent years. He is my appointee as chair of Cape Ann Transportation Authority and he will lead the negotiation team for the city's collective bargaining agreements set to expire this July.

Operationally, he serves as the liaison to the City Council, handles most constituent concerns out of the Mayor's office, and controls employee issues and crisis response for all departments.

It is with great pleasure that I put James Destino forward for a one year term to expire February 14, 2017, as Chief Administrative Officer.

John Dunn, Chief Financial Officer: Principal payments of \$12.2 million and interest payments of \$3.7 million were made on long term debt outstanding during Fiscal 2015. In February the City issued \$6.7 million in long term debt consisting of \$3.2 million in new money for a number of capital projects and \$3.5 million of refunding debt for bonds originally issue in 2005 and 2006. Market response was strong as we received six bids ranging from a low of 1.92% to a high of 2.17%. Also during the year, we converted \$17.1 million of water interim loan notes with the Massachusetts Clean Water Trust to permanent debt at a rate of 2.0%. Total long term debt outstanding at year end was \$136.4 million across all funds. During this process, Standard and Poor's Rating Services affirmed the City's AA/Stable rating.

Working with the Administration and department managers, John assembled and presented to the City Council a balanced \$103.1 million General Fund budget as well as balanced Enterprise Fund budgets on May 5, 2015. During the budget process, John provided support to the Budget and Finance Committee as they reviewed revenues and expenditures. It is notable that neither the Committee nor the Council made any significant changes to the budget as presented.

We ended Fiscal 2015 with an approximately \$1.34 million positive variance in revenues collected due in large part to \$721,000 collected as a result of tax title activities. This amount helped to replenish the free cash appropriated for Fiscal 2015 expenses.

Working with the Auditor's office, John certified over \$3.45 million in General Fund free cash in October 2015 as well as lesser amounts in the Enterprise Funds.

Again, working with the Auditor's office and the Assessor's office, John we conducted the City Council tax classification hearing and submitted the "Recap" documentation to the DOR Division of Local Services and received certification of the Fiscal 2016 tax rates on November 20, 2015.

The Treasurer/Collector's office completed the conversion of our parking ticket collection management to Kelley & Ryan Associates, the vendor that also provides processing of our Motor Vehicle Excise tax. By combining the two functions with one vendor, we get more efficient processing of these two collection activities and provide better service to the public.

During the course of the year, John was in regular attendance at both City Council meetings and Budget and Finance Committee meetings to represent the Administration on the various initiatives presented for approval.

It is with great pleasure that I put forward John Dunn for a one year term to expire February 14, 2017 as Chief Financial Officer.

Paul Keane, City Engineer: In the preceding year, Paul has been responsible for or involved with the following principal projects and activities:

Drain Plan Review: A significant portion of Paul's time is spent reviewing Drain Plans as required by the City's Zoning Ordinance, which involves communications with design consultants, property owners, developers, builders, realtors, abutters and City departments, especially Building, Planning and DPW.

Site Plan and Other Permit Reviews: Another significant portion of Paul's time is spent reviewing, as may be requested by various departments such as Planning, Building, Conservation Commission, Fire Department and Legal Department, various plans submitted in support of various applications such as for common driveway special permits, road improvement plans, subdivision plans, site plans, orders of condition from the Conservation Commission, City Council Special Permits, etc.

Engineering Services: From time to time, Paul is asked to provide engineering advice and services to various departments on various matters including most generally DPW, Health Department, Planning, Conservation Commission, Building Department, Fire Department, Legal Department, etc. Paul has also been working on developing standards, policies and regulations for various infrastructure-related activities in an effort to be able to provide clear guidance to residents, developers and designers with respect to requirements for various DPW permits.

Geographic Information System (GIS) Improvements: Paul's largest on-going single project since the fall of 2010 has been overseeing and managing the upgrades and improvements to the City's GIS. In the past five years, the Engineering Department has been working diligently to automate and improve the quality of the City's utility data (water, sewer, drain), develop and deploy new sewer and water permitting applications, develop and deploy computer tablet applications to allow DPW staff access to utility data in the field, continuing development of the "Electronic Filing Cabinet" that links scanned data to parcels and addresses, continuing efforts to better define the boundaries of the watersheds tributary to the City's water supply reservoirs and providing data to be used by the City's various consultants on projects such as CSO, water works, pavement management, the West Parish School, Newell Stadium, etc. The Engineering Department has also been doing a lot of work in

collaboration with the Information Technology Department to push out data to the public via the City's website, and we also provide data to private consultants to assist with the design and permitting of private development projects in the City.

Paul supervises the DPW Engineering Division office and staff.

It is with great pleasure that I put forward Paul Keane for a term to expire February 14, 2017 as the City of Gloucester's Engineer.

Charles "Chip" Payson, General Counsel: Chip Payson was hired as General Counsel in January, 2015. As the General Counsel, Chip has proven himself to be a valuable and necessary member of the City staff. He provides sound legal advice on a myriad of issues, provides expert guidance on the day-to-day legal issues that arise and successfully manages the dozens of open legal matters.

The Legal Department consists of Assistant General Counsel Krisna Basu, Paralegal Kathy Lane and certain outside counsel with necessary specializations. Chip successfully manages the Legal Department staff and outside counsel who have been hired for their specialties in matters such as telecommunications, 40B, workers' compensation, and labor negotiations.

He has provided sound legal advice to and worked with the Mayor, the City Council and the various City departments, boards and commissions on a variety of issues such as the sale of the Fuller School, the repair of private ways, the draft and passage of a fluoride ballot question, the creation of a district veterans' services office, the procedural questions surrounding a needle exchange program, and the legal issues surrounding 15 Western Avenue to name a few.

Additionally, Chip provides expert guidance on the day-to-day legal issues that arise such as personnel matters, contracts and easements, ordinance interpretation, the issuance of legal opinions and memoranda and the drafting of new and amended ordinances. He continues to successfully manage legal matters that are currently in progress in the state courts in mediation, and in arbitration as well as those before the various state boards and commissions.

It is with great pleasure that I put Chip Payson forward for a one year term to expire February 14, 2017, as General Counsel.

William Sanborn, Building Inspector: Under the leadership of Bill Sanborn, the Building Department has set a new record for the number of building permits issues in a calendar year, over 1,500. In addition, the Building Department is on a steady pace to break the one million dollar mark for the second year in a row. The department has received over 150 complaints that were investigated or are under current investigation. The Building Department has reviewed plans and issued the building permit for the Eastern Point Retreat House this year, and continues to do inspections on two major projects: The Beauport Hotel and the West Parish School. The Piling Ordinance was revised by the City Council, and Bill assisted with the process, with the department beginning enforcement in February 2016. Along with his other duties, Bill sits on the following committees: City Hall Restoration Committee, Special Events Committee, Cape Ann Regional Hoarding Task Force, and the Sawyer Free Library Selection Committee for the Owners Project Manager.

It is with great pleasure that I put Bill Sanborn forward for a one year term to expire February 14, 2017, as Building Inspector.

Michael Hale, Director of Public Works: Under Mike's direction, the Gloucester Department of Public Works is committed to delivering high-quality essential services to the residents, businesses and visitors to our city in a safe, efficient, prompt and cost-effective manner. Our dedicated management and labor staff strives to plan, design, construct, maintain, and operate our public infrastructure in a professional manner.

A recent list of accomplishments would include operating within our annual budget, while still providing reliable, efficient and excellent services to the city. The pay-as-you-throw solid waste operations continue to be a model for other municipalities. Our capital projects have been greatly successful, as well as on time and on budget. Public Works has recently managed through the snowiest winter and some of the busiest summers in memory; while never losing focus on making our city beautiful, sustainable and livable.

Public Works has managed over one hundred millions dollars in capital projects in the past eight years. Below is a list of some of the most recent capital projects:

- Babson Dam Rehabilitation
- West Parish Elementary School
- West Gloucester Water Filtration Facility upgrades
- Fort/Commercial Street Infrastructure Rehabilitation Project (water/sewer/drain)
- Hartz Street Water Improvements
- Rocky Neck Water Improvements/CSO project
- Federal Consent Decree Compliance - East Main Street CSO improvements
- Smith Cove Interceptor Sewer Lining Project
- Eastern Avenue Water Main Project
- Stacy Boulevard Seawall Project
- Hesperus Avenue Water Main Lining Project
- O'Maley School conversion from heating oil to natural gas with new boilers
- Beeman Elementary School conversion from heating oil to natural gas with new boilers

Gloucester's pavement management program was decades behind schedule. Under Mike's leadership, we have aggressively revived the program to an all-time high. Below is a list of some of our most recent capital paving and sidewalk projects:

Paving Projects

- Chapel Street
- Friend Street
- Taylor Street
- Langsford Street
- Andrews Street
- Washington Street (1000 block to Andrews)
- Mt. Vernon Street
- Winchester Court
- Marchant Street
- Spring Street
- Prospect Street (Warner to Flannagan Square)
- Prospect Ct
- Warner Street
- Rockland Street

- Gloucester Ave between Washington St and Maplewood Ave
- Grove Street–Maplewood Ave to deadend
- Washington Street – Rotary to Exchange Street
- Railroad Avenue
- Pearl Street

It is with great pleasure that I put forward Mike Hale for a year year term to expire on February 14, 2018 as the Director of Public Works.

Mark Cole, Assistant Director of Public Works: As the second in command at the Department of Works, Mark's oversees the daily operations of the Public Works Business Office, Talbot Raink, Newell Stadium, the annual budget preparation, City cemeteries and seasonal beach operations. Most notable of Mark's accomplishments over the past year are:

- Beach revenue of \$1,756,420 for the past summer – 2nd year in a row over \$1.7 million
- Rink Revenue in excess of \$300,000 – 4th consecutive year over \$300,000
- Very successful snow and ice operation last winter
- Provided support (set up, clean up, parking) for several large events in the City to include:
 - Block Parties
 - Sidewalk bazaar
 - Blues Festival and Waterfront Festival at SFP
 - Cyclo Cross race at SFP
 - Numerous road races throughout the year
- Started a maintenance program at Bayview and First Parish cemeteries -both were mowed/trimmed 5 times this past spring/summer/fall

Mark's contribution to the overall success of the Public Works Department cannot be overstated, and it is with pleasure that I put forward Mark Cole for a two year term to expire on February 14, 2018 as Assistant Director of Public Works.

Nancy Papows, Principal Assessor: The cyclical nature of the functions performed by the Assessors' Department and the necessity for strict adherence to Department of Revenue guidelines limits the opportunity for unusual accomplishments. The most critical function of the department each year is to obtain approval of real and personal property assessed values from the Department of Revenue to facilitate the tax rate setting process.

As the Department Head and Chairman of the Board of Assessors, Nancy manages the responsibilities and workflow of the department to ensure that values and new growth are submitted timely to the Department of Revenue in order to expedite approvals, prepare for the Tax Classification public hearing and submit the Recap. This past year, the Fiscal Year 2016 values were approved on October 14, 2015 and the tax rate was certified November 20, 2015.

While administering numerous processes pertaining to taxation, under Nancy's leadership, the assessing staff consistently delivers high quality customer service in a thorough, efficient and courteous manner.

It is my great pleasure to put forward Nancy Papows for a three year term to expire February 14, 2019 as Principal Assessor.

CITY OF GLOUCESTER

Job Description

Title: Purchasing Agent

Supervisor: Chief Financial Officer

Grade: M9

Civil Service: Exempt

Union: Exempt

Responsibilities: Responsible for developing and maintaining a centralized purchasing program for the City, including the development and implementation of purchasing procedures, standards, and policies within the scope of existing law and regulations.

Duties:

- Establishes and monitors purchasing procedures for City Departments.
- Oversees bidding process for City contracting of services.
- Negotiates contracts with vendors as a result of bidding process.
- Oversees quantity purchasing of City supplies and equipment.
- Supervises purchasing support staff.
- Fulfills City, state, and other reporting requirements as needed.
- Provides recommendations regarding purchasing and other related procedures to appropriate management staff.
- Serves as Mayor's representative to Design Selection Committee.
- Performs all other duties as requested by supervisor.

Qualifications:

- Bachelors Degree in business or related field plus 2 - 5 years experience in public purchasing environment (7-10 years experience may be substituted for degree requirement)
- Knowledge of general accounting/budgeting procedures
- Working knowledge of purchasing regulations and laws
- One year minimum supervisory experience
- Strong communication and organizational skills required
- Certification in the Mass. Certified Public Purchasing Officials Purchasing Officials Program preferred. Willingness to attain this certification required.
- Familiarity with City of Gloucester purchasing ordinances

Section 3-7. - Chief Administrative Officer.

To aid him in performing the duties of his office the mayor shall, within sixty days following his inauguration, appoint, subject to the provisions of section 2-10, a chief administrative officer who is professionally qualified as a municipal administrator by virtue of education, training and previous experience. The chief administrative officer need not be a resident of the City of Gloucester.

The chief administrative officer shall assist the mayor in the preparation of an annual operating budget for all city agencies, and shall, in cooperation with the city auditor, administer the operating budget throughout the year. He shall assist the mayor and the heads of all city agencies in the development of a capital outlay program and the preparation of a capital improvement budget. The mayor may delegate to the chief administrative officer any power or duty which he has under the charter other than the power to veto measures adopted by the city council or the power to appoint or to remove city officers, members of multiple-member bodies and department heads. Under the supervision of the mayor the chief administrative officer shall be specifically responsible for the following:

- (a) Coordination and supervision of all city agencies;
- (b) Submission of reports at such times as may be required;
- (c) Installation and maintenance of financial management and record keeping systems;
- (d) Conduct of a continuing study of the work of all city agencies and the preparation of management policies based on such studies;
- (e) Preparation of policy programs and ordinance recommendations affecting the management of the city;
- (f) Such other powers, duties and responsibilities as may be delegated to him by the mayor.

The delegation of any power or duty by the mayor to the chief administrative officer may be terminated by the mayor, at will, but all acts of the chief administrative officer pursuant to such delegation prior to any such revocation by the mayor shall be and remain the acts of the mayor.

(Ord. of 10-11-2011(01))

Code reference—Officers and employees generally, § 2-40 et seq.

CITY OF GLOUCESTER Job Description

Title: Chief Administrative Officer
Supervisor: Mayor
Grade: M11
Civil Service: Provisional **Union:** N/A

Supervision Exercised: Provides direct supervision to 15 Department Heads and 1 clerical staff in the Mayor's Office. Provides indirect supervision to the operations of all City departments and personnel.

Responsibilities: Works closely with the Mayor in developing and supporting the City's management team, providing supervision to all City departments, developing City policies and programs, providing constituent services and bridging communications with the City Council, School Department and other agencies. The mayor may delegate any power or duty which he has under the charter other than the power to veto measures adopted by the City Council or the power to appoint or to remove City officers, members of multiple-member bodies and department heads.

Duties:

- Coordinates and supervises all City agencies.
- Submits reports at such times as may be required.
- Installs and maintains financial management and record keeping systems.
- Assists the Mayor in the preparation of an annual operating budget for all city agencies, and shall, in cooperation with the City Auditor, administer the operating budget throughout the year.
- Assists the Mayor and the heads of all city agencies in the development of a capital outlay program and the preparation of a capital improvement budget.
- Conducts a continuing study of the work of all City agencies and the preparation of management policies based on such studies.
- Prepares policy programs and ordinance recommendations affecting the management of the City.
- Handles any other powers, duties, and responsibilities as may be delegated by the Mayor.
- Responds to constituents and resolves individual problems.
- Working with Personnel Director, negotiates and administers all collective bargaining agreements.

Qualifications:

- **Master's degree in Public Administration, Political Science, Business Administration or related field with five years relevant municipal management experience.**

OR

- **Bachelor's degree with ten years municipal senior management experience.**
- **Excellent leadership, communication, conflict-resolution and computer skills required.**
- **Demonstrated skills in budgeting and financial management.**
- **Ability to set priorities and work independently.**
- **Ability to develop and support a high performance, effective management team, including linking City and School Department staff.**

Revised 2/10

CITY OF GLOUCESTER

Job Description

Title: Community Development Director

Report To: Chief Administrative Officer

Grade: M10

Civil Service: Exempt

Union: Exempt

Supervision

Exercised: Provides direct supervision to four Division Heads: Planning Director, Economic Development Director, Harbor Planning Director, and Grant Development Manager and indirect supervision to staff of approximately nine. Also provides oversight of the work performed by ten different Boards and Commissions.

Responsibilities: Working closely with the Mayor's Office, develops and implements plans, policies and programs to coordinate the physical growth and economic development of the City. Performs highly responsible work requiring significant initiative and independent judgment relating to the City's economic and Community Development needs.

Duties:

- Provides advice and develops specific proposals to the Mayor and the City Council on all matters affecting the development of the City.
- Integrates the activities of the various divisions in the Community Development Department (Planning, Economic Development, Grants Administration, Fisheries) to achieve departmental goals and objectives. Organizes work assignments, operating procedures, and budgets of the different divisions.
- Provides oversight, assistance and staff support as needed to the following Boards and Commissions: Planning Board, Conservation Commission, Fisheries Commission, Downtown Development Commission, Tourism Commission, Rocky Neck Cultural District, Historic District Commission, Capital Improvement Advisory Board, Land Disposition Committee, Historical Commission and Technical Advisory Group.
- Assists with the preparation of the Capital Improvement program.
- Provides customer service and interaction with the public, elected and appointed officials on planning and economic development issues, including downtown revitalization, business retention/attraction, fisheries, the waterfront, industrial parks and transportation.
- Develops and implements economic development strategy. Administers comprehensive programs to create jobs and expand the industrial and commercial tax base of the City.
- Develops marketing and promotional strategy on behalf of the City. Initiates and administers tax incremental financing (T.I.F.) plans to attract new business and promote expansion of existing local businesses.

- ◆ Provides oversight of all activities of the Planning Division, including the development and implementation of the Master Plan, integration of the Harbor Plan, and all subdivision and zoning matters. Administers revision of zoning ordinances.
- ◆ Develops and implements plans to support affordable housing and community social services.
- ◆ Provides oversight of the administration of all federally funded grant programs (HUD, CDBG, etc.). Also provides technical assistance to other City Departments for grant applications and administration.

Qualifications:

- ◆ Master's degree in planning or public administration required per City Charter.
- ◆ A minimum of six years increasingly responsible experience in municipal planning, community development or management required.
- ◆ Experience with CDBG and First-time Homebuyer Programs required.
- ◆ Knowledge of statewide clean energy and green communities initiatives preferred.
- ◆ Experience in waterfront development planning preferred.
- ◆ A minimum of 2 years supervisory experience.
- ◆ Demonstrated skills in grant writing, working with federal (HUD) and state regulations, planning and economic development.
- ◆ Excellent communication skills, both oral and written, including skills in public presentation.
- ◆ Ability to interact effectively with the general public, elected appointed officials, staff at all levels of the organization, and consumer boards and commissions.

CITY OF GLOUCESTER Job Description

- Title:** Chief Financial Officer
- Supervisor:** Mayor
- Grade:** M12
- Position Status:** A permanent full-time position subject to annual re-appointment by the Mayor, as confirmed by City Council.
- Civil Service:** Exempt
- Bargaining Unit:** Exempt
- Supervision Exercised:** Manages 4 subordinate supervisors and trains as necessary all staff (approximately 11-12) in the following offices: Treasurer/ Collector, Assessors, Purchasing and Payroll. Responsible for the overall direction, coordination, and evaluation of these units.
- Responsibilities:** The Chief Financial Officer shall serve as the Finance Director for the City of Gloucester. Directs the City's financial planning and management practices as well as its relationship with lending institutions, financial advisors, bond counsel and others associated with the financial community by performing the following duties personally or through delegation to subordinate managers.
- Duties:**
- Directs the functions of a municipal treasurer, as stipulated in Massachusetts General Laws. Serves as custodian of funds, securities, and assets of the organization including collecting and accounting for all taxes and revenues; overseeing the disposition of City-owned real property, including the auctioning of foreclosed properties; and evaluating insurance coverage for the City.
 - Responsible for all activities associated with the City's debt service including maintaining on-going relationships with bond counsel and financial advisor, submitting loan orders following MGL parameters; purchasing of short- and long-term instruments; and generating cash flow projections for funded projects in conjunction with the Engineering Department.
 - Prepares and analyzes revenue and debt service projections for City's annual budget.
 - Serves as Finance Team Leader integrating the annual activities of the following departments: Auditing, Assessors, MIS, Purchasing, School Business Office, Personnel (regarding financial implications of employee insurances). Holds monthly finance team meetings
 - Oversees the development and implementation of an integrated Financial Management Information System for all City departments.
-
- Coordinates with the City Auditor in providing and directing procedure and systems necessary to maintain proper records and adequate accounting controls and services.

- ◆ Provides financial oversight to all City departments concerning revenue collection systems including Water, Sewer, City Clerk, Parking Clerk, Building Inspector, Community Development, etc.
- ◆ Provides financial oversight and necessary controls to City payroll system and all insurances.
- ◆ Appraises the City's financial position and issues periodic financial and operating reports.
- ◆ Analyzes, consolidates, and directs all cost accounting procedures together with other statistical and routine reports.
- ◆ Directs and analyzes studies of general economic, business, and financial conditions and their impact on the City's policies and operations.
- ◆ Assists as needed with collective bargaining processes. Advises Mayor on financial forecasts and impact of other items of collective bargaining, particularly as related to protective services and schools.
- ◆ Communicates effectively with City officials, administrative staff, residents, vendors, banks, and other potential sources of funds as necessary. Coordinates all City bond rating presentations regarding financial analysis, historical trends and future projections.
- ◆ Enforces Mass. General Laws and other statutory regulations and City ordinances as deemed necessary to fulfill responsibilities of Treasurer, Collector, and Parking Clerk Office.

Qualifications:

- ◆ Master's Degree (MA) or equivalent in relevant business, administration, accounting, or finance field.
- ◆ A minimum of six to ten years related experience demonstrating full knowledge of municipal finance, including debt service management, investments, and receipts.
- ◆ Excellent communication skills with demonstrated expertise in public presentations and written reports.
- ◆ Demonstrated knowledge of governmental accounting principles and procedures, and MIS.
- ◆ A minimum of five years supervisory experience demonstrating skills in delegation, motivation, and team building.
- ◆ Demonstrated skills in advanced problem solving working with abstract and concrete variables.
- ◆ Working knowledge of all laws and regulations related to accounting of public revenues.

CITY OF GLOUCESTER

Job Description

Title: City Engineer
Supervisor: DPW Director
Grade: M9
Civil Service: Exempt **Union:** N/A

Supervision Exercised: Provides direct supervision to engineering staff, various contractors and staff of assigned projects. Manages and coordinates progress of multiple public works projects in high volume engineering office environment.

Responsibilities: Provides oversight of engineering projects (planning, design and construction) and programs, staff support to planning division and DPW. Duties include office management and complex analytical work, planning, designing, and directing environmental, water, street and other civil engineering public works projects.

Duties:

- Provides project management of the design and construction of capital projects. Oversees and mentors all staff assigned to specific projects.
- Ensures contractor compliance with time and budget parameters.
- Maintains and updates infrastructure and systems maps, databases, plans, and records. Prepares and analyzes reports, maps blueprints, and drawings for engineering plans and designs.
- Calculates costs and determines feasibility of project(s) based on analysis of collected data.
- Manages division's budget.
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, permits, and designs for city-wide public works projects.
- Monitors construction sites for progress and to ensure conformance to engineering plans, specifications, and construction and safety standards.
- Directs construction and maintenance activities at project site.
- Works with state regulatory agencies, City Council, and Citizens Advisory groups. Coordinates public education and outreach; facilitates public meetings.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents. Assists in the development and implementation of a Geographical Information System (GIS).
- Provides a program to address staff training needs through continuing professional development.

Qualifications:

- Bachelor's degree in Civil Engineering. P.E. Required.
- A minimum of 10 years increasingly responsible engineering experience, including municipal engineering and 2 years of administrative and supervisory responsibility. An equivalent combination of education and experience may substitute for the above.
- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; knowledge of applicable City ordinances and policies affecting division activities.

CITY OF GLOUCESTER Job Description

Title: General Counsel/City Solicitor
Department: Legal Office
Supervisor: Mayor
Supervision Exercised: Assistant General Counsel and Legal Secretary
Grade: M11
Civil Service: Exempt **Union:** Exempt

Responsibilities: Provides the City with all municipal legal services excepting certain School Department matters and municipal bond matters. Uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

Duties:

- ♦ Commences and prosecutes all actions by the City before any tribunal in the Commonwealth, whether in law or equity and whether State or Federal.
- ♦ Appears in, defends and advocates the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government or any breach of any ordinance, may be brought into question.
- ♦ Appears before the legislature of the Commonwealth, or any committee thereof, whether either or both branches of the same, and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same.
- ♦ Appears as counsel in the prosecution of violations of City ordinances and regulations in the District Court when requested by the City officials to do so.
- ♦ Drafts or reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature as requested by various officials.
- ♦ When requested, furnishes the City Council and any other officer of the City who may require it in the official discharge of his or her duties with a legal opinion on any subject relating to or affecting the duties of their respective offices. Attends meetings of City Boards and Commissions when requested.
- ♦ Manages all municipal legal affairs and in performing those duties, may refer

- particular matters to special counsel. Also responsible for the supervision and management of any matter in which a special counsel is required.
- Performs such other additional powers and professional duties as the City Council may prescribe, including attendance at City Council meetings when requested.
- Supervises Assistant General Counsel and Legal Secretary.

Qualifications:

- ♦ Bachelor's and J.D. Degrees required.
- ♦ Must be admitted to the bar in Mass. for at least five years.
- ♦ Must be admitted to the United States District Court for Mass.
- ♦ Must have substantial professional experience in at least three of the following:
 - Civil trial practice
 - Appellate practice
 - Administrative law
 - Environmental law
 - Zoning and land use law
 - Public sector labor law
 - Workers' compensation
 - Public contract law
 - Public construction law
 - Drafting legislation and regulations
 - Municipal practice

• revised 02/09

CITY OF GLOUCESTER

Job Description

Title: Inspector of Buildings
Supervisor: Chief Administrative Officer
Grade: M9
Civil Service: Provisional
Union: Exempt

Responsibilities: Performs highly responsible professional work to ensure public safety through the inspection of buildings within the City. As Department Head, administers and supervises all staff in the daily operation of the Inspectional Services Department, assumes responsibility for service delivery, and accomplishes set goals and objectives.

Duties:

- ♦ Administers and enforces the State Building Code, City Zoning Ordinance, Chapter 40A State Zoning, as well as Chapter 22 - Section 13A and the rules and regulations made under the authority thereof.
- ♦ Inspects buildings in the process of construction, alteration or repair to insure compliance with building and zoning code requirements and for the application of safe construction practices.
- ♦ Reviews plans and specifications for building construction and remodeling work.
- ♦ Issues permits for approved applications.
- ♦ Makes reports and keeps records regarding inspections.
- ♦ Reviews subdivision and individual plans, as required, for compliance with zoning regulations.
- ♦ Performs field surveys and assists in interpreting codes and regulations.
- ♦ Inspects places of assembly and other designated occupancies for compliance with codes and regulations.
- ♦ Investigates building and zoning complaints and assists in the preparation of applications for variances, special permits and division of land.
- ♦ Assists the Zoning Board of Appeals with procedures and maintains the Board's budget.
- ♦ Supervises all personnel within the department; assumes fiscal responsibility for the department, including staffing utilization and budgeting.

Qualifications:

- ♦ Minimum five (5) years experience in the supervision of building construction or design or, alternatively, a four year undergraduate degree in a field related to building construction or design.
- ♦ Must have or be able to obtain certification by the State Board of Building Regulations and Standards within 1 and one half years of employment.
- ♦ General knowledge of the quality and strength of building materials.
- ♦ Knowledge of the accepted requirement for building construction, fire prevention, light, ventilation, safe exits and the requirements of Chapter 22 - Sec. 13A.
- ♦ Considerable knowledge of all major types of building construction, materials, methods, and stages of construction where possible violations and defects may be easily observed and corrected.
- ♦ Considerable knowledge of the laws and regulations relating to building and zoning.
- ♦ Ability to read and interpret plans, specifications and blueprints and the ability to compare them with construction in progress.
- ♦ Ability to detect poor workmanship, inferior materials, and/or potential hazards.

- ◆ **Ability to establish and maintain effective working relationship with building owners, contractors, other City employees and the public,**
- ◆ **Ability to supervise and provide working guidance to staff.**

CITY OF GLOUCESTER

Job Description

Title: DPW Director

Supervisor: Mayor

Grade: M12

Civil Service: Exempt

Union: Exempt

Supervision

Exercised: Provides direct supervision to five employees responsible for the management of 10 different public works divisions; indirect supervision for a staff of 70.

Responsibilities: Plans, organizes, directs and controls all public works activities and construction projects in the City. Develops and implements all department policies, procedures and programs. Complex, highly responsible duties require the exercise of considerable judgment, initiative and frequent contacts with federal, state and local officials.

Duties:

- ♦ Trains, develops, coordinates and supervises a team-oriented staff in the following operational divisions: Highway, Water, Sewer, Public Properties, Solid Waste, Central Services, Cemeteries, Parks and Recreation, Engineering and Water Filtration. Also provides oversight on snow/ice removal and emergency preparedness.
- ♦ Manages an operational budget of over \$5 million, a sewer enterprise fund budget of \$4.7 million and a water enterprise fund budget of \$5.8 million. Prepares and maintains capital improvement budget.
- ♦ Establishes goals, objectives and monitoring systems for all public works projects, including all work performed by contractors. Ensures that each project is accomplished within prescribed time frame and budget.
- ♦ Provides project management for a multitude of complex public works projects at a given time.
- ♦ Pursues and attains funds from state and federal agencies, including Chapter 90 highway funding. Works with City Engineer in the administration of all public works grants.
- ♦ Serves as liaison to City staff and officials, community groups, state and local agencies, the media and the public. Provides information and reports; makes presentations as needed.
- ♦ Ensures compliance with all relevant federal and state regulations, including Ch. 30B governing municipal procurement, and all local ordinances.
- ♦ Ensures the quality of customer service provided throughout the Department, including follow-up on all customer service calls and requests.
- ♦ Develops and maintains systems for efficient DPW service delivery, both in cost and daily operations.

Qualifications:

- ♦ Bachelors degree in related field required.

- ♦ Professional Engineer preferred; knowledge of civil engineering, construction design and oversight required.
- ♦ Minimum 10 years experience related to public works administration, with a minimum 6 years in a responsible supervisory capacity. An equivalent combination of education and experience may substitute for the above.
- ♦ Strong fiscal management skills.
- ♦ Ability to establish and maintain effective working relationships with community representatives, elected officials and the general public.
- ♦ Demonstrated ability to make decisions and follow-through with necessary detail for successful project management.
- ♦ Ability to develop and administer programs and policies relating to both public works activities and labor relations in a union environment.
- ♦ Demonstrated organizational and communication skills; customer service skills
- ♦ Proven ability to provide emergency coverage 24 hours per day - 7 days per week.
- ♦ Mass. Drivers license required.
- ♦ Physical ability to move about construction job sites required.
- ♦ PC skills preferred.

CITY OF GLOUCESTER

Job Description

Title: Assistant Director of Public Works
Supervisor: Director Department of Public Works
Grade: M9
Position Status: Permanent, full-time
Civil Service: Exempt **Union:** Exempt

Supervision Exercised: Under the supervision of the Director of Public Works has direct oversight of the Operations Manager of Utilities, Operations Manager of Facilities, Grounds, Fleet, Recycling, and Business Office Divisions of the Department of Public Works.

Responsibilities:

Works under the direction of the Director of Public Works to provide direct oversight to the Utilities, Facilities, Grounds, Fleet, Recycling, and Business Office Divisions of the Department of Public Works; works with the Director of Public Works to provide City Council with all necessary and appropriate information on projects; responsible for the work request and work order system; prepares specifications for work to be done under contract; inspects the construction, repair and renovation of work under contract; develops and implements equipment and systems preventive maintenance programs; assists in preparation of the annual budget

Duties:

- As an integral part of the Department of Public Works Management team, may assume additional responsibilities assigned by the Director. Coordinates utilization of equipment and staff resources as needed; advises the Director when projects cannot be handled in-house.
- Duties include the planning and coordination of programs, troubleshooting problems regarding building maintenance and repair, inspecting equipment, construction and repair work and preparing bid proposals.
- Coordinates a continuing program of staff training and development and maintenance functions for all DPW facilities.
- Under the supervision of the Public Works Director prepares annual budget and Capital Improvement Plan.

- Works with Facilities Operations Manager to oversee and coordinate the scheduling of facility maintenance and repairs. Ensures contractor compliance with both project specifications and budget project costs.
- Oversees the day to day operations of the DPW Business Office
- Attends meetings regarding employee and public safety; makes recommendations and follows through with safety improvements.
- Arranges purchases and bid specifications in conjunction with Purchasing Department
- Reviews, on a regular basis, all building security precautions and procedures and recommends additions or changes as needed.
- Maintains a professional management structure that is customer service oriented
- Performs such other duties and responsibilities as may be assigned by the Director of Public Works

Qualifications:

- Bachelors Degree in related field required, with minimum 5 years experience in a supervisory capacity; minimum 5 years progressively responsible experience in public works administration. An equivalent combination of education and experience may substitute for the above.
- Ability to develop and maintain effective working relationships with the public, employees, other City departments and contractors.
- Ability to maintain accurate records and to write reports; must be computer literate, understand GIS, and able to operate existing programs.
- Strong oral and written communication skills.
- Demonstrated ability to supervise others.
- Ability to assess problems and follow through to project completion.
- Ability to plan, organize and direct long range plans and specific work projects.
- Massachusetts Class D Drivers License required.

Personnel: AssistantDirector11

CITY OF GLOUCESTER

Job Description

Title: Principal Assessor
Department: Assessor
Supervisor: Chief Financial Officer
Grade: M9
Civil Service: Exempt **Union:** Exempt

Supervision Exercised: Supervises two Assessors, one Assistant Assessor, and one/two clerks.

Responsibilities: Performs responsible and highly complex administrative, supervisory and professional work in appraising and assessing real and personal property. Serves as department head, plans, manages, supervises and directs the activities of the Board of Assessors and Assessing Department.

Duties:

- Supervises the appraisal of residential, commercial, industrial and personal property for the municipality. Also responsible for inspection of all properties as necessary. Establishes taxable values of real and personal property with the assistance of the other members of the Board of Assessors according to market data, replacement cost, and/or the income approach. Assumes principal responsibility for revaluating property every three years.
- With the Chief Financial Officer and Auditor, develops short and long-term revenue forecasts required for the fiscal planning of the City.
- In conjunction with the Harbormaster, and the MA Environmental Police, maintains a complete listing of all taxable boats in the City for the purpose of issuing boat excise tax bills.
- Examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property.
- Inspects the location of new businesses to determine the values of taxable personal property, such as inventory, machinery, and office machinery and equipment.
- Compiles data and prepares information for the annual classification meeting with the Board of Assessors and City Council.
- Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Planning Board, Building Inspector, Board of Appeals, and other boards/officials whose actions may reflect a change in value.
- Provides leadership, guidance, and direction to the other board members, as appropriate, during the meetings and while performing professional functions. Also responsible for scheduling and dividing their workload, as appropriate.
- In conjunction with other Board members, investigates requests for abatements and exemptions of property tax, prepares comparative cost and sales studies, and decides on abatement and exemption applications. Testifies on behalf of the Board at hearings before the Appellate Tax Board, and District and Superior Courts.
- Supervises and participates in the preparation of tax rate documentation for state certification.
- Responsible for the design, implementation, and maintenance of the data processing system for the department.
- Provides information in person, on the telephone, and in writing to property owners and other regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions.
- Supervises the commitment of real estate, personal property, motor vehicle and boat excise, and special assessment tax bills to the Chief Financial Officer. Also responsible for coordinating the printing of all tax bills in conjunction with the Chief Financial Officer and MIS Director.
- Supervises the general management and administration of the Assessing Department. Directs and coordinates efforts of staff. Maintains employee discipline within the department, ensuring that employees perform duties in accordance with established laws and operating procedures. Develops and implements training program for employees. Prepares and administers department budget. Purchases equipment and supplies. Supervises the maintenance of department records.
- Attends professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the

field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.

Qualifications:

- Bachelor's degree in business administration or related field plus five years of general business experience, including or supplemented by training and experience in real estate appraisal or high school graduation supplemented by courses in real estate appraisal plus eight years of general business experience, at least two of which involve real estate appraisal; or any equivalent combination of education and experience.
- In accordance with Department of Revenue regulations (840 CMR), required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following appointment, except as otherwise provided in the statute. A certificate in municipal assessing, with a designation of either Massachusetts Accredited Assessor (MAA), Residential Massachusetts Assessor (RMA), or certified Massachusetts Assessor (CMA) is preferred.
- Working knowledge of Massachusetts laws relating to municipal finance and property assessment for tax purposes.
- Familiarity with alternative formulas for determining assessment on various types of property.
- Familiarity with real estate styles, materials, and methods of construction.
- Working knowledge of computerized appraisal systems.
- Aptitude for working with numbers and details.
- Knowledge of mapping procedures.
- Excellent verbal and written communication skills.
- Ability to interpret considerable data, refine methods and techniques, and maintain detailed and accurate records of decisions.
- Ability to represent the City effectively and defend the City's position in a variety of situations requiring knowledge, negotiation skill, diplomacy and tact.
- Demonstrated administrative skills including providing effective supervision

revised 11/21/03



**CITY OF GLOUCESTER 2015
CITY COUNCIL ORDER**

ORDER: #CC2015-044
COUNCILLOR: Greg Verga & Melissa Cox

DATE RECEIVED BY COUNCIL: 11/17/15
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the Ordinances & Administration Committee shall review the matter of the use of plastic checkout bags and shall propose banning them or reducing them by creating the following ordinance:

AMEND the Code of Ordinances Ch.9 Sec. 9-12 by **ADDING** new sec. 9-12 as follows:

- (a) "Checkout Bag" is a carry out bag provided by a store to a customer for the point of sale.
- (b) "Compostable Plastic Bag" a plastic bag that (1) conforms to the current ASD6400 for the compostability; (2) is certified as meeting the ASTM D6400 standard specification by a recognized verification entity, and conforms to any other standards deemed acceptable by this section.
- (c) "Retail Establishment" means any retail store that satisfies at least one of the following requirements: a retail space of 2500 square feet or larger or at least 3 locations in the City of Gloucester totaling 2500 square feet or more.
- (d) If a retail establishment provides plastic checkout bags to customers the plastic bags shall comply with the requirements of being compostable bags. Nothing in this section shall be read to preclude any establishment from making reusable checkout bags available for sale to customers or utilizing recyclable paper bags.

AMEND sec. 9-13 by adding a new sec. 9-13 as follows:

Each retail establishment comply with this law. If a violation has occurred a warning notice shall be issued for the first offense. The penalty for each violation that occurs after the initial violation shall be: \$50 for the first offense and \$100 for each offense thereafter.

Further Ordered that this matter be referred to the City Council that it adopt the above ordinance.

Greg Verga
Councilor at Large

Melissa Cox
Ward 2 Councilor

Councilor Cox asked which unit would be deemed affordable. **Mr. Favazza** indicated it would be either the units on the plan showing a designation of "1R or 1L." **Councilor Cox** pointed out that one of the two submitted parking plans showed a shed on the property. **Mr. Favazza** confirmed the shed was being removed to make way for the improved parking area to comply with the ZBA decision.

Councilor Lundberg said he viewed the parking area today and noted the improvements, with **Councilor Gilman** indicated she also had driven by the property to view it.

City Clerk, **Linda T. Lowe** suggested the addition of language for the recommendation of a Special Council Permit for 53 Bass Avenue to include wording confirming the existence of an affordable unit.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council GRANT a Special Council Permit (SCP2015-009) to allow for an existing building to be legally converted to five residential units at Bass Avenue #53, Gloucester Massachusetts, Map 55, Lot 13, zoned R-10, pursuant to Section 2.3.1.7 reduction in minimum lot area per dwelling unit from 5,000 square feet to 1,463 square feet for a total of 3,537 square feet in relief; and Sec. 3.2.2., decrease in minimum open space per dwelling unit from 3,500 square feet to 400 square feet space per dwelling unit for a total of 3,100 square feet in relief. One unit shall remain an affordable unit pursuant to the Zoning Board of Appeals decision. The application under GZO Sec. 1.8.3 is deemed in harmony with the intent and purpose of the zoning ordinance governing Special Council Permits.

This matter will be advertised for public hearing.

3. *CC2015-046 (McGeary) Amend GCO Sections 21-84 (c) (g) and Section 21-85 (b)*

Mr. Destino speaking to the proposed amendments to GCO Sections 21-84 (c) (g) and Section 21-85 (b), said it is the policy of the Mayor's Office to appropriate a certain amount of money each year to allow residents who want to get their private road paved pay a 100 percent betterment. He recalled briefly the recent experience of the Council of the Dec. 15 public hearings on a series of private roadway paving betterment projects and the ordinance issues surrounding that effort. He suggested that former Councilor McGeary was trying to streamline the Council process. He said the Administration has reservations on the proposed streamlining. He highlighted two areas of objection to the Administration of the proposed amendments, one of which was placing the onus of the cost of the engineering piece onto the city which he suggested may not be an appropriate use of taxpayers' funds to engineer private roads. The second concern is abutters being able to use a proxy voter instead of being at a meeting to make their vote. He said it is the recommendation of the Administration to look at the ordinance in its totality, and that they can't support the recommended ordinance amendments as presented.

Councilor Lundberg said that the process clearly needs to be improved and that the ordinance needs to be looked at in a holistic manner in order to determine what areas of it need amending. **Mr. Destino** suggested that if the Committee would like to submit a Council Order to have the Administration and the Committee undertake a review the entire section of the Code, they would be amenable to that.

Councilor Cox suggested that this matter being a Code of Ordinance concern would be the purview of the Ordinances & Administration Committee, particularly if the Administration wants to put forward their own amendments to O&A. **Councilor Lundberg** said that as an on-going management goal of the city, the streamlining of the ordinance should be done by the city's professionals and brought to the Standing Committee(s), and clarify who is responsible for what. **Mr. Destino** said that the key is that a private road paving betterment project has to be packaged completely by the ward Councilor and given to the city.

Councilor Gilman said she would not vote in favor of the amendments to GCO Sec. 21-84 and 21-85 as she would rather see a pause in moving forward on the amendments so that the appropriate departments can review the process in its entirety.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 0 in favor, 3 opposed, to recommend that the City Council Amend the Code of Ordinances Section 21-84 subsection (c) by DELETING the last sentence, "The engineer's preliminary cost estimate is for guidance of the petitioners only and does not replace the full set of engineering plans required in Sec. 21-85 (g) below."

COMMITTEE RECOMMENDATION: On a motion by Councilor Gilman, seconded by Councilor Cox, the Planning & Development Committee voted 0 in favor, 3 opposed, to recommend that the City Council Amend the Code of Ordinances Section 21-84 subsection (g) as follows:

By **DELETING** the statement within the first sentence, "...including a set of engineering plans, prepared and signed by a registered engineer in the field."

And **ADDING** a sentence at the end of subsection (g) as follows: The DPW director may waive this requirement if in his opinion the preliminary estimate of the cost of the project as provided by the city engineer in Section 21-84 (c) is sufficiently detailed for the project to be undertaken.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 0 in favor, 3 opposed, to recommend that the City Council Amend the Code of Ordinances Section 21-85 subsection (b) by **ADDING** after the last sentence the following statement:

"Abutters may designate a representative to cast the requisite votes on matters required by this Article. Such designation shall be a signed and notarized letter designating such representative by name and address complete with a copy of said abutters identification attached to said letter by all owners of the property if owned jointly, by the trustee of any trust having ownership of the property, by all the partners of a partnership, or by the chief executive of a corporation having ownership of the property on behalf of which votes are being cast. The designation documents must be delivered to the City Clerk no later than 48 hours before the date and time set for the meeting at which votes will be cast.

These matters are to be advertised for public hearing.

4. Memorandum from Public Works re: Acceptance of Unaccepted or Private Ways (Cont'd from 12/09/15)

Mike Hale, Public Works Director, said that this matter is a longstanding process which he described as follows: The DPW created a paving management plan several years ago to identify conditions of public roads and which private ways are in a condition to have the city help. The city can only spend public dollars on temporary repairs on private ways which leaves many neighborhoods in limbo as to what they can and can't do as they aren't eligible for local money or state funding. The idea of acceptance of private roads to become public ways hasn't been acted on commonly by the city. There have been only two private ways accepted in the Director's 16 years with the city. It was noted that it was in the 1970's when the last large bundle of private ways were accepted as public roads, and the 1940's prior to that.

Last year the DPW looked at which roads would make the most sense to be accepted as public ways. Some are ways that have no ownership rights to them -- they were subdivisions where no specific rights were granted to the abutting properties or were statutory private ways which the city laid out and never went forward with the formal process of accepting them as public. It was noted most of the proposed roads (previously voted by P&D to recommend to the City Council to add to the roster of city accepted public ways: *Apple Street; Baker Street; Beach Road; Birch Grove Heights; Biskie Head Point; Blueberry Lane; Brierwood Street; Brightside Avenue; Colburn Street; Colonial Street; Crowell Avenue; Decatur Street; Dogtown Road; Dr. Osman Babson Road; Duley Street; Gilbert Road; Goodwin Road; Grapevine Road; Harold Court; Harriet Road; High Popples Road; Hillside Road; Honeysuckle Road; Hough Avenue; Jacque Lane; Juniper Road; Lane's Cove Road; Laurel Street; Lawndale Circle; Lincoln Avenue; Lincoln Street; Linden Road; Lisa Drive; Macomber Road; Marsh Street; Mason Court; Montvale Avenue; Morgan Avenue; Munsey Lane; North Kilby Street; Oceanview Drive; Pigeon Lane; Rockport Road; Scott Street*).

The process of developing a plan that can be recorded at the Registry of Deeds as well as accepted by the Council is what is slowing the DPW up. There is a full-time employee who is not a full-time surveyor, who is licensed, for the city. He submitted a two-page plan of a project that the city entered into two years ago, a paving of High Popples Road, Jacques Lane (placed on file) and Mayflower Lane which is a private way off of the former roads. The concept was at that time that the residents had agreed to pay for part of that paving project so that the city would consider accepting those private ways as public ways through a separate Council process. He noted that in order for the plan before the Committee to be developed there is a significant amount of surveying involved which he described briefly to the Committee and described the kind of research that has to be done in conjunction with the surveying. This level of effort has to be done for all private ways that are being put forward to be accepted as public ways. It was noted that the DPW has almost completed the work for approximately 12 private roads to be



**CITY OF GLOUCESTER 2015
CITY COUNCIL ORDER**

**ORDER: #CC2015-046
COUNCILLOR: Paul McGeary**

**DATE RECEIVED BY COUNCIL: 12/08/15
REFERRED TO: O&A & P&D
FOR COUNCIL VOTE:**

ORDERED that Sections 21-84 (c) and (g) and Section 21-85 (b) of the Gloucester Code of Ordinances be amended as follows:

(c) The city engineer shall issue a preliminary assessment in writing as to the potential for the private way to be converted to a public way within 60 days of receiving such request. The city engineer shall rely on the guidelines contained in the planning board's "Rules and Regulations Governing the Subdivision of Land," section 2.2.7 and Appendix C, in making the assessment. The city engineer shall also consult with the fire chief as to emergency access requirements needed. As part of the project, the city engineer shall prepare a preliminary estimate of the cost of the project.

(g) The original petition and official record of the votes cast at the abutters' meeting must be accompanied by the abutters' proposal for permanent repair of a private way. At the discretion of the DPW director, the petitioners may be required to provide a set of engineering plans, prepared and signed by a registered engineer qualified in the field. Such plans shall be of sufficient detail to indicate the nature and extent of the work requested and the quantity and type of material necessary. Such plans shall also indicate an estimated cost of the requested construction or repair. The DPW director may waive this requirement if in his opinion the preliminary estimate of the cost of the project as provided by the city engineer in Section 21-84 (c) is sufficiently detailed for the project to be undertaken.

Sec. 21-85. - Meeting and vote by abutting owners.

(b) At the meeting of abutting owners as required by subsection (a) of this section, separate votes shall be taken and recorded to determine whether certain repairs are to be sought and whether such repairs shall be paid for pursuant to the terms of this article. A majority of the abutting owners must attend the meeting and must vote in favor of both issues in order to qualify for construction or repair under this article. Each property, whether held singly, jointly or by a trust or corporation, shall be entitled to cast one vote by the designated or agreed-upon representative of the owners, and who must be in attendance at the meeting. The official record of the meeting, including the attendees and the votes cast shall be included with the petition for permanent repairs to a private way when the abutters present the petition to the city clerk as described in section 21-85. Abutters may designate a representative to cast the requisite votes on the matters required by this Article. Such designation shall a signed and notarized letter designating such representative by name and address complete with a copy of said abutters identification attached to said letter by all owners of the property if owned jointly, by the trustee of any trust having ownership of the property, by all the partners of a partnership, or by the chief executive of a corporation having ownership of the property on behalf of which votes are being cast. The designation documents must be delivered to the City Clerk no later than 48 hours before the date and time set for the meeting at which votes will be cast.

Respectfully submitted,
Paul McGeary
Ward 1 Councillor

- (a) Up to 100 percent of the total cost of performance of approved permanent construction and repair work, including the cost of all plans or specifications shall be paid by the abutting owners, the amount to be so paid to be divided by the number of abutting parcels and assessed to the owners thereof. Any amount to be paid by the city shall be paid from funds appropriated to a separate account in the yearly city budget or from the capital improvement program.
- (b) In any case involving construction or repairs consisting less than \$4,000.00, the city may satisfy its financial obligation under subsections (a) and of this section through the provision of either in-kind services or cash payment of the amount established pursuant to this section. In-kind services may be performed by the department of public works if, in the judgment of its director, the department has the existing capability to render such performance. Where the cost of construction or repair exceeds \$4,000.00, the work shall be awarded to private contractors by means of the applicable bidding procedures.
- (c) The city shall not require that abutting owners pay a cash deposit as a prerequisite to the performance of approved work. However, betterments shall be assessed and collected for such work in accordance with the provisions of M.G.L. c. 80, § 1 et. seq. and other applicable laws.
- (d) In the case of temporary repairs, the city shall be obligated to pay 100 percent of the total cost. (Ord. of 11-18-1980 § 4; Ord. of 9-24-2013(224))

Sec. 21-84. - Procedural prerequisites for petitions to city council for permanent construction or repair.

- (a) Any performance of permanent construction or repair as set forth in this article is subject to the availability of funding and must be authorized by a majority vote of the city council.
- (b) Abutters to a private way shall begin the process of seeking permanent repair to the way by making a written request for a preliminary assessment from the city engineer as to whether the way could be improved to the meet the specifications contained in the planning board's "Rules and Regulations Governing the Subdivision of Land," section 2.2.7 and Appendix C, and be eligible for potential conversion to a public way. Such requests must be signed by a minimum of three abutters to the way.
- (c) The city engineer shall issue a preliminary assessment in writing as to the potential for the private way to be converted to a public way within 60 days of receiving such request. The city engineer shall rely on the guidelines contained in the planning board's "Rules and Regulations Governing the Subdivision of Land," section 2.2.7 and Appendix C, in making the assessment. The city engineer shall also consult with the fire chief as to emergency access requirements needed. As part of the project, the city engineer shall prepare a preliminary estimate of the cost of the project. The engineer's preliminary cost estimate is for guidance of the petitioners only and does not replace the full set of engineering plans required in section 21-85(g) below.
- (d) Upon receiving a favorable preliminary assessment from the city engineer as to the potential conversion of the way to a public way, abutters seeking the permanent repair of a private way shall submit to the city council a petition signed by no less than 51 percent of the abutting owners of the private way subject to the proposed construction or repair. The submittal of the petition must conform to the requirements of subsections (d) through (j) of this section and subsections (a) and (b) of section 21-84.
- (e) Petitioners shall use only official petition forms, available from the city clerk's office upon request. The petition form shall specify the intended share of the cost of the project to be borne by the petitioners and the cost estimate prepared by the city engineer as specified in section 21-85(c).
- (f)

The original petition and an official record of the votes cast at the abutters' meeting, as required by section 21-84, shall be submitted to the city clerk. All petitions must plainly indicate that a meeting of the abutting owners has been held and votes recorded as provided in accordance with section 21-84. The city clerk shall file a copy of the petition with the mayor's office and with the director of public works.

- (g) The original petition and official record of the votes cast at the abutters' meeting must be accompanied by the abutters' proposal for permanent repair of a private way, including a set of engineering plans, prepared and signed by a registered engineer qualified in the field. Such plans shall be of sufficient detail to indicate the nature and extent of the work requested and the quantity and type of material necessary. Such plans shall also indicate an estimated cost of the requested construction or repair.
- (h) Within 30 days after the filing date of the petition, the mayor and the director of public works shall review the petition and the plans in accordance with the standards set forth in the planning board's "Rules and Regulations Governing the Subdivision of Land," section 2.2.7 and Appendix C, and shall submit to the city council their recommendation as to whether the plans are consistent with the standards contained therein and whether the permanent repair or construction of the way could result in its eventual conversion to a public way.
- (i) The city council must hold a public hearing upon the petition within 60 calendar days of filing thereof, except that in a particular case the council, by 2/3 vote thereof, may extend the deadline for hearing by a maximum of 30 days. Review of the petition by the city council shall include a determination whether the construction or repair is required by public convenience and necessity.
- (j) Notice of the council's decision shall be posted and a copy thereof shall be mailed to all abutting owners.

(Ord. of 11-18-1980, § 5; Ord. of 9-24-2013(224))

Sec. 21-85. - Meeting and vote by abutting owners.

- (a) Prior to submitting any petition under this article, and after notice to all abutters, a meeting of all abutting owners must be held. The meeting shall be called by any three or more abutting owners. Notice of the meeting, stating the date, time and location thereof, shall be given at least seven days in advance by posting the notice in the city clerk's office and by mailing the notice to all abutting owners by certified mail, return receipt requested. A receipt by electronic mail or other proof of certified mailing shall be deemed sufficient evidence that notice has been given to abutting owners.
- (b) At the meeting of abutting owners as required by subsection (a) of this section, separate votes shall be taken and recorded to determine whether certain repairs are to be sought and whether such repairs shall be paid for pursuant to the terms of this article. A majority of the abutting owners must attend the meeting and must vote in favor of both issues in order to qualify for construction or repair under this article. Each property, whether held singly, jointly or by a trust or corporation, shall be entitled to cast one vote by the designated or agreed-upon representative of the owners, and who must be in attendance at the meeting. The official record of the meeting, including the attendees and the votes cast shall be included with the petition for permanent repairs to a private way when the abutters present the petition to the city clerk as described in section 21-85.

(Ord. of 11-18-1980, § 6; Ord. of 4-10-2012 (01); Ord. of 9-24-2013(224))

Sec. 21-86. - Municipal liability for construction or repair.



**CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER**

**ORDER: CC#2016-001
COUNCILLOR: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 01/12/16
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:**

ORDERED that the GCO Sec. 22-269 "Stop Intersections" be amended by **ADDING** stop signs at the intersection of Perkins and Mt. Vernon Streets for northbound and southbound drivers making the intersection a four way stop, and in accordance with Sec. 22-128 with the official stop signs thereon facing traffic proceeding in the direction indicated above.

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

Melissa Cox
Ward 2 Councillor



**CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER**

**ORDER: CC#2016-002
COUNCILLOR: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 01/12/16
REFERRED TO: O&A & TC
FOR COUNCIL VOTE:**

ORDERED that the City Council request that the Traffic Commission conduct a study of the tractor trailer parking on Rogers Street, and that their study include (1) what areas are currently tractor trailer parking; (2) what areas are currently tractor trailer parking but are not being used as such; and that the Traffic Commission make a written recommendation to the Ordinance & Administration Standing Committee on the findings of their review including whether any traffic ordinance amendments are recommended.

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

Melissa Cox
Ward 2 Councillor



**CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER**

ORDER: CC#2016-003
COUNCILLOR: Val Gilman

DATE RECEIVED BY COUNCIL: 01/26/16
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the soon to be rehabilitated baseball/softball field, adjacent to Wilson Field (Dr. Osman Babson Road), be dedicated to a long tenured Board Member and volunteer of the Gloucester Little League.

FURTHER ORDERED that this matter be referred to the Ordinances and Administration Standing Committee for review and recommendation.

Val Gilman
Ward 4 Councillor