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GLOUCESTER CITY COUNCIL  
**Ordinances & Administration Committee**  
Monday, March 14, 2016 – 6:00 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**

**AGENDA**

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

**1. A. New Appointments:**

Historical Commission	Jude Seminara (Alternate Member)	TTE 02/14/19
Downtown Development Commission	Paul T. Russo	TTE 02/14/19

**B. Reappointments:**

Affordable Housing Trust	Mary John Boylan (Cont'd from 2/29/16)	TTE 02/14/19
City Hall Restoration Commission	Stephen Pardee	TTE 02/14/19
Clean Energy Commission	Linda Stout-Saunders (Cont'd from 2/29/16)	TTE 02/14/18
Conservation Commission	Ann-Jo Jackson (Cont'd from 2/29/16)	TTE 02/14/19
Planning Board	Joseph Orlando, Sr.	TTE 02/14/21
Shellfish Advisory Commission	Ann-Jo Jackson-ConCom Rep (Cont'd also)	TTE 02/14/19

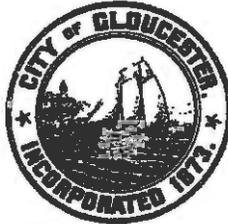
2. **CC2016-002 (Cox) City Council requests the Traffic Commission to conduct a study of tractor trailer parking on Rogers Street (Cont'd from 02/01/16) TBC 05/16/16**
3. **CC2016-010 (Cox) Amend GCO Sec. 22-267 "One Way Streets-Generally" re: Derby Court (TBC 04/04/16)**
4. **CC2016-011 (Ciolino) Election of City Clerk pursuant to City Charter Sec. 2-7(a)**
5. **CC2016-013 (O'Hara) Request O&A Committee to consider whether GCO Sec. 22-284(b) "Service or Loading Zones" should be amended to allow additional overnight parking from 7:00 p.m. until 6:00 a.m. (TBC 04/04/16)**
6. **Resolution to Express the City of Gloucester's Opposition to Offshore Drilling in the Atlantic: To review recommendations of Councilors Memhard & Orlando & General Counsel, Chip Payson**

COMMITTEE  
Chair, Councilor Steven LeBlanc  
Vice Chair, Councilor Jamie O'Hara  
Councilor Sean Nolan

CC: Jim Destino  
Linda T. Lowe  
Chip Payson

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

3/14  
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stheken@gloucester-ma.gov

January 28, 2016

Ms. Mary John Boylan  
85 Mt. Pleasant Avenue  
Gloucester, MA 01930

Dear Mary John:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of February 9, 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.

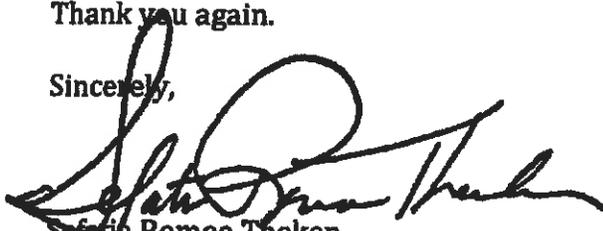
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2016, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,



Sefatia Romeo Theken  
Mayor

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

# AFFORDABLE HOUSING TRUST

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

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

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

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

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

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

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

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

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

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

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

### Section 2-604. Same - Definition.

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

### Section 2-605. Same - Membership.

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

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

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

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

**Section 2-607. Same - City Board.**

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

**Section 2-608. Same - Removal of Trustees.**

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

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

- (A) The Trust shall meet monthly as long as there is business requiring the attention of the Trust; provided, however, that the Trust shall meet at least on a quarterly basis. The meetings of the Trust shall be at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, M.G.L. Chapter 39, Sections 21A, 23B and 23C.
- (B) A quorum at any meeting shall be a majority of the Trustees qualified and present in person.

**Section 2-610. Same - Powers and Duties.**

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

(A) General Powers

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

(B) Real Estate Related Powers:

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

(C) Financial Powers:

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

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

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

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

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

The City Treasurer will be the custodian of the funds.

**Section 2-613. Same - Taxes.**

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

**Section. 2-614. Same - Governmental Body.**

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

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

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

3/14

City Hall  
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Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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stheken@gloucester-ma.gov

January 28, 2016

Ms. Linda Stout-Saunders  
52 Bennett Street  
Gloucester, MA 01930

Dear Linda:

I am pleased to reappoint you to a two year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 9, 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 continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2016, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

Sefatja Romeo Theken  
Mayor

cc: Mayor's Report to the City Council



City Hall  
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January 28, 2016

Ms. Ann Jo Jackson  
21 Salt Island Road  
Gloucester, MA 01930

Dear Ann Jo:

I am pleased to reappoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of February 9, 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 continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2016, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

**ARTICLE III. CONSERVATION COMMISSION\***

\*Cross reference(s)--Boards, commissions, councils and committees, § 2-400 et seq.; conservation commission to promulgate rules and regulations relating to marshlands, § 12-18.

**Sec. 16-30. Created.**

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

(Code 1970, § 2-328)

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

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

(Code 1970, § 2-329)

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

**Sec. 16-32. Powers and duties.**

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

(Code 1970, § 2-330)

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

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

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

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

(Code 1970, § 2-331)

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

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

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

(Code 1970, § 2-332)

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

Secs. 16-35–16-44. Reserved.

#### ARTICLE IV. RESERVED\*

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

Secs. 16-45–16-59. Reserved.

#### ARTICLE V. HISTORIC DISTRICT\*

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

**Sec. 16-60. Purpose.**

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

(Ord. of 5-24-77, § 2)

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

**Sec. 16-61. Created.**

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

(Ord. of 5-24-77, § 3)

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

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

City Hall  
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stheken@gloucester-ma.gov

**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

January 29, 2016

Ms. Ann-Jo Jackson  
21 Salt Island Road  
Gloucester, MA 01930

Dear Ms. Jackson:

I am pleased to reappoint you to a three year term as the Conservation Commission representative on the **Shellfish Advisory Commission**, with a term to expire **2/14/2019**. Your appointment will be sent to the City Council for their meeting of February 9, 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 continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2016, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

**Sec. 20-2. - Shellfish advisory commission.**

- (a) *Created; membership; appointment; compensation.* There is hereby created and established in the city a commission to be known as the shellfish advisory commission. The commission shall consist of five members of all whom shall be citizens of the city and shall be appointed by the mayor, subject to confirmation by the city council, and shall be unpaid.
- (b) *Terms of members; chairperson.* All members of the shellfish advisory commission shall be appointed for three-year terms. The commission shall choose one of their members to be chairperson.
- (c) *Compensation.* The shellfish advisory commission shall consist of three persons from the shellfish industry, the chairperson of the conservation commission or his designee and a marine biologist, if available.
- (d) *Duties.* The shellfish advisory commission shall advise the mayor and city council on all matters pertaining to shellfish, seaworms and eels. The commission may establish, subject to approval by the city council, a management plan with rules and regulations relating to the issuance of permits and taking of shellfish, seaworms and eels.

(Ord. No. 49-95, § 1, 12-29-1995)

**Cross reference—** Boards, commissions, councils, and committees, § 2-400 et seq.

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Gloucester, MA 01930



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stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

March 2, 2016

Mr. Joseph Orlando  
1 Western Avenue  
Gloucester, MA 01930

Dear Joe:

I am pleased to reappoint you to a five year term on the City of Gloucester's **Planning Board**. Your appointment will be sent to the City Council for their meeting of March 8, 2016 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which your appointment will be reviewed.

In order for you to attend and continue to vote at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment effective February 14, 2016, the date on which your current appointment expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thankyou again

Sincerely

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council



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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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March 2, 2016

Mr. Stephen Pardee  
17 Holly Street  
Gloucester, MA 01930

Dear Steve:

I am pleased to reappoint you to a three year term on the **City Hall Restoration Commission**. Your appointment will be sent to the City Council for their meeting of March 8, 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.

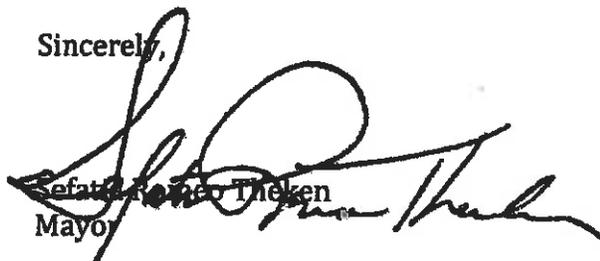
In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2016, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

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

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

Thank you again.

Sincerely,

  
Stefano Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

**Sec. 2-523. - Created; terms; compensation; officers; duties.**

- (a) **Created; terms.** There is hereby created a commission to be known as the "City Hall Restoration Commission," hereinafter called the commission, which shall consist of nine members, all of whom shall be appointed by the mayor and approved by the city council. The commission shall be selected with due care for providing an optimum mix of background and expertise required to fulfill the purpose. Upon the establishment of the commission, the mayor shall appoint three members to a term of one year; three to a term of two years and three to a term of three years. Thereafter, the mayor shall appoint each successor to a term of three years. In the event of death, resignation or removal of any member, a successor shall be appointed to serve for the unexpired term for which the member has been appointed.
- (b) **Compensation.** Members of the commission who are not city employees shall serve without compensation.
- (c) **Chairperson.** A chairperson shall be appointed by the mayor for a term of one year and may be reappointed. The chairperson shall decide all points of order and procedure, unless directed otherwise by a majority of the commission. The chairperson shall determine the chairpersons of the subcommittees, and shall be a member of all the subcommittees. The chairperson may serve as secretary of the commission.
- (d) **Vice-chairperson.** A vice-chairperson shall be appointed by the mayor for a term of one year and may be reappointed. The vice-chairperson shall serve as acting chairperson in the absence of the chairperson.
- (e) **Secretary.** A secretary of the commission shall be elected by the commission and shall be responsible for maintaining minutes of the regular meetings and a record of attendance of the commission members. The secretary shall also be responsible for filing reports with the city clerk/city council.
- (f) **Attendance at meetings.** Should a member fail to attend three consecutive regular meetings of the commission, and should there be no adequate excuse for such absence, the chair with the concurrence of the majority of the entire commission, shall recommend to the mayor that a vacancy be declared and the vacated position be filled.
- (g) **Committees.** Subcommittees shall be established as needed by vote of the commission. Such subcommittees shall each comprise at least three members, at least one of who shall be a commission member, and who shall serve as the chairperson of the subcommittee to the commission at the regular meeting.

(Ord. of 4-13-2004, § 1(2-517))

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**CITY OF GLOUCESTER  
OFFICE OF THE MAYOR**

March 2, 2016

Mr. Jude Seminara  
2 Middle Street  
Gloucester, MA 01930

Dear Jude:

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 March 8, 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,

Sefacia Romeo Theken  
Mayor

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

Jude Seminara  
2 Middle St.  
Gloucester, MA 01930

Sefatia Romeo-Theken, Mayor  
City Hall  
9 Dale Ave.  
Gloucester, MA 01930

February 7, 2016

Dear Mayor:

My name is Jude Seminara, and I am writing you to express my interest in being appointed as an alternate member of the City of Gloucester's Historical Commission.

In 1999, I graduated from the University of South Florida with a bachelor's degree in history. My focus was on colonial American history, specifically as it pertains to the English settlement of New England. I have completed twenty hours of graduate courses in early American history as well from Harvard Extension School.

Beginning in 2007, I taught American history at Gloucester's COMPASS Youth Program, and then at Gloucester High School until the summer of 2014. From there, I accepted a position at the Cape Ann Museum. Currently, I work at Rockport Middle School.

I have had a lifelong interest in history, particularly in historical research. Since having moved to Gloucester in 2004, I have immersed myself in the study of the unique history of this city. Among the more significant of my projects is the research that I did for the Massachusetts Bureau of Underwater Archaeology during their investigation of the briefly-exposed Coffin's Beach shipwreck, a possible pre-Revolutionary War era chebacco boat. Concurrently, I began compiling an inventory of shipwrecked vessels along the Cape Ann coast, which is a work-in-progress.

Around 2008, I spent the latter part of the spring through the early summer making an inventory of the Second Parish Burial Ground off Thompson Street in West Gloucester.

While reading a history of the Gloucester Police Department, I found a reference to a Gloucester policeman who had died of a heart attack on his way to a call. Checking a nonprofit database that compiles and honors fallen officers, I noticed that he had not been discovered by their researchers, and independently provided the source material that resulted in his name being added to their register.

As a pastime, I enjoy researching long-forgotten places in Gloucester. Stemming from a project last fall researching the Currier Pasture Civil-War-era "muster field," my most recent focus has been on West Gloucester's colonial settlement; specifically, I am trying to locate and identify the homesites, training ground and other significant landmarks of Gloucester's second parish.

Given my interest and experience, I would be an asset to the Historical Commission, and ask that you consider me for an appointment to it. Thank you for your time and consideration.

Sincerely and respectfully,

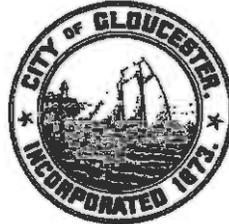
*Jude Seminara*  
Jude Seminara

**PART I ADMINISTRATION OF THE GOVERNMENT****TITLE VII CITIES, TOWNS AND DISTRICTS****CHAPTER 40 POWERS AND DUTIES OF CITIES AND TOWNS****Section 8D Historical commission; establishment; powers and duties**

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.

Alternate members may be appointed in like manner as provided for in this section not exceeding in number the principal members. In the case of the absence or inability to act on the part of a principal member, the place of the principal member shall be taken by an alternate member designated by the chairman. When a commission is first established, the terms of the members and alternate members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members and alternate members will expire each year, and their successors shall be appointed for terms of three years each. Any member or alternate member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

March 2, 2016

Mr. Paul T. Russo  
5 Madison Avenue  
Gloucester, MA 01930

Dear Paul:

Thank you for your interest in serving on the City of Gloucester's **Downtown Development Commission**. I am pleased to appoint you to a three year term on the commission, with a term to expire February 14, 2019.

Your appointment will be sent to the City Council for their meeting of March 8, 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 effective March 2, 2016. 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 any additional information, please feel free to contact my office.

Thank you again.

Sincerely,

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

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Suzanne Silveira, Chair-DDC

## **Cover Letter for the Application of the Downtown Development Commission**

Written by: Paul T. Russo  
To: The Mayor's Office  
Date: Friday, February 19, 2016

Mayor Sefatia Romeo Theken,

After working at the biggest accounting firm in the world for over a year in Boston, Massachusetts, I began to feel disconnected to the community that is Gloucester. Throughout my professional and educational career, I was told that in order to succeed, one needed to "get over the bridge" or "get off the island", and admittedly, I did not disagree with those individuals. My path was headed straight towards moving into Boston, growing my career as an external auditor, and beginning my life in the "Corporate World." However, in the middle of these coming changes, as you know, I was diagnosed with cancer; and in a way, that diagnosis was a blessing to me.

The support that I received from my family and friends back home, including the Gloucester community as a whole, completely changed my perspective on how I want to pursue my career and lifestyle. I would think to myself, "why wouldn't I want to start a family here someday?" and "why would I not want to bring my professional skills to a community that has literally saved my life?"

In the process of attempting to restructure my life and gear it towards Gloucester, I wanted to somehow find a way to incorporate my professional and educational background that coincided with the community in some way or another. That is how I came upon the current financial advising job that I hold with the Pratt family over at Life Solutions Group. However, I do not want my boundaries to cease there. I spent seven years working on Main Street at Palazola's Sporting Goods, so I saw first hand the way that Gloucester businesses influence this city. That is why I have decided to apply for a seat on the Downtown Development Commission. I could go on for pages and pages about how I can help this city, and how my story can inspire Gloucester residents of all ages to keep this beautiful community's presence known and appreciated.

I thank you for reading over this cover letter, and I truly hope that I can be accepted into this Commission Board. I can promise you one thing, at the young age of 25 years old, having already beat a difficult battle with cancer, a bachelor's and master's degree in business/accounting, and experience in the largest accounting firm in the world, I wish to bring these experiences back to the City of Gloucester and help this community flourish, until my final days. That is my life's goal, and that will be my life's work until it is achieved.

Thank you,

Paul T. Russo

# Paul T. Russo, MSA

5 Madison Ave, Gloucester, MA 01930  
paul.thomas.russo@gmail.com / 508-284-0867

## Professional Experience

➤ **Life Solutions Group - Danvers, Massachusetts** **November 2015 - Present**

□ **Title: Director of Payroll Services**

- ◆ Head of the Payroll Department within Life Solutions Group
- ◆ Broker to major payroll services including ADP, Paychex, Paylocity, and Proliant
- ◆ Once brokered, serves as the official payroll representative that includes payroll processing, quarterly filings, year-end filings, and Form W-2/1099 processing
- ◆ Ability to give complimentary payroll audits due to experience in the audit field at prior position

➤ **PricewaterhouseCoopers (PwC) - Boston, Massachusetts** **September 2014 - November 2015**

□ **Title: Assurance Experienced Associate, Technology Industry**

- ◆ Performed multiple auditing procedures such as financial statement tie-outs, controls testing, and cash accounts / receivable accounts payable confirmations
- ◆ Gained extensive experience with several financial statement line item testing, including both Balance Sheet and Income Statement accounts
- ◆ Completed various tasks within technology firms ranging from high, entity-level controls to specific financial statement line item accounts
- ◆ Worked intimately with key clients including Raytheon, Vistaprint, and Houghton Mifflin Harcourt
- ◆ Expanded on basic Microsoft Excel skill set to construct complex Excel functions and use various formatting techniques

➤ **Couture Salon.Spa – Gloucester, Massachusetts** **May 2013 – August 2014**

□ **Title: Accountant/Bookkeeper**

- ◆ Utilization of QuickBooks™ to transfer bank statements on computer file
- ◆ Maintained the accounting records of a business entity for an entire fiscal year while attending graduate school

➤ **PricewaterhouseCoopers (PwC) – Boston, Massachusetts** **June 2013 – August 2013**

□ **Title: Assurance Intern, Technology Industry**

- ◆ Developed a basic understanding of auditing procedures used in quarterly reviews
- ◆ Interned with three different clients (Raytheon, MKS Instruments, and Atlantic Tele-Network) in the Technology Industry

## **Education**

- **University of Massachusetts Lowell - Lowell, Massachusetts** **August 2014**
  - ◆ Master of Science in Accounting
  - ◆ GPA 3.7 / 4.0
  
- **Bryant University - Smithfield, Rhode Island** **May 2013**
  - ◆ Bachelor of Science in Business Administration with a Concentration in Accounting
  - ◆ Minor in Applied Statistics
  - ◆ GPA 3.3 / 4.0

## **Volunteer Work / Miscellaneous**

- **Cape Ann Chamber of Commerce - Gloucester, Massachusetts** **November 2015 - Present**
  - ◆ Serving on the Business Education Collaborative Board which helps to plan and execute the Cape Ann Career & College Fair held at Gloucester High School
  - ◆ Assistant to Ambassador Jonathan Pratt
  
- **Cape Ann Business Alliance (CABA) - Gloucester, Massachusetts** **January 2015 - Present**
  - ◆ Member since January 2015
  - ◆ Networking group whose main focus is to help the businesses of Cape Ann grow and prosper

**Sec. 2-492. - Created; membership; terms.**

- (a) There is hereby recreated and reestablished in the city a commission to be known as the downtown development commission consisting of nine members, one member shall be a city councilor, who shall serve ex officio, all of whom shall be appointed by the mayor of the city and shall be confirmed by the city council. Upon the establishment of this commission the mayor shall appoint three members for three years; two members for two years; and two members for one year; and as each term expires the mayor in like manner shall appoint members to serve for three years.
- (b) In the case of resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, the appointment for the unexpired term shall immediately be made by the mayor.

(Ord. No. 28-1991, 7-7-1991; Ord. of 9-4-2007)



**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#2016-010**  
**COUNCILLOR: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 03/08/16**  
**REFERRED TO: O&A & TC**  
**FOR COUNCIL VOTE:**

**ORDERED** that the Gloucester Code of Ordinances Sec. 22-267 "One Way Streets-Generally" be amended by **ADDING** Derby Court from the intersection of Maplewood Avenue to Derby Court and Derby Court to Derby Street in a northwesterly direction.

**FURTHER ORDERED** that this matter be referred to the Ordinance 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#2016-011  
COUNCILLOR: Joe Ciolino**

**DATE RECEIVED BY COUNCIL: 03/08/16  
REFERRED TO: O&A  
FOR COUNCIL VOTE:**

**ORDERED** that pursuant to the City of Gloucester City Charter section 2-7(a) concerning the election of the City Clerk, the Council shall elect the City Clerk for the term of April 2016 to April 2018; and further

**ORDERED** that this matter be referred to the Ordinances and Administration Committee for review and recommendation; and further

Joe Ciolino  
Councillor at Large



**CITY OF GLOUCESTER 2016  
CITY COUNCIL ORDER**

**ORDER: CC#2016-013**  
**COUNCILLOR: James O'Hara**

**DATE RECEIVED BY COUNCIL: 03/08/16**  
**REFERRED TO: O&A & TC**  
**FOR COUNCIL VOTE:**

**ORDERED** that the Ordinances & Administration Standing Committee consider whether Chapter 22, Sec. 22-284(b) "Service or Loading Zones" should be amended to allow additional overnight parking from 7:00 p.m. until 6:00 a.m.

**FURTHER ORDERED** that this matter be referred to the Ordinances and Administration Standing Committee and to the Traffic Commission to recommend whether or not the hours of overnight parking in a loading zone shall be extended.

James O'Hara  
Councillor at Large



**GLOUCESTER CITY COUNCIL**  
9 Dale Avenue, Gloucester, MA 01930

**A Resolution to Express the City of Gloucester's Opposition To  
Offshore Drilling in the Atlantic**

**WHEREAS, the U.S. Bureau of Ocean Energy Management (BOEM) is currently in the process of trying to open the Atlantic Ocean to exploration and development off offshore oil and gas including risky methods, such as seismic blasting;**

**WHEREAS, seismic air guns fire frequent, intense blasts of compressed air, one of the loudest man-made sounds in the ocean, that could prove harmful to or injure and kill marine mammals, fish and other marine life;**

**WHEREAS, exploratory and commercial drilling, extraction, and transportation of offshore oil and gas resources pose a significant risk of oil spills and leakage of other toxic waste;**

**WHEREAS, Gloucester's fishing industry relies on clean ocean waters;**

**WHEREAS, offshore drilling may require significant onshore infrastructure, such as pipelines or refineries, which may harm the character of our coast;**

**WHEREAS, pristine beach areas are at direct risk from offshore drilling activities;**

**WHEREAS, offshore drilling activities pose threats to coastal wetlands, which are of intrinsic ecological value for numerous migratory bird species, serve as essential nursery habitats for recreational and commercially important fisheries, and act as natural buffers from storm surge and hurricanes;**

**WHEREAS, the exploration of oil and gas off the Atlantic coast will not effectively address the long-term energy needs of our country;**

**WHEREAS, the City of Gloucester recommends that it would be more economically and ecologically responsible to pursue non-polluting sources of renewable energy projects that pose less risk to our fishing industry, coastal environment and economic health;**

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GLOUCESTER, MASSACHUSETTS THAT:**

**Section 1: The City of Gloucester is opposed to offshore oil and gas development and seismic testing in the Atlantic Ocean.**

**Section 2: The City of Gloucester supports a permanent ban on offshore oil and gas development in the Atlantic Ocean.**

**As voted by the Gloucester City Council this eighth day of March 2016:**

**\_\_\_\_\_  
Councilor Joseph Ciolino, City Council President**

**\_\_\_\_\_  
Councilor Steven LeBlanc, Jr., City Council Vice President**

**\_\_\_\_\_  
Councilor Melissa Cox**

**\_\_\_\_\_  
Councilor Valerie H. Gilman**

**\_\_\_\_\_  
Councilor Paul Lundberg**

**\_\_\_\_\_  
Councilor R. Scott Memhard**

**\_\_\_\_\_  
Councilor Sean P. Nolan**

**\_\_\_\_\_  
Councilor James W. O'Hara**

**\_\_\_\_\_  
Councilor Joseph M. Orlando, Jr.**