This meeting is recorded

CITY CLERK
GLOUCESTER, MA

2016 APR 28 AM 8:31

GLOUCESTER CITY COUNCIL

Ordinances & Administration Committee

Monday, May 2, 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:***

Community Preservation Committee	Heidi Wakemen (Open Space & Rec. Comm. Rep.)	TTE 02/14/19
Historical Commission	Holly Clay Smith (Alternate)	TTE 02/14/19
Historic District Commission	Prudence Fish (Alternate)	TTE 02/14/19
Trust Fund Commission	Barry Weiner, Rick Ciolino	TTE 02/14/19

B. Reappointments:

City Hall Restoration Commission	Stephen Pardee (Cont'd from 02/29/16)*	TTE 02/14/19
Clean Energy Commission	Tom Kiely (Cont'd from 02/29/16)	TTE 02/14/18
Historic District Commission	Paul Shea (Cont'd from 02/29/16)	TTE 02/14/19
Planting Committee	Bonnie Angus (Cont'd from 02/29/16)	TTE 02/14/19

* Resigned

2. ***Memo & relevant information from the Administration re: proposed reorganization of the Harbormaster's Department***
3. ***CC2016-010 (Cox) Amend GCO Sec. 22-267 "One Way Streets-Generally" re: Derby Court (Cont'd from 04/04/16)***
4. ***Memo & relevant information from the Administration re: proposed reorganization of the*** 4. ***CC2016-015 (Cox) Request O&A review & recommend the matter of prohibiting the use of polystyrene food & beverage containers or serving items for food service establishments if the packaging takes place on the premises of food service establishments & recommend whether an ordinance on polystyrene food & beverage containers be adopted***
5. ***CC2016-016 (Memhard) Request Traffic Commission perform a speed study on Rockport Rd. from the intersection of Thatcher Rd. northeasterly to its intersection with Beachland Ave. to determine whether there should be a speed limit of 20 mph & whether the City Council should petition MassDOT to approve said speed limit***
6. ***CC2016-017 (Memhard) Amend GCO c. 22, Sec. 22-270 "Parking prohibited at all times," Sec. 22-291 "Tow away zones," and Sec. 22-265 "Turning movements-Generally" re: 354 Main Street***
7. ***CC2016-018 (Memhard) Amend GCO c. 22, Sec. 22-270 "Parking prohibited at all times" and Sec. 22-291 "Tow-away zones" re: Mt. Pleasant Avenue***
8. ***CC2016-019 (Memhard) Request that O&A consider the placement of a crosswalk on Eastern Avenue (Route 127) in the vicinity of Pond Road and the adjacent shopping center area north of Pond Road & Request the Traffic Commission study the placement of a crosswalk at this location & recommend as to whether this request should be forwarded to MassDOT for their approval***
7. ***CC2016-020 (Cox) Request O&A determine whether GCO c. 11, Sec. 1-11 "Permit required; fee" be amended by deleting, "The fee for a permit issued shall not exceed $100.00"***
8. ***Council President Appointment of Assistant City Clerk to Interim/Acting City Clerk***

This meeting is recorded

The following Council Orders awaiting Traffic Commission recommendations will be taken up at the **06/06/16** regularly scheduled O&A meeting:

9. ***CC2016-021 (Cox) Amend GCO Sec. 22-280 "Fifteen-minute parking" re: Maplewood Avenue***
10. ***CC2016-023 (Cox) Amend GCO Sec. 22-274 "Two-hour Parking – Between Certain Hours" re: 201 Main Street***
11. ***CC2016-024 (Memhard) Request Traffic Commission perform a speed study on Beach Road to determine whether to reduce the speed limit and whether the city should petition MassDOT for approval***

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

CC: Jim Destino
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

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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 6, 2016

Ms. Heidi Wakeman
7 Wise Place
Gloucester, MA 01930

Dear Heidi:

I am pleased to appoint you to a three year term as the **Open Space & Recreation Committee representative on the Community Preservation Committee.** Your appointment will be forwarded to the City Council for their meeting of April 12, 2016, and will be referred out to the Ordinance and Administration subcommittee at that time. You will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

I have issued you a 90 day temporary appointment so that you can attend and vote at meetings. We understand that you have already been sworn in at the City Clerk's office.

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

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

Sincerely,

Sefatia Romeo Theken
Mayor

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

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT
3 POND ROAD, GLOUCESTER, MA 01930

MEMORANDUM

DATE: March 22, 2016

TO: Mayor Sefatia Romeo-Theken

FROM: John McElhenny, Chairman, Open Space & Recreation Committee

THHRU Tom Daniel, Community Development Director
Stephen Winslow, Senior Project Manager

Re: Community Preservation Committee: Open Space & Recreation Representative Replacement – Heidi Wakeman

Charlie Crowley, the Open Space & Recreation Committee (OSRC) representative to the Community Preservation Committee (CPC) has decided to resign from that role. Current OSRC member Heidi Wakeman of 7 Wise Place has expressed interest in replacing Mr. Crowley on the CPC. The OSRC considered this matter and on March 17 voted unanimously to recommend that Ms. Wakeman be appointed to serve as the Open Space and Recreation Committee representative to the Community Preservation Committee.

Community Preservation Committee

heidi wakeman [hwakewoman@hotmail.com]

Sent: Monday, March 21, 2016 7:40 PM

To: Stephen Winslow; John McElhenny [jmcelhenny@gmail.com]

To whom it may concern:
My name is Heidi Wakeman and I currently serve on the Open Space & Recreation Committee. I am cheerfully submitting my services to represent the OSRC on the Community Preservation Committee.

If you need further information, I can be reached at 978-601-7227.
Thanking you in advance,
Heidi Wakeman

COMMUNITY PRESERVATION COMMITTEE

Sec. 2-533. - Membership, terms and compensation.

The community preservation committee shall consist of nine members, all of whom shall be residents of the city. Committee members shall be appointed by the mayor and confirmed by the city council for a period of three years expiring on February 15. The committee shall be composed of the following:

(1) Four members shall be members of the boards and commission as required by the Community Preservation Act, M.G.L. c. 44B, § 5 and appointed by the mayor subject to confirmation of the city council. If a statutory board or commission no longer functions or exists within the city then the mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:

a. One member of the conservation commission as designated by the commission.
b. One member of the historical commission as designated by the commission.
c. One member of the planning board as designated by the board.
d. One member of the parks and recreation department.
e. One member of the housing authority as designated by the authority.

(2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the mayor.

a. The at-large members may include citizens who have expertise or demonstrated interest in open space, recreation, historic preservation, affordable housing and municipal finance and fiscal accounting practices.
b. To the extent possible, the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of the ordinance from which this division is derived and shall forward the names to the mayor. Should a commission or board fail to designate a member for appointment within 45 days, the mayor shall appoint the member from the general public. Should a member from a designated commission or board be no longer able to serve on the preservation committee, the mayor shall appoint a successor member.

(3) All committee members shall serve on the committee without compensation.

(Ord. of 2-10-2009(03), § 2-515)

Sec. 2-534. - Terms of office; officers; vacancies.

(a) *Terms.* The term of office for each member of the committee shall be three years. No member shall serve more than two terms. In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:

(1) The historic commission member, the conservation commission member, two at-large members appointed by the mayor shall serve for three years;

(2)

The housing authority member, the planning board member and one at-large member appointed by the mayor shall serve for two years;

(3) The parks and recreation member and one at-large member appointed by the mayor shall serve for one year.

For purposes of this subsection, the initial one- and two-year appointments shall be deemed not to constitute full terms.

(b) *Officers.*

(1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.

(2) A committee member may serve as chairperson for two consecutive years, after which he shall not be eligible to be nominated for the same position. However, a two-thirds vote of the committee can waive this provision.

(c) *Vacancies.* Any vacancy shall be filled by the respective board, commission, authority or mayor for the remainder of the unexpired time. In the event that a committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.

(Ord. of 2-10-2009(03), § 2-516)

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Nine Dale Avenue
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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 6, 2016

Ms. "Holly" Helen Clay Smith
546 Washington Street
Gloucester, MA 01930

Dear Ms. Clay Smith:

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 April 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,

Sefatia Romeo Theken
Mayor

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

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

March 25, 2016

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

Dear Mayor Theken,

The Gloucester Historical Commission, in anticipation of another vacancy, would like to recommend Holly Clay Smith for appointment as an Alternate to the Commission. Her resume is enclosed.

Holly is originally from Gloucester and is a Gloucester resident today after years as a world traveler through her work and family life. She has an academic background in art and architecture and a profound interest in Gloucester history.

Holly is an enthusiastic volunteer and has been attending our meetings as an observer. She has asked to join and we feel she will make an excellent addition to the group. Thank you for your consideration.

Sincerely,

Mary Ellen Lepionka, Co-Chair
Gloucester Historical Commission

"Holly" Helen Clay Smith

546 Washington Street

Gloucester, MA 01930

21 March 2016

Dear Mayor Theken,

Reference: Gloucester Historical Commission

Having recently returned to Cape Ann, I am motivated to contribute to the community that has given me much in the past 35 years. Semi-retired and owning a house in Riverdale, I am well-positioned to support historic preservation and encourage architectural/art appreciation in Gloucester, the focus of the Commission. Furthermore, I have immersed myself in historical settings and studies my entire life, so I have certain qualifications that will fit with the Commission's mandate and efforts.

My first experience of Gloucester dates back over 30 years, to the Winter of 1982-83, when I spent time in Annisquam. Living in New York City at the time, and poised to relocate to London, England, I was immediately and subliminally drawn to the setting, village identities, authentically historic architecture and natural abundance. It seemed the city and its various parts and parcels, distinctive communities, buildings and houses paid tribute to Gloucester's auspicious past. I determined then and there that someday I would do my part to maintain the surroundings and preserve the city's architectural and historic heritage.

Following that initial introduction to Gloucester, our family moved a lot. Everywhere we lived history and architecture loomed large. In London, for example, we lived in a "Lutyens-" style house with leaded pane windows and an immaculate, formal, historically correct garden, both of which I determinedly maintained. While living in Maine, we lived in two historic houses; one of them, in Alna, was dubbed the Edward Arlington Robinson house, as the poet (Robinson wrote *Richard Cory*) was born there. Our stint in Warsaw, Poland found us living in an 18th-19thc village. Once a spa town, the architecture of the villas was both Baroque and idiosyncratically Polish. In Budapest, Hungary we lived for a time in an 18th century chateau that replicated the best of neo-Baroque, romantic French design in that day and age.

Holly Clay Smith

Email: holly.yanayoga@gmail.com **Phone:** 240-743-8668

PROFILE: Background in education, publishing, writing: U.S. and Overseas.

PROFESSIONAL EMPLOYMENT

2011- 2014: Learning Specialist, Gonzaga College High School, Washington, DC. Manage Study Center, providing academic support, teaching study strategies, monitoring students with learning differences, communicating with counselors and teachers, and preparing referrals for educational testing.

2007-PRESENT: Yoga/Mindfulness Instructor/Facilitator.

2005- 2012 Instructor/Tutor, Kingsbury Center, Washington, DC. Provide individual and small group instruction in all disciplines at Kingsbury Day School. Tutor mainstream students from schools in metropolitan area. Teach reading skills to DC elementary school children at risk for language-based learning disabilities.

2004-07: Offsite Bookseller, Politics & Prose Bookstore, Washington, DC. Represent store at political, private & public events, promoting authors and selling fiction and non-fiction (politics and history) works.

2001-02: Assistant Teacher, Montgomery County Schools' Creative Enrichment Program, Bethesda, MD. Assist in executing and developing program for 18 kindergartners in extension program.

1992-94: Features Writer, *North Shore Weeklies*, Ipswich, MA. Report on range of topics: architectural/art history, local lore, education, adolescent development.

1990-92: Reporter, *Wiscasset Newspaper/Boothbay Register*, Boothbay Harbor, ME. Cover regional news and events; develop feature articles on history, architecture, local people; track government, schools, planning commission and nuclear power.

1980-83: Associate, Korn/Ferry International (Executive Search and Human Resource Consulting), New York, NY. Interface with candidates for client companies. Conduct strategy research, develop business.

1977-80: Oxford University Press, College and Education Departments, NY, NY. Write reader reports (history and economics) and direct mail pieces; Collect sales and marketing data.

EDUCATION

1972-76: Mount Holyoke College, South Hadley, MA. B.A. American Art History.

2001-05: University of Maryland, College Park, MD. Department of Curriculum & Instruction. Masters Degree candidate (concentration TESOL).

2012 - Mindful Schools, San Francisco, CA. Curriculum training: teaching meditation to children and adolescents.

Print

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
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stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 6, 2016

Ms. Prudence Fish
1144 Washington Street
Gloucester, MA 01930

Dear Prudence:

Thank you for your interest in serving on the City of Gloucester's **Historic District Commission.** I am pleased to appoint you to a three year term as an **alternate member** on the Commission. So that you may attend and vote at meetings, if necessary, 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 April 12, 2016, at which time it will be referred out to the Ordinance and Administration subcommittee. You will be notified by the Clerk of Committees as to the date on which your appointment will be reviewed by the O&A Committee.

Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to 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
David Porper, Chair

Christine Pantano

From: noreply@civicplus.com
Sent: Tuesday, March 08, 2016 11:53 AM
To: Christine Pantano
Subject: Online Form Submittal: Mayor Contact Us

If you are having problems viewing this HTML email, click to view a Text version.

Mayor Contact Us

If you have a question or concern you would like the Mayor's Office to address, please submit this form. We will try to address your request in a timely manner.

Personal Information

Name*	prudence Fish	City*	Gloucester
Phone Number*	9782831458	State*	MA
Email Address	prufish@comcast.net	Zip*	01930

Staff Members

Which staff member would you like to contact?*

[X] Sefatia Romeo Theken - Mayor
[ ] Christine Pantano - Executive Secretary
[ ] Jim Destino - Chief Administrative Officer

Questions & Concerns

What is the nature of your request?*

Dear Sefathia, Before the election I spoke to you briefly communicating my interest in being on the Historic District Commission. Since then I have spoken to the chair, David Porper, who has encouraged me to join the commission if it is confirmed there is a vacancy. Previously I served for at least 15 years on the commission but have been off for at least seven years. Since I left the commission I have published the book, "Antique Houses of Gloucester", the story of the Harbor Village and very familiar with the buildings in the district. If you need a more formal letter from me I would be happy to comply but wanted to make an initial contact. It looks as though there is a vacancy but in the event there isn't a vacancy I would like to be on a list for the next opening. Prudence Fish Phone: 978-283-1458 Email: prufish@comcast.net

Would you like to be contacted concerning your request?*

[X] Yes
[ ] No

* indicates required fields.

View any uploaded files by signing in and then proceeding to the link below:
http://gloucester-ma.gov/Admin/FormHistory.aspx?SID=9754

The following form was submitted via your website: Mayor Contact Us

Name: prudence Fish

City: Gloucester

Phone Number: 9782831458

State: MA

Email Address: prufish@comcast.net

Zip: 01930

Which staff member would you like to contact?: Sefatia Romeo Theken - Mayor

What is the nature of your request?: Dear Sefathia,

Before the election I spoke to you briefly communicating my interest in being on the Historic District Commission.

Since then I have spoken to the chair, David Porper, who has encouraged me to join the commission if it is confirmed there is a vacancy.

Previously I served for at least 15 years on the commission but have been off for at least seven years.

Since I left the commission I have published the book, "Antique Houses of Gloucester", the story of the Harbor Village and very familiar with the buildings in the district.

If you need a more formal letter from me I would be happy to comply but wanted to make an initial contact.

It looks as though there is a vacancy but in the event there isn't a vacancy I would like to be on a list for the next opening.

Prudence Fish

Phone: 978-283-1458
Email: prufish@comcast.net

Would you like to be contacted concerning your request?: Yes

Additional Information:
Form submitted on: 3/8/2016 11:52:47 AM
Submitted from IP Address: 76.19.90.251
Referrer Page: http://gloucester-ma.gov/index.aspx?nid=440
Form Address: http://gloucester-ma.gov/Forms.aspx?FID=45

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

(a) There is hereby established, under M.G.L. c. 40C, a historic district commission with all the powers and duties of a historic district commission specified in M.G.L. c. 40C.

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

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

(Ord. of 5-24-1977, § 4)

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

State Law reference— Municipal authority to establish historic district commission, M.G.L. c. 40C, § 4.

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

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 4, 2016

Mr. Rick Ciolino
15 Gloucester Avenue
Gloucester, MA 01930

Dear Rick:

Thank you for your interest in serving on the City of Gloucester's **Trust Fund Commission.** I am pleased to appoint you to a three year term on the commission. Your appointment will be sent to the City Council for their meeting of April 12, 2016, at which time confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

I have issued you a 90 day temporary appointment so that, if necessary, you can attend and vote at meetings until your appointment confirmation is finalized. 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
John Dunn, Chief Financial Officer

March 22, 2016

rick@teamgloucester.com
978-223-7012

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

RE: Board of Commissioners of Trust Funds for the City of Gloucester

Dear Mayor Romeo Theken,

It has come to my attention that the City of Gloucester is looking to fill the position of Board of Commissioners of Trust Funds, and I am writing to express interest in this position.

I am a long-time resident of Gloucester, and am proud to say that all three of my children are in the Gloucester Public School System and in numerous other Gloucester programs.

My past work experience includes managing the investments of the Gloucester Trust Funds while working at Cape Ann Savings Bank in the Trust Department. In addition, I managed the investments of the City of Beverly Trust Funds while working at People's United Bank.

In all I have more than twenty-five years in the investment industry, the past fifteen years working for small community bank Trust Departments in the cities of Gloucester, Beverly and Wakefield. My current position is as Vice President and Investment Officer at First Financial Trust where I manage the investments of our private-client, non-profit, and community funded endowment customers.

Organizations for which I serve include Beverly Rotary, The North Shore United Way (Financial Stability Committee), and The Essex County Estate and Planning Council (Board Member). I also volunteer for a number of other organizations.

I would appreciate your consideration for the position of Board of Commissioners of Trust Funds for the City of Gloucester. Please call me with any questions, or if there is anything else I can get for you.

Sincerely,

Rick

Rick Ciolino
15 Gloucester Ave
Gloucester, MA 01930

cc: Jim Destino

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

April 6, 2016

Barry Y. Weiner, Esq.
3A Curlew Court
Gloucester, MA 01930

Dear Barry:

Thank you for agreeing to serve on the City of Gloucester's **Trust Fund Commission**. I am pleased to appoint you to a three year term on the commission. Your appointment will be sent to the City Council for their meeting of April 12, 2016, at which time confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting. You will be contacted by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

I have issued you a 90 day temporary appointment so that, if necessary, you can attend and vote at meetings until your appointment confirmation is finalized. 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
John Dunn, Chief Financial Officer

5/2

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Nine Dale Avenue
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stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 29, 2016

Ms. Bonnie Angus
5 Nashua Avenue
Gloucester, MA 01930

Dear Bonnie:

I am pleased to reappoint you to a three year term on the **Planting Committee**. 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

 Planting Committee

Sec. 24-41. - Established.

There is hereby established a city plantings committee, consisting of the director of public works or his designee, the tree warden, and not less than three nor more than seven additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three years, and appointments shall be subject to Charter sections 3-3 and 2-10.

(Ord. No. 15-1991, 5-28-1991)

5/2

City Hall
Nine Dale Avenue
Gloucester, MA 01930

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stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 28, 2016

Mr. Paul Shea
7 Revere Street
Gloucester, MA 01930

Dear Mr. Shea:

I am pleased to reappoint you to a three year term on the **Historic District Commission.** Your appointment will be sent to the City Council for their meeting of February 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

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

(a) There is hereby established, under M.G.L. c. 40C, a historic district commission with all the powers and duties of a historic district commission specified in M.G.L. c. 40C.

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

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

(Ord. of 5-24-1977, § 4)

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

State Law reference— Municipal authority to establish historic district commission, M.G.L. c. 40C, § 4.

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4

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

January 28, 2016

Mr. Tom Kiely
246 Western Avenue
Gloucester, MA 01930

Dear Tom:

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,

Setatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council

Sec. 2-544. - Membership.

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

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

(1) Three members for one year;

(2) Four members for two years.

(c) The commission shall:

(1) Meet on a monthly basis and retain meeting minutes;

(2) Report to the mayor on a quarterly basis; and

(3) Beginning six months after its initial formation, the commission shall submit to the council on a semiannual basis a report of its activities and its progress in achieving its mission.

(Ord. of 5-19-2009, § 2-516)

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CITY OF GLOUCESTER
OFFICE OF THE MAYOR

MEMORANDUM

TO: City Council

FROM: Sefatia Romeo Theken, Mayor

RE: Reorganization of the Harbormaster's Office

DATE: April 6, 2016

As recommended by CLE Engineering's 2015 Assessment of the Harbormaster's Office, we are forwarding the proposed reorganization of the City of Gloucester's Harbormaster's Office. The reorganization plan has been endorsed by the Waterways Board.

Attached for your review are copies of correspondence from Tony Gross, Chair of the Gloucester Waterways Board, as well as job descriptions for the Harbormaster and Deputy Harbormaster's positions.

Please refer this matter to the Ordinance and Administration subcommittee.

Thank you.

CITY OF GLOUCESTER
Job Description

* * * R E V I S E D * * *

CITY CLERK
GLOUCESTER, MA
2016 APR 27 PM 2:40

Title: Harbormaster

Department: Waterways

Supervisor: Administrative Assistant to the Mayor for administrative purposes
Waterways Board for operations & policy

Grade: M7

Civil Service: Exempt **Union:** Exempt

Supervision Exercised: Supervises full time employees, Assistant Harbormasters, project contractors and consultants

Responsibilities: Manages the City's waterways and related public facilities under authority set forth in M.G.L. Chap 102. Works cooperatively with both the boating public (Commercial/Recreational) and waterfront property owners in accordance with all City Ordinances, State and Federal laws.

Duties:

- Enforces all applicable Federal & State laws and regulations, including no wake and the Gloucester Code of Ordinances, as well as policies, rules and regulations of the Gloucester Waterways Board.
- Reports to the Mayor on Administrative matters as per Gloucester Code of Ordinances 10-20(a)
- Reports to the Waterways Board on policy matters as per Ord. 10-20(a)
- Promotes safety on the water and responds to marine emergencies.
- Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the City's facilities in printed and electronic media, welcoming visiting boaters and providing them with assistance and advice.
- Responsible for mooring assignments, regulations compliance, inspections, and locations; maintains an electronic database and mapping of moorings.
- Manages office, records, budget, boats and staff of the Waterways Department.
- Familiar with available grant programs and funding through the Clean Vessel Act, Massachusetts Seaport Economic Council, Massachusetts Public Access Board, US Army Corps of Engineers, Chapter 9, BIG and any others that pertain to waterways and harbor improvement projects.
- Enforces all waterways laws, policies, rules, regulations and ordinances within a Harbormaster's authority as set forth by Federal, State & Local government, including MGL Chapter 90B, Sec. 1-19; Chapter 40, Sec. 21D; Chap 102, Sec. 17-28; and Gloucester Code Chap. 10 & Sec. 1-15.
- Patrols all City waterways during the year with more intense patrolling from May 1 to November 1. Provides continuous radio watch during patrol hours.
- In conjunction with the Fire and Police departments, US Coast Guard and other agencies,

pre-plans the City's response to significant marine events & emergencies, including but not limited to Fiesta, Schooner Festival, coastal storms, oil spills, waterfront fires, and mass casualty incidents.

- Responds to all marine emergencies and provides all reasonable assistance, including emergency medical care, within the scope of the training and resources available to the department.
- Assumes command of waterway incidents which are within the Harbormaster's authority and responsibility.
- Works with agencies listed above to coordinate non-emergency public safety activities and operations.
- Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- Cooperates with and reports to the Waterways Board and its committees as set forth by Ordinance.
- Attends all Waterways Board & Committee meetings.
- Provides staff support, technical advice & assistance.
- Provides proper training to Assistant Harbormasters.
- Prepares reports and documents as necessary.
- Represents the Board as needed and informs Board of Waterways activities.
- Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- Operates, maintains, collects rents, enforces lease agreements at commercial marinas
- Operates and oversees the maintenance of public launch ramps, landings, moorings and other waterways facilities owned by the City.
- Manages and safeguards the collection of rents and user fees.
- Performs annual evaluations for full time Department employees.
- Observes the water quality of all waterways and takes immediate steps to stop or contain polution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

Qualifications:

- High School graduate, college degree preferred.
- A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, de-watering vessels, rules of the road, port operations.
- Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, Global Positioning System (GPS) and International Regulations for Prevention of Collisions at Sea-1972 (72 COLREGS) and Navigation Rules International - Inland
- Licenses and training as required by Massachusetts and Federal regulations.
- Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.

- Up to date IT skills required, including word and data processing, spreadsheets and Power-Point.
- Demonstrated ability to effectively communicate (oral, written and electronic) with the boating public, elected officials, boards and other waterways agencies.
- Qualified First Responder for emergency medical care.
- Knowledge of waterfront construction techniques, the waterways permitting process, dredging, waterfront facilities management and water pollution control techniques.
- Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner. Prior experience in marine law enforcement preferred.
- Working knowledge of basic operational techniques and preventive maintenance of outboard engines.

revised 03/16

DRAFT

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CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

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

February 3, 2016

Madam Mayor,

In response to the CLE Assessment of the Harbormaster Department the Waterways Board has the following recommendations for the Administration.
While the CLE report does list a number of best practices it also contains numerous opportunities for improvement. Below are the greatest areas of concern that need to be addressed.

1. Define and strengthen Harbormaster Department's relationship to the Mayor's office.
2. Strongly recommend the re-organization of the Harbormaster Department to fulltime Assistant/Deputy Harbormaster model.
3. Evaluate staff skills for maximizing current and future IT programs and the effective use of word processing, database, and spreadsheet programs to eliminate the outdated labor intensive practices currently in place.
4. Develop effective mooring habitual use monitoring system to get unused moorings back in circulation and help people get off the waitlist.
5. Establish strong and enduring PR/Marketing campaign using email and multiple social media platforms.
6. Annually create regular training schedule for all staff with cross training for critical operations along with customer service training for staff.
7. Establish financial controls for the handling of cash and checks that are auditable and adhered with.
8. Create standard operating procedures, SOPs, for the multiple departmental tasks and duties that have none.

1. Waterways Board Chair, or designee, Harbormaster and Mayor, or designee, meet to clarify the management roles of the administration and the Waterways Board. Out of this should be a clear chain of command with the different parties fully understanding their responsibilities and authority.

2. Reorganization of the Harbormaster's Dept. is highly recommended by both CLE and the Board. Below are excerpts of pages 14 & 15 of the report.
"There are several factors unique to the situation in the Harbormaster Department that mitigate in favor of reorganization (per City Charter Section 7-2) to allow for a consolidation of administrative functions under a unified organizational structure. However, even in the absence of these factors, there are compelling reasons for the Department to consider this reorganization, and these are based upon commonly- accepted principles of organizational design that relate to the efficient use of resources, and the facilitation of communication and coordination. For this reason, it is recommended that consideration be given to the reorganization of the Department, consolidating administrative and clerical duties as part of the newly created position of Deputy Assistant Harbormaster.

The Deputy Assistant Harbormaster position would be responsible for the administration within the Department including the mooring applications, wait lists, commercial slips, launch fees, transient moorings, etc. The Deputy Assistant Harbormaster would allocate duties to specific Assistant Harbormasters and will be

better suited to implement policy and directives from the Harbormaster as a key qualification for the position is a thorough understanding of rules, regulations and operations within the Department. This allocation of duties should also include a designation of a back-up employee, or employees, for each function. Given the importance, and the time-critical nature of the mooring functions and ultimate database/IT systems; it is recommended that all employees be cross-trained in this important function.

Harbormaster Departments that have moved to this model described efficiencies and a more cohesive department by moving away from the pure "clerical model". The disconnect between the administrative function and the operational component of the Department should be remedied with stronger links between the "field" and "office". A reorganization will allow for melding a staff that reports to the Harbormaster on both policy and administrative items. As IT comes on line and becomes integrated, we would envision the position to evolve into allowing the Harbormaster to provide improved interactions with the Waterways Board and Mayor's office on all issues confronting the Department.

Generally, the overall amount of paperwork being generated by approximately 1,200+/- moorings, the commercial marina, launch, and ramp would be better served with an individual who can multi-task and multi-function within the department on a year round basis. Work on mooring applications is generally an off season task/operation and although there is an abundance of time expended on mooring applications and processing, this task alone has opportunities for significant streamlining with improved, automated software and document storage. As discussed throughout this report; the roll out and implementation of new software to shed the outdated roll of clerical duties currently undertaken has both operational and financial prospects for the Department which should be embraced as opportunities to be implemented to better serve the public at large. "

In addition, personnel changes in the department are essential to an effective reorganization.

3. The report states that the limited use of IT is one of the more serious weaknesses of the department; this is an issue of personnel and systems.
Below is excerpt from page 16 of the report.
"To bring things to their simplest level; the overall use of technology to assist and make the department run more efficiently is grossly deficient. Mooring records are maintained on a LOTUS 123 database with back end office paperwork in various states of process, all managed with hand-written notes and hand written ledgers. Information in its current form requires queries and is cumbersome to obtain. The lack of controls within the clerk's office that can be reviewed and audited thru a comprehensive IT system is a major issue within the Harbormaster Department. It was evident by interviewing and talking thru duties with the current clerk that there is a reluctance to acknowledge the shortcomings of the existing systems. Implementation and rollout of new systems and processes will be challenging and will require considerable training to utilize the IT system by Department staff.

The need for upgrade IT systems has been previously identified by the Waterways Board and discussions, meetings and emails have been circulated between the City of Gloucester's IT department and the Harbormaster. The IT issues must be resolved in order for the Department to function at full efficiency and effectiveness. This is significant as many of the findings and ultimate solutions are interrelated to the successful roll out of new systems. The Waterways Board should consider possible "off the shelf" solutions if significant progress and roll out of a new system is not prioritized and a firm schedule provided for roll out. "

4. Mooring compliance; Through interviews and review of the data collection process the report states that in order to achieve an acceptable level of mooring compliance multiple issues must be resolved:

- Update and maintain GIS mapping of all moorings with vessel information. Due in part to the segmented databases for moorings, it is not clear where moorings have been abandoned and/or not reassigned. Following development of the GIS based mooring maps, a concentrated effort is required to field verify all moorings listed. An accurate map of the mooring fields will allow for consideration of additional moorings and/or regrid.

- The procedure, reporting and follow up for inspection of moorings and reporting of violations, requires revision. A revised reporting form for patrols should be developed based on the new

mooring management system so that daily reports are entered into system and flagged for follow up with dates and subsequent actions tracked within each electronic mooring record.

- Mooring tackle inspections: Of the listed 1,200+/- moorings in Gloucester, over 50% of the moorings are reported as "self-inspected". Issues of reliability and liability for City relating to mooring inspections and damage caused by mooring failures were raised in several interviews. Mooring inspector certification requirements and standards need to be created by the Board and Harbormaster.

- A standard operating procedure for maintaining and progressing the waitlist should be published within the Department.

5. Public Relations/Marketing: Create a professional environment at the Harbormaster Department office with set hours of operation that it is open to the public, that are adhered to, present organized, non cluttered work spaces in receiving areas and deliver courteous, knowledgeable service. Consistently do outreach with customers and general public through the department's website, email, Facebook, Twitter, YouTube, Instagram and etc....

6. Annually develop a training program and schedule for staff that includes but not limited to IT, local, state and federal regulations, safety, customer service, enforcement, and expected duties.

7. Financial Controls: The Department handles a significant amount of cash on a daily basis. Sources of cash include Dun Fudgin ramp fees, transient moorings, launch operations, mooring and commercial slip fees. Current practices include storing cash in file drawers in the Assistants and Clerk's offices. Given the amount of cash within the Department, auditable tracking of all incoming cash is required.

The Clerk should prepare the deposit and then have the Harbormaster sign off that the voucher matches the deposit, which matches the actual cash/checks. While the cash is in the office a drop box safe should be considered that allows for Harbormaster and Clerk access. This is consistent with basic cash handling best practices/audit procedures. All employees' assigned cash handling responsibilities must be instructed regarding the cash regulations and guidelines that the department must follow.

Strong internal controls are necessary to prevent mishandling of funds and safeguard assets. They protect both the Harbormaster Office and the employees handling cash. The standard internal control categories that authorized individuals should be aware of are: Safeguarding Cash, Cash Receipts, Reconciliation, and Segregation of Duties. Access to cash should be restricted at all times. It should be kept in a locked, secure storage facility (drop safe) to which only designated individuals have access. The degree of security provided by the storage facility should be commensurate with the amounts being stored.

It is also recommended that the department be made capable of accepting credit cards particularly for taking transient mooring reservations. That a kiosk and camera be installed at the Dun Fudgin boat launch ramp to eliminate the cash receipt duties of the attendant. And a two-part receipt system be implemented for the transient moorings and possibly the launch.

8. The report has made apparent that for the majority of the functions of the Harbormaster Department there are no standard operating procedures, SOP's. This has led to inconsistent policy implementation that has created confusion and mistrust. The department needs clear direction through written policies in order to be consistent in all matters, and the board needs to stand behind these policies. It is recommended that the Waterways Board with the assistance of the Harbormaster and Assistant Harbormasters examine all essential department functions and create SOPs for them.

The Waterways Board voted unanimously to accept these recommendations to the Administration at the meeting of February 2, 2016.

Sincerely,

Tony Gross, Chair, Gloucester Waterways Board

CITY OF GLOUCESTER
Job Description

Title: Harbormaster

Department: Waterways

Supervisor: Chief Administrative Officer for administrative purposes
Waterways Board for operations & policy

Grade: M8

Civil Service: Exempt **Union:** Exempt

Supervision Exercised: Supervises full time employees, Assistant Harbormasters, project contractors and consultants

Responsibilities: Manages the City's waterways and related public facilities under authority set forth in M.G.L. Chap 102. Works cooperatively with both the boating public (Commercial/Recreational) and waterfront property owners in accordance with all City Ordinances, State and Federal laws.

Duties:

- Enforces all applicable Federal & State laws and regulations, including no wake and the Gloucester Code of Ordinances, as well as policies, rules and regulations of the Gloucester Waterways Board.
- Reports to the Mayor on Administrative matters as per Gloucester Code of Ordinances 10-20(a)
- Reports to the Waterways Board on policy matters as per Ord. 10-20(a)
- Promotes safety on the water and responds to marine emergencies.
- Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the City's facilities in printed and electronic media, welcoming visiting boaters and providing them with assistance and advice.
- Responsible for mooring assignments, regulations compliance, inspections, and locations; maintains an electronic database and mapping of moorings.
- Manages office, records, budget, boats and staff of the Waterways Department.
- Familiar with available grant programs and funding through the Clean Vessel Act, Massachusetts Seaport Economic Council, Massachusetts Public Access Board, US Army Corps of Engineers, Chapter 9, BIG and any others that pertain to waterways and harbor improvement projects.
- Enforces all waterways laws, policies, rules, regulations and ordinances within a Harbormaster's authority as set forth by Federal, State & Local government, including MGL Chapter 90B, Sec. 1-19; Chapter 40, Sec. 21D; Chap 102, Sec. 17-28; and Gloucester Code Chap. 10 & Sec. 1-15.
- Patrols all City waterways during the year with more intense patrolling from May 1 to November 1. Provides continuous radio watch during patrol hours.
- In conjunction with the Fire and Police departments, US Coast Guard and other agencies, pre-plans the City's response to significant marine events & emergencies, including but not

limited to Fiesta, Schooner Festival, coastal storms, oil spills, waterfront fires, and mass casualty incidents.

- Responds to all marine emergencies and provides all reasonable assistance, including emergency medical care, within the scope of the training and resources available to the department.
- Assumes command of waterway incidents which are within the Harbormaster's authority and responsibility.
- Works with agencies listed above to coordinate non-emergency public safety activities and operations.
- Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- Cooperates with and reports to the Waterways Board and its committees as set forth by Ordinance.
- Attends all Waterways Board & Committee meetings.
- Provides staff support, technical advice & assistance.
- Provides proper training to Assistant Harbormasters.
- Prepares reports and documents as necessary.
- Represents the Board as needed and informs Board of Waterways activities.
- Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- Operates, maintains, collects rents, enforces lease agreements at commercial marinas
- Operates and oversees the maintenance of public launch ramps, landings, moorings and other waterways facilities owned by the City.
- Manages and safeguards the collection of rents and user fees.
- Performs annual evaluations for full time Department employees.
- Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

Qualifications:

- High School graduate, college degree preferred.
- A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, stern towing, alongside towing, de-watering vessels, rules of the road, port operations.
- Working knowledge of basic piloting skills including chart familiarization, DR and magnetic course applications, radar navigation, Global Positioning System (GPS) and International Regulations for Prevention of Collisions at Sea-1972 (72 COLREGS) and Navigation Rules International - Inland.
- Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.
- Up to date IT skills required, including word and data processing, spreadsheets and PowerPoint.
- Demonstrated ability to effectively communicate (oral, written and electronic) with the boating public, elected officials, boards and other waterways agencies.

- Qualified First Responder for emergency medical care.
- Knowledge of waterfront construction techniques, the waterways permitting process, dredging, waterfront facilities management and water pollution control techniques.
- Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner. Prior experience in marine law enforcement preferred.
- Working knowledge of basic operational techniques and preventive maintenance of outboard engines.

revised 03/16

City of Gloucester
Job Description

Title: Deputy Harbormaster

Department: Waterways

Supervisor: Harbormaster

Grade: M6

Civil Service: Exempt **Union:** GMAA

Supervision Exercised: Assists in supervision of Assistant Harbormasters, project contractors and consultants

Responsibilities:

- Performs professional work involving the management of all administrative operations within the Harbormasters office.
- Under the direction of the Harbormaster, plans and oversees the harbor and waterfront programs involving the effective utilization, maintenance, development and safe operation of all City marinas, boat ramps, water taxi/shuttle and the City's mooring program.
- Assists in the implementation of capital improvement projects and plans, assists with the annual budget cycle, facilitating the flow of information regarding revenues, payables and receivables between Department and City.
- Assists with the implementation of current best practices in IT management.
- Enforces all applicable Federal & State laws, Gloucester Code of Ordinances, and the policies, rules and regulations of the Gloucester Waterways Board.
- Promotes safety on the water and responds to marine emergencies.

Duties:

- Manages renewal, distribution and record keeping process of moorings.
- Manages mooring wait lists renewals, assignments and records.
- Manages billing and fee collection, and all aspects of office cash management.
- Works with all staff to facilitate implementation of IT solutions to appropriate HM duties.
- Coordinates with HM and Assistant Harbormasters to assure that the mooring fields are fully utilized and that the lists are accurate and current.
- Assumes HM responsibilities when HM is unavailable
- Assists HM and WWB in communications with media: print, radio, interviews and promotions.
- Maintains robust and current website; oversees full utilization of email capability.
- Assists with public inquiries concerning HM office business.

- Knowledge of the WWB rules and regulations, State and Federal laws concerning waterways.
- Patrols all City waterways during the year with more intense patrolling from May 1 to November 1.
- Responds to marine emergencies and provides all reasonable assistance, including emergency medical care, within the scope of the training and resources available to the department.
- Meets and deals tactfully with the general public, other department officials, special interest groups, and personnel for planning, problem solving related to the boats and harbors operations.
- Operates, manages and maintain all boats, vehicles, moorings, and equipment used by the department.
- Cooperates with and reports to the Waterways Board and its committees.
- Attends Waterways Board & Committee meetings when needed.
- Provides staff support, technical advice & assistance.
- Provides proper training to Assistant Harbormasters.
- Prepares reports and documents as necessary.
- Enforces the Board's policies, rules and regulations.
- Represents the City in civil and criminal complaints stemming from violations of City water-related ordinances.
- Cooperates with other City boards, commissions and departments that have an interest in the City's waterways, waterfront and public facilities.
- Assist in the operation and maintenance of public launch ramps, landings, marinas, moorings and other waterways facilities owned by the City.
- Manages and safeguards the collection of rents and user fees.
- Observes the water quality of all waterways and takes immediate steps to stop or contain pollution. Notifies appropriate government agencies and enforces all relevant City Ordinances pertaining to such pollution.
- Monitors and keeps clear all navigation channels. Prevents encroachments beyond the Harbor commissioner's line.
- Promotes Gloucester as a hospitable port-of-call for transient boaters by advertising the City's facilities, welcoming visiting boaters and providing them with technical assistance and advice.
- Works cooperatively with neighboring Harbormasters in sharing ideas and promoting safe boating throughout the Commonwealth.

Qualifications:

- High School graduate with a minimum of two years advanced technical training in a relevant field; college degree preferred.
- A minimum of ten years marine experience with demonstrated seamanship skills to include: small boat handling, heavy weather operation, navigation, rules of the road and port operations.
- Proficient in up to date computer skills, including word and data processing, spreadsheets, and power point (knowledge of GIS preferred).
- Demonstrated management skills including budget preparation and control, staff supervision, scheduling and report writing. Experience managing a waterways-related organization is preferred.

- Demonstrated ability to effectively communicate (oral and written) with the boating public, elected officials, boards and other waterways agencies.
- Qualified First Responder.
- Knowledge of waterfront construction techniques, the waterways permitting process, dredging, waterfront facilities management and water pollution control techniques.
- Knowledge of waterways laws and the ability to enforce those laws in an evenhanded manner.
- Working knowledge of working waterfront management including moorings, hauling and storage of vessels, marine equipment, aids to navigation, weather and tides, and vessel characteristics.

revised 3/16

CITY CLERK
GLOUCESTER, MA
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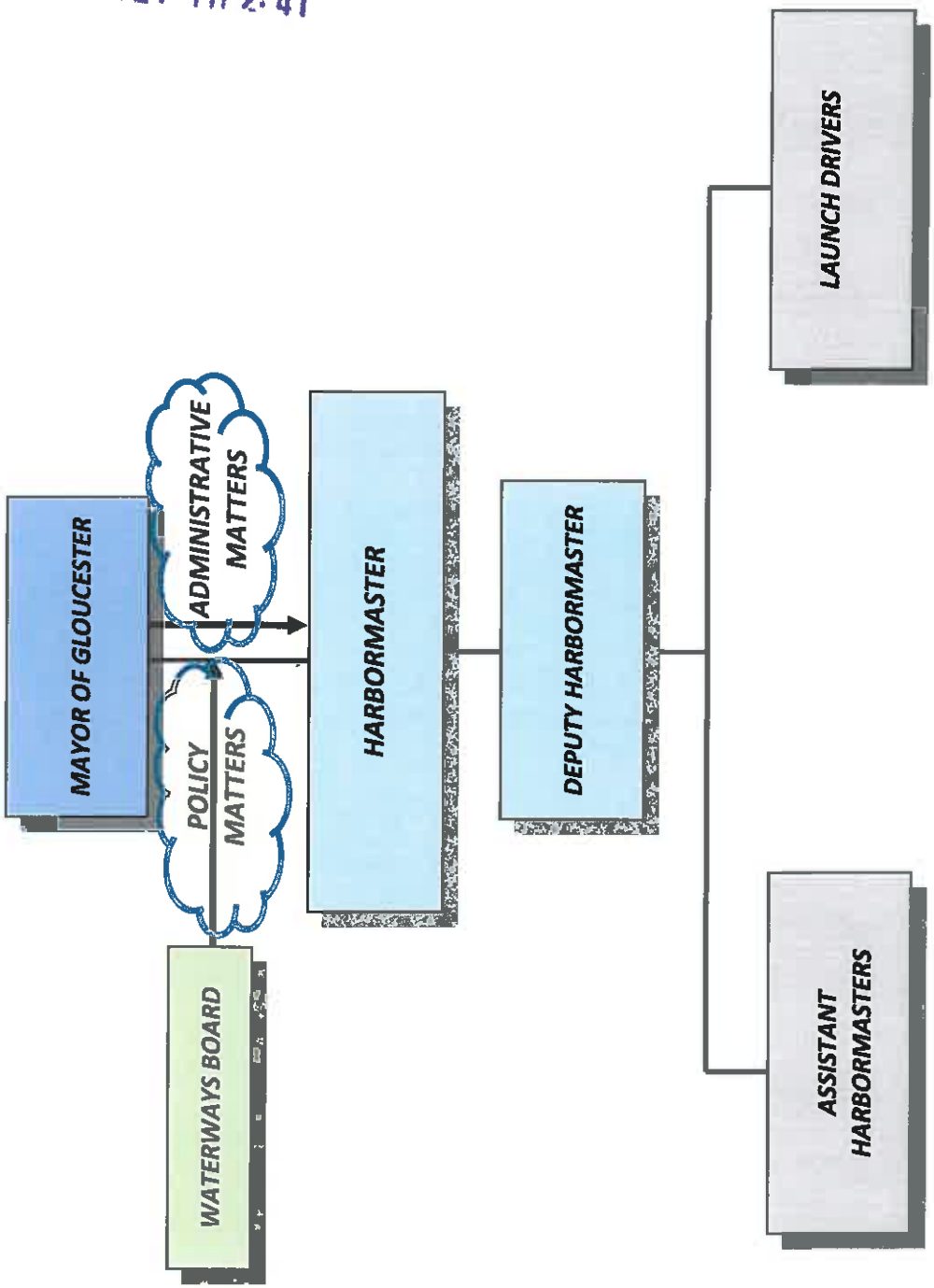

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

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#2016-015**
COUNCILLORS:	**Melissa Cox**

DATE RECEIVED BY COUNCIL:	**04/12/16**
REFERRED TO:	**O&A**
FOR COUNCIL VOTE:	

ORDERED that the Ordinances &Administration Standing Committee shall review and recommend the matter of prohibiting the use of polystyrene food and beverage containers or serving items from food service establishments if the packaging takes place on the premises of food service establishments, and further that waivers may be granted for no more than six months if this poses an economic hardship. This ordinance amendment shall take into account CC2015-044 concerning plastic checkout bags.

ORDERED that a new Code of Ordinances Chapter 9, "Art. II" be **ADDED** and titled "Prohibition on Polystyrene-Based Disposable Food Serving Items" "Sec. 9-20 Effective _____2016 polystyrene food and beverage containers or serving items (such as utensils or straws) shall not be used in the City of Gloucester to package or serve food or beverages if that packaging takes place on the premises of "food service establishments" as defined in sec. 9-21.

In the event that compliance with this ordinance is not feasible for a food establishment because of either unavailability of alternative non-polystyrene containers or economic hardship, the Director of Health may grant a waiver of not more than six months upon application of the owner or owner's representative."

"Sec.9-21 Definitions;"
"Food Service Establishments shall mean those establishments which serve food or beverages which they have packaged on the premises."

And by **ADDING** at Sec. 1-15 of the Code of Ordinances that "Violations of sec. 9-20 of the Code of Ordinances shall be subject to civil ticketing by agents of the Health Department" by a fine of : _____."

FURTHER ORDERED that the O&A shall recommend to the Council that the ordinance on Polystyrene Food and Beverage Containers be adopted.

Melissa Cox
Ward 2 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-016**
COUNCILLORS:	**Scott Memhard**

DATE RECEIVED BY COUNCIL:	**04/12/16**
REFERRED TO:	**O&A & TC**
FOR COUNCIL VOTE:	

ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission perform a speed study on Rockport Road from the intersection of Thatcher Road northeasterly to its intersection with Beachland Avenue to determine whether there should be a speed limit of 20 mph.

FURTHER ORDERED that the O&A, depending on the results of the speed study, shall recommend to the City Council that the Council request that the MassDOT approve a 20 mph speed limit for Rockport Road.

Scott Memhard
Ward 1 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-017**
COUNCILLORS:	**Scott Memhard**

DATE RECEIVED BY COUNCIL:	**04/12/16**
REFERRED TO:	**O&A & TC**
FOR COUNCIL VOTE:	

ORDERED that the GCO Chapter 22, Sec. 22-270 "Parking prohibited at all times" be amended by **ADDING** Main Street, northerly side from a point beginning 77 feet from its intersection with Scott Street in a westerly direction for a distance of 30 feet; and

Amend Sec. 22-291 "Tow-away zones" by **ADDING** Main Street, northerly side from a point beginning 77 feet from its intersection with Scott Street in a westerly direction for a distance of 30 feet; and

Amend Sec. 22-265 "Turning movements-Generally" by **ADDING** "Right Turn Only" for vehicles exiting the gas station at 354 Main Street, allowing vehicles to exit with the flow of oncoming traffic.

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

Scott Memhard
Ward 1 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-018**
COUNCILLORS:	**Scott Memhard**

DATE RECEIVED BY COUNCIL:	**04/12/16**
REFERRED TO:	**O&A & TC**
FOR COUNCIL VOTE:	

ORDERED that the Ordinances & Administration Standing Committee review recent amendments to Chapter 22, Sec. 22-270 concerning parking prohibited at all times on Mt. Pleasant Avenue in the vicinity of its intersection with Gerring Road.

FURTHER ORDERED that Sec. 22-270 "Parking prohibited at all times" – "Mt. Pleasant Avenue" be amended by **DELETING** "Mt. Pleasant Avenue" in its entirety after the words "southerly side" and by **ADDING** "beginning at a point 168 feet from its intersection with Gerring Road for a distance of 151 feet in a westerly direction."

FURTHER ORDERED that Sec. 22-291 "Tow-away zones" – "Mt. Pleasant Avenue" be amended by **DELETING** "Mt. Pleasant Avenue" in its entirety after the words "southerly side" and by **ADDING** "beginning at a point 168 feet from its intersection with Gerring Road for a distance of 151 feet in a westerly direction."

FURTHER ORDERED that this matter be referred to the Traffic Commission for its recommendation to the O&A and that the O&A, depending upon the recommendation of the Traffic Commission, recommend that the ordinance be amended as state above.

Scott Memhard
Ward 1 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER: **CC#2016-019**
COUNCILLORS: **Scott Memhard**

DATE RECEIVED BY COUNCIL: **04/12/16**
REFERRED TO: **O&A & TC**
FOR COUNCIL VOTE:

ORDERED that the Ordinance & Administration Committee consider the placement of a crosswalk on Eastern Ave. in the vicinity of Pond Road and the adjacent shopping area north of Pond Road to assist persons crossing Eastern Ave. (Rte. 127) from the nearby bus stop to the shopping area.

FURTHER ORDERED that the O&A request the Traffic Commission to study the placement of a crosswalk at this location and to make a recommendation to O&A as to whether it is needed and feasible and whether the request should be forwarded to the MassDOT for their approval.

Scott Memhard
Ward 1 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-020**
COUNCILLORS:	**Melissa Cox**

DATE RECEIVED BY COUNCIL:	**04/26/16**
REFERRED TO:	**O&A**
FOR COUNCIL VOTE:	

ORDERED that the Ordinance & Administration Committee review Chapter 11 of the Code of Ordinances Sec. 11-11"Permit required; fee" to determine if it shall be amended by **DELETING** "The fee for a permit issued shall not exceed $100.00."

FURTHER ORDERED that the O&A Committee shall recommend to the City Council they amend Sec. 11-11 as referenced herein.

Melissa Cox
Ward 2 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-021**
COUNCILLORS:	**Melissa Cox**

DATE RECEIVED BY COUNCIL:	**04/26/16**
REFERRED TO:	**O&A & TC**
FOR COUNCIL VOTE:	

ORDERED that the Ordinance & Administration Committee consider whether the Code of Ordinances Sec. 22-280 "Fifteen-minute parking" should be amended by **deleting** "Maplewood Avenue, easterly side from a point 58 ft. from its intersection with Cleveland Street in a southerly direction for a distance of 22 ft."

FURTHER ORDERED that the O&A Committee request the Traffic Commission to consider whether Sec. 22-280 should be deleted concerning Maplewood Avenue since the business has moved.

Melissa Cox
Ward 2 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-023**
COUNCILLORS:	**Melissa Cox**

DATE RECEIVED BY COUNCIL:	**04/26/16**
REFERRED TO:	**O&A & TC**
FOR COUNCIL VOTE:	

ORDERED that the Ordinance & Administration Committee consider whether under the Code of Ordinances Sec. 22-274 "Two-hour parking – Between certain hours" at 201 Main St., the Veterans Clinic may reserve three (3) spaces for patients using the clinic and whether under Sec. 22-274 may be amended by **ADDING**: "(d) Main Street #201 three (3) spaces marked with proper signage that states that restrictions apply between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday."

FURTHER ORDERED that the O&A request the Traffic Commission to consider whether Sec. 22-274 should be amended to allow three (3) patient parking spaces at the Veterans Clinic.

Melissa Cox
Ward 2 Councillor

CITY OF GLOUCESTER 2016
CITY COUNCIL ORDER

ORDER:	**CC#2016-024**
COUNCILLORS:	**Scott Memhard**

DATE RECEIVED BY COUNCIL:	**04/26/16**
REFERRED TO:	**O&A & TC**
FOR COUNCIL VOTE:	

ORDERED that the Ordinances & Administration Standing Committee request that the Traffic Commission perform a speed study on Beach Road to determine whether to reduce the current speed limit due to hazardous speeding posing a serious risk to pedestrians walking to and from Good Harbor Beach.

FURTHER ORDERED that the O&A, depending on the results of the speed study, shall recommend to the City Council that the Council petition the MassDOT to approve the reduced speed limit recommended by the Traffic Commission.

Scott Memhard
Ward 1 Councillor