

CITY CLERK
GLOUCESTER, MA
2016 MAY 11 PM 3: 32



GLOUCESTER CITY COUNCIL
Ordinances & Administration Committee
Monday, May 16, 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. *New Appointments:*

Clean Energy Commission	Paul McGeary	TTE 02/14/18
Trust Fund Commission	Barry Weiner (Cont'd from 5/2/16)	TTE 02/14/19
Waterways Board	Liam O'Connell	TTE 02/14/18

2. ***CC2015-044 (Verga, Cox) Amend GCO Sec. 9-12 re: Prohibition of plastic checkout bags (Cont'd from 04/04/16)***
3. ***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 (Cont'd from 05/02/16)***
4. ***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" (Cont'd from 05/02)***
5. ***CC2016-023 (Cox) Amend GCO Sec. 22-274 "Two-hour Parking – Between Certain Hours" re: 201 Main Street***
6. ***Council President's Request to Review City Clerk Job Description***

COMMITTEE

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

CC: Jim Destino
Joanne Senos
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

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

May 3, 2016

Mr. Liam O'Connell
7 Cardinal Lane
Gloucester, MA 01930

Dear Liam:

Thank you for your interest in serving on the City of Gloucester's **Waterways Board**. I am pleased to appoint you to a two year term as an At Large member of the Board, with a term to expire February 14, 2018. Your appointment will be forwarded to the City Council for their meeting of May 10, 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 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 May 3, 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,

Sefatja Romeo Theken
Mayor

cc: Mayor's Report to the City Council
Ton Gross, Chair-Waterways Board

Name: Liam O'Connell

City: Gloucester

Phone Number: 978-309-9243

State: MA

Email Address: liam@ltoilaw.com

Zip: 01930

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

What is the nature of your request?: Dear Mayor Romeo Theken,

I am inquiring about serving on the Gloucester Waterways Committee, as I noticed there are vacancies opening up soon. I am a former US Merchant Marine Officer, US Coast Guard Officer, and maritime attorney. I recently opened a law office on Middle Street, after finishing a 2-year military activation out of state with the US Navy. I appreciate your time and look forward for the opportunity to discuss this further and explain why I am the right person for this board.

Best regards,

Liam O'Connell, Esq.

Sec. 10-2. - Composition and term.

- (a) *Composition.* The city waterways board shall consist of nine citizens of the city appointed by the mayor and confirmed by the city council. The appointees shall include three persons who are directly involved with the fishing industry, two persons who are recreational boaters, two persons who are directly involved with economic development of the city, and two persons at large who need not be involved with any marine-related activity.
- (b) *Term.* The term of all members shall be three years except that the initial terms shall be staggered so that the terms of no more than three members shall terminate in any one year. If a member resigns or is removed for any reason before his term expires, the mayor shall appoint a replacement within one month of the vacancy. Said appointment must be confirmed by the city council. Members of the waterways board and its standing committees shall be volunteers who are not compensated.
- (Ord. No. 17-1993, 12-14-1993; Ord. of 9-27-2011)

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Gloucester, MA 01930



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stheken@gloucester-ma.gov

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

May 3, 2016

Mr. Paul McGeary
31 Eastern Avenue
Gloucester, MA 01930

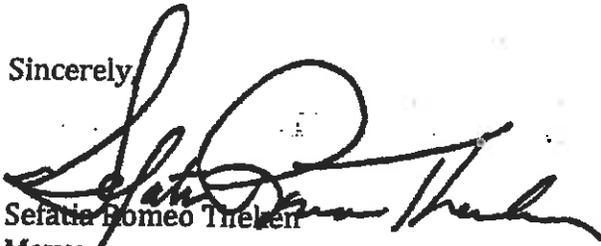
Dear Paul:

Thank you for your interest in serving on the City of Gloucester's **Clean Energy Commission**. I am pleased to appoint you to a two year term on this important commission. Your appointment will be forwarded to the City Council for their meeting of May 10, 2016, at which time it will be referred out to the Ordinance and Administration subcommittee. As you are aware, you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

So you may attend and vote at meetings of the Clean Energy Commission until your appointment is confirmed, I have issued you a 90-day temporary appointment. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

Thank you again for your willingness to devote your time to this important public service.

Sincerely,



Sefatia Romeo Theken
Mayor

cc: Mayor's Report to the City Council
Candace Wheeler, Chair-Clean City Commission

DIVISION 13. - CLEAN ENERGY COMMISSION**Sec. 2-542. - Created.**

The city clean energy commission is created to promote clean energy options in the city, including energy efficiency, conservation and the development of clean and renewable energy.

(Ord. of 5-19-2009, § 2-514)

Sec. 2-543. - Duties.

The commission shall pursue the following tasks:

- (1) Propose and develop strategies to reduce energy costs of city-owned facilities and vehicles through energy conservation, efficiency and renewable energy measures. The strategies may include electricity, vehicle fuel, natural gas and oil conservation and may identify innovative cost-saving measures.
- (2) Recommend citywide programs including participation in federal or statewide energy initiatives, such as the green communities program, to promote and facilitate smart energy strategies for city citizens on both public and private real property.
- (3) Work with appropriate city departments to track energy usage and costs associated with key assets and operations of the city.
- (4) Identify climate adaptation and mitigation issues and strategies to safeguard the longterm economic and cultural vitality of the city.
- (5) Follow emerging federal and state mandates, as well as initiatives and funding opportunities for energy conservation, renewable energy, or climate adaptation and mitigation strategies. Recommend strategies to comply with applicable mandatory or voluntary standards.
- (6) Provide guidance, in the form of education or information, to the mayor, city council and key city departments and personnel, to support their decision-making on recommended strategies and clean energy opportunities.
- (7) Serve as a communications and information resource on clean energy issues and city initiatives for the public through:
 - a. Meetings and sponsored events;
 - b. Maintenance of an active web site;
 - c. Regular communications to interested parties; and
 - d. Public/private partnerships.

(Ord. of 5-19-2009, § 2-515)

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



Paul McGeary

978-283-8425 pmcgeary@gmail.com 31 Eastern Ave Gloucester MA 01930

April 29, 2016

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

Dear Mayor Theken:

I would like to offer my services to the city as a member of the city's Clean Energy Commission.

As you know from our service together on the City Council, I have long worked to ease the city's dependence on fossil fuels and to decrease the cost of acquiring the energy to run our city facilities. I am particularly proud of the role I played in helping to bring the wind turbines to Blackburn Industrial Park, for which the city functions as a net metering partner. I believe the challenges of rapid climate change are particularly relevant to a coastal community like ours.

I believe that I can be of further service to our city in this capacity and hope you will agree. I look forward to hearing from you. I am enclosing my resumé for your consideration.

Very truly yours,

Paul McGeary

Paul M. McGeary

31 Eastern Avenue
Gloucester MA 01930

978 283 8425

pmcgeary@gmail.com

Goal

To use the skills developed in 35 years as a technologist, IT director, journalist and public official in a public-sector or nonprofit enterprise with a social, environmental, scientific or public service mission.

Experience

Technologist and technology management. Project manager for significant technology projects. Newspaper editing and news writing. Experience in programming and database languages. City official.

Work history

2010 to 2014: The Boston Globe, Boston Mass., independent project management consultant. After my retirement, I returned to the Globe in a consultant capacity. I have worked to bring in four new systems—including editorial, advertising and financial systems—at the Globe and at the Worcester Telegram and Gazette. As project management consultant, I have assisted the in-house project managers in organizing, documenting and assigning work to team members. The editorial system was the Eidos content management system for newspaper and web sites. The advertising system was Atex's AdBase system. The financial system was NetSuite.

1999 to 2009: . The Boston Globe, Boston, Mass., IT director Prepress and Production: As the director of Prepress and production systems and, before that, manager of publishing systems in the Globe's Information Technology Department, I oversaw the installation of the paper's second-generation editorial and publishing systems, a project which began in the year 2000. I oversaw the selection and installation of systems produced by NewsEngin, Inc., CCIEurope of Denmark and PPIMedia of Germany. I also participated in the configuration and installation of a new advertising, business-intelligence and financial system developed by SAP of Germany for the entire New York Times Co., the parent company of the Globe.

NewsEngin had been a small-paper reporter's system. At the Globe we turned it into a writing, editing and assigning system suitable to a major metropolitan daily. The CCIEurope project installed a modern editing and production system to replace a legacy system more than 25 years old. Technical and cultural issues had to be overcome to migrate our staff from a familiar and comfortable system to a newer one that would allow the Globe to increase its product line and better serve the needs of its readers. The total project cost was more than \$10 million and I oversaw an implementation staff of 20 people. In addition, in the first effort of its kind in the New York Times Co., I initiated the effort to do the replacement as a joint project involving not only the Globe, but the New York Times and the Worcester (Mass.) Telegram and Gazette. This resulted in significant cost savings and efficiencies for the company. The PPI system is a state-of-the-art advertising production and management system that has allowed us to quickly add new products while significantly reducing our advertising production costs.

My last project was integrating the PPI Printnet system with an SAP business system/ advertising front end.

1993 to 1999: The Boston Globe, systems editor: As a systems editor at the Globe, (daily circulation 350,000, Sunday circulation 500,000), I oversaw the transition of the daily news operation to full electronic pagination. I was responsible for testing, training of users and devising procedures and techniques for the implementation of this system throughout the newsroom and production. I wrote and maintained add-on scripts to enhance the core applications using Perl and Unix shell commands.

1986 to 1993: The Boston Globe, editor: As a layout/makeup/slot editor at the Globe, I designed news pages and reviewed the work of other editors to ensure standards of style and quality were maintained. I oversaw production of the newspaper in the composing room. In addition, I was detached from my normal duties to work on the implementation of electronic pagination at the Globe. As a copy editor at the Globe, I edited news copy and pictures, wrote headlines and consulted with assigning desks to solve problems within stories. I designed pages, slotted and supervised the work of other editors.

1981 to 1986: Atex Inc. Bedford, Mass., various positions. At Atex, a computer company specializing in hardware and software for the newspaper industry, I held a number of line and managerial positions. I began as a trainer and advanced to become manager of user training, supervising all aspects of training of Atex's customer base including the development of on-line training materials. I became the company's acknowledged expert on newspaper pagination, and consulted with major news organizations including, The Associated Press, the New York Times, the Philadelphia Inquirer and D.C. Thomson and Co. of the United Kingdom. I oversaw a staff of 12, reviewing them for performance and compensation.

1976-1981: The Beverly Times, Beverly, Mass., various editorial positions: At the Times, a p.m. daily of 10,000 circulation serving a metro area of 50,000, I oversaw newsgathering and editing for a four-person news staff. I began as suburban editor and worked my way up to news editor, making design and news selections for the front page and major inside wire pages.

1975 to 1976: Gloucester Daily Times, Gloucester, Mass., editor: At the Times, which had a circulation of 10,000, I was a reporter and copy editor.

1974-1975: The Sentinel and Enterprise, Fitchburg, Mass., assistant city editor: At the Sentinel, a p.m. daily of 23,000 circulation. I assisted the head of the copy desk in selecting the day's report and designing and editing wire and local copy. I supervised reporters and other editors.

Public Service

2010-2015, City Councilor, Gloucester, Mass. representing the city's Ward 1. I am chair of the City Council's Budget and Finance Committee, overseeing appropriations and spending of an annual city budget of more than \$100 million.

In January, 2014, I was elected city Council President by my colleagues, overseeing the work of the Council and making appointments to Council Committees.

In 2015, I ran for the office of mayor. While ultimately unsuccessful, I garnered more than 45 percent of the vote.

2004: Democratic candidate for state Senate in Massachusetts: I became involved in the Howard Dean presidential campaign and was approached by local Democrats to run for

the Senate seat from the First Essex and Middlesex District on Massachusetts' North Shore. I succeeded in nearly doubling the vote received by the previous Democratic candidate--more than 30,000 votes out of about 85,000 cast.

Personal

Married to the former Catherine Raynor. We have one son.

Education

B.A. in history from Holy Cross College, Worcester, Mass.; advanced studies at the University of Connecticut and at Harvard University in Medieval Studies and Classics. Certification in "Project Management Essentials" 2002

References

Will be furnished on request.



CITY OF GLOUCESTER 2015 CITY COUNCIL ORDER

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

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

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

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

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

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

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

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

Greg Verga
Councilor at Large

Melissa Cox
Ward 2 Councilor



**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#2016-020
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#2016-023
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
Job Description - Proposed Reclassification/Reorg.
June 2013

Title : City Clerk

Supervisor: City Council and O&A Committee

Grade : Proposed to reclassify to M10 from M9

Civil Service : N/A **Union:** exempt

Supervision exercised : Supervises Asst. Clerk, Clerk of Committees, Asst. Registrar and Principal Clerk and Part Time Clerk

Responsibilities : This position is responsible for serving as the "Clerk of the Council" under the City Charter and in doing so attends all Council meetings including executive sessions, to assist in procedural matters. Manages state and local elections pursuant to state and federal election laws together with the Bd. of Registrars and the Asst. Registrar. Serves as the custodian of all city public records. Including vital records. Serves as the appointed Liason to the State Ethics Commission. Serves as a member of the Licensing Commission. Serves as member/clerk of the Bd of Registrars. Enforces/manages local Campaign Finance Law requirements together with the Asst. Registrar. Manages the Special Event Advisory Committee for the City Council. Assists with the processing of all zoning related applications to the City Council.

Manages the office on a day to day basis

Duties: Responsible for the management and custody of public records and requests made under the public records law for the same.

Supervises all vital records matters.

Assists Councillors with preparation of City Council Orders.

Together with the Asst. Registrar and the Bd of Registrars manages all federal, state, and local elections, including voter registration and absentee voting.

Responsible for intake and processing of all City Council Special Permit Applications and other applications to the City Council such as Rezoning and Zoning Amendments made under the zoning ordinance.

Responsible for the management and issuance of numerous state and local permits and licenses including taxis, vendors, tanks, auto dealers, dogs, shellfish and others and familiarity with all laws and regulations relating to these permits and licenses.

Serves as CORI representative to process CORI checks on taxi drivers. While working with the Police Chief.

Responsible for compliance of City Council and all Boards and Commissions with public notice and meeting minutes requirements of the Open Meeting Law. In charge of assisting Council on developing means and methods of "remote participation." to be used in meetings covered by OML.

Administers oaths of office to all appointees and officials and instructs them on OML and Ethics Law obligations including periodic test.

Mainatans City Code of Ordinances including online versions and periodic updates.

- Schedules all Licensing Commission meetings. Prepares agendas and minutes for Commission. And participates as member.
- Together with the Asst. Registrar supervises annual city census and state reprecincting procedures(at time of US census).
- Prepares and manages annual dept. budget with assistance of the Asst. City Clerk.
- Performs performance reviews (yearly) of all office staff
- Responsible for assisting with customer service and assuring that all customer service is carried out in a efficient, prompt, and courteous manner.
- Responsible for the web page for Office of the City Clerk and timely "news" to City web page .
- Responsible for attending Committee meetings and providing support to Council O&A Committee.
- Performs any other duties as directed and required by the City Council.

Qualifications: Bachelors degree required in government or governmental related area and minimum of 5 years of experience supervising a government office with local government strongly preferred. A combination of years of education and/or years of experience with a minimum totaling 10 relevant years may be substituted.

Proficiency in most current and most relevant computer skills. Proficient in Microsoft Word and Office and Outlook email system, Excel, PDF's ,scanning. Familiarity with the City web site and use of same for Council meetings, notices and for maintaining the web page for the Office of the City Clerk.

Requires ability to prioritize multiple tasks and deal effectively with interruptions often under time pressures. Must be highly organized and have attention to detail.

Must have excellent communication,interpersonal, and customer service skills.

Must be able to work as a member of a "team".

Must have expertise with state and local laws relating to open meetings, public records, ethics,elections,zoning permits, and various local licenses and permits. Must have complete familiarity with and knowledge of the State Ethics law as applied to local officials,Gloucester Code of Ordinances,and the City Charter

Must work together with City Archives Committee on all shared matters of concern especaily as relates to records storage.

Must be able to lift large files and some election related materials or equipment.

Must be qualified as a Notary Public.

All responsibilities and duties are illustrations of the types of work performed .