

CITY CLERK  
GLOUCESTER, MA  
2016 AUG 11 AM 8:35



GLOUCESTER CITY COUNCIL  
**Ordinances & Administration Committee**  
Monday, August 15, 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. Appointments & Reappointments**

**A) New Appointments:**

Cemetery Advisory Committee           TTE 02/14/19 Sandy Barry; Patti Amaral; Beverly McKean  
City Hall Restoration Commission       TTE 02/14/19 Richard Luecke

**2. Memorandum from Director of Human Resources re: Reorganization Plan for Executive Office of the Mayor**

**2. CC2016-30 (Gilman) Request amendment to GCO Sec. 10-81(a) "Diver's flag" (Cont'd from 07/18/16)**

**3. CC2016-034 (Gilman) Request Traffic Commission conduct a site visit at the intersection of Holly & Washington Streets and make a written recommendation to O&A as to whether to amend the GCO for safe traffic flow patterns and parking (Cont'd from 08/01/16 & TBC to 09/19/16)**

**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" (referred back to Committee by Council on 06/28/16) (Cont'd from 07/18/16)**

**5. CC2016-036 (Cox) Amend GCO Sec. 22-191 "Established" and Sec. 22-288 "Off-Street parking areas" re: Proctor Street Parking Lot (Map 15, Lot 109) TBC to 09/19/16**

**6. Review of Vote of the O&A Committee of July 17, 2016 pursuant to possible amendment of GCO Sec. 4-16(a) regarding expansion of off-leash areas for dogs**

**7. Update and Report of the Beach Traffic Ad Hoc Committee through Chair, Councilor O'Hara**

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

CC: Dan Smith  
Joanne Senos  
Chip Payson  
Donna Leete  
Police Chief Leonard Campanello

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.



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2015-026**

The Gloucester City Council, at a meeting held on **Tuesday, February 17, 2015** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On a motion by Councilor Whynott, seconded by Councilor Cox, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to Amend GCO, c. 6, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee" by DELETING Sec. 6-21 to 6-24 in its entirety and ADDING a new Sec. 6-21 to 6-24 as follows: Sec. 6-21. Established.

There is hereby established a city-owned cemeteries advisory committee.

**Sec. 6-22. Composition, appointment and terms.**

The City-Owned Cemeteries Advisory Committee shall consist of three members and up to two alternates, all of whom shall be residents of the city; one non-voting advisory member who is engaged in either the funeral, monument, or florist business; and the DPW Director or his designee as an ex-officio.

All appointments are to be for three years and made by the Mayor subject to the approval of the City Council. Member terms shall be for three years.

**Sec. 6-23. Powers and Duties.**

The Committee shall have the authority to recommend a yearly budget relative to the management and maintenance of all city-owned cemeteries subject to the approval of the DPW Director and the Mayor with final approval by the City Council. The Committee shall advocate for the wellbeing of all city-owned cemeteries. The Committee shall recommend to the Director any changes in the rates for perpetual care lots in city-owned cemeteries, and the Director shall propose any rate increases to the Mayor under Charter Sec. 7-16(a) who shall provide the proposed rates to the City Council for their approval under Charter Sec. 7-16(a). Absent a recommendation from the Committee, the Director may propose such changes.

**Sec. 6-24. Regulations.**

The Committee may propose regulations relative to the management of the city-owned cemeteries subject to the approval of the DPW Director and the Mayor under Charter Sec. 7-16(b) and approval and adoption by the City Council.

Linda T. Lowe, City Clerk

Date: FEB 19 2015

APPROVED BY THE MAYOR

  
Sefatia Romeo Theken

VETOED BY THE MAYOR

  
Sefatia Romeo Theken

SIGNED THIS 19<sup>th</sup> DAY OF Feb., 2015

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



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



July 24, 2016

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

Dear Sefatia,

The Gloucester Historical Commission would like to let you know that we endorse the three new candidates for the new Cemetery Advisory Committee.

Sandy Barry, Patti Amaral, and Bev McKean, all of Gloucester, have submitted their letters of interest and their resumes to us and to you for review. They are familiar with the City Ordinance governing the work of the Cemetery Committee. They also have been active in helping to restore or maintain the historic cemeteries.

These candidates are awaiting word of progress on their appointments so they can officially start the important work of the Cemetery Committee, which we understand from Melissa Cox is being reinstated after a long lapse.

With a Cemetery Committee in place, the GHC can apply for grants to locate graves and repair monuments in cemeteries that are on the National Register, such as First Parish and Clark, and in other old burial grounds, such as Second Parish.

Old cemeteries are a huge draw for people researching their family histories, as well as for tourists. Presently the GHC is looking into applying for a grant to bring in ground-penetrating radar to the First Parish Burial Ground to find the unmarked mass grave of the victims of the wreck of the *Rebecca* on Norman's Woe in 1823.

We think a revitalized Cemetery Committee will be a boon for the management of our active cemeteries as well as for the preservation of our closed ones. We hope to hear more about this Committee soon and thank you for your consideration.

Sincerely,

Mary Ellen Lepionka and David Rhineland  
Co-Chairs, Gloucester Historical Commission

To: Mayor Sefatia Romeo Theken  
9 Dale Avenue  
Gloucester, MA 01930

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

Date: April 14, 2016  
Subject: Gloucester Cemetery Advisory Committee

Dear Mayor,

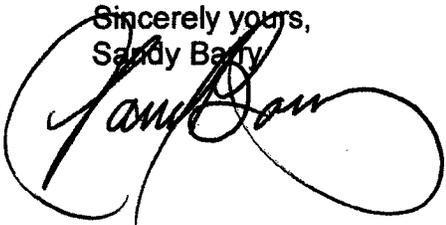
I would like to ask for your approval to join the Cemetery Advisory Committee. I am dedicated to preserving and protecting Gloucester's assets. I have a deep appreciation of our city's resources.

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

Some of my main goals in re-establishing the Commission –

1. Set up a standard for the future care and maintenance of all city-owned cemeteries.
2. Continue to work with DPW who's given us valuable support and help to mow and removing brush from First Parish Burial Ground and Clark.
3. Raise awareness. Neglected cemeteries have turned into party areas leaving trash and dirty needles. We finished our PSA for Safe Sharps Disposal. The work is moving forward with help from Kelley Ries RN, BSN Public Health Nurse and Chief of Police.
4. Inventory all Gloucester Historic Burial Grounds and assess additional needs.
5. Cleanup and preserve the long neglected Second Parish Burial Ground.
6. Assist in digitizing our historic archives to preserve them and enable researchers to access them on-line
7. Continue the subcommittee's work on First Parish Burial Ground and Clark Cemetery.

Sincerely yours,  
Sandy Barry

A large, stylized handwritten signature in black ink, appearing to read 'Sandy Barry', is written over the typed name.

April 24, 2016

Hello Mayor Romeo Theken,

I am writing to you to express interest in the opening on your Cemetery Committee. I would love to help out cleaning and learning about the history of our city. There is so much history in our old cemeteries and I would like to be part of this. Also my position on our Open Space and Recreation Advisory Committee could help partner a relationship that could help our cemeteries through grants and advise.

Thank you for your consideration for my position

Patti Amaral

To: Mayor Sefatia Romeo Theken  
9 Dale Ave.  
Gloucester MA 01930

From: Beverly McKean  
577 Washington St.  
Gloucester MA 01930

Date: July 7/12/16

Subject: Gloucester Cemetery Advisory Committee

Dear Mayor,

I would like to join the Cemetery Advisory Committee. I have recently become involved with a group of volunteers dedicated to maintaining and repairing First Parish Burial Ground. On my first visit to the cemetery, I was shocked and saddened to find it overgrown with hundreds of broken and/or damaged stones, no apparent organization (rows) and many stones buried in the grass. First Parish is the burial ground to many of Gloucester's first citizens and founders, along with many veterans and deserves to be treated with attention and respect.

When walking into the actual cemetery I saw hundreds of pieces of slate and marble scattered about, many with no identifying information. Many headstones were tilting, cracked, broken, covered with years of lichen and dirt and not where they should be. Even though the site is mowed monthly many of the stones are buried under grass and hidden by bushes. Invasive weeds, including poison ivy and Japanese knot weed persist despite periodic efforts to eradicate them. There is evidence of it being a frequent 'party spot' with trash, bottles and cans and syringes found regularly.

This group has been doing general maintenance and repair of stones, removal of invasive weeds and updating data in international database of cemeteries on a volunteer basis. The materials needed for cleaning and repair of stones cost money. So far the organization has relied on fundraising, small grants and occasional donations.

I am hopeful that re-establishing the cemetery advisory committee will allow us to evaluate and develop short and long-term goals for the care and maintenance of all cemeteries in Gloucester, provide a source of funding for maintenance and repairs and centralize all volunteer efforts for other local cemeteries. The committee would also help coordinate resources with other city departments, including the Department of Public Works. Gloucester has a lot to be proud of. I want our cemeteries to be part of that.

Sincerely yours,  
Beverly McKean

**Richard Luecke**

837 Washington Street, Gloucester MA 01930

978-559 7444

richard.luecke@comcast.net

Date: 21 July 2016  
To: Mayor Sefatia Romeo Theken  
RE: Request appointment to the CHRC

Cc: Maggie Rosa

Greetings, Madame Mayor:

As a new Gloucester resident, I had been looking for an opportunity to make your acquaintance. So it was a pleasure meeting you at Monday's City Hall Restoration Commission meeting.

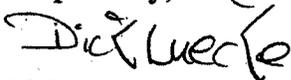
The purpose of this letter is to seek appointment to one of the vacant seats on the CHRC. I have been attending the Commission's monthly meetings and have taken on several small projects as a volunteer. At the conclusion of the 18 July meeting, Chairperson Maggie Rosa asked that I deepen my commitment through official CHRC membership.

**About me:** I am a freelance business writer with a clientele that includes MIT, Babson College, several publishers, and management consulting firms. Books written under my own name have been published by Oxford University Press, Harvard Business School Press, and John Wiley & Sons.

My wife, Perry McIntosh, and I moved here from Salem in August 2015. Among the features that attracted us were the dark night sky, the waterfront and downtown, the Cape Ann Museum and--the jewel in the crown--the City Hall building. Since settling in, I have been active with the Gloucester Area Astronomy Club, introducing local families and visitors to the night sky through public viewings at Halibut Point, the Boulevard, and Beeman School. In Fall 2015 I contributed my experience with street lighting to the City's decision to adopt sky-friendly LED street lamps.

Over the coming years, my personal civic goals are twofold: to help restore City Hall, and to preserve Cape Ann's dark night sky for future generations.

Respectfully,



Richard Luecke

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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

CITY OF GLOUCESTER  
PERSONNEL DEPARTMENT & HUMAN RESOURCES

## MEMORANDUM

---

To: Mayor Sefatia Romeo Theken  
From: Donna Lette, Director of Human Resources  
Date: August 3, 2016  
RE: Reorganization Plan for Executive Office of Mayor

Dear Mayor:

Consistent with our ongoing efforts to modernize our public workforce to provide the best customer services, I am pleased to present adjusted job descriptions, responsibilities and titles for the positions in the Executive Office of Mayor. As job functions have changed in time, so too have the roles and functions within every business and municipality across the country. Past personnel navigated numerous functions that evolved in time, while their official titles and responsibilities did not transition as professionally as they should have.

With the above goals in mind, I propose to improve office operations by establishing a new position to better serve relations for the City Council, assist with community affairs and, most importantly, provide the best constituent services to help our population. This new position is the Director of Communications and Constituent Services.

It is my recommendation to revise the current role of "Office Clerk" to "Executive Secretary" (a position currently filled by Enza Taromina and one already included in the Personnel Ordinance); upgrade the current position of "Executive Assistant" to a new management position, "Director of Communications & Constituent Services" (a position currently filled by Christopher Sicuranza and requiring an addition to the Personnel Ordinance) and revise the job duties for the existing position of Chief Administrative Officer to reflect the redistribution of job functions between the above positions. Please note that this reorganization plan is focused on the positions themselves, not current incumbents, in order to provide an organizational structure geared for more efficient service delivery. Please see updated job descriptions attached to this packet.

If you accept this proposal, please forward this reorganization plan to the City Council for their consideration and processing at your earliest convenience.

Sincerely,

Donna Lette, Director of Human Resources



- Maintains all files including, but not limited to, administration, correspondence, fiscal records, union contracts, emergency plans and contact databases.
- Prepares correspondence, spreadsheets and reports as needed.
- Maintains office hospitality for guests and visitors.
- Performs other duties as assigned by the Mayor, CAO or director of Communications and Constituent Services.

**Qualifications:**

- Associate's Degree in Business, clerical studies, or equivalent advanced training or responsible office experience required.
- Three years of increasingly responsible work experience, including executive support, in a professional office or municipal setting.
- Demonstrated knowledge of business English, spelling, vocabulary, and mathematics.
- Demonstrated knowledge and proficiency in Microsoft programs, spreadsheets, word processing. Power Point presentation skills preferred.
- Strong interpersonal skills, including tact, diplomacy, and ability to maintain courteous, efficient working relations with personnel on all levels, including governmental officials, elected officials, department heads, employees and the public at large
- Ability to work well independently, to take initiative and to maintain confidentiality.
- Demonstrated skills in problem-solving and decision-making; strong organizational skills required.
- Thorough knowledge of City operations and organizational structure preferred.
- Valid Mass. driver's license required.

*Revised 8/2016*

# CITY OF GLOUCESTER

## Job Description

**Title:** Director of Communications & Constituent Services - Mayor's Office

**Supervisor:** Mayor

**Grade:** M8

**Civil Service:** Exempt

**Union:** NA

### **Supervision**

**Exercised:** Provides direct supervision to clerical staff in the Mayor's Office.

### **Responsibilities:**

The Director of Communications and Constituent Services in the Mayor's Office advances the Mayor's vision and key initiatives by coordinating all communications from the City government to its citizens through media and other public forums. Ensures the provision of excellent customer service and local government responsiveness to constituents.

This position requires a high level of initiative, judgment, decision-making, trust, diplomacy and confidentiality. Flexibility in weekly work schedule required.

### **Duties:**

- Supervises and manages all administrative support activities in the Mayor's Office in a team environment to ensure excellent customer service and positive, efficient operations. Assigns work projects as necessary to available clerical staff in office.
- Serves as liaison between the Mayor's Office and all department heads, boards, commissions and government officials at all levels.
- Serves as Mayor's liaison with all legislators, including those in Boston and Washington, D.C., coordinating specific initiatives, collaborations, and special events. Schedules meetings as needed on behalf of the Mayor and Chief Administrative Officer.
- Fosters positive working relationships with the City Council, School Department, boards and commissions, and all city agencies.
- Serves as the City's central liaison with all media outlets, including maintaining a presence on social media, to publish accurate, approved and timely information. Prepares all City press releases, brochures and other materials. Services all department heads' media and communications needs.
- Performs constituent outreach services through all mediums. Maintains and updates Mayor's website, including, without limitation, news releases.
- Represents the Mayor at critical meetings, community and non-profit events.

- Oversees and performs the routine screening of telephone, correspondence and walk-in inquiries from the public, City/government officials and City staff on behalf of the Mayor.
- Serves as constituent service representative to the public by responding to letters, e-mails, phone calls and personal visits. Follows all such correspondences through to completion. Assesses situations and/or requests and takes appropriate action in resolving problems and answering inquiries.
- Coordinates efforts from Mayor's office in handling special projects and briefs the Mayor on their current status. Writes correspondence and provides research services for various task forces and special commissions.
- Assists the Chief Administrative Officer as needed with all aspects of City operations throughout the year, including the preparation of the bi-weekly Mayor's Report and the City's Annual Report for submission to the City Council.
- Assumes and completes additional tasks and duties as the Mayor deems necessary.
- Outside travel and a flexible schedule are required.

**Qualifications:**

- Bachelor's Degree in public administration, communications, or related field with five years of increasingly responsible work experience, including communications in a professional office or municipal setting, preferred

OR

A unique combination of education, training and experience that qualifies the candidate to be Director of Communications and Constituent Services.

- Demonstrated knowledge and proficiency in Microsoft programs, spreadsheets, word processing and Power Point presentations
- Demonstrated proficiency with social media, website development.
- Advanced skills in oral and written communications, problem-solving, decision-making and organization.
- Strong interpersonal skills, including tact, diplomacy, and ability to maintain courteous, effective working relations with personnel on all levels, including governmental officials, elected officials, department heads, employees and the public at large.
- Ability to work well independently, to take initiative and to supervise others.
- Thorough knowledge of City operations and organizational structure.
- Valid Mass. driver's license.

# CITY OF GLOUCESTER

## Job Description

**Title:** Chief Administrative Officer

**Supervisor:** Mayor

**Grade:** M11

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

**Supervision Exercised:** Provides direct supervision to 14 Department Heads and operational staff in the Mayor's Office. Provides indirect supervision to the operations of all City departments and personnel (345 FTE's).

**Responsibilities:** Works closely with the Mayor to develop and support the City's management team; provides supervision to all City departments; develops City policies and programs; bridges communications with the City Council, School Department and other agencies.

The Mayor may delegate to the CAO any power or duty which he or she has under the charter other than the power to veto measures adopted by the City Council or the power to appoint or to remove City officers, members of multiple-member bodies and department heads.

**Duties:**

Coordinates and supervises the operations of all City agencies.

Submits reports at such times as may be required, including the Annual Report and the Mayor's Report.

Installs and maintains financial management and record keeping systems.

Assists the Mayor in the preparation of an annual operating budget for all city agencies,

and

in cooperation with the City Auditor and the Chief Financial Officer, administers the operating budget throughout the year.

Assists the Mayor and the heads of all city agencies in the development of a capital outlay

program and the preparation of a capital improvement budget.

Conducts a continuing study of the work of all City agencies and prepares management policies based on such studies.

Prepares policy, program and ordinance recommendations to advance the management of the City.

Works with Human Resources Director in the negotiation and administration of all City collective bargaining agreements, the day-to-day administration of the personnel ordinance and personnel regulations.

Maintains full knowledge of all community issues, attends events as needed, and develops strategic plans to advance resolution.

Assumes any other powers, duties, and responsibilities as may be delegated by the Mayor.

## **Qualifications:**

**Bachelor's degree with ten years municipal management experience preferred OR any combination of education, training and experience which provides professional qualifications as a municipal administrator.**

**Demonstrated skills in municipal finance, personnel administration, labor relations, community planning and intergovernmental relations preferred.**

**Advanced leadership, communication, conflict-resolution and computer skills required.**

**Ability to set priorities and work independently in a fast-paced environment.  
Ability to develop and support a high performance, effective management team, including linking City and School Department staff.**

**Ability to demonstrate a true commitment to the City of Gloucester.**

**Flexible work hours required**

*Revised 7/16*



**CITY OF GLOUCESTER 2016  
CITY COUNCIL ORDER**

**ORDER:** CC#2016-030  
**COUNCILLORS:** Valerie Gilman

**DATE RECEIVED BY COUNCIL:** 06/28/16  
**REFERRED TO:** O&A & Waterways Bd  
**FOR COUNCIL VOTE:**

**ORDERED** that the Gloucester Code of Ordinances Sec. 10-81(a) "Diver's flag" be amended by **ADDING** the following sentence to the end of the paragraph: "Divers shall remain in an area within one hundred feet of such displayed diver's flag while at or near the surface of the water."

Valerie Gilman  
Ward 4 Councillor



Massachusetts Laws

- Massachusetts Constitution
- General Laws
- Session Laws
- Rules

## General Laws

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<b>PART I</b>	<b>ADMINISTRATION OF THE GOVERNMENT</b>		
			<a href="#">NEXT</a>
<b>TITLE XIV</b>	<b>PUBLIC WAYS AND WORKS</b>		
		<a href="#">PREV</a>	<a href="#">NEXT</a>
<b>CHAPTER 90B</b>	<b>MOTORBOATS, OTHER VESSELS AND RECREATIONAL VEHICLES</b>		
		<a href="#">PREV</a>	<a href="#">NEXT</a>
<b>Section 13A</b>	<b>Scuba divers; display of diver's flag required</b>		
		<a href="#">PREV</a>	<a href="#">NEXT</a>

Section 13A. Every scuba diver or group of scuba divers while swimming on or under the surface of the waters of the commonwealth shall display for each diver or group of divers as a warning device to boat operators, a diver's flag, so called, constructed of rigidly supported material at least twelve inches by fifteen inches in area of red background with a white diagonal stripe. Such diver's flag shall be displayed on a boat or surface float and shall extend a minimum distance of three feet from the surface of the water. Divers shall remain in an area within one hundred feet of such displayed diver's flag while at or near the surface of the water. A boat operator within sight of a diver's flag shall proceed with caution and within a radius of one hundred feet of such flag shall proceed at a speed not to exceed three miles per hour.

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Sec. 10-81. - Scuba and skin diving.

- (a) *Driver's flag.* Scuba or skin divers within the city waterways shall display a diver's flag consisting of a white diagonal stripe on a red field not less than 12 inches by 15 inches in size. The flag shall be displayed upright on a float or similar device at a height sufficient to be seen by passing vessels. The diver shall trail this flag while submerged, unless the harbormaster grants permission to do otherwise, and shall surface within 25 feet of the flag.
- (b) *Distance from buoys.* The diver shall maintain a distance of at least 25 feet and stay clear when vessels are hauling traps in the immediate area.
- (c) *Prohibition.* The harbormaster may prohibit scuba or skin diving in areas within the city waterways where such diving cannot, in the harbormaster's opinion, be carried out safely without undue inconvenience to vessel operations.
- (d) *Beach regulations.* Scuba or skin divers must comply with beach regulations promulgated by the director of public works.

(Ord. No. 17-1993, 12-14-1993)



## CITY OF GLOUCESTER 2016 CITY COUNCIL ORDER

**ORDER:** CC#2016-034  
**COUNCILLORS:** Valerie Gilman

**DATE RECEIVED BY COUNCIL:** 07/26/16  
**REFERRED TO:** O&A & TC  
**FOR COUNCIL VOTE:**

**ORDERED** that the Traffic Commission conduct a site visit in order to make recommendations of safe traffic flow patterns and parking at the intersection of Holly Street and Washington Street; and that the Traffic Commission make a written recommendation to the Ordinance & Administration Standing Committee on the findings of their review including whether any traffic ordinance amendments to the Gloucester Code of Ordinances are recommended.

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

Valerie Gilman  
Ward 4 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

**Sec. 11-10. - Fixed vendors during special events; parades.**

- (a) Vending from fixed locations, other than those specified in section 11-5 may be granted by the licensing commission, upon recommendations made by event organizers. Special events shall be designated with restricted vending areas based on public safety considerations. For the purpose of this article, special events shall be limited to:
- (1) Fishtown Horribles Parade.
  - (2) St. Peters Fiesta Procession.
  - (3) Labor Day fireworks.
  - (4) First Night Celebration.
  - (5) All annual city council approved events.
- (b) No vending will be allowed on the Memorial Day Parade route.
- (c) No vending will be allowed within 300 feet of a cemetery within the city during Memorial Day or other special observance ceremony.
- (d) The licensing commission may recommend and approve additional special events, parades relevant to this section.
- (e) Thirty days prior to any event, the event organizing committee shall submit their list of fixed vending locations along with their specific permit to for the licensing commission for approval. Fixed locations shall be within the restricted areas relevant to the event as approved by the licensing commission.
- (f) Notwithstanding subsections (d) and (e) there shall be a Special Event Advisory Committee comprised of the following city staff: the city clerk, the building inspector, the assistant department of public works director, the assistant chief of police, the assistant fire chief, the emergency medical services director, the health department food inspector, the harbormaster and the community development tourism manager. The committee shall review all special events applications and shall assist applicants with any necessary approvals including approvals by the city council as referenced in section 11-10(a)(5). If city council approval is needed, the application shall be referred directly to the Planning & Development Committee who shall have the authority to approve the special event permit.

The Special Event Advisory Committee shall meet monthly and shall post notices of its meetings.

→ • **Sec. 11-11. - Permit required; fee.**

Permits will be issued to approved fixed vendors within the restricted areas of special events by the licensing commission. The amount of the fee for a permit issued by the licensing commission shall not exceed ~~\$100.00~~500.00. Permits shall be issued for the event/parade date and/or rain date only in each calendar year. Permits shall be issued for one vendor in one location and cannot be duplicated or transferred.

(1)

Site specific vendor submitting photograph and application receives two free badges. For each additional badge, the cost will be: \$25.00 per badge.

(2)

Special event vendor submitting photograph and application receives one free badge. For each additional badge, the cost will be: \$25.00 per badge.

• **Sec. 11-12. - Special event permit fees for fixed vending locations.**

Fees generated by the issuing of permits for fixed vending locations relating to special events listed in section 11-10, shall be paid directly to the events organizing/sponsoring committee for the event, subject to all limitations as stated in the vending ordinance or as shall be, at any time, enacted by the city council.



**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

**Sec. 11-10. - Fixed vendors during special events; parades.**

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- (d) The licensing commission may recommend and approve additional special events, parades relevant to this section.
- (e) Thirty days prior to any event, the event organizing committee shall submit their list of fixed vending locations along with their specific permit to for the licensing commission for approval. Fixed locations shall be within the restricted areas relevant to the event as approved by the licensing commission.
- (f) Notwithstanding subsections (d) and (e) there shall be a Special Event Advisory Committee comprised of the following city staff: the city clerk, the building inspector, the assistant department of public works director, the assistant chief of police, the assistant fire chief, the emergency medical services director, the health department food inspector, the harbor master and the community development tourism manager. The committee shall review all special events applications and shall assist applicants with any necessary approvals including approvals by the city council as referenced in section 11-10(a)(5). If city council approval is needed, the application shall be referred directly to the Planning & Development Committee who shall have the authority to approve the special event permit.

The Special Event Advisory Committee shall meet monthly and shall post notices of its meetings.

→ • **Sec. 11-11. - Permit required; fee.**

Permits will be issued to approved fixed vendors within the restricted areas of special events by the licensing commission. The amount of the fee for a permit issued by the licensing commission shall not exceed ~~\$100.00~~500.00. Permits shall be issued for the event/parade date and/or rain date only in each calendar year. Permits shall be issued for one vendor in one location and cannot be duplicated or transferred.

(1)

Site specific vendor submitting photograph and application receives two free badges. For each additional badge, the cost will be: \$25.00 per badge.

(2)

Special event vendor submitting photograph and application receives one free badge. For each additional badge, the cost will be: \$25.00 per badge.

• **Sec. 11-12. - Special event permit fees for fixed vending locations.**

Fees generated by the issuing of permits for fixed vending locations relating to special events listed in section 11-10, shall be paid directly to the events organizing/sponsoring committee for the event, subject to all limitations as stated in the vending ordinance or as shall be, at any time, enacted by the city council.

**Sec. 11-10. - Fixed vendors during special events; parades.**

- (a) Vending from fixed locations, other than those specified in section 11-5 may be granted by the licensing commission, upon recommendations made by event organizers. Special events shall be designated with restricted vending areas based on public safety considerations. For the purpose of this article, special events shall be limited to:
- (1) Fishtown Horribles Parade.
  - (2) St. Peters Fiesta Procession.
  - (3) Labor Day fireworks.
  - (4) First Night Celebration.
  - (5) All annual city council approved events.
- (b) No vending will be allowed on the Memorial Day Parade route.
- (c) No vending will be allowed within 300 feet of a cemetery within the city during Memorial Day or other special observance ceremony.
- (d) The licensing commission may recommend and approve additional special events, parades relevant to this section.
- (e) Thirty days prior to any event, the event organizing committee shall submit their list of fixed vending locations along with their specific permit to for the licensing commission for approval. Fixed locations shall be within the restricted areas relevant to the event as approved by the licensing commission.
- (f) Notwithstanding subsections (d) and (e) there shall be a Special Event Advisory Committee comprised of the following city staff: the city clerk, the building inspector, the assistant department of public works director, the assistant chief of police, the assistant fire chief, the emergency medical services director, the health department food inspector, the harbor master and the community development tourism manager. The committee shall review all special events applications and shall assist applicants with any necessary approvals including approvals by the city council as referenced in section 11-10(a)(5). If city council approval is needed, the application shall be referred directly to the Planning & Development Committee who shall have the authority to approve the special event permit.

The Special Event Advisory Committee shall meet monthly and shall post notices of its meetings.

→ • **Sec. 11-11. - Permit required; fee.**

Permits will be issued to approved fixed vendors within the restricted areas of special events by the licensing commission. The amount of the fee for a permit issued by the licensing commission shall not exceed ~~\$100.00~~500.00. Permits shall be issued for the event/parade date and/or rain date only in each calendar year. Permits shall be issued for one vendor in one location and cannot be duplicated or transferred.

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The Special Event Advisory Committee shall meet monthly and shall post notices of its meetings.

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• **Sec. 11-12. - Special event permit fees for fixed vending locations.**

Fees generated by the issuing of permits for fixed vending locations relating to special events listed in section 11-10, shall be paid directly to the events organizing/sponsoring committee for the event, subject to all limitations as stated in the vending ordinance or as shall be, at any time, enacted by the city council.



**CITY OF GLOUCESTER 2016  
CITY COUNCIL ORDER**

**ORDER: CC#2016-036**  
**COUNCILLORS: Melissa Cox**

**DATE RECEIVED BY COUNCIL: 08/09/16**  
**REFERRED TO: O&A & TC**  
**FOR COUNCIL VOTE:**

**ORDERED** that the GCO Sec. 22-291 "Established" (Off -street parking areas) be amended by **DELETING** "eight" and **ADDING** "nine;" and amend Sec. 22-288 "Off-Street parking areas" by **ADDING** Proctor Street Parking Lot (Map 15, Lot 109); and further

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

Melissa Cox  
Ward 2 Councillor

Recommendations of the Ad Hoc Committee

- 1) Modify Sec. 4-16a to expand unleashed areas for dogs on public beaches at certain times.
- 2) Modify Section 4-16(d) to clarify small and large dog areas in the Gloucester Dog Park

Draft



**Sec. 4-16a. - Dogs allowed on public beaches at certain times.**

Dogs shall be prohibited from public beaches from May 1 to September 30 annually with the following exceptions: 1) Dogs are allowed leashed and unleashed at Cressy Beach. 2) Dogs are allowed leashed and unleashed at Plum Cove Beach and Niles Beach from 5:30 pm to Sunset and Sunrise to 8:00 am.

Dogs shall be allowed leashed and **unleashed** on public beaches from October 1<sup>st</sup> to April 30<sup>th</sup> subject to the following exceptions: 1) Dogs are allowed unleashed only on even-numbered days at Good Harbor Beach. 2) Dogs are allowed unleashed only on odd-numbered days at Wingaersheek Beach.

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Sec. 4-16d(a)(2) should be amended to ADD subsections k and l

k. Dogs that weigh 25 pounds or less are not allowed in area designated for large dogs.

l. Dogs that weigh 26 pounds or more are not allowed in the area designated for small dogs.



**CITY OF GLOUCESTER 2016  
CITY COUNCIL ORDER**

**ORDER:** CC#2016-031  
**COUNCILLORS:** James O'Hara

**DATE RECEIVED BY COUNCIL:** 06/28/16  
**REFERRED TO:** O&A  
**FOR COUNCIL VOTE:**

**ORDERED** that the Ordinance and Administration Standing Committee consider whether the Code of Ordinances Sec. 4-16a should be amended to expand off-leash areas for dogs year round at Crab Beach and Lanes Cove as follows:

Amend Sec. 4-16a by **ADDING** "and public landings" at certain times" and to **ADD** to the last sentence of Sec. 4-16a "Crab Beach and Lanes Cove year round."

**FURTHER ORDERED** that the Ordinance and Administration Standing Committee consider whether the Code of Ordinances Sec. 4-16d (a)(2) should be amended to **ADD** new subsections as follows:

- "k. Dogs that weigh 25 pounds or less are not allowed in area designated for large dogs.
- l. Dogs that weight 26 pounds or more are not allowed in the area designated for small dogs."

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

James O'Hara  
Councillor at Large



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2016-012**

The Gloucester City Council, at a meeting held on **Tuesday, January 12, 2016** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On a motion by Councilor LeBlanc, seconded by Councilor Cox, the City Council voted by **ROLL CALL 9** in favor, **0** opposed, to **AMEND GCO Chapter 4, Article II, Sec. 4-16(a)** "Dogs allowed on public beaches at certain times," by **ADDING** the words, "and Plum Cove Beach on consecutive days in the off season" after the words, "Wingaersheek Beach."

Linda T. Lowe, City Clerk

Date: **JAN 14 2016**

**APPROVED BY THE MAYOR**

Sefatia Romeo Theken

**VETOED BY THE MAYOR**

\_\_\_\_\_  
Sefatia Romeo Theken

SIGNED THIS 14<sup>th</sup> DAY OF JANUARY, 2016

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



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2014-337**

The Gloucester City Council, at a meeting held on Tuesday, November 18, 2014 at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted by ROLL CALL 9 in favor, 0 opposed, to Amend GCO c. 4, Animals, Art. 2 "Dogs" Sections 4-15, 4-16, 4-19, and 4-20 as follows:

**Section 4-15. Running at large prohibited.**

- (a) No person owning or keeping a dog in the city shall permit such dog at any time to run at large in the city (unless expressly authorized under Sec. 4-16a or Sec. 4-16d). Each incident in which a dog, licensed or unlicensed, is on public or private property without authorization and is not under the direct control of its owner by a leash not exceeding six feet in length shall be a violation of this section.

**Section 4-16a. Dogs allowed on public beaches at certain times.**

Dogs shall be prohibited from public beaches from May 1 to September 30 annually. Dogs shall be allowed on public beaches from October 1 to April 30 annually and shall be under the control of the owner or keeper. In addition, unleashed dogs shall be allowed on Good Harbor Beach and Wingsheek Beach from: October 1 to April 30, annually, subject to the following conditions:

Off leash all day on even-numbered days at Good Harbor Beach and odd-numbered days at Wingsheek Beach.

1. Owners must remain with and monitor their dogs. Owners, per the below conditions, define person with direct care, custody, and control of a dog while in a designated off-leash area.
2. Dogs must be licensed and vaccinated as required by applicable law and ordinance.
3. Dogs must wear their tags and have no contagious conditions, diseases or parasites.
4. Dogs must be leashed when entering and exiting a designated off-leash area.
5. Dogs and humans are not allowed in the dunes.
6. Dogs with a history of dangerous or aggressive behavior as determined by the Animal Control Officer are prohibited.
7. Dogs younger than four (4) months are not allowed.
8. Unaltered male dogs or female dogs in heat are not allowed.
9. Owners must immediately remove dogs who are exhibiting aggressive behavior.
10. Owners must carry a leash; one leash per dog is required.
11. Maximum of two (2) unleashed dogs per owner.
12. Owners must have in their possession an adequate number of poop bags, or other appropriate device for removal of their dog(s) waste.
13. Owners must clean up after their dogs and dispose of the waste in an appropriate waste container.
14. Owners must fill in any holes dug by their dog(s).
15. Any violation of conditions 1 through 12 and 14 above shall be subject to a fine of \$50 for each offense. Any violations of condition 13 above shall be subject to a fine of \$100 for each offense; and dogs(s) may have off-leash privileges revoked by Animal Control.

60

16. Unless renewed by the City Council and signed by the Mayor, the provisions of this section shall expire on December 18, 2015."

Fines for violations will be double in season for beaches and other off-leash areas as determined.

**Section 4-16d. Off-leash dog areas.**

Unless otherwise expressly authorized under this ordinance, the department of public works director may designate, with the approval of the mayor and the city council, specific lands for use as off-leash dog areas, with their operation being subject to regulations enacted pursuant to Section 7-16(b) of the City Charter.

**Section 4-19. Redemption of impounded dogs.**

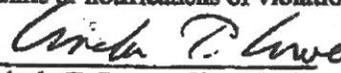
(a) No dog confined for a violation of this article shall be released to its owner or keeper except as provided herein. The dog officer shall issue to the owner or keeper of any such dog a citation for the violation of this article. The violations shall bear a fine of the following:

(1) For the first and subsequent offenses: \$50.00

(b) In the case of the first and each succeeding violation, no dog shall be released prior to the receipt by the dog officer of due notice of the payment of the fine for all outstanding notices of violation or of the deposit of the amount of the fines as a security for the payment of said fines and proof of valid license. In every case in which the owner or keeper refuses to pay such fines or a deposit for security for such fines, the dog shall be held until a hearing on the charged violation has been held and the owner shall be liable for all confinement charges as provided herein. As used in this subsection, the term "outstanding notices of violation" shall include only those notices of violation resulting in confinement.

**Section 4-20. Pound; dog officer.**

- (a) The city shall make provisions to shelter stray dogs, dogs impounded due to violations of this article, or dogs rescued from danger or distress. The operation of the shelter shall incorporate the regular services of a licensed veterinarian.
- (b) The city shall make provision for the services of at least one fulltime dog officer, whose duty it shall be to enforce the provisions of this article, of the licensing laws relevant to dogs, and of other relevant commonwealth law. The dog officer shall have the power to decide on the merit of complaints of citizens with regard to what they feel are nuisance dogs and issue citations to owners which, unless appealed under commonwealth law, shall be referred to the district court if citation is ignored. The dog officer shall have the authority to prioritize responses to complaints or other notifications of violations based on their emergency or non-emergency nature. Emergency complaints or notifications are those in which there is imminent threat to the life, health or safety of humans or dogs. All other complaints or notifications of violations are non-emergency.

  
Linda T. Lowe, City Clerk

11/24/14

Date:

NOV 24 2014

APPROVED BY THE MAYOR

  
Carolyn A. Kirk

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk

SIGNED THIS 24 DAY OF NOV, 2014

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