

Special Ordinances & Administration Committee
Monday, December 12, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Steve LeBlanc; Vice Chair, Councilor Jamie O’Hara; Councilor Sean Nolan.

Absent: None.

Also Present: Joanne Senos, City Clerk; Grace Poirier, Principal Clerk/Vital Records Specialist.

The meeting was called to order at 5:31 p.m.

1. Recommendation of appointment for Assistant City Clerk

Joanne Senos, City Clerk, discussed the application and interview process regarding the vacant Assistant City Clerk position. Of the six applicants, it was determined that **Grace Poirier**, Principal Clerk/Vital Records Specialist, is the best candidate. There was further discussion of the skills and attributes **Ms. Poirier** has to offer the City Clerk’s office. **Joanne Senos** asked for the endorsement of the Ordinances and Administrative Committee for the appointment of **Grace Poirier** to Assistant City Clerk. **Councilor LeBlanc** stated his support for this appointment and noted the professionalism **Ms. Poirier** has displayed during his tenure on the City Council. **Councilor Nolan** offered his support as well. He noted his involvement with the hiring process and stated he believes **Ms. Poirier** will be very capable in handling the role of Assistant City Clerk. **Councilor O’Hara** will be supporting **Ms. Poirier’s** appointment as well and wished her the best of luck.

MOTION: On motion by Councilor O’Hara seconded by Councilor Nolan the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council, pursuant to the City of Gloucester City Charter Sec. 2-7(a) concerning the appointment of the Assistant City Clerk, that the City Council appoint Grace E. Poirier as the Assistant City Clerk as of December 14, 2016 for a term to expire April 2018.

Councilor LeBlanc asked that **Ms. Poirier** attend meetings on occasion in order to learn the process and procedures of the City Council and various subcommittee meetings. He added that each Councilor runs meetings differently and the best way to learn is by attending. **Ms. Senos** and **Ms. Poirier** both agreed that they see the value and importance of **Ms. Poirier** attending meetings regularly. There was discussion regarding the process and procedures for the City Council meeting at which **Ms. Poirier’s** appointment will be voted.

A motion was made, seconded, and voted unanimously to adjourn the meeting at 5:41 p.m.

Respectfully submitted,

Jaimie Corliss
Substitute Recorder

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.