

GLOUCESTER CITY COUNCIL MEETING

Tuesday, August 28, 2012 – 7:00 p.m.

Kyrouz Auditorium – City Hall

-MINUTES-

Present: Chair, Councilor Jacqueline Hardy; Councilor Joseph Ciolino; Councilor Melissa Cox; Councilor Steve LeBlanc, Jr.; Councilor Paul McGeary; Councilor Bruce Tobey; Councilor Greg Verga; Councilor Robert Whynott

Absent: Councilor Theken

Also Present: Linda T. Lowe; Kenny Costa; Jim Duggan; Sally Polzin; Mike Hale; Jim Caulkett

The meeting was called to order at 7:03 p.m. Councilor Theken is away on vacation.

Flag Salute & Moment of Silence.

Oral Communications: None.

Presentations/Commendations: Waterways Board – Chairman, Tony Gross

Councilor Tobey welcomed Chairman Gross, members of the Waterways Board, and Harbormaster Jim Caulkett. The Councilor explained he brought this matter forward to get a general update on Board activities as well as a status report on the harbor transient mooring marina that Capt. Phil Cusamano put forward. He would be seeking assurances to see that this initiative is undertaken.

Tony Gross, 18 Nashua Avenue, Waterways Board Chairman explained there were four new members who came to the Board during March 2012. He touched several activities undertaken by the Board since then. Some were:

- Within the Enterprise Fund, the Board will seek to create dedicated accounts at the advice of the City's financial team; \$25,000 into a Dun Fudgin boat ramp account; \$150,000 into a St. Peter's Marina account for repairs and replacement. The Harbor Cove account came over from the Gloucester Redevelopment Authority with \$12,300. The Chapter 91 mitigation fund account is funded through a DEP requirement whereby private property owners who want to forego public access through their Chapter 91 licensed property can make annual contributions to this fund. The Waterways Board uses this fund for public access.
- The Board recently authorized \$25,000 to be spent out of the Chapter 91 Mitigation Fund for design work to be undertaken because the Harbormaster's pier at Solomon Jacobs Park is being torn down with that immediate area being remediated by National Grid. The design will include a new 200' dock that has three 45', two 20' finger and one 24' finger piers; a regular boat ramp and a very long ramp to aid the disabled for better access to the waterfront. This is also envisioned to assist in building up their dingy dockage for visiting boats to tie up at their transient moorings, or if the floating marina comes about, it will be able to be used when launch service is unavailable. It will allow for short term boat tie up, more than currently available.
- The Board anticipates being asked to reconfigure the docks at I4-C2 soon.
- As to a proposed Gloucester Municipal Transient Marina, there was an ad hoc subcommittee of the Board who were to look at transient boating access shore side and for the floating transient marina or moorings. They are waiting on a ruling from DEP whether power and water coming from the State Fish Pier for a transient marina will require a Chapter 91 license.
- They have a transient dockage survey out to local marinas to determine what the needs are and expect to find these local marinas' transient slips are filled most of the time.
- A key to the transient marina is to make sure it fits with the existing mooring grid. At their September 5th meeting they will get a report on a harbor re-gridding. If the transient marina fits, and there is a known need through their survey results, the next step is for the Board to vote to go out to design and obtain hard costs. To date they have been working with best estimates and need a professional opinion. The plan then has to go to MassDevelopment. They haven't given the Board an affirmative answer whether they can run the power the entire length of the State Fish Pier. There is a tunnel there so it wouldn't require excavation there, but it will require excavation at the end of the pier for water and sewer to come across. They need also to have a management plan for maintenance, revenue and expenses.

- At their September 5th meeting, Stephanie Cunningham from the Mass. Division of Marine Fisheries (MDMF), the Massachusetts representative for the Boating Infrastructure Grant will be present. This grant is a 50:50 match (average). The MDMF Director, Paul Diodati, is “on board” with this concept. A limitation of the grant is for 26’ boats and above (non-trailerable pleasure craft only) with no commercial vessels. If commercial vessels tie up there, they pro-rate the grant and take money back.
- They transient marina also needs a launch and is a large part of the concept. They have been looking for a used launch for two years, but have not been successful in their search to find a U.S. Coast Guard certified used vessel. They need to set a deadline of when they will stop looking for a used launch shortly and look to buying one new at an anticipated cost of \$120,000.
- If the transient floating marina concept all falls apart, they still need a gateway for recreational boaters for the City. Through re-gridding of the harbor mooring fields, they can fit 25 or so more transient moorings, still utilizing a launch with this fall-back concept. They are in discussions with National Grid who may wish to lease them the entire building now housing the Harbormaster’s office at Harbor Loop; and the Board would become sublease landlords. If that is the case, they can put in showers there, and that building would then become their downtown gateway for transient boaters that that has been needed for a long time.

Mr. Gross assured the Council the transient marina is on their agenda every Board meeting, and that he is committed to move forward the concept to get answers in order to see the facility come to fruition.

Council Questions/Commentary:

Councilor Tobey thanked Chairman Gross for his presentation, pointing out their next step is bringing in a consultant who can coordinate all the pieces the Chairman spoke of the MDFA piece, who the City has a revitalized set of ties to; dealing with the survey piece. He urged they look to the anecdotal information for radio traffic as to how many boaters are turned away each day during the summer season looking for transient moorings and tie ups noting a consultant can help with the cost concerns they may have as well. He asked when the Board anticipated the procurement of a consultant’s services. **Mr. Gross** responded that two questions need to be answered; can they physically fit the transient marina [in the harbor] and need the responses from the survey. They should have the re-gridding plan presented next Wednesday. The survey should be back by mid-September to be presented at their October meeting. He noted the big ramp proposed for the Solomon Jacobs pier rebuild; and that they have to charge a competitive rate. It was his understanding that any money that comes in for charging for use of that ramp has to go back to it. **Councilor Tobey** expressed the assumption that there will be two submittals in mid-October to the Board. He asked if it would be reasonable to assume that in the beginning of November they would secure the services of a consultant. **Mr. Gross** stated they could have a vote of the Board by then which would be reasonable. He noted for the Councilor that the Chair of the Ad Hoc Committee researching the transient floating marina, and its proponent who brought the concept forward to the Board is Capt. Phil Cusamano.

Captain Phil Cusamano stated the most important aspect to the project moving forward happens at their September 5th Board meeting where some answers will be provided. After that he believed it would be easy to get the answers they need from DEP - what this will cost; power and other services from the State Pier. The actual building of the marina, he said, is the easy part. If they need a Chapter 91 license they can apply for it for water/power. It will be a 10A permit for the marina itself, not a Chapter 91 license. The actual build of the floating marina parts doesn’t take that long, weeks perhaps. The rest has to do with partnerships. **Councilor Tobey** stated he understood the marina was to be mixed use with commercial during the non-tourism season. **Capt. Cusamano** noted that will be clarified on Wednesday as well. **Councilor Tobey** urged they do their financial planning on a broad base. A consultant will produce a business plan, a statement of assumptions, and the monies that drive it. He anticipated since this is a pay-as-you-go venture as you use it, and with further services, they may have the capacity through an enterprise fund approach, the City could be the source of the investment rather than going with a grant. He asked the Waterways Board to remain flexible. **Capt. Cusamano** stated the MDMF doesn’t allow for commercial boats to be tied up. His understanding is they can tie up there, but if there is not space for recreational boats, the commercial boats vacate in their favor. During the winter months they can tie up there, but if they cause damage to the dock they would have to remunerate for the damage. **Councilor Verga** expressed concern the Waterways Board could reach analysis “paralysis”. He would like them to have a goal set perhaps of when the project would come to fruition. **Mr. Gross** stated with the moving parts and the new members, it has been a murky issue as to what they do next. He agreed with Councilor Tobey that now is the time to act and move forward. They need to make a decision as a Board to commit or not. He will try to move this project forward and hoped by the November meeting to go out for a design consultant as a Board. **Councilor Cox** asked how many 30 minute tie-ups they have. **Mr. Gross** informed her there were three, Cripple Cove, St. Peter’s Marina and Solomon Jacobs in the downtown area. The Councilor noted complaints of lack of tie-ups near the downtown. **Mr. Gross** agreed but with the DPA it gets “tricky”. They do envision dingy tie ups and “touch and go” tie ups at Solomon Jacobs rebuilt pier. At this time

Mr. Gross introduced the new Board members Tom Hovey, Patti Page, Dave McCauley and Ralph Pino (not present), along with longer-term members Cate Banks and Phil Cusamano. **Councilor Cox** asked if they would have a launch service in place before a transient marina. **Mr. Gross** stated they've been looking for a used launch. A new launch is very expensive, and they have to determine when and if they will pursue a new vessel. **Councilor LeBlanc** knew there were a handful of 30 minute tie ups and if there were plans for temporary dockage in the inner harbor. He asked if the transient marina would be accessible to residents. **Mr. Gross** responded the transient marina would be accessible to residents, but the vessels must be 26' or greater. As to temporary dockage in the inner harbor, with DPA regulations you can have bottom anchor bottom floats because they are annual structures (i.e. 10A float permit). If they are pile driven piers, they are Chapter 91 regulated. The City doesn't own enough waterfront property to do a stationary pier. That would require a public/private partnership. The new National Grid preliminary drawing of the pier at Solomon Jacobs Park on Harbor Loop will dock the Harbormaster's vessels (draft conceptual float layout submitted to the Council for their review and placed on file); with the Boating Infrastructure Grant they wouldn't even be able to tie up the enforcement vessels at the transient floating marina. They hope the rebuilt pier will be able to have a couple of spots allowing for tie up longer than 30 minutes. They couldn't speculate at this point. **Councilor LeBlanc** looked forward to seeing this marina becoming a reality. **Councilor McGeary** pointed they have to find out if there is enough room for the marina with the existing moorings. **Mr. Gross** believed there is enough room. **Councilor Ciolino**, noting he is the City Council representative to the Waterways Board asked had there been a vote by the Waterways Board to go forward with the launch. **Mr. Gross** stated there was not. There was consensus to move forward to research it. That is why they need a deadline and commitment. The Councilor understood the Board only viewed the used launch in question a few weeks ago. He observed that the committees appear to work out of sync with the Board. He urged the Board to commit and give to the committees a deadline to come up with the details. He expressed concern that the process is slower than necessary. They need to start putting this together; and if they want a boat in the water in May they need to make some decisions. **Mr. Gross** commented the finance subcommittee preferred to pursue a used launch. The business model, and the management plan, which isn't hard to come up with, shows that the launch is approaching \$30,000 to operate it, and they won't collect those kinds of fees in the first year. They have to determine if this is a service they're providing, but it is also a key to the gateway. **Councilor Ciolino** stated they as Councilors were looking forward to this new transient marina being up and running in the spring of 2013, reiterating the Board needs to act now to move plans forward. **Councilor Ciolino** pointed out they were to increase moorings and transient moorings. He asked how many new moorings they put in this year. **Mr. Gross** did not have the exact numbers with him nor did the Harbormaster. He pointed out that the Harbormaster's office in the summer is very busy and that administrative matters don't get done as much during that season. **Councilor Ciolino** urged the Board to set goals and set deadlines to accomplish these projects. He noted in a positive light that the Board did work to encumber funds so they know where they belong, working with the City Auditor, Kenny Costa. **Council President Hardy** noted the State has to make a determination to allow the utilities to come off of the State Pier. She asked how soon they will get an answer whether they need a Chapter 91 license. **Harbormaster Jim Caulkett** informed the Council President that the State will give an answer to the Waterways Board as soon as they have an answer from MDMF. She asked when they expect the determination by DEP whether they need a Chapter 91 license. **Mr. Gross** reiterated they are waiting for the September 5th Board meeting. Councilor Tobey proposed to refer the matter of the transient marina to the Planning & Development Committee for oversight. **Council President Hardy** hoped the matter of the transient marina will be placed on the Planning & Development Committee's agenda soon. **Mr. Gross** responding to a question from Councilor Cox stated that there are opportunities for public/private partnerships but he didn't have solid plans. It would be the Mayor's office who would initiate that kind of outreach. **Councilor Tobey** expressed he was heartened by what they heard this evening, saying that they will get this done.

MOTION: On motion by Councilor Tobey, seconded by Councilor Hardy, the City Council voted 8 in favor, 0 opposed to refer to the Planning & Development Committee the matter of promoting the Gloucester Municipal Transient Marina project.

Bob Lee, 9 Ocean Highlands, and pleasure boater, referring to the used launch mentioned previously, stated it was dismissed too quickly; that such a launch could be recertified easily. Having sailed from Northeast Harbor (Maine) to Virginia there is no dingy dock anywhere that has 30 minute tie ups. He asked how a visiting boat in that time limit could go downtown, resupply, visit sights, avail themselves of the City's restaurants, etc. A tie up for a longer time is needed. He told the Council of a friend two years ago who received a ticket for tying up longer than 30 minutes. The word went out among pleasure boaters along the coastline, "do not tie up in Gloucester." He brought 15 boats into the harbor with the help of the Harbormaster recently; they had to tie up at the Gloucester House.

Confirmation of New Appointments: Personnel Director, Sally Polzin TTE 02/14/2013

MOTION: On motion by Councilor LeBlanc, seconded by Councilor Whynott, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to appoint Sally Polzin as Personnel Director, TTE 02/14/2013.

DISCUSSION:

Councilor Whynott explained that he was impressed by Ms. Polzin's background, and recommended her appointment. **Ms. Polzin** stated for the last 18 years she has been a mediator with the Joint Labor Management Committee for Municipal Police and Fire, which was how she initially got to know the City because she mediated a number of contracts between the City and its police and fire unions. Prior to that, she was the Human Resource Director with the City of Lawrence. This is her sixth week with the City, and everyone has been welcoming.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the City Council voted 8 in favor, 0 opposed, 1 (Theken) to appoint Sally Polzin as Personnel Director, TTE 02/14/2013.

Consent Agenda:

• **MAYOR'S REPORT**

1. Request from Harbormaster re: payment of bill incurred in FY2012 with FY2013 funds (Refer B&F)
2. Memorandum, Grant Application & Checklist from Harbormaster re: contract for Mass Clean Vessel Act Pumpout Grant Program (Refer B&F)
3. Grant Application & Checklist for Emergency Management Performance Grant from MEMA (Refer B&F)
4. Memorandum and relevant material from Acting Community Development Director re: modification to the Varian wind turbine Construction (Refer B&F)
5. New Appointment: Gloucester Cultural Council (TTE 02/14/2015) Mary Rhinelander McCarl (Refer O&A)

• **APPLICATIONS/PETITIONS**

1. RZ2012-005: Amend GZO Sec. 3.1.8 re: Lot Frontage (Refer P&D & PB)
2. SCP2012-011: Magnolia Avenue #46 (former Blynman School), GZO Sec. 2.3.2(13) Operate a Museum & Cultural Center (Refer P&D)

• **COUNCILORS ORDERS**

1. CC2012-047(Verga) Request Letter to MassDOT to allow placement of directional sign on Rte. 133 at the intersection of Lincoln St. & Essex Avenue (FCV 09/11/12)
2. CC2012-048(Whynott) Amend GCO Chapter 25, Article II, Division 1, Sec. 25-15, 25-57, Sec. 25-58(b)(c)(d)(3), Sec. 25-63 re: Licensing taxicab operators (Refer O&A & Police Chief)
3. CC2012-049(Tobey/Verga) Council review matter of self-storage service facilities and determine whether they should be restricted or regulated (Refer O&A, P&D & Bldg. Insp.)

• **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**

1. City Council Meeting: 08/14/12 (Approve/File)
2. Standing Committee Meetings: B&F 08/23/12 (under separate cover), O&A 08/20/12, Joint P&D & PB 08/02/12, P&D 08/22/12 (Approve/File)

Unanimous Consent Calendar:

1. Addendum to Mayor's Report for the August 28, 2012 City Council Meeting re: a MassWorks grant in the amount of \$5,000,000 (Refer B&F)

Items to be added/deleted from the Consent Agenda and Unanimous Consent Calendar:

Councilor Whynott asked to remove O&A Minutes from 08/20/12. He explained that page 4 of the minutes after "Division" 15 it states "Gloucester Advisory Committee". It should say "Gloucester Water Advisory Committee" and also once within the body of the proposed ordinance. **The Council voted unanimously to amend the O&A minutes for correction.**

Council President Hardy explained there was an addendum from the Mayor's Report. Due to a shortened work week in the first week of September due to Labor Day and the State Primary on September 6th, and because the MassWorks grant of \$5 million has a September 10th submission deadline, the Administration is asking the B&F Committee to call a special meeting, and with the assent of Chair, Councilor McGeary, it would take place on September 5th at 6:30 p.m., followed by a Special City Council Meeting at 6:55 p.m. **The matter of the addendum to the Mayor's Report was unanimously added to the Consent Agenda and referred to the B&F Committee.**

By unanimous consent the Consent Agenda and Unanimous Consent Calendar was accepted as amended.

Committee Reports:

Budget & Finance: August 23, 2012**GRANT ACCEPTANCES - BOARD OF HEALTH**

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept an extension of a Massachusetts Department of Public Health Bureau of Substance Abuse Services, Mass Collaborative for Action Leadership & Learning 2 Grant in the amount of \$70,000. The time period for expenditure of funds is from July 1, 2012 to June 30, 2013.

DISCUSSION:

Councilor McGeary explained this is a \$70,000 extension of a five-year \$500,000 Center for Substance Abuse Prevention grant which funds the Healthy Gloucester Collaborative led by Joan Whitney. This will carry that grant through the end of the fiscal year, which is a total now with this acceptance of \$100,000 for the year. This is the last year of this particular grant. Match is in-kind.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, under MGL c. 44, §53A to accept an extension of a Massachusetts Department of Public Health Bureau of Substance Abuse Services, Mass Collaborative for Action Leadership & Learning 2 Grant in the amount of \$70,000. The time period for expenditure of funds is from July 1, 2012 to June 30, 2013.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a \$188,742 Public Health Emergency Preparedness Grant from the Mass. Department of Public Health with the City of Gloucester-North Shore/Cape Ann Emergency Preparedness Coalition as host agency.

DISCUSSION:

Councilor McGeary stated the City is in receipt of a grant is to prepare the emergency preparedness infrastructure aspect. This is fall out, essentially from the post-9/11 era. This is the public health aspect. The example given at the Committee meeting was if there had been an anthrax attack they would need emergency public health resources brought to bear. This will prepare and set up the resources available to answer those kinds of emergencies. There is no match. **Council President Hardy** noted the Cape Ann Emergency Preparedness Coalition is the overarching group for this grant. **Councilor McGeary** added that the City is the disperser/pass through agency of the funds for the North Shore region so not all of the money comes directly to Gloucester. The grant pays in part for a principal clerk who manages the grant funds and that person is in place and has been doing this. A portion of their salary and benefits do come from this grant because of their role in administering the grant. **Councilor Tobey**, noting the City went through a "tumultuous" time to consolidate control of emergency management services under an Emergency Management Director (EMD) for the City and asked if an EMD was now in place. **Jim Duggan**, CAO stated Fire Chief Eric Smith is taking on that responsibility in the event there is a special catastrophe or requires the attention of unified command. Chief Smith will take the lead. Councilor Tobey asked for confirmation that the City had reconsolidated that role with that of the Fire Chief, which **Mr. Duggan** noted was the case. On inquiry by the **Council President Hardy**, **Mr. Duggan** confirmed that Chief Smith will serve in this capacity on a temporary basis. As Chief Smith is becoming acclimated, he is working out many management aspects, and there may be a proposal to come forward when possible to potentially support an independent department with a full time person and a reorganization of the Fire Department. **Councilor Tobey** expressed his lack of support of the idea there should be an independent Emergency Management Department, and rather would only support the notion of the Fire Chief also in the role of Emergency Management Director.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, under MGL c. 44, §53A to accept a \$188,742 Public Health Emergency Preparedness Grant from the Mass. Department of Public Health with the City of Gloucester-North Shore/Cape Ann Emergency Preparedness Coalition as host agency.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a \$5,000 grant from the National Association Of County & City Health Officials.

Councilor McGeary explained this grant and the next grant which will be used to pay for consultants salaries so there are no benefits involved, to build readiness within the Medical Reserve Corps (medical professionals who stand ready to be called in during an emergency). This is not a renewable grant and has no match. **Councilor McGeary** read a portion from the B&F minutes by way of further explanation to the Council on an inquiry by **Councilor Tobey**.

Councilor Tobey invoked City Charter Chapter 2-11(c). He wished to have a substantive discussion with the Director of the Health Department present. **This matter is automatically continued to the September 11, 2012 City Council Meeting.**

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council under MGL c. 44, §53A to accept a \$14,285 grant from the Public Health Emergency Preparedness Bureau through the Mass. Department of Public Health. Funding is to be used to enhance the Medical Reserve Corps capacity to prepare and respond to public health emergencies.

DISCUSSION:

Councilor McGeary stated Westford, Mass., is the fiscal agent for this grant that will provide funding to assist the North Shore/Cape Ann region in preparing for public health emergencies and enhance the Medical Reserve Corps (MRC) capacity to respond by better administrative techniques, coordination of outreach, recruitment, deployment and training of MRC volunteers, enhance public health preparedness within all North Shore/Cape Ann communities participating in the coalition.

Councilor Tobey also invoked City Charter Sec. 2-11(c) for this motion as well; and therefore this matter was also automatically continued to the next City Council meeting.

GRANT ACCEPTANCE--COA FORMULA GRANT

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council to accept in anticipation under MGL c.44, §53A a Mass State FY13 Formula Grant Allocation from the Mass Executive Office of Elder Affairs for a total of \$51,828.00.

DISCUSSION:

Councilor McGeary explained this is a State annual formula grant funding determined by census-based allocation of available grant funds which support the Council on Aging (COA) activities and is planned to provide for the salary for Senior Center Senior Clerk, 35 hours per week; a partial salary amount for an Outreach Social Worker; and for Salary for Activity/Volunteer Assistant for 16 hours/week for 40 weeks. There is no match. There is additional funding available because of the growth of Gloucester's senior population to 7,404. The total grant allocation will be \$51,828.00 and will be received shortly. There is some on-going discussion if benefits may be included being charged against this grant. The Senior Center Director is working with the Administration to see how this will be handled. At the moment this is the plan for the grant funds as described.

Councilor Tobey stepped away from the dais.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Theken, Tobey) absent, to accept in anticipation under MGL c.44, §53A a Mass State FY13 Formula Grant Allocation from the Mass Executive Office of Elder Affairs for a total of \$51,828.00.

GRANT APPLICATION--POLICE DEPT. E911 GRANTS

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council to permit the Gloucester Police Department to apply for a State 911 Training and Emergency Medical Dispatch Grant in the amount of \$92,186 for FY13.

DISCUSSION:

Councilor McGeary explained the grant funds come from the additional fee charged on telephone lines for the E911. The money is used for police officer and dispatcher training to provide enhanced emergency medical dispatch (EMD). New officers coming on line will have to be trained in a basic telecommunications course, and EMD. The grant offers financial assistance to E911 call takers who utilize in-house certified emergency medical dispatchers by reimbursing for overtime paid to police officers who are required to attend continuing EMD education as well as sergeants who are trained for quality assurance and improvement of EMD calls. There are no match requirements. **Council President Hardy** asked previously if a cell phone fee is included to go towards this State fund or is it only on land line, for the charge that comes back to the City. As **Councilor McGeary** was unable to answer that question, he would seek an answer for the Council President.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Theken, Tobey) absent, to permit the Gloucester Police Department to apply for a State 911 Training and Emergency Medical Dispatch Grant in the amount of \$92,186 for FY13.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council to permit the Gloucester Police Department to apply for a State 911 Support and Incentive FY13 Grant for a total of \$61,795.

DISCUSSION:

Councilor McGeary explained that this grant offers financial assistance to E911 call takers by reimbursing for regular salaries paid to police officers whose function is primarily as an E911 call taker. The funding is determined by population and number of calls received. The \$61,795 is a result of that formula. The grant has no match. Funding is for FY13.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Theken, Tobey) absent, to permit the Gloucester Police Department to apply for a State 911 Support and Incentive FY13 Grant for a total of \$61,795.

PAYMENTS WITHOUT PURCHASE ORDER IN PLACE—Single motion

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL Chapter 30B to permit payment of \$4,999 (Four Thousand Nine Hundred and Ninety Nine Dollars) for the procurement of a subscription to K12 Insight's Web-Based Platform DIY from 3/1/12 to 2/28/13, Invoice #54101248 dated 2/21/2012 for the Gloucester Public School District without a purchase order in place.

DISCUSSION:

Councilor McGeary explained this was an oversight; this service was procured through the School Department, with the City taking responsibility for paying for it. The purchase order was not placed on time. K12 did an on-line survey on the School Department's website to ascertain whether people were in favor of neighborhood schools, which came back strongly in favor of that concept. **Kenny Costa**, City Auditor clarified, on inquiry by **Council President Hardy**, that this matter requires one motion under MGL 30B. A FY12 purchase order was encumbered and carried over into FY13.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Theken, Tobey) absent, in accordance with MGL Chapter 30B to permit payment of \$4,999 (Four Thousand Nine Hundred and Ninety Nine Dollars) for the procurement of a subscription to K12

Insight's Web-Based Platform DIY from 3/1/12 to 2/28/13, Invoice #54101248 dated 2/21/2012 for the Gloucester Public School District without a purchase order in place.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 30B to pay an invoice dated 5/30/12 of an invoice for \$82.79 for \$32.21 to Dell Marketing LP for expenditures incurred in the prior fiscal year with funds from the current FY13 Police Department Federal Asset Forfeiture Fund (#2392047) with no purchase order in place.

DISCUSSION:

Councilor McGeary stated this Police Department payment for a Dell computer was coming from federal seizure funds without a purchase order in place. Because the funds used to pay for the computer are from federal seizure money, there is no need for a second motion under MGL c. 44, §64.

The main motion was amended by a unanimous vote of the Council to include invoice number XFRWTX925.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Theken, Tobey) absent, in accordance with MGL c. 30B to pay invoice XFRWTX925 dated 5/30/12 of an invoice for \$82.79 for \$32.21 to Dell Marketing LP for expenditures incurred in the prior fiscal year with funds from the current FY13 Police Department Federal Asset Forfeiture Fund (#292047) with no purchase order in place.

**PAYMENTS FOR PRIOR YEAR EXPENDITURES MADE WITHOUT PURCHASE ORDER
(END OF YEAR--2 MOTIONS REQUIRED)**

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 30B to pay an invoice dated 6/21/2012 for \$280.00 to Stephen W. May for services performed with no purchase order in place.

DISCUSSION:

Councilor McGeary explained the Police Department had an immediate need for breathalyzer operators to be trained. They were able to obtain the services of a State certified trainer at very short notice. The purchase order was not in place, although they do have the funds to pay for it. Six officers were trained. **Of note:** In this instance and several matters to follow from this meeting, there were two issues – there was no purchase order in place, and there is a prior obligation; therefore there is a need for two motions – one under MGL c. 30B (procurement) and MGL c. 44, §64 (payment of bills incurred in excess of appropriations). **Council President Hardy** pointed out that there was no invoice number on this particular invoice but asked the invoice number be used for all motions moving forward as she and Councilor Ciolino have advocated preventing inaccuracies.

Councilor Verga stepped away from the dais.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Verga, Theken) absent, in accordance with MGL c. 30B to pay an invoice dated 6/21/2012 for \$280.00 to Stephen W. May for services performed with no purchase order in place.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 44, §64 to pay an invoice dated 6/21/2012 for \$280.00 to Stephen W. May for services performed in the prior fiscal year with funds from the current FY13 Police Department Operating Budget.

DISCUSSION: None.

Councilor Verga returned to the dais. Councilor Tobey stepped away from the dais.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 7 in favor, 0 opposed, 2 (Theken, Tobey) absent, in accordance with MGL c. 44, §64 to pay an invoice dated 6/21/2012 for \$280.00 to Stephen W. May for services performed in the prior fiscal year with funds from the current FY13 Police Department Operating Budget.

Councilor Tobey returned to the dais.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 30B to pay \$58.79 of an \$82.79 invoice dated 6/4/2012 to Destino's Subs with no purchase order in place.

DISCUSSION:

Councilor McGeary explained this request from the Police Department is for permission to pay invoices where there not enough funds in the purchase order. This is for food for prisoners in custody of the department.

This motion was amended by the Council on a unanimous vote to include "invoice #141".

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 30B to pay \$58.79 of an \$82.79 invoice #141 dated 6/4/2012 to Destino's Subs with no purchase order in place.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 44, §64 to pay \$58.79 of an \$82.79 invoice dated 6/4/2012 to Destino's Subs for expenditures incurred in the prior fiscal year with funds from the current FY13 Police Department Operating Budget.

DISCUSSION: None.

This motion was also amended by unanimous vote of the Council unanimously to include "invoice #141".

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 44, §64 to pay \$58.79 of an \$82.79 invoice #141 dated 6/4/2012 to Destino's Subs for expenditures incurred in the prior fiscal year with funds from the current FY13 Police Department Operating Budget.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council to in accordance with MGL c. 44, §64 to pay an invoice dated 7/14/2012 for \$383.77 to be paid to Sprint/Nextel for services provided in the prior fiscal year with funds from the current FY13 Building Inspection Department Operating Budget.

DISCUSSION:

Councilor McGeary also explained that a shortfall was found in the Building Inspector's department telephone budget; three transfers' requests were done; but through clerical error, the purchase order was not increased purchase so there are no funds to pay for the invoice.

This motion was amended by unanimous vote of the Council unanimously to include "invoice #703673218-130.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 44, §64 to pay an invoice #703673218-130 dated 7/14/2012 for \$383.77 to be paid to Sprint/Nextel for services provided in the prior fiscal year with funds from the current FY13 Building Inspection Department Operating Budget.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted

2 in favor, 0 opposed to recommend to the City Council to in accordance with MGL c. 30B to pay an invoice dated 7/14/2012 for \$383.77 to be paid to Sprint/Nextel for services rendered with no a purchase order in place.

DISCUSSION: None.

This motion was also amended by unanimous vote of the Council unanimously to include invoice #703673218-130.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 30B to pay an invoice #703673218-130 dated 7/14/2012 for \$383.77 to be paid to Sprint/Nextel for services rendered with no a purchase order in place.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 44, §64 to pay an invoice dated 7/3/2012 for \$15,726.81 to D'Ambrosio Brown LLP for collection of tax title accounts for the City of Gloucester in the prior fiscal year with funds from the current FY13 Treasurer's Department Operating Budget.

DISCUSSION:

Councilor McGeary explained this for the City's tax title collection services for June. There was money available, but the purchase order didn't reflect the June tax title collections. This is also a situation where two motions are needed as will the next matter to come out of Committee.

This motion was amended by unanimous vote of the Council unanimously to include invoice #185424.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 44, §64 to pay invoice #185424 dated 7/3/2012 for \$15,726.81 to D'Ambrosio Brown LLP for collection of tax title accounts for the City of Gloucester in the prior fiscal year with funds from the current FY13 Treasurer's Department Operating Budget.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 30B to pay an invoice dated 7/3/2012 for \$15,726.81 to D'Ambrosio Brown LLP for collection of tax title accounts for the City of Gloucester with no purchase order in place.

DISCUSSION: None.

This motion was also amended by unanimous vote of the Council unanimously to include invoice #185424.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 30B to pay an invoice #185424 dated 7/3/2012 for \$15,726.81 to D'Ambrosio Brown LLP for collection of tax title accounts for the City of Gloucester with no purchase order in place.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 44, §64 to pay prior fiscal year invoices for 2010 and 2011 for a total of \$2,715.96 to the Gloucester Contributory Retirement System for City employees that have now met the criteria for pension reimbursement with funds from the current FY13 Treasurer's Department Operating Budget.

DISCUSSION:

Councilor McGeary stated that under MGL c. 32, §22, paragraph 4 on the retirement law, there is a special section for military service. As far as the pension contribution is concerned, the City personnel have to be treated as if they were actively employed by the City, and the City is to contribute that amount. The retirement board wants to make these benefits whole. The amount to be paid is the difference between the military and the City payments.

Council President Hardy disclosed under MGL Chapter 268A to avoid the appearance of impropriety that her husband was a member of the Board of the Gloucester Contributory Retirement System. It does not affect this or the next vote on this matter as there is no benefit to either herself or her husband through this vote to be taken by the Council and will be voting.

The Council President then offered an amendment to this motion and the one that follows to include each invoice total as well as inserting "Calendar Year" to replace the phrase "Fiscal Year," because the Retirement Board money is on a calendar year. **The Council voted unanimously to amend both motions regarding the Gloucester Contributory Retirement System.**

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 44, §64 to pay prior fiscal year invoices for 2010 and 2011, respectively \$423.18, \$430.62, \$1,862.16, for a total of \$2,715.96 to the Gloucester Contributory Retirement System for City employees that have now met the criteria for pension reimbursement with funds from the current Calendar Year 2013 Treasurer's Department Operating Budget.

MOTION: On motion by Councilor Cox, seconded by Councilor McGeary, the Budget & Finance Committee voted 2 in favor, 0 opposed to recommend to the City Council in accordance with MGL c. 30B to pay prior fiscal year invoices for 2010 and 2011 for a total of \$2,715.96 to the Gloucester Contributory Retirement System for City employees that have now met the criteria for pension reimbursement without a purchase order in place.

DISCUSSION: None.

Council President Hardy stated under MGL Chapter 268A husband is on the Board of the Gloucester Contributory Retirement System and this vote does not affect herself or her husband and would participate in this vote.

MOTION: On motion by Councilor McGeary, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, in accordance with MGL c. 30B to pay prior calendar year invoices for 2010 and 2011, respectively \$423.18, \$430.62, \$1,862.16, for a total of \$2,715.96 to the Gloucester Contributory Retirement System for City employees that have now met the criteria for pension reimbursement without a purchase order in place.

Ordinances & Administration: August 20, 2012

No matters from this meeting came forward for Council action.

Planning & Development: August 22, 2012

Councilor Tobey noted that several matters not up for a vote by the Council tonight taken up by P&D. One was the application regarding the Beauport LLC hotel which has been continued to September 20th when P&D will convene a joint meeting with the Planning Board for a comprehensive presentation of the elements of the proponent's proposal. There will be several work sessions thereafter. There will be a P&D meeting in a workshop format with strict parameters to seek community input as opposed to a public hearing. The Committee also had a good conversation on the Back Shore Existing Hotel Overlay District (EHOD) matter with extensive give and take on both sides. The action plan of the Committee is for a site visit on Saturday, September 8th at 8 a.m.; then P&D will take that matter up again at its September 19th meeting with the next Council meeting featuring a public hearing on the EHOD with a P&D recommendation. They also voted to advertise for public hearing on the matter of seeking Article 97 of the Massachusetts Constitution protection for the Babson watershed land and bird sanctuary.

MOTION: On motion by Councilor Hardy, seconded by Councilor Ciolino, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to permit the Gloucester Fund to hold a Free Concert on Stacy Boulevard in the vicinity of the Blynman Bridge on September 1, 2012. Approvals by the Fire Chief, Police Chief and DPW Director or their designees must be on file by August 28, 2012 in the City Clerk's office including day of event contact information. The Gloucester Fund is also required to obtain any necessary approvals from the Licensing Board, the Board of Health and the Licensing Commission. It is the sole responsibility of the Gloucester Fund to ensure that all required documentation and insurance is timely filed with the

appropriate City departments as indicated. Failure to comply with any conditions precedent may result in revocation of Council approval.

DISCUSSION: None.

MOTION: On motion by Councilor Tobey, seconded by Councilor Verga, the City Council voted 8 in favor, 0 opposed, 1 (Theken) absent, to permit the Gloucester Fund to hold a Free Concert on Stacy Boulevard in the vicinity of the Blynman Bridge on September 1, 2012. Approvals by the Fire Chief, Police Chief and DPW Director or their designees must be on file by August 28, 2012 in the City Clerk's office including day of event contact information. The Gloucester Fund is also required to obtain any necessary approvals from the Licensing Board, the Board of Health and the Licensing Commission. It is the sole responsibility of the Gloucester Fund to ensure that all required documentation and insurance is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in revocation of Council approval.

Scheduled Public Hearings:

1. **PH2012-054: Amend GCO Chapter 23 "Utilities" Article V, "Non-Storm Water Discharges" Section 23-124 through 23-136**

This public hearing is opened.

Those speaking in favor:

Mike Hale, DPW Director explained that this is an amendment to the Gloucester Code of Ordinances (GCO), Chapter 23 Utilities, Article V, for Non-Stormwater Discharge to ensure the protection of the City's storm sewers. It enables the City to enforce and lay out what is not permissible to introduce into the stormwater system such as pollution by waste oils, antifreeze, etc.; illicit connections such as a sanitary sewer connection to the stormwater system (requiring removal). If an illicit connection is found on a property that had such a connection, the City could enforce through the ordinance for the removal of that illicit connection. This also helps the City to comply with state and national Clean Water Act regulations. This is a mandate under the EPA stormwater provisions. The City is a regulated community. They are looking for this to be part of the City's local laws. This does have enforcement penalties, both criminal and non-criminal, associated with it. There are provisions for exceptions which are listed under Sec. 23-131(b). The ordinance amendment also allows for the suspension of this provision given certain emergencies.

Those speaking in opposition: None.

Communications: None.

Council Questions:

Councilor Verga expressed there had been concern from his ward (Ward 5) and asked Mr. Hale to confirm this ordinance gives "teeth" in dealing with violators and closing loopholes for violations. **Mr. Hale** agreed the ordinance does that. The City has had Public Works stormwater regulations for a number of years. The EPA and DEP would like to see this memorialized into local ordinances. It is letting a homeowner know it is not right to discharge items such as antifreeze and oils into the local catch basin or even the local swale. It is definitely not okay to discharge sanitary waste into a catch basin whether it is Ward 5, Ward 1 or Ward 2, or any ward. Whether it goes to a marsh, or the harbor, the discharge is still illicit. They are trying to protect the City's resources from that kind of illicit activity.

This public hearing is closed.

MOTION: On motion by Councilor LeBlanc, seconded by Councilor Whynott, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to AMEND the Gloucester Code of Ordinances by ADDING Chapter 23 – Utilities, Article V, Non-Storm Water Discharges, Sections 23-124 through 23-136 and on file.

DISCUSSION: None.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the City Council voted BY ROLL CALL 8 in favor, 0 opposed, 1 (Theken) absent, to AMEND the Gloucester Code of Ordinances by

ADDING Chapter 23 – Utilities, Article V, Non-Storm Water Discharges, Sections 23-124 through 23-136 on file.

2. PH2012-058: Prospect Street #76, Map 26, Lot 45 from R-5 (High Density) to NB (Neighborhood Business)

This public hearing is opened.

Those speaking in favor:

Robert Visnick, attorney, 11 School Street, Rockport representing the petitioners, Savour Wine and Cheese LLC and Beach Gourmet, Inc. is requesting that the property at Prospect Street #76, Map 26, Lot 45 be changed from R-5 (High Density) to NB (Neighborhood Business). He explained that Savour LLC previously operated an upscale wine and cheese shop co-tenanting with Beach Gourmet, a catering entity at 24 Washington Street. That building was destroyed by fire last September. Savour LLC subsequently purchased 76 Prospect Street, formerly Connors Pharmacy. Savour LLC and Beach Gourmet entered into a lease arrangement agreed to continue their business relationship at this new location. Because of the catering business they went before the ZBA for approval for a change of use which they received approval for from that body. The ZBA, as one of its conditions for granting that use variance was that they apply for and “diligently pursue” a change of zoning from R-5 to NB (Neighborhood Business). This is a change, he said, that makes common sense. It went before the Planning Board which recommended this change in zoning unanimously, as did the P&D Committee.

Those speaking in opposition:

Communications: None.

Council Questions: None.

This public hearing is closed.

MOTION: On motion by Councilor Verga, seconded by Councilor Hardy, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to grant a zoning change for the property at Prospect Street #76, Assessors Map #26, Lot #45 from its present zoning classification of R-5 (High Density) to NB (Neighborhood Business), and to amend the Zoning Map accordingly.

DISCUSSION:

Councilor Tobey stated this is a welcome event of redevelopment on that corner and is looking forward to seeing Savour back in business there soon. **Councilor Cox** expressed support for the rezoning noting this is zoned as R-5 now, but has been a commercial business at that location for some time. This is a good example of making a correction to the zoning ordinance that is long overdue. She expressed appreciation to the ZBA for asking the applicants to clear up this matter. **Council President Hardy** noted the recommendation from the Planning Board dated August 14th also recommends the zoning be changed. She agreed with the justification also and expressed her support for the zoning change.

MOTION: On motion by Councilor Tobey, seconded by Councilor LeBlanc, the City Council voted **BY ROLL CALL 8 in favor, 0 opposed, 1 (Theken) absent to grant a zoning change for the property at Prospect Street #76, Assessors Map #26, Lot #45 from its present zoning classification of R-5 (High Density) to NB (Neighborhood Business), and to amend the Zoning Map accordingly.**

For Council Vote: None.

Unfinished Business: None.

Individual Councilor’s Discussion including Reports by Appointed Councilors to Committees: None.

Councilors’ Requests to the Mayor:

Councilor Whynott noted a constituent noted that the lights in the handicap entrance were out again and asked they be fixed. He also pointed out there is a big coyote problem in Gloucester, and gave recent examples of that problem regarding the safety of the public and their pets. He asked the Animal control officer and the Board of Health to make a presentation on this problem and solutions for its curtailment of the increase of the coyote population in Gloucester. **Council President Hardy**, with the unanimous assent of the Council, would arrange for a presentation before the Council.

Councilor Verga noted the Magnolia Roadshow is Saturday, August 25th to be held on Lexington Avenue and inside the Magnolia Library Center. On Thursday, August 30th at 6 p.m. is the 36th Annual Magnolia Road Race.

Councilor Cox explained she will have a ward meeting the following evening at 6 p.m. at the footpath between Gloucester Crossing and Perkins Street. She noted she had submitted a Request to the Mayor regarding the creation of a subcommittee for the Cable TV Advisory Committee and the Mayor's office to work together to try and find better equipment and has yet to heard anything. She has had no response nor has the Advisory Committee from the Mayor's office. **Council President Hardy** met with Mr. Duggan, Ms. Lowe, the City and School IT Directors a few days ago to discuss the current status. There will be a full presentation at the October 23rd City Council meeting. The IT Directors will explore what other communities have done to upgrade their historical auditorium systems and report to the Council. The City will then open an RFP for a consultant to come in and tell them how they can make improvements. The Administration has assured they wish to see this done right. They will reach out to the Cable Committee also to see they are included. On another note, **Councilor Cox** also reminded all that the HMS Bounty (the ship used in the movie, Pirates of the Caribbean) will be in the harbor for the Schooner Festival this weekend offering tours Saturday and Sunday for \$10 per person.

Councilor McGeary requested from the Administration that the FY13 budget as amended by in PDF and Excel on the City's website. On Thursday afternoon, August 30th from 3:00 p.m. to 5:00 p.m. on the East Gloucester Elementary School's playground, the new principal, Carol Bratt, will be present and looks forward to meeting parents there.

Councilor Ciolino acknowledged the YMCA Clean Team kids and the job they've done for the City this summer, saying that managed to keep up with the litter and keeping the City looking good. He thanked them for their participation in the program which makes the City visitor ready.

Council President Hardy reminded the Committee chairs that the entire Council be apprised of any site visits as they all vote on the related matters they are connected to.

A motion was made, seconded and voted unanimously to adjourn the meeting at 8:57 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **Site Plan Draft by Vine Associates for the Gloucester Harbormaster Berthing Facility Improvements, Conceptual Float Layout submitted by Tony Gross, Waterways Board Chairman.**