

CITY COUNCIL STANDING COMMITTEE
Ordinances & Administration
Monday, February 4, 2013 – 6:00 p.m.
1st Fl. Council Conference Rm. – City Hall
-Minutes-

Present: Chair, Councilor Sefatia Theken; Vice Chair, Robert Whynott; Councilor Steven LeBlanc, Jr.

Absent: Councilor Whynott

Also Present: Councilor Melissa Cox; Linda T. Lowe; Jim Duggan; Suzanne Egan; Jeff Towne; Sally Polzin; Nancy Papows; Donna Compton; Bill Sanborn; Paul Keane; Police Chief Leonard Campanello; Jamie Levie; John Feener; Noreen Burke; Karen Carroll

The meeting was called to order at 6:00 p.m.

1. *Continued Business:*

- A) Communication from Council President to City Clerk and memorandum from City Clerk re: City Clerk's Office Reorganization Request (Cont'd from 01/14/13 and awaiting workshop to be scheduled)

Councilor Theken advised the Committee that the City Clerk is not yet able to make a presentation to them because the Council is waiting to schedule a workshop on the reorganization.

This matter is continued to March 4, 2013.

- B) CC2012-068 (LeBlanc) Amend GCO Sec. 22-287 "Disabled veteran, handicapped parking" & Sec. 22-274 "Two-hour Parking" re: Washington Street #133 (TBC 03/04/13)

This matter is continued to March 4, 2013.

- C) CC2013-003 (Verga) Amend GCO Chapter 22, Sec. 22-270 and Sec. 22-291 re: Magnolia Avenue (TBC 03/04/13)

This matter is continued to March 4, 2013.

2. *New Appointment:*

John Feener to Community Preservation Committee as Conservation Commission Representative (TTE 02/14/15)

Councilor Theken endorsed Mr. Feener's appointment to the Community Preservation Committee. **Mr. Feener** noted he is now working for the Town of Ipswich and so has the time to devote to the meetings for both ConCom and the CPC. Mr. Feener noted his specialty is green spaces which will be especially helpful for the Community Preservation Act category in consideration of Open Space Preservation projects for funding.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to appoint John Feener to the Community Preservation Committee as the Conservation Commission Representative, TTE 02/14/15.

3. *Management Reappointments:*

Councilor Theken said that Mayor Kirk was unable to attend this evening and the Mayor had told her she wholeheartedly endorsed all the management reappointments.

Purchasing Agent

Donna Compton

(TTE 02/14/14)

On inquiry by **Councilor Theken, Ms. Compton** informed her there is an on-going training process not only in her office but for the City departments on purchasing rules and regulations and the process by which City

transactions are governed. **Councilor Theken** expressed she was pleased with Ms. Compton's efforts on behalf of the City. **Councilors Cox** and **Whynott** also voiced their endorsement of Ms. Compton's reappointment.

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 reappoint Donna Compton, Purchasing Agent, TTE 02/14/14.

Chief Administrative Officer James Duggan (TTE 02/14/14)

Jim Duggan, CAO said that in his 23 years in public service working in four municipalities, these senior managers before the Committee for reappointment are the most dedicated, selfless individuals he has had the pleasure of working with. He added these managers are the best, their teamwork "unparalleled." He said he appreciated the Council recognizing the quality of these managers up for reappointment. **Mr. Duggan** then asked the O&A Committee to consider supporting two-year appointments for those management positions that remain a one-year term. **Councilor Theken** said she was not in favor of two-year terms and she suggested that sort of change may find little support among the Council at this time; but that the Committee would entertain a continuing discussion on the matter.

Councilor Theken said that Mr. Duggan had come a long way since taking on the role of Chief Administrative Officer. She said this management team has performed very well and that the Mayor is letting them do their job. Mr. Duggan has exhibited patience and has been sensitive to many issues, she said agreeing it has been all about the whole administrative team. She also said that she respects Mr. Duggan and that he is "pulling his weight."

Councilor Whynott said that he has heard many complaints about many CAO's in the past, but when the Mayor sends Mr. Duggan "out the door he is "carrying her water." While **Councilor Whynott** said he may not agree with the Administration in all matters, but he appreciates the job Mr. Duggan does, and he is doing it well. He noted the administrative team has been in place a while, some prior to Mayor Kirk, which makes Mr. Duggan better as a manager and that in turn makes the Mayor a better Mayor.

Councilor LeBlanc thanked Mr. Duggan for an open line of communication and appreciated his honesty in his interactions.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to reappoint James Duggan, Chief Administrative Officer, TTE 02/14/14.

General Counsel Suzanne Egan (TTE 02/14/14)

Councilor Theken expressed that the managers before the Committee have wonderful staff members who work very hard every day, and she advised they let their staff know that.

On inquiry by **Councilor Theken** about the various roles Ms. Egan plays in her position, **Ms. Egan** explained that there is a particular role she plays when a Councilor comes to her individually for legal advice and another role she plays when she is before the City Council at a public hearing and is asked to provide advice. These, she said, are two very different forums. If she is at a public hearing speaking at the microphone as the City's attorney, she said doesn't advocate any particular position. She tries to provide information and education on certain matters. Ms. Egan gave the example that she may talk to a Councilor about passing a traffic ordinance for instance in her office. But in front of the Council if she's asked what are the legalities of passing the ordinance are, it would be her performing in a different capacity. Her role, she said, is to provide legal advice; and she does not advocate any particular position to the City Council.

Councilor Whynott commented Ms. Egan always responds to his inquires. **Councilor Theken** added that the City's General Counsel not only works for the Mayor, but also for the City Council. **Ms. Egan** said she doesn't provide legal advice just for the Mayor, but for the Council, and for all City departments, and all City boards, committees and commissions. **Councilor Whynott** commented the City Council of New Bedford has its own attorney, and the City Administration has its own General Counsel. **Ms. Egan** said there are times when those interests are divergent between the Administration and the Council. In such cases, she said she would hire two separate outside counsels should that occur, which has been done in the past. **Councilor Theken** suggested the Council may need to look into its own attorney in the future.

Councilor LeBlanc expressed his support of Ms. Egan's reappointment. **Mr. Duggan** added there have been many occasions where Ms. Egan may not agree with the Mayor or the Administration but has always done what is in the best interest of the City. He said she doesn't base her decisions ever on any opinion from the Mayor in any way.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to reappoint Suzanne Egan, General Counsel TTE 02/14/14.

City Engineer

Paul Keane

(TTE 02/14/14)

Mr. Keane said he works directly for Mike Hale to support the Department of Public Works' engineering needs as well as working with the Planning Department reviewing projects. On inquiry by **Councilor Theken**, he said he is not involved with the CSO and sewer projects. **Councilor Theken** asked who works on the CSO project as the City's engineer. **Mr. Duggan** said that the DPW Director assigns his staff in his department to projects according to the departmental needs and the staff strengths. **Councilor Theken** said Councilor Tobey asked about this issue last year. There are certain projects that are very large that when Mr. Hale is not around and in case they are unable to get to the supervising contract engineer, Mr. Keane, she said, should be up to date on a project and be used more in the case of an emergency as Mr. Hale is not an engineer. **Councilor Theken** said she agreed the City has an engineer who is capable and would also like him to be used more. **Councilor Whynott** said the Council is looking more for cross-training in cases like this. Mr. Keane, he said, needs to be aware of these kinds of City projects and while not doing the engineering; he should be informed of the particulars and the projects' status. **Mr. Duggan** said that is not the case that Mr. Keane is not engaged and that there is a balance on how projects can get done. There is only so much Mr. Keane can do, he said.

Councilor LeBlanc expressed his support for Mr. Keane. He said he had worked quite a bit with him on the water and gas infrastructure project in Ward 3-1 from the Boulevard to Commonwealth Avenue. He said Mr. Keane was responsive and informative with him and his constituents as well. **Mr. Duggan** added that project was one of the biggest infrastructure projects the City has seen. He said he respected the DPW Director for how he balances his employees' time to get the projects done. **Councilor Theken** reiterated Mr. Keane needs to have a working knowledge of all City projects and should be updated. Councilor Theken asked if Mr. Keane assists Mr. Hale in assessing and choosing a private engineer/engineering service to which **Mr. Keane** said he did not always do so. **Councilor Whynott** suggested that keeping Mr. Keane updated could be as simple as a memo with updates from Mr. Hale to Mr. Keane on City projects that he is not working on so if something happens and Mr. Hale is unavailable, Mr. Keane is knowledgeable and could be of service. **Mr. Duggan**, responding to a comment from **Councilor Theken**, said that Larry Durkin was hired to fill the position of the City's environmental engineer to assist the DPW as a direct result of the Boil Water Order because there was a clear need shown.

Councilor Theken expressed agreement with Councilor LeBlanc about Mr. Keane's assistance on the water project. Mr. Keane, she noted, takes his assignments from Mr. Hale. **Mr. Duggan** said that it is Mr. Hale's decision how to run his department. He is satisfied with the way Mr. Hale runs his department and handles his resources. **Councilor Theken** reiterated it was at Councilor Tobey's request that Mr. Keane be included in the breadth of knowledge on all City projects which the Council is suggesting to Mr. Hale. The City has a capable City Engineer and the Council is asking he be fully utilized, she said.

Councilor Cox added as to the upcoming infrastructure project in the Fort, Mr. Keane has been very helpful to her.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to reappoint Paul Keane, City Engineer, TTE 02/14/14.

Personnel Director

Sally Polzin

(TTE 02/14/14)

Councilor Theken expressed concern that some employees felt Ms. Polzin was not available to them and does not represent them, and she had brought that concern to Mr. Duggan.

Mr. Duggan said he respectfully disagreed with that opinion. He then pointed out since Ms. Polzin has been here since July she has:

- Brought City personnel policies for new employees and sign-off's up to date.

- Assisted in the hiring of several firefighter/paramedics through a difficult Civil Service process; assisted in the hiring administrative staff, a financial analyst for the Police Department, a new Veteran's Services Director, a new Community Development Director who will start next week as well as a new Building Inspector. Soon after starting with the City, with short notice, Ms. Polzin chaired the Police Chief Search Committee, hired the new Police Chief, including the assessment center.
- Settled several union grievances with all unions including several in the Police Department.
- Negotiated all union contracts with the Administration
- With the assistance of the City Clerk worked to bring the City staff into compliance with State ethics training mandate.

Mr. Duggan said the characterization that Ms. Polzin is unavailable to the staff and doesn't represent them was an unfair categorization. **Councilor Theken** pointed out that Ms. Polzin has been working with the Administration and the department supervisors. She suggested that Ms. Polzin send a general email to the staff that she is available to them. Although she has been busy, she has her own staff, but they aren't the Personnel Director. And, she said, while Ms. Polzin is doing a remarkable job for management and has her two staff assistants who are familiar to all the City employees she suggested Ms. Polzin needs to consider outreach out to the rank and file.

Ms. Polzin pointed out that in the DPW the AFSME A group several contracts ago they put in a joint labor/management committee, and it was never implemented. She has worked to establish this joint labor group and they now meet once a month. Through this group grievances have been disposed of and things run more smoothly. While she said she would like to do this with all groups, it is not possible. She said that sometimes Personnel Directors have to say no. But she said her door is open at all times. **Councilor Theken** urged Ms. Polzin to be proactive in reaching out to the staff.

Councilor Whynott noted the manager is to uphold the policies of the Administration, even if she disagrees. A good manager supports the Administration but works within the Administration to change the structure. He said he understood sometimes she does have to say no.

Councilor Theken said the ad hoc committee she participated in with Ms. Polzin on health care was a positive experience. There are employees, she said, that are afraid to speak up. She urged Ms. Polzin to be more visible to the staff. She said she appreciated Ms. Polzin's work and that she was one of the best Personnel Director's the City has had in some time. **Ms. Polzin** added she did do on site visits when she first came on board and would work to do more of that this spring.

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 reappoint Sally Polzin, Personnel Director, TTE 02/14/14.

Building Inspector

William Sanborn

(TTE 02/14/14)

Mr. Sanborn informed the Committee his department has a new Assistant Building Inspector starting this Monday. Fee collection has been on target for this year. January was extremely busy. **Councilor Theken** said there were some goals set for Mr. Sanborn. **Mr. Sanborn** said he is meeting his goals. The department has worked to make it easier for people to go through the building process. There is a computer program to assist his department communicating with the rest of the City's departments in a better way. The new program, Revenue Sense, has work to be done on it for technical support, but is designed to work for every department. The program would allow for the permits to go by computer to each department for sign-off. There is a lack of technical support at this time. One of the goals is to get that up and running, he said.

Councilor Theken said several permits came back to the Council because they came to the Council first but didn't have DEP Chapter 91 licenses in place yet. Mr. Sanborn noted that there were a couple of those issues but the DEP is now more thorough in their review and that the State is sending the applicants back to the City in those cases.

Councilor Whynott asked about building starts statistics of this year versus to last year. **Mr. Sanborn** said last year's starts were very good; there were a number of new homes on Hesperus Avenue and Eastern Point saw a lot of work going on. The department is not seeing as many housing starts now as it did last year but added he didn't see the local economy trending downward from his department's perspective and said that construction on Cape Ann has survived well through the recession. **Mr. Towne** added that a private subdivision was stalled and bankrupted in Magnolia. He said it is now sold and the new developer is moving forward and is doing preliminary work and hope to start up construction in early in the spring.

Councilor LeBlanc offered his endorsement of Mr. Sanborn's reappointment.

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 reappoint William Sanborn, Building Inspector, TTE 02/14/14.

Chief Financial Officer

Jeffrey Towne

(TTE 02/14/14)

Mr. Towne informed the Committee since he was last before O&A, there has been a departmental reorganization which he said is working very well. His staff is doing the same amount of work with seven versus eight employees, and cross-training has been very successful. He also said he restructured the department's physical space. He said worked on the parking kiosk project and wind turbine project; hired a new Director of Information Technology; served on the building committee for West Parish School; helped with the restructuring and financing on Newell Stadium which was complicated. He pointed to the City's twice upgraded bond rating since his initial appointment as CFO which was due to a team effort. He said he has restructured the City's debt, lowering the City's interest payments, refinancing, all to save the City thousands of dollars. There are more opportunities for people to come to the department's counter at City Hall and make it easier for them to make payments in person. The City can now offer credit card purchases at the parking kiosks also.

Councilor Theken asked if the Treasurer/Collector's Department does the 3rd party billing for the Fire Department's ambulance service. **Mr. Towne** said that is separate from his department by the EMS Coordinator at the Fire Department.

Councilor Theken commented she had seen Mr. Towne's letters that went out from his department on those folks who are delinquent on taxes and was impressed by their content. **Mr. Towne** said the letters do get people to pay attention. Additionally he said his staff also called many folks who owed less than \$100. They sent a letter in advance to advise their names would go in the paper which is a requirement of the law. It prompted many folks to come forward with their delinquent tax payments. There are a lot of people out of tax title and are staying out of tax title which has been his goal, he said. People can pay their bills on line as well, he added, which is working very well.

Councilor Whynott suggested I4-C2 be chained up so that it cannot be used as free parking if the City isn't ready to charge for parking there by kiosk. **Mr. Duggan** said the City is waiting for the State permit first before they can take action on that matter. Any decision to chaining the lot up will be a decision by the Administration, he said.

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 reappoint Jeffrey Towne, Chief Financial Officer, TTE 02/14/14.

Principal Assessor

Nancy Papows

(TTE 02/14/16)

Ms. Papows said that her department's primary focus is the real and personal property values approved, to hold tax classification public hearings, submit the tax recap and certify the tax rate in a timely manner. They are responsible for motor vehicle, boat excise and apportion betterments. They work to deliver high quality customer service which is her department's goal each year. **Councilor Theken** asked if folks are coming in for senior, widow, CPA tax exemption. **Ms. Papows** said the Principal Assessor's Clerk is very helpful in assisting the public on these types of issues. **Councilor Theken** thanked Ms. Papows for her efforts on behalf of the City and for her educational outreach to the Council.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to reappoint Nancy Papows, Principal Assessor, TTE 02/14/16.

4. Discussion by Committee with Animal Control Officer re: Dog fee, penalties and enforcement

Councilor Theken said the Animal Control Officer was asked to come before the Committee for informational purposes to give an overview of his job description, duties and enforcement matters in the performance of his duties.

Jamie Levie, Animal Control Officer stated that he deals with dogs: bites, dangerous dogs, dogs on other people's property, barking complaints, loose dog complaints. He also he picks up the dead animals off the street; any kind of animal call would be "funneled" to him, he said. He has done this job, he said, for 12 years. The new Chief, he said, has been instrumental in streamlining down his role and moving forward to bring the job on par with

other surrounding communities and cities of this size. He said he has been dealing for some time with outdated equipment and said the Chief is supportive and helping him to move into the 21st century.

Councilor Whynott recalled the Animal Control Officer a while ago Mr. Levie wrote a large group of tickets and a judge threw them out. He asked if that was a deterrent to him. **Mr. Levie** said there was some confusion with the court, and said Chief Campanello has squared that away with the court. The number of tickets written has been rising since October. He wrote 12 in January alone, he said. The process has been streamlined, he said, and when writing the ticket, it is followed up for payment to the City. He expressed that in April they will work for new ways to have citizens register their dogs.

Councilor Whynott noted the cost of a dog license has recently been lowered. He suggested that perhaps now that the dog licenses are lowered Gloucester should look to Rockport's example and raise the dog fines. **Mr. Levie** said the Chief said is examining a graduating fine structure of \$10/\$30/\$50 that resets every year. Mr. Levie suggested it may better set at \$25/\$50/\$75/\$100 and not reset each year. **Chief Campanello** added he is examining everything done in the past and starting slowly moving forward with a new way of doing things. He said they should not be getting to the courts with these civil violations; rather, there should be a process within the City that moves these situations forward with the courts as a last resort. **Mr. Towne** said that just recently they are looking to send a letter from his office about collection on Animal Control tickets. Because many of these fines are small dollar amounts, he said, hard to collect. **Councilor Whynott** asked if tickets aren't paid was there a way to put it on the tax bill. **Mr. Towne** said they can do that for outstanding taxes now. He said in the Building Inspector's office, that department checks to see if a person applying for a permit has any delinquent taxes owed to the City. The City has the ability under the Municipal Tax Relief Act of 2010 to put departmental bills on the tax bill but he said he doesn't want to do that unless it is something serious. As it is, he said, they don't have any space on the bills, and it would be overwhelming to the tax collection system to put on all dog fines. **Councilor Whynott** suggested the list of people who won't pay the fines be left with the City Clerk's office so that they can stop people from taking out a clamming license for instance. **Chief Campanello** said they don't want to offset a \$10 penalty with someone who may then deciding they won't renew a dog license. The Chief emphasized he and Mr. Levie is exploring ways to keep the fines reasonable and to be able to collect them but also to encourage dog licensure.

Regarding the dog fouling laws, **Mr. Levie** commented the problem with the dog fouling issue is that he or a police officer has to see it take place. He is, he said, beginning to issue these tickets and send them in the mail. He recounted a situation where he recently wrote a second ticket due to a complaint with a sworn statement to him. He noted he works from 8 a.m. to 4 p.m. Tuesdays through Saturdays. **Chief Campanello** said the Animal Control Officer has an extremely low overtime budget that doesn't go far. He said recently the department has discussed using the overtime pay equitably throughout the year to send the Animal Control Officer out at unexpected times.

Councilor Theken said that the majority of concern is in the warm weather months. **Mr. Levie** said his call volume rises from 3 or 4 calls per day in the winter to 30 or more calls per day in the summer. He said the police decide for him what is an emergency. **Chief Campanello** said his department prioritizing Mr. Levie's response to calls. Previously he was responding to calls on private property. He said that he is a public officer and responds to emergencies in the general public. He doesn't remove bats from private homes or chase a squirrel out of a basement, for instance. For those problems there are private professional trappers. There is a new system in place to respond to overnight calls first thing in the morning. Between now and the summer he said the department will schedule the \$3,700 overtime in different ways to have Mr. Levie to show up at unexpected places and times so he is available to write citations and have a process for them. **Mr. Levie** informed the Committee he has begun to move into the cemeteries to "clean them up" an on-going situation with dog fouling.

Councilor LeBlanc asked if there was a way to do a step increase on fines. **Chief Campanello** recommended whatever the Council feels the maximum reasonable amount is then to set fines there. He suggested his number would be higher than what the Council might be comfortable with, but it is a deterrent. There is only one Animal Control Officer with a large area to cover with a limited budget for overtime. He said the department goal is to deter and prevent certain types of nuisance calls. He said he would poll other communities to see what processes they have in place as well as what levels their fines are set at. From that data he would forward his findings on the fine rates from the surrounding communities to the Council. He said he his goal is to join preventive measures with compliance with local laws.

On inquiry from **Councilor LeBlanc**, **Mr. Levie** said the City has a full leash law. **Councilor LeBlanc** asked what the priority is when a dog is off leash and bites a child. **Mr. Levie** responded he checks his phone every 20 minutes while on duty. If a person thinks the situation is an emergency, he said they should dial 911. A loose dog, unless the animal is wounded, would be prioritized. **Chief Campanello** said when it is a public safety issue, 911 is available 24 hours a day, seven days a week. Police officers are allowed to respond to public emergencies in a neighborhood if there is an aggressive dog found, for instance.

Councilor Cox asked if there was some way to attach fines to “perks” within the City, like clamming licenses, beach stickers. **Mr. Levie** said the ticket is \$5 for an unlicensed dog. **Linda T. Lowe**, City Clerk said people aren’t ticketed for not licensing their dogs. At least fifty percent of all dogs in the City are not licensed. The office has tried various methods to increase the number licensed. **Councilor Whynott** said that when he was City Clerk his office had two lists, those who registered their dogs the previous year, and the dogs registered for the current year. His staff called those folks who didn’t re-register their dogs to encourage them to come forward to register them. He suggested perhaps this may be another technique to encourage dog owners to register their pets. **Councilor Cox** expressed that if there is a penalty that is non-enforceable it is not helpful. She also pointed out there are plain cars for Mr. Levie to use versus his well marked Animal Control vehicle. **Mr. Levie** expressed his appreciation for the suggestion.

Chief Campanello said he would be pleased to receive email questions from Councilors on any animal control matters and added this is an on-going process. **Councilor Theken** suggested to the Chief there be some publicity in the newspaper about Mr. Levie’s job and efforts to show folks he is out there and will be making a stronger enforcement effort with the Chief’s full support.

Councilor LeBlanc said he was pleased to hear Mr. Levie’s job has been streamlined and that he is concentrating on public properties. He commented that Goose Cove has an on-going issue with dog fouling. **Mr. Levie** said that after 9/11 all reservoirs are closed to the public. However, the community is dealing with the Goose Cove neighbors using that particular area for 70 years. He has spoken to many dog owners there about the laws. **Councilor LeBlanc** commented people pick up the dog waste but toss the bags into the bushes and leave the bags on tree branches which are an unhealthy situation. **Mr. Levie** agreed and assured the Committee they would be pleased with the progress they will see by the start of the summer.

Chief Campanello said he would be pleased to receive email questions from Councilors on any animal control matters and added this is an on-going process. He said he wished to make clear to the Committee that Mr. Levie did have his full support. He said he is doing a great job. He and Mr. Levie are working together to make sure the City is getting the most out of the Animal Control Officer and his efforts, he said. The Council will see increased citations, less dog fouling and overall a healthier environment in the City.

The Committee said they would look forward to an email update from Mr. Levie at the start of the third quarter.

5. *Communication from Public Health Director re: Mutual Aid Agreement among area municipal Public Health Agencies for the City of Gloucester*

Noreen Burke, Public Health Director explained that the Mutual Aid Agreement among area municipal Public Health Agencies is the same concept as Police and Fire mutual aid agreements. This concept extends to public health departments in order to be responsive to emergencies, or a public health event which might overwhelm a City’s capacity. **Councilor Theken** noted the City experienced just such a situation with the Boil Water Order several years ago. **Ms. Burke** explained further that this is an inter-municipal agreement. This is frequently done by many communities around the State; the City, she said, had not done this to date. She noted there is no cost to the City. She also introduced **Karen Carroll** the Health Department’s emergency preparedness staff member. **Ms. Carroll** said she has been with the City for two years and is the coordinator for the grant on emergency preparedness. **Councilor Theken** asked for an email from Ms. Burke listing the staff in her department who works with Health Department grants and their employment status. Ms. Burke said Ms. Carroll is a benefit-eligible employee who is paid out of a grant.

MOTION: On motion by Councilor Whynott, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend to the City Council to adopt the Mutual Aid Agreement among Cities & Towns in Emergency Preparedness Region 3D pursuant to MGL Chapter 40, §4A.

6. *CC2013-004 (LeBlanc) Amend GCO Chapter 22, Sec. 22-270 “Parking prohibited at all times” and Sec. 22-291 “Tow Away Zone re: Centennial Avenue (TBC 03/04/13)*

This matter is continued to March 4, 2013.

7. *CC2013-005 (Leblanc) Amend GCO Chapter 22, Sec. 22-287 “Disabled veteran, handicapped parking” re: Middle Street #13 (TBC 03/04/13)*

This matter is continued to March 4, 2013.

A motion was made, seconded and voted unanimously to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

**Dana C. Jorgenson
Clerk of Committees**

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.